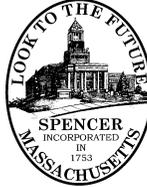


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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.

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Minutes of Meeting held April 4, 2012

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: Norman C. Letendre, Jr.
Robert O. Fritze, Jr.

Staff present: Steven Tyler, Superintendent
Gregory Karpowicz, Chief Water Operator

Meeting was called to order at 5:00 P.M.

Invoices were reviewed and signed.

The minutes of March 7, 2012 were approved. Motion Letendre/Fritze passed 2/0.

Resident Questions: There were no resident questions.

Invitations to Jean Mulhall Retirement Party: Invitations to the retirement party for Town Clerk Jean Mulhall were distributed to the Commissioners. The party is scheduled for June 21, 2012.

In-Plant/First On Call, WSO Job Responsibilities, Requirements and Expectations:

The Water Commissioners signed a letter clarifying some but not all of the work requirements and expectations of all Water Systems Operators (WSO) assigned the weekly "In-Plant/First-Call WSO (IP/FC WSO)" responsibilities by the Chief Water Systems Operator (CWSO). It states as follows:

During the week assigned by the CWSO the designated IP/FC WSO shall be on a (7) day or (8) day rotation requirement which begins Monday at the start of the work day and ends the following Monday at the start of the work day or Tuesday at the start of the work day when Monday is a holiday. When it is his/her designated week as the IP/FC WSO duties at a minimum include, but are not limited to, daily operation of the water treatment

facilities and being fully prepared and available to be the FIRST-CALL responder for any after hour service calls or emergencies, 24 hours per day and 7 days per week. During this time the IP/FCWSO is expected to have the ability to respond to any after hour calls within (30) minutes. Typically all after hour calls are directed to the CWSO and then forwarded with instructions to the IP/FC WSO on duty. This may change occasionally when the CWSO is unavailable.

It is understood that on occasion unforeseen events or personal emergencies will limit the IP/FC WSO from fulfilling these requirements. In the case of a personal emergency, the IP/FC WSO shall immediately notify the CWSO so arrangements for coverage can be made. In a non-emergency event the IP/FC WSO shall make arrangements for appropriate full coverage with other IP/FC WSO and contact the CWSO for approval at least 72 hours in advance. The CWSO reserves the right to deny any non-emergency coverage requests made by the IP/FC WSO on duty for any reason.

As a matter of public safety strict adherence to the minimum IP/FC WSO requirements specified above is necessary at all times. Failure to follow these requirements in any way shall be subject to disciplinary action. As a matter of standard practice the CWSO reserves all rights to call in any WSO that he/she feels is needed for support.

Pickup Truck and Overview of Administrator and Finance Committee Approval

FY2013 Budget & Capital Items: A 2010 pickup truck purchase was approved by the Commissioners. This truck will save gas and will be used for the day to day tasks of the Water Department. The Commissioners reviewed Article 15 of the Annual Town Meeting Warrant and agreed to support it as written in the Town Administrators Draft.

Draft of Rules & Regulations for review: This will be discussed at a future meeting.

Two Zone Pressure System Update: The replacement spring was installed on the pressure reducer valve at the Highland Street Booster Station. The computer has been installed at the Meadow Street Plant. P. Gioioso is working on the final Building Permit sign off.

Emergency Generator Cranberry Brook Well Update: The gas line installation, the electrical system update and the mounting of the generator was discussed.

Motion made (Letendre/Fritze) to adjourn at 6:30PM (Passed 2/0)