

Water Supply District of Acton

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Board of Water Commissioners Meeting Agenda

Monday June 1, 2026 @ 7:00 PM

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- **Comments from the public**
- **Appoint one Commissioner to sign warrants while conducting meetings virtually**
- **Approve Minutes from 5/11 meeting**
- **Amend Approved Minutes from 12/5/2022 meeting**
- **Swearing in of newly elected officials – Commissioner**
- **Board realignment**
- **Annual appointment by Board of Commissioners**
- **Swearing in of newly appointed officials**

OLD BUSINESS:

- Per- and Polyfluoroalkyl Substances (PFAS)
 - Current sample data, if available
 - Discussion of Additional PFAS Upgrades
- Drought Status and Water Use Restrictions
- Free Cash Certification

NEW BUSINESS:

- Reserve Fund Transfer
- Arlington Street Water Main Break
- Meeting Schedule July-December 2026

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, May 11, 2026 @ 7:00 PM

- Comments from the public
- Appoint one Commissioner to sign warrants while conducting meetings virtually
- Approve Minutes from 4/21/2026 and 4/27/2026 meetings
- Swearing in of newly elected officials – Clerk
- Annual appointment by Board of Commissioners
- Annual appointment by District Moderator
- Swearing in of newly appointed officials – Finance Committee, Assistant Clerk

NEW BUSINESS:

- Request for Assistance 6 Huckleberry Lane
- Review 3 Quarter Financials
- Operations Leadership

OLD BUSINESS:

- Per- and Polyfluoroalkyl Substances (PFAS)
 - Current sample data, if available
 - Discussion of Additional PFAS Upgrades
 - PFAS MDL Update
- Drought Status and Water Use Restrictions

Present at Tonight's Meeting:

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

Finance Committee: Bill Guthlein

District Manager: Matthew Mostoller

Deputy District Manager: Corey Godfrey

Treasurer/Collector: Ashley Pinard

District Clerk: Joe Robb

Members of the Public: Kim Kastens, Ron Parenti

START OF MINUTES

Mr. Stuntz opened the meeting at 7:03 p.m. and ensured that everyone could hear and be heard.

Comments from the public

No public comments were made at the start of the meeting.

Appoint one Commissioner to sign warrants while conducting meetings virtually

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

Approve Minutes from 4/2/2026 and 4/27/2026 meetings

Mr. Stuntz motioned to approve the minutes of 4/2/2026. Ms. Lin seconded, and the motion was unanimously approved via a roll call vote, Mr. Rosen, Ms. Lin, and Mr. Stuntz.

Mr. Stuntz motioned to approve the minutes of 4/27/2026. Mr. Rosen seconded, and the motion was unanimously approved via a roll call vote, Mr. Rosen, Ms. Lin, and Mr. Stuntz.

Swearing in of newly elected officials – Clerk

Mr. Stuntz administered the oath of office to Joe Robb following his election as District Clerk for the Acton Water District.

Annual appointment by Board of Commissioners

Mr. Stuntz moved to appoint Corey Godfrey to the position of Assistant Clerk for the Acton Water District. Mr. Rosen seconded the motion, and it was unanimously approved via roll call vote: Mr. Rosen, Ms. Lin, and Mr. Stuntz.

Annual appointment by District Moderator

The Board was informed that the District Moderator had appointed Ron Parenti as a member of the Finance Committee.

Mr. Mostoller explained that several appointments and swearings-in were occurring ahead of the June meeting because District Clerk Joe Robb would not be present at the June 1, 2026, meeting. In addition, the Finance Committee would otherwise have temporarily been reduced to a single member.

Swearing in of newly appointed officials – Finance Committee, Assistant Clerk

Mr. Robb administered the oath of office to Corey Godfrey as Assistant Clerk for the Acton Water District.

Mr. Robb then administered the oath of office to Ron Parenti as a member of the Finance Committee.

NEW BUSINESS:

Request for Assistance 6 Huckleberry Lane

The Board discussed a request for financial assistance related to a substantial internal water leak at 6 Huckleberry Lane that occurred during the winter months.

Mr. Mostoller explained that the property owner had intended to attend the meeting but was not present. He noted that the home had reportedly been vacant for approximately two years and that, although the water had supposedly been shut off, an internal plumbing failure allowed water to continue flowing.

Mr. Mostoller stated that a payment plan had already been offered to the property owner, but the owner indicated they were unable to make the payments.

Mr. Stuntz moved that the District continue offering the previously proposed payment plan but not provide any rebate or reduction in the water charges. Mr. Rosen seconded the motion.

During discussion, Mr. Stuntz clarified that the Board would be willing to revisit the matter if the property owner attended a future meeting to present additional information, and it was unanimously approved via roll call vote: Mr. Rosen, Ms. Lin, and Mr. Stuntz.

Review 3 Quarter Financials

Mr. Mostoller and Ms. Pinard reviewed updated financial reports through April 2026.

Three areas of budget concern were identified:

- 1. Lights, Power, and Fuel:**

Energy costs increased significantly beginning in March 2026, causing the budgeted line item to be fully expended earlier than anticipated. Staff indicated that broader energy market volatility appeared to be contributing to the increased costs.

- 2. Employee Education and Training:**

Higher-than-anticipated training expenses resulted from employee turnover and

annual certification renewal requirements. Staff noted that most training expenses for the fiscal year had already been incurred.

3. Laboratory Analytical Expenses:

Additional testing and laboratory costs related to district operations, including startup of the new PFAS treatment systems, exceeded projections.

Mr. Mostoller indicated that a reserve fund transfer would likely be requested at the June 1, 2026, meeting to help cover the overage in the lights, power, and fuel account.

Ms. Pinard noted that further analysis of utility demand and rates was underway to better estimate remaining costs for the fiscal year.

Operations Leadership

Mr. Mostoller informed the Board that longtime employees Andrew Peterson and Charles Rouleau would both be retiring in July 2026 after more than twenty years of service to the District.

Mr. Mostoller announced two internal leadership changes:

- Rob Dionne would be promoted from Assistant Foreman to Foreman.
- Joshua Richard would be promoted to Assistant Foreman.

Mr. Mostoller explained that Mr. Richard would focus primarily on water treatment and production operations, while Mr. Dionne would oversee distribution operations, personnel management, new connections, and inventory.

During the transition period, Corey Godfrey would temporarily serve as the District's primary treatment operator to satisfy state operational licensing requirements.

Mr. Mostoller also noted that the District continues to face staffing challenges due to the relative inexperience of several newer employees over the past 12 months and difficulties recruiting one or more fully licensed operators.

During public comment on this topic, Kim Kastens expressed concern that the meeting packet and supporting memos had not been posted publicly prior to the meeting, making it difficult for the public to follow discussions. Mr. Mostoller explained that staffing limitations and internal website access restrictions prevented the materials from being uploaded prior to the meeting.

Ms. Kastens also asked whether the District's free cash paperwork had yet been submitted to the state. Mr. Mostoller responded that the paperwork had not yet been submitted.

OLD BUSINESS:

Per- and Polyfluoroalkyl Substances (PFAS)

Current sample data, if available

Mr. Mostoller announced that all three operating District treatment plants tested below detectable limits for PFAS contamination during April 2026 sampling.

He stated that the North, South, and Central treatment facilities were all fully operational and currently supplying treated water to the distribution system.

Mr. Mostoller credited the Shawn Case and the operations team for completing all required testing during the final week of April.

Mr. Mostoller also noted that updates had been made to the District website and that staff were discussing broader public communications regarding the successful PFAS treatment milestone.

The Board discussed the status of the District's bottled water reimbursement and bill credit programs related to PFAS contamination.

Mr. Mostoller stated that:

- Renters and condominium owners receiving reimbursement checks had already been notified that the program was ending.
- Customers receiving credits directly on their water bills would be notified during the upcoming week.

It was confirmed that the PFAS assistance program was in the process of being formally closed out.

Mr. Mostoller shared that he had recently received a handwritten thank-you note from a customer expressing appreciation for the District's communication efforts, customer support, and bottled water reimbursement program throughout the PFAS response effort.

Discussion of Additional PFAS Upgrades

Mr. Mostoller stated that the District had entered the "punch list" phase of the PFAS treatment projects. He reported that the District remained in discussions with the

vessel supplier regarding delays that occurred during the project and possible liquidated damages associated with those delays.

Mr. Mostoller indicated that major operational issues had largely been resolved, although operators continued adjusting chemical feed systems and related treatment operations.

Mr. Mostoller also discussed recent operational work in North Acton and stated that the District was reviewing logistical challenges encountered during that work to identify areas where Veolia could improve coordination and efficiency in the future.

PFAS MDL Update

Mr. Mostoller announced that the District had received approximately \$340,000 from the Tyco PFAS settlement and stated that the funds would be deposited into the District's PFAS settlement fund.

Ms. Pinarid reported that she was reviewing options for managing the funds, including whether to retain the money in a municipal money market-type account or transfer it under the management of CapTrust.

Drought Status and Water Use Restrictions

Mr. Mostoller recommended modifying the District's current outdoor water use restrictions due to improved operational capacity resulting from the completed PFAS treatment systems and catching up on annual maintenance activities.

Although the Commonwealth continued to classify the region as experiencing significant drought conditions, recent rainfall had improved local water availability, and the District currently maintained a slight surplus.

Mr. Mostoller recommended reducing the District's water restriction level from Level 4 to Level 3, which would permit one day per week of non-essential water use, including lawn irrigation.

Mr. Rosen moved that the Board reduce the District from a Level 4 water restriction status to a Level 3 water restriction status, allowing one day per week of lawn irrigation. Ms. Lin seconded the motion, and it was unanimously approved via roll call vote: Mr. Rosen, Ms. Lin, and Mr. Stuntz.

Mr. Rosen moved to adjourn, Ms. Lin seconded, and the motion passed unanimously via a roll call vote, Mr. Rosen, Ms. Lin, and Mr. Stuntz.

The meeting closed at 7:32 p.m.

Board of Water Commissioners and Finance Committee
Meeting Minutes
Acton Water District
693 Massachusetts Avenue, Acton, MA
Monday, December 5, 2022

AGENDA

- A. Comments from the public
- B. Approve minutes from the meeting of 11/14
- C. Appoint one Commissioner to approve warrants while conducting meetings virtually

D. OLD BUSINESS:

- 1. Land lease with Baldco on District property at 104 Powdermill Road-Rear
- 2. Update from meetings with the Massachusetts Water Resources Authority (MWRA)
- 3. Update on the Town of Acton's Open Space and Recreation Plan (OSRP)
- 4. Per- and Polyfluoroalkyl Substances (PFAS)
 - Current sample data, if available

E. NEW BUSINESS:

- 1. Review Draft Budget for FY '24 and proposed articles for 2023 Annual District Meeting Warrant
- 2. Proposal from Finance Committee to restructure AWD rates and fees
- 3. Approve Purchase and Sale agreement for 549 Main Street
- 4. Authorize the District Manager as certifying authority for the SRF application for PFAS filtration at the north Acton plant
- 5. District Manager's contract modification

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.

Due to the Covid-19 stay-at-home order by Governor Charles Baker, the Board of Water Commissioners meeting was not held at the Acton Water District Office; instead, the meeting was held via Zoom Webinar and was recorded. The meeting was called to order at 7:00 PM on Monday, December 5, 2022, by Mr. Stephen Stuntz.

Mr. Ron Parenti called to order the Finance Committee meeting at 7:05 PM on Monday, December 5, 2022.

Present at Tonight's Meeting:

Commissioners: Erika Amir-Lin, Barry Rosen, Stephen Stuntz (Chair)
District Treasurer: Christine McCarthy
District Counsel: Mary Bassett
District Manager: Chris Allen
Assistant District Manager: Matthew Mostoller
Environmental Analyst: Alexandra Wahlstrom
Finance Committee: Ron Parenti, Chuck Bradley and Bill Guthlein
Commissioners Secretary: Lynn Protasowicki

Public Present:

Lucy Kirshner

A. Comments from the Public

No comments from public.

B. Approve minutes from meeting of 11/14

Mr. Stuntz motioned to approve the meeting minutes of 11/14/2022. Mr. Rosen seconded the motion, and it was unanimously approved by a roll call vote: Mr. Rosen, Ms. Amir-Lin, and Mr. Stuntz.

C. Approve one Commissioner to approve warrants while conducting meetings virtually

Mr. Rosen motioned to appoint Stephen Stuntz as the Commissioner to approve warrants while conducting meetings virtually until the next meeting of the Commissioners. Ms. Amir-Lin seconded the motion, and it was unanimously approved by a roll call vote: Mr. Rosen, Ms. Amir-Lin, and Mr. Stuntz.

D. OLD BUSINESS:

1. Land Lease with Baldco on District Property at 104 Powdermill Road-Rear

Mr. Allen provided the update stating that the current lease extension expires at the end of 2022 and there has been no settlement or compromise. There are still ongoing negotiations for District to purchase the parcel. Mr. Allen recommends extending the lease for another 90 days until March 30, 2023, at the same rate. Mr. Stuntz moved to accept Mr. Allen's recommendation, Mr. Rosen seconded, and it was unanimously approved by a roll call vote: Mr. Rosen, Ms. Amir-Lin, and Mr. Stuntz.

2. Update from Meetings with the Massachusetts Water Resources Authority (MWRA)

Mr. Allen provided an update from the meetings with MWRA. He stated that he has been having ongoing meetings with MWRA regarding water supply for MetroWest Coalition which encompasses Acton, Littleton, Boxborough, Concord, Maynard and Westford. We have been meeting every three weeks to discuss and review MWRA's study they are undertaking about how they can supply water to these areas. On behalf of MetroWest Alan Cathcart from Concord presented along with a mayor from the South Shore and a Senator from the North Shore. There is a large community investigation to connect to MWRA. The District is seeing this as a prudent exercise based on potential viability although based on past it is not doable based upon proximity. This is based on a 15-year timeline. The commitment would need to be made within 5 years to get the waiver. We have given them all our statistics including our master plan, hydraulic model, performance characteristics, etc. There has been large participation from the District along with the Acton Town Manager who has been attending these meetings.

3. Update on the Town of Acton's Open Space and Recreation Plan (OSRP)

Erika Amir-Lin spoke. The town is updating this plan and she is acting as the liaison to this plan. They sent an email about two weeks ago requesting input on the four draft goals. She will share with the Board members and would like to get comments back from them. Water did not get explicitly called out even though it was a high priority. We need to emphasize that water is a top goal.

4. Per- and Polyfluoroalkyl Substances (PFAS)

- Current sample data, if available

Mr. Allen stated that there isn't much to report this evening. South Acton and Acton Center are currently supplying water to customers. We did modify the Acton Center schedule and it is currently running from 6:30 AM to 8:30 PM on a timer. It has been operating well in that mode. We will wait to see what impact it has on PFAS concentrations. The South Acton pilot and should conclude around December 22nd. The pilot system will be relocated to Acton center at the beginning of the year. The Assabet 3 pumping test is complete. Day 1, 3 and 5 sampling took place. We have not received data yet on those samples.

E. NEW BUSINESS:

1. Review Draft Budget for FY '24 and Proposed Articles for 2023 Annual District Meeting Warrant
Finance Committee has reviewed the FY 24 budget.

Mr. Allen stated that there are items to highlight right now on the budget including:

- Lights Power and Fuel has a 71% increase
- Chemicals – escalation in chemical costs
- Long Term Debt – cost increase – due to Acton Center and permanent financing there

Bill Guthlein – the big eye opener is the debt amount of \$22 million. When we talk about debt we talk about how to fund the debt and that has been with the debt service fee. The alternative would be to fund via lease which gets funded through volume water rates. But overall, the budget looks ok.

Ron Parenti – The other issue of concern that Finance Committee discussed was the WR Grace fund and how that has dropped down to a level that we have not seen before.

Barry Rosen – do we anticipate in this early iteration of the budget the coming online of the second solar array? Christine confirmed that it is included.

No other comments on this first pass of the budget.

2. Proposal from Finance Committee to Restructure AWD Rates and Fees

Ron Parenti presented to the Board members a proposal to restructure AWD rates and fees. This presentation can be found on the Acton Water District website.

There are two topics that the Finance Committee has discussed over the past few meetings includes water usage and debt service. He summarized the rationale for setting up the rate that we currently have, and the primary motivator was to encourage water conservation. The structure we have currently is like other surrounding towns. The current tiered structure is confusing and is not very progressive at all. It is like a flat rate.

Steve Stuntz: how much of the revenue comes from the average water usage? Ron Parenti stated that its most of it.

Two ways to simplify the District's rate structure:

1. two-tier rate
2. linear increase rate

Ron Parenti's recommendation would be to either make it a flat rate or make it much more progressive than it currently is. The rate can be modified but the Board needs to figure out what it is that needs to be accomplished. If you want to shift revenue it needs to be within the range of normal usage to make any real shift in revenue.

Bill Guthlein: the part of the bill that we are analyzing is the volume rate of the bill. We are not including the debt service piece. Our average cost per cubic foot is now \$.12 cents and we are charging \$.04 cents for the lowest user. Charging \$.12 cents is more of an incentive then \$.04 cents.

Ron Parenti stated that the Finance Committee did vote unanimously to recommend a volume-based debt service fee.

Bill Guthlein: stated that Acton has high fixed charge versus Middlesex County peers

Ron Parenti: if you include the debt service fee into the total bill and divide the amount of water used by total bill and you look at the effective water rate including the debt service fee what you find is the effective is much higher for low end user and lower for the high-end users. If you make everything volume based, you will have the opposite situation. If we are talking about having a progressive rate structure the best thing, we can do is to have a volume-based debt service fee.

Barry Rosen: Broward County in Florida and Hicksville Water District in New York add a fee to the real estate fees. They fund their infrastructure based on real estate values. In Broward County the municipality charges a fee that is a percent of the real estate fee. The water usage is totally separate. City of Sunrise (Broward County) uses a flat rate for their water. The District could consider levying a tax. Ron Parenti: the Finance Committee has not discussed that option, but the District does have access to that information if they want to consider this approach.

Erika Amir-Lin: the issue she sees with any of those options for the debt fee is none of them are fixed. What kind of accounting situation would this create for us? How do we guarantee that we are able to service our debt? Right now, we have consistency and transparency. It's easy to tell how much goes to debt service. When there is a change in that it's discussed and voted on in public meeting. She doesn't see any of these volume-based debt fee offering what we currently have now in terms of people understanding what they are being billed for their water and where it goes.

Ron Parenti: the District already has a budget and tries to balance cost and revenue and it's already doing that calculation for the water usage part of the bill. Erika: which is a small portion of what we are responsible for. Our debt is a different category of expenditure. Debt is something that we can't change over the years. We have to pay for the debt regardless of what is going on. We are not a business and we do not operate as a business. Barry Rosen: the financial institutions making the loans to us based their rates on the predictability that we are able to pay our debt because we fixed that debt as part of our bill, and it was consistent month to month. As we take on debt, we increase the debt and as we pay off debt we can drop the debt service fee. We are not a sales organization we are a service organization.

Ron and Erika stated that debt has to be voted on by the rate payers. We don't just increase the debt service fee when we take on more debt. We have to go through the process of getting that approved by the rate payers.

Barry Rosen: the District has seen large swings in water volume, and he doesn't think that there is a model that can predict year to year because there are so many variables involved. There are a lot of unknowns in water usage and therefore water usage translates to our water revenue, but the debt fee never changes.

Bill Guthlein: why don't we go to all fixed fees? Let's take our costs divided by the number of meters and we are done. That's the end point of your argument. When we talk about fixed versus volume – volume rates incent conservation and efficiency, and volume rates don't so the more we have fixed rates the less we are incenting water efficiency. Steve Stuntz: responded to Bill that we aren't going to do that. The issue we are talking about is how do we finance the infrastructure. We have substantial amount of infrastructure in the pipeline and how do we finance it. We want a progressive rate. How many steps to it. And how are we going to pay for our infrastructure. We have a serious issue of how to finance our infrastructure. It's going to be very hard to fund within the 80% of the water users. There's not a lot of revenue for running the District and paying for the infrastructure.

Chuck Bradley: The volume based is transparent. If you use 1% of the water you pay 1% of the fee.

Erika Amir-Lin: there may be room for discussion, but she disagrees in terms of that there is nothing to be done for the 20% at the top. There is potential to leverage. Just because other towns are doing it differently doesn't mean we are doing it wrong. If only 6 out of 20 towns are doing volume only that is not even half, so we are not on the leading edge we are just doing it differently and it has worked well for us. She doesn't see a case for a change. Bill Guthlein: there is a trend (90% volume) and all but 3 or 4 are 80% volume related. We looked at other utility bills we are way off the far edge of volume versus fixed. Erika Amir-Lin: how do we compare nationally to towns like us not just in Middlesex County? What are the burdens of these other towns? Acton is unique in how we obtain, treat, and serve water. We are not facing the same things as our neighbors. We have a lot we have to do. Maybe this is the right size for us. And looking at our neighbors is maybe not the right way to think about us doing the right thing. Bill Guthlein: if you want to extend the analysis then you'd have to hire someone.

Chris Allen: we are looking at significantly more conservation restrictions placed upon us from a regulatory perspective. We are looking at taking on a lot of debt to fix PFAS. He can't recall ever a conversation with a customer who has complained about paying for water it's all about fixing PFAS.

Erika Amir-Lin: The Board had already agreed earlier in the year to look into expanding the number of ways that we offer assistance in terms of doing an analysis of every way that the Town offers assistance in terms of tax relief and seeing if there were ways we could incorporate those into what we do. Since we do have to charge are there ways to ease it without fundamentally changing the way we do business.

Ron Parenti: The main objection to volume-based debt fee us that you can't predict the revenue because the volume of water may change too much. Erika: not sure if FinComm did an accounting analysis but it would be substantial change in our accounting practices. Ron Parenti: he doesn't understand why that would be that difficult to do. He can understand the concern about the fact that you can't predict how much water you're going to sell but he doesn't know there would be that difficult to perform the calculations required.

Steve: how different would a water bill be if we go this way? Since we know that there is a flat rate and a progressive rate. Let's drop the idea of 3,000 cubic feet, what happens to a water bill does it change that much? Bill Guthlein: for the small water users it goes from \$75 to \$15 per quarter.

Chris Allen: he recommended to the Finance Committee to ask the Board if they were interested in reviewing alternative volume-based solutions. He thought it was more of a general question and he didn't expect there to be an entire presentation this evening. Because the Finance Committee has spent an awful lot of time on this topic, he didn't want them to continue to waste their time if the Board isn't interested in entertaining that scenario. Erika Amir-Lin: this is the third time over the years that this topic has been brought up so it would be good for the Board to make the final decision.

Barry Rosen: he would love to see something done for those that have a difficult time paying their bills but the reality of what he is looking at in this presentation is that he doesn't know if it will help those particular people. He is not comfortable changing anything right now seeing how we have some much going on and what is to come down the road.

Steve Stuntz: We appreciate all the work of the Finance Committee, but the Board is not going to move forward with any changes to the debt service fee or the rate structure.

3. Approve Purchase and Sale Agreement for 549 Main Street

Counselor Bassett: The rider to the Purchase and Sale addresses the specifics of the transaction. The rider terms were taken directly from the offer. The Sellers are trying to make some changes and Mary Bassett has rejected those changes. As the District is paying quite a bit for this property we are deleting those

provisions where the Seller is seeking long term control of the property. Counsel hopes that the Sellers will accept the purchase and sale agreement with her edits that she will be sending out tomorrow (Tuesday, 12/6). She is hoping to have it signed by December 14th.

Mr. Stuntz motioned to authorize Mary Bassett to send the P&S draft with edits tomorrow and the Board will plan on signing the agreement on December 14th. Mr. Rosen seconded, and it was unanimously approved by a roll call vote: Mr. Rosen, Ms. Amir-Lin, and Mr. Stuntz.

4. Authorize the District Manager as Certifying Authority for the SRF Application for PFAS Filtration at the North Acton Plant

Mr. Rosen motioned to authorize the District Manager Chris Allen or the Assistant District Manager or the Acting District Manager Matt Mostoller to act as the certifying authority for the SRF application for PFAS filtration at the North Acton Treatment plant. Ms. Amir-Lin seconded, and it was unanimously approved by a roll call vote; Mr. Rosen, Ms. Amir-Lin, and Mr. Stuntz.

5. District Manager's Contract Modification

Erika Amir-Lin would like the Board to formalize a transition plan.

Mr. Stuntz motioned to approve the District Manager's contract modification as circulated. Mr. Rosen seconded the motion. Erika's approval of this motion is going to be contingent upon having a more formalized transition plan. She has no issues with the contract modification, but the Board needs a vision of how we get there. Mr. Stuntz: All those in favor of the contract modification approved by a roll call vote: Mr. Rosen, Ms. Amir-Lin, and Mr. Stuntz.

Mr. Parenti motioned to adjourn the finance committee meeting. Mr. Bradley seconded, and it was approved by a roll call vote: Mr. Bradley and Mr. Parenti.

It was determined that an Executive Session was not needed.

Mr. Stuntz motioned to adjourn the meeting, Mr. Rosen seconded the motion, and it was unanimously approved by a roll call vote: Ms. Amir-Lin, Mr. Rosen, Ms. Amir-Lin, and Mr. Stuntz.

Next Meeting: December 12, 2022

Menu



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Drought Management in Massachusetts

Welcome to the Massachusetts Drought page where you can find information about the current drought status, the drought management task force and its meetings, drought index data and monthly hydrological conditions reports. You can also view and easily download drought-related outreach material.

Feedback

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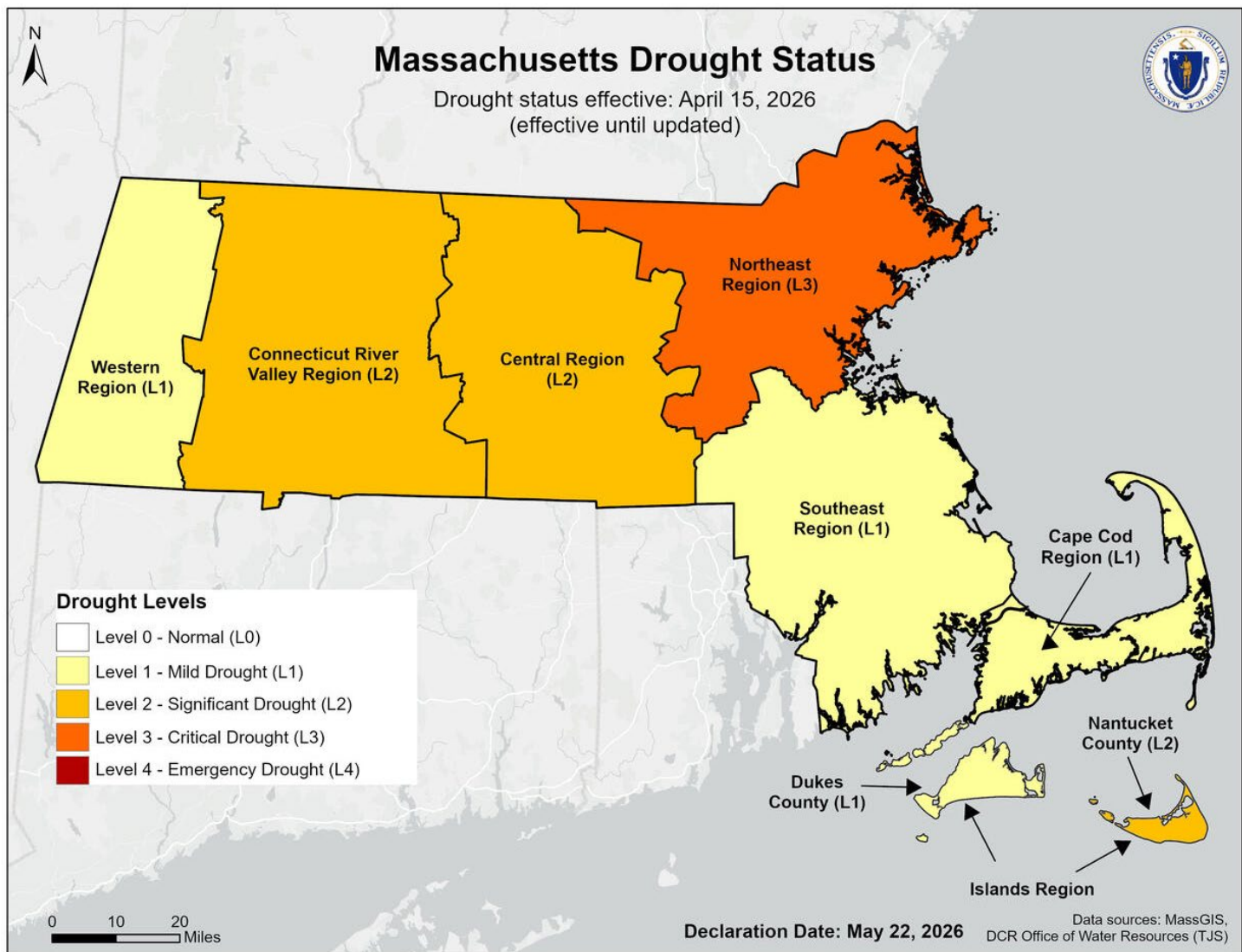
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Current Status



*The drought levels shown in the map above are in effect until the next drought declaration

May 22, 2026:

Today, Energy and Environmental Affairs (EEA) Secretary Rebecca Tepper declared a Level 3 – Critical Drought for the Northeast Region, which includes Essex, Middlesex and Suffolk Counties, as well as the Town of Brookline. The designation follows years of below-average rainfall and declining streamflow across the state, signaling worsening drought conditions and increasing stress on local water supplies.

During the first two weeks of May, much of the Northeast Region received only 0.5 to 1.5 inches of rain. Rivers and streams throughout the region are running below normal levels, an indicator that groundwater continues to shrink.

All other regions remain at their current drought levels:

- Level 2 – Significant Drought: Connecticut River Valley, Central and Nantucket County
- Level 1 – Mild Drought: Western, Southeast, Cape, and Dukes County

As outlined in the [Massachusetts Drought Management Plan](#), a Level 3 – Critical Drought requires affected communities to implement a ban on nonessential outdoor water use. The drought levels also require ongoing coordination among state and federal agencies to implement drought response actions such as water-use restrictions. Additionally, engagement with municipalities, including local Boards of Health (BOH), is essential. This includes providing technical outreach and assistance to water suppliers and affected municipalities. Residents are asked to report to their local BOH if wells are drying up; BOHs are asked to [report on the condition of local private wells](#). The Massachusetts Department of Environmental Protection (MassDEP) will continue to assist communities in managing their water systems. However, private well users and other sources of water within the same river basins are impacted by drought conditions. All sources of water, regardless of their location or type of withdrawal, ultimately draw from the same river basin. It is important for all users to do their part to conserve water. Please note that even during a drought, to continue operational activities such as flushing and spring maintenance, water suppliers may need to use higher volumes of water.

Residents can report dry environmental conditions and submit photos to help monitor the situation on the [Massachusetts Water Impact Reporter](#). Additionally, a [FAQ](#) is now available for questions regarding the current drought status and water conservation; and [private well owners can learn more](#) for information on how the drought may impact them.

State agencies will continue to closely monitor and assess conditions across the state, coordinate any needed dissemination of information to the public, and help federal, state, and local agencies prepare additional responses that may be needed in the future. The DMTF will [meet](#) again on June 8 at 11:00 AM. For further information on water conservation and what residents can do, visit the EEA's [drought](#) and [water conservation](#) pages.

Below are recommendations for communities and individuals living and working within Level 1 – Mild Drought, Level 2 – Significant Drought, and Level 3 – Critical Drought Regions including those utilizing a private well. Residents and businesses are strongly urged to check with their local

water systems in case more stringent water restrictions are in place. Many systems may have other more severe local conditions and constraints on water supply.

For Regions in Level 3 – Critical Drought

Residents and Businesses:

- Minimize overall water use;
- Stop all non-essential outdoor watering;
- Follow state water conservation actions and any local water use restrictions;
- Monitor total household water use shown on your water bill for sudden increases, which often indicate leaks. Use the [MA Home Water Use Calculator tool](#) to evaluate household water use;
- Fix any toilet or faucet leaks immediately. Check for leaks in homes and businesses regularly by:
 - Checking water meters for constant dial movement
 - Using dye tabs to check for toilet leaks
 - Conducting regular inspections of all pipes and fixtures, including those located in utility rooms, crawlspaces, and other hidden areas
- Use dishwashers rather than handwashing dishes. Run the dishwasher only on a full load;
- Aggressively reduce indoor water use by:
 - Taking showers and avoiding baths
 - Reducing shower length and consider using a shower timer
 - Running washing machines only on a full load
 - Not letting water run while brushing and shaving
 - Replacing old fixtures and appliances with water-efficient ones. Make sure toilets, faucets, and showerheads are [WaterSense labeled](#)

Immediate Steps for Local Governments:

- Adopt and implement the state’s nonessential outdoor water use restrictions for drought; Level 3 restriction calls for a ban on all nonessential outdoor water use.

- Provide timely information on the drought and on water conservation tips to local residents and businesses taking advantage of the state's [library of outreach materials](#);
- Enforce water use restrictions with increasingly stringent penalties;
- Strongly discourage or prohibit installation of new sod, seeding, and/or landscaping; washing of hard surfaces (sidewalks, patios, driveways, siding); personal vehicle or boat washing (unless needed for invasives control); and,
- Establish or enhance water-use reduction targets for all water users, identify top water users and conduct targeted outreach to help curb their use.

Short- and Medium-Term Steps for Local Governments:

- Establish a year-round water conservation program that includes public education and communication, taking advantage of the state's library of outreach materials;
- Implement or establish drought surcharge or seasonal water rates;
- Prepare to activate emergency inter-connections for water supply; and,
- Develop or refine your local drought management plan using guidance outlined in the state Drought Management [Plan](#).

For Regions in Level 2 – Significant Drought

Residents and Businesses:

- Minimize overall water use;
- Follow local water use restrictions;
- Fix indoor leaks, such as from toilets, faucets, and showers, which result in more than 60 percent of indoor use; and,
- For larger buildings and businesses, conduct water audits to identify areas of leaks and potential water conservation opportunities;

Immediate Steps for Communities/Municipalities:

- Limit or prohibit washing of hard surfaces (sidewalks, patios, driveways, siding); personal vehicle or boat washing; and,

Establish water-use reduction targets for all water users, identify top water users and conduct targeted outreach to help curb their use.

Short- and Medium-Term Steps for Communities/Municipalities:

- Establish a year-round water conservation program that includes public education and communication, taking advantage of the states [library of outreach materials](#);
- Provide timely information to local residents and businesses;
- Implement or establish drought surcharge or seasonal water rates;
- Check emergency inter-connections for water supply; and,
- Develop or refine your local drought management plan using guidance outlined in the state Drought Management [Plan](#).

For Regions in Level 1 – Mild Drought

Residents and Businesses:

- Minimize overall water use; and,
- For larger buildings and businesses, conduct water audits to identify areas of leaks and potential water conservation opportunities.

Communities/Municipalities:

- Establish a year-round water conservation program that includes public education and communication, taking advantage of the state's [library of outreach materials](#);
- Provide timely drought and water conservation information to residents and businesses;
- Check emergency inter-connections for water supply; and,
- Develop a local Drought Management [plan](#).

What you need to know

Drought Management Task Force



The DMTF serves citizens, businesses, and farms throughout Massachusetts by collecting information and making recommendations for drought management to the Secretary of EEA, the Secretary of Public Safety and Security, and the Governor...[Learn More](#)

Drought Monitoring



[Find information on current drought conditions and learn about how your water supply may be affected.](#)

Drought Tips, Tools & Resources



[Learn how you can help yourself and your community by saving water](#)

What Can You Do?

The actions below apply to all outdoor water users and represent one of the most effective ways to minimize the impacts of drought on water supply and the environment.

Nonessential* Outdoor Water-Use Restrictions at Various Drought Levels

State Drought Condition (by Region)	Nonessential Outdoor Water-Use Restrictions
Level 1 (Mild Drought)	1 day per week watering, after 5 p.m. or before 9 a.m. (to minimize evaporative losses)
Level 2 (Significant Drought)	Limit outdoor watering to hand-held hoses or watering cans, to be used only after 5 p.m. or before 9 a.m.
Level 3 (Critical Drought)	Ban on all nonessential outdoor water use
Level 4 (Emergency Drought)	Ban on all nonessential outdoor water use

**Essential uses are defined by MassDEP as uses required: a) for health or safety reasons; b) by regulation; c) for the production of food and fiber; d) for the maintenance of livestock; or e) to meet the core functions of a business. Nonessential uses are those other than essential uses.*

Steps You Can Take to Conserve Water at Each Drought Level:

The [Conserve MA Water](#) site is loaded with water conservation tools, tips, and information for residents, businesses, local communities, farmers, and more.

