

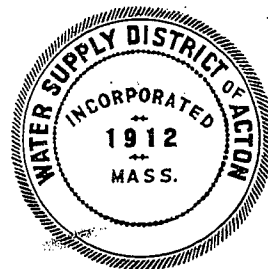
# **ANNUAL REPORT**

OF THE

## **WATER SUPPLY DISTRICT**

OF

**ACTON, MASSACHUSETTS**



FOR THE YEAR  
ENDING DECEMBER THIRTY-FIRST

# **1963**

MURPHY & SNYDER, INC. • MAYNARD, MASS.

**ORGANIZATION — 1963****Clerk**

MRS. BERYL B. SILVA Term expires 1964

**Water Commissioners**

EDWIN H. CHRISTOFFERSON Term expires 1966  
DONALD L. LORING Term expires 1965  
HARLAN E. TUTTLE Term expires 1964

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

Whitcomb Station, Mass. Avenue, West Acton

**Treasurer**

ORMAL S. LAFFIN Term expires 1964

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**Appointments by the Water Commissioners****Superintendent**

RAY L. HARRIS (tenure of office)

**Collector**

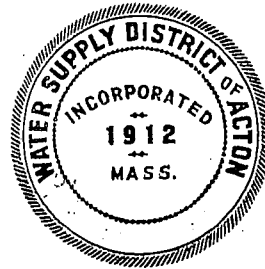
HAROLD M. RICHARDSON Term expires 1964

**Accountant**

MRS. BERYL B. SILVA Term expires 1964

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss.



To the Clerk of the Water Supply District of Acton,  
GREETINGS:

You are directed to notify the inhabitants of the Town of Acton, qualified to vote in election and town affairs on January 1, 1964, to assemble in:

Town Hall, Acton Center

**MONDAY, FEBRUARY 17, 1964**

**at 8:00 o'clock P. M.**

Then and there to act on the following articles:

Article 1. To choose a Moderator to preside at said meeting.

Article 2. To elect by ballot a Clerk for one year, a Treasurer for one year, and one member of the Board of Water Commissioners to serve for the term of three years, and to fix the salaries of same.

Article 3. To hear and act on the report of the Commissioners, the Treasurer, and other officers of the District.

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.

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.

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

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.

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.

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.

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.

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.

Article 12. To see if the District will vote to raise and appropriate the sum of fifteen thousand dollars (\$15,000); to install a diesel powered pump on the Allen Christofferson

property off School Street, and lay approximately 1,400 feet of 8-inch pipe with fittings to the existing main on School Street, and to authorize the Treasurer, with the approval of the Commissioners to borrow \$15,000.00 to meet said appropriation, or act anything thereon.

Article 13. To see if the District will vote to raise and appropriate a sum of money to extend a 12-inch water main for a distance of approximately 9,350 feet, in an easterly direction on Main Street (Route 27), from the end of the existing water main at Conant Station, 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.

And you are directed to serve this warrant by posting copies attested by you in three or more public places in the Water Supply District, seven days at least before the time of said meeting.

Hereof fail not and make due returns of this warrant with your doings thereon to the Water Commissioners on or before the time of holding said meeting.

Given under our hands this twenty-fourth day of January in the year one thousand nine hundred and sixty-four.

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

## REPORT OF THE WATER COMMISSIONERS

The District has had another busy year, and our big problem (water) is still our greatest concern. We thought we had a potential supply on the Wickes property in North Acton, but after driving a test well we found that it was not feasible to spend any more money due to the type of soil.

However, we have found a location on Allen Christofferson's property off School Street in South Acton, which will give us 350 gallons a minute for a period of 12 to 14 days which will definitely help during the hot summer period.

We do not feel that we should spend the money for a gravel-packed well as the recovery time is too slow to allow us to pump for a long period, so we are asking for money to install a temporary set-up. The State Board of Health has given us permission to use this site on a six-months per year basis.

The exceptionally fine weather this fall enabled the contractor who is building the new two-million gallon reservoir to complete much more than he had anticipated. Two or three weeks' work in the spring will put this much needed unit into operation, and should help in case of fire, and during the peak loads in the summer when the demand is greater than our pumping capacity.

