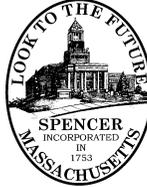


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

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 March 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

Others present: Steve Henry  
Jacob Cutler

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

Invoices were reviewed and signed.

The minutes of February 9, 2011 were approved. Motion Letendre/Fritze passed 3/0.

**24 Wall Street:** The owner, Jacob Cutler and the contractor, Steve Henry spoke to the Commissioners about 24 Wall Street. The Commissioners explained to Mr. Cutler and Mr. Henry that there must be a service for each building. They also suggested using a 1 inch pipe rather than a 1 ½ inch pipe. It would save on cost and it is all that is necessary. Mr. McNeil asked to be notified when the pipe that leads to the river is disconnected. He will then notify the EPA

**34 Grove Street Fence:** A letter was read from the owner of 34 Grove Street regarding his fence. No action was taken on this letter.

**Tata & Howard Two Zone Pressure System Update:** To date \$5,866,582.87 has been dispersed. There are 11 Change Orders totaling \$408,674.39. Change Order 12 is being drafted for Moose Hill Tank repairs. Work has progressed from the Booster Pump Station to Cranberry Well. If the new budget is approved a new generator will be purchased after July 1, 2011.

**Spencer Water Conservation Grant Waiver:** The DEP Division of Fiscal Management, after having reviewed the Request for Waiver, has determined that the Spencer Water Conservation Grant, Contract# 08-21 WCG **will be** granted a partial waiver. It appears that Town of Spencer made a good faith effort to meet the minimum M/WBE participation goals of 4.65% and 16.3% respectively.

**Spencer Water Conservation Grant Program:** The DEP announced the Spencer Water Conservation proposal will be awarded a grant in an amount not to exceed \$17,100.00. This grant will be used for:

1. Water Rate Study
2. Leak Detection
3. Leak Repair
4. Water Meter Base Replacement
5. Rules & Regulations Review
6. Project Report

**Second Meter for Outdoor Watering:** A diagram for installation of a second meter for outdoor watering was presented to the Commissioners. Motion made Fritze/Letendre to:

1. Bill second meters for outdoor watering twice a year (April & October).
2. If there is **no** usage, a minimum bill amount **will not** be charged.
3. Customers will be charged for the second meter cost upon installation.

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 motion made O'Coin/Fritze to replace the entire roof for the cost of \$7,320.00.

**Water Termination:** The Commissioners signed the Water Department Termination Policy effective December 12, 2010. (Policy is on file at Utilities & Facilities office) The Commissioners were informed by the clerk of the Termination notices that will be sent out. A total of 113 Single Family notices in the amount of \$58,515.22 will be sent out March 10, 2011 and shut off April 12, 2011 or after. A total of 59 Multi Family notices in the amount of \$59,254.38 will be sent out March 17, 2011 and shut off April 20, 2011 or after.

**Duplex with one service line:** After some discussion, it was decided to pass over this until the April 13, 2011 Water Commissioners meeting.

**New Water Billing Update:** Roger, a representative of Tremblay & Associates, has been working on the new Water/Sewer Billing Program. The new program will not be used for the upcoming April 2011 Water/Sewer bills.

**Rules & Regulations Review:** The Rules & Regulations will be revised by Tata & Howard and paid for through the Spencer Water Conservation Grant Program.

**New Business:**

1. The new utility truck will be picked up March 10, 2011.
2. The Commissioners signed an agreement for the Reimbursement of Indirect Operation Costs. (Agreement on file at Utilities & Facilities office)000

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