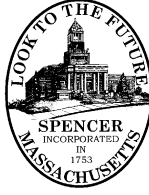


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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, 2022

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: Greg Karpowicz, Chief Operator
Debra Graves, Sr. Clerk

Dial in: William J. Cundiff, P.E., Superintendent

Meeting was called to order at 5:02pm

Review invoices and signed vouchers

Signed Monthly Commitment

Vote to approve Meeting Minutes for November 3, 2021.

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

Resident Concerns:

- **20 Roys Dr:** Owner is questioning why he received a January 2022 bill. The Water Operators couldn't shut water off in the street because something is wrong with the shut-off, but the water is off in the cellar on 10/1/21 for the winter. They were charged because they had usage of 173cf. They won't get charged in April if there is no usage. Motion made by Steven to abate the 1/1/2022 bill but the 173cf needs to be included in the next bill, second by Eben, and in favor Norman. Steven/Eben/Norman passed 3/0 with a roll call vote: Steven-yes, Eben-yes, Norman-yes.
- **21 Roys Dr:** Hardship letter requesting payment agreement. Requesting to pay \$100 per month on the current past due of \$576.74. Motion made by Steven to approve payment arrangement with next quarter bill must be paid in full by their respective due date, second by Eben, and in favor Norman. Steven/Eben/Norman passed 3/0 with a roll call vote: Steven-yes, Eben-yes, Norman-yes.

Resident Concerns:

- **10 Bell St:** Hardship letter requesting payment agreement. Requesting to pay \$120 per month on the current past due of \$612.83. Motion made by Steven to approve payment arrangement with next quarter bill must be paid in full by their respective due date, second by Eben, and in favor Norman. Steven/Eben/Norman passed 3/0 with a roll call vote: Steven-yes, Eben-yes, Norman-yes.
- **15 Paxton Rd:** Review letter about water main installation that was installed in 2019 which broke the sewer pipe. Should we go after the company that did the project? Superintendent said the lateral was broken and Eddie Thibault repaired it. We did pay a portion of the work that was in the right of way. Superintendent will review letter first before making a recommendation. Water commissioners agree to wait for a report from superintendent. Steven/Eben/Norman.

Old/New Business

Update on Ongoing Projects:

- **Smithville Rd.** Water Main replacement. Don't have full order from Ferguson (supply issues).
- **Moose Hill Water Tank Ladder Replacement:** We did put the project out to bid and DN Tanks came in low, we did authorize them to proceed. We're in the process of coordinating a preconstruction meeting with Tata & Howard.
- **Meadow Road Filter Tank Rehabilitation and Well Cleaning:** Filter media replacement and well cleaning will be scheduled at the same time. Filter media had a contract amendment. Have the contractor hire a sub to do the filter media work. Tata & Howard assisting on this project.
- **Water Department Roof:** Started off with a simple membrane replacement. A vendor came out and look at the interior wall and flashing. The vertical wall between the office area and the filter room there's an elevation difference on the roof because of this the flashing is pitch wrong direction. Need to make a choice limit scope of work to membrane replacement or include that interior wall. Permanent repairs options: 1) Rebuild the flashing properly and make sure it's pitch properly entail some brick work and masonry work. 2) membrane would go up the brick face & create one uniform membrane between the two covering up the brick face. Water Commissioners would like a price for both ways so they can make a better decision.
- **Capital Accounts Projects:** Included Smithville Road project. Capital planning is breakdown 5yrs out. 2-5 years carry lump sum of a million dollars and put a blanket term of capital asset maintenance because things can change. FY23 Water Department roof \$245,000, Smithville Road project of a million, Ash St water main repair 1.6 to 5 million, West St, Meadow Rd to bridge \$350,000, East Brookfield emergency connection \$100,000, School St between Franklin and Main \$110,000.
- **Constable:** Constable from Spencer is retiring but is still a constable. Constable will serve notices for the Spencer Water Department if approved. Motion made by Eben to approve the constable to serve notices second by Steven, and in favor Norman. Eben-yes, Steven-yes, Norman-yes.
- **Class A tractor trailer driving course training:** Have one person from Water Department with a Class A license Instead of hiring a subcontractor. Law has changed, need classroom hours & road hours trained by a trainer or a school. Motion made by Eben to approve a Class A license training, second by Steven, and in favor Norman. Eben-yes, Steven-yes, Norman-yes

- **Meadow Rd project discussion:** How preferred to construct stormwater outfall for stormwater quality and long-term maintenance. The Meadow Rd stormwater outfalls discharge directly to the river in our Aquifer Protection Zone. These outfalls should be designed and constructed so that we're catching sediment and protecting the river. In the closed system sand and sediment should be less than it currently is but still protection at the outfall is necessary. The Water Commissioner requested the Superintendent to coordinate with the designer and ask to put in some type of forebay at the outfall of the pipes that will catch sediment and can also be easily accessed and cleaned by the Highway Department.

Meeting was adjourned at 6:00pm. Motion by Eben, seconded by Steven, all in favor, Norman. Roll call vote Eben-yes, Steven-yes, Norman-yes

The Board voted and approved minutes on 6/1/22.

*Respectfully Submitted,
Debra Graves*