

**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  
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**Minutes of Meeting held May 12, 2010**

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

Others present: Roger Witt  
Joe Ford

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

Invoices were reviewed and signed.

The minutes of April 14, 2010 were approved. Motion Letendre/O'Coin passed 3/0.

**Roger Witt Termination of Water Service:** Mr. Witt requested a payment plan to pay the overdue balances off on his properties. The Commissioners will take this under advisement and will inform Mr. Witt, within 10 days, of their decision. After some discussion, it was unanimously voted to deny a payment plan for Mr. Witt. The outstanding balances must be paid by Monday June 7, 2010 or the water service will be terminated. The clerk is to send Mr. Witt a letter informing him of the Commissioners discussion.

**Mary Barrell –Collector Billing Letter:** Mary Barrell, Treasurer – Collector, recommended billing on a monthly basis and discontinuing agreements with customers concerning overdue balances. The Commissioners suggested contacting a Billing Specialist to investigate the idea of monthly billing.

**Vote on Accepting Agreements:** A Commissioners meeting will be held on Tuesday, May 25, 2010 at 3:30 to discuss the termination process and the policy concerning payment agreements. Mary Barrell, Treasurer-Collector and Debra Graves, Senior Clerk, Lee Jarvis, Health Agent will be asked to attend this meeting.

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

**Tank Site:** The walls are complete and the roof will be on by the end of May.

**Water Main:** A new 8" main and a new 12" are complete on Highland all the way to Wilson Street. Temporary Services, on Highland Street, will be in by week's end. The following letter will be placed on all houses with temporary service.

**INFORMATION REGARDING YOUR TEMPORARY WATER SERVICE DURING HOT WEATHER**

THE PIPES ALONG THE EDGE OF THE ROAD ARE PROVIDING WATER TO YOU AND YOUR NEIGHBORS WHILE THE EXISTING PIPE BELOW GROUND IS BEING UPGRADED

BECAUSE YOUR WATER IS BEING SUPPLIED BY SURFACE PIPING, THE SUN AND THE DAYTIME TEMPERATURE FLUCTUATIONS HAVE A **HUGE EFFECT**, ON THE TEMPORARY BYPASS SYSTEM.

DURING DAYTIME HOURS OF DIRECT SUNLIGHT, WHILE THE TEMPORARY SYSTEM IS PROVIDING YOUR SERVICE, IT IS SUGGESTED TO RUN YOUR COLD WATER TAP FOR ABOUT 5 MINUTES TO FLUSH POTENTIALLY HOT WATER FROM YOUR WATER SERVICE LINE. YOU MAY WISH TO KEEP A WATER JUG OR BOTTLE IN THE REFRIGERATOR, OR USE BOTTLED WATER FOR THIS SHORT DURATION.

WHILE ON THIS TEMPORARY SERVICE, WATER IS NOT RUNNING THROUGH YOUR METER AND YOU WILL NOT BE CHARGED FOR WATER USED DURING THIS TEMPORARY SERVICE PERIOD. WE THANK YOU FOR YOUR COOPERATION AND WILL WORK TO FINISH AS QUICKLY AS POSSIBLE.

THANK YOU AGAIN FOR YOUR PATIENCE

**Moose Hill:** A conduit will be run up the access road to the tank. A pressure transmitter will be put on the water main. A footing drain will be installed to discharge water from the vault. Fancy Land Surveying will prepare a water line easement through David Prouty High School property. This will be signed by the School Committee.

**Change Orders:** The purpose of Change Order No. 1 is to adjust the bid by crediting the Town a total amount of \$103,000.00 for Police Detail, since this fee is not covered under the SRF Program. The purpose of Change Order No. 2 is to modify the contract price for design revisions at the Highland Street Tank Site and the Cranberry Brook Well Site. At the Highland Street Tank Site, the street drain line and replacement catch basin were eliminated, and the site drains will tie into the existing drain line in Highland Street. In addition, drainage modifications on the tank site parcel, including the addition of storm water inlet structures and drain piping in the riprap swale, were added to improve collection and treatment, and control the discharge of storm water runoff from

the site. At the Cranberry Brook Well Site, the Town requested that a catch basin and outlet drain be added to mitigate surface flooding which typically occurs during springtime snowmelt. Highland Street and Cranberry Brook Well Site changes result in a \$12,380.00 credit, reducing the Contract Price to \$6,597,466.50. 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 \$201,225.00. 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 additional work will be provided by the Town and installed by the Contractor. Additional High Street water main replacements result in a \$455,830.00 cost, increasing the Contract Price to \$7,053,296.50.

