



# Water Supply District of Acton

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

TELEPHONE (978) 263-9107

FAX (978) 264-0148

## Board of Water Commissioners

### Meeting Agenda

Monday, August 29, 2022 @ 7:00 PM

**Due to the COVID-19 Pandemic, meetings are being held virtually via Zoom**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82723112083>

Or One tap mobile :

US: +13126266799,,82723112083# or +16469313860,,82723112083#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 309 205 3325 or  
+1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1 253 215 8782 or +1 346 248 7799 or +1 386  
347 5053 or +1 564 217 2000

Webinar ID: 827 2311 2083

International numbers available: <https://us02web.zoom.us/j/82723112083>

- **Comments from the public**
- **Approve minutes from meeting of 8/11 & 8/15**
- **Appoint one Commissioner to approve warrants while conducting meetings virtually**

### **OLD BUSINESS:**

- Per- and Poly-Fluoroalkyl Substances (PFAS)
  - Current sample data, if available
- Discussion of American Rescue Plan Act (ARPA)
  - Update on ARPA request for North Acton
  - Discussion of Round 2 ARPA allocations from Town of Acton

### **NEW BUSINESS:**

- Discussion of Analysis of Fiscal '23 Revenue and Expense Projections

# DRAFT

**Board of Water Commissioners Meeting Minutes  
Acton Water District  
Thursday, August 11, 2022 @ 2:00 PM  
693 Massachusetts Avenue, Acton MA 01720**

## AGENDA

- Interview with Treasurer/Collector candidate
- Authorize District Manager to be the District's authorizing officer for applications to MA DEP

### Present at Today's Meeting:

Commissioners: Erika Amir-Lin, Stephen Stuntz, Barry Rosen

District Manager: Chris Allen

Environmental Manager: Matthew Mostoller

District Treasurer: Mary Jo Bates

Finance Committee: Bill Guthlein

Christine M. McCarthy

The meeting was called to order at 2:00 PM on Thursday, August 11, 2022, by Mr. Stuntz.

### Interview with Treasurer/Collector candidate

Mr. Stuntz asked Christine McCarthy to introduce herself to the Board. Ms. McCarthy spoke of her prior Treasurer/Office Manager experience with the N. Chelmsford Water District (NCWD), where she worked from 2007 to 2017. She was a Certified Municipal Treasurer from 2011 – 2020, but the certification is currently expired. She will be able to renew it with 2 years of classes and expects to take the test in the summer of 2024. She is familiar with all aspects of the job and would be excited to work at the Acton Water District. She had gained payroll and human resource experience since she left NCWD. This makes her a more well-rounded candidate. She prefers the smaller environment of a District to her current role at an educational collaborative. She also has her MBA. She believes she exceeds the requirements for the job.

The Board members asked questions about her management style, conflict resolution and ability to present bad news to the Board when necessary. She is willing and eager to learn and not afraid to present bad news. She has an open-door policy and is supportive but does not micromanage. She enjoys multi-tasking and is willing to obtain her MCPPO certification, if needed.

The Board thanked her for coming in and expects to make a decision at the meeting on Monday, August 15, 2022.

**DRAFT**

**Authorize District Manager to be the District's authorizing officer for applications to MA DEP**

Mr. Allen informed the Board that the District is applying for funds through the MA DEP/Clean Water Trust SRF program and that the Board needs to authorize a representative to certify those applications on behalf of the District. Mr. Rosen made a motion to appoint the District Manager, Chris Allen, or the Assistant District Manager, Matthew Mostoller, as the authorizing offices for MA DEP applications. Mr. Stuntz seconded the motion and it was unanimously approved.

Mr. Rosen moved to adjourn the meeting at 2:50 PM. Mr. Stuntz seconded the motion, and it was unanimously approved by a roll call vote.

