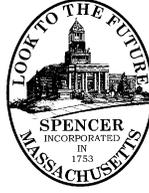


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

NORMAN C. LETENDRE, JR.
EBEN J. BUTLER
STEVEN J. TYLER



WILLIAM J. CUNDIFF, P.E.,
SUPERINTENDENT

3 OLD MEADOW ROAD
SPENCER, MA. 01562

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Minutes of Meeting held March 2, 2023

Meeting of the Board of Water 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: Norman Letendre
Eben Butler
Steven Tyler

Staff present: William J. Cundiff, P.E., Superintendent
Gregory Karpowicz, Chief Operator
Kim Snyder, Sr. Clerk

Meeting was called to order at 5:13pm

Review invoices and signed vouchers

Vote to approve Public Meeting Minutes February 1, 2023.

Steve made motion to approve February 1, 2023, minutes, seconded by Eben, all in favor, Norman.

Resident Concerns

13 Mechanic St: Owner is requesting payment agreement. Steve made motion to allow agreement in 3 equal payments of \$2,564.13 per month and owner is aware that he must pay any current bills due, seconded by Norman, all in favor, Eben.

145 Main St: Owner is requesting payment agreement. Steve made motion to allow owner to pay \$1,000 per month due on the 22nd of each month, seconded by Norman, all in favor, Eben.

53 Main St: Owner is requesting to pay \$200 weekly and pay full balance by March 15th. Eben made motion to approve agreement, seconded by Norman, all in favor, Eben.

16 Linden St: Owner requesting late fees waived stating that he did not receive bill. Eben made motion to deny waiving late fee, seconded by Norman, all in favor, Eben.

321 Main St: Owner requesting late fees waived stating that he did not receive bill. Steve made motion to deny request to waive late fees, seconded by Norman, all in favor, Eben.

2 Demers Dr: Requesting late fee waived. New owner bought at the end of December before late fees were put on. Eben made motion to approve to waive late fees, seconded by Norman, all in favor, Steve.

4 Emmett St: Owner requesting an agreement on balance of \$2,263.86 to be paid in 2 installments. \$1,000 by 3/20/23 and \$1,263.86 by 4/14/23. Eben made motion to enter agreement, seconded by Norman, all in favor, Steve.

93 Mechanic St: Owner requesting late fees waived stating he did not receive bill. Steve made motion to deny request to waive late fees, seconded by Eben, all in favor, Norman.

Old/New Business

Update on Ongoing Projects:

- Superintendent submitted the Capital Expenditure Request for FY2024-FY2028
- Meadow Road Well Cleaning: The pump was installed this week. This Contract should be completed shortly.
- Filter Tank Rehab: In the process of finalizing the Agreement by preparing the proposal in the Town Standard Agreement Format which includes sign offs by Town Counsel and the Town Accountant.
- South Spencer Rd Boundary & Markers Survey: Superintendent will issue notice to proceed.
- Meadow Rd Waterline Abandonment: MassDOT will be bidding the Meadow Road Reconstruction Project in May 2023. The Waterline abandonment project on Meadow Road should occur sooner rather than later.

Meeting was adjourned at 6:03pm. Motion by Eben, seconded by Steve, all in favor, Norman.

The Board voted and approved minutes on 5/3/2023.

*Respectfully Submitted,
Kim Snyder*