

Attendees

Water and Sewerage Board Members

Christian Carpenter
Bill Harvey
Dave Pucci - Associate Member

Town

Frank Gervasio – Town
Maurice Goulet – Town
Andrew Foster – Town
Ashley McCullen – Town

Other

Chris McCue Potts - Resident (virtual)

Board Members Not Present

Clair Meehan

Water & Sewerage Board Meeting

Agenda

1. Approval of outstanding meeting minutes 07 April, 28 April and 03 May 2023
2. Holdover actions update
3. Filtration project
 - a. Update from DPW director and Environmental Partners: Status of delivery commitment from VFD supplier, and Board actions on VFD procurement.
 - b. Discussion of resolution of DCO#5: Woodward & Curran memorandum
4. Report from DPW director of water and sewerage connection fees comparing Medfield to nearby/peer towns, and actions by the Board on such fees.
5. Liaison updates
6. Review of water and sewerage fee rate model. Board action to recommend rates to Enterprise Committee
7. Scheduling of Enterprise Board meeting and public hearing on recommended rates

New Action Items during This Meeting

#	Item	Responsible	Due
1.	Post meeting minutes to town website	F. Gervasio	July 2023
2.	Contact Tom Erb of Permanent Planning and Building Committee regarding next steps on DCO#5	B. Harvey	July 2023
3.	Provide additional analysis on water and sewer connection fees of neighboring towns	M. Goulet	July 2023

Holdover Action Items

#	Item	Responsible	Due
1.	Post links to EPA/DEP PFAS information to town website	F. Gervasio	July 2023
2.	Post meeting minutes to town website	F. Gervasio	July 2023

The Board Meeting was called to order at 10:00am.

1. Approval of outstanding meeting minutes 07 April, 28 April, and 03 May 2023

B. Harvey called the meeting to order, and noted the Board several administrative matters on the meeting’s agenda followed by a rate setting discussion for water and sewerage to be effective April 1, 2023.

B. Harvey asked for comments on the Board’s 07 April draft meetings minutes, of which there were none. B. Harvey then asked for comments on the 28 April meeting minutes as amended and recirculated to the Board. C. Carpenter noted that item 4 on page 2 needed clarification that the state “has” previously regulated PFAS. C. Carpenter also requested that a new sentence stating “The U.S. EPA has proposed additional PFAS regulations.” be included into the section. B. Harvey and C. Carpenter agreed the minutes for the 03 May meeting needed additional edits before a vote would be taken on them.

C. Carpenter motioned to approve the meeting minutes for 07 April and 28 April, as further amended. B. Harvey seconds.

Vote: Aye unanimous.

Motion passes.

2. Holdover Actions Update

B. Harvey reviewed the status of holdover actions noted from prior meetings:

- Gather report from Environment Partners on WTP on raw Well 3A and 4 for raw iron and manganese levels - completed, per B. Harvey
- Woodard & Currant to produce a memorandum on the dispute and resolution recommendations between Environmental Partners and Biszko on PCO#5 - completed, per B. Harvey
- Board to decide whether to cancel existing VFD contract with Easton for non-performance - to be discussed during the current meeting, per B. Harvey

- Post links on Town's website to USEPA and MA DEP on their education page on PFAS in drinking water - F. Gervasio to confirm this has been posted
- Examine terms of agreement related to reimbursement of use of spare VFDs in water plan commissioning - completed per B. Harvey and M. Goulet
- Draft annual report - completed, per B. Harvey

3. Filtration Project

a. Update from DPW Director and Environmental Partners on status of commitment update from VFD supplier

B. Harvey noted that Environmental Partners confirmed 2 specific drives were shipped at the end of the prior week.

b. Discussion of resolution of DCO#5: Woodward & Curran memorandum

After reading the memorandum, C. Carpenter felt it was incumbent upon Biszko to provide written documentation that would justify the change order request. Until this is provided, there is no further action for the Board to take. B. Harvey agreed, but noted that Biszko should be notified that such documentation is required as the project approaches close out. The Board agreed that B. Harvey would contact Tom Erb of the Permanent Planning and Building Committee regarding next steps.

4. Report from DPW director of water and sewerage connection fees comparing Medfield to nearby/peer towns, and actions by the Board on such fees.

B. Harvey noted that the list distributed, which provided high level information for water and sewer connection fees, was not exhaustive and was a preliminary look by himself and M. Goulet. C. Carpenter and M. Goulet both seemed to recall that the last time Medfield's fees were raised was in 2010. One discrepancy discussed was the practice by other towns of charging the same fee for both a new connection and the reconnection/replacement of an existing connection. Medfield has different fees for "new" and "existing" connections.

