

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 23, 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

Staff present: Susan L. Lacaire, Junior Clerk

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

Invoices were reviewed and signed.

Termination Policy: Motion to accept the following Termination Policy was made by Norman Letendre and second by David O'Coin passed 2/0.

1. Water Customers will be subject to termination when balance is 60 days past due.
2. Water Customers will be notified 30 days in advance of termination.
3. Termination of multi family dwellings will be served to the owners by the Constable.
4. Notice of termination will be placed on all entry doors of multi family dwellings.
5. Pictures will be taken of termination notice on entry doors.
6. All Termination Notice payments must be made in cash, money order, or by certified bank check. Personal checks will not be accepted.
7. Payment agreements requisite to avoiding a termination is delegated to the Town Collector. The Collector will receive one half of the past due amount at the onset of the agreement and one half of the past due amount within thirty days of the agreement. Partial payments will be accepted before the 30 day deadline.
8. The payment agreement shall be followed by the customer. Failure to do so will result in termination of water service the day after the agreement due date.
9. The words "Contact Collectors office to set up payment agreement" will be placed on the termination notice.

10. All costs of the termination (i.e. Constable fees, registered letters, etc.) shall be the responsibility of the Water customer.
11. If service is terminated a 60.00 fee will be charged to the Water customer.
12. There shall be no termination of water service during November 15th through April 15th.

Motion made(Letendre/O'Coin) to adjourn at 6:10 (Passed 2/0)