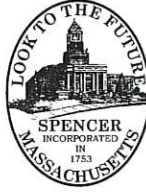


TOWN OF SPENCER, MASSACHUSETTS

OFFICE OF THE WATER DEPARTMENT

NORMAN C. LETENDRE, JR.
EBEN J. BUTLER
STANLEY R. DAVIS

3 OLD MEADOW ROAD
SPENCER, MA. 01562



PETER BORIA,
SUPERINTENDENT

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Minutes of Meeting held October 4, 2023

Meeting of the Board of Water Commissioners held at the Water Department, also broadcast live from the Spencer Water Department, 3 Old Meadow Rd, Spencer, MA. (Documents are on file at the Utilities and Facilities Office)

Members present: Norman Letendre
Eben Butler
Stanley Davis

Staff present: Peter Boria, Superintendent
Greg Karpowicz, Chief Operator
Kim Snyder, Sr. Clerk

Others: Jeffrey Bridges, Town Administrator

Meeting was called to order at 5:00pm

Review invoices and signed vouchers

Sign Monthly Commitment

Vote to approve Public Meeting Minutes August 2, 2023

Stan made motion to approve August 2, 2023 minutes, seconded by Norman, all in favor, Eben.

Old/New Business

Ongoing Water Department Project Updates –

Mill Street Water Main – There are 2 dead ends on the water mains located on Mill Street. Tie-ins will begin on Thursday, October 12, 2023.

Building Maintenance / Storage Boxes/Painting/Carpets –

- There is a possibility of utilizing storage space at the Senior Center and using existing space in the Water Department garage with secured shelving for document storage.
- Eben made motion to accept David Woodward's Painting Co. proposal for a cost of \$3,600 once clarification of work to be completed is done, seconded by Norman, all in favor, Stan.
- Eben made motion to accept Caron's House of Carpets, Inc. quotation of \$2,551.28 for the front entrance tile replacement.
- Superintendent to follow up with Atkinson flooring regarding the carpeting about state contract.

Jeff Bridges – Budget items related to Fall Town Meeting

Eben made motion to support the transfer of funds for Article 12 and Article 13, seconded by Norman, all in favor, Stan. (see attached)

Meadow Road Treatment Water Filter Replacement

Eben made motion for Superintendent to obtain revised price for filter replacement and making sure valve and pipe replacement are included in the price, seconded by Norman, all in favor, Stan.

Meeting was adjourned at 6:03pm. Motion by Eben, seconded by Stan, all in favor, Norman.

The Board voted and approved minutes on 11/1/23.

*Respectfully Submitted,
Kim Snyder*

Article 12:

TRANSFER A SUM OF MONEY TO THE GENERAL STABILIZATION ACCOUNT

To see if the Town will vote to appropriate Two Hundred Thousand Dollars and No Cents (\$200,000.00) to the General Stabilization Account (#83000-39900) for reimbursement to the fund from the Water Department; and, to meet said appropriation by transferring said sum from previously certified and available Retained Earnings of the Water Enterprise Fund; or take any action in relation thereto. *(Sponsored by the Town Administrator)*

Board of Water Commissioners Recommendation:

Finance Committee Recommendation:

The Water Department received a transfer of \$200,000.00 from the General Stabilization Account at the November 10, 2022, Town Meeting to undertake certain capital improvements. The original request was to transfer the funds from the Certified Retained Earnings of the Water Enterprise Fund, but certification of those funds had not been received by the Department of Revenue as of the date of the Town Meeting. Therefore, to meet the capital program of the Water Department, General Stabilization Funds were transferred with the requirement that the Water Department return those funds from Retained Earnings. This transfer returns the \$200,000.00 to the General Stabilization Fund from the Water Department Retained Earning.

Motion – Article 12

I move to waive the reading and approve Article 12 as printed in the warrant.

Vote Required:

Majority Vote

Motion Made By:

Motion Seconded By:

Article 13:

TO INCREASE THE APPROPRIATION FOR THE WATER DEPARTMENT

To see if the Town will vote to amend the vote taken under Article 19 of the May 4, 2023, Annual Town Meeting warrant to:

1. increase the appropriation to the Water Department to the total amount of One Million Seven Hundred Twenty-Eight Thousand Nine Hundred Nine Dollars and No Cents (\$1,728,909.00) for the use of the Water Department for Fiscal Year 2024, and to fund said appropriation with a transfer from the receipts and revenue of the Water Enterprise Fund collected by the Water Department for said Fiscal Year;

2. to authorize Indirect Costs, from Fiscal Year 2024 revenues, for Fiscal Year 2024 of One Hundred Eighty-Eight Thousand Four Hundred Seventy-Two Dollars and No Cents (\$188,472.00); and,
3. to have the Board of Water Commissioners set the Fiscal Year 2024 rates and fees to meet said appropriation and level of Indirect Costs;

or take any other action in relation thereto. *(Sponsored by the Town Administrator)*

Board of Water Commissioners Recommendation:

Finance Committee Recommendation:

The adjustment in the Utilities and Facilities salaries and wages budget influences the indirect costs from the Water Department. The costs are increasing by \$2,918.00.

Motion – Article 13

I move to waive the reading and approve Article 13 as printed in the warrant.

Vote Required:

Majority

Motion Made By:

Motion Seconded By: