

2018

83rd Annual Report

Sudbury Water District of Sudbury, Massachusetts

Proceedings for the Fiscal Year

Ending June 30, 2018

Special Meeting May 15, 2018

OFFICIAL WARRANTS

Fiscal Year Ending 2019/2020

Annual Water District Meeting – May 21, 2019

Special Water District Meeting – May 21, 2019

Fairbank Community Center – Gym

40 Fairbank Road

Sudbury, MA 01776

Elections 3:00 pm - 7:00 pm

Annual Meeting 7:00 pm

Special Meeting 7:15 pm



Sudbury Water District

345 Boston Post Road, Suite A • P.O. Box 111 • Sudbury, MA 01776

Phone (978) 443-6602 • Fax (978) 443-9587

customerservice@sudburywater.com

sudburywater.com

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DISTRICT OFFICERS

MODERATOR

Robert K. Coe

Term Expires 2019

DISTRICT CLERK

Susan O'Connor

Term Expires 2019

BOARD OF WATER COMMISSIONERS

Robert H. Sheldon

Term Expires 2019

Joshua M. Fox

Term Expires 2020

Robert E. Boyd, Jr.

Term Expires 2021

TREASURER

Thomas S. Travers

Term Expires 2019

WARRANT FOR THE 83rd ANNUAL MEETING
The Sudbury Water District
of
Sudbury, Massachusetts
The Commonwealth of Massachusetts
Middlesex, ss.

To Susan O'Connor, Clerk of the District,

GREETINGS:

You are hereby required to warn the inhabitants of the Town of Sudbury who are legal voters within the territory of the Sudbury Water District of Sudbury, the establishment of which is provided for in Chapter 100 of the Acts of the General Court of Massachusetts for the year 1934, to meet at the Fairbank Community Center Gym in said Town on Tuesday, the 21st of May 2019 at seven o'clock in the forenoon; then and there to choose by ballot in accordance with law, a Moderator, a District Clerk, and a Treasurer, all for one year and one member of the Board of Water Commissioners for three years. The polls will open at three o'clock in the afternoon and remain open until seven o'clock in the evening.

And you are required to warn said voters that the Annual Meeting of the District will be held at the same location at seven o'clock in the evening on the aforementioned date, then and there to act on the following articles, to wit:

Article 1. To hear and act on reports.

Article 2. To see if the District will vote to raise and appropriate or appropriate from available funds, the following sums of money for any and all necessary District purposes, for the fiscal year July 1, 2019 through June 30, 2020 or act on anything relative thereto. (Submitted by the Sudbury Water Commissioners.)

Maintenance & Operations	1,919,992.00
Administrative Salaries	9,050.00
Audit / CPA	13,500.00
Legal	25,000.00
Insurance and Bonding	395,000.00
Principal on Notes and Bonds	460,000.00
Notes and Bonds/Interest Expense	191,143.76
Service Costs	15,000.00
Middlesex County Retirement	131,864.00
Emergency Reserve	60,000.00
DEP Assessment	5,037.39
TOTAL BUDGET	\$3,225,587.15

Article 3. To see if the District will vote to raise and appropriate or appropriate from available funds the sum of \$80,000.00, or any other sum, for the purpose of acquiring various pieces of equipment for use by the District, or act on anything relative thereto. (Submitted by the Sudbury Water Commissioners.)

Article 4. To see if the District will vote to raise and appropriate or appropriate from available funds the sum of \$250,000.00, or any other sum, to be used for the extension, maintenance, or replacement of water mains and appurtenances within the District, or act on anything relative thereto. (Submitted by the Sudbury Water Commissioners.)

Article 5. To see if the District will vote to raise and appropriate or appropriate from available funds the sum of \$90,000.00, or any other sum, to be used for the “New Meter Program/Replacement of Water Meters”, and costs relative thereto, or act on anything relative thereto. (Submitted by the Sudbury Water Commissioners.)

Article 6. To see if the District will vote to raise and appropriate or appropriate from available funds the sum of \$125,000.00, or any other sum, to be used for the “Engineering, Redevelopment, Repair, Maintenance, or Replacement”, of parts of wells in use by the District, or act on anything relative thereto. (Submitted by the Sudbury Water Commissioners.)

Article 7. To see if the District will vote to transfer from “free cash” the sum of \$100,000.00 or any other sum, to be used for “Future System Improvement/Maintenance” and associated costs, or act on anything relative thereto. (Submitted by the Sudbury Water Commissioners.)

Article 8. To see if the District will vote to transfer from “free cash” the sum of \$100,000.00 or any other sum to be added to the account “Other Post-Employment Benefits Trust Fund”, or act on anything relative thereto. (Submitted by the Sudbury Water Commissioners.)

