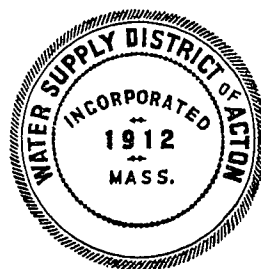


ANNUAL REPORT
OF THE
WATER SUPPLY DISTRICT
OF
ACTON, MASSACHUSETTS



For the Year Ending December Thirty-first

1971

IN MEMORIAM



Albert F. Ziman

"Mike"

For eight years he served the interests of the Water Supply District of Acton as a truly dedicated employee.

For these many years his anger was seldom, smile often, and kind words many. For those of us who were privileged to know him, these wonderful memories will not be forgotten.

ORGANIZATION - 1971

Moderator

MILFORD B. BOTTOMLEY Term expires 1972

Clerk

MRS. BERYL B. SILVA Term expires 1972

Water Commissioners

ALVIN R. PIPER Term expires 1972

HARLAN E. TUTTLE Term expires 1973

KEVIN B. SWEENEY Term expires 1974

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

Whitcomb Station, Mass. Avenue
West Acton

Treasurer

CARL R. GODFREY Term expires 1972

Appointments by the Water Commissioners

Superintendent

STEPHEN W. SCRIBNER Term expires 1972

Collector

HAROLD M. RICHARDSON Retired July 1, 1971

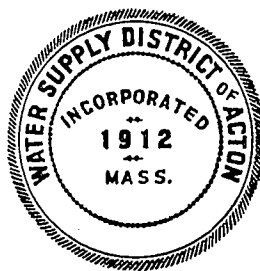
STEPHEN G. PETERSON Appointed July 1, 1971
Term expires 1972

Accountant

MRS. BERYL B. SILVA Term expires 1972

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 elections and town affairs on JANUARY 1, 1972, to assemble in the

Acton-Boxborough Regional High School Auditorium
Charter Road, West Acton

WEDNESDAY, FEBRUARY 9, 1972

at 7:00 o'clock P. M.

Then and there to act on the following articles:

ARTICLE 1. To elect by ballot a Moderator for one year, 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 2. To act on the reports of the Commissioners, the Treasurer, and other officers and committees of the District.

ARTICLE 3. To see if the District will authorize the Treasurer with the approval of the Water Commissioners, to borrow money in anticipation of revenue for the financial year beginning January 1, 1972, in accordance with provisions of General Laws, Chapter 44, Section 4, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of General Laws, Chapter 44, Section 17, or take other action relative thereto.

ARTICLE 4. To see if the District will vote to instruct the Commissioners to have an audit of the various accounts of the District or act anything thereon.

ARTICLE 5. To see what sums of money the District will vote to raise and appropriate to defray the usual expenses of the District.

ARTICLE 6. To see if the District will vote to transfer from surplus revenue to the reserve account, the sum of \$2,500.00, or any other sum, or act anything thereon.

ARTICLE 7. To see if the District will vote to transfer the unexpended balance of \$4,654.01, in the Hayward Road Extension account to the Main St.-Charter Rd.-Junior High School Extension account, or act anything thereon.

ARTICLE 8. To see if the District will vote to extend the existing water main from the Conant Station on Main Street, Northerly to Great Road (Rt. 2A & 119), thence Northwesterly along Great Road (Rt. 2A & 119), to a point approximately 1700 feet beyond Henley Road; the total distance being 9,200 feet more or less, and to raise and appropriate or transfer from any available source or to borrow under authority of Chapter 44 of the General Laws, as amended, the sum of \$240,000.00, or any other sum for said purpose, and to authorize the Treasurer with the approval of the Commissioners to borrow such sums as may be necessary to meet said appropriation, and to further authorize the Commissioners to make application for any Federal or State assistance which may be available, or to take any other action relative thereto.

ARTICLE 9. To see if the District will vote to appropriate from surplus revenue, the sum of \$1,000.00, for the Water District's share of the cost of the new base station being installed at the Acton police station, or take any other action relative thereto.

ARTICLE 10. To see if the District will vote to appropriate from surplus revenue, the sum of \$4,500.00, or any other sum, for a new 3/4-ton truck, to replace the 1966 Chevrolet truck currently in use, and to authorize the Commissioners to trade or sell the 1966 truck, or take any other action relative thereto.

ARTICLE 11. To see if the District will vote to authorize the Commissioners to enter into a written agreement with Assabet Sand & Gravel Company, Inc., a Massachusetts corporation having a usual place of business in

Acton, Massachusetts, regarding the removal of overburden and required landscaping incident thereto on land owned by the District located off Powder Mill Road and New High Street. Said agreement to be for one year and subject to the prior approval of the Department of Public Health, Commonwealth of Massachusetts, and subject to the terms and conditions of an existing permit from the Board of Appeals, Town of Acton. Said agreement shall also contain whatever restrictions the District or Board of Selectmen, or both, deem necessary to protect the interests of the District and the Town. The District is to be reimbursed by Assabet Sand & Gravel Company, Inc., under the terms of said agreement; or to take any other action relative thereto.

ARTICLE 12. To see if the District will authorize the Commissioners to acquire by purchase, or take by eminent domain, or to accept as a gift, or otherwise acquire, for water supply purposes and the erection of a future standpipe, a certain parcel of land containing about 4 acres, more or less, located North of Wampus Avenue and West of Route #27, presently owned by Mabel J. Jenks, and being a part of parcel #7 and parcel #13 on Map D-5 of the Town Atlas, amended to January 1, 1969. Together with an easement 50 feet wide to be used for all purposes for which streets and ways are commonly used in said Acton and to be used in common with others entitled thereto. And to raise and appropriate or transfer from any available source, or to borrow under authority of Chapter 44 of the General Laws, as amended, and authorize the Treasurer, with the approval of the Commissioners, to borrow such sums as may be necessary to meet said appropriation, or to take any other action relative thereto.

