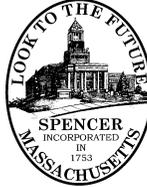


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

DAVID R. O'COIN  
NORMAN C. LETENDRE, JR.  
ROBERT O. FRITZE, JR.

3 OLD MEADOW ROAD  
SPENCER, MA. 01562



SUPERINTENDENT  
STEVEN J. TYLER, P.E.

TEL. 508-885-7525  
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**Minutes of Meeting held September 14, 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: Greg Karpowicz, Chief Water Operator  
Susan Lacaire, Clerk

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

Invoices were reviewed and signed.

The minutes of August 10, 2011 were approved. Motion Letendre/O'Coin passed 3/0.

**Superintendents letter to Commissioners:** Superintendent Steven Tyler's letter was reviewed by the Commissioners. The words "**private well users**" should be deleted from the Draft Spencer Water Conservation and Restriction Bylaw, Section 3. Applicability.

**Letter 34 Grove Street:** The Commissioners reviewed the letter from the owner of 34 Grove Street. No action will be taken as the matter was referred to the Town Administrator and determined that the Town of Spencer is not liable.

**60 Valley Street Abatement:** The owner of 60 Valley Street is seeking abatement to his water bill. After investigation of the water meter by Water Department technicians a motion made Fritze/ Letendre to not abate bill passed 3/0.

**18 Pleasant Street:** Water Department clerical placed 18 Pleasant Street on tax lien 12-8-10. Tax lien was recorded on 12-27-10. Resident bought house 12-21-10 so tax lien for water was not available when house was sold. Requesting water portion of 368.73 be removed from tax lien. Motion made O'Coin/Letendre to remove water portion amount, but try to collect from bank passed 3/0.

**18 Summit Street:** A reminder shall be sent to the resident of 18 Summit Street for payment of their invoice due September 23, 2011.

**Tata & Howard Construction Services Agreement:** The Commissioners signed a Construction Services Agreement, Amendment No.2. The services are associated with the construction of approximately 1,040 linear feet of 12inch diameter water main on Valley Street, which were outside of our original contract agreement. The total resident observation hours incurred was 200 person hours. Construction started on the week of June 13, 2011 and was completed by July 15, 2011. Payment to Engineer, Item 5.1.1 first sentence, delete the following words "Four Hundred Thirty Nine Thousand Five hundred Seventy Dollars (\$439,570.00)." On page 6, Section 5 Payment to Engineer, Item 5.1.1, first sentence, insert the following words, "Four Hundred Fifty Eight Thousand Two hundred Ninety Dollars (\$458,290.00).

**Tata & Howard Two Zone Pressure System Update:** The Superintendent writes he would like to see Tata & Howard press the contractors toward completion especially Philips Electric. He has forwarded to Tata & Howard a punchlist. He does not want to rush our side of verifying completion. Instead he wants to make sure that everything is 100% complete and tried and tested during our operations as thoroughly as possible. He also wants to make sure that we have all the training, spare parts and contract requirements 100% fulfilled or credited if we so choose. He assured the Commissioners we will get everything called for in the contract or we will get credited according, should we choose that. DEP will be called for final inspection.

**Telephone Service:** Superintendent Steven Tyler is addressing this issue. He will report back to the Commissioners at a future date.

**Copy Machine:** Superintendent Steven Tyler is addressing this issue. He will report back to the Commissioners at a future date. The Commissioners stated the new copy machine should be bought as soon as possible.

**New Business:**

1. Commissioners want an emergency light installed in the Cranberry Brook Well Building.
2. The Dehumidifier in the Meadow Road pump room is broken again. Mr. Karpowicz will get prices on a new dehumidifier.
3. There shall be 2 separate water services for 9A and 9B Cottage Street. The water may not be turned on until this problem is addressed.

Motion made (O'Coin/Letendre) to adjourn at 7:30 PM (Passed 3/0)