

Attendance Roster

Board Members		
Bill Harvey	Christian Carpenter	Randy Karg
Others		
Maurice Goulet Eric Kelley, EPG	Nick Milano	Tracey Klenk

Agenda

- Approval of outstanding meeting minutes
- Review status of Board Holdover Actions List
- Report from DPW Director
 - Report on recent water sample testing
 - Report by EPG on filtration project review and next steps
 - Rate setting software procurement
 - Schedule for new water meter network
- Review of financial variances of water and sewer expenses
- Review capital request for FY 2022-2017
- Preparation for joint meeting with Board of Selectmen and Warrant Committee
- Adjourn

Agreements

1. The financial variance tool will be updated with results of each billing cycle.

New Action Items

#	Item	Responsible	Due
1.	Forward revised minutes for 04 Feb 21 to T. Klenk	B. Harvey	Done
2.	Create a tabular summary of PFAS testing results	M. Goulet	Done
3.	Create a proposal to accelerate installation of water meter MXU's.	M. Goulet	By next mtg.
4.	Prepare a detailed summary of the SCADA replacement project for the next meeting.	M. Goulet	By next mtg.
5.	Provide FAQ document edits to N. Milano	C. Carpenter/R. Karg	Done
6.	Summarize the Neponsett Watershed Association concerns/role in the permitting process	E. Kelley	Done
7.	Send water system slides to B. Harvey	R. Karg	Done

Summary Notes

Meeting began: 09:02

Meeting concluded: 10:17

B. Harvey opened the meeting by making the following statement for remote meetings.

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Medfield State Hospital Development Committee is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to listen to or view this meeting while in progress may do so by following the instructions on the agenda and meeting notice. This meeting is being recorded.

Meeting Minutes Approval –

Action items from the 04 Feb 21 minutes were reviewed and updated.

Minutes approval was deferred until changes recommended by B. Harvey are incorporated into the draft document.

Meeting minutes for 24 Feb 21 reviewed and approved by unanimous roll call vote.

Motion: R. Karg Second: C. Carpenter

Water Sampling and Testing –

M. Goulet distributed the latest PFAS testing results prior to the meeting. All samples showed reduced concentrations from prior testing. No samples have concentrations above the 20 ppt action level. However some results were above 10 ppt which triggers continuous monthly testing until the results display 'reliable and consistent' results below the 20 ppt action level.

An action item was taken to provide a tabular summary of all testing results for tracking purposes.

Water Filtration Project Update –

Mass DEP has approved the design drawings. Services of an Owner's Project Manager have been obtained from Woodard and Curran. The OPM is completing a 'Bid-Ability' and 'Constructability' review of the package. The Storm water permit application is under review by the Board of Health. Key dates for the project are

- Request for Quotations issue on 17 March
- Receipt of Sub Bid proposals on 17 April
- Receipt of General Bid proposals on 28 April

Rate setting software procurement –

Discussion tabled pending review of the 04 Feb 21 meeting minutes and follow up by K. Trierweiler with W. Peligian.

Schedule for new water meter data network –

The FlexNet antenna is installed. The critical path for project completion is installation of new MXU’s at each consumer water meter. Town employees are performing this work. Approximately 60% of the consumer meters are installed outdoors and can be upgraded at the Town’s convenience. Indoor MXU upgrades will require scheduling with property owners and are projected to be complete in 2022.

B. Harvey made a request to investigate the potential for accelerating the installation timeline by using contract resources. An action item was taken.

Review of financial variances of water and sewer expenses -

B. Harvey led the group through a review of the revenue variance analysis he created with N. Milano. The Board discussed potentially adding some measure of the demand for each year to provide additional context, but no agreement was reached.

The Board did agree to continue tracking variance performance with an update to the tool two months after the billing cycle is complete.

Cost summaries were reviewed.

Fiscal Year Status:	69%
Water Dept. Operating Budget Spent:	47%
Sewer Dept. Operating Budget Spent:	63%

Capital request for FY 2022-2017 –

M. Goulet reviewed the 5-year capital plan. Near term spending (FY 2022 & 2023) includes \$800k of spending across the entire system for SCADA implementation and \$300k for sewer system improvements identified by the findings of the I&I investigations currently underway.

An action item was taken to provide a detailed summary of the SCADA system implementation project. Cyber security concerns will be addressed by a Risk and Resilience study conducted by EPG according to Federal guidelines. This study will be finished by June.

Preparation for joint meeting with Board of Selectmen and Warrant Committee -

B. Harvey reviewed the FAQ document he created with assistance by N. Milano. The Board approved the topics that are included. An action item for review/edits was taken. Draft slides for the meeting with the Board of Selectmen and Warrant Committee were reviewed. A suggestion was made to include the Neponset Watershed letter into the material. An action item to summarize their role in the water permitting process was taken.

Motion to adjourn: Motion: C. Carpenter Second: B. Harvey Vote: Unanimous roll call