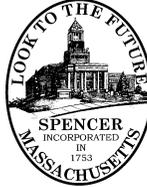


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

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 January 13, 2010**

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

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 December 9, 2009 were approved. Motion O'Coin/Letendre passed 2/0.

**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 was increased to \$3364.05. The additional cost of \$1514.05 is due to the permits required for the removal, the oil removal from the tank and the disposal of the oil and tank. Sample results all came back negative for petroleum products. Paper work will be submitted to Leicester Conservation Commission as requested. Silt fence to be removed and grass to be planted in Spring by Water Department .

**Tata & Howard Two Zone Pressure System Update:** At the December 10, 2009 Town Meeting, a majority voted 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 the state-mandated water distribution system improvements from \$6,613,000.00 to \$8,000,000.00. The Division of Municipal Services wrote to

inform the Commissioners that the revised Project Approval Certificate for the project has been signed and forwarded to the Massachusetts Water Pollution Abatement Trust.

**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 has paid this bill in full.

**Water System Emergency Response Plan:** The Emergency Response Plan was submitted at the end of December. The Department will be training monthly.

**New Handheld for reading meters:** Mr. Karpowicz presented to the Commissioners information about an upgrade to the Orion RF AMR system. Migrating Orion RF transmitters from bubble up narrow band single frequency to bubble up FHSS 24 channel frequencies will allow the opportunity to increase the reading distances, as well as lay the ground work for future reading solutions such as fixed based networks. Without this upgrade, the historic metering system will continue to work the way it always has, however any meter introduced into the system after 4<sup>th</sup> quarter 2010 could possibly take up to 100-120 seconds to read. The Commissioners asked that a Styles representative come to a future meeting to discuss the new Badger Trimble Ranger Handheld.

**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 Mr. McNeil to draft a letter, to be inserted in the April Water Bills, informing the water customers that late notices will no longer be sent. Late charges will still be charged.

**Shaw Pond:** The Water Department is working with locals to reroute the snowmobile trails away from Shaw Pond to discourage people from going onto Shaw Pond. Mr. McNeil asked the Commissioners for their opinion about holding an annual ice fishing derby. This idea was discussed. The Commissioners asked Mr. McNeil to look into the liability issues of a derby. The Commissioners also asked him to look at the posting of no trespass signs.

**New Business:** The Commissioners were asked if the “old court house” could tie into the Water by going through the woods. They did not have a problem with this, but they want to make sure there are two separate mains for two properties.

Motion made (Letendre/O’Coin) to adjourn at 6:45 (Passed 2/0)