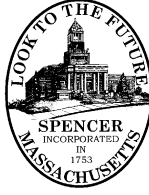


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

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 September 7, 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
Eben Butler
Steven Tyler

Staff present: William J. Cundiff, P.E., Superintendent
Gregory Karpowicz, Chief Operator
Kim Snyder, Sr. Clerk

Meeting was called to order at 5:05pm

Review invoices and signed vouchers

Signed monthly commitment

Vote to approve Public Meeting Minutes & Executive Session Minutes for August 3, 2022.

Eben made motion to approve August 3, 2022, minutes, seconded by Steve, all in favor, Norman.
Steve made motion to approve Executive Session minutes for August 3, 2022, seconded by Eben, all in favor, Norman. (Roll call vote: Eben-yes, Steve-yes, Norman-yes)

Resident Concerns

- **125 Main St** – Requesting late fees waived stating she made payment 3 weeks before it was posted. Mailed check to the Reading address. Eben made motion to waive the late fee, seconded by Steve, all in favor, Norman.
- **33 Bay Path Rd** – Requesting late fees waived stating she never received the bill. Also, she is experiencing financial hardship losing her husband 2 months ago. Eben made motion to waive late fee, seconded by Steve, all in favor, Norman.
- **145 Main St** – Hardship letter. Owner is requesting payment arrangement for \$7,006.10 balance. Asking permission to pay \$1,000 per month until paid starting September 2022. Eben made motion to allow payment arrangement for \$1,000 per month until paid in full, seconded by Steve, all in favor, Norman.

- **16 Main St** – Owner is requesting late fees waived. Mailed check last week of July, still not cashed. Never late before. Steve made motion to waive late fee, seconded by Eben, all in favor, Norman
- **20 Maple St** – Hardship letter. Owner is requesting to pay balance of \$1,253.35 in full by Oct. 5th. Steve made motion to allow balance to be paid in full by October 5th, seconded by Eben, all in favor, Norman.
- **55 Temple St** – Hardship Letter. Son is requesting to pay balance of \$1,204.62 in 3 installments beginning in September. Steve made motion to approve request for payment arrangement, seconded by Eben, all in favor, Norman.

Old/New Business

Update on Ongoing Projects:

- **Water Department Roof:** Superintendent will continue to monitor the roof for leaks.
- **Meadow Road Filter Media Repair:** SRF loan was applied for, awaiting response.
- **Moose Hill Tank Ladder Replacement:** Superintendent waiting to receive payment requisition.

Smithville Road Paving: Steve made motion to authorize superintendent to approve change order submitted by PJ Albert for trench repairs and paving, seconded by Norman, all in favor, Eben. Roll call vote: Steve-yes, Norman-yes, Eben-yes

Water Rules & Regulations Updates Discussion: To be discussed at next meeting.

Water meter on Highway Sweeper: Steve made motion to bill the Highway Sweeper account once a year based on usage, seconded by Norman. Eben recused himself. Roll call vote: Steve-yes, Norman-yes

Bulk Water Rate for Pool Suppliers: To be discussed at next meeting.

New Billing Vendor: Kirkwood Direct will be the new billing vendor for the Water/Sewer bills effective October 1, 2022.

MOU for GIS share: National Grid would like to share GIS information with the Water Department. Superintendent will follow-up and provide more information to the commissioners.

Meadow Road Well Cleaning Contract Award: Eben made motion to authorize the well cleaning, seconded by Norman, all in favor, Steve. Roll call vote: Eben-yes, Norman-yes, Steven-yes

Meeting was adjourned at 7:02pm. Motion by Eben, seconded by Steven, all in favor, Norman.

The Board voted and approved minutes on 10/5/22.

*Respectfully Submitted,
Kim Snyder*