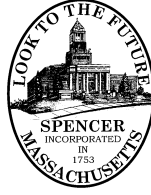


TOWN OF SPENCER, MASSACHUSETTS

OFFICE OF THE SEWER COMMISSION

FRANCIS X. WHITE, CHAIRMAN
LAWRENCE H. DUFAULT, CLERK
FRANCIS X. WHITE II, MEMBER

JAMES T. LAPLANTE, JR., SUPERINTENDENT



3 OLD MEADOW ROAD
SPENCER, MA 01562
TEL. 508-885-7541
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PLANT 508-885-7542

Minutes of Meeting held September 14, 2022

Meeting of the Board of Sewer Commissioners held at the Water Department, also, broadcast live from the Spencer Water Department, 3 Old Meadow Rd, Spencer, MA. (Documents are on file at the Utilities and Facilities Office)

Members present: Francis "Frank" White
Lawrence "Larry" Dufault
Francis X. White, Jr

Sewer staff present: Debra Graves, Sr Clerk
Remotely: James Laplante, Jr. Supt.

Meeting was called to order at 3:00pm.

Vote to approve Meeting Minutes August 10, 2022 & September 7, 2022.

A motion to approve the minutes of August 10 & September 7, 2022 (Larry/Frank/Francis, Jr) passed 3/0 with a roll call vote: Larry-yes, Frank-yes, Francis Jr.-yes.

Superintendent James LaPlante Reports:

- Review Monthly Operations Report
(Reports are on file at the Utilities & Facilities Office)

Budget & Capital Items:

- Rapscaillon Brewery – Review flow meter letter All daily flow recordings from water meter and effluent flow meter be kept as an excel spreadsheet and shared with the Sewer Department for records and billing requirements. Bill quarterly for flow meter every 3 months starting October 1, 2022. Flow Meter agreement with Rapscaillon as of September 14, 2022 in letter of conditions motion by Larry, seconded by Frank, and in favor, Francis Jr. Larry-yes, Frank-yes, Francis Jr.-yes.
- Wright-Pierce - Amendment No. 1 WWTP upgrade Owner's Project Manager Services (OPM). Construction duration was extended by 6 months during bidding and M/WBE services were added to comply with CWSRD loan requirements. The construction phase fee shall be increased by \$33,200. Larry motion to accept Amendment No.1 has it stand, seconded by Francis Jr., all in favor, Frank. Roll call vote: Larry-yes, Francis Jr -yes, Frank-yes.
- Review JC Madigan quote for Knapheide Utility Body Replacement. Sewer Commissioners agree that the price is very high (\$13,500) for 2009 Ford. Sewer Commissioners agree no action at this time price to high.
- Sewer Rate Review - Commissioners would like a conference call/meeting to discuss with Tighe & Bond Representative Michael Schrader, Topic tabled for future action.

Sewer Systems Upgrades:

- Wright-Pierce – Review SSES Phase 2-4 Status Update. Final draft should be coming soon.

Resident Concerns:

- **125 Main St** – Requesting late fees waived stating she made payment 3 weeks before it was posted. Mailed check to the Reading address. Larry motion to waive the \$15.00 late fee, second by Francis Jr., all in favor, Frank. Roll call vote: Larry-yes, Frank-yes, Francis Jr.-yes.
- **33 Bay Path Rd** – Requesting late fees waived stating she never received the bill. Also, she is experiencing financial hardship. Larry motion to waive the \$15.00 late fee, second by Frank, all in favor, Francis Jr. Roll call vote: Larry-yes, Francis Jr -yes, Frank-yes.
- **16 Main St** – Owner is requesting late fees waived. Mailed check last week of July, still not cashed. Collector posted payment 8/30/22. Larry motion to waive the \$15.00 late fee, second by Frank, all in favor, Francis Jr. Roll call vote: Larry-yes, Francis Jr -yes, Frank-yes.
- **Charles Diner**: Review the drawing with the Sewer Commissioners for a Fast-Food Restaurant (22 seats) 3,000 sq ft building. Which will start sometime in the Fall of 2023.
- **DPHS Environmental Science Internship** - Sewer Commissioners review email from DPHS. Will not act on this because of Liability and WWTP upgrade that's happening right now.

Public Meeting adjourned at 4.52pm motion by Larry, Second by Frank, all in favor, Francis, Jr.

The Board voted and approved minutes on 10/19/2022

Respectfully Submitted,
Debra Graves