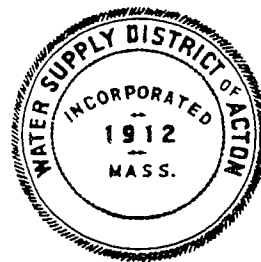


ANNUAL REPORT
OF THE
WATER SUPPLY DISTRICT
OF
ACTON, MASSACHUSETTS



For the Year Ending December Thirty-first

1991

SPECIAL THANKS

The Commissioners of the Water Supply District of Acton would like to express their sincere appreciation to Mr. and Mrs. Benjamin Humphrey of Orinda, California for their generous gift of land to the District.

The parcel of land is located in West Acton off of Massachusetts Avenue. It is shown on the Town Atlas as Parcel 154, Map F-2 and consists of approximately 2.75 acres. The land will be used for the protection of a future well site.

Ronald R. Parenti, Chairman
Leonard A. Phillips
Stephen C. Stuntz

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WATER DISTRICT ORGANIZATION - 1991

ELECTED OFFICIALS

COMMISSIONERS

Ronald R. Parenti, *Chairman*
Stephen C. Stuntz
Leonard A. Phillips

CLERK

Anita E. Page

MODERATOR

John W. Putnam

APPOINTED OFFICIALS

FINANCE COMMITTEE

Charles Bradley, *Chairman*
Theodore Jarvis
William Kingman

ATTORNEY

Charles E. Orcutt, Jr.

ACCOUNTANT

Raymond L. Page

TREASURER & COLLECTOR

Linda M. Larson

ACTON WATER DISTRICT STAFF - 1991

DISTRICT MANAGER	John E. MacLeod
TREASURER/COLLECTOR	Linda M. Larson
SECRETARY/FULLCHARGE BOOKKEEPER	Kymberlee A. Odoardi
SECRETARY/BOOKKEEPER	Michelle L. Cobleigh
ASSISTANT SUPERINTENDENT	Carleton Troupe
FOREMAN	Robert Koch
ASSISTANT FOREMAN	Stephen Peterson, Jr.
OPERATORS	Paul McGovern Patrick DeCesare Ronald Davan
MAINTENANCE	Charles Rouleau
COMMISSIONERS SECRETARY	Jane Cutler

ORGANIZATION - 1991

Water Commissioners

Ronald R. Parenti	Term expires 1992
Stephen C. Stuntz	Term expires 1993
Leonard A. Phillips	Term expires 1994

Moderator

John W. Putnam	Term expires 1992
----------------	-------------------

Clerk

Anita E. Page	Term expires 1992
---------------	-------------------

Finance Committee

William Kingman	Term expires 1993
Theodore Jarvis	Term expires 1993
Charles Bradley	Term expires 1994

*Commissioners meet on second and fourth Monday of the month
Whitcomb Station, 693 Massachusetts Avenue, Acton
7:30 P.M.*

Appointment by the Water Commissioners

District Manager

John E. MacLeod	Contract expires 1995
-----------------	-----------------------

Treasurer and Collector

Linda M. Larson	Term expires 1992
-----------------	-------------------

Accountant

Raymond L. Page	Term expires 1992
-----------------	-------------------

Attorney

Charles E. Orcutt, Jr.	Term expires 1992
------------------------	-------------------

WARRANT

relative thereto.

ARTICLE 9. To see if the District will vote to authorize the Treasurer with the approval of the Commissioners to transfer the unexpended balance of \$275,000 remaining after the completion of the project authorized by vote of the District completed under Article 5, Special Meeting of the District, held on November 30, 1988. (Wampus Hill Reservoir) for the following projects:

A. To install a twelve (12') inch water main extension on Harris Street, North Acton, from existing water main located at Main Street to Rte. 2A, a distance of 3200 feet, more or less, together with hydrants and necessary fittings.

B. To renew numerous out dated services from the existing water main to the user's property line.

ARTICLE 10 To see if the District will vote to transfer from Surplus Revenue, the sum of \$ 25,000.00 for the purpose of compliance with State and Federal overtime programs and regulations to the present Salaries & Wages Account for the 1991-1992 budget, or to take any other action relative thereto.

ARTICLE 11. To see if the District will vote to transfer from Surplus Revenue a the sum of \$15,000.00 to appraise a parcel of land owned by Brewster Conant located on the southerly side of Brook Street, and to complete a land survey of said parcel and to negotiate a land transfer to the District, or to take any other action relative thereto.

ARTICLE 12. To see if the District will vote to transfer from Surplus Revenue a sum of \$ 7,000.00 to loop Concord's water main and Acton's water main near the intersection of Pope Road and Rte. 2A located in Acton for emergencies, or to take any other action relative thereto.

ARTICLE 13. To see if the District will vote to transfer from Surplus Revenue a sum of \$ 40,000.00 to enlarge the garage at the existing Harlan Tuttle Building located off of Massachusetts Avenue in Acton near the Boxborough town line, or to take any other action relative thereto.

ARTICLE 14. To see if the District will vote to authorize the Commissioners to purchase or take by eminent domain, or otherwise acquire, a certain parcel of land located off the northerly side of Strawberry Hill Road owned now or formerly by the late Marguerite Bowen, for the construction of a proposed water storage tank and connecting water line; 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.

ARTICLE 15. To see if the District will vote to transfer from Surplus Revenue a sum of \$ 10,000.00 to remove two underground propane tanks located at District Wells, or take any other action relative thereto.

ARTICLE 16. To see if the District will vote to transfer from Surplus Revenue a sum of \$ 15,000.00 to purchase a new car and to authorize to Commissioners to trade or sell the 1984 Chevrolet Celebrity, or to take any other action relative thereto.

ARTICLE 17. To see if the District will vote to transfer from Surplus Revenue a sum of \$ 20,000.00 to chemically treat and clean Assabet Well Number 2 located in South Acton and to chemically treat other wells to attain maximum pumping capacity, or to take any other action relative thereto.

ARTICLE 18. To see if the District will vote to transfer from Surplus Revenue a sum of \$13,000.00 to install a altitude valve and other related materials at the Nagog Hill Storage Tank located off Nagog Hill Road in Acton, or to take any other action relative thereto.

ARTICLE 19. To see if the District will vote to transfer from Surplus Revenue a certain sum of money to complete all tests, reports, and investigations required by the Department of Environmental Protection, Commonwealth of Massachusetts at the proposed Conant site #2 on land owned by Brewster Conant on the southerly side of Brook Street and the westerly side of Great Road in Acton Center, or to take any other action relative thereto.

ARTICLE 20. To see if the District will vote to authorize the Commissioners to enter into a written lease of its laboratory space and instrumentation and other equipment in the District's laboratory located at the Whitcomb Station, on such terms and conditions as the Commissioners may deem necessary or desirable. Said lease shall commence no sooner than the inspection and certification of the laboratory by the Department of Environmental Protection, or to take other action relative thereto.

And you are directed to serve this Warrant by posting copies attested by you in two or more public places in the Water Supply District, fourteen days at least before the time of said meeting, as authorized by Chapter 41,

Advisory Committee.....	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cross Connection Program.							12,000.00
Petty Cash							960.00
Miscellaneous.....	1,000.00	999.80	1,000.00	1,000.00	1,000.00	537.00	400.00
Land Survey.....	c9,175.00	- 0 -	5,000.00	.00	2,000.00	.00	.00
Engineering.....	10,000.00	4,840.50	5,000.00	5,350.00	10,000.00	2,200.00	10,000.00
Survey New Water.....	c4,324.00				- 0 -	.00	.00
Bonds & Interest.....	655,910.00	675,179.95	645,370.00	644,801.95	601,000.00	143,421.00	522,855.00
	c40,245.00						
Reserve Fund.....	35,000.00	(15,904.11)	25,000.00	(24,351.20)	25,000.00	.00	30,000.00
	\$1,436,910.00	1,494,955.72	1,475,370.00	1,449,345.38	1,445,000.00	564,330.00	1,454,215.00
	c - Previous yrs. appropriations not spent. Carried over.						

∞

	Budgeted Receipts	Actual Receipts	Budgeted Receipts	Actual Receipts	Budgeted Receipts	6 Months Receipts	Budgeted Receipts
Hydrants.....	\$ 58,814.00	\$ 52,311.94	\$ - 0 -	\$ 8,536.67	\$ - 0 -	\$ - 0 -	\$ - 0 -
Water Rates.....	1,244,971.00	1,227,569.86	1,400,000.00	1,507,308.43	1,379,300.00	821,748.00	1,355,515.00
Sprinklers.....	13,125.00	16,251.80	15,000.00	13,668.38	14,000.00	13,750.00	14,000.00
Repairs&New Installations	120,000.00	107,564.48	60,000.00	159,040.80	35,000.00	220,737.00	56,000.00
Land Lease Income.....					16,700.00	8,371.00	16,700.00
Cross Connection.....							12,000.00
	1,436,910.00	1,403,701.08	1,475,000.00	1,688,554.28	1,445,000.00	1,064,606.00	1,454,215.00

Ronald R. Parenti - Chairman
Stephen C. Stuntz
Leonard A. Phillips
Water Commissioners

**WATER SUPPLY DISTRICT
OF
AMORTIZATION SCHEDULE - BONDS AND INTEREST**

	<u>Original Amount</u>	<u>Balance 7/1/92</u>	<u>1992-1993 Principal Interest</u>	<u>1993-1994 Principal Interest</u>	<u>1994-1995 Principal Interest</u>	<u>1995-1996 Principal Interest</u>	<u>1996-1997 Principal Interest</u>	<u>1997-1998 Principal Interest</u>	<u>1998-1999 Principal Interest</u>	<u>1999-2000 Principal Interest</u>	<u>2000-2001 Principal Interest</u>
Nagog Hill Reservoir	540,000.00	30,000.00	30,000.00 855.00								
Water Bonds	910,000.00	110,000.00	60,000.00 10,725.00	50,000.00 4,875.00							
Water Bonds	595,000.00	245,000.00	50,000.00 18,375.00	50,000.00 14,625.00	50,000.00 10,875.00	50,000.00 7,125.00	45,000.00 3,375.00				
Water Bonds	625,000.00	300,000.00	50,000.00 19,200.00	50,000.00 16,000.00	50,000.00 12,800.00	50,000.00 9,600.00	50,000.00 6,400.00	50,000.00 3,200.00			
W.P. Walsh Reservoir	2,100,000.00	1,575,000.00	175,000.00 105,700.00	175,000.00 93,975.00	175,000.00 82,250.00	175,000.00 70,525.00	175,000.00 58,800.00	175,000.00 47,075.00	175,000.00 35,350.00	175,000.00 23,625.00	175,000.00 11,812.50
TOTALS	4,770,000.00	2,260,000.00	519,855.00	454,475.00	380,925.00	362,250.00	338,575.00	275,275.00	210,350.00	198,625.00	186,812.50

REPORT OF THE COMMISSIONERS FOR THE YEAR 1991

The Commissioners are pleased to make the following report for calendar year 1991 to the residents of the Acton Water District.

During the past year we have worked to further improve a distribution system for which the citizens of Acton can be justifiably proud. The District currently extracts water from 10 wells located in the most productive aquifer regions in town and pumps an average of 1.5 million gallons a day into the system. This service is supplied to approximately 6,000 customers through a network that includes four storage tanks (with a total capacity of 8.5 million gallons), four treatment systems, and over 100 miles of pipe. The purity of Acton's water conforms to a local quality standard adopted in 1982 that sets an upper limit of 5 parts per billion on the level of total organic contamination. To the best of our knowledge this represents the strictest standard in the Country, and far exceeds any state or federal requirement for surface, subsurface, or bottled water. In recognition of this performance, the Department of Environmental Protection presented the Acton Water District with its 1991 Public Water Supply Award for large municipal systems.

