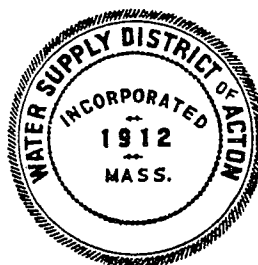


ANNUAL REPORT
OF THE
WATER SUPPLY DISTRICT
OF
ACTON, MASSACHUSETTS



[Handwritten signature]
1974

For the Year Ending December Thirty-first

1974

IN MEMORIAM



JAMES EDWARD KINSLEY

District Clerk	1931 - 1951
Commissioner	1952 - 1955
Moderator	1961 - 1969

In appreciation of his many years of devoted service to the Water Supply District, the Board of Commissioners, on April 9, 1974, voted to name the new reservoir facility on Nagog Hill Road, the JAMES E. KINSLEY RESERVOIR.

ORGANIZATION - 1974

Water Commissioners

Alvin R. Piper	Term expires 1975
Harlan E. Tuttle	Term expires 1976
Kevin B. Sweeney	Term expires 1977

Moderator

Milford B. Bottomley	Term expires 1975
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Clerk

Mrs. Beryl B. Silva	Term expires 1975
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Treasurer

Carl R. Godfrey	Term expires 1975
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Finance Committee

Robert E. Nelson	Term expires 1975
**Donald L. Loring	Term expires 1976
*Benjamin L. Benoit III	Term expires 1976
Raymond L. Page	Term expires 1977

**Resigned

*To fill vacancy

Commissioners meet on second Tuesday of the month
Whitcomb Station, Massachusetts Avenue, West Acton
8 P. M.

Appointments by the Water Commissioners

Superintendent

Stephen W. Scribner	Term expires 1975
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Collector

Stephen G. Peterson	Term expires 1975
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Accountant

Mrs. Beryl B. Silva	Term expires 1975
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Attorney

Charles E. Orcutt, Jr.	Term expires 1975
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COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.



To the Clerk of the Water Supply District of Acton,
GREETINGS:

You are directed to notify the inhabitants of the Town of Acton, qualified to vote in elections and town affairs, to assemble at the

Whitcomb Station of the Water Supply District
Massachusetts Avenue (Route 111), West Acton

on MONDAY, MARCH 3, 1975

at 12:00 o'clock noon;

Then and there to bring their votes on one ballot for the following officers:

Moderator for one year, one commissioner for three years, treasurer for one year, and clerk for one year.

The polls will open at TWELVE O'CLOCK, NOON, and close at EIGHT O'CLOCK P. M.

You are further requested to notify the legal voters of said Town of Acton, as aforesaid, to meet at the

Acton-Boxborough Regional High School Auditorium
Charter Road at Hayward Road, West Acton

on WEDNESDAY, MARCH 19, 1975

at 7:30 o'clock, P. M.

Then and there to act on the following articles:

ARTICLE 1. To fix the salaries of the elected officers.

ARTICLE 2. To act on the reports of the Commissioners, the Treasurer, and other officers and committees of the District.

ARTICLE 3. To see if the District will vote to authorize the Treasurer, with the approval of the Commissioners, to borrow in anticipation of the revenue for the financial year beginning July 1, 1975, in accordance with provisions of General Laws, Chapter 44, Section 4, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of General Laws, Chapter 44, Section 17, or take any other action relative thereto.

ARTICLE 4. To see if the District will vote to instruct the Commissioners to have an audit of the various accounts of the District, or to take any action relative thereto.

ARTICLE 5. To see what sums of money the District will vote to raise and appropriate to defray the usual expenses of the District.

ARTICLE 6. To see if the District will vote to ratify and confirm the action taken by the Commissioners at their regular monthly meeting held on April 9, 1974, at which meeting it was unanimously voted to name the new reservoir to be constructed on Nagog Hill Road for James Edward Kinsley, a former Moderator and Commissioner of the District, or to take any other action relative thereto.

ARTICLE 7. To see if the District will vote to transfer from surplus revenue, a certain sum of money for a new 3/4 ton truck to replace the 1968 Chevrolet truck currently in use, and to authorize the Commissioners to trade or sell the 1968 truck, or take any other action relative thereto.

