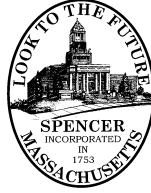


# TOWN OF SPENCER, MASSACHUSETTS

## OFFICE OF THE WATER DEPARTMENT

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

3 OLD MEADOW ROAD  
SPENCER, MA. 01562



WILLIAM J. CUNDIFF, P.E.,  
SUPERINTENDENT

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### **Minutes of Meeting held November 3, 2021**

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  
Steven J. Tyler, P.E.  
Eben Butler

Staff present: William J. Cundiff, P.E., Superintendent  
Kim Snyder, Sr. Clerk

Meeting was called to order at 5:07pm

### **Vote to approve Meeting Minutes for October 6, 2021.**

Eben made motion to approve the October 6, 2021 minutes, seconded by Steve, all in favor, Norman. (Norman/Eben/Steve) passed 3/0 with a roll call vote: Norman-yes, Steve-yes, Eben-yes

### **Resident Concerns**

- **46 Irving St:** Owner is requesting to meet with Water Commissioners about bill. He had a flood in June, but bill is still high. Thinks it ran into next month. Steve made motion for water staff to check meter. If operating correctly, owner must pay bill, seconded by Eben, all in favor, Norman. (Norman/Eben/Steve) passed 3/0 with a roll call vote: Norman-yes, Steve-yes, Eben-yes
- **125 Main St:** Owner is requesting late fees waived stating bill sat on a desk at Town Hall for several weeks. Steve made motion to deny request, seconded by Eben, all in favor, Norman. (Norman/Eben/Steve) passed 3/0 with a roll call vote: Norman-yes, Steve-yes, Eben-yes
- **45 Temple St:** Owner called during SF shut-offs requesting a payment agreement. Senior Clerk left several voicemail messages but no return call or signed agreement. Steve made motion that owner has until Wednesday, November 9, 2021 to sign payment agreement and make first payment or water will be shut off, seconded by Eben, all in favor, Norman. (Norman/Eben/Steve) passed 3/0 with a roll call vote: Norman-yes, Steve-yes, Eben-yes

### **Old/New Business**

### **Update on Staffing**

Superintendent placed ad for Water Operator position on AWWA and NEWWA websites. Ads will run until feedback is received.

Minutes of Water Commissioners meeting held November 3, 2021

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### **Update on Ongoing Projects**

- Smithville Rd: Ferguson Waterworks is unable to produce materials ordered causing delays with the project.
- Water Department Roof: Superintendent requested members to review draft set of plans and specs.
- Meadow Road Filter Tank Rehabilitation: Described project status in email to the Water Commissioners
- Meadow Road Well Cleaning: Described project status in email to the Water Commissioners
- Moose Hill Water Tank Ladder Replacement: Described project status in email to the Water Commissioners

Meeting was adjourned at 5:38pm. Motion by Eben, seconded by Steve, all in favor, Norman. Roll call vote Eben-yes, Steve-yes, Norman-yes

*The Board voted and approved minutes on 3/2/2022*

*Respectfully Submitted,*

*Kim Snyder*