Many residents in Town can remember a time when pollution from W. R. Grace forced the closure of two primary wells and severely tested our ability to provide an adequate supply of water to the District. Since 1980 we have worked hard to restore contaminated wells through the use of carbon filtration and aeration treatment, and to develop new water sources. As shown in Figure 1, conservation measures have kept the average consumption at the 1.5 million gallons/day level over the past decade, whereas the available supply has steadily increased to its present level of 4.5 MGD. This capacity now affords a comfortable margin for periods of high demand, low water table, or equipment failure. Following the official installation of the Kennedy well in March of 1991, the Commissioners voted to rescind the odd/even ban on outdoor water use. This restriction had been in effect for nearly 25 years.

The improvements made to the system over the last decade have not been inexpensive. As indicated in Figure 2, the annual budget has grown by a factor of three since 1980. Water bills have risen as a result; Acton residents now pay an annual bill of \$96 for the first 2000 cubic feet used and \$0.02 per additional cubic foot of water. The average water bill for a family of four is about \$300.

As a result of careful fiscal management, the District's budget has been essentially level for the last three years. Although our income has been somewhat reduced by the loss of hydrant fees (which had been paid by the Town to the District until 1990) and a drop in new-installation fees (an effect of the present recession), other sources of income have become available. The most important of these new sources is the interest from the monetary settlement reached with Grace in 1987; furthermore, the construction of new treatment

facilities will draw on the principal from that account. As a result of our current financial situation, we expect to allow a small reduction in water rates in 1992.

Although the outlook for the District appears very good at this point, there are still a number of problem areas that must be addressed. Perhaps the most important of these issues is the long-standing color problem in the Clapp and Whitcomb wells in West Acton. These sources draw water from an aquifer containing high concentrations of peat, which give the water an unpleasant appearance. A feasibility study is now underway to test the use of carbon filtration for this problem. A full-scale treatment plant is expected to be on-line in about a year.

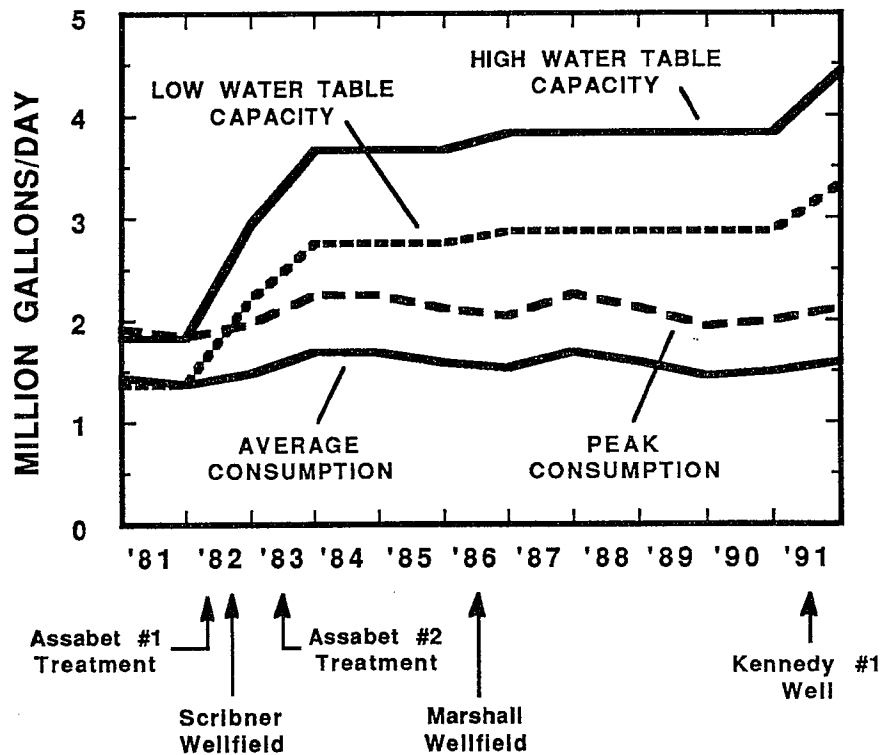


Figure 1. Comparison of water consumption and available supply as a function of year over the last decade.

In another area the District is working in anticipation of new regulations that will establish much stricter guidelines for copper and lead contamination in late 1992. Approximately 100 lead connectors are known to be in the system in the older parts of Town, and in 1992 a program will be initiated to locate and replace about 20 of these sections per year.

The Commissioners wish to thank John MacLeod and his staff for their outstanding work in the day-to-day operation of the system, and would like to express our gratitude to our secretary, Jane Cutler. The Finance Committee is recognized for the excellent job they have done this year in managing the District's accounts and controlling expenditures. We are also very appreciative of the help received from the Acton Selectmen and Town boards, and acknowledge the constructive input of local citizen groups, most notably ACES and the League of Women Voters.

This year, a special note of thanks goes to Charles Orcutt, Jr. In 1991 Mr. Orcutt completed his 25th consecutive year as attorney for the Water District. We are greatly indebted to Mr. Orcutt for his long-standing service to the District.

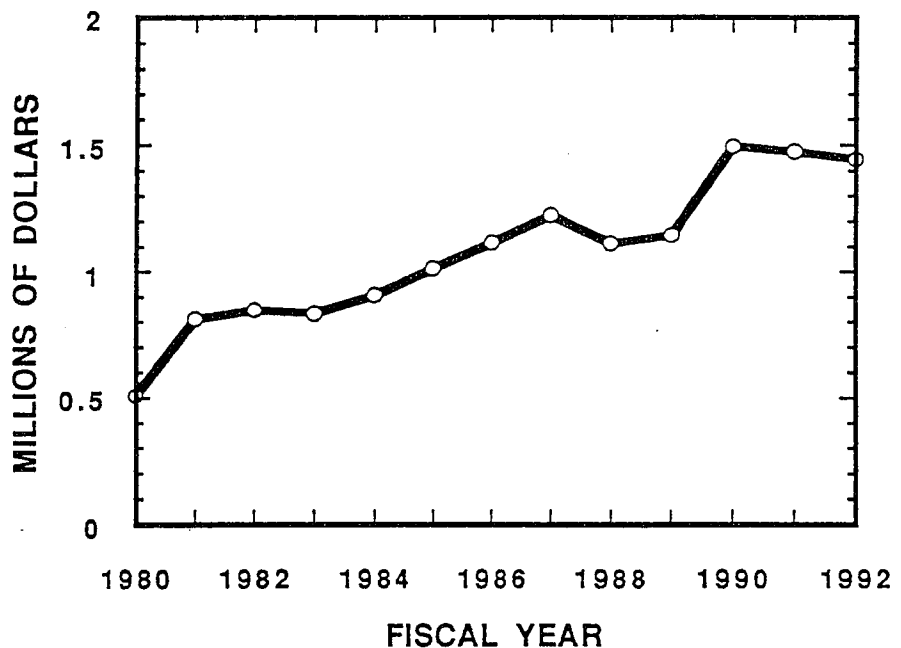


Figure 2. Water District's budget as a function of fiscal year for the last decade.

Respectfully submitted

Ronald R. Parenti, Chairman
Stephen C. Stuntz
Leonard A. Phillips

REPORT OF THE FINANCE COMMITTEE

Many economic factors affected the Water Supply District of Acton in 1991. While the cost of health insurance for the District's employees increased greatly, and there were some other cost increases, there was also some good news. Bond issues from 1978 for water mains and building were retired. Bonds issued in 1974 for the Nagog Hill Reservoir are due to be retired in 1992. Several projects were completed under budget; the Wampus Reservoir cost about \$300,000 less than budgeted. In spite of the recession, the income from new connections increased. The Finance Committee expects to be able to recommend lower rates in 1992.

Money from the Grace settlement was handled the same as in previous years. Approximately \$80,000.00 was withdrawn for water treatment. During the year, the account balance increased by about \$190,000.00 to \$2,122,539.00. The account is professionally managed with a return. Ninety percent of the money is invested in fixed income securities and 10% is in equity securities.

The District management has continued efforts to control costs and gather income from other than the rate payers. The District leases out some of its property. The District has joint purchase agreements with several towns, to get larger quantity discounts. Efforts to collect overdue bills have been increased.

The commitment of the District staff, and particularly the support of the District Manager, John MacLeod, and the Treasurer, Linda Larson, are greatly appreciated.

Charles Bradley
Theodore Jarvis
William L. Kingman
Finance Committee

REPORT OF THE DISTRICT MANAGER

The following report covers the activities of the District for 1991.

New house installations.....	95
Old service lines replaced or renewed.....	6
Old meters replaced with new meters.....	121
Repair of damaged hydrants.....	2
Repair of water main and service breaks.....	16
Replacement of old fire hydrants.....	2
Total gallons pumped in 1991.	565,425,000

The Water District currently has 10 Municipal wells supplying water to the Town of Acton for domestic use and fire protection. The Water District increased it's daily pumping capacity under normal water levels in the aquifer from approximately 3 million gallons per day to 4 million gallons per day. The quality of water we deliver to our customers still exceeds all Federal and State standards.

The Water District received an award from the Commonwealth of Massachusetts Department of Environmental Protection and the Northeast Rural Water Association. The award was received at the Massachusetts Water Works Association's Annual Presidential Night for it's outstanding performance and achievement in operating public water supply systems for the year ending 1990.

I would like to thank my staff for their dedication and making it possible for the Water District to receive such an award.

The Water District has made important changes to it's water system in 1991. These changes needed to be made in order to address future growth and to supply the present users with the same or increased pressures and flows.

In 1991, the Water District completed a pumping test in Acton on land owned by Brewster Conant. This parcel of land may possibly be the only land left in Acton for future public water supply. The District does however own other land for future well sites. The District will be discussing the purchase of this property in the near future with Brewster Conant.

We have also completed a computer model of our water supply system. This will enable us to make the appropriate improvements to our water system. This will also allow us to supply water to future growth in the Town of Acton.

Several of the District's employees have completed, and will continue to attend, courses and seminars on water supply and water pollution issues. All of the District operators have passed the State Operator Certification Examination.

The Water District and Town staffs have established a new program of communication with respect to growth and other issues of major concern.

Over the past few years, the District has accumulated a library of educational material that remains on file. This material is always available for review to all citizens of Acton.

The District adds the following chemicals to its water supply; zinc polyphosphate, sodium fluoride, potassium hydroxide and sodium hypochlorite.

The Water District will provide a tour of its Treatment Facilities to any citizen of Acton. Arrangements can be made by contacting the District Manager.

I am a member of the Mass. Water Works Association, Ground Water Committee along with ten other members from Massachusetts. This committee will work along with the D.E.P. Department of Environmental Protection Agency of Massachusetts and EPA Environmental Protection Agency of the Federal Government. The Committee will work on New Regulations and State Zoning Laws to protect water supply in the Commonwealth. The Ground Water Protection Committee is also working on the addition of fluoride and setting higher standards for bottled water.

In 1991, I was appointed by New England Water Works Association to serve on another state committee. This committee will monitor contamination sites in Massachusetts and will determine the order in which the sites should be cleaned. This committee will also monitor health effects, and environmental concerns. Our findings will be reported to state officials and the Governors Council.

I am also working with several local communities concerning our water supply problems. In an attempt to determine measures that we can all take to make our departments more efficient and our environment safer.

Also, in 1991 I received an award from Middlesex County Water Works Association for being President the past seven years.

The Water District also received permission from the Department of Environmental Protection (DEP) to do a Polit Study. This study would be completed at the Whitcomb and Clapp well sites located in West Acton near the Acton, Boxborough town line. The water pumped through these wells have natural color caused by peat and natural vegetation from leaves, etc. The Water District has tested the water and it poses no health threats. The District uses these wells in emergency situations only. When these wells are in use the District does receive calls concerning the color of the water, we plan to have this problem under control soon.

