



## Webster Water Sewer Commission

350 Main Street  
Webster, MA 01570

Tom Andrade - Chairman  
Earl Gabor - Vice Chairman  
Dan Duteau  
Tom Cutler - Water and Sewer Superintendent, Secretary

Marc Becker  
Dominic DeMalia  
Rick Lafond Town Administrator  
Michelle Roy-Administrative Assistant

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### Webster Water Sewer Commission

#### **Draft-Meeting Minutes**

**Thursday January 8, 2026**

**2:30pm**

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

**Attendees:** Tom Cutler, Tom Andrade, Marc Becker, Dan Duteau, Earl Gabor, Dominic DeMalia, Rick Lafond & Michelle Roy. Guests include: None

- Meeting Called to Order at 2:30 P.M.
- Approve draft minutes from 11/19 - A motion was made by Commissioner Gabor to approve the draft minutes as written, seconded by Commissioner Duteau, Roll Call vote: Becker-abstain, Andrade-yea, Duteau-yea, Gabor-yea, DeMalia-yea
- Approve draft minutes from 12/04 - A motion was made by Commissioner Gabor to approve the draft minutes as written, seconded by Commissioner Becker, Roll Call vote: Becker-yea, Andrade-yea, Duteau-yea, Gabor-yea, DeMalia-yea
- Approve draft minutes from 12/10 - A motion was made by Commissioner Duteau to approve the draft minutes as written, seconded by Commissioner Becker, Roll Call vote: Becker-yea, Andrade-yea, Duteau-yea, Gabor-yea, DeMalia-yea
- **Water Department Updates**
  - **Meter Replacement Project**-Superintendent Cutler explain program is at 93% complete as of 12/18. There was not much activity from 12/18 thru today 1/8. The Department did concentrate on the curb stop access list and returned about 40 accounts ready for meter install. This should help reduce the nonstandard list. To date 4,959 meters have been replaced out of 5,348. The list of service line replacement was 142. A letter will be put together and mailed explaining the concern and the homeowners options for replacement. After meeting this week East National Water mentioned they are scheduled for 2 more days to installed meters in January which is most likely there last day of installs for them.

- **Bigelow Road Construction**-Project ongoing. Superintendent Cutler noted that December was a relatively quiet month. Internal discussions are underway between T&B and Methuen regarding weather-related time delays and a potential future change order. Details are still pending, but it was indicated that we will push back on the proposed timing minor weather impacts appear too minor to justify a change. Bigelow Road is expected to be open within the next few days.
- **Mass DOT Project (RT 16 -RT395 Interchange)**- Superintendent Cutler mentioned T&B is redesigning the new connection in front of Panera Bread to include a possible insertion valve since the valves at the Cranston intersection are unknown and don't hold tight for a safe shut down and connection. At this time it is unknown if valve is definitely needed. We may require up to two nights to ensure a proper shutdown.
- **PFAS Update**- The Clean Water Trust/SRF informed us of the most recent loan forgiveness grant worth \$2.4M on the second loan. This brings us to 24% total loan forgiveness much better than the 19% promised but not up to the 31% we had hoped for. The total amount between the two loans is \$7.1M forgiveness so we are very happy about that! Change order #3 for Bigelow Plant \$196,000 consists of little things added and agreed upon as needed. Total change orders to date \$400,000 or 1.3% of project . Contingency money will cover change orders to date.
- **Superintendent Other Topics Water Report**- Superintendent Cutler mentioned Matt Abrahams is in the process of wrapping up the Indirect Cost Study and hopes to present at the February meeting. As part of its scope, the study does not include a review of municipal accounts that are not currently billed for water and sewer services. The only exception is the School Department, which has been billed for these services for over 30+ years.

It has recently been brought to our attention that, due to ongoing financial challenges, the School Department will no longer be able to pay water and sewer bills going forward.

As a next step, we should evaluate the fiscal and policy implications of discontinuing water and sewer billing to the School Department, including the impact on the enterprise fund revenues and ratepayers. Based on that review, a determination should be made as to whether this change warrants a formal policy decision, an adjustment to the Indirect Cost Study assumptions, or further discussion with the School Department and governing body.

- **Sewer Department Updates**

- **WWTP Sludge Residual Issue**-No issues this past month.
- **Biosolids Design Proposal**-Superintendent Cutler mentioned Tighe and Bond presented the attached memo for review and discussion. I would be happy to have them attend a future meeting for questions. Biggest concern at the moment is the cost at \$10.5M which will hit future debt services and with all the other work we have going on I have concerns and worry about the rate payers.

- **Superintendent Other Topics Sewer Report-** Superintendent Cutler mentioned that the Aeration Phase #2 is at 90% for design and will be ready for bid early Spring. The current OPC is at \$5.2M which is expected amount.
- **Sewer Rate Relief Grant-** Commissioner Gabor inquired about the sewer rate relief grant offered by MassDEP in December. We reviewed this internally with the Accounting Office and determined that, in previous years, we spent more money preparing the application packages than the \$200–\$300 we received. Based on this, we decided not to pursue the grant.
- **Old Business**
  - **Synagro Update-**No new updates December was quiet.
  - **Staffing Updates-**Per the Superintendent all positions are filled except the Asst Sewer Chief remains open.
- **New Business**
  - Superintendent Cutler presented the Draft Budgets for Water & Sewer to the commissioners. He explained we are part of the 5% reduction that was requested and is comfortable with our Operation & Maintenance budget for Water & Sewer that he presented. Commisisoner Gabor suggested we move forward with Tighe & Bond to begin the rate study.
    - Draft