

TOWN OF ACTON
WATER RESOURCES ADVISORY COMMITTEE
MEETING NOTES OF JUNE 28, 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: Robert Sekuler, Ron Beck, Lucy Kirshner, Barry Rosen, Joan Gardner (BOS Liaison).
Guests: Mary-Lynn Miller, Terra Friedrichs.

Note Taker(s): Barry Rosen

Chairperson: Ron Beck

Called To Order: The chairperson called the meeting to order on June 28, 2018 at 7:15 PM.

Old Business:

1. Approval of Minutes: On a motion by Mr. Rosen which was seconded by Mr. Sekuler, the minutes of May 17, 2018 were accepted by a unanimous vote.
2. Discussion on Sarah Bursky (proposed workshop facilitator): Mr. Beck explained that due to unexpected travel, he was not able to speak with Ms. Bursky. He will contact Ms. Bursky and discuss the workshop that will be conducted by the WRAC, interview her about her thoughts, ideas and insights. He will determine if she is available for the date, is willing to meet with the WRAC and is a good fit for the role. Mr. Beck will report back to the committee. Mr. Sekuler made it clear that if Mr. Beck felt that there were any “red flags” during his discussion with Ms. Bursky, Mr. Beck should not feel compelled to proceed any further with the proposed facilitator.
3. Workshop Participant List: The committee reviewed and discussed the revised workshop participant list that was proposed during the last WRAC meeting. Everyone was comfortable with the additions that were made and therefore the list containing 28 individuals to be invited was approved. [See WRAC minutes of May 17, 2018.]
4. Workshop Note Taker: It was decided that it would be appropriate and useful to have a note taker present during the general workshop sessions who would *not* be a workshop participant. It was felt that a professional would be best to fulfil this role—ideally a town employee. *Action Item: Ms. Gardner was asked if she could inquire if a town employee could be made available to take notes during the general sessions of the September workshop. The group consensus was that it would be “great” if Lisa could/would do it.*
5. Questions Approach To Workshop: Mr. Rosen introduced the proposal made by Ms. Kastens about whether having participants develop questions about each of the proposed scenarios would be a good technique to employ. After some discussion, the committee felt that this technique could be useful for part of the time and decided that the idea will be discussed with the facilitator that is chosen (presumably Ms. Burkus).
6. Workshop Discussions:
 - 6.1. Scenarios:
 - 6.1.1. The WRAC reviewed the 5 scenarios that were chosen and agreed that we will proceed with those 5. However, the committee would like to see some more detail on each of the

5 scenarios that will be utilized for the workshop. The consensus was that each one could benefit to be about one page in length with additional conditions (maximum of a single page each).

6.1.2. *Action Item: Mr. Rosen and Mr. Beck were asked to re-write/expand each one and come back to the committee with the revisions at the next meeting of the WRAC.*

6.2. Breakout Groups

6.2.1. It was decided that there will be 5 breakout groups. Each group will work on one scenario. The groups will then be “shuffled.” The new groups will then work on another scenario later in the day. Therefore, each scenario will be seen by two breakout groups who will report back to the general session near the end of the day.

6.2.2. *Action Item: Ms. Kirshner and Ms. Gardner were asked to create the breakout groups and assign the scenario on which each group will work. They will also “shuffle” the groups and assign the second scenario to each of the breakout groups.*

6.3. Schedule: The proposed schedule for the day is:

8:30-9:00	Coffee
9:00-10:00	General Session
10:00-11:30	Breakout Session #1
11:30:12:30	Lunch
12:30-2:00	Breakout Session #2
2:00-2:15	Break
2:15-2:45	Citizens’ Report
2:45-3:30	Group Reports
3:30-4:00	Conclusions & Summary
4:00	End (possible overtime could happen)

New Business:

7. Date/Time of Next Meeting: The committee has scheduled 3 additional meeting at this time. All of the meetings will be held at the Water Supply District of Acton building, 693 Massachusetts Avenue, Acton, MA beginning at 7:00 PM.

7.1. July 20, 2018

7.2. August 22, 2018

7.3. September 26, 2018

Adjournment:

On a motion by Mr. Sekuler which was seconded by Ms. Kirshner, the committee voted to adjourn the meeting by a unanimous vote at 9:15 PM.