

# Water Supply District of Acton

693 MASSACHUSETTS AVENUE  
P.O. BOX 953  
ACTON, MASSACHUSETTS 01720

TELEPHONE (978) 263-9107

FAX (978) 264-0148

Commissioners Meeting  
Water Supply District of Acton  
Meeting Minutes  
August 27, 2012

---

- Agenda:**
- A. Comments from Citizens
  - B. Approve Minutes of July 16th Meeting
  - C. NEW BUSINESS:
    - Maureen Mara of Mara & Associates for Annual Audit Results
    - Re-Appointment of John Cipar to the Water & Land Management Advisory Committee (WLMAC)
    - Update on System Wide Leak Detection Survey Results
  - D. OLD BUSINESS:
    - Update on Results from Filtration Pilot Study for South Acton Sources
    - Discussion and Approval of Financial Strategy for Funding of Future Debt Service

The regular bi-monthly meeting was called to order at 7:30 p.m. on Monday, August 27, 2012 at the Acton Water District Office by Mr. Ronald Parenti.

**Present at Tonight's Meeting:**

Commissioners: Ronald Parenti (Chairman), Leonard Phillips and Stephen Stuntz  
District Manager: Chris Allen  
District Treasurer/Collector: Mary Jo Bates  
District Counselor: Mary Bassett  
Environmental Manager: Matthew Mostoller  
Commissioners Secretary: Lynn Protasowicki  
Finance Committee Member(s): William Guthlein, Charles Bradley, Bill Kingman  
Acton Board of Selectmen member: Janet Adachi  
WRAC & WLMAC: Barry Rosen and John Cipar

**A. Comments from Citizens**

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

**B. Approval of Minutes from July 16th Meetings**

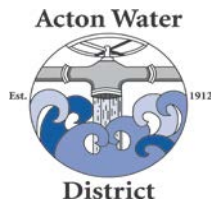
Mr. Parenti moved to accept minutes of the meeting held on July 16, 2012 and Mr. Phillips seconded the motion. The Commissioners voted in favor of approving the minutes.

**C. NEW BUSINESS**

*Maureen Mara of Mara & Associates for Annual Audit Results*

Enclosed in this evening's packets to the Commissioners is the final annual audit results completed by Maureen Mara of Mara & Associates. Ms. Mara informed the Commissioners that the audit has been submitted to the Massachusetts Department of Revenue (MA DOR) for free cash certification. Ms. Mara presented to the Commissioners the several observations/highlights from the audit. She stated that expenses were 10% less than anticipated from \$3.5 million (budget) to \$3.3 million (actual). She stated it was a good move that the AWD made to pay the extra \$80,000 in short-term debt. Ms. Mara

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.



# Water Supply District of Acton

693 MASSACHUSETTS AVENUE  
P.O. BOX 953  
ACTON, MASSACHUSETTS 01720

TELEPHONE (978) 263-9107

FAX (978) 264-0148

highlighted that the District funded its second contribution for the Other Post Employment Benefits (OPEB) of \$100,000 during this fiscal year May 2012 and was paid ahead of schedule. It was budgeted for next fiscal year 6/30/13. She noted that legal expenses were higher this year, \$60,000, versus past years (\$20,000-\$30,000). This is due in part because of the outstanding litigation for Assabet Sand & Gravel.

Ms. Mara reviewed for the Commissioners the balances for each Fund. She stated that the General Fund ("free cash") stayed the same; the Grace Fund very close to budget; MTBE Fund was drawn down significantly; and the Capital Projects Fund is significantly higher than budgeted.

As for the Other Post Employment Benefits (OPEB), Ms. Mara stated that in July 2009 an actuarial review was done and will need to be done again this fall. This will be done in association with the Chelmsford and North Chelmsford Water Districts.

Lastly, Ms. Mara recommended that the District vote to rescind unissued debt authorizations so that when the District goes to borrow the \$12 million for the South Acton Treatment Plant, they will not have to explain why these authorizations remain on the books.

#### Re-Appointment of John Cipar to the Water & Land Management Advisory Committee (WLMAC)

Enclosed in tonight's packets to the Commissioners is an email request from Barry Rosen of WLMAC asking to have Mr. John Cipar reappointed to the WLMAC. Mr. Allen asked the Commissioners to vote on reappointing Mr. Cipar to the WLMAC. Mr. Parenti moved to reappoint Mr. Cipar to the Water & Land Management Advisory Committee (WLMAC) and Mr. Stuntz seconded the motion. The Commissioners voted in favor of reappointing Mr. John Cipar to WLMAC.

#### Update on System Wide Leak Detection Survey Results

Enclosed in tonight's packets to the Commissioners is the final report from Prowler Water Conservation Systems, LLC regarding the system wide leak detection survey report. Mr. Allen provided an overview to the Commissioners regarding the report. He informed the Commissioners that the purpose of the survey, which was completed in early July, was to perform a full, electronic, leak survey to discover, disclose and to repair the water leaks on water mains, services and hydrants, of the entire 130 miles of Acton Water District distribution system. He stated that any leaks that had been detected are repaired.

This type of leak detection survey is done every two years.

