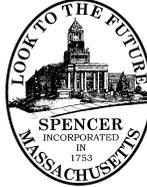


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

DAVID R. O'COIN
NORMAN C. LETENDRE, JR.
ROBERT O. FRITZE, JR.

3 OLD MEADOW ROAD
SPENCER, MA. 01562



SUPERINTENDENT
ROBERT D. MCNEIL III, P.E.

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Minutes of Meeting held June 3, 2010

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

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

Staff present: Debra Graves, Senior Clerk
Susan L. Lacaire, Junior Clerk

Others present: Mary Barrell – Town Collector

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

Invoices were reviewed and signed. Two invoices were not signed and will be discussed at the June 9, 2010 Commissioners meeting.

Mary Barrell, Collector regarding Terminations: Mary Barrell, Town Collector, and the Commissioners enter into discussion regarding the policy to follow regarding terminations. The following is the policy:

1. Water Customers will be subject to termination when balance is 60 days past due.
2. Water Customers will be notified 30 days in advance of termination.
3. Termination of multi family dwellings will be served to the owners by the Constable.
4. Notice of termination will be placed on all entry doors of multi family dwellings.
5. Pictures will be taken of termination notice on entry doors.
6. All Termination Notice payments must be made in cash, money order, or by certified bank check. Personal checks will not be accepted.

7. Payment agreements requisite to avoiding a termination is delegated to the Town Collector. The Collector will receive one half of the past due amount at the onset of the agreement and one half of the past due amount within thirty days of the agreement. Partial payments will be accepted before the 30 day deadline.
8. The payment agreement shall be followed by the customer. Failure to do so will result in termination of water service the day after the agreement due date.
9. The words "Contact Collectors office to set up payment agreement" will be placed on the termination notice.
10. All costs of the termination (i.e. Constable fees, registered letters, etc.) shall be the responsibility of the Water customer.
11. If service is terminated a 60.00 fee will be charged to the Water customer.
12. There shall be no termination of water service during November 15th through April 15th.

This policy will be reviewed at the June 9, 2010 meeting of the Water Commissioners. The clerk shall post a public hearing to discuss the Termination Policy. The public hearing is to be posted for June 23, 2010, at 5:30, Water Department, 3 Old Meadow Road.

Motion mad(O'Coin / Letendre) to adjourn at 7:30 (Passed 3/0)