

# **Acton Water District**



## **Annual Report**

for the year ending December 31, 2000

### **Warrant Articles for the Annual Report**

March 21, 2001

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*On the Cover:* Water-Wise garden at the Acton Water District Office

### **OUTDOOR WATER USE RESTRICTIONS EFFECTIVE MAY 1, 2001**

- Those of you with even # addresses may water outdoors on Tuesdays, Thursdays and Saturdays.
- Those of you with odd # addresses may water outdoors on Wednesdays, Fridays and Sundays.
- No Lawn Watering may occur between 7:00 AM and 7:00 PM. (Watering mid-day wastes water to evaporation.)
- No Outdoor Usage will be allowed on Mondays.

The Monday restriction will give our storage tanks a chance to recover after the weekend. Maintenance of adequate storage levels is critical to serving both our domestic needs, as well as providing fire protection, if needed.

## **Water District Organization – 2000**

### **ELECTED OFFICIALS**

#### **COMMISSIONERS**

Stephen C. Stuntz, Chairman	Term expires 2001
Ronald R. Parenti	Term expires 2002
Leonard A. Phillips	Term expires 2003

#### **CLERK**

Jane Cutler	Term expires 2001
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#### **MODERATOR**

Richard P. O'Brien	Term expires 2001
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### **APPOINTED OFFICIALS**

#### **FINANCE COMMITTEE**

William Kingman, Chairman	Term expires 2003
Theodore Jarvis	Term expires 2001
Charles Bradley	Term expires 2002

#### **DISTRICT MANAGER**

James L. Deming	Contract expires 2002
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#### **TREASURER & COLLECTOR**

Linda M. Larson	Term expires 2001
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#### **DISTRICT COUNSEL**

Mary Bassett-Stanford	Term expires 2001
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#### **COMMISSIONERS SECRETARY**

Debra A. Pyrro	Term expires 2001
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#### **ACCOUNTANTS**

Maureen Waters Mara, CPA, MST Mara & Associates, P.C.	Term expires 2001
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#### **WATER DISTRICT STAFF**

Jane Ceraso	Environmental Manager
Debra A. Pyrro	Secretary/A/P Bookkeeper
Helen F. Argento	A/R Bookkeeper/Secretary
Robert Koch	General Foreman
Stephen G. Peterson	Assistant Foreman/Water Supply Treatment
Patrick DeCesare	Assistant Foreman/Water Distribution
Paul McGovern	Operator/Pump Stations
Ronald Davan, Charles Rouleau, Andrew Peterson, James Trippier	Operator/Distribution
Robert Murch	MIS Coordinator

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.



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

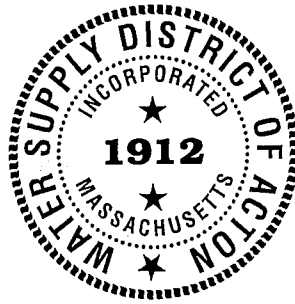
You are directed to notify the inhabitants of the Town of Acton who are qualified to vote in elections and town affairs, to assemble at their precinct:

Precincts 1 & 2- Conant School, 80 Taylor Road  
Precinct 3-Douglas School, 21 Elm Street  
Precinct 4-West Acton Fire Station, 256 Central Street  
Precinct 5-South Acton Fire Station, 54 School Street  
Acton, Massachusetts

On Tuesday, March 27, 2001  
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, Clerk for one year.



# **Water Supply District of Acton**

## **W A R R A N T**

**March 21, 2001**

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

Acton Public Library  
1st Floor – Conference Room  
Main Street  
Acton, Massachusetts

On Wednesday, March 21, 2001  
At 7:30 P.M.

Then and there to act on the following articles:

**Article 1.** To fix salaries of the elected officials.

**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 of the fiscal year beginning July 1, 2001, 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 the 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 Receipt Reserve for Appropriation Account (W.R. Grace settlement) the sum of \$15,000 for the maintenance, operation and carbon replacement 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 transfer from Receipt Reserve for Appropriation Account (W.R. Grace settlement) the sum of \$125,000 to rehabilitate the existing Scribner Wellfield off Lawsbrook Road in Acton, or to take any other action relative thereto.

**Article 7.** To see if the District will vote to transfer from Receipt Reserve for Appropriation Account (W.R. Grace settlement) the sum of \$60,000 to replace the media in the filtration tanks at the Clapp/Whitcomb Treatment Facility, or to take any other action relative thereto.

**Article 8.** To see if the District will vote to transfer from Receipt Reserve for Appropriation Account (W.R. Grace settlement) the sum of \$42,000, to be used to fund the grant given to the District by the Department of Environmental Protection (DEP) for Wellhead Protection, such amount to be reimbursed to the District by DEP, or to take any other action relative thereto.

**Article 9.** To see if the District will vote to authorize the Commissioners to enter into a long term written lease, with options to extend for a period not to exceed twenty (20) years, with Omnipoint Holdings, Inc. doing business as VoiceStream Wireless, for the purpose of allowing the lessee to construct a building and a monopole for telecommunication purposes on a portion of the land owned by the District on Flagg Hill, located off Ethan Allen Drive in Acton. The written lease will be on such terms, conditions, and limitations as the Commissioners shall deem necessary and proper to protect the public water supply, and to be subject to and in compliance with all conditions of a special permit issued by the Town of Acton Board of Appeals after hearing, or to take any other action relative thereto.

**Article 10.** 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:

A. Unexpended balance in the sum of \$3561.14 Article 9, of the Annual Meeting of March 15, 2000, to purchase of a new pick-up, and to authorize the Commissioners to trade or sell the District's 1994 Ford F-150 pick-up truck.

B. Unexpended balance in the sum of \$1739.98 Article 8, of the Annual Meeting of March 17, 1999, to purchase a new dump truck and to authorize the Commissioners to trade or sell the District's 1985 dump truck.

C. Unexpended balance in the sum of \$8169.00 Article 8, of the Annual Meeting of March 15, 2000, to purchase a new 4WD pick-up with utility body and plow and to authorize the Commissioners to trade or sell the District's 1993 pick-up with utility body.

D. Unexpended balance in the sum of \$880.00 Article 10, of the Annual Meeting of March 17, 1999, for a leak detection survey, for pipes and water mains owned by the District.

E. Unexpended balance in the sum of \$211,086.56 Article 12, of the Annual Meeting of March 17, 1999, for the purpose of design, engineering and construction for the future watermain project on School Street and Wetherbee Street.

**Article 11.** To see if the District will vote to transfer from Surplus Revenue the sum of \$425,000 for the purpose of replacing the existing water mains located on Main Street, Acton, from Pine Street to Conant Street, and if required, to enter into an agreement with the Town of Maynard pursuant to G.L. Chapter 40, section 4A, for the laying of pipe in the public way or to take any other action relative thereto.

**Article 12.** To see if the District will vote to transfer from Surplus Revenue the sum of \$100,000 for the purpose of new radio read water meters for a continuing program for the installation of both new and existing services of the District, or to take any other action relative thereto.

**Article 13.** To see if the District will vote to transfer from Surplus Revenue the sum of \$25,000 for the purpose of replacing old water mains, renewing numerous outdated water services from existing water mains to the property line, and to replace old outdated fire hydrants, or to take any other action relative thereto.

