



# Fiscal Year 2024 Work Plan



*Poutwater Pond*

June 2023

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Massachusetts Department of Conservation and Recreation  
Division of Water Supply Protection  
Office of Watershed Management



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**Office of Watershed Management**

**Fiscal Year 2024 Work Plan**  
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## **1. Annual Work Plans**

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**Department of Conservation and Recreation  
Division of Water Supply Protection  
Office of Watershed Management**

**FY2024 Annual Work Plan Highlights**

Fiscal Year 2024 is the first year in the implementation schedule for the *DCR Watershed System Watershed Protection Plan FY24-FY28*.

Highlights across the system include:

- Land protection efforts will continue through purchase in fee and of Watershed Preservation Restrictions (WPRs), guided by the Land Acquisition Model for each watershed.
- Monitoring of WPRs will continue with each parcel monitored on a 2-3 year schedule (federally-funded WPRs will be monitored annually per agreement).
- The use of GIS and electronic field data collection will continue to expand and streamline numerous protection efforts including wildlife monitoring, Ranger incident reporting, Quabbin Fishing area management, and WPR monitoring.
- Update the Division's Terrestrial Invasive Plant Management Plan to describe and document the threat of non-native and interfering plants to Watershed Forest Resiliency, prioritize efforts, prevent new introductions, and effectively control existing infestations.
- Staff will continue implementation of the bird harassment programs at both reservoirs to continue to meet source water quality standards.
- Monitor and analyze water quality, including routine sampling of tributaries for bacteria, turbidity, temperature, and specific conductance. Continue sampling for nutrients and total suspended solids at tributaries. Continue weekly or more frequent sampling of the reservoir for plankton, pH, temperature, and dissolved oxygen. Continue extensive hydrologic monitoring (stream flow, groundwater, precipitation, and snowpack) by staff and in cooperation with U.S. Geological Service.
- Continue forestry operations. Active forest lots will be monitored by Foresters to ensure that all Best Management Practices (BMPs) are being followed to ensure continued water quality protection. Continue a long-term, paired watershed study to investigate impact of silviculture on tributary water.
- Implement a forest stand adjustment pilot project to enhance tree species diversity, resiliency, wildlife habitat, tree vigor, carbon storage and stand diversity.

- Continue to maintain Ranger presence to monitor and control public access. Enforce DWSP regulations through targeted patrols and education. Work with State and Environmental Police to enforce more serious violations.
- Continue implementation of the Watershed Protection Act and Regulations (311 CMR 11.00)
- Monitor and maintain major dams in the system, as well as smaller watershed dams.
- Continue to expand education and outreach programs, both online and in-person, which showcase the mission and accomplishments of DWSP; develop and present more programs in the Ware River Watershed.
- Staff will Administer the Payment in Lieu of Taxes (PILOT) program across the watershed system.

Highlights by Region are included below:

### **Wachusett/Sudbury Region**

- Maintain lands around the Wachusett Reservoir, including vegetation management, mowing and monitoring of dam and dike structures.
- Continue to control beaver populations in the Pathogen Control Zone and work to reduce impacts of beaver in other areas of the watershed.
- Continue managing white-tailed deer populations in the Wachusett and Sudbury watersheds through deer hunting permits. Due to the success of the white-tailed deer management program at Wachusett, restricting hunter access through a lottery is no longer needed. We will now include the Wachusett Reservoir Zone as part of the Watershed-wide 5-year hunting permits.
- Continue to implement the Wachusett Internal Road Plan, including routine maintenance and upgrades to higher priority roads.
- Contract for removal of structures on purchased lands, including the Kush property, and begin planning for restoration of the stream riparian zone on that parcel.
- Monitor watershed activities to ensure compliance with 313 CMR 11.09. Track activities in EQ database.
- Continue efforts in concert with MWRA to maintain and document progress controlling aquatic invasive species, including the DASH (Diver Assisted Suction Harvest) removal of invasive plants in the Stillwater and Quinapoxet basins. Monitor watershed ponds and streams for presence of aquatic invasive species.

- Continue work on road salt issue, including Year 4 of the grant program to encourage municipal improvements to salting efforts and work on tributary monitoring.
- Work with consultants and MassDOT to on treatment of the final remaining direct discharge to the Reservoir in Sterling.
- Continue work with MWRA on preparedness for potential railroad spills.

### **Quabbin/Ware River Region**










- Implement the system-wide comprehensive Land Management Plan, including continued use of controlled burns to enhance forest management activities.
- Continue work on management of gravel resources in both watersheds for Division needs.
- Maintain lands around the Quabbin Reservoir, including vegetation management, mowing, and monitoring of dam and dike structures; seek to implement a reduced mowing schedule in other areas to enhance pollinator habitat.
- Pursue implementation of the Quabbin Park Deer Management Plan.
- Continue drone work in conjunction with MassDOT aeronautics division to conduct gull roost monitoring at Quabbin Reservoir.
- Continue to operate the Les and Terry Campbell Quabbin Visitor Center, pairing in-person and on-line educational opportunities.
- Work closely with MWRA on the Quabbin Administration Complex capital improvement design study.
- Continue use of new BLA process using boater ID cards, streamlined season pass sales, iPad scanning, and implementation of credit card sales at BLAs.
- Implement new Ware River Public Access Management Plan.

# Wachusett/Sudbury FY24 Work Plan
















Wachusett/Sudbury FY24 Work Plan for July 1, 2023 through June 30, 2024










Task No.	Task Description	Lead Group	Assigned to	Additional Staff	Product	Due Date
1	<input type="checkbox"/> A. Watershed Preservation Restriction Monitoring					
2	A1 Acquire land. Coordinate due diligence and other tasks/services from DCR and private contractors to complete survey, appraisal, title, engineering, and environmental assessments for proposed acquisitions. Negotiate WPR language, purchase prices and conditions of sale with sellers of property.	NR	Felicia Bakaj	GIS-W, GIS, P, A	Protected land	As needed
3	A2 Develop individual parcel presentation materials and meet with MWRA Board for approval.	NR	Felicia Bakaj	P, GIS, D	Protected land	End of Q4
4	A3 Communicate with and convene LAP meetings to review parcels and prioritize land purchases.	NR	Felicia Bakaj	RD, ARD, EQ, EP, F	LAP Recommendations	As needed
5	A4 Use the LAP Prioritization Model to identify priority parcels in the watersheds.	NR	Felicia Bakaj	GIS	Model, Spreadsheet	End of Q4
6	A5 Continue to solicit and work with landowners in donating conservation interests in land and assist in advising landowners on the tax incentives available when donating conservation interests.	NR	Felicia Bakaj	P	Ongoing communications	End of Q4
7	A6 Establish regularly scheduled land/legal meetings to address attorney assignments and project logistics.	NR	Felicia Bakaj	D	Meetings	End of Q4
8	<input type="checkbox"/> B. Watershed Preservation Restriction Monitoring					
9	B1 <input type="checkbox"/> Monitor WPRs on a regular basis, following monitoring procedures	NR	Dani Almeida	EQ, GIS	Monitoring reports, updated landownership	End of Q4
13	B2 <input type="checkbox"/> Complete baseline documentation reports for new WPRs prior to acquisition or within a reasonable time after acquisition, following EOEEA specifications. Baselines will be done in-house or through appropriate contracts.	NR	Dani Almeida	EQ, GIS	WPR baseline reports	End of Q4
16	B3 Meet with Restriction Stewardship Working Group and confer with legal to respond to enforcement issues and requests to exercise reserved rights.	NR	Dani Almeida	NR, EQ, RD	Issue resolution and reserved rights decisions	End of Q4
17	B4 <input type="checkbox"/> Track changes in landownership for WPRs.	NR	Dani Almeida	EQ, GIS	Updated Landownership spreadsheet	End of Q4
20	B5 Distribute WPR landowner E-news & Notes from the Field Story Map twice a year to landowners.	NR	Dani Almeida	Joel Zimmerman, Jim Taylor	Outreach Content	As needed
21	B6 Implement WPR records procedure with DCR records manager	NR	Dani Almeida	Ken MacKenzie	Securely stored records	End of Q4
22	<input type="checkbox"/> C. Land Management					
23	C1 Implement the system-wide comprehensive Land Management Plan (LMP).	RD	RD	F, NR, EQ,P, GIS	implemented programs	End of Q4
24	C2 Prepare forest harvest proposals for next fiscal year including data on proposed harvest areas, characteristics of stands, soils, cultural resources, wetlands, wildlife, unique features, and priority habitats. Proposals shall also include information on lot layout, landings, stream crossings, wetland crossings, and stonewall crossings.	F	Greg Buzzell	RD	Lot Summaries	End of Q3
25	C3 <input type="checkbox"/> Plan and conduct an internal review of proposed logging operations for the coming year, including assessments of silviculture, water quality, wildlife, and other potential impacts/benefits Review lots to ensure consistency with aspects of the LMP, including wildlife, forestry objectives, and environmental quality.	NR	Brian Keegan	F	Internal review report	End of Q4
30	C4 <input type="checkbox"/> Present annual forest harvest proposals at a public meeting. Publish Online Public Review document/story map. Accept public comment and respond as needed.	F	Greg Buzzell	F	Public Presentation	End of Q4
33	C5 Plan, lay out, mark products for removal, prepare maps and permits, establish photo monitoring points, file Forest Cutting Plans, seek bids, award permits, and properly advertise and post forest management operations consistent with the Forest Cutting Practices regulations, the LMP, and approved harvest proposals.	F	Greg Buzzell		Forestry Database, Permit to Harvest Forest Products, Cutting Plans, Photo Series Feature Layer	End of Q4
34	C6 Provide supervision and oversight of all forest harvesting operations on DWSP property. Assure compliance with applicable DCR and NHESP regulations and restrictions, approved BMPs, and all Permit conditions. Maintain adequate site visit records. Monitor post-harvest and collect photo point images consistent with internal policy.	F	Greg Buzzell	EQ, NR	Forestry Database, Harvest Evaluation Form, Photo Series feature layer	End of Q4



Task No.	Task Description	Lead Group	Assigned to	Additional Staff	Product	Due Date
35	C7  Monitor water quality (turbidity) at harvesting stream crossing sites during dry and wet conditions to measure effectiveness of BMPs by reviewing turbidity results during all harvest phases.	EQ	Dave Getman	NR, F	Data	End of Q4
38	C8  Continue to implement long-term paired watershed monitoring to assess impact of DWSP forest management on tributary water quality by collecting dry and wet weather samples during different harvest periods.	EQ	Dan Crocker	NR, F		End of Q4
41	C9 Conduct periodical regeneration and invasive species surveys to monitor forest health and development resulting from silvicultural activities or other natural disturbances and processes.	F	Greg Buzzell	NR	Report	End of Q4
42	C10 Conduct periodic reviews and monitoring of land management activities and forest conditions to assure compliance and consistency with Land Management Plan.	NR	Brian Keevan	F, EQ	Reporting as needed	End of Q4
43	C11 Collect data and maintain GIS datalayers related to forest structure, composition, regeneration, roads, boundary information, stone walls, wetlands, streams, and other data to guide the land management program. Maintain GIS data documenting the location, extent, and intensity of all silvicultural operations.	F	Greg Buzzell	GIS	GIS datalayers	Ongoing
44	C12 Assess all new fee land acquisitions, documenting existing conditions of forests, access roads, bridges and culverts, boundary markings, and restoration needs. Integrate these lands into existing GIS datasets and land management, public access, and other watershed management programs.	F	Greg Buzzell	CE, WM,WR	GIS datalayers, Boundaries marked	Ongoing
45	C13 Locate, mark, and maintain property boundaries periodically and as needed.	F	Greg Buzzell	CE, RD	Boundaries marked, GIS datalayers	End of Q3
46	C14 Develop scope of work and manage contracted property boundary survey work.	CE	Bryan LaRochelle	F	completed surveys	End of Q4
47	C15 Document and pursue resolution of all property boundary encroachments.	WR	Sean Flood	F, RD,ARD	Update Encroachment Database	Quarterly
48	C16  Identify, plan, and oversee non-forest or other unique habitat restoration, field reclamation, and maintenance work.	NR	Brian Keevan	F		End of Q4
54	C17  Identify, prioritize, and implement terrestrial invasive plant (TIP) control projects in line with the expanded Terrestrial Invasive Plant Management Plan. Respond as needed to newly discovered and controllable TIP populations.	NR	Brian Keevan	F, WM, EQ, RD	Projects	End of Q4
56	C18  Collect data and maintain datasets, GIS datalayers, and related maps and reports of rare and listed plants and communities.	NR	Brian Keevan	F, GIS	Internal GIS layers, reports to NHESP	End of Q4
58	C19 Continue to pursue permission to expand use of unmanned aerial system (UAS) to document forest conditions, map openings, identify invasive plant populations, assess internal road conditions, and other remote sensing activities.	NR	Ken MacKenzie	RD, F, WM		End of Q4
59	C20 Continue to work with DCR Asian Longhorned Beetle Program and USDA to oversee beetle eradication in watershed areas.	F	Greg Buzzell	EQ, RD	Meetings and regular communication	As needed
61	C21 Hazardous Tree Removal	F	Greg Buzzell	WM, RD	Records kept, trees removed	As needed
62	C22 Maintain deer exclosures and sample vegetation periodically to assess impacts of herbivore browsing.	NR	Brian Keevan	F	Monitoring and repair as needed	Ongoing
63	C23 Conducts field inspections of mapped sensitive resource areas, review YOPs and VMPs, and provides comment for ROW Management projects.	EQ	Dave Getman	EQ	Review letter submitted as an official comment	End of Q4
64	C24 Organize, inventory, and categorize permit, lease, and easement information and enter information into the database.	CE	Ngala Shofola		organized files, database	End of Q4
65	C25 Participate in process to transfer lands surrounding Framingham Reservoirs 1 and 2 to DCR Parks.	D	John Scannell	RD, P		End of Q4
66	 D. Wildlife Management					
67	D1  Continue the active harassment of gulls within the Pathogen Control Zone at Wachusett Reservoir, using human presence, boats, pyrotechnics, passive scare devices, and other techniques. Continue to identify and test new harassment techniques.	EQ	Tristan Lundgren	F, WM, CE	Birds are moved out of control zone	Ongoing
77	D2  Observe and document the nocturnal roost of gulls on the reservoir weekly during the months of September- March.	NR	Hillary Siener	EQ	Weekly counts: Data used to guide harassment program	04/01/23
79	D3  Control Canada geese populations at Wachusett Reservoir by treating eggs during nesting season to prevent hatching.	NR	Hillary Siener		Annual report	