The District implemented it's Cross Connection Program, a Federal and State mandated Law. This program prevents possible contamination of potable water systems. The District will be inspecting laboratories, medical clinic's, chemical companies, etc.

I would like to thank the Planning Board, Board of Health, and the Conservation Committee for their efforts in working with other towns abutting Acton to implement strict zoning laws and regulations. These laws and regulations help protect our present and future generations drinking water supply.

I would like to take this opportunity to express my sincere thanks to the Board of Water Commissioners, Finance Committee, District Employees, Town Manager, Board of Selectmen, Department of Public Works, Engineering Department, Acton Fire Department, Acton Police Department, Acton School Department and all citizens of Acton. In addition, I would like to thank the DEP, EPA, U.S. Representative, Chester Atkins, State Representative Pam Resor and neighboring towns who have helped us with our problems. I also look forward to better communications with all Town, State and Federal Department with whom the Water District associates.

John E. MacLeod
District Manager

REPORT OF THE TREASURER
Savings and Money Market Accounts

BayBank Middlesex, Balance July 1, 1990	\$ 51.64
Interest	<u>2.63</u>
Balance at June 30, 1991	54.27

Shawmut Bank Balance July 1, 1990	287,701.41
Interest	18,443.08
Transferred to NOW Account	<u>100,000.00</u>
Balance at June 30, 1991	206,144.49

Shawmut Bank at July 1, 1990	.00
Deposits	100,000.00
Interest	1,666.47
Deposits	943.37
Bank Adjustment	<u>.41</u>
Balance at June 30, 1991	102,609.43

MMDT Balance July 1, 1990	140,943.54
Deposits	475,000.00
Disbursements	361,000.00
Interest	<u>16,011.44</u>
Balance at June 30, 1991	270,954.98

MMDT Balance July 1, 1990	624,955.18
Deposits	7,020.00
Disbursements	357,856.98
Interest	<u>33,524.19</u>
Balance June 30, 1991	307,642.39

Linda M. Larson
Treasurer & Collector

REPORT OF THE COLLECTOR

Outstanding June 30, 1990	68,404.55
Charges	1,708,555.01
Interest	8,606.56
Refunds	<u>579.52</u>
TOTAL	1,786,145.64
Payments	1,688,554.28
Abatements	6,197.28
Adjustments	14,655.08
Outstanding June 30, 1991	<u>76,739.00</u>
TOTAL	1,786,145.64

Linda M. Larson
Treasurer & Collector

WATER SUPPLY DISTRICT OF ACTON

FINANCIAL STATEMENTS

JUNE 30, 1991

C O N T E N T S

Independent Auditor's Report

Combined Statement of Assets, Liabilities and Fund
Balances - All Fund Types and Account Groups -
Statutory Basis

Combined Statement of Revenues, Expenditures and Changes
in Fund Balances - All Governmental Fund Types -
Statutory Basis

Statement of Revenues, Expenditures and Changes in Fund
Balance - Budget and Actual - General Fund -
Statutory Basis

Combined Statement of Revenues, Expenditures and Changes
in Fund Balances - All Fiduciary Fund Types -
Statutory Basis

Notes to the Financial Statements

Supplemental Schedule of Capital Projects Fund Activity -
Statutory Basis

WILLIAM E. SCHEID & COMPANY, P.C.

Certified Public Accountants

WILLIAM E. SCHEID, C.P.A.

MAUREEN WATERS MARA, C.P.A.

Independent Auditor's Report

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

We have audited the accompanying financial statements of the Water Supply District of Acton as of and for the year ended June 30, 1991, as listed in the table of contents. These financial statements are the responsibility of the Water Supply District of Acton management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 2, the Water Supply District of Acton prepares its financial statements on a prescribed basis of accounting that demonstrates compliance with the laws of the Commonwealth of Massachusetts which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, because of the Water Supply District of Acton's policy to prepare its financial statements on the basis of accounting discussed in the preceding paragraph, the financial statements referred to in the first paragraph do not present fairly, in conformity with generally accepted accounting principles, the financial position of the Water Supply District of Acton as of June 30, 1991, or the results of its operations for the year then ended.

Independent Auditor's Report - continued

However, in our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the cash and investment balances of the Water Supply District of Acton as of June 30, 1991, and the revenues it received and expenditures it paid for the year then ended, on the basis of accounting described in Note 2.

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The Supplemental Schedule of Capital Projects Fund Activity is presented for purposes of additional analysis and is not a required part of the financial statements of the Water Supply District of Acton. Such information has been subjected to the auditing procedures applied in the audit of the financial statements, and is fairly presented, in all material respects, in relation to the financial statements taken as a whole on the basis of accounting described in Note 2.



William E. Scheid & Company, PC
September 27, 1991

WILLIAM E. SCHEID & COMPANY, P.C.
Certified Public Accountants

WATER SUPPLY DISTRICT OF ACTON
 COMBINED STATEMENT OF ASSETS, LIABILITIES, AND FUND BALANCES -
 ALL FUND TYPES AND ACCOUNT GROUPS - STATUTORY BASIS
 JUNE 30, 1991

	GOVERNMENTAL FUND TYPES	
	GENERAL FUND	CAPITAL PROJECTS
ASSETS		
CASH	\$570,003	\$307,642
INVESTMENTS	-	-
ACCOUNTS RECEIVABLE	76,739	-
LESS RESERVE FOR UNCOLLECTIBLE RECEIVABLES	(76,739)	-
DUE FROM GENERAL FUND	-	187,476
AMOUNT TO BE PROVIDED FOR LONG TERM DEBT	-	-
	-----	-----
TOTAL ASSETS	\$570,003	\$495,118
	=====	=====
LIABILITIES AND FUND BALANCES		
LIABILITIES:		
LONG TERM DEBT	-	-
DUE TO CAPITAL PROJECTS FUND	\$187,476	-
	-----	-----
TOTAL LIABILITIES	187,476	0
	-----	-----
FUND BALANCES:		
UNRESERVED	382,527	-
RESERVED FOR CAPITAL PROJECTS	-	\$495,118
RESERVED FOR W.R. GRACE	-	-
	-----	-----
TOTAL FUND BALANCES	382,527	495,118
	-----	-----
TOTAL LIABILITIES AND FUND BALANCES	\$570,003	\$495,118
	=====	=====

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS.

FIDUCIARY FUND TYPES		ACCOUNT GROUP	TOTAL
AGENCY FUND	W.R. GRACE FUND	GENERAL LONG TERM DEBT	(MEMORANDUM ONLY)
-	\$179,424	-	\$1,057,069
-	1,838,468	-	1,838,468
-	-	-	76,739
-	-	-	(76,739)
-	-	-	187,476
-	-	\$2,665,000	2,665,000
<hr/>			
\$0	\$2,017,892	\$2,665,000	\$5,748,013
<hr/>			
-	-	\$2,665,000	\$2,665,000
-	-	-	187,476
<hr/>			
0	0	2,665,000	2,852,476
<hr/>			
-	-	-	382,527
-	-	-	495,118
-	\$2,017,892	-	2,017,892
<hr/>			
0	2,017,892	0	2,895,537
<hr/>			
\$0	\$2,017,892	\$2,665,000	\$5,748,013
<hr/>			

WILLIAM E. SCHEID & COMPANY, P.C.
Certified Public Accountants

WATER SUPPLY DISTRICT OF ACTON
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
 IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES - STATUTORY BASIS
 FOR THE YEAR ENDED JUNE 30, 1991

	GENERAL FUND	CAPITAL PROJECTS	TOTAL (MEMO ONLY)
REVENUES			
WATER RATES AND SERVICES	\$1,688,554	-	\$1,688,554
INTEREST INCOME	36,124	\$33,524	69,648
TOTAL REVENUES	1,724,678	33,524	1,758,202
EXPENDITURES			
MAINTAINING DEBT & INTEREST	644,802	-	644,802
CAPITAL PROJECT EXPENDITURES	-	437,302	437,302
SALARIES & WAGES	384,364	-	384,364
MAINTENANCE & OPERATIONS	60,000	-	60,000
LIGHTS, POWER & TELEPHONE	60,000	-	60,000
INSURANCE	51,000	-	51,000
CHEMICALS	49,486	-	49,486
HEALTH INSURANCE	45,000	-	45,000
MIDDLESEX RETIREMENT	40,000	-	40,000
RESERVE FUND	23,987	-	23,987
LEGAL	16,138	-	16,138
AUTO & EQUIPMENT EXPENSE	15,000	-	15,000
FEES	12,000	-	12,000
ACCOUNTING	8,740	-	8,740
OFFICE SUPPLIES	8,000	-	8,000
FUEL	6,000	-	6,000
POSTAGE	5,000	-	5,000
ENGINEERING	5,000	-	5,000
PERMANENT PAVING	4,000	-	4,000
EDUCATION EXPENSE	3,845	-	3,845
LABORATORY ANALYSIS	2,530	-	2,530
EQUIPMENT RENT	2,000	-	2,000
WATER WORKS NOTICE	1,453	-	1,453
MISCELLANEOUS	1,000	-	1,000
TOTAL EXPENDITURES	1,449,345	437,302	1,886,647
EXCESS REVENUE OVER EXPENDITURES	275,333	(403,778)	(128,445)
OTHER FINANCING SOURCES (USES)			
NET TRANSFERS BETWEEN GENERAL FUND AND CAPITAL PROJECTS	(68,776)	68,776	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	206,557	(335,002)	(128,445)
FUND BALANCE - BEGINNING YEAR	175,970	830,120	1,006,090
FUND BALANCE - END OF YEAR	\$382,527	\$495,118	\$877,645

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS.

WATER SUPPLY DISTRICT OF ACTON
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL - GENERAL FUND - STATUTORY BASIS
FOR THE YEAR ENDED JUNE 30, 1991

	ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE)
REVENUES			
WATER RATES AND SERVICES	\$1,688,554	\$1,475,370	\$213,184
INTEREST INCOME	36,124	-	36,124
TOTAL REVENUES	1,724,678	1,475,370	249,308
EXPENDITURES			
MATURING DEBT & INTEREST	644,802	645,370	568
SALARIES & WAGES	384,364	385,000	636
MAINTENANCE & OPERATIONS	60,000	60,000	0
LIGHTS, POWER & TELEPHONE	60,000	60,000	0
INSURANCE	51,000	51,000	0
CHEMICALS	49,486	60,000	10,514
HEALTH INSURANCE	45,000	45,000	0
MIDDLESEX RETIREMENT	40,000	40,000	0
RESERVE FUND	23,987	25,000	1,013
LEGAL	16,138	20,000	3,862
AUTO & EQUIPMENT EXPENSE	15,000	15,000	0
METERS	12,000	12,000	0
ACCOUNTING	8,740	9,500	760
OFFICE SUPPLIES	8,000	8,000	0
FUEL	6,000	6,000	0
POSTAGE	5,000	5,000	0
ENGINEERING	5,000	5,000	0
PERMANENT PAVING	4,000	4,000	0
EDUCATION EXPENSE	3,845	6,000	2,155
LABORATORY ANALYSIS	2,530	4,000	1,470
EQUIPMENT RENT	2,000	2,000	0
WATER WORKS NOTICE	1,453	1,500	47
MISCELLANEOUS	1,000	1,000	0
LAND SURVEY	-	5,000	5,000
	1,449,345	1,475,370	26,025
EXCESS REVENUE OVER EXPENDITURES	275,333	0	223,283
OTHER FINANCING SOURCES (USES)			
NET TRANSFERS BETWEEN GENERAL FUND AND CAPITAL PROJECTS	(68,776)	(68,776)	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	206,557	(68,776)	275,333
FUND BALANCE - BEGINNING YEAR	175,970	175,970	0
FUND BALANCE - END OF YEAR	\$382,527	\$107,194	\$275,333

WILLIAM E. SCHEID & COMPANY, P.C.
Certified Public Accountants

WATER SUPPLY DISTRICT OF ACTON
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
 IN FUND BALANCES - ALL FIDUCIARY FUND TYPES - STATUTORY BASIS
 FOR THE YEAR ENDED JUNE 30, 1991

	AGENCY FUND	W.R. GRACE FUND	TOTAL (MEMO ONLY)
REVENUES			
DIVIDEND & INTEREST INCOME	-	\$194,525	\$194,525
NET GAIN ON INVESTMENT SALES	-	6,226	6,226
TOTAL REVENUES	\$0	200,751	200,751
EXPENDITURES			
FIXED ASSET EXPENDITURES	-	54,632	54,632
MAINTENANCE & OPERATIONS	-	47,472	47,472
INVESTMENT MANAGEMENT FEES	-	15,763	15,763
REPAYMENTS TO DEVELOPERS	5,686	-	5,686
TOTAL EXPENDITURES	5,686	117,867	123,553
EXCESS REVENUE OVER EXPENDITURES	(5,686)	82,884	77,198
FUND BALANCE - BEGINNING OF YEAR	5,686	1,935,008	1,940,694
FUND BALANCE - END OF YEAR	\$0	\$2,017,892	\$2,017,892

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS.