ARTICLE 8. To see if the District will vote to authorize the Commissioners to enter into a written agreement with Assabet Sand & Gravel Company, Inc., a Massachusetts corporation having a usual place of business in Acton, Massachusetts, regarding the removal of overburden and required landscaping incident thereto on land owned by the District located off Powder Mill Road and New High Street

in said Acton, and subject to the terms and conditions of a permit from the Acton Board of Appeals, if applicable.

Said agreement to be for one year and subject to the prior approval of the Department of Public Health, Commonwealth of Massachusetts. Said agreement shall also contain whatever terms, restrictions, conditions or limitations the District or Board of Selectmen, or both, deem necessary to protect the interests of the District and the Town. The District is to be reimbursed by Assabet Sand & Gravel Company, Inc., under the terms of said agreement, or to take any other action relative thereto.

ARTICLE 9. To see if the District will vote to transfer from surplus revenue the sum of \$15,000.00 to the "Survey for New Water Supply" account, or take any other action relative thereto.

ARTICLE 10. To see if the District will vote to transfer from surplus revenue the sum of \$5,000.00 for redevelopment of the well at Whitcomb Station, or take any other action relative thereto.

ARTICLE 11. To see if the District will transfer from surplus revenue a certain sum of money to pay the landowner in the matter of an eminent domain proceeding heretofore voted under Article 8 of the Annual District Warrant, February 11, 1970, said civil suit presently pending retrial in the Middlesex Superior Court, Number 315795, Belle Oxley vs. Water Supply District of Acton, or take any other action relative thereto.

And you are directed to serve this warrant by posting copies attested by you in two or more public places in the Water Supply District, fourteen days at least before the time of said meeting, as authorized by Chapter 41, Section 119, of the General Laws.

~~Hereof fail not and make due returns of this warrant with your doings thereon to the Water Commissioners on or before the time of holding said meeting.~~

Given under our hands this twentieth day of January, in the year one thousand nine hundred and seventy-five.

ALVIN R. PIPER
HARLAN E. TUTTLE
KEVIN B. SWEENEY
Water Commissioners

A true copy.
Attest:

District Clerk.

REPORT OF THE COMMISSIONERS

The Commissioners of the Water Supply District of Acton make the following report:

Continued progress has been the theme of your Water District. Using the Master Plan as a guide and recognizing the needs of the community, have greatly guided your Commissioners to take positive actions in conducting the business of the District.

Three major projects were started and one of those completed, namely, Brook Street Extension. We are now able to service a part of the town which was previously serviced by the Town of Concord. The two others, Kinsley Reservoir, and the Erikson Well site will be completed by late spring and late summer respectively.

The cost of the Brook Street Extension was totally borne by the developer. Consider that for a moment. No cost to the District, and the District will benefit from that, indefinitely.

The Kinsley Reservoir when completed will meet current and future demands placed on the District. This three (3) million gallon reservoir will provide increased storage and better pressure in the system, which will greatly aid the Fire Department, should the occasion require, and be most beneficial to the individual user.

The Erikson Well will produce an additional 300,000 gallons per day which indicates two very important points, namely: more water for our users and additional income.

Inflation is familiar to everyone. However, because of good planning and extreme care in the operation of your District, it will not be necessary for the Commissioners to request a rate increase at this time. When you consider the improvements, the expenditures, and the huge cost of electricity (which is used to operate the large pumps), you would probably expect an increase in your water rates. It is with pleasure that we can inform you that it will not be required presently.

Two new members were appointed to the Finance Committee by the Moderator. It is our opinion that he used extremely good judgment in regard to those appointments. We prepared the budget and then presented it to the Finance Committee. They scrutinized our work and reported back to us. Their recommendations were most helpful and we

wish to take this opportunity to express our appreciation not only to them, but to all of those boards and committees who have assisted us this year.

The Finance Committee prepared an "Amortization Schedule - Bonds and Interest," which we think will be of interest to you. See schedule which follows this report.

We submit herewith the estimated budget for the fiscal year, July 1, 1975 - June 30, 1976:

Estimated Receipts

Hydrants	\$ 39,875
Water Rates	314,000
Sprinklers	3,700
Repairs & New Installations	30,000
Assabet Sand & Gravel Company	26,000
Contract - Community Concepts	<u>32,100</u>

\$445,675

Handwritten calculations in a circle:

$$\begin{array}{r} 135 \\ 145 \\ \hline 280 \\ 288 \end{array}$$
 Below the circle is a box containing the number 304.

