

**TOWN OF ACTON**  
**WATER RESOURCES ADVISORY COMMITTEE**  
**MEETING NOTES OF APRIL 11, 2018**

**Documents:** Any documents utilized during this meeting are either included in these minutes, available on the web and/or can be examined at the Town offices during regular business hours.

**Present:** Matthew Mostoller, Lucy Kirshner, Ron Beck, Robert Sekuler, Barry Rosen, Joan Gardner (BOS liaison). Guests: Ro Pinto, Kim Kastens.

**Note Taker(s):** Barry Rosen

**Chairperson:** Ron Beck

**Called To Order:** The chairperson called the meeting to order on April 11, 2018 @ 7:02 PM EDT.

**Old Business:**

1. Approval of Minutes: On a motion by Mr. Sekuler, seconded by Mr. Beck, the meeting minutes of March 14, 2018 were approved by a unanimous vote.
2. Membership Status: There was a discussion of the make-up of the membership of the WRAC. It seems that Michael Kreuse is still listed as a member of the WRAC even though he has not attended a meeting of the committee in a very long time. Some members believe that this could be as long as 1.5 to 2 years. However, it was stated that the town clerk still has him on the membership list and therefore Ms. Kirshner was appointed as an associate member of the WRAC. In the absence of Michael Kreuse, she can vote at WRAC meetings. The consensus was that no further action could be taken at this time.
3. Discussion of the Water Study Workshop: From the previous meeting, the committee set a tentative date for the workshop for Saturday, September 22, 2018 from 9:00 AM to 4:00 PM. While it will be a public meeting, the participants will be invited guests. As “homework” from the last WRAC meeting, members were asked to consider a number of questions and to come prepared to discuss them and others.
  - 3.1. Mr. Rosen introduced a “worksheet” which he believed would be helpful to the committee to allow us to focus on some of the important questions to be answered (homework questions) and to introduce some additional items for consideration. [presented in bold face type] He also filled-in some of his homework answers. [presented in regular type face] *A copy of the “worksheet in progress” (before any alterations) is attached to the meeting notes.*
  - 3.2. Meeting Room: The committee discussed a few venues where the meeting could take place with some constraints. The consensus was that we should attempt to reserve Room 204 in the Town Hall. We should also ask that a few “breakout rooms” be opened on the floor below. The committee also agreed that coffee should be served in the morning and that a lunch should be brought in for the invited participants. Additionally some beverages should be made available in the morning and afternoon. It was understood that this had been done in Town Hall previously so that it was expected that refreshments in Room 204 was allowable by the town. *Ms. Gardner was asked if she would make the initial inquiry as to whether the WRAC could reserve the Town Hall facilities for the September date (9/22) and if/how we could arrange for the appropriate refreshments to be brought into Room 204.*

- 3.3. Meeting Facilitator: The committee believes that a meeting facilitator that has no direct relationship to the WRAC or to the town should be employed for the workshop. Mr. Beck mentioned that he knows an individual who has done many of these types of workshops (Bob Lehmann). He has checked with Mr. Lehmann and he would be available for the workshop date. Ms. Kastens also mentioned that she knows of another facilitator with direct experience in the area of the workshop. She explained that Green Acton is currently looking into using this person for one of its meetings and that the initial information that has been gathered looked promising. Ms. Kastens will determine if this person could be available for the workshop if the committee desired to employ her. She would also attempt to verify the fee that would be charged.
- 3.4. Who should be invited to the workshop? There was a great deal of discussion on this topic. Some of the members and guests felt that the largest number possible should be the goal while others felt that too many participants could result in not meeting the goals of the workshop.
  - 3.4.1. After much discussion, the committee consensus was that the “active participants” list should be limited to the people who could be directly involved in making decisions for the town. The public will also be invited and will be able to observe the presentations and discussions. We will set aside a specific time (likely toward the end of the workshop so that most of the discussion will have occurred) for the public to comment and ask questions.
  - 3.4.2. The committee believes that a target number of active participants should not exceed 25 individuals.
  - 3.4.3. Initial counts are: (not yet finalized) 23. This is still being discussed.
    - 3.4.3.1. Board of Selectmen: 5
    - 3.4.3.2. Town Manager: 1
    - 3.4.3.3. WRAC: 5
    - 3.4.3.4. Planning Department: 1 (Roland or Kristin Guichard if back from maternity leave)
    - 3.4.3.5. Public Works Department: 1 (which person from which division?)
    - 3.4.3.6. Health Department: 1 (Sheryl Ball)
    - 3.4.3.7. ZBA: 1
    - 3.4.3.8. Fire Department: 1
    - 3.4.3.9. Natural Resources: 1 (Tom Tidman)
    - 3.4.3.10. Land Use? 1 (Selby)
    - 3.4.3.11. Finance Committee representative: 1
    - 3.4.3.12. AWD Water Commissioners: 2
    - 3.4.3.13. Representative from WLMAC: 1 (suggested by water commissioners)
  - 3.4.4. There were also suggestions left for continuing discussion on whether to consider some “outside” representatives such as: large land owners (e.g. Steinberg), real estate agent(s), NGOs involved in environmental and water issues (e.g. OARS).
  - 3.4.5. The committee noted that since the workshop will be conducted on a Saturday and may involve compensatory time or other compensation to some of the individuals being asked to attend, the new Town Manager (John Mangiaratti) should be the conduit for extending all invitations to town staff.