**30 Year Note:** The project is not eligible for 30 year financing because it is a drinking water project.

**National Drinking Water Week Update:** An Open House was held on Saturday May 8, 2010 at the 3 Old Meadow Road Treatment Plant. Senator Steve Brewer, Representative Anne Gobi, Superintendent Ralph Hicks, Principle Linda Crew and Town Administrator Adam Gaudette attended. A groundwater themed presentation was given by the David Prouty High School Envirothon Team. A tour of the facility was conducted by Chief Water Operator, Greg Karpowicz. Hamburgers and hot dogs were grilled and served by the Water Department staff. Generous savings bonds were donated by Webster First Federal Credit Union and Spencer Savings Bank, and letters of commendation were handed out by Superintendent Robert D. McNeil III. The following Wire Village School pupils were awarded prizes:

<u>Grade 4</u>	1 <sup>st</sup> Place	Ava Hill
	2 <sup>nd</sup> Place	Kathryn Pepe
	3 <sup>rd</sup> Place	Danielle Zanchi
	Honorable Mention	Hannah Fitzpatrick
	Honorable Mention	Alicia Triggs
	Honorable Mention	Ben Leach
	Honorable Mention	Amanda Pedjoe
	Honorable Mention	Sam Kandel
<u>Grade 5</u>	1 <sup>st</sup> Place	Jillian Anderson
	2 <sup>nd</sup> Place	Mason Miller
	3 <sup>rd</sup> Place	Meaghan Kelly
	Honorable Mention	Anastasia Noyes
	Honorable Mention	Cheyenne Gustafson
	Honorable Mention	Ryan Beford
	Honorable Mention	Kayleigh Donovan
Honorable Mention	Olivia Rondeau	

<u>Grade 6</u>	1 <sup>st</sup> Place	Jessica Wadden
	2 <sup>nd</sup> Place	Haley Deane
	3 <sup>rd</sup> Place	Michael Rushford
	Honorable Mention	Jolie Demers
	Honorable Mention	Joseph Esposito
	Honorable Mention	Alec Simonovitch
	Honorable Mention	Ana Caroline Carvalho
	Honorable Mention	Chris Bartczak

The weather outside was stormy (heavy rain), but a great time was had by all.

**Water Budget FY 2011:** At the Annual Town Meeting held on May 6, 2010 the following article was approved:

Article 16: To see if the Town will vote:

1. To appropriate the sum of One Million Four Hundred Forty-One Thousand, Nine hundred Eighty two Dollars and no cents (\$1,441,982.00) for the use of the Water Department for Fiscal Year 2011, 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 for Fiscal Year 2011 at One Hundred Thirty three Thousand Six hundred Thirty nine Dollars and no Cents (\$133,673.00); and
3. To have the Board of Water Commissioners set the Fiscal Year 2011 rates and fees to meet said appropriation and level of Indirect Costs; or take any action relating thereto.

**New Loan Schedule:** The Town of Spencer has a double A bond rating. Because of this, the Obligation Municipal Purpose Loan of 2010 bonds will be at 2.51%.

**FY 2011 Staff Hiring Plans:**

The following was advertised in the Worcester Telegram on 5/16/10:

**Water Systems Operator:** Assist in the operation and maintenance of a municipal water system including metering and customer service programs. Requires high school diploma or general education degree (GED); and /or one year related experience and or training in water treatment and distribution; or equivalent combination of education and experience. Massachusetts Water Systems Operators Licenses T2 and D2 minimum and a valid Massachusetts Drivers License Class D.

**Engineering Aide:** Joe Ford has been hired as an Engineering Aide. Joe attended the Commissioners meeting to introduce himself.

**2009 Water Conservation Grant Update:** Weston & Sampson submitted an Amendment to the Engineering Service for Water Conservation Grant. The Engineer shall provide six quarterly progress reports to the Department (instead of four). Weston & Sampson will initiate work for the Water Loss Prevention Grant Project following acceptance of the Agreement by the Town and concluding within 17 months (instead of 12 months). There will be an extra cost of \$1,600.00. Motion made Letendre/Fritze to accept the Amendment as written and to allow Robert McNeil, Superintendent to sign the contract. Passed 3/0

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

**New Business:**

Tata & Howard conducted Fire Flow Testing.

Commissioner Robert Fritze will contact Paul Aucoin regarding a contract for an emergency 275 kw generator.

Spaducci LLC requested the late charge be removed from his Water Sewer bill. Motion made Letendre/Fritze to let the late charge stand.

The Commissioners discussed the best way to address a double service with only one service line into the building. How can they shut the water off for one service (non payment) if the other service is up to date? This and other problems of one service line will be discussed at a future meeting.

Motion made (O'Coin/Letendre) to adjourn at 8:45 (Passed3/0)