

**Acton Water District  
Finance Committee Meeting Minutes  
February 14, 2024  
693 Massachusetts Avenue  
Acton, MA 01720**

Due to the Covid-19 stay-at-home order by Governor Charles Baker, the Finance Committee meeting was not held at the Acton Water District Office; instead, the meeting was held via Zoom Webinar and was recorded. The meeting was called to order at 8:16AM on Wednesday, February 14, 2024, by Mr. Guthlein.

In attendance were Finance Committee members Ron Parenti, Bill Guthlein, and John Petersen.

Also in attendance:

District Manager: Matthew Mostoller

District Treasurer: Christine McCarthy

Public Present: none

Mr. William Guthlein called the Finance Committee meeting to order at 8:16 AM.

**Comments from the Public**

No Comments

**Accept Minutes**

- December 4<sup>th</sup> Joint meeting with Board of Commissioners, January 4<sup>th</sup> meeting and January 22<sup>nd</sup> Joint meeting with Board of Commissioners

**New Business**

- Approve the Finance Committee report to be included in the Annual Report
- Discuss warrant articles and coordinate Finance Committee recommendations for each article for the Annual Meeting

**Accept Minutes**

Mr. Petersen motioned to approve the minutes from the December 4<sup>th</sup> joint meeting with the Board of Commissioners; Mr. Parenti seconded the motion, and it was approved by roll call vote.

Roll call vote: Mr. Parenti, yes, Mr. Guthlein, yes, Mr. Petersen, yes.

Mr. Parenti motioned to approve the minutes from the January 4<sup>th</sup> meeting, Mr. Petersen seconded the motion, and it was approved by roll call vote.

Roll call vote: Mr. Parenti, yes, Mr. Guthlein, yes, Mr. Petersen, yes.

Mr. Petersen motioned to approve the minutes from the January 22<sup>nd</sup> joint meeting with the Board of Commissioners; Mr. Parenti seconded the motion, and it was approved by roll call vote.

Roll call vote: Mr. Parenti, yes, Mr. Guthlein, yes, Mr. Petersen, yes.

## **Approve the Finance Committee report to be included in the Annual Report**

Version B of the report was selected by the finance committee. Staff will ensure the formatting is correct and there are no typographical errors.

Mr. Petersen motioned to approve finance committee letter "B" as presented by Mr. Parenti at this meeting; Mr. Parenti seconded the motion, and it was approved by roll call vote.

Roll call vote: Mr. Parenti, yes, Mr. Guthlein, yes, Mr. Petersen, yes.

## **Discuss warrant articles and coordinate Finance Committee recommendations for each article for the Annual Meeting**

A discussion took place about when the finance committee presentation will take place during the annual meeting. This is to be determined but will most likely occur prior to article 2 or article 4.

Mr. Petersen asked if there would be a pre-meeting prior to the Annual Meeting to go over format, procedure, etc. Mr. Mostoller said there will be an agenda item for the February 26<sup>th</sup> and March 11<sup>th</sup> Commissioners meetings to accomplish housekeeping and coordination for the Annual Meeting.

Mr. Parenti said he is happy to pass his charts to another finance committee member. Mr. Petersen volunteered to present at the Annual meeting.

Next, the warrant articles were discussed and assigned to the finance committee members. Article 22 was discussed in depth.

Mr. Petersen motioned to support the articles as presented in the draft warrant. Mr. Parenti seconded the motion, and it was approved by roll call vote.

Roll call vote: Mr. Parenti, yes, Mr. Guthlein, yes, Mr. Petersen, yes.

The presentation draft was then provided by Mr. Parenti. A brief discussion took place and Mr. Mostoller provided some suggestions and will provide additional feedback for Mr. Parenti. Mr. Petersen would like to use a common template if one is available for uniformity. Mr. Parenti then inquired about the timeframe for the presentation. Mr. Mostoller said there would be 5 minutes allocated to the presentation.

Mr. Petersen and Mr. Mostoller then left the meeting at 9am. Mr. Guthlein provided his commentary on the slides to Mr. Parenti and Ms. McCarthy. Ms. McCarthy will review the figures used in the slides and provide additional information pertaining to treatment plant expenditures and the capital expenses per year.

Mr. Guthlein motioned to adjourn the finance committee meeting at 9:14 AM. Mr. Parenti seconded, and it was approved by a roll call vote:

Mr. Parenti, yes, Mr. Guthlein, yes.