Article 9. To see if the District will vote to transfer from “free cash” the sum of \$342,000.00 or any other sum to be added to the account “Facility Upgrade Project” or act on anything relative thereto. (Submitted by the Sudbury Water Commissioners.)

Article 10. To see if the District will vote to transfer from “free cash” the sum of \$444,142.00 and vote to transfer \$1,243,858.00 from “System Developments” or any other sums for “Construction of Water Mains”, to include Codjer Lane and Horse Pond Road, or act on anything relative thereto. (Submitted by the Sudbury Water Commissioners.)

Article 11. To hear the report of the District Clerk regarding the results of the election just concluded.

And you are directed to serve this warrant by posting attested copies thereof in three or more public places within said District fourteen days at least before the time of meeting aforesaid; and you are further directed to give or cause to be given by delivering at each dwelling or mailing to each householder in the District a notice of such meeting at least fourteen days prior to the time of the meeting aforesaid and make due return of this warrant with your doings thereon to ourselves at or before the time the meeting aforesaid.

Witness our hands this 10th day of April, 2019.

Joshua M. Fox, Chairman
Robert E. Boyd, Jr.
Robert H. Sheldon

Board of Water Commissioners
of the
Sudbury Water District
of
Sudbury, Massachusetts

A True Copy, Attest:

Susan O'Connor, District Clerk

WARRANT FOR THE SPECIAL MEETING
of
May 21, 2019
The Sudbury Water District
of
Sudbury, Massachusetts
Middlesex, ss.

To Susan O'Connor, Clerk of the District,

Greetings:

You are hereby required to warn the inhabitants of the Town of Sudbury who are legal voters within the territory of the Sudbury Water District of Sudbury, the establishment of which is provided for in Chapter 100 of the Acts of the General Court of Massachusetts for the year 1934, that a special meeting of said District will be held in the Fairbank Community Center Gym in said Town on Tuesday, the 21st day of May, 2019 at 7:15 in the evening, then and there to act on the following articles, to wit:

Article 1. To see if the District will vote to transfer from "free cash" the sum of \$100,000.00 or any other sum to be added to the account "Reserve Fund," or act on anything relative thereto. (Submitted by the Sudbury Water Commissioners.)

Article 2. To see if the District will vote in accordance with Massachusetts General laws, Chapter 40, section 15B to establish a minimum price of \$360,500.00 or any other sum for the purpose of offering for sale to the Town of Sudbury of certain land owned by the District consisting of 3.2 +/- acres, and being a portion of Assessors' Parcel I.D. C12-0004, Research and Residence A zoned land, located on the northerly side of North Road (Route 117) in Sudbury at the Concord town line, or act on anything relative thereto. (Submitted by the Sudbury Water Commissioners.)

Witness our hands this 10th day of April, 2019

Joshua M. Fox, Chairman
Robert E. Boyd, Jr.
Robert H. Sheldon

Board of Water Commissioners
of the
Sudbury Water District
of
Sudbury, Massachusetts

A True Copy, Attest:

Susan O'Connor, District Clerk

CONTROL SHEET

January 24, 2018

	2017/2018 Budget	2017/2018 Actual	2018/2019 Budget	2019/2020 Budget
Maintenance & Operation Control	\$1,785,403.00	\$1,645,584.96	\$1,844,434.00	\$1,919,992.00
Salaries – Regular	\$989,803.00	\$946,958.95	\$1,018,434.00	\$1,051,612.00
Salaries – Overtime	50,000.00	59,310.38	53,000.00	65,000.00
Bank Service Charges	12,000.00	7,647.97	12,000.00	12,000.00
Computer	60,000.00	55,880.25	60,000.00	60,000.00
Chemicals	75,000.00	44,552.66	75,000.00	84,000.00
General	150,000.00	148,075.26	160,000.00	160,000.00
Utilities	275,000.00	246,362.27	284,000.00	303,880.00
Operating Supplies	20,000.00	20,076.41	20,000.00	20,000.00
Telephone	20,000.00	21,972.36	20,000.00	21,000.00
Vehicles	60,000.00	33,301.48	60,000.00	60,000.00
Medicare Contributions	14,000.00	14,418.90	16,000.00	16,500.00
FICA Contributions	4,600.00	5,695.24	6,000.00	6,000.00
Water Testing	40,000.00	23,350.08	45,000.00	45,000.00
Training	15,000.00	17,982.75	15,000.00	15,000.00

