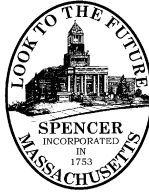


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

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 June 1, 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: William J. Cundiff, P.E., Superintendent  
Gregory Karpowicz, Chief Operator  
Kim Snyder, Sr. Clerk  
Debra Graves, Sr. Clerk

Meeting was called to order at 5:04pm

Review invoices and signed vouchers

Signed monthly commitment

**Vote to approve Meeting Minutes for March 2, April 6 and May 4, 2022.**

Eben made motion to approve March 2, April 6 and May 4, 2022, minutes, seconded by Norman, all in favor.

**Old/New Business**

**Update on Ongoing Projects:**

- **Moose Hill Ladder Replacement:** A presconstruction meeting was held. Work will begin within the next week. Solicited price proposal for cleaning and inspection of tank at the same time ladder replacement is being done. Superintendent will look into options.
- **Filter Media Tanks:** Waiting for a report from Tata & Howard. Superintendent will follow up with Matt.
- **Well Cleaning:** Waiting for a report from Tata & Howard. Superintendent will follow up with Matt
- **Water Dept Roof:** Put on hold until response is received regarding the tank inspection and cleaning.
- **Smithville Road Water Main:** Water Dept has begun tie-ins to houses and paving needs to be done. Estimated 3 more weeks until completion.

**Charging Municipal Buildings for water used:**

- Eben made motion to charge municipal buildings and town facilities for water usage starting in July of 2022 (FY23), seconded by Steve, all in favor, Norman. The Commissioners reserve the right to review and change at a future date.

**Assistance for Households Later on Water Bills:**

- Clerks will notify water users that are having difficulties making payments about the LIHWAP program.

**Water Rate Increase:**

- Superintendent will review the increase of inflation, fuel cost and operating cost versus what they were 2 years ago and report back to commissioners.

**15 Paxton Rd Discussion:**

- Owner is experiencing blockage in the sewer line after water line replace approximately 2 years ago. Water Dept will address issue and correct problem at the end of June. Steve made motion to proceed with adjusting water line to avoid conflict with existing sewer lateral and to replace the section of sewer lateral needed to restore its pitch for sewerage, seconded by Norman, all in favor, Eben.

**Water Department Lighting – ECI:**

- A program developed for lighting improvements which include retrofit and replacement of existing lighting systems throughout the building with new LED systems. A portion is funded by Green Communities and another portion is funded by the National Grid incentive leaving the remainder to be paid by the Water Dept.

**Globe Direct (Water billing service):**

- Globe Direct will no longer be providing billing services effective August 2022. Globe Direct is working with other companies to take over the municipal billing. They will get back to us with options.

Meeting was adjourned at 6:23pm. 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 7/6/22.*

*Respectfully Submitted,  
Kim Snyder*