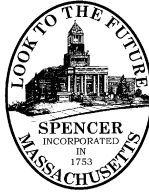


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

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 May 5, 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 called the meeting to order at 5:00 pm 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, Chairman  
Dial in: Eben Butler  
Steven J. Tyler, P.E.

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

Meeting was called to order at 5:00 pm

**Vote to approve Meeting Minutes for April 7, 2021.**

Eben made motion to approve the April 7, 2021 minutes, seconded by Eben, all in favor, Norman. (Steve/Eben/Norman) passed 3/0 with a roll call vote: Steve-yes, Eben-yes, Norman-yes.

**Discussion on new Water Regulations**

Superintendent will continue to work on this and report back to the commissioners.

**Ahearn Expansion/ Water Main Easement Commitments**

Steve made motion asking Superintendent to send letter regarding the deed requirements for the easement. Eben seconded with the discussion that the letter should include language regarding bounding the easement location, all in favor, Norman.

Resident Concerns

- **15 Valley St:** Owner requesting late fee waived stating she handed the last bill to the secretary at the Water Dept. before the due date. Eben made motion to waive late fee, seconded by Steve, all in favor, Norman. (Eben/Steve/Norman) passed 3/0 with a roll call vote: Eben-yes, Steve-yes, Norman-yes
- **55 Temple St:** Status of agreement. Eben made motion not to shut water off, seconded by Steve, all in favor, Norman. (Eben/Steve/Norman) passed 3/0 with a roll call vote: Eben-yes, Steve-yes, Norman-yes

Old/New Business

Discuss letter from Moose Hill Commission

Eben made motion for Superintendent to listen in on meeting invited to by Moose Hill Commission and report results back to Water Commissioners, seconded by Steve, all in favor, Norman. (Eben/Steve/Norman) passed 3/0 with a roll call vote: Eben-yes, Steve-yes, Norman-yes

Discuss Water Department Roof

Superintendent spoke with Mr. Ingram and agreed to modify the proposal. Eben made motion to move forward with new design of repair on the Water Department roof, seconded by Steve, all in favor, Norman. (Eben/Steve/Norman) passed 3/0 with a roll call vote: Eben-yes, Steve-yes, Norman-yes

Meeting was adjourned at 5:39 pm. Motion by Eben, Seconded by Steve, all in favor, Norman. Roll call vote Eben-yes, Steve-yes, Norman-yes.

*The Board voted and approved minutes on 6/2/21.*

*Respectfully Submitted,*

*Kim Snyder*