TREASURER'S REPORT

Balance Sheet

June 30, 2018

Assets	Enterprise Fund	Fiduciary Fund OPEB Trust	Enterprise Fund Long-Term Debt	Fiduciary Fund OPEB Trust
Petty Cash	\$300			
Cash	9,773,056			
Investments:				
» Massachusetts Municipal Depository Trust	707,562			
» Commonwealth Financial Network				1,573,005
Accounts Receivable Net of Allowance for Uncollectible Accounts:				
» Water Rates	100,848			
» Miscellaneous	4,633			
» Backflow	1,000			
Capital Assets (net of accumulated depreciation):				
» Capital Assets Not Being Depreciated		1,179,249		
» Capital Assets Being Depreciated		16,980,462		
Amount to be provided for Long-Term Debt			6,230,000	
TOTAL ASSETS	\$10,587,399	\$18,159,711	\$6,230,000	\$1,573,005
Liabilities and Fund Equity				
Liabilities				
» Wages Payable	\$39,954			
» Accounts Payable	338,426			
» Sales Tax Payable	114			
» Service Deposits Payable	7,000			
» Withholdings Payable	6,907			
» Unclaimed Checks	503			
» Bonds Payable			6,230,000	
Total Liabilities	392,904		6,230,000	
Fund Equity				
» Retained Earnings:				
» Reserved for Petty Cash	300			
» Reserved for Continued Appropriations	6,429,628			
» Invested in Capital Assets		18,159,711		
» Restricted for Other Post Employment Benefits				1,573,005
» Unreserved:				
Undesignated	2,298,558			
Designated for System Development	580,399			
Designated for Union Avenue Project	155,610			
Designated for Maynard Road Project	50,000			
Designated for Subsequent Year's Expense	680,000			
Total Fund Equity	10,194,495	18,159,711		1,573,005
TOTAL LIABILITIES AND FUND EQUITY	\$10,587,399	\$18,159,711	\$6,230,000	1,573,005

REPORT OF REVENUES

Budget Basis of Accounting
July 1, 2017 to June 30, 2018

Account Name	Annual Budget	Revenue	Variance Favorable (Unfavorable)
Revenues			
» Water Charges		\$3,577,265	
» Demand Fees		96,495	
» Backflow		31,010	
» Service Installations		8,104	
» Cell Tower Leases		132,676	
» Miscellaneous		21,982	
» Earnings on Investments		44,920	
Total Revenues	3,295,743	3,912,452	616,709
Other Available Funds/ Sources			
» Free Cash	828,417	828,117	(300)
» Bond & Premium Proceeds	5,800,000	5,800,091	91
Total Other Available Funds/Sources	6,628,417	6,628,208	(209)
TOTAL REVENUES AND OTHER SOURCES	\$9,924,160	\$10,540,660	\$616,500

Note: Revenues are reported on a budget basis (cash) not an accrual basis

REPORT OF EXPENDITURES

Budget Basis of Accounting
June 1, 2017 - June 30, 2018

Account Name	July 1, 2017 Continued Appropriations	Annual Budget		Transfers	Expenditures	June 30, 2018 Continued Appropriations	Unexpended Balance
Maintenance & Operations:		\$1,785,403			\$1,645,585		\$139,818
Articles							
» Administration Salaries		9,050			8,419		631
» Audit/CPA		12,000			11,543		457
» Legal		20,000		10,024	30,024		
» Insurance and Bonding		388,726			327,175		61,551
» Principal Loan/Note Payments		280,000			280,000		
» Interest Loan/Note Payments		10,436		7,514	17,950		
» Bond Issuance Costs		134,864			62,935		71,929
» New Service Installations		15,000			14,901		99
» Middlesex County Retirement Assessment		119,483			119,483		
» DEP Assessment		5,781			5,781		
» Emergency Reserve		100,000		(84,826)			15,174
» Well Exploration	10,861					10,861	
» General Extension	27,823	225,000		31,970	277,625	7,168	
» Other Post Employment Benefits Trust Contribution		89,116			89,116		
» Well #4 Construction	446,587	164,301			50,109	560,779	
» Wells #2 #6 #7 & #9	1,225				676	549	
» Equipment	34,774	65,000		22,900	122,000	674	
» New Meter Program	1,749	50,000			40,805	10,944	
» Well Repairs, Replace, Engineering & Redevelopment	34,914	125,000		12,418	172,332		
» Public Information & Education	2,219					2,219	
» Planning & Needs Study	10,000					10,000	
» Future System Improvements - Mains	67,191	100,000			83,802	83,389	
» Computer Model Water System	36,601					36,601	
» Maynard Main Extension		425,000			346,057	78,943	
» Construct Water Mains	4,201					4,201	
» Building Project		5,800,000			176,700	5,623,300	
Total Articles	678,145	8,138,757			2,237,433	6,429,628	149,841
TOTAL BUDGET BASIS	\$678,145	\$9,924,160		-	\$3,883,018	\$6,429,628	\$289,659

RECORD OF THE 82nd ANNUAL MEETING

of
The Sudbury Water District
of
Sudbury, Massachusetts

Pursuant to the Warrant dated the 27th day of March, 2018 signed by Robert H. Sheldon, Robert E. Boyd, Jr. and Joshua M. Fox, Board of Water Commissioners, served according to law by Susan O'Connor, District Clerk, the Annual Meeting of the Sudbury Water District of Sudbury was held in the Sudbury Senior Center, 40 Fairbank Road, Sudbury, Massachusetts, on May Fifteenth, Two Thousand Eighteen.

