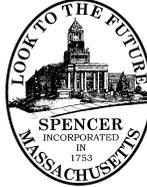


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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.

TEL. 508-885-7525
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Minutes of Meeting held March 24, 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
Robert O. Fritze, Jr.

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

Others present: Scott Fitzgerald, Stiles Co Inc. Representative

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

Invoices were reviewed and signed.

The minutes of February 24, 2010 were approved. Motion Letendre/O'Coin passed 3/0.

Tata & Howard Two Zone Pressure System Update: The blasting at the Highland Street site is finished. Highland Street is being probed for rocks. Utilities are marking the roads in preparation of new main installation. Mr. McNeil hosted an audit on the project with the Federal Government.

Budget: The proposed budget was reviewed by the Commissioners. The Water Rates support the proposed budget.

Courthouse Fire Protection charge vs DEP Safe Drinking Water Act charge: The Courthouse Fire Protection charge will be adjusted each year to the same amount as the DEP Safe Drinking Water Act charge.

Commitment and Usage: The Commissioners reviewed the usage and commitment for FY09 and FY10. It is as follows:

Water Commitment & Usage

	<u>July FY 09</u>		<u>July FY 10</u>
Commitment	161,684.49	Commitment	310,177.82
Usage	4649403	Usage	4905283
	<u>Oct FY 09</u>		<u>Oct FY 10</u>
Commitment	177,517.84	Commitment	307,947.86
Usage	4777225	Usage	4742162
	<u>Jan FY 09</u>		<u>Jan FY 10</u>
Commitment	175,670.60	Commitment	284,792.27
Usage	4720144	Usage	4336744
	<u>Apr FY 09</u>		<u>Apr FY 10</u>
Commitment	168,282.72	Commitment	
Usage	4330261	Usage	

Late Notice Letter and Rate Increase Letter: To save money, it was suggested that the late notice and rate increase be put on one letter and be inserted in the April Water bill. Mr. McNeil submitted the following letter for the Commissioners approval:
March 24, 2010

**Re: Spencer Water Department
Elimination of Late Notices and Fiscal Year 2011 Water Rate Increase**

Dear Water User:

This letter serves as a formal notice from the Spencer Water Department regarding our intent to eliminate any future mailings of late notices regarding your water bills. Your quarterly water bills indicate clearly when the bill is due. It is your responsibility to recognize this due date. We will no longer be mailing out late notices if you fail to pay your water bill by the date due.

Additionally, this letter is a reminder that your water rate has increased again this year (see below). Water that you are using now will be billed under our new rates. Since we run on the fiscal calendar our annual revenue is generated from the last quarter of each fiscal year (April-June) and the first three quarters of the actual fiscal year (July-March). These increases have been necessary to pay for required improvements.

Water Usage (per quarter)		FY 2010 Rates	FY 2011 Rates
Cubic-feet per quarter			
0 to 1,500-cubic feet	Flat Rate	\$99.96	\$129.92
1,500-cubic feet to	5,000-cubic feet	\$5.02/100CF	\$6.52/100CF
5,000-cubic feet to	8,000-cubic feet	\$5.29/100CF	\$6.88/100CF
8,000-cubic feet	And beyond	\$5.66/100CF	\$7.36/100CF

Note: 1 Cubic Foot = 7.48 gallons

Our Contractor P. Gioioso & Sons, Inc. recently started blasting for our new water tank that will be located off of Highland Street on the Lake Street School property. This new tank will serve water to the West side of town while the existing tank behind David Prouty High School will continue to serve the East side of town. This project will reduce the high pressures in the West side of town and allow us to replace aging water mains along Highland Street, Wilson Street, Lincoln Street, Pleasant Street, and sections of Main Street, Elm Street, and High Street. Updating these mains will provide additional fire flow volumes and provide better system circulation as well. Since the pressures will be reduced, our existing water pumps will be replaced with smaller horsepower pumps and high efficiency motors that will reduce our energy consumption.

