

Water Supply District of Acton

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Commissioners Meeting
Water Supply District of Acton
Meeting Minutes
December 7, 2015

Agenda:

- A. Comments from Citizens
- B. Approve Minutes from the November 23rd Meeting
- C. OLD BUSINESS:
 - 1. Town of Concord for Request to Connect to the District on Knox Trail in Acton.
 - 2. Review of DRAFT Budget and Warrant Articles for Fiscal Year 2017.
- D. NEW BUSINESS:
 - 1. Sign Closing Documents Related to the Massachusetts Clean Water Trust Under Loan No. DW-12-19-A.
 - 2. Introduction to Water Smart Software.

The Board of Water Commissioners meeting was called to order at 7:30 p.m. on Monday, December 7, 2015 at the Acton Water District Office by Mr. Ronald Parenti.

Present at Tonight's Meeting:

Commissioners: Ronald Parenti (Chair), Stephen Stuntz, Leonard Phillips
District Manager: Chris Allen
District Treasurer: Mary Jo Bates
District Counsel: Mary Bassett
Commissioners Secretary: Lynn Protasowicki
Finance Committee: Charles Bradley,
District Moderator: Dick O'Brien
WLMAC: Barry Rosen

A. Comments from Citizens

No comments tonight

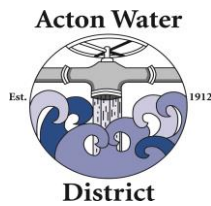
B. Approve Minutes from the November 23rd Meeting

Mr. Stuntz moved to accept the minutes of the meeting held on November 23, 2015 and Mr. Parenti seconded the motion and it was unanimously approved.

C. OLD BUSINESS:

1. Town of Concord for Request to Connect to the District on Knox Trail in Acton.

Rich Reine, Concord Public Works Director
Chris Whelan, Concord Town Manager
William Renault, Concord Town Engineer
Jamie Fair, Weston & Sampson
Blake Martin, Weston & Sampson



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Enclosed in tonight's packets to the Commissioners is a memorandum from Richard Reine and William Renault to Mr. Allen and the Commissioners outlining the specifics of the water connection request on Knox Trail in Acton.

The Town of Concord folks presented a map to the Commissioners to show them where the new bus facility will be built (Concord/Acton line) in proximity to 37 Knox Trail, Acton, as well as where a solar farm will be installed, and where they will install lagoons for a future wastewater treatment plant. But that currently there are no plans for a wastewater facility to be built. They informed the Commissioners that there will only be 3-4 people working at this facility per day and don't expect much water to be used. They stated that the average estimated water use per day will be 355 gallons (which has been estimated on the high side). The Weston & Sampson Engineers stated that the facility will be installed with low flow fixtures, urinals and toilets and that they do not anticipate any outdoor irrigation or bus washing at this facility. The facility is for bus maintenance/repairs, and an above ground diesel tank for bus fueling will be installed per DEP guidelines. The facility will be equipped with a fire suppression system, per the Massachusetts Building Code. They stated that this system would require between 300 and 600 gallons per minute flows in the event of a significant fire.

The Engineers also stated that Concord will install two groundwater monitoring wells at 37 Knox Trail to be used as water quality monitoring points, in accordance with the Site Plan Special Permit.

Mr. Reine asked the Commissioners if they would like him to provide for them the wording for the warrant article. Mr. Stuntz declined his request stating that the District will write up the article for the District Annual Meeting in March.

Mr. Parenti stated that he expects opposition from the Acton voters based on the past history at 55 Knox Trail in Concord. Mr. Reine ended the conversation stating that it is their goal to have the Commissioners favorably agree to their request so that at the District Annual Meeting in March voters will pass the article. The men from Concord left at 7:55 p.m.

Counselor Bassett asked the Commissioners if she should draft the warrant article. The Commissioners stated not at this time. The discussion will continue at the next open meeting.

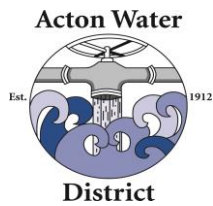
2. Review of DRAFT Budget and Warrant Articles for Fiscal Year 2017

Mr. Allen stated that there were no revisions made to the DRAFT budget since the last open meeting. Counselor Bassett drafted the warrant articles in their official format. Changes will be made to Article 11 regarding the purchase of general service vehicles.

Later in December, or early January, the Treasurer will schedule a meeting with the Finance Committee to get their final recommendation for approval of the budget and warrant articles. To allow meeting posting and mailing deadlines to be satisfied, the budget and warrant will need to be approved by the Commissioners by the end of January.

Other Old Business:

a. Nuclear Metals Inc. – Mr. Allen informed the Commissioners that the District had recently received data from the sampling at the prescribed monitoring points but has not had a chance to review it in depth. Next Tuesday the District team will be attending a meeting in Boston with DEP and EPA. At the next open meeting, we should be able to provide a more comprehensive interim update on the status of the site.



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b. January-June 2016 Meeting Schedule – Mr. Allen is working on finalizing the scheduling and will distribute soon.

D. NEW BUSINESS:

1. Sign Closing Documents Related to the Massachusetts Clean Water Trust Under Loan No. DW-12-19-A.

The Commissioners signed the Interim Loan Note for the balance of the South Acton Water Treatment Plant funds in the amount of \$29,333. The funds will be borrowed for 7 months at a rate of 0.10% from the Massachusetts Clean Water Trust. This will be the final borrowing to complete the South Acton Water Treatment Plant project.

2. Introduction to Water Smart Software.

Mr. Allen introduced to the Commissioners the WaterSmart software that he, and the Environmental Manager, has been researching. The goals of the Water Smart software include:

- a) Measurably improve water use efficiency.
- b) Improve compliance with summer water conservation requirements.
- c) Detect leaks and alert AWD and the customer.
- d) Improve effectiveness of current rebate programs for toilet and washing machine replacement.
- e) Incorporate deeper customer understanding and implementation of future water use efficiency programs.
- f) Deploy an integrated digital program to engage, educate and empower all customers with the tools to make informed decisions about water use and summer use reduction.

Customers are sent an invitation letter to create a WaterSmart portal. Once they accept they will then be able to view their water usage and other pertinent water information provided by the District, and will receive notices from the District in various formats

The start-up costs to implement the software are approximately \$20,000 and then the District would pay a yearly fee of \$10,000. It is a fiscal year to fiscal year agreement.

Mr. Allen stated that Water Smart will act as an educational tool for customers regarding summer conservation education versus enforcement and will help the District be more proactive with customers and vice versa.

Water Smart does not have e-bill capability but are working towards it, and it may be an option in the future. Currently other water utilities using the software are mainly in western part of the country. Locally, the Town of Sharon, MA just signed on, and Medford is in negotiation.

Mr. Parenti moved to adjourn the meeting at 9:40 p.m. and it was unanimously voted.

Next Meeting:
Monday, December 21, 2015