The meeting was called to order at seven o'clock in the evening, a quorum being present. Robert K. Coe, District Moderator, announced that he had examined the call of the meeting and District Clerk's return of service and found them to be in order.

At that time, the Moderator read to the meeting a letter from the Massachusetts Department of Revenue, Division of Local Services indicating the amount of "free cash" as of July 1, 2017 for the Sudbury Water District was \$2,134,992.00

Introduction of the persons sitting at the head table from left was as follows: Vincent J. Roy, Executive Director, Richard Hingston, CPA; Thomas S. Travers, Treasurer; Michael C. Fee, and Robert H. Sheldon, Board of Water Commissioners; Lawson Williams, Counsel. Susan O'Connor, District Clerk; Renee Adams, Customer Service Manager and Karen A. Moretti, Office Manager/Assistant Treasurer. Unanimous consent was given for any non-member of the Sudbury Water District at the head table to speak in order to answer any questions that may arise.

A motion was made to dispense with the reading of the call of the meeting, the Clerk's return of service, and the text of the articles. The motion was seconded and passed by a unanimous vote.

Article 1. To hear and act on report.

Seconded

Upon a vote by show of cards, it was a:

UNANIMOUS VOTE: "That the following reports be accepted as printed in the warrant for this meeting, as amended, subject to the correction of errors as and when found." (1) Record of the May 16, 2017 Annual Meeting. (2) Record of the May 16, 2017 Special Meeting. (3) Record of the Special Election October 17, 2017.

The Board of Water Commissioners is pleased to present the following report summarizing the District's activities during the Fiscal Year ending 2017 for inclusion in the Minutes of this Annual Meeting of the Sudbury Water District.

REPORT OF THE BOARD OF WATER COMMISSIONERS

Welcome to the Sudbury Water District's Annual Meeting for 2018.

I'm pleased to start off by saying the District continues to maintain our excellent financial standing. Once again, we received a letter from Standard and Poor stating that we have a AAA bond rating. We also received high marks in our latest audit, prepared by Dick Hingston, who is not only our auditor but also our guide in financial matters.

Our per capita water usage rate is good, hovering around the 65 gallons per person per day mark, which is the Commonwealth's goal as a standard for water conservation. We have been consistently right around that amount for the past few years, sometimes a little below and sometimes a little above. Going back fifteen years and beyond, our water usage was much higher than that, and it is a tribute to you, our customers, who have worked hard to cut back on unnecessary water usage.

One matter of concern is our percentage of unbilled water, which is water that is pumped from our wells but not metered at residences and businesses. We'd like to be below ten percent, which is the goal of the Commonwealth, but we've been exceeding that recently. Recognizing both the water-supply and financial aspects of unbilled water production, we are working to identify how that can be lowered. Superintendent Roy has placed reduction of unbilled water as a priority, and he is evaluating how to more effectively stop leaks in the system and better account for water that we pump from our wells, treat, and then distribute throughout the District.

Flushing our water mains enhances the quality of water by removing sediments that settle in pipes during normal flow rates. Our uni-directional flushing program has proven to be successful, minimizing the number of dirty water complaints typically occurring during flushing. Uni-directional flushing is based on a better understanding of how water moves through our system, helped greatly by the establishment of the hydraulic model. We have separated the District into flushing zones and systematically move from the "starting point" in each zone to the low point. We flush in a relatively narrow window of time, whenever the weather is warm enough to avoid freezing of flushed water and whenever water demands are low.

We look forward to developing a water master plan. This serves as an assessment of our existing infrastructure and creates a path forward for making appropriate infrastructure improvements based on priorities, risk of failure, and consequence of failure. It represents a key foundation for a sound capital improvement program.

We have several current capital projects in varying stages of completion. The new water main on Maynard Road has been installed, and we are installing new service connections from the main to the property lines of residents along the road who might want to join the District. We are about to begin construction on the upgrades to Well Number 4, which is located just off Warren Road and has the highest quality water among all of our wells. We're improving the supply line from Well No. 7 to the treatment plant on Raymond Road. We're planning on improving the operation of the water storage tank off Bigelow Drive by tying it into our instrumentation and control system.

We're continuing to move forward with plans for additional and improved space. We anticipate construction to begin later this year. During that construction, we will be moving our office temporarily to a new location in town. We look forward to a successful transition from our antiquated facilities to temporary facilities and then to new office, shop, and storage space that will enable us to serve customers more efficiently.

