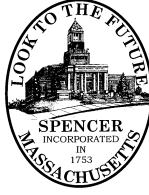


TOWN OF SPENCER, MASSACHUSETTS

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 December 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: Norman Letendre
Eben Butler
Steven Tyler

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

Other: Jeffrey Bridges, Town Administrator
Frank White, Sewer Commissioners
Gary Woodberry, Board of Selectmen
John Howard, Board of Selectmen

Meeting was called to order at 5:04pm

Review invoices and signed vouchers

Signed monthly commitment

Vote to approve Public Meeting Minutes November 2, 2022.

Steve made motion to approve November 2, 2022, minutes, seconded by Eben, all in favor, Norman. Roll call vote: Steve-yes, Eben-yes, Norman-yes.

Resident Concerns

5 & 7 Cottage St – Water Commissioner answer questions about water/sewer price increase, water usage, leaks, and explaining how the water meter works, Also, have an option to install your own meter after our water meter so you can monitor who's using what. Property owner is responsible for the service line from the street to the house. Eben motion to waive the October bill only \$15.00 late fee for 5 & 7 Cottage St, second by Steve, all in favor, Norman Roll call vote: Steve-yes, Eben-yes, Norman-yes.

Minutes of Water Commissioners meeting held December 6, 2022

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Wastewater meter – Discuss the water fees for the Sewer Dept. meter. There are issues with the meter. The Water Commissioners would like proof that it's not working correctly. Should do an inline test. Steve made a motion to charge the base fee of \$150.00 for the first 1500 cubic feet and above 1500 cubic feet charge \$7.12/100 for the Sewer Dept., seconded by Eben, all in favor, Norman. Roll call vote: Steve-yes, Eben-yes, Norman-yes.

Old/New Business

Update on Ongoing Projects:

- **Meadow Road Water Treatment Facility:** Review Proposal to provide engineering services related to completion of a stray current survey.
- **Meadow Road Well Cleaning:** Tata Howard revised amendment number 2 for an additional \$5,000 for extra work. Amendment 2 on hold until the Superintendent review the amendment.
- **Meadow Road Waterline:** Looking at May for the work. VHB will be adding notes on the MassDOT construction drawings.
- **ERP Training:** Annual training for emergency response plan, mandated by DEP. Training is schedule for December 27, 2022.
- **51 So. Spencer Road:** Zoning board had issued an decision on their special permit and left some discretion up to Water Department on the type of fencing along the South Spencer Road well. Building inspector said the Water Commissioners don't have the authority to make them put a fence in or permanent markers. Does the Water Commissioner want some type of permanent boundary marker along property line. Norman made a motion don't act on the fence or concrete markers as presented on the CBA decision, seconded by Eben all in favor, Steven. Roll call vote: Steve-yes, Eben-yes, Norman-yes. Superintendent will get a survey quote and present to the board at next meeting.
- **Virtual Meeting:** Do away with the virtual meeting but record internally not broadcast. Resident will be able to request a copy of the recording. Norman makes a motion that we record it internally and just have a regular meeting, seconded by Steven all in favor, Eben. Roll call vote: Steve-yes, Eben-yes, Norman-yes.
- **MassDEP Sanitary Survey:** Every three years DEP comes in and does all out inspection at site and tanks. Commissioners review the table of deficiencies. Chief Operator will submit a form this week.

Meeting was adjourned at 6:49pm. Motion by Eben, seconded by Steve, all in favor, Norman. Roll call vote: Eben-yes, Steven-yes, Norman-yes.

The Board voted and approved minutes on 2/1/2023

*Respectfully Submitted,
Debra Graves*