Mr. Stuntz, aye, Mr. Rosen, aye, Ms. Amir Lin, aye

**DRAFT**

Board of Water Commissioners  
Meeting Minutes  
Acton Water District  
693 Massachusetts Avenue, Acton, MA  
Monday, August 15, 2022

**AGENDA**

- A. Comments from the Public
- B. Approve minutes from the meeting of 7/25/22
- C. Appoint one Commissioner to approve warrants while conducting meetings virtually

**D. NEW BUSINESS:**

- 1. Request for waiver of Impact Fee by Habitat for Humanity for service connection at 26 Carlisle Road
- 2. Memorandum of Lease (MOL) for the Knox Trail Solar Array

**E. OLD BUSINESS:**

- 1. Land Lease with Baldco on District Property at 104 Powdermill Road-Rear
- 2. Per- and Poly-Fluoroalkyl Substances (PFAS)
  - Current sample data, if available
- 3. Follow-up on interview with Treasurer/Collector candidate

**EXECUTIVE SESSION:** To consider the purchase, exchange, lease of real property at 549 Main Street as an open meeting may have detrimental effect on the negotiating position of the District.

Due to the Covid-19 stay-at-home order by Governor Charles Baker, the Board of Water Commissioners 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 7:08 PM on Monday, August 15, 2022 by Mr. Stephen Stuntz.

**Present at Tonight's Meeting:**

Commissioners: Erika Amir-Lin, Barry Rosen, Stephen Stuntz (Chair)  
District Manager: Chris Allen  
District Treasurer/Collector: Mary Jo Bates  
District Counsel: Mary Bassett  
Assistant District Manager: Matthew Mostoller  
Finance Committee: Ron Parenti  
Commissioners Secretary: Lynn Protasowicki

**Public Present:**

**A. Comments from the Public**

No comments this evening.

**B. Approve Minutes from the Meeting of 7/25/22**

Mr. Stuntz motioned to approve the meeting minutes of July 25, 2022. Mr. Rosen seconded the motion, and it was unanimously approved by a roll call vote: Mr. Rosen, Ms. Amir-Lin, and Mr. Stuntz.

**C. Appoint One Commissioner to Approve Warrants While Conducting Meetings Virtually**

**DRAFT**

Mr. Rosen motioned to appoint Stephen Stuntz as the Commissioner to approve warrants while conducting meetings virtually until the next meeting of the Commissioners. Ms. Amir-Lin seconded the motion, and it was unanimously approved by a roll call vote: Mr. Rosen, Ms. Amir-Lin, and Mr. Stuntz.

**D. NEW BUSINESS:**

*1. Request for Waiver of Impact Fee by Habitat for Humanity for Service Connection at 26 Carlisle Road*

Mr. Stuntz stated that Habitat for Humanity is requesting an abatement of the hook-up fee at 26 Carlisle Road. They typically rehab houses that have a water hook-up. This is the first time that there is no water hook-up at a house. Chris Allen believes it was a private well. Matthew Mostoller confirmed that it was a private well.

Mr. Rosen's understanding is that we have never waived fees for building projects or any 40B. This would be a new thing for us to start. We would be creating a new precedent. Counselor Bassett stated that it is not for us to pick and choose for any waiver of fees. That is not what our water takers would expect from us.

Ms. Amir-Lin stated that she remembers when we had a request several years ago where we were approached by a contractor who was going to be building a home for a disabled veteran and the District denied that request. In favor of not favoring any one charitable organization.

Mr. Stuntz agrees with both Commissioners.

Mr. Stuntz motions to deny the request. Ms. Amir-Lin seconded the motion and it was unanimously approved by a roll call vote: Mr. Rosen, Ms. Amir-Lin, and Mr. Stuntz.

*2. Memorandum of Lease (MOL) for the Knox Trail Solar Array*

Mr. Allen stated that in concert with the recent vote to add an additional five-year term to the Knox Trail Solar Array to a maximum of 35 years which would be three five year renewal periods after the original 20 year lease. This MOL has been circulated by EDF Counsel and Counselor Mary Bassett. This needs to now be approved by the Commissioners. Counselor Bassett stated that yes, it is ready for execution.