In real late-breaking news, we're planning on tackling the problem on Horse Pond Road, where we've had three major water main breaks within a 600-foot stretch in the past few months. The last one was on Sunday, May 6, just north of Tall Pine Drive. We've started the process of setting up an emergency project to install new water main and valves along that full stretch. We'd prefer to take that proactive step, rather than making replacements a few feet at a time at unpredictable times.

I can't say enough about our staff. Office staff interface with customers, oversee meter reading and billing, work with suppliers and vendors, answer a wide variety of questions, maintain our website, update social-media notices, schedule work orders for field staff, and provide support during field emergencies. Field staff keep the two treatment plants operating, monitor and maintain wells and pumps, inspect backflow preventers, exercise valves and hydrants, coordinate with construction contractors, install and replace meters, and address emergencies in the field. Witnessing the staff in action during an emergency is truly impressive. They need to mobilize to the site, make initial assessments, isolate the area by closing the right valves, dig down to the broken pipe, refine their assessments once the pipe is exposed, get the right parts to make the fix, coordinate paving, work with police on traffic management, and keep their cool in the heat of the action. Keep in mind also that emergencies are not predictable. All too often they're in the middle of the night in the dead of winter, in the middle of a rain storm, or hindered by other challenging conditions. Meanwhile, office staff get the word out on social media and reverse 9-1-1, answer questions from concerned customers, and provide support to the field staff. It's really an impressive and well-coordinated effort and gives anyone who's aware of all that goes on a sense of comfort that we're in good hands.

This year we welcome several new people to the District: Commissioners Josh Fox and Bob Boyd; Clerk Susan O'Connor; and, back in his former role, Moderator Bob Coe. We also have a new superintendent, Vincent Roy, and a new member of our field staff, Mike Abbondanzio. I've been a commissioner for quite a while now and have served with a number of elected officials and have seen some changes in the staff, fortunately not too many. I am profoundly impressed with the interest and dedication of all who have served the District, both past and present, including Al Renzi, former superintendent, who's making a cameo appearance here tonight and continues to provide assistance to the District from time to time.

The Sudbury Water District is more than just the paid staff and elected officials. We oversee the operation and planning, but the success of the District is dependent upon the support and insights from all of our members, which means all who are connected to the District's supply. We thank you for your support, for your comments, for your help.

That concludes my statement. Now we can roll up our sleeves and discuss the rest of the meeting's articles.

A Motion was made to adjourn the Annual Meeting (7:14 p.m.) until the conclusion of the Special Meeting. The motion was seconded and passed by a unanimous vote.

The Special Meeting started at 7:15 p.m.

A motion was made to adjourn the Special Meeting (7:25 p.m.) and resume the Annual Meeting. The motion was seconded and passed by a unanimous vote.

The Annual Meeting resumed at 7:26 p.m.

Article 2. To see if the District will raise and appropriate, or appropriate from available funds, the following sums of money for any and all necessary District purposes, for the fiscal year July 1, 2018 through June 30, 2019:

Maintenance & Operations	1,844,434.00
Administrative Salaries	9,050.00
Audit / CPA	12,500.00
Legal	20,000.00
Insurance and Bonding	395,000.00
Principal on Notes and Bonds	570,000.00
Notes and Bonds Expense	305,000.00
Service Costs	15,000.00
Middlesex County Retirement	128,248.68
Emergency Reserve	60,000.00
DEP Assessment	5,620.81
TOTAL BUDGET	\$3,364,853.49

Seconded

Upon a vote by a show of cards, it was a:

UNANIMOUS VOTE: "That the District raise and appropriate the sums of money set fourth in Article 2 of the Warrant this Annual Meeting for any and all necessary District purposes, for Fiscal Year July 1, 2018 through June 30, 2019."

Maintenance & Operations	1,844,434.00
Administrative Salaries	9,050.00
Audit / CPA	12,500.00
Legal	20,000.00
Insurance and Bonding	395,000.00
Principal on Notes and Bonds	570,000.00
Notes and Bonds Expense	305,000.00
Service Costs	15,000.00
Middlesex County Retirement	128,248.68
Emergency Reserve	60,000.00
DEP Assessment	5,620.81
TOTAL BUDGET	\$3,364,853.49

Article 3. To see if the District will vote to raise and appropriate 65,000.00 for the purpose of acquiring various pieces of equipment for use by the District.

Seconded

Upon a vote by a show of cards, it was a:

UNANIMOUS VOTE: "That the District raise and appropriate \$65,000.00 for the purpose of acquiring various pieces of equipment for use by the District."

Article 4. To see if the District will vote to raise and appropriate \$250,000.00 to be used for the extension, maintenance, or replacement of water mains within the District.

Seconded

Upon a vote by a show of cards, it was a:

UNANIMOUS VOTE: "That the District raise and appropriate \$250,000.00 to be used for the extension, maintenance, or replacement of water mains within the District."

