



REGIONAL WATER STUDY PROJECT STEERING COMMITTEE Terms of Reference

These Terms of Reference shall not contradict the current policies or procedures of Old Colony Planning Council (OCPC) or any grant award contract between the U.S. Economic Development Administration (EDA) and OCPC.

Background

In 2023, OCPC was awarded a \$940,000 investment from the EDA for a regional water study. This application was made possible through an Environmental Protection Agency grant subaward that OCPC received from the Narragansett Bay Estuary Program. The project is being funded under EDA's FY 2020 Public Works and Economic Adjustment Assistance Notice of Funding Opportunity (FY20 PWEAA NOFO). Matching funds were provided by our partners, the Central Plymouth County Water District Commission (\$225,000), the Commonwealth (\$200,000), and the South Shore Chamber of Commerce/South Shore Economic Development Corporation (\$45,000).

The formal name of this project is *Economic Resilience and Sustainable Water Supply in the Old Colony Economic Development District*, or *OCPC Regional Water Study* for short. The project area is the region serviced by OCPC, which is also an EDA-designated Economic Development District: Abington, Avon, Bridgewater, Brockton, Duxbury, East Bridgewater, Easton, Halifax, Hanover, Hanson, Kingston, Pembroke, Plymouth, Plympton, Stoughton, West Bridgewater, and Whitman.

The Project Steering Committee will support this project through collaboration across the region and co-designing the project as it develops to ensure the needs of the region are met.

Purpose and Powers of the Project Steering Committee

The Project Steering Committee's primary purpose is to contribute to the development of a Regional Water Study for the region serviced by OCPC. Steering Committee members will facilitate the sharing of project related knowledge, reports and data with CDM Smith in a timely fashion. Steering Committee members role will be to represent their own organization, as well as other partner organizations with shared interests. They will make every effort to attend the monthly Steering Committee meetings and workshops in person. CDM Smith will work with OCPC to prepare adaptive short-term and long-term portfolios of supply options based on Steering Committee workshop outcomes. Steering Committee members will support in the decision-making process for development of these short-term and long-term project portfolios for inclusion in the Regional Water Plan. Steering Committee members role in decision making will be to make recommendations, but not funding or policy decisions at this time. Every effort will be made to reach consensus in decision-making; when this is not possible, final documentation will summarize all opinions, with attribution if requested. Steering Committee members will respect the interests and perspectives of all other participants. Steering Committee members will coordinate with stakeholders to provide feedback on deliverables for the Regional Water Plan in a timely fashion.

Steering Committee members that are representing multiple communities or groups will meet regularly with their communities to share progress and facilitate the sharing of project- related knowledge and information with CDM Smith and OCPC.

Project Overview

This project will strengthen the region’s competitive economic resilience and produce a sustainable water resources supply plan for the long-term development of the region. Tasks to be completed include the following:

1. Project management and grant administration – OCPC will manage the consultant(s), ensure grant requirements are met, and facilitate stakeholder communication across the region
2. Steering Committee – OCPC will form a Project Steering Committee with CDM Smith.
3. CDM Smith will be expected to do the following:
 - a. Facilitate the Project Steering Committee
 - b. Engage stakeholders and the public across the region
 - c. Compile into a library and review all relevant local, regional, state, and federal reports and other materials relevant to the project
 - d. Establish a baseline of water use at the municipal and regional levels, making that information available online
 - e. Review or establish projections for future (25-years plus) water use at the municipal and regional levels, making clear how much demand is expected to be residential versus other uses, making that information available online
 - f. Analyze future water supply demand gaps and recommend solutions for addressing those gaps; solutions explored will include traditional infrastructure supply side options, innovative options such as decentralized systems and water reuse, and demand side measures such as water conservation.
 - g. Solutions shall be examined for their economic, social, and environmental costs and benefits
 - h. Examine how the most beneficial solutions will lead toward plentiful, affordable, and ecologically sustainable waters supplies for the region
 - i. Produce a final report with implementation plan

The outcomes of this project are expected to be the following:

1. A standing Water Resources Committee that continues to collaborate and advise on issues within OCPC’s region
2. An implementable plan for economically resilient and ecologically sustainable water supply in the region
3. Priority projects ready for further development and financing
4. Online hub of resources including data sets, maps, and good practices.

Project Steering Committee Process and Meetings

To move this important regional project along expeditiously and ensure grant deadlines are met, it is crucial to have an RFP Advisory Group structure that is manageable and that ensures key informants and stakeholders in the region have opportunity to participate. To that end, the following process has been developed:

WHEN	OCPC	PROJECT STEERING COMMITTEE MEMBERS	CDM Smith	NOTE
2023				
Tuesday, November 28			Contract start date for CDM Smith	Steering Committee formed shortly after
2024				
Monday, January 29 10:00 am– 12:00 pm		Meeting 1: Introduction of members and overview of the planning process		
Monday, February 5		Upload requested documents to personalized SharePoint site		CDM Smith will send an email on 1/29 with the link for the SharePoint.
Wednesday, February 28 10:00 am – 12:00 pm		Meeting 2: Sharing of perspectives and opportunities		
Tuesday, March 19 9:00 am – 12:00 pm		Workshop 1: Overview of Consensus Building Process and Variations with Examples		
Tuesday, April 23 9:00 am – 12:00 pm		Workshop 2: Objectives		
Tuesday, May 21 9:00 am – 12:00 pm		Workshop 3: Performance Metrics		
Tuesday, June 25 9:00 am – 12:00 pm		Workshop 4: Water Supply Alternatives: Local, Regional, External		
Wednesday July 31 9:00 am – 12:00 pm		Workshop 5: Comparison of Alternatives (Multicriteria Decision Analysis)		
Tuesday, August 27 9:00 am – 12:00 pm		Workshop 6: Short-Term and Long-Term Supply Portfolios		
Tuesday, September 24 9:00 am – 12:00 pm		Workshop 7: Adaptation and Implementation Planning		
Tuesday, October 29 10:00 am – 12:00 pm		Meeting 3: Draft Plan		