Estimated Expenditures

Group Insurance	\$ 5,200
Bonds & Interest (see schedule)	230,132
Salaries & Wages	107,000
Equipment Rental	1,500
Lights, Power & Telephone	45,000
Fuel	1,200
Maintenance & Operation	25,000
Miscellaneous	3,000
Middlesex County Retirement	6,500
Massachusetts State Audit	<u>2,000</u>
Land Survey	2,000
Legal Expenses	9,000
Land Appraisal	1,000
Engineering Expenses	5,000
Insurance	5,000
Meters	<u>5,000</u>
Auto & Equipment Expense	6,000
Reserve Fund	<u>20,000</u>

\$479,532

Handwritten notes in a box:
 66 770
 72 770
 20 770

ALVIN R. PIPER
 HARLAN E. TUTTLE
 KEVIN B. SWEENEY

Water Commissioners

WATER SUPPLY DISTRICT
OF
ACTON, MASSACHUSETTS

AMORTIZATION SCHEDULE - BONDS AND INTEREST

	<u>Original Amount</u>	<u>Balance 7/1/75</u>	<u>1975-1976 Principal Interest</u>	<u>1976-1977 Principal Interest</u>	<u>1977-1978 Principal Interest</u>	<u>1978-1979 Principal Interest</u>	<u>1979-1980 Principal Interest</u>	<u>1980-1981 Principal Interest</u>	<u>1981-1982 Principal Interest</u>	<u>1982-1983 Principal Interest</u>	<u>1983-1984 Principal Interest</u>
Nagog Hill Road	\$ 66,250	\$ 51,250	\$ 15,000.00 3,203.00	\$ 15,000.00 2,265.00	\$ 11,000.00 1,330.00	\$ 10,250.00 640.00					
Assabet Land	100,000	50,000	10,000.00 3,500.00	10,000.00 2,800.00	10,000.00 2,100.00	10,000.00 1,400.00	10,000.00 700.00				
Water Mains	130,000	78,000	13,000.00 3,588.00	13,000.00 2,990.00	13,000.00 2,392.00	13,000.00 1,794.00	13,000.00 1,196.00	13,000.00 598.00			
Community Concepts	300,000	240,000	30,000.00 10,125.00	30,000.00 8,775.00	30,000.00 7,425.00	30,000.00 6,075.00	30,000.00 4,725.00	30,000.00 3,375.00	30,000.00 2,025.00	30,000.00 675.00	
Flagg Hill Reservoir	200,000	90,000	10,000.00 2,720.00	10,000.00 2,400.00	10,000.00 2,080.00	10,000.00 1,760.00	10,000.00 1,440.00	10,000.00 1,120.00	10,000.00 800.00	10,000.00 480.00	10,000.00 160.00
Water Mains	196,000	136,000	15,000.00 7,838.50	15,000.00 6,923.50	15,000.00 6,008.50	15,000.00 5,093.50	15,000.00 4,178.50	15,000.00 3,263.50	10,000.00 2,501.00	10,000.00 1,891.00	10,000.00 1,281.00
Nagog Hill Reservoir	540,000	540,000	30,000.00 29,925.00	30,000.00 28,215.00	30,000.00 26,505.00	30,000.00 24,795.00	30,000.00 23,085.00	30,000.00 21,375.00	30,000.00 19,665.00	30,000.00 17,955.00	30,000.00 16,245.00
Water Bonds	385,000	385,000	25,000.00 21,232.50	25,000.00 19,807.50	25,000.00 18,382.50	25,000.00 16,957.50	25,000.00 15,532.50	25,000.00 14,107.50	25,000.00 12,682.50	25,000.00 11,257.50	25,000.00 9,832.50
TOTALS	\$1,917,250	\$1,570,250	\$230,132.00	\$222,176.00	\$210,223.00	\$201,765.00	\$183,857.00	\$166,839.00	\$142,673.50	\$137,258.50	\$102,518.50

WATER SUPPLY DISTRICT
OF
ACTON, MASSACHUSETTS

AMORTIZATION SCHEDULE - BONDS AND INTEREST (CONTINUED)

