

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
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SUPERINTENDENT
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Minutes of Meeting held August 4, 2010

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.
Norman C. Letendre, Jr.

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

Others present: Shira McWaters, Tata & Howard
Jeffrey Murawski, Tata & Howard

Meeting was called to order at 5:30 P.M.

Invoices were reviewed and signed.

The minutes of July 14, 2010 were approved. Motion Letendre/Fritze passed 2/0.

Letter Water Customer: George Ragsdale of 324 Main Street wrote to the Commissioners requesting a review and adjustment of the Water bill. The line entering 324 Main Street broke or deteriorated causing a large bill. The Commissioners unanimously voted to deny reduction of the Water bill. Customers are charged for water that flows through the meter. Mr. Ragsdale will receive a letter informing him of this.

Tata & Howard Two Zone Pressure System Update: Shira McWaters and Jeffrey Murawski, representatives of Tata & Howard, attended the meeting to discuss Change Order No. 6 and Amendment No. 1 to the Construction Service Agreement. Change Order No. 6 is to adjust the contract price for a change in the exterior coating system for the cast in place concrete Highland Street Water Storage Tank. Per Town request, the

Contractor provided a price quotation to change the exterior tank coatings, eliminating the above and below grade exterior tank wall coatings, and change the exterior roof coating system from the as-bid system to an alternate coating system by Euclid Chemical, including two coats of TAMOSEAL (breathable polymer modified, cement based waterproofing) and two coats of TAMMSCOAT (breathable, water based acrylic protective top coating). This change order deducts the as-bid value of all exterior coating systems (-\$29,500.00) and adds the cost of the revised exterior tank roof coating system (+\$25,150.00), and the net cost change for the revised coating system is a credit to the Town of \$4,350.00. The credit results in a decrease of the Contract Price to \$7,107,597.30. **Motion made O'Coin/Letendre to accept Change Order No. 6 as proposed, passed 3/0.** Construction Service Agreement Amendment No. 1 is to amend the agreement for the tasks outlined herein.

1. Provide construction administrative and resident observation service for the High Street and Lincoln Street water main extension, approximately 1,800 linear feet of eight inch water main. Sarian Company, Inc. will provide the resident observation services. We have estimated approximately 25 additional days of resident observation work for this task and up to 78 person hours for construction administrative services.
2. Attend weekly progress review meetings and additional meetings to discuss the project, High Street Water Main Extension and Lincoln Street Water Main Extension. We have budgeted up to 120 person hours for this task.
3. Redesigned drainage at the highland Street Tank site and designed new drainage at the Cranberry Well Pump Station, as requested by the Owner.
4. Modified Highland Street Booster Pump Station, as requested by the Owner.
5. Provided assistance to Owner in the selection of a portable generator and back wash pumps.
6. Revised site drawings to reflect new fire hydrant locations off both the 8 inch and 12 inch diameter water mains located along Wilson Street, Lincoln Street and Pleasant Street. Provided revised drawings to Owner, Contractor and MassDEP.
7. Prepare, execute and submit monthly payment requests and survey monkey information. Meet monthly with Owner to discuss payment request and for the appropriate execution of the payment requests by the Town Administrator. Coordinate weekly with Contractor, MBE and WBE subcontractors for Survey Monkey information and for payment requests. We have budgeted up to 72 hours for this work.

In addition, our electrical sub consultant's (SMR Engineering, PC) fee for construction services is \$17,500.00. We had carried \$5,000 for this work in our original contract. Generally, construction services are based on a percentage of the final construction costs, which is determined after the project is bid. Therefore, we are requesting to amend our contract to include the \$12,500 difference in price.

Pursuant to the Construction Administrative Services Agreement between the Town of Spencer and Tata & Howard, Inc. dated December 16,2009, the following changes are mutually agreed:

Electrical Systems

- a. Review electrical shop drawings for conformance with Project Drawings and Specifications.
- b. Review electrical testing reports for conformance with project Specifications.
- c. Review electrical change orders and respond to Contractor's Request for Information (RFI) related to the electrical engineering aspects of the Project.
- d. Conduct up to three (3) site visits during construction of the facilities.
- e. Prepare an electrical punch list for the Highland Street Booster Pump Station, Meadow Road Water Treatment Facility Pump Station, Cranberry Brook Pumping Station, Watson Street Pump Station, and Moose hill Storage Tank.
- f. Review electrical operation and maintenance manuals provided by the Contractor.
- g. Review as built drawings prepared by the Contractor for conformance with approved design.

Process Equipment

- a. Review Shop Drawings related to the process equipment in Division 11 and 13 for electrical interfacing requirements.

