



Town Of Webster

Massachusetts

Est. 1832

Webster Water Sewer Commission

350 Main Street
Webster, MA 01570

Tom Andrade - Chairman
Earl Gabor - Vice Chairman
Dan Duteau

Marc Becker
Rick LaFond - Town Administrator
Tom Cutler - Water and Sewer Superintendent, Secretary

Webster Water Sewer Commission

Meeting Minutes

Thursday, Jan 5, 2023

2:30pm

Gladys E. Kelly Library, Local History Room
2 Lake Street, Webster, MA 01570

- Meeting called to order at 2:30 P.M.

Attendees: Earl Gabor, ~~Dan Duteau~~, Tom Andrade, Marc Becker, Rick LaFond, and Tom Cutler.

- The Commissioners reviewed the draft meeting minutes from 12/01/2022. Commissioner Becker suggested one change adding the t to stated in the paragraph for seasonal charges. A motion was made by Commissioner Gabor, and seconded by Commissioner Becker, to approve the meeting minutes by roll-call vote: Becker-yea, Gabor-yea, and Andrade-yea.

- **Water Department Updates**

- **Monthly PFAS Testing Report & other PFAS Related Updates-**Per the Superintendent "draft" results are in for Bigelow and we are still slightly above the MCL at 20.35 PPT.
- **Lead & Copper Rules Update-**MassDEP reached out to us just before the Holiday in regards to our 3rd quarter samples we collected. There was a mix up with two samples on Cudworth Rd that has been corrected and 43 First Street has been added to the sample program since the pipe material may have lead. Staff excavated the service and it was plastic on both sides of the curbstop but the service card mentions lead. We feel the service has been replaced but do not have good documentation on what was previously done. The State would prefer it listed on the plan for now as possible lead. Commissioner Becker asked if the list could be shared with the Assessor's office to review the accuracy of schools and daycares. Mr. Cutler stated he would forward the list.
- **Station #3 Well Update-**Per the Superintendent the well remains offline in standby mode. Tighe & Bond has completed the site survey for the PFAS upgrade. Staff have started cleaning out the buildings so interior digital scanning could be completed in January.

- **Superintendent Other Topics Water Report**-Per the Superintendent the clearwell demo project at Station #1 has been awarded to Pasquazzi out of RI. The bid results were much higher than anticipated and we will need to appropriate additional money at the Spring Town meeting to cover the costs. The Department will work with the Town Accountant to get this addressed.
- **Sewer Department Updates**
 - **IMA Agreement with Dudley and True-up**-Per Mr. Cutler true up files were shared with Dudley on 12/19 by email. The files included FY13 to FY20 and the recently completed FY21 and 22 with an explanation on the changes made to the indirect costs. There has been no other updates at this time.
 - **Superintendent Other topics Sewer Report**-Per Mr. Cutler Tighe & Bond provided a recent update to the Aeration Tank Project. Their focus was redirected by the Department in early December when we met for an update. They seemed to be focused on concrete/structural repairs and the original goal was to repair the mechanical issues with the aeration process/equipment. While the concrete repairs are also needed some can be prioritized for repair at a later date since they do not have a structural impact. Tighe & Bond will soon deliver a memo with their findings and recommendations to move the project forward.
- **New Business**
 - **Upcoming IMA Meeting Discussion**-Chairman Andrade stated Dudley confirmed and plans to attend the joint meeting on the 26th. Commissioner Gabor asked if the Department would be ready to discuss Capital. Mr. Cutler stated we would share our draft Capitol list that is similar to what we shared in December. We are just starting our annual budget process and will be working on it over the next several months. Commissioner Gabor asked Mr. Cutler what he thought about the timing. Mr. Cutler stated we might be slightly early on discussing Capitol/Operating budgets and maybe next time it could be a couple months later in the year when we have final numbers to discuss. Town Administrator Mr. LaFond stated the Town Accountant will be sending out budget requests to all Departments middle of the following week reconfirming we are little early with the discussions.
 - **SRF Projects Approved List (PFAS Project)**-Per the Superintendent the PFAS project is on the funded SRF list. See attached 2023 Draft SRF Intended Use Plan for reference. Also the Development team met with Tighe & Bond and also selected site plan 2 at Memorial Beach since it had the least impact to the track and soccer fields.
 - **Meter Replacement Project (no SRF funding)**-Per the Superintendent unfortunately the meter replacement program did not rank high enough most likely due to the record number of submission for PFAS treatment which takes priority in the ranking system. We will need to decide to continue with the design, which will take most of 2023 to complete and fund the project thru bonding. Included for today's meeting is a memo to kick off the design and lay out a schedule. There are many benefits to completing the program, which includes addressing our 26% unaccounted for water loss. Town Administrator Mr. LaFond agreed having a project ready to go is beneficial. Commissioner Gabor stated this will give us time to figure what exactly we are getting for PFAS funding. Perhaps it will offset the

