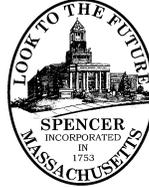


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

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 March 7, 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 5:20 P.M.

Invoices were reviewed and signed.

The minutes of February 9, 2012 were approved. Motion O'Coin/Fritze passed 3/0.

**Resident Questions:** There were no resident questions.

**Conservation Grant:** Pursuant to the Engineering Services Agreement between the Town of Spencer and Tata & Howard, Inc., dated May 11, 2011, the following changes are mutually agreed:

On Page 2, Section 1-BASIC SERVICES OF ENGINEER, add the following scope items after subsection 1.4:

1.5 WATER RATE STUDY

- 1.5.1 Conduct a kick-off meeting with WONER to discuss the project and identify key objectives for rate study. Meeting will be used to gather additional background data needed for the study.
- 1.5.2 Obtain data on historic and budgeted expenses and use to develop projections of future needs. The projections will include the ability to evaluate alternative funding mechanisms and inflation estimates.

- 1.5.3 Evaluate historic revenues from all sources to develop projections of non-rate revenues that will be used to offset the revenues required from new rates and charges.
- 1.5.4 Obtain historic water use records from OWNER that provides water use by customer class and meter size over various ranges or steps of use. Data will be analyzed to estimate revenues under various rate structure alternatives. If needed, obtain a computer data base of the OWNER'S billing record to develop the data needed to examine rate alternatives.
- 1.5.5 Using the existing rate model update the projected water rates for three to five years.
- 1.5.6 Prepare an analysis of the impact of various alternatives on different types and sizes of customers.
- 1.5.7 Examine the OWNER'S schedule of miscellaneous water department charges and fees, and where appropriate suggest new fees or revisions to the existing fees to more closely recover the costs of services.
- 1.5.8 Prepare a report discussing findings.
- 1.5.9 Meet with the Water Commission to review and discuss findings.

On Page 4, Section 5-PAYMENTS TO ENGINEER, delete subsection 5.1.1 in its entirety and add the following:

5.1.1 For Basic Services. OWNER shall pay ENGINEER for Basic Services rendered under Section 1.2 through Section 1/5 a lump sum fee of Seventeen Thousand One hundred Dollars (\$17,100).

The Commissioners signed this amendment. Motion made O'Coin /Fritze to accept this amendment passed 3/0.

**Charter and Verizon cost for FY13:** The Commissioners signed to pay Charter 20%, to access Munis and internet, \$56.87per month or \$682.44 for the year and Verizon 20% \$117.20 per month or \$1,406.40 for the year.

**Draft of Rules & Regulations for review:** The Commissioners were given a draft of the Rules & Regulations for their review. They will review and return their corrections and ideas for discussion.

**Terminations Update:** The service to nine single family homes was terminated on March 6<sup>th</sup> and March 7<sup>th</sup> for nonpayment. Four of these were turned on when payment was made. Multifamily houses are to be turned off March 13, 2012 if payment is not received.

**Treasurer/Collector Agreements:** After some discussion motion made O'Coin/Letendre to rescind the vote taken at the January 12, 2012 meeting concerning agreements, Passed 3/0. Motion made O'Coin/Letendre to accept partial payments on Water Bills, but to charge late fees if the bill is not paid in full by the due date. Customers wanting the late fee waived shall appear before the Commission to state their

case. The Water Department Termination Policy will be followed for all accounts in termination. Motion Passed 3/0.

**Treasurer/Collector Purge Paid Water/Sewer Bills:** The Treasurer/Collector may purge the Water/Sewer Bills. There must be a back up done before purging.

**Two Zone Pressure System Update:** The Water Department is awaiting the delivery of a new computer. It has been ordered. Final Permits need to be signed off. The water pressure sprinkler at the Highland Street Booster Station needs to be replaced.

**Dehumidifier Replacement:** The Commissioners signed a Purchase Order for a dehumidifier Replacement for the Meadow Road Plant. The price of the dehumidifier is \$35,050.00.

**Consumption Update:** Mr. Karpowicz presented to the Commissioners a ten year consumption update. The last leak detection done prior to 2005 was in 1983. The meters were replaced in 2007 and 2008. This enabled the Water Department to better measure the water used. Most of the leaks found were in hydrants. In 2011 there were no leaks found and the wasted water dropped to 13.2%.

Year	MG Pumped	Leaks Found	MG Wasted
2002 Leak Detection No	243	N/A	N/A
2003Leak Detection No	251	N/A	N/A
2004Leak Detection No	290	N/A	N/A
2005 Leak Detection Yes	272	11	30
2006 Leak Detection No	219	N/A	N/A
2007 Leak Detection No	208	N/A	N/A
2008 Leak Detection No	171	N/A	N/A
2009 Leak Detection Yes	186	5	28
2010 Leak Detection Yes	191	1	12
2011Leak Detection Yes	167	0	0

Motion made Letendre/O’Coin to install a new fire hydrant at the Spencer Fire Station, passed 3/0.

Motion made (O’Coin/Fritze) to adjourn at 6:30PM (Passed 3/0)