WATER SUPPLY DISTRICT OF ACTON
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1991

NOTE 1 - GENERAL STATEMENT AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Water Supply District of Acton is a municipality incorporated in the Commonwealth of Massachusetts with the purpose of providing water and related services to the residents and businesses of Acton. The basic operations of the District are financed by water rate and services charges. In the Combined Statement of Revenues, Expenditures, and Changes in Fund Balance, these operations are reflected in the General Fund.

Summary of Significant Accounting Policies

The accounting and reporting policies of the District relating to the funds and account groups included in the accompanying combined financial statements conform with the Commonwealth of Massachusetts' uniform reporting system.

The following significant accounting policies were applied in the preparation of the accompanying financial statements:

1. Reporting Entity

The District's financial statements include the accounts of all District operations. Inhabitants of the Town of Acton who are qualified to vote in elections and town affairs are eligible to vote on matters concerning the District and to act on articles of the District.

2. Basis of Presentation: Fund Accounting

The accounts of the Water Supply District of Acton are organized on the basis of funds and account groups, each of which is a separate entity with its own self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures. Resources are accounted for in individual funds based upon the purposes for which they are to be spent and the restrictions, if any, on the spending activities. The District uses the following generic fund types in its activities:

Governmental Fund Types

General Fund - the general operating fund of the District, accounts for all financial resources of the District that are not required to be accounted for in another fund.

WILLIAM E. SCHEID & COMPANY, P.C.
Certified Public Accountants

WATER SUPPLY DISTRICT OF ACTON
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1991

Capital Projects - accounts for all resources used for the acquisition or construction of capital projects, facilities, or studies.

Fiduciary Fund Types

Agency Fund - accounts for money held by the District as trustee or agent for individuals, corporations, governmental entities or private organizations.

W.R. Grace Fund - accounts for activity of the W.R. Grace Settlement and is restricted to cover expenditures for treatment of the water system.

Account Groups

General Long-Term Debt Account Group - accounts for all long-term obligations of the District, which consist of bonds payable for capital projects.

3. Basis of Accounting

The accounts of all funds and general long-term debt group of accounts are maintained and presented in accordance with the Commonwealth of Massachusetts' uniform reporting system. Under this method, revenues are recorded when received and expenditures are recorded when they are paid. Accounts receivable are fully reserved until they are collected and recorded as income.

Fixed assets are not recorded on the Combined Statement of Assets, Liabilities and Fund Balances of the District. Funds used to acquire fixed assets are accounted for as expenditures in the Capital Projects Fund in the fiscal year payment is made.

Appropriation balances of capital projects are carried forward in the Capital Projects Fund until completion of the project or until unexpended balances are transferred to the general fund by approval of the Annual Meeting.

4. Budgets and Budgetary Accounting

The District's annual budget is a legally adopted budget which is approved at the District's Annual Meeting. Appropriations for the Capital Projects Fund are also approved at the Annual Meeting. Any budget overrides must be approved at a specially called District Meeting.

WATER SUPPLY DISTRICT OF ACTON
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1991

5. Investments

Investments are carried at the lower of cost or market. The W.R. Grace Fund includes investments which are managed by the firm Gardner & Preston Moss, Inc. At June 30, 1991, the investments had a cost basis of \$1,838,468 and a market value of \$1,840,867.

6. Total Column on Combined Statements

Total columns on the Combined Statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

NOTE 2 - DEPARTURES FROM GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

As indicated in Note 1, the District prepares its financial statements using the Commonwealth of Massachusetts' uniform reporting system which is a comprehensive basis of accounting other than generally accepted accounting principles.

The District uses the Commonwealth of Massachusetts' uniform reporting system whereby revenues are recorded when received and expenditures are recorded when they are paid. Under generally accepted accounting principles, the District's General Fund would be accounted for on the accrual method of accounting whereby revenues are recognized in the accounting period in which they are earned and become measurable and expenses are recognized in the accounting period incurred.

The District also uses the Commonwealth of Massachusetts' uniform reporting system whereby the costs of fixed assets are reported as expenditures from the Capital Projects Fund. Under generally accepted accounting principles, the fixed assets would be capitalized on the balance sheet and depreciated over the useful lives of the various assets.

WATER SUPPLY DISTRICT OF ACTON
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1991

NOTE 3 - INTERFUND RECEIVABLES AND PAYABLES

At June 30, 1991, \$187,476 is due to the Capital Projects Fund from the General Fund.

NOTE 4 - GENERAL LONG-TERM DEBT

General Long-Term Debt consists of the following obligations at June 30, 1991:

Description	Original Amount	Interest Rate	Date of Issue	Date of Maturity	Balance 6/30/91
Nagog Hill	\$540,000	5.7%	11/15/74	11/15/92	\$60,000
Water Mains	220,000	4.85%	10/01/78	10/01/91	10,000
Building	130,000	4.85%	10/01/78	10/01/91	10,000
Water Mains	910,000	9.5%	06/15/82	06/15/94	190,000
Water Mains	595,000	7.5%	06/01/85	06/01/97	295,000
Water Mains	625,000	6.39%	08/15/86	02/15/98	350,000
Walsh Rsrvr	2,100,000	6.7%	06/01/89	06/01/01	1,750,000
Total					<u>\$2,665,000</u>

During the year ended June 30, 1991, \$430,000 of principal and \$214,802 of interest was paid on the bonds. The total of these amounts, \$644,802, is reported as "Maturing Debt & Interest" in the Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - All Governmental Fund Types.

WATER SUPPLY DISTRICT OF ACTON
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1991

The aggregate principal payments required during the following five fiscal years are as follows:

Fiscal Year Ended June 30,	
1992	\$405,000
1993	365,000
1994	325,000
1995	275,000
1996	275,000

Total	\$1,645,000
	=====

NOTE 5 - RETIREMENT PLAN

Substantially all employees of the District are members of the Middlesex County Retirement Fund. The retirement system is funded by both employer and employee contributions. The District's annual contributions to the retirement system are determined on a "pay-as-you-go" basis by the State Division of Insurance and are estimates of pensions actually payable during an accounting period. In addition, employees contribute 5%, 7% or 8% of their base pay depending on when they entered the system. The District's contributions for the year ended June 30, 1991 were \$42,800.

WILLIAM E. SCHEID & COMPANY, P.C.
Certified Public Accountants

WATER SUPPLY DISTRICT OF ACTON
SUPPLEMENTAL SCHEDULE OF CAPITAL PROJECTS FUND ACTIVITY - STATUTORY BASIS
FOR THE YEAR ENDED JUNE 30, 1991

	BEGINNING BALANCE 6/30/90	-----REVENUES----- TRANSFERS FROM GENERAL FUND	INVESTMENT INCOME
ASSABET UTILITY BUILDING	\$671	-	-
BOSTON GAS	1,778	-	-
BREWSTER CONANT LAND	-	\$15,000	-
CAR 1989	156	-	-
CLAPP WELL AQUIFIER	10,804	-	-
CLAPP/WHITCOMB COLOR	-	10,000	-
CONANT LAND PUMPING TEST	38,246	-	-
CONCORD CONNECTION	5,000	-	-
CONTROL VALVE	53	-	-
CROSS CONNECTION	30,000	-	-
DUMP TRUCK 1991	-	12,000	-
ETHAN ALLEN CEMENT REPAIRS	-	20,000	-
ETHAN ALLEN UTILITY BLDG	-	7,500	-
GREAT HILL REPAIRS	-	2,500	-
GREAT HILL STANDPIPE	2,112	-	-
GREAT HILL UTILITY BLDG	-	10,000	-
GROUND WATER MONITOR WELL	1,954	-	-
HARLAN STORAGE/OFFICE	-	10,000	-
INDEPENDENCE ROAD MAIN	41,127	-	-
KENNEDY WELL	209,368	-	-
KUNELIUS LAND PUMP TEST	8,500	-	-
LABORATORY	112	-	-
LAWSBROOK BUILDING	149	-	-
LAWSBROOK MAIN	200	-	-
MARSHALL LAND	-	14,700	-
MARSHALL WELL	1,532	-	-
MARSHALL/SCRIBNER TREATMNT	3,625	-	-
NAGOG UTILITY BUILDING	-	7,500	-
NASH ROAD EASEMENT	22,000	-	-
POTASSIUM HYDROXIDE	12,912	-	-
SCRIBNER WELL STUDY	4,980	-	-
SEALED VAULT AND TANK	1,111	-	-
SEPTAGE LAGOONS DISPOSAL	3,632	-	-
STEEL BUILDING	1,898	-	-
TANK INTERIOR INSPECTIONS	-	3,500	-
VEHICLES 1990	1,635	-	-
WAMPUS STORAGE TANK	415,371	-	\$33,524
WATER DISTRIBUTION SYSTEM	706	-	-
WHITCOMB BOILER	3,245	-	-
WHITCOMB POWER UPDATE	1,950	-	-
WHITCOMB WELL STUDY	5,293	-	-
	<u>\$830,120</u>	<u>\$112,700</u>	<u>\$33,524</u>

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS.

-----EXPENDITURES-----		ENDING
TRANSFERS TO	PAYMENTS	BALANCE
GENERAL FUND		6/30/91
\$131	\$540	-
-	592	\$1,186
-	-	15,000
156	-	-
-	4,618	6,186
-	-	10,000
-	23,751	14,495
-	1,969	3,031
15	38	-
-	7,872	22,128
-	10,445	1,555
-	-	20,000
-	20	7,480
-	-	2,500
-	1,935	177
-	20	9,980
-	-	1,954
-	20	9,980
12,263	28,864	-
-	202,528	6,840
8,500	-	-
112	-	-
149	-	-
200	-	-
-	-	14,700
-	666	866
2,905	720	-
-	20	7,480
-	-	22,000
12,912	-	-
4,980	-	-
322	789	-
-	723	2,909
-	-	1,898
-	-	3,500
1,279	356	-
-	148,092	300,803
-	706	-
-	1,224	2,021
-	794	1,156
-	-	5,293
-----	-----	-----
\$43,924	\$437,302	\$495,118
=====	=====	=====

WILLIAM E. SCHEID & COMPANY, P.
Certified Public Accountants

WATER MEETING

Abstract of the proceeding of the Annual Meeting of the Water Supply District of Acton, held in the Acton-Boxborough Junior High School Auditorium, Charter Road at Massachusetts Avenue, West Acton

WEDNESDAY, MARCH 20, 1991 AT 7:30 P.M.

