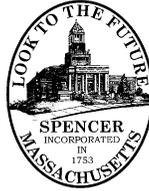


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

DAVID R. O'COIN
NORMAN C. LETENDRE, JR.
ROBERT O. FRITZE, JR.

3 OLD MEADOW ROAD
SPENCER, MA. 01562



SUPERINTENDENT
STEVEN J. TYLER, P.E.

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Minutes of Meeting held September 2, 2015

Meeting of the Board of Water Commissioners held at the Water Department, 3 Old Meadow Road, Spencer, MA. All maps, diagrams, letters and notices are on file at the Utilities and Facilities Office.

Members present: David O'Coin
Norman Letendre, Jr.
Robert Fritze, Jr.

Staff present: Steven Tyler, Superintendent
Carol Dearborn, Sr. Clerk

Meeting was called to order at 5:05 pm

Read and accepted minutes for July 15, 2015

Reviewed invoices & signed vouchers

Signed Monthly Commitment

Update to Water Terminations: Termination letters went out on August 19th, 2015. Water shut-offs are scheduled on or after September 23, 2015.

SCADA Computer Hardware and Software Upgrade: Currently the Water Department's SCADA System is over five years old. The SCADA System taps into all controls to all Town of Spencer wells and the benefits include safety of operating personnel as well as facility safety, reliability of system which translates to no down time or non-compliance issues. The upgrade will provide reliability of latest operating system and software packages, as well allowing personnel to take advantage of latest technology. Cost of the upgrade is \$22,225.00. Norman motioned, David seconded, to request funds Fall Town Meeting for SCADA upgrade.

Cranberry Well Redevelopment:

- **Maher Services report dated August 5, 2015.** On August 3, 2015, Cranberry Well cleaning was completed. Stage pump and equipment were steam cleaned, disassembled and inspected. Mechanical seal was rebuilt and motor inspected and found to be in good shape.
- **Bayside Engineering, William Capone, P.E.** Proposed Cold Storage Building for Cranberry Well. Proposed a design for pre-engineered steel building approximately 1,000 S.F. in size. The building shall be used for cold storage of non-hazardous materials. The building will not require any utilities except for electrical lighting. Town of Spencer will provide own electrical contractor and removal of current building and cement foundation. After much discussion on specifications/requirements David motioned, Norman seconded, in favor of Bayside Engineering design costs not to exceed \$17,802.24.

17 Bixby Rd, Unit 7: Water Commissioners review of hardship request. Review of resident's past water bills, payments, and current balance. David motioned, Norman seconded in favor of payment agreement. Balance of outstanding balance to be paid in full by October 8th, 2015.

Public Meeting Adjourned at 6:20 pm, motion by Norman, seconded by Robert.