

Water Supply District of Acton

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Commissioners Meeting
Water Supply District of Acton
Meeting Minutes
June 6, 2011

The regular bi-monthly meeting was called to order at 7:30 p.m. on Monday, June 6, 2011 at the Acton Water District Office by Mr. Stephen Stuntz.

Present: Commissioners Leonard Phillips, Stephen Stuntz, and Ronald Parenti. District Manager Chris Allen, Environmental Manager Matthew Mostoller, District Counselor Mary Bassett, and Commissioners Secretary Lynn Protasowicki. Finance Committee member David Butler. Barry Rosen representing WRAC and WLMAC.

A. Comments from Citizens

There were no comments from citizens this evening.

B. Approval of Minutes from May 16, 2011

Mr. Stuntz moved to accept minutes of the meeting held on May 16, 2011 and Mr. Parenti seconded the motion. The Commissioners were in favor of approving the minutes.

C. Old Business

Update and Discussion of Special Legislation Associated with The District's Investment Protocol

Mr. Dave Butler provided an update to the Commissioners regarding the special legislation associated with the Water District's investment protocol. Mr. Butler and Mr. Stuntz attended a hearing on Beacon Hill whereby Senator Jamie Eldridge and State Representative Cory Atkins testified in front of a full delegation on behalf of the Acton Water District regarding the special legislation. The delegation was in support of the special legislation. Mr. Butler stated that now we must wait to have Governor Patrick sign the special legislation.

Update and Discussion of Revision of District's "Rules & Regulations"

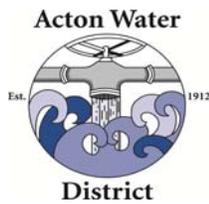
Enclosed in this evening's packet to the Commissioner is the revised "Rules & Regulations". Counselor Bassett asked the Commissioners if they had any comments. Mr. Stuntz and Mr. Phillips both had comments which were discussed and noted and will be incorporated. Counselor Bassett stated that if the Commissioners have further comments that they should get them to her prior to the July 25th open meeting which at that time they will review the draft again.

Discussion, Review and Evaluation of District Manager's Performance

Mr. Stuntz opened the discussion this evening by informing the Commissioners that he has spent a significant amount of time talking with Mr. Allen's senior staff getting a feel for Mr. Allen's management of them. Mr. Stuntz stated that he is writing-up Mr. Allen's review.

Mr. Allen provided to the Commissioners his thoughts on how he has done over the past four years as District Manager.

Mr. Allen stated that it has been a rewarding and challenging four years. He wishes that the District had a better repore with the Town and during his tenure his has been trying to improve that relationship.



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Mr. Allen stated that one of his accomplishments has been selecting staff and motivating staff to grow and learn. He noted that sustainability is very important and with the length of time that the office staff, operations and Commissioners have been apart of the District it has provided a solid foundation when he started with the District and has helped make his job easier.

Mr. Phillips asked Mr. Allen, what needs to be improved? Mr. Allen stated that his interaction with the customers. He doesn't have a good feel for what the community thinks of the District. He would like to improve his personal interaction with the community by getting out their more and speaking with them.

Mr. Allen stated that he has an open-door policy when it comes to his staff communicating with him and through the request of his senior staff he now implemented monthly senior staff meetings. He takes pride in being approachable and taking suggestions and constructive criticism.

Mr. Allen stated that one of his challenges has been getting operations to embrace new technology. Mr. Allen mentioned a quote "Leading from the Front" and he stated that Mr. Allen embodies that philosophy.

Mr. Parenti asked Mr. Allen if there was something that he needed from the Commissioners. Mr. Allen stated "no" that he is provided just enough feedback and support from the Board.

Mr. Allen asked if the Board needed more regular updates from him. Mr. Stuntz stated that the balance has been good and that they give him feedback when needed.

Mr. Stuntz recommends to the Board that they give Mr. Allen another 3 year contract with a 1 year extension. And, that every 3 years he receives the full scale review with every year an annual review is given to cover high points throughout the year.

Counselor Bassett will send to the Commissioners Mr. Allen's contract for edits or approval. Mr. Allen's contract will start July 1st. The contract will be executed and approved at the next open meeting on June 20th.

D. New Business

Proposed Meeting Schedule for July-December 2011

In this evening's Commissioners packets is a copy of the proposed meeting schedule for July-December 2011. Mr. Allen asked the Commissioners if there were any conflicts of dates before finalizing the schedule. Mr. Parenti stated that he will not be in town for the July 18th meeting so it was moved to July 25th. Mr. Allen will update the schedule with new date and send finalized schedule out to the Board.

E. Executive Session

The Commissioners entered into Executive Session, by a roll call vote, at 8:45 p.m. and ended the Session at 9:30 p.m. They resumed the regular meeting to adjourn at 9:31 p.m. The motion to adjourn was made by Mr. Parenti, seconded by Mr. Stuntz and was unanimously approved.

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

Executive Session Minutes
June 6, 2011

The Commissioners voted unanimously by a roll call vote to enter into Executive Session at 8:45 pm to discuss pending or contemplated litigation as remaining in open session would prejudice the District position with respect to the matter. In attendance were Commissioners Len Phillips, Ron Parenti, and Stephen Stuntz, District Manager Chris Allen, District Environmental Manager, Matt Mostoller and District Counsel Mary Bassett.

District Counsel and staff briefed the Commissioners on most recent developments in the trespass case that the District is being compelled to file against the Assabet Sand & Gravel Co. (AS&G). Matt and Chris stated that they had attempted to interview the prior owner, Robert Greenough, to see if there were any verbal lease or license agreements with the District, but according to his wife, Mr. Greenough has left their Acton home and has gone to destinations unknown. Counsel advised the Commissioners that she had a conversation with the prior District Manager, Jim Deming, who confirmed that Greenough had told Deming that he had a prior verbal "hand-shake" agreement with the prior Dist. Manager, Jock MacLeod, to use a portion of the District's property for the sand and gravel operation. Mr. Deming had told Greenough to move part of his operation, which was mostly an access road, install a berm, which Greenough did. Mr. Deming verbally agreed to allow AS&G to use some portion of the District property. This is consistent with Mr. Maccone of AS&G who has always contended that AS&G was using District land with the District's knowledge. District counsel advised that she would send a last notice letter to AS&G advising that suit would be filed unless immediate action was taken. The Commissioner voted to authorize District Counsel to take whatever steps necessary to prepare for and file suit seeking an order for AS&G to cease and desist the trespass and for any damages that may be recoverable.

Mr. Parenti moved to adjourn the executive session and moved to reconvene in open session at 9:30 pm. The motion was seconded by Mr. Stuntz and on a roll call vote was unanimously approved.