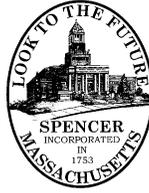


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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 March 2, 2016

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
Norman Letendre, Jr.

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

Meeting was called to order at 5:20 PM

Read and accepted minutes for February 3, 2016

Reviewed invoices & signed vouchers

Water Break – 1 Linden St: Sprinkler service line broke within building during cold spell with 190,410 gallons of water (25388cf) detected by SCADA program (water did not go through meter). Owner has been invoiced for the water loss. Invoice to be paid within thirty days.

Shaw Pond Forestry Management Committee: Proposed Shaw Pond Forestry Management Committee was presented by Superintendent Tyler for preservation, protection, and perpetuation of its forested areas, which involves water supply protection, enhancing wildlife habitat, recreational opportunities, and a renewable resource of timber through the use of proper forest stewardship at Shaw Pond located in Leicester, MA. The goal of the Committee is the successful short and long term implementation and continual oversight of the program.

Currently we have a Forestry Management Plan that was completed under a grant. A Request for Proposal (RFP) for forestry plan needs to be implemented to the next level hiring a Forester. The RFP needs to go out for bid and after a review of qualifications of Forester(s) a hiring decision will be made.

The Committee will be responsible for RFP review and recommendations as well as review, oversight, auditing proposed plans and reports, its assumptions, findings, projections, and implementation of the Shaw Pond Forestry Management Plan. The Committee is to be composed of nine residents of the community, consisting of two members of the Board of Selectmen, one member of the Planning Board, and six representatives from the business community, not necessarily residing within the Town of Spencer.

Board of Water Commissioners will be the sponsor for this project and collectively retain authority to provide direction and make all final decisions for the Spencer Water Department consistent with their statutory authority.

Update to Water Terminations:

- Multi-Family-Notice served on 2/18/16 & 2/19/16. Shut-offs start 3/22/2016
- Single Family-Notice mailed out on 2/23/16. Shut-offs start 3/29/16

27 Maple St: Water Commissioners review of hardship letter requesting a payment agreement for past due bills. After a review of past water bills, payments, and current balance due, Letendre motioned, O’Coin seconded, payment agreement granted. Balance of outstanding balance to be paid in 6 installments/6 months (2 billing cycles) in addition to paying all future Water/Sewer bills in full by their respective due date.

15 School St: Water Commissioners review of payment request. Review of resident’s past water bills, payments, and current balance. O’Coin motioned, Letendre seconded, in favor of payment request. Balance of outstanding balance to be paid in full by April 4, 2016.

Public Meeting Adjourned at 5:50 PM, motion by Letendre, seconded by O’Coin.

Motion by O’Coin, seconded Letendre , Public Hearing called to order at 6:00 PM to discuss Water Rates.

(A Public Hearing notice, attendee sign-in sheet on file at the Utilities & Facilities Office)

Water Rates Increase: All Water Dept. costs have increased annually with inflation since 2010. Revenue levels have remained approximately the same. Current water rates (i.e., revenues) are not able to fully cover operational costs and minimum necessary annual capital system improvements (i.e., water main replacements and upgrades by Water Dept. staff). In addition, the Water Department recognizes that it has several other major cost capital infrastructure project needs on the horizon that will likely require borrowing which will further increase the annual operating budget. For these reasons it was recommended that A moderate rate increase be incorporated at this time to address these present and future needs of the Water Department.

Vote on Rate Change: After some discussion, motion made (O’Coin/Letendre) to increase the FYI2017 water rates to be effective July 1, 2016. The first increase will be based on the reads of April 2016 to June 2016. (Passed 2/0)

WATER RATES

		CURRENT	INCREASE 6% FY2017
cu-ft/quarter		July 1, 2010	July 1, 2016
First 1,500 cf	Flat rate	\$129.92	\$137.71
1,500 to	5,000 cf	\$6.52	\$6.91
5,000 to	8,000 cf	\$6.88	\$7.29
8,000	And up	\$7.36	\$7.80

Public Hearing Adjourned at 5:20 PM, motion by Letendre, seconded by O’Coin.