

Board of Water Commissioners  
Meeting Minutes  
Acton Water District  
693 Massachusetts Avenue, Acton, MA  
Monday, June 6, 2022

**AGENDA**

- A. Comments from the Public
- B. Approve minutes from the meeting of 5/23/22
- C. Appoint one Commissioner to approve warrants while conducting meetings virtually

**D. OLD BUSINESS:**

- 1. Land Lease with Baldco on District Property at 104 Powdermill Road-Rear
- 2. Per- and Poly-Fluoroalkyl Substances (PFAS)
  - Current sample data, if available
  - Update on Town of Acton Rescue Plan (ARPA) Act Funds for Design of the PFAS System at the North Acton Plant
  - Review of Water Bottle Rebate Program
- 3. Discussion of the 2022 Master Plan Update

**E. NEW BUSINESS:**

Any agenda item(s) which did not come to the attention of the Board of Water Commissioners 48 hours prior to this meeting and were not reasonably anticipated.

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Due to the Covid-19 stay-at-home order by Governor Charles Baker, the Board of Water Commissioners meeting was not held at the Acton Water District Office; instead, the meeting was held via Zoom Webinar and was recorded. The meeting was called to order at 7:00 PM on Monday, June 6, 2022, by Mr. Stephen Stuntz.

**Present at Tonight's Meeting:**

Commissioners: Erika Amir-Lin, Barry Rosen, Stephen Stuntz (Chair)  
District Manager: Chris Allen  
District Treasurer: Mary Jo Bates  
District Counsel: Mary Bassett  
Assistant District Manager: Matthew Mostoller  
Finance Committee: Chuck Bradley and Ron Parenti  
Commissioners Secretary: Lynn Protasowicki

**Public Present:**

**A. Comments from the Public**

No comments tonight.

**B. Approve Minutes from the Meeting of 5/23/22**

Mr. Rosen motioned to approve the meeting minutes of May 23, 2022. Ms. Amir-Lin seconded the motion, and it was unanimously approved by a roll call vote: Ms. Amir-Lin, Mr. Rosen and Mr. Stuntz.

**C. Appoint One Commissioner to Approve Warrants While Conducting Meetings Virtually**

Mr. Stuntz motioned to appoint Stephen Stuntz as the Commissioner to approve warrants while conducting meetings virtually until the next meeting of the Commissioners. Mr. Rosen seconded the motion, and it was unanimously approved by a roll call vote: Ms. Amir-Lin, Mr. Rosen, and Mr. Stuntz.

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

##### 1. Land Lease with Baldco on District Property at 104 Powdermill Road-Rear

No updates tonight. The lease is currently extended through June 30, 2022. We expect a substantive update at the meeting on 6/27.

##### 2. Per- and Poly-Fluoroalkyl Substances (PFAS)

###### ➤ Current sample data, if available

Chris Allen stated that Central and South Acton Water treatment plants are serving water to customers. Assabet IA is back in service. North Acton was taken offline on May 31<sup>st</sup>. It is scheduled to go back into the system on June 16<sup>th</sup> or June 17<sup>th</sup>. We have it running half the month at half capacity to help manage the PFAS concentrations. We did a kickoff meeting with the Engineer, and the design process for the PFAS remediation system at the North Acton plant is underway. He received an email regarding the Suez containers and there are two available for drinking water treatment currently.

The Clapp Whitcomb wells are running to waste, and we will be evaluating water quality to determine if they can be used for supply. Barry Rosen: do we have any update on connecting Assabet 3 to help mitigate capacity restrictions? Chris Allen stated that we are trying to work through some of the supply chain disruptions. The well contractor was supposed to have mobilized in late May early June, but nothing has started yet. No timeframe yet because of the unanticipated delays.

###### ➤ Update on Town of Acton American Rescue Plan (ARPA) Act Funds for Design of the PFAS System at the North Acton Water Treatment Plant

Chris Allen stated that he has been working with Town of Acton's Treasurer's office to secure the \$450K for the design of the PFAS system at the North Acton Plant. He is meeting with Treasurer's office representatives and the town's consultant on Tuesday, June 7 at 2pm, as they have additional questions.

###### ➤ Review of Water Bottle Rebate Program

Chris Allen stated that the Board has committed to reviewing this program quarterly. The total rebate amount this quarter is \$4,050 and \$9,540 for fiscal year. Customers have until June 15<sup>th</sup> to apply for rebate on the July bill. There are 100 approved applicants utilizing the program. Steve Stuntz: what's the plan to continue with this program? Erika Amir-Lin: North Acton doesn't have a permanent solution implemented. Until we have some solutions in place that let us relax how controlling this from an operational perspective we can't say that this is behind us. Barry Rosen: our solutions are blending solutions right now. We are blending to try and mitigate some wells that are way over 20 Parts Per Trillion. Its working but we aren't pumping all that we can pump so causing some restrictions to the residents of the town. We still have a way to go. I think that withdrawing the program would do more harm than good to the District in the eyes of the customers. Chris Allen: agrees with Barry and Erika and recommends that we continue with this program. Steve Stuntz: agrees that it is too early to discontinue the program. We will review again at the third quarter (September).

