



## *Acton Water District*

### **Minute Taker**

The Board of Water Commissioners is seeking a detail oriented individual to take minutes of its open meetings. The Board typically meets on two Monday evenings per month, with occasional additional meetings. Draft minutes are expected to be available to the staff of the District within 5 business days after the meeting. Meetings are currently being held remotely using Zoom and may return to in-person meetings at the Water District offices, located at 693 Massachusetts Avenue, Acton, MA. Reliable transportation may be required if remote meetings are no longer being held. The individual should be capable of listening and synthesizing the information to accurate notes, be familiar with word processing, and have proficient English language skills. For your satisfactory production of minutes in compliance with Massachusetts Open Meeting Laws, you will receive \$50 per meeting and a unique understanding of water supply issues.

Please submit questions about the position or a letter of interest to Matthew Mostoller, District Manager, by email at [matt@actonwater.com](mailto:matt@actonwater.com). The posting will remain active until a suitable candidate has been identified, although priority consideration will be given to applications received by April 24, 2023.

To learn more about our organization and review minutes from prior meetings, please visit our website [www.actonwater.com](http://www.actonwater.com).