



# Water Supply District of Acton

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## Board of Water Commissioners

### Meeting Agenda

Monday, April 12, 2021 @ 7:00 PM

**Due to the COVID-19 Pandemic, meetings are being held virtually via Zoom**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86063826265>

Or One tap mobile :

US: +19292056099,,86063826265# or +13017158592,,86063826265#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 860 6382 6265

International numbers available: <https://us02web.zoom.us/j/kcOeqDkV2W>

- **Swearing in of newly elected officials—District Moderator & Commissioner**
- **Annual appointments by District Clerk**
- **Discussion of the role of the Chair of the Board of Water Commissioners**
- **Board realignment**
  
- **Comments from Citizens**
- **Approve minutes from meeting of 3/29**
- **Appoint one Commissioner to approve warrants while conducting meetings virtually**

### **OLD BUSINESS:**

- Update on Per- and Poly-Fluoroalkyl Substances (PFAS)
- Update on pump test for potential Bedrock source
- Update on Central Acton Water Treatment Plant (CAWTP) construction project
- Update on proposed solar array at 16 Knox Trail

### **NEW BUSINESS:**

- Current state drought status update and 2021 outdoor water use program rollout

Board of Water Commissioners  
Meeting Minutes  
Acton Water District  
693 Massachusetts Avenue, Acton, MA  
Monday, March 29, 2021

**AGENDA**

- A. Comments from Citizens
- B. Approve minutes from meeting of 3/8
- C. Appoint one Commissioner to approve warrants while conducting meetings virtually
- D. Interview with Sandy Stapczynski, President of Human Resources Services (HRS)
- E. OLD BUSINESS:
  - 1. Update on Per- and Poly-Fluoroalkyl Substances (PFAS)
  - 2. Update on pump test for potential Bedrock source
  - 3. Update on the MA Supreme Court decision on access to water rights at Nagog Pond
  - 4. Approve Executive Session minutes from 2/10/20, and approve release of all minutes relating to the Nagog Pond litigation to public record
- F. NEW BUSINESS:
  - 1. Spring water main flushing in south Acton starting Monday, April 5th
  - 2. Discussion of the summer outdoor water conservation program for 2021

**Present at Tonight's Meeting:**

Commissioners: Erika Amir-Lin (Chair), Stephen Stuntz, Barry Rosen  
District Commissioner: Chris Allen  
District Treasurer: Mary Jo Bates  
District Counsel: Mary Bassett  
Environmental Manager: Matthew Mostoller  
Commissioners Secretary: Lynn Protasowicki  
Finance Committee Representative: David Butler

**Citizens:**

Kim Kastens  
Ron Parenti  
Carolyn Kiely

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. The meeting was called to order at 7:00 PM on Monday, March 29, 2021 by Ms. Erika Amir-Lin.

**A. Comments from Citizens:**

No comments this evening.

**B. Approve Minutes from Meeting of 3/8**

Mr. Rosen motioned to approve the minutes of March 8, 2021. Mr. Stuntz seconded the motion, and it was unanimously approved by a roll call vote: Mr. Stuntz, Mr. Rosen, and Ms. Amir-Lin.

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

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

### **D. Interview with Sandy Stapczynski, President of Human Resources Services (HRS)**

- Provided an overview of her company, what they do, and what the District's project entails with regards to updating District Policies and Job Descriptions.
- Provided background about her company – has worked with large water districts in Boston to small towns like Gill, MA. Have done work in every community surrounding Acton as well as in New England. They have 35 years of experience.
- The plan would be to analyze all the current job descriptions of the District. They have a successful methodology in writing job descriptions. Mr. Allen confirmed that the District has 15 job titles to review.
- With regards to the District Policies, she stated that they would do a general HR audit to see what they have for policies; review current and update them; work closely with key staff.
- Orientation with District employees; interview employees and department heads; every employee gets to review draft job descriptions and comment on them.
- Training is also part of the final process.
- They will put together an action plan for the District.
- She views this as a 6-month project. Mr. Allen suggests starting ASAP and having this completed by September. She stated that the training will happen afterwards.

