

Commissioners Meeting
Water Supply District of Acton
693 Massachusetts Avenue
Acton, MA 01720

April 9, 2007

Agenda: Comments from Citizens
 Accept Minutes of March 26, 2007

OLD BUSINESS

7:00 PM- Tom Groux
Assabet #3 Site Approval

NEW BUSINESS

Letter from 5 Robinwood Road
Water Main Flushing Schedule
Annual Appointments

Minutes of April 9, 2007 Commissioners Meeting

Regular bi-monthly meeting. Present were Commissioners Parent, Phillips, and Stuntz. Also in attendance were District Manager James Deming, District Counsel Mary Bassett, Treasurer/Collector Mary J. Bates, Clerk Charles Orcutt III, and Finance Committee Members William Kingman and Ted Jarvis. Also joining the meeting was Barbara Chick from the League of Women Voters and Tom Groux (Groux and Associates).

The meeting was called to order at 7:01 P.M.

NEW BUSINESS

Annual Appointments

Charles Orcutt III, Clerk of the District, swore in Mr. Ronald Parenti who was reelected as Water Commissioner at the election held on March 27, 2007. Mr. Parenti moved that Mr. Stuntz be elected Chair of the Board of Commissioners, Mr. Phillips seconded and both Mr. Parenti and Mr. Phillips voted in favor of Mr. Stuntz being Chair.

The following appointments were made by the Commissioners of the Water Supply

District of Acton:

District Counsel	Mary Bassett
Accountant	Maureen Mara
Treasurer/Collector	Mary J. Bates
Assistant Treasurer	James Deming
Finance Committee Member	(No appointment at tonight's meeting)
Assistant Clerk	Helen Argento
Recording Secretary	Nancy Peterson

Mr. Stuntz moved the appointments and Mr. Parenti seconded the motion. All members were in favor.

OLD BUSINESS

7:00 P.M. – Tom Groux, Groux and Associates

Ms. Bassett opened the discussion and said a decision needed to be made regarding whether Mr. Groux should be paid with an hourly rate or a flat fee of \$3,000. Mr. Stuntz suggested that Mr. Groux be paid by the flat fee of \$3,000 and all the Commissioners and Mr. Groux were in agreement. The Commissioners and Mr. Groux signed the contract at tonight's meeting.

Mr. Groux gave a brief overview to the Commissioners and mentioned that he and Mr. Deming had a meeting. He told the Commissioners that he needed to develop/prepare an advertisement for the District Manager Position and that he had reviewed previous advertisements that the AWD had used. He questioned why previous advertisements didn't include a salary range and Mr. Parenti stated that he prefers not to include the salary. Mr. Groux was asked if he was aware of what the salary will be, and Mr. Groux responded that yes he was and that it is competitive. He also stated that he discussed this issue with Mr. Deming.

Mr. Groux asked the Commissioners if they wanted to note that five years experience was required or should he state that the candidate should have experience with operating filtration systems. Mr. Phillips responded that he felt supervisor experience in the public sector was more important in the advertisement than a college degree and Mr. Deming said that the advertisement should be as broad as possible. Mr. Groux responded that if they don't list certain requirements, that he will receive many applicants.

Mr. Groux asked if the AWD has a union and Mr. Deming replied there is no union. Mr. Groux also questioned if the new hire will have up to one year to get a license to operate and Mr. Deming's response was yes.

Mr. Groux will supply the advertisement to the Commissioners before May 4th for their review before it goes out to the public. The decision was made that the resumes will be sent directly to Mr. Groux.

Mr. Stuntz asked Mr. Groux if he would give a copy of the schedule to the

Commissioners as it wasn't included in the proposal. Mr. Groux said that he will send a copy of the schedule (including his email address) to Mr. Deming who will then forward to the Commissioners.

Comments From Citizens:

There were no comments from citizens at tonight's meeting.

Mr. Stuntz moved to accept the minutes of the meeting held on March 26, 2007 and Mr. Parenti seconded the motion. The Commissioners were all in favor of approving the minutes with one amendment.

OLD BUSINESS

Assabet #3 Site Approval

Mr. Deming informed the Commissioners that the Acton Water District has received approval from the DEP for the pump test at the Assabet #3 site which will begin sometime late May or early June 2007. It was stated that Turtle Cove is where the pumped water will be directed.

NEW BUSINESS

Letter from 5 Robinwood Road

The AWD received a telephone call from Anthony Biscotti of 5 Robinwood Road asking if he could submit a late abatement form for dirty water. Mr. Deming informed Mr. Biscotti that he would need to send a letter to the Commissioners with this request since the due date of February 9, 2007 has passed. The Commissioners reviewed the request and the postings of the abatement notice, and agreed that the abatement was well advertised and also noted that Mr. Biscotti's request was the only one received after the deadline.

Mr. Stuntz moved not to approve Mr. Biscotti's abatement and Mr. Parenti seconded the motion. All the Commissioners voted in favor of Mr. Stuntz' motion.

Water Main Flushing Schedule

Mr. Deming said that water main flushing in South Acton will tentatively begin next Wednesday, April 18, 2007 depending upon the weather. The AWD will make sure that all signs are posted, flyers are ready to place on resident's doors, emails are sent, and an article will appear this Thursday, April 12th and next Thursday, April 19, 2007 in the Beacon Newspaper. Water main flushing will take between 2-3 weeks and must be completed by May 4th.

Mr. Stuntz asked "what is the manpower cost for flushing" and Mr. Deming explained that flushing use to be done primarily at night, but now they will start approximately at

8:30 a.m. to 8:30 p.m. (12 hour shifts) so the overtime flushing per day will be two men at four hours.

OTHER NEW BUSINESS

Letter from Jane Ceraso

Mr. Deming gave a copy of the letter he received from Jane Ceraso (Environmental Manager) requesting a leave of absence from mid-August to mid-September 2007. Mr. Deming stated that he was fine with this request, but wanted the opinion of the Commissioners as he will be leaving the District Manager position as of July 1, 2007.

Contract from Wright-Pierce

Mr. Deming gave the Commissioners the contract from Wright-Pierce for the engineering work at the Kennedy/Marshall Wells. He asked the Commissioners to review and sign the contract at tonight's meeting, otherwise, the contract will not be signed until the next Commissioner's Meeting held on April 23, 2007. Ms. Bassett reviewed the contract and the Commissioners signed the contract.

Mr. Stuntz moved to adjourn the meeting and Mr. Parenti seconded the motion.

The meeting adjourned at 8:10 p.m.