

Water Supply District of Acton

693 MASSACHUSETTS AVENUE
P.O. BOX 953
ACTON, MASSACHUSETTS 01720

TELEPHONE (978) 263-9107

FAX (978) 264-0148

Board of Water Commissioners Meeting Agenda

Monday, January 13th, 2025 @ 7:00 PM

Due to the COVID-19 Pandemic, meetings are being held virtually via Zoom

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82557839466>

Phone one-tap:

+13017158592,,82557839466# US (Washington DC), +13052241968,,82557839466# US

Join via audio:

+1 301 715 8592 US (Washington DC), +1 305 224 1968 US, +1 309 205 3325 US, +1 312 626 6799 US (Chicago)

+1 646 931 3860 US, +1 929 205 6099 US (New York), +1 669 900 6833 US (San Jose), +1 689 278 1000 US

Webinar ID: 825 5783 9466

International numbers available: <https://us02web.zoom.us/j/82557839466>

- **Comments from the public**
- **Approve minutes from the meeting of 12/23**
- **Appoint one Commissioner to sign warrants while conducting meetings virtually**

OLD BUSINESS:

- Per- and Polyfluoroalkyl Substances (PFAS)
 - Current sample data, if available
 - Discussion of Additional PFAS Upgrades
 - Bottled Water Rebate update
- Kelley's Corner Update
- Review Draft Budget for FY '26 and proposed articles for 2025 Annual District Meeting Warrant

NEW BUSINESS:

- Discuss Commissioners Annual report
- Update on the District's water conservation & efficiency programs
- Discussion of Power Purchase Options

Any agenda item(s) which did not come to the attention of the Board of Water Commissioners 48 hours prior to this meeting and were not reasonably anticipated.

Board of Water Commissioners

Meeting Agenda

Monday, December 23, 2024 @ 7:00 PM

AGENDA

- Comments from the public
- Approve minutes from the meeting of 12/9
- Appoint one Commissioner to sign warrants while conducting meetings virtually

OLD BUSINESS:

- Per- and Polyfluoroalkyl Substances (PFAS)
 - Current sample data, if available
 - Discussion of Additional PFAS Upgrades
- Kelley's Corner Update

NEW BUSINESS:

- Review Draft Budget for FY '26 and proposed articles for 2025 Annual District Meeting Warrant

EXECUTIVE SESSION: -- To consider the purchase, exchange, lease of real property as an open meeting may have a detrimental effect on the negotiating position of the District.

Present at Tonight's Meeting:

Commissioners: Barry Rosen (Chair), Erika Amir Lin, Stephen Stuntz

Finance Committee: John Petersen

District Manager: Matt Mostoller

District Treasurer: Christine McCarthy

Members of the Public: Alissa Nicol, Ron Parenti

START OF MINUTES

Mr. Rosen opened the meeting at 7:01pm.

Comments from the public

None at this time.

Approve minutes from the meeting of 12/9

Mr. Stuntz motioned to approve the minutes of 12/9/24. Ms. Amir Lin seconded, and it was unanimously approved via a roll call vote, Ms. Amir Lin, Mr. Stuntz, Mr. Rosen.

Appoint one Commissioner to sign warrants while conducting meetings virtually

Mr. Stuntz motioned to appoint Mr. Rosen to sign warrants until the next regularly scheduled meeting. Ms. Amir Lin seconded, and it was unanimously approved via a roll call vote, Ms. Amir Lin, Mr. Stuntz, Mr. Rosen.

OLD BUSINESS:

Per- and Polyfluoroalkyl Substances (PFAS)

Current sample data, if available

Mr. Mostoller reported the December sampling results to the board. North Acton remains at non-detect. South Acton increased to 19.7 ppt, and Center Acton is not contributing to the system in December. They do not anticipate using Center Acton until January.

Due to the increased concentrations in South Acton, Ms. Orciuch plans to sample raw water at the wells later this week to see if any specific well is driving that sample result. Despite the increase in South Acton results, Mr. Mostoller expects to be in compliance for the fourth quarter, but there may be concern for the first quarter of the new year if this trend continues.

Mr. Rosen asked how many samples over the MCL would trigger the public notice requirement. Mr. Mostoller said it is based on a quarterly average.

