

Water Supply District of Acton

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

TELEPHONE (978) 263-9107

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Board of Water Commissioners Meeting Agenda

Monday, April 27, 2026 @ 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/89940590918>

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Webinar ID: 899 4059 0918

International numbers available: <https://us02web.zoom.us/j/89940590918>

- **Comments from the public**
- **Appoint one Commissioner to sign warrants while conducting meetings virtually**
- **Approve Minutes from 4/13 meeting**

NEW BUSINESS:

- Request for Assistance 15 Craig Road
- Discuss Requests for Legislative Assistance

OLD BUSINESS:

- Per- and Polyfluoroalkyl Substances (PFAS)
 - Current sample data, if available
 - Discussion of Additional PFAS Upgrades
- Discuss Special District Meeting

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.

Joint Meeting of the Board of Water Commissioners and Finance Committee

Meeting Agenda

Monday, April 13, 2026 @ 7:00 PM

- Comments from the public
- Appoint one Commissioner to sign warrants while conducting meetings virtually
- Approve Minutes from 3/9, 3/23, and 4/3 meetings

OLD BUSINESS:

- Per- and Polyfluoroalkyl Substances (PFAS)
 - Current sample data, if available
 - Discussion of Additional PFAS Upgrades
- Discuss Special District Meeting
- Review Draft Budget for FY'27
- Discuss Rates and Fees

NEW BUSINESS:

- Drought Status and Water Use Restrictions

EXECUTIVE SESSION: To conduct strategy sessions for contract negotiations with nonunion personnel.

Present at Tonight's Meeting:

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

Finance Committee: Bill Guthlein (Chair), John Petersen

District Manager: Matt Mostoller

Deputy District Manager: Corey Godfrey

Treasurer/Collector: Ashley Pinard

District Counsel: Spencer Holland

District Clerk: Joe Robb

Members of the Public: Kim Kastens, Alissa Nicol, Brewster Conant Jr., Ron Parenti, Ann Chang

START OF MINUTES

Mr. Stuntz opened the meeting at 7:00 p.m. and ensured that everyone could hear and be heard. Mr. Guthlein opened the Finance Committee meeting at 7:01 p.m. under the same conditions as the Board meeting.

Comments from the public

There were no public comments at the outset of the meeting.

Appoint one Commissioner to sign warrants while conducting meetings virtually

Mr. Rosen motioned to authorize Commissioner Stuntz to sign warrants while meetings are conducted virtually, through the next regularly scheduled meeting. Ms. Lin seconded, and it was unanimously approved via roll call vote: Mr. Rosen, Ms. Lin, and Mr. Stuntz.

Approve Minutes from 3/9, 3/23, and 4/3 meetings

Mr. Rosen motioned to approve the minutes of 3/9/2026. Ms. Lin seconded, and the motion was unanimously approved via a roll call vote, Mr. Rosen, Ms. Lin, and Mr. Stuntz.

Ms. Lin motioned to approve the minutes of 3/23/2026. Mr. Rosen seconded, and the motion was unanimously approved via a roll call vote, Mr. Rosen, Ms. Lin, and Mr. Stuntz.

Mr. Rosen motioned to approve the minutes of 4/3/2026 as amended to correct the misspelling of Ron Parenti's name. Ms. Lin seconded, and the motion was unanimously approved via a roll call vote, Mr. Rosen, Ms. Lin, and Mr. Stuntz.

Mr. Petersen moved to approve the joint meeting minutes of 3/9/2026 and 4/3/2026. Mr. Guthlein seconded the motion, which was unanimously approved via roll call vote.

OLD BUSINESS:

Per- and Polyfluoroalkyl Substances (PFAS)

Current sample data, if available

Mr. Mostoller reported that PFAS sampling was conducted on March 18, 2026. He stated that North Acton was offline and therefore no sample was collected. Center Acton measured 13.8 parts per trillion, reflecting that the PFAS treatment system is not yet operational. South Acton results were below detection limits. No questions were raised by the Board.

Discussion of Additional PFAS Upgrades

Mr. Mostoller provided an update on PFAS treatment system operations across the district. He stated that Center Acton remains offline due to ongoing chemical system upgrades, generator load testing issues, and a strategic decision to maintain at least one stable facility while other plants are experiencing operational challenges. He indicated that the District is working toward bringing Center Acton online by the end of the month.

Mr. Mostoller reported that North Acton remains offline for maintenance. He explained that media replacement is complete, though the District received slightly less granular activated carbon than required necessitating a top off delivery. Conditioning of the media is nearly complete, and the facility is expected to return to service in the near term.

Mr. Mostoller further reported that South Acton continues to experience operational issues, particularly with the equalization basin, resulting in intermittent disruptions. He stated that staff are working with engineers, contractors, and controls specialists to resolve these issues.