The contract for the 16-inch main from Ethan Allen Drive to the reservoir was awarded to Whitney Associates of Fitchburg, and this has been completed.

There is only a 6-inch main from Arlington Street to Ethan Allen Drive, so we feel that this is the most important extension to complete in the coming year. This will enable the standpipe and the new reservoir to fill and drain at approximately the same rate and, we hope, do away with expensive valves and gates.

Along with the growth of the District and the demand for more water, we have other problems which confront us. They are not serious at present but your commissioners would like to bring them to your attention, so you will be thinking about them and make an intelligent decision when the time comes.

Our superintendent, Mr. Harris, has done a remarkable job in bringing and keeping the District a very efficiently run operation. It will be necessary for him to retire in two or three years although it is possible to have a two-year extension by a request of the commissioners.

Our collector, Mr. Richardson, is also doing a terrific job. His retirement is two years away and by then this position will definitely require a full-time worker because of the work load, real estate transfers, etc.

These two men are the keys to our efficient operation. Should we groom replacements for them or should we consider the possibility of the Town of Acton taking over the District?

In any event, your present commissioners will continue to do their very best to run it as efficiently as they have in the past. The final decision will be up to the voters.

We submit the estimated budget for 1964:

#### Estimated Revenues and Receipts

Hydrant Service .....	\$17,000.00	
Water Rates .....	99,000.00	
Sprinkler Service .....	290.00	
Installing and Repairs .....	12,000.00	
		<u>\$128,290.00</u>

#### Estimated Expenses for Current Year

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 .....	1,300.00	
		<u>\$126,600.00</u>
Estimated Gain .....		\$1,690.00

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

## REPORT OF THE SUPERINTENDENT

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To the Board of Water Commissioners:

The following report covers the activities of the District for 1963.

New house installations numbered 122 services and 42 old house services have been repaired or renewed.

The water main extension's at the bridge on Main St. and High St., as well as 400 ft. of 8" pipe on Minot Ave. have been completed.

Developers have installed water mains in Faulkner Hill Rd., Deacon Hunt Dr., Joseph Reed Lane, Russell Rd., Brookside Circle and off of Coughlin St. in a private development by Redcoat Realty Trust.

You will notice in the Collector's report that our increase in water pumped during 1963 was 28,963,000 gallons over that of 1962.

It was necessary to place a ban on lawn sprinkling again this past summer throughout the dry weather.

Respectfully submitted,

RAY L. HARRIS  
Superintendent



## REPORT OF THE DISTRICT CLERK

### WATER MEETING

Abstract of the proceedings of the annual meeting of the West and South Water Supply District of Acton, held in Town Hall, Acton Center,

MONDAY, FEBRUARY 18, 1963, at eight o'clock P. M.

Article 1. To choose a Moderator to preside at said meeting.

Chose James E. Kingsley, Moderator of the meeting. He was duly sworn to office by the Clerk.

Article 2. To elect by ballot a Clerk for one year, a Treasurer for one year, and one member of the Board of Water Commissioners to serve for the term of three years, and to fix the salaries of same.

On motion of the Board of Commissioners (D. L. Loring), it was voted to abide by the election laws of the Town of Acton for this meeting.

The Moderator appointed the following tellers: John D. Foley, Albert R. Jenks, Arthur W. Lee, and Earle W. Tuttle.

Voted to close ballot box at 9:03 P. M.

Total ballots cast: 236.

Commissioners for 3 years:

Robert E. Sweeney .....	66
Edwin H. Christofferson .....	167
Blank .....	3

Clerk for 1 year:

Beryl B. Silva .....	220
Blank .....	16

Treasurer for 1 year:

Ormal S. R. Laffin .....	218
Blank .....	18

Voted: To fix the salaries the same as last year.

Article 3. To hear and act on the report of the Commissioners, the Treasurer, and other officers of the District.

Voted: To accept the reports of the District officers.