	<u>Original</u> <u>Amount</u>	<u>Balance</u> <u>7/1/75</u>	<u>1984-1985</u> <u>Principal</u> <u>Interest</u>	<u>1985-1986</u> <u>Principal</u> <u>Interest</u>	<u>1986-1987</u> <u>Principal</u> <u>Interest</u>	<u>1987-1988</u> <u>Principal</u> <u>Interest</u>	<u>1988-1989</u> <u>Principal</u> <u>Interest</u>	<u>1989-1990</u> <u>Principal</u> <u>Interest</u>	<u>1990-1991</u> <u>Principal</u> <u>Interest</u>	<u>1991-1992</u> <u>Principal</u> <u>Interest</u>	<u>1992-1993</u> <u>Principal</u> <u>Interest</u>
Nagog Hill Road	\$ 66,250	\$ 51,250									
Assabet Land	100,000	50,000									
Water Mains	130,000	78,000									
Community Concepts	300,000	240,000									
Flagg Hill Reservoir	200,000	90,000									
Water Mains	196,000	136,000	10,000.00 671.00	6,000.00 183.00							
Nagog Hill Reservoir	540,000	540,000	30,000.00 14,535.00	30,000.00 12,825.00	30,000.00 11,115.00	30,000.00 9,405.00	30,000.00 7,695.00	30,000.00 5,985.00	30,000.00 4,275.00	30,000.00 2,565.00	30,000.00 855.00
Water Bonds	385,000	385,000	25,000.00 8,407.50	25,000.00 6,982.50	25,000.00 5,557.50	25,000.00 4,132.50	20,000.00 2,850.00	20,000.00 1,710.00	20,000.00 570.00		
TOTALS	\$1,917,250	\$1,570,250	\$ 88,613.50	\$ 80,990.50	\$ 71,672.50	\$ 68,537.50	\$ 60,545.00	\$ 57,695.00	\$ 54,845.00	\$ 32,565.00	\$ 30,855.00

REPORT OF THE FINANCE COMMITTEE

The voters of the District might find it helpful to know the relationship of receipts and expenditures in the budget.

The estimated expenditures are the amounts that the Commissioners feel are necessary to operate the District for the fiscal year July 1, 1975 through June 30, 1976. These amounts must be met by:

1. Estimated receipts.
2. An appropriation from surplus revenue.
3. If estimated receipts and surplus revenue are not sufficient,
 - (a) by an increase in the water rates, or
 - (b) inclusion of any amount needed in the general tax levy of the town.

It was anticipated that a rate increase would be required for the fiscal year June 30, 1976 budget, due to estimated expenditures exceeding estimated receipts by \$26,000.00. However, after reviewing the various circumstances it was decided by the Finance Committee that the rate increase be postponed. The primary reason for this decision was the projected surplus revenue of the District at June 30, 1975.

The estimated receipts figure may not, without special permission of the Department of Corporations and Taxation, exceed the previous year's actual receipts. So, in a sense, the Commissioners have to contend with the situation of meeting increasing costs in a coming year, with the revenues of a past year. Therefore it will be necessary to make an appropriation from surplus revenue to meet the budget for the fiscal year ending June 30, 1976.

Any increases in this year's budget have been modest, with exception of the Bonds and Interest Account and the Light, Power and Telephone Account. For a detailed analysis of the Bonds and Interest Account see the amortization schedule which follows the estimated budget in the Report of the Commissioners. The Light, Power and Telephone Account is higher primarily due to the increased cost of electricity and to increased usage.

RAYMOND L. PAGE
ROBERT E. NELSON
BENJAMIN L. BENOIT III

Finance Committee

REPORT OF THE SUPERINTENDENT

The following report covers the activities of the District for the calendar year 1974.

New installations numbered 56.

Old services repaired or renewed numbered 32.

Old meters replaced with new outside readers numbered 228, which now gives the District approximately 2000 or 56% with the new outside readers.

Considerable work was involved on the water main on Newtown Road from Simon Willard Road to Evergreen Road. The water main had to be removed and replaced with new pipe in conjunction with the new culvert installed under Newtown Road by the Town of Acton.

The water main extensions on Nagog Hill Road to the new reservoir, and Brook Street to Davis Road have been completed.

