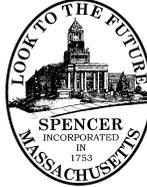


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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 February 9, 2011

Meeting of the Board of Water Commissioners held at the Water Department, 3 Old Meadow Road, Spencer, MA. All maps, diagrams, letters and notices are on file at the Utilities and Facilities Office.

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

Staff present: Robert D. McNeil III, Superintendent
Greg Karpowicz, Chief Water 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 8, 2010 were approved. Motion Letendre/O'Coin passed 3/0.

Budget: Mr. McNeil presented to the Commissioners a proposed budget for FY2012. Level funding of chemicals, power/heat/cooling, equipment maintenance and testing, distribution system and vehicular & equipment was proposed. Capital requests for a trailer generator, Meadow Rd WTP filter media replacement, Capital Efficiency Plan annual recommendations, meter base replacements for 1/2 the system, Moose hill water tank repairs, fleet replacement of 1 ton dump truck, meter reading equipment upgrade, aquifer protection land purchase were discussed. Mr. McNeil will return a finished budget to the Commissioners. Motion Letendre/O'Coin to purchase the meter reading equipment before the end of FY11 if funding is available passed 3/0.

Letter 91 Pleasant Street: Motion O'Coin/Letendre to abate the 30.00 Water late fee passed 3/0.

Electric Bill: Mr. McNeil will send a memo to the Town Administrator advising him that the Water Department electric bill is higher than the budget.

Article #23 of Town Meeting 5-6-10: A letter from the Town Clerk informing the Commissioners that Article #23 was voted upon at the May 6, 2010 Annual Town Meeting and amended. (Letter on file at Utilities & Facilities office)

Reverse Side of New Water/Sewer Bill: Motion made O'Coin/Letendre to accept the proposed Water/Sewer Bill passed 3/0.

Robert McNeil Employment Letter: A letter from Town Administrator Adam Gaudette concerning the intention of the Town to negotiate a contract with Mr. McNeil. (Letter on file at Utilities & Facilities office)

Comparison January FY10 Commitment to January FY11: The January FY10 and FY11 Water Commitment was given to the Commissioners for comparison. (Commitments on file at Utilities & Facilities office)

Tata & Howard Two Zone Pressure System Update:

- a) Diagrams of the water main replacement on Water, Valley, Main, Sumner and Chestnut Street were presented to the Commissioners. The Commissioners will discuss this at a future meeting. (Diagrams on file at Utilities & Facilities office)
- b) The estimated project schedule and cash flow for the Two Zone Pressure System Project was presented to the Commissioners. (On file at Utilities & Facilities office)
- c) Change order #11 was discussed. The purpose of Change Order No. 11 is to adjust the contract price for actual costs associated with the NGRID gas service to the highland Street Booster Pump Station and the NGRID electric service charge to the Cranberry Brook site, and additional electrical service costs at the Highland Street site due to elimination of the pad mount transformer. The Contract provided a \$40,000.00 allowance for the utility company gas service charges and a \$40,000.00 allowance for the utility company electric service charges. Charges associated with the gas utility service (\$38,197.00) and electric utility service (\$6,281.96) totaled \$44,478.96. As a result, the Contract sum will be decreased by \$35,521.04 credit. Reason for Change: As a result of Contract utility service charges sum coming in under the Contract allowances, the Contract price is decreased. Motion O'Coin/Letendre passed 3/0.

Uniform Rental Agreement: Motion made O'Coin/Fritze to contract from New England Uniform 11 Light Blue Shirts, 11 Navy Cargo Pants for 3 men, 5 shall be cleaned weekly at a price of \$6.90 per week per man passed 3/0.

Spencer Water Conservation Grant Waiver: Motion Letendre/O'Coin to pass over to next meeting passed 3/0.

Spencer Water Conservation Grant Program: Motion Letendre/O'Coin to pass over to next meeting passed 3/0.

Second Meter for Outdoor Watering: A diagram for installation of a second meter for outdoor watering was presented to the Commissioners. After some discussion it was decided to address this issue at the next meeting. The clerk was directed to get information regarding the current billing process of second meters.

Replace Service at 18 Summit Street: Motion made Letendre/O'Coin to bill 18 Summit Street customer for E.M. Thibault Excavation bill only passed 3/0.

Roof and Front Door Overhang Estimates: Estimates from Stutman Contracting, Inc., the Town's contractor, for the roof and front door overhang repairs at the Meadow Road facility were presented to the Commissioners. After some discussion it was decided to have Mr. Fritze investigate the repairs and report to the Commission at the next meeting.

Water Termination: The motion made at the December 2010 meeting of the Water Commissioners was again noted. Motion made Fritze/O'Coin to change the Rules and Regulations, at the next review, to **not** restrict water terminations to April 15th to November 15th. (Passed 3/0)

Out of Town Water Sales Policy: The memorandum concerning the Out of Town Water Sales Policy drafted April 7, 2005 was given to the Commissioners. This was a reminder to them of the Policy. (Policy is on file at Utilities & Facilities office)

Tighe & Bond: A copy of the notice from Tighe & Bond informing the Commissioners the 2010 water and sewer rate survey results are now available.

Motion made (O'Coin/Fritze) to adjourn at 7:40 PM (Passed 3/0)