meter program costs. A motion was made by Commissioner Becker, and seconded by Commissioner Gabor, to approve completing the meter design by roll-call vote: Becker-yea, Gabor-yea, and Andrade-yea.

- **Minimum Quarter Usage Discussion (continued)**-Per the Superintendent included in today's packet is a copy of a customer's bill for reference. We discussed at the last meeting changing the language to state minimum quarterly fee for water/sewer and removing the 0-500ft/3 reference on the bill to eliminate customer confusion. I have marked up the bill for discussion and approval. We also discussed our seasonal customers are not currently paying the minimum quarterly fee's like the rest of our customers. Do we want to make any changes? After a brief discussion all Commissioner's agreed no changes now since we are in the midst of a rate study with Tighe & Bond. Mr. Cutler stated that is a good idea and perhaps we could have the consultant at Tighe & Bond weigh in on this. Commissioner Becker stated all rate adjustments could be done in July at the same time. Commissioner Gabor asked if the Department could look into offering rain barrels for customers to offset increasing rates. Commissioner Andrade stated he was wondering about low flow showerheads. Commissioner Gabor stated Dudley is offering rain barrels perhaps we could find out how it works. Mr. Cutler stated he knows Southbridge has them as well but believes they are from a MassDEP grant. Mr. Cutler stated he would do some research.

- **Draft 5 year Capital Plan**-The 5 year plan is attached. There were some revisions to it by the Accounting office that has not yet been captured on the draft plan. Once completed the Department will forward it to the Commission. Per Mr. Cutler we discussed the top 5 water main projects at our last meeting. We have been working with Tighe & Bond and Kenny Pizzetti to align with paving needs and have attached a preliminary list of projects for review and discussion. Projects 1 and 4 are at the top of our list since they are distribution bottlenecks when operating Bigelow well. Once a new Plant is built, we may run into hydraulic issues on either side of Bigelow and we also have a lack of working valves on North Main Street. Both of these items have been issues for us in the past. We do not want to lose sight of water quality issues but these bottlenecks are important and should be addressed. Commissioner Becker suggested North Main as the 1st project since the Angelo Fabric project may have an impact on the area and a fully working system will be very important. Mr. LaFond stated infrastructure updates could possibly be a topic with the developer.

Proposed Meetings January 26th and February 2nd.

Adjournment

- A motion was made, and seconded, to adjourn the meeting at 3:55pm by roll-call vote: Gabor-yea, Becker-yea, and Andrade-yea.

Attachments:

- 01/05/23 Meeting Agenda
- Draft 12/01/22 Meeting Minutes
- Dudley IMA Email Correspondence & Attachments
- Tighe & Bond Email Correspondence-Aeration Tank Project Update

- 2023 Draft SRF Intended Use Plan
- Draft Utility Bill
- Draft 5 Year Capital Plan
- Tighe & Bond Water Meter Program Memo
- Tighe & Bond Water Main Replacements List & Map
- Tighe & Bond Lake Street Hydrant Location Email