On Page 6, Section 5 – PAYMENT TO ENGINEER, Item 5.1.1, first sentence, delete the following words, Three Hundred Sixty Eight Thousand Dollars (\$368,000.00).

On Page 7, Section 5 – PAYMENT TO ENGINEER, Item 5.1.1, first sentence, insert the following words, Four Hundred Thirty Nine Thousand Five Hundred Seventy Dollars (\$439,570.00). **Motion made O'Coin/Letendre to accept the Construction Services Agreement Amendment No.1 as proposed passed 3/0.**

SRF Loan: The PAC was increased to \$8 million by vote of the Trust at a meeting on 7/7/10. Item #6 at the Meeting of the Massachusetts Water Pollution Abatement Trust Board of Trustees held on July 7, 2010 reads: Motion – Vote Requested Amended Drinking Water Loan Commitments (2%) That the principal amounts of the Loan Commitments heretofore approved by the Board to the Borrowers, for the following Drinking Water Projects, and with debt service structured to result in the financial assistance provided by the Trust being the financial equivalent of loans made at an interest rate of 2% are hereby **amended** to be for the following principal amounts: **DW-09-03 Spencer \$8,000,000.00.**

Water Conservation Grant: Tata & Howard will prepare, on our behalf, the 2011 Water Conservation Grant. This will include a rate study, leak detection, water conservation among other things. Mr. McNeil read into the minutes the following from the 2010 Conservation Grant prepared by Weston & Sampson Engineers, Inc.:

By conducting periodic water rate studies, the Town can continue to evaluate the current water rates and schedule adjustments as needed to provide adequate revenue for current and future water operations and maintenance costs.

Conclusions and Recommendations:

The water audit indicates that the unidentified water loss is approximately 9.6% of the water pumped into the distribution system, or roughly 19.2 million gallons. The pumping and treatment cost per million gallons was calculated at \$809.83, resulting in an annual cost of \$15,500 for unidentified water loss.

We recommend the Town initiate the following actions to help identify and minimize future water losses, reduce labor costs for preparing water bills, and improve the revenue stream:

- Implement a monthly billing cycle so that the Town can receive a consistent flow of revenue each month
- Town staff should work with their meter reading system software manufacturer and Munis software representative to determine if it is possible to set up a summary of the usage history of each customer account. This will eliminate staff using the old handwritten books to check data and will reduce the typical two week quality control time. With each billing cycle taking less effort and time, it will be easier for the Town to make the transition to recommended monthly billing cycle.
- Continue to test and calibrate the source meters twice per year. Consider improving the meter testing by requiring the actual flows through the meter and the percent error of the meter are included in the meter service reports.
- Begin a program to test and calibrate 3 inch and larger service meters and replace as necessary.
- Monitor consumer's monthly water usage. As meters age, usage may decrease and indicate the meters need to be replaced.
- Improve upon methods of reporting and recording unmetered miscellaneous losses attributed to bleeders, unauthorized connections, fire protection and training flows, water main flushing.
- Conduct periodic water audits and leak detection surveys to identify and reduce the percentage of unaccounted for water.
- Consider conducting a follow up water audit within the next five years to evaluate the effectiveness of any improvements that have been implemented throughout the water system.

By implementing these recommendations, the Town can further its ongoing water conservation efforts by minimizing water losses throughout the system, reducing operating costs, and improving revenue streaming for the Town.

WMS Water & Sewer Billing and Receivable Software system: Motion made Letendre/O'Coin to accept and implement the proposal for WMS Water & Sewer Billing and Receivable Software system passed 3/0.

Rules and Regulations review: Mr. McNeil and Mr. Karpowicz began the Rules and Regulations review. They will continue and present their ideas to the Commission at a future meeting.

Meters for Irrigation Systems: The Commissioners reviewed the number of customers that have meters for their irrigation systems. Irrigation systems must have a backflow device. Irrigation system customers will be charged the minimum if they use 1 cubic foot of water. Irrigation system customers will be billed in April and October quarters. If irrigation system customers have no usage, they will not be billed.

New Business:

Forest Management Plan: DCR approved the Forest Management Plan prepared by Broad Arrow Forestry. This Plan is to protect the Shaw Pond Watershed while generating long term income and enhancing animal habitats. A copy of the Plan is available at the Utilities and Facilities Office, 3 Old Meadow Road.

Meadow Road Well Pump: F.G. Sullivan Drilling worked on the well pump at the Meadow Road Plant. New piping has been ordered.

Motion made (O'Coin/Letendre) to adjourn at 8:00 (Passed 3/0)