Discuss Special District Meeting

Mr. Stuntz opened discussion regarding preparation for the Special District Meeting scheduled for April 22, 2026. Mr. Mostoller reviewed logistical planning, including anticipated attendance and presentation setup.

Mr. Mostoller raised the option of submitting a letter to the Acton Exchange to notify the public. Mr. Petersen and Ms. Lin discussed the limitations of the letter format and emphasized the importance of directing residents to more detailed information on the District website. The Board agreed that a letter would serve as a general notice and invitation, supplemented by more detailed materials.

Kim Kastens (Acton Exchange) clarified submission deadlines and confirmed that hyperlinks and one image are permitted in submitted letters.

Ms. Kastens (speaking as a member of the public) also noted that the meeting falls on Earth Day and suggested incorporating acknowledgment of environmental stewardship. The Board expressed support for recognizing this connection.

Mr. Mostoller outlined a proposed presentation structure for the meeting, with staff presenting the detailed budget and Commissioners and Finance Committee members providing any context they feel is appropriate and responding to questions.

Review Draft Budget for FY'27

Mr. Mostoller presented the revised FY2027 expense budget of approximately \$9.5 million. He explained that the increase from the previously proposed \$8.5 million budget is primarily driven by the need to repair or replace, or a combination thereof, the North Acton wells, along with adjustments to meter replacement funding, salary allocations, and maintenance spending.

Mr. Mostoller noted the challenging optics of returning with a higher proposed budget but emphasized that delaying or not undertaking this work could result in the loss of the North Acton facility and increased operational risk.

Mr. Guthlein and Mr. Petersen, on behalf of the Finance Committee, expressed support for the expense budget but discussed options to reduce the immediate impact on ratepayers, including lowering the revenue target and utilizing available funds.

Commissioners expressed concern about reducing revenue projections given uncertainty in future expenses, including energy, materials, and operational costs. Mr. Stuntz and Mr. Rosen noted that projected surplus revenue is relatively small and may not materialize under current conditions. Commissioners also discussed the importance of maintaining free cash to avoid borrowing and to help preserve financial flexibility.

Mr. Stuntz moved to present the budget the staff has brought forth at approximately \$9.5 million and accept it. Ms. Lin seconded, and the motion passed unanimously via roll call vote.

Discuss Rates and Fees

Mr. Mostoller presented proposed changes to rates and fees, including adjustments to debt fees, variable water rates, sprinkler fees, demand charges, and miscellaneous service charges. He explained that these changes are intended to better align revenues with system costs and recent capital investments.

Ms. Lin asked for clarification regarding the fire sprinkler fee structure. Mr. Mostoller explained that the fee reflects system readiness and infrastructure capacity rather than actual water usage by fire sprinkler systems.

Members of the public raised questions regarding the magnitude and uniformity of the sprinkler fee increase. Mr. Mostoller confirmed that the proposed change would apply uniformly and is intended to reflect system readiness costs.

Mr. Petersen and Mr. Guthlein reiterated the Finance Committee's interest in moderating the overall rate increase, including a proposal to reduce projected surplus revenue.

Commissioners discussed this proposal and noted that the impact to individual ratepayers would be relatively small, estimated at less than \$50 per year.

Commissioners also discussed and declined the use of the WR Grace Fund and PFAS-related funds for rate stabilization, noting that these funds are designated for specific long-term purposes and ongoing uncertainties.

Mr. Stuntz moved to support the rates and fees as shown in Appendix A1. Ms. Lin seconded the motion, which passed unanimously via roll call vote.

NEW BUSINESS:

Drought Status and Water Use Restrictions

Mr. Mostoller reported that drought conditions have improved from significant to mild; however, the District remains under Level 4 water use restrictions due to limited production capacity and ongoing operational constraints.

He stated that while surface water conditions have improved, groundwater conditions remain constrained, and system capacity is currently reduced due to ongoing maintenance and PFAS-related work.

Ms. Nicol asked whether the District is currently receiving water from neighboring communities. Mr. Mostoller responded that the District does not currently have the ability to utilize our interconnections quickly. Ms. Nicol also noted that outdoor water use has been observed despite restrictions and has communicated reminders to the public.

Ms. Lin shared information from a recent professional session indicating that New England continues to experience a multi-year groundwater deficit despite improved rainfall, reinforcing the need to maintain restrictions.

Mr. Mostoller added that high fire risk conditions remain a concern and could further strain system capacity.

Adjournment

Mr. Petersen moved to adjourn the Finance Committee meeting, seconded by Mr. Guthlein, which passed unanimously via roll call vote.

Mr. Rosen moved to adjourn the open session of the Board of Commissioners and move into executive session, to conduct strategy sessions for contract negotiations with nonunion personnel and not to reconvene in open session. Seconded by Mr. Stuntz. Which passed unanimously via roll call vote.