C. Carpenter noted that Medfield's existing fees of \$2,000 per new connection was below but relatively close to the average of neighboring communities charges. B. Harvey that some of the charges of these communities could be distorted given their membership in different water or sewer service groups and associations, and not all caveats are listed. Therefore, B. Harvey felt further analysis was necessary beyond the initial snapshot that was provided at the meeting.

M. Goulet provided additional information on the difference between the Water and Sewer Departments providing new connections versus replacing existing connections. With a new connection, the work primarily involves tapping into the water line. On an existing connection, the work can vary, but most cases on the Department's side is administrative, rather than

excavation and labor. The Board felt additional information on this difference from M. Goulet would be helpful as they revisit this topic in the near future.

M. Goulet was assigned to find which near towns are most aligned with the service and fee structure in Medfield and report the amount charged for these services.

5. Liaison Updates

D. Pucci noted that he and C. Meehan had preliminary discussions with the Conservation Commission, and that he had spoken with members of the Board of Health. A conversation followed about outreach to Sustainable Medfield, a non-town appointed group. B. Harvey noted his preference to keep outreach within other official town boards and commissions.

6. Review of water and sewerage fee rate model. Board action to recommend rates to Enterprise Committee

B. Harvey asked F. Gervasio to state the assumptions included into the rate model spreadsheet, which had been updated since the Board's last meeting. The new assumptions included consolidation of unspent contingency and bond proceeds for the water treatment plant available for capital spending and the exclusion of potential connection fee revenue associated with the Medfield State Hospital redevelopment.

F. Gervasio then walked through the graph showing projected retained earnings for both the water and sewer enterprise funds based on placeholder rate increases of 4% for the current year, 3% for the following two years, and 1% for the remaining outyears. The graph for the water enterprise also identified available unspent bond proceeds and contingency funds from the water treatment plant project that can be used for eligible capital spending. The formulas in the spreadsheet had also been adjusted to show the outyear projections correctly. The graph for both water and sewer showed increases in projected retained earnings in FY30 as a result of the assumptions of reduced pension assessments and expiring debt service. The assumption of a reduced pension assessment is based on the Norfolk County Retirement System's intention to have the pension system fully funded in Fiscal year 2030.

B. Harvey noted that the water rate model showed retained earnings well below the \$1,000,000 target. In addition, the model included a \$300,000 placeholder for capital expenses for each year beyond the current 5-year capital plan. The model was adjusted to show 3% in the outyears, as opposed to 1%, which then showed retained earnings reaching \$1,000,000 by Fiscal Year 2031. The model was then adjusted to reflect all water main projects being funded by unspent bond proceeds and contingency funds from the water treatment plant project as opposed to retained earnings. This would result in the bond proceeds and contingency funds being fully depleted by Fiscal Year 2028. The water model was further adjusted to include a placeholder 2% rate increase beginning in Fiscal Year 2031 onward, given the level of projected retained earnings.

The placeholder rate increases in the sewer modeled were 3% for Fiscal Year 2024, 2% for the outyears until Fiscal Year 2035, when the placeholder increased to 3%. B. Harvey noted that still pending was a study by Woodard & Curran that would identify additional capital needs for the wastewater treatment plant and other sewer infrastructure. He also mentioned additional low-interest financing options available through the state for this type of capital investment, as he has confirmed with the Town Treasurer that there are no imminent plans for the town to issue new debt for the Board to take part in for new projects. Going through the state-managed program may make more sense given the relatively low amount that would need to be financed for the potential projects on the horizon.

C. Carpenter moved to recommend to the Enterprise Committee that water usage rates increase 4% across all tiers and sewer usage rates increase 3% for Fiscal Year 2024. B. Harvey seconded.

Vote: Aye unanimous.

Motion passes.

It was noted no questions appeared in Zoom from virtual attendees.

7. Scheduling of Enterprise Board meeting and public hearing on recommended rates

A meeting with the Enterprise Committee was proposed for 10 July at 3:00pm. The Board will also hold a separate meeting that day following or before that meeting.

The Public Hearing on the proposed rates was scheduled for 25 July at 6:00pm.

C. Carpenter motioned to adjourn the meeting. B. Harvey seconded.

Vote: Aye unanimous.

Motion passes.

The meeting adjourned at 11:31am.