

TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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SUPERINTENDENT
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Minutes of Meeting held August 12, 2009

Meeting of the Board of Water Commissioners held at the Water Department, 3 Old Meadow Road, Spencer, MA.

Members present: David R. O'Coin
Norman C. Letendre, Jr.
Robert O. Fritze, Jr

Staff present: Robert D. McNeil III, Superintendent
Greg Karpowicz, Chief Operator
Susan L. Lacaire, Junior Clerk
Paul Guida, Town Administrator

Others present: Bonny Howard, Water customer
Dolores Carrigan, Water customer
Justin Cook, Water customer
17.5 Greenville St Water customer

Meeting was called to order at 5:30 p.m.

The minutes of July 8, 2009 were approved. Motion Letendre/O'Coin passed 3/0.

Invoices were reviewed and signed.

Discussion of Water Rate effective date: Bonny Howard spoke to the Commissioners regarding the effective date of 7-1-09 for the new water rates. Ms Howard asked why the rates were effective 7-1-09, but applied to the billing done for quarter April 1, 2009 to June 30, 2009. The Commissioners explained that the intent and the minutes read "After some discussion, motion made (Fritze/Letendre) to increase the FYI 2010 – FYI 2011 water rates to be effective July 1, 2009. The first increase will be based on the reads of April 2009 to June 2009. (Passed 3/0)" Ms Howard informed the Commissioners that this was not made clear on the rate increase information sheet inserted in the water bills. The Commissioners apologized for not making it clear. Ms Howard also asked the Commissioners if they would consider an elder rate for the senior citizens. The

Commissioners replied they could not consider such a rate at this time and still balance their budget.

Mary Webster letter: Ms Webster wrote the Commissioners asking if they had tried to find other ways to raise money, besides the raising of the water rates. The Commissioners have applied for SRF money and are on the “short list”. Ms. Webster also asked the Commissioners to waive the late fee for customers on a payment plan. A motion was made (Fritze/Letendre) to waive the late fee for customers on a payment plan. The payment plan must be up to date. (Passed 3/0)

Justin Cook – 40 High Street: Mr. Cook addressed the Commissioners concerning a water leak he had at his 40 High Street property. Mr. Cook asked if the water bill could be adjusted because it was a leak and most of the water ran down High Street. The Commissioners denied this request, telling Mr. Cook that the water went through the meter before running down High Street. It would be very difficult to determine the water that was actually used as opposed to the water that was leaked.

Paul Guida Town Administrator: Mr. Guida discussed with the Commissioners general staffing issues and the Chief Water Operator positions. Mr. Guida asked the Commissioners to evaluate Mr. Robert McNeil as Superintendent of the Water Department. A motion was made (O’Coin/Letendre) to schedule a Commissioners meeting for August 19, 2009 at 5:30, 3 Old Meadow Road, Spencer, MA to discuss Mr. McNeil’s evaluation and other Water Department business. (Passed 3/0) Commissioners David O’Coin asked Mr. McNeil for a self evaluation. The MTBE money was discussed. The MTBE money agreement will be discussed further at the September 9, 2009 meeting of the Water Commissioners.

Spencer Sewer Department Water Meter update: The Sewer Commissioners tabled the Water Meter installation at this time. Commissioner Frank White has spoken to two selectmen and it will be discussed at a future workshop. If the Water Commissioners have any questions they should call Commissioner White. A motion was made (O’Coin/Letendre) to shut off the water to the Sewer Plant, for non compliance of meter installation, if a work order is not in place by August 26, 2009. (Passed 3/0)

Tata & Howard Two Zone Pressure System update: The final design for SCADA is complete and was sent to DEP by the deadline date (August 2, 2009).

Maple Street/Elm Street Update: Three hydrants have been replaced. There are three left to be done. The work to replace the water mains is almost complete. The culverts on Elm Street are in. Going from a 6” clogged pipe to a 12” open pipe will improve the flow.

2010 Water Conservation Grant: Weston & Sampson submitted a proposal for engineering services associated with providing the Town of Spencer with an application

for the Massachusetts Department of Environmental Protection (MassDEP) 2010 Water Conservation Grant.

Scope of Services

1. The services are based on completing one application for the 2010 Water Conservation Grant as required by MassDEP. Applications shall include a brief narrative of the overall project objectives, scope of services, deliverables, milestone schedule, budget and other supporting documentation.
2. Prepare draft applications for review by the Town.
3. Meet with the Town and incorporate review comments for the final applications.
4. Upon the Town's approval, prepare one signed original and seven (7) paper copies and one CD copy of each application to be submitted to MassDEP for review by August 9, 2009. Provide one paper copy and one CD copy of each application for the Town.