**Article 14.** To see if the District will vote to transfer from Surplus Revenue the sum of \$31,000 to purchase a new 4 WD utility vehicle and authorize the Commissioners to trade or sell the District's 1994 Ford Tempo, or to take any other action relative thereto.

**Article 15.** To see if the District will vote to transfer from Surplus Revenue the sum of \$12,000 to update the District's "Master Plan," or take any other action relative thereto.

**Article 16.** To see if the District will vote to transfer from Surplus Revenue the sum of \$25,000 to clean and rehabilitate existing wells throughout the District, 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 \$15,000 to inspect and clean the District's storage tanks, or to take any other action relative thereto.

**Article 18.** To see if the District will vote to transfer from Surplus Revenue the sum of \$25,000 as a special appropriation to pay for emergency water main breaks that occur unexpectedly, 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 \$15,000 to install a fence around the Wampus Hill Storage Tank, or to take any other action relative thereto.

**Article 20.** To see if the District will authorize the Commissioners to renew and extend that certain lease agreement, with Dyno New England Inc., now known as Dyno Nobel Inc., for a period not to exceed five (5) years, for the purpose of allowing the lessee to continue to use the three existing magazines for the storage of explosives on District property located off High Street and Powdermill Road in Acton, the renewed lease to be on such terms, conditions, and limitations as the Commissioners shall deem necessary and proper to protect the public water supply, and to be subject to and in compliance with all permits required by the Town of Acton, or take any other action relative thereto.

**Article 21.** To see if the District will vote to amend Section V of the By-Laws of the District by changing the wording as follows, or take any other action thereto.

At each Annual Election Day there will be elected by ballot, one Commissioner for a term of three years, and as needed, a Clerk and a Moderator for a period of three years.

The current By-Law is as follows:

At each Annual Election Day there will be elected by ballot, one Commissioner for a term of three years, a Clerk and a Moderator who will serve for one year.

**Article 22.** To see if the District will vote to amend Section XIV of the By-Laws of the District by changing the wording as follows, or to take any other action relative thereto:

District authorizes the Commissioners to establish due dates for payments 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.

The current By-Law is as follows:

The 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 accrue if such charges or bills remain unpaid after such due dates, provided, however, such rate of interest may 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.

**Article 23.** To see if the District will vote to amend Section XVII of the By-Laws of the District by changing the wording as follows, or to take any other action relative thereto.

The owner of the property supplied will be charged for all water furnished to the premises during ownership of the premises. When the ownership changes, the name and mailing address of the new owner will 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 will not tamper with the meter in any way.

All new construction will require separate service lines.

The current By-Law is as follows:

The owner of the property supplied will be charged for all water furnished to the premises during ownership of the premises. When the ownership changes, the name and mailing address of the new owner will be given to the Treasurer-Collector of the District, at once, so that bills may be properly rendered. Each ownership must be separately served and metered so that each water user can be denied water service without disrupting service to other owners.

The property owner must keep the water meter on the premises easily accessible for reading at all times, and will not tamper with the meter in any way.

All new construction will require separate service lines and meters.

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 29th day of January in the year two thousand one.

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

A true copy. ATTEST:

Jane Cutler,  
District Clerk



**FY2001 Appropriation and Six Month Expenditures**

**FY2002 Anticipated Appropriation and Estimated Revenue**

Account Name	FY2001 Appropriation	Six Month Expense	FY2002 Appropriation
<b>Expense</b>			
Accounting	5,000.00	1,440.00	5,000.00
Audit	13,500.00	13,500.00	13,500.00
Auto Maintenance/Fuel	15,000.00	14,389.35	18,000.00
BackFlow/CrossConnection	5,000.00	250.00	5,000.00
Bank Fees	1,000.00	5.00	2,000.00
Bonds, Interest, Fees	322,075.00	20,037.50	140,275.00
Chemicals	40,000.00	12,471.29	40,000.00
Computer Maintenance	20,000.00	1,159.43	25,000.00
DEP Withdrawal	6,000.00	5,511.17	6,000.00
Employee Education	12,000.00	4,014.40	12,000.00
Engineering	10,000.00	6,973.57	12,000.00
Health/Life Insurance	123,000.00	55,006.40	123,000.00
Hydrants	10,000.00	3,016.52	10,000.00
Insurance	32,000.00	20,275.95	31,000.00
Laboratory Analysis	15,000.00	7,449.60	22,000.00
Legal	25,000.00	4,384.30	25,000.00
Lights/Power/Fuel	185,000.00	83,387.90	215,000.00
Maintenance & Operations	94,000.00	47,990.93	94,000.00
Middlesex Retirement	54,503.00	54,428.00	57,238.00
Meters	1,000.00	258.00	1,000.00
Office Supplies	15,000.00	6,476.56	15,000.00
Paving	12,000.00	5,221.30	12,000.00
Petty Cash	1,000.00	17.49	1,000.00
Postage	7,000.00	1,322.45	7,500.00
Reserve Fund	30,000.00	0.00	30,000.00
Salaries & Wages	790,000.00	376,704.31	830,000.00
Telephone	20,000.00	12,492.36	20,000.00
Information Reports	15,000.00	0.00	17,000.00
Totals:	1,879,078.00	\$758,183.78	1,789,513.00
<b>Revenue</b>			
Water Rates	1,391,578.00	780,698.35	1,437,900.00
Fire Protection Sprinklers	15,500.00	14,898.10	15,375.00
Rent/Lease	65,000.00	36,736.50	78,000.00
Repairs, Installation & Cross Connection	45,000.00	27,863.17	46,238.00
** Cross Connection FY2001	12,000.00	5,707.27	12,000.00
Demand Fees	350,000.00	227,710.00	200,000.00
Totals:	\$1,879,078.00	\$1,093,613.39	\$1,789,513.00

**Report of the Treasurer FY00  
Audited Account Balances  
As of June 30, 2000**

Fleet Bank A/P	16,112.45
Fleet Savings	130,637.68
MMDT	1,267,921.36
Middlesex Savings	5,225.32
Citizens Bank	7,238.70
Peoples	4,680.63
First Trade	4,397.92

Certificates of Deposit

Citizens Bank	100,000.00
Peoples Bank	100,000.00
First Trade	100,953.43

**Report of the Collector FY00  
Audited Account Balances  
As of June 30, 2000**

Accounts Receivable June 30, 1999	46,390.16
Charges	2,109,563.40
Interest Charges	5,329.10
Refunds	<u>206.00</u>
	2,161,488.66

Payments	2,097,051.17
Abatements	23,226.40
Adjustments	.00
Outstanding June 30, 2000	<u>41,211.09</u>
	2,161,488.66

**Long-Term Debt  
Bond Issues as of June 30, 2000**

Description	Original Amount	Interest Rate	Date of Issue	Date of Maturity	Balance
Conant Well II	800,000	4.75%	06/15/98	06/15/05	595,000
Walsh Reservoir	<u>2,100,000</u>	6.75%	06/01/89	06/01/01	<u>175,000</u>
Total:	\$2,900,000				\$770,000

Respectfully Submitted,  
Linda M. Larson,  
Treasurer/Collector

## Report of the Commissioners

This has been a quiet year for the District. A year in which much preparatory work is being done. We are in the midst of:

- our automatic operations (the SCADA system)
- preparing for the effects of the town sewer project upon the District
- updating the accounting software
- helping the residents deal with infestations of beavers
- continuing to increase the amount of testing of the water supplies.

