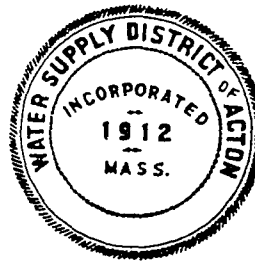


**ANNUAL REPORT**  
OF THE  
**WATER SUPPLY DISTRICT**  
OF  
**ACTON, MASSACHUSETTS**

For the year ending December Thirty-first 1992



**WARRANT ARTICLES**  
FOR THE  
**ANNUAL MEETING**

MARCH 17, 1993

WATER SUPPLY DISTRICT OF ACTON  
1992 ANNUAL REPORT  
TO THE MEMORY OF  
HARRY BURTON MORSE  
WATER COMMISSIONER 1976 - 1982



THE ACTON WATER DISTRICT DEDICATES THE 1992 ANNUAL  
REPORT TO HARRY MORSE WHOSE OUTSTANDING SERVICE AND  
DEDICATION AS A WATER COMMISSIONER MADE A BETTER  
AND SAFER ENVIRONMENT FOR THE CITIZENS OF ACTON.  
HARRY WILL BE GREATLY MISSED BY ALL THE PEOPLE  
WHOSE LIVES HE TOUCHED.

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

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# **WATER DISTRICT ORGANIZATION - 1992**

## **ELECTED OFFICIALS**

### **COMMISSIONERS**

Stephen C. Stuntz, Chairman	Term expires 1993
Leonard A. Phillips	Term expires 1994
Ronald R. Parenti	Term expires 1995

### **CLERK**

Anita E. Page	Term expires 1993
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### **MODERATOR**

John W. Putnam	Term expires 1993
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## **APPOINTED OFFICIALS**

### **FINANCE COMMITTEE**

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

### **DISTRICT MANAGER**

John E. MacLeod	Contract expires 1995
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### **TREASURER & COLLECTOR**

Linda M. Larson	Term expires 1993
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### **ATTORNEY**

Charles E. Orcutt, Jr.	Term expires 1993
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### **COMMISSIONERS SECRETARY**

Jane Cutler	
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## WATER DISTRICT STAFF - 1992

DISTRICT MANAGER	John E. MacLeod
ASSISTANT SUPERINTENDENT	Carleton Troupe
TREASURER/COLLECTOR	Linda M. Larson
BOOKKEEPER	Michelle D. Cobleigh
SECRETARY/BOOKKEEPER	Debra Pyrro
FOREMAN	Robert Koch
ASSISTANT FOREMAN	Stephen Peterson, Jr.
OPERATORS	Paul McGovern Patrick DeCesare Ronald Davan
MAINTENANCE	Charles Rouleau



WARRANT





COMMONWEALTH OF MASSACHUSETTS  
Middlesex, ss.



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

You are directed to notify the inhabitants of the Town of Acton, qualified to vote in elections and town affairs, to assemble at their precinct:

Precincts 1 & 2 - Conant School - Taylor Road  
Precincts 3, 4 & 5 - Blanchard Auditorium, off  
Massachusetts Avenue

On TUESDAY, MARCH 30, 1993  
between 7 o'clock A.M. and 8 o'clock P.M.

Then and there to bring their votes on one ballot for the following officers:

Moderator for one year, one Commissioner for three years, and Clerk for one year.

-----  
You are further requested to notify the legal voters of said Town of Acton, as aforesaid, to assemble at the

Acton - Buxborough Junior High School Auditorium  
Charter Road at Mass. Avenue, West Acton  
On WEDNESDAY, MARCH 17, 1993  
at 7:30 o'clock P.M.

Then and there to act on the following articles:

ARTICLE 1. To fix salaries of the elected officers.

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

ARTICLE 3. To see if the District will vote to authorize the Treasurer, with the approval of the Commissioners, to borrow in anticipation of the revenue for the fiscal year beginning July 1, 1993, in accordance with the provisions of General Laws, Chapter 44, Section 4, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of General Laws, Chapter 44, section 17, or to take any other action relative thereto.

ARTICLE 4. To see what sums of money the District will vote to raise and appropriate to defray the usual expenses of the District.

ARTICLE 5. To see if the District will vote to transfer from Receipts Reserve for Appropriation Account (W.R. Grace settlement), the sum of \$90,000.00 for the maintenance and operation, carbon replacement and power costs at the various treatment plants operated by the District, or to take any other action relative thereto.

ARTICLE 6. To see if the District will vote to authorize the Treasurer with the approval of the Commissioners to transfer to Surplus Revenue Account the following unexpended balances remaining after the completion of projects authorized by vote of the District, or to take any other action relative thereto.

A. Unexpended balance in the sum of \$128.72 for project completed under Article #9 of the Annual Meeting of March 21, 1990, which approved installing natural gas to pumping stations.

B. Unexpended balance in the sum of \$7.51 for completed project under Article #16 of the Annual Meeting of March 18, 1992, which approved the purchase of a new car.

C. Unexpended balance in the sum of \$1,307.35 for completed project under Article #8 of the Annual Meeting of March 21, 1990, which approved connection of District's water main to the Town of Concord water main at Lawsbrook Road.

D. Unexpended balance in the sum of \$242.11 for completed project under Article #11 of the Annual Meeting of March 20, 1991, which approved storage space at the Harlan Tuttle Building.

E. Unexpended balance in the sum of \$401.20 for completed project under Article #6 of the Annual Meeting of March 18, 1992, which approved the purchase of a new lawn mower.

F. Unexpended balance in the sum of \$793.15 for completed project under Article #8 of the Annual Meeting of March 18, 1987, which approved the purchase of steel building at the Clapp Well to protect the carbon treatment vessel.

G. Unexpended balance in the sum of \$1,954.34 for completed project under Article #7 of the Special Meeting of October 22, 1986, to install various monitoring wells.