3.5. Goals of The Workshop and Possible Scenarios: These are still topics being discussed with some initial suggestions “on the table.” The authors will submit their thoughts to the chair for inclusion on the “worksheet.”

**New Business:**

4. Date/Time of Next Meeting: The committee set the next meeting for Thursday, May 17, 2018 beginning at 7:00 PM EDT in the conference room of the Water Supply District of Acton, 693 Massachusetts Avenue, Acton, MA. The committee will continue its discussions on the workshop.

**Adjournment:**

On a motion by Mr. Rosen, seconded by Mr. Sekuler, the meeting was adjourned at 8:58 PM EDT by a unanimous vote.

**What is the overarching goal of the workshop?**

Allow the Board of Selectmen and the Water Supply District of Acton to define the most important items of information that they need in order to make intelligent decisions about:

- Protecting our existing water supply—quantity and quality.
- Forecasting the water needs of the Town of Acton for the future 20 years with the understanding that the number will need to be reexamined on a regular basis.
- Looking for water supply solutions “without the box” that could reasonably be utilized in addressing the future needs of the town. Consider the supplier(s) and the possible sources of the water.
- Get to a “shared vision” of what questions we need to be answered. [New]

**Where will the workshop be held on Saturday, September 22, 2018 from 9:00 AM to 4:00 PM?**

The venue and the venue reservation must be addressed now.

- What are the appropriate places that can be opened for business on a Saturday? *It was decided that Rm. 204 in Acton Town Hall will be used. Joan will arrange for the town to fund the refreshments and a box lunch for direct participants only (not the observers).*
- Which one will most comfortable for the number of people expected?
- Will we provide coffee, refreshments, lunch in the venue? If so, is food permitted?
- Will the Town and/or AWD fund?
- Who will handle/reserve?

**Should the invitees be policy people and/or implementer people or both?**

*The committee decided that policy people would be the best choice as they will be the decision makers who will need to have questions answered.*

**How many people should be in the room? Should there be a limit to the attendance?**

*The consensus is that about 25 direct participants would be a good number. Getting much beyond that, it will be difficult to get things done and for enough space to be available in the breakout rooms downstairs.*

**Who should be invited to attend the workshop?**

- WRAC 5
- Town Manager 1

- Selectmen (all or how many?) 5? (will they all attend)
- Director of Health (Sheryl Ball) 1
- Jamie? *Not definite decision but folks were leaning toward "no" except perhaps for an kick-off at the beginning.*
- Director of Planning (Roland and/or Kristin Guichard) 1
- Director of Public Works (Corey York) 1
- Zoning person? 1 *ZBA would need to decide who to send for the day.*
- Natural Resources: 1 (Tom Tidman)
- Finance Committee member: 1 (to be selected by the Fincom)
- Water Supply District of Acton (Matt's feedback from 4/9/2018 meeting)
  - o Matt: 1
  - o Commissioners: 2 (likely = Ron Parenti, Erika Amir-Lin)
  - o WLMAC 1 (John Cipar)
  - o Other ideas provided to Matt by Commissioners?

**Possible scenarios to consider?**

- The rate of water consumption in Acton begins to exceed the amount permitted by the Water Management Act.
- A number of wells have to go off-line for an extended period of time perhaps due to a major problem with a WTP.
- Contamination enters a wellfield and renders it not useful for the foreseeable future.
- A large organization wants to construct a number of buildings in Acton's "technical district" where they will house their new campus. As many people will be located within this campus, a number of eateries will be included in the design as well as a large laundry facility. It appears that this new campus will require large amounts of water and

will discharge a substantial amount of wastewater. The irrigation requirements for the campus are not yet clear. *[Revised to not include Nagog Park.]*

- Maynard (or another town) have a major water supply problem and ask Acton to supply them with a large quantity of water for an extended period of time while they begin a search for additional water.
- Stow approaches Acton to seek a mutually beneficial water supply.
- The Commonwealth announces the formation of the South Central Regional Water Supply District which will consist of Littleton, Westford, Stow, Maynard, Marlborough and Acton. *[New addition]*
- Wastewater management scenario? *[New suggestion by Matt at 4/11 meeting. There was an unresolved question (don't remember who) whether this should be part of the water study that was suggested. Needs discussion by the committee.]*