13 Aug 19 Board of Water & Sewerage Meeting Minutes

Attendance Roster

<table>
<thead>
<tr>
<th>Board Members</th>
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<tbody>
<tr>
<td>Bill Harvey</td>
<td>Chris Carpenter</td>
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<table>
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<tr>
<th>Others</th>
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<tr>
<td>Maurice Goulet</td>
<td>Tracey Klenk</td>
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Agenda

- Review status of Holdover Actions List as of 20 June 19 meeting
- Board Members to approve meeting minutes of 20 June 19
- Review of monthly pumping and YTD expenses
- Status report from EPG on Nebo Tank and Treatment Plant project next steps, schedule
- Discussion of 02 July EPG proposal for additional scope of work for treatment project
- Discussion of 02 July EPG proposal for construction services for Nebo Tank project
- Report from DPW Director on Pleasant Ct. water main replacement
- Chairman to sign the outstanding billing adjustment sheets

Agreements

1. A joint meeting with the Enterprise Board will be scheduled for November to facilitate our capital planning and rate setting activities.
2. The focal point for all water and sewerage capacity inquiries from the ZBA or other Town Boards resulting from new developments in the town will be the Director of the Department of Public Works. The Director will keep the Board informed of these inquiries and is authorized to approve service requests that do not result in a material impact to operations or capacity limitations. If a request will result in a need to expand capacity via withdrawal permit changes or a capital infusion, Board approval of the request will be required.
3. The Board approved a proposal by Environmental Partners Group to provide construction phase engineering support to the Mt. Nebo Water Tank Rehabilitation Project. Total cost of these services is $69,200.
4. The Board approved a proposal by Environmental Partners Group for engineering services to support Wells 3 and 4 Preliminary Design and Permitting Support at a total cost of $171,500.

New Action Items

<table>
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<tr>
<th>#</th>
<th>Item</th>
<th>Responsible</th>
<th>Due</th>
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<tbody>
<tr>
<td>1</td>
<td>Provide a summary of aged receivables and liens to complete a financial summary of water and sewer operations for FY 2019.</td>
<td>M. Goulet</td>
<td>Done</td>
</tr>
</tbody>
</table>
2. Create a graphic report that will facilitate a shared understanding of historical water withdrawal rates and permit limitations. Use data from calendar years 2016, 2017 and 2018 in the historical baseline.

3. Execute purchase agreements for the two proposals from EPG for engineering services

4. Respond to waste water treatment plant non-compliance notice

5. Schedule next meeting

Holdover Action Items

<table>
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<tr>
<th>#</th>
<th>Item</th>
<th>Responsible</th>
<th>Due</th>
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<tbody>
<tr>
<td>6</td>
<td>Arrange a meeting with K. Trierweiler, M. Cerel, M. Goulet, D. O’Toole and D. Maxson to review the status of the RFP and leasing status for telecom providers seeking equipment installation leases for the State Hospital Water Tower and make decisions for project management.</td>
<td>R. Karg</td>
<td>Done</td>
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Summary Notes

Meeting began: 08:32
Meeting concluded: 10:30

20 June 2019 Meeting Minutes and Action Items –

Minor typos were corrected.

Follow up for holdover action items #4 and #5 were transferred and included in the action register for this meeting.

A proposal to schedule an additional meeting of the Enterprise Board concurrent with the Water and Sewerage Board meeting in November was discussed. The intent for conducting an additional meeting is to improve capital planning and rate setting activities. Timing of the meeting will allow fall water meter readings to be completed and will also align with the Town’s capital and expense planning cycle. The Board agreed to this proposal.

Meeting minutes for 20 June as amended unanimously approved
Motion: C. Carpenter Second: R. Karg Unanimous

Monthly pumping and YTD expenses –

Cost and revenue summaries for FY 2019, which ended 30 June, were distributed. Salary expenses and operating expenses for both the water and sewer departments were within budget for the year.

