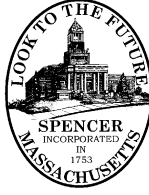


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

NORMAN C. LETENDRE, JR.
EBEN J. BUTLER
STEVEN J. TYLER



ACTING SUPERINTENDENT
STEVEN J. TYLER, P.E.

3 OLD MEADOW ROAD
SPENCER, MA. 01562

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Minutes of Meeting held February 3, 2021

Meeting of the Board of Water Commissioners Broadcast Live from the Spencer Water Department, 3 Old Meadow Rd, Spencer, MA. (Documents are on file at the Utilities and Facilities Office)

Norman Letendre, Jr. called the meeting to order at 5:03pm and announced that the meeting is being conducted remotely consistent with Governor Bakers Executive order. In order to mitigate the transmission of the COVID-19 Virus. We are currently meeting with a combination of members present and remote. All votes will be taken by roll call in accordance with regulation 940, CMR 29.10 of the Open Meeting Law.

Members present: Norman Letendre, Jr.
Dial in: Eben Butler

Staff present:
Dial in Steven J. Tyler, P.E., Acting Superintendent
Dial in: Gregory Karpowicz, Chief Operator
Dial in: Kim Snyder, Sr. Clerk

Meeting was called to order at 5:03pm

Vote to approve Meeting Minutes for September 10, 2020.

A motion to approve the minutes of September 10, 2020 (Eben/Norman) passed 2/0 with a roll call vote: Eben-yes, Norman-yes

Discuss intercommunity water supply with East Brookfield

- Acting Superintendent and Chief Operator met with representatives from East Brookfield regarding consideration of East Brookfield interconnecting with Spencer Water system. Mike Knox of Tata & Howard joined the meeting indicating that Tata & Howard prepared a proposal in 2019 and would like to provide information to help with the determination of the decision. Motion made by Eben to authorize Tata & Howard to submit a revised proposal to Town of Spencer for study of connection to East Brookfield, seconded by Norman. Roll call vote Eben yes, Norman yes.

Water Department Staffing Update

- Chief Operator stated that one of the Water System Operators accepted a job elsewhere. The Water Operators position is being re-advertised. The Water System Laborer is enrolled to take the Water Operators Class.

New Superintendent

- The Town has made an offer to William Cundiff, which was accepted. William has 20 years of experience working with septic design and as a Town Engineer. He will begin employment on February 16, 2021.

Review & Act on the Need to have a Virtual Meeting Platform to improve Public Remote Meetings

- The CARES Act provides funding for improvements to enhance remote meetings. Motion by Eben to authorize the Superintendent to file a CARES Act grant request for 3 or more laptops as needed for the Water Dept Clerk that will run the meeting, the Chief Water Operator and the Superintendent or Chairman depending upon who is not present at the water department hosting the Commission meeting. The laptops will need to include cameras, microphones, our preferred virtual meeting software, Microsoft Office Word, Excel, Outlook and Powerpoint at a minimum, seconded by Norman. Roll call vote Eben yes, Norman yes.

Water Meter/Software upgrade discussion

- Chief Operator met with Stiles Co to discuss what options are available and what would suit the needs of the Water Dept. The current software does not support new meters. Motion by Eben to discuss at the next meeting, seconded by Norman. Roll call vote Eben yes, Norman yes.

Resident Concerns

- 160 Main St: Resident requesting to have water bill and late fee waived. Water was turned on for inspection 8/10/20. No one was there at the time. Motion made by Eben to waive late fee but owner must pay bill, seconded by Norman. Roll call vote Eben yes, Norman yes.
- 46 Pleasant St: Hardship letter requesting a payment agreement for the January bill in the amount of \$1,254.43. Asking to divide payments into 3 installments. Made payment of \$400 on 2/3/21. Two remaining payments of \$427.21 to be paid on February 18th and March 18th. Motion made by Eben to approve payment arrangement as long as bill is paid in full before the April 1st bill, seconded by Norman. Roll call vote Eben yes, Norman yes.

Meeting was adjourned at 6:12pm. Motion by Eben, Seconded by Norman. Roll call vote Eben yes, Norman yes.

The Board voted and approved minutes on 3/3/21.