

Board of Water Commissioners  
Meeting Agenda  
Monday, April 25, 2016  
Start Time: 7:30 p.m.

**Agenda:**

- A. Annual Appointment & Board Realignment
- B. Comments from Citizen
- C. Approve Minutes from the March 28th Meeting
- D. OLD BUSINESS:
  - 1. Revision of the District's "Rules & Regulations"
  - 2. South Acton Water Treatment Plant Open House on Saturday, May 7th
- E. NEW BUSINESS:
  - 1. Discussion of Cyber Security and Water Systems' Vulnerability
  - 2. Decommissioning of a Cellular Tower at the Great Hill Water Tank Site

The Board of Water Commissioners meeting was called to order at 7:30 pm on Monday, April 25, 2016 at the Acton Water District Office by Mr. Ronald Parenti.

**Present at Tonight's Meeting:**

Commissioners: Ronald Parenti (Chair), Leonard Phillips, Stephen Stuntz  
District Manager: Chris Allen  
District Treasurer: Mary Jo Bates  
District Counsel: Mary Bassett  
Commissioners Secretary: Lynn Protasowicki  
District Moderator: Dick O'Brien  
Finance Committee: Bill Guthlein, Dave Butler

**A. Annual Appointments & Board Realignment:**

Mr. Parenti made a motion to appoint:

- Mary Bassett as District Counsel
- Mary Jo Bates as District Treasurer
- Maureen Mara as District Auditor
- Chris Allen as Assistant Treasurer
- Lynn Protasowicki as Board Secretary

Mr. Phillips seconded the motion and was unanimously approved.

Mr. William Stanford, District Clerk, swore in Mr. Parenti following his re-election as Commissioner, and also swore Mary Bassett, Mary Jo Bates, Chris Allen, and Lynn Protasowicki.

Mr. Parenti made a motion to appoint Mr. Stuntz Chairman of the Board of Water Commissioners for the coming year, Mr. Phillips seconded the motion, and it was unanimously approved.

**B. Comments from Citizens:**

None

### **C. Approve Minutes of March 28th Meeting:**

Mr. Stuntz moved to accept the minutes of the meeting held on March 28, 2016 and Mr. Parenti seconded the motion and it was unanimously approved.

### **D. OLD BUSINESS:**

#### 1. Revision of the District's "Rules & Regulations".

Mr. Allen stated that that the group worked on the "Rules & Regulations" aggressively last year but since other things took precedence in the recent past, he'd like to get the revisions finalized. Mr. Phillips stated that he had some comments/edits and requested that they go through the document page by page. Mr. Parenti recommended adding an Appendix for acronyms and abbreviations to be put at end of document.

Mr. Stuntz made a motion to accept the District's "Rules & Regulations" with changes discussed. Mr. Parenti seconded and it was unanimously approved.

#### 2. South Acton Water Treatment Plant Open House on Saturday, May 7th

Mr. Allen reminded the Commissioners that the South Acton Water Treatment Plant open house will be on Saturday, May 7th from 10-1 pm. He informed the Commissioners that tours of the plant will take place every 45 minutes (4 tours total), they plan to hold a raffle (one winner for a dual flush toilet & one winner for a rain barrel), and light refreshments will be available. At the open house, folks who purchased a rain barrel from the District will be able to pick them up. In addition there will be six rain barrels available for purchase at the open house.

Residents will be made aware of the open house via a notice in Acton Beacon newspaper that is going in the week of April 25th. In addition, the District mailed personal invites to 25-30 people including Senator Jamie Eldridge, State representatives Cory Atkins and Jennifer Benson, and town of Acton officials and committee members, etc.

#### 3. Other Business:

Mr. Allen informed the Commissioners that the week of April 18th there were 3 main breaks in water system on Spencer Road, Agawam and Alcott/Emerson

He stated that no flushing was done that week because of the breaks.

### **E. NEW BUSINESS:**

#### 1. Discussion of Cyber Security and Water System's Vulnerability.

Enclosed in tonight's packets to the Commissioners is a copy of an email from Bob Murch, MIS Coordinator, regarding cyber security for the District's water system. Mr. Allen stated that this topic has been discussed at open meetings and was brought to the table again because of the recent water system in the U.K. that was hacked .

Mr. Parenti would like to hear structure of system and more specifics on how things are organized in the system. Mr. Allen will ask Bob to attend the next open meeting on May 9<sup>th</sup> to review the current network security scheme for Commissioners.

Mr. Allen informed the Commissioners that lead and copper sampling will be taking place this summer.

#### 2. Decommissioning of a Cellular Tower at the Great Hill Water Tank Site.

Enclosed in tonight's packets to the Commissioners is a copy of a letter from SBA Communications Corporation regarding in the decommissioning of the cell tower at 211 Main Street, Acton. Mr. Allen stated that SBA will remove the tower facility and restore the land to its original condition. Mr. Allen informed the Commissioners that the District will lose \$48,500 per year in rental revenue.

*Mr. Stuntz moved to adjourn the meeting at 8:25 pm and it was unanimously approved.*