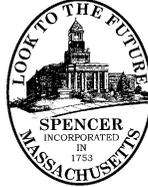


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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
FAX: 508-885-9416
TTY: 508-885-7525

Minutes of Meeting held April 10, 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 C. Letendre, Jr.
Robert O. Fritze, Jr.

Staff present: Steven Tyler, Superintendent
Rebecca Pedone, Jr. Clerk

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

Read and accepted minutes for March 6, 2013

Review invoices & sign vouchers

Signed monthly commitment

Signed Quarterly commitment for water bills

Reviewed Budget Summary as March 25th warrant

Removal of Greg's name off of Termination Notices – Motion by Norman, in favor Robert to remove Greg Karpowicz name from the Signature Line on Termination Notices and add the Board of Water Commissioners.

Water Meter Base Replacement Update – Letter to Spencer Water Users approved, Motion by Norman, in favor Robert. Send letters by section of town.

Purchase Backup SCADA Radios - Board would like more information on Radios and Warranties.

Resident Questions – Agreements

- 4 Paxton Rd – Ok to continue with Payment Agreement until paid in Full.
- 74 Cherry Street – No show
- 53 Cherry St – Tenants have until May 17th to file a complaint in Housing Court or Pay the remaining termination amount of \$844.91 in full by May 20th. Tenant is to follow up with office. Tenant to sign Payment Agreement. Failure to do so will result in termination of water service.
- 18 Prospect St – Payment agreement approved resident to pay \$200.00 April 11th and \$200.00 every 30 days for the next 3 months. Resident to sign Partial Payment Agreement and attend August 7th Board of Water Commission Meeting for follow up. Failure to do so will result in termination of water service. Resident to make appointment for Water Operator to check for leak for high water usage.
- No late fees to be assessed to residents on payment agreements as long as agreement is being met.

Public Meeting Adjourned at 7:00 PM, motion by Robert, in favor by Norman.