The project will also introduce a Supervisory Control And Data Acquisition (SCADA) computer system to help monitor all of our system components. This project is required by DEP under our Administrative Consent Order (ACO) and will be paid for through the MassDEP State Revolving Fund (SRF) Low-interest (2%) loan program with 20% being funded through the American Recovery and Reinvestment Act (ARRA) in the form of principal forgiveness.

Help us celebrate National Drinking Water Week by joining us for our **2nd Annual Water Department Open House on Saturday May 8th from 11:00 AM – 1:00 PM at our Treatment Facility at 3 Old Meadow Road.** Come meet our staff, tour our facility, and enjoy the wonderful water themed artwork from our Wire Village School students.

Please call me (508) 885-7525 if you have questions regarding this information.

Very Truly Yours,

Robert D. McNeil III, P.E.
Superintendent

The following will go on the back of the letter:

“The next time you think that a gallon of water costs too much, remember that...

20 oz. of Bottled Water sells for \$1.99 or \$12.74 a gallon.

6oz. of Right Guard sells for \$3.42 or \$72.96 a gallon.

0.35 oz. of Nail Polish sells for \$5/bottle or
\$1,828.57 a gallon.

Pure tap water costs
just over a penny a gallon
and is delivered directly to your house
in the quantity and at the quality that you
expect!

Tap Water
is still
the best buy in Town.”

Spencer Water Department - 2010

Trimble Handheld Presentation: Scott Fitzgerald, a representative from Stiles Co, presented to the Commissioners information about the Trimble Handheld. This presentation included information about the upgrade and trade in value of our current reader. The Commissioners took this under advisement and will discuss it at a future date. The offer is good until July 1, 2010.

Enterprise Fund: The Commissioners were given a Massachusetts Department of Revenue Enterprise Funds printout for their review.

Rules and Regulations review: The Rules and Regulations review will be begin at the April Commissioners meeting.

New Business: Robert George called from Delude Ave. They are blasting behind his house. His well is now showing sediment in it and he is concerned the blasting is causing this. Mr. McNeil advised Mr. George to contact the Fire Chief regarding this matter as

the Fire Chief issues the blasting permit. Mr. George filed a report with the Fire Chief. Mr. George also is showing some interest in tying into the new Highland Street water line that will be going by his home.

The Water Department has switched their cell phone provider from AT&T to Verizon Wireless.

Second Annual Spencer Water Department Open House:

- Our 2nd annual Spencer Water Department Open House at our treatment facility at 3 Old Meadow Road is scheduled for Saturday May 8, 2009 from 11 AM – 1 PM to celebrate National Drinking Water Week. A safe, reliable water supply is critical to the success of any community. It creates jobs, attracts industry and investment, and provides for the health and welfare of citizens in ways ranging from disease prevention to fire suppression. We often take water supply for granted until it is threatened. For more than 30 years, the American Water Works Association and its members have celebrated Drinking Water Week – a unique opportunity for both water professionals and the communities they serve to join together to recognize the vital role water plays in our daily lives. Again this year the Spencer Water Department will host a Drinking Water Poster Contest for the students at Wire Village School. Winners will be chosen for each grade (4th,5th,6th) for 1st, 2nd, and 3rd place and five honorable mentions (a total of 24 winners). Winners will be notified by mail and at school. Awards will be presented during our Open House on May 8th at 11:30 AM.
- Winners will receive certificates, generous savings bonds, and their posters will be on display on the Town website, Wire Village School, and the Public Library during the month of May.
- Planned Open House activities include a meet and greet with our staff, poster contest award ceremony, facility tour, and hot dogs and hamburgers
- 1st, 2nd, and 3rd place prizes for the contest will be provided by Webster First Federal Credit Union.

Motion made (O'Coin/Letendre) to adjourn at 7:35 (Passed3/0)