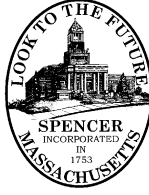


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

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 July 28, 2021**

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  
Kim Snyder, Sr. Clerk

Meeting was called to order at 5:05 pm

**Vote to approve Meeting Minutes for June 2, 2021.**

Eben made motion to approve the June 2, 2021 minutes, seconded by Steve. (Eben/Steve)) passed 2/0 with a roll call vote: Steve-yes, Eben-yes

**Old/New Business**

**Smithville Road Water Main**

The Water Department received one (1) Bid for Ductile Iron Pipe and associated Pipe Fittings from Ferguson Waterworks coming in at \$93,794.48. The in-house estimated cost to utilize the Water Department staff for installation is \$60,000. The department is reviewing the cost of materials and staff time verses \$350,000 to \$375,000 to have project go out to Bid to outside contractors. Eben made motion that the Water Department does the work with in-house staff, seconded by Steve. (Eben/Steve) passed 2/0 with a roll call vote: Eben-yes, Steve-yes

**Discuss interaction with Moose Hill Commission**

The Superintendent has not had any interaction with the Moose Hill Commission since their last meeting on June 24, 2021.

**Discuss Water Department Roof Status**

Context Studios is meeting with vendors to look at certain aspects of the roof which include a tear over the garage area and a damaged exhaust fan cover.

**Discuss Filtration Tanks at Meadow Rd plant**

Superintendent requested that Tata & Howard prepare a proposal for several pin holes noticed in the Filtration Tanks. Tata & Howard suggested having an assessment of the tanks and then they will make recommendations following the assessment. Eben made motion to proceed with the proposal from Tata & Howard, seconded by Steve. (Eben/Steve) passed 2/0 with a roll call vote: Steve-yes, Eben-yes

Discuss Moose Hill Ladder

Superintendent requested that Tata & Howard prepare a proposal for engineering services for the replacement of the access ladder inside the Moose Hill Water Tank. Eben made motion to move forward with the proposal from Tata & Howard, seconded by Steve. (Eben/Steve) passed 2/0 with a roll call vote: Eben-yes, Steve-yes

Discuss Late Fees/Notices Service Fees

Water Customer had concerns about billing stating they were unable to make payments online. Therefore, they had to mail in a check that delayed payment and incurred late fees on locations at 50 Smithville Rd and 64 Main St. Eben made motion to remove the late fees, seconded by Steve. (Eben/Steve) passed 2/0 with a roll call vote: Eben-yes, Steve-yes

Discuss Ahearn water easement

Superintendent and Chief Operator met with Mr. Ahearn on June 15, 2021 to discuss concerns regarding the water easement on the property. Superintendent is waiting for a response on an email that was sent to Mr. Ahearn on July 28, 2021.

Discuss Water Regulation

Chief Operator completed reviewing the Water Regulation draft and made written suggestions. Superintendent will forward the draft to the commissioners for review.

Discuss Highland St tank inspection

Chairman of the Board of Water Commissioners had some concerns about the condition of the Highland Street Tank. Superintendent visited the tank and noticed several cracks. Eben made motion to include on next meeting agenda, seconded by Steve. (Eben/Steve) passed 2/0 with a roll call vote: Eben-yes, Steve-yes

Meeting was adjourned at 6:09pm. Motion by Eben, Seconded by Steve. Roll call vote Eben-yes, Steve-yes

*The Board voted and approved minutes on 9/1/21.*

*Respectfully Submitted,*

*Kim Snyder*