Mr. Stuntz moved to approve the First Amendment to the Solar Lease on Knox Trail. Mr. Rosen seconded the motion and it was unanimously approved by a roll call vote: Ms. Amir-Lin, Mr. Rosen, and Mr. Stuntz.

**E. OLD BUSINESS:**

*1. Land Lease with Baldco on District Property at 104 Powdermill Road-Rear*

Mr. Allen stated that the District did get an appraised value from the owner. The owner would like the District to purchase the land. The District will discuss in Executive Session. That is currently where it stands. The current extension does expire on September 1st.

Mr. Rosen moves to extend the lease with Baldco until September 30th. Ms. Amir Lin seconded and it was unanimously approved by a roll call vote: Mr. Rosen, Ms. Amir-Lin, and Mr. Stuntz.

*2. Per- and Poly-Fluoroalkyl Substances (PFAS)*

➤ Current sample data, if available

Mr. Allen stated that we are currently serving water from the Central Acton and South Acton water treatment plants. Sample results for month of July - North Acton was at 21.5 ppt and is not currently

# DRAFT

running. Based on this result we have discussed internally that we will delay putting it back in service. It will be allowed to rest for a little longer and possibly change the operating schedule in an attempt to reduce the concentration of the finished water.

We saw a rise at the Conant I well to 25 PPT but with the blending with Conant II well has reduced that to 16.6 PPT and South Acton is at 18.2 PPT which has been consistent with what we are seeing.

Matt Mostoller stated that we will be sampling South Acton and Central Acton this week and North Acton when it returns to service.

Mr. Allen stated that we have engaged with the Massachusetts Water Resources Authority (MWRA) as part of PFAS response along with the Coalition of Communities in the MetroWest which includes the communities of Natick, Wayland, Wellesley, Lincoln, Sudbury, Acton, Concord, Westford. These communities are conversing with MWRA in what it would entail to bring a regional supply to the area. Most of these areas are dealing with PFAS. The Board of Directors of MWRA is discussing the potential waiver of the entrance fee for three to five years. That obviously is a multi-million dollar proposition for the District along with these other communities in connecting to the MWRA. The MWRA is taking on the upfront analysis at their own expense. They recently sent out a request for information to all those in the coalition related to our systems (looking for information on chemicals, treatment, demand, statistical reporting, etc). They are in a fact-finding phase. We have another meeting in September to continue to move forward on this discussion.

### *3. Follow-up on Interview with Treasurer/Collector Candidate*

Mr. Stuntz was happy and comfortable with having Chris Allen offer her the job. Mr. Rosen is ready to make an offer. Ms. Amir-Lin is also good with making the offer.

Mr. Rosen motions to have the District Manager make an offer to Christine McCarthy at a salary to be determined by our current Treasurer for the position of Assistant Treasurer/Collector commencing on September 15, 2022. Mr. Stuntz seconded the motion and it was unanimously approved by a roll call vote: Mr. Rosen, Ms. Amir-Lin, and Mr. Stuntz.

*Mr. Stuntz motioned to adjourn the open meeting and move into Executive Session at 7:45 PM to discuss the purchase, exchange, lease of real property as an open meeting may have a detrimental effect on the negotiating position of the District. Ms. Amir-Lin seconded the motion and it was unanimously approved by a roll call vote: Mr. Rosen, Ms. Amir-Lin, and Mr. Stuntz*

