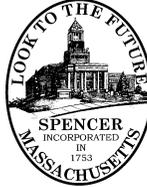


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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 10, 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
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 5:30 p.m.

The minutes of May 13, 2009 were approved. Motion O'Coin/Fritze passed 2/0.

Invoices were reviewed and signed.

The Commissioners reviewed a letter from Claire Aucoin about Water and Sewer rates. The Water Commissioners took no action on the letter and referred it to the Sewer Commissioners for their review.

Spencer Sewer Department Water Meter update: A letter will be sent to the Sewer Commissioners asking them to install a 2" compound meter by July 15, 2009. A copy of this letter shall be sent to Paul Guida and the Board of Selectmen.

Tata & Howard Two Zone Pressure System update: Mr. McNeil, Shira McWaters and Jeffrey Murawski (Engineers from Tata & Howard) attended the June 2, 2009 Planning Board Meeting. After discussion Ms. Shiver made a motion to grant Minor Site Plan Approval to the Spencer Water Department for the new Highland Street Water Tank with conditions as drafted by Mr. Gaudette. Mr. Sauvageau seconded the motion and the vote was 4-0 in favor. (Minutes of the Planning Board Meeting are attached) Mr. McNeil, Shira McWaters and Jeffrey Murawski (Engineers from Tata & Howard) attended the June 9, 2009 Zoning Board of Appeals Special Permit public hearing. After

discussion Mr. Drexler made a motion to grant the special permit under Section 4.3.4 of the Spencer Zoning Bylaw to the Town of Spencer to construct a new water tank, booster pump station and utilities to be sited on Town-owned off Highland Street. Ms. Kresco seconded the motion and the vote was 3-0 in favor. The following was included in the motion:

Findings: The Board determined that the findings had met the requirement in M.G.L., Chapter 40 A., Section 9 and Section 7.2 of the Spencer Zoning Bylaw:

1. That the proposed use is in harmony with the general purpose and intent of the zoning bylaw.
2. That the proposed use will not create undue traffic congestion nor unduly impair pedestrian safety.
3. That the proposed use will not impair the integrity or character of the district or adjoining zones, nor will it be detrimental to the health, safety, or, welfare of the neighborhood or the Town.

This approval is granted with the following **conditions**:

1. The plan was submitted for the design is herein incorporated as part of this decision. Any change requires re-submittal to the Board.
2. Construction activities shall not commence until all required approvals and permits are obtained.
3. That any required pre-blast surveys under 527 CMR 13 shall be extended from 250 feet to 500 feet.
4. That the principal of the Lake Street School will be notified at least 24 hours in advance of any blasting activity.

(The minutes of the Zoning Board Hearing are attached)

There will be a public meeting of the Spencer Conservation Commission to discuss this issue June 24, 2009. Mr. McNeil will attend this meeting.

Motion made (O'Coin/Fritze) to sign and accept the Amendment No. 1 – Additional Water Main and SCADA T&H NO. The following are the changes:

On Page 1, Section 1 – BASIC SERVICES OF ENGINEER, Item 1.3, add the following scope item:

1.3.17 Prepare plans (1"=40') and technical specifications for the construction of approximately 2,100 linear feet of 12 inch diameter water main along portions of Highland Street, Pleasant Street and Elm Street. The additional lengths of main included 1,100 linear feet of main from the intersection of Wilson Street to the existing PRV chamber at the Pleasant Street School building, 400 linear feet from the new tank site to Grove Street and 600 linear feet of water main on Elm Street not including the Muzzy Meadow Bridge Crossing area. Water main specifications will be in accordance with the OWNER requirements.

On Page 4, Section 1 – BASIC SERVICES OF ENGINEER, AT THE END OF THE Section, add the following scope items.

1.5 System Control and Data Acquisition (SCADA)

1.5.1 Prepare schematic drawings and technical specifications for the design of a System Control and Data Acquisition (SCADA) for all water department facilities. The detailed scope of services for the design of the SCADA system components shall be accordance with ATTCHMENT A of this agreement.

On Page 6, Section 5 – PAYMENT TO ENGINEER, Item 1.5.1, second sentence, delete the following words, “lump sum fee of One hundred Twenty Six Thousand Dollars (\$126,000.00)”.

On Page 6, Section 5 – PAYMENT TO ENGINEER, Item 1.5.1, second sentence, insert the following words, “lump sum fee of One hundred Forty Four Thousand Six Hundred Dollars (\$144,600)”.

On Page 6, Section 5 – PAYMENT TO ENGINEER, After Item 1.5.4, insert the following.

“5.1.5 OWNER shall pay ENGINEER for Basic Services rendered under Section 1.5 and the detailed scope of services provided in ATTACHMENT A the lump sum fee of Thirty Thousand nine Hundred Dollars (\$30,900). The lump sum amount shall not be increased without an amendment to this Agreement.”

(Amendment and Original Contract are attached)

A signed copy of the Amendment will be faxed to Paul Sirois.

Staff Update: Effective July 1, 2009 Bruce Guyan’s title will be Water Systems Operator.

Effective July 1, 2009 the Office Staff will work 7:00 AM to 5:00 PM Monday thru Thursday. The Office will be open to the public 8:00 AM to 5:00PM Monday thru Thursday. The Office will be closed on Fridays.

Maple Street/Elm Street Update: Maple Street will get underway and begin at Bemis Street. Water work will be complete before winter. The hydrant at Bemis Street will be eliminated and moved to Demers Drive. Elm Street will begin in earnest after July 6, 2009.

New Business: Mr. Karpowicz advised the Commissioners of the need of a new Line Tracer. The Metrotech Model 810 Line Tracer cost is \$2,960.00. The trade in allowance for our 26 year old Metrotech 810-83-0447 is \$600.00. The net cost would be \$2,360.00. The Commissioners gave approval of this purchase in July.

There has been interest from residents about installing a second meter for outdoor sprinkler systems. The Commissioners would like a list of the residents that currently have second meters for outdoor sprinklers and the cost of materials for installation.

Mr. McNeil advised the Commissioners that a meeting with Alan Walker of the Spencer Agricultural Association is scheduled for June 15, 2009. This meeting is to discuss the Water Meter and backflow device installation for the Fair Grounds.

Mr. Karpowicz explained to the Commissioners of a “glitch” at the Cranberry Well site. There is a spike in PH when the pump turns on. All punch lists are complete and the contractors are done. The question was raised if the design could be responsible for this. Mr. McNeil will call Margaret McCarthy of Weston & Sampson to question this.

A large user program, to explore the options of lighting, is being offered by Anacom and Prisim. Mr. McNeil is investigating these options and the savings to the Town of Spencer in electric bills.

The Commissioners want the heat and cooling of the office work area investigated. A work order for EMCOR (town's HVAC provider) to come in and check out the office area should be prepared.

There will be severe changes to the total coli form regulation. Chlorine for the Cranberry Well should be investigated.

Motion made (O'Coin/Fritze) to adjourn at 8:00 (Passed 2/0)