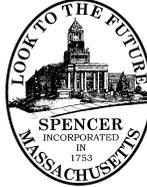


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

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 November 10, 2010**

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

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

Staff present: Debra Graves, Senior Clerk  
Susan L. Lacaire, Junior Clerk

Others present: Edward Ashworth, Resident  
Rita Maderosian, Resident  
Francis Maderosian, Resident

Meeting was called to order at 5:30 P.M.

Invoices were reviewed and signed. Police detail invoice was signed, but held for question to Mr. McNeil.

The minutes of October 13, 2010 were approved. Motion O'Coin/Fritze passed 2/0.

**Water/Sewer Bill:** Debra Graves, Senior Clerk, spoke to the Commissioners regarding the Water/Sewer Bill. The current contract for printing the Water/Sewer Bills is ending. Bids for the printing were received from Mark Altman & Associates, the current printer, and DLM & Associates. The bids were very close in price. Motion made O'Coin/Fritze to allow Debra Graves, Senior Clerk, to make the decision passed 2/0.

**Valley View Drive Residents:** After discussion, motion made Fritze/O'Coin to abate the Water Bill to the usage of next read (approximately 12-15-10) passed 2/0. Late Charges shall not be charged. This is for Edward Ashworth, 12 Valley View Drive and Patricia Rossi, 11 Valley View Drive. The request for Sewer adjustment will be sent to the Sewer Commissioners for their consideration.

**Grant Street Residents:** Francis and Rita Maderosian spoke to the Commissioners regarding their Sprinkler Bill tripling. The Commissioners took this under advisement and will investigate.

**Tata & Howard Two Zone Pressure System Update:** The following line items of the PGS Base Bid are under bid.

- Item No. 4 Rock Removal. Quantity under the bid quantity= 1,058.86CY (extended=\$80,473.36)
- Item No. 11 Hydrants. Quantity under the bid quantity=15EA (extended=\$52,500.00)
- Item No. 26 Temporary Trench Pavement. Quantity under the bid quantity=8,300LF (extended=\$83,000.00)

Total underage through the most recent PGS payment requisition =\$215,973.36.

**Change Order No. 9** was discussed. The purpose of Change Order No. 9 is to adjust the contract price for replacing approximately 60 linear feet of 8 inch diameter main and 1 existing 8 inch gate valve, and installing 1 added 8 inch gate valve in Old Farm Road beginning at the Old Farm Road/Meadow Road intersection. The construction cost for the Old Farm Road water main replacement is estimated at \$11,620.00. This change order results in an increase in the Contract Price to \$7,155,066.29. Reason for Change Order No. 9: As a result of Town's concerns regarding the condition of the existing main in Old Farm Road at meadow Road, the Town requested the Contractor provide a price quotation to furnish and install water main replacement of approximately 60 linear feet of 8 inch diameter mains. Additionally, the Old Farm Road main replacement will also provide a redundant capability to feed the distribution system from the Old meadow Road Treatment Facility in the event the Pleasant Street water main service was interrupted. A formal printed change order was not in place at the time of the meeting. Motion made O'Coin/Fritze to draft Change Order No. 9 and to sign such, once Mr. Fritze has asked Mr. McNeil questions passed 2/0.

**Articles voted October 7, 2010 Town Meeting:** The Town Clerk sent the Water Commissioners a copy of the Articles that were voted on at the October 7, 2010 Town Meeting.

**Spencer Landfill Exceedance Notification:** The Landfill Environmental Monitoring September 2010 from Fuss & O'Neill was given to the Commissioners. This report is presented twice a year. There are many test wells that are tested to see if the landfill is posing a threat to the environment and or our drinking water supply. There are exceedances in each report. Nothing is showing the Cranberry Brook Well to be in danger. DEP also gets this report. This report is on file at the Water Department for public review.

**Personnel Policies from Human Resources:** The Commissioners were provided with a Summary of Conflict of Interest Law for Municipal Employees, a Sexual Harassment Policy and a Use of Information Technology Resources (ITR) Policy. Robert Fritze and David O'Coin signed theirs and it was returned to the Human Resource Department.

**Water Enterprise Fund Status:** Mr. McNeil wrote a letter regarding the status of the Water Enterprise Fund. Motion made O'Coin/Fritze to sign the letter after some questions to Mr. McNeil passed 2/0. A copy of this letter is on file at the Water Department for public review.

**Rules and Regulations review:** The Rules and Regulations review will be discussed at a future meeting.

**New Business:**

1. Francis Carey, 34 Grove Street, sent a letter to the Commissioners about his fence being damaged causing \$336.75 in repair costs. Mr. Carey submitted a bill to his Insurance Company. The Commissioners took this under advisement and will investigate.
  2. The Spencer East Brookfield School District requested an exemption from the late fee. The warrants do not always coincide with the due dates. Motion made O'Coin/Fritze to exempt the Spencer East Brookfield School District from late fees and to abate the last Water late fee passed 2/0. This request will be sent to the Sewer Commissioners for their consideration.
- Motion made (O'Coin/Fritze) to adjourn at 7:00PM (Passed 2/0)