Our ongoing operations are well documented in our Water Words notices and the District Manager's report also in this annual report.

We want to give special recognition to Linda Larson this year as she retires. She has helped us in many valuable ways. The key ones being:

- The transition from our previous District Manager – Jock MacLeod to our present one - James Deming. The transition of district managers is a key determination of how well a District will operate into the future.
- The building of our new headquarters building. Linda and I operated as the ownership team managing the subcontractors and the architect. The building is beautiful and functional.
- Managing the books and the cash as we adjusted to increased collection of hook up fees and returns on our Grace settlement investments.
- When Linda first started she computerized all the District's accounting systems. Since then her management of the financial condition, the cash investments and budget forecasting of the District has been outstanding.
- Collection of hook up fees and returns on the W.R. Grace Investment account has been invaluable.

Reflecting on the past, we are witnessing the retirement of two long time employees - Linda Larson, the Treasurer/Collector and Jane Cutler, the Clerk. Both these employees have been with us since before the pollution problems and the amazing growth of Acton. It is due to their efforts and that of their fellow appointed and elected officials that the District is in such good shape both financially and operationally.

We look forward to another year where we have the good fortune that our planning has indeed borne fruit. We do know that the District employees are very capable of handling whatever comes their way and are not worried about the future. Thank you all for your continued interest and support.

Respectfully submitted

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

## Report of the District Manager

The following report covers the activities of the District for 2000.

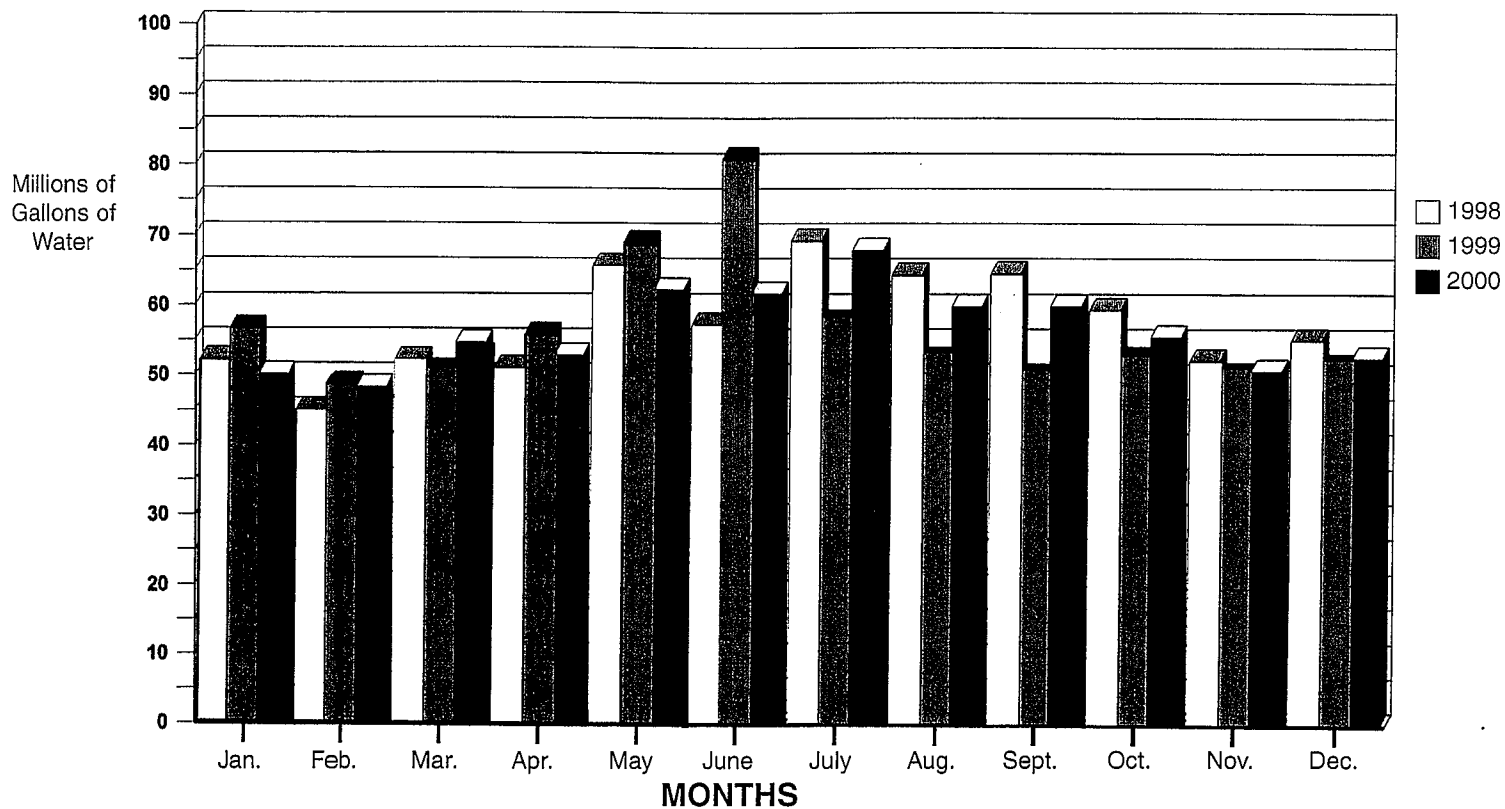
New meter installations	116
New housing units	277
Old meters replaced with new meters	345
Old service lines replaced or renewed	11
Repair of water mains	16
Repair or replacement of fire hydrants	28

Water mains installed in 2000 in the following areas:

Hillside Place  
Reeve Street  
School Street  
Wetherbee Street

Total gallons pumped in 2000 – 677,014,500 gallons

## Calendar Years of Water Production



## Report of the District Manager

This spring will mark the completion of my fifth year as Manager of the Acton Water District. As I look back, I am amazed at how quickly time has passed. At the same time, I am extremely proud of the progress that we have made and of the way that we have positioned ourselves to approach the years to come. Providing a potable water supply for public use and consumption has become an increasingly daunting task. Providing water that meets, and in fact exceeds, all of the standards set forth by the state and federal government, and with a rate structure that is lower than the state average, does not come about without the concerted efforts of many dedicated officials, volunteers and employees. I am extremely fortunate to have been surrounded by such a group of people. It is their efforts that make my job easier and ultimately provide you, the end user, a level of service that is second to none.

This year the Acton Water District will be losing three of those people. Linda Larson, the Treasurer/Collector of the District will be retiring. Few people know, or could even imagine, the level of commitment that Linda has given to the District over the past 15 years. Her contributions to the office, her tenacity in insuring that the District's investments always receive the highest possible level of return, her understanding of state and federal regulations concerning all aspects of public financial matters, and her firm, yet compassionate, handling of all accounts payable and receivable, have all contributed greatly to the District's present position. While no one is irreplaceable, her shoes will be difficult to fill and we will all miss her.

Jane Cutler has held two separate positions at the District over the past 21 years. While both of them have been of a part-time nature, her contributions will non-the-less be missed. We all wish her success in her future endeavors.

Ron Davan has been an employee of the District for over 10 years. He has performed a wide variety of operational duties and has served as one of the District's primary heavy equipment operators during that time. Ron, and the others like him, continually perform a wide variety of day to day tasks that largely go unnoticed, but from which we all reap the benefits. We wish Ron great success in his new position.

