

Water Supply District of Acton

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Commissioners and Finance Committee Meeting
Water Supply District of Acton
Meeting Minutes
November 14, 2016

AGENDA:

- A. Mara & Associates for Annual Audit Results
- B. Comments from Citizens
- C. Approve Minutes of October 31st Meeting

D. New Business:

- 1. DRAFT Budget for FY 2018
Presentation of DRAFT budget and warrant articles for the Fiscal Year 2018

E. Old Business:

- 1. Town of Concord's Proposal to Construct a Water Treatment Plant on Nagog Pond in Acton
Update from public hearing held on November 1st
Discussion of the District's role going forward
- 2. Nuclear Metals Superfund Update

The Board of Water Commissioners and Finance Committee meeting was called to order at 7:30 pm on Monday, November 14, 2016 at the Acton Water District office by Mr. Stephen Stuntz.

Present at Tonight's Meeting:

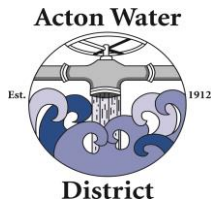
Ronald Parenti, Stephen Stuntz (Chairman), Leonard Phillips
District Manager: Chris Allen
District Counselor: Mary Bassett
District Treasurer: Mary Jo Bates
Environmental Manager: Matthew Mostoller
Finance Committee: Dave Butler, Charles Bradley, Bill Guthlein
WLMAC: Barry Rosen
Maureen Mara, Mara & Associates

A. Mara & Associates for Annual Audit Results

Ms. Mara presented to the Commissioners the results of the annual audit report for the year 2016. She referenced the management letter dated September 13, 2016 that is enclosed in tonight's packet and reviewed for the Commissioners the observations that were made in that letter.

B. Comments from Citizens

No comment from citizens this evening



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C. Approve Minutes of October 31st Meeting

Mr. Stuntz moved to accept the minutes of the meeting held on October 31, 2016, Mr. Parenti seconded the motion and it was unanimously approved.

D. NEW BUSINESS

1. Draft Budget for FY 2018.

Presentation of DRAFT budget and warrant articles for the Fiscal Year 2018:

Mr. Allen highlighted a few expenses for the Commissioners including:

* Middlesex Retirement expense is not 100% accurate, it's just an estimate, by the time the budget is finalized there will be the actual number in place.

* There was a 1.6% increase in expenses

Mr. Allen highlighted a few revenue items for the Commissioners including:

The debt service fee for FY 2018 will be \$45 per quarter down from the current \$46 per quarter

Cross connection fees, fire protection sprinklers, rent/lease (\$35,000/year loss due to dismantling of a cell tower at great hill) the revenue numbers were projected conservatively.

Mr. Allen reviewed the nine proposed warrant articles for 2017. He specifically referenced Article 8 which is for appropriating \$50,000 from Surplus Revenue for an engineered update of the District's Master Plan. Enclosed in the Commissioner's packets is a letter from the engineer, Wright-Pierce, explaining the scope and proposal fee for a comprehensive Water System Master Plan update to begin in March 2017. He stated that the Commissioners should provide any edits to the scope that they see fit.

Surplus Revenue was certified at \$1.6-million. Appropriations from warrant articles total \$1,010,000, leaving surplus revenue at \$600k.

E. OLD BUSINESS:

1. Town of Concord's Proposal to Construct a Water Treatment Plant on Nagog Pond in Acton.

Update from public hearing held on November 1st: Mr. Allen, Mr. Mostoller, and the Commissioners attended the hearing, it was 5 1/2 hours long. Good information transferred. The hearing was continued to December 14th. The decision date was extended to January 11th. The District presented their concerns and recommendations

Discussion of the District's role going forward: Mr. Allen informed the Commissioners that we will provide whatever support the Acton Selectmen need, and Mr. Allen will keep the Commissioners apprised of such.

2. Nuclear Metals Superfund Update.

Mr. Allen informed the Commissioners that there isn't much to update. There is another meeting coming up on 11/17/16 with stakeholders and regulators. He will have a better update for the Commissioners at the next scheduled meeting.

Mr. Stuntz moved to adjourn the meeting at 8:50 pm and it was unanimously approved.

Next District Meeting:

Monday, December 19th at 7:30 pm