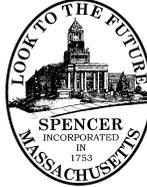


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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 January 12, 2012

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
Debra Graves, Senior Clerk
Susan Lacaire, Junior Clerk

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

Invoices were reviewed and signed.

The minutes of December 15, 2011 were approved. Motion Letendre/O'Coin passed 3/0.

27 Maple Street: The Commissioners reviewed a letter sent by the owner of 27 Maple Street requesting that late charges be removed. Water Department records show the bill has been sent to the correct address. Late charges are applied to all bills that are late. Late charges are applied to each quarter that are past due. The Commissioners unanimously voted to **not abate** the late charges as the payments have been consistently late and records indicate the bills have been sent to the correct address. It is the responsibility of the customer to pay the Water/Sewer charges by the due date.

Telephone System Review: The Commissioners reviewed two telephone systems, one from Total Communications, Inc. and one from Telecon. Motion made O'Coin/Fritze to accept the proposal from Telecon for \$3,412.50 passed 3/0.

Treasurer/Collector Agreements: The Commissioners discussed making agreements for Water/Sewer customers that are not in termination. All customers should be allowed

to make agreements to avoid late charges. The Utilities and Facilities Office does not have the ability to make agreements as the money is collected in the Collectors Office. The procedure to follow for an agreement would be the same as in termination. If followed they would not be charged a late fee. The Commissioners want to give the Water/Sewer customers as many tools as possible to pay their bills and to not incur any other fees. Motion made O'Coin/Letendre passed 3/0.

Treasurer/Collector Purge Paid Water/Sewer Bills: Motion made O'Coin/Fritze to allow the Treasurer/Collector to purge paid Water/Sewer Bills as long as they are backed up on disk passed 3/0.

Tata & Howard Two Zone Pressure System Update: The punch list for completion is 80% done. A system wide leak detection was done and no leaks were found. A leak repair at 57 Valley Street was done by the Water Department using Ed Thibault. The bill for this repair shall be sent to Gioioso.

Meadow Street Plant Grate: This matter has been referred to Tata and Howard.

Dehumidifier Meadow Road Plant: This matter has been referred to Tata and Howard..

Emergency Generator Cranberry Brook Well: The generator has not been delivered. There was discussion as to how the generator would be lowered onto the pad. Should a crane be rented to lift the generator? It was decided that the fence should be removed as it would be more cost efficient than renting a crane.

New Customer Window Utilities Office: On January 11, 2012 a new customer window was installed in the Utilities and Facilities Office. Guarantee Glass was the installer. The new customer window keeps the heat in, thus makes the office warmer and the new customer window makes it safer to deal with customers. The Utilities and Facilities staff is very satisfied with the new customer window.

Flexcon Bixby Road: Flexcon is stating there is not enough pressure on Bixby Road. Is there any contingency in the Two Zone Project for a fire pump. Mr. Karpowicz will look into this.

Water Department Facilities Clean Up: The Commissioners have asked Mr. Tyler to inquire with the Town Administrator if they can trade surplus supplies for purchase of similar items.

51 Temple Street: Motion made Letendre/Fritze to send a letter to the owner of 51 Temple Street informing them that the charge for the meter tamper will be \$155.00 and it will be added to the next Water/Sewer bill passed 3/0.

Rebate National Grid: Water department completed requirements for the pump upgrade and received \$83,324.80 as an energy saving rebate from N-Grid Electric. Motion made (O'Coin/Fritze) to adjourn at 7:15 PM (Passed 2/0)