

Attendees

Water and Sewerage Board Members

Christian Carpenter
 Bill Harvey
 Clair Meehan
 Dave Pucci

Others

Kristine Trierweiler - Town

Agenda

1. Approval of outstanding meeting minutes: 14 December, 2021
2. Review of status of Board Holdover Actions List from 14 December minutes
3. Update DPW Director
 - a. Filtration project construction
 - b. Update on progress PFAS treatment feasibility study
 - c. Other misc. items
4. Board review of draft capital projects for water and sewerage for FY2023-2026
5. Board review of draft operating budget for FY 2023
6. Review of YTD water pumping and YTD water and sewerage expenses
7. Chairman to review billing adjustment sheets

New Action Items during This Meeting

#	Item	Responsible	Due
1.	Provide an update on filtration project construction	M. Goulet	Feb 2022
2.	Provide an update on PFAS treatment feasibility study	M. Goulet	Feb 2022
3.	Create a Board Operating Model	Board	Feb 2022
4.	Further discuss draft capital projects for water and sewerage for FY2023–2026	Board	Feb 2022
5.	Review of draft operating budget for FY 2023	Board	Feb 2022
6.	Circulate recent Annual Summary Reports	B. Harvey	Feb 2022
7.	Provide template for Board task overview	K. Trierweiler	Feb 2022
8.	Update the Board task list	B. Harvey	Feb/Mar 2022

Holdover Action Items

#	Item	Responsible	Due
1.	Develop and present a more detailed budget and timeline for its I/I contract	Woodard & Curran	Feb 2022
2.	Review billing October-November adjustment sheets	B. Harvey	Feb 2022

Meeting was called to order at 8:30 am. B. Harvey notified all participants that this meeting was being held remotely per the Medfield Selectmen.

The discussion of fluoride with the Board of Health will occur in February once the fluoride data is available.

1. Approval of outstanding meeting minutes:

14 December 2021 meeting minutes

C. Carpenter made a motion to accept minutes as circulated.

C. Meehan seconded the motion.

Vote: Aye unanimous

Motion passes

The group clarified the role of Associate members—they can be part of any discussion but cannot make a motion or vote.

2. Holdover Actions

The Board reviewed the holdover Action from November 16 meeting:

a. Woodard and Curran to develop and present a more detailed budget and timeline for its I/I contract

This item will be discussed at an upcoming meeting.

b. Provide second payment requisition for review

The requisition was received, and there were no comments.

c. Obtain the Filtration project construction Gantt from EPG

The Gantt has been shared with the Board and is at the level of detail needed to understand the project.

d. Review whether all of the water projects in the capital budget were included in last year's model

N. Milano and B. Harvey reviewed this information, and it will be discussed today.

e. Review capital budget in more detail

This item will be discussed today.

f. Review billing adjustment sheets

B. Harvey has signed off on the September billing adjustment sheets and there were no anomalies. B. Harvey will review the October, November, and December sheets when they are prepared.

Holdover action items from previous meetings were also discussed.

g. Review draft Board operating model

This item will be discussed today.

h. Provide examples/templates for policies from other departments

N. Milano has looked for examples, but to date no appropriate model has been identified.

3. Update DPW Director

M. Goulet was unable to attend today due to the snow. Updates on the filtration project construction and the PFAS treatment feasibility study will be discussed at the next meeting.

4. Board review of draft capital projects for water and sewerage for FY2023–2026

Prior to this meeting, B. Harvey and N. Milano reviewed the information provided by M. Goulet. They compared the table to previous budgets to see what items had changed from previous versions of the budget and rate model. B. Harvey highlighted some changes in the timing and/or proposed cost of several water main projects; a new, proposed SCADA project; and three truck replacements.

B. Harvey suggested that an overall water main study is needed to define the scope and prioritization of specific water main projects. He noted that if a study starts in 2023, it will likely not be completed prior to the 2024 Town Meeting, and this will impact timing of subsequent projects. B. Harvey noted that in total, there is more than \$1 million difference between what is being proposed and past estimates.

C. Meehan asked for clarification of what next steps would be for this Board based on this information. B. Harvey clarified that the Board approves capital expenditures to the budget, as well as the operating budget—both ultimately go to Town Meeting for approval by Town residents at the end of the Town budgeting process. This discussion is the beginning of the effort to begin the budgeting process and compare it to the rate model to see how rates might be impacted. Rate setting occurs after Town Meeting, based on capital and operating expenses.

C. Carpenter shared concern about moving many costs forward in the rate model and noted that there needs to be a further conversation with M. Goulet at an upcoming Board meeting. B. Harvey agreed, noting that these are estimates, but a water main study will help with prioritization. He would welcome more clarification about the new SCADA project being proposed.

