

Water Supply District of Acton

693 MASSACHUSETTS AVENUE
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Commissioners Meeting
Water Supply District of Acton
Meeting Minutes
November 4, 2013

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- Agenda:**
- A. Comments from Citizens
 - B. Approve Minutes of October 21st meeting
 - C. OLD BUSINESS:
 - 1. Update on Hayward Road & Stow Street Water Main Improvement.
 - 2. Discussion of Town of Concord's Plan for School Bus Depot on Knox Trail in Acton.
 - D. NEW BUSINESS:
 - 1. Approve Reserve Fund Transfer to Maintenance & Operations Account.
 - 2. Update on South Acton Water Treatment Plant Project.
 - 3. Vote & Execute Packet for State Revolving Fund (SRF) Funding of the South Acton Water Treatment Plant Project.
 - 4. Discussion of Annual Report.

The regular bi-monthly meeting was called to order at 7:30 p.m. on Monday, November 4, 2013 at the Acton Water District Office by Mr. Stephen Stuntz.

Present at Tonight's Meeting:

Commissioners: Ronald Parenti, Leonard Phillips, and Stephen Stuntz (Chairman)
District Manager: Chris Allen
Treasurer/Collector: Mary Jo Bates
District Counselor: Mary Bassett
Commissioners Secretary: Lynn Protasowicki
Finance Committee Member(s): William Guthlein
WLMAC: Barry Rosen & Paul Malchodi
Moderator: Richard O'Brien

A. Comments from Citizens

No comments from citizens this evening.

B. Approval of Minutes from October 21st Meetings

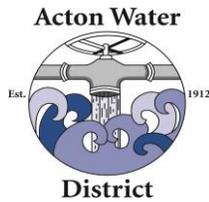
Mr. Stuntz moved to accept minutes of the meeting held on October 21, 2013 and Mr. Parenti seconded the motion and it was unanimously approved.

C. OLD BUSINESS

1. Update on Hayward Road & Stow Street Water Main Improvement.

Mr. Allen provided an update to the Commissioners regarding the Hayward Road and Stow Street water main improvements. Enclosed in tonight's packets is a letter from Wright-Pierce, the Engineer to Onyx Corporation, the contractor, regarding a request from Onyx for a time extension. The District agreed to grant Onyx the requested 30 day extension as long as they made every effort to complete the project by the extended date. All of the existing infrastructure on Hayward Road is now connected to the new main and interconnects to Acton-Boxboro Regional School complex, and will be turned on incrementally this coming week. Mr. Allen met with

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Onyx today who has mobilized on Stow Street. Replacing the pipe and valves in the intersection of Martin, Liberty and Stow will be logistically challenging because there are many dead-end streets. The plan for Onyx is to complete Stow Street by end of November and to coordinate with the Acton Highway Dept. to replace one culvert. Mr. Allen stated that Hayward Road water main improvement is complete. The area just needs to be cleaned up and the road paved. Mr. Allen mentioned that Bob Murch is working on updating the District web site with a web release about Hayward Road and Stow Street.

2. Discussion of Town of Concord's Plan for School Bus Depot on Knox Trail in Acton.

Enclosed in tonight's packets to the Commissioners is an excerpt from the Town of Concord's website regarding Article 1 for the land acquisition at 55 and 55R Knox Trail in Acton. The Town of Concord's Special Town Meeting will be held on Wednesday, December 4, 2013. The Article proposes that this land will be used for municipal purposes, including vehicle storage, repair, fueling, and other uses. The Commissioners and the District are duly opposed to this acquisition. The land is outside of Zone 1 and Zone 2 and falls under the Zone 3 groundwater protection bylaw, however Mr. Phillips is very concerned that this new facility will house chemicals such as antifreeze, greases, solvents, gases, etc. which could seep into the land and contaminate the soil.

Mr. Malchodi wrote a letter to the Editor in the Beacon opposing the sale of the land. Mr. Malchodi mentioned that he recently attended a Concord Board of Selectmen meeting and expressed his concerns. He also states that he is in the process of writing a letter to the editor to be posted in the Concord Journal.

Mr. Malchodi requests that the Commissioners and the District address with the Town of Acton the following concerns:

1. Where is the Zone 2 boundary?
2. Look at permitted activities in Zone 3 from a drinking water protection standpoint.

Action:

Mr. Parenti will begin writing a formal letter directed to the Town of Acton and Town of Concord expressing the District's concerns and opposition of land acquisition. Mr. Phillips, Mr. Stuntz, Mr. Allen and Counselor Bassett will add their comments.

Old Business

Mr. Parenti mentioned that when he went to the District's web site there was an issue with reports being listed in green and that he could not read them on the screen. Mr. Allen will have Bob Murch look into this and fixed.