Developers have installed water mains in the following streets and subdivisions: Drummer Road, Meeting House Road, Puritan Road, Robert Road, Gerald Circle, Davis Road, and also at the Village of Nagog Woods.

Total number of hydrants as of January 1, 1975: 725.

Work has begun on the new Erikson Well, and should be completed and in service during the fiscal year 1975-1976, giving the District an additional 300,000 gallons per day.

I would like to express my thanks to the Fire Department and the Highway Department, as well as all others who assisted us in any way during the year.

STEPHEN W. SCRIBNER

Superintendent

REPORT OF THE COLLECTOR

January 1, 1974 - July 1, 1974

Outstanding January 1, 1974	\$ 28,262.44	
Charges 1/1 - 7/1/74	174,459.05	
Refunds 1/1 - 7/1/74	<u>4,733.47</u>	\$207,454.96
Payments to Treasurer 1/1 - 7/1/74	183,565.23	
Abatements	8,697.03	
Outstanding July 1, 1974	<u>15,192.70</u>	<u>\$207,454.96</u>

July 1, 1974 - January 1, 1975

Outstanding July 1, 1974	\$ 15,192.70	
Charges 7/1 - 1/1/75	235,458.14	
Refunds	<u>174.00</u>	\$250,824.84
Payments to Treasurer 7/1 - 1/1/75	\$233,609.13	
Abatements	668.73	
Outstanding January 1, 1975	<u>16,546.98</u>	<u>\$250,824.84</u>
Assessed Valuation of District		\$132,975,215.00

16,543.84

STEPHEN G. PETERSON

Collector

REPORT OF THE DISTRICT ACCOUNTANT

This portion of the report covers expenditures for the balance of fiscal 1973-1974 (January 1, 1974-June 30, 1974).

<u>Account</u>	<u>Balance 12/31/73</u>	<u>Balance 6/30/74</u>
Group Insurance	\$ 3,294.46	\$ 1,303.20
Bonds and Interest	81,354.00	28,789.50
Equipment Rental	2,114.00	408.26
Salaries and Wages	43,551.28	159.45
Lights, Power and Telephone	9,631.54	-0-
Auto and Equipment Expense	2,467.35	15.39
Fuel	796.89	188.86
Maintenance and Operation	11,506.78	17.61
Insurance	1,022.91	-0-
Miscellaneous	861.45	56.67
Meters	11,837.49	4.04
Middlesex County Retirement	641.00	-0-
Massachusetts State Audit	6,347.00	5,458.19
Legal Expenses	4,336.32	-0-
Land Survey	942.55	942.55
Land Appraisal	500.00	500.00
Engineering Expenses	550.46	-0-
Reserve Fund	8,185.04	-0-

Special Appropriations

Assabet Well #1	32.32	9.64
Assabet Well #2	270.19	117.87
Main Street Extension	5,249.91	5,249.91
Truck #1	384.94	203.92
Radio Base Station	172.50	172.50
Standpipe Repairs	239.00	239.00
Great Rd., Rte 2A Extension	33,240.19	25,453.64
Elm Court Extension	2,500.00	2,500.00

The appropriations voted by the District March 20, 1974, cover the period July 1, 1974 - June 30, 1975. Below are listed expenditures for the first six months of this period.

	<u>Appropriation</u>	<u>Balance 12/31/74</u>
Reserve Fund	\$ 20,000.00	\$ 19,141.00
Group Insurance	5,200.00	3,415.60
Bonds and Interest	211,680.00	73,636.28
Salaries and Wages	102,500.00	48,374.93
Equipment Rental	1,500.00	807.00
Lights, Power and Telephone	24,000.00	5,163.90
Auto and Equipment Expense	5,000.00	2,460.99
Fuel	1,000.00	779.25
Maintenance and Operation	27,000.00	14,062.51
Insurance	5,000.00	2,855.99
Miscellaneous	3,000.00	1,495.92

	<u>Appropriation</u>	<u>Balance 12/31/74</u>
Meters	\$ 8,500.00	\$ 7,140.94
Middlesex County Retirement	5,000.00	-0-
Massachusetts State Audit	2,000.00	2,000.00
Legal Expenses	9,000.00	8,077.89
Land Survey	2,000.00	2,000.00
Land Appraisal	1,000.00	1,000.00
Engineering Expenses	5,000.00	5,000.00