Article 4. To see if the District will vote to accept the provisions of Chapter 667 of the Acts of 1962, relative to the change of name of the District and to the extension of the area of the District to cover the whole of the territory of the Town of Acton, viz:

#### WATER SUPPLY DISTRICT OF ACTON

An Act changing the name of the West and South Water Supply District of Acton and extending the Boundaries of said District.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Section 1. Chapter 326 of the Acts of 1912 is hereby amended by striking out section 1 and inserting in place thereof the following section:

Section 1. The inhabitants of the Town of Acton, liable to taxation in that town and residing therein, shall constitute a water supply district, and are hereby made a body corporate by the name of the Water Supply District of Acton, for the purpose of supplying themselves with water for the extinguishment of fires and for domestic and other purposes, with power to establish fountains and hydrants, and to relocate and discontinue the same, to regulate the use of such water and to fix and collect rates to be paid therefor, and to take, or acquire by lease, purchase or otherwise, and to hold property, lands, rights of way and other easements for the purposes mentioned in this act and to prosecute and defend all actions relating to the property and affairs of the district.

Section 2. Section 3 of said Chapter 326 is hereby amended by striking out, in line 11, the words "West and South."

Section 3. Section 5 of said Chapter 326 is hereby amended by striking out, in line 6, the words "West and South."

Section 4. Section 9 of said Chapter 326 is hereby amended by striking out, in line 1, the words "West and South," and by striking out, in line 2, the words "as aforesaid."

Section 5. Section thirteen of said Chapter 326 is hereby repealed.

Section 6. Chapter 258 of the Acts of 1946 is hereby repealed.

Section 7. All the powers, and duties and obligations vested in the West and South Water Supply District of Acton shall, on the effective date of this act, vest in the Water Supply District of Acton and when used in any statute, rule, regulation or instrument acknowledging indebtedness or other obligation the phrase West and South Water Supply District of Acton shall mean the Water Supply District of Acton.

Section 8. Upon acceptance of this act, all persons now in the service of the West and South Water Supply District of Acton shall continue to serve in the same capacity without loss of any rights, including, but not limited to, seniority, civil service, retirement and group insurance rights.

Section 9. This act shall take effect upon its acceptance, within two years from the date of its passage, by a majority vote of the voters of the West and South Water Supply District of Acton present and voting thereon at a district meeting called for such purpose.

to do or act thereon.

Voted: To accept the provisions of Chapter 667 of the Acts of 1962, relative to the change of name of the District and to the extension of the area of the District to cover the whole of the territory of the Town of Acton. (Unanimous vote).

Article 5. To see if the District or its successor 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, 1963, 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 6. To see if the District or its successor 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 for the year ending December 31, 1963, under the direction of the Commonwealth of Massachusetts.

Article 7. To see what sums of money the district or its successor will vote to raise and appropriate to defray the usual expenses of the District, or act anything thereon.

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

Bonds and Interest .....	\$43,000.00
Blue Cross and Group Insurance .....	1,000.00
Salaries and Wages .....	25,000.00
Equipment Rental .....	1,000.00
Lights, Power and Telephone .....	9,500.00
Fuel .....	500.00
Auto and Equipment Expense .....	3,000.00
Insurance and Rentals .....	1,500.00
Meters (New and Repairs) .....	7,500.00
Miscellaneous .....	1,800.00
Materials and Supplies .....	20,000.00
Mass. State Audit .....	500.00
Middlesex County Retirement .....	1,131.11

Total .....\$115,431.11

(Unanimous vote).

Article 8. To see if the District or its successor will vote to transfer from surplus revenue to the Salaries account the sum of \$17.76, to close out said account for 1962, or act anything thereon.

Voted: To transfer. (Unanimous vote).

Article 9. To see if the District or its successor will vote to transfer from surplus revenue to the Arlington Street Extension account the sum of \$1,500.00, or act anything thereon.

Voted: To transfer. (Unanimous vote).

Article 10. To see if the District or its successor will vote to transfer from surplus revenue to the Maintenance-Whitcomb Station account the sum of \$1,200.00, or act anything thereon.

Voted: To transfer. (Unanimous vote).

Article 11. To see if the District or its successor will vote to transfer from surplus revenue the sum of \$2,500.00,

to the Survey-New Water Supply account, or act anything thereon.

Voted: To transfer. (Unanimous vote).

Upon motion of the Board of Commissioners, it was voted to take up Article 14 before proceeding to Article 12.