ARTICLE 7. To see if the District will vote to authorize the Commissioners to enter into a written agreement for three (3) years in the amount of \$4,000.00 the first year, \$4,500.00 the second year and \$5,000.00 the third year, with Explosive Supply Company, Inc., a Massachusetts Corporation having a usual place of business in Acton, Massachusetts, for the purpose of continued use of three magazines for the storage of explosives on land owned by the District off Powdermill Road and new High Street in Acton, or to take any other action relative thereto.

ARTICLE 8. To see if the District will vote to amend the By-Laws by adding a section 16, to read as follows:

The owner of property supplied will be charged for all water furnished to the premises during ownership of the premises. When ownership changes, the name and mailing address of the new owner shall be given to the Treasurer/Collector of the District, at once, so that bills may be properly rendered.

The property owner must keep the water meter on the premises easily accessible for reading at all times, and shall not tamper with the meter in any way. Each ownership must be separately served and metered so that each water user can be denied water service without disrupting service to other owners.

All new construction, or conversion of existing buildings to the condominium form of ownership, shall require separate service lines and meters, or to take any action relative thereto.

ARTICLE 9. To see if the District will vote to transfer from Surplus Revenue a certain sum of money to build a new single story office building, with slab foundation, and a sealed septic system with alarm, and landscaping, and to provide furniture and equipment for the office building, on land owned by the District located at 693 Massachusetts Avenue (Route 111), or to take any other action relative thereto.

ARTICLE 10. To see if the District will vote to transfer from Surplus Revenue a certain sum of money to purchase a new copier machine to replace the old copier, or to take any other action relative thereto.

ARTICLE 11. To see if the District will vote to transfer from Surplus Revenue the sum of \$8,000.00 to purchase software and set up new computer programs for 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 certain sum of money to install a new eight inch (8") water main on Robbins Street, a distance of 700 feet more or less, together with hydrants and necessary fittings; and to renew 4 or 5 house services from the new main to the property lines, or to take any other action relative thereto.

ARTICLE 13. To see if the District will vote to authorize the Commissioners to accept a twenty (20) foot deed of easement for land at the end of Overlook Drive, located between Lots 9A and 10A, and being shown as "Utility Easement F", on a plan entitled, "Meadow View, Acton, Mass., Definitive Plan, prepared for Warren R. Bolton, dated January 15, 1992", Plan #358 of 1992, recorded as Document 499 on May 11, 1992, Book 22022, Page 111, Middlesex South Registry of Deeds, and presently owned by Kavanagh Homes, Inc., a Massachusetts Corporation with a principal place of business at Lowell, Mass., or to take any other action relative thereto.

ARTICLE 14. To see if the District will vote to transfer from Surplus Revenue a sum of \$18,000.00 to purchase a new vehicle with utility body and to authorize the Commissioners to trade or sell the 1988 Chevrolet one ton truck, 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 \$12,000.00 to purchase a new small pick-up truck and to authorize the Commissioners to trade or sell the 1991 Chevrolet S-10 truck, or to take any other action relative thereto.

ARTICLE 16. To see if the District will vote to authorize the Commissioners to enter into a written agreement with Cellular One, a Massachusetts Corporation having a place of business in Waltham, Massachusetts, for the purpose of installing a modular designed precast communication building, a communication tower, a security system in a building and outside fence of building and tower, on land owned by the District located on Great Hill in South Acton, or to take any other action relative thereto.

ARTICLE 17. To see if the District will vote to transfer from Surplus Revenue the sum of \$10,000.00 to employ a consultant to provide a report and recommendations for conversion to an automatic telemetering system for improved management of the water supply system, 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 \$50,000.00 for the purpose of renewing numerous outdated services from the existing water main to the owner's property line, or to take any other action relative thereto.

ARTICLE 19. To see if the District will vote to transfer from Surplus Revenue the sum of \$6,000.00 to engage the services of a professional management consultant to evaluate personnel practices, policies and objectives of the District, or to take any other action relative thereto.

ARTICLE 20. To see if the District will vote to transfer from Surplus Revenue a certain sum of money to balance the 1992-1993 fiscal year budget ending June 30, 1993, or to take any other action relative thereto.

ARTICLE 21. To see if the District will authorize the Commissioners to enter into a written agreement on such terms and conditions as the Commissioners shall determine, with Assabet Communication Corp., a Massachusetts Corporation having its usual place of business in Concord, Mass., for a certain area of land located within four hundred feet radius of Assabet Well #3, located off Knox Trail in South Acton; said area to be used in connection with an existing radio antenna system for a community radio station licensed by the Federal Communications Commission, and known as Walden 1120 Radio, or to take any 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, section 119, of the General Laws.

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

Given under our hands this twenty-fifth day of January in the year one thousand nine hundred and ninety three.

STEPHEN C. STUNTZ, Chairman  
LEONARD A. PHILLIPS  
RONALD R. PARENTI  
WATER COMMISSIONERS

A true copy ATTEST:

Anita E. Page  
District Clerk

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

	<u>Original Amount</u>	<u>Balance 07/01/93</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>
Water Bonds	910,000.00	50,000.00	50,000.00 4,875.00							
Water Bonds	595,000.00	195,000.00	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	250,000.00	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	1,400,000.00	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
<b>TOTALS</b>	<b>4,230,000.00</b>	<b>1,895,000.00</b>	<b>454,475.00</b>	<b>380,925.00</b>	<b>362,250.00</b>	<b>338,575.00</b>	<b>275,275.00</b>	<b>210,350.00</b>	<b>198,625.00</b>	<b>186,812.50</b>
Agency Fees			<u>2,000.00</u> 456,475.00							

