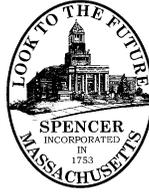


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

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 16, 2014**

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 O'Coin  
Robert Fritze, Jr.  
Norman Letendre, Jr.

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

Others: Robert D. McNeil, McNeil Engineering, LLC.

Meeting was called to order at 5:10 P.M.

**Bixby Road Housing Development – Water Extension/Connection Fees:** Robert McNeil representing South Middlesex Opportunity Council (SMOC) discussed the history of the original permit for the development site and sewer connection/mains from the 1980's. Bixby Road Estates proposed development of 11- buildings, 42-units, with a fifty year affordability restriction on units. After a lengthy discussion between all Board Members, Chief Water Operator, Superintendent, and Mr. McNeil the following was determined:

- SMOC is fully funded by State and Federal funding with development intended for completion.
- Progressive building on a 6 month schedule for each building, estimated 2 year project.
- Each building will have a single service water connection to each of the 4- units and 1- fire sprinkler.
- Agreement for SMOC to own all water lines beginning at the Bixby Road property line. Water breaks/repairs will be the responsibility of the owner/property management company and repaired in accordance to Water Department specifications including but not limited to notifying the water department immediately upon need for water line repair, obtaining necessary water line repair permits and coordinating necessary inspections.
- Standard Spencer water meters with transponders for each unit required. SMOC will pay for cost of meters. Water Department will place order for meters for SMOC for a total estimated cost of approximately \$8,400.00.
- Once installed the Water Department will own water meters including maintenance of meters included in usage fees.

- Water Department material and construction specifications were provided to Mr. McNeil and reviewed with Mr. Karpowicz requesting no poured cement in construction of the water connections or at sewer crossings. Thrust block, sand or gravel acceptable.

Water Connection fees are as follows:

- 8" connection at Bixby Road \$2,700.00
- 42-units single service water connection/11-sprinklers \$7,950.00
- 42-water meters-estimated \$8,400.00

**Estimated total: \$19,050.00**

Development subject to Bi-Annual Backflow valve test requirements and fees in effect at time of test: 11 buildings at \$75.00/ \$1,650.00 annually (estimate based on present backflow test cost).

David made motion, Norman seconded, unanimous vote.

**21 Cherry Street** - Water Commissioners reviewed hardship letter dated December 5<sup>th</sup>, 2014. Reviewed residents water bills and previous payments. David made motion, Norman seconded, in favor to make payment agreement. Balance of outstanding bills to be paid in full by January 5<sup>th</sup>, 2015.

**47 Main Street** - Water Commissioners reviewed hardship letter dated December 11<sup>th</sup>, 2014. Reviewed residents water bills and previous payments. David made motion, Norman seconded, in favor to make payment agreement. Balance of outstanding bills to be paid in full by January 26, 2015.

**8 Charron Street** - Water Commissioners reviewed hardship letter dated December 15<sup>th</sup>, 2014. Reviewed residents water bills and previous payments. Norman made motion, David seconded, in favor to make payment agreement. Balance of outstanding bills to be paid in full by July 15<sup>th</sup>, 2015

**73 & 75 Maple Street** - Water Commissioners reviewed hardship letter dated December 15<sup>th</sup>, 2014. Reviewed residents water bills and previous payments for both locations. Norman made motion, David seconded, in favor to make payment agreement. Balance of outstanding bills to be paid in full by January 26, 2015.

Public Meeting Adjourned at 6:25 pm, motion by David, and seconded by Norman.