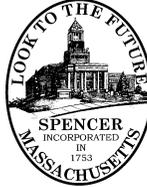


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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 November 9, 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
Gregory Karpowicz, Chief Water Operator
Susan Lacaire, Clerk

Others present: Lesley Landine, Resident
Lorraine Cote, Resident

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

Invoices were reviewed and signed.

The minutes of October 12, 2011 were approved. Motion Letendre/O'Coin passed 3/0.

Resident 50 Pleasant Street: The owner of 50 Pleasant Street spoke to the Commissioners regarding a very large Water/Sewer bill. Motion made O'Coin/Letendre to allow resident to pay \$500.00 per month until the bill is paid. There shall be no late charges. Passed 3/0.

Water/Sewer Bill Agreements for accounts not in termination: Motion made O'Coin/Letendre to allow any resident to make an agreement to pay their Water/Sewer bill. There shall be no late charges if agreement is kept. Passed 3/0.

Finance Budget and Retained Earnings: The Commissioners reviewed the Water Department Budget and the expenses. Retained earnings are not available at this time.

Water Budget FY 2012: The Commissioners reviewed and signed the Bureau of Accounts Schedule A-2 Enterprise Funds. A letter from Superintendent Steven Tyler to Town Administrator Adam Gaudette regarding the Water Enterprise Fund Status was also reviewed.

Mary Barrell/Treasurer Collector request to investigate E-billing: The Commissioners signed and agreed to give the Treasurer/Collector authorization to use the service of e-billing and to use non-political inserts that do not increase the postage required to send the property bill by mail until the Treasurer/Collector request to rescind the vote or make changes.

Tata & Howard Two Zone Pressure System Update: Superintendent Steven Tyler reported to the Commissioners the punch list is still being worked on. The electrical is not complete and the contractor is dragging their feet. The new end dates have not been set. The Commissioners would like Tata & Howard to attend the next meeting.

Tata & Howard Meadow Street Plant Grate: This is tabled until the next meeting.

Telephone Service: Superintendent Steven Tyler is addressing this issue. Representatives will be at the next meeting to give presentations. The wiring for the phone service will be checked to insure it is in working order.

Copy Machine: The copy machine is on order. Motion made Fritze/Letendre to have all departments pay a portion of the copy machine. Passed 3/0.

Backup SCADA computer: Motion made O'Coin/Letendre to sign and approve Change Order 15. Passed 3/0. The purpose of Change Order No. 15 is for the furnishing and start up of a second SCADA system desktop computer and software to serve as an on line backup operator work station. This results in an increase in the Contract Price to \$7,138,997.89. Reason for Change: The second workstation will allow uninterrupted monitoring and control of the water system in the event of failure of the existing SCADA system operator workstation.

Town Meeting October 27, 2011: The Commissioners reviewed a certified copy of the October 27, 2011 Town Meeting sent to them by the Town Clerk.

FEMA ICS Training requirements: Superintendent Tyler advised the Commissioners there are still employees that are in need of the FEMA ICS training. Superintendent Tyler will look into taking the test on line.

Water Sewer Billing: Motion made Fritze/Letendre to cancel Purchase Order 8509 for Tremblay & Associates in the amount of \$9,495.00. It has been decided not to pursue the billing system with Tremblay & Associates as they have not been in contact with this office and have not returned phone calls since the beginning of this year. Passed 3/0.

Paid Milage: Commissioner Fritze spoke about the Town policy concerning milage. Milage will not be paid to employees that use their own vehicle to do work related business. Employees must use the Town car or Town truck to do Town related business.

Dehumidifier Meadow Road Plant: Renaud HVAC submitted a quote for the dehumidifier at the Meadow Road Plant. The Commissioners requested that other prices be obtained for comparison.

Emergency Generator Cranberry Brook Well: The Commissioners did not sign Purchase Order 8608 for Max Pipe mechanical in the amount of \$2,000.00 for the plumbing for the emergency generator at Cranberry Well. They want to get 3 quotes.

Motion made (O'Coin/Letendre) to adjourn at 7:40 PM (Passed 3/0)