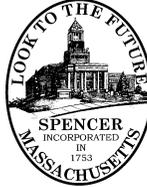


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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.

TEL. 508-885-7525
FAX: 508-885-9416
TTY: 508-885-7525

Minutes of Meeting held February 9, 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
Susan Lacaire, Junior Clerk

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

Invoices were reviewed and signed.

The minutes of January 12, 2012 were approved. Motion Letendre/O'Coin passed 3/0.

27 Maple Street: The Commissioners reviewed a letter sent to the owner of 27 Maple Street regarding late charges.

51 Temple Street: The Commissioners reviewed a letter sent to the owner of 51 Temple Street regarding \$155.00 charge.

9A – 9B Cottage Street: It was reported to the Commissioners that the Thomas Rutledge Law Firm is handling 9B Cottage Street. A letter is to be sent to inform them that the water will not be turned on until there are two separate services at 9A-9B Cottage Street. This was voted on at the October 12, 2011 Water Commissioners meeting.

Amended General By-Laws: A copy of the amended General By-Laws, sent by the Town Clerk, was given to the Commissioners for their review.

Water Commission Meeting Schedule: After some discussion, motion made O'Coin/Letendre to change future Water Commissioners meetings to the first Wednesday of the month at 5:00 PM passed 3/0.

List of Meters: A list of meters that are off was reviewed by the Commissioners. The meters are off for various reasons. Some were requested to be turned off by customers. Some were turned off for nonpayment and remain off. There are 73 meters off at this time.

Terminations Update: The Commissioners reviewed the lists of Single and Multi Family customers slated for termination. There are 122 Single Family customers slated for termination on March 6, 2012 and 91 Multi Family customers slated for termination on March 13, 2012.

FY 12 Budget Update: The Commissioners reviewed the expenditures thus far for FY 12. 43.90% of the FY 12 budget has been expended.

FY 13 Budget: The Commissioners reviewed the proposed FY 13 budget.

Computer Issues: After some discussion motion made Fritze/O'Coin to have Superintendent Tyler investigate the network connection passed 3/0.

Treasurer/Collector Agreements and Treasurer/Collector Purge Paid Water/Sewer Bills: Commissioner Norman Letendre will meet with Superintendent Tyler, Mary Barrell, Treasure/Collector and Adam Gaudette, Town Administrator to discuss agreements and the purging of Water/Sewer bills.

Two Zone Pressure System Update: The Two Zone Pressure System is nearing completion. The pressure reducing valve at the Booster Pump Station on Highland Street needs to be adjusted.

Emergency Generator Cranberry Brook Well: The generator will not be delivered for two more months. The Commissioners questioned the emergency lights for the building.

Motion made (O'Coin/Fritze) to adjourn at 7:00 PM (Passed 3/0)