

Water Supply District of Acton

693 MASSACHUSETTS AVENUE
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Commissioners Meeting
Water Supply District of Acton
Meeting Minutes
November 23, 2015

Agenda:

- A. Comments from Citizens
- B. Approve Minutes from the November 2nd Meeting
- C. OLD BUSINESS:
 - 1. Revision of the District's "Rules & Regulations".
- D. NEW BUSINESS:
 - 1. School Bus Storage at 10 Post Office Square, Acton.
 - 2. Draft Budget for FY 2017 & MA Department of Revenue Certification of Free Cash.

The Board of Water Commissioners meeting was called to order at 7:30 p.m. on Monday, November 23, 2015 at the Acton Water District Office by Mr. Ronald Parenti.

Present at Tonight's Meeting:

Commissioners: Ronald Parenti (Chair), Stephen Stuntz
District Manager: Chris Allen
District Treasurer: Mary Jo Bates
District Counsel: Mary Bassett
Environmental Manager: Matthew Mostoller
Commissioners Secretary: Lynn Protasowicki
Finance Committee: Charles Bradley, Bill Guthlein, Bill Mullen, Dave Butler (remote via phone call)

Acton Selectmen: Janet Adachi

A. Comments from Citizens

Mr. Stuntz commented as a citizen. He stated that he spoke with a Harvey Berliner of 15 Mohegan Drive who is upset about with the District because no one from the District has been able to tell him if his driveway will need to be dug up when the new water main is installed. His service connection is in the middle of his driveway and he had his driveway repaved recently. Mr. Allen informed Mr. Stuntz that the District is currently doing some base mapping for a water main improvement project and will go out for bid in late winter/early spring. There will be minimal roadway construction due to the anticipated technology that will re-line the existing pipe. Mr. Allen will contact Mr. Berliner and explain the situation.

B. Approve Minutes from the November 2nd Meetings

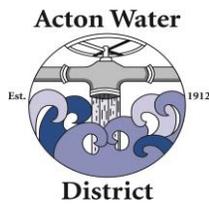
Mr. Stuntz moved to accept the minutes of the meeting held on November 2, 2015 and Mr. Parenti seconded the motion and it was unanimously approved.

C. OLD BUSINESS:

1. Revision of the District's "Rules & Regulations".

Mr. Allen informed the Commissioners that the "Rules & Regulations" is still under revision. He stated that Mr. Mostoller was making some additions in the areas of conservation and water efficiency. Mr. Allen will

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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redistribute to Commissioners for another pass. The discussion will continue at the next open meeting. It is expected that the current revision process will be final by the beginning of the new year.

Other Old Business:

Town of Concord's Request for Connection to the District on Knox Trail

Mr. Allen informed the Commissioners that Richard Reine, the Concord DPW Director, will attend the December 7th open meeting to discuss with the Commissioners his request for connection to the District on Knox Trail.

D. NEW BUSINESS:

1. School Bus Storage at 10 Post Office Square, Acton.

Enclosed in tonight's packets to the Commissioners is an email from Mr. Allen to Mr. Richard Ellert, owner of Associated Environmental Systems (AES) who has requested that the District help with costs associated with repaving the parking lot at 8 & 10 Post Office Square, Acton. Recently AES purchased the building which had been vacant for about two years. Mr. Allen stated in his email and informed the Commissioners that the District is not obligated to assist with the repaving but is required by state regulation to visit the pump station at least once per day and will need access to the well site. Mr. Allen requested that Mr. Ellert please alert the District if this access will be interrupted. There are currently an access and utility easement on the property for the Conant II Well.

Mr. Allen also informed the Commissioners that at Special Town Meeting held on November 10th, Article 6, Special Tax Assessment, passed, and part of the incentive was the potential of relocation of Acton-Boxborough's school buses back to 10 Post Office Square for storage. Ms. Adachi, Acton Selectmen, stated that this topic is still under discussion and that nothing has been settled or confirmed. Mr. Allen and Commissioners all stated that they are vehemently opposed to having any buses parked at #8 and #10 Post Office Square because of the proximity to Conant II's Groundwater recharge Zone II.

Mr. Stuntz motioned that Mr. Allen draft a letter to the Town of Acton Selectmen stating their opposition to the buses being stored on this property and Mr. Parenti seconded the motion. It was unanimously approved.

2. DRAFT Budget for Fiscal Year 2017 & MA Department of Revenue Certification of Free Cash.

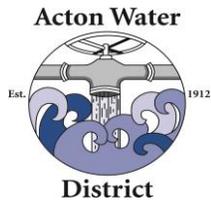
Mr. Allen informed the Commissioners that the District received from the Massachusetts Department of Revenue their certification of free cash for \$1.1 million.

Mr. Allen reviewed with the Commissioners the Fiscal Year 2017 Proposed Warrant Articles (10 of them) to be presented and voted on at the 2016 Annual Meeting. A one-line description of the proposed articles was included in tonight's packet to the Commissioners.

Mr. Allen reviewed with the Commissioners the Fiscal Year 2017 Draft Budget. He stated that this is just the first pass; any updates will be distributed to the Commissioners for their review and comments, final approved budget and warrant articles to take place in January. The Draft Budget was included in tonight's packet to the Commissioners.

Some highlights discussed from the draft budget included:

- Long-Term Debt Expense is decreasing which in turn lowers the bond debt fee from \$46/quarter to \$45.35/quarter



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- South Acton Water Treatment Plant M&O Expense is going away as it will be distributed into other appropriate line items on the budget
- Lights/Power/Fuel Expense will increase due to incorporation of power costs from the South Acton plant
- Meters Expense decreased due to the technology upgrade being approximately 85% complete
- Legal Expense do not need to increase for FY 2017, although unanticipated expenses may warrant a transfer from the Reserve Fund during the Fiscal Year –

Ms. Bates gave an update to the Commissioners regarding the Actuarial valuation of the Other Post Employment Benefits (OPEB) unfunded liability. The District's latest OPEB valuation, just completed by Menard Consulting, Inc., shows an Actuarial Accrued Liability of \$1,075,003. The District's Actuarial Value of Assets is currently \$649,881. This leaves an Unfunded Actuarial Accrued Liability of \$425,122. The current Annual Required Contribution is \$56,173. The District is currently funding the liability at a rate of \$100,000 annually as a line item on the operating budget.

Mr. Parenti moved to adjourn the meeting at 8:30 p.m. and it was unanimously voted.

Next Meeting:
Monday, December 7, 2015