

CITY OF NEWBURYPORT



IN CITY COUNCIL

September 11, 2023

THAT, The CITY COUNCIL of the City of Newburyport accepts the following grant in accordance with M.G.L. Chapter 44, Section 53A:

- Grantor:** Commonwealth of Massachusetts
- Agency:** Massachusetts Department of Environmental Protection
Division of Municipal Services
- Program:** [Lead Service Line Planning Program](#)
- Amount:** \$207,800.00
- Purpose:** *Lead Service Line Inventory and Replacement Plan* – The project will consist of preliminary records screening, including review of record drawings and capital improvement/master plans, as well as digitization of record drawings valve/tie cards into the existing GIS system. Coordination with the Merrimack Valley Planning Commission to develop protocols for updating the systems GIS and maps. A technical memorandum of findings from the records screening and mapping will prepared.

Councillor Sharif I. Zeid



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
SEAN R. REARDON, MAYOR

To: President and Members of the City Council
From: Mayor Sean R. Reardon
Date: September 7, 2023
Subject: Lead Service Line Planning Program Grant

The City of Newburyport has been awarded a grant from the Massachusetts Department of Environmental Protection (MassDEP) to develop a Lead Service Line (LSL) Inventory and Replacement Plan. The total funding is for \$207,800, which will be used to hire an engineering firm to complete the project.

This project is included in the capital improvement program under the project number WA10 and will be managed by the Department of Public Services Water Division. It is expected to be completed no later than September 30, 2024.

According to Section 141.84 of the Lead and Copper Rule Revisions (LCRR), finalized in 2021, the EPA requires all public water suppliers to develop and submit a complete inventory of LSLs by October 16, 2024. The inventory must categorize all service lines connected to the public water distribution system.

The project will consist of four tasks:

Task 1 – Grant Administration (\$15,400)

- Manage the grant and respond to MassDEP requests for information throughout the program's implementation. LSL program invoices and project updates must meet grant requirements and be submitted to the City on a monthly basis.
- Prepare and submit project closeout documentation to MassDEP for reimbursement of the City's eligible LSL program costs.
- Coordinate three LSL program progress meetings (virtual) during the course of the LSL inventory development.

Task 2 – LSL Research and Records Review (\$108,300)

- Review and organize documents provided by the City such as GIS data, water main installation record drawings, capital improvement plans, and master plans to gain a preliminary understanding of service materials throughout the system and identify areas of the distribution system that predate the 1986 Safe Drinking Water Act (SDWA) lead ban. Records that predate the lead ban should be prioritized.
- Review and organize additional documents provided by the City such as property records, water service tie cards, installation and maintenance/repair records, water system rules and regulations, meter installation records, standard construction

specifications, and other provided documentation regarding the material of the existing services within the water system.

- Coordinate a meeting (virtual) with representatives from the City and Merrimack Valley Planning Commission (MVPC) to discuss existing water system and parcel data that may be useful in the research efforts.
- Documents that the firm identifies as missing or contrary to the City's GIS data, including record drawings, valve cards, and tie cards, should be digitized, labeled, organized, and delivered to the City in PDF format. The firm will develop a list of recommended GIS improvements based on the records research conducted in Task 2. The firm assumes that MVPC will be responsible for updating the City's water system GIS data.

Task 3 – Develop LSL Inventory & GIS Mapping (\$38,700)

- Utilize the information gathered in Task 2 to create a Microsoft Excel spreadsheet documenting street address, customer number, and size/material of the water service on both the public and private side to the best of their ability. The firm shall utilize MassDEP's inventory template for developing the initial LSL inventory.
- Provide the preliminary LSL inventory spreadsheet to the City and MVPC. The MVPC will complete the mapping improvements under a separate agreement with the City.
- Coordinate one meeting (virtual) with City and MVPC staff to discuss the preliminary inventory, and develop the protocol for updating the water system GIS to include mapping of water service lines based upon service line materials and ownership (public vs. private). The meeting will discuss the GIS map deliverables for the City's internal and external use. The firm will prepare a meeting agenda and summary. Electronic copies (PDF) will be provided for record.
- Coordinate one follow-up meeting (virtual) with the City and MVPC staff to discuss the updated water system GIS and water service line maps after GIS updates have been completed by MVPC and shared with the City and Firm.

Task 4 – Technical Memorandum & Presentation (\$45,400)

- Meet with the City to review the results of the inventory, identify any services that require further investigation, discuss a plan to identify unknown services, and discuss preliminary plans for removal of known lead service lines identified during the survey. The firm will prepare a meeting agenda and summary. Electronic copies (PDF) will be provided for record.
- Prepare a technical memorandum documenting the findings of the LSL Inventory and create a preliminary plan of how to prioritize, fund, and fully remove LSLs connected to the distribution system, with the goal of removing all lead service lines from the water system within five years.
 - The memorandum will evaluate if:
 - The PWS should initiate a consumer LSL identification program for property owners to help rectify any services identified as “lead status unknown” within the inventory.

- Potential modifications to the PWS's current Water System Capital Improvement Plan can result in sufficient removal of lead service lines from the water system or if a dedicated lead service line removal project is necessary.
- Identify and prepare draft required disclosures that must be sent to homes categorized as a lead, galvanized, or lead status unknown service to comply with the LCRR. Notice to all homes categorized as lead, galvanized, or lead status unknown is required within 30 days after submission of the inventory. Printing and mailing of these notifications is not included in Firm scope of work.
- Prepare a draft of the technical memorandum and submit it to the City for review and comment.
- Coordinate one meeting to review the draft technical memorandum and receive feedback from the City. The firm will update the technical memorandum to reflect provided feedback, and a final technical memorandum will be submitted to the City in both hard copy and electronic format (PDF).
- Coordinate with the City for submission of the LSL Inventory to MassDEP following completion of Task 4 and prior to the October 16, 2024 deadline.
- Prepare presentation materials of the LSL inventory findings and recommendations. The firm assumes that up to two (2) public presentations will be provided as part of the City's public outreach for the LSL Inventory program. An electronic copy (PDF) of the presentation materials will be provided to the City for record.

Thank you for your consideration.