The meeting closed at 9:11 p.m.

The next Board of Water Commissioners meeting is scheduled for April 27, 2026.

DRAFT

From: [Matt Mostoller](#)
To: [AWD Commissioners](#)
Cc: [Ashley Pinard](#); [Corey Godfrey](#); [Spencer Holland \(sholland@miricklaw.com\)](#)
Subject: FW: 15 Craig Road
Date: Friday, April 17, 2026 1:26:00 PM
Attachments: [Banzan PO B2606 Papalia.pdf](#)
[Invoice #145008579.pdf](#)
[15 Craig Road.msg](#)

Good afternoon,

This is a request for an abatement on a commercial account. I spoke to the business manager, and she insisted, despite my best efforts to explain historic outcomes, that it be formally reviewed by the Board. She is not questioning the charge, just wants relief. In past situations, we would have entertained a payment plan to allow less of an impact on cash flow to customers with high bills. I am told this property is being sold and the existing owner wants this dealt with prior to a closing. It will be on the 4/27 agenda. Please reach out with any questions in advance of that meeting.

-Matt

From: Jianna Eagar [REDACTED]
Sent: Friday, April 10, 2026 2:26 PM
To: Acton Water District I.T. <Bobm@actonwater.com>
Cc: Matt Mostoller <Matt@actonwater.com>
Subject: 回复 : 15 Craig Road

You don't often get email from [REDACTED]. [Learn why this is important](#)

Hello Bob and Matt,

Thank you, Bob and your coworker, for coming by today and helping us identify the water usage data—we truly appreciate your time and assistance.

Matt, Please find attached the PO and invoice related to the faulty toilet from February 17. After receiving the notification from your office, I promptly visited the property and discovered that the issue was isolated to the toilet. I immediately contacted Papalia, and the flushing problem was repaired without delay.

We are sincerely grateful to your office for bringing this abnormal water usage to our attention. As the property has been vacant for over two years while listed for sale, this situation came as an unexpected concern. Throughout this time, we have remained diligent in paying all bills on time.

With humility, I am reaching out to ask for your understanding and consideration. As the office manager, I respectfully beseech your help in reviewing whether any adjustment to this bill might be possible given the circumstances. We fully acknowledge our responsibility and are not seeking to avoid payment; rather, we hope for some measure of leniency due to this unforeseen issue. It was never our intention to waste water, and we have acted promptly to resolve the problem.

We would be deeply grateful for any guidance or assistance you can offer toward a

compassionate resolution.

Thank you very much for your time and consideration. I look forward to your advice.

Best,

Jianna

Office Manager
Banzan International Group Corp./ Mathearth Inc.
9 Waterhouse Street
Cambridge, MA 02138
TEL: 978-2633186

发件人 : Acton Water District I.T. <Bobm@actonwater.com>
发送时间 : 2026年4月10日(周五) 13:02
收件人 : Jianna Eagar <[REDACTED]>
抄送 : Matt Mostoller <Matt@actonwater.com>
主题 : 15 Craig Road

Good afternoon,

Attached you will find some reports from the profile I did today of your water meter. While onsite, I was able to download(profile) all the history and that file is attached. While onsite, we discussed the extent of the water use and discovered that the leak started around Jan 11,2026 and continued until February 17th, increasing in usage, over that time. Unfortunately, I can only identify the time and volume of water that passed through the meter, shown through the attached reports, and not where, within the building, the issue happened. You had mentioned finding a faulty toilet flushometer and called Papalia to repair it. Could you please provide me with a copy of the invoice, detailing the repairs done by Papalia, when you get a moment?

If you have any questions about the attached reports, please let me know.

Bob

Robert Murch, M.I.S. Coordinator
Water Supply District of Acton
693 Massachusetts Avenue | P.O. Box 953
Acton, Ma 01720
www.actonwater.com
(978) 263-9107 Ext 104

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communication without making any copies. Thank you for your cooperation



693 Massachusetts Avenue
 P.O. Box 953
 Acton, MA 01720
 (978) 263-9107

April 2026 Quarterly Water Bill

Payment due

May 07, 2026

Account Information

Account Number: [REDACTED]
 Number of Units: 1
 Property Address: 15 CRAIG ROAD

Last Readings and Usages (in cubic feet)

Date	Reading	Cubic Feet	Gallons
3/12/2026	281374	185,810	1,389,859
12/11/2025	95564		

1 Cubic Foot = 7.48 Gallons

3789

2 T10 P1

-3607

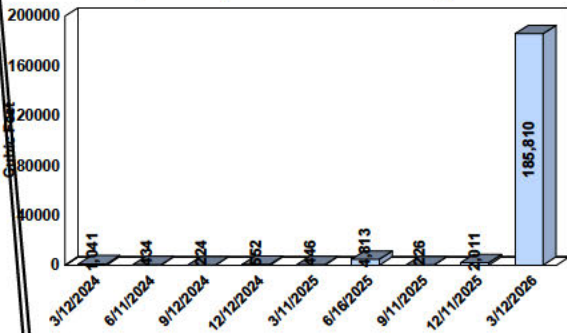
TFTD TDADFAFFTADFTTFADDFFAAA

Balance and Charges

Previous Balance	\$0.00
Current Charges	\$25,441.28
Total Amount Due	\$25,441.28

14% interest per annum is charged to overdue accounts.