Discussion of Additional PFAS Upgrades

Mr. Mostoller reported to the board that both PFAS projects continue to make progress. Mr. Mostoller spoke with Senator Eldridge about the issue with the new plumbing code

bathroom requirement. Senator Eldridge is aware of the issue and asked for more information.

Mr. Mostoller received the final paperwork for the North Acton Bond Issuance. Ms. McCarthy will reach out to the commissioners for their signatures.

Mr. Mostoller reported that they received a letter indicating loan forgiveness for the Center and South Acton projects, which has been very fortunate. Mr. Mostoller explained that the Clean Water Trust has been very busy relative to financing drinking water projects and funding from the Trust will be tight going forward. Mr. Mostoller emphasized that the district had very good timing in acting on PFAS when they did.

Kelley's Corner Update

Mr. Mostoller informed the board that the construction crew continues to make good progress on this project. There are 2-3 services left. The final piece of this project will be the connection from the new main to the existing main in the vicinity of Acton Medical. The contractor hopes to finish before the end of year but that will be dependent on weather conditions.

NEW BUSINESS:

Review Draft Budget for FY '26 and proposed articles for 2025 Annual District Meeting Warrant

Mr. Mostoller shared the draft FY 26 budget document on his screen. Mr. Mostoller informed the board that there are some numbers they might not have precise estimates of until the annual meeting or closer to the new FY. Mr. Mostoller went on to highlight several key changes.

The first change was on the auto-maintenance and fuel line-item. The District has fallen behind in replacing the fleet in recent years due to pandemic scarcity and cost increases. The District has finally caught up on the outstanding appropriations for new vehicles and is now reassessing the fleet. Because the fleet is older in age the auto-maintenance and fuel items were increased to keep our operations moving and ready to provide service at any time.

The maintenance and operations line-item also changed. Mr. Mostoller expects to begin replacement of equipment in South Acton as it nears its 10th year as many minor pieces of equipment reach the end of their useful life. The treatment plants have also become more complex and have more specialized equipment which requires outside vendors to repair.

Mr. Mostoller offered an example of the recent overhaul of the boiler system at the South Acton Plant.

Mr. Mostoller then explained the start of a new meter replacement program. This replacement program would take about 4 years to implement, and each year some money in the budget would be set aside to buy and install meters. Mr. Mostoller explained that there are some other financial options for this item like borrowing the money or hiring someone to replace the meters rather than dedicating existing staff time.

The final budget item change of note was the software subscription, IT maintenance, and cybersecurity. Both the customer facing software and operations monitoring software has become a bigger component of our budget. In this draft they have moved some funds from maintenance and operations where this funding used to be categorized, into a new consolidated line item for software.

Mr. Mostoller noted that free cash is limited this year, so they are trying to alter items in the operating budget to account for the lack of free cash. They are also trying to craft the budget to avoid or lessen the need for a rate increase. Mr. Mostoller then shared his thoughts on funds for water main improvement in this budget cycle. Because the District does not have a project identified, and any water main project identified would take about 2 years before it's start, Mr. Mostoller recommended not funding the usual half a million for water main improvement. Instead we would continue to have the prior funds to apply to that future project and will determine the remaining funded needed once a project is being developed.

Mr. Rosen then asked the board for their comments and questions on this draft budget.

Ms. Amir Lin asked if the meter replacement program was a new program or a continuation of past replacements. Mr. Mostoller answered that the last meter replacement program finished a few years ago and used a similar technology design to the existing meters. Since then, technology has changed, and some meters in the system have become outdated and our reading technology is no longer supported. The District has also moved to a new vendor. The last meter replacement program ran for about 20 years from start to finish. Mr. Bob Murch, who manages our meter programs, has recommended replacing meters in under 10 years. Mr. Mostoller explained they don't want to replace all meters in 1-2 years in case there is an issue with that batch.

Ms. Amir Lin then asked how they prioritize meters for replacement. Mr. Mostoller said they prioritize the older meters, and they have paired meter replacement with the service line identification process to realize some efficiency in work.