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83	D4  Identify places in MA where human derived food is available for gulls and work to prevent feeding through educational signage, interaction and enforcement.	NR	Hillary Siener	WM	Field reports; Reduction of available human-derived food sources	End of Q4
87	D5  Aquatic Mammal Control: Remove beaver and muskrat in the Aquatic Wildlife Pathogen Control Zone at Wachusett and assess beaver issues in the Watershed	NR	Hillary Siener	EQ	Field reports, Annual summary	End of Q4
92	D6 Respond to problems of burrowing animals on dams and dikes; take appropriate action.	NR	Hillary Siener		Field report	End of Q4
93	D7  Research and manage for common loons on DWSP waterbodies; provide nesting platforms, capture and sample birds for contaminants.	NR	Jillian Whitney		Annual report	End of Q4
97	D8  Continue long-term wildlife resource monitoring program.	NR	Hillary Siener		Database	End of Q4
103	D10  Administer the White-tailed Deer Management Program on DWSP lands in the Wachusett and Sudbury Watersheds;	NR	Ken MacKenzie	RD, ARD, WM, F, WR	Deer density at levels that support forest regeneration	End of Q4
107	D11 Coordinate with the Massachusetts Natural Heritage and Endangered Species Program concerning rare species occurrences and protection	NR	Hillary Siener	F	Field Notes; reports	End of Q4
108	 E. Public Access Management					
109	E1 Proactively patrol watershed lands to ensure compliance with DCR regulations and policies. Tally visitor contact and produce quarterly and annual summary reports. Conduct trend analysis on visitor statistics and rule violations.	WR	Sean Flood		Report	Quarterly
110	E2 Continue to cooperate with state, environmental, and local police for help with enforcement when required.	WR	Sean Flood	ARD	Enforcement Resolution	Quarterly
111	E3 Continue to use DCR social media accounts for advertisement of interpretive programs, including general or emergency information (such as closings).	WR	Kathryn Parent	IS	Press documents	Quarterly
112	E4 Develop public outreach regarding allowed uses on DCR Wachusett lands.	WR	Sean Flood	IS	Plan, signage, outreach	Quarterly
113	E5 Continue updates and improvements to access points with signs, gates and improved parking areas. Conduct regular inspections of gates and access barriers.	WR	Sean Flood	WM, ARD	Signs, barriers	Quarterly
115	E6 Regularly evaluate and modify policies within the current Public Access Plan and publish annual appendices with policy modifications or to regulate new proposed uses on DWSP lands.	WR	Sean Flood	ARD	Compliance with DWSP regulations	Quarterly
116	E7 Continue to conduct "special operations" such as night operations, ATV, and snowmobile operations, as needed.	WR	Sean Flood		Compliance with DWSP regulations	Quarterly
117	E8 Enforce rules and regulations of 313 CMR 11.09 through education.	WR	Sean Flood		Compliance with DWSP regulations. Update database.	Quarterly
118	E9 Implement Public Access Plans for Wachusett and Sudbury Reservoir Watersheds	EQ	Sean Flood	WR, ARD	Completed Plan	End of Q4
119	 F. Watershed Security					
120	F1 Maintain an active presence in the watershed. Monitor watershed lands, roadways, and railways for unusual or suspicious activities; provide appropriate response.	WR	Sean Flood	ARD	Ranger logs	Quarterly
121	F2 Continue ongoing communication and coordination with local, state, and federal emergency responders; coordinate with MWRA on all security issues.	WR	Sean Flood	ARD	Ranger logs	Quarterly
122	F3 Continue program of enhancing security infrastructure around Wachusett Reservoir.	WR	Sean Flood	CE,WM	Implementation	Quarterly
123	F4 Inspect, maintain, and monitor gates, barways, and signage throughout the watersheds for security and access control.	WR	Sean Flood	CE, WM	Inspection, repairs, installation.	Quarterly
126	 G. Infrastructure					
127	G1 Assess Wachusett and Sudbury dams, spillways, and dikes monthly, monitor conditions and maintenance activities, and prepare work requests as necessary. Forward all significant issues to the Regional Director and the MWRA. Coordinate with MWRA on biannual dam safety inspections for compliance with 302 CMR 10.00.	CE	Ngala Shofola	RD, ARD	Inspection logs and reports, summary reports	Monthly
128	G2 Assess DWSP smaller dams semi-annually, monitor conditions and maintenance activities, and prepare work requests as necessary. Coordinate DCR's role in dam removal projects.	CE	Ngala Shofola	WM	Plans, summary reports	2nd quarter. 4th quarter
130	G4 Conduct annual inspection/evaluation of Wachusett internal roads, drainage structures and shoreline access points; update GIS data layers as needed and develop list of maintenance and repairs needs.	CE	Bryan LaRochelle	EQ	Maps, datalayers	End of Q4
131	G5 Develop annual plan for internal road repair/reconstruction projects. Provide oversight to ensure protection of water resources. Update trails GIS datalayer.	CE	Bryan LaRochelle	RD,F,WM,EQ,ARD, WR, NR,CE	Annual Plan, work orders, summary report	04/01/23

Task No.	Task Description	Lead Group	Assigned to	Additional Staff	Product	Due Date
132	G7  Conduct regular inspections of all DWSP BMPs, monitor conditions and maintenance activities, prepare work requests and plans for maintenance and repair projects.	CE	Bryan LaRochelle	EQ, WM	Maintained, properly operating SW BMPS	End of Q4
134	G8 Evaluate Sudbury watershed access, internal roads and develop work plan, as necessary.	CE	Ngala Shofola	CE, EQ	Work plan, maps, work orders	End of Q4
137	G10 Provide supervision, coordination, oversight, and technical support or assistance for all engineering, construction, and renovation work in Section.	CE	Bill Moulton	ARD	Inspections, construction and maintenance records	End of Q4
138	G11 Maintain records and plans regarding property lines, reservoir and facility construction, and maintenance operations.	CE	Bryan LaRochelle	CE	Miscellaneous records	End of Q4
139	G12  Implement annual Major Projects	RD	Kelley Freda	ARD	Improvements	End of Q4
150	G13 Coordinate with WM to provide access to water quality monitoring stations and perform occasional maintenance activities at stream gages	EQ	Dave Getman	WM	Maintained access; functioning gauges	End of Q4
151	G14  Evaluate and coordinate the monitoring of facilities for compliance with state and federal regulations. Develop and update required documents, as necessary	CE	Paula Davison		Summary reports	End of Q4
155	G15 Maintenance of forest roads, dams, dike, fields, parking areas, drainage structures, snowplowing, boat launch areas, and other management activities.	WM	Vincent Pasquale	CE, ARD	Maintenance and management.	Quarterly
156	G16 Prioritize and schedule online workorders for division staff and add to daily work plan.	WM	Vincent Pasquale	ARD	Summary Reports	Quarterly
157	G17 Assist division staff with specific workorders as needed.	WM	Vincent Pasquale	ARD	Summary Reports	Quarterly
158	G18 Maintenance of grounds at MWRA facilities as needed. Clinton (Cosgrove), Oakdale (Shaft One)	WM	Vincent Pasquale	ARD	Ongoing maintenance	Quarterly
159	G19 Conduct building maintenance activities, including painting, carpentry, cleaning, minor repairs, and other routine maintenance	WM	Richard McCarthy	ARD	Ongoing maintenance	Quarterly
160	G20 Inspect all Wachusett facilities, buildings, related structures and building utility systems. Determine needed costs of materials for maintenance, repair and replacement of parts as needed.	ARD	Richard McCarthy	ARD	Ongoing maintenance	End of Q4
162	<b>H. Watershed Protection Act</b>					
163	H1 Continue implementation of the WsPA. Review and process all WsPA applications. Enter data in the ArcGIS WsPA database. Prepare and issue decisions within timeframes as required by the regulations. Perform site visits for all active WsPA construction projects regularly to ensure compliance with decisions. Enter data in the ArcGIS WsPA database.	EQ	Bernadette DeBlander	RD, GIS-W, P	WsPA Decisions, updated electronic files	End of Q4
164	H2 Perform site visits and/or review submitted information for WsPA projects that have ongoing or perpetual monitoring conditions. Work with property owners to resolve issues. Enter inspection information in the WsPA ArcGIS database.	P	bernadette.deblander2@mass.gov	Bernadeta Susianti	Site visits; updated records	End of Q4
165	H3 Respond to and/or identify any potential WsPA violations. Work with property owners to resolve issues. Enter data in the ArcGIS WsPA database (as identified in SOP).	P	bernadette.deblander2@mass.gov	Bernadeta Susianti	Issued resolved and data entered	End of Q4
166	H4 Convene the Watershed Protection Act Working Group regularly to discuss policy and address specific problems related to the WsPA	P	Joel Zimmerman	EQ, RD	Coordination, decisions, meeting minutes	End of Q4
167	H5 Review permits for watershed towns on a monthly basis with letters sent to property owners of affected parcels.	EQ	Bernadette DeBlander	RD	Letters to Property Owners of Affected Parcels	End of Q4
168	H6 Review property transfers for seven towns on a monthly basis with letters sent to new property owners of affected parcels informing them of the WsPA and how they may obtain additional information.	EQ	Bernadette DeBlander	RD, Bernadeta Susianti, Jussara Batista	Letters to Property Owners of Affected Parcels	Monthly
169	H7  Review files from previous year on an ongoing basis, including contact with owners and site visits as needed. Emphasis placed on monitoring active variances.	EQ	Bernadette DeBlander	Bernadeta Susianti	Follow-up letters issued as needed. All activities documented in database.	End of Q4
172	H8 Develop a WsPA Pond/Lake brochure for pond and lakeside communities and associations.	P	Bernadette DeBlander	Allan Rantala	Brochure	
173	H9 Contact Town Halls on a regular basis to ensure access to WsPA Affected Parcel Lists and provide paper WsPA maps as requested. Also provide any updated brochures and applications.	EQ	Bernadette DeBlander	GIS-W	Inventory of needs and inventory of information that was distributed.	Visit each town twice yearly.
174	<b>I. Education and Outreach</b>					
175	I1  Review, implement, and amend the Wachusett Interpretive Services Plan.	IS	Kathryn Parent	WR, EQ	Amended plan with documentation of actions	Ongoing


Task No.	Task Description	Lead Group	Assigned to	Additional Staff	Product	Due Date
181	I2  Coordinate Educational and Outreach programs	IS	Kathryn Parent	WR, EQ	Improved public outreach, school programs established, contacts made with public and visitors	Ongoing
189	I3  Maintain and enhance kiosks and bulletin boards throughout the watershed.	IS	Kathryn Parent	IS,WM	Updates on Kiosks at least quarterly	Quarterly
193	I4  Perform inventory of signage and make recommendations for improvements and additions of stewardship signs	WR	Sean Flood	D,RD,IS,EQ	Inventory of sign type and location	Ongoing
198	I5  Analyze and update current brochures. Determine need for new brochure topics and develop as needed.	EQ	Joshua Sjogren	EAllI (vacant), IS	Brochures	Ongoing
200	I6  Partner with other organizations on watershed programs	IS	Kathryn Parent	EQ, WR	Programs	Ongoing
204	I7 Provide educational materials, teacher training, and support for Mass Envirothon	IS	Kathryn Parent	IS, EA2	School Programs	Ongoing
205	I8 Maintain and update website with relevant news and information	P	Joel Zimmerman		Website	Ongoing
210	 J. Water Quality and Hydrologic Monitoring					
211	J1 Perform routine tributary sampling twice per month (bacteria, turbidity, field parameters) (WATTRB)	EQ	EAll	Travis Drury, Josh Sjogren, Dave Getman	Sample collection twice per month, sample delivery to MWRA lab	Ongoing
212	J2  Perform Nutrient, Chloride, Alkalinity and TSS sampling every month at 10 tributaries, including field parameters (and Shaft 1 when Quabbin transfer is active.) (WATMDC)	EQ	EAll	Travis Drury, Josh Sjogren, Dave Getman	Monthly sample collection with delivery to MWRA facility	Ongoing
214	J3 Conduct reservoir profile and plankton sampling at least weekly from April - September and bi-weekly from October - March when ice conditions permit. Conduct additional sampling as necessary and when nuisance taxa increase beyond established thresholds. Use remote sensors (MWRA Buoys) to inform sampling program.	EQ	Joy Trahan-Liptak	Max Nyquist	Data entered into database and reports provided via email.	Ongoing
215	J4 Conduct quarterly reservoir nutrient sampling	EQ	Joy Trahan-Liptak	Max Nyquist	Samples collected quarterly and delivered to MWRA facility	Ongoing
216	J5 Conduct reservoir bacteria transect sampling as needed in conjunction with gull harassment program.	EQ	EAll	Travis Drury, Dan Crocker, Josh Sjogren	Samples collected as needed and delivered to MWRA lab	Ongoing
217	J6 Produce and distribute a monthly water quality summary. Produce annual water quality report and document changes to sampling plan in the report.	EQ	Dan Crocker	Joy Trahan-Liptak	Draft Annual WQ report by March 31	3rd Quarter
218	J7 Maintain continuous stream flow gages in all four watersheds through USGS contract. Coordinate with USGS to ensure proper performance of all gages, and accurate and timely reporting of data.	EQ	Dan Crocker	Travis Drury	Instantaneous hydrology information, USGS cooperation	Ongoing
219	J8 Augment hydrologic data in Wachusett watershed through monitoring of stream flows, groundwater levels, and precipitation. Take snow pack measurements. Develop and maintain accurate rating curves.	EQ	Travis Drury		Rating curves, precipitation data, monthly HOBO downloads entered into database	Ongoing
220	J9  Monitor groundwater quality monthly - Field parameters	EQ	Travis Drury	Dan Crocker	Groundwater data presented in Monthly Water Quality Report	Ongoing
222	J10  Measure stream discharge 2 (or more) times per year per site and develop new rating curves/confirm existing yearly	EQ	Travis Drury	Dan Crocker	New discharge measurements and ratings	Ongoing
226	J11 Take snowpack measurements and distribute data in standardized report.	EQ	EAll	Travis Drury	Data in database, reports shared	Ongoing
227	J12 Monitor groundwater quality and level monthly - Record Field parameters; Report water level to OWR for Sterling Well (possibly ending reporting in FY23 - well to be automated)	EQ	Travis Drury	Dan Crocker	Groundwater data presented in Monthly Water Quality Report	Ongoing
228	J13 Generate solute loading estimates for flow monitored tributaries. Expand to include smaller tributaries and Quabbin transfer when sufficient data has been collected.	EQ	Dan Crocker		Annual loading estimates	3rd Quarter
229	J14 Continue contract to work with UMass to use results of water quality models and other watershed/water quality analyses to help to make watershed management decisions. Project will include topics in Quabbin/Ware watersheds as appropriate.	EQ	Jamie Carr	Dan Crocker	Input on DCR projects and issues; data summaries	Ongoing