This proposal was signed by Robert McNeil and returned to Weston & Sampson.

DEP Ground Water Rule: Weston & Sampson submitted a proposal to provide engineering services related to support for the Ground Water Rule and Massachusetts Department of Environmental Protection (DEP) Log Credit Determination requirements for the Town of Spencer (Town) at Meadow Road Water Treatment Plant (WTP) and Cranberry Brook Facility.

Scope of Services

1. Meet with the Town and collect information on chlorine disinfectant residual, water temperature, daily volume of water treated, and clearwell volume at Meadow Road WTP. Collect other required information to fill out DEP GWR A, GWR B, and DWR C Forms including information on Total Coliform Rule (TCR) sampling sites.
2. Calculate the log credit inactivation available from chlorine disinfection at the WTP.
3. Weston & Sampson shall submit on behalf of the Town two (2) copies of the DEP GWR A, GWRB, AND GWR C Forms and supporting documentation to DEP. The supporting documentation shall be signed by a Massachusetts registered professional engineer.
4. Provide a response to comments from the DEP on the submitted information.

The work described in the Scope of Services, Tasks 1 through 3, shall begin within ten (10) days of receipt of the executed letter agreement and shall be completed by September 1, 2009. This proposal was signed by Robert McNeil and returned to Weston & Sampson.

Water System Emergency Response Plan: The Water System Emergency Response Plan submitted by Weston & Sampson is to be discussed at the next meeting (August 19, 2009 5:30PM).

New Business: A motion made (O'Coin/Letendre) to send a letter to Mary Barrell; Treasurer/Collector stating the Board of Water Commissioners agrees to adjust water rates to cover loan repayments for Water Department borrowing. (Passed 3/0) A motion made (O'Coin/Letendre) agreeing to borrow of the articles that have been borrowed in FY2009 and FY2010, Example: Article 2c at the fall town meeting 11/1/09, 250,000.00,

for Water treatment fac. and Article 16 at the annual town meeting 5/3/07, 450,000.00 for Water Meters. (Passed 3/0)

Two signed Amendments to the Administrative Consent Order ACOP-CE-07-5D006-SEP-amend3 were sent to Cheryl Poirier of Bureau of Resource Protection Enforcement Coordinator, Department of Environmental Protection.

Paragraph 12 of the Consent Order is hereby replaced in its entirety with the following language:

12 Respondent shall:

- A. On or before **November 24, 2010**, submit a transmittal form, permit application BRP WS 25 (Treatment Facility modification), and a schedule for implementation to MassDEP for review and approval to upgrade the monitoring system for System Control and Data Acquisition (SCADA) for all water department facilities. The implementation schedule shall include a training component for water system staff. At a minimum, the permit application must include the failsafe and alarm systems and chemical feed system modification described in Attachment B and paragraph 3 of Attachment A.
- B. On or before **September 30, 2009**, submit a transmittal form, permit application BRP WS 32 (Distribution System Modification), and a schedule for implementation to MassDEP for review and approval to address the high pressures within the distribution system.
- C. On or before **March 4, 2009**, submit a master Plan and Capital Improvement Plan for the Water Distribution System. (Completed

Mr. Karpowicz explained that the DEP has changed the protocol for bacteria hits. The Town of Spencer Water will follow the DEP protocol for any bacteria hits.

Mr. McNeil informed the Commissioners there was not extra staffing hired for the summer. Edward F. Radik has submitted an application for employment through DEP Green Jobs Placement Program (GJPP). This would be part time (2-3 days a week) at \$10.00 an hour. He is seeking a position in the water quality field that would provide him an opportunity to use a variety of his skills. His application lists an extensive work history.

The Spencer Agricultural Association is committed to install all water meters and backflow device before the opening of the Spencer Fair (September 3, 2009).

Water Meters have been installed in meter pits at North Street Cemetery and St. Mary's Cemetery.

The O'Gara backflow device failed so the water is shut off to the main.

For the Commissioners that are seeking to get the NIMS certification on line, the web site is nimsonline.com.

A motion made (Letendre/O'Coin) to write a letter explaining the effective date of the rate increase and send it to the Water Customers. (Passed3/0)

Motion made (Letendre/Fritze) to adjourn at 8:30 (Passed3/0)