M. Goulet was requested to provide a summary of aged receivables and liens to complete a financial summary of water and sewer operations for FY 2019.
The review of June and July water withdrawal reports led to a discussion of water consumption trends and permit limitations. B. Harvey took an action item create graphic reports that will facilitate a shared understanding of historical water withdrawal rates and permit limitations. This knowledge will improve the Board’s ability to respond to development proposals under consideration by other Town boards and departments. M. Goulet informed the board that Parr Engineering has been engaged by the State Hospital Development Committee to investigate the water and sewerage system impact of proposed development at the site. They will likely reach out to our Board for input to their deliberations.

The following agreement was achieved on how to respond to Town development inquiries.

- The focal point for all water and sewerage capacity inquiries from the ZBA or other Town Boards resulting from new developments in the town will be the Director of the Department of Public Works. The Director will keep the Board informed of these inquiries and is authorized to approve service requests that do not result in a material impact to operations or capacity limitations. If a request will result in a need to expend capacity via withdrawal permit changes or a capital infusion, Board approval of the request will be required.

Mt. Nebo Tank Rehabilitation Project Update –

E. Kelley reviewed activities planned for this construction project. A teleconference will be held next week to review the construction schedule and project execution strategy. The preferred strategy will be to do construction work on the exterior of the tank while it is in service to minimize the tank’s out of service window and to complete construction during warm weather. The current time line is to begin site work in mid September with completion on 30 October.

Coordination with the cell phone antenna tenants on the tank is underway. Contacts for AT&T and T-Mobile have been notified. The contact person for Sprint needs to be identified.

A proposal to provide construction phase engineering services by Environmental Partners Group was reviewed. The following motion was made and approved.

Move that the Board approve a proposal by Environmental Partners Group to provide construction phase engineering support to the Mt. Nebo Water Tank Rehabilitation Project. Total cost of these services is $69,200.

Motion: C. Carpenter  
Second: R. Karg  
Vote: Unanimous

Well #3 and #4 Treatment Design and Permit Support Proposal –

E. Kelley reviewed the proposal to provide these engineering services to support this project.

The proposal covers three areas of activity:

1. Updating the preliminary design basis for the manganese and iron removal treatment facility
2. Investigation of a new source that meets all regulatory siting requirements
3. Completing a micro particulate analysis of well #4

Items 1 & 2 have synergistic activities with equipment used for both geotechnical investigation of the siting of the treatment facility and test borings for a new water source. Item 3 is a relatively
inexpensive activity that provides insight into the best strategy for using the permitted withdrawal volume from well #4.

The total cost of this proposal is $171,500.

The following motion was made –

   Move that we accept the proposal “Medfield Water System – Wells 3 and 4 Preliminary Design and Permitting Support Proposal for Professional Engineering Services” at a total cost of $171,500.

   Motion: C. Carpenter   Second: R. Karg   Vote: Unanimous

Pleasant Court Water Main Replacement –

M. Goulet reported that this project is complete.

Other topics -

M. Goulet shared a ‘Notice of Noncompliance’ from the Massachusetts Department of Environmental Protection, Mass DEP, dated 31 July 2019.

State authorities noted that the Town waste water treatment facility exceeded effluent discharge limits established in the Town’s permit for biochemical oxygen demand, total suspended solids and total phosphorus, total copper and total aluminum in January through May 2019.

M. Goulet will be conducting follow-up actions and communication to the Mass DEP within the mandated time frame described in the notice. He will keep the Board informed on further actions, plans and communications on this issue.

His opinion is that the excursions resulted from high volumetric flow rates through the treatment plant. A significant contributor to these high rates is infiltration and inflow, I&I, into the town sewerage collection system.

Next Meeting –

Schedule via Doodle poll

Potential topics:
   • Waste water discharge non-compliance status and actions
   • Monthly operation report format and content
   • W & S Board strategy creation
   • Capital expense plan

Motion to adjourn meeting   Motion: R. Karg   Second: B. Harvey   Vote: Unanimous