	Task No.	Task Description	Lead Group	Assigned to	Additional Staff	Product	Due Date
230	J15	Identify and outline system-wide water quality issues and challenges. Bring to ResOPs and/or WQSAT for discussion and integrate into water quality modeling work with UMass.	EQ	Jamie Carr	Dan Crocker		2nd Quarter
231	J16	 Work with local DPWs, massDOT, UMASS, MWRA, and others to reduce applications of road salt in the watershed and prevent additional increases in chloride concentrations in tributaries and the reservoir.	EQ	Jamie Carr	Dan Crocker, Joel Zimmerman	Reduction in road salt use	Ongoing
238	J17	Continue reservoir-wide data collection to increase understanding of reservoir dynamics including stratification, interflow, and distribution of phytoplankton.	EQ	Joy Trahan-Liptak		Collection of additional data	Ongoing
239	J18	Continue monitoring stormwater basins at Rt 12/140 and Rt 62 intersection for water quality, algae, invasive species, and mosquito larva.	EQ	Joy Trahan-Liptak	Max Nyquist	Collection of additional data, analysis	Ongoing
240	J19	Review, process, and import all aquatic biology data to the SQL Server Database, as appropriate. Maintain all Aquatic Biology data management workflows	EQ	Joy Trahan-Liptak	Max Nyquist	Data entered into databases.	Ongoing
241	J20	Continue to develop and maintain database backed tools and applications (R,GIS,MS Access, SQL Server) to facilitate data management, review and analysis, writing reports and modeling efforts.	EQ	Dan Crocker	Travis Drury, Joy Trahan-Liptak, Max Nyquist	Improved analysis and reporting	Ongoing
242	J21	Ongoing field/lab equipment/supply management and inventory tracking (including maintenance and calibration)	EQ	EAll	Joy Trahan-Liptak, Travis Drury, Max Nyquist, Dan Crocker	Accurate measurements	Ongoing
243	J22	Review and update Quality Assurance Project Plan (QAPP) and SOPs for Water Quality and Hydrologic Monitoring Programs	EQ	Travis Drury	Dan Crocker, Joy Trahan-Liptak	Update to date QAPP and SOPs	Ongoing
244	J23	Continue to work with MWRA, Quabbin EQ, NEIWPCC and other stakeholders to characterize cyanobacteria and cyanotoxins in the reservoir.	EQ	Joy Trahan-Liptak	Max Nyquist	Info in annual WQ report	Ongoing
245	J24	Complete and implement a plan for Harmful Algal Bloom response.	EQ	Joy Trahan-Liptak	Max Nyquist	Final plan produced	4th Quarter
246	J25	Monitor for HABs in the reservoir and priority watershed ponds using appropriate tools outlined in the HAB response plan. Work with DPH and DEP as needed.	EQ	Joy Trahan-Liptak	Max Nyquist	Summary reports as needed, Info in annual WQ report	Ongoing
247	J26	Investigate use of remote sensing tools for monitoring water quality in the reservoir and watershed impoundments, specifically for cyanobacteria and AIS.	EQ	Joy Trahan-Liptak	Max Nyquist, Erica Tefft	Enhancement of monitoring programs.	Ongoing
248	J27	Conduct benthic macroinvertebrate sampling every other year, continue identification and assessment of historic samples.	EQ	Max Nyquist		Inclusion in 30-year WQ Report	Ongoing
249	J28	Continue cooperative study of current population status, life history, and sustainable yield of lake trout.	EQ	Max Nyquist		Collection of data, generation of spawning area map	Ongoing
250	J29	Conduct basic fish monitoring in the reservoir and watershed in collaboration with MA DFW. Assess goals and explore optimal sample methods with MA DFW.	EQ	Joy Trahan-Liptak	Max Nyquist	Collection of fish, compiling and analyzing results	Ongoing
251	J30	Analyze results of the 2022 Creel Survey and produce a report comparing these results with previous surveys and presenting recommendations for further fisheries management/research.	EQ	Max Nyquist	Joy Trahan-Liptak	Collection of data, compiling and analyzing results.	4th Quarter
252	J31	Develop a study to identify trends in the long-term phytoplankton and water quality data sets and identify variables influencing these dynamics.	EQ	Joy Trahan-Liptak		Collection of additional data, analysis	Ongoing
253	J32	Make recommendations for stormwater sampling based on historical data. Sample storm events as determined necessary.	EQ	Dan Crocker		WQ data entered into database to improve annual nutrient loading calculations	Ongoing
254	J33	Investigate the use of eDNA for water quality applications including bacteria source tracking and invasive species.	EQ	Joy Trahan-Liptak	Dan Crocker	Collection of additional data	Ongoing
255	J34	Assist with monitoring and research surrounding perspective and ongoing dam removal/riparian habitat restoration projects.	EQ	Joy Trahan-Liptak	Max Nyquist	Input on projects, collection of data and analysis.	Ongoing
256		 K. Watershed Monitoring and Assessment					
257	K1	Continue to review local records and conduct watershed surveillance to identify potential issues in the Wachusett and Sudbury watersheds that could impact water quality. Work with local boards and land owners when problems are identified. Document all work in EQ database.	EQ	all EQ staff		Document actions in EQ database; compliance with regulations	Ongoing
258	K2	Provide technical assistance to state and municipal boards and commissions.	EQ	Tristan Lundgren	all EQ staff	Technical assistance provided	Ongoing

	Task No.	Task Description	Lead Group	Assigned to	Additional Staff	Product	Due Date
259	K3	Maintain records of all water quality related issues and EQ actions taken within an updated and modernized AGOL database.	EQ	Jamie Carr	Tristan Lundgren	Corrected files, accurate useful data	Ongoing
260	K4	 Manage the Wachusett Watershed Hydrology Mapping Project to ensure progress towards completion within selected subwatersheds and subbasins.	EQ	Tristan Lundgren	GIS, GIS-W	Updated GIS Feature Layers: Drainage Structures, Stormwater Infrastructure, Natural Hydrography, Wetlands and Waterbodies and Stormwater Basins,	Ongoing
265	K5	Complete Gates Brook District EQA and use recommendations to develop tasks for FY25 Work Plan.	EQ	Dave Getman	GIS, RD	Final report, FY24 work plan tasks	End of Q4
266	K6	Monitor hazardous materials spills and releases until considered complete for Wachusett and Sudbury watersheds. Compile and update hazardous materials sites, USTs and ASTs. Follow up with DEP as needed.	EQ	Joshua Sjogren	Dave Getman	Up to date database files and include in EQA	Ongoing, End of Q4 for EQA
267	K7	Inspect all agricultural operations in Gates Brook District and continue to compile an inventory of agricultural sites in Wachusett/Sudbury using iPad app	EQ	Joshua Sjogren	Dave Getman	Up to date information in app	Ongoing
268	K8	Develop and implement outreach strategies and programs for topics identified through EQAs	EQ	Dave Getman	IS/EQ	Brochures, PSAs	Ongoing
270	K9	Monitor placement and additions of turf fields in both watersheds and remain up to date on all research and studies of PFA concentrations resulting from turf fields	EQ	Joshua Sjogren	Bernadette DeBlander	Summary report	End of Q4
271	K10	Continue to communicate with MassDOT on roadway projects. Emphasize need for contractor to maintain safe conditions at all times. Investigate possibility of requiring contractor to have absorbent materials at work area for the duration of the project.	EQ	bernadeta susianti	Bernadette DeBlander	Up to date information in database	Ongoing
272		 L. Aquatic Invasive Species					
273	L1	Complete and implement a DWSP-wide AIS action plan to consolidate existing DWSP plans regarding aquatic invasive species monitoring and response. This plan will present a framework for monitoring and making decisions regarding current and new AIS threats across the watersheds.	EQ	Joy Trahan-Liptak	Max Nyquist	Final plan produced	4th Quarter
274	L2	Prioritize and conduct surveys of watershed/local waterways to inspect reservoirs, lakes, ponds, and tributaries for presence of aquatic invasive species.	EQ	Joy Trahan-Liptak	Max Nyquist	Annual summary in water quality report	3rd Quarter
275	L3	Conduct surveys, gather information, and make recommendations for management actions on an individual basis if/when new introductions are found in accordance with the Wachusett AIS management plan.	EQ	Joy Trahan-Liptak	Max Nyquist	Annual summary in water quality report	3rd Quarter
276	L4	Advise on budget for and administer AIS control contracts as appropriate and conduct aquatic vegetation surveys in conjunction with management of the Lily Ponds, South Meadow Pond complex, and Clamshell Pond.	EQ	Joy Trahan-Liptak	Max Nyquist	Field report	4th Quarter
277	L5	Continue to use appropriate methods to prevent the spread of Phragmites along the reservoir shoreline.	EQ	Max Nyquist	WM, NR	Annual summary in water quality report	3rd Quarter
278	L6	Perform aquatic vegetation surveys prior to reservoir AIS management projects. Provide results to MWRA and contractors to guide plant removal efforts.	EQ	Joy Trahan-Liptak	Max Nyquist	Field report	4th Quarter
279	L7	Monitor, advise, and assist contractors with plant removal operations as necessary, including boat decontamination inspections and data management through ArcGIS Online apps.	EQ	Joy Trahan-Liptak	WM	Annual summary in water quality report	3rd Quarter
280	L8	Enforce the decontamination procedures for all watercraft entering the reservoir by inspecting each vessel and collecting completed decontamination certification forms.	EQ	Joy Trahan-Liptak	Max Nyquist, Rangers	Annual summary in water quality report	3rd Quarter
281	L9	Continue to educate ranger and interpretive staff on AIS and other water quality topics for incorporation into routine education program.	EQ	Joy Trahan-Liptak	WR	Annual summary in water quality report	3rd Quarter
282	L10	Monitor beaver activity; if necessary make recommendations to NR for removal where contributing to spread of invasive plants or causing water quality impacts due to flooding abutting property.	EQ	Joy Trahan-Liptak	NR	Field Reports	Ongoing
283	L11	Update DWSP AIS web pages	EQ	Joy Trahan-Liptak		Web page	Ongoing
284		 M. Wastewater Management					
285	M1	Provide plan review and interpretation, if requested, to Boards of Health.	EQ	bernadeta susianti		Plan review, recommendations to boards, applicants	End of Q4
286	M2	Compile septic system information (installation date, repair date, location, etc) from watershed communities in wastewater database. Include linked electronic plans where available.	EQ	bernadeta susianti		Septic system datalayer	End of Q4

	Task No.	Task Description	Lead Group	Assigned to	Additional Staff	Product	Due Date
287	M3	Obtain sewer connection information from Holden and West Boylston; add to Wastewater database and GIS datalayer	EQ	bernadeta susianti		Updated database and GIS datalayer	End of Q4
288	M4	Continue to provide management support, with the MWRA, of the Rutland-Holden trunk sewer and Rutland Holden Relief trunk sewer. Coordinate inspections and maintenance projects for the sewer lines. Prepare and submit quarterly bills to the user communities in a timely manner.	CE	Paula Davison	RD,D	Quarterly bills, correspondence with towns	End of Q4
289	M5	Research and provide sewer management information for legal issues regarding the Trunk and Relief sewer lines, as necessary. Work with legal and MWRA to research the option of transferring ownership of sewer lines to MWRA or the communities (would require legislative action).	CE	Paula Davison	RD	Notes, information	End of Q4
290	M6	Evaluate and manage new trunk line connections. Monitor trunk line for encroachments; resolve any problems.	CE	Paula Davison	RD	Permits, regular inspections	End of Q4
291	M7	Monitor I/I issues within trunk and relief sewers per DEP requirements	CE	Paula Davison	RD	Report	End of Q4
292		 N. Stormwater Management					
293	N1	 Treat direct discharges at Rt 110 Sterling	RD	Kelley Freda	CE	Plans	End of Q4
297	N2	Work with watershed towns to ensure compliance with MS4 requirements. Provide details of DWSP activities that indirectly support town MS4 requirements (education, sampling, inspections) and provide technical assistance or training of requested.	EQ	Dave Getman	Josh Sjogren	MS4 permit conditions met	End of Q4
298	N3	Create geometric network in ArcGIS to route stormwater flows through drainage network.	EQ	Tristan Lundgren		Create Network	End of Q4
299	N4	Modify subbasin lines in ArcGIS based on results of Wachusett Watershed Hydrology Mapping Project.	EQ	Tristan Lundgren		Updated Subbasin GIS datalayer	End of Q4
300	N5	Conduct regular inspections of all construction sites greater than one acre.	EQ	bernadeta susianti		ESC maintained and working as designed. Use of iPad app to document efforts	End of Q4
301	N6	Continue work with local DPWs to identify locations of concern, evaluate options for BMP installation, and ways to cooperatively implement recommendations.	EQ	Dave Getman	Josh Sjogren	Installed BMPs	End of Q4
302		 O. Emergency Response					
303	O1	Provide and coordinate ICS, emergency response and safety trainings to appropriate staff. Work with other agencies to provide trainings and exercises	CE	Bill Moulton	WR	Trainings, Classes, Exercises	End of Q4
304	O2	Update information in the Comprehensive Emergency Management Plan, Training & Exercise Plan, EAPs, and other emergency response plans.	CE	Bill Moulton	WR	Plans, documents	Quarterly
305	O3	Organize and maintain emergency response supplies and services.	CE	Bill Moulton	WR	Inventory	End of Q4
306	O5	Provide and coordinate ICS, emergency response and safety trainings to appropriate staff. Work with other agencies to provide trainings and exercises	CE	Bill Moulton	WR	Classes, Trainings	End of Q4
307	O6	Evaluate, monitor and oversee spill clean-ups that impact or threaten water resources of DWSP property. Work with appropriate local, state and federal agencies to ensure that containment, cleanup, and mitigation of the spill are proceeding in a manner that protects drinking water quality	CE	Paula Davison	WR,WM	Contain and cleanup releases	End of Q4
308		 P. Support					
309	P1	Prepare and submit to MWRA and the Water Supply Protection Trust Annual Work Plans, budgets, progress reports, and program goals and objectives. Track Section progress in meeting program goals.	RD	RD	ARD	Completed plans, budgets and reports	End of Q4
310	P2	Administer the Payment in Lieu of Taxes (PILOT) program.	P	Joel Zimmerman		Payments to watershed communities	End of Q4
311	P3	Configure and maintain both internal and externally facing ArcGIS Online applications. Work with staff to generate field data collection tools using Survey123 and/or Field Maps for ArcGIS. Maintain existing field data collection tools for staff; maintenance includes archiving of data (as needed) and ensuring that Surveys and Field Maps remain functional through upgrades to ArcGIS Online and mobile apps.	GIS	Erica Tefft	GIS-W	Web Apps/Surveys/Web Maps	Ongoing
312	P4	Publish hosted feature layers, tile layers and tile packages on an as-needed basis to support projects. Ensure that all public-facing data has proper metadata added as per the DWSP Metadata SOP and EEA ArcGIS Online Best Practices.	GIS	Erica Tefft	GIS-W	Hosted Feature Layer/Hosted Tile Layer/Tile Package	As Needed
313	P5	Provide staff with training in desktop, mobile and online GIS applications.	GIS	Erica Tefft	GIS-W	Training Materials	Ongoing



	Task No.	Task Description	Lead Group	Assigned to	Additional Staff	Product	Due Date
314	P6	Train staff in GIS on an as-needed basis to provide them with knowledge needed to complete basic GIS-related tasks.	GIS-W	Craig Fitzgerald	GIS	Staff receive training	As Needed
316	P7	Assist staff with GIS project requests by providing maps, data analysis, data exports and data collection.	GIS-W	Craig Fitzgerald	GIS	Hardcopy Maps/Web maps/data analysis	As Needed
317	P8	Maintain and update GIS data hosted in ArcGIS Online for divisional staff use; ensure all data is current and available to staff via that 'DWSP - Data Store' group, and has updated FGDC-compliant metadata (per DWSP Metadata SOP). Ensure newly publish data are added as a new record to the DWSP Data Inventory spreadsheet, which is shared with users via MS Teams. If data is shared with the 'DWSP - Data Store' group, ensure that a layer file is created (for ArcGIS Pro) and added to the appropriate location in the DWSP-GIS Team.	GIS-W	Craig Fitzgerald	GIS	Hosted Feature Layers/Metadata/Layer Files	As Needed
318	P10	Create parcel maps for Land Acquisition Coordinator meetings with landowners and MWRA board. Create and maintain one Story Map per FY for Land Acquisition Panel meetings, with one section per potential property. Should be provided to LAP meeting attendees prior to meeting.	GIS-W	Craig Fitzgerald	GIS	Hardcopy Maps/Story Map/Hosted Feature Layer	As Needed
319	P11	 Complete GIS-related special projects	GIS-W	Craig Fitzgerald		Various	As Needed
324	P12	Operate administrative offices including answering phones, greeting visitors, scheduling interviews, receiving orders for office supplies, updating emergency contacts and other documents as needed. Managing the BHP unit 2 & 3 weekly schedules.	ARD	Jussara Batista	Michelle Andrade	Information is provided in response to internal and external inquiries	End of Q4
325	P13	Provide payroll assistance and personnel services for all Section employees.	RD	Michelle Andrade		Weekly payroll, HR forms processing	End of Q4
326	P14	Provide contract administration, financial management, record-keeping, purchasing of goods and services, and other financial support services.	RD	Christy Raillo	Jussara Batista	Accounting and financial services	End of Q4
327	P15	Coordinate with EEA IT to provide local MIS support for the Section. Update IT Plan as required addressing technology needs for the coming year.	RD	Kelley Freda		Support and troubleshooting services; IT Plan	End of Q4
329	P17	Training to Administer Logging Permit program, including mailings, bid openings, financial management, database management, permit and key issuance, etc.	ARD	Jussara Batista		Program administration; annual revenue report; database maintenance	End of Q4
330	P18	Plan and implement vehicle and equipment purchases and leases.	ARD	Derek Liimatainen	Vin Pasquale	Vehicle purchases and leases	End of Q4
331	P19	Inspect, provide regular maintenance, and repair vehicles, boats and other motorized equipment, utilizing Fleet Wave system. Maintain up-to-date records of all vehicles and equipment in Fleet Wave system.	ARD	Vincent Pasquale	ARD	Ongoing maintenance	End of Q4

# Quabbin/Ware River FY24 Work Plan



Quabbin/Ware River FY 4 Work Plan for July 1, 2023 through June 30, 2024.