Mr. Rosen asked if it's less money to bring in a third party to replace the meters. Mr. Mostoller said that is under consideration, but there are only a handful of companies who do that work in Massachusetts. Mr. Mostoller also recognized that they would prefer to have District employees, who have been vetted by the District, replace meters rather than having unknown third-party employees enter customers' homes. Mr. Mostoller explained it may be better to hire an employee to just do meter installations.

Mr. Rosen expressed some concern at the idea of not funding the \$500k for water main replacement as he feels it is proactive to save for the repairs given the system's age.

Mr. Mostoller agreed that the system does have pipes that are beyond their useful life, and some places are more prone to breaks than others. However, he noted they are waiting to update the master plan which will help prioritize water main projects. Mr. Mostoller added that they know there will be service lines that need replacement and pairing that with the water main work could be done as service line replacement already has appropriated funds.

Mr. Rosen asked if they had decided about who will pay for private service line replacement. Mr. Mostoller reminded Mr. Rosen the Board has not made a policy decision about that yet.

Mr. Rosen, Mr. Stuntz, and Mr. Amir Lin were satisfied with this first draft of the budget.

Mr. Mostoller moved on to the warrant articles. Mr. Mostoller projects allocating \$45,000 in free cash, knowing most of the next FY funds are on hand but not in free cash. There are some remaining funds from the previous year's warrant articles, like the new vehicle purchase they are putting through. Finally, they are setting aside \$200,000 for media replacement of various types. He noted that they are considering an authorization to borrow for this item in case the need arises and funds on hand are not adequate.

Mr. John Petersen commented that the Finance Committee met with Mr. Mostoller and Ms. McCarthy last week and he shared the highlights of that meeting. Regarding the meter replacement, the Finance Committee suggested that replacing meters over a 4 year period would be ideal. The Finance Committee had no preference whether to fund this through the operating budget or borrowing. On the point about water mains, Mr. Petersen agreed with Mr. Mostoller's point that if there is a specific project with clear need, they can make the case to fund it at a future annual meeting, but asking for funding for undefined projects may be more difficult in this budget cycle. Mr. Petersen added that the Finance Committee will meet before the next commissioners' meeting and will review the budget, and they would also like feedback on what they should present at the annual meeting.

Mr. Mostoller continued the conversation about the appropriations for water main replacement, noting that this year will be a 'breather' as they finish the Kelley's Corner project, complete the initial phase of PFAS projects, and regroup after the master plan update.

Mr. Rosen motioned to close the regular open meeting currently in session and enter executive session pursuant to General Law chapter 30A section 21a6 to consider the purchase, taking or value of real property, and to not reconvene in open session.

Ms. Amir Lin seconded the motion, and it was unanimously approved via a roll call vote, Ms. Amir Lin, Mr. Stuntz, Mr. Rosen.

Open Meeting Closed at 7:36 pm

DRAFT

Abatements for 4 Quarters

	Mar-24	Count	Jun-24	Count	Sep-24	Count	Dec-24	Count	2024 Total
Bottled Water	\$ 7,515.00	168	\$ 7,365.00	165	\$ 7,425.00	166	\$ 7,155.00	159	\$ 29,460.00
Toilet	\$ 600.00	6	\$ 600.00	6	\$ 1,100.00	11	\$ 1,600.00	16	\$ 3,900.00
Clothes Washer	\$ 300.00	2	\$ 600.00	4	\$ 600.00	4	\$ 450.00	3	\$ 1,950.00
Fixtures	\$ -	0	\$ 109.74	2	\$ -	0	\$ 50.00	1	\$ 159.74
Elderly Abatement	\$ 817.40	11	\$ 894.78	13	\$ 728.43	10	\$ 786.11	11	\$ 3,226.72
Self ID Rebate								71	\$ 1,065.00
Total	\$ 9,232.40	187	\$ 9,569.52	190	\$ 9,853.43	191	\$ 11,106.11	261	\$ 39,761.46

