

Water Supply District of Acton

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Commissioners Meeting
Water Supply District of Acton
Meeting Minutes
December 10, 2012

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- Agenda:**
- A. Comments from Citizens
 - B. Approve Minutes of November 19th Meeting
 - C. OLD BUSINESS:
 - Update on State Revolving Fund (SRF) Funding of the South Acton Treatment Plant Project and Project Status.
 - D. NEW BUSINESS:
 - Request for Reserve Fund Transfer to “Paving” Account
 - Review and Discussion of DRAFT Budget and Warrant Articles for FY 2014.
 - E. Executive Session: For Discussion of Pending Litigation

The regular bi-monthly meeting was called to order at 7:35 p.m. on Monday, December 10, 2012 at the Acton Water District Office by Mr. Ronald Parenti.

Present at Tonight’s Meeting:

Commissioners: Ronald Parenti (Chairman) and Leonard Phillips
District Manager: Chris Allen
District Counselor: Mary Bassett
Commissioners Secretary: Lynn Protasowicki
Finance Committee Member(s): David Butler & Charles Olmstead
WLMAC: Barry Rosen
Selectman from the Town of Acton: Janet Adachi

A. Comments from Citizens

There were no comments from citizens.

B. Approval of Minutes from November 19th Meetings

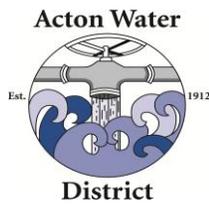
Mr. Parenti moved to accept minutes of the meeting held on November 19, 2012 and Mr. Phillips seconded the motion. The Commissioners voted in favor of approving the minutes.

C. OLD BUSINESS

Update on State Revolving Fund (SRF) Funding of the South Acton Treatment Plant Project and Project Status.

Mr. Allen informed the Commissioners that he submitted the finance application on November 28th. He stated that he and Ms. Bates met with the folks at SRF. He stated that he and Ms. Bates now have a better handle on the process and what will be required in future. Mr. Allen informed the Commissioners that the MassDEP, Division of Municipal Services (DMS) will review the application and issue a Project Approval Certificate by the December 31, 2012 regulatory deadline.

Mr. Allen provided to the Commissioners an update on the status of the South Acton Treatment Plant project. He stated that on November 28, 2012 he, Matthew Mostoller and Steve Peterson visited Pall Company in Hanover, NH. Based on the experience of Pall and their overall presence in the New England region in addition



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to their strong technical support staff, the three agreed that the Pall micro-filtration system should be what is used in the new treatment plant.

Mr. Parenti stated that typically when a large decision needs to be made there is a formal review process to make the final decision on what company should be used. He asked if this is something that needs to happen here.

Mr. Phillips stated that knowing there is a great number of potable water systems using Pall membrane systems effectively he has no problem moving this decision to a warrant article.

Mr. Allen stated that he will speak with Wright-Pierce to see if there is something formal that needs to be done. He did state that both GE and Pall were well aware prior to the pilot studies taking place that only one of company's filtration systems would be chosen. Counselor Bassett stated that they just need something in writing to put into the file for future reference.

Other Old Business:

Mr. Allen informed the Commissioners that he heard back from the two local representatives regarding a public meeting forum. He has not heard back from Senator Eldridge.

D. NEW BUSINESS

Request for Reserve Fund Transfer to "Paving" Account

Enclosed in tonight's packet to the Commissioners is a revised proposal from Lazaro Paving for the disposal of milling, sweeping and trimming of structures. Mr. Allen informed the Commissioners that due to several water main breaks in town there are trenches that are falling apart and in disrepair. They are looking to fix the pavement in the following streets: Main Street, Brucewood, Arlington Street at Hayward, Ethan Allen at Paul Revere, and #9 Littlefield Road.

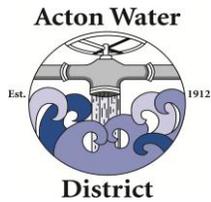
Mr. Allen stated that \$40,000 is to be transferred from the reserve fund and moved into the paving account. Mr. Parenti moved to accept the transfer from the reserve fund to the paving account and Mr. Phillips seconded the motion. The Commissioners approved the transfer.

Review and Discussion of DRAFT Budget and Warrant Articles for FY 2014.

Enclosed in tonight's packet to the Commissioners is a copy of the draft budget and warrant articles for FY 2014.

Mr. Allen highlighted a few areas on the FY 2014 budget.

1. Lights/Power/Fuel: there is a \$70,000 deduction for 2014. Power is being used less so don't need as much money in this expense. Instead they increased the Maintenance & Operation budget for 2014.
2. Debt Service Fee & Service Fee: per the recommendation from the Finance Committee it was determined that the Service Fee should be broken out into two lines: the Debt Service Fee which will be a quarterly payment by customers to help cover costs associated with the building of the new South Acton Water Treatment Plant and the Service Fee which is the \$15 per quarter fee that covers costs to generate bill and read meter.
3. Demand Fees: very robust; exceeded projections; this year costs increased significantly mainly due to new water connections. For FY 2014 kept it at \$200,000, which is the standard number that is used.



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Warrant Articles

Mr. Allen stated that he and Ms. Bates have made a conscientious decision to draw down the MTBE account to zero and to transfer funds to operating budget. It was recommended by the Finance Committee to leave the Grace fund alone.

E. EXECUTIVE

There was no executive session tonight.

Mr. Parenti moved to adjourn the meeting at 8:15 p.m. and Mr. Phillips seconded the motion and all were in favor. The motion to adjourn was unanimously approved.