Quarterly Water Use History



Rain Barrels - Discount Rain Barrels Available Order by April 26th.

www.actionwater.com/conservation/rain-barrel-program

Outdoor Water Use For updates on the status of outdoor water use restrictions throughout the year visit

www.actionwater.com/conservation/outdoor-water-restrictions

PFAS Update - For the most up to date information including sampling results please visit our dedicated webpage

www.actonwater.com/pfas

Spring Water Main Flushing Our spring water main flushing program in the Acton Center area will be truncated this year as we look to conserve water under new operational conditions at our facilities look for road signs in areas we anticipate will be affected A schedule will be posted and updated on our website

COLLECTOR'S COPY - You can pay this bill through our website or detach and return with your payment by: 05/07/2026

Contact Information

Email
 [REDACTED]

Phone Numbers
 [REDACTED]

Please update your contact information.

Indicate amount enclosed. Do not send cash.

Amount Due \$25,441.28

Payment Enclosed [REDACTED]

Account Number [REDACTED]

Payment due May 07, 2026

Make Checks Payable to:

WATER SUPPLY DISTRICT OF ACTON
 P.O. BOX 953
 ACTON, MA 01720

Rates are per Unit	Summer	Wintier
Service Charge	\$15.00	\$15.00
Debti Fee	\$63.50*	\$63.50*
Between 0 and 300	0.000	0.000
If greatier tihan 300:		
All usage up tio 1500	0.076	0.064
Between 1501 and 3000	0.096	0.082
Between 3001 and 4500	0.113	0.101
Between 4501 and 6000	0.132	0.119
Greatier tihan 6000	0.150	0.138
Municipal	0.082	0.082

Services and Fees are subject to and governed by the [Water Supply District of Acton Rules, Regulations and Rates](#).

Statutory interest is due on payments made thirty days past due, as provided by M.G.L., Ch69, Sec 44. and insufficient funds check fees will be charged as provided by M.G.L., Ch 69, Sec 44. A minimum of \$10.00 will be charged for returned checks.

Unpaid water bills are a lien on the real estate and collection may be made by sale of the real estate as provided by M.G.L. Ch 40, Secs. 42A-42F

* DEBT FEE -As off this billing, tihe debti ffee includes tihe ffollowing charges per uniti:		
Description	Totial Costi	Debti Fee
North Action Watier Treatmenti Planti	\$6.0 Million	\$9.85
South Action Watier Treatmenti Planti	\$13.47 Million	\$23.48
Centier Action Watier Treatmenti Planti	\$11.796 Million	\$19.57
NAWTP PFAS	\$0.684 Million	\$2.00
Kelly's Corner & 549 Main Stireeti	\$2.7 Million	\$8.60

Pay your Bill Online

Did you know you can pay your bill online? Visit our website and look for the "Pay Online" button in the middle of the screen.

High Water Pressure

Sustained pressure that exceeds 80 psi can damage onsite plumbing and may affect your water fixtures. Some areas of our system exceed this pressure and you may consider having a licensed plumber install a pressure-reducing valve.

Senior Citizen Discount

A Senior Citizen discount is available to water users aged 65 and over who own their own residence and have an individually metered water service.

To apply for this discount, customers must first receive approval for the Senior Citizen Property Tax Exemption offered by the Town of Acton. Applicants for this exemption must satisfy income and asset requirements specified by the Town, and requests for an exemption can be submitted to the Town's Assessor's Office. Information about this program is available by calling 978-929-6621 or through the following link: www.acton-ma.gov/134/Assessor

Following the approval of an exemption by the Town Assessor, customers can then submit a copy of their Certificate of Exemption from the Town of Acton and a copy of their tax bill to the Acton Water District. The District will then authorize a water bill abatement in the same percentage as the real estate tax exemption, utilizing the winter reading cycle for the calculation. The abatement will be applied to the next water bill. Abatements will expire after one year, but can be renewed annually. For more information, please contact our Treasurer/Collector at 978-263-9107, or Treasurer@ActonWater.com

Visit our website at www.ActonWater.com

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Please update us with your contact information, so that we can keep you better informed.

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P.O. BOX 953
ACTON, MA 01720**