Article 14. To see if the District or its successor will vote to amend article 14 of the meeting of February 16, 1953, by striking out the words "four percent" (4%), and substituting the words "six percent" (6%), and to strike out the words "as reduced by the fixed minimum charges levied on all services connected thereto," so that the whole article as amended shall read:

"That a guarantee be required on all new extensions, of six percent (6%) annually on the cost of construction, for a period of ten years from the time when water is turned on in extension, payable semi-annually."

to do or act thereon.

Voted: To amend article 14 of the meeting of February 16, 1953, by striking out the words "four percent" and substituting the words "six percent," and to strike out the words "as reduced by the fixed minimum charges levied on all services connected thereto," so that the whole article as amended shall read:

"That a guarantee be required on all new extensions, of six percent annually on the cost of construction, for a period of ten years from the time when water is turned on in extension, payable semi-annually."  
(Unanimous vote).

Article 12. To see if the District or its successor will vote to raise and appropriate a sum of money to extend an 8-inch water main a distance of three thousand feet (3,000) from the end of existing main on Parker Street, and to install hydrants and necessary 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. (Inserted at the request of Kennedy Bros. of Lincoln).

Voted: To raise and appropriate the sum of \$20,000.00, to extend an 8-inch water main a distance of 3,000 feet from the end of existing main on Parker Street, and to install hydrants and necessary fittings, and to authorize the Treasurer with the approval of the Commissioners to borrow \$20,000.00 to meet said appropriation. (Unanimous vote).

Article 13. To see if the District or its successor will vote to instruct the Board of Water Commissioners to be recorded in favor of the passage of House Bill No. 2960 for the 1963 session of the Legislature, relating to the mutual interest of the District and the Town of Boxborough concerning water supplies in said Town of Boxborough, reading substantially as follows:

AN ACT RELATIVE TO THE WEST AND SOUTH  
ACTON WATER SUPPLY DISTRICT AS IT RELATES  
TO THE SOURCE OF WATER SUPPLY IN THE TOWN  
OF BOXBOROUGH.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Section 1. Notwithstanding any provisions of chapter three hundred twenty-six of the acts of nineteen hundred and twelve, as most recently amended by chapter fifty-one of the acts of nineteen hundred and sixty-two, no ground water sources in the Town of Boxborough shall be used by said district until it is first determined by the Water Resources Commission that there exists in Boxborough a source or sources of ground water adequate for the future needs of Boxborough. If such an adequate supply is found within Boxborough, said District may use the excess for said district as in this act provided. The provisions of this section shall not prohibit any agreement by said town and said district to the contrary.

Section 2. The Town of Boxborough and said district are hereby authorized to enter into agreements for the joint investigation and use of ground water sources in the Town of Boxborough and to appropriate funds for said purpose and to do all acts and things necessary and convenient for carrying out such investigation. Said investigation may be carried out in conjunction with any agency of the state or federal government.

Section 3. The said district shall make available to any residents of Boxborough, excluding industries whose property abuts a public way in which a water main is laid under the provisions of chapter three hundred and twenty-six of the acts of nineteen hundred and twelve, domestic water service at the same rates charged within the district and hydrant service to the Town of Boxborough at the same rates charged to the Town of Acton. Hydrant installation is to be paid for by the Town of Boxborough.

Section 4. This act shall apply to the Town of Acton, if it succeeds to the rights and duties of the said District, to do or act thereon.

Voted: That the Board of Commissioners be and hereby is instructed to be recorded as in favor of this article. (Unanimous vote).

Article 15. To see if the District or its successor will vote to acquire by purchase, deed, grant or to take by eminent domain, a parcel of land situated on the top of Flagg Hill in Acton, consisting of about two (2) acres of land, bounded and described approximately as follows:

Northwesterly by the Acton-Boxborough Town line;  
Southwesterly by land of Henry Erikson;  
Southerly by the Acton-Stow Town line;  
Southeasterly by land of Flagg Hill Estates; and  
Northeasterly by land of Flagg Hill Estates

for the purpose of erecting a new standpipe or reservoir, and to acquire by purchase, deed, grant or take by eminent domain, all the necessary rights of way and easements for access, laying and relaying pipes, conduits and power lines, to do or act thereon.