ARTICLE 13. To see if the District will vote to raise and appropriate or transfer from any available source, or to borrow under authority of Chapter 44 of the General Laws as amended, a sum of money for sandblasting and repainting the Great Hill standpipe in South Acton, and authorize the Treasurer, with the approval of the Commissioners, to borrow such sums as may be necessary to meet said appropriation, or to take any other action relative thereto.

ARTICLE 14. To see if the District will vote to raise and appropriate or transfer from any available source, or borrow under authority of Chapter 44 of the General Laws, as amended, the sum of \$2,500.00, or any other sum, for the purpose of installing a security system at the Whitcomb Station, West Acton, and authorize the Treasurer, with the approval of the Commissioners, to borrow such sums as may be necessary to meet said appropriation, or to take any other action relative thereto.

ARTICLE 15. To see if the District will vote to extend the existing water main from Elm Street, and install an 8-inch water main, with hydrant and fittings, in Elm Court, a private way, a distance of approximately 320 feet to land to be acquired by the Acton Housing Authority, and to raise and appropriate or transfer from any available source, or to borrow under authority of Chapter 44 of the General Laws, as amended, the sum of \$2,500.00, or any other sum, and authorize the Treasurer, with the approval of the Commissioners, to borrow such sums as may be necessary to meet said appropriation, or to take any other action relative thereto.

ARTICLE 16. To see if the District will vote to accept the provisions of Massachusetts General Laws Chapter 40, Section 42G, 42H and 42I, as amended, and hereinafter set forth:

Section 42G

Special Assessments to Meet Cost of Laying Water Pipes in Certain Ways. Any city, town or district having a water supply or water distributing system which, in the case of a city or town, accepts this section and the two following sections in cities other than Plan E cities by vote of the city council subject to the city charter, or Plan E cities by vote of the city council, in towns or districts by vote of its inhabitants at an annual town or district meeting called therefor, may provide by ordinance, by-law or vote for the levy of special assessments to meet the whole or part of the cost thereafter incurred of laying pipes in public and private ways for the conveyance or distribution of water to its inhabitants. Such city, town or district may provide that an owner of land which receives benefit from the laying of water pipes in public and private ways upon which his land abuts or which by more remote means receives benefit through the supply of water to his land or buildings shall pay a proportionate part of the cost not already assessed of extending such water supply to his land.

The amount to be charged against each parcel of land receiving such benefit shall include the cost of the pipes and other material and of the labor in laying them and other expenses incidental thereto and shall be ascertained, assessed and certified by the water commissioners or the other officers in charge of the supply and distribution of water in such city, town or district.

Section 42H

Same Subject; Fixed Uniform Rate. A city, town or district having a water supply or water distributing system may provide that assessment for the cost of providing and laying water pipes thereafter in public and private ways shall be made upon the several parcels of land receiving benefit from the laying of such pipes by a fixed uniform rate based upon the estimated average cost of all the water pipes therein and the laying thereof, according to the frontage of such land on any way in which a water pipe is laid, or according to the area of such land within a fixed depth from such a way, or according to valuation for purposes of taxation in the last annual assessment; or according to two or all of such measures.

Section 42I

Same Subject; Recording of Determination, Etc.; Assessments as Liens, Etc. Whenever the water commissioners or other officers in charge of the supply and distribution of water in a city, town or district which has accepted sections forty-two G to forty-two I, inclusive, determine to lay water pipes in public and private ways and assessments may be made under said sections for the construction of such improvement, they shall forthwith cause to be recorded in the registry of deeds of the county or district in which such city, town or district is situated a statement of their action, which shall specify the ways in which such water pipes are to be laid and shall describe such land as does not abut upon any such way which is to be assessed for such improvement, and which shall designate as the owner of each parcel upon which a lien is to be imposed by this section the person who was liable to assessment therefor on the preceding January first under the provisions of chapter fifty-nine. All assessment imposed under sections forty-two G and forty-two H upon any land which abuts upon any such ways in which such water pipes are to be laid or is included in such description shall constitute a lien upon such land from the time such statement is recorded. The provisions of chapter eighty relative to the apportionment, division, reassessment, abatement and collection of assessments, and to interest, shall apply to assessments under this chapter. No

assessment shall be levied under sections forty-two H to forty-two I, inclusive, in excess of the benefit to the land assessed from the laying of the water pipes for which the assessment is levied and if any assessment is found to exceed such benefit, it shall be abated. The water commissioners or other officers in charge of the supply and distribution of water as aforesaid shall, if the order for assessment is upon land not built upon, extend the time of payment of the assessment and interest thereon at the rate of four percent until it is built upon or for a fixed time; and the assessment and interest shall be paid within three months after such land is built upon or at the expiration of such fixed period,

or to take any other action relative thereto.

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 eleventh day of January in the year one thousand nine hundred seventy-two.

ALVIN R. PIPER
HARLAN E. TUTTLE
KEVIN B. SWEENEY

Water Commissioners

A true copy. Attest:

District Clerk.

REPORT OF THE WATER COMMISSIONERS

The Commissioners of the Water Supply District of Acton make the following report:

With this annual report you have received a copy of the master plan prepared by the firm of Dufresne-Henry, who have been the consulting engineers for the past few years for the District. We suggest that you carefully consider the recommendations of the master plan and help your commissioners initiate them. Of great importance is the recommendation to construct a standpipe/reservoir in the Route 2A section of Acton.

Nineteen seventy-one was another year of growth for your water district. Because of this growth and the efficient administration of the district we have been able to operate without increasing the water rates for the 10th consecutive year.

Your commissioners strongly urge the owners of swimming pools to fill their pools before May 15th. Last year, it was quite apparent that most of the pools in town were filled at the same time. That put a tremendous demand on the reserve and it was necessary for your commissioners to restrict the outside use of water. Since Well Sites Number One and Two at the Assabet location will be in full operation this year, we are confident that no restrictions will be necessary. Outside watering should be done after sunset. Please use good common sense and don't be wasteful.