ARTICLE 1. VOTED: To fix the salaries of the elected officers as follows:

Chairman of the Commissioners	\$ 1,200.00 per year
Two (2) Commissioners	\$ 1,000.00 per year
Moderator	\$ 50.00 per meeting
Clerk	\$ 600.00 per year

(Unanimous)

ARTICLE 2. VOTED: To accept the reports of the Commissioners, the Treasurer and other officers and committees of the District.

(Unanimous)

ARTICLE 3. VOTED: That the District authorize the Treasurer, with the approval of the Commissioners, to borrow in anticipation of the revenue for the fiscal year beginning July 1, 1991, in accordance with the provisions of the 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.

(Unanimous)

ARTICLE 4. VOTED: To appropriate from estimated receipts of the District the sum of \$1,445,000.00 for maintenance and operation of the District, and specific appropriations as follows:

Estimated Budget Expenditures for 1991 - 1992	
Salaries & Wages	\$ 375,000.00
Health Insurance	75,000.00
Middlesex County Retirement	46,000.00
Educational Expenses	4,000.00
Maintenance & Operation	60,000.00
Meters	14,000.00
Auto & Equipment Expense	16,000.00
Fuel	6,000.00
Equipment Rental	2,000.00
Permanent Paving	5,000.00

Chemicals	35,000.00
Lights, Power & Telephone	70,000.00
Laboratory Analysis	4,000.00
Insurance/Domestic	56,000.00
Office Supplies	9,000.00
Postage	6,000.00
Audit	9,500.00
Legal	12,000.00
Water Words Notice	1,500.00
Advisory Committee	00.00
Miscellaneous	1,000.00
Land Survey	2,000.00
Engineering	10,000.00
Bonds & Interest	601,000.00
Reserve Fund	25,000.00
TOTAL BUDGET	<u>\$1,445,000.00</u>

Estimated Receipts for 1991 - 1992

Water Rates	1,379,300.00
Sprinklers	14,000.00
Land Lease Income	16,700.00
Repairs & New Installations	35,000.00
TOTAL RECEIPTS	<u>1,445,000.00</u>

(Unanimous)

ARTICLE 5. VOTED: That the District authorize the Commissioners to transfer from Receipt Reserve for Appropriation Account (W.R. Grace 1987 Settlement) the sum of \$80,000.00 for the maintenance and operation, carbon replacement and power costs at the various treatment plants operated by the District.

(Unanimous)

ARTICLE 6. VOTED: That the District authorize the Commissioners to transfer from surplus revenue, the sum of \$12,000.00 to purchase a used Dump Truck, and to authorize the Commissioners to sell the 1969 GMC Dump Truck.

(Unanimous)

ARTICLE 7. VOTED: That the District authorize the Commissioners to transfer from surplus revenue the sum of \$10,000.00 to install a PreCast Utility Building and related equipment at the Great Hill Storage Tank in South Acton located off Main Street (Route 27).

(Unanimous)

ARTICLE 8. VOTED: That the District authorize the Commissioners to transfer from surplus revenue the sum of \$7,500.00 to install a PreCast Utility Building and related equipment at the Nagog Hill Storage Tank located in Acton Center off Nagog Hill Road.

(Unanimous)

ARTICLE 9 VOTED: That the District authorize the Commissioners to transfer from Surplus Revenue the sum of \$20,000.00 to repair facial cement at the Ethan Allen Storage Tank located off Ethan Allen Drive, and to transfer from Surplus Revenue the sum of \$7,500.00 to install a PreCast Utility Building at the same location.

(Unanimous)

ARTICLE 10. VOTED: That the District authorize the Commissioners to transfer from Surplus Revenue the sum of \$2,500.00 to paint and seal various leaking rivets at the Great Hill Storage Tank located off Main Street in South Acton.

(Unanimous)

ARTICLE 11. VOTED: That the District authorize the Commissioners to transfer from Surplus Revenue the sum of \$10,000.00 to convert to storage-office space the existing second floor at the Harlan Tuttle Building located at 693 Massachusetts Avenue.

(Unanimous)

ARTICLE 12. VOTED: That the District authorize the Commissioners to transfer from Surplus Revenue the sum of \$10,000.00 to treat water being pumped from the Clapp Well and Whitcomb Well located off Massachusetts Avenue, West Acton, for the purpose of removing color and improving the aesthetic quality of the water.

(Unanimous)

ARTICLE 13. VOTED: That the District authorize the Treasurer with the approval of the Commissioners to transfer the following unexpended balances remaining after the completion of projects authorized by vote of the District to the Surplus Revenue Account:

A. Unexpended balance in the sum of \$12,263.30 for project completed under Article 12 of the Annual Meeting held March 21, 1990, which approved of installing a water main on District property to Independence Road in South Acton.

B. Unexpended balance in the sum of \$149.00 for project completed under Article 11 of the Annual Meeting held March 16, 1988, which approved of installing a

PreCast Building over the Lawsbrook Well located in South Acton.

C. Unexpended balance in the sum of \$156.22 for project completed under Article 5 of the Annual Meeting held March 15, 1989, to purchase a new vehicle.

D. Unexpended balance in the sum of \$1,279.05 for project completed under Article 7 of the Annual Meeting held March 21, 1990 to purchase a new truck.

E. Unexpended balance in the sum of \$131.00 for project completed under Article 7 of the Annual Meeting held March 15, 1989, which approved of installing a PreCast Building over the Assabet Well #2 located in South Acton.

F. Unexpended balance in the sum of \$15.35 for project completed under Article 11 of the Annual Meeting held March 15, 1989, to install an Automatic Control Valve at the Conant Well located in Acton.

G. Unexpended balance in the sum of \$4980.00 for project completed under Article 15 of the Annual Meeting held March 21, 1984, to artificially recharge the Scribner Well Field located in South Acton.

H. Unexpended balance in the sum of \$321.85 for project completed under Article 6 of the Special Meeting held November 30, 1988, to install a sealed vault at the Whitcomb Office Building, 693 Massachusetts Avenue, Acton, Massachusetts.

I. Unexpended balance in the sum of \$2905.30 for project completed under Article 15 of the Annual Meeting held March 21, 1990, to clean and chemically treat the Marshall and Scribner Well fields located in Acton.

J. Unexpended balance in the sum of \$12,912.25 for project completed under Article 6 of the Annual Meeting held March 20, 1985, to treat 8 wells with Potassium Hydroxide to raise the pH in our water.

K. Unexpended balance in the sum of \$200.00 for project completed under Article 13 of the Annual Meeting held March 3, 1980, to install a water main from Lawsbrook Road to the new wellfield located in South Acton.

L. Unexpended balance in the sum of \$111.70 for project completed under Article 12 of the Annual Meeting held March 16, 1988, to install a Laboratory Facility at the Whitcomb Office Building located at 693 Massachusetts Avenue, Acton, Massachusetts.

M. Unexpended balance in the sum of \$8,500.00 for project completed under Article 14 of the Annual Meeting held March 15, 1989, to possibly install a future public well in the town of Stow on land owned by Marilyn E. Kunelius.

(Unanimous)

ARTICLE 14. VOTED: That the District authorize the Commissioners to enter into a written, one-year lease of the three magazines for the storage of explosives on land owned by the District located off Powder Mill Road in South Acton, for

a twelve month rental of not less than \$ 3,000.00 and to undertake the necessary procedures set forth in the Uniform Procurement Act. (Mass. General Laws chapter 30B).

(Majority)

ARTICLE 15. VOTED: That the District authorize the Commissioners to transfer from Surplus Revenue the sum of \$3,500.00 for the inspection of the interior of the Nagog Hill Storage Tank and the Ethan Allen Storage Tank.

(Unanimous)

ARTICLE 16. VOTED: That the District authorize the Commissioners to transfer from Surplus Revenue \$15,000.00 for conducting additional pumping tests to determine the feasibility of developing a well or well field as a public water supply on land owned by Brewster Conant located on the Southerly side of Brook Street and the Westerly side of Great Road in Acton Center.

(Unanimous)

RESOLUTION: VOTED: Whereas it is in the best interest of the citizens of Acton that the cleanup of the contaminated lagoons at the W.R. Grace Superfund site in South Acton should take full advantage of newer and proven technologies; and Whereas one such process known as bioremediation can eliminate contaminants by transforming them into non-toxic forms, a process which already has been used at more than 100 Superfund sites in the nation as well as in Europe, and by W.R. Grace itself at its Cambridge site, but was not as well known by the EPA or by W.R. Grace when the W.R. Grace closure was being planned, and so was not considered; and Whereas this bioremediation process can be evaluated by a short-term bench-scale pilot study of the contaminated material from the W.R. Grace lagoons in Acton; and Whereas the Acton Water District has an account known as "Receipt Reserved for Appropriation Account: (W.R. Grace Settlement); Therefore be it resolved that the Acton Water District appropriate a certain sum of money from this "Receipt Reserved for Appropriation Account" (W.R. Grace Settlement) to pay for a pilot bench-scale test of bioremediation of the site and to support the efforts of the Acton Citizens for Environmental Safety to retain a recognized and reputable firm to do the testing; this action to be subject to a favorable ruling by the State Dept. of Revenue-Division of Local Services, the State Bureau of Accounts, or the Attorney General on Action by the District voters at a subsequent Annual Meeting or timely Special Meeting of the District approving the appropriation described above.

(Majority)

Adjourned: 9:21 PM

Water Supply District of Acton

A true copy:

Attest:

Anita E. Page

Clerk

March 21, 1990

WATER MEETING

Abstract of the proceedings of the annual elections of officers of the Water Supply District of Acton, held on

TUESDAY MARCH 26, 1991

at the 5 precincts of the Town of Acton (Polls open from 7:00 AM to 8:00 PM)

Total number of ballots cast:	4026
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The following were elected:

Commissioner for 3 years: Leonard A. Phillips	2853
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Moderator for 1 year: John Putnam	2967
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Clerk for 1 year: Anita E. Page	2894
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A true copy:

Attest:

Anita E. Page
District Clerk

**WATER SUPPLY DISTRICT OF ACTON
RULES, REGULATIONS AND RATES
Amended February 12, 1990**

The following Rules and Regulations shall be considered a part of the Contract with every person using the water.

1. All applications for the use of water are available at the Whitcomb Pumping Station, Mass Avenue. Demand charge schedule is set forth as follows:

<u>PIPE SIZE</u>	<u>DEMAND CHARGE</u>
1 inch	2520.00
1 1/2 inch	7440.00
2 inch	15840.00
Over 2 inch	20000.00
Multi-dwelling (per apt. or each living unit)	1200.00

SPRINKLER DEMAND CHARGES

Buildings up to 20,000 square feet	\$ 500.00
Building between 20,000 square feet and 40,000 square feet	1000.00
Buildings between 40,000 square feet and 60,000 square feet	1500.00
Buildings between 60,000 square feet and 80,000 square feet	2000.00
Buildings over 80,000 square feet	2500.00

Pipe size and type for any installation will be determined by the Water Commissioners or their agents. Costs of installation service will be charged to applicant separate of the demand charge. Costs will be paid before the water is turned on. The demand charges are payable prior to service connection.

2. Costs of new service installations from the water main into the house, including meter, shall be paid for by the owner or applicant before the water will be turned on.

3. No person will connect, or cause to be connected, any service pipe with the main or any distributing pipes, except by order of the Water Commissioners made on such application for new service. No permanent outside sprinkler system shall be allowed unless approved by the Board of Health.

4. Periodic inspection of pipes to the meter may be made by the District Manager or Foreman. When equipment is found defective all payment for the necessary repairs between the property line and the meter shall be assessed to the owner. Persons allowing their meter to be damaged by frost or otherwise will be held responsible therefore. The District will keep meters in repair from ordinary derangements.

5. All apparatus and all places supplied with water must be accessible at all reasonable times to the inspection of the Commissioners or their agents.