Task #	Task Description	Lead Group	Assigned To	Additional Staff	Product	Due Date
1	<b>A. Land Acquisition</b>					
2	1 Acquire land. Coordinate due diligence and other tasks/services from DCR and private contractors to complete survey, appraisal, title, engineering, and environmental assessments for proposed acquisitions. Negotiate WPR language, purchase prices, and conditions of sale with sellers of property.	NR	Felicia Bakaj	P, GIS	Protected land	As needed
3	2 Develop individual parcel presentation materials and meet with MWRA Board for approval.	NR	Felicia Bakaj	P, GIS, D	Protected land	End of Q4
4	3 Communicate with and convene LAP meetings to review parcels and prioritize land purchases.	NR	Felicia Bakaj	RD, DRD, EQ, EP, F	LAP Recommendations	As needed
5	4 Use the LAP Prioritization Model to identify priority parcels in the watersheds.	NR	Felicia Bakaj	GIS	Model, Spreadsheet	End of Q4
6	5 Continue to solicit and work with landowners in donating conservation interests in land and assist in advising landowners on the tax incentives available when donating conservation interests.	NR	Felicia Bakaj	P	Ongoing communications	End of Q4
7	6 Meet regularly with DCR Legal to address attorney assignments and project logistics.	NR	Felicia Bakaj	D	Meetings	End of Q4
8	<b>B. Watershed Preservation Restrictions</b>					
9	1 Monitor WPRs on a regular basis, following monitoring procedures, to meet schedule of monitoring WPRs every 1-3 years.	NR	Dani Almeida	F	Monitoring Reports, Updated Landownership	Ongoing
10	2 Complete baseline documentation reports for new WPRs prior to acquisition or within a reasonable time after acquisition, following EOEEA specifications. Baselines will be done in-house or through appropriate contracts.	NR	Dani Almeida		WPR baseline reports	End of Q4
11	3 Meet with Restriction Stewardship Working Group and confer with legal to respond to enforcement issues and requests to exercise reserved rights.	NR	Dani Almeida	None	Issue resolution and reserved rights decisions	As needed
12	4 Track changes in landownership for WPRs.	NR	Dani Almeida	None	Updated Landownership spreadsheet	End of Q4
13	5 Implement WPR records procedure with DCR records manager.	NR	Dani Almeida		Securely stored records	End of Q4
14	6 Distribute WPR landowner E-news & Notes from the Field Story Map twice a year to landowners.	NR	Jim Taylor	IS, P	Outreach Content	As needed
15	<b>C. Land Management</b>					
16	1 Implement the current system-wide Land Management Plan.	RD	Dan Clark	P, EQ, QGIS, NR, F, WM		Ongoing
17	2 Begin the 5-year review of the Land Management Plan	NR	Brian Keevan	RD, DRD, F, WM	Draft Plan	End of FY 24
18	3 Prepare forest harvest proposals for next fiscal year including data on proposed harvest areas, characteristics of stands, soils, cultural resources, wetlands, wildlife, unique features, and priority habitats. Proposals shall also include information on lot layout, landings, stream crossings, wetland crossings, and stonewall crossings..	F	Ken Canfield	QGIS, NR	Lot Summaries	End of Q3
19	4 Plan and conduct an internal review of proposed logging operations for the coming year, including assessments of silviculture, water quality, wildlife, and other potential impacts/benefits Review lots to ensure consistency with aspects of the LMP, including wildlife, forestry objectives, and environmental quality.	NR	Brian Keevan	RD, F, EQ	Internal review report	End of Q4
20	5 Present annual forest harvest proposals at public meetings. Publish Online Public Review document/story map. Accept public comment and respond as needed.	F	Ken Canfield	NR, RD	Story map of lot proposals and cutting plans	End of Q4



Task #	Task Description	Lead Group	Assigned To	Additional Staff	Product	Due Date
21	6	F	Ken Canfield	RD	Forestry Database, Permit to Harvest Forest Products, Cutting Plans, Photo Series feature layer	End of Q4
22	7	F	Ken Canfield	NR, EQ	Forestry Database, Harvest Evaluation Form, Photo Series feature layer	Ongoing
23	8	NR	Brian Keevan		periodic summary of assessment results	
24	9	EQ	Brett Boisjolie	DRD, NR	Final Report	End of Q4
25	10	F	Ken Canfield	NR	Regeneration database, maps, and photodocumentation	As needed
26	11	NR	Brian Keevan	F, EQ		As needed
27	12	F	Ken Canfield	F, QGIS	Databases, GIS coverages	Ongoing
28	13	F	Ken Canfield	NR, EQ, CE, EP		As needed
29	14	F	Ken Canfield	NR, WR, CE, ARD, RD	Marked Boundaries	As needed
30	15	CE	Ken Canfield	F	Contract	End of Q4
31	16	RD	Dan Clark	F, CE	Reduction in Encroachments	End of Q4
32	17	NR	Ken MacKenzie	F, WM		Ongoing
33	18	WM	Paul Lapierre	F, NR, DRD		Ongoing
34	19	NR	Brian Keevan	F, EQ, WM, RD	projects	End of Q4
35	20	NR	Brian Keevan	F, RD	Database, internal reports, GIS layers	As needed
36	21	RD	Ken MacKenzie	NR, F, WM		As needed
37	22	NR	Brian Keevan	F		End of Q4
38	23	WM	Michael Kennedy	CE		
39	24	WM	Paul Lapierre	CE, F		Ongoing

Task #	Task Description	Lead Group	Assigned To	Additional Staff	Product	Due Date
40	<b>D. Wildlife Management</b>					
41	1	EQ	Gary Moulton	RD, DRD, NR, other work units	Daily and annual reports; database entries; weekly reports to MWRA	Ongoing
42	2	NR	Allan Rantala, Jillian Whitney	EQ	Information	As needed
43	3	NR	Jillian Whitney	WM	Annual report	End of Q4
44	4	NR	Jillian Whitney	None		As needed
45	5	NR,	Jillian Whitney	EQ, WM-B, WM-NS, WM-O	Field reports, annual summary	End of Q4
46	6	NR	Jillian Whitney	CE, WM-B		Ongoing
47	7	NR	Jillian Whitney	WM-C	Annual report	End of Q4
48	8	NR	Jillian Whitney	None		Ongoing
49	9	NR	Jillian Whitney	WR		Ongoing
50	10	NR	Ken MacKenzie	WM, IS WR	Completed orientations and scouts; annual report	End of Q4
51	11	NR	Jillian Whitney	F		As needed
52	12	NR	Ken MacKenzie	WD, RD, F	Deer Hunt Plan	Ongoing
53	<b>E. Public Access Management</b>					
54	1	WR	Kerry Princiotta	DRD	Reports	Quarterly
55	2	WR	Kerry Princiotta	DRD		Quarterly
56	3	IS	Maria Beiter-Tucker	IS		Ongoing
57	4	WR	Kerry Princiotta	RD, DRD		Ongoing
58	5	Management	Paul Davis		Updated Signs	Ongoing
59	6	WR	Jenna Perschka, Kerry Princiotta	WM		As needed
60	7	WM	Paul Lapierre	IS, DRD		As needed
61	8	EQ	Brett Boisjolie			Ongoing
62	9	WM	Jenna Perschka, William McFaul	CE, WR		As needed

Task #	Task Description	Lead Group	Assigned To	Additional Staff	Product	Due Date
63	10	Coordinate and/or support special programs and events, including Memorial Day services, public meetings, paraplegic hunts, and Tuesday Tea events.	IS	Maria Beiter-Tucker	WR	As needed
64	11	Develop an internal Universal Access plan.	IS	Maria Beiter-Tucker	WM, WR	Final Plan
65	12	Continue to control and monitor research and other public access through an internal review process and permit system. Maintain electronic databases for permit issuances, access notification, and any problems.	Managment	Dan Clark	IS, AS	Ongoing
66	13	Manage public access permits for large groups, short-term vehicles, etc.	IS	Dan Clark, Maria Beiter	RD, WR	Approved Permits
67	14	Implement Ware River Public Access Management Plan	Management	Jenna Perschka	WM, WR, RD, P	Updated Plan
68	15	Implement social media trial program	IS	Maria Beiter-Tucker	WR	Ongoing
69	<b>F. Watershed Security</b>					
70	1	Continue regular ranger patrols to provide watershed security. Perform regular security checks at key access points and MWRA facilities. Record all encounters and violations using iPad applications. Produce periodic reports.	WR	Kerry Princiotta	DRD	Daily patrols; daily logbooks and incident report
71	2	maintain gates, barways, bollards and signage throughout the watersheds. Install barriers (such as guardrails or fences) as needed to protect properties and control public access.	WM	Paul Lapierre	CE, WR	As needed
72	3	Participate in periodic emergency response table top exercises with MWRA and emergency responders.	Management	Dan Clark	WR, DRD, CE	periodic exercises
73	4	Continue ongoing communication and coordination with local, state, and federal emergency responders; coordinate with MWRA on all security issues.	WR	Kerry Princiotta	DRD, RD	coordination
74	<b>G. Infrastructure</b>					
75	1	Conduct monthly inspections and issue findings on Winsor Dam and spillway and Goodnough Dike. Coordinate inspections with MWRA and consultants. Plan for or conduct dam repair work as called for in dam inspection reports.	CE	Drew Forest	WM, WM-B, RD	Inspection Reports
76	2	Conduct periodic inspections and issue findings on DCR's bridges and small dams in the Quabbin/Ware Region. Assure compliance with all dam safety requirements for small dams on DWSP lands, including the review of new or updated Emergency Action Plans.	CE	Drew Forest	RD	Inspection reports
77	3	Implement basic maintenance activities at the Dam, Dike, and spillway as needed	WM	Michael Kennedy		Ongoing
78	4	Provide oversight and technical support for engineering, construction, and renovation work in the Quabbin/Ware Region.	CE	Scott Campbell	RD	As needed
79	5	Maintain records regarding reservoir and facility construction, as well as maintenance and repair operations. Provide surveying and drafting services, maintain records, and respond to in-house and other requests for information related to land ownership, property lines, buildings, and construction projects.	CE	Jeffrey Gagner	IS	Plans, records
80	6	Conduct building maintenance activities, including painting, carpentry, cleaning, minor repairs, and other routine maintenance.	WM	Paul Lapierre	CE	Ongoing
81	7	Conduct periodic inspections of septic systems at the various Regional office buildings. Assure compliance with applicable state and federal regulations.	EQ	Scott Campbell	CE, RD	Ongoing
82	8	Conduct periodic inspections, maintenance, or oversight of heating systems, fuel pump operations, and fuel deliveries.	WM	Paul Lapierre	CE	Ongoing
83	9	Develop specifications, bid packages and contracts for facility and infrastructure projects identified in the Major Projects List for FY24.	CE	Steve Mansfield	WM, RD, ARD, FN	As needed

Task #	Task Description	Lead Group	Assigned To	Additional Staff	Product	Due Date
84	10	Conduct maintenance and management activities in Quabbin Park, including roads, interpretive trails, roadsides, parking areas, drainage structures, fields, vistas, snowplowing, and other management activities.	WM-B	Michael Kennedy	AS, NR	As needed
85	11	Continue to conduct routine maintenance and burial activities in the Quabbin Park cemetery.	WM-B	Michael Kennedy	CE, AS	Ongoing
86	12	Conduct Quabbin Park Cemetery business and record keeping.	WM	Paul Lapierre	WM, ADM, CE	
87	13	Continue to conduct road maintenance activities on DWSP lands.	WM –O, WM-NS	Paul Lapierre	EQ, CE	Ongoing
88	14	Continue to collect data on road conditions and culvert locations.	CE	Drew Forest, Jeffrey Gagner	WM, GIS	
89	15	Assess gravel pits and gravel resources on DWSP lands in the Quabbin/Ware Region. Annually review and monitor gravel extraction and site closure and Best Management Practices (BMPs).	RD	Rebecca Faucher	CE, WM, F	Site specific gravel plans that include BMPs for active sand and gravel removal operations and for site closure Ongoing
90	<b>H. Watershed Protection Act</b>					
91	1	Implement the Watershed Protection Act regulations in 14 Quabbin Reservoir and Ware River Watershed towns. Review and process all WsPA applications, and track the status of applications and associated projects using an Access database. Inspect sites throughout the duration of any activity to ensure compliance. Investigate and resolve violations of WsPA regulations.	EP	Allan Rantala	P, RD, EQ, AS	As needed
92	2	Continue to review or evaluate public notices, local board agendas and minutes, and information provided by local sources for additional jurisdictional activities or enforcement actions.	EP	Allan Rantala	EQ	As needed
93	3	Convene WsPA Working Group meetings.	P	Joel Zimmerman	RD, EQ, EP	As needed
94	4	Educate and interact with local boards and officials in the watersheds about watershed protection regulations. Educate local officials, realtors, prospective buyers, land development consultants, and homeowners on WsPA regulations and procedures.	P, EP	Allan Rantala	RD, EQ	As needed
95	5	Provide technical assistance support to local boards through contact, meetings, and/or through regulatory review process.	EP	Allan Rantala	EQ, CE, RD,	As needed
96	<b>I. Education and Outreach</b>					
97	1	Implement Interpretive Services Plan for the Ware River Watershed	IS	Maria Beiter	WR	End of Q4
98	2	Develop Interpretive Services Plan for the Quabbin Watershed	IS	Maria Beiter	WR	Plan End of Q4
99	3	Staff and operate the Visitor Center at Quabbin to educate visitors about watershed management and related topics.	IS	Justin Gonsor, Maria Beiter-Tucker, nancy.huntington@mass.gov	WR, WM-BM	Visitor Contact Ongoing
100	4	Continue established programs of public education, including school programs and field trips on DWSP properties.	IS	Maria Beiter	WR	education Ongoing
101	5	Collaborate with other organizations and watershed communities to reach more diverse audiences. Identify specific groups and their educational needs.	IS	Maria Beiter-Tucker	WR	Ongoing
102	6	Monitor self-guided Quabbin Park interpretive trails for current conditions and to identify any maintenance issues.	IS	Justin Gonsor	WM	Ongoing
103	7	Maintain vital records collection for former Quabbin valley towns, issue official records and conduct genealogical and historical research upon request.	IS	Maria Beiter-Tucker	RD	As needed
104	8	Manage audio-visual collection of the Region including photographs, slides, and media coverage of Regional activities and Quabbin-related topics.	IS	Maria Beiter		
105	9	Organize, catalog, and digitize oral history tapes using an outside contractor.	IS	nancy.huntington@mass.gov		Digital tapes