Your water commissioners are strongly against the merger of the District with the Town of Acton. We request your attendance at the Annual Town Meeting to defeat the article pertaining to the proposed merger.

A Finance Committee was appointed and organized this year and their services have been of great assistance to the district. Those appointed by the Moderator were Mr. Frederick H. Bubier, Chairman, Mr. Robert Nelson, and Mr. Donald Loring.

Of major concern to us is the possible pollution of the Whitcomb Well situated in West Acton near the Boxborough Town Line. Apartment dwellings and a large development of private homes could influence that particular area.

We thank all the Town of Acton officials who have been so cooperative and willing to meet and work with us.

ALVIN R. PIPER
HARLAN E. TUTTLE
KEVIN B. SWEENEY
Water Commissioners

Estimated Budget for 1972

Estimated Revenues and Receipts

| | | |
|---------------------------|------------------|--------------|
| Hydrant Service | \$ 21,000.00 | |
| Water Rates | 232,000.00 | |
| Sprinkler Service | 1,000.00 | |
| Installations and Repairs | <u>20,000.00</u> | |
| | | \$274,000.00 |

Estimated Expenses for Current Year

| | | |
|-----------------------------|-----------------|---------------------|
| Group Insurance | \$ 4,000.00 | |
| Bonds and Interest | 93,000.00 | |
| Salaries and Wages | 80,000.00 | |
| Equipment Rental | 1,500.00 | |
| Lights, Power and Telephone | 21,000.00 | |
| Fuel | 1,000.00 | |
| Auto and Equipment Expense | 3,500.00 | |
| Insurance and Rentals | 3,500.00 | |
| Meters (new and repairs) | 13,000.00 | |
| Maintenance and Operation | | |
| (materials and supplies) | 28,000.00 | |
| Miscellaneous | 2,000.00 | |
| Middlesex County Retirement | 3,200.00 | |
| Mass. State Audit | 3,200.00 | |
| Land Survey | 2,000.00 | |
| Legal Expenses | 7,500.00 | |
| Land Appraisal | 2,000.00 | |
| Engineering Expenses | <u>5,000.00</u> | |
| | | <u>\$273,400.00</u> |

| | |
|----------------|-----------|
| Estimated Gain | \$ 600.00 |
|----------------|-----------|

REPORT OF THE SUPERINTENDENT

To the Board of Water Commissioners:

The following report covers the activities of the District for 1971.

New house installations numbered 132. Old house services repaired or renewed numbered 30. Old meters replaced with new outside meters numbered 298.

The water main extensions on Old High Street, Arlington Street, and Main Street were completed this year.

Total water pumped from October 1, 1970 to September 30, 1971: 393,191,900 gallons.

Total water metered from October 1, 1970 to September 30, 1971: 360,124,441 gallons.

Total number of hydrants as of January 1, 1972: 610.

Respectfully submitted,

STEPHEN W. SCRIBNER
Superintendent

ANNUAL MEETING

Abstract of the proceedings of the annual meeting of the Water Supply District of Acton, held in Florence A. Merriam School, Charter Road, West Acton

Wednesday, February 10, 1971, at 7:00 o'clock P. M.

ARTICLE 1. To elect by ballot a Moderator for one year, 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.

Total number of registered voters present: 51
Total number of ballots cast: 34

The following were elected:

| | |
|----------------------------|----|
| Commissioners for 3 years: | |
| Kevin B. Sweeney | 32 |
| Blank | 2 |

| | |
|-----------------------|----|
| Moderator for 1 year: | |
| Milford B. Bottomley | 34 |

| | |
|-------------------|----|
| Clerk for 1 year: | |
| Beryl B. Silva | 32 |
| Blank | 2 |

| | |
|-----------------------|----|
| Treasurer for 1 year: | |
| Carl R. Godfrey | 34 |

VOTED: To fix the salaries as follows:

| | |
|---------------------------|---------------------|
| Chairman of Commissioners | \$ 500.00 per year. |
| 2 Commissioners | 300.00 ea. per year |
| Treasurer | 1,000.00 per year |
| Moderator | 15.00 per meeting |
| Clerk | 500.00 per year |

ARTICLE 2. To act on the reports of the Commissioners, the Treasurer, and other officers of the District.

VOTED: To accept the reports of the District officers.

ARTICLE 3. To see if the District will authorize the Treasurer with the approval of the Water Commissioners, to borrow money in anticipation of revenue for the financial year beginning January 1, 1971, in accordance with provisions of General Laws, Chapter 44, Section 4, and to renew

any note or notes as may be given for a period of less than one year, in accordance with the provisions of General Laws, Chapter 44, Section 17, or take other action relative thereto.

VOTED: To authorize the Treasurer with the approval of the Water Commissioners, to borrow money in anticipation of revenue for the financial year beginning January 1, 1971, in accordance with provisions of General Laws, Chapter 44, Section 4, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of General Laws, Chapter 44, Section 17.

ARTICLE 4. To see if the District will vote to instruct the Commissioners to have an 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 District under the direction of the Commonwealth of Massachusetts.

ARTICLE 5. To see what sums of money the District will vote to raise and appropriate to defray the usual expenses of the District.

VOTED: To appropriate the receipts of the District for maintenance and operation of the District, and specific appropriations as follows:

| | |
|-----------------------------|--------------|
| Group Insurance | \$ 3,000.00 |
| Bonds and Interest | 90,000.00 |
| Salaries and Wages | 75,000.00 |
| Equipment Rental | 1,500.00 |
| Lights, Power and Telephone | 18,000.00 |
| Fuel | 1,000.00 |
| Auto and Equipment Expense | 3,500.00 |
| Insurance and Rentals | 3,000.00 |
| Meters (new and repairs) | 15,000.00 |
| Maintenance and Operation | |
| (materials and supplies) | 28,000.00 |
| Miscellaneous | 2,000.00 |
| Middlesex County Retirement | 3,000.00 |
| Mass. State Audit | 2,000.00 |
| Land Survey | 3,000.00 |
| Legal Expenses | 7,500.00 |
| Land Appraisal | 1,000.00 |
| Engineering Expenses | 5,000.00 |
| Total | \$261,500.00 |

(Unanimous vote.)