Voted: To acquire by purchase, deed, grant or to take by eminent domain, a parcel of land situated on the top of Flagg Hill in Acton, consisting of about two acres of land as described in this article, for the purpose of erecting a new standpipe or reservoir, and to acquire by purchase, deed, grant or to take by eminent domain, all the necessary rights of way and easements for access, laying and relaying pipes, conduits and power lines. (Unanimous vote).

Article 16. To see if the District or its successor will vote to appropriate the sum of two hundred thousand dollars (\$200,000.00) for the purpose of purchasing and laying about one thousand (1,000) feet of sixteen (16) inch water main with all necessary gates and fixtures, to erect a standpipe or reservoir, to build all necessary rights of way and to authorize the Treasurer, with the approval of the Board of Water Commissioners to issue notes or bonds payable in not more than twenty years, for said sum in accordance with the provisions of Chapter 44 of the General Laws as amended, to do or act thereon.

Voted: To appropriate the sum of \$200,000.00, for the purpose of purchasing and laying about 1,000 feet of 16-inch water main with all necessary gates and fixtures, to erect a standpipe or reservoir, to build all necessary rights of way and to authorize the Treasurer, with the approval of the Board of Water Commissioners to issue notes or bonds payable in not more than twenty years, for said sum, in accordance

with the provisions of Chapter 44 of the General Laws as amended.

(Unanimous vote).

Voted to adjourn 9:40 P. M.

A true copy. Attest:

BERYL BANCROFT SILVA  
District Clerk

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#### WATER MEETING

Abstract of the proceedings of special meeting of the Water Supply District of Acton, held in Town Hall, Acton Center.

MONDAY, OCTOBER 14, 1963, 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 transfer from Surplus Revenue to the State Audit account, the sum of \$103.11, or act anything thereon.

Voted: To transfer. (Unanimous vote).

Article 3. To see if the District will vote to transfer from Surplus Revenue to the Miscellaneous account, the sum of \$500.00, or act anything thereon.

Voted: To transfer. (Unanimous vote).

Article 4. To see if the District will vote to transfer from Surplus Revenue to the Salaries and Wages account, the sum of \$2,000.00, or act anything thereon.

Voted: To transfer. (Unanimous vote).



Article 5. To see if the District will vote to transfer from Surplus Revenue to the Survey — New Water Supply account, the sum of \$3,000.00, or act anything thereon.

Voted: To transfer. (Unanimous vote).

Article 6. To see if the District will vote to raise and appropriate a sum of money to extend 8-inch water main, together with fittings and hydrants, a distance of approximately 350 feet in an easterly direction on Minot Avenue, from the existing main on Forest Road, and to authorize the Treasurer, with the approval of the Commissioners, to borrow such sums as may be necessary to complete this extension, or act anything thereon. (Inserted at the request of Malcolm R. Dunn and Robert J. Williamson).

Voted: To raise and appropriate the sum of \$2,500.00, to extend 8-inch water main, together with fittings and hydrants, a distance of approximately 350 feet in an easterly direction on Minot Avenue, from the existing main on Forest Road, and to authorize the Treasurer, with the approval of the Commissioners, to borrow \$2,500.00, to meet said appropriation. (Unanimous vote).

Voted to adjourn, 8:15 P. M.

A true copy. Attest:

BERYL BANCROFT SILVA  
Clerk

**REPORT OF THE COLLECTOR OF WATER RATES  
1963**

Charges .....	\$128,280.53	
Overpayments .....	43.77	
Refunds .....	139.28	
Outstanding 12/31/62 .....	1,650.62	
		\$130,114.20
Payments to Treasurer .....	\$125,373.21	
Abatements .....	266.88	
Credit Balances .....	43.77	
*Outstanding Jan. 1, 1964 .....	4,430.34	
		\$130,114.20
*Temp. Disc. Serv. ....	\$28.00	
No Water Serv. ....	781.16	
45 days .....	130.71	
	\$939.87	
Shut Off Notices .....	3,490.47	
		\$4,430.34