Task #	Task Description	Lead Group	Assigned To	Additional Staff	Product	Due Date
106	10	Continue to support and participate in the Envirothon, America's leading natural resource education program for high school students.	IS	Justin Gonsor	AS, WR, EQ	Ongoing
107		<b>J. Water Quality and Hydrologic Monitoring</b>				
108	1	Conduct routine and non-routine water quality sampling and analysis. Evaluate need for sampling before/during Quabbin transfers.	EQ	Yuehlin Lee	MWRA Lab	Ongoing
109	2	Perform Shaft 8 Intake Zone Sanitary Survey prior to transfers.	EQ	Jennifer Sanders	CE	Inspections, reports; notification to RD, ARD, MWRA
110	3	Monitor plankton in Quabbin Reservoir. Evaluate need for sampling before/during Quabbin Transfers.	EQ	Shasten Sherwell, Tayelor Gosselin		Ongoing
111	4	Collect, interpret, and manage data on reservoir elevations, water transfers and releases. Share data with DWSP staff and MWRA.	CE	Drew Forest	None	Data collection and yield reports
112	5	Continue improvements to database app for compiling of water quality, quantity, and other relevant data for data and trend analyses.	EQ	Brett Boisjolie		Ongoing
113	6	Implement streamflow monitoring at selected sites. Coordinate flow monitoring with annual water quality sampling plan.	EQ	Brett Boisjolie		Ongoing
114	7	Assist MWRA with the continuous water quality monitoring buoy at Quabbin Reservoir	EQ	Yuehlin Lee	MWRA	As needed
115	8	Implement ISA with UMass for Research	EQ	Yuehlin Lee		
116	9	Coordinate with MWRA on Res Ops work groups as needed.	EQ	Yuehlin Lee	UMass, MWRA	
117	10	Download and evaluate wind data from MWRA MET station (buoy and/or intake building).	EQ	Dave Gatautis		
118		<b>K. Watershed Monitoring and Assessment</b>				
119	1	Complete Environmental Quality Assessments in the Quabbin Reservoir and Ware River watersheds according to a prescribed schedule. Present EQAs to RD and DRD.	EQ	Jennifer Sanders	All Work Units	Inspection reports, EQA outlines for Quabbin Reservoir and West Branch Ware Districts
120	2	Prioritize recommendations in completed EQAs as necessary and complete short- and long-term remedial actions.	RD, EQ	Yuehlin Lee	All Work Units	Prioritized recommendations for next FY
121	3	Conduct routine inspections of the Winsor basin/CVA intake area. Inspect MWRA CVA screen washing when necessary. Report debris and aquatic organisms trapped on screens.	EQ	Gary Moulton	WR, NR	Updated inspection digital database
122	5	Review and comment on Yearly Operational Plans related to herbicide use. Monitor and inspect no-spray and limited spray zones along rights-of-way.	RD	Dan Clark	P	annual review and comments
123	6	Work with timber harvesters to reduce the risk of introducing invasive species into the watersheds.	F	Ken Canfield		As needed
124	7	Monitor large ROW projects on DCR lands for water quality problems.	EQ	Yuehlin Lee	CE, WM, RD	Ongoing
125		<b>L. Aquatic Invasive Species</b>				
126	1	Implement the Divisional AIS management plan and update as necessary.	EQ	Shasten Sherwell	DRD, RD	Updated Plan
127	2	Continue program to monitor AIS in the Reservoir.	EQ	Shasten Sherwell	DRD, RD	Reports
128	3	Implement the AIS emergency action plan and update as necessary.	EQ	Shasten Sherwell	RD, DRD	Updated plan
129	4	Continue the Quabbin Boat Seal program to minimize the risk of AIS infestation of Quabbin Reservoir.	EQ	Yuehlin Lee	RD, IS, WR, DRD, WM-BLA	Ongoing
130	5	Work in conjunction with MWRA contractors to survey areas of the Reservoir for AIS. Evaluate and make changes in program as needed.	EQ	Shasten Sherwell	WM-BLA, DRD, RD, MWRA	As needed
131		<b>M. Wastewater Management</b>				
132	1	Identify potential problem sites or areas through review of local records, water quality data, and other pertinent information.	EQ	Yuehlin Lee	EP	EQA reports

Task #	Task Description	Lead Group	Assigned To	Additional Staff	Product	Due Date
133	<b>N. Stormwater Management</b>					
134	1 Advise local boards on stormwater management issues related to construction activities within WsPA jurisdiction.	EP	Allan Rantala	EQ, RD, DRD		As needed
135	2 Monitor stormwater management in the watersheds, particularly at large construction sites.	EQ	Yuehlin Lee			Ongoing
136	<b>O. Emergency Response (Preparedness)</b>					
137	1 Develop and/or update Emergency Response materials for the Quabbin and Ware River watersheds, with up-to-date contact information, emergency procedures, and roles/responsibilities.	Management	Lisa Gustavsen	RD, EQ	Update documents and post on Employee Portal, Submit to MWRA, MEMA/State Control, and DCR - Storm Program	Ongoing
138	2 Implement SOPs for spill response and dumping and define DCR staff roles in both assessment and response.	Management	Dan Clark	DRD, WR, EQ	Updated SOPs; equipment procurement, including storage unit to replace Gate 16 shack.	End of Q4
139	3 In conjunction with MWRA, coordinate spill response and/or incident command system (ICS) training to staff.	WR	Kerry Princiotta	RD, DRD, WM		As needed
140	4 Coordinate cleanup operations for any spills and dumping that impact or threaten water resources. Work with the appropriate local, state and federal agencies to ensure that spill containment, cleanup, and mitigation is conducted in a manner that protects water quality.	RD, EQ, WR	rebecca.faucher@massmail.state.ma.us	DRD, WM		As needed
141	5 Develop and implement spill response plans for all timber harvesting operations on DWSP lands.	F	Ken Canfield	EQ, DRD, RD	Spill Response Plans, updated spill response notification cards	As needed
142	6 Conduct annual review of existing spill response access sites.	WR	Kerry Princiotta	WM		Ongoing
143	<b>P. Support</b>					
144	1 Operate administrative office	AS	Jennifer Peterkin	IS		Ongoing
145	2 Manage payroll through SSTA and HR/CMS.	AS	Kim Turek	None	Payroll reports; Support	Ongoing
146	3 Provide contract administration and related procurement	FN	Ann Marie Nijadlik	RD, DRD		Ongoing
147	4 Keep records and assist in purchasing of goods and services.	FN	Kim Turner			ongoing
148	5 Process revenue for BLAs, Cemetery, and Forestry	AS	Jennifer Peterkin			ongoing
149	6 Coordinate with EOEEA IT to provide local MIS support for the Quabbin/Ware Region.	QGIS	Dan Clark	All Work Units		Ongoing
150	7 Provide personnel services and assistance for all Quabbin/Ware Region employees.	AS	Kim Turek	RD, DRD		Ongoing
151	8 Submit regular reports to Division Director, MWRA, and the Water Supply Protection Trust Board.	Management	Dan Clark	DRD, FN	Completed plans, budgets and reports	End of Q4
152	9 Plan and implement vehicle and equipment purchases in coordination with WA.	Management	Lisa Gustavsen	WM, RD		Q1
153	10 Conduct truck, boat, and equipment inspections and maintenance as needed, utilizing Fleetwave.	WM-M	Jack Dejnak	AS, DRD		Ongoing
154	11 Administer the Payment in Lieu of Taxes (PILOT) program	P	Joel Zimmerman	RD		As needed
155	12 Configure and maintain both internal and externally facing ArcGIS Online applications. Work with staff to generate field data collection tools using Survey123 and/or Field Maps for ArcGIS. Maintain existing field data collection tools for staff; maintenance includes archiving of data (as needed) and ensuring that Surveys and Field Maps remain functional through upgrades to ArcGIS Online and mobile apps.	GIS	Erica Tefft, Phil Lamothe	QGIS	Web Apps/Surveys/Web Maps	Ongoing
156	13 Publish hosted feature layers, tile layers and tile packages on an as-needed basis to support projects. Ensure that all public-facing data has proper metadata added as per the DWSP Metadata SOP and EEA ArcGIS Online Best Practices.	GIS	Erica Tefft, Phil Lamothe	QGIS	Hosted Feature Layer/Hosted Tile Layer/Tile Package	Ongoing

Task #	Task Description	Lead Group	Assigned To	Additional Staff	Product	Due Date	
157	14	Provide staff with training in desktop, mobile and online GIS applications.	GIS	Erica Tefft	QGIS	Training Materials	Ongoing
158	15	Train staff in field data collection applications as needed for specific projects. Assist with setting up Field Maps and Survey123 to work with Bad Elf Pro+ GPS units, or with the Arrow 100 GNSS receiver.	GIS	Erica Tefft	QGIS	Staff receive training	Ongoing
159	16	Keep current in new and emerging GIS technologies by attending webinars, taking self-paced trainings and attending conferences (where possible). Alert GIS users to free training or webinars and encourage continued learning.	GIS	Erica Tefft, Phil Lamothe	QGIS	Staff receive training	Ongoing
160	17	Provide GIS and GPS services and associated mapping for all Regional plans, reports and projects, as needed. Keep GIS datalayers updated as new information becomes available.	QGIS	Erica Tefft, Phil Lamothe	QGIS, F, EQ	Hardcopy Maps/Web maps/data analysis	As needed
161	18	Maintain and update GIS data hosted in ArcGIS Online for divisional staff use; ensure all data is current and available to staff via that 'DWSP - Data Store' group, and has updated FGDC-compliant metadata (per DWSP Metadata SOP). Ensure newly publish data are added as a new record to the DWSP Data Inventory spreadsheet, which is shared with users via MS Teams. If data is shared with the 'DWSP - Data Store' group, ensure that a layer file is created (for ArcGIS Pro) and added to the appropriate location in the DWSP-GIS Team.	GIS	Erica Tefft, Phil Lamothe		Hosted Feature Layers/Metadata/Layer Files	Ongoing
162	19	Maintain OneNote Notebook "GIS Project Inventory". Update as-needed when new projects are completed or as existing projects change. The goal is that this is a "living inventory" that allows DWSP staff to see what others are doing and to serve as inspiration for collaborations across watersheds and/or sections.	GIS	Erica Tefft, Phil Lamothe	QGIS	OneNote Notebook	Ongoing
163	20	Update digital information, including all new DWSP land purchases, WsPA maps and parcels, and provide analyses for use in DWSP reports and publications.	GIS	Erica Tefft, Phil Lamothe	P, AS, QGIS	Updated spatial data/maps/analyses	Ongoing
164	21	Encourage staff to participate in professional development opportunities, including professional memberships, meetings, trainings, webinars, and field trips.	Management	Dan Clark	EQ, CE, F, P, WM, WR, WM, IS		Ongoing
165	22	Budget development, maintenance, monitoring, and forecasting (e.g., Operating, Capital when available, Major Projects, other)	FN	Ann Marie Niejadlik			

## **2. Region Responsibilities and Staffing Levels**

- A. Office-wide
- B. Wachusett/Sudbury
- C. Quabbin/Ware



DCR Division of Water Supply Protection  
Office of Watershed Management  
Office-Wide Responsibilities and Staffing  
FY 2024

Section	FY23 FTE	FY24 FTE	Primary Responsibilities
Management – Director, Natural Resources Section Director	1.9	1.9	<ul style="list-style-type: none"> <li>▪ Supervise all OWM Staff (through Senior staff and direct supervision).</li> <li>▪ Develop program goals and objectives.</li> <li>▪ Ensure program goals and objectives are met.</li> <li>▪ Oversee interagency coordination with MWRA.</li> <li>▪ Coordinate and support programs and policies with other DCR Divisions.</li> <li>▪ Coordinate and support programs and policies with EEA and other EEA agencies.</li> <li>▪ Coordinate and support programs and policies with watershed communities and stakeholders.</li> <li>▪ Consult with Watershed Advisory Committees.</li> </ul>
Budget and Administrative Support	4.9	3.9	<ul style="list-style-type: none"> <li>▪ Provide personnel and other human resources related support.</li> <li>▪ Provide budget and finance support.</li> <li>▪ Provide contract administration support.</li> <li>▪ Provide office management.</li> </ul>
Natural Resources	7.5  1 LT seasonal	7.5  3 LT seasonal	<ul style="list-style-type: none"> <li>▪ Oversee implementation of the Comprehensive Land Management Plan.</li> <li>▪ Coordinate Land Acquisition Program.</li> <li>▪ Monitor and enforce Division’s Watershed Preservation Restrictions (WPRs).</li> <li>▪ Provide wildlife management and mitigation.</li> <li>▪ Monitor roosting gulls and provide technical support, guidance, and recommendations to gull harassment program.</li> <li>▪ Provide research and monitoring to support Natural Resource Management Planning.</li> <li>▪ Monitoring and manage land based invasive plants.</li> </ul>
Program Coordination & Technical Support – Environmental Planning	1	1	<ul style="list-style-type: none"> <li>▪ Coordinate implementation of Watershed Protection Act (WsPA).</li> <li>▪ Assist in the development and implementation of Watershed Protection Plans, Public Access Plans, Land Management Plans and other associated plans, policies, and publications.</li> <li>▪ Support interagency coordination with MWRA.</li> <li>▪ Coordinate PILOT program with MWRA, DOR and Watershed towns.</li> <li>▪ Coordinate and support programs and policies with other DCR divisions, EEA and other EEA agencies.</li> <li>▪ Coordinate DCR DWSP web site.</li> </ul>

<b>Section</b>	<b>FY23 FTE</b>	<b>FY24 FTE</b>	<b>Primary Responsibilities</b>
Program Coordination & Technical Support – GIS	3	3	<ul style="list-style-type: none"> <li>▪ Coordinate GIS for Office of Watershed Mgt.</li> <li>▪ Capture, maintain, administrative Spatial Databases.</li> <li>▪ Integrate Office's GIS program within EEA system.</li> <li>▪ Provide data analysis for Office of Watershed Mgt.</li> <li>▪ Distribute maps and digital information to Watershed Partners.</li> </ul>
<b>Total FTE</b>	<b>18.3</b>	<b>18.3</b>	
<b>Total LT Seasonals</b>	<b>1</b>	<b>3</b>	

Note: Partial FTEs due to one half-time position in Natural Resources, and time sharing with DWSP Office of Water Resources in Management and Budget Support.

