

Commissioners Meeting
Water Supply District of Acton
693 Massachusetts Avenue
Acton, MA 01720

March 9, 2009

Agenda: Comments from Citizens
 Approve Minutes of February 23, 2009 Meeting

OLD BUSINESS

Update on Kennedy-Marshall Treatment Plant Construction
Update on Inter-Municipal Agreement

NEW BUSINESS

Follow-up on The Annual Report
Discussion of Proposed Warrant Articles and Preparation for The Annual Meeting on
March 18, 2009.
Review and Execute Contract Amendment for Water Treatment Plant Engineering

Minutes of March 9, 2009 Commissioners Meeting

Regular bi-monthly meeting. Present were Commissioners Parenti and Phillips. Also in attendance were District Manager Chris Allen, Treasurer/Collector Mary J. Bates, District Counsel Mary Bassett, Moderator Dick O'Brien, and Finance Committee Members David Butler and Charles Bradley. Also attending tonight's meeting was George Johnston representing ACES.

The meeting was called to order at 7:37 P.M.

Comments from Citizens

Mr. O'Brien discussed with the Commissioners the Financial Statement in the Acton Water District Annual Report (Page 6) and stated that he felt the headings were confusing. He said that the second column heading "July-Dec 2008 Actual" looks like it consists of FY08 data instead of the first half of FY09. It was suggested that this column heading for next year's Annual Report be worded "YTD FY09 Actual". Mr. O'Brien also stated that he would like to see three years worth of data on the financial report. The Finance Committee will review the report and make decisions/suggestions regarding the inclusion of the three years data for next year.

Approve Minutes of February 23, 2009

Mr. Parenti moved to accept the minutes of the meeting held on February 23, 2009 and Mr. Phillips seconded the motion. The Commissioners were in favor of approving the minutes as modified.

OLD BUSINESS

Update on Kennedy-Marshall Treatment Plant Construction

Mr. Phillips said that the Commissioners and District Attorney Mary Bassett were taken for a tour by District Manager Allen of the Kennedy-Marshall Treatment Plant on Saturday, March 14, and that the facility was very impressive.

Mr. Allen supplied the Commissioners with updated photographs of the Kennedy-Marshall Treatment Plant and informed them that there is an issue with one of the filter tanks. Both tanks should have a 12 inch outlet, but one of them was manufactured with a 10 inch outlet. This vessel, which is located inside the building, needs to be returned to have the problem corrected. The filter tank will need to be hoisted out of the building as this is the only way to have it removed. The equipment to remove the tank is currently on-site. Mr. Allen stated that he wants to have the filter tank taken out, corrected, and returned as quickly as possible. The manufacturer (Zenon) is located in Canada, but since GE now owns Zenon, the AWD is unsure where the filter tank was manufactured or where it will need to go to get corrected. The potential delay returning this tank to the site could cause two separate start-ups of each of the filter tanks. This would require the contractor and engineer to add extra time to the project. This cost should be borne by Zenon.

Mr. Bradley asked if there will be a general public tour of the new plant and Mr. Allen responded that there will be an open house for the public at some point after plant start-up.

Mr. Allen gave the Commissioners a general update on the Kennedy-Marshall Treatment Plant. He said that the tight tank has been installed and that the Kennedy well is offline for pump station demolition and equipment retrofit as it is no longer able to supply distribution. Additionally, the four raw water wells will be rehabilitated mid-March. He said that NSTAR would like to schedule an on-site meeting with the engineers, AWD, and Waterline. A certified letter was sent to NSTAR prompting the call from their engineer. Mr. Allen also informed the Commissioners that the scheduling of connection of the new power supply to the plant has been resolved and should not create any unnecessary delays.

Update on Inter-Municipal Agreement

Mr. Allen said that he had a meeting with the Town Planner, Attorney, and Manager as part of a request from the Town of Acton. The discussion included the amounts due to the Acton Water District from various costs incurred; which was \$16,000 plus interest.

Mr. Allen negotiated with the town for the reverse 911 program, which is internet based. The Acton Water District would use the 911 program to inform residents when water main breaks occur, flushing is being done in their area, etc. The maintenance fee to the Town of Acton is \$25,000 annually for this program. Mr. Allen is waiting for the final form and is hoping to have the program in place for the AWD by April 1, 2009 for the North Acton flushing.

OTHER BUSINESS

A discussion took place regarding the property located on Massachusetts Avenue in West Acton that is owned by Michael Rosenfeld. They discussed the proposed off street parking for access to the municipal playground. There is a proposal in the permit application process to construct commercial properties in the West Acton Village. This would incorporate some angular parking for access to the playground on the eastbound side of Massachusetts Avenue. Currently, as part of the proposed Inter-Municipal Agreement (IMA), The Town of Acton has expressed interest in a 1.4 acre parcel of land owned by the AWD to create off-street parking for access to the playground. This proposal is under consideration and requires some additional research into the potential water resources associated with this land. Mr. Allen will contact Boart-Longyear (formerly DL Maher) regarding pump testing that was done several years ago. The land was part of a donation to the AWD by The Flannery & O'Toole families back in the 80's.

NEW BUSINESS

Follow-up on The Annual Report

Mr. Allen said that he received feedback from Acton residents regarding having the option of the Annual Report being sent electronically. The feedback he received included two emails from residents that would prefer to have their copy of the Acton Water District's Annual Report available electronically. One of the residents is the chairperson of a recycling committee. It was agreed to continue to send a printed copy at this time.

Mr. O'Brien stated that he feels that the Annual Report is very difficult to read for the average resident and recommended that it include a one page executive summary and Mr. Phillips responded that the Commissioners' report is similar to an executive summary. Mr. O'Brien offered to form a committee that will review and make suggestions for improvements to the Acton Water District's Annual Report.

The Commissioners and Mr. O'Brien discussed creating something to educate the children of Acton. They discussed the possibility of a coloring book that would educate the children regarding water. Mr. O'Brien will outline some of his ideas and contact Mr. Phillips to discuss.

Discussion of Proposed Warrant Articles and Preparation for The Annual Meeting on March 18, 2009

The Acton Water District's Annual Meeting will be held on Wednesday, March 18, 2009 in the conference room at the Acton Memorial Library at 7:30 p.m. The Commissioners reviewed the assignments to the individual Warrant Articles in rotation as follows:

1. Leonard A. Phillips
2. Stephen C. Stuntz
3. Ronald R. Parenti

The Finance Committee members were assigned to individual Warrant Articles in rotation as follows:

1. William Kingman

2. Charles Bradley
3. David Butler

Review and Execute Contract Amendment for Water Treatment Plant Engineering

Included in tonight's Commissioners' packet is the amendment for the Kennedy and Marshall water treatment plant from Wright-Pierce. This amendment increases the original contract by \$20,000 (\$9,750 for paving; \$4,000 for rebate applications, and \$6,250 for the Mass DEP policy review) for a revised amount of \$600,000.

The Commissioners both signed the amendment. Mr. Phillips motioned to accept the amendment from Wright-Pierce and Mr. Parenti seconded the motion. The Commissioners were both in agreement.

Mr. Phillips moved to adjourn the meeting and Mr. Parenti seconded the motion. The meeting adjourned at 8:43 pm.