B. Harvey noted that renew of the sewerage model will be informed by the Woodard & Curran proposal.

5. Board review of draft operating budget for FY 2023

This item was tabled to give time for further Board review and to give an opportunity for discuss with M. Goulet.

B. Harvey commented that items that drive the budget include labor (e.g., using third party sources) and costs of sludge disposal (increasing 10–20% per year). This Board reviews the operating side of the budget on a year-to-date basis.

6. Review of YTD water pumping and YTD water and sewerage expenses

The Board reviewed updated graphs of cumulative water pumped by year. One trend to note is that 2018–2021 pumping was lower than the several previous years; in 2013, 2014, and 2015, the Town was close to its permitted pumping capacity. Since then, efforts have been made to reduce unaccounted for water, and conservation measures have been taken. B. Harvey noted that review of pumping provides the Board with information needed to determine whether the Town has adequate water supplies to handle anticipate future growth. At this point, the Town has adequate water.

D. Pucci asked for clarification of what efforts have been taken since 2015 to increase available water supply (e.g., specific projects to repair residential leaks). B. Harvey clarified that there were several capital projects that addressed these issues. He pointed the Board to the Annual Summary Report (ASR), which includes a variety of information such as amount of water pumped, residential use, and many other types of data. The ASR gives a good picture of Medfield infrastructure. B. Harvey will circulate recent ASRs to the group. C. Carpenter commented that the Board has worked to increase Town citizen awareness of the importance of summer water conservation (e.g., watering lawns), with a measurable impact toward reducing summer water use. The Board had reviewed the definition of the water restriction tier system, including a protocol for advising the Selectmen and citizens and new signage of Water Tiers. The graphs discussed are available on the Town of Medfield webpage.

The Board reviewed year to date expenses. At the mid-point of the year, the expenses are just under 50% of expected. C. Carpenter commented that expenses for Water Contract Services is slightly higher and should be monitored; B. Harvey postulated that some of those costs may relate to water meter replacement that has taken place to date.

The sewerage budget is tracking at 51%. B. Harvey commented that there are not specific expenses that are cause for concern. He pointed that electricity is pacing higher, but there is anticipated revenue to offset this. K. Trierweiler added that the lower labor expense in this section is due to a staff member being on leave.

7. Chairman to Review Billing Adjustment Sheets

As discussed at the start of the meeting, B. Harvey has signed off on the September billing adjustment sheets, and there were no anomalies. B. Harvey will review the October, November, and December sheets when they are prepared.

8. Discussion of Board Duties

B. Harvey outlined the variety of tasks that this Board undertakes throughout the year. For instance, each month the Board reviews year-to-date expenses; year-to-date well pumping; updates on capital projects; and billing adjustment sheets. He suggested that a new task, being updated on permit compliance, be added going forward so that the Board can be aware when there are issues of non-compliance on the water or sewer side. C. Carpenter agreed, further suggesting that this be split into permit compliance status (i.e., any deviations from permit obligations) and broader system performance (e.g., big picture issues like a major pump failures).

B. Harvey also outlined topics that the Board addresses as needed (e.g., signing off on construction drawings; review of project invoices; changes to water restriction tiers; interpretation of state and Federal environmental regulations). Semi-annually the Board reviews revenue commitments. Annually, the Board engages in tasks that included reviewing and approving capital budgets; helping to craft warrants for Town Meetings; setting rates; and writing the Board Annual Report. Last year, the Board also committed to an Information Technology Security Review. B. Harvey proposed that the Board more routinely review of water and sewer regulations and review the Medfield Master Plan.

B. Harvey will update the list of tasks to better define what each task means and who is responsible. K. Trierweiler suggested that these tasks be formatted similar to what the Selectmen use to know what happens each month. She will provide the template, and B. Harvey will add all tasks into the template.

D. Pucci asked where we stand in terms of the Master Plan—are there topics that are upcoming soon? C. Carpenter responded that the Master Plan is a work in progress. For instance, water and sewer needs for the State Hospital will depend on what development will occur. More time should be spent on the Master Plan in the coming year. B. Harvey suggested that it would be helpful to budget for a third party to refresh the water and sewer master plan, acknowledging that in the past few years many projects from the older plan have been completed (e.g., repair of the tank at the State Hospital; rehabilitation of Nebo plan; filtration project at Wells 3 and 4; updating water meters). He added that the needs associated with development of the State Hospital are not yet defined. The cost of infrastructure at the property would be addressed by the developer, but the Board will have to be mindful of increase to water use when the land is developed.

C. Carpenter made a motion to adjourn the meeting.

C. Meehan second motion.

Vote: Aye unanimous

Motion passes

Meeting adjourned at 9:48 am.