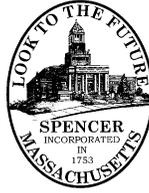


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

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 December 11, 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  
Jill Gallagher, Jr. Clerk

Others: Resident at 109 Mechanic Street  
Resident at 18 Brown Street

Meeting was called to order at 5:15 P.M.

Read and accepted minutes for November 6, 2013

Reviewed invoices & signed vouchers

Water Commissioner discussed mailing insert for next bill to change late fees

Reviewed Mass DEP November 2013 Sanitary Survey and discussed Summary of Findings. Full copy provided to Commissioners for review and comments.

Water Commissioner discussed mailing insert for next bill to change late fees

Reviewed draft unaccounted for Water Compliance Plan handout. Full copy provided to Commissioners for review and comments.

Reviewed lockbox email from Tax Collector. The degradation in mail delivery is affecting all PO's serviced out of the Boston facility.

Norman reviewed and signed Conflict of Interest Summary

109 Mechanic Street - Commissioners met with resident. Discussed request for a payment plan due to hardship. Norman motioned to accept a partial payment plan, Robert seconded, unanimous vote.

32 Maple Street - Water Commissioners reviewed hardship letter. Norman motioned to terminate water if overdue amount not paid, Robert seconded, unanimous vote.

17 Summit Street – Reviewed hardship letter from resident stating they would pay remaining overdue amount on 12/18/13. Norman motioned to keep water on until that date and terminate if not paid. Robert seconded, unanimous vote.

8 Church Street – Resident requested adjustment on water bill due to water leak that flooded the basement. Norman motioned to deny adjustment, Robert seconded, unanimous vote.

18 Brown Street – Commissioners met with resident who requested a payment plan due to hardship. Norman motioned to abate off/on fee and penalty fee of \$75.00, Robert seconded, unanimous vote. Residents will attend next Water Commissioners meeting to discuss partial payment plan.

15 South Street - Reviewed hardship letter from resident requesting a monthly payment plan. Robert accepted and Norman seconded, unanimous.

3 South Street – Reviewed residents bill and request for an adjustment due to water leak. Norman motioned to deny adjustment, Robert seconded, unanimous vote.

Public Meeting Adjourned at 7:40 PM, motion by Norman, seconded by Robert, and all in favor.