APPROPRIATIONS AND EXPENDITURES 91-92, 6 MONTHS OF 93

	1991 Appro.	1991 Expend.	1992 Appro.	1992 Expend.	1993 Appro.	1993 6 Months	1994 Appro.
Salaries & Wages.....	\$385,000.00	\$384,364.93	\$375,000.00	\$389,705.72	\$415,000.00	\$213,538.23	\$445,000.00
Health & Life Insurance..	45,000.00	56,194.71	75,000.00	73,796.73	85,000.00	38,634.82	93,500.00
Mdx. County Retirement...	40,000.00	42,800.00	46,000.00	47,916.00	51,500.00	49,571.00	54,285.00
Educational Expense.....	6,000.00	3,844.92	4,000.00	4,625.59	4,000.00	2,392.10	4,000.00
Maintenance & Operation..	60,000.00	61,437.65	60,000.00	70,429.76	75,000.00	33,205.91	75,000.00
Meters.....	12,000.00	12,605.12	14,000.00	13,991.97	14,000.00	3,382.85	16,000.00
Auto & Equipment.....	15,000.00	16,261.38	16,000.00	15,971.12	17,000.00	9,300.57	17,000.00
Fuel.....	6,000.00	6,474.47	6,000.00	6,000.00	6,000.00	2,493.01	6,000.00
Equipment Rental.....	2,000.00	2,000.00	2,000.00	1,566.07	2,000.00	52.95	2,000.00
Permanent Paving.....	4,000.00	4,000.00	5,000.00	5,000.00	5,000.00	3,863.98	6,000.00
Chemicals.....	60,000.00	49,485.86	35,000.00	31,157.19	25,000.00	4,256.06	20,000.00
Lights,Power, Telephone..	60,000.00	60,056.74	70,000.00	65,133.76	80,000.00	38,179.26	80,000.00
Laboratory Analysis.....	4,000.00	2,599.72	4,000.00	4,000.00	7,500.00	3,842.25	10,000.00
Insurance/Domestic.....	51,000.00	51,000.00	56,000.00	26,845.00	48,500.00	43,885.95	52,000.00
Office Supplies.....	8,000.00	13,339.13	9,000.00	8,938.14	10,000.00	4,323.79	9,000.00
Postage.....	5,000.00	5,397.00	6,000.00	8,025.29	7,500.00	2,717.00	8,200.00
Audit.....	9,500.00	9,065.00	9,500.00	9,500.00	11,500.00	11,500.00	12,500.00
Legal & Accounting.....	20,000.00	15,813.10	12,000.00	11,572.00	12,000.00	6,452.00	12,000.00
Water Works Notice.....	1,500.00	1,453.70	1,500.00	1,279.50	1,500.00	.00	1,500.00
Advisory Committee.....	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cross Connection Program.					12,000.00	0.00	10,000.00
Petty Cash .....					960.00	225.00	960.00
Miscellaneous.....	1,000.00	1,000.00	1,000.00	995.97	400.00	213.13	400.00
Land Survey.....	5,000.00	.00	2,000.00	2,000.00	.00	.00	.00
Engineering.....	5,000.00	5,350.00	10,000.00	5,093.55	10,000.00	0,000.00	8,500.00



Survey New Water.....				.00	.00	.00	.00
Bonds & Interest.....	645,370.00	644,801.95	601,000.00	589,513.50	522,855.00	107,855.00	456,475.00
Bank Fees.....							2,400.00
Reserve Fund.....	<u>25,000.00</u>	<u>(24,351.20)</u>	<u>25,000.00</u>	<u>16,142.12</u>	<u>30,000.00</u>	<u>211.95</u>	<u>30,000.00</u>
	1,475,370.00	1,449,345.38	1,445,000.00	1,393,056.86	1,454,215.00	580,096.81	1,432,720.00
	<u>Budgeted</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Budgeted</u>	<u>6 Months</u>	<u>Budgeted</u>
	<u>Receipts</u>	<u>Receipts</u>	<u>Receipts</u>	<u>Receipts</u>	<u>Receipts</u>	<u>Receipts</u>	<u>Receipts</u>
Hydrants.....	.00	\$ 8,536.67	.00	.00	.00	.00	.00
Water Rates.....	1,400,000.00	1,507,308.43	1,379,300.00	1,509,341.19	1,355,515.00	727,243.36	1,302,270.00
Sprinklers.....	15,000.00	13,668.38	14,000.00	13,513.50	14,000.00	13,652.08	13,750.00
New Installations/Repairs	60,000.00	159,040.80	35,000.00	326,190.07	56,000.00	91,200.55	90,000.00
Rent/Lease Income....			16,700.00	14,158.14	16,700.00	10,007.34	16,700.00
Cross Connection.....					<u>12,000.00</u>	<u>3,530.35</u>	<u>10,000.00</u>
	1,475,000.00	1,688,554.28	1,445,000.00	1,863,202.90	1,454,215.00	845,633.68	1,432,720.00

REPORT OF THE TREASURER  
Savings and Money Market Accounts

BAYBANK MIDDLESEX

Balance July 1, 1991	\$	54.27
Interest		<u>2.18</u>
Balance June 30, 1992		56.45

SHAWMUT I

Balance July 1, 1991	\$	206,144.49
Deposits		25,000.00
Interest		7,275.85
Transfers/Warrants		<u>145,000.00</u>
Balance June 30, 1992	\$	93,420.34

SHAWMUT II

Balance July 1, 1991	\$	102,609.43
Deposits		0.00
Interest		4,120.82
Transfers/Warrants		<u>25,000.00</u>
Balance June 30, 1992	\$	81,730.25

MMDT I

Balance July 1, 1991	\$	270,954.98
Deposits		690,000.00
Interest		22,092.16
Transfers/Warrants		<u>354,000.00</u>
Balance June 30, 1992	\$	629,047.14

MMDT II: WELL & TANK

Balance July 1, 1991	\$	307,642.39
Deposits		0.00
Interest		12,871.33
Transfers/Warrants		<u>279,311.93</u>
Balance June 30, 1992	\$	41,201.79

MMDT III: HARRIS ST./UPGRADE SERVICES

Balance July 1, 1991	\$	0.00
Deposits		275,000.00
Interest		1,893.95
Transfers/Warrants		<u>7,903.00</u>
Balance June 30, 1992	\$	268,990.95

MIDDLESEX BANK:

