



**TOWN OF ACTON**

472 MAIN STREET  
ACTON, MA 01720

(978) 264-9617 TELEPHONE  
(978) 264-9630 FAX

9/22  
①

FINANCE DEPARTMENT  
STEPHEN G. BARRETT, CPA, DIRECTOR

---

September 19, 2003

TO: Don P. Johnson  
FROM: Steve Barrett CPA   
RE: Final Betterment Plan of Action

I have been asked for a plan pursuant to the issuance of final sewer betterments. My initial thoughts on this subject lead me to consider the timing of future debt obligations of the Town that must be funded by sewer betterments. To that end, Finance has updated our basic Sewer Enterprise Fund cash flow projections. Based on this analysis, using all available data through today, I'm confident that the Town will have sufficient cash flow to meet our February 1, 2004 debt obligations to the Massachusetts Water Pollution Abatement Trust. The Town's next payment is due August 1, 2004.

Turning my attention to a future plan, Finance staff will begin developing a Final Betterment Model which will analyze and document:

- All financial activity pursuant to Estimated Betterments
- All Calculations used in implementation
- Critical decision paths and recommended courses of action
- Other areas of concern

This plan will be the roadmap for the issuance of final sewer betterments.

My concern on when our analysis of this subject matter will be completed is one of staffing and prioritization. Finance staff is currently under extreme pressure due to the implementation of the new MUNIS financial system. We have a complicated payroll and human resource module scheduled for implementation on January 1, 2004 with revenue and tax billing planned for spring 2004. We then have utility billing and vehicle management coming on-line July 1, 2004.