Five years ago the District had a total of ten employees. Today, we have 15. We have been fortunate to continue to be able to find dedicated people with diverse backgrounds that can pool their collective talents for the benefit of the District's residents.

Some of those accomplishments over the past year have been:

- the implementation of the new SCADA system.
- the installation of a new water main under Rt. 2 connecting School Street and Wetherbee Street.
- the upgrade and rehabilitation of the School Street Treatment Facility
- the creation, in-house, of a new water billing and warrant system
- the continual development and expansion of our education and conservation programs

As we look forward to the next year, we do so with the confidence that we can continue to serve the District's users at the level to which they have become accustomed, and that we will continue to provide the highest quality water possible, at a cost that all can afford.

I would once again like to take this opportunity to thank all of the town departments, and their employees, for their continued cooperation over this past year. Also, I want to recognize the contributions of all of the District's employees, as well as those of our elected and appointed officials. Finally, I want to express my sincere gratitude to all of the District's residents for their support and cooperation throughout this past year.

Respectfully submitted,



James L. Deming  
District Manager

## **Report of the Finance Committee for 2000**

The Acton Water District continues to be in a solid financial position. The Free Cash certified on September 19, 2000 was \$779,709.77. This year we expect continuing growth in income from new home constructions and the associated hook up fees.

The Finance Committee has received generous advice and council from Linda Larson, the retiring Treasurer, during the past 11 years we have worked together. She has provided a sound foundation to the Water District and we know how much we will miss her in the years to come. Our committee, particularly, wish to thank her and we wish her many happy years in her retirement on Cape Cod.

During fiscal year 2000, the Finance Committee has worked closely with Linda Larson, the Treasurer and Jim Deming, the District Manager to prepare a set of investment guidelines, one for the W.R. Grace Reserved for Appropriations Account and another for the General Fund, Special Appropriations and Bond Issues.

The investment guidelines for the Grace Fund currently require the fund to be invested conservatively with equities and stocks representing thirty to fifty percent of the market value of the portfolio. Fixed income investments represent fifty to seventy percent of the value of the portfolio. Investments may not be made in securities on margin, put and call options, derivatives, real estate and mineral exploration or development.

The investment guidelines for the General Fund, Special Appropriations require that Investments allowed by the Massachusetts General Law are limited generally to Certificates of Deposits, saving accounts, US Treasury securities with maturity of one year or less, and registered money marked funds. The Investment goals are to maintain collected cash balances at current money market rates with the priorities in order, safety, liquidity and yield. One member of the Finance Committee attends every Commissioner meeting to stay informed of the District's operating and budget expenditures.

The guidelines require that recommendations for changes in policy be formulated by the Finance Committee and the District Treasurer and submitted to the Commissioners for approval. It requires the District Treasurer and Finance Committee to review the portfolio monthly and have an annual review conducted by the District Auditor. The Treasurer shall handle communications with the portfolio managers. The Finance Committee, District Treasurer, Commissioners and the District Manager shall meet at least semi-annually to review current investments and future goals.

The Finance Committee would like to take the opportunity to thank the Commissioners, the District Manager, the District Treasurer and the administration staff of the District for their cheerful, cooperative and patient assistance during the year.

Respectfully submitted

William L. Kingman, Chairman  
Theodore Jarvis  
Charles Bradley

## **Report of the Environmental Manager**

As the demand for water supply increases due to new services in town and existing developments that ask to hook to Acton's supply, we have been challenged to find ways to continue to provide safe, affordable water for all while preserving existing water resources. Acton can be seen as a microcosm of many Massachusetts towns. While the population in many parts of Massachusetts grows more rapidly than anticipated, many communities in the state look to withdraw more water from our ground and surface supplies. At the same time, many people are becoming concerned about the pressure being put on our water supplies and resultant impacts on the environment. Regulations that govern public water withdrawals are becoming increasingly restrictive, while policy makers look to water-impoveryished states such as New Mexico or Colorado for ideas on how to do more with less.

This environment has further convinced us of the need to place most of our resources in finding ways to manage the demand for water, while at the same time looking to optimize our existing sources of supply. In the upcoming year we will be pursuing the following in order to optimize our existing wells:

- Implementation of a new central control system (SCADA) to better manage all wells
- Upgrade of the School Street Treatment facility
- Replacement of media used to remove natural color from the Clapp and Whitcomb wells
- A complete inventory and analysis of "high risk" land uses within the critical protective radii (Zone II) of each well
- Ongoing monitoring of water quality in each well

Activities that we will be conducting to help manage demand include:

- Providing customers with information on both indoor and outdoor water conservation via public forums; Acton Earth Day and related events; our information center, newsletter, and Web site; and landscaping demonstration projects
- Coordination with Acton's Planning Department to encourage water conservation and groundwater protection in new developments
- Sponsorship of a forum on water conservation and source protection for planners, developers and others
- Outreach and education in the Acton public schools, including special events during Drinking Water Week
- Investigation of a rate structure to better encourage conservation
- Ongoing leak detection and repair
- Townwide upgrade of water meters
- Registration of irrigation systems

We hope you will participate in the above efforts to the extent that your time and interests allow. We thank you for your past efforts to conserve water. Please feel free to stop by the District Office at any time, or visit our new Web site at [www.actonh2o.com](http://www.actonh2o.com).

Respectfully submitted

Jane Ceraso  
Environmental Manager

WATER SUPPLY DISTRICT OF ACTON

FINANCIAL STATEMENTS

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JUNE 30, 2000



WATER SUPPLY DISTRICT OF ACTON

FINANCIAL STATEMENTS

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JUNE 30, 2000

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

Supplemental Schedule of W.R. Grace Fiduciary Fund Activity  
- Statutory Basis

# Mara & Associates, PC

Certified Public Accountants

Maureen Waters Mara, CPA, MST  
70 Junction Square Drive  
Concord, MA 01742

Phone: 978-369-9905

Fax: 978-371-2931

## Independent Auditor's Report

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

We have audited the financial statements of the Water Supply District of Acton as of and for the year ended June 30, 2000, 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.

Except as discussed in the following paragraph, 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, 2000, or the results of its operations or the changes in its fund balances for the year then ended.

Independent Auditor's Report (continued)

However, in our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the cash and investment balances of the Water Supply District of Acton as of June 30, 2000, 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 Schedules of Capital Projects Fund Activity and W.R. Grace Fiduciary Fund Activity are presented for purposes of additional analysis and are 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.