Balance July 1, 1991	\$	0.00
Deposits		75,000.00
Interest		1,008.83
Transfers/Warrants		<u>0.00</u>
Balance June 30, 1992	\$	76,008.83

CAMBRIDGE TRUST:

Balance July 1, 1991	\$	0.00
Deposits		70,000.00
Interest		833.60
Transfers/Warrants		<u>0.00</u>
Balance June 30, 1992	\$	70,833.60

REPORT OF THE COLLECTOR

Outstanding June 30, 1991	76,739.00
Charges	1,867,626.53
Interest	10,248.08
Refunds	<u>540.03</u>
TOTAL	1,955,153.64

Payments	1,863,202.90
Abatements	17,254.51
Adjustments	1,748.80
Outstanding June 30, 1992	<u>72,947.43</u>
TOTAL	1,955,153.64

Linda M. Larson  
Treasurer & Collector

#### REPORT OF THE COMMISSIONERS

This annual report is dedicated to Harry B. Morse. The purpose of a dedication is to recognize individuals who have contributed to the growth of an organization. The people whose efforts have created an institution which serves many people should not be forgotten by those who have the benefit of their efforts. Organizations like the Water District are established and grow because people like Harry Morse have committed their time and energy.

This last year has been a peaceful year of being able to do the kinds of things that improve the operation of the District.

We added several major loops that were in our long range plan - Harris Street, Robbins Street to Nash Road and a second tie-in to the Assabet Wells.

We added two tie-ins to Concord's water system and started the elimination of old water connections to individual services.

We have updated the wording of various regulations to comply with the ever changing laws. We have also expanded our employee regulations to reflect the growing awareness of employee rights.

We are looking to the future and to plan the best way to actually operate the sytem through the use of newer techniques such as telemetering. Presently we use on-site inspection at each well and each tank to start the pumps or check the levels of the the tanks. More automatic operation will help to reduce energy costs as we use energy at times that gives us a rate advantage. We are also investigating how the operation will be managed and what new policies, procedures and training will be needed.

All in all it has been a year of applying the considerable skills of John MacLeod, Linda Larson and the whole staff to something beyond today's crisis.

Stephen C. Stuntz, Chairman  
Leonard A. Phillips  
Ronald R. Parenti  
Board of Water Commissioners

#### REPORT OF THE FINANCE COMMITTEE

During 1992, an abundant rainfall and the reduction in water rates combined to reduce the income from water rates. Offsetting this reduction was a larger than expected growth in the installations for water. The net result was an improved free cash position which will enable the District to maintain the current water rates while financing the 1993 warrant articles from free cash.

Significant increases for this year's budget were proposed in the Insurance Accounts and the Middlesex County Retirement Accounts. The Bonds and Interest Account decreased due to reduction in the total outstanding debt. The Chemical Account also showed a continuing significant decrease due to the arrangements for consortium purchasing.

Gardner and Preston Moss, investment managers for the Grace Fund, continue to produce increasing income from the investment to support necessary treatment of our wells.

The Treasurer/Collector and the Finance Committee would like to thank Raymond L. Page, P.C., our Accountant for many years, for the smooth and accurate transition to the William E. Schied & Company, P.C.

We appreciate the commitment of the District Staff and are particularly grateful for the support of the District Manager, John E. MacLeod, and the Treasurer/Collector, Linda Larson.

Theodore Jarvis, Chairman  
William Kingman  
Charles Bradley

Finance Committee

## REPORT OF THE DISTRICT MANAGER

The following report covers the activities of the District for 1992.

New house installations.....	63
Old service lines replaced or renewed.....	28
Old meters replaced with new meters.....	105
Repair of damaged hydrants.....	6
Repair of water main and service breaks.....	14
Replacement of old fire hydrants.....	5
Total gallons pumped in 1992	633,425,000

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.

New water mains were installed at the following locations in 1992:

- Harris Street - 10" main
- Kennedy Lane - 8" main
- Overlook Road - 8" main

The Water District also made emergency loop connections with the Town of Concord Water Supply at Great Road (Route 2A) and Pope Road in Acton and also on Lawsbrook Road at the Acton/Concord town line.

The Water District has made important changes to it's water system in 1992. 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.

The Water District completed a polit study on the Clapp Well and Whitcomb Well located in Acton off Massachusetts Avenue near the Boxborough town line to remove a natural color in the water caused from peat and natural vegetation from leaves, etc. We are waiting for the Engineers Report, then approval from The Department of Environmental Protection (DEP) for a permanent treatment process. When we use these wells now the water takers will notice a slight color in the water. We have tested it and it passes with no health problems.

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.

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

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. of Massachusetts and the Environmental Protection Agency (EPA) 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 setting higher standards for bottled water.

I am also a member of a committee appointed by New England Water Works Association. This committee will monitor contamination sites in Massachusetts and will determine the order in which the site 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.

The Water District is working with Boston Edison on a energy program to save on power costs. The Water District now also purchases chemicals and other products on a consortium bid with other towns for a savings to the Water District and other communities.

Conservation is still needed - water is our most precious commodity.

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 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 Departments with whom the Water District associates.

John E. MacLeod  
*District Manager*



WATER SUPPLY DISTRICT OF ACTON

FINANCIAL STATEMENTS

---

JUNE 30, 1992

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

Statement of Revenues, Expenditures and Changes in Fund  
Balance - Fiduciary Fund Type -  
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, 1992, 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, 1992, or the results of its operations for the year then ended.