ARTICLE 6. To see if the District will vote to appropriate from surplus revenue the sum of \$5,000.00 or any other sum, for a reserve fund, in accordance with the provisions of General Laws, Chapter 40, Section 6, or take other action relative thereto.

VOTED: To transfer from surplus revenue the sum of \$5,000.00 to a reserve fund, in accordance with the provisions of General Laws, Chapter 40, Section 6. (Unanimous vote.)

ARTICLE 7. To see if the District will vote to transfer from surplus revenue to the Water Survey account, the sum of \$30,000.00, or any other sum, or act anything thereon.

VOTED: To transfer from surplus revenue to the Water Survey account the sum of \$30,000.00. (Unanimous vote.)

ARTICLE 8. To see if the District will vote to transfer from surplus revenue, the unexpended balance of \$5,738.58, from the Willow Street Extension account, voted under article 8, of the annual meeting of February 19, 1968, or act anything thereon.

VOTED: To transfer to surplus revenue, the unexpended balance of \$5,738.58, from the Willow Street Extension account, voted under article 8 of the annual meeting of February 19, 1968. (Unanimous vote.)

ARTICLE 9. To see if the District will vote to rescind action taken under article 8 of the special meeting of June 9, 1969, which reads as follows:

"Voted: To appropriate from surplus revenue the sum of \$6,000.00, to extend 8-inch water main together with fittings and hydrants a distance of approximately 600 feet on Partridge Pond Road from the existing main on Taylor Road."

VOTED: To rescind the action taken under article 8 of the special meeting of June 9, 1969, and return the \$6,000.00 to the surplus revenue account. (Unanimous vote.)

ARTICLE 10. To see if the District will ratify the action taken under article 3 of the warrant for the special meeting of the District, August 12, 1970, wherein \$18,000.00 was transferred from the surplus revenue account to the Survey for New Water Supply account, or to take any other action relative thereto.

VOTED: That the District ratify the action taken under article 3 of the warrant for the special meeting of the District, August 12, 1970, wherein \$18,000.00 was transferred from the surplus revenue account to the Survey for New Water Supply account. (Unanimous vote.)

ARTICLE 11. To see if the District will vote to install an 8-inch water main from the existing main on New High Street, together with hydrants and necessary fittings, a distance of approximately 500 feet to the property of R & H Products, Inc., on Old High Street, and to raise and appropriate or transfer from any available source or to borrow under authority of Chapter 44 of the General Laws as amended, a certain sum of money for said purpose. To do or act thereon.

VOTED: That the District install an 8-inch water main from the existing main on New High Street, together with hydrants and necessary fittings, a distance of approximately 500 feet to the property of R & H Products, Inc., on Old High Street, and to transfer from surplus revenue the sum of \$4,000.00. The abutters are to reimburse the District for 60% of the cost of the work to be performed under this article. (Unanimous vote.)

ARTICLE 12. To see if the District will vote to raise and appropriate or transfer from any available source, or to borrow under authority of Chapter 44 of the General Laws as amended, the sum of \$5,000.00 for the purchase of a new truck for the District, or take any other action relative thereto.

VOTED: To transfer from surplus revenue the sum of \$5,000.00 for the purchase of a new truck for the District. (Unanimous vote.)

ARTICLE 13. To see if the District will vote to raise and appropriate, or transfer from any available source, or to borrow under authority of Chapter 44 of the General Laws, as amended, the sum of \$27,000.00, or any other sum, to construct at Well Site #2, off Powder Mill Road and New High Street, an underground vault, install a submersible pump and controls, and to install a connecting eight (8) inch water main, or to take any other action relative thereto.

VOTED: That the District transfer from surplus revenue the sum of \$27,000.00 to construct at Well Site #2, off Powder Mill Road, and New High Street, an underground vault, install a submersible pump and controls, and to install a connecting 8-inch water main. (Unanimous vote.)

ARTICLE 14. To see if the District will vote to raise and appropriate, or transfer from any available source, or to borrow under authority of Chapter 44 of the General Laws, as amended, the sum of \$15,000.00, or any other sum, for the preparation of a comprehensive long range master plan which shall serve as a basis for the orderly expansion and improvement of the water supply and distribution system of the District, or to take any other action relative thereto.

VOTED: That the District transfer from surplus revenue the sum of \$15,000.00 for the preparation of a comprehensive long range master plan which shall serve as a basis for the orderly expansion and improvement of the water supply and distribution system of the District.
(Unanimous vote.)

ARTICLE 15. To see if the District shall vote to amend the Bylaws by adding a new Section:

Section VIII

- a) The Moderator shall appoint a Finance Committee to advise the Commissioners. The Committee shall consist of three (3) voters of the District and shall be appointed in the following manner:

One member shall be appointed for one year;

One member shall be appointed for two years;

and

One member shall be appointed for a term of three years.

Thereafter, each appointment shall be for a term of three years.

- b) No member of the Finance Committee shall serve any other standing committee of the District or the Town of Acton having to do with expenditure of funds.
- c) The Finance Committee shall review the budget for the annual meeting and shall make recommendations to the Commissioners on any matters of a financial nature arising out of an annual or special meeting, and shall make recommendations as to the long range fiscal plans of the

District, or to take any other action relative thereto.