Special Appropriations

Truck #1 (OSB)	203.92	108.96
Radio Base Station (OSB)	172.50	172.50
Standpipe (OSB)	239.00	239.00
Great Rd., Rte. 2A Ext. (OSB)	25,453.64	1,623.29
Nagog Hill Road Extension	240,000.00	33,525.81
Kinsley Reservoir, Nagog Hill	540,000.00	117,122.05
Elm Court Extension (OSB)	2,500.00	2,500.00
Assabet Well #1 (OSB)	9.64	-0-
Assabet Well #2 (OSB)	117.87	38.21
Main St. Extension (OSB)	5,249.91	5,249.91

(OSB - Outstanding balance)

Debt Account - December 31, 1974

		<u>Water Main and Land Purchase Loans</u>
Net Funded or Fixed Debts	\$1,593,250.00	1963 \$ 90,000.00
		1970 60,000.00
		1970 136,000.00
		1971 91,000.00
		1972 240,000.00
		1974 51,250.00
		1974 540,000.00
		1974 385,000.00
	<u>\$1,593,250.00</u>	<u>\$1,593,250.00</u>

BERYL BANCROFT SILVA

District Accountant

REPORT OF THE TREASURER

June 30, 1974

Middlesex Bank Balance January 1, 1974	\$ 94,284.70
Deposits	<u>666,625.36</u>
	\$760,910.06
Disbursements on Commissioners' Orders	<u>573,758.75</u>
Balance June 30, 1974	\$187,151.31

National Shawmut Bank Balance, January 1, 1974	\$ 89,137.96
Deposits	<u>135,123.75</u>
	\$224,261.71
Disbursements on Commissioners' Orders	<u>113,122.71</u>
Balance June 30, 1974	\$111,139.00

Bonds and Notes

Bonds Outstanding January 1, 1974	\$793,000.00
Bonds Paid	<u>121,000.00</u>
	\$672,000.00
Bonds and Notes Issued	<u>215,000.00</u>
Bonds and Notes Outstanding June 30, 1974	\$887,000.00

CARL R. GODFREY

Treasurer

REPORT OF THE TREASURER

December 31, 1974

Middlesex Bank Balance July 1, 1974	\$187, 151.31
Deposits	<u>233, 263.98</u>
	\$420, 415.29
Disbursements	<u>161, 431.51</u>
Balance December 31, 1974	\$258, 983.78

National Shawmut Bank Balance July 1, 1974	\$111, 139.00
Deposits	<u>1, 780, 514.54</u>
	\$1, 891, 653.54
Disbursements	<u>1, 676, 026.85</u>
Balance December 31, 1974	\$ 215, 626.69

Bonds and Notes

Bonds Outstanding July 1, 1974	\$887, 000.00
Bonds and Notes Paid	<u>159, 000.00</u>
	\$728, 000.00
Bonds and Notes Issued	<u>865, 250.00</u>
Bonds and Notes Outstanding December 31, 1974	\$1, 593, 250.00

CARL R. GODFREY

Treasurer

WATER MEETING

Abstract of the proceedings of the annual election of officers of the Water Supply District of Acton, held on

MONDAY, MARCH 4, 1974

at the Whitcomb Station of the Water Supply District, on Massachusetts Avenue (Route 111), West Acton. (Polls open from noon to 8 P. M.).

Total number of ballots cast: 57

The following were elected:

Commissioner for 3 years:

Kevin B. Sweeney 55
Blank 1

Moderator for 1 year:

Milford B. Bottomley 57
Blank 0

Treasurer for 1 year:

Carl R. Godfrey 57
Blank 0

Clerk for 1 year:

Beryl B. Silva 57
Blank 0

A true copy.

Attest:

BERYL BANCROFT SILVA

District Clerk

WATER MEETING

Abstract of the proceedings of the annual meeting of the Water Supply District of Acton, held in Acton-Boxborough Regional Junior High School Auditorium, Charter Road, West Acton,

WEDNESDAY, MARCH 20, 1974, at 7:30 o'clock P.M.

ARTICLE 1. To fix the salaries of the elected officers.