70 Junction Square Drive, Concord, Massachusetts 01742

(508) 369-9905 FAX (508) 371-2931

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, 1992, 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  
July 24, 1992

WATER SUPPLY DISTRICT OF ACTON  
 COMBINED STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES -  
 ALL FUND TYPES AND ACCOUNT GROUPS - STATUTORY BASIS  
 JUNE 30, 1992

	GOVERNMENTAL FUND TYPES	
	GENERAL FUND	CAPITAL PROJECTS
ASSETS		
CASH	\$928,147	\$310,193
INVESTMENTS	-	-
ACCOUNTS RECEIVABLE	72,910	-
LESS RESERVE FOR UNCOLLECTIBLE RECEIVABLES	(72,910)	-
DUE FROM GENERAL FUND	-	207,976
AMOUNT TO BE PROVIDED FOR LONG TERM DEBT	-	-
	-----	-----
TOTAL ASSETS	\$928,147	\$518,169
	=====	=====
LIABILITIES AND FUND BALANCES		
LIABILITIES:		
LONG TERM DEBT	-	-
DUE TO CAPITAL PROJECTS FUND	\$207,976	-
	-----	-----
TOTAL LIABILITIES	207,976	0
	-----	-----
FUND BALANCES:		
UNRESERVED	720,171	-
RESERVED FOR CAPITAL PROJECTS	-	\$518,169
RESERVED FOR W.R. GRACE	-	-
	-----	-----
TOTAL FUND BALANCES	720,171	518,169
	-----	-----
TOTAL LIABILITIES AND FUND BALANCES	\$928,147	\$518,169
	=====	=====

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS.

FIDUCIARY FUND TYPE	ACCOUNT GROUP	TOTAL
W.R. GRACE FUND	GENERAL LONG TERM DEBT	(MEMORANDUM ONLY)
\$10,862	-	\$1,249,202
2,125,549	-	2,125,549
-	-	72,910
-	-	(72,910)
-	-	207,976
-	\$2,260,000	2,260,000
-----	-----	-----
\$2,136,411	\$2,260,000	\$5,842,727
=====	=====	=====
-	\$2,260,000	\$2,260,000
-	-	207,976
-----	-----	-----
0	2,260,000	2,467,976
-----	-----	-----
-	-	720,171
-	-	518,169
\$2,136,411	-	2,136,411
-----	-----	-----
2,136,411	0	3,374,751
-----	-----	-----
\$2,136,411	\$2,260,000	\$5,842,727
=====	=====	=====

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, 1992

	GENERAL FUND	CAPITAL PROJECTS	TOTAL (MEMO ONLY)
REVENUES			
WATER RATES AND SERVICES	\$1,861,819	-	\$1,861,819
INTEREST INCOME	35,333	\$14,765	50,098
TOTAL REVENUES	1,897,152	14,765	1,911,917
EXPENDITURES			
MATURING DEBT & INTEREST	589,514	-	589,514
SALARIES & WAGES	375,000	-	375,000
CAPITAL PROJECT EXPENDITURES	-	173,714	173,714
HEALTH INSURANCE	73,797	-	73,797
LIGHTS, POWER & TELEPHONE	65,134	-	65,134
MAINTENANCE & OPERATIONS	60,000	-	60,000
MIDDLESEX RETIREMENT	46,000	-	46,000
CHEMICALS	31,157	-	31,157
INSURANCE	26,845	-	26,845
RESERVE FUND	16,142	-	16,142
AUTO & EQUIPMENT EXPENSE	15,971	-	15,971
METERS	13,992	-	13,992
LEGAL	11,572	-	11,572
ACCOUNTING	9,500	-	9,500
OFFICE SUPPLIES	8,948	-	8,948
POSTAGE	6,000	-	6,000
FUEL	6,000	-	6,000
ENGINEERING	5,093	-	5,093
PERMANENT PAVING	5,000	-	5,000
LABORATORY ANALYSIS	4,000	-	4,000
EDUCATION EXPENSE	4,000	-	4,000
EQUIPMENT RENT	1,566	-	1,566
WATER WORKS NOTICE	1,279	-	1,279
MISCELLANEOUS	998	-	998
TOTAL EXPENDITURES	1,377,508	173,714	1,551,222
REVENUE OVER (UNDER) EXPENDITURES	519,644	(158,949)	360,695
OTHER FINANCING SOURCES (USES)			
NET TRANSFERS BETWEEN GENERAL FUND AND CAPITAL PROJECTS	(182,000)	182,000	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	337,644	23,051	360,695
FUND BALANCE - BEGINNING YEAR	382,527	495,118	877,645
FUND BALANCE - END OF YEAR	\$720,171	\$518,169	\$1,238,340

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, 1992

	ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE)
REVENUES			
WATER RATES AND SERVICES	\$1,861,819	\$1,445,000	\$416,819
INTEREST INCOME	35,333	-	35,333
TOTAL REVENUES	1,897,152	1,445,000	452,152
EXPENDITURES			
MATURING DEBT & INTEREST	589,514	601,000	11,486
SALARIES & WAGES	375,000	375,000	0
HEALTH INSURANCE	73,797	75,000	1,203
LIGHTS, POWER & TELEPHONE	65,134	70,000	4,866
MAINTENANCE & OPERATIONS	60,000	60,000	0
MIDDLESEX RETIREMENT	46,000	46,000	0
CHEMICALS	31,157	35,000	3,843
INSURANCE	26,845	56,000	29,155
RESERVE FUND	16,142	25,000	8,858
AUTO & EQUIPMENT EXPENSE	15,971	16,000	29
METERS	13,992	14,000	8
LEGAL	11,572	12,000	428
ACCOUNTING	9,500	9,500	0
OFFICE SUPPLIES	8,948	9,000	52
FUEL	6,000	6,000	0
POSTAGE	6,000	6,000	0
ENGINEERING	5,093	10,000	4,907
PERMANENT PAVING	5,000	5,000	0
EDUCATION EXPENSE	4,000	4,000	0
LABORATORY ANALYSIS	4,000	4,000	0
EQUIPMENT RENT	1,566	2,000	434
WATER WORDS NOTICE	1,279	1,500	221
MISCELLANEOUS	998	1,000	2
LAND SURVEY	0	2,000	2,000
TOTAL EXPENDITURES	1,377,508	1,445,000	67,492
REVENUE OVER (UNDER) EXPENDITURES	519,644	0	519,644
OTHER FINANCING SOURCES (USES)			
NET TRANSFERS BETWEEN GENERAL FUND AND CAPITAL PROJECTS	(182,000)	(182,000)	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	337,644	(182,000)	519,644
FUND BALANCE - BEGINNING YEAR	382,527	382,527	0
FUND BALANCE - END OF YEAR	\$720,171	\$200,527	\$519,644

