

**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 October 12, 2011**

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 R. O'Coin  
Norman C. Letendre, Jr.  
Robert O. Fritze, Jr.

Staff present: Steven Tyler, Superintendent  
Susan Lacaire, Clerk

Others present: Richard Clifford, Resident

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

Invoices were reviewed and signed.

The minutes of September 14, 2011 were approved. Motion Letendre/O'Coin passed 3/0.

**9A and 9B Cottage Street:** Owner of 9A Cottage Street, Richard Clifford, spoke to the Commissioners about having the water turned on at the property. The Commissioner agreed to turn the water on for 9A Cottage Street once all requirements are met.

Requirements:

1. Water/Sewer bill must be paid in full.
2. Owner must allow Water Department personnel into basement to remove B side meter and to seal off water service to B side.
3. In the event that B side is sold no water service will be provided until there is a second service from street installed.
4. The second service installation shall be worked out between 9A and 9B.
5. Under **no** circumstances shall there be only **one** water service for 9A and 9B.

**18 Pleasant Street:** Water Department clerical placed 18 Pleasant Street on tax lien 12-8-10. Tax lien was recorded on 12-27-10. Resident bought house 12-21-10 so tax lien for water was not available when house was sold. Bank paid the tax lien.

**18 Summit Street:** The resident of 18 Summit Street paid the invoice by the September 23, 2011 due date.

**Tata & Howard Two Zone Pressure System Update:** DEP will do an inspection. Once complete the Meadow Road Plant will be up and running again.

**Telephone Service:** Superintendent Steven Tyler is addressing this issue. Calls will be made to seek prices and services provided. He will report back to the Commissioners at a future date.

**Copy Machine:** Superintendent Steven Tyler is addressing this issue. The money for this will be on the October 27<sup>th</sup> Town Meeting agenda.

**New Business:**

1. Commissioners want a Finance Budget and Retained Earnings at each meeting. They want to track money spent and money available.
2. Commissioners asked for the average bill of a water customer.
3. Commissioners suggested that a copy of all terminated water services, both single family and multifamily be sent to Health Agent Lee Jarvis.
4. Commissioners suggested Superintendent Steven Tyler contact Tata & Howard about the grate at the Meadow Street Plant. They want to investigate options concerning this grate.

Motion made (O'Coin/Letendre) to adjourn at 7:00 PM (Passed 2/0)