VOTED: To fix the salaries as follows:

Chairman of Commissioners	\$ 700.00 per year
Two (2) Commissioners	500.00 each per year
Treasurer	1,500.00 per year
Moderator	15.00 per meeting
Clerk	500.00 per year.

(Unanimous vote.)

ARTICLE 2. VOTED: To accept the reports of the District officers and the report of the Bylaw Study Committee. (Unanimous vote.)

ARTICLE 3. VOTED: That the District authorize the Treasurer, with the approval of the Commissioners, to borrow in anticipation of revenue for the financial year beginning July 1, 1974, in accordance with the provisions of the General Laws, Chapter 44, Section 4, and to renew any note or notes as maybe given for a period of less than one year, in accordance with the provisions of General Laws, Chapter 44, Section 17. (Unanimous vote.)

ARTICLE 4. VOTED: To instruct the Commissioners to have an audit of the various accounts of the District under the direction of the Commonwealth of Massachusetts. (Unanimous vote.)

ARTICLE 5. VOTED: To appropriate from estimated receipts of the District the sum of \$425,670.00, and from free cash the sum of \$12,710.00, for the maintenance and operation of the District, and specific appropriations as follows:

Group Insurance	\$ 5,200.00
Bonds & Interest	211,680.00
Salaries & Wages	102,500.00
Equipment Rental	1,500.00

Lights, Power & Telephone	\$ 24,000.00
Fuel	1,000.00
Maintenance & Operation	27,000.00
Miscellaneous	3,000.00
Middlesex County Retirement	5,000.00
Massachusetts State Audit	2,000.00
Land Survey	2,000.00
Legal Expenses	9,000.00
Land Appraisal	1,000.00
Engineering Expense	5,000.00
Insurance	5,000.00
Meters	8,500.00
Auto & Equipment Expense	5,000.00
Reserve Fund	<u>20,000.00</u>

Total \$438,380.00

(Unanimous vote.)

ARTICLE 6. VOTED: That the District authorize the Commissioners to enter into a written agreement with Assabet Sand & Gravel Company, Inc., a Massachusetts corporation having a usual place of business in Acton, Massachusetts, regarding the removal of overburden and required landscaping incident thereto on land owned by the District located off Powder Mill Road and New High Street in said Acton, and subject to the terms and conditions of a permit from the Acton Board of Appeals, if applicable.

Said agreement to be in effect until the next annual meeting of the District and subject to the prior approval of the Department of Public Health, Commonwealth of Massachusetts. Said agreement shall also contain whatever terms, restrictions, conditions or limitations the District or Board of Selectmen, or both, deem necessary to protect the interests of the District and the Town. The District is to be reimbursed by Assabet Sand & Gravel Company, Inc., under the terms of said agreement. (Unanimous vote.)

Voted to adjourn: 8:25 P.M.

A true copy.

Attest:

BERYL BANCROFT SILVA

District Clerk



NICHOLAS L. METAXAS
COMMISSIONER
GORDON A. MCGILL
DIRECTOR OF ACCOUNTS

The Commonwealth of Massachusetts
Department of Corporations and Taxation
Bureau of Accounts

Leverett Saltonstall Building, Government Center
100 Cambridge Street, Boston 02204

MAIL ADDRESS:
P. O. BOX 7015
BOSTON, MASS. 02204

April 17, 1974

To the Board of Water Commissioners
Water Supply District of Acton
Acton, Massachusetts

Gentlemen:

I submit herewith my report of an audit of the books and accounts of the Water Supply District of Acton for the period from August 25, 1971 to June 30, 1973, made in accordance with the provisions of Chapter 44, General Laws. This is in the form of a report made to me by Mr. Robert M. Crosby, Assistant Chief of Bureau.

Very truly yours,

Gordon A. McGill
Director of Accounts

GAM:lm

Mr. Gordon A. McGill
Director of Accounts
Department of Corporations and Taxation
Boston, Massachusetts

Sir:

As directed by you, I have made an audit of the books and accounts of the Water Supply District of Acton for the period from August 25, 1971, the date of the previous examination, to June 30, 1973, and submit the following report thereon:

The records of the financial transactions of the district, as recorded on the books of the district treasurer, were examined and checked in detail. The additions of the cash book were verified, and the recorded receipts were analyzed and compared with the payments made to the treasurer by the water collector, while the recorded payments were checked with the warrants approved by the district commissioners authorizing the treasurer to disburse district funds.

