



TOWN OF LINCOLN

WATER DEPARTMENT

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WATER DEPARTMENT
16 Lincoln Road
Lincoln, MA 01773
Phone: 781-259-8997
Fax: 781-259-3592

WATER COMMISSIONERS' MEETING

April 13, 2016

4:30 PM

Pumping Station – 77 Sandy Pond Road

Attendees: Packy Lawler, Chair
Ruth Ann Hendrickson, Water Commissioner
Bob Antia, Water Commissioner
Gregory Woods, Water Superintendent
Matt Mitchell, resident
Tara McManus, Weston & Sampson Engineers

The Commission reviewed and approved the minutes from the March 9 and March 30, 2016 meetings, as amended.

Commissioner Antia started a discussion regarding implementing a cyber-security program. Commissioner Antia stated that the program should include three topics: policies, permissions and penetration testing. The policies portion of the program would include developing, at a minimum, protocols for acceptable use of computers and the internet, a policy regarding remote access to computer system, and a policy safeguarding private information. Mr. Antia suggested that these are fairly straightforward policies that the Department can develop independently from the Town's IT department. He also stated that with the pending retirement of IT Manager Chuck Miller, the incoming IT Manager may have some guidance/experience with these policies. Once the policies are in place, it would be a matter of enforcing them and setting up the appropriate access permissions for the Department staff. Once that is in place, Commissioner Antia would like to see a penetration test conducted to assess the resiliency of the cyber-security systems. Mr. Woods asked Mr. Antia to forward examples of existing policies that he could use to help draft Departmental policies. The topic was tabled until the next meeting.

Mr. Woods then provided a brief summary of the agricultural watering policy that was discussed last meeting and provided a list of topics for consideration in developing a policy. The Commissioners proceeded to discuss various aspects of the list. Commissioner Lawler suggested that there should be a limit to the amount of water used since the Department is already over its Water Management Act permit. Commissioner Hendrickson asked for clarification regarding which Massachusetts General Law applies to the agricultural uses being discussed and if this policy should only apply to commercial applications. Commissioner Antia recommended the adoption of seasonal water rates for those customers who wish to use their water service for agricultural purposes. Mr. Woods asked if, and how, the Town would permit the use of land for farming, to which Commissioner Antia stated that anyone can grow crops or raise animals on their land without a permit. All Commissioners

agreed that the policy should limit the irrigations systems to either drip irrigation or subsurface irrigation systems to minimize the evaporative losses. Commissioner Antia stated that he would contact Ari Kurtz of Linden Tree farm to get information on how Linden Tree uses their irrigation system. The topic was tabled until the next meeting.

Next, Mr. Woods provided a brief overview of the water main assessment report that was designed to investigate the water quality at water main dead-ends. Mr. Woods introduced Ms. Tara McManus of Weston & Sampson Engineers, who completed the draft memo. Ms. McManus summarized the draft "Preliminary Evaluation of Elevated pH Issues in the Distribution System" memo and stated that water chemistry, pipe material and the water age in the dead ends all contribute to the water quality. Ms. McManus discussed potential pipe corrosion issues, potential bacteriological issues and potential health concerns related to water with elevated pH and/or cement asbestos pipe. She stated that determining the source of water quality issues in a distribution system constructed of different pipe materials and that utilizes two different waters sources is a complex task. She recommended that additional water samples be collected from representative locations within the system to help better understand which parameters are the primary factors influencing water quality. Resident Matt Mitchell of 121 Old Concord Road asked several questions about the information presented in the memo and how it related to the water quality that they experience on Old Concord Road. The Commissioners thanked Ms. McManus for her summary and voted unanimously for Mr. Woods to follow the memo recommendations to increase water sampling and analysis at various locations in the distribution system. The topic was tabled until additional water quality analyses have been completed.

Commissioner Hendrickson then explained that she would be conducting another rain barrel program this spring. She stated that residents would order the barrels and accessories on-line and that the Department would coordinate the distribution of the barrels once delivered. Commissioner Hendrickson stated that the barrels come on pallets and she is requesting that the Department purchase the difference between residential order and the 16 drums that can be fit on two pallets. Commissioner Hendrickson also requested that the Department order eight extra diverters so they could be sold during barrel distribution. The Commissioners voted unanimously to approve the purchase of the extra barrels and diverters.

Mr. Woods then explained that his annual review process typically started in May in order to be completed by the end of the fiscal year. Commissioner Hendrickson stated that she took the lead on updating the review document last year and would do so again unless other Commissioners volunteered. Commissioner Lawler requested that Commissioner Hendrickson start modifying the document and that additional input and discussion would be planned for the next meeting.

Finally, Commissioner Hendrickson passed around a copy of the Action Item list that she had modified since the last meeting. Commissioner Hendrickson requested that the members review the document in preparation for the next meeting.

There being no further business, the meeting was adjourned at 6:05 PM. The next meeting of the Water Commissioners is scheduled for May 11, 2016 at 4:30 PM at the Pumping Station.

Respectfully submitted,

Gregory Woods
Superintendent