VOTED: That the District amend the By-Laws by adding a new Section:

Section VIII

- a) The Moderator shall appoint a Finance Committee to advise the Commissioners. The Committee shall consist of three (3) voters of the District and shall be appointed in the following manner:

One member shall be appointed for one year;

One member shall be appointed for two years; and

One member shall be appointed for a term of three years.

Thereafter, each appointment shall be for a term of three years.

- b) No member of the Finance Committee shall serve any other standing committee of the District or the Town of Acton having to do with expenditure of funds.

- c) The Finance Committee shall review the budget for the annual meeting and shall make recommendations to the Commissioners on any matters of a financial nature arising out of an annual or special meeting, and shall make recommendations as to the long range fiscal plans of the District.

(Unanimous vote.)

ARTICLE 16. To see if the District will vote to raise and appropriate, or transfer from any available source, or to borrow under authority of Chapter 44 of the General Laws, as amended, the sum of \$130,000.00, or any other sum to install about 6,000 feet of 12-inch water main together with hydrants and necessary fittings and other appurtenances, from the Conant Station to the present end of the existing ten (10) inch water main for the purpose of improving the distribution system, or to take any other action relative thereto.

VOTED: That the District authorize the Treasurer, with the approval of the Commissioners, to borrow the sum of \$130,000.00, in order to install about 6,000 feet of 12-inch water main together with hydrants and necessary fittings and other appurtenances, from the Conant Station to the present end of the existing 10-inch water main for the purpose of improving the distribution system. (Unanimous vote.)

ARTICLE 17. To see if the District will vote to authorize the Commissioners to acquire by purchase, or take by eminent domain, or to accept a gift, or otherwise acquire, the fee or easement in and to a certain parcel of land containing about ten (10) acres, more or less, owned by Eastern States Farmers Exchange, Incorporated, a Massachusetts corporation, having a place of business in Acton, and being a part of the premises described in Land Court Certificate #89149, recorded in Middlesex South Registry of Deeds, Book 575, Page 199, and to raise and appropriate or to transfer from any available source, or to borrow under authority of Chapter 44 of the General Laws, as amended, a certain sum of money for said purpose, or to take any other action relative thereto.

VOTED: That the Commissioners of the District be authorized to accept a gift of the land described in this article, a certain parcel of land for water supply purposes and for use and protection of public water supply sources, containing about 10 acres more or less, owned by Eastern States Farmers Exchange, Incorporated, now known as Agway, Inc., a Delaware corporation; said parcel being a part of the premises described in Land Court Certificate #89149, recorded in Middlesex South Registry of Deeds, Book 575, Page 199. (Unanimous vote.)

ARTICLE 18. To see if the District will vote to authorize the Commissioners to enter into a written agreement with Assabet Sand & Gravel Company, Inc., a Massachusetts corporation having a usual place of business in Acton, Massachusetts, regarding the removal of overburden and required landscaping incident thereto on land owned by the District located off Powder Mill Road and New High Street. Said agreement to be for one year and subject to the prior approval of the Department of Public Health, Commonwealth of Massachusetts, and subject to the terms and conditions of an existing permit from the Board of Appeals, Town of Acton. Said agreement shall also contain whatever restrictions the District or Board of Selectmen deem necessary to protect the interests of the District and the Town. The District is to be reimbursed by Assabet

Sand & Gravel Company, Inc., under the terms of said agreement; or to take any other action relative thereto.

VOTED: MOTION: That the District authorize the Commissioners to enter into a written agreement with Assabet Sand & Gravel Company, Inc., a Massachusetts corporation having a usual place of business in Acton, Mass., regarding the removal of overburden and required landscaping incident thereto on land owned by the District located off Powder Mill Road and New High Street. Said agreement to be for one year and subject to the prior approval of the Department of Public Health, Commonwealth of Massachusetts, and subject to the terms and conditions of an existing permit from the Board of Appeals, Town of Acton. Said agreement shall also contain whatever restrictions the District or Board of Selectmen deem necessary to protect the interests of the District and the Town. The District is to be reimbursed by Assabet Sand & Gravel Company, Inc., under the terms of said agreement.

AMENDMENT: The third sentence is amended to read: Said agreement shall also contain whatever restrictions either the District or the Board of Selectmen, or both, deem necessary to protect the interests of the District and the Town. (Unanimous vote.)

VOTED: To adopt the motion as amended. (Unanimous vote.)

Voted to adjourn: 8:45 P.M.

A true copy. Attest:

BERYL BANCROFT SILVA
District Clerk

WATER MEETING

Abstract of the proceedings of a special meeting of the Water Supply District of Acton, held in Florence A. Merriam School, Charter Road, West Acton

Wednesday, October 13, 1971, at 7:30 o'clock P.M.

ARTICLE 1. To see if the District will vote to install a water main from the existing main on Main Street and Charter Road, together with hydrants and necessary fittings, on land of the Regional School District to the site of the proposed new Acton-Boxborough Regional High School, in order to improve fire flows, and to raise and appropriate or transfer from any available source, or to borrow under the authority of Chapter 44 of the General Laws, as amended, the sum of \$62,000.00, or any other sum, or to take any other action relative thereto.

VOTED: To install a water main from the existing main on Main Street and Charter Road, together with hydrants and necessary fittings, on land of the Regional School District, to the site of the proposed new Acton-Boxborough Regional High School, in order to improve fire flows, and to borrow under authority of Chapter 44 of the General Laws, as amended, the sum of \$62,000.00. (Unanimous vote.)

ARTICLE 2. To see if the District will vote to rescind so much of the action taken under Article 7 of the special meeting of the District of August 12, 1970, as pertains solely to borrowing by the District, or to take any other action relative thereto.

VOTED: To rescind so much of the action taken under Article 7 of the special meeting of the District of August 12, 1970, as pertains solely to borrowing by the District. (Unanimous vote.)

