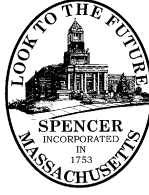


# TOWN OF SPENCER, MASSACHUSETTS

## OFFICE OF THE WATER DEPARTMENT

NORMAN C. LETENDRE, JR.  
EBEN J. BUTLER  
STANLEY R. DAVIS

3 OLD MEADOW ROAD  
SPENCER, MA. 01562



GARY KELLAHER,  
SUPERINTENDENT

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### **Minutes of Meeting held August 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  
Stanley Davis

Staff present: Kim Snyder, Sr. Clerk

Others: Jeffrey Bridges, Town Administrator

Meeting was called to order at 5:03pm

Review invoices and signed vouchers

Sign Monthly Commitment

### **Vote to approve Public Meeting Minutes June 7, 2023 & July 10, 2023.**

Eben made motion to approve June 7 & July 10, 2023 minutes, seconded by Stan, all in favor, Norman.

### **Resident Concerns**

277 Main St: Owner requesting late fees waived stating payment was made on time. Eben made motion to waive the late fee, seconded by Stan, all in favor, Norman.

9 Meadowbrook Rd: Owner requesting late fees waive stating payment was made on time. Eben made motion to waive late fee, seconded by Stan, all in favor, Norman.

23 Elm St: Owner requesting payment agreement on balance of \$429.13. Eben made motion to draft an agreement, seconded by Stan, all in favor, Norman.

22 Charron St: Hardship letter. Owner is requesting payment agreement on balance of \$412.94. Stan made motion to enter into agreement for \$52 weekly. If not followed, water will be shut off, seconded by Norman. Eben recused from discussion.

Minutes of Water Commissioners meeting held August 2, 2023

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**Old/New Business**

**Update on Ongoing Projects:**

Ongoing Water Department Project Updates – Tabled to a future meeting

Building Maintenance / Storage Boxes – Proposal from Impressions Kitchen for an office cabinet was presented. Eben made a motion for Water Dept to pay 1/3 cost, Highway Dept to pay 1/3 cost and Sewer Dept to pay for 1/3 cost. If the Sewer Dept does not agree to pay, the Water Dept will pay 2/3 and Highway Dept 1/3., seconded by Stan, all in favor, Norman.

Sewer Project – Water Permit Fee Discussion – Tabled to a future meeting

Meeting was adjourned at 5:24pm. Motion by Eben, seconded by Stan, all in favor, Norman.

*The Board voted and approved minutes on 10/5/2023.*

*Respectfully Submitted,  
Kim Snyder*