Bottled Water rebate totals include payments sent directly to tenants

FY 26 Budget Draft									
	Actual FY 23	Budget FY 24	Actual FY 24	Budget FY 25	2nd Qtr Actual FY 25	%	FY 25 Projection (as of end of 2nd Qtr)	FY 26 Proposed	% Increase/decrease from approved FY 25 Budget
EXPENSES									
Audit/Accounting	16,000	20,000	15,800	22,500	16,000.00	71%	16,000	25,000	11%
Auto Maint & Fuel	38,197	52,000	35,039	53,560	26,891.80	50%	53,560.00	75,000	40%
Short Term Debt	215,966	-	383,554	184,273	258,638.61	140%	1,202,796	-	-100%
Long Term Debt	1,661,539	2,752,416	2,137,481	2,164,711	211,069.41	10%	961,915	2,255,740	4%
Chemicals	101,504	160,000	128,371	168,000	71,652.93	43%	168,000	184,800	10%
DEP Withdrawal	5,121	5,000	4,967	5,000	4,791.15	96%	5,000	5,000	0%
Employee Education	9,627	17,500	10,899	17,500	4,703.79	27%	17,500	17,500	0%
Engineering	30,319	60,000	18,893	60,000	26,670.45	44%	60,000	60,000	0%
Health/Life Insurance Active	236,718	267,896	104,922	258,418	130,864.59	51%	258,418	295,601	14%
Health/Life Insurance Retiree	-	108,899	100,187	115,847	53,675.04	46%	115,847	131,121	13%
Information Reports	34,130	50,000	38,163	30,000	2,556.31	9%	30,000	40,000	33%
Insurance	97,644	118,800	98,781	133,056	111,843.50	84%	113,157	141,650	6%
Laboratory Analysis	83,991	100,000	80,371	85,000	35,095.50	41%	85,000	85,000	0%
Legal	55,170	75,000	74,992	100,500	34,004.90	34%	100,500	110,000	9%
Lights/Power/Fuel	454,572	600,000	581,743	600,000	292,211.08	49%	600,000	600,000	0%
Maintenance & Operations	466,116	420,000	407,534	608,000	201,760.35	33%	608,000	750,000	23%
Media Replacement	-	-	-	-	-	0%	-	100,000	100%
NAWTP PFAS Filter Lease	-	-	-	335,750	154,483.00	46%	335,750	322,000	-4%
Middlesex Retirement	288,240	330,838	330,838	354,740	354,740.00	100%	354,740	397,791	12%
Meters	75,000	125,000	121,245	125,000	105,489.39	84%	125,000	400,000	220%
Office Supplies & Postage	82,576	96,000	63,362	62,000	18,216.09	29%	62,000	50,000	-19%
Software Subscriptions/IT Maintenance	-	-	-	60,000	30,475.41	51%	60,000	125,000	108%
Telephone	-	-	-	21,000	9,916.87	47%	21,000	21,000	0%
Reserve Fund	100,000	100,000	89,506	100,000	-	0%	100,000	100,000	0%
Salaries & Wages	1,552,117	1,727,988	1,430,640	1,633,565	716,550.70	44%	1,633,565	1,675,000	3%
Vehicle	-	-	-	-	-	0%	-	60,000	100%
Total	5,604,567	7,107,338	6,257,288	7,298,420	2,873,101.07	39%	7,087,748	8,027,202	10%

REVENUE									
Water Revenue	3,070,585	3,084,795	2,887,849	4,052,389	2,589,412.75	64%	4,499,777	4,602,230	
Service Fee	538,605	544,800	537,645	534,000	268,905.00	50%	534,000	534,000	
Debt Fee	2,152,020	2,752,629	2,486,668	2,349,600	1,183,182.00	50%	2,349,600	2,260,600	
Total Water Revenue	5,760,610	6,381,924	5,912,162	6,935,989	4,051,499.75	58%	7,383,377	7,396,830	
Fire Protection Sprinklers	40,931	41,000	42,326	41,000	42,337.96	103%	41,000	41,000	
Rent/Lease	655,092	493,570	545,337	115,000	65,692.28	57%	115,000	115,000	
Solar Field lease revenue	-	-	-	385,000	-	0%	385,000	385,000	
Repairs/Installation	57,314	50,000	32,118	50,000	11,817.54	24%	50,000	50,000	
Cross Connection	18,285	21,000	25,145	21,000	14,990.50	71%	21,000	21,000	
Demand Fees	263,000	300,000	35,800	200,000	39,600.00	20%	150,000	250,000	
Mitigation Fees	66,776	100,000	17,402	100,000	9,595.00	10%	75,000	-	
New Services Meter Installation RF	-	-	15,392	100,000	7,363.13	7%	25,000	-	
Total Other Revenue	1,101,398	1,005,570	713,520	1,012,000	191,396.41	19%	862,000	862,000	
Total	6,862,008	7,387,494	6,625,682	7,947,989	4,242,896.16	53%	8,245,377	8,258,830	