Mary Jo Bates did confirm that the customers who are participating in the rebate program are required on the application to certify that they are in a sensitive sub-group; nursing mothers, infants ( $\leq$  one year old), pregnant women or physician diagnosed immune-compromised. Barry Rosen: Do we ask them to recertify that they are in the sensitive sub-group because it only covers one year. Steve Stuntz: We should put a reminder in the bill to re-certify. Matt Mostoller stated that we did discuss that when we adopted the program in our initial discussions - re-certification and asking them what subgroup they are a part of were two things that were removed. Erika Amir-Lin: We can't ask them to identify what subgroup they are in.

### 3. Discussion of the 2022 Master Plan Update

Steve Stuntz: Thank you Barry for creating a list for a Strategic and Tactical plan. He gave us a good cross section between strategy and tactics and now we have something to discuss and how to move forward. The traditional ways to do strategic planning is SWOT (strengths, weaknesses, opportunities and threats to the organization). As a public utility we have a short range of operation. We need to make sure that the mission statement is clear and that everyone buys into it. Go through the kinds of things that might affect us (the threats that can happen to us – population increase and regulations on those, water storage needs, etc.). What is the next step? The summer is coming up and we don't want to get into trouble with making decisions and not having public input.

Barry Rosen: he looked at the minutes from May 23<sup>rd</sup> and he isn't sure if the Commissioners agreed that it might be a good thing to break the master plan into two: strategic and tactical. Did we want to do that?  
Erika Amir-Lin: based upon her notes we did not come to a decision in that regard. Steve Stuntz: what we were thinking was how do we go about the process of deciding that. Since we didn't decide we talked about what are the issues which led to Barry writing up the draft to start the discussion.

Erika Amir-Lin: Steve you made a great point that summer is a challenging time. People are around less and are less engaged during the summertime. It doesn't look good to rush through this. Steve Stuntz: we should set a fall meeting to invite people to have their input on a strategic plan. Erika Amir-Lin: looking at Barry's list it might be good to have some broader categories for public discussion.

Barry Rosen: he doesn't want to have the Engineer at Wright-Pierce, waiting on the Master Plan. Should we tell them tactical items on which they should be working or do we want to have them stop completely.  
Erika Amir-Lin: as Wright-Pierce to present the asset management plan to the Board. Chris Allen: The Asset Management Plan was created for each individual system component, i.e., pump, valve, hydrant, etc. The tactical stuff is pretty well covered in that plan. Some of what is on the tactical plan and strategic plan are covered in the Master Plan. He informed the Engineer of the Board's discussions, so they are waiting on the direction from the District.

Engineer suggested that if the District would like to have a Senior Project Manager attend a monthly meeting to provide an update to the Board, they can do that. Steve Stuntz: yes let's do that. Let's have the Senior Project Manager attend on June 27<sup>th</sup> to give status of projects they are working including the Master Plan.

Chris Allen also mentioned that Rich Protasowicki of Wright Pierce suggested having a meeting with Chris, Mary Jo, Matt and a Commissioner to discuss the succession and if there are any issues to discuss and needs to be met during the next year's transition period.

Counselor Bassett suggests giving Wright-Pierce the list Barry wrote up to get their opinion on it and check off what is already covered in the Master Plan.

#### Other Old Business

- For next meeting agenda to discuss rebates.
- June 22<sup>nd</sup> is the ribbon cutting for the solar array at Lawsbrook.

#### **E. NEW BUSINES:**

Chris Allen stated that he is creating the open meeting calendar for second half of the year. Do the Commissioners want to do two meetings in July and August? Typically, we have done one in each month. He will circulate the draft schedule to identify any conflicts. Erika Amir-Lin: Do we know the

Selectboard meetings for their second half of the year? It would be nice to have some meetings that don't overlap.

Barry Rosen stated that, after reorganization, the Chairman of the Selectboard is Dean Charter; the Vice-Chair is Jim Snyder-Grant; and they are now giving out the liaison assignments.

*Mr. Rosen motioned to adjourn the open meeting at 7:46 PM. Ms. Amir-Lin seconded the motion, and it was approved unanimously by a roll call vote: Ms. Amir-Lin, Mr. Rosen, and Mr. Stuntz. \*

**Next meeting: June 27, 2022**