

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

September 10, 2007

Agenda: Comments from Citizens
 Accept Minutes of August 27, 2007

OLD BUSINESS

Update on New Garage Field Changes
Update on Kennedy-Marshall WTP (Water Treatment Plant)
Notice of Intent

NEW BUSINESS

Jim Deming Retirement Letter
Discussion of Design for Uni-Directional Flushing Program
for Entire System
Mara & Associates Report on the Annual Audit

Minutes of September 10, 2007 Commissioners Meeting

Regular bi-monthly meeting. Present were Commissioners Parent, Phillips, and Stuntz. Also in attendance were District Manager Chris Allen, Treasurer/Collector Mary J. Bates, Moderator Dick O'Brien, and Finance Committee Members Chuck Bradley and Bill Kingman.

The meeting was called to order at 7:30 P.M.

Mr. Stuntz moved to accept the minutes of the meeting held on August 27, 2007 and Mr. Parenti seconded the motion. The Commissioners were both in favor of approving the minutes.

Comments from Citizens

There were no comments from Citizens at tonight's meeting.

OLD BUSINESS

Update on New Garage Field Changes

Mr. Allen informed the Commissioners of the progress on the New Garage located at the Acton Water District. He said that the paving has been completed and new carpeting will be completed on Thursday, September 13th. He mentioned that the overhead doors (middle section) have been failing, i.e. the controls aren't working that open the doors. Mr. Stuntz asked if there is a retainer on the contractor and Mr. Allen responded yes. Mr. Allen also stated that the fire alarm strobe on the old garage will need to be individualized and relocated so that it is visible, and a new strobe added to the new garage. Motion sensors will also be installed on the new garage to control the exterior lighting. The AWD has contracted Tom Argento to complete this work.

Update on Kennedy-Marshall WTP Notice of Intent

Mr. Allen informed the Commissioners that he did a site walk at Kennedy-Marshall on September 5th and then attended a Conservation Commission meeting that evening. The Conservation Commission expressed significant concern for the condition of the site access road shared by AWD and Kennedy Sand and Gravel, but they will not hold up an order of consent for the new Water Treatment Plant project based on a resolution for rectification of these conditions.

Mr. Stuntz asked how much traffic goes on this site from the Acton Water District during normal use and Mr. Allen's response was once a day unless there is an issue. Mr. Stuntz asked if the AWD has received any notice regarding staffing needs for this site and Mr. Allen's response was no. Mr. Allen also stated that approximately four hours daily would be needed, but could be anywhere between 2-6 hours. Mr. Parenti asked if more time would be required at the beginning and Mr. Allen responded with yes, during start-up and training. He also said that it could take up to one year to synchronize the controls.

NEW BUSINESS

Jim Deming Retirement Letter

The Commissioners reviewed the letter to the Acton Water District from District Counsel Mary Bassett regarding Jim Deming. Mr. Stuntz moved to consider all of Mr. Deming's salary. The Commissioners voted unanimously to approve all Mr. Deming's regular compensation.

Discussion of Design for Uni-Directional Flushing Program for Entire System

Mr. Allen informed the Commissions that he and Mr. Murch attended a meeting last Thursday, September 6, 2007 with Stantec regarding the expansion of the universal flushing system (entire distribution system). Mr. Stuntz asked how much the cost will be for this project and Mr. Allen said that he is waiting for a proposal and that the process has just started. Mr. Stuntz asked if there was money in the budget for this project and Ms. Bates responded that it is a one time expenditure which will be taken from the Grace M&O account. She said that the initial payment was from this account and if the Finance Committee agrees, the final amount will also be taken from this account.

Mara & Associates Report on the Annual Audit

Maureen Mara presented the auditors report and also stated that she hasn't received the certification. She will make a telephone call tomorrow to the Department of Revenue regarding the certification. She reviewed the Cash Basis Statement (page 7 of the report) and stated that the fund balance of \$303,830.00 was the lowest she has ever seen. She questioned why with the increase in rates, the actual numbers have gone down. She suggested that this be watched and mentioned that the rate structure may need to be revisited if the same thing happens in the next two billings.

She discussed with the Commissioners the treatment plants that are located in Chelmsford. She said that Chelmsford has two treatment plants up and running and North Chelmsford is just starting the process and should be finished in approximately two years. She said that these are paid by a bond debt fee per household/business. She also said that a typical household is charged \$160.00 a year for Chelmsford and \$100.00 for North Chelmsford.

Mr. Stuntz moved to adjourn the meeting and Mr. Phillips seconded the motion.

The meeting adjourned at 8:29 p.m.