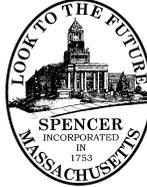


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

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 9, 2010**

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

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

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

Meeting was called to order at 6:00 P.M.

Invoices were reviewed and signed.

The minutes of May 12, 2010 and June 3, 2010 were approved. Motion O'Coin/Fritze passed 2/0.

**Letter J. Dion Properties:** The Commissioners reviewed the letter from J. Dion Properties asking for the late charge to be removed. Motion to **not** remove late fee passed 2/0.

**Termination Policy:** The Termination Policy was reviewed and accepted for vote at the Public Hearing scheduled for June 23, 2010 at 5:30. The Public Hearing will take place at the Water Department, 3 Old Meadow Road. The following is the Termination Policy to be voted on:

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 15<sup>th</sup> through April 15<sup>th</sup>.

**Out of Town Water Sales Policy:** The Commission review the Policy signed June 20, 2005. They made no changes in this Policy.

**Tata & Howard Two Zone Pressure System Update:**

**Change Order No. 3:** Description of Change: The purpose of Change Order No. 3 is to adjust the contract price for extending the High Street water main replacement to include approximately 850 linear feet of 8-inch diameter main, replacing two hydrants, and reconnecting 20 residential services to the replacement main. The construction cost for the additional High Street work is estimated at \$192,775.00. In addition, Change Order No. 3 includes extending the Lincoln Street water main replacement approximately 950 linear feet of 8-inch diameter main to the street end, replacement of three hydrants, reconnecting 20 residential services and one 6 inch diameter fire service to the replacement main. The construction cost for the additional Lincoln Street is estimated at \$161,305.00. Water main piping and gaskets for the high Street and Lincoln Street additional work will be provided by the Town and installed by the Contractor. Additional high Street and Lincoln Street water main replacements result in a \$354,080.00 cost, increasing the Contract Price to \$6,951,526.50. Reason for Change: Winter time water main break on High Street and the Town's surplus 8 inch water main prompted the Town to request the Contractor provide prices for the water main replacement extensions for both High Street and Lincoln Street. Motion made Fritze/O'Coin to accept the revise Change Order 3 passed 2/0.

**Change Order No. 4:** Description of Change: The purpose of Change Order No.4 is to adjust the contract price for improvements at the Moose Hill Tank site. Per Town request, the Contractor provided a price quotation to install a relief drain into the existing altitude valve vault, including coring a penetration through the vault wall, installing 120 linear feet of 6 inch diameter PVC drain pipe, 20 L.F. of ductile iron drain installation of a bird/rodent screen and loam and seed restoration. The construction cost for the altitude valve vault relief drain work is estimated at \$6,100.00. In addition per Town request, the Contractor provided a price quotation to remove and dispose the existing chain link fence fabric, 3 strand barb wire and 26ft wide double drive gate surrounding the Moose Hill Tank and furnish and install replacement green vinyl clad chain link fence, 3 strand barb wire, and 26 ft wide double drive gate. The Construction cost for replacement fence

work is estimated at \$13,144.00. Additional vault drain and replacement fence results in a 19,324.00 cost, increasing the Contract Price to \$6,9+70,770.50. Reason for Change: During installation of new conduits to the Moose Hill Tank site, the altitude valve vault was found in a flooded condition. As a result, to protect the new pressure level transmitter to be installed in the altitude valve vault, the Town decided to install a relief drain. The existing chain link fence and 3 strand barb wire surrounding the Moose Hill Tank is compromised in multiple locations, and the access gate appears to have been damaged from snow removal operations. As a result, the Town has decided to replace the fence fabric, barbed wire and access gate. Motion made Fritze/O'Coin to accept Change Order 4 passed 2/0.

**Capital Efficiency Plan and Contract:** Motion made O'Coin/ Fritze to hire Tata & Howard to do the engineering services according to their agreement for the Capital Efficiency Plan passed 2/0. The Town requires engineering services for the verification of the Town's hydraulic model and the completion of a Model update and Capital Efficiency Plan for the Town's existing water system (hereinafter called the Project). Phase I of the project is the hydraulic model update, which will be completed prior to Phase II. Phase II of the project is the data collection, hydraulic evaluation, asset management evaluation and critical component evaluation. Phase III is the completion of the Capital Efficiency Plan Report. The three phases shall not commence until the completion of each subsequent phase of the project, and upon written approval from the Town.

**FY 2011 Staff Hiring Plans:** Tuesday, June 14, interviews will begin. The interviews will be held at the Water Department, 3 Old Meadow Road. Norman Letendre, Robert McNeil, Greg Karpowicz and Bernadine Wachewski will conduct the interviews.

**Certification Annual Town Meeting Session May 6, 2010:** The certification of the Annual Town Meeting Session May 6, 2010, sent to the Commissioners by the Town Clerk, was reviewed.

**Rules and Regulations review:** The Rules and Regulations review will be begin at the July Commissioners meeting.

### **New Business:**

A contract was signed with HazCompliance, LLC. They will conduct a product re-inventory with MSDS procurement for \$825.00. They will also update written Hazard Communication Programs with associated chemical index for \$91.00.

The Commission voted to put the emergency generator out to bid.

Motion made (O'Coin/Fritze) to adjourn at 7:15 (Passed2/0)