Article 5. To see if the District will vote to transfer from "free cash" \$90,000.00 for the "New Meter Program/Replacement of Water Meters", and costs relative thereto.

Seconded

Upon a vote by a show of cards, it was a:

UNANIMOUS VOTE: "That the District transfer from "free cash" \$90,000 for the "New Meter Program/Replacement of Water Meters".

Article 6: To see if the District will vote to raise and appropriate \$125,000 to be used for engineering, redevelopment, repair, maintenance, or replacement of parts of wells and treatment plants in use by the District.

Seconded

Upon a vote by a show of cards, it was a:

UNANIMOUS VOTE: "That the District raise and appropriate \$125,000.00 to be used for engineering, redevelopment, repair, maintenance, or replacement of parts of wells and treatment plants in use by the District."

Article 7. To see if the District will vote to transfer \$100,000.00 from "free cash" to the account established as "Future System Improvement/Maintenance" and associated costs.

Seconded

Upon a vote by a show of cards, it was a:

UNANIMOUS VOTE: "That the District transfers \$100,000.00 from "free cash" to the account established "Future System Improvement/Maintenance."

Article 8. To see if the District will vote to transfer from "free cash" the sum of \$100,000.00 to the account established as "Other Post- Employment Benefits Trust Fund".

Seconded

Upon a vote by a show of cards, it was a:

UNANIMOUS VOTE: "That the District transfer from "free cash" \$100,000.00 from "free cash" to the account established as "Other Post- Employment Benefits Trust Fund."

Article 9: To see if the District will vote to transfer from "free cash" the sum of \$40,000 or any other sum, for "Well #7 Water Main Cleaning".

Seconded

Upon a vote by a show of cards, it was a:

UNANIMOUS VOTE: "That the District transfer from "free cash" the sum of \$40,000 for "Well #7 Water Main Cleaning".

Article 10: To see if the district will vote to transfer from “free cash” \$75,000.00 to be used for the “Bigelow Tank/Telemetry Study”.

Seconded

Upon a vote by a show of cards, it was a:

UNANIMOUS VOTE: That the District transfer from “free cash” \$75,000.00 for the “Bigelow Tank/Telemetry Study”.

Article 11: To see if the District will vote to transfer from “free cash” the sum of \$100,000.00 for the “Design and Replacement of Water Main on Codjer Lane”.

Seconded

Upon a vote by a show of cards, it was a:

UNANIMOUS VOTE: “That the District transfer from “free cash” \$100,000.00 for the “Design and Replacement of Water Main on Codjer Lane”.

Article 12: To see if the District will vote to transfer from “free cash” the sum of \$175,000.00 for a “Planning & Needs Study for a “Water Master Plan”.

Seconded

Upon a vote by a show of cards, it was a:

UNANIMOUS VOTE: “That the district transfer from “free cash” the sum of \$175,000 for a “Planning & Needs Study for a “Water Master Plan”.

Article 13: To see if the District will vote to hear the District Clerk regarding the results of the election just concluded.

Seconded

Upon a vote by a show of cards, it was a:

UNANIMOUS VOTE: “That the District hears the report of the District Clerk regarding the results of the election just concluded.”

DISTRICT MODERATOR FOR ONE YEAR	
Robert K. Coe (Re-election)	38
Blanks	7
Other	0
Total	45
DISTRICT CLERK FOR ONE YEAR	
Susan O'Connor (Re-election)	41
Blanks	4
Other	0
Total	45
DISTRICT TREASURER FOR ONE YEAR	
Thomas S. Travers Re-(election)	41
Blanks	4
Other	0
Total	45

MEMBER OF THE BOARD OF
WATER COMMISSIONERS FOR THREE YEARS

Robert E. Boyd, Jr. (election)	42
Blanks	3
Other	0
Total	45

There being no further business to come before the meeting and upon a motion duly made and seconded it was voted unanimously that "THE MEETING BE ADJOURNED."

The meeting adjourned at eleven twenty in the evening.

A True Copy: Attest

respectively submitted,
Susan O'Connor, District Clerk

Immediately after the close of the 82nd Annual Meeting, Robert H. Sheldon swore in Susan O'Connor as District Clerk for the term of one year. Susan O'Connor then swore in the following elected officials: Robert K. Coe as District Moderator for the term of one year, Thomas S. Travers as Treasurer for the term of one year, and Robert E. Boyd, Jr. as Commissioner for the term of three years.

RECORD OF THE SPECIAL MEETING

of
The Sudbury Water District
of
Sudbury, Massachusetts

Sudbury Senior Center
40 Fairbank Road
Sudbury, Massachusetts

May 15, 2018
7:15 p.m.

