



Keith Swanson  
Superintendent

## Halifax Water Department

500 Plymouth Street, Halifax, MA 02338

TEL. 781-293-1733 • FAX. 781-293-1776

### MEETING MINUTES September 10, 2019

7:00 p.m. Donald Bosworth made a motion to open the meeting.  
Seconded by Daniel Bosworth

*Motion Passes*

Present: Richard Clark, Chairman  
Daniel O. Bosworth, Jr., Clerk  
Donald A. Bosworth, Member  
Keith Swanson, Superintendent  
Kathleen O'Neil, Administrative Assistant

#### Meeting Minutes

Donald Bosworth made a motion to approve the meeting minutes from August 13, 2019, as written. Second by Daniel Bosworth.

*Motion Passes*

#### Cell Service Contract

The Town is changing cell phone carriers. This will save an estimated \$200-\$300 annually. Dick, Donny and Keith will be accepting the free iPhone 10 upgrade. Danny will keep his existing phone.

#### Plant Upgrades Project

Pat O'Neale of Tata & Howard was in attendance to discuss the treatment plants upgrade project. Pat submitted the agreement for the project that needs to be signed by the Town Accountant, Board of Selectmen and the Board of Water Commissioners. Keith can expect to receive a 'Request for Information' from someone on the team; either Meghan or Mitch. Pat will provide a schedule. He will need to work with Keith on the timing to work on chemical feed portion of the project. Kozhaya Nessralla wants the old tank. Keith would like a solid commitment from Kozhaya that he will remove it from the premises in a timely fashion.

Keith is not comfortable shutting down either plant. He fears one plant can't run the whole town on its own. Pat said its most likely it won't come to that. Pat estimates bids will go out November-December allowing contractors 30-days to submit their price. Plan to award the contract in January. Estimated start work time of February. Approximately 4 months of construction time.

Keith stated that the filter hatches on each filter are rotted out. There are two on each filter. We can salvage one or two for spares. Keith would like all six replaced including hardware.

Plant Upgrades Project (continued)

Keith would also like an outside ladder to access the roof. Dick questioned if it would be worth the price for the amount of times someone goes up on the roof. Pat said a ladder like that would need a locking latch and would still require a ladder to access the affixed ladder. Pat will get an estimate.

Keith stated that all the overhead lights and heaters are original and would like them to be replaced. The existing locations are fine.

Dick questioned who came up with the list of things to be replaced and/or upgraded. Pat said he did an assessment and ranked the condition of each item. He plans to come back to another Water Commissioners meeting to discuss the priorities and timeline.

Both plant upgrades will occur concurrently with one main contractor and one sub-contractor for the roofing.

New EPA Mandates

Pat O'Neale stated there is a new unfunded mandate regarding risk and resilience assessments (attached). The town will need to go through their existing Emergency Response Plan and check for vulnerability with focus on the SCADA system. This project should be funded in FY21 with a due date for completion of June 2021. Tata & Howard are working on a scope and will submit the cost to us. This project will need an Annual Town Meeting article

Water Management Act

Pat O'Neale said Meghan sent Keith revisions of our existing local bylaw to include "calendar triggered restrictions" (attached) with changes highlighted in yellow. Keith responded that the proposed changes are OK with him but will require a Water Commissioners vote. Any restrictions need to be enforced via a local bylaw.

Dick wants the restrictions based on the calendar year versus stream flow because it's easier for residents to get accustomed to. The new restrictions/bylaw changes will need an Annual Town Meeting article.

Lead & Copper Sampling

Twenty-two samples were taken and there was one exceedance at a residence that has never had one before. Keith has spoken to the homeowner and will have a new sample taken.

