

# Water Supply District of Acton

693 MASSACHUSETTS AVENUE  
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Commissioners Meeting  
Water Supply District of Acton  
Meeting Minutes  
January 13, 2014

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**Agenda:**

- A. Comments from Citizens
- B. Approve Minutes from the December 23<sup>rd</sup> Meetings
- C. OLD BUSINESS:
  - 1. Discussion of the Town of Concord's Proposed Land Acquisition at 55 Knox Trail in Acton.
  - 2. Update on the South Acton Water Treatment Plant Project.
  - 3. Update on Hayward Road & Stow Street Water Main Improvement.
  - 4. Review of DRAFT Operating Budget and Warrant Articles for Fiscal Year 2015.
- D. NEW BUSINESS:
  - 1. Discussion of Source Protection, Land Management, and Land Acquisition.
  - 2. Review of Standard Operating Procedures (SOP's) for Cyber-Security.

The meeting was called to order at 7:30 p.m. on Monday, January 13, 2014 at the Acton Water District Office by Mr. Stephen Stuntz.

**Present at Tonight's Meeting:**

Commissioners: Ronald Parenti, Leonard Phillips, and Stephen Stuntz (Chairman)  
District Manager: Chris Allen  
Treasurer/Collector: Mary Jo Bates  
Environmental Manager: Matthew Mostoller  
Commissioners Secretary: Lynn Protasowicki  
Finance Committee Member(s): David Butler and William Guthlein  
WLMAC: Barry Rosen and Paul Malchodi  
Town Selectman: Janet Adachi

**A. Comments from Citizens**

No comment from citizens at tonight's meeting.

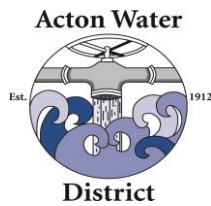
**B. Approve Minutes from the December 23, 2013 Meeting.**

Mr. Stuntz moved to accept minutes of the meeting held on December 23, 2013 and Mr. Parenti seconded the motion and it was unanimously approved.

**C. OLD BUSINESS**

***1. Discussion of the Town of Concord's Proposed Land Acquisition at 55 Knox Trail in Acton.***

Mr. Allen provided an update to the Commissioners on the Town of Concord's proposed land acquisition at 55 Knox Trail in Acton. He stated that there has been some activity since the December 23<sup>rd</sup> open meeting regarding the public record request that Counselor Bassett has made to the Town of Concord regarding the appraisal at 55 Knox Trail. On January 7, 2014, Counselor Bassett filed an appeal of a denial of access to public records to the Office of the Attorney General of the Commonwealth. Enclosed for the Commissioners review is



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a copy of the letter explaining her request to review the Town of Concord's interpretation of the Commonwealth's public records law as it relates to the disclosure of an appraisal of real estate property.

Enclosed in tonight's packets to the Commissioners is a copy of the Central Register-Invitations For Bid (IFB) for 55 Knox Trail. This shows that the Concord Public Schools are seeking proposals for a 6,000 square foot prefabricated/modular four-bay steel building to be used for school bus and vehicle report and school transportation administrative offices, to be delivered and installed at 55/55R Knox Trail, Acton. In addition it shows that the Concord Public Schools are seeking 10,000 gallon diesel fuel tank and fueling station to be delivered and installed at 55/55R Knox Trail, Acton. Mr. Allen mentioned to the Commissioners that the fuel tank was amended from a 10,000-gallon tank to a 4,000-gallon tank. Mr. Parenti asked if he knew why this was reduced but Mr. Allen did not know the reason.

Selectman Janet Adachi commented that both the Town of Acton and Town of Concord had to hire special counsel because they both share same counsel. The new Attorney for Acton is Jeffrey L. Roelofs. Mr. Allen informed the Commissioners that Counselor Bassett has spoken to Counselor Roelofs and that he is just coming up to speed in the matter of 55 Knox Trail. Counselor Bassett did speak with Counselor Roelofs about AWD's request for tougher zoning regulations and he will be looking at the feasibility of that course of action.

Mr. Stuntz asked Ms. Adachi about how the AWD can help the Town of Acton with this 55 Knox Trail issue. Ms. Adachi stated that once the Town of Concord starts pursuing Acton after the Purchase & Sale is signed then she can foresee the help from the District. In the meantime, she suggests that the Commissioners speak with the Town of Acton's Planning Board or first speak with the Acton Town Manager. She will let the Commissioners know if there is anything that the Selectmen will need from the District for the January 27<sup>th</sup> Selectmen's meeting.

Mr. Malchodi spoke and recommended the following three issues for the Commissioners to look at when reviewing the Groundwater Protection District by-law.

- Look at what is not allowed in Zone 2 but in Zone 3
- Look at how the wells are monitored
- Re-evaluate Zone 2 delineations

Mr. Mostoller responded by stating that Acton's Zone 3 definition is not the same as the MassDEP definition. The greatest variable is that the Acton definition recognizes that groundwater in Zone 3 is in the same geologic formation that our drinking water wells draw from where the State defines it as any area not defined as Zone 2.