WATER SUPPLY DISTRICT OF ACTON  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - FIDUCIARY FUND TYPE - STATUTORY BASIS  
FOR THE YEAR ENDED JUNE 30, 1992

	W.R. GRACE FUND
	<hr/>
REVENUES	
DIVIDEND & INTEREST INCOME	\$173,020
NET GAIN ON INVESTMENT SALES	39,655
	<hr/>
TOTAL REVENUES	212,675
	<hr/>
EXPENDITURES	
MAINTENANCE & OPERATIONS	78,331
INVESTMENT MANAGEMENT FEES	15,825
	<hr/>
TOTAL EXPENDITURES	94,156
	<hr/>
EXCESS REVENUE OVER EXPENDITURES	118,519
FUND BALANCE - BEGINNING OF YEAR	2,017,892
	<hr/>
FUND BALANCE - END OF YEAR	\$2,136,411
	<hr/>

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS.



WATER SUPPLY DISTRICT OF ACTON  
NOTES TO THE FINANCIAL STATEMENTS  
June 30, 1992

NOTE 1 - GENERAL STATEMENT AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Water Supply District of Acton ("the District") 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 District is a separate municipality, distinct from the Town 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 Balances, 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.

WATER SUPPLY DISTRICT OF ACTON  
NOTES TO THE FINANCIAL STATEMENTS  
June 30, 1992

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

Fiduciary Fund Type

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 Group

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, 1992

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, 1992, the investments had a cost basis of \$2,125,549 and a market value of \$2,175,128.

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, 1992

NOTE 3 - INTERFUND RECEIVABLES AND PAYABLES

At June 30, 1992, \$207,976 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, 1992:

Description	Original Amount	Interest Rate	Date of Issue	Date of Maturity	Balance 6/30/92
Nagog Hill	\$540,000	5.7%	11/15/74	11/15/92	\$30,000
Water Mains	910,000	9.75%	06/15/82	06/15/94	110,000
Water Mains	595,000	7.5%	06/01/85	06/01/97	245,000
Water Mains	625,000	6.39%	08/15/86	02/15/98	300,000
Walsh Rsrvr	2,100,000	6.7%	06/01/89	06/01/01	1,575,000
Total					<u>\$2,260,000</u> =====

During the year ended June 30, 1992, \$405,000 of principal and \$184,514 of interest was paid on the bonds. The total of these amounts, \$589,514, 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, 1992

The annual requirements to amortize all debt outstanding as of June 30, 1992 are as follows:

Fiscal Year Ended June 30,	
1993	\$ 365,000
1994	325,000
1995	275,000
1996	275,000
1997	270,000
1998 - 2001	750,000
Total	<u>\$2,260,000</u>

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, 1992 were \$47,916.

NOTE 6 - COMMITMENTS

The District has entered into certain contracts for delivering pipes, valves, hydrants and fittings and for installing the water main on Harris Street. The funds for this project have been reserved in the Capital Projects Fund.

WATER SUPPLY DISTRICT OF ACTON  
SUPPLEMENTAL SCHEDULE OF CAPITAL PROJECTS FUND ACTIVITY -STATUTORY BASIS  
FOR THE YEAR ENDED JUNE 30, 1992

	BEGINNING BALANCE 6/30/91	-----REVENUES----- TRANSFERS FROM GENERAL FUND	INVESTMENT INCOME
ASSABET WELL TREATMENT	-	\$20,000	-
BOSTON GAS	\$1,186	-	-
CAR 1992	-	15,000	-
CLAPP WELL AQUIFER	6,186	-	-
CLAPP/WHITCOMB COLOR	10,000	-	-
COMPUTER ELECTRICAL EQUIPMENT	-	15,000	-
CONANT LAND	29,495	15,000	-
CONANT #2 REPORTS	-	12,000	-
CONCORD CONNECTION	3,031	-	-
CONCORD LOOP	-	7,000	-
CROSS CONNECTION	22,128	-	-
DUMP TRUCK 1991	1,555	-	-
ETHAN ALLEN CEMENT REPAIRS	20,000	-	-
ETHAN ALLEN UTILITY BLDG	7,480	-	-
GREAT HILL REPAIRS	2,500	-	-
GREAT HILL STANDPIPE	177	-	-
GREAT HILL UTILITY BLDG	9,980	-	-
GROUND WATER MONITOR WELL	1,954	-	-
HARLAN GARAGE	-	40,000	-
HARLAN STORAGE/OFFICE	9,980	-	-
HARRIS STREET EXTENSION	-	275,000	\$1,894
LAWN MOWER	-	10,000	-
MARSHALL LAND	14,700	-	-
MARSHALL WELL	866	-	-
NAGOG ALTITUDE VALVE	-	13,000	-
NAGOG UTILITY BUILDING	7,480	-	-
NASH ROAD EASEMENT	22,000	-	-
PROPANE TANKS	-	10,000	-
SALARY & WAGES OVERTIME	-	25,000	-
SEPTAGE LAGOONS MONITORING	2,909	-	-
STEEL BUILDING	1,898	-	-
TANK INTERIOR INSPECTIONS	3,500	-	-
WAMPUS/KENNEDY	307,643	(275,000)	12,871
WHITCOMB BOILER	2,021	-	-
WHITCOMB POWER UPDATE	1,156	-	-
WHITCOMB WELL STUDY	5,293	-	-
	<u>\$495,118</u>	<u>\$182,000</u>	<u>\$14,765</u>

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS.