Mr. Rosen asked if when they analyze each job description, do they analyze as each as a Wage Class 1, 2, 3 or 4. She stated that they are not doing a compensation and class study as part of this scope.

Mr. Rosen stated that the Board should decide if the training is something worth \$2,000 and upper management time. Mr. Allen stated that he originally thought that they would not need the training but after listening to her tonight it might be good to hire them for the training. Ms. Bates stated that it's short money and if we want to do it right then let's keep the training as part of the project. Mr. Stuntz and Ms. Amir-Lin both believe it's a good idea and value in professionally done training.

Mr. Rosen would like to see adding in the wage classes to the employee job descriptions – Wage Class 1 (hourly); Wage Class 2 (hourly but can earn overtime); Wage Class 3 (contract salary and can earn some overtime); and Wage Class 4 (straight salary/no overtime). Mr. Allen mentioned that exempt and non-exempt is listed in each job description. Operators are all hourly and they get time and half for time worked over 40 hours.

Mr. Rosen motioned to have the Acton Water District hire Human Resource Services Inc. to execute the entire proposal made to the Water District including the training component for a sum of \$14,000. Mr. Stuntz seconded the motion and it was unanimously approved by a roll call vote: Mr. Stuntz, Mr. Rosen, Ms. Amir-Lin.



## **OLD BUSINESS:**

### 1. Update on Per- and Poly-Fluoroalkyl Substances (PFAS).

Mr. Mostoller provided update Per- and Poly-Fluoroalkyl Substances (PFAS). He presented a slide showing the latest summary table for PFAS which outlined most of data that came back for February sampling. We began pumping North Acton into the system again. Prior to turning it on it was at 19.8 parts per trillion (ppt), it rose slightly to 22.8ppt, and has come back down to 19.9ppt. Of note would also be results from SAWTP – two samples that went to two different labs – one came back non-detect and other came back as 16.8ppt. We don't have any other March results.

Mr. Stuntz inquired as to what labs have been doing our testing. Mr. Mostoller stated that we use Alpha Analytical located in Massachusetts and Europhins in Indiana. In January starting using a new lab called Contest in MA but we have been having a lot of issues with them.

Ms. Amir-Lin asked if any other samples were sent as splits? Mr. Mostoller stated that no other samples were sent as splits. And, we won't be using Contest again

Kim Kastens: what is the 1,-4 dioxane levels in Assabet 3? Mr. Mostoller stated that in January 2021 when we did an 8-hour pumping test the levels were down to .41 ppb which is lower than our 5-day pumping test back in 2007 which was .56 ppt

Ms. Amir-Lin inquired as to when April sampling will start. Mr. Mostoller stated that we are not sure due to maintenance activities.

Mr. Rosen asked, do we have any information on the mitigation tests that are running at NAWTP? Mr. Allen stated no. The pilot study report should be forthcoming in the next few weeks.

Mr. Mostoller stated that we did not receive the second round of grant funding from MassDEP for PFAS work regarding assistance for reactivating Assabet 3.

Mr. Mostoller also mentioned that a web update will be made available in the next few days.

### 2. Update on Pump Test for Potential Bedrock Source.

Mr. Mostoller provided an update on the pump test for the potential bedrock source. We began the pump test on March 8<sup>th</sup>; ran well E for 10 days at a 150 gallons per minute (gpm); lost 2 gpm during that time frame; we were able to reach stabilization at that pumping rate; really great recovery rate; so when we shut it down we need to see how quickly the aquifer responds and within 24 hours we had fully recovered to pre-pumping conditions. We began second pumping test at 250 gpm (gallons per minute) at well D. We had to dial back to 200 gpm and over the course of next several days as we monitored, we slowly increased the rate by 10 gpm and last Friday we made a 20 gpm jump and reached back to 250 gpm which had been our target at this well. We will reach stabilization and hopefully shutting that well down on Wednesday of this week, 3/31.