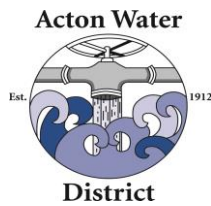
## 2. Update on the South Acton Water Treatment Plant Project.

Mr. Allen provided an update to the Commissioners on the South Acton Water Treatment Plant project. He informed them that the contractor poured the concrete for the base slab, and that they are working on forming the walls of the foundation. He had some photos that he presented to the Commissioners so that they could see the progress of the project. He stated that by mid-February the foundation will be complete.

## 3. Update on Hayward Road & Stow Street Water Main Improvement.

Mr. Allen provided an update to the Commissioners on the Hayward Road and Stow Street water main improvements. He informed them that the new main is installed on Stow Street, and all residential services are connected. He stated that for the intersection at Martin Street and Liberty Streets the mains will get connected in the spring. He mentioned that the Town Highway Department shut down both contractors, Onyx Corporation and JP Cardillo, for any further construction on these roads for the rest of the winter.

All documents referred to in meeting minutes are available for inspection at the office of Acton Water District, 693 Massachusetts Avenue, Acton, MA 01720 (978) 263-9107.



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#### 4. Review of DRAFT Operating Budget and Warrant Articles for Fiscal Year 2015.

Enclosed in tonight's packets to the Commissioners is a second draft copy of the operating budget and warrant articles for fiscal year 2015. Mr. Allen informed the Commissioners that a new warrant article will be added for replacement of one of the Carbon vessels at the Clapp/Whitcomb treatment building, or relocation of a spare vessel from Assabet well site. Based on conversations with Calgon, the supplier, the preliminary price range is \$50,000-\$75,000.

Commissioners agreed that the Legal expenses should not be cut.

Mr. Allen mentioned that for Article 12 regarding the wireless lease that AT&T will attend the February 3<sup>rd</sup> open meeting and present their proposal for the telecommunications tower proposed to be located at the Wampus Hill Storage Tank off Wyndcliff Drive.

There is still ongoing discussion regarding increasing the demand charge from \$5,040 to \$5,355.

#### **D. NEW BUSINESS**

##### 1. Discussion of Source Protection, Land Management, and Land Acquisition.

Mr. Stuntz asked Mr. Allen what the District needs for source protection, land management and land acquisition. Mr. Allen answered with the following:

- Must be a collaborative effort with the Town of Acton
- Dedicated financial resources for land acquisitions and conservation restrictions
- Look at what vulnerabilities exist throughout the service area
- Look at what controls they can recommend and implement
- Testing could be done to show impacts of specific developments
- Change of use of permitted zoning districts
- Examination to further protect resources

Mr. Allen stated all these suggestions require spending money so the District needs to figure out where to get the money to do all these things that are important and needed.

Mr. Stuntz asked what the overall philosophy that the District wants to apply. Mr. Allen stated that this is what we are working on but can be more stringent and controlled.

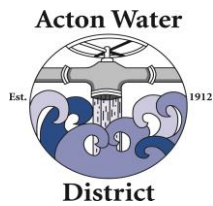
Mr. Allen stated that he enclosed in tonight's packets to the Commissioners a copy of the 2002 Source Water Assessment and Protection program for Acton Water District. It is outdated and in need of update, but they can start with this and work from it.

Mr. Stuntz would like to meet with Mr. Allen and Mr. Mostoller to discuss further about Acton's source protection, land management and land acquisition issues.

##### 2. Review of Standard Operating Procedures (SOP's) for Cyber-Security.

Mr. Phillips brought up the question to Mr. Allen and thought it would be a good topic of discussion. Mr. Phillips asked Mr. Allen how exposed to security breaches the North Acton Water Treatment Plant is. Mr. Allen showed a slide that laid out the system or the Virtual Private Network (VPN) security configuration. There is a SCADA (Supervisory Control and Data Acquisition) connection that allows access only through a PW protected

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firewall, and a secure site-to-site VPN tunnel using IKE/IPSEC (Internet Key Exchange/Internet Protocol Security) protocol. Mr. Allen stated that the system can be remotely managed, they do periodic upgrades to the system and. He informed the Commissioners that he has been looking at more advanced securities, but has placed more of an emphasis on physical security measures of assets. Mr. Phillips suggested that any online access can be hacked and maybe they should have an expert come in to look at the system to let us know if there is anything further that could be done. Mr. Allen will follow-up with Bob Murch, AWD's IT/MIS Manager.

## **Other Old Business:**

### 1. Wyndcliff Drive Lawsuits

Since Counselor Bassett is not present at tonight's meeting, Mr. Allen updated the Commissioners on the status of the Wyndcliff Drive lawsuit. In this evening's packet to the Commissioners is an email from Counselor Bassett to Mr. Allen and Ms. Bates providing an update to the two complaints that Commissioner Stuntz was recently served. The complaints are regarding the development of additional lots off of Main Street near Wyndcliff Drive. Residents on Wyndcliff Drive have sued to stop the development based on alleged restrictive covenants. The court ordered all abutters be sued and the Water District is an abutter. Counselor Bassett noted in the email that she plans to file an answer so that she can monitor what is going on in the case.

Mr. Stuntz made a motion to adjourn 9:10 p.m. and was unanimously approved.