--EXPENDITURES-- PAYMENTS	ENDING BALANCE 6/30/92
-	\$20,000
\$1,057	129
14,227	773
4,961	1,225
2,261	7,739
-	15,000
31,962	12,533
6,449	5,551
-	3,031
1,451	5,549
3,869	18,259
1,555	0
18,000	2,000
1,397	6,083
2,500	0
177	0
9,980	0
-	1,954
-	40,000
9,569	411
7,903	268,991
9,500	500
14,700	0
866	0
-	13,000
7,456	24
-	22,000
-	10,000
14,706	10,294
695	2,214
1,105	793
850	2,650
4,313	41,201
2,021	0
184	972
-	5,293
-----	-----
\$173,714	\$518,169
=====	=====

WILLIAM E. SCHEID & COMPANY, P.C.  
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 18, 1992 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, 1992, 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 \$1,454,215.00 for maintenance and operation of the District, and specific appropriations as follows:

### Estimated Budget Expenditures for 1992 - 1993

Salaries & Wages	\$ 415,000.00
Health Insurance	85,000.00
Middlesex County Retirement	51,500.00
Educational Expenses	4,000.00
Maintenance & Operation	75,000.00
Meters	14,000.00
Auto & Equipment Expense	17,000.00
Fuel	6,000.00
Equipment Rental	2,000.00



Permanent Paving	5,000.00
Chemicals	25,000.00
Lights, Power & Telephone	80,000.00
Laboratory Analysis	7,500.00
Insurance/Domestic	48,500.00
Office Supplies	10,000.00
Postage	7,500.00
Audit	11,500.00
Legal	12,000.00
Water Words Notice	1,500.00
Advisory Committee	00.00
Cross Connection	12,000.00
Petty Cash	960.00
Miscellaneous	400.00
Land Survey	0.00
Engineering	10,000.00
Survey Water	0.00
Bonds & Interest	522,855.00
Reserve Fund	30,000.00
TOTAL BUDGET	<u>\$1,454,215.00</u>

Estimated Receipts for 1992 - 1993

Water Rates	1,355,515.00
Sprinklers	14,000.00
Land Lease Income	16,700.00
Repairs & New Installations	56,000.00
Cross Connection Program	12,000.00
TOTAL RECEIPTS	<u>1,454,215.00</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 \$110,000.00 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 \$10,000.00 to purchase a self-propelled grass mower with attachments to maintain District properties.

(Unanimous)

**ARTICLE 7. 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)

(Unanimous)

**ARTICLE 8. VOTED:** That the District authorize the Commissioners to transfer from surplus revenue the sum of \$15,000.00 to maintain computer electrical equipment located at treatment plants, pump stations and storage tanks.

(Unanimous)

**ARTICLE 9 VOTED:** That the District authorize the Treasurer with the approval of the Commissioners to transfer the unexpended balance of \$275,000.00 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 Route 2A, a distance of 3200 feet, more or less, together with hydrants and necessary fittings.

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

(Unanimous)

**ARTICLE 10. VOTED:** That the District authorize the Commissioners 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 and Wages Account for 1991-1992 budget.

(Unanimous)

**ARTICLE 11. VOTED:** That the District authorize the Commissioners to transfer from Surplus Revenue 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.

(Unanimous)

**ARTICLE 12. VOTED:** That the District authorize the Commissioners to transfer from Surplus Revenue the sum of \$ 7,000.00 to loop Concord's water main and Acton's

water main near the intersection of Pope Road and Route 2A located in Acton for emergencies.

(Unanimous)

**ARTICLE 13. VOTED:** That the District authorize the Commissioners to transfer from Surplus Revenue the sum of \$ 40,000.00 to construct an addition to the garage at the existing Harlan Tuttle Building located off of Massachusetts Avenue in Acton near the Boxborough town line.

(Unanimous)

**ARTICLE 14. VOTED:** To pass over this Article.

**ARTICLE 15. VOTED:** That the District authorize the Commissioners to transfer from Surplus Revenue the sum of \$10,000.00 to remove and dispose of two underground propane tanks located at District wells.

(Unanimous)

**ARTICLE 16. VOTED:** That the District authorize the Treasurer with the approval of the Commissioners to transfer from Surplus Revenue the sum of \$ 15,000.00 to purchase a new car and to authorize the Commissioners to trade or sell the 1984 Chevrolet Celebrity.

(Unanimous)

**ARTICLE 17. VOTED:** That the District authorize the Commissioners to transfer from Surplus Revenue the 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.

(Unanimous)

**ARTICLE 18. VOTED:** That the District authorize the Commissioners to transfer from Surplus Revenue the sum of \$ 13,000.00 to install an altitude valve and other related materials at the Nagog Hill Storage Tank located off Nagog Hill Road in Acton.

(Unanimous)

**ARTICLE 19. VOTED:** That the District authorize the Commissioners to transfer from Surplus Revenue \$ 12,000.00 to complete all tests, reports and investigations required by the Department of Environmental Protection, Commonwealth of Massachusetts, at the proposed Conant well-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.

(Unanimous)

**ARTICLE 20. VOTED:** That the District 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, and shall terminate March 30, 1993.

(Unanimous)

Adjourned: 8:50 PM

Water Supply District of Acton

A true copy:

Attest:

Anita E. Page  
Clerk

March 18, 1992

#### WATER MEETING

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

**TUESDAY MARCH 31, 1992**

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

Total number of ballots cast:	2962
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The following were elected:

Commissioner for 3 years: Ronald R. Parenti	1959
Moderator for 1 year: John Putnam	2031
Clerk for 1 year: Anita E. Page	1997

A true copy:

Attest:

Anita E. Page  
District Clerk

**WATER SUPPLY DISTRICT OF ACTON**  
**RULES, REGULATIONS AND RATES**  
Amended January 25, 1993

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, 691 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

1. The demand charges are payable prior to service connection. 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.
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 or District Manager made on such application for new service. No permanent underground lawn sprinkler system will be allowed.
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, and will replace when not working.
5. All apparatus and all places supplied with water must be accessible at all reasonable times to the inspection of the Water District 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 mains 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 owners 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 owners 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 or District Manager 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 and District Manager are satisfied that there will be no further cause of complaint and on the payment of the current turn-on rate. With the approval of the Department of Environmental Quality Engineering (Chapter 40, Section 41A of the MA General Laws), the Commissioners and District Manager 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 or District Manager.
15. No water taker will be allowed to supply water to others except by special permit from the Board of Water Commissioners or District Manager 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 the current turn-on rate.
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 any water 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 or District Manager 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, 1992 water will be billed as follows:

Minimum Price at which water will be furnished, including the use of the meter, will be \$20.00 per quarter. This will be billed January, April, July and October and allows the use of 500 cubic feet each quarter, with no refund or abatement for amounts of water less than 500 cubic feet/quarter.