Revenue Estimate FY 25			
July billing	1,856,335	Actual	
October billing	2,277,022	Actual	
January billing	1,737,442	Actual	
April billing	1,500,020	Projected	
Fire Protection	41,000		
Repairs/Misc	50,000		
Cross Conn	21,000		
Rent	115,000		
Solar Lease revenue	385,000		
New Service Meter Revenue	25,000		
Mitigation	75,000		
Demand	150,000		
Projected Income	8,232,819		
Units	8,900		
Services	6,864		
6/30/2024 Free Cash	45,895		
Appropriations	-		
Free Cash Balance	45,895		
12/31/2024 Grace Unappropriated	547,139		
Filter M&O	-		
Wells	100,000		
Grace Balance	447,139		

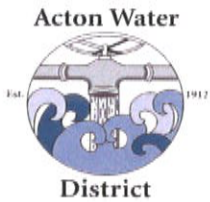
§ 231,627.31 potential revenue surplus

DRAFT

FY 2025	July Actual	October Actual	January projected	April projected	Total
Service Fee	134,310	134,595	134,310	134,310	537,525
Debt Fee	590,964	592,218	590,964	590,964	2,365,110

Debt fee = \$66.00/unit per qtr
Service fee = \$15/ unit per qtr

FY 2026 Debt fee projected to be \$63.50 per unit/per qtr
Based on 8,900 units



Water Supply District of Acton

693 MASSACHUSETTS AVENUE
P.O. BOX 953
ACTON, MASSACHUSETTS 01720

TELEPHONE (978) 263-9107

FAX (978) 264-0148

January 10, 2025

Proposed Warrant Articles for 2025 Annual Meeting (FY '26)

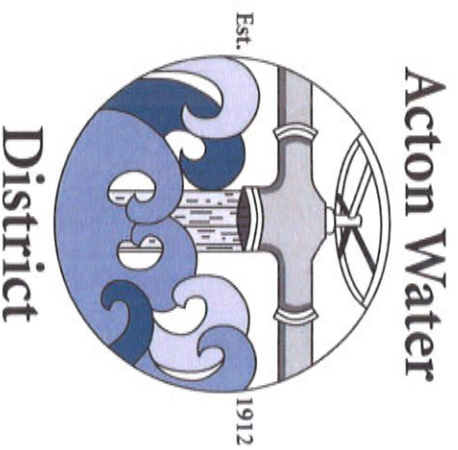
1. To fix salaries of the elected officials
2. To act on the reports of the Commissioners, the Treasurer, and other officers and committees of the District
3. Borrowing in anticipation of expenses
4. To see what sums of money the District will vote to raise and appropriate to defray the usual expenses of the District
5. Authorize Mitigation revolving fund
6. Authorize New Meter revolving fund
7. Appropriate **\$100,000.00 from WR Grace Stabilization fund** for Clean & Rehab Wells
8. Appropriate **\$20,000.00 from Surplus Revenue** to Replace Old Mains
9. Appropriate **\$20,000.00 from Surplus Revenue** for Emergency Main Breaks
10. Approval to borrow **\$100,000.00** to replace the filtration media at the District's water treatment plants
11. Transfer of **\$26,096.96 from Unexpended Balances** for the purchase of a general service vehicle

-Total from Surplus Revenue = \$40,000

-Total from WR Grace Stabilization = \$100,000

-Total reappropriation of funds = \$26,096.96

-Total borrowing authorization for media replacement = \$100,000



Conservation & Efficiency Update

January 13, 2025

CY 2024 Summary

\$6009.74 in rebates

\$1,560 in rain barrel incentives

Provided conservation & efficiency devices and materials to community members at Earth Day Open House and AB Farmers Market

AWD Rebates & Incentives

Conservation & Efficiency Incentives

