



# Water Supply District of Acton

693 MASSACHUSETTS AVENUE  
P.O. BOX 953  
ACTON, MASSACHUSETTS 01720

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Board of Water Commissioners

Meeting Agenda

Monday, June 6, 2022 @ 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:

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- **Comments from the public**
- **Approve minutes from meeting of 5/23**
- **Appoint one Commissioner to approve warrants while conducting meetings virtually**

## **OLD BUSINESS:**

- Land lease with Baldco on District property at 104 Powdermill Road-Rear
- Per- and Poly-Fluoroalkyl Substances (PFAS)
  - Current sample data, if available
  - Update on Town of Acton American Rescue Plan (ARPA) Act funds for design of the PFAS system at the North Acton plant
  - Review of bottled water rebate program
- Discussion of the 2022 Master Plan update

## **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***

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

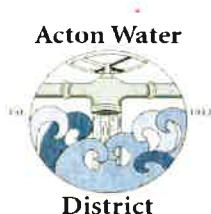
Selectboard meetings for their second half of the year? It would be nice to have some meetings that don't overlap.

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**

DRAFT



# Water Supply District of Acton

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TELEPHONE (978) 263-9107

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June 6, 2022

Gentlepersons,

*This material is for our possible use during the 6/6/2022 Commissioners' Meeting. As per the OML, we should refrain from discussion until the open meeting.*

I spent some time thinking about how we might be able to discuss both a tactical and a strategic plan during our open meeting. It seems that there could be an enormous list of possible areas for us to explore to construct each of these plans. I have attempted to create a short list of topics for us to consider during our discussion of the 2022 Master Plan. These lists do *not* exclude other topics from consideration.

## TACTICAL PLAN

- Current water consumption: residential and business over last 5 years (by quarter).
- Water pumping: What is maximum that can be pumped? Over what period? What is the SAFE amount of pumping (over what period)? [Consider with and without our current daily permitted level.]
- Well status (each well)? Current and future need for servicing/rehab? Historical pumping and issues?
- Infrastructure condition? Current and future needs (+5 years). Water main inventory and replacement priorities? Hydrant replacements?
- Wellhead protection and monitoring.
- Leak detection, repair, flushing programs.
- Water quality.
- Water storage and maintenance.
- Fire protection/pressure.

## STRATEGIC PLAN

- Population forecasts by others (e.g., DCR, MAPC, etc.)
- Business establishment forecasts by others.
- Water use/needs forecasting by others and AWD (future)
- Current water usage by businesses and residences (5-year trends by quarter).
- Likely future contaminant mitigation needs. Possible methods & cost estimates.
- Future water storage needs. How to meet?

- Future Acton and non-Acton water source supplies?
- Working with other municipalities for mutual benefit.
- Working the Acton Town government for methods of reducing expenses such as cost sharing, grants (both state and federal), joint projects.
- Infrastructure: Do we have the best design for the future? Can it be improved for efficiency, reliability or for the introduction of new water sources?
- Financing and rate strategies going forward.
- Public education and outreach strategies. This may also be a current topic for the tactical planning.
- Adding customers in the serviced and non-serviced areas.
- Working with state and federal representatives and/or officials for financial assistance, funding and construction programs, contaminant mitigation programs, infrastructure improvement programs.

January 7, 2022  
WP Project No. T16507

Mr. Chris Allen  
District Manager  
Acton Water District  
P.O. Box 953  
Acton, Massachusetts 01720

**SUBJECT: Water System Master Plan Update  
Letter Proposal - DRAFT**

Dear Mr. Allen,

As requested, we are pleased to present our proposal to the District for a comprehensive Water System Master Plan Update. Our proposal is presented as follows:

- Project Understanding
- Proposed Scope
- Proposed Fee
- Proposed Schedule

### **Project Understanding**

With the ever changing and more stringent regulatory environment, the Acton Water District will be faced with both near and long-term challenges in its efforts of providing a safe and plentiful water supply. In just the past few years, the District has had significant challenges related to Per- and Polyfluoroalkyl Substances (PFAS) since the last master plan update. Therefore, it is important that a comprehensive Water Master Plan Update be prepared that fully evaluates the District's current infrastructure needs, identifies options, and presents recommendations in a well thought out Capital Improvement Plan (CIP).

### **Proposed Scope**

In general, our Master Plan Update would be formatted to include the following major sections that will build off of information currently available and supplement it with new:

1. Existing System and Facilities
2. Historical and Projected Water Use
3. Water Supply Evaluation and Assessment
4. Distribution System Evaluation and Assessment
5. Regulatory Review
6. Demand Management



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7. Asset Management
8. Recommendations
9. Capital Improvement Program

For this, our proposed scope of services includes the following:

#### Task 1: Existing System and Facilities

This task would incorporate the existing information available from current documentation and will be updated to include more recent changes (e.g., the Central Acton Water Treatment Plant, Assabet Well No.3, Bedrock Wells, etc.). Present information on:

- Water sources
- Treatment facilities
- Distribution system
- Distribution storage
- Interconnections
- SCADA (monitoring and control)

#### Task 2: Historical and Projected Water Use

This task would:

- Evaluate and present an overview of historic population demographics, trends, and projections.
- Evaluate and present the historical and projected water use information through the next 10-year planning period (2022-2031).
- Discuss potential impacts to the District by the Water Management Act regulations.