**Metered Water from October 1, 1962 to October 1, 1963**

236,150,146 gallons

**Water Pumped from October 1, 1962 to October 1, 1963**

266,920,000 gallons

**Number of New Services Installed 1963**

Center .....	30
South .....	66
West .....	54

**Assessed Valuation of the District**

January 1, 1964 ..... \$14,346,713.00

Respectfully submitted,

HAROLD M. RICHARDSON  
Collector

## REPORT OF THE DISTRICT ACCOUNTANT

To the Board of Water Commissioners:

In accordance with the vote of the District, the Commonwealth of Massachusetts was requested to conduct an audit of the accounts of the District officers, for the year ending December 31, 1963. To date we have received no word from the Director of Accounts as to when this audit will be conducted.

As the State audit of the books for the year 1962 was not completed until some time after the annual District meeting of 1963, it was impossible to include a statement of audit in the annual report for last year. This statement is included in this 1963 annual report.

Submitted herewith is a summary of appropriations and expenditures for the year 1963.

BERYL BANCROFT SILVA  
District Accountant

### Summary of Appropriations and Expenditures

Account	Appropriated	Expended	Balance
Salaries and Wages .....	\$25,000.00		
* .....	2,000.00	\$25,179.17	\$1,820.83
Bonds and Interest .....	43,000.00	37,751.62	5,248.38
Equipment Rental .....	1,000.00	349.70	650.30
Lights, Power and Telephone .....	9,500.00	8,704.89	795.11
Fuel .....	500.00	425.55	74.45
Auto and Equipment Expense .....	3,000.00	1,563.00	1,437.00
Insurance and Rentals .....	1,500.00	1,123.96	376.04
Meters .....	7,500.00	6,161.53	1,338.47
Miscellaneous .....	1,800.00		
* .....	500.00	2,034.22	265.78
Materials and Supplies .....	20,000.00	14,523.65	5,476.35
Mass. State Audit .....	500.00		
* .....	103.11	603.11	-----
Middlesex County Retirement .....	1,131.11	1,131.11	-----
Blue Cross and Group Insurance .....	1,000.00	596.24	403.76

### Special Appropriations

High St. — Main St. (Bal. 1/1/63) ..	\$1,300.00	\$1,300.00	-----
High St. III (Bal. 1/1/63) .....	4,997.80	4,900.00	97.80
Maintenance — Whitcomb Station .....	1,200.00	1,183.29	16.71
Parker Street Extension .....	20,000.00	71.50	19,928.50
Flagg Hill Reservoir .....	200,000.00	127,843.09	72,656.91

Survey—New Water Supply (Bal.			
1/1/63) .....	970.50		
	2,500.00		
*	3,000.00	6,422.28	48.22

(\* Additional appropriation)

## Debt Account

Net Funded or Fixed	Water Main and Supply Loans:	
Debt .....	\$298,780.00	
	1954 .....	\$3,000.00
	1955 .....	5,400.00
	1957 .....	4,800.00
	1959 .....	1,600.00
	1960 .....	20,300.00
	1961 .....	30,680.00
	1962 .....	18,000.00
	1963 .....	220,000.00
	<u>\$298,780.00</u>	<u>\$298,780.00</u>

## TREASURER'S REPORT

Cash in Bank, January 1, 1963 .....	\$19,563.67
Receipts .....	\$125,374.21
Bond Loans .....	226,000.00
Bond Interest .....	1,129.69
Blue Cross, Blue Shield and Insurance .....	293.12
	<hr/>
	352,797.02
	<hr/>
	\$372,360.69
Less:	
Paid Out Commissioners' Orders .....	240,869.88
	<hr/>
	\$131,490.81
Cash on Hand: Dec. 31, 1963	
Middlesex County National Bank ....	\$55,820.06
National Shawmut Bank .....	75,670.75
	<hr/>
	\$131,490.81

## BONDS

Bonds Outstanding, January 1, 1963 ....	\$107,380.00
Bond Loans, 1963 .....	226,000.00
	<hr/>
	\$333,380.00
Bonds Paid, 1963 .....	34,600.00
	<hr/>
Bonds Outstanding, December 31, 1963	\$298,780.00

ORMAL S. LAFFIN  
Treasurer

**BY-LAWS**

(as adopted and amended to June, 1960)