*Mara & Associates, PC*

Mara & Associates, PC  
Concord, Massachusetts  
July 26, 2000

**Mara & Associates, PC**  
Certified Public Accountants

**WATER SUPPLY DISTRICT OF ACTON**

Combined Statement of Assets, Liabilities and Fund Balances -

All Fund Types and Account Groups - Statutory Basis

June 30, 2000

	<i>GOVERNMENTAL FUND TYPE</i>		<i>FIDUCIARY FUND TYPE</i>	<i>ACCOUNT GROUP</i>	<i>TOTAL</i>
	<i>GENERAL FUND</i>	<i>CAPITAL PROJECTS</i>	<i>W.R. GRACE FUND</i>	<i>GENERAL LONG TERM DEBT</i>	<i>(MEMO ONLY)</i>
<i>ASSETS</i>					
Cash and Cash Equivalents	\$1,737,168		\$393,799		\$2,130,967
Investments			2,351,400		2,351,400
Accounts Receivable	147,935				147,935
Less Reserve For Uncollectible Receivables	(147,935)				(147,935)
Due From General Fund		\$957,458			957,458
Amount To Be Provided For Long Term Debt				\$770,000	770,000
Total Assets	\$1,737,168	\$957,458	\$2,745,199	\$770,000	\$6,209,825

*LIABILITIES AND FUND BALANCES**LIABILITIES*

Long Term Debt				\$770,000	\$770,000
Due to Capital Projects Fund	\$957,458				957,458
Total Liabilities	957,458	0	0	770,000	1,727,458

*FUND BALANCES*

Unreserved	779,710				779,710
Reserved For Capital Projects		957,458			957,458
Reserved For W.R. Grace			2,745,199		2,745,199
Total Fund Balances	779,710	957,458	2,745,199	0	4,482,367
Total Liabilities and Fund Balances	\$1,737,168	\$957,458	\$2,745,199	\$770,000	\$6,209,825

**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, 2000

			<i>VARIANCE FAVORABLE (UNFAVOR- ABLE)</i>
	<i>ACTUAL</i>	<i>BUDGET</i>	
<b>REVENUES</b>			
Water Rates	\$1,510,689	\$1,315,065	\$195,624
Water Services	584,529	412,000	172,529
Interest Income	96,057	0	96,057
Total Revenues	<u>2,191,275</u>	<u>1,727,065</u>	<u>464,210</u>
<b>EXPENDITURES</b>			
Salaries and Wages	664,046	720,000	55,954
Bonds, Interest and Fees	336,875	338,875	2,000
Lights, Power and Fuel	115,000	115,000	0
Health and Life Insurance	109,381	118,000	8,619
Maintenance and Operations	89,900	90,000	100
Middlesex County Retirement	51,690	51,690	0
Chemicals	25,383	40,000	14,617
Insurance	23,223	32,000	8,777
Telephone	20,000	20,000	0
Computer Maintenance	19,568	20,000	432
Legal	17,856	20,000	2,144
Office Supplies	14,989	15,000	11
Auto Maintenance and Fuel	14,339	15,000	661
Audit	13,500	13,500	0
Paving	12,000	12,000	0
Laboratory Analysis	10,989	12,000	1,011
Hydrants	10,000	10,000	0
Education	9,983	10,000	17
Reserve Fund	8,269	30,000	21,731
Information Reports	7,015	9,000	1,985
Engineering	6,857	10,000	3,143
Postage	6,000	6,000	0
D.E.P. Withdrawal and Fees	5,419	6,000	581
Cross Connection	4,798	5,000	202
Accounting	3,580	5,000	1,420
Meters	1,000	1,000	0
Petty Cash	700	1,000	300
Bank Fees	22	1,000	978
Total Expenditures	<u>1,602,382</u>	<u>1,727,065</u>	<u>124,683</u>
<b>REVENUES OVER EXPENDITURES</b>	<b>588,893</b>	<b>0</b>	<b>588,893</b>
<b>OTHER FINANCING USES</b>			
Transfers from General Fund to Capital Projects Fund	(842,000)	(842,000)	0
Excess of Revenues (Under) Expenditures and Other Uses	(253,107)	(842,000)	588,893
Fund Balance - Beginning of Year	<u>1,032,817</u>	<u>1,032,817</u>	<u>0</u>
Fund Balance - End of Year	<u>\$779,710</u>	<u>\$190,817</u>	<u>\$588,893</u>

**Mara & Associates, PC**

Certified Public Accountants

SEE ACCOMPANYING NOTES AND ACCOUNTANT'S REPORT.

**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, 2000

	<i>GENERAL FUND</i>	<i>CAPITAL PROJECTS</i>	<i>TOTAL (MEMO ONLY)</i>
<i>REVENUES</i>			
Water Rates	\$1,510,689		\$1,510,689
Water Services	584,529		584,529
Interest Income	96,057		96,057
Total Revenues	<u>2,191,275</u>		<u>2,191,275</u>
<i>EXPENDITURES</i>			
Salaries and Wages	664,046		664,046
Capital Project Expenditures		\$605,251	605,251
Bonds, Interest and Fees	336,875		336,875
Lights, Power and Fuel	115,000		115,000
Health and Life Insurance	109,381		109,381
Maintenance and Operations	89,900		89,900
Middlesex County Retirement	51,690		51,690
Chemicals	25,383		25,383
Insurance	23,223		23,223
Telephone	20,000		20,000
Computer Maintenance	19,568		19,568
Legal	17,856		17,856
Office Supplies	14,989		14,989
Auto Maintenance and Fuel	14,339		14,339
Audit	13,500		13,500
Paving	12,000		12,000
Laboratory Analysis	10,989		10,989
Hydrants	10,000		10,000
Education	9,983		9,983
Reserve Fund	8,269		8,269
Information Reports	7,015		7,015
Engineering	6,857		6,857
Postage	6,000		6,000
D.E.P. Withdrawal and Fees	5,419		5,419
Cross Connection	4,798		4,798
Accounting	3,580		3,580
Meters	1,000		1,000
Petty Cash	700		700
Bank Fees	22		22
Total Expenditures	<u>1,602,382</u>	<u>605,251</u>	<u>2,207,633</u>
<i>REVENUES OVER (UNDER) EXPENDITURES</i>	588,893	(605,251)	(16,358)
<i>OTHER FINANCING SOURCES (USES)</i>			
Transfers from General Fund to Capital Projects Fund	(842,000)	842,000	0
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	(253,107)	236,749	(16,358)
Fund Balance - Beginning of Year	<u>1,032,817</u>	<u>720,709</u>	<u>1,753,526</u>
Fund Balance - End of Year	<u>\$779,710</u>	<u>\$957,458</u>	<u>\$1,737,168</u>

**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, 2000

	<u>W.R. GRACE</u> <u>FUND</u>
<i>REVENUES</i>	
Dividend and Interest Income	\$106,148
Net Increase in the Fair Value of Investments	<u>273,978</u>
Total Revenues	<u>380,126</u>
<i>EXPENDITURES</i>	
Maintenance and Operations	72,076
Air Stripper	1,367
Clapp/Whitcomb Well Expenses	22,608
Assabet II Well Expenses	25,447
Conant I Pump/Motor	30,484
School Street Treatment	13,200
Investment Management Fees	<u>23,301</u>
Total Expenditures	<u>188,483</u>
Revenues Over Expenditures	191,643
Fund Balance - Beginning of Year	<u>2,553,556</u>
Fund Balance - End of Year	<u><u>\$2,745,199</u></u>

**Mara & Associates, PC**  
Certified Public Accountants

SEE ACCOMPANYING NOTES AND ACCOUNTANT'S REPORT.

# WATER SUPPLY DISTRICT OF ACTON

Notes to the Financial Statements

June 30, 2000

## 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 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:

### 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.

### 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 to record its activities:

#### Governmental Fund Types

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

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 and maintenance 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.

### 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.



## WATER SUPPLY DISTRICT OF ACTON

Notes to the Financial Statements

June 30, 2000

### NOTE 1 - GENERAL STATEMENT AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Property, plant and equipment are not recorded on the Combined Statement of Assets, Liabilities and Fund Balances of the District. Funds used to acquire property, plant and equipment 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.

#### Budgets and Budgetary Accounting

The District's annual budget is a legally adopted budget that is approved at the District's Annual Meeting. Appropriations for the Capital Projects Fund and the W.R. Grace Fiduciary Fund are also approved at the Annual Meeting. Any budget overrides or additional appropriations must be approved at a specially called District Meeting.

