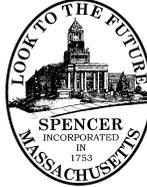


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

DAVID R. O'COIN
NORMAN C. LETENDRE, JR.
ROBERT O. FRITZE, JR.

3 OLD MEADOW ROAD
SPENCER, MA. 01562



SUPERINTENDENT
ROBERT D. MCNEIL III, P.E.

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Minutes of Meeting held December 9, 2009

Meeting of the Board of Water Commissioners held at the Water Department, 3 Old Meadow Road, Spencer, MA.

Members present: Norman C. Letendre, Jr.
David R. O'Coin
Robert O. Fritze, Jr.

Staff present: Robert D. McNeil III, Superintendent
Greg Karpowicz, Chief Operator
Susan L. Lacaire, Junior Clerk

Meeting was called to order at 5:30 p.m.

Invoices were reviewed and signed.

The minutes of November 18, 2009 were approved. Motion Fritze/O'Coin passed 3/0.

John Kowal letter: A letter from John Kowal of 28 Pleasant Street asking for reduction consideration of his October 1, 2009 Water bill was reviewed by the Commissioners. Mr. Kowal's letter stated that a leaking/running toilet in a vacant rear apartment was the cause of the high bill. The toilet has been shut off and will be replaced when the unit is occupied. The policy is if the water flows through the meter the owner is charged. This is adhered to because what you do for one you must do for all. After discussion, motion made Fritze/O'Coin to let the bill stand as is. Passed 3/0

Tank Removal Proposal former Pump Station Watson Street, Leicester. The purchase order, in the amount of \$1,850.00, for Peak Environmental to execute the tank removal at the former pump station located on Watson Street in Leicester has been signed. Mr. McNeil will attend the Leicester Conservation Committee meeting this evening (12-9-09).

Tata & Howard Two Zone Pressure System Update: The Commissioners unanimously voted to attend the Special Town Meeting to support Article 1. Article 1 is: Authorization to amend action taken under Article 19 of the May 7, 2009 Annual Town Meeting so as to increase the appropriation and authorization to borrow for state-mandated Water Distribution System improvements from \$6,613,000 to \$8,000,000. On November 12, 2009 , sealed bids for the Two Zone Pressure System Project were received at the Water Department office from P. Gioioso & Sons, Inc., LM Holdings, LLC and RJV Construction Corporation. Bid prices received from P. Gioioso & Sons, Inc. (PGS) and LM Holdings, LLC (LMH) were closely competitive. For the Base Bid (Bid Item numbers 1 through 29) bid prices were \$6,178,546.50 and \$6,240,267.00 for PGS and LMH, respectively, and for the total bid (Base Bid plus Additive Alternates A through G) bid prices were \$6,647,677.00 and \$6,712,846.50 for LMH and PGS respectively. Consequently, Tata and Howard, Inc. has reviewed the submitted bids and checked appropriate references provided by both PGS and LMH. The cast-in-place concrete water storage tank is a substantial portion of the overall contract, and is a critical component in meeting the conditions set forth in the Administrative Consent Order (No. ACOE-CE-07-5D006). A review of project references provided by LM Holdings, LLC has not demonstrated sufficient appropriate experience in the construction of cast-in-place concrete tanks to recommend award of the contract to LMH. Project references provided by P. Gioioso & Sons, Inc. has demonstrated appropriate experience in the construction of cast-in-place concrete tanks. It is the opinion of Tata & Howard that in the best interest of the Town of Spencer to award this contract to P. Gioioso & Sons as the lowest responsible and responsive bidder. The Water Commissioners unanimously voted to award the bid to P. Gioioso & Sons.

Spencer Sewer Department Water Meter update: A bill has been sent to The Sewer Department for a 2" meter with 2 heads. The Sewer Department should not be billed for labor. The bill for this meter is \$1,725.00.

Water System Emergency Response Plan: The Emergency Response Plan is due in December. The Commissioners signed an Agreement with Tata & Howard, Inc. for Engineering services.

Rules and Regulations review: The Rules & Regulations booklet for the Town of Spencer Water Department will be reviewed in February 2010.

Resident Data Survey: Mr. Karpowicz explained to the Commissioners that the data that is reported to the DEP about the residential water usage is lower than most communities. Mr. Karpowicz is looking for a way to get resident input about the number of people residing in each house. Ideas were exchanged on the gathering of this information. It will be discussed again at future meetings.

Late Notice Review: The Town Collector question the need to send out late notices after the late charge has been applied to the bill. Not many people are paying off the late notice. The mailing charge of Mark Altman and Associates could be saved if the late notices were applied to the account but not sent out in the mail. The Commissioners

instructed the clerk to see if we are obligated by law to send out a notice by mail if we are adding a late charge to the account.

New Business: The Commissioners enrolled in the Forest Stewardship Program and will follow a Stewardship Plan. They will be joining with many other landowner across the state in a program that promotes ecologically responsible resource management through the following action and values:

1. Managing sustainably for long-term forest health, productivity, diversity and quality.
2. Conserving or enhancing water quality, wetlands, soil productivity, carbon sequestration, biodiversity, cultural, historical and aesthetic resources.
3. Following a strategy guided by well-founded silvicultural principles to improve timber quality and quantity when wood products are a goal.
4. Setting high standards for foresters, loggers and other operators as practices are implemented: and minimizing negative impacts.
5. Learning how woodlands benefit and affect surrounding communities, and cooperation with neighboring owners to accomplish mutual goals when practical.

The goals for the Spencer Water Department property is to protect the Shaw Pond Watershed while generating long term income and enhancing animal habitats.

Flexcon Backflow: After some discussion, the Commissioners agreed to proceed with the backflow testing as usual and discussion will continue in the future on other alternatives. A final discussion will be made by June. Flexcon will be informed of this.

Motion made (Letendre/O'Coin) to adjourn at 6:45 (Passed 3/0)