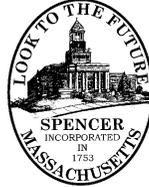


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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 June 5, 2013

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
Greg Karpowicz, Chief Water Systems Operator
Debra Graves, Sr. Clerk

Meeting was called to order at 5:05P.M.

Read and accepted minutes for May 1, 2013

Review invoices & sign vouchers

Sign Monthly Commitment

1. 74 Cherry St – Tenant is reviewing lease. Tenant will contact lawyer when lease is renew. Paid bill has receipt. Commissioners agree not to terminate the water.
2. Water Commissioners Review single family terminations list.
3. Greg updated the Water Commissioners on the water meter base replacement.
4. O'Gara Park waterline/backflow device: back flow device is completed. Water line needs to be done.
5. Review the Meadow Road roof proposal. Norman motion to send out to bid subject following (MGL chp149), second by David, and in favor, Robert.

6. E-Billing: The Water Dept. received a bill from UniBank for the E-billing. Water Commissioners was not told up front about hidden cost for the E-billing and they think the Collector office should be paying the bill, because the Water Dept. already pays the Collector indirect cost. So far only three people have sign up for the E-billing. Motion by Norman to opt out the E-billing and not to pay the invoice, seconded by David, and in favor, Robert.
7. Review the Water dept. FY13 budget.
8. Carpet for Superintendent office and Conference room: The Water Superintendent will get quotes on the indoor/outdoor carpet by the end of this fiscal year. Will email quotes to the Water Commissioners.

Public Meeting Adjourned at 6:10PM, motion by Norman, seconded by David, and in favor, Robert.