6. No alterations shall be made to the service installed by the Water District except by authorized agents of the Water District.

7. The Water District shall not in any way, nor under any circumstances, be held liable or responsible to any person or persons for any loss or damage from any excess or deficiency in

the pressure , volume or supply of water, due to any cause whatsoever. The Water District will undertake to use all reasonable care and diligence to avoid interruptions and fluctuations in the service, but cannot and does not guarantee that such will not occur.

8. The Water District will not be responsible for damages caused by dirty water resulting from the opening or closing of any gates for repairs or any other reasons, the use of hydrants, or the breaking of any supply lines.

9. The Water District will endeavor to give due notice to as many of the consumers affected as time and character of the work permit whenever it may be necessary to shut off the supply from any section of the District to make repairs or changes or because of broken main and will as far as practicable, use every effort to prevent damage or inconvenience; but failure to give such notice will not involve the Water District in any responsibility or liability for damage arising from the shutting off of any supply or any subsequent conditions arising therefrom.

10. The Water District reserves the right at any time without notice to shut off the water supply for purpose of making repairs, extensions, or other reasons, and all consumers having boilers or other appliances on their premises are hereby warned against danger of collapse from these sources and are urged to provide safety devices for their own protection. In any event the District expressly stipulates that there shall be no liability for damages resulting therefrom.

11. The Water District will not assume any liability for conditions in the consumer's plumbing or appliances, which may be the cause of trouble, coincident with the following repairs made to any part for the supply system by the District.

12. Service pipes or fixtures of any description, that are connected with the mains of the Water District, shall not under any circumstances be connected with any other sources of water supply.

13. The Water Commissioners reserve the right to shut off water for the purpose of making alterations or repairs. A water service may be shut off from any taker for non-compliance with the Rules and Regulations for non-payment of the water rates and violation of Massachusetts General Laws relating to water supply. When water has been shut off because of disregard of rules or non-payment of rates it will be turned on again when the Commissioners are satisfied that there will be no further cause of complaint and on the payment of fifteen dollars. With the approval of the Department of Environmental Quality Engineering (Chapter 40, Section 41A of the MA General Laws), the Commissioners reserve the right to restrict the use of water if necessary in any manner deemed appropriate.

14. The Fire Department will have control of the hydrants in case of fires and for necessary practice. In no other case will any person be allowed to handle hydrants or other water apparatus without permission of the Water Commissioners.

15. No water taker will be allowed to supply water to others except by special permit from the Board of Water Commissioners and found doing so without a permit, the supply will be shutoff.

16. Owners should notify the Water District to shut off water if the building becomes vacant. Water will be turned on again when the owner notifies the Water District and upon the payment of eighteen dollars for turn-on.

17. Water bills and repairs of existing services, must be paid in full within 30 days of the billing date. All bills for new installations, including supplies and labor must be paid in

full prior to the water service turn-on.

18. The water may be turned off without notice when bills for water remain unpaid for fifteen days after they become due, thirty days from the date of issue. Owners of premises will be held responsible for the water bills of their tenants. Unpaid water bills are now lien on real estate and collections may be made on the sale of property: Massachusetts Legislature, Acts of 1923, Chapter 391.

19. Any person who shall remove, change, alter or willfully damage or injure any meter will be liable for all damages. Any change in meter location shall be done under the direction of the District Manager or Foreman.

20. On all dwelling houses, apartments and condominiums, a minimum charge shall be made for water for each family or living unit for which the owner or owners shall be liable, if it is desired that all water flow through one meter. Larger quantities of water shall be charged on the above same basis.

On all business and/or professional buildings, for non-dwelling use, there shall be a charge for each toilet and/or lavatory facility, for which the owner shall be liable.

The District Manager or authorized agent shall be empowered by the Commissioners to confer with the owner or his agent to establish the number of facilities for which the minimum service charge shall be made. The minimum payment will be applied toward charge for water at the rates established under the rules and regulations for the Water Board, but if less quantity of water is used than the quantity for which the minimum charge would pay, no deduction from the minimum charge will be made.

21. Voted: That the District amend the By-Laws by adding a new section ten which reads as follows: "Any person violating any order restricting water use imposed by vote of the Commissioners shall be fined not more than \$200.00 for each offense, which shall inure to the District for such uses as the Commissioners may direct. Fines shall recovered by indictment or on a complaint before the District Court, or by non - criminal disposition in accordance with section twenty-one D of Chapter 10 of the General Laws. Every day that such violation continues shall constitute a separate offense".

22. Effective July 1, 1990 water users will be billed as follows: Minimum Price at which water will be furnished, including the use of the meter, will be \$24.00 per each 3 month period. This will allow the use of 1000 cubic feet each 6 months, with no refund or abatement for amounts of water less than 1000 cubic feet used.

On January 1, and July 1, a minimum charge of \$24.00 will be made to each user. Excess water for each 6 month period will be billed in October and April as follows:

Water usage in excess of 1000 cubic feet shall be billed at the rate of \$2.00 per 100 cubic feet.

A minimum charge shall apply to each family or living unit. A minimum charge shall apply to all non-residential users in accordance with applicable sections of Rules, Regulations and Rates.

New owners having had possession of property less than 30 days and less than 1,000 cubic feet of water will be billed at the rate of \$2.00 per 100 cubic feet.

There will be a minimum closing charge of \$5.00 for final water meter reading.

Water rates, demand charges, rental fees, hydrants and sprinklers and other charges imposed by the District shall be determined by vote of the Commissioners at a regular or

special meeting of the Commissioners.

23. If a meter is out of order and fails to register, the consumer will be charged at the average daily consumption as shown by the meter when in order. An average will be taken of the last 3 corresponding readings.

24. Any and all penalties for violations of these regulations or arrearages for non - payment of water rates or charges may be collected as authorized by law in a civil action.

25. The Commissioners shall regulate the use of water in such manner as they deem for the best interest of the District, fix and collect prices and rates for the use thereof, prescribe the time and manner of the payment of such prices and rates. The Commissioners shall have exclusive charge and control of the water department and water system, subject to all lawful by-laws, and subject to such instructions as the District may from time to time impose by its vote.

26. The Water District will have an inspector on sites where new water main and necessary fittings are installed in new developments, private roads, business and commercial sites. The Water District shall charge an hourly fee which will be paid to the Water District by the owner, contractor or developer. All materials used shall meet the specifications of the Water Supply District of Acton.

27. No person shall turn on or tamper with water main or hydrant or other device used for water supply, or install a bypass around a water meter without first procuring a written permit to do so from the Manager of the Water District. Any person violating said section shall be fined not more than \$200.00 for each offense, which shall inure to the District for recovered by indictment or on complaint before the District Court or by non-criminal disposition in accordance with section 21D of Chapter 40 of the General Laws. Every day that such violation continues shall constitute a separate offense. This section shall not curtail the fire department or Water District in the normal course of providing fire protection or water supply.

28. Any person making application for water use having a design demand in excess of 5,000 gallons per day, shall submit a concept plan with sufficient information so that the Water District can generate a Water Impact Report. This report shall: 1.) define the plans impact on the District's current/future water demand and existing water supply system, and 2.) stipulate conditions that the applicant shall meet to mitigate the effects of this impact. The Water Impact Report shall be reviewed and approved by the Water Commissioners. Costs associated with generating the Water Impact Report shall be borne by the applicant.

29. All new Industrial and Commercial Establishments attached to the Acton Water System will be required to install, at the service entrance and immediately downstream of the meter, a Reduced Pressure (RP) Back Flow Device. The Device must be approved by the Acton Water District and all costs will be paid by the owner/s and or the person/s to whom the bills are so assigned.

30. Effective June 30, 1988, the Board of Water Commissioners voted to place a moratorium on, not allowing any underground lawn sprinkler systems to be tapped off public water mains or services.

31. Underground Lawn Sprinkler Regulations Effective November 13, 1989

I. For systems installed between September 11, 1979 and June 3, 1988:

1. All systems must have rain gauges installed to prevent use when raining.

2. If system is on automatic timers, it must be equipped to accommodate odd and even water restrictions.

3. All present systems install backflow valves, watts #800 or equal.
 4. All backflow valves must be inspected by the Water District once a year to insure they are working properly. All costs will be the owner's responsibility.
 5. The property owner must have approval from the Board of Health and a plan submitted to them showing the system location and approval from the local plumbing inspector, and must also follow State Laws.
 6. Any lawn sprinkler system not meeting the above criteria will be disconnected from the public water supply system.
- II. Systems installed prior to 1979, that become defective, must be repaired to meet current standards.

By Order of The Acton Water Commissioners
William P. Walsh - Chairman
Stephen C. Stuntz
Leonard A. Phillips

WATER FILTERS

The Acton Water District has adopted a guideline concerning the public use of filter devices on the water supply system. This is based on a general policy promulgated by the D.E.Q.E. (DWS Policy 88-07), advising water purveyors to prohibit the use of such devices on the drinking water supply. Although properly designed barrier filters have proven effective on screening contaminants out of influent streams, concern exists regarding and efficiently implemented maintenance program to assure successful and continued operation. A clogged or abused water filter could foster potential conditions for bacteria to thrive, thus contributing to in-line contamination of the drinking water supply.

WATER FILTER GUIDELINES

The Water Supply District of Acton prohibits the installation by public water consumers of any device in the domestic water supply, including, but not limited to Point of Entry or Point of Use filters that are utilized within the confines of the consumer's premises. Regulatory Agencies, including the Department of Environmental Quality Engineering and the Department of Health are not recommending these systems for utilization in the drinking water supply system. Such devices are considered potentially deleterious to the Public Health, because they promote the proliferation of bacterial and viral growth and development.

**REGULATIONS
FOR THE
CONTROL OF BACKFLOW AND CROSS-CONNECTIONS
WATER SUPPLY DISTRICT OF ACTON
JUNE 11, 1990**

SECTION 1, CROSS-CONNECTION CONTROL AUTHORITY

As provided in the Federal Safe Drinking Water Act of 1974 (Public Law 93-523); and under the provisions of Massachusetts General Laws, Chapter 41, Section 69B; Massachusetts Drinking Water Regulations, 310 C.M.R., Section 22.22; and Section 13, of the By-Laws of the Water Supply District of Acton, the water purveyor, has the primary control and responsibility for preventing water from unapproved sources, or any substances, from entering the public potable water system. The said Water Supply District of Protection, is acting as the Department's designee as provided in 310 C.M.R., Section 22.22.

SECTION 2, CROSS-CONNECTION CONTROL - GENERAL POLICY

2.1 **Purpose** The purpose of this regulation is:

2.1.1 To protect the public potable water supply of the area served by the Water Supply District of Acton (hereinafter referred to as Water District) from the possibility of contamination or pollution by isolating within its customer's internal distribution system(s) or its customers's private water system(s) such contaminants or pollutants which could backflow or back-siphon into the public water supply system; and

2.1.2. To promote the elimination or control of existing cross-connections, actual or potential, between its customer's in-plant potable water system(s) and nonpotable systems, plumbing fixtures and industrial piping systems; and

2.1.3. To provide for the maintenance of continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of all potable water systems by cross-connection.

2.2 **Responsibility** The Manager of the Water Supply District of Acton (hereinafter referred to as District Manager) shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow-siphonage of contaminants or pollutants through the water service connection. If, in the judgment of said District Manager an approved backflow prevention device is required, at the District's water service connection to any customer's premises, for the safety of the water system, the District Manager or his designated agent shall give notice in writing to said customer to install such an approved backflow prevention device at each service connection to his premises. The customer shall, within 30 days, install such approved device or devices at his own expense. Failure, refusal or inability on the part of the customer to install said device or devices within 30 days constitute a ground for discontinuing water service to the premises until such device or devices have been properly installed.