ARTICLE 3. To see if the District will ratify, confirm and approve of a prior agreement made in 1963 by and between the late Henry Erikson, the former owner of Flagg Hill Estates, and Windemere Estates and the Commissioners of the District whereby water will be supplied as necessary, to land shown on a plan entitled "Definitive Subdivision Plan of Windemere Estates in Boxborough, Mass.," dated April 11, 1969, by Everett M. Brooks Co., Civil Engineers, recorded in Middlesex South District Registry of Deeds, Plan No. 919 of 1971, subject to the rules and regulations of the

District, now in effect or as hereinafter amended, or to take any other action relative thereto.

VOTED: To ratify, confirm and approve of a prior agreement made in 1963 by and between the late Henry Erikson, the former owner of Flagg Hill Estates, and Windemere Estates and the Commissioners of the District whereby water will be supplied as necessary, to land shown on a plan entitled, "Definitive Subdivision Plan of Windemere Estates in Boxborough, Mass.," dated April 11, 1969, by Everett M. Brooks Co., Civil Engineers, recorded in Middlesex South District Registry of Deeds, Plan No. 919 of 1971, subject to the rules and regulations of the District, now in effect or as hereinafter amended.

Total vote cast: 167. Yes: 100. No: 67.
(Majority needed to pass.)

Voted to adjourn: 9:15 P.M.

A true copy. Attest:

BERYL BANCROFT SILVA
District Clerk

REPORT OF THE COLLECTOR

| | | |
|--|-----------------|---------------------|
| Outstanding January 1, 1971 | \$ 11,171.55 | |
| Charges (or billings) | 256,746.60 | |
| Refunds | 1,982.96 | |
| Audit Adjustments | <u>4,332.73</u> | |
| | | \$274,233.84 |
| | | |
| Payments to Treasurer | \$240,973.44 | |
| Abatements | 1,879.00 | |
| Cost of work transferred from Installation Deposits | 12,504.53 | |
| Audit Adjustments | 9,608.95 | |
| Outstanding January 1, 1972 | <u>9,267.92</u> | |
| | | <u>\$274,233.84</u> |

STEPHEN G. PETERSON
Collector

REPORT OF THE DISTRICT ACCOUNTANT

To the Board of Water Commissioners:

Submitted herewith is a summary of the expenditures of the District for the year 1971.

Appropriations and Expenditures

| <u>Account</u> | <u>Appropriated</u> | <u>Expended</u> | <u>Balance</u> |
|------------------------------------|---------------------|-----------------|----------------|
| Group Insurance | \$ 3,000.00 | | |
| (from reserve fund) | 27.76 | \$ 3,027.76 | -0- |
| Bonds and Interest | 90,000.00 | 85,017.00 | \$ 4,883.00 |
| Equipment Rental | 1,500.00 | 1,498.25 | 1.75 |
| Salaries and Wages | 75,000.00 | 74,553.21 | 446.79 |
| Electric Lights, Power & Telephone | 18,000.00 | 16,150.99 | 1,849.01 |
| Auto and Equipment Expense | 3,500.00 | 3,353.03 | 146.97 |
| Fuel | 1,000.00 | 778.06 | 221.94 |
| Maintenance and Operation | | | |
| (materials and supplies) | 28,000.00 | 27,603.55 | 396.45 |
| Insurance and Rentals | 3,000.00 | | |
| (from reserve fund) | 804.25 | 3,804.25 | -0- |
| Miscellaneous | 2,000.00 | 1,902.24 | 97.76 |
| Meters | 15,000.00 | 12,068.78 | 2,931.22 |
| Middlesex County Retirement System | 3,000.00 | 2,997.50 | 2.50 |
| Mass. State Audit (OSB 1/1/71) | 709.94 | | |
| | 2,000.00 | -0- | 2,709.94 |
| Legal Expenses | 7,500.00 | 7,475.90 | 24.10 |
| Land Survey | 3,000.00 | -0- | 3,000.00 |
| Land Appraisal | 2,000.00 | -0- | 2,000.00 |
| Engineering Expenses | 5,000.00 | 4,253.00 | 747.00 |

Special Appropriations

| | | | | |
|-------------------------------|--------------|------------|------------|-----------|
| High Street Well #1 and Mains | (OSB 1/1/71) | 75,953.32 | 63,694.79 | 12,258.53 |
| High Street Well #2 | | 27,000.00 | 12,023.42 | 14,976.58 |
| Reserve Fund | | 5,000.00 | 2,492.91 | 2,507.09 |
| Survey for New Water Supply | (OSB 1/1/71) | 4,095.05 | | |
| | | 30,000.00 | 6,616.00 | 27,479.05 |
| Parker Street Extension | (OSB 1/1/71) | 4,145.93 | 2,000.00 | 2,145.93 |
| Old High Street Extension | | 4,000.00 | 3,762.80 | 237.20 |
| Main Street Extension | | 130,000.00 | 101,826.07 | 28,173.93 |
| New Truck | | 5,000.00 | 4,067.00 | 933.00 |
| Arlington Street Extension | (OSB 1/1/71) | 8,721.80 | 8,005.01 | 716.79 |
| Master Plan | | 15,000.00 | -0- | 15,000.00 |
| Fluoridation | (OSB 1/1/71) | 5,017.04 | 3,938.95 | 1,078.09 |

Debt Account

| | | | |
|---------------------------|--------------|------------------|--------------|
| Net Funded or Fixed Debts | \$556,000.00 | Water Main Loans | |
| | | 1961 | \$120,000.00 |
| | | 1970 | 35,000.00 |
| | | 1970 | 90,000.00 |
| | | 1970 | 181,000.00 |
| | | 1971 | 130,000.00 |
| | \$556,000.00 | | \$556,000.00 |

BERYL BANCROFT SILVA
District Accountant

REPORT OF THE TREASURER

| | |
|--|-------------------|
| Bank Balance, January 1, 1971 | \$229,996.97 |
| Deposits | <u>265,769.96</u> |
| | \$495,766.93 |
| Bond Loan | <u>130,000.00</u> |
| | \$625,766.93 |
| Disbursements on Commissioner's Orders | <u>483,698.88</u> |
| Bank Balance, December 31, 1971 | \$142,068.05 |

