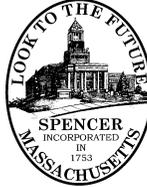


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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.

TEL. 508-885-7525
FAX: 508-885-9416
TTY: 508-885-7525

Minutes of Meeting held November 18, 2009

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

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

Invoices were reviewed and signed.

The minutes of October 14, 2009 were approved. Motion O'Coin/Letendre passed 3/0.

Tank Removal Proposal former Pump Station Watson Street, Leicester. Mr. McNeil presented to the Commissioners Peak Environmental's- proposal for the tank removal at the former pump station located on Watson Street in Leicester. A list of applicability must be submitted to the Leicester Conservation Commission. The project cost should be around \$2,500.00, as long as the soil surrounding the tank is not contaminated.

Tata & Howard Two Zone Pressure System Update: Motion made O'Coin/Letendre to ask the Select board to schedule a Town Meeting to act on the following article: Authorization to amend action taken under Article 19 of the May 7, 2009 Annual Town Meeting so as to increase the appropriation and authorization to borrow for state-mandated Water Distribution System improvements from \$6,613,000 to \$8,000,000. (Passed 3/0)

Spencer Sewer Department Water Meter update: The Sewer Department shall be billed for a 2” meter with 2 heads. The Sewer Department should not be billed for labor.

Maple Street/Elm Street Update: The Water Main replacement on Maple Street is complete. The Water Main on Prospect Street to Mechanic Street has been replaced. New gate boxes have been installed and paved and will be raised up in the spring. The base paving is done on Elm Street. The catch basins are done, new burms are in and a driveway transition at Morrison Fence is complete.

Water System Emergency Response Plan: The Emergency Response Plan is due in December. The Commissioners signed an Agreement with Tata & Howard, Inc. for Engineering services.

Safe Drinking Water Act Assessment: Bills for the Massachusetts Federal Safe Drinking Water Act Assessment for fiscal year 2010 will be mailed to all public water systems in December 2009. This bill is based on water use in calendar year 2007. The rate structure for state fiscal year 2011 (July 1, 2010 through June 30, 2011) has been set and is listed below. The assessment makes up the difference between the cost of administering the Safe Drinking Water Act in Massachusetts and the funds available through federal grant and state appropriation. Although the Safe Drinking Water Act Assessment Advisory Committee seriously considered recommending a rate increase due to declining revenues, they felt that it was not appropriate to do so in the current economy.

The rates for state fiscal year 2011, based on water use in calendar year 2008 are:

- \$8.50 per million gallons used by systems with master meters;
- 3 times the figure obtained by multiplying \$8.50 by an estimated gallons used by non-metered systems serving 900+ (the estimate is based on an average of water use at metered systems);
- Flat rate of \$250 for non-metered systems serving 201 through 899;
- Flat rate of \$100 for non-metered systems serving 101 through 200
- Flat rate of \$50 for non-metered systems serving up to 101; and minimum bill of \$20.00

Propane Fuel Update: Propane Fuel will be provided by Suburban Propane for the amount of .37 over Selkirk for any propane delivered to the 3 Old Meadow Road address effective immediately until October 30, 2010.

Delinquent Water Customer Terminations Update: Termination notices were sent out September 28, 2009 to delinquent Water Customers, advising them their water service would be discontinued if payment was not received by October 13, 2009. There were 94 multifamily notices sent for a total owing of \$68,480.71 and 78 single family notices sent for a total of \$35,351.80. The total past due was \$103,832.51. As of October 20, 2009, \$19,234.41 remained as past due. Customers paid or made agreements with the Collector. Thirteen customers were shut off. Ten paid their outstanding bill and three remain off.

Late Fee Assessment: A late fee shall be assessed if a payment plan is finished. If a new payment plan is set up, the late fee shall be abated.

Motion made (Letendre/O'Coin) to adjourn at 7:00 (Passed 3/0)