

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

December 17, 2007

Agenda: Comments from Citizens
 Accept Minutes of November 19, 2007

OLD BUSINESS

Update on Assabet #3 Pump Test
Recommendation from Finance Committee on Choice of New Investment Advisor
Recommendation from Finance Committee on Proposal from Crown Castle for Perpetual
Easement at the Great Hill Cell Tower Site
Revised Cost Estimate for The Kennedy-Marshall Treatment Plant

NEW BUSINESS

Transfer of \$19,000.00 from Grace M&O to Continue the Permitting Process at Assabet #3
Proposed Meeting Schedule for January thru July 2008
Draft Budget for FY 2008-2009

EXECUIVE SESSION

MTBE Lawsuit Settlement

Minutes of December 17, 2007 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, and Environmental Manager Jane Ceraso. Representing the Finance Committee were Members Charles Bradley and Bill Kingman and from ACES was George Johnston.

The meeting was called to order at 7:30 P.M.

Comments From Citizens

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

Approve Minutes of November 19, 2007

Mr. Stuntz motioned to approve the minutes of the meeting held on November 19, 2007 and Mr. Parenti seconded the motion. The Commissioners were in favor of approving the minutes.

OLD BUSINESS

Update on Assabet #3 Pump Test

Mr. Allen informed the Commissioners that the Assabet #3 pump test was completed today at 10:00 and that the pump level stabilized on Saturday, 12/15, (48 hours after the commencement of the test) at 41 feet and 360 gallons per minute. Water quality samples were taken at this time. This data should be available in several weeks. He said that a Microscopic Particulate Analysis (MPA) will need to be done to see if the well was under the influence of surface water and that this analysis will be done after the first of the year. This will require pumping the well for 24 hours discharging through a filter assembly. This filter assembly will be sent to an independent lab for analysis. He also mentioned that the depth is 60 feet in the well.

Recommendation from Finance Committee on Choice of New Investment Advisor

The Finance Committee recommended Boston Financial as the new Investment Advisor. They said that they evaluated three proposals and that two of these companies came in for a second evaluation. Mr. Parenti asked why they choose Boston Financial and Mr. Bradley responded that they offered a fuller range and the best overall services. Mr. Stuntz asked who would sign the contract and Mr. Allen responded that he accepted the proposal.

Recommendation from Finance Committee on Proposal from Crown Castle for Perpetual Easement at the Great Hill Cell Tower Site

The Finance Committee received the proposal for a one time payment for the perpetual lease and felt that the perpetual lease looked less favorable. The Finance Committee did not want to go forward with this and the Commissioners all agreed.

Revised Cost Estimate for The Kennedy-Marshall Treatment Plant

Mr. Allen spoke with Rick Protasowicki, Project Manger, of Wright-Pierce regarding the increase of \$88,000 for the Kennedy-Marshall Treatment Plant. This increase was mainly due to the increase in the cost of the membrane equipment (Canadian exchange rate). Mr. Allen said he would like to lock in the rate for the membranes.

Mr. Allen referred to a meeting that was held last year with the Conservation Committee regarding the turtle habitat. The AWD was informed that they would not be able to build during the months of May thru October (prime building months). Mr. Allen contacted Pam Resor regarding the issue of the building timeframe.

Zenon will require an upfront deposit after the first of the year (no exact date at this time).

The Commissioners felt there is a need for the District to evaluate the effect of the increasing price of the Kennedy-Marshall treatment plant on the relative value of the project, compared with other high-priority projects, particularly the substantive costs associated with bringing Assabet III on line. Mr. Stuntz asked the Finance Committee to review the appropriateness of this project given its increased price.

NEW BUSINESS

Transfer of \$19,000 from Grace M&O to Continue the Permitting Process at Assabet #3

Mr. Allen supplied the Commissioners with a letter he received from Stantec regarding the Assabet #3 permitting process. The budget summary table that Stantec supplied was reviewed at tonight's meeting. Due to the unanticipated condition of the well, the cost of this project will be approximately 10% more than the original budget. Mr. Allen would like to have the funds available and not wait until the Annual Meeting in March.

The Commissioners and the Finance Committee were all in agreement to transfer the \$19,000 from the Grace M&O account.

Proposed Meeting Schedule for January thru July 2008

The proposed Commissioners' meeting schedule is listed below. All meetings are held on Monday's at 7:30 at the Acton Water District Office.

January 14th and 28th
February 11th and 25th
March 10th and 24th
April 14th and 28th
May 19th
June 16th
July 14th

Draft Budget for FY 2008-2009

Mr. Allen reviewed the draft budget for FY 2008-2009 with the Commissioners and answered the following questions:

Mr. Stuntz inquired why there was no increase in salary and Mr. Allen responded that this is due to the former District Manager retirement and one employee is no longer on the payroll. The Commissioners questioned the high increase in demand fee revenues and the response was this was due mostly to the Avalon Bay project. Mr. Stuntz asked if the revenue from rent/lease is from the cell phone towers and Ms. Bates responded with yes. The Commissioners were informed that there was only a small increase in the health insurance expense line due to some of the employees transferring to a less expensive plan.

The following were the questions/statements on the proposed articles for the March 19, 2008 Annual Meeting:

Mr. Allen noted that there was an alteration on the Indian Village upgrades (Article #6) which included upgrading three streets in this area at the same time. Ms. Bassett asked if the \$71,000 (Article #5) was from free cash and Mr. Allen responded with yes and that this is for the engineering of construction improvement. Mr. Allen stated that a new service truck will be purchased (Article #9). Mr. Allen said that an easement will be granted and that the approval process from DEP needs to be completed before the sidewalk is installed (Article #13); he also stated that the sidewalk will be approximately 20 feet away from the road.

Mr. Stuntz moved to go into Executive Session to discuss strategy with respect to the pending MTBE litigation and then to reconvene in open session. The motion was seconded by Mr. Parenti and on a roll call vote, it was unanimously approved. The Commissioners entered into Executive Session at 8:15 pm.

The Commissioners reconvened in open session at 8:50 pm.

Mr. Stuntz moved to adjourn the meeting and Mr. Parenti seconded the motion. The meeting adjourned at 8:55 pm.