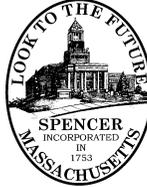


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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 August 1, 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: David R. O'Coin
Norman C. Letendre, Jr.
Robert O. Fritze, Jr.

Staff present: Steven Tyler, Superintendent
Gregory Karpowicz, Chief Water Operator
Susan Lacaire, Clerk
Debra Graves, Clerk

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

Invoices were reviewed and signed.

The minutes of June 20, 2012 were approved. Motion Letendre/O'Coin passed 3/0.

Terminations: The Town Administrator and the Town Collector were unable to attend the meeting. They sent word via Commission Fritze that the Collector's office will not be making agreements for terminations in the future. It was suggested that the office of Jeffery & Jeffery be contacted to do collections and terminations. This is the office that handles collections for the Tax Collector. The Commissioners requested a meeting to be set up with the Administrator and the Collector. Mr. Fritze said this round of terminations will go forward as usual.

Resident Questions: Resident of 15 West Main Street wrote to the Commissioners regarding the minimum charge. The resident used only 336 cubic feet of water and was charged 129.92 for water and 74.50 for sewer. This is the minimum charge for having water and sewer available to you and for usage under 1500 cubic feet. The resident states

“this is outrageous”. No action will be taken at this time regarding the minimum rate charge.

50 Pleasant Street: At the November 9, 2011 meeting of the Commissioners, a motion was made to allow the resident of 50 Pleasant Street to pay \$500.00 per month until the large water bill is paid. There were to be no late charges. The resident has not followed that agreement. Motion made Letendre/Fritze to put 50 Pleasant Street on the termination list. Passed 3/0

Second Meter: The Second Meter for Outdoor Watering Policy is: Board of Water Commissioners policy allows a separate water meter (residential only) to be installed for outdoor watering. Consumption from this meter will be charged a water rate only on the April and October Water bills.

Required procedure to install a separate meter:

- Hire a plumber. Plumber picks up the base and tail pieces at the Water Department, 3 Old Meadow Road. A check for \$200.00 is required for cost of the meter.
- Owner’s plumber shall discuss/coordinate proposed installation including all piping configuration and meter locations specific to site conditions with Spencer Chief Water operator prior to proceeding with the work.
- Once your plumber has completed the necessary work for the installation, your plumber must call the Water Department at 508-885-7525 to schedule an appointment to have the work inspected and the meter head installed.

Both meters must be installed in a horizontal position.

Motion made O’Coin/Fritze to accept this Policy. Passed 3/0

National Grid Highland Street Pump Station: The Water Department received a letter from National Grid informing them they should be on a G1 rate rather than the G2 rate. The G 1 rate is cheaper. The clerk informed the Commissioners after examining the National Grid Bill; it was found the Water Department was paying Sales Tax. The clerk spoke with a representative of National Grid and Sales Tax will no longer be charged. A letter was sent requesting all previous Sales Tax be returned.

National Grid Gas Cranberry Brook Well: The usual procedure is to have the gas shut off at the Cranberry Brook Well building for the three month summer period. However this year the well pump building must stay on for the emergency generator. The Chemical building would cost \$50.00 to turn back on. The minimum per month charge for the Chemical building is \$22.01. It is not really worth having gas shut off for a savings of \$6.00. Motion Letendre/O’Coin passed 3/0.

Emergency Generator Cranberry Brook Well Update: The generator is ready for the final inspection and final testing of the load. The testing has not been completed.

Pleasant Street Update: The final paving will done this Friday (August 3, 2012). The water main work is complete. All temporary services have been disconnected and permanent services have been connected.

Two Zone Pressure System Update: The stairs at the Highland Street site are complete. The railings are installed. There were problems with the radio transmission. Testing was done. There was a part broken in one of the panels. The part has been replaced. This was covered under warranty. A report is expected from the radio repair person.

10 Cherry Street Fire: It was explained to the Commissioners the meter was destroyed in the fire. The Water Department had no usage to base a water charge on. The owner was charged minimum for water. Commissioners agreed this was acceptable.

Postage Meter: The question of purchasing a Postage Meter was addressed by the Commissioners. The cost per quarter is \$146.91 or \$587.64 annually plus the cost of postage. Motion made Fritze/Letendre to not purchase a meter and to continue to use the Postage meter at the Town Hall. Passed 3/0.

Motion made (O'Coin/Fritze) to adjourn at 6:10PM (Passed 3/0)