#### Total Columns on Combined Statements

Total columns on the Combined Statements are captioned "Memo 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. Although the Commonwealth of Massachusetts' uniform reporting system is not in conformity with generally accepted accounting principles, cities, towns and other municipal entities use it extensively throughout the Commonwealth.

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 property, plant and equipment are reported as expenditures from the Capital Projects Fund. Under generally accepted accounting principles, the property, plant and equipment 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, 2000

### NOTE 3 - CASH AND CASH EQUIVALENTS

The District considers all highly liquid investment with a maturity date of less than one year to be cash equivalents.

### NOTE 4 - INVESTMENTS

The W.R. Grace Fund investments are managed pursuant to Massachusetts General Laws. The objective of the Grace Fund is to cover major capital expenses needed to improve water quality or quantity. The fund is managed by Brown Brothers Harriman with the guideline that there is low risk to principal while providing a continuing revenue stream. Funds are to be invested 30-50% in equities and 50-70% in fixed income obligations, with less than 10% of the portfolio in cash equivalents.

The W.R. Grace Fund investments are carried at fair value. During the year ended June 30, 2000, the District realized a net gain of \$244,799 from the sale of investments. The calculation of realized gains is independent of the calculation of the net increase in the fair value of the investments. The net increase in the fair value of investments during the year was \$273,978. This amount takes into account all changes in fair value (including purchases and sales) that occurred during the year. The unrealized gain on investments held at year end was \$29,179.

### NOTE 5 - INTERFUND RECEIVABLE AND PAYABLE

At June 30, 2000, \$957,458 is due to the Capital Projects Fund from the General Fund.

### NOTE 6 - GENERAL LONG-TERM DEBT

General Long-Term Debt consists of the following general obligation bonds at June 30, 2000:

Description	Original Amount	Interest Rate	Date of Issue	Date of Maturity	Balance 6/30/00
Conant Well II	\$ 800,000	4.75%	06/15/98	06/15/05	\$595,000
Walsh Reservoir	<u>2,100,000</u>	6.75%	06/01/89	06/01/01	<u>175,000</u>
Total	<u>\$2,900,000</u>				<u>\$770,000</u>

During the year ended June 30, 2000, \$280,000 of principal and \$56,875 of interest was paid on the bonds, for a total of \$336,875. This total is reported as "Bonds, Interest and Fees" 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, 2000

## NOTE 6 - GENERAL LONG-TERM DEBT (continued)

The annual requirements to amortize all debt outstanding as of June 30, 2000 are as follows:

Fiscal Year Ending June 30,

2001	\$280,000
2002	115,000
2003	120,000
2004	125,000
2005	<u>130,000</u>
Total	<u>\$770,000</u>

## NOTE 7 - RETIREMENT PLAN

Substantially all employees of the District are members of the Middlesex Retirement System. 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%, 8% or 10% of their base pay depending on when they entered the system. The District's contributions for the year ended June 30, 2000, were \$51,690.

In addition, the District has a voluntary Section 457 retirement plan. Employees may make pre-tax contributions, and the District will match contributions up to 3% of the participating employee's base salary. The maximum employee and District combined contribution is \$8,000 per year. District match contributions for the year ended June 30, 2000 were \$15,877, which is included in Salaries and Wages.

## NOTE 8 - COMMITMENTS

The District has entered into certain contracts for water main installations, for development of well control systems, for upgrading water services and meters to existing homes, for improvements to existing water lines, and for improvements to water quality.

CONCLUDED.

**WATER SUPPLY DISTRICT OF ACTON**

Supplemental Schedule of Capital Projects Fund Activity - Statutory Basis  
For the Year Ended June 30, 2000

	<i>BEGINNING BALANCE 06/30/99</i>	<i>TRANSFERS FROM GENERAL FUND</i>	<i>REALLOCA- TION OF APPROPRIA- TION</i>	<i>PAYMENTS MADE</i>	<i>ENDING BALANCE 06/30/00</i>
Cargo Van 99	\$25,000			\$25,000	\$0
Computer Hardware 00		\$20,000		14,762	5,238
Conant II Well	25,043		(\$25,043)		0
Digital Copier 99	20			20	0
Dump Truck 99	50,000			48,260	1,740
Electronic Equipment 95	795			795	0
Employees 99	45,818			7,872	37,946
Great Hill 99	2,489			2,049	440
Hydrant Flushing 99	9,500				9,500
Leak Detection 99	3,000			1,425	1,575
Marshall Pumping Rehab 98	694			694	0
Meter Reading Equipment 95	1,679			1,679	0
Pick-up Truck 00		16,000			16,000
Pick-up Truck with Plow 00		31,000			31,000
Radio Read Meter 00		100,000		135	99,865
Radio Read Meter 99	97,320			97,320	0
SCADA System 98	8,200			8,200	0
SCADA System 99	250,000	135,000		14,832	370,168
School/Weatherbee Mains 99/00	129,330	450,000		302,896	276,434
Small Tools 98	63			63	0
Water Main Break Repairs 98	30,062			21,585	8,477
Water Main Replacement 00		25,000			25,000
Water Mains/Hydrants 98	41,696			21,049	20,647
Watersource Investigation 00			25,043		25,043
Well Clean and Rehab 00		25,000			25,000
Well Cleaning 00		40,000		36,615	3,385
	<u>\$720,709</u>	<u>\$842,000</u>	<u>\$0</u>	<u>\$605,251</u>	<u>\$957,458</u>

**WATER SUPPLY DISTRICT OF ACTON**

Supplemental Schedule of W.R. Grace Fiduciary Fund Activity - Statutory Basis

For the Year Ended June 30, 2000

	<i>BEGINNING BALANCE 06/30/99</i>	<i>APPROPRIA- TIONS PER ANNUAL MEETING</i>	<i>REVENUES OVER(UNDER) EXPENDI- TURES</i>	<i>ENDING BALANCE 06/30/00</i>
Maintenance and Operations	\$43,173	\$130,000	(\$72,076)	\$101,097
Air Stripper	1,735		(1,367)	368
Clapp/Whitcomb Well	22,608		(22,608)	0
Assabet II Well		67,000	(25,447)	41,553
Conant I Pump/Motor		33,000	(30,484)	2,516
School Street Treatment		175,000	(13,200)	161,800
Unappropriated	2,486,040	(405,000)	356,825	2,437,865
	<u>\$2,553,556</u>	<u>\$0</u>	<u>\$191,643</u>	<u>\$2,745,199</u>

SEE ACCOUNTANT'S REPORT.

**Mara & Associates, PC**  
Certified Public Accountants

## **Annual Meeting – Water Supply District of Acton**

March 15, 2000

**Article One:** VOTED to fix the salaries of the elected officials as follows:

Chairman of the Commissioners:	\$1,200 per year
Two Commissioners:	\$1,000 per year
Moderator:	\$ 50 per meeting
Clerk:	\$ 600 per year

PASSED UNANIMOUSLY

**Article Two:** VOTED to accept the reports of the Commissioners, the Treasurer and other officers of the District.

PASSED UNANIMOUSLY

**Article Three:** VOTED that the District authorize the Treasurer, with the approval of the Commissioners, to borrow in anticipation of the revenue of the fiscal year beginning July 1, 2000, 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 the General Laws, Chapter 44, Section 17.