If we were to pump these wells together we wouldn't get a yield that is beneficial to us but would help us to manage water quality from these sources. We are still discussing whether or not we should do a 10-day pumping test combined. DEP had requested that. We are having some discussions with the consultant right now to see what the value of a third pumping test is.

Water quality data is slow coming back. Most notable are the VOC concentrations. We identified TCE in these wells. And we have seen these concentrations go down as we have been pumping. There was some concern that as we started pumping we would draw these plumes into the wells but we are not seeing increasing VOC trends.

Kim Kastens: The District was going to be monitoring some vernal pools and the nearby brook and she was wondering if you saw anything interesting or troubling? Matt: haven't fully analyzed the data we have collected in other wells; there is small amounts of data so doesn't appear to be an impact.

Kim also asked how do these numbers of 150 gpm and 250 gpm compare with the rates of pump from shallow wells? Matt: the Conant II wells we typically pump around 230 gpm and other sources like Assabet wells are permitted at 350 gpm.

Ron Parenti: he just wanted clarification on total capacity. Not going to be able to increase your total output because by pumping bedrock wells you are taking away capacity from other wells. Matt: the capacity we are talking about is taking away from are the bedrock wells themselves. It's not stealing capacity from our existing well network. Because these two bedrock wells are in such close proximity we aren't going to get 250 gpm plus 150 gpm we probably going to get 100-200 gpm out of them.

### 3. Update on the MA Supreme Court Decision on Access to Water Rights at Nagog Pond.

Mr. Allen – the document with the decision rendered by the MA Supreme Judicial Court in the Concord vs Littleton Water Department suit in Land Court and then appealed to Supreme Judicial Court.

Mary Bassett – we would have been interested in what the court upheld. It did conclude the 1884 Act was repugnant to the Water Management Act (WMA). Was not appealed and that Littleton and Acton retain their rights to use the pond. It was a policy decision by the court, and application to use the pond is subject to permitting authority of the MA Department of Environmental Protection (MA DEP) and the state's WMA.

### 4. Approve Executive Session Minutes from 2/10/21, and Approve Release of All Minutes Relating to the Nagog Pond Litigation to Public Record.

Ms. Amir-Lin motioned to approve the Executive Session minutes of February 10, 2021. Mr. Stuntz seconded the motion, and it was unanimously approved by a roll call vote: Mr. Stuntz, Mr. Rosen, and Ms. Amir-Lin.

Ms. Amir-Lin motioned to approve the additional the release of all Executive Session minutes related to the Nagog Pond litigation to public record. Mr. Stuntz seconded the motion, and it was unanimously approved by a roll call vote: Mr. Stuntz, Mr. Rosen, and Ms. Amir-Lin.

**NEW BUSINESS:**

1. Spring Water Main Flushing in South Acton Starting Monday, April 5<sup>th</sup>.

Mr. Allen mentioned that the spring water main flushing in South Acton to begin on Monday, April 5th. We will flush Monday through Thursday from 8am-8pm; it will take the entire month of April.

2. Discussion of the Summer Outdoor Water Conservation Program for 2021.

Mr. Mostoller provided the overview of the new 2021 watering program. He stated that last year we did not allow lawn watering from May 31<sup>st</sup> through the summer. We are anticipating a challenging year in 2021. We are still experiencing PFAS impacts. We don't have the maintenance delays like we did in 2020 but we have construction in Acton Center which is taking the Conant II wells out of service through the season. Based on recent trends, we probably are looking at the potential for drought conditions. The proposal would limit to one day per week of lawn watering and keep our 3 day per week odd/even for other outdoor water uses. People want to water lawns and we are trying to allow limited water use for that but not sure how long we can sustain that. This would foray into new Water Management Act permit which will, most likely, push us to two days per week for outdoor water use.