DCR Division of Water Supply Protection  
Office of Watershed Management  
Wachusett/Sudbury Region Responsibilities and Staffing  
FY 2024

Section	FY23 FTE	FY24 FTE	Primary Responsibilities
Management -- Regional Director; Deputy Regional Director	2	2	<ul style="list-style-type: none"> <li>▪ Supervise Staff assigned to Wachusett/Sudbury Section</li> <li>▪ Develop/Implement Program Goals and Objectives including Watershed Protection Plans and Annual Work Plans</li> <li>▪ Oversee day to day operations in the Region</li> <li>▪ Oversee policy and plan development and implementation</li> <li>▪ Ensure interagency coordination with MWRA (Reservoir Operations, Water Quality Testing, Consent Order Compliance and Reporting)</li> <li>▪ Coordinate/Support programs &amp; Policies with other DCR divisions and EEA/EEA agencies</li> <li>▪ Coordinate/Support Programs &amp; Policies with watershed communities and stakeholders</li> <li>▪ Consult with Watershed Advisory Committees, Friends Groups</li> <li>▪ Oversee fleet management and procurement</li> </ul>
Administrative Support	3	2	<ul style="list-style-type: none"> <li>▪ Maintain payroll, employment and other records</li> <li>▪ Provide budget, accounting and contract administration support</li> <li>▪ Assist Regional Director in special projects, as needed</li> <li>▪ Provide contract administration and database management for forestry program</li> <li>▪ Provide staffing and operational support for main office</li> </ul>
Fiscal	1	1	<ul style="list-style-type: none"> <li>▪ Coordinate and analyze information in the areas of procurement, contracts, budgets, accounting and finance to inform management decisions</li> <li>▪ Procurement planning, coordination and preparation</li> <li>▪ Purchase processing and monitoring</li> <li>▪ Assist with budget development and monitoring</li> </ul>
Environmental Quality	10  1 LT seasonal	10  1 LT seasonal	<ul style="list-style-type: none"> <li>▪ Develop and implement water quality and hydrologic monitoring programs in reservoirs &amp; tributaries</li> <li>▪ Develop and maintain water quality database</li> <li>▪ Interpret water quality data for use in decision making</li> <li>▪ Develop and implement Aquatic Invasive Species Control Plans</li> <li>▪ Conduct Environmental Quality Assessments of watershed sanitary districts to identify potential pollution sources and develop mitigation measures</li> <li>▪ Provide technical assistance to local boards</li> <li>▪ Work with local DPWs to control stormwater through MS4 compliance.</li> <li>▪ Supervise and implement Wachusett Bird Control Program</li> <li>▪ Provide assistance for Emergency Response Actions</li> <li>▪ Collect, monitor, and maintain records on weather/precipitation, reservoir elevations, river discharges and releases, water transfers and watershed yield. Conduct Snow Surveys</li> </ul>

<b>Section</b>	<b>FY23 FTE</b>	<b>FY24 FTE</b>	<b>Primary Responsibilities</b>
Environmental Planning	1	1	<ul style="list-style-type: none"> <li>Administer Watershed Protection Act(WSPA)and Regulations in the Wachusett Watershed</li> <li>Work with local community Boards regarding implementation of WSPA</li> <li>Provide notices to new landowners with parcels affected by WSPA</li> <li>Work with communities on bylaw implementation to satisfy MS4 permits</li> </ul>
Forestry	2	2	<ul style="list-style-type: none"> <li>Implement forest management plan, including planning, tree marking, timber sale preparation and supervision of logging operations</li> <li>Oversee and implement hayfield management permits</li> <li>Conduct various surveys and inventories as needed to provide data to help guide forest management operations</li> <li>Participate in Asian Longhorned Beetle Program Coordination in watershed</li> <li>Conduct or participate in other watershed management activities (e.g. boundary maintenance)</li> </ul>
Civil Engineering	4	4	<ul style="list-style-type: none"> <li>Provide management oversight of DCR-owned sewers, preparing municipal bills and resolving easement issues</li> <li>Coordinate and maintain records of all surveying required to determine property lines and boundaries, investigate encroachments and maintain records of all agency owned lands including new acquisitions</li> <li>Develop Road Plan and annual work plan; oversee maintenance of DCR access roads</li> <li>Conduct monthly inspections of Wachusett Dam, Sudbury Dam and other dams in the Wachusett and Sudbury watersheds; plan and oversee maintenance of dams and dikes</li> <li>Oversee major repair and renovation contracts at facilities in the Wachusett and Sudbury Watersheds</li> <li>Coordinate emergency response planning, preparedness and operations in the Wachusett and Sudbury Watersheds</li> </ul>
Watershed Rangers	9	9	<ul style="list-style-type: none"> <li>Maintain a positive visual presence in watersheds</li> <li>Observe activities on watershed lands &amp; waters</li> <li>Ensure Rules Compliance through education/public interaction and use of citations</li> <li>Coordinate enforcement of watershed rules with State/Environmental Police</li> <li>Conduct or participate in other watershed management activities (e.g. encroachment surveys and resolution)</li> <li>Assist with Emergency Response Planning and Preparedness and general Watershed Security</li> <li>Develop and Conduct environment-based public education programs</li> </ul>

<b>Section</b>	<b>FY23 FTE</b>	<b>FY24 FTE</b>	<b>Primary Responsibilities</b>
Interpretive Services	1	1	<ul style="list-style-type: none"> <li>▪ Develop and conduct watershed system school-based programs</li> <li>▪ Conduct Programs at Stillwater Farm Interpretive Site</li> <li>▪ Develop and Conduct environment-based public education programs</li> </ul>
Watershed Maintenance	26  5 LT seasonals  4 ST seasonals	26  4 LT seasonals  2 ST seasonals	<ul style="list-style-type: none"> <li>▪ Maintain water supply dams</li> <li>▪ Perform primary land and facility maintenance activities on all watershed lands and resources</li> <li>▪ Maintain physical security barriers around reservoir and watershed facilities</li> <li>▪ Control shoreline vegetation and maintain fire roads</li> <li>▪ Maintain and repair all division equipment (motor vehicles, trucks, boats and heavy Equipment)</li> <li>▪ Participate in Bird Control Program</li> </ul>
<b>Total FTEs</b>	<b>59</b>	<b>58</b>	
<b>Total LT Seasonals</b>	<b>6</b>	<b>5</b>	
<b>Total ST Seasonals</b>	<b>4</b>	<b>2</b>	

LT Seasonal = Long-term Seasonal

ST Seasonal = Short-term Seasonal

DCR Division of Water Supply Protection  
Office of Watershed Management  
Quabbin/Ware Region Responsibilities and Staffing  
FY 2024

Section	FY23 FTE	FY24 FTE	Primary Responsibilities
Management – Regional Director; Deputy Regional Direct	2	2	<ul style="list-style-type: none"> <li>▪ Supervise staff assigned to Quabbin/Ware River Region and oversee hiring, training, and other personnel-related issues</li> <li>▪ Develop and implement program goals and objectives, annual work plans and budgets</li> <li>▪ Oversee policy and plan development and implementation</li> <li>▪ Oversee day-to-day operations in the Region</li> <li>▪ Ensure interagency coordination with MWRA (re: Reservoir Operations, Water Quality Testing, Consent Order Compliance and Reporting)</li> <li>▪ Coordinate/Support programs and policies with other DCR divisions, EEA and other EEA agencies</li> <li>▪ Coordinate/Support programs, policies and/or technical assistance with watershed communities and stakeholders</li> <li>▪ Consult with Watershed Advisory Committees</li> <li>▪ Oversee fleet management and procurement activities</li> </ul>
Administrative Support	3	3	<ul style="list-style-type: none"> <li>▪ Administer research access permit and gate key issuances</li> <li>▪ Process revenues and provide accounting for boat fishing program.</li> <li>▪ Provide administrative services for cemetery, including deed preparation, funeral scheduling, and marker/monument settings.</li> <li>▪ Assist Regional Director with special projects, as needed</li> <li>▪ Maintain payroll, employment and personnel records</li> <li>▪ Provide staffing and operational support for main office</li> <li>▪ Provide administrative and contract support for forestry program</li> <li>▪ Manage the Quabbin boat seal and fishing season pass information and communication with the public</li> </ul>
Fiscal	2	2	<ul style="list-style-type: none"> <li>▪ Coordinate and analyze information in the areas of procurement, contracts, budgets, accounting and finance to inform management decisions</li> <li>▪ Procurement planning, coordination and preparation</li> <li>▪ Purchase processing and monitoring</li> <li>▪ Assist with budget development and monitoring</li> <li>▪ Manage shipping/receiving</li> </ul>

Section	FY23 FTE	FY24 FTE	Primary Responsibilities
Environmental Quality	8	8	<ul style="list-style-type: none"> <li>Conduct water quality and quantity monitoring in reservoir and tributaries</li> <li>Maintain and analyze water quality data to monitor the health of the watershed and reservoirs, and prepare periodic reports</li> <li>Conduct annual Environmental Quality Assessments (“Sanitary Surveys”) in both watersheds</li> <li>Develop and implement aquatic invasive species management and control programs</li> <li>Identify pollution sources and seek mitigation</li> <li>Implement and oversee the Quabbin Bird Harassment program</li> <li>Provide environmental oversight for all Region's activities that could impact water quality</li> <li>Assist with the design and implementation of water quality research conducted by the University of Massachusetts</li> <li>Provide technical review of proposed projects, as necessary</li> <li>Provide technical assistance to watershed communities and organizations regarding water quality issues</li> <li>Assist with public education efforts aimed at enhancing water quality protection on watershed lands</li> <li>Monitor streamflow, pathogens, algae, stormwater flows and macrophytes in watershed tributaries</li> <li>Monitor environmental compliance in building (e.g., drinking water testing)</li> </ul>
Environmental Planning	2	2	<ul style="list-style-type: none"> <li>Administer WsPA on Quabbin Reservoir and Ware River watersheds.</li> <li>Maintain and analyze regulatory data to ensure compliance.</li> <li>Provide technical assistance to town boards and commissions in watershed communities</li> <li>Coordinate with other agencies and local boards to enhance the development and enforcement of environmental protection regulations on watershed lands</li> <li>Assist Regional Director with coordinating DCR-DOT drone contract</li> <li>Oversee emergency spill response for Region</li> <li>Manage Gravel pits and resources for Region</li> <li>Monitor and inspect Rights-of-Way for Region</li> </ul>
Forestry	6	6	<ul style="list-style-type: none"> <li>Implement Forestry Program including planning, tree marking, timber sale preparation and supervision of timber harvesting operations</li> <li>Conduct regeneration surveys and continuous forest inventories (CFI) to provide data to help guide forest management operations</li> <li>Oversee field maintenance contracts</li> <li>Implement the Comprehensive Land Management Plan</li> <li>Coordinate with other state and federal agencies regarding forestry and other land management operations</li> <li>Conduct or participate in other watershed management activities (e.g., boundary maintenance, encroachment issues)</li> </ul>

Section	FY23 FTE	FY24 FTE	Primary Responsibilities
Civil Engineering	5	5	<ul style="list-style-type: none"> <li>Collect, monitor and maintain records on weather/precipitation, reservoir elevations, river discharges and releases, water transfers and watershed yield</li> <li>Conduct Snow Survey and calculate runoff potential in Quabbin Reservoir Watershed</li> <li>Conduct monthly inspections of Winsor Dam, Goodnough Dike and other dams in the Quabbin Reservoir and Ware River watersheds; take necessary Piezometer readings when appropriate and maintain records</li> <li>Conduct inspections and maintain records on all buildings and bridges in the Quabbin Reservoir and Ware River watersheds</li> <li>Coordinate and maintain records of all surveying required to determine property lines and boundaries; investigate encroachments and maintain records of all agency owned lands including new acquisitions; provide assistance to private surveyors requesting historic surveying data on agency lands</li> <li>Maintain all historical records consisting of the construction of dams, roads, bridges and buildings in the Quabbin Reservoir and Ware River Watersheds</li> <li>Oversee major repair and renovation contracts on facilities in the Quabbin and Ware River watersheds</li> <li>Oversee and maintain Photovoltaic Systems at Quabbin Boat Launch Areas</li> </ul>
Watershed Rangers	9  2 LT seasonal	11	<ul style="list-style-type: none"> <li>Conduct security and surveillance of critical infrastructure</li> <li>Maintain a positive visual presence in watersheds</li> <li>Monitor public activities on watershed lands and waters in accordance with Public Access Management Plans.</li> <li>Ensure Rules Compliance through education/public interaction/signage</li> <li>Coordinate enforcement of watershed rules with EPO, Mass State Police, and local law enforcement</li> <li>Assist with Emergency Spill Response and Emergency Preparedness planning</li> <li>Provide First Response and general watershed surveillance/security activities</li> <li>Maintain and analyze records of violations and public interactions</li> </ul>



Section	FY23 FTE	FY24 FTE	Primary Responsibilities
Interpretive Services	4	3  1 LT Seasonal	<ul style="list-style-type: none"> <li>Develop and conduct watershed based programs, displays and curricula for visitors and school groups</li> <li>Maintain and operate the Quabbin Visitors Center</li> <li>Participate in other EOEEA Environmental Education programs (e.g., Envirothon)</li> <li>Serve as press liaison for Region activities and events, in conjunction with DCR and EOEEA public information offices protocol</li> <li>Organize special events (e.g., Memorial Day services)</li> <li>Maintain vital records collection for the 4 dis-incorporated Quabbin towns, and issue official records upon request; Assist visitors with genealogical research.</li> <li>Manage and issue access permit requests</li> <li>Serve as liaison with other organizations, including Friends of Quabbin, Swift River Valley Historical Society, Valley Environmental Education Collaborative, Massachusetts Drinking Water Education Partnership, and Envirothon steering committee.</li> <li>Develop informational materials on Quabbin fishing program, access issues and management activities</li> <li>Maintain audio-visual collection for Quabbin/Ware Region, including photographs, slides and oral history tapes</li> </ul>
Watershed Maintenance	32  14 LT seasonals	32  14 LT seasonals	<ul style="list-style-type: none"> <li>Perform primary maintenance activities on watershed lands, roads, facilities and other resources</li> <li>Maintain physical security barriers around reservoir and watershed facilities</li> <li>Maintain roads, gates, barways, drainage structures, signs and other access controls</li> <li>Maintain and repair all division equipment (motor vehicles, trucks, boats and heavy Equipment)</li> <li>Provide staffing for the Bird Harassment and Controlled Deer hunt programs</li> <li>Maintain Quabbin Park</li> <li>Operate and maintain Quabbin Park Cemetery</li> <li>Operate and maintain the three Boat Launch Areas at Quabbin Reservoir</li> </ul>
<b>Total FTEs</b>	<b>73</b>	<b>74</b>	
<b>Total LT Seasonals</b>	<b>16</b>	<b>15</b>	

LT Seasonal = Long-term Seasonal

ST Seasonal = Short-term Seasonal

### **3. Annual Budget Summary: Expenditures and Revenues**

**WATER SUPPLY PROTECTION TRUST**  
**Expenditures and Revenues Report**  
**FY24 Work Plan Budget**

		<b>FY24</b>	
		<b>Projected</b>	<b>% of Total</b>
<b>A. Revenues</b>			
<b>OWM Revenues</b>			
	Hydro + Transmission	\$350,000	1.5%
	Forestry	\$500,000	2.2%
	Fishing & Recreation	\$150,000	0.7%
	Misc.	\$20,000	0.1%
	<b>OWM Revenues Subtotal</b>	<b>\$1,020,000</b>	<b>4.4%</b>
	<b>MWRA Payments to Trust *</b>	<b>\$21,948,187</b>	<b>95.6%</b>
	<b>Total Revenues</b>	<b>\$22,968,187</b>	<b>100.0%</b>
<b>B. Expenditures</b>			
AA	Personnel	\$12,793,973	55.7%
BB	Employee Expenses	\$20,000	0.1%
CC	Contracted Services	\$30,000	0.1%
DD	Pensions/Insurance	\$5,912,214	25.7%
EE	Admin Expenses	\$160,000	0.7%
FF	Facility Operational Supplies	\$250,000	1.1%
GG	Energy Costs	\$410,000	1.8%
HH	Consultant Contracts	\$267,000	1.2%
JJ	Operational Services	\$130,000	0.6%
KK	Equipment	\$770,000	3.4%
LL	Leases, Rentals	\$180,000	0.8%
NN	Construction Improvements	\$1,585,000	6.9%
PP	Grants to Public Entities	\$100,000	0.4%
TT	Specials Payments	\$150,000	0.7%
UU	IT Expenses	\$210,000	0.9%
	<b>Total Expenditures</b>	<b>\$22,968,187</b>	