Bonds Outstanding

| | |
|-------------------------------------|-------------------|
| Bonds Outstanding, January 1, 1971 | \$484,000.00 |
| Bonds Paid in 1971 | <u>58,000.00</u> |
| | 426,000.00 |
| New Bonds Issued in 1971 | <u>130,000.00</u> |
| Bonds Outstanding December 31, 1971 | \$556,000.00 |

CARL R. GODFREY
Treasurer



CLEO F. JAILLET
COMMISSIONER
ARTHUR H. MACKINNON
DIRECTOR OF ACCOUNTS

The Commonwealth of Massachusetts
Department of Corporations and Taxation
Bureau of Accounts

Leverett Saltonstall Building, Government Center
100 Cambridge Street, Boston 02301.

June 10, 1971

MAIL ADDRESS:
P. O. BOX 7018
BOSTON, MASS. 02204

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 period from May 1, 1969 to March 24, 1971, made in accordance with the provisions of Chapter 44, General Laws. This is in the form of a report made to me by Mr. Gordon A. McGill, Assistant Chief of Bureau.

Very truly yours,

Arthur H. MacKinnon
Director of Accounts

AHM:dm

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 period from May 1, 1969, the date of the previous examination, to March 24, 1971, and submit the following report thereon:

The records of the financial transactions of the district, as recorded on the books of the district treasurer, were examined and checked in detail. The additions of the cash book were verified, and the recorded receipts were analyzed and compared with the payments made to the treasurer by the water collector, while the recorded payments were checked with the warrants approved by the district commissioners authorizing the treasurer to disburse district funds.

The treasurer's cash balance on March 24, 1971 was proved by reconciliation of the bank balance with a statement furnished by the bank of deposit.

The recorded payments on account of maturing debt and interest were proved with the amounts falling due and were checked with the cancelled securities on file.

The records of payroll deductions for Federal and State taxes, county retirement, and group hospital and life insurance premiums were examined and proved. The payments to the proper agencies were verified.

The books and accounts of the district water collector were examined and checked. The charges for water rates, services and miscellaneous, and for hydrant rentals were proved. The cash book was analyzed and compared with the amounts posted in the commitment books,

the payments to the district treasurer were verified, and the outstanding accounts were listed and proved.

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, and from the replies received it appears that the accounts, as listed, are correct.

The appropriations and loan authorizations were listed from the district clerk's records of amounts voted by the district meetings, while the reserve fund transfers were compared with the authorizations of the water commissioners. Ledger accounts were analyzed, and a balance sheet, a copy of which is appended to this report, was prepared showing the financial condition of the town on March 24, 1971.

The district treasurer's surety bond was 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 deduction and water accounts.

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

Respectfully submitted,

Gordon A. McGill

Assistant Chief of Bureau

GAM:dm

WATER SUPPLY DISTRICT OF ACTON

Balance Sheet - March 24, 1971

GENERAL ACCOUNTS

| <u>Assets</u> | | <u>Liabilities and Reserves</u> | |
|----------------------------|---------------------|---------------------------------|---------------------|
| Cash: | | Payroll Deductions: | |
| General | \$157,096.96 | Federal Taxes | \$579.00 |
| Special: | | State Taxes | 390.83 |
| Main Extensions - Deposits | 25,039.98 | County Retirement System | 205.32 |
| Advance for Petty: | | Group Hospital and Life | |
| Water Collector | 80.00 | Insurance | 8.14 |
| Accounts Receivable: | | Guarantee Deposits: | \$1,183.29 |
| Water Rates and Services | 607.40✓ | Main Extensions | 25,039.98 |
| Estimated Receipts - to be | | Installations | 1,903.13 |
| Collected | 253,611.31 | Parker Street Main and | |
| Loans Authorized: | | Hydrant | 2,145.93 |
| Extension of Mains | 305,000.00 | Tailings: | 29,089.04 |
| | | Unclaimed checks | 51.97 |
| | | Appropriation Balances: | |
| | | Revenue: | |
| | | General | 269,588.17 |
| | | Survey Water Supply | 32,895.05 |
| | | Main Extensions: | |
| | | Arlington Street | 8,721.80 |
| | | Haywood Street | 4,654.01 |
| | | Old High Street | 4,000.00 |
| | | Non-Revenue: | |
| | | High Street Well and | |
| | | Water Mains | 75,953.32 |
| | | | 395,812.35 |
| | | Loans Authorized and | |
| | | Unissued | 305,000.00 |
| | | Revenue Reserved Until | |
| | | Collected: | |
| | | Rates and Services | 607.40 |
| | | Reserve for Petty Cash Advance | 80.00 |
| | | Surplus Revenue | 9,611.60 |
| | <u>\$741,435.65</u> | | <u>\$741,435.65</u> |

Net Funded or Fixed Debt

DEBT ACCOUNTS

| | | |
|---------------------|-------------------|---------------------|
| \$474,000.00 | Serial Loans: | |
| | Water Supply 1961 | \$3,000.00 |
| | Water Mains 1963 | 130,000.00 |
| | Water Mains 1970 | 196,000.00 |
| | Purchase of Land | 145,000.00 |
| <u>\$474,000.00</u> | | <u>\$474,000.00</u> |



CLED F. JAILLET
COMMISSIONER
ARTHUR H. MACKINNON
DIRECTOR OF ACCOUNTS

The Commonwealth of Massachusetts
Department of Corporations and Taxation
Bureau of Accounts

Leverett Saltonstall Building, Government Center
100 Cambridge Street, Boston 1241

November 22, 1971

MAIL ADDRESS:
P. O. BOX 7015
BOSTON, MASS. 02204

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 period from March 25, 1971 to August 24, 1971, made in accordance with the provisions of Chapter 44, General Laws. This is in the form of a report made to me by Mr. Gordon A. McGill, Assistant Chief of Bureau.

