

# Water Supply District of Acton

693 MASSACHUSETTS AVENUE  
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Commissioners Meeting  
Water Supply District of Acton  
Meeting Minutes  
April 11, 2011

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The regular bi-monthly meeting was called to order at 7:30 p.m. on Monday, April 11, 2011 at the Acton Water District Office by Mr. Stephen Stuntz.

Present: Commissioners Stephen Stuntz, Ronald Parenti, and Leonard Phillips. District Manager Chris Allen, Treasurer/Collector Mary Jo Bates, Environmental Manager Matthew Mostoller, District Counselor Mary Bassett, Commissioners Secretary Lynn Protasowicki. Finance Committee member(s) David Butler and Chuck Bradley. Clerk Chip Orcutt and Barry Rosen representing WRAC and WLMAC and John Cipar, WLMAC

## **A. Comments from Citizens**

There were no comments from citizens this evening.

## **B. Approval of Minutes from March 28, 2011**

Mr. Stuntz moved to accept minutes of the meeting held on March 28, 2011 and Mr. Parenti seconded the motion. The Commissioners were in favor of approving the minutes.

## **C. New Business**

### Annual Appointment of District Officials

The following appointments were made by the Commissioners of the Water Supply District of Acton and sworn in (except Mara and Argento who will be sworn in at a later date) by Mr. Charles Orcutt III:

District Counsel: Mary E. Bassett  
Accountant: Maureen Mara  
Treasurer/Collector: Mary J. Bates  
Assistant Treasurer: Christopher Allen  
Finance Committee Member: Charles Bradley  
Commissioners Secretary: Lynn Protasowicki  
Assistant District Clerk: Helen F. Argento

Mary Bassett swore in the District Clerk, Charles E. Orcutt, III.

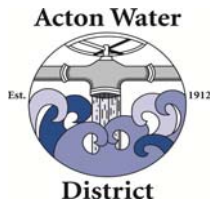
Mr. Stuntz moved the appointments and Mr. Parenti seconded the motion. All members were unanimously in favor.

The Board nominated and elected Mr. Leonard A. Phillips as Chairman of the Board of Water Commissioners.

### Update and Discussion of WR Grace Superfund Site

Mr. Mostoller informed the Commissioners about major construction taking place at the WR Grace Superfund site. This includes construction activities relative to removing contaminated sediment from Sinking Pond and the North Lagoon areas, treating the water from this process, and drying the materials for off-site disposal. This will generate truck traffic, dust, and general noise at the site. Startup of a water treatment facility will treat the groundwater from these sediment removal activities and form the landfill area and will discharge a cleaner

All documents referred to in meeting minutes are available for inspection at the office of Acton Water District, 693 Massachusetts Avenue, Acton, MA 01720 (978) 263-9107.



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effluent in the vicinity of the Assabet III well. He stated that on May 18<sup>th</sup> at the Acton Memorial Library there will be a community session hosted by the Environmental Protection Agency to inform the community of the construction activities and site status. All parties involved with the sit cleanup will be present to answer questions that residents may have.

### Discussion of Revision and Update to Water District "Rules & Regulations"

Mr. Allen informed the Commissioners that the process of revising the Water District's "Rules & Regulations" has begun with the assistance of Counselor Bassett, and senior staff at The District. Since the document is subject to the board's approval, Mr. Allen stated to the Commissioners that they would like their input and feedback. No substantive changes were made; only formatting and grammar edits. Mr. Allen would like to see the regulations in a more current and reader friendly format.

Mr. Parenti stated that he would like to see a section that will define all terms (i.e. a glossary). Mr. Allen also stated that the section containing the rate structure should stand alone so that for future rate changes the board can approve revisions to that page only, vs. reviewing the entire document.

The Commissioners will individually review the manual "off-line" and for the May 2<sup>nd</sup> open meeting they will have their feedback to discuss.

### Other New Business:

1. Mr. Allens' contract is expiring in July 2011. The Commissioners will hold an executive session at the May 2<sup>nd</sup> open meeting to discuss strategy for negotiations.
2. Mr. Allen informed the Commissioners that he would like to enter into a "General Engineering Services Agreement" with Wright-Pierce to make them the Engineer for the Water District. The Commissioners were in agreement that if Mr. Allen feels confident and comfortable with Wright-Pierce then they stand behind him in his decision. Counselor Bassett will review the agreement.
3. Mr. Allen presented to the Commissioners a billing summary on what the rate increase has generated year-to-date. He stated that the revenue generated by the rate increase has exceeded their projections. It is believed that this is due to the dry summer of 2010, and increased outdoor watering due to that.

### **D. Old Business**

#### Update on Assabet Sand & Gravel Encroachment on Water District Land Off High Street/Knox Trail

Mr. Allen informed the Commissioners that Mr. Doug Maccone did respond to the March 2011 letter that was sent by Mr. Allen. An engineer from NStar informed Mr. Allen that they would be replacing an old transformer that is on the Assabet Sand & Gravel property. The transformer is not in the area of encroachment. It is suspected, due to the age of the transformer, that it may contain Polychlorinated biphenyls (PCB's) that pose a contamination threat to the Assabet wells, if leakage were to occur. Mr. Allen stated that Mr. Maccone referred to the impending DEP inspection as the next step in the process, and stated he would let Mr. Allen know when the operation had scaled up to a normal level. MA DEP officials wanted to inspect the operation at full-scale to get a sense of any impacts. Mr. Allen informed the Commissioners that he has not gotten any feedback from The Town of Acton on the encroachment, and corrective action plan. Mr. Allen will continue to follow-up and take further action as required.

Mr. Stuntz moved to adjourn the meeting and Mr. Parenti seconded the motion. The meeting adjourned at 8:25 p.m.