\* not accounting for FY23 roll-over, which is credited

## **4. Annual Operating Budget**

**DCR Division of Water Supply Protection  
Office of Watershed Management  
FY24 Budget Details**

Budget_Fiscal_Year	2024	FY2024 Budget						
Appropriation	28300100	5/4/2023						
Object_Class	Object	Object_Name	FY2022 Actuals	FY2022 Final Budget	FY2023 Final Budget	FY2024 Draft	Difference Prop FY24 vs FY23 Budget	Difference %
AA	A01	Salaries:Inclusive	10,110,137.50	11,233,121	11,677,440	12,268,973	591,533	5.1%
	A06	Stand-By Pay	-				-	
	A07	Shift Differential Pay	28,149.58	20,000	20,000	30,000	10,000	50.0%
	A08	Overtime Pay	228,648.56	270,000	240,000	260,000	20,000	8.3%
	A10	Holiday Pay	54,495.17	40,000	45,000	55,000	10,000	22.2%
	A11	Employment Related Settlements and Judgements	-				-	
	A12	Sick-Leave Buy Back	29,787.38	50,000	40,000	35,000	(5,000)	-12.5%
	A13	Vacation-In-Lieu	89,610.15	50,000	100,000	95,000	(5,000)	-5.0%
	A14	Stipends, Bonus Pay and Awards	416,325.65			35,000	35,000	
	AA1	Out of Title Pay	13,760.20	15,000	16,000	15,000	(1,000)	-6.3%
<b>AA Total</b>			<b>10,970,914.19</b>	<b>11,678,121</b>	<b>12,138,440</b>	<b>12,793,973</b>	<b>655,533</b>	<b>5.4%</b>
BB	B01	Out Of State Travel - Inclusive	827.84					
	B02	In-State Travel	330.88					
	B03	Overtime Meals	-					
	B05	Conference, Trng & Reg, Membership Dues, Licensing Fees	3,026.04					
	B10	Exigent Job-Related Expenses	61.85					
	B11	Employer Refund of Non-Tax Benefits	-					
	B91	Employee Reimbursement Accounts Payable	891.95					
<b>BB Total</b>			<b>5,138.56</b>	<b>20,000</b>	<b>15,000</b>	<b>20,000</b>	<b>5,000</b>	<b>33.3%</b>
CC	C01	Contracted Faculty						
	C04	Contracted Seasonal Employees	24,882.37					
	C22	Engineering, Research & Scientific Services						
	C98	Reimb Travel/Other Expenses CC Special Contract/Employee						
<b>CC Total</b>			<b>24,882.37</b>	<b>35,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>0.0%</b>
DD	D09	Payroll Tax			229,984	314,187		
	D09	Non Fringe Benefits Reimbursement	4,018,660.14	4,412,243	4,718,976	5,374,027		
	D15	Worker's Comp Chargeback	224,063.45	224,000	224000	224,000		
	D21	Health Ins Costs of Employ/Leave in Excess of 1 Yr Chgback						
<b>DD Total</b>			<b>4,242,723.59</b>	<b>4,631,611</b>	<b>5,172,960</b>	<b>5,912,214</b>	<b>739,254</b>	<b>1.9%</b>
EE	E01	Office & Administrative Supplies	6,241.66					
	E02	Printing Expenses & Supplies	7,771.21					
	E04	Central Reprographics Chargeback	-					
	E06	Postage	2,000.00					
	E12	Subscriptions, Memberships & Licensing Fees	302.00					
	E13	Advertising Expenses	2,209.70					
	E14	Exhibits/Displays	2,461.25					
	E15	Office Tap Water Treatment	1,544.17					
	E19	Fees, Fines, Licenses, Permits & Chargebacks	44,417.69					
	E20	Motor Vehicle Chargeback	49,684.68					
	E22	Temp Use Space/Confer-Incidental Includes Reservation Fees	932.15					
	E30	Credit Card Purchases	1,320.95					
	E32	Tort Claims Liab Mgmt Reduc Fd						
	E53	S&J: Non-reportable to claimant, sole payee	10,000.00					
	E75	Advances - Administrative Expenses						
	EE2	Conference, Training and Registration Fees	104.25					
<b>EE Total</b>			<b>128,989.71</b>	<b>110,000</b>	<b>160,000</b>	<b>160,000</b>	<b>-</b>	<b>0.0%</b>
FF	F01	Food, Beverages, & Preservation	402.39					
	F03	Laundry and Cleaning Supplies	97.37					
	F05	Laboratory Supplies	3,476.81					
	F06	Medical & Surgical Supplies	6,674.44					
	F08	Toiletries and Personal Supplies						
	F09	Clothing & Footwear	62,087.14					
	F10	Facility Furnishings	58.29					
	F11	Laundry & Cleaning Supplies	8,746.04					
	F13	Live Animals & Related Supplies	79.05					
	F16	Library and Teaching Supplies and Materials	413.70					
	F18	Recreation, Religious & Social Supplies & Materials	10,771.54					
	F19	Manufacturing Supply & Materials & Raw Materials	7,452.51					
	F21	Navigational & Nautical Supplies	11,723.52					
	F22	Municipal Taxes						
	F24	Motor Vehicle Maintenance & Repair Parts	101,248.03					
	F27	Law Enforcement & Security Supplies	1,848.37					
<b>FF Total</b>			<b>215,079.20</b>	<b>260,000</b>	<b>250,000</b>	<b>250,000</b>	<b>-</b>	<b>0.0%</b>
GG	G03	Electricity	61,887.23					
	G05	Fuel For Vehicles	188,497.92					
	G06	Fuel For Buildings	155,110.95					
	G08	Sewage Disposal & Water	2,891.05					
	G11	Natural Gas	723.50					
<b>GG Total</b>			<b>409,110.65</b>	<b>335,000</b>	<b>340,000</b>	<b>410,000</b>	<b>70,000</b>	<b>20.6%</b>
HH	H05	Arbitrators/Mediators/Dispute Resolution Services						
	H09	Attorneys/Legal Services	8,229.98	6,000	8,000	8,000		
	H23	Program Coordinators						
	HH1	Financial Services	39,664.15	40,000	20,000	40,000		
	HH2	Engineering, Research & Scientific Services	178,181.26					
		UMass - Water Quality and Spill Response Modeling		145,000	150,000	160,000		
		Source Molecular		14,000	14,000	14,000		
		Biodiversity Research Inst (loon capture and banding)		15,000	15,000	15,000		
		Analytical Services (beaver testing)		5,000	5,000	5,000		
	HH2	Contract for Invasive Treatment		25,000	25,000	25,000		
<b>HH Total</b>			<b>226,075.39</b>	<b>250,000</b>	<b>237,000</b>	<b>267,000</b>	<b>30,000</b>	<b>12.7%</b>
JJ	J25	Laboratory and Pharmaceutical Services						
	J27	Laundry Services	11,973.80					
	J33	Photographic & Micrographic Services						
	J44	Surveyors	14,423.20					
	J50	Instructors/Lecturers/Trainers						
	JJ1	Legal Support Services	10,200.00					
<b>JJ Total</b>	JJ2	Auxiliary Services	950.00					
			<b>37,547.00</b>	<b>60,000</b>	<b>45,000</b>	<b>130,000</b>	<b>85,000</b>	<b>188.9%</b>

**DCR Division of Water Supply Protection  
Office of Watershed Management  
FY24 Budget Details**

Budget_Fiscal_Year	2024	FY2024 Budget						
Appropriation	28300100	5/4/2023						
Object_Class	Object	Object_Name	FY2022 Actuals	FY2022 Final Budget	FY2023 Final Budget	FY2024 Draft	Difference Prop FY24 vs FY23 Budget	Difference %
KK	K02	Educational Equipment	-					
	K03	Programmatic Facility Equipment	37,470.19					
	K04	Motorized Vehicle Equipment	294,875.17					
	K05	Office Equipment	-					
	K06	Printing , Photocopying, and Micrographic Equipment	-					
	K07	Office Furnishings	8,006.01					
	K09	Medical Equipment	6,014.59					
	K10	Law Enforcement & Security Supplies	-					
	K11	Heavy Equipment	506,140.19					
	K12	Television Broadcasting Equipment	-					
<b>KK Total</b>			<b>852,506.15</b>	<b>970,000</b>	<b>910,000</b>	<b>770,000</b>	<b>(140,000)</b>	<b>-15.4%</b>
LL	L11	Heavy Equipment Lease-Purchase	-					
	L23	Facility Equipment Rental or Lease	78,637.52					
	L24	Motorized Vehicle Equipment Rental or Lease	-					
	L25	Office Equipment Rental or Lease	2,609.10					
	L26	Printing/Photocopy & Micrographics Equip Rent/Lease	16,036.80					
	L31	Heavy Equipment Rental or Lease	-					
	L42	Educational Equipment Maintenance & Repair	-					
	L43	Facility Equipment Maintenance & Repair						
	L44	Motorized Vehicle Equipment Maintenance & Repair	33,352.70					
	L45	Office Equipment Maintenance and Repair	195.00					
	L46	Print, Photocopying & Micrograph Equipment Maint/Repair	2,309.74					
	L50	Law Enforcement/Security Equipment Maintenance/Repair	2,866.82					
	L51	Heavy Equipment Maintenance/Repair	1,515.99					
	L63	Programmatic Equipment Maintenance and Repair	6,651.70					
<b>LL Total</b>			<b>144,175.37</b>	<b>160,000</b>	<b>180,000</b>	<b>180,000</b>	<b>-</b>	<b>0.0%</b>
NN	N15	Building/Vertical Structure Construction	-					
	N16	Maj Construction, Maj Renovation, Bldg Alteration, Land Impr	81,470.00					
	N17	Major Building Maintenance and Land Improvements	1,199.71					
	N19	Land Acquisition and Eminent Domain	994.54					
	N21	Highway Horizontal/Lateral Construction	-					
	N22	Highway Horizontal/Lateral Maintenance and Improvements	130,134.69					
	N23	Highway Horizontal/Lateral Maintenance Materials	31,959.65					
	N41	State Park & Recreation Facilities Construction	168,625.00					
	N50	Non-Major Facility Infrastructure Maintenance & Repair	233,181.98					
	N52	Facility Infrastructure Maint & Repair Tools & Supplies	127,807.94					
	N60	Lawn and Grounds Equipment Maint & Repair	29,144.19					
	N61	Lawn and Grounds Equipment	91,699.59					
	N63	Rental or Lease of Facility	-					
	N64	Garden Expenses, Tools and Supplies	46,859.26					
	N70		-					
	N71	Exterminators/Integrated Pest Management	6,563.75					
	N72	Hazardous Waste Removal Services	117,104.33					
	N73	Non-Hazardous Waste Removal Services	43,325.62					
	N74	Snow Removal&Groundskeeping Svcs (inc. haz. tree removal)	79,401.97					
	N98	Reimbursement for Travel/Other Expense Infrastructure Projects	-					
	NN1	Engineering, Research and Scientific Services	139,109.04					
<b>NN Total</b>			<b>1,328,581.26</b>	<b>1,433,000</b>	<b>1,397,000</b>	<b>1,585,000</b>	<b>188,000</b>	<b>13.5%</b>
PP	P01	Grants to Public Entities	44,551.25		100,000			
<b>PP Total</b>			<b>44,551.25</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	
	S11		2,500.00					
<b>SS Total</b>			<b>2,500.00</b>					
TT	T04	Payments & Refunds (USGS gages)	129,260.00	140,000	150,000		10,000	6.7%
<b>TT Total</b>			<b>129,260.00</b>	<b>140,000</b>	<b>150,000</b>	<b>150,000</b>	<b>-</b>	<b>0.0%</b>
UU	U01	Telecommunications Services Data	33,601.66					
	U02	Telecommunications Services - Voice	92,100.57					
	U03	Software and Information Technology (IT) Licenses	1,512.27					
	U04	Information Technology Chargeback	46,456.55					
	U05	Information Tech (IT) Professionals	-					
	U06	Information Technology Cabling	-					
	U07	Information Tech (IT) Equipment Purchase	14,591.29					
	U09	Information Technology (IT) Equip Rental Or Lease	-					
	U10	Information Tech (IT) Equipment Maintenance & Repair	9,567.48					
	U11	Information Technology (IT) Contract Services	-					
<b>UU Total</b>			<b>197,829.82</b>	<b>305,000</b>	<b>210,000</b>	<b>210,000</b>	<b>-</b>	<b>0.0%</b>
<b>Total Baseline Cost</b>			<b>#####</b>	<b>19,872,935</b>	<b>21,335,400</b>	<b>22,968,187</b>	<b>1,632,787</b>	<b>7.7%</b>
<b>Revenues</b>								
	6995	Hydro & Transmission	704,239.56	450,000	400,000	600,000	200,000	
	4500	Forestry	283,603.82	500,000	450,000	250,000	(200,000)	
	3148	Fishing & Recreation	205,004.00	210,000	150,000	150,000	-	
	6900	Misc.	6,604.00	50,000	20,000	10,000	(10,000)	
<b>Revenue Total</b>			<b>1,199,451.38</b>	<b>1,210,000</b>	<b>1,020,000</b>	<b>1,010,000</b>	<b>(10,000)</b>	<b>-1.0%</b>
<b>Net Reimbursement</b>					<b>20,315,400</b>	<b>21,958,187</b>		
<b>PILOT (actually paid to DCR less the reimbursements paid by Fay School and Town of Southborough)</b>					<b>8,900,000</b>	<b>8,900,000</b>	<b>-</b>	
<b>DEBT</b>					<b>-</b>			
<b>Total DCR Budget</b>					<b>29,215,400</b>	<b>30,858,187</b>	<b>-</b>	

## **5. Annual Major Projects**



**Department of Conservation and Recreation**  
**Division of Water Supply Protection Office of Watershed Management**  
**FY2024 Major Projects**

<b>Quabbin/Ware Region</b>			
<b>Project</b>	<b>Operating</b>	<b>Notes</b>	<b>Obj. Code</b>
Gate 43 Road Reconstruction; Gate to Carter Road or until money runs	\$220,000.00	Done in the fall after BLA closes or just before it closes	N17
Hangar Door replacement study and design	\$100,000.00	Construction money in FY 25: \$300,000	NN1
New Salem Facility Final Design	\$100,000	Final construction documents	NN1
Hazardous Materials Abatement - Spillway	\$55,000	Dam spillway catwalk restoration - hazardous material removal	N73
Mechanical Repairs, HQ and other locations	\$50,000	Various	N50
BLA III Electrical Upgrade	\$40,000		N50
Hazard Tree Removal- and Maintenance	\$30,000	Hazardous trees in cemetery and other locations	N22
Gravel/Road Supplies and repairs	\$30,000	Purchase materials for in-house work	N23
Terrestrial Invasive Species Control	\$25,000	Contract services for treatment at forestry lots; new infestations, infrastructure	HH2
Installation of barriers (fencing, guardrail)	\$25,000	Work in critical areas, dump spots, 122 boat launch, Prescott	N41
Rental Boat/Motor Purchase	\$20,000	Program of rental boat/motor replacement	K04
Dam/Dike/Land Maintenance	\$5,000	Turf improvements, other	N64
<b>Subtotal KK</b>	<b>\$20,000</b>		
<b>Subtotal NN</b>	<b>\$655,000</b>		
<b>Subtotal HH</b>	<b>\$25,000</b>		
<b>Wachusett/Sudbury Region</b>			
<b>Project</b>	<b>Operating</b>	<b>Notes</b>	<b>Obj. Code</b>
Route 110 Direct discharge design	\$52,000	Design for Rt110 Direct Discharge Project	NN1
Demo of abandoned buildings	\$50,000	Kush, Hulick, Grove Street (In house DEMO-dumpsters)	N16
Hazardous Tree Removal	\$30,000	Various sites	N74
Required Dam Studies (Phase 1s and 2s)	\$5,000	Reg-required reports	NN1
Dike Maintenance	\$15,000	Liming, seeding regularly	N74
Fence replacement along North Dike	\$40,000	Fence in disrepair (LPS-Gate 38)	N22
BMP Valve	\$30,000	Install forebay valve.	N22
BMP Maintenance	\$30,000	Contract for stormwater BMP cleaning based of Aqualis quote	N22
Old Stone Church	\$40,000	Retaining wall, rain gardens, gutters	N22
Phase I of Radio Replacements	\$20,000	Need to switch over to digital radio (handhelds, vehicles, boats)	K10
SWF Building Study	\$85,000	Envelope study for SWF.	N13
Ranger Station Roof	\$25,000	Replace roof on ranger station.	N17
Watershed Gravel Road Reconstruction Supplies	\$15,000	Purchase materials for in-house road work	N23
Aquatic Invasive Control Projects	\$191,000	Aquatic invasive control at Lily Pond, Coachlace, South Meadow	N73
<b>Subtotal KK</b>	<b>\$20,000</b>		
<b>Subtotal NN</b>	<b>\$608,000</b>		
<b>Major Equipment Purchases (KK)*</b>			
<b>Wachusett</b>	<b>\$175,000</b>	Purchase of heavy equipment such as backhoes, bulldozers	K11
<b>Quabbin</b>	<b>\$175,000</b>	Purchase of heavy equipment such as backhoes, bulldozers	K11
*Does not include passenger vehicle replacements			
<b>HH Budget Totals</b>	<b>\$25,000</b>		
<b>KK Budget Totals</b>	<b>\$390,000</b>		
<b>NN Budget Totals</b>	<b>\$1,263,000</b>		
<b>TOTAL</b>	<b>\$1,678,000</b>		



