

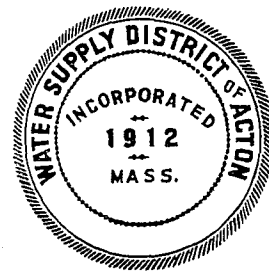
ANNUAL REPORT

OF THE

WATER SUPPLY DISTRICT

OF

ACTON, MASSACHUSETTS



FOR THE YEAR
ENDING DECEMBER THIRTY-FIRST

1964

MURPHY & SNYDER, INC. • MAYNARD, MASS.

ORGANIZATION — 1964



Clerk

MRS. BERYL B. SILVA Term expires 1965

Water Commissioners

HARLAN E. TUTTLE Term expires 1967

EDWIN H. CHRISTOFFERSON Term expires 1966

DONALD L. LORING Term expires 1965

Commissioners meet second Tuesday
of the month
8 P. M.

Whitcomb Station, Mass. Avenue, West Acton

Treasurer

ORMAL S. R. LAFFIN Term expires 1965



Appointments by the Water Commissioners

Superintendent

RAY L. HARRIS (tenure of office)

Collector

HAROLD M. RICHARDSON Term expires 1965

Accountant

MRS. BERYL B. SILVA Term expires 1965

Miscellaneous	2,000.00
Materials and Supplies (maintenance and operation)	19,000.00
Mass. State Audit	800.00
Middlesex County Retirement	1,300.00
	<hr/>
	\$131,700.00
Estimated Gain	<hr/>
	\$3,635.00

DONALD L. LORING, Chairman
HARLAN E. TUTTLE
EDWIN H. CHRISTOFFERSON
Water Commissioners.

1967
1968
1969
1970

1971
1972

1973

1974

1975

1976

Article 4. To see if the District will authorize the Treasurer with the approval of the Water Commissioners, to borrow money if necessary, in anticipation of revenue of the current year.

Voted: That the Treasurer, with the approval of the Commissioners, be and hereby is authorized to borrow money from time to time in anticipation of the financial year beginning January 1, 1964, and to issue a note or notes therefor payable within one year, any debt or debts incurred under this vote to be paid from the revenue of said financial year.

Article 5. To see if the District will vote to instruct the Commissioners to have an annual audit of the various accounts of the District or act anything thereon.

Voted: To instruct the Commissioners to have an audit of the various accounts of the Water District under the direction of the Commonwealth of Massachusetts.

Article 6. To see what sums of money the District will vote to raise and appropriate to defray the usual expenses of the District.

Voted: To appropriate the receipts of the District for maintenance and operation of the District with specific appropriations as follows:

Bonds and Interest	\$54,000.00
Blue Cross and Group Insurance	1,000.00
Salaries and Wages	27,000.00
Equipment Rental	1,000.00
Lights, Power, and Telephone	10,000.00
Fuel	600.00
Auto and Equipment Expense	3,000.00
Insurance and Rentals	1,500.00
Meters (New and Repairs)	6,500.00
Miscellaneous	2,000.00
Materials and Supplies	18,000.00
Mass. State Audit	700.00
Middlesex County Retirement	809.64
Total	<u>\$126,109.64</u>

(Unanimous vote).

Article 7. To see if the District will vote to transfer from surplus revenue to the Survey — New Water Supply account, the sum of two thousand five hundred dollars (\$2,500), or act anything thereon.

Voted: To transfer. (Unanimous vote).

Article 8. To see if the District will vote to raise and appropriate a sum of money to lay a 12-inch water main on Summer Street, from Ethan Allen Drive to Arlington Street, and to install the necessary hydrants and fittings, and to authorize the Treasurer, with the approval of the Commissioners, to borrow such sums as may be necessary to meet said appropriation, or act anything thereon.

Voted: To appropriate from surplus revenue the sum of twenty thousand dollars (\$20,000.00), to lay a 12-inch water main on Summer Street, from Ethan Allen Drive to Arlington Street, and to install the necessary hydrants and fittings. (Unanimous vote).

Article 9. To see if the District will vote to rescind the action taken under article 14, section 3, of the annual meeting of February 19, 1962, and appropriate the balance of \$4,801.39, to the extension requested under article 8 of this warrant, or act anything thereon.

Voted: To rescind the action taken under article 14, section 3, of the annual meeting of February 19, 1962, and appropriate the balance of \$4,801.39, to the extension requested under article 8 of this warrant. (Unanimous vote).

Article 10. To see if the District will vote to rescind the action taken under article 9, of the annual meeting of February 18, 1963, and transfer the balance of \$1,500.00 to the surplus revenue account, or act anything thereon.

Voted: To rescind the action taken under article 9, of the annual meeting of February 18, 1963, and transfer the balance of \$1,500.00 to the surplus revenue account. (Unanimous vote).

Article 11. To see if the District will vote to raise and appropriate a sum of money to extend 8-inch water main a distance of approximately 400 feet in a northerly direction from the end of the existing main on Newtown Road, and to install the necessary hydrants and fittings, and to authorize the Treasurer, with the approval of the Commissioners, to borrow such sums as may be necessary to meet said appropriation, or act anything thereon.

