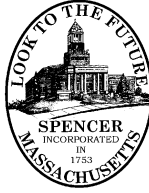


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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



PETER BORIA,
SUPERINTENDENT

3 OLD MEADOW ROAD
SPENCER, MA. 01562

TEL. 508-885-7525
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Minutes of Meeting held April 3, 2024

Meeting of the Board of Water Commissioners held at the 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
Gregory Karpowicz, Chief Operator
Kim Snyder, Sr. Clerk

Others Present: Rebecca Forand, Town Treasurer
Gary Woodbury

Meeting was called to order at 5:00pm

Review invoices and sign vouchers

Sign Monthly Commitment

Vote to approve Public Meeting Minutes February 7, 2024

Eben made motion to approve February 7, 2024 minutes, seconded by Norman, all in favor, Stanley. (Eben/Norman/Stanley) passed 3/0 with a roll-call vote: Eben-yes, Norman-yes, Stanley-yes.

Resident Concerns:

- 37 Church St: Owner requesting payment agreement. Owed \$1,581.70, Pd \$800 on 3/27, Paying \$400 on 4/3 and \$441.70 at the end of April. Eben made motion to accept payment agreement, seconded by Norman, all in favor, Stanley.

Water Department Projects:

- Review revised scope of work from Bristol Engineering: Bristol proposes to amend the existing scope of work by performing a calculation of contact time (CT) for potential 4-log inactivation credit. Bristol proposes to perform the scope of services for all tasks described for a not to exceed fixed fee of \$11,500. Stanley made motion to approve the amendment changes proposed by Bristol Engineering, seconded by Norman, all in favor Eben.

Town Treasurer Discussion of Payment Process:

- Town Treasurer reviewed online payment process with the Water Commissioners and requested to have a “Payment Options” insert mailed with the July water bills. Stanley made motion to approve mailing the inserts, seconded by Norman, all in favor, Eben.

Water Rates:

- No increases presented at this time. Superintendent will research and report back to Commissioners.

After Hours Service Calls:

- Tabled until next meeting

Support letter for Grant Applications:

- Eben made motion to agree with Support letter for Grant Applications, seconded by Norman, all in favor, Stanley.

Water Budget and Capital Request to the Budget:

- Superintendent reviewed budget with Commissioners. Eben made motion to accept proposed Water Budget and Capital Request to Budget, seconded by Norman, all in favor, Stanley.

Meeting was adjourned at 6:01pm. Motion by Eben, seconded by Norman, all in favor, Stan.

The Board voted and approved minutes on 5/1/24.

*Respectfully Submitted,
Kim Snyder*