

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

April 28, 2008

Agenda: Comments from Citizens
 Approve Minutes of March 24, 2008 and April 15, 2008

NEW BUSINESS

Annual Appointments
Contract for Indian Village Water Main Improvement
Borrowing Strategy for Bonding Approved Capital Projects
Legal Account Reserve Fund Transfer
Finance Committee Meeting on 5/1/2008
Election of New Chairman

Minutes of April 28, 2008 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, Moderator Dick O'Brien, Clerk Charles Orcutt III, and Finance Committee Member Charles Bradley. George Johnston was representing ACES.

The meeting was called to order at 7:40 P.M.

Approve Minutes of March 24, 2008 and April 15, 2008

Mr. Phillips moved to accept the minutes of the meeting held on March 24, 2008 and Mr. Stuntz seconded the motion. The Commissioners were all in favor of approving the minutes.

Mr. Phillips moved to accept the minutes of the meeting held on April 15, 2008 and Mr. Parenti seconded the motion. The Commissioners were all in favor of approving the minutes.

Comments from Citizens

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

NEW BUSINESS

Annual Appointments

Charles Orcutt III, Clerk of the District, swore in Mr. Stephen Stuntz as Water Commissioner.

The following appointments were made by the Commissioners of the Water Supply District of Acton:

District Counsel	Mary Bassett
Accountant	Maureen Mara
Treasurer/Collector	Mary J. Bates
Assistant Treasurer	Chris Allen
Finance Committee Member	Charles Bradley
Assistant Clerk	Helen Argento
Recording Secretary	Nancy Peterson

Mr. Stuntz moved the appointments and Mr. Phillips seconded the motion. All members were unanimously in favor.

Contract for Indian Village Water Main Improvement

Mr. Stuntz moved to accept the contract with Proia Construction, Inc. for the Indian Village water main replacement and Mr. Phillips seconded the motion. The Commissioners were all in favor of accepting the contract.

Mr. Allen stated that Proia Construction, Inc. had good references and they were highly recommended. Mr. Allen stated that he has not previously worked with this company, but that Waterline Industries Corporation has worked with Proia Construction, Inc. a long time ago.

The “Contract Document for the Indian Village Water Main Replacement” was signed by all the Commissioners at tonight’s meeting.

Borrowing Strategy for Bonding Approved Capital Projects

Ms. Bates described to the Commissioners the borrowing strategy for the short/long term. She stated that the Acton Water District will be borrowing short term to get the Indian Village Water Main and Kennedy-Marshall Treatment Plant projects started and will issue a permanent bond in the fall for the total of both projects. The amount will be \$2.9M for the short term which would be until November and then roll into the long term for the amount of \$6.1M. She stated that an audit will be completed in August and that there is a possibility that a rating agency will be brought out. She discussed the estimated percentage rate of 4 to 4.5% and mentioned that the short term rate is lower (one year).

Mr. Allen stated that the Microscopic Particulate Analysis (MPA) results were moderate; indicating some surface water influence. The test will probably be required by DEP to be repeated for confirmation. He also said that the pumping test was fine and that 350 gallons-per-minute (GPM) was the rate (1/2 million-gallons-per day). Mr. Bradley questioned if there is any risk of losing permission from the DEP if we delay the construction process, and Mr. Allen responded with no, but if the delay is extensive, testing might have to be redone.

Legal Account Reserve Fund Transfer

The Commissioners approved and they all signed the Legal Account Reserve Fund transfer.

Finance Committee Meeting on 5/01/2008

Mr. Allen informed the Commissioners of the Finance Committee meeting that will be held on May 1, 2008 and said that Boston Financial Management will be attending to discuss the funds. Also on the agenda for the meeting will be the discussion of the potential new Finance Committee member.

Mr. O'Brien handed out a copy of a draft advertisement seeking candidates for the position of the new Finance Committee Member. He recommends sending this to two email lists as well as putting it on the Acton Water District Website in hopes of reaching a broader audience for the position. Mr. O'Brien said that Mr. Bradley has corporate experience and Mr. Kingman has financial experience and that he was hoping to get someone with operating experience to fill the position. He provided the example of Charlie Kadlec, who has run his own business for 40 years. Mr. O'Brien requested that the Commissioners send a copy of the advertisement to Malcolm Pluskal.

Election of New Chairman

Mr. Stuntz moved to elect Mr. Phillips as the new Water Commissioners Chairman and Mr. Parenti seconded the motion. The Commissioners were all in favor.

OTHER BUSINESS

Mr. Allen informed the Commissioners that he has spoken to the Town of Acton regarding the Acton Water District using the reverse 911 system for announcements, i.e., flushing, water main breaks, etc. He also discussed the possibility of creating a survey for the Acton residents to give feedback on customer service, etc.

Ms. Bassett reviewed a letter with the Commissioners that she has drafted to send to Brown Brothers regarding fees that the Acton Water District has paid in 2007 and January 2008 in the amount of \$26,404.44 for services not rendered, and requesting the return of these funds. She noted that Brown Brothers have been managing the AWD funds since 1997 and that they did not do what they were instructed to do by the Treasurer and the Finance Committee, which was to transfer the funds from the current portfolio to investments on the Commonwealth's "legal list". Ms. Bassett will inform the Commissioners when she receives a response from Brown Brothers.

Mr. Allen informed the Commissioners that the Acton Water District has won the 2008 Conservation Award and that he and Ms. Ceraso will be accepting the award at the State House on May 7, 2008.

Mr. Stuntz moved to adjourn the meeting and Mr. Parenti seconded the motion. The meeting adjourned at 8:33 pm.