SECTION 3, DEFINITIONS

3.1 District Manager The District Manager, or his designated agent, in charge of Water District is invested with the authority and responsibility for the implementation of an effective cross-connection control program and for the enforcement of the provisions of the ordinance.

3.2 Approved Accepted by the District Manager as meeting an applicable specification stated or cited in this regulation, or as suitable for the proposed use.

3.3 Auxiliary Water Supply Any water supply on or available to the premises other than the purveyor's approved public potable water supply.

3.4 Backflow The flow of water or other liquids, mixtures or substances under pressure into the distributing pipes of a potable water supply.

3.5 Back-siphonage The flow of water or other liquids, mixtures or substances into the distribution pipes of a potable water supply system from any source other than its intended source caused by the sudden reduction of pressure in the potable water supply system.

3.6 Backflow Preventer A device or means designed to prevent backflow or siphonage.

3.6.1. Air-Gap The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or other device and the flood rim of said vessel. An approved air-gap shall be as required by Water District standards.

3.6.2. Reduced Pressure Principle Device
An assembly of two independently operating approved check valves with an automatically operating differential relief valve between the two check valves, tightly closing shut-off valves on either side of the check valves, plus properly located test cocks for the testing of the check and relief valves.

3.6.3. Double Check Valve Assemble An assembly of two independently operating approved check valves with tightly closing shut-off valves on each side of the check valves, plus properly located test cocks for the testing of each check valve.

3.6.4. Pressure Vacuum Breaker A device containing one or two independently operating loaded check valves and an independently operating loaded air inlet valve located on the discharge side of the check or checks.

3.7 Contamination Means an impairment of the quality of the potable water by sewage, industrial fluids or waste liquids, compounds or other materials to a degree which creates an actual hazard to the public health through poisoning or other serious health effects or otherwise be hazardous to the health and safety or through the spread of disease.

3.8 Cross-Connection Any physical connection or arrangement of piping of fixtures between two otherwise separate piping systems one

of which contains potable water and the other non-potable water because of which, backflow or back-siphonage may occur into the potable water system.

3.9 Cross-Connection - Controlled A connection between a potable water system and a non-potable water system with an approved backflow prevention device properly installed that will continuously afford the protection commensurate with the degree of hazard.

3.10 Cross-Connection Control By Containment The installation of any approved backflow prevention device at the water service connection to any customer's premises, or the installation of an approved backflow prevention device on the service line leading to and supplying a portion of a customer's water system where there are actual or potential cross-connections which cannot be effectively eliminated or controlled at the point of cross-connection.

3.11 Hazard, Degree of The term is derived from an evaluation of the potential risk to public health and the adverse effect of the hazard upon the potable water system.

3.11.1 Hazard-Health (High Hazard) Any condition, device, or practice in the water supply system and its operation which could create, or, in the judgment of the Water District Manager, may create a danger to the health and well being of the water consumer.

3.11.2 Hazard-Plumbing (High Hazard) A plumbing type cross-connection in a consumer's potable water system that has not been properly protected by a vacuum breaker, air-gap separation or backflow prevention device. Unprotected plumbing type cross-connections are considered to be a health hazard.

3.11.3 Hazard-Pollution (Low Hazard) An actual or potential threat to the physical properties of the water system or to the potability of the public or the consumer's potable water system but which would constitute a nuisance or be aesthetically objectionable or could cause damage to the system or its appurtenances, but would not be dangerous to health.

3.12 Industrial Fluids System Any system containing a fluid or solution which may be chemically, biologically or otherwise contaminated or polluted in a form or concentration such as would constitute a health, system, pollutional or plumbing hazard if introduced into an approved water supply.

3.13 Pollution Means the presence of any foreign substance (organic, inorganic, or biological) in water which tends to degrade its quality so as to constitute a hazard or impair the usefulness or quality of the water to a degree which does not create an actual hazard to the public health but which does adversely and unreasonably affect such waters for domestic use.

3.14 Water-Potable Water from a source which has been approved by the Massachusetts Water Supply and Pollution Control Commission for human consumption.

3.15 Water-Non-Potable Water which is not safe for human consumption or which is of questionable potability.

3.16 Water Service Connections The terminal end of a service connection from the public potable water system; i.e., where the water purveyor loses jurisdiction and sanitary control over the water at its point of delivery to the customer's water system. If a meter is installed at the end of the service connection, then the service connection shall mean the downstream end of the meter. Service connection shall also include water service connection from a fire hydrant and all other temporary or emergency water service connections from the public potable water system.

3.17 Water Used Any water supplied by a water purveyor from a public potable water system to a consumer's water system after it has passed through the point of delivery and is no longer under the sanitary control of the water purveyor.

SECTION 4. REQUIREMENTS

4.1 Water System:

4.1.1. The water system shall be considered as made up of two parts: the utility system and the customer system.

4.1.2. Utility system shall consist of the source facilities and the distribution system; and shall include all those facilities of the water system under the complete control of the utility, up to the point where the customer's system begins.

4.1.3. The source shall include all components of the facilities utilized in the production treatment, storage, and delivery of water to the distribution system.

4.1.4. The distribution system shall include the network of conduits used for the delivery of water from the source to the customer's system.

4.1.5. The customers system shall include those parts of the distribution system which provide domestic drinking water to all internal areas of the customer's facilities. The customer's system begins at the end of the Water District's distribution system providing potable water.

4.2 Policy:

4.2.1. No water service connection to any premises shall be installed or maintained by the Water District unless the water supply is protected as required by Massachusetts State Law, and this regulation. Service of water to any premises shall be discontinued by the Water District if a backflow prevention device required by this regulation is not installed, tested and maintained, or if it is found that a backflow prevention device has been removed, by-passed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected.

4.2.2. The customer's system should be open for inspection at all reasonable times to authorized representatives of the Water District to determine whether cross-connections or other structural or sanitary hazards, including violations of this regulation exist. When such a condition becomes known, the District Manager shall deny or immediately discontinue service to the premises by providing for a

physical break in the service line until the customer has corrected the condition(s) in conformance with state and local statutes relating to plumbing and water supplies and the regulations adopted pursuant thereto. All expenses relating to the disconnection and reconnection shall be at the customer's expense.

4.2.3. An approved backflow prevention device where required in accordance with Section 2.2 above, shall be installed on each service line to a customer's water system at or near the property line or immediately inside the building being served; but, in all cases, before the first branch line leading off the service line wherever the following conditions exist:

4.2.3A In the case of premises having an auxiliary water supply which is not or may not be of safe bacteriological or chemical quality and which is not acceptable as an additional source by the Water District, or Department of Environmental Protection or Acton Board of Health, the public water system shall be protected against backflow from the premises by installing a backflow prevention device in the service line appropriate to the degree of hazard.

4.2.3B In the case of premises on which any industrial fluids or any other objectionable substance is handled in such a fashion as to create an actual or potential hazard to the public water system, the public water system shall be protected against backflow from the premises by installing a backflow prevention device in the service line appropriate to the degree of hazard.

4.2.3C In the case of premises having (1) internal cross-connection that cannot be permanently corrected and controlled, or (2) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist, the public water system shall be protected against backflow from the premises by installing a backflow device in the service line.

4.2.4. The type of protective device required under subsections 4.2.3A, B, and C shall depend upon the degree of hazard which exists as follows:

4.2.4A In the case of any premises where there is an auxiliary water supply as stated in subsection 4.2.3A of this section; or

4.2.4B Where there is any material dangerous to health which is handled in a fashion as to create an actual or potential hazard to the public water system; or

4.2.4C Where there are "uncontrolled" cross-connections, either actual or potential, the public water system shall be protected by an approved air-gap separation or an approved reduced pressure principal backflow prevention device at the service connector.

4.2.4D In the case of any premises where there is water or substance that would be objectionable but not hazardous to health, if introduced into the public water system, the public water system shall be protected by an approved double check valve assembly.

4.2.4E In the case of any premises where because of security

requirements or other prohibitions or restrictions it is security requirements or other prohibitions or restrictions it is impossible or impractical to make a complete implant cross-connection survey, the public water system shall be protected against backflow or back-siphonage from the premises by the installation of a back-flow prevention device in the service line. In this case, maximum protection will be required; that is, an approved air-gap separation or an approved reduced pressure principle backflow prevention device shall be installed in each service to the premises.

4.2.5. Any backflow prevention device required herein shall be of a mode and size approved by the District Manager. The term "approved backflow prevention device" shall mean a device that is on the "approved list of backflow preventers and double check valves" as described in the Drinking Water Regulations of Mass., (310 C.M.R., 22.22) Department of Environmental Protection, as the same may be amended from time to time. Said approval lists have been adopted by the District Manager.

4.2.6. It shall be the duty of the customer-user at any premises where backflow prevention devices are installed to have certified inspections and operational tests made at least once per year as required under Mass. regulations and this regulation. The Water District will conduct testing on these devices twice a year. The owner of the device will be charged for these tests. The Water District may have these tests performed by a designated representative.

In those instances where the District Manager deems the hazard to be great enough, he may require certified inspections at more frequent intervals. These inspections and tests shall be at shall be at the expense of the water user and shall be performed by Water District personnel by a certified tester approved by the District Manager and approved by the State of Mass. It shall be the duty of the District Manager to see that these timely tests are made. The District Manager shall notify the customer-user in advance when the tests are to be undertaken so that he or his representatives may witness the test if so desired. These devices shall be repaired, overhauled or replaced at the expense of the customer-user whenever said devices are found to be defective. Records of such tests shall be kept by the District Manager.

4.2.7. All presently installed backflow prevention devices which do not meet the requirements of this section but were approved devices for the purposes described herein at the time of installation and which have been properly maintained, shall, except for the inspection and maintenance requirements user subsection 4.2.6., be excluded from the requirements of these rules so long as the District Manager is assured that they will satisfactorily protect the utility system. Whenever the existing device is moved from the present location or requires more than the maintenance or when the District Manager finds that the maintenance constitutes a hazard to health, the unit shall be replaced by a backflow prevention device meeting the requirements of this section.

4.2.8. All industrial and commercial establishments attached to the Water District are required to install at the service entrance immediately downstream of the meter a reduced pressure (RP) backflow device.

4.2.9. All decisions relating to determination of backflow devices will be made by the Commissioners or District Manager. Failure to comply with any directive from this office will result in termination of service.

5.1 All testing and or maintenance performed on backflow devices by the Water District or its agent will be charged to the owner of the device.

Rules and Regulations adopted by the Commissioners of the Water Supply District of Acton, June 11, 1990, at a Regular meeting of said Commissioners.

Leonard A. Phillips
Ronald R. Parenti
Stephen C. Stuntz

**Fee Schedule for Backflow and
Cross-Connections
June 11, 1990**

- A. **Survey Fees**
\$55.00 - first hour or part thereof (minimum)
\$26.00 - each additional hour chargeable in one-quarter hour installments.
- B. **Testing Fees** (During normal work hours),
1st Device - \$55.00 per device (or unit),
2nd Device and all additional devices - \$30.00 per device (or unit).
- C. If testing cannot be conducted during regular work hours (Monday through Friday), a fee of one and one-half the above will be charged.

Adopted by the Commissioners of the Water Supply District of Acton, June 11, 1990 at a regular meeting of said Commissioners.

Leonard A. Phillips
Ronald R. Parenti
Stephen C. Stuntz

**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 candidate 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 ballot unless he or someone on his behalf has submitted nomination papers signed by fifty registered voters of 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. Nomination papers of a candidate for office of the District shall be filed with the Clerk of the District in accordance with Chapter 53, Section 10 of General Laws, Submission to the Registrar of Voters shall be in accordance with Chapter 41, Section 115 of the General Laws.
- 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 not 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 twenty (20) days prior to the Annual Election, 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.
- VII Elections and Nominations of District officers shall be conducted in accordance with chapters fifty to fifty-six, inclusive, of the General Laws so far as applicable, except as otherwise provided in sections one hundred and fourteen to one hundred and seventeen of Chapter 41 of the General Laws, inclusive, and except as otherwise provided by the District ByLaw.

