Attendance Roster

Board Members		
Bill Harvey	Chris Carpenter	Randy Karg

Others		
Maurice Goulet	Tracey Klenk	Mark Cerel
Bob Rechner	June Manglia	Chris Haggar

Agenda

1. Discussion of Castle Hill private sewer. Presentation by Mark Cerel on recommendations.
2. Discussion and vote to pass Medfield Water Rules and Regulations.
3. Presentation by Mark Cerel on water easement at Harding Street on Reineman property.
4. Presentation by Maurice on Pleasant Court water quality complaint.
5. Status of EPG manganese removal pilot report.
6. Development of W&S Board Policies and Procedures: Agenda Policy, Written Materials for Agenda and Meeting Minutes Preparation, Review and Approval.
7. Review monthly water and sewerage operating expenses with year to date totals.
8. Board Members to approve meeting minutes of 17 August 2018 and 20 November 2018
9. Chairman to sign billing adjustment sheet for October and November

Agreements

1. The water quality complaint at Pleasant Court will corrected by replacing the existing 3 inch distribution main. Replacement line size to be determined. Construction will take place during the next construction season.
2. Revised methods for creating meeting minutes to conform to the Open Meeting Law were identified and will be followed.

New Action Items

#	Item	Responsible	Due
1.	Provide criteria for selection of professional engineering service providers to B. Rechner.	M. Goulet	20 Dec
2.	Verify the most appropriate location for the easement on the Reineman property.	M. Goulet	31 Dec
3.	Notify Pleasant Court customers of decision to replace distribution main	M. Goulet	Done
4.	Provide pricing on pipe size options for Pleasant Court water main replacement	M. Goulet	31 Dec
5.	Provide feedback to M. Goulet on draft Water Regulations	All Board Members	20 Dec
6.	Clarify section 2.10 – Irrigation Systems of draft Water	M. Goulet	31 Dec

	Regulations document		
7.	Create placeholder on Annual Town Meeting warrant for fire hydrant access by-law	B. Harvey	08 Jan
8.	Review Board of Selectmen procedures documentation on Town website	All Board Members	06 Jan
9.	Determine time for next meeting on 08 Jan 19: either 08:30 or 19:00	B. Harvey	20 Dec
10	Clarify cost ledger item 437010 - “Sewer Srec Revenue”	B. Harvey	08 Jan

Summary Notes

Meeting began: 08:31 Meeting concluded: 10:52

Castle Hill Sewer Discussion –

M. Cerel gave an overview of the sewer system and his recommendation for resolution. His opinion is that it is appropriate for the Town to accept ownership of the pumping station and forced main piping system contingent upon inspection of the equipment and provision for correction of any functional deficiencies. Costs for the facility assessment by a qualified professional services company and any required equipment remediation will be paid by the Deerfield homeowners association.

M. Gaulet reviewed the two proposals for facility assessment services from two qualified engineering services companies. He recommended the proposal from Environmental Partners Group based upon prior experience and cost.

B. Rechner, representing the Deerfield homeowners, stated that they understand the need for a facility inspection, but were by surprised the proposed cost. The Board suggested that the homeowners could seek out alternative service providers. M. Goulet will provide a criteria list to guide their search efforts.

J. Manglia, 8 Farm St homeowner, stated that they are willing to ‘pay something’ to resolve the issue and their concern for meeting the schedule for Annual Town Meeting. The home is currently occupied and using the connection to the forced main. (Editor note to members – did you guys hear this offer?? I do not want to create misunderstanding in the record if this is not accurate.)

Status of EPG manganese removal pilot report –

Several items were taken out of order to accommodate M. Goulet’s availability.

M. Goulet reported that the contract has been executed EPG is finalizing the report.

Reineman property easement –

M. Cerel and M. Goulet reviewed the history of the easement. The easement and associated water line were part of the Medfield State Hospital water system. The piping is out of service and likely

unusable now. The easement is of potential value to the Town when development at the State Hospital land occurs, but its current location on the property and width is not ideal for either the property owner or the Town.

Relocating the easement to the southern property line appears to be a better location. This needs to be confirmed by M. Goulet. An action item was taken.

Pleasant Street Water Quality –

M. Goulet reviewed water distribution piping changes options to correct this situation. No documentation of the existing distribution system is available to accurately define the scope of work necessary. After discussion, replacement of the existing 3 inch distribution line from the existing fire hydrant to the end of the court was selected as the best alternative. The estimated cost is a range of $50K to $75K. The replacement line could be either 6 inch or 8 inch diameter. M. Goulet to advise on the cost difference between the two line sizes with a recommendation.

Construction will take place during the next construction season by a contractor with Town provided materials. Funding within the current budget is anticipated to be adequate.

Meeting Minutes Documentation Process –

M. Cerel recommended actions to conform to the Open Meeting Law.

The process outline is:

- Draft minutes created for review and distributed to Board members via T. Klenk.
- Board members review and provide update comments to T. Klenk individually
- T. Klenk consolidates all feedback into a final draft version of meeting minutes
- Draft meeting minutes are reviewed and approved at the next Board meeting
- Approved minutes are distributed to Board members and filed for the record at Town Hall

Medfield Water Rules and Regulations –

Revisions to the current draft document were shared. An action item to provide further changes to M. Goulet was taken. All input will be consolidated into a new draft version for review by M. Cerel. Action items noted

Significant issues noted include:

Section 2.10 – Irrigation Systems

This section requires clarification of which systems require routine testing and the required test frequency. Action item taken.

Section 2.12 – Fire Hydrant Access

This issue needs to be addressed with a Town By-Law that is approved at Town Meeting. Action item taken.

Water Board Policy and Procedures –

B. Harvey proposed aligning our Board's procedures with those used by the Board of Selectmen to schedule meetings, create agendas and collect relevant materials. All members were directed to review the Select Boards procedures posted at the Town website.

B. Harvey reviewed the Board of Selectmen's request for annual plans from each chartered Town board. To meet their timeline the following schedule was recommended.

April – Create draft annual plan for review and discussion
May – Complete review and finalize plan
June – Present plan to Board of Selectmen

Miscellaneous Topics –

Meeting minutes for 17 Aug 18 and 20 Nov 18 unanimously approved
Motion: C. Carpenter Second: B. Harvey

Next meetings schedule:

08 Jan 19 at either 08:30 or 19:00 depending upon M. Cerel availability
12 Feb 19 at 08:30

Topic for next meeting: Water department cost and capital expense plan review by M. Goulet.

Action item: Clarify cost ledger item 437010 - "Sewer Srec Revenue".