**Next meeting: August 29, 2022**

<b>FY 2023 Budget and Estimated Revenue Projections as of 8.18.22</b>					
	<b>Actual FY 21</b>	<b>Budget FY 22</b>	<b>Actual FY 22</b>	<b>Budget FY 23</b>	<b>Projected FY 23</b>
<b>EXPENSES</b>					
Audit/Accounting	17,500	19,000	17,800	22,000	20,000
Auto Maint & Fuel	46,943	50,000	50,000	52,000	52,000
Short Term Debt	508,223	505,000	505,000	326,550	215,987
Long Term Debt	1,480,767	1,632,955	1,459,219	1,922,298	1,922,298
Chemicals	75,000	100,000	91,772	120,000	130,000
DEP Withdrawal	5,100	6,000	4,958	5,600	5,200
Employee Education	11,759	17,500	11,695	17,500	13,000
Engineering	54,948	50,000	50,000	50,000	50,000
Health/Life Ins Employees	314,660	286,000	281,469	320,000	285,318
Health/Life Ins Retirees					82,542
Information Reports	29,430	45,000	31,897	45,000	32,000
Insurance	86,718	95,000	93,476	110,000	100,000
Laboratory Analysis	60,000	80,000	80,000	100,000	100,000
Legal	54,060	65,000	58,247	75,000	50,000
Lights/Power/Fuel	390,000	390,000	390,000	350,000	647,017
Maintenance & Operations	460,239	411,000	347,667	471,000	350,000
Middlesex Retirement	256,971	268,502	268,502	293,362	288,240
Meters	59,304	75,000	46,035	75,000	75,000
Office Supplies	76,361	79,000	72,747	92,000	88,000
Reserve Fund		100,000	30,000	100,000	100,000
Salaries & Wages	1,401,658	1,550,150	1,462,763	1,677,658	1,521,884
<b>Total</b>	<b>5,389,641</b>	<b>5,825,107</b>	<b>5,353,247</b>	<b>6,224,968</b>	<b>6,128,486</b>
<b>REVENUE</b>					
Water Revenue	2,826,537	2,422,792	2,697,721	2,619,178	2,877,878
Service Fee	528,960	525,360	528,960	528,960	538,200
Debt Fee	2,115,840	2,137,955	2,115,840	2,115,840	2,152,800
Total Water Revenue	5,471,337	5,086,107	5,342,521	5,263,978	5,568,878
Fire Protection Sprinklers	40,420	40,000	41,643	40,420	41,500
Rent/Lease	149,500	250,000	122,364	446,570	668,375
Repairs/Installation	79,353	50,000	64,623	50,000	50,000
Cross Connection	21,341	24,000	23,634	24,000	21,000
Demand Fees	145,360	300,000	563,300	300,000	300,000
Mitigation Fees	25,514	75,000	125,000	100,000	100,000
Total Other Revenue	461,488	739,000	940,564	960,990	1,180,875
<b>Total</b>	<b>5,932,825</b>	<b>5,825,107</b>	<b>6,283,085</b>	<b>6,224,968</b>	<b>6,749,753</b>