Excess water usage will be billed in April and October as follows:

Water usage in excess of 1000 cubic feet for a six month period will 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, sprinklers and miscellaneous 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 owner 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 and District Manager 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 and District Manager 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 District Manager. 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 and District Manager. 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.

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.

32. Any new water service or fire line from the water main to a dwelling, building or structure shall be in a separate, underground trench. No other utility (i.e., gas, electric, telephone, cable TV) will be in the same trench unless the District Manager determines that the ground conditions prevent a separate trench. In such case, a suitable plan prepared by a registered professional engineer shall be submitted to the District Manager and Dig Safe for approval to insure safety and accessibility for repair, replacement or inspection of the lines located in the same trench.

By Order of The Acton Water Commissioners  
Stephen C. Stuntz - Chairman  
Ronald R. Parenti  
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 an 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 Acton upon written request to the Department of Environmental 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 non-potable systems, plumbing fixtures and industrial piping systems; and

2.1.3. To provide for the maintenance of a 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 or back-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, and 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 this 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 system from any source or sources other than its intended source.

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 Assembly 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 or fixtures between two otherwise separate piping systems one of which contains potable water and the other non-potable water or industrial fluids of questionable safety, through which, or because of which, backflow or back-siphonage may occur into the potable water system.

3.9 Cross-Connections - 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, 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 impossible or impractical to make a complete inplant 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 premise 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 the expense of the water user and shall be performed by Water District personnel or by a certified tester approved by the District Manager and approved by the State of Massachusetts. 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 under 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 (Mon. - Fri.), 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 or the Town of Acton having to do with expenditure of funds.
  - c. The Finance Committee shall review the budget for the Annual Meeting and shall make recommendations to the Commissioners on any matters of a financial nature arising out of an Annual or Special Meeting, and shall make recommendations as to the long range fiscal plans of the District.
- 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.

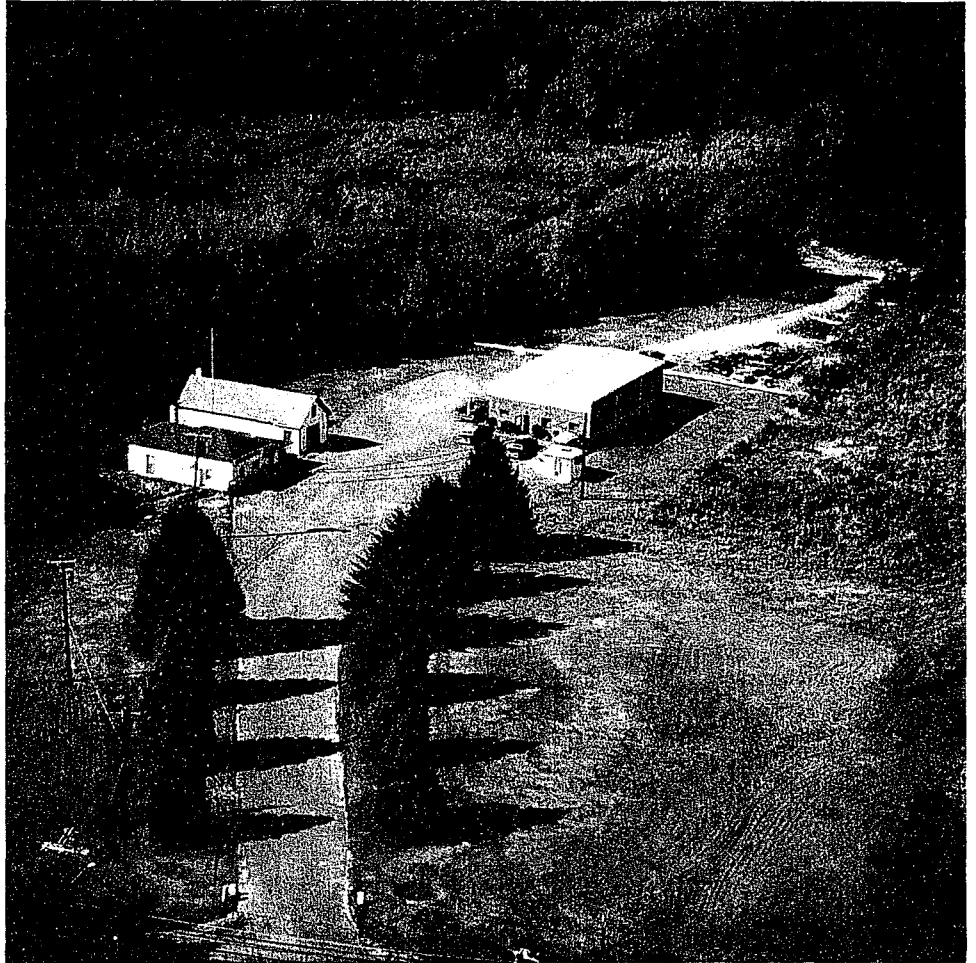
Section 2. The Commissioners shall fix a reasonable time for a public hearing on any proposal for removal and sale of sand and gravel from land in District use. Notice of the public hearing shall be given at least two weeks prior to the hearing by publication of the time, place and purpose of the hearing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



Acton Water District  
Incorporated 1912

District Office and  
The Harlan E. Tuttle Building

