



Town Of Webster Massachusetts

Est. 1832

Webster Water Sewer Commission

350 Main Street
Webster, MA 01570

Earl Gabor - Chairman
Dan Duteau - Vice Chairman
Rick Neeser

Tom Andrade
Doug Willardson - Town Administrator
Gregory Woods - Water & Sewer Supt., Secretary

Meeting Minutes

January 2, 2020, 2:30 PM

Gladys E. Kelly Library, Upstairs Meeting Room
2 Lake Street, Webster, MA 01570

Attendees: Earl Gabor, Dan Duteau, Tom Andrade, Rick Neeser, Doug Willardson and Greg Woods.

Meeting Minutes

The Commissioners reviewed the draft minutes from the December 5th meeting and voted unanimously to approve the minutes as written.

1 - Existing Business:

A – Summary of BOS meeting – Chairman Gabor provided a brief overview of the December 16, 2019 Board of Selectmen meeting that included an update of the Water and Sewer Department activities. The meeting was attended by Commissioners Gabor and Andrade, and Superintendent Woods. The Selectmen were briefed on the estimated cost of charging municipal buildings for their sewer and water use, the potential sale of a portion of the Park Road storage tank parcel, and an update on both the treatment plant and completed water main projects. The Selectmen requested additional information regarding the relative frequency of dirty water calls and likely locations of future water main improvement projects. Commissioner Gabor requested this information be available for next month's meeting.

The BOS expressed interest in the potential sale of the Park Road storage tank parcel, however since the parcel was not purchased with Water Department funds the distribution of the proceeds of the property sale would need to be discussed prior to being voted on at Town Meeting. The Commission discussed dividing the parcel and generating a Request for Proposals (RFP) for the development on the parcel. A motion was made, and seconded, to authorize the completion of an Approval Not Required application and the generation of an RFP. The motion passed unanimously.

B – FY21 Draft Budget – Chairman Gabor briefly outlined the FY21 budget cycle and the Commission discussed past budget increases for both the Water and Sewer budgets. Mr. Woods explained recent Water Department increases were the result of new debt for the treatment plant and similar increases would likely be needed for upgrades to the wastewater treatment plant. Mr. Gabor



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said that a preliminary baseline increase of 2.5% should be used for budgeting purposes. Mr. Woods stated that he would present budget projects at the next meeting.

2 – Water Dept. Update: Mr. Woods said that the Department has been using the treatment plant on a daily basis since Thanksgiving with water provided by Station 2. He said that the wells at Station 1 have been upgraded with new pumps and that the contractor expects to start treating water from those wells next week. He stated that the contractor expects to have the treatment plant fully operational by the Substantial Completion date of January 15th.

3 – Sewer Dept. Update: Passed over.

4 – New Business:

A – Treatment Plant Dedication – The Commission discussed potential dates for a treatment plant dedication ceremony. It was decided that an official ceremony should be held in the spring when the weather is nicer, however a press release should be developed by the end of January to announce the completion of the project.

Adjournment

A motion was made, and unanimously approved, to adjourn the meeting at 3:25 PM. The next meeting is scheduled for February 6th at 2:30 PM in the upstairs meeting room of the Gladys E. Kelly Library.

Respectfully submitted,

Gregory Woods
Water & Sewer Superintendent