Voted: To raise and appropriate the sum of \$5,500.00, to extend an 8-inch water main a distance of approximately 400 feet in a northerly direction from the end of the existing main on Newtown Road, and to install the necessary hydrants and fittings, and to authorize the Treasurer, with the approval of the Commissioners, to borrow \$5,500.00, to meet said appropriation. (Unanimous vote).

priate from surplus revenue the sum of \$3,000.00 for said purpose, or act anything thereon.

Voted: To authorize the Commissioners to enter into lease as set forth in this article. (Unanimous vote).

Article 6. To see if the District will appropriate from surplus revenue the sum of eleven thousand dollars (\$11,000) for the purpose of buying a pump and the necessary auxiliary equipment and to purchase and install about 1,400 feet of 8-inch pipe with the necessary fittings for installation in School Street from the end of the existing pipe to the well site, or act anything thereon.

Voted: To appropriate from surplus revenue the sum of \$11,000.00 for the purpose of buying a pump and the necessary auxiliary equipment and to purchase and install about 1,400 feet of 8-inch pipe with the necessary fittings for installation in School Street from the end of the existing pipe to the well site. (Unanimous vote).

Article 7. To see if the District will vote to rescind the action taken under article 3 of the special meeting of June 4, 1962, or act anything thereon.

Voted: To rescind. (Unanimous vote).

Article 8. To see if the District will vote to appropriate from surplus revenue the sum of \$43.60, to the Mass. State Audit account, or act anything thereon.

Voted: To appropriate from surplus revenue the sum of \$43.60, to the Mass. State Audit account. (Unanimous vote).

Article 9. To see if the District will vote to appropriate from surplus revenue the sum of \$325.00 for the purchase of a new adding machine including the trade-in on current machine, or act anything thereon.

Voted: To appropriate from surplus revenue the sum of \$325.00 for the purchase of a new adding machine including the trade-in on current machine. (Unanimous vote).

Voted to adjourn 9:00 P. M.

A true copy. Attest:

BERYL BANCROFT SILVA
District Clerk.

WATER MEETING

Abstract of the proceedings of special meeting of the Water Supply District of Acton, held in Town Hall, Acton Center,
MONDAY, JUNE 29, 1964, at 8:00 o'clock P. M.

Article 1. To choose a Moderator to preside at said meeting.
Chose James E. Kinsley, Moderator of the meeting.

Article 2. To see if the District will vote to appropriate from surplus revenue the sum of \$13,000.00 to lay a 10-inch water main on Summer Street, from Ethan Allen Drive to Arlington Street, and to install the necessary hydrants and fittings, or act anything thereon.

Total vote 25. Yes 10. No 15. Motion failed to pass.

Article 3. To see if the District will vote to raise and appropriate the sum of \$20,000.00, to lay a 12-inch water main on Summer Street, from Ethan Allen Drive to Arlington Street, and to install the necessary hydrants and fittings, and to authorize the Treasurer, with the approval of the Commissioners to borrow \$20,000.00 to meet said appropriation, or act anything thereon.

VOTED: To raise and appropriate the sum of \$20,000.00, to lay a 12-inch water main on Summer Street, from Ethan Allen Drive to Arlington Street, and to install the necessary hydrants and fittings, and to authorize the Treasurer, with the approval of the Commissioners to borrow \$20,000.00 to meet said appropriation.

Total vote 27. Yes 25. No 2.

Voted to adjourn 8:35 P. M.

A true copy. Attest:

BERYL BANCROFT SILVA
District Clerk.

REPORT OF THE DISTRICT ACCOUNTANT

To the Board of Water Commissioners:

To date we have received no word from the Director of Accounts as to when the audit for the year 1964 will be made. As the State audit of the books for the year 1963 was not made until after the annual District meeting of 1964, it was impossible to include a statement of audit in the annual report for last year. This statement is included in this 1964 report.

Submitted herewith is a summary of appropriations and expenditures for the year 1964.

BERYL BANCROFT SILVA
District Accountant.

Summary of Appropriations and Expenditures

Account	Appropriated	Expended	Balance
Salaries and Wages	\$27,000.00	\$27,035.40	\$964.60
*	1,000.00		
Bonds and Interest	54,000.00	52,430.76	1,569.24
Equipment Rental	1,000.00	966.00	34.00
Lights, Power and Telephone	10,000.00	9,665.42	334.58
Fuel	600.00	481.30	118.70
Auto and Equipment Expense	3,000.00	1,959.22	1,040.78
Insurance and Rentals	1,500.00	1,089.42	410.58
Meters (New and Repairs)	6,500.00	6,142.87	357.13
Miscellaneous	2,000.00	1,759.91	240.09
Materials and Supplies (maintenance o. d. and operation)	18,000.00	20,102.61	2,102.61
Mass State Audit	700.00		
*	43.60	743.60	-----
Middlesex County Retirement	809.64	809.64	-----
Blue Cross and Group Insurance	1,000.00	611.26	388.74