PASSED UNANIMOUSLY

**Article Four:** VOTED that the District raise and appropriate to defray the usual expenses of the District.

PASSED UNANIMOUSLY

**Article Five:** VOTED that the District transfer from Receipt Reserve for Appropriation Account (W.R. Grace settlement) the sum of \$75,000 for the maintenance and operation, carbon replacement, and power costs at the various treatment plants operated by the District.

PASSED UNANIMOUSLY

**Article Six:** VOTED that the District transfer from Surplus Revenue the sum of \$100,000 for the purchase of new radio read water meters for a continuing program for the installation of new radio read water meters for a continuing program for the installation of both new and existing services of the District.

PASSED UNANIMOUSLY

**Article Seven:** VOTED that the District transfer from Surplus Revenue the sum of \$25,000 to supplement Article 8 of the Annual Meeting of March 18, 1998 for the purpose of replacing old water mains, renewing numerous outdated water services from existing water mains to the property line, and to replace old outdated fire hydrants.

PASSED UNANIMOUSLY

**Article Eight:** VOTED that the District transfer from Surplus Revenue the sum of \$31,000 to purchase a new four wheel drive pick-up truck with utility body and snow plow and to authorize the Commissioners to trade or sell the District's GMC 1993 pick-up truck with utility body.

PASSED UNANIMOUSLY

**Article Nine:** VOTED that the District transfer from Surplus Revenue the sum of \$16,000 to purchase a new pick-up truck, and to authorize the Commissioners to trade or sell the District's 1994 Ford F-150 pick-up truck.

PASSED UNANIMOUSLY

**Article Ten:** VOTED that the District transfer from Surplus Revenue the sum of \$25,000 to clean and rehabilitate existing wells throughout the District.

PASSED UNANIMOUSLY

**Article Eleven:** VOTED that the District transfer the unexpended balance of the Conant II well construction bond in the amount of \$25,043.45 to a "New Water Source Investigation Account" to be expended in funding an investigation into new as yet unidentified potential sources of water supply throughout the District.

PASSED UNANIMOUSLY

**Article Twelve:** VOTED that the District amend its by-laws regarding water conservation by deleting Section XV in its entirety and replacing therewith the new water use restriction by-law, which I will not read but please read it as stated in article twelve before you. (See attached for complete text of amended by-law.)

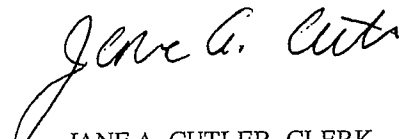
PASSED UNANIMOUSLY

**Article Thirteen:** VOTED that the District authorize the Commissioners to acquire by purchase, gift or take by eminent domain, a three thousand three hundred thirty-five (3335) sq. foot permanent easement along the westerly boundary of land owned partially by John D. Durkin and Stacey G. Durkin and partially owned by Wetherbee Road Realty Trust and shown on a plan entitled "Easement Plan of Land in Acton, Massachusetts" prepared for the Acton Water District by the Town of Acton Engineering Department, for the installation of a water main, together with a ten-foot wide temporary construction easement contiguous with the permanent easement which permanent easement is for the installation of the water main on Wetherbee Street as previously approved by the voters in Article 12 of the Annual Meeting of March 17, 1999 and supplemented by the appropriation of Article 1 at the Special Meeting held on November 8, 1999.

PASSED UNANIMOUSLY

VOTED TO ADJOURN AT 8:35 PM.

A TRUE COPY ATTEST:

  
JANE A. CUTLER, CLERK

## **Linda M. Larson**

Treasurer/Collector  
Office Manager



The new Millennium was a very exciting time for everyone, concerns regarding the computer world, the stock market at a record high, new home construction at a fever pace and my decision in January to retire! Well, maybe that was not one of the most important issues in the world but for me an enormous decision. I began work at the District in 1986 and after having intensely followed the W. R. Grace contamination issues since 1978, was fortunate to be a part of the final settlement between the W. R. Grace Company and the Acton Water District in 1987. The funds received from this settlement have been carefully invested under the watchful eyes of the Finance Committee, the Commissioners and first with Stephen G. Peterson, Treasurer/Collector (retired) and then by myself. It is with pride that I will leave knowing that this reserve for appropriation account will continue to grow and fund the monitoring and prevention of contamination to the water in the Town of Acton for many years to come. The Commissioner's and the District Manager's requirement for the highest standard of water quality possible will never be denied with the availability of funds from the "Grace" account.

I have also seen the District grow from 3,108 customers to 7,195 customers in 2001. A staff of nine full-time employees to today's fourteen. The Annual budget of \$1,117,435 in 1986 to the budget in 2000 of \$1,879,078, which gives praise to all the District employees, elected and appointed officials that with very careful investing and planning the budget has not increased at the same percentage rate of growth as that of the District.

One of my personally gratifying accomplishments was working with Mary Bassett-Stanford, District Counsel, researching, documenting, recording and developing an entire portfolio of land owned by the District from 1895 to the present.

I want to thank the Finance Committee members, Bill Kingman, Ted Jarvis and Charles Bradley for their dedication, support and investing techniques they have given me as Treasurer/Collector, they are truly an outstanding team. To the Commissioners, Stephen Stuntz, Ronald Parenti and Leonard Phillips, I admire and respect your monumental task of requiring and enforcing one of the strictest water quality standards in the United States. The District Manager, James Deming and the entire District staff have been a real family to me, always giving more than required in both the work place and personally. I will sincerely miss each and everyone and wish you years of peace, love and health.

Sincerely,

Linda M. Larson



## **Acton Water District Clerk will not seek re-election in 2001**

**Jane Cutler**

**District Clerk**  
1985-2001

**District Commissioners Secretary**  
1980-1985

I started as an employee of the Water Supply District of Acton in February of 1980, when the District Commissioners required a secretary to help with the Annual Meeting scheduled for March. I was interested in becoming involved with politics in Town and felt attending the Commissioners meetings twice a month would be an easy and interesting introduction. At the time the District was considering passage of By-Laws to regulate the removal of sand and gravel on the District property. The first meeting turned into a two-night affair and proved to be most interesting and a true introduction to the Acton Water District.

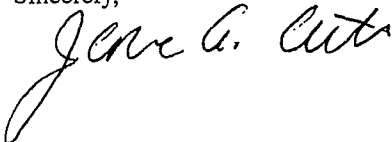
Shortly after this issue was settled, the W.R. Grace contamination issues started to heat up which led to several interesting years. As the years went on and treatment plants were installed at each well, things became relatively quiet, and everything ran smoothly.

In 1985 Anita Page retired as Clerk of the District and I had the opportunity to run for the elected office which required a little less involvement on a day to day basis.

I have enjoyed my 21 years of association with the District. At the time I joined the District my son was six months old, he is now graduating from college and my daughter is graduating from high school.

I feel it is time to step back and simplify my life, so with regret I have decided not to run for re-election in 2001. I am certain that anyone interested in the job of District Clerk will enjoy it as much as I have.

Sincerely,



Jane Cutler  
District Clerk

## Water District Elections

Abstract of the proceedings of the annual election of officers of the  
Water Supply District of Acton:

Tuesday, March 28, 2000  
held at the five (5) Precincts of the Town of Acton.  
(The polls were open from 7AM to 8PM.)