Mr. Mostoller mentioned that communication will be key. Notify customers through the water bills, annual report the website, Twitter and try to run a press release in the Beacon; and use WaterSmart. We will use education over enforcement. We will notify the owner of the program and provide them with written material before ever fining someone.

Mr. Allen mentioned that they are looking at more enhanced web access for customers, he spoke to the IT Manager about creating a search engine where customers could type their address in and they can see when they can water. This is being worked on now.

*Mr. Rosen motioned to adjourn the open meeting at 8:52 PM. Mr. Stuntz seconded the motion and it was unanimously approved by a roll call vote. Mr. Stuntz, Mr. Rosen, Ms. Amir-Lin*

**Three Week Look Ahead**  
**Central Acton Water Treatment Plant**  
**4/5/2021**

**Items needed from W/P:**

**Week of 4/5/2021**

**Pour duct bank and backfill**

**Finish ductwork insulation in filter room**

**Begin installing metal roofing and trim**

**Finish painting in the chemical and mechanical rooms. Continue block filler  
and finish paint in the filter room.**

**Electricians pulling wire in the electrical room and chemical rooms**

**Install ductile iron pipe in pump room**

**install finish water pumps**

**Week of 4/12/2021**

**Finish painting in the filter room**

**Electricians pulling wire in the filter room  
and electrical room**

**install ductbank to wells and form**

**Continue installing metal roofing and trim**

**Install HVAC equipment and unit heaters**

**Continue with DI pipe and fittings in Pump  
gallery**

**Week of 4/19/2021**

**Continue installing metal roofing and trim**

**Install exterior door frames and windows**

**Continue with ductbank install to Conant II**

**Install Compressed air piping to actuated valves**

**Install Aeration Tower and packing**





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## **Appointments made by the Commissioners of the Water Supply District of Acton: April 12, 2021:**

District Counsel:	Mary Bassett
District Auditor:	Maureen Mara
District Treasurer/Collector:	Mary J. Bates
District Assistant Treasurer:	Chris Allen
Commissioners Secretary:	Lynn Protasowicki

## **Elected Officials sworn in:**

**by District Clerk**

Erika Amir Lin, Commissioner

William Mullin, District Moderator

## **Moderator appointment:**

Finance Committee:

William Guthlein

Water Land Management Committee (WLMAC) has had no reappointments since 2008.  
The Commissioners appointment is John Cipar.



## Chris Allen

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**From:** Peter Bay <Peter.Bay@edf-re.com>  
**Sent:** Thursday, March 25, 2021 3:31 PM  
**To:** Chris Allen  
**Subject:** FW: WO#2280862 - 16 Knox Trail, Acton - Final Report  
**Attachments:** WO#2280862 -1496 kW -16 Knox Trail - Final.pdf; MA Acton Water Knox Trail E-2 3-19-2021-E-601.pdf

Hi Chris,

Hope you're doing well. Some good news on Knox yesterday. Please see attached Impact Study for the Knox trail site, deeming the project feasible and cost effective. I've got a consultant along with our engineering team reviewing to confirm that we're good to go and I haven't missed anything technical or operational that could be a problem. I didn't see anything concerning though, so I think that's a green light on the IC front.

I pinged TRC yesterday afternoon asking they provide me an updated schedule in order to mobilize and finish up the development work out there, which I should have early next week. The goal will be for us to take this through full remaining development (Town, DEP, and EPA permits) by mid-summer and hopefully transition our team from Lawsbrook over to here. I'll let you know more when I hear back from TRC, but please reach out with any questions in the meantime.

