

**Acton Water District  
693 Massachusetts Avenue  
Acton, MA 01720  
Finance Committee Meeting Minutes  
November 16, 2021 at 1:00 pm via Zoom**

**Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting was conducted via remote participation.**

In attendance were Finance Committee Members Bill Guthlein, Chuck Bradley and Ron Parenti. Also in attendance, Chris Allen, District Manager and Mary J. Bates, District Treasurer.  
The meeting was called to order at 1:00 pm by Mr. Bradley.

**Approve Minutes**

Mr. Bradley made a motion to approve the minutes of the October 21, 2021 meeting with some edits.  
Mr. Guthlein seconded the motion, and it was unanimously approved by a roll call vote:  
Mr. Bradley, yes, Mr. Guthlein, yes, Mr. Parenti, yes.

**Reserve Fund Transfer**

Mr. Allen presented a request for transfer from the Reserve Fund in the amount of \$30,000, to cover the shortfall in the Paving account. There have been several large water main breaks, which required a lot of pavement to be replaced.

Mr. Guthlein made a motion to approve the transfer of \$30,000 from the Reserve Fund to the Paving account. It was seconded by Mr. Parenti and unanimously approved by a roll call vote:  
Mr. Bradley, yes, Mr. Guthlein, yes, Mr. Parenti, yes.  
Mr. Bradley made a motion to grant Mr. Guthlein signatory authority for the committee. It was seconded by Mr. Parenti and unanimously approved.  
Mr. Bradley, yes, Mr. Guthlein, yes, Mr. Parenti, yes.

**Water Rates and Debt Fee**

Ms. Bates presented a proposal to increase water rates by 5% for FY 23.

Mr. Guthlein made a motion to recommend volume water rates increase by 5%, to convert the debt fee to a volume based rate. 1500 CF blocks will remain, service fee will remain at \$15 per quarter. The motion was seconded by Mr. Bradley and unanimously approved by a roll call vote:  
Mr. Bradley, yes, Mr. Guthlein, yes, Mr. Parenti, yes.

**FY23 Budget Review**

Mr. Allen presented the draft FY23 budget. After discussion, it was decided to put off approval until a future meeting.

Mr. Guthlein made a motion to adjourn the meeting at 2:20 pm. It was seconded by Mr. Bradley and unanimously approved by a roll call vote:  
Mr. Guthlein, yes; Mr. Bradley, yes; Mr. Parenti, yes

All documents referred to in the minutes are available for inspection at the Acton Water District Office, 693 Massachusetts Avenue Acton, MA 978 263.9107