BYLAWS
(as adopted and amended to March, 1990)

- I The Annual Meeting of the Water Supply District shall be held on the third Wednesday of March, of each year for the transaction of the necessary business connected with the District, and Election of Officers shall be held on the last Tuesday of March of each year. The time and place of holding such election and vote shall be stated in the warrant for the Annual Meeting and such election and vote shall be deemed part of the Annual District Meeting.
- 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 fourteen (14) days before the time of the meeting.
- IV The Clerk shall preside at each meeting until a Moderator is chosen.
- V At each Annual Election Day there shall be elected by ballot, one Commissioner for a term of three years, a Clerk and an 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 the 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 of 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.
- IX The Commissioners shall appoint annually a Treasurer-Collector which office shall have all the powers and duties conferred by law upon a collector of taxes and District Treasurer.
- X Any person violating any order restricting water use imposed by vote of the Commissioners shall be fined not more than \$200.00 for each offense, which shall inure to the District for such uses as the Commissioners may direct. Fines shall be recovered by indictment or on a complaint before a District Court, or by non-criminal disposition in accordance with section Twenty-one D of Chapter 40 of the General Laws.

Every day that such violation continues shall constitute a separate offense.

- XI a) A five member Water-Land Management Advisory Committee is hereby established. Two members to be appointed by the Commissioners for a term of three years, two members to be appointed by the Moderator of the District for a term of two years, one member to be appointed by the Selectmen for a term of one year. Thereafter, each appointment shall be for a term of three years.
- b) The Advisory Committee shall review and make recommendations to the Commissioners on matters relating to water and land management policies of the district and shall make recommendations to the Commissioners on any matters relating to agreement authorized under the "Bylaw to Regulate the Removal of Sale of Sand and Gravel from Lands in District Use", and shall undertake such other tasks related to water and land management as the Commissioners deem appropriate.
- XII No person shall turn on or tamper with a water main or hydrant or other device used for water supply or install a bypass around a water meter without first procuring a written permit to do so from the Manager of the Water District. Any person violating said section shall be fined not more than \$200.00 for each offense, which shall inure to the District for such uses as the Commissioners may direct. Fines shall be recovered by indictment or on complaint before the District Court or by non-criminal disposition in accordance with section 21D of Chapter 40 of the General Laws. Every day that such violation continues shall constitute a separate offense. This section shall not curtail the fire department or Water District in the normal course of providing fire protection or water supply.
- XIII a) No person shall maintain upon premises which they own or occupy, a physical cross connection between the distribution system of a public water supply, the water of which is being used for drinking, domestic, or culinary purposes, and the distribution system of any unapproved water supply, unless the installation has been reviewed and approved by the Water District and permits have been issued in accordance with the Drinking Water Regulations of the Department of Environmental Quality Engineering.
- b) That the Water District shall have the authority to terminate any water source to any facility where cross connections are maintained without required backflow prevention devices which have been approved by the District.
- c) That the Commissioners shall enact such Cross Connection Control Program and Regulations as are necessary to protect the public potable water supply served by the District from the possibility of contamination or pollution by isolating within its customers' internal distribution system, such contaminants or pollutants which could backflow or back siphon into the public water system; and to promote the elimination or control of existing cross connections between its customers; in-plant potable water system, and non-potable water system; and to provide for maintenance of a continuing program of cross connection control which will effectively prevent the contamination or pollution of all potable water systems by cross connection.
- XIV District authorizes the Commissioners to establish quarterly due dates for payment of water charges and bills, and authorizes the Commissioners to fix a rate of interest which shall accrue if such charges or bills remain unpaid after such due dates, provided, however, such rate of interest shall not exceed the rate of interest which may be charged on tax bills under the provision of Section 57 of Chapter 59,

Massachusetts General Laws, as amended.

XV

Section 1 - Authority: This By-Law is adopted by the District under Chapter 326 of the Acts of 1912, its police powers to protect public health and welfare and its specific authorization under Massachusetts General Laws Ch.41, Section 69B;Ch. 40 Section 41A.
Section 2 - Purpose: The purpose of this By-Law is to protect, preserve, and maintain the public health, safety and welfare whenever there is in force a state of water supply emergency by providing for enforcement of any duly imposed restrictions, requirements, provisions or conditions imposed by the District or by the Department and included in the District's plan approved by the Department of Environmental Protection to abate the emergency.

Section 3 - Definitions: For the purpose of this By-Law: *Enforcement authority* shall mean the District's Board of Water Commissioners having responsibility for the operation and maintenance of the water supply; the Town police, special police, and any other locally designed body having police powers.

State of water supply emergency shall mean a state of water supply emergency declared by the Department of Environmental Protection pursuant to G.L.c.21G, Section 15,16,17;G.L.c.111, Section 160, or by the Governor.

Section 4 - The following shall apply to all users of water supplies supplied by the District. Following notification by the District of the existence of a state of water restriction included in a plan approved by the Department of Environmental Protection which has as its purpose the abatement of a water supply emergency.

Notification of any provision, restriction, requirement, or condition with which users of water supplied by the District are required to comply to abate a situation of water emergency shall be sufficient for purposes of this By-Law if it is published in a newspaper of general circulation within the Town of Acton or by such other notice as is reasonably calculated to reach and inform all users of the District supply.

Section 5 - Penalty: Any person or entity who violated this By-Law, shall be liable to the District in the amount of \$50.00 for first violation and \$100.00 for each subsequent violation which shall inure to the District for such uses as the Board of Water Commissioners may direct. Fines shall be recovered by indictment or on complaint before the District Court or by non-criminal disposition in accordance with Section 21D of Chapter 40 of the General Laws. Each separate instance of noncompliance following the issuance of any warning or citation pursuant to this section shall constitute a separate violation.

Section 6 - Right of Entry: Agents of the enforcement authority may enter any property, except the interior of a domicile, for the purpose of inspection or investigating any violation of the By-Law or enforcing against the same.

Section 7 - Severability: The invalidity of any portion or provision of this By-Law shall not invalidate any other portion, provision or section hereof.

XVI

"By-Law to Regulate Underground Water Sprinklers"

a. No person shall install, repair, replace or alter a permanent outdoor underground water sprinkler connected to the public water supply except as provided by this By-Law.
b. Applications to the District for the installation and use of permanent outdoor underground lawn sprinklers shall be signed by the owner(s) of the premises where it is desired, or by duly authorized agent, and shall be made in writing. The application shall contain such information as shall be prescribed by the Commissioners.

c. The Commissioners shall make such rules and regulations relating to the installation, repair, maintenance, replacement or alteration of permanent outdoor underground lawn sprinklers, which rules and regulations may specifically prohibit the installation of same, or may regulate such installation, repair, maintenance replacement or alteration; and may provide for design criteria which includes, but are not limited to, rain gauges, automatic timers, back flow devices, shut-off devices, electric controls, and the like, and shall include fees to be paid to the District by the applicant or owner.

d. The Commissioners shall have the authority and the duty to adopt, issue and administer rules and regulations for the administration and operation of permanent outdoor underground lawn sprinklers connected to the public water supply.

e. No permit granted prior to the effective date of this By-Law shall be deemed invalid because of having been granted either by the Board of Health of the Town of Acton, or the District Manager, or both; provided, however, it shall be the responsibility of the owner(s) to produce written evidence of same. Any permanent outdoor underground water sprinkler legally installed prior to the effective date of this By-Law which becomes defective or requires replacement or repair shall be subject to this By-Law and the rules and regulations adopted by the Commissioners from time to time.

f. If the Commissioners shall find that any provision of this By-Law is being violated, the Commissioners shall notify in writing the person(s) deemed responsible for such violation, indicating the nature of the violation and ordering the necessary action to correct it.

g. Any person violating this By-Law shall be fined not more than \$200.00 for each offense, which shall inure to the District for such uses as the Commissioners may direct. Fines shall be recovered by indictment or on complaint before the District Court or by non-criminal disposition in accordance with section 21D of Chapter 40 of the General Laws. Every day that such violation continue shall constitute a separate offense. This section shall not curtail the Board of Health or Plumbing Inspector, Town of Acton, from seeking enforcement under other applicable provision of law.

h. The provisions of this By-Law, as amended from time to time, are separable. If any provisions of the By-Law, or any amendments thereto, is held invalid, the other provisions of the By-Law shall not be affected thereby. If the application of such provision, or any amendment thereto, is held invalid the applications of such provision to other person and circumstance shall not be affected thereby.

BY-LAW

"By-Law to Regulate the Removal and Sale of Sand and Gravel from Lands in District Use"

Section 1. The purpose of this bylaw is to regulate the removal of sand and gravel on lands owned or leased by the District so as to promote safe and sound economic development, improvement and management of said land; and protect and preserve the purity of the water supply, wells and aquifers.

Section 2. The Commissioners shall fix a reasonable time for a public hearing on any proposal for removal and sale of sand and gravel from land in District use. Notice of the public hearing and shall be given at least two weeks prior to the hearing by publication of the time, place and

purpose of the hearing in a local newspaper, and by mailing a copy of said notice to the owners of all property within five hundred(500) feet of the property line of the District land as they appear on the most recent applicable tax list. Included in the list of owners shall be abutters, owners of land directly opposite on any public or private street, and abutters to abutters within the five hundred(500) feet aforesaid.

The public hearing shall be held no later than 21 days prior to the business meeting of the District which includes an appropriate warrant article for action by voters of the District. Action by voters of the District on any article permitting the Commissioners to enter into a written contract for removal and/or sale of earth materials from lands of the District shall require a two-thirds vote. At the public hearing the Commissioners shall present evidence of the need for excavation; a site specific map of wetlands, limits of 100 year flood plain, vegetation, surface waters, topography (before and after), property lines and adjacent land uses; and estimation of high water table on the land.

Section 3. In entering into a written contract not to exceed one year, the Commissioners shall impose conditions and specifications including but not limited to the following:

- A. A detailed plan showing limits and phases of excavation.
- B. Specific and reasonable hours of operation, including truck arrival and departure.
- C. Required stockpiling of topsoil for use in restoration.
- D. Prohibition of excavation within 10 feet of the annual high water table.
- E. Prohibition of removal within 100 feet of property lines and existing public ways.
- F. Limitation of work faces to 10 vertical feet and requirement that all faces shall be broken down to their natural angle of repose at the end of each working day. Any existing non complying faces shall be reduced as fast as safety and practical engineering permit.
- G. Maintenance of natural vegetation on undisturbed land for screening and noise reduction purposes, and provision for dust suppression on the site.
- H. A requirement that restoration be carried on simultaneously with excavation, so that when any three acres operation area has been excavated, at least two acres shall be restored before work commences on the next contiguous three acres, so that at no time will more than four acres be unrestored.
- I. Provisions to grade slopes safely, loam and revegetate all disturbed areas.
- J. Removal of debris, stumps, boulders, etc. from the site and dispose of in an approved location or in the case of inorganic matter, buried and covered with at least two feet of soil.
- K. A requirement that all retained subsoil and topsoil be spread over the disturbed area and seeded. Trees or shrubs of prescribed species will be planted to provide screening and reduce erosion during the establishment period.
- L. A requirement that final restoration work be completed within 60 days, weather permitting, after completion of excavation operations.
- M. A requirement of posting of surety bond, performance and payment bond or other adequate security to insure compliance with terms of the contract.
- N. Regular inspection by the Commissioners or their agent at reasonable hour to insure that contract provisions are being adhered to, and provision for halting operation for any violation.
- O. Other appropriate conditions, limitations and safeguards as the Commissioners deem necessary for the protection of the public health, safety, convenience and welfare, and for protection and preservation of the purity of the water.

