



# Water Supply District of Acton

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Commissioners Meeting  
Water Supply District of Acton  
Meeting Minutes  
January 12, 2015

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## Agenda:

- A. Comments from Citizens
- B. Approve Minutes from the December 15th Meetings
- C. OLD BUSINESS:
  - 1. Review and Discussion of Proposed Budget for Fiscal Year 2016 and Strategic Financial Planning.
  - 2. Update on the South Acton Water Treatment Plant Project.
- D. NEW BUSINESS: Any agenda items(s) which did not come to the attention of the Board of Water Commissioners 48 hours prior to this meeting were not reasonably anticipated.

The Board of Water Commissioners meeting was called to order at 7:30 p.m. on Monday, January 12, 2014 at the Acton Water District Office by Mr. Leonard Phillips.

## Present at Tonight's Meeting:

Commissioners: Ronald Parenti, Leonard Phillips (Chair) and Stephen Stuntz  
District Manager: Chris Allen  
District Treasurer: Mary Jo Bates  
Environmental Manager: Matthew Mostoller  
Commissioners Secretary: Lynn Protasowicki  
Finance Committee: David Butler, Charles Bradley, William Guthlein  
Moderator: Richard O'Brien

## A. Comments from Citizens

No comments this evening.

## B. Approve Minutes from the December 15th Meeting.

Mr. Stuntz moved to accept minutes of the meeting held on December 15, 2014 and Mr. Phillips seconded the motion and it was unanimously approved.

## C. OLD BUSINESS:

### 1. Review and Discussion of Proposed Budget for Fiscal Year 2016 and Strategic Financial Planning.

Included in tonight's packet to the Commissioners is a summary from the District Management highlighting key areas of the 2016 fiscal budget and warrant articles.

Mr. Guthlein stated that there are lots of fixed rates in the budget. Would the Commissioners prefer a variable structure instead of fixed rates? He proposes that the residents who use more water pay more and residents who use less water pay less quarterly. The Finance Committee proposes a "give back" to the low end users (less than 300 cubic feet/quarter) usage would be free, and they would pay only fixed charges of a debt impact fee of \$46/quarter and a service fee of \$15/quarter (Total of \$61/quarter). The Commissioners believe that changing

All documents referred to in meeting minutes are available for inspection at the office of Acton Water District, 693 Massachusetts Avenue, Acton, MA 01720 (978) 263-9107.



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the way of charging folks may confuse them because they are used to seeing fixed fees. Mr. Stuntz stated that without a written proposal of how this would work it's difficult to entertain the change.

The Finance Committee proposes eliminating the Municipal Rate which will generate an additional \$28,000/year. This would impact the schools, Housing Authority properties and the Town of Acton buildings. It was discussed to put these municipalities on a discounted increasing block rate fee.

The Commissioners agreed to raise the impact fee for new connections. It was discussed that surrounding towns should be surveyed to see what they charge for new connections. This fee would rise from \$5,040.00/1" service connection to \$7,400/1" service connection. This fee is based on the depreciated value of the system. The addition of the South Acton Water Treatment Plant will cause that value to rise proportionally.

Ms. Bates informed the Commissioners of her two concerns including: (1) demand fee needs to be increased and (2) renewal of the District's permit. She stated that the warrant and budget need to be approved by the next open meeting. The budget for 2016 will only have a \$14,977 surplus of cash. She stated this is the lowest surplus it's ever been.

The Finance Committee, Ms. Bates and Mr. Allen will meet again on Thursday, January 14<sup>th</sup>.

## 2. Update on the South Acton Water Treatment Plant Project.

Mr. Allen showed the Commissioners progress photos of the pipe jacking which took place under the commuter rail at Parker Street and mentioned that this part of the South Acton Water Treatment Plant project is complete. He also showed photos of the lagoons being installed. He mentioned that there is now power inside the facility and that the chemical storage tanks are being installed. The plan is for the facility to be on-line by late February/early March.

## **D. NEW BUSINESS:**

1. Enclosed in tonight's packets to the Commissioners is a copy of the Acton Water District's Investment Guidelines for WR Grace and OPEB. Mr. Allen informed the Commissioners that this investment policy needs to be amended. He has asked that Commissioners to review the policy and at the next open meeting they will need to discuss and vote on changes.

2. Mr. Allen mentioned to the Commissioners that the Annual Report is due on January 23, 2015 and has asked them to write their Commissioners report to be included.

Mr. Phillips moved to adjourn the meeting at 9:15 p.m. and it was unanimously voted.