## **6. Annual Land Acquisition Capital Spending Plan**

**Department of Conservation and Recreation  
Division of Water Supply Protection**

**FY24 Proposed Watershed Land Acquisitions**

DWSP staff will continue to pursue the purchase of lands that have importance to protecting the water supply. The most direct and proven method of protecting the water source's long-term quality is to own and manage watershed lands surrounding the water supply source. A major tenet of watershed management is protection through ownership of interests in watershed lands because:

- A forested landscape provides the best quality water.
- The purchase of undeveloped lands protects water sources from development, which can alter vegetation and drainage, and add impervious surfaces that can move pollutants quickly towards streams.
- The purchase of vegetated buffers provides natural "treatment" or protection to lessen water quality impacts of future development.
- The purchase of stream buffers provides protections against changing flow patterns due to climate change.
- The purchase of problem properties can halt the problem of activity or use and allows for proper clean-up or re-vegetation of the site.

Landowners continually solicit DCR interest in purchasing their land for watershed protection. DCR also approaches selected landowners holding acreages which are determined applicable to watershed acquisition criteria. Priority is given to those projects which:

- Rate favorably on the Watershed Land Acquisition Model Map for each of the three active watersheds.
- Are determined important for an administrative and/or strategic purpose (Agency access, boundary consolidation, prevention of assemblage threat).

In addition, consideration is given to landowners who are willing to consider the placement of a Watershed Protection Restriction on their land in place of a fee transfer.

The "Land List" remains fluid as proposed projects are brought before the Land Acquisition Panel (LAP) for approval to proceed with due diligence. All proposed acquisitions are subsequently approved by the MWRA Board of Directors.

**The projected budget for watershed land acquisition in FY24 is estimated to be \$1 million.**

## **7. Annual Payments in Lieu of Taxes**

**Department of Conservation and Recreation**  
**Division of Water Supply Protection**  
**Office of Watershed Management**

**FY24 Payments in Lieu of Taxes Estimate**

Payments in Lieu of Taxes (PILOT), required under MGL c.59 s.5G, are based upon the valuation set by the Department of Revenue (DOR) and the local commercial tax rate. The process used by DOR for valuing State Owned Land (SOL – which includes DCR Watershed Management ) under MGL c. 58 was established by the Mass Municipal Modernization Act – Chapter 218, Section 108 of the Acts of 2016.

Under this process, DOR determined a base year SOL valuation for each community as of January 1, 2017. After a hearing and appeal process, base year SOL valuations were finalized. These base year valuations will be adjusted every two years by a percentage equal to the change in a city or town's equalized cash value (EQV), as determined by DOR. Valuations are also updated annually to include the value of any acquisitions and/or dispositions in a community. Calculations for acquired lands will be made using the cost per acre average for each town, adjusted by the EQV.

MGL c.59 s.5G requires that the Watershed PILOT amount can never be less than the previous year (the “hold harmless” provision).

The FY23 PILOT was \$8,479,324. This figure is the same as the FY22 PILOT, as all communities calculated PILOT amount was less than the FY22 payment. FY23 PILOT took into account the addition of 1 acre of land. This amount was less than the 1.7% estimated increase in the FY23 Work Plan.

FY24 PILOT will be based on DOR's State Owned Land valuations adjusted by EQV, which is calculated based on odd years' information and adjusted in even years' calculations. The EQV values in the watershed system ranged from 5% to 20% adjustments. It is predicted that an additional 166 acres of land will now be included in the valuation. Utilizing a generic estimated no increase or a 5% increase to all towns' tax rates from FY23 to FY24, **it is estimated that PILOT will increase between 1.6% and 3.5% to approximately \$8.6 - \$8.8 million.** This figure will depend on the actual tax rates set by each community.



Department of Conservation and Recreation  
Division of Water Supply Protection  
Office of Watershed Management  
FY23 Payments in Lieu of Taxes  
February 2023 FINAL

Community	FY22 PILOT	Total 2022 Property Valuation	FY23 EQV	Total FY23 Property Valuation	Assessed Acres	Valuation per Acre	2020-2021 Acquisitions (acres)	Added Valuation for Acquisitions	Total 2023 Property Valuation	FY23 Tax Rate	FY23 Minimum PILOT Due	FY23 PILOT	Hold Harmless	Increase	% Increase
Barre	\$186,168.60	\$7,285,700	1.0000	\$7,285,700	5,420.9	\$1,344	0	\$0	\$7,285,700	\$15.86	\$115,551.20	\$186,168.60	\$70,617	\$0	0.0%
Belchertown	\$257,074.40	\$13,853,400	1.0000	\$13,853,400	3,190.2	\$4,342	0	\$0	\$13,853,400	\$16.32	\$226,087.49	\$257,074.40	\$30,987	\$0	0.0%
Belchertown - Annexed Lands	\$50,625.10	\$1,845,400	1.0000	\$1,845,400	670.0	\$2,754	0	\$0	\$1,845,400	\$16.32	\$30,116.93	\$50,625.10	\$20,508	\$0	0.0%
Berlin	\$61,155.00	\$2,250,000	1.0000	\$2,250,000	46.6	\$48,325	0	\$0	\$2,250,000	\$23.49	\$52,852.50	\$61,155.00	\$8,303	\$0	0.0%
Boylston	\$599,930.50	\$37,874,400	1.0000	\$37,874,400	2,758.2	\$13,732	0	\$0	\$37,874,400	\$14.40	\$545,391.36	\$599,930.50	\$54,539	\$0	0.0%
Clinton	\$205,948.72	\$7,874,300	1.0000	\$7,874,300	469.2	\$16,782	0	\$0	\$7,874,300	\$22.42	\$176,541.81	\$205,948.72	\$29,407	\$0	0.0%
Framingham	\$261,930.91	\$5,974,800	1.0000	\$5,974,800	235.4	\$25,386	0	\$0	\$5,974,800	\$27.27	\$162,932.80	\$261,930.91	\$98,998	\$0	0.0%
Hardwick	\$123,021.36	\$8,368,800	1.0000	\$8,368,800	4,686.9	\$1,786	0	\$0	\$8,368,800	\$13.30	\$111,305.04	\$123,021.36	\$11,716	\$0	0.0%
Hardwick - Annexed Lands	\$941.41	\$42,500	1.0000	\$42,500	150.0	\$283	0	\$0	\$42,500	\$13.30	\$565.25	\$941.41	\$376	\$0	0.0%
Holden	\$919,615.57	\$41,613,100	1.0000	\$41,613,100	3,910.4	\$10,642	0	\$0	\$41,613,100	\$14.99	\$623,780.37	\$919,615.57	\$295,835	\$0	0.0%
Hubbardston	\$380,387.00	\$27,170,500	1.0000	\$27,170,500	8,671.4	\$3,133	0	\$0	\$27,170,500	\$13.03	\$354,031.62	\$380,387.00	\$26,355	\$0	0.0%
Leominster	\$8,688.49	\$208,300	1.0000	\$208,300	42.5	\$4,897	0	\$0	\$208,300	\$15.54	\$3,236.98	\$8,688.49	\$5,452	\$0	0.0%
Ludlow	\$10,524.06	\$239,600	1.0000	\$239,600	50.8	\$4,717	0	\$0	\$239,600	\$19.51	\$4,674.60	\$10,524.06	\$5,849	\$0	0.0%
Marlborough	\$112,802.46	\$2,544,000	1.0000	\$2,544,000	570.4	\$4,460	0	\$0	\$2,544,000	\$20.32	\$51,694.08	\$112,802.46	\$61,108	\$0	0.0%
New Salem	\$520,470.61	\$19,493,800	1.0000	\$19,493,800	22,462.7	\$868	0	\$0	\$19,493,800	\$15.35	\$299,229.83	\$520,470.61	\$221,241	\$0	0.0%
New Salem - Annexed Lands	\$201,603.91	\$6,696,200	1.0000	\$6,696,200	11,580.0	\$578	0	\$0	\$6,696,200	\$15.35	\$102,786.67	\$201,603.91	\$98,817	\$0	0.0%
Northborough	\$103,466.89	\$5,982,100	1.0000	\$5,982,100	360.9	\$16,577	0	\$0	\$5,982,100	\$14.79	\$88,475.26	\$103,466.89	\$14,992	\$0	0.0%
Oakham	\$147,067.60	\$11,362,700	1.0000	\$11,362,700	2,537.1	\$4,479	0	\$0	\$11,362,700	\$11.57	\$131,466.44	\$147,067.60	\$15,601	\$0	0.0%
Orange	\$11,567.60	\$605,000	1.0000	\$605,000	82.8	\$7,307	0	\$0	\$605,000	\$17.96	\$10,865.80	\$11,567.60	\$702	\$0	0.0%
Pelham	\$338,086.39	\$12,009,300	1.0000	\$12,009,300	5,974.0	\$2,010	0	\$0	\$12,009,300	\$17.86	\$214,486.10	\$338,086.39	\$123,600	\$0	0.0%
Pelham - Annexed Lands	\$38,096.61	\$863,800	1.0000	\$863,800	1,080.0	\$800	0	\$0	\$863,800	\$17.86	\$15,427.47	\$38,096.61	\$22,669	\$0	0.0%
Petersham	\$296,721.61	\$11,373,500	1.0000	\$11,373,500	12,230.2	\$930	0	\$0	\$11,373,500	\$15.79	\$179,587.57	\$296,721.61	\$117,134	\$0	0.0%
Petersham - Annexed Lands	\$203,305.78	\$5,676,600	1.0000	\$5,676,600	10,000.0	\$568	0	\$0	\$5,676,600	\$15.79	\$89,633.51	\$203,305.78	\$113,672	\$0	0.0%
Phillipston	\$11,912.74	\$164,200	1.0000	\$164,200	162.8	\$1,009	0	\$0	\$164,200	\$12.84	\$2,108.33	\$11,912.74	\$9,804	\$0	0.0%
Princeton	\$316,538.43	\$20,187,400	1.0000	\$20,187,400	3,179.7	\$6,349	0	\$0	\$20,187,400	\$15.14	\$305,637.24	\$316,538.43	\$10,901	\$0	0.0%
Rutland	\$525,860.45	\$26,659,600	1.0000	\$26,659,600	6,489.0	\$4,108	0	\$0	\$26,659,600	\$13.72	\$365,769.71	\$525,860.45	\$160,091	\$0	0.0%
Shutesbury	\$299,391.54	\$8,145,800	1.0000	\$8,145,800	5,097.2	\$1,598	0	\$0	\$8,145,800	\$18.44	\$150,208.55	\$299,391.54	\$149,183	\$0	0.0%
Southborough	\$317,481.16	\$19,501,300	1.0000	\$19,501,300	1,310.6	\$14,879	0	\$0	\$19,501,300	\$14.76	\$287,839.19	\$317,481.16	\$29,642	\$0	0.0%
Sterling	\$830,606.50	\$54,466,000	1.0000	\$54,466,000	5,218.4	\$10,437	0	\$0	\$54,466,000	\$14.30	\$778,863.80	\$830,606.50	\$51,743	\$0	0.0%
Templeton	\$1,082.18	\$63,000	1.0000	\$63,000	92.1	\$684	0	\$0	\$63,000	\$12.92	\$813.96	\$1,082.18	\$268	\$0	0.0%
Ware	\$193,261.40	\$7,572,300	1.0000	\$7,572,300	4,845.0	\$1,563	0	\$0	\$7,572,300	\$17.26	\$130,697.90	\$193,261.40	\$62,564	\$0	0.0%
Ware - Annexed Lands	\$167,580.62	\$5,099,700	1.0000	\$5,099,700	3,865.0	\$1,319	0	\$0	\$5,099,700	\$17.26	\$88,020.82	\$167,580.62	\$79,560	\$0	0.0%
Wendell	\$33,047.28	\$1,422,000	1.0000	\$1,422,000	654.7	\$2,172	0	\$0	\$1,422,000	\$21.41	\$30,445.02	\$33,047.28	\$2,602	\$0	0.0%
West Boylston	\$683,581.59	\$24,911,600	1.0000	\$24,911,600	2,939.2	\$8,476	1	\$8,476	\$24,920,076	\$15.58	\$388,254.78	\$683,581.59	\$295,327	\$0	0.0%
Westborough	\$59,780.02	\$3,233,100	1.0000	\$3,233,100	190.8	\$16,947	0	\$0	\$3,233,100	\$16.84	\$54,445.40	\$59,780.02	\$5,335	\$0	0.0%
TOTAL	\$8,479,324.48	\$402,633,800					1	\$8,476			\$6,173,825	\$8,479,324.48	\$2,305,499	\$0	0.0%

NOTES:

1. Watershed PILOT, per MGL c. 59 s.5G, is determined by multiplying the DOR valuation by the local commercial tax rate.

Property valuations available at [https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=BLA.DCR\\_WaterShedLand](https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=BLA.DCR_WaterShedLand) and [https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=BLA.DCR\\_WatershedAnnexLand](https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=BLA.DCR_WatershedAnnexLand).

Tax rates available at [https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=PropertyTaxInformation.taxratesbyclass.taxratesbyclass\\_main](https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=PropertyTaxInformation.taxratesbyclass.taxratesbyclass_main).

Full PILOT calculations available at [https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=BLA.DCR\\_PILOT](https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=BLA.DCR_PILOT)

2. The process used by MA Department of Revenue (DOR) for valuing State Owned Land (SOL – which includes DCR Watershed Management ) under MGL c. 58 changed in FY 19. Under this process, DOR determined a base year SOL valuation for each community as of January 1, 2017. After a hearing and appeal process, base year SOL valuations were finalized. Going forward , the base year valuations are adjusted every two years by a percentage equal to the change in a city or town's equalized cash value (EQV). Valuations are also updated annually to include the value of any acquisitions and/or dispositions in a community.

3. "Hold Harmless" is a provision in the legislation that requires any payment never to be less than the previous year's payment. Therefore, if either valuations or tax rates drop, the municipality is guaranteed a consistent payment.

4. Acquisitions added: West Boylston - Kittredge (1 acre).