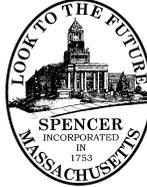


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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 April 14, 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

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

Invoices were reviewed and signed.

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

Marie DiBara of 10 Bell Street: Marie DiBara of 10 Bell Street met with the Commissioners to request forgiveness of late fees. The Commissioners agreed to abate 30.00 of the late fees. Ms DiBara is to make an agreement with the Collector and must adhere to the agreement or be charged late fees. The Commissioners also agreed to lower the curb stop in front of 10 Bell Street.

Tata & Howard Two Zone Pressure System Update: The contractor has begun laying steel at the tank site. Highland Street is shut down daily between Grove Street and Wilson Street. School buses will continue to go through. Mr. McNeil commented that the contractor, P. Gioioso & Sons, Inc., is doing a great job. Mr. McNeil will write a letter to wave the connection fee for Robert George of Delude Avenue. Mr. George had sediment in his well due to the blasting. Temporary water hookup users will be billed for what went through the meter only.

Tata & Howard Capital Efficiency Plan (CEP) Presentation:
Capital Efficiency Plan Concept

Three circle approach for greater efficiency:

- Hydraulics
- Critical System Components
- Asset Management

- Thorough model verification
- Supply considerations
- Fire flow requirements – mo of 14 ISO fire flows deficient
- Approximately 33% universal pipe
- Prioritized improvements plan

Critical Components

System Related

- Transmission mains
- Supply
- Storage

Customer Related

- Hospitals
- Schools
- Other facilities

Asset Management

- Workshop with Water Department personnel
- Customize weighted criteria based on :
 - Age
 - Diameter
 - Material
 - Soils/Wetlands
 - Water Quality
 - Breaks
 - Stray Currents
- Establish score for each pipe segment
- Identify priority components

Capital Efficiency Plan Implementation

- Overlay improvements from three circles
- Develop capital efficiency improvements
- Prioritize and review with client

Comparison of Improvement Costs without Capital Efficiency Considerations

Benefits

- Reduction of non-revenue water
- Increased customer satisfaction
- Improved water quality
- Reduced operations & maintenance costs
- Reduced electrical costs at pump station

Value of Capital Efficiency Plans

- Approach tailored to each system
- Most efficient project selections
- Reduces O&M, labor and energy costs
- Increases grant/loan potential
- Cost sharing with roadway, sewer, and drainage projects

Motion made O'Coin/Letendre to spend \$1,500.00 to hire Tata & Howard to conduct up to 15 fire flow tests for use in verifying the Town's existing hydraulic model. The fire flow tests will be conducted over the course of one day, and Tata & Howard will provide the gauges and testing equipment. (Passed 3/0)

National Drinking Water Week Update: Plans for the Open House, scheduled for May8, 2010 are going forward. Spencer Savings Bank and Webster Credit Union are donating the prizes. Hamburgers and hot dogs will be served. Tours of the Water Department will be conducted by Greg Karpowicz.

Chief Water Operator Position Discussion: Chief Water Operator, Greg Karpowicz, is investigating his options regarding the Union. At this time it is discussion only.

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	290,286.02
Usage	4330261	Usage	4449980

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

Budget: Interim Town Administrator, Adam Gaudette, is working through the Budget. A final budget will be presented at the May meeting.

New Business:

Water Withdrawal Permit MGL C

- Permit Number: 9P-2-08-280.01
- Permittee: Town of Spencer
- Issuance Date: February 28, 1994
- Modification Date: April 8, 2010
- Expiration Date: May 31, 2013

A letter was received from the Sewer Commissioners regarding the repair of damaged Sewer pipes during the water main replacement construction project.

Motion made (O'Coin/Letendre) to adjourn at 8:35 (Passed 3/0)