ACTON WATER  
DISTRICT

# FY23 BUDGET AWARENESS

B. Rosen

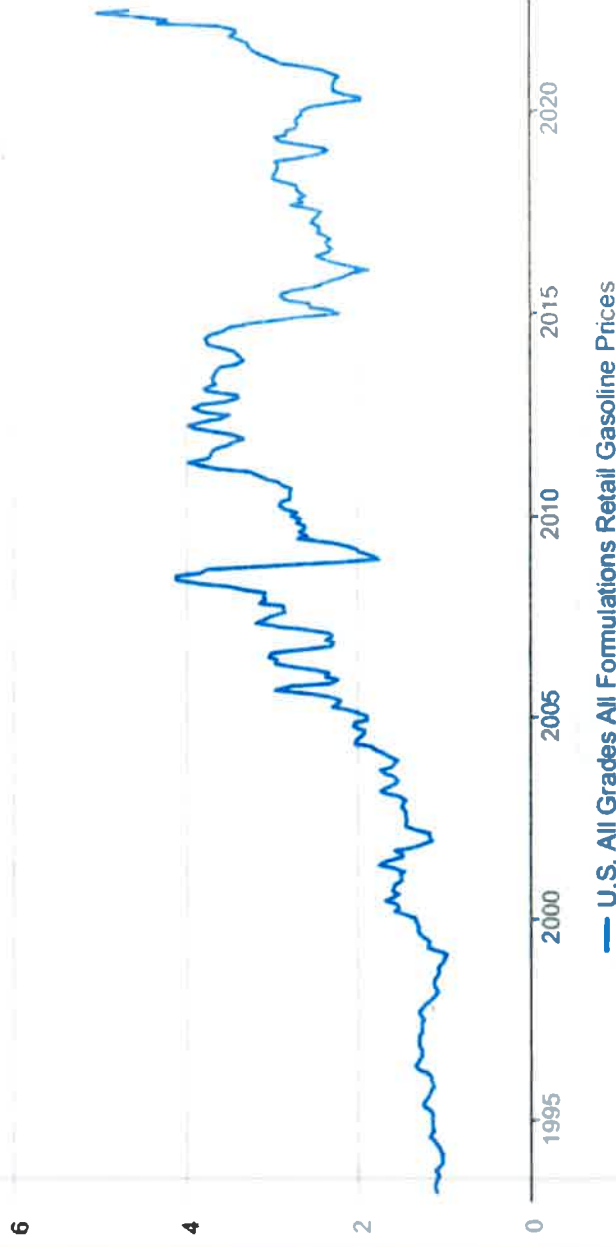


ACTON WATER  
DISTRICT

# FUEL COSTS HAVE RISEN

**U.S. All Grades All Formulations Retail Gasoline Prices**

Dollars per Gallon



— U.S. All Grades All Formulations Retail Gasoline Prices



Source: U.S. Energy Information Administration

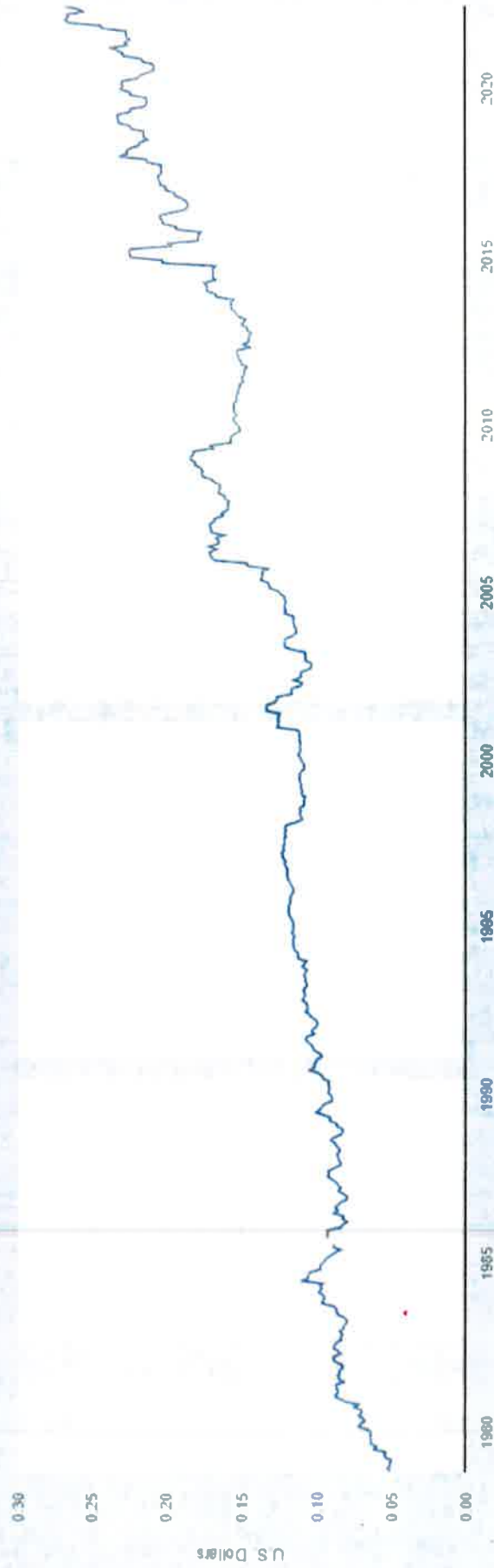


**ACTION WATER  
DISTRICT**

# RISE IN ELECTRICITY COST

**FRED**

— Average Price: Electricity per Kilo-watt-Hour in Boston-Cambridge-Newton, MA-NH (CBSA)