- I The annual meeting of the Water Supply District shall be held on the third Monday of February of each year for the election of officers, and for the transaction of other necessary business connected with the District.
- II All meetings may be called by a majority of the Board of Water Commissioners, directed to the Clerk, or as specified in Chapter 326 of the Acts of 1912, Section 8.
- III All warrants shall be posted at least seven days before the time of meeting.
- IV The Clerk shall preside at each meeting until a Moderator is chosen. No business shall be transacted until after the election of a Moderator.
- V At each annual meeting there shall be elected by ballot, one Commissioner for a term of three years, a Clerk and a Treasurer for a term of one year.
- VI If a vacancy should occur for any cause in the office of Clerk, Treasurer, or any other officer of this District, except the Board of Water Commissioners, it may be filled for any such unexpired term by the Water Commissioners.
- VII The Board of Commissioners shall annually in the report to the District, give an estimated budget for the ensuing year.

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**By-Laws To Regulate The Nomination and Election Of Officers Of The District:**

- I The purpose of the By-Laws hereinafter set forth are to regulate the nomination and election of officers for the District so that the voters of the District may have knowledge of the candidates prior to an election.
- II All elections to any office in the District shall be by means of a printed ballot. This ballot shall be caused to be printed by the Commissioners acting as election officers from information furnished to them by the Clerk of the District as provided hereinafter.

- III No person's name shall be printed on the aforesaid ballot unless he or someone on his behalf has filed with the Clerk of the District not later than five o'clock in the afternoon of the second Monday in January of any year, a petition signed by at least one percent of the registered voters in the district setting forth the office for which he is a candidate and containing a statement signed by the candidate that he will accept the office, if elected.
- IV Nothing herein shall be construed as preventing a vote by stickers or writing in the name of a candidate, all as provided in the General Laws, except that no such sticker or write-in candidate shall be deemed to be elected unless he has received valid votes equivalent to 1% of the total of the number of registered voters in the district, as hereinafter determined.
- V The Commissioners, acting as election officers, shall prepare as of January 1 in any year, a list of eligible voters from the official voting list of the Town of Acton as of that time. This list shall remain closed until after the annual meeting of the District. The list shall then be reviewed and revised for all subsequent special meetings, up to the day of the special meeting. These lists shall then be used to determine the right of any person to vote at any election or any meeting of the district.
- VI All candidates elected to offices in the district shall be sworn to the performance of their duties by the Clerk of the District, except in the case of the Clerk, who shall be sworn by any of the Commissioners. The Clerk shall make a record of the facts in the minutes of the meeting.

THE COMMONWEALTH OF MASSACHUSETTS

Department of Corporations and Taxation

Bureau of Accounts

80 Mason Street, Boston 11

April 18, 1963

To the Board of Water Commissioners  
Water Supply District of Acton  
Acton, Massachusetts

Gentlemen:

I submit herewith my report of an audit of the books and accounts of the Water Supply District of Acton for the fiscal year 1962, made in accordance with the provisions of Chapter 44, General Laws. This is in the form of a report made to me by Mr. William Schwartz, Assistant Director of Accounts.

Very truly yours,

ARTHUR H. MACKINNON

Director of Accounts

AHM:gbs

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Mr. Arthur H. MacKinnon  
Director of Accounts  
Department of Corporations and Taxation  
Boston, Massachusetts

Sir:

As directed by you, I have made an audit of the books and accounts of the Water Supply District of Acton for the fiscal year 1962, and submit the following report thereon:

The records of financial transactions of the departments receiving or disbursing money for the district or committing bills for collection were examined and checked with the records of the district treasurer and the district accountant.

The books and accounts in the district accountant's office were examined and checked in detail. The recorded receipts were checked with the district treasurer's books, while the recorded payments were compared with the treasurer's cash book and with the orders approved by the district commissioners. The appropriations and transfers, as entered, were checked with the district clerk's records of district meeting votes.

The ledger accounts were analyzed, a trial balance was taken off proving the accounts to be in balance, the necessary adjustments resulting from the audit were made, and a balance sheet, which is appended to this report, was prepared



showing the financial condition of the district on December 31, 1962.

