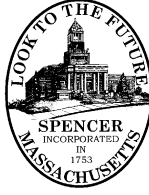


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

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



WILLIAM J. CUNDIFF, P.E.,  
SUPERINTENDENT

3 OLD MEADOW ROAD  
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**Minutes of Meeting held September 1, 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: Norman Letendre  
Steven J. Tyler, P.E.  
Eben Butler

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

Meeting was called to order at 5:01pm

**Vote to approve Meeting Minutes for July 28, 2021.**

Steve made motion to approve the July 28, 2021 minutes, seconded by Eben, all in favor, Norman. (Norman/Eben/Steve) passed 3/0 with a roll call vote: Norman-yes, Steve-yes, Eben-yes

**Resident Concerns**

- **40 Chestnut St:** Owner requesting late fees waived stating she never received the bill. The Water Department is not responsible for US Mail delivery of bills. All property owners already know when bills are normally processed and due and are responsible for timely payment regardless of whether or not the bill arrives via the US Mail on time or not. We are waiving this late fee as a one-time courtesy only. Please advise the property owner of our position. 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
- **53 Main St:** Owner requesting late fees waived stating her daughter was in the hospital and having a hard time paying bills. Steve made motion to waive late fee, seconded by Eben, Norman recused himself. (Steve/Eben) passed 2/0 with a roll call vote: Steve-yes, Eben-yes
- **17 & 19 Maple St:** Owner requesting late fees waived stating tenants are not paying rent at this time. Steve made motion to waive late fee, seconded by Norman, Eben abstained. (Steve/Norman) passed 2/0 with a roll call vote: Steve-yes, Norman-yes

## **Old/New Business**

### **Discuss interaction with Moose Hill Commission**

John Shocik, Member of the Select Board for the Town of Leicester, joined the meeting indicating that the Chairman of the Moose Hill Water Commission resigned on August 5, 2021. After receiving a number of letters from residents in Leicester regarding Moose Hill Reservoir and Shaw Pond, John clarified that there are no water issues in Leicester. Spencer Water Commissioners are waiting for Moose Hill Commission to move forward with some preliminary engineering to see if it is a viable project from an engineering perspective.

### **Smithville Road Water Main**

No action taken at this time.

### **Discuss Water Department Roof Status**

Superintendent received a draft set of drawings from Context Studios with no cost estimate. Superintendent will request a cost estimate. Steve made motion to authorize Superintendent up to \$10,000 for spot repairs/flashing on the roof, seconded by Eben, all in favor, Norman. (Steve/Eben/Norman) passed 3/0 with a roll call vote: Steve-yes, Eben-yes, Norman-yes

### **Discuss Filtration Tanks at Meadow Rd Plant**

Superintendent received a revised proposal from Tata & Howard and would like to request an addendum to include the cleaning of the wellheads as well as complete their work on the filtration tanks at the same time. Eben made motion to move forward with the Tata & Howard proposal, 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 Moose Hill Ladder**

Steve made motion to authorize the scope of services proposed by Tata & Howard for the Moose Hill Ladder replacement, seconded by Eben, all in favor, Norman. (Steve/Eben/Norman) passed 3/0 with a roll call vote: Steve-yes, Eben-yes, Norman-yes

### **Discuss Notices Served Fees**

Commissioners agreed to review the request to waive Notices Served Fees on a case-by-case basis.

### **Discuss Fall Town Meeting -Certified retained earnings**

Steve made motion for Superintendent to bring forward a warrant article transfer of certified retained earnings money to the Water Capital Efficiency Account, seconded by Eben, all in favor, Norman. (Steve/Eben/Norman) passed 3/0 with a roll call vote: Steve-yes, Eben-yes, Norman-yes.

### **Discuss Water Regulations**

To be discussed at a future meeting.

### **Discuss Highland St tank inspection**

Tata & Howard will look at the tank when they are scheduled to look at the filter tank lining or well cleaning.

**Discuss Rascalion Brewery**

Spencer Water Department and Toomey Water Services conducted a full survey discovering 3 areas where backflow devices need to be installed. Chief Operator sent a letter, dated July 20<sup>th</sup>, on what corrective action needs to be taken. Jonas indicated that it is still being worked on. Steve made motion to notify Rascalion that they have 14 days to comply with repairs, seconded by Eben, all in favor, Norman. (Steve/Eben/Norman) passed 3/0 with a roll call vote: Steve-yes, Eben-yes, Norman-yes.

**Discuss Protocol for Notifications**

Commissioners discussed notifying residents, by reverse 911 or posting on the town website if there is a known problem with the water. To be discussed at a future meeting.

**Discuss Staffing**

Superintendent would like to explore the option of having an Assistant Chief Water Operator Position and bring information back to the commissioners for further discussion.

Meeting was adjourned at 6:10pm. 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 10/6/21.*

*Respectfully Submitted,*

*Kim Snyder*