Special Appropriations

Adding Machine	\$325.00	\$318.10	\$6.90
Survey — New Water Supply (bal. 1/1/64)	48.22		
App'n. 2/18/64	2,500.00	1,834.61	713.61
Parker St. Ext. (bal. 1/1/64)	19,928.50	9,566.23	10,362.27
Flagg Hill Res. (bal. 1/1/64)	72,656.91	55,665.13	16,991.78
Summer St. Ext.	24,801.37	23,608.02	1,193.37
Arlington and Homestead St.	10,000.00	7,369.67	2,630.33
School St. Well	11,000.00	8,000.00	3,000.00

School St. Well Land Lease	3,000.00	3,000.00	_____
Central St. Ext.	1,500.00	1,500.00	_____

(* — Additional Appropriation)
(o. d. — Overdrawn)

Debt Account

Net Funded or Fixed		Water Main and Supply Loans:	
Debt	\$275,600.00	1955	\$2,700.00
		1957	3,600.00
		1960	9,300.00
		1961	25,000.00
		1962	11,000.00
		1963	14,000.00
		1963	190,000.00
		1964	20,000.00
	<u>\$275,600.00</u>		<u>\$275,600.00</u>

were analyzed and verified by comparison with the departmental records of payments to the district treasurer and with the district accountant's books, while the recorded payments were checked with the commissioners' orders authorizing the disbursement of district funds and with the district accountant's records.

The cash book was footed, and the cash balance on February 17, 1964 was verified by reconciliation of the bank balances with statements furnished by the banks of deposit.

The payments on account of maturing debt and interest were compared with the amounts falling due and checked with the cancelled securities and coupons on file.

The records of payroll deductions for Federal and State taxes, county retirement system, and Blue Cross and Blue Shield and group insurance premiums were examined. The deductions were footed, the payments to the proper agencies were verified, and the balances on hand were reconciled with the respective controls in the district accountant's ledger.

The books and accounts of the district water collector were examined. The records of water charges were examined and checked. The recorded collections were compared with the payments to the district treasurer, the abatements as recorded were verified, and the outstanding accounts were listed and reconciled with the district accountant's ledger accounts.

Verification of the outstanding accounts was made by sending notices to a number of persons whose names appeared on the books as owing money to the district, and from the replies received it appears that the accounts, as listed, are correct.

A great deal of detailed checking was found necessary to reconcile the treasurer's and the collector's records, thereby adding considerably to the time consumed in making the audit.

The surety bonds of the financial officials on file for the faithful performance of their duties were examined and found to be in proper form.

In addition to the balance sheet, there are appended to this report tables showing a reconciliation of the treasurer's cash, and summaries of the payroll deduction and water accounts.

For the cooperation extended by all the district officials during the progress of the audit, I wish, on behalf of my assistants and for myself, to express appreciation.

Respectfully submitted,

WILLIAM SCHWARTZ
Assistant Chief of Bureau.

WATER SUPPLY DISTRICT OF ACTON

Balance Sheet — December 31, 1963

GENERAL ACCOUNTS

Assets

Cash:

General\$131,452.80

Advance for Petty:

Water Collector 70.00

Accounts Receivable:

Water Rates and Services 5,418.86

Loans Authorized:

Minot Avenue Extension 2,500.00

Unprovided for or Overdrawn Accounts:

Overdrawn Appropriation:

Minot Avenue Extension 2,000.00

Liabilities and Reserves

Payroll Deductions:

Federal Taxes \$645.50

State Taxes 60.89

County Retirement System 49.20

Blue Cross and Blue Shield 43.43

\$799.02

Appropriation Balances:

Revenue:

New Water Supply Survey \$48.22

Maintenance — Whitcomb Street 16.71

Non-Revenue:

Arlington Street Extension 6,301.39

New Wells 542.65

Parker Street Extension 19,928.50

Flagg Hill Reservoir 72,656.91

High Street Extension 97.80

\$99,592.18

Loans Authorized and Unissued 2,500.00

Revenue Reserved Until Collected:

Rates and Services 5,418.86

Reserve for Petty Cash Advance 70.00

Surplus Revenue 33,061.60

\$141,441.66

Debt Accounts

Net Funded or Fixed		Serial Loans:	
Debt	\$298,780.00	Water Mains 1954	\$3,000.00
		Water Mains 1955	1,400.00
		Water Supply 1955 ...	4,000.00
		Water Mains 1957	4,800.00
		Water Mains 1959	1,600.00
		Water Mains 1960	6,000.00
		Water Supply 1960 ...	13,300.00
		Water Mains 1960	1,000.00
		Water Supply 1961 ...	24,680.00
		Water Mains 1961	6,000.00
		Water Mains 1962	7,000.00
		Water Mains 1963	6,000.00
		Water Mains 1963	20,000.00
		Water Mains 1963	200,000.00
	<u>\$298,780.00</u>		<u>\$298,780.00</u>

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