Water Extension Project and Engineering & Exploring Accounts

The Town Accountant would like to know if she should transfer the balances of these accounts to retained earnings and close them out. The Water Extension account was originally earmarked for the South Halifax extension project. Keith said we could possibly use the money to get an interconnection with Bridgewater on that side of town. We could tie into Bridgewater off Walnut Street. Dick and Dan said to price out the cost to loop our service up to Pratt Street and around. There is an existing gate on our side. The Commissioners would like this account left open.

Engineering and Explore Account is used for when an expert opinion is needed on a project. It's not used often but it is used. The Commissioners would like this account left open as well.

BOWC Meeting  
September 10, 2019  
Page 3 of 3

November Meeting Date

Keith will be away on vacation during our regularly scheduled November meeting. Keith would like to reschedule the meeting to a later date in the month. Dick wants to wait and see where Tata & Howard are with the upgrade project at that time and then decide when to meet.

Adjournment

8:30 p.m. Donald Bosworth made a motion to adjourn.  
Seconded by Daniel Bosworth

*Voted Unanimously*

Approved,

A handwritten signature in dark ink, appearing to read "Daniel Bosworth", is written over a horizontal line.

**NOTE: NEXT MEETING DATE IS OCTOBER 8, 2019**



# RISK AND RESILIENCE ASSESSMENTS AND EMERGENCY RESPONSE PLANS:



## NEW REQUIREMENTS FOR DRINKING WATER UTILITIES

Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems<sup>1</sup> that serve more than 3,300 people to complete a risk and resilience assessment and develop an emergency response plan.

### RISK AND RESILIENCE ASSESSMENT

Your utility must conduct a risk and resilience assessment and submit certification of its completion to the U.S. EPA by the following dates:

Important  
Dates

- March 31, 2020 if serving  $\geq 100,000$  people.
- December 31, 2020 if serving 50,000 to 99,999 people.
- June 30, 2021 if serving 3,301 to 49,999 people.

### EMERGENCY RESPONSE PLAN

Your utility must develop or update an emergency response plan and certify completion to the U.S. EPA no later than **six months** after risk and resilience assessment certification. Each utility deadline is unique; however, the dates below are the due dates for utilities who submit a risk and resilience assessment certification by the final due date according to the population served.

- September 30, 2020 if serving  $\geq 100,000$  people.
- June 30, 2021 if serving 50,000 to 99,999 people.
- December 30, 2021 if serving 3,301 to 49,999 people.

Recertification

**Every five years**, your utility must review the risk and resilience assessment and submit a recertification to the U.S. EPA that the assessment has been reviewed and, if necessary, revised.

**Within six months** of submitting the recertification for the risk and resilience assessment, your utility must certify it has reviewed and, if necessary, revised, its emergency response plan.

Visit the U.S. EPA website to find more information on guidance for developing a risk and resilience assessment at <https://www.epa.gov/waterriskassessment/conduct-drinking-water-or-wastewater-utility-risk-assessment>.

Visit the U.S. EPA website for guidance on developing an Emergency Response Plan at <https://www.epa.gov/waterutilityresponse/develop-or-update-drinking-water-or-wastewater-utility-emergency-response-plan>.

### TOOLS OR METHODS

AWIA does not require the use of any standards, methods or tools for the risk and resilience assessment or emergency response plan. Your utility is responsible for ensuring that the risk and resilience assessment and emergency response plan address all the criteria in AWIA Section 2013(a) and (b), respectively. The U.S. EPA recommends the use of standards, including AWWA J100-10 Risk and Resilience Management of Water and Wastewater Systems, along with tools from the U.S. EPA and other organizations, to facilitate sound risk and resilience assessments and emergency response plans.

<sup>1</sup> Section 2013 of AWIA applies to community water systems. Community water systems are drinking water utilities that consistently serve at least 25 people or 15 service connections year-round.

Still have questions about the new AWIA requirements?  
Contact the U.S. Environmental Protection Agency (U.S. EPA) at [dwresilience@epa.gov](mailto:dwresilience@epa.gov).

Office of Water (4608T)  
EPA-817-F-19-004  
May 2019