Pursuant to the Special Warrant dated the 27th day of March, 2018, signed by Robert H. Sheldon, Joshua M. Fox, Robert E. Boyd, Jr., Board of Water Commissioners, served according to law by Susan O'Connor, District Clerk, the Special Meeting of the Sudbury Water District of Sudbury was held in the Sudbury Senior Center, 40 Fairbank Road, Sudbury, Massachusetts, on May Fifteenth, Two Thousand Eighteen.

The meeting was called to order at seven twenty seven in the evening, a quorum being present.

Article 1. To see if the District will vote to transfer the sum of \$50,000.00 from the account "Free Cash" to the account established as "Reserve Fund."

Seconded

Upon a vote by show of cards, it was a:

UNANIMOUS VOTE: "That the District transfer \$50,000.00 from "Free Cash" to be added to the account established as "Reserve Fund."

Article 2. To see if the District will vote to transfer from "free cash" the sum of \$100,000.00 to be added to the account established as "Maynard Main Extension".

Seconded

Upon a vote by show of cards, it was a:

UNANIMOUS VOTE: "That the District transfer the \$100,000.00 to be added to the account "Maynard Main Extension".

Article 3. To see if the District will vote to transfer from "free cash" the sum of \$30,000.00 to the account established as "Well #4 Construction".

Seconded

Upon a vote by show of cards, it was a:

UNANIMOUS VOTE: "That the District transfer \$30,000.00 to the account "Well #4 Construction".

Article 4. To see if the District will vote to transfer from "free cash" the sum of \$217,000.00 to the account established as "OPM/Furnishings".

Seconded

Upon a vote by show of cards, it was a:

UNANIMOUS VOTE: "That the District transfer from "free cash" the sum of \$217,000.00 to the account "OPM/Furnishings".

Article 5. To see if the District will vote to supplement each prior vote of the District that authorizes the borrowing of money to pay cost of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the District upon the sale of any bonds, or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied

Seconded

Upon a vote by show of cards, it was a:

UNANIMOUS VOTE: "That the District supplement each prior vote of the District that authorizes the borrowing of money to pay cost of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the District upon the sale of any bonds, or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied".

Article 6. To see if the District will vote on petition by property owners to the Commissioners that the boundaries of the District be expanded to include Maynard Road from the current District boundary at the junction of Maynard Road and Wyman Drive (on the northerly end of this section of Maynard Road) to the current District boundary at the junction of Maynard Road and Fairbank Road (on the southerly end of this section of Maynard Road) together with Livermore Circle on the southerly side of this section of Maynard Road and Trillium Way at the midpoint of this section of Maynard Road so as to include within said District Maynard Road from Wyman Drive to Fairbank Road and to include therein all of the abutting Trillium Way and all of the abutting Livermore Circle.

Seconded:

Upon a vote by show of cards, it was a:

UNANIMOUS VOTE: "That the boundaries of the District be expanded to include Maynard Road from the current District boundary at the junction of Maynard Road and Wyman Drive (on the northerly end of this section of Maynard Road) to the current District boundary at the junction of Maynard Road and Fairbank Road (on the southerly end of this section of Maynard Road) together with Livermore Circle on the southerly side of this section of Maynard Road and Trillium Way at the midpoint of this section of Maynard Road to include within said District Maynard Road from Wyman Drive to Fairbank Road and to include therein all of the abutting Trillium Way and all of the abutting Livermore Circle".

Witness our hands this 27th day of March, 2018

There being no further business to come before the Special Meeting and upon a motion duly made and seconded it was voted unanimously that "THE SPECIAL MEETING BE ADJOURNED."

The meeting adjourned at seven twenty-five in the evening.

A True Test Copy: Attest

respectively submitted,
Susan O'Connor, District Clerk

SUPPLEMENTARY SHEET "A"

WATER MAINS ADDED IN 2017

(Linear Feet)

New Subdivisions	Feet of Pipe	Main Size	Type	Additional Hydrants
		8"	DI	
		8"	DI	
		8"	DI	
		8"	DI	
		8"	DI	
		12"	DI	

Water Main Addition	Feet of Pipe	Main Size	Type	Additional Hydrants
		8"	DI	
		6"	DI	
		8"	DI	
		10"	DI	
Maynard Road Extension		12"	DI	
		16"	DI	

Total Hydrants Maintained by Sudbury Water District	978
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WATER MAINS ADDED & EXISTING

(Linear Feet)

Size / Type	Year End 2017	2018	Total Existing
16" DI	12,700		12,700
16" AC	3,760		3,760
12" CI	9,774		9,774
12" AC	36,600		36,600
12" DI	32,624		32,624
10" CI	3,844		3,844
10" AC	144,480		144,480
10" PVC	12,403		12,403
10" DI	34,150		34,150
8" CI	14,465		14,465
8" AC	246,791		246,791
8" PVC	36,867		36,867
8" DI	103,916		103,916
6" CI	5,438		5,438
6" AC	54,722		54,722
6" PVC	5,868		5,868
6" DI	3,658		3,658
4" AC	379		379
Totals	762,439		762,439