Best,



**Peter Bay**  
Senior Manager, Business Development  
T: 802-359-6522  
M: 802-272-6519



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**From:** Khederian, Melanie A <melanie.khederian@eversource.com>  
**Sent:** Wednesday, March 24, 2021 11:56 AM  
**To:** Peter Bay <Peter.Bay@edf-re.com>  
**Subject:** FW: WO#2280862 - 16 Knox Trail, Acton - Final Report

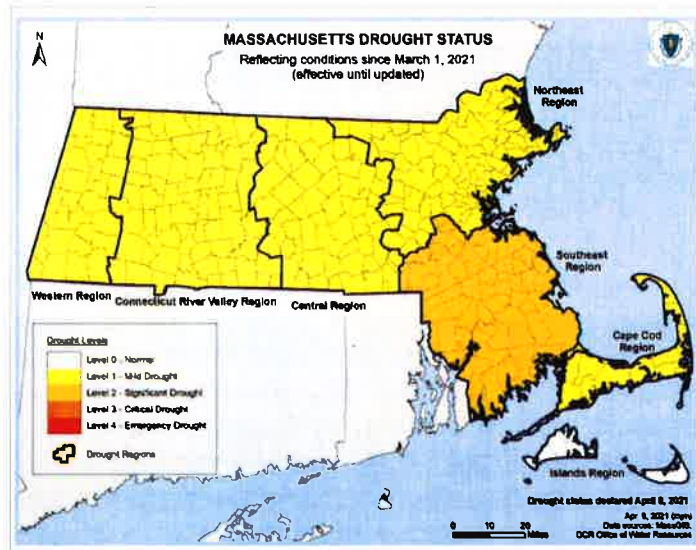
# MASSACHUSETTS DROUGHT ALERT

April 2021



## DROUGHT STATUS

Massachusetts has declared a **Level 2—Significant Drought** in the Southeast Region, and a **Level 1 – Mild Drought** in the Western, Connecticut River Valley, Central, Northeast, and Cape Cod regions.



Secretary of Energy and Environmental Affairs:  
**Kathleen A. Theoharides**

Director of MEMA:  
**Samantha C. Phillips**



## CURRENT CONDITIONS

Due to over two months of below normal rainfall and above normal temperatures, and despite recent rainfall at the end of March, the State has once again started to experience drought conditions. The last drought was from May-December 2020. As drought conditions continue to worsen and we enter our growing season, it is important for residents and businesses to conserve water both outdoors and indoors, restrict new plantings to native and drought resistant plants, fix leaks, and for communities to prepare for long-term resiliency to droughts.

## WHAT YOU SHOULD DO

In Level 1-Mild Drought Areas	In Level 2-Significant Drought Areas
<p><b>Residents &amp; Businesses:</b></p> <ul style="list-style-type: none"> <li>Focus water conservation indoors</li> <li>Fix Leaks</li> <li>Reduce outdoor watering to one-day/week</li> <li>Plant only native and drought-resistant</li> </ul>	<p><b>Residents &amp; Businesses:</b></p> <ul style="list-style-type: none"> <li>Minimize water use</li> <li>Limit outdoor watering to hand-held 5:00 pm-9:00 am</li> <li>Conserve water indoors</li> <li>Fix Leaks</li> <li>Plant only native and drought-resistant</li> </ul>
<p><b>Cities &amp; Towns:</b></p> <ul style="list-style-type: none"> <li>Limit outdoor watering to no more than once a week and b/w 5:00 pm-9:00 am</li> <li>Limit new landscapes and outdoor washing</li> <li>Implement drought or seasonal water rates</li> <li>Check emergency connections</li> <li>Develop local drought plan</li> </ul>	<p><b>Cities &amp; Towns:</b></p> <ul style="list-style-type: none"> <li>Limit outdoor watering to at least hand-held only b/w 5:00 pm-9:00 am</li> <li>Limit new landscapes and outdoor washing</li> <li>Implement drought or seasonal water rates</li> <li>Establish water use reduction targets</li> <li>Establish a leak detection program</li> </ul>

Learn more at [www.mass.gov/ma-drought-management](http://www.mass.gov/ma-drought-management)