The books and records of the district treasurer were examined and checked. The cash book additions were verified, and the recorded receipts were compared with the departmental records of payments to the treasurer. The payments, as recorded, were compared with the commissioners' orders authorizing the treasurer to disburse district funds and with the district accountant's records.

The cash balance on February 12, 1963 was proved by reconciliation of the bank balance with a statement furnished by the depository.

The records of payroll deductions on account of Federal and State taxes, county retirement system, and Blue Cross and Blue Shield were examined and checked, and the payments to the proper agencies were verified. The balances were reconciled with the district accountant's ledger controls.

The recorded payments on account of maturing debt and interest were compared with the cancelled securities and coupons on file.

It is again recommended that payroll deductions be entered as receipts by the treasurer and that payments to the proper agencies appear on the commissioners' approved warrants.

The additional time that was necessary to effect a proper reconciliation of the treasurer's cash added materially to the length of the audit. Accordingly, it is recommended that the accountant and the treasurer take the necessary steps to see that their records are in agreement at the close of each month.

The books and accounts of the district water collector were examined and checked in detail. The charges for water rates and services outstanding at the time of the previous examination, together with all subsequent lists of charges, were audited and proved.

The recorded collections for water rates and services were checked with the payments to the district treasurer, the abatements were compared with the records of abatements granted by the commissioners, and the outstanding accounts were listed and reconciled with the accountant's ledger.

Further verification of the outstanding accounts was made by mailing notices to a number of persons whose names appeared on the books as owing money to the district, the replies received thereto indicating that the accounts, as listed, are correct.

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

Appended to this report, in addition to the balance sheet, are tables showing a reconciliation of the treasurer's cash, and summaries of the payroll deductions and water accounts.

During the progress of the audit cooperation was received from the several officials of the district, for which, on behalf of my assistants and for myself, I wish to express appreciation.

Respectfully submitted,

WILLIAM SCHWARTZ  
Assistant Director of Accounts

WS:gbs

WATER SUPPLY DISTRICT OF ACTON  
BALANCE SHEET — DECEMBER 31, 1962

GENERAL ACCOUNTS

Assets

Cash:		
General .....	\$19,562.86	
Advance for Petty:		
Water Collector .....	20.00	
Accounts Receivable:		
Water Rates and Services .....	3,683.81	
Loan Authorized:		
High Street Extension .....	6,000.00	
Unprovided For or Overdrawn Accounts:		
Payroll Deductions:		
Blue Cross and Blue Shield .....	52.72	
Overdrawn Appropriations:		
Salaries .....	\$17.76	
High Street Extension .....	1,002.20	
	<u>\$1,019.96</u>	
		\$30,339.35

Liabilities and Reserves

Payroll Deductions:		
Federal Taxes .....	\$551.50	
State Taxes .....	48.72	
County Retirement System .....	81.46	
	<u>\$681.68</u>	
Appropriation Balances:		
Revenue:		
New Water Supply Survey .....	\$970.50	
Non-Revenue:		
New Wells .....	42.65	
High Street — Main Street Extension .....	1,300.00	
Arlington Street Extension .....	1,996.10	
	<u>\$4,309.25</u>	
Loans Authorized and Unissued .....	6,000.00	
Revenue Reserved Until Collected:		
Rates and Services .....	3,683.81	
Reserve for Petty Cash Advance .....	20.00	
Surplus Revenue .....	<u>15,644.61</u>	
		\$30,339.35

## Debt Accounts

Net Funded or Fixed	Serial Loans:
Debt .....\$107,380.00	Water Mains 1949 .. \$4,000.00
	Water Mains 1953 .. 2,000.00
	Water Mains 1954 .. 6,000.00
	Water Mains 1955 .. 2,100.00
	Water Supply 1955 .. 6,000.00
	Water Mains 1957 .. 6,000.00
	Water Mains 1959 .. 3,300.00
	Water Mains 1960 .. 12,000.00
	Water Supply 1960 .. 20,300.00
	Water Mains 1961 .. 8,000.00
	Water Supply Land
	1961 ..... 28,680.00
	Water Mains 1962 .. 9,000.00
<u>\$107,380.00</u>	<u>\$107,380.00</u>

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