Very truly yours,

Arthur H. MacKinnon
Director of Accounts

AHM:dm

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

Sir:

In accordance with your instructions, I have made an audit of the books and accounts of the Water Supply District of Acton for the period from March 25, 1971, the date of the previous audit, to August 24, 1971, and report thereon as follows:

The books and accounts of the district treasurer were examined and checked. The treasurer's ledger accounts were analyzed and proved. The necessary adjusting entries 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 August 24, 1971.

The treasurer's cash book was analyzed and the receipts as recorded were proved, while the payments were compared with the warrants approved by the district commissioners. The cash balance on August 24, 1971 was proved with the ledger control and verified by reconciliation of the bank balance with a statement furnished by the bank of deposit.

The payments for maturing debt and interest were compared with the amounts falling due and checked with the cancelled securities on file. The bond and coupon account was reconciled, the outstanding coupons being listed and compared with the statement received from the depository.

The records of payroll deductions for Federal and State taxes, county retirement system, Blue Cross and Blue Shield, and group insurance were examined, listed and reconciled with the treasurer's ledger.

The books and accounts of the district water collector were examined and checked. The charges for water rates, services and miscellaneous, and for hydrant rentals were proved. The cash book was analyzed and compared with the amounts posted in the commitment books, the payments to the district treasurer were verified, and the outstanding accounts were listed and checked with the treasurer's ledger controls.

The savings bank books representing guarantee deposits for main extensions were examined, listed and checked with the treasurer's books.

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, and from the replies received it appears that the accounts, as listed, are correct.

The surety bonds of the district officials required by law to furnish such surety were examined and listed 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 deduction and water accounts.

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

Respectfully submitted,

Gordon A. McGill
Assistant Chief of Bureau

GAM:dm

WATER SUPPLY DISTRICT OF ACTON

Balance Sheet - August 24, 1971

GENERAL ACCOUNTS

| <u>Assets</u> | <u>Liabilities and Reserves</u> |
|-------------------------------|---------------------------------|
| Cash: | Payroll Deductions: |
| General | \$243,225.80 |
| Speical: | Federal Taxes |
| Main Extension - Deposits | State Taxes |
| Advance for Petty: | County Retirement System |
| Water Collector | \$540.10 |
| Accounts Receivable: | 274.01 |
| Water Rates and Services | 241.06 |
| Estimated Receipts - to be | \$1,055.17 |
| Collected | 11,445.82 |
| Loans Authorized: | Guarantee Deposits: |
| Extension of Mains | 80.00 |
| Water Mains | Main Extensions |
| 175,000.00 | 11,445.82 |
| 20,000.00 | Installations |
| 195,000.00 | Parker Sheet Main and |
| Unprovided For or Over- | Hydrant |
| drawn accounts: | 1,514.04 |
| Payments in advance of | 2,145.93 |
| Deductions: | 15,105.79 |
| Group Insurance | Tailings: |
| 17.59 | Unclaimed checks |
| Appropriation Balances: | 51.08 |
| Revenue: | Appropriation Balances: |
| General | Revenue: |
| Survey Water Supply | 160,077.17 |
| Main Extensions: | 32,895.05 |
| Arlington Street | Main Extensions: |
| Hayward Road | 6,600.36 |
| Old High Street | 4,654.01 |
| Non-Revenue: | 2,726.70 |
| Main Street Extension | Non-Revenue: |
| High Street Well and | 118,696.00 |
| Water Mains | 23,154.22 |
| Loans Authorized and Unissued | 348,803.51 |
| | 195,000.00 |

Net Funded or Fixed Debt

GENERAL ACCOUNTS (CONT.)

| | |
|-----------------------------------|---------------------|
| Revenue Reserved Until Collected: | |
| Rates and Services | 2,883.87 |
| Reserve for Petty Cash Advance | 80.00 |
| Surplus Revenue | 9,611.60 |
| <u>\$572,591.02</u> | <u>\$572,591.02</u> |

DEBT ACCOUNTS

| | |
|----------------------------|---------------------|
| \$581,000.00 Serial Loans: | |
| Water Mains 1963 | \$130,000.00 |
| Water Mains 1970 | 196,000.00 |
| Purchase of Land | 125,000.00 |
| Water Mains 1971 | 130,000.00 |
| <u>\$581,000.00</u> | <u>\$581,000.00</u> |

BYLAWS

(as adopted and amended to February 1971)

- I The annual meeting of the Water Supply District shall be held on the second Wednesday of February of each year for the election of officers, and 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 (7) days before the time of meeting.
- IV The Clerk shall preside at each meeting until a Moderator is chosen.
- 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, and a Moderator who shall serve for 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.
- VIII a) The Moderator shall appoint a Finance Committee to advise the Commissioners. The Committee shall consist of three voters of the District and shall be appointed in the following manner:
 - One member shall be appointed for one year;
 - One member shall be appointed for two years; and
 - One member shall be appointed for a term of three years.Thereafter, each appointment shall be for a term of three years.

b) No member of the Finance Committee shall serve any other standing committee of the District or the Town of Acton having to do with expenditure of funds.

c) The Finance Committee shall review the budget for the annual meeting and shall make recommendations to the Commissioners on any matters of a financial nature arising out of an annual or special meeting, and shall make recommendations as to the long range fiscal plans of the District.

The amendment to bylaws, adopted under Article 15 of the annual meeting of the District, February 10, 1971, was approved on February 16, 1971, by Robert H. Quinn, Attorney General of the Commonwealth of Massachusetts.

BYLAWS TO REGULATE THE NOMINATION AND ELECTION OF OFFICERS OF THE DISTRICT

- I The purpose of the Bylaws 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 (1%) 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.

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