WHEN	OCPC	PROJECT STEERING COMMITTEE MEMBERS	CDM Smith	NOTE
Tuesday, November 19 8:00 am – 12:00 pm		Meeting 4: Implementation Strategy and Priorities		
Tuesday, December 10 8:00 am – 12:00 pm		Meeting 5: Final Plan		
Tuesday, December 17			CDM Smith issues final Report	Steering Committee dissolves
Wednesday, December 18	Standing Water Resources Committee established for the region			
2025				
Thursday, May 1, 2025	Grant award ends			Grant is 24 months

Project Steering Committee Members

Project Steering Committee Members are invited by OCPC to join. OCPC selected members based on their professional knowledge and experience of water supply issues and their ability to serve as representatives and ambassadors for key stakeholder groups in the region.

Project Lead – OCPC

1. Don Sullivan, Economic Development Director
2. Bill Napolitano, Planner, Comprehensive Planning and Sustainability
3. Joanne Zygmunt, Senior Planner, Comprehensive Planning and Sustainability

Project match funders or their representatives

4. Central Plymouth County Water District Commission- Art Egerton Commissioner, Jack O'Leary Chair, Kimberly Groff Advisor
5. Senator Michael D. Brady, Second Plymouth and Norfolk
 - o Representing federal and state legislators in the region
6. Peter Forman, President and CEO, South Shore Chamber of Commerce
 - o Representing chambers of commerce in the region

Stakeholder groups or their representatives

7. Pine Dubois, Executive Director, Jones River Watershed Association
 - o Representing watershed associations in the region

Municipalities – chief executive officers, public works commissioners, or their representatives

8. Abington – Liz Shea (Town Planner) and Scott Lambiasi (Town Manager)
9. Avon – Jonathan Beder (Town Administrator)
10. Bridgewater- Robert Rulli (Community Economic Development Director)
11. Brockton – Pat Hill (Department of Public Works Commissioner)
12. Duxbury – Sheila Sgarzi (Director of Public Works)
13. East Bridgewater –John Haines (Director of Public Works)
14. Easton – Greg Swan (Deputy Director of Public Works)
15. Halifax
16. Hanover – Rhonda Nyman (Hanover Select Board)
17. Hanson
18. Kingston – Keith Hickey (Town Administrator)
19. Pembroke
20. Plymouth
21. Plympton – Brian Vasa (Conservation Agent)
22. Stoughton – Phil McNulty (Water/ Sewer Superintendent)
23. West Bridgewater – Wayne Parks (Water Superintendent)
24. Whitman

Project Steering Committee Meetings Facilitation

Project Steering Committee meetings will be facilitated by CDM Smith staff. Meetings will be in person at the Old Colony Planning Council located at 70 School St, Brockton, MA 02301.

ATTACHMENT 3
EXAMPLE COMMUNITY DATA REQUEST

Request for Information

Community Name: Pembroke

Steering Committee Representative: Dan Sullivan

Due Date: 2/5/2023

Form filled out by: _____

Instructions:

To develop the annotated bibliography that will support the Regional Water Plan, we ask the steering committee members to help coordinate data transmittal to CDM Smith. **For reports listed in Table 1, we ask that you coordinate with the necessary individuals to be able to transmit these to CDM Smith, preferably by 2/5/2023.** Please upload these documents to your communities SharePoint link folder, which will be sent by Amara Regehr following this workshop. Please mark any documents that you only want to be shared with CDM Smith as “CONDIFENTIAL_” at the beginning of the file name.

CDM Smith has already accessed publicly available data sources, which are included in Table 2. We do not need these reports to be transmitted but have included them here for completeness. For some of these publicly available data and reports, there are questions for your community. We ask that you provide a response in the column marked “community response”. Please upload a version of this document with the answers the SharePoint link folder or send via email.

Table 1: Reports and data to be transmitted to CDM Smith

Report Type	Date Transmitted
<p>From Pembroke Water Department please transmit any of these reports that may exist. It is likely that many do not exist but please transmit any that you have or are related</p> <p><u>Populations and Demand</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Current and historical population <input type="checkbox"/> Historical public water supply use data <input type="checkbox"/> Historical agricultural water use <input type="checkbox"/> Water demand projections, preferably by sector <input type="checkbox"/> Details of any ongoing water conservation requirements <p><u>Facilities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Service Areas Boundaries PDF map <input type="checkbox"/> Growth Potential from the planning board <input type="checkbox"/> Current capacities (withdrawal, treatment, conveyance) <p><u>Existing Plans and Previous Studies</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Watershed plans <input type="checkbox"/> Comprehensive water management plans <input type="checkbox"/> Integrated water resource plans <input type="checkbox"/> Water master plans - HIGH PRIORITY <input type="checkbox"/> Drought contingency plans 	