

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

December 8, 2008

Agenda: Comments from Citizens
 Approve Minutes of November 10, 2008 Meeting

OLD BUSINESS

Review Lease Agreement for Great Hill Cell Tower Site
Update on Kennedy-Marshall Treatment Plant Construction
Update on Assabet #3 Permitting

NEW BUSINESS

Review Preliminary FY 2010 Budget
Proposed Meeting Schedule for January-July 2009

Minutes of December 8, 2008 Commissioners Meeting

Regular bi-monthly meeting. Present were Commissioners Parenti, Phillips, and Stuntz. Also in attendance were District Manager Chris Allen, Treasurer/Collector Mary J. Bates, District Counsel Mary Bassett, Finance Committee Member Bill Kingman, and Moderator Dick O'Brien. Representing ACES were Mary Michelman and George Johnston and from the WLMAC was Barry Rosen.

The meeting was called to order at 7:38 P.M.

Comments from Citizens

Mary Michelman from ACES informed the Commissioners that she was included in a conference call regarding W.R. Grace. The meeting included a discussion on proposing the shut down of the ARS wells. During the conference call, Ms. Micheleman requested extra monitoring of the wells.

Ms. Michelman informed the Commissioners that the brick work has been completed at the Charlotte Sagoff Memorial Garden and the benches will be ready approximately January 7, 2009. She also said that the granite blocks have been completed and the word bricks will be picked up in New Hampshire. Installation will take place in the spring of 2009.

Approve Minutes of November 10, 2008

Mr. Stuntz moved to accept the minutes of the meeting held on November 10, 2008 and Mr. Parenti seconded the motion. The Commissioners were both in favor of approving the minutes as modified.

OLD BUSINESS

Review Lease Agreement for Great Hill Cell Tower Site

Ms. Bassett distributed to the Commissioners three copies of the memo for the lease agreement for the Great Hill Cell Tower site and four copies of the lease agreement to be signed by the Commissioners. Ms. Bassett stated that this is a five year lease which will come into effect in 2010 which is similar to the prior agreement. She said that the Finance Committee hasn't reviewed the agreement and that RFP set the price of the lease. Since the lease will not be in effect until 2010, a 2% increase in the RFP base rent was added per year to increase the lease rate to be paid beginning in 2010.

Mr. Parenti moved to accept the Great Hill Cell Tower Site lease and Mr. Phillips seconded the motion. The Commissioners were all in favor of accepting the lease and the Commissioners each signed the four copies of the agreement.

Update on Kennedy-Marshall Treatment Plant Construction

Mr. Allen supplied the Commissioners with recent photographs of the Kennedy-Marshall Plant at tonight's meeting. He stated that the floor space has been poured and that the completion of the roof (aluminum) is being delayed by completion of the building's front wall. He also said that the emergency generator should be on-site this week and the electrical work and site piping is on-going. Process equipment continues to arrive. Water proofing was installed around the foundation and leak testing has been completed prior to backfill. Mr. Allen said that the contractor is hoping to have the roof installed by the end of this month.

Update on Assabet #3 Permitting

The Commissioners discussed the memo that was received from the Commonwealth of Massachusetts Executive Office of Energy & Environmental Affairs Department of Environmental Protection regarding the Acton Water District's application for a Water Management Act Permit Amendment for the Assabet #3 Well. Mr. Phillips noted his concern that this memo from the Commonwealth of Massachusetts was undated and unsigned. According to an email from David Harwood to Mr. Allen, Barbara Kickham said that the Acton Water District can expect a draft Water Management Permit by the end of January. The final Water Management Permit and Source Approval will come together 30 days after that.

Mr. Allen said that at this point, there is no ability to draw water, due to the lack of a permanent pump in the well, but that the paperwork is in place for the Water Management Act (WMA) Permit. Mr. Allen stated that regardless of the WMA permit, regulations associated with water quality will be observed for future treatment requirements, and, must be considered when devising a treatment scheme for the Assabet Wells.

NEW BUSINESS

Review Preliminary FY 2010 Budget

The Finance Committee reviewed the proposed FY 2010 Budget at their meeting that was held prior to tonight's Commissioners Meeting.

Mr. Allen reviewed the proposed FY 2010 Budget with the Commissioners and discussed the budget breakdown sheet that was included. A few of the line items that were discussed in addition to the breakdown sheet included: Health/Life Insurance decreased due to some personnel taking a less expensive plan and also a few employees went from a family plan to a single plan. Middlesex Retirement increased significantly as did the Reserve Fund which will fund any shortfall due to the unknown Maintenance and Operations costs associated with the Kennedy-Marshall Treatment Plant. Revenue increased by approximately \$300K which the Commissioners felt was a bit conservative, they were informed that this was based on twice the amount of the five month actual number. The total proposed FY 2010 budget amount is \$3,172,098.00.

Proposed Meeting Schedule for January-July 2009

The following is the proposed meeting schedule:

<u>Date</u>	<u>Finance Committee Member</u>
January 12	David Butler
January 26	Chuck Bradley
February 9	Bill Kingman
February 23	David Butler
March 9	Chuck Bradley
March 18 – Annual District Meeting	Bill Kingman
March 30	David Butler
April 13	Chuck Bradley
April 27	Bill Kingman
May 11	David Butler
June 1	Chuck Bradley
June 15	Bill Kingman

Other New Business

Mr. O'Brien informed the Commissioners that he attended a town meeting and had a conversation with Jamie Eldridge. The meeting was to find out what the issues are regarding regional nature of water and how residents can be educated. Mr. Eldridge expressed an interest to Mr. O'Brien in having a meeting with the Commissioners. The Commissioners have agreed to meet with Mr. Eldridge and will review what points to discuss prior to the meeting including the approved list and water withdrawal limits. Mr. O'Brien will contact Mr. Eldridge to inform him that the Commissioners have agreed to a meeting.

Mr. Phillips moved to adjourn the meeting and Mr. Parenti seconded the motion. The meeting adjourned at 8:25 pm.