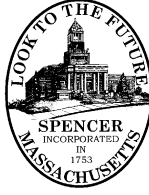


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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 April 6, 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: Steven J. Tyler, P.E.
Eben Butler

Staff present: William J. Cundiff, P.E., Superintendent
Debra Graves, Sr. Clerk

Others present: Jeff Bridges, Town Administrator

Meeting was called to order at 5:09pm

Review invoices and signed vouchers

- Superintendent would like to sign off on project voucher. The Water Commissioners do agree with this.

Signed Monthly Commitment

Vote to approve Meeting Minutes for March 2, 2022.

- Steve made a motion to carry over to next meeting, seconded by Eben, all in favor.

Resident Concerns:

- **55 Temple St:** Hardship, owner is requesting a payment plan of \$200 per month on the current past due of \$1,289.31. Grandson is taken over payments. Steven motion payment plan with minimum monthly \$200 a month. Request possible to catch up by end of year. Second by Eben, all in favor. Roll call vote: Eben-yes, Steven-yes.
- **117 W Main St:** High usage found a leak in line that runs under the building to the garage also found a leak at the fish tanks. Looking for assistance with the bill. Water Department Policy, if it goes through the meter, it's the owners responsible. Eben owner is responsible for bill, second by Steven, all in favor. Roll call vote: Eben-yes, Steven-yes.
- **17 Bixby Rd, Unit 4:** Owner is requesting to have late fees waived stating didn't receive termination notice. Eben motion to waive the late fees, second by Steven, all in favor. Roll call vote: Eben-yes, Steven-yes.

Old/New Business

Update on Ongoing Projects:

- **Tata & Howard Filter Media:** Remove sand and what might be the cause of leaks. Recommend to repair tanks or replacing tanks if warranted.
- **Moose Hill ladder replacement:** DN Tanks waiting to have pre-construction meeting.
- **Water Dept Roof:** Design vender came out and look at the interior wall and flashing. Need to decide to either do wall repair/flashing or run flashing up the roof only. Water Commissioners waiting on price for both ways so they can decide.
- **Smithville Rd Water Main:** Work will start Mid-April still waiting on some materials.

Water Projects planned for 2022/Capital Accounts:

- Ash Street, Main Street to Cherry Street.
- Main Street / CHA Design (Bixby Rd to E. Brookfield)
- Meadow Road / VHB (Separate dual waterline near Highway Dept)
- Would also like to do a water survey for next fiscal year.

Review partial payment terminations policy:

- If owner makes a partial payment and if there is still a balance over \$142.00, they would be on the termination shut-off list.

Motion by Steven to move into Executive Session, seconded by Eben, all in favor. Roll call vote: Eben-yes, Steven-yes.

Following the conclusion of the Executive session the Commissioners will not reconvene in open session. Roll call vote: Eben-yes, Steven-yes.

Public Meeting adjourned at 5:50pm motion by Steven, Second by Eben, all in favor.

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

*Respectfully Submitted,
Debra Graves*