SUPPLEMENTARY SHEET “B”

(Units in Thousands of Gallons)

Year	Billed	Pumped	Difference	Largest Day Amount	Largest Week Amount	Largest Month Amount
2008	560,526	644,449	61,243	July 19 3,368	July 13 to July 19 20,499	July 69,798
2009	576,108	599,724	23,616	May 26 3,553	August 16 to August 22 18,210	August 65,045
2010	565,462	613,807	48,345	July 8 4,417	July 4 to July 10 28,561	July 96,648
2011	530,811	589,997	59,186	June 9 4,086	June 5 to June 12 18,641	July 71,542
2012	544,611	627,699	83,088	August 8 3,382	July 15 to July 21 20,684	July 82,337
2013	536,141	625,322	89,181	July 19 3,791	July 14 to July 20 22,949	July 81,018
2014	523,090	607,093	84,003	June 30 3,361	July 20 to July 26 18,999	July 75,394
2015	547,512	680,154	132,642	Sept 9 3,698	May 24 to May 30 22,739	September 80,853
2016	549,526	678,626	129,100	June 26 3,963	June 19 to June 25 23,811	June 90,155
2017	484,703	598,516	113,813	July 21 3,101	August 27 to September 3 16,553	August 68,841
2018	496,595	592,662	96,067	June, 20 3,418	June 17 to June 23 18,213	July 73,887

Approximate Capacity of:	No. 1 Pump	Abandoned
Approximate Capacity of:	No. 2A Pump	1,008,000 Gallons Per Day
Approximate Capacity of:	No. 3A Pump	1,000,000 Gallons Per Day
Approximate Capacity of:	No. 4 Pump	388,400 Gallons Per Day
Approximate Capacity of:	No. 5 Pump	504,000 Gallons Per Day
Approximate Capacity of:	No. 6 Pump	868,000 Gallons Per Day
Approximate Capacity of:	No. 7 Pump	650,000 Gallons Per Day
Approximate Capacity of:	No. 8 Pump	837,000 Gallons Per Day
Approximate Capacity of:	No. 9 Pump	900,000 Gallons Per Day
Approximate Capacity of:	No. 10 Pump	685,000 Gallons Per Day

SUDBURY WATER DISTRICT FEE AND RATE SCHEDULE

Special Charges	Rate
Hourly Rate (Labor)	\$50.00 / Hour (One Hour Minimum) per technician
Demand Fee Charge(s)	\$25.00 / Delinquent (Unpaid Charges) 2nd Notice Per Quarter \$50.00 / Delinquent (Unpaid Charges) 3rd and/or Shut Off Notice Per Quarter
Turn On Fee(s)	\$100.00 / Turn on Fee for service termination due to payment neglect (regular business hours) \$170.00 / Turn On Fee for service termination due to payment neglect (outside business hours)
Final Water Statement Fee	\$50.00 / Reading and Processing Fee
Title V Usage Report Fee	\$30.00 / Processing Fee
Emergency Service	\$60.00 / Hour (2 Hour Minimum) per technician

WATER RATES, QUARTERLY BILLINGS

Residential Rates	Consumption
\$25.00	Base Charge
\$5.00 / 1,000 Gallons	Up to 10,000 gallons
\$6.00 / 1,000 Gallons	Above 10,000 gallons and up to 20,000 gallons
\$8.00 / 1,000 Gallons	Above 20,000 gallons and up to 30,000 gallons
\$9.00 / 1,000 Gallons	Above 30,000 gallons and up to 40,000 gallons
\$11.00 / 1,000 Gallons	Above 40,000 gallons and up to 50,000 gallons
\$13.00 / 1,000 Gallons	Above 50,000 gallons and up to 60,000 gallons
\$16.00 / 1,000 Gallons	Above 60,000 gallons and up to 150,000 gallons

Commercial Irrigation Rate

Irrigation usage billed at residential rate (listed above)

Commercial Rates	Consumption
\$25.00	Base Charge
\$5.00 / 1,000 Gallons	Up to 20,000 gallons
\$6.00 / 1,000 Gallons	Above 20,000 gallons and up to 30,000 gallons
\$8.00 / 1,000 Gallons	Above 30,000 gallons and up to 40,000 gallons
\$9.00 / 1,000 Gallons	Above 40,000 gallons and up to 50,000 gallons
\$11.00 / 1,000 Gallons	Above 50,000 gallons and up to 60,000 gallons
\$13.00 / 1,000 Gallons	Above 60,000 gallons and up to 150,000 gallons
\$16.00 / 1,000 Gallons	Above 150,000 gallons
Municipal Rate	
\$25.00	Base Charge
\$5.00 / 1,000 Gallons	