

Attendance Roster

Board Members		
Bill Harvey	Chris Carpenter	Randy Karg
Others		
Maurice Goulet	Tracey Klenk	Kristine Trierweiler

Agenda

- Call to Order
- Review of status of Holdover Actions List as of 17 Jan 20 meeting
- Board Members to approve meeting minutes of 17 Jan 20
- Review of YTD water pumping and YTD water and sewerage expenses
- Review and vote on final FY2021 capital and operating budgets
- Discussion of MA DEP email regarding e.Coli violations of wastewater treatment plant
- Update from DPW Director on Mt. Nebo and Filtration projects and Hospital Tank RFP next steps
- Board Strategic Plan work
- Chairman to sign the outstanding billing adjustment sheets
- Adjourn

Agreements

1. Funding for water rate setting assistance will be added to the FY2021 operating budgets for the Water and Sewer Divisions.
2. Operating and Capital Expense budgets for FY2021, as amended during the meeting, were approved.
3. The DPW Director will inform the Board of future excursions outside of permit limits.

New Action Items

#	Item	Responsible	Due
1.	Add \$15k funding to support rate setting assistance professional fees to both the Water and Sewer Division operating budgets for FY2021.	M. Goulet	Done
2.	The Board requested that additional explanation in two areas of capital expense planning: <ul style="list-style-type: none"> • Spending for I&I Infrastructure Improvements • Alignment of planned FY2021 capital spending with the long term capital plan 	M. Goulet	Done
3.	Confirm that 'as built' drawings for the MSH Tank were delivered at construction completion.	M. Goulet	Done

Hold over Action Items

#	Item	Responsible	Due
1.	Explain the allocation method for administrative overhead charges to the water and sewer department operating accounts.	N Milano	Done
2.	Have Skip Malonson review the proposed Sewerage Rules and Regulations and then forward review to the Board for consideration and approval	M. Goulet	Next Mtg.
3.	Provide the final lease contract for the AT&T equipment at the State Hospital tank.	M. Goulet	Next Mtg.
4.	Share results of design review of the proposed MN treatment facility at Well #3 & #4 with the Board.	M. Goulet	Next Mtg.

Summary Notes

Meeting began: 08:34

Meeting concluded: 10:00

Meeting minutes for 17 Jan 20 amended and unanimously approved

Motion: C. Carpenter Second: B. Harvey

Update from DPW Director –

January Withdrawal: 24,007 MGal 51% of Permitted Volume

Annual daily pumping for 2020: 24,007 /day 51% of Permitted Volume

Monthly cost summaries through 28 Feb 20 were distributed.

Fiscal Year Status: 66%
 Water Dept. Operating Budget Spent: 66%
 Sewer Dept. Operating Budget Spent: 60%

Spending is tracking closely to budget plan. Lab expenses for additional testing required by evolving regulations were discussed as an area of concern. Additional funding has been planned for lab testing in the FY2021 budget.

Spending in the Sewer Division for ‘RpIFItAirCol136k10’ prompted a discussion and inquiry. This was explained as cost to rebuild the DynaSand filters at the wastewater treatment plant.

FY2021 Operating and Capital Budgets -

Operating budgets proposals for the next fiscal year were reviewed. Significant changes for each department are listed in the budget proposal cover sheets. Additional funding (\$15k) for rate setting assistance consulting fees was added to the Water and Sewer departments at the Board’s request.

The proposed budget requests are included in the notes as an Appendix.

The Board requested additional explanation in two areas of capital expense planning:

- Spending for I&I Infrastructure Improvements
- Alignment of planned FY2021 capital spending with the long term capital plan

After the discussion was completed, the following motions was made –

Move that the proposed operating budgets for FY2021 be approved.

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

Move that the proposed capital budgets for FY2021 be approved.

Motion: B. Harvey Second: C. Carpenter Vote: Unanimous

The Warrant Committee will review the approved budgets on 09 March.

e.Coli violations at Waste Water Treatment Plant –

M. Goulet reviewed the e.Coli excursions at the water treatment plant in July through September of 2019. This prompted an email note on 30 January 2020 from David Boyer, DEP, which requested a summary of assignable causes and corrective actions.

These excursions were the result of poor performance of the DynaSand filters and their subsequent refurbishment activities. Plant performance has been improved since these activities were completed with no subsequent permit excursions.

The Board requested that they be notified whenever future permit limit violations occur.

Mt Nebo Tank Renovation/Filtration Plant/Hospital Tank Updates –

K. Trierweiler informed the Board that the Town continues lease negotiations with the three lessees at the Mt. Nebo site. The Town’s maintains its position that scaffolding costs will be borne by the equipment lessees, not the Town. If this issue remains unresolved via negotiations, the terms of the current lease will be enforced.

