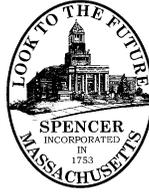


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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 November 6, 2013

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 Letendre, Jr.
Robert O. Fritze, Jr.

Staff present: Steven Tyler, Superintendent
Greg Karpowicz, Chief Operator
Debra Graves, Sr. Clerk
Jill Gallagher, Jr. Clerk

Others: Resident at 74 Cherry Street

Meeting was called to order at 5:45 P.M.

Read and accepted minutes for October 2, 2013

Reviewed invoices & signed vouchers

Sign monthly commitment

Water Commissioners reviewed and signed Water Termination policy. Norman motioned to approve the Water Termination policy, seconded by Robert, and all in favor.

Water Commissioners reviewed Water bill printing and mailing services. Norman made a motion to request new quotes, seconded by Robert, and all in favor.

The Water Commissioners instructed Steven Tyler to advise the Town Administrator that he shall be involved in the selection and purchase of the upcoming MUNIS upgrade to ensure that it provides record keeping and reporting information that resolves prior repeated concerns of the water commissioners necessary for the review of delinquent accounts and other matters.

Reviewed prior year bills for National Grid of \$1,054.08 that will be a warrant article in the fall Town meeting, which will come out of retained earnings. Norman made a motion to put the prior year bills on the fall Town meeting, seconded by Robert, and all in favor.

53 Cherry Street – Reviewed proposed agreement for partial payment agreement. Water was shut off for non-payment. Norman made a motion to accept payment agreement, seconded by Robert, and all in favor.

33 Church Street - Reviewed hardship letter. Robert motioned to put on termination list, seconded by Norman, and all in favor.

Ragsdale – Building #1 – Reviewed letter requesting an adjustment on water bill. Water leak has been repaired. Robert motioned to deny adjustment, seconded by Norman, and all in favor.

74 Cherry Street – Reviewed partial payment agreement. Robert motioned to approve the agreement, seconded by Norman, and all in favor.

Public Meeting Adjourned at 6:30 PM, motion by Norman, seconded by Robert, and all in favor.