D. NEW BUSINESS

1. Approve Reserve Fund Transfer to Maintenance & Operations Account.

Mr. Allen informed the Commissioners that the reason for the \$30,000 transfer request is due to the processing and disposal of the residuals at the North Acton Water Treatment Plant. He stated that this is a bi-annual activity, and requires special handling due to the aluminum constituency. They are looking at doing this more frequently in smaller increments and allocating on the budget for this activity in addition to searching for a more permanent solution, possibly a system that would allow AWD personnel to process residuals on-site.

Mr. Stuntz moved to transfer \$30,000 to Maintenance & Operation account to Reserve Fund. The Commissioners were all in favor.



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2. Update on South Acton Water Treatment Plant Project.

Mr. Allen provided an update to the Commissioners on the South Acton Water Treatment Plant project. The Commissioners and Mr. Allen met at the site today with Waterline and Rich Protasowicki, Wright-Pierce Engineer, for the groundbreaking. Pictures were taken and an article will be written and submitted to The Beacon newspaper. Mr. Allen stated that JP Cardillo will start laying the water main sooner than anticipated (was originally scheduled to start in March). They will mobilize the week of November 11th and start installation. The contractor coordinated this directly with the Town Engineer/DPW Director.

3. Vote & Execute Packet for State Revolving Fund (SRF) Funding of the South Acton Water Treatment Plant Project.

The following was voted and approved by the Commissioners.

VOTED: (1) That the District shall issue a bond or bonds in an aggregate principal amount not to exceed \$13,500,000 (the "Bonds") pursuant to Chapters 29C and 44 of the General Laws and a votes of the District passed June 25, 2012 (Article 2), which authorized a total borrowing of \$12,000,000, and September 14, 2013 (Article 1), which authorized a total borrowing of \$1,500,000, for the drinking water project identified in such votes (the "Project");

(2) that in anticipation of the issuance of the Bonds the District Treasurer is authorized to issue an interim loan note or notes (the "Notes") from time to time in an aggregate principal amount not to exceed \$13,500,000;

(3) that each Bond or Note shall be issued as a single registered security, and sold to the Massachusetts Water Pollution Abatement Trust (the "Trust") at a price determined pursuant to the Financing Agreement;

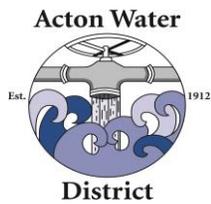
(4) that the District Treasurer is authorized to determine the date, the form, the maximum interest rate and the principal maturities of each Bond and Note, and to execute a Financing Agreement (or Agreements) with the Trust with respect to the sale of the Bonds and Notes, such date, form and maturities and the specific interest rate or rates of the Bonds and Notes to be approved by a majority of the Board and the District Treasurer and evidenced by their execution of the Bonds or Notes;

(5) that all action taken to date by the District and its officers and agents to carry out the Project and its financing, including the execution of any loan commitment or agreement by the District Treasurer, are hereby ratified, approved and confirmed; and

(6) that the District Treasurer and the other appropriate District officials are each hereby authorized to take any and all actions necessary or convenient to carry out the provisions of this vote, including execution and delivery of the Financing Agreement(s) and the Project Regulatory Agreement(s) relating to the Project.

I further certify that the vote was adopted at a meeting open to the public, that no vote was taken by secret ballot, that notice stating the place, date, time and agenda of the meeting (which agenda included the adoption of the above vote) was filed with the District Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk of the Town of Acton is located or, if applicable, in accordance with an alternative method of notice prescribed

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or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decisions in connection with the sale of the Bonds or Notes were taken in executive session, and that the official record of the meeting was made available to the public promptly and remains available to the public, all in accordance with G.L c.30A, §§18-25, as amended. I further certify that the vote has not been amended, supplemented or revoked and remains in effect on this date.

4. Discussion of Annual Report.

Mr. Allen brought up the discussion of the annual report with the Commissioners. He stated that in an effort to continue to streamline the report and save money, he recommends that they not include the entire audit report instead include an executive summary, or Letter to Management, highlighting the key areas.

Mr. Malchodi did state that these Annual Reports can be found at the public library and are an important historical record for the Town. His concern is that if information is left out of the report then that information will be difficult to attain when necessary.

Mr. Stuntz stated that the Annual Report should start with basics, figure out what is necessary to include, and then include information that the water takers should know about. The Annual Report should be thought of as a communication tool to the water takers.

Other New Business.

Mr. Allen informed the Commissioners that the District is experimenting with Twitter. Their Twitter account is #actonwater. Mr. Phillips suggested that the District look at using WordPress, a free blog that can be linked to Twitter.

Mr. Phillips made a motion to adjourn 8.45 p.m. and was unanimously approved.