Level 1 – Mild Drought

Residents and Businesses:

- Toilets, faucets and showers are more than 60% of indoor use. Make sure yours are [WaterSense](#) efficient.
- Limit outdoor watering to one day a week (only from 5:00 pm – 9:00 am), or less frequently if required by your water supplier

Immediate Steps for Communities:

- Adopt and implement the state's nonessential outdoor water use restrictions for drought.
- Limit or prohibit installation of new sod, seeding, and/or landscaping; watering during or within 48 hours after measurable rainfall; washing of hard surfaces (sidewalks, patios, driveways, siding); personal vehicle or boat washing; filling of swimming pools, hot tubs, and backyard informal rinks.
- Establish water-use reduction targets for all water users and identify top water users and conduct targeted outreach to help curb their use.

Short- and Medium-Term Steps for Communities:

- Establish a year-round water conservation program that includes public education and communication.
- Provide timely information to local residents and businesses.
- Implement or establish drought surcharge or seasonal water rates.
- Check emergency inter-connections for water supply.
- Develop a local drought management plan.

Level 2 – Significant Drought

Residents and Businesses:

- Minimize overall water use;
- Limit outdoor watering to hand-held hoses or watering cans, to be used only after 5 p.m. or before 9 a.m.
- Follow local water use restrictions, if more stringent.

Immediate Steps for Communities:

- Adopt and implement the state's nonessential outdoor water use restrictions for drought; Level 2 restriction calls for limiting outdoor watering to hand-held hoses or watering cans, to be used only after 5 p.m. or before 9 a.m. If local restrictions are more stringent, continue to keep them in place during the course of the drought.
- Limit or prohibit installation of new sod, seeding, and/or landscaping; watering during or within 48 hours after measurable rainfall; washing of hard surfaces (sidewalks, patios, driveways, siding); personal vehicle or boat washing; filling of swimming pools, hot tubs, and backyard informal rinks.
- Establish water-use reduction targets for all water users and identify top water users and conduct targeted outreach to help curb their use.

Short- and Medium-Term Steps for Communities:

- Establish a year-round water conservation program that includes public education and communication.
- Provide timely information to local residents and businesses.
- Implement or establish drought surcharge or seasonal water rates.
- Check emergency inter-connections for water supply; and
- Develop or refine your local drought management plan using guidance outlined in the state Drought Management Plan.

Level 3 – Critical Drought

Residents and Businesses:

- Minimize overall water use.
- Stop all non-essential outdoor watering.

Immediate Steps for Communities:

- Adopt and implement the state's nonessential outdoor water use restrictions for drought; Level 3 restriction calls for a ban on all nonessential outdoor water use.
- Provide timely information on the drought and on water conservation tips to local residents and businesses.
- Enforce water use restrictions with increasingly stringent penalties.
- Strongly discourage or prohibit installation of new sod, seeding, and/or landscaping; washing of hard surfaces (sidewalks, patios, driveways, siding); personal vehicle or boat washing; filling of swimming pools, hot tubs, and backyard informal rinks.
- Establish or enhance water-use reduction targets for all water users and identify top water users and conduct targeted outreach to help curb their use

Short- and Medium-Term Steps for Communities:

Establish a year-round water conservation program that includes public education and communication.

- Implement or establish drought surcharge or seasonal water rates.
- Prepare to activate emergency inter-connections for water supply.
- Develop or refine your local drought management plan using guidance outlined in the state [Drought Management Plan](#).

Additional Resources

[Water Conservation Toolkit](#)

[Massachusetts Drought Management Plan](#) (English, PDF 5.47 MB)

[Massachusetts Drought Retrospective 2016-2017](#) (English, PDF 4.21 MB)

Drought- Related Press Releases

The secretary of EOEEA sends regular press releases during times of drought to update stakeholders on current conditions statewide. It can be useful to review these press releases in order to get a summary of how drought conditions are being evaluated and managed at a given time in Massachusetts. View archived and most recent drought-related press releases at the links below.

- 2/13/2023 - [Drought Conditions Return to Normal Across Commonwealth](#)
- 1/13/2023 - [Majority of the Commonwealth Experiences Improved Drought Conditions](#)

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Water Supply District of Acton

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FAX (978) 264-0148

To: Board of Water Commissioners, Finance Committee, Moderator and Clerk
From: Matthew Mostoller, District Manager
Re: Commissioners' meeting schedule for July-December 2026

Board of Water Commissioners meeting schedule July 1, 2026-December 31, 2026

<u>DATE</u>	<u>Finance Committee Member</u>
July 13, 2026	Ron Parenti
July 27	Bill Guthlein
August 10	Ron Parenti
August 24	Bill Guthlein
September 8 (Tuesday)	Ron Parenti
September 22 (Tuesday)	Bill Guthlein
October 5	Ron Parenti
October 19	Bill Guthlein
November 9	Ron Parenti
November 23	Bill Guthlein
December 14	Ron Parenti