

WATER DISTRICT #2 ACTION TASKS

Priorities: Immediate (I)=within 1 year; Short-Term (ST)=1-3 years; Mid-Term(MT)=3-5 years; Long-Term(LT)=5-10 years

NOTE: Priorities may have two time frames and they may start in the shorter time frame, but take longer to complete.

#	Goal Actions	Primary Entity	Subentity(ies)	Evaluation Metrics	Priority	Status July 2022
G1-26	Identify and encourage conditions that attract and support Black, Indigenous, and People of Color population.	Selectboard	Administration, All entities	Process for identifying issues concerning BIPOC population and for monitoring the experience of Town services across all demographics. Process for identifying challenges and addressing them. Change in Town demographics. Change in diversity of people participating in civic life.	ST/MT	Through the Superintendent, the Commissioners have worked with the Board of Health in a situation involving an elderly customer who has had difficulties managing his household. We have established an excellent working relationship with the Planning Board director and the Board of Health director
G1-31	Foster Town engagement with college/university personnel and consultants to provide special expertise.	Administration	Other entities as appropriate	Number of personnel used. Type and effectiveness of services provided.	ST, MT, LT	The Water Department works closely with the College on College projects that involve new or existing water mains, College meters, and connections to College buildings. We have a solid working relationship with Building and Grounds.
G2-6	Increase land protection in the Bachelor Brook watershed, including the Mount Holyoke Range.	Planning & Conservation Department	Water District #2	Change in number of acres protected.	LT	no change. Some recent discussions with State authorities.
G2-8	Permanently protect land in Zone 2 for aquifer recharge to public water supplies.	Planning & Conservation Department	Water District #2	Change in number of acres permanently protected.	ST	no change. At present the State has no interest in purchasing any of our properties.
G2-17	Undertake a study of the Endorse Dry Brook aquifer to assess the extent of recharge and contributing factors.	Fire District #2 Water Department		Date of endorsement.	LT	At its annual meeting in May, the District voted to approve a 10,000 expenditure for the isotope study, matched by a \$10,000 contribution from the Town. Anne capra is in charge of the project.
G3-9	Support an investigation to re-delineate the District 2 Water Supply recharge area.	FD #1 and #2	Board of Water Commissioners, Conservation Commission, Planning Board	Date investigation completed. Date action plan adopted.	ST	The isotope study results will be determinative here.
G3-14	Incorporate addressing climate change/resiliency into routine permitting and operations.	All boards and committees		Date new mandate adopted. Changes to Zoning or subdivision regulations adopted. Impact on projects.	ST	The District is blessed with a abundant water supply. We are watching the trend in annual water sales, as the local climate becomes more rainy.
G3-24	Work with boards and committees to produce videos to welcome new members and give them a brief overview of responsibilities.	SHCTV	All boards and committees	Number of videos. Number of boards and committees participating. Feedback from viewers.	ST	We will add this to the agenda of an upcoming meeting
G3-25	Encourage people of diverse backgrounds to run for boards and/or apply for committees to ensure broad representation of all residents in government functions.	All boards		Number of candidates identified. Number of candidates elected. Change in demographics of candidates.	ST/MT	Will add this to agenda. We will discuss doing an outreach billing staffer on this issue.

G4-1	Create working groups of staff and committee and board members to meet regularly around common priorities to identify and work together toward shared objectives.	All boards, committees, and departments	Administration, Selectboard	Date working group created. Number of shared priorities identified. Number of group actions being pursued. Number of actions completed.	ST	Water Commission members often attend Prudential Board meetings. We have re-established a working group to study the possible futures of our Elmer Brook property.
G4-4	Improve inter-departmental communications within the municipality and to the public.	Administration	All departments	Number and types of communications. Feedback from residents and business owners.	ST/MT	On issues of special interest to customers, attendance at Water Commission meeting has been robust. We are about to interview Department employees as we look to the retirement of our Superintendent.
G4-5	Provide professional development for all departments and committees as appropriate to improve skills in website content development and presentation.	Administration	All departments	Date provided. Number of participants.	ST/MT	Will add this to agenda
G4-8	Create a central resource directory on the Town website for all listing and linking to all current plans, reports and key data.	Administration	All boards, committees, and departments	Date resource created. Relevance of information provided. Use of information.	ST/MT	Will add this to agenda
G4-13	Prior to Town Meeting, review proposed bylaws as to legality, consistency with other bylaws, and alignment with the goals of this Master Plan Update and make recommendations for action (recommend or not recommend) to the Selectboard and Town Meeting.	Bylaw Review	All other boards and committees	Date(s) bylaws reviewed. Number of committees and/or proposers consulted. Recommendations made. Votes by Town Meeting.	ST/MT	The water Commissioners have worked with the Planning Board on this issue in the recent past. We will review the current state of the bylaws in this area.
G4-19	Use the District sign to better inform our customers of our activities.	Fire and Water Department District #2		Number and types of questions/concerns. Feedback.	ST/MT	Will add this to agenda
G4-20	Use the water billing notice mailings to inform customers about water department activities and policies.	Fire and Water Department Districts #1 and #2		Feedback.	ST/MT	The water bills now include a growing number of public notice stuffers, District meeting announcements, the annual report of the water commissioners, the annual water quality report, etc.
G4-22	Post articles in area newspapers, Town's website and social media.	All boards and committees		Number of articles posted. Number of responses or other feedback.	ST/MT	Communications are posted at the College, the Village Commons, Town Hall
G4-27	Work with boards, committees and departments to identify baseline data for impact evaluation and standard metrics, as appropriate.	Master Plan Implementation Committee	All boards, committees, and departments	Date baseline data identified. Schedule for collection of baseline data. Date(s) data collected.	MT	Will add to agenda
G4-28	Work with boards, committees, and departments to monitor progress towards goals using metrics recommended in this Master Plan Update, as appropriate.	Master Plan Implementation Committee	All boards, committees, and departments	Identify schedule and process for monitoring. Feedback from boards etc. as to usefulness. Dates of progress updates to Selectboard, Planning Board, and Town Meeting.	MT/LT	Will add to agenda
G4-29	Work with Town Administrator, Planning Board and Selectboard to determine whether there are additional reporting mechanisms that should be put in place, for example to flag an urgent issue.	Master Plan Implementation Committee	Administration, Planning Board, Selectboard, All Departments	Date additional reporting mechanisms identified. Number of users. Feedback on effectiveness.	ST/MT	Will add to agenda