The treasurer's cash balance on June 30, 1973 was proved by reconciliation of the bank balance with a statement furnished by the bank of deposit.

The recorded payments on account of maturing debt and interest were proved with the amounts falling due and were checked with the cancelled securities on file. The bond and coupon account was reconciled, the outstanding coupons being listed and compared with a statement received from the bank of deposit.

The records of payroll deductions for Federal and State taxes, county retirement, group hospital and life insurance, and annuities were examined and proved. The payments to the proper agencies were verified.

The books and accounts of the district water collector were examined and checked. The charges for water rates, services and miscellaneous, and for hydrant rentals were proved. The cash book was analyzed and compared with the amounts posted in the commitment books, the payments to the district treasurer were verified, and the outstanding accounts were listed and proved.

In order to verify the outstanding accounts notices were mailed to a number of persons whose names appeared on the books as owing money to the district, and from the replies received it appears that the accounts, as listed, are correct.

The records of guarantee deposits were examined. The refunds and transfers to accounts receivable were checked, and the deposits on hand were listed and reconciled with the controlling accounts in the auditor's ledger.

The appropriations and loan authorizations were listed from the district clerk's records of amounts voted by the district meetings, while the reserve fund transfers were compared with the authorizations of the water commissioners. Ledger accounts were analyzed, and a balance sheet, a copy of which is appended to this report, was prepared showing the financial condition of the district on June 30, 1973.

The surety bonds of the district officials were examined and listed and found to be in proper form.

Appended to this report, in addition to the balance sheet, are tables showing a reconciliation of the treasurer's cash, and summaries of the payroll deduction and water accounts.

During the progress of the audit cooperation was extended by all district officials, for which, on behalf of my assistants and for myself, I wish to express appreciation.

Respectfully submitted,

Robert M. Crosby
Assistant Chief of Bureau

RMC:lm

WATER SUPPLY DISTRICT OF ACTON

Balance Sheet - June 30, 1973

GENERAL ACCOUNTS

<u>Assets</u>		<u>Liabilities and Reserves</u>	
Cash:		Payroll Deductions:	
General	\$134,730.30	Federal Taxes	\$792.70
Special:		State Taxes	739.93
Main Extension -		County Retirement	
Deposits	5,581.33	System ,	287.97
Nagog Woods - Escrow		Employees Annuities	300.00
Account	172,186.43		
Advance for Petty:		Guarantee Deposits:	
Water Collector	80.00	Main Extensions	5,581.33
Accounts Receivable:		Installations	200.00
Water Rates and Services	22,834.08	Nagog Woods - Escrow	
Revenue 1973 - 1974:		Account	126,706.23
Appropriations Voted \$481,757.00			
Deduct:		Agency:	
Estimated Receipts		Sales Tax	
Collected - <u>199,383.50</u>		Tailings	
	282,373.50		
Loans Authorized:		Appropriation Balances:	
Extension of Mains	2,000.00	Revenue:	
Unprovided For or Overdrawn		General	342,409.54
Accounts:		Survey Water Supply	12,412.62
Payments in advance of		Main Extensions:	
Deductions:		Elm Court	2,500.00
Group Insurance	28.73	Non-Revenue:	
		Main Street Extension	11,291.57
		Great Road	43,295.30
		High Street Well and	
		Water Mains	32.32
			411,941.35

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GENERAL ACCOUNTS (Cont.)AssetsLiabilities and Reserves

	Loans Authorized and Unissued	2,000.00
	Revenue Reserved Until Collected: Rates and Services	22,834.08
	Reserve for Petty Cash Advance	80.00
	Surplus Revenue	48,201.29
	<u>\$619,814.37</u>	<u>\$619,814.37</u>

DEBT ACCOUNTS

Net Funded or Fixed Debt

\$765,000.00	Serial Loans:	
	Water Mains 1963	\$110,000.00
	Water Mains 1970	166,000.00
	Purchase of Land	85,000.00
	Water Mains 1971	104,000.00
	Water Mains 1972	300,000.00
<u>\$765,000.00</u>		<u>\$765,000.00</u>

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