#### Task 3: Water Supply Evaluation and Assessment

This task would:

- Evaluate and present an assessment of the District's current water supply quantity and capacity.
- Evaluate and present an assessment of needed pumping and/or well improvements for increased yield, pumping capacity, and redundancy.
- Identify opportunities for expanded water supply including interconnections (neighboring communities and the Massachusetts Water Resources Authority (MWRA)).
- Perform in initial evaluation of an interconnection with MWRA:
  - With input from the District, identify the type of interconnection (i.e., permanent or emergency) and the desired volume/rate,
  - Preliminarily identify the location for a possible connection point,
  - Conceptually identify a potential pipe route from the connection point to Acton's distribution system and whether a pump station could be needed (hydraulic modeling or preliminary design effort is not anticipated to be required nor included for this initial conceptual effort),
  - Identify the anticipated implementation needs (e.g., Interbasin Transfer, permitting, etc.), and

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- Prepare a conceptual level cost estimate of construction for the interconnection and summarize anticipated usage costs based on currently available MWRA rates.
- Evaluate and present an assessment of needed treatment of the District's sources.

#### Task 4: Distribution System Evaluation and Assessment

Utilizing the current water system hydraulic model, this task would:

- Evaluate the ability of the water system to meet projected maximum-day demands with coincident fire flows at each ISO location, projected peak-hour demands, etc.
- Identify high headloss/high velocity piping under various operating conditions as well as under static conditions.
- Evaluate and identify opportunities to improve looping and circulation, reduce water age in the distribution system, and improve overall expected distribution water quality.
- Perform a storage analysis. Calculate the hourly demand fluctuation volume, emergency volume, and fire storage volumes necessary to meet the revised demand projections. Recommend a required active storage volume through the CIP planning period. Fire flow requirements will be based of available and estimated ISO data and will be used to determine volume of distribution storage required for fire protection.
- Analyze and develop needed improvements to the distribution system and storage tanks, using the calibrated hydraulic model of the water distribution system.
- Evaluate existing municipal interconnections as sources of supply during emergencies.
- Perform a detailed Water Main Improvement Plan (WMIP) analysis of all system water mains to comprehensively identify and prioritize needed water main improvements. Evaluation parameters utilized for the analysis would include age, material, size, C-factor, break history, water quality complaints, etc. Identify and prioritize needed improvements based on this analysis.
- Develop recommendations for construction of the identified improvements to the distribution system and storage facilities. Clearly present noted improvements on the District's base mapping as appropriate.

#### Task 5: Regulatory Review

This task would perform and present the results of a regulatory overview of the water system's compliance with current and anticipated drinking water regulations. Existing water quality information provided by the District will be utilized. Incorporate an updated discussion on the PFAS regulations and its impact on the District's sources.

#### Task 6: Demand Management

This task would incorporate the District's past demand management efforts and focus on updating its efforts with new initiatives to effectively reduce waste and increase water use efficiency.

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Mr. Chris Allen

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This task would also incorporate an initial discussion on climate change. The discussion would include an overview of potential impacts that could be expected to affect the water supply and its infrastructure as preliminarily identified by agencies, associations, and regulators like the MassDEP, EPA and others.

#### Task 7: Asset Management

Wright-Pierce completed an Asset Management Plan for the District in September of 2021. This task would summarize the plan's evaluation and assessment of the District's water system and summarize the plan's recommended improvements.

#### Task 8: Recommendations

This task would:

- Summarize all recommendations made for improvements to the District's system along with implementation needs (permitting, timing, etc.).
- Develop estimated capital costs for all the recommended improvements to the District's system.

#### Task 9: Capital Improvement Program

This task would:

- Rank all recommended improvements as high, medium, or low priority needs.
- Present all of the recommended improvements in a prioritized manner (10-year Capital Improvement Program).
- Identify sources of funding available to the District for the needed improvements.

In general, contact would be maintained with the District throughout the project. A draft would be submitted for review and comments, and then upon receipt of the District's comments, the Master Plan Update would be finalized and submitted to the District.

#### Proposed Fee

For the identified scope, we estimate a not to exceed fee of \$63,500. Invoices would be submitted monthly as the project progresses.

#### Proposed Schedule

Based upon the presented scope, we estimate the duration of the project to be between six to nine months (depending on workload and/or District needs at that time) following the Notice to Proceed (anticipated to be in April of 2022 following the District's annual meeting).

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Mr. Chris Allen

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Please let me know if you have any questions or require additional information. Should the proposal be acceptable, please let us know and we'll prepare an Exhibit B for execution.

We look forward to working with the District on this important project.

Sincerely,

**WRIGHT-PIERCE**



Richard G. Protasowicki

Vice President

[Richard.protasowicki@wright-pierce.com](mailto:Richard.protasowicki@wright-pierce.com)