Shaded areas indicate U.S. recessions

Source: U.S. Bureau of Labor Statistics

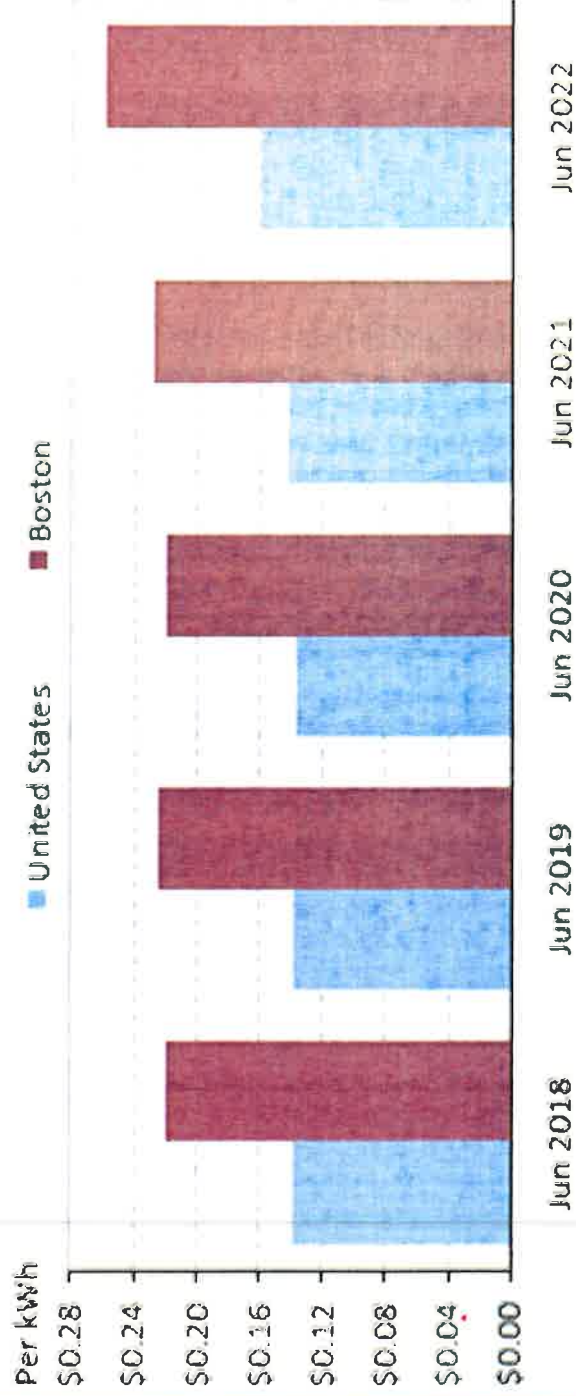
[fred.stlouisfed.org](http://fred.stlouisfed.org)



ACTON WATER  
DISTRICT

# ELECTRICITY 62.5% HIGHER

Chart 2. Average prices for electricity, the United States and Boston-Cambridge-Newton, MA-NH, 2018-22 (as of June)



Source: U.S. Bureau of Labor Statistics.



ACTON WATER  
DISTRICT

## “THINGS” TO WATCH

- Difference between revenue and expense becoming narrower.
- Facility operations expense of existing and new (e.g. PFAS mitigation)
- Current Electrical Energy Costs (+ delivery expense)
  - Eversource: 17.827¢/kWh (small) 21.883¢/kWh (large)
  - Acton Power Choice: 19.286¢/kWh (std) 20.75¢/kWh (green) 17.766¢/kWh (basic)
- Full cost of DOT expense to AWD. E.g. “elevator” expense permitted?