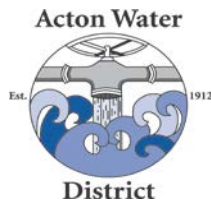
#### Other New Business:

Mr. Allen informed the Commissioners that the District just hired a new Operator who will be starting in September. The gentleman is coming from the Pepperell Water Department. It is anticipated that he will be introduced to the board at a meeting in October

## **D. OLD BUSINESS**

#### Update on Results from Filtration Pilot Study for South Acton Sources

Enclosed in tonight's packets to the Commissioners are several charts, created by Wright-Pierce, providing an overview from the filtration pilot study, performed by Blueleaf Water, for the different South Acton water sources. The charts look at 1,4-dioxane concentrations in the following wells: Assabet 1A, Assabet 2A, Assabet WRP, Assabet 3, Scribner, Lawsbrook, Christofferson, and School Street WTP. Mr. Allen stated that the Scribner well is at a .3 ug/L which is the current recommended



# Water Supply District of Acton

693 MASSACHUSETTS AVENUE  
P.O. BOX 953  
ACTON, MASSACHUSETTS 01720

TELEPHONE (978) 263-9107

FAX (978) 264-0148

limit and Assabet #3 is at a .56 ug/L. Mr. Allen stated that the Assabet 3 sample was taken in 2008 during the permitting pump test. . It is currently not possible to draw another sample from Assabet #3 due to lack of a pumping column in the well. AWD would need to contract with a well contractor to set a temporary column for sampling purposes. There are only two certified labs in the country for analysis of 1,4-Dioxane by Method 522. It is an expensive test, as it costs \$250 per sample. The data displayed on the graphs in tonight's packets was mandated by MA DEP as part of the filtration pilot study.

Mr. Allen stated that the membrane filtered water from the Assabet Wells and Christofferson Well analyzed by the lab had primarily non-detects iron concentrations.

Mr. Allen stated that the membrane filtered water from the Assabet Wells and Christofferson Well analyzed by the lab had mostly non-detects for manganese.

Mr. Allen stated that for the Christofferson Well the lab nitrate concentrations showed no change in levels. It was known that the piloted technologies are not designed to remove Nitrate. Mr. Mostoller stated that we do experience some reduction due to source blending.

Mr. Allen informed the Commissioners that the pilot study that the company Purifics was going to fall through. He is still interested in their advanced oxidation system and is having conversations with them in that regard. Depending on the requirements for the removal of 1,4-Dioxane, this technology may be required to be implemented in the full scale filtration plant in South Acton.

The final pilot study report is due in October. Overall Mr. Allen is pleased with the outcome of the pilot study and what the data is showing.

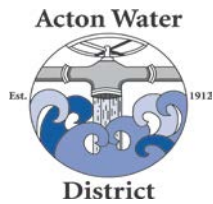
### Discussion and Approval of Financial Strategy for Funding of Future Debt Service

Mr. Allen informed the Commissioners that through State Revolving Fund (SRF) the Acton Water District will receive the entire \$12 million at the 2% interest rate. Mr. Allen reiterated his recommendation to implement a debt service fee of \$18.73 per quarter starting on the January 2013 water bill. The debt service fee will then decrease to \$18.50 per quarter per bill in fiscal year 2014. Upon the inception of the debt for the South Acton Water Treatment Plant customers will see a greater impact on their water bill in fiscal year 2015 to \$36.08 per quarter per bill and even greater increase in fiscal year 2016 to \$53.64 per quarter per bill.

Mr. Phillips expressed his concerns when looking at the lowest annual bill going from \$60/year in fiscal year 2012 to \$204/year in fiscal year 2015 and 2016. Ms. Bates stated that she will look into how many customers would be impacted by this increase.

Mr. Rosen commented that the debt service fee could be implemented as a "tax" and therefore potentially tax deductible. After much discussion and some information that Ms. Bates shared, it was determined to keep it named as a debt service fee on the water bill.

Mr. Allen stated that they need to advertise this increase to the public and would like to do so in the Fall Water Words, the Acton Patch website, AWD's website and local media. Additionally, a bill stuffer with this information will be enclosed in the September 2012 water bill.



# Water Supply District of Acton

693 MASSACHUSETTS AVENUE  
P.O. BOX 953  
ACTON, MASSACHUSETTS 01720

TELEPHONE (978) 263-9107

FAX (978) 264-0148

Mr. Stuntz moved to approve implement the debt service fee into the January 2013 water bill and Mr. Parenti seconded the motion. The Commissioners voted in favor of the new debt service fee being implemented into the January 2013 water bill.

Mr. Parenti moved to go into Executive Session to discuss threatened and pending litigation as an open meeting may have a detrimental effect on the negotiating position of the public body, and then to reconvene in open session. Mr. Phillips and Mr. Parenti approved.

The Commissioners resumed regular session at 9:15 pm. Mr. Phillips made a motion to adjourn at 9:15 pm. Mr. Parenti seconded the motion and it was unanimously approved.

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

Executive Session Minutes  
August 27, 2012

The Commissioners voted unanimously by a roll call vote to enter into Executive Session at 8:45 p.m. 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 and Ron Parenti, District Manager Chris Allen, Environmental Manager Matthew Mostoller and District Counsel Mary Bassett.

Minutes of Executive Session meetings dated 7/16/12 were reviewed and approved with edits.

Attorney Bassett updated the Commissioners on the status of the Assabet Sand trespass case. Counsel advised the Commissioners that the Motion for Partial Summary Judgment to gain control of the smaller parcel that being encroached upon was granted. Some discussion ensued regarding enforcement of that court order.

Commissioner Stuntz asked about getting an appraisal of the property so the District could make some decisions about how to proceed with settlement of the case or its other options, such as eminent domain. Atty. Bassett will contact Gail Mann and inquire about the cost of such an appraisal.

Lastly, Atty. Bassett told the Commissioners that she was beginning the deposition of Robert Greenough on August 28, 2012.

Mr. Phillips moved to adjourn the executive session and moved to reconvene in open session at 9:15 pm. The motion was seconded by Mr. Parenti and on a roll call vote was unanimously approved.