Commissioner for 3 years:	
Leonard Phillips	470

Moderator for one year:	
Richard O'Brien	481

Clerk for 1 year:	
Jane Cutler	462

A TRUE COPY ATTEST:

  
JANE A. CUTLER, CLERK

**Water Supply District of Acton**  
**Rules, Regulations and Rates**  
Revised January 10, 2000

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

- A. All applications for the use of water are available at the Water District office, 693 Massachusetts Avenue. Demand charge schedule is set forth as follows:

PIPE SIZE	DEMAND CHARGE
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
Buildings 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 meter installation. Pipe size and type of any installation will be determined by the Water Commissioners or their agents. Costs of installation service will be charged to applicant separate of the demand charge. Costs will be paid before the water is turned on.
2. Costs of new service installations from the water main into the unit, including meter, will be paid for by the owner or applicant before water will be turned on.
3. No person will connect, or cause to be connected, any service pipe with the main or any distributing pipes, except by order of the Water Commissioners made on such application for new service. Permanent outside sprinkler system may be installed in conformance with regulations adopted as of September 8, 1997.
4. Periodic inspection of pipes to the meter may be made by the Water District personnel. When equipment is found defective all payment for the necessary repairs between the property line and the meter will be assessed to the owner. Persons allowing their meter to be damaged by frost or otherwise will be held responsible therefore. The District will keep meters in repair from ordinary derangements.
5. All apparatus and all places supplied with water must be accessible at all reasonable times to the inspection of the Commissioners or their agents.
6. Any alteration made to any service within the Acton Water District may only be made by the Acton Water District, or authorized agents of the Water District.

7. The Water District will not in any way, nor under any circumstances, be held liable or responsible to any person or persons for any loss or damage from any excess or deficiency in the pressure, volume or supply of water, due to any cause whatsoever. The Water District will undertake to use all reasonable care and diligence to avoid interruptions and fluctuations in the service, but cannot and does not guarantee that such will not occur.
8. The Water District will not be responsible for damages caused by dirty water resulting from the opening or closing of any gates for repairs or any other reasons, the use of hydrants, or the breaking of any supply lines.
9. The Water District will endeavor to give due notice to as many of the consumers affected as time and character of the work permit whenever it may be necessary to shut off the supply from any section of the District to make repairs or changes or because of broken main, and will as far as practicable, use every effort to prevent damage or inconvenience; but failure to give such notice will not involve the Water District in any responsibility or liability for damage arising from the shutting off of any supply or any subsequent conditions arising therefrom.
10. The Water District reserves the right at any time without notice to shut off the water supply for purpose of making repairs, extensions, or other reasons, and all consumers having boilers or other appliances on their premises are hereby warned against danger of collapse from these sources and are urged to provide safety devices for their own protection. In any event the District expressly stipulates that there shall be no liability for damages resulting therefrom.
11. The Water District will not assume any liability for conditions in the consumer's plumbing or appliances, which may be the cause of trouble, coincident with, or 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, will not under any circumstances be connected with any other sources of water supply.
13. The Water Commissioners, or their agent 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 for 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, or their agent are satisfied that there will be no further cause of complaint and on the payment of twenty-five dollars. With the approval of the Department of Environmental Quality Engineering (Chapter 40, Section 41A of the Massachusetts General Laws), the Commissioners, or their agent 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 persons be allowed to handle hydrants or other waste apparatus without permission of the Water Commissioners, or their agent.
15. No water taker will be allowed to supply water to others, except by special permit from the Board of Water Commissioners, or their agent and found doing so without a permit, the supply will be shut off.
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 twenty-five dollars for turn-on.
17. Water bills and repairs of existing services, must be paid in full within 30 days of the billing date. All bills for new installations, including supplies and labor must be paid in full prior to the water service turn-on.

18. The water may be turned off with proper 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 a lien on real estate, and collections may be made on the sale of the property: Massachusetts Legislature, Acts of 1923, Chapter 391.
19. Any person who shall remove, change, alter or willfully damage or injure any meter will be liable for all damages. Any change in meter location will be done under the direction of the District Manager or authorized District personnel.
20. 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 a vote of the Commissioners will be fined not more than \$200.00 for each offense, which will inure to the District for such uses as the Commissioners may direct. Fines will be recovered by the indictment or on a complaint before the 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 constitutes a separate offense."
21. The District Manager, or his authorized agent, will be empowered by the Commissioners to confer with the owner to establish the number of units, measured by a given meter, to which the following rate structure will apply. The break points of the inclining block rate structure will then be multiplied by the agreed upon number of units to determine the appropriate charges.
22. Beginning July 1, 1997, the Acton Water District will be issuing two (2) bills per year. Meter reading will begin the first week in September and the first week in March. Bills will be mailed as soon as reading is complete, but no later than the first week in October and the first week in April. All bills will be based upon actual readings and all minimum charges have been eliminated. The following inclining block rate structure has been adopted, and will go into effect immediately following the final billing cycle under the old system which will be completed in April of 1997.

0 - 500 cu. ft.	billed at	.015 pr cu. ft.
501 - 5000 cu. ft.	billed at	.022 pr cu. ft.
5001 - 10000 cu. ft.	billed at	.024 pr cu. ft.
10001 - and up cu. ft.	billed at	.025 pr cu. Ft.

All owners having used less than 100 cubic feet of water will be billed at the next actual water billing cycle.

There is a minimum charge of \$5.00 for closing costs on property transfers where there has been no water use from the date of the last actual water bill.

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

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

## **Action Level Exceedance: Follow Up Procedures**

### **Development of Draft Plan of Action**

Within 30 days of discovering an Action Level exceedance, the Water District will develop a draft plan of action that includes:

1. Detailed list of all detections of VOCs for the source(s) in question
2. Anticipated and possible health effects
3. Plans to investigate source of VOCs
4. If multiple VOCs present, anticipated interactive effects
5. Source of VOCs, if known
6. Remediation options with estimated costs/timeframes of each option
7. Recommended option/timeframes, with rationale for recommendation

### **Development of Final Plan of Action**

The draft plan will be presented at special (publicized) Water Commissioner's Meeting where input from registered town voters will be solicited. A copy will be sent to the Board of Health. The plan will then be finalized within 30 days of receipt of comments, and described in the District's next Water Words, in a Beacon article, and posted on the District's web site.

By Order of The Acton Water Commissioners

Stephen C. Stuntz, Chairman

Leonard A. Phillips

Ronald R. Parenti

## **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 Protection 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 public health because they may promote the proliferation of bacterial and viral growth and development.

## **Underground Lawn Sprinkler Regulations Effective September 8, 1997**

1. All automatic lawn watering systems, connected to the public water supply, must be equipped with a timing device that can be set to make the system conform to the District's odd/even outdoor watering restrictions.
2. All automatic lawn watering systems must be equipped with some type of moisture sensing device that will prevent the system from starting automatically when not needed.
3. All automatic lawn watering systems must be installed with an approved backflow prevention device (Watts 800 or equal). Said device will be inspected initially by the plumbing inspector, and may be inspected periodically after that by water district employees.
4. Any person who now has, or who intends to install an automatic lawn watering system, must notify the Water District office of the existence of said system, or of their intention to install a new system prior to the actual installation. All systems, those currently in existence, as well as any installed in the future, must comply with all the Rules and Regulations adopted on this date.
5. Any system not in conformance with the above criteria may be disconnected from the public water supply system.