M. Goulet passed on a recommendation from D. O’Toole to incorporate water restrictions during the Mt Nebo outage to assure adequate water reserves during a period of high demand.

M. Goulet informed the Board that AT&T is moving forward on their project to install equipment at the Hospital tank with filing of a required FAA certificate. This prompted a brief discussion of the status of ‘as built’ documentation completed during the construction project. M. Goulet took an action item to follow up on construction completion documentation.

Verizon continues their equipment location design work at the Hospital tank.

Strategic Plan -

B. Harvey distributed a summary of the work completed at the previous Board meeting. Discussion deferred to the next meeting.

Appendix of Operating and Capital Expense summaries for FY2021 follows.

TOWN OF MEDFIELD
FY 2021
BUDGET REQUEST
SUMMARY SHEET

DEPARTMENT **Water**

ORGANIZATION CODE **60-410-1 and 60-410-2**

	<u>SUMMARY:</u>	
	<u>FY2020</u> <u>Appropriation</u>	<u>FY2021</u> <u>Request</u>
TOTAL SALARIES (Include Longevity)	\$ 427,578	\$ 467,154
OPERATIONS	\$ 520,520	\$ 539,020
EMERGENCY RESERVE FUND	\$ 50,000	\$ 50,000
TOTAL OPERATIONS	\$ 570,520	\$ 589,020
TOTAL BUDGET	\$ 998,098	\$ 1,056,174

COMMENTS:

-
- 510100 WATER DEPT SALARIES: Add \$14,684.05 for annual grade step increases, longevity and COLA
-
- 510100 WATER DEPT SALARIES: Transfer \$24,891.75 for Administrative Assistant II position from Town Hall clerical salaries
-
- 521800 TRAINING & EDUCATION: Add \$1,000 for additional education for staff members relating to new OSHA regulated trainings
-
- 522050 CONTRACT SERVICES - WATER: Add \$7,500 for annual maintenance for Fixed Network
-
- 522050 CONTRACT SERVICES - WATER: Add \$7,500 for annual maintenance for SCADA
-
- 523022 LAB FEES: Add \$2,500 for increased lab services as all samples are processed remotely
-
-
-

TOWN OF MEDFIELD
FY 2021
BUDGET REQUEST
SUMMARY SHEET

DEPARTMENT **Sewer**

ORGANIZATION CODE **61-420-1 and 61-420-2**

	<u>SUMMARY:</u>	
	<u>FY2020</u> <u>Appropriation</u>	<u>FY2021</u> <u>Request</u>
TOTAL SALARIES (Include Longevity)	\$ 273,767	\$ 320,099
OPERATIONS	\$ 857,530	\$ 882,030
EMERGENCY RESERVE FUND	\$ 100,000	\$ 50,000
INFILTRATION INLOW RESERVE	\$ -	\$ 50,000
TOTAL OPERATIONS	\$ 957,530	\$ 982,030
TOTAL BUDGET	\$ 1,231,297	\$ 1,302,129

COMMENTS:

510100 SEWER DEPT SALARIES: Add \$21,440.25 for annual grade step increases, longevity and COLA

510100 SEWER DEPT SALARIES: Transfer \$24,891.75 for Administrative Assistant II position from Town Hall clerical salaries

521800 TRAINING & EDUCATION: Add \$1,500 for additional education for staff members relating to new OSHA regulated trainings

522050 CONTRACT SERVICES - SEWER: Add \$7,500 for annual maintenance for Fixed Network

522050 CONTRACT SERVICES - SEWER: Add \$7,500 for annual maintenance for SCADA

523022 LAB FEES: Add \$8,000 for increased lab services as all samples are processed remotely

**TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2021-2025**

*Capital Budget items are a minimum request of \$5,000

Department: SEWER

Capital Request: \$142,500.00

Describe the request and why it needs to be done:

INFLOW AND INFILTRATION INFRASTRUCTURE IMPROVEMENTS

When should the request be budgeted? Prioritize please.

FY21 FY22 FY23 FY24 FY25

Estimated cost of the request \$ 142,500.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request? _____

SELF FUND THROUGH THE SEWER ENTERPRISE FUND

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.

**TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2021-2025**

*Capital Budget items are a minimum request of \$!

Department: _____ SEWER _____

Capital Request: _____ \$275,000.00 _____

Describe the request and why it needs to be done:

REPLACE EMERGENCY GENERATOR AT WWTP

When should the request be budgeted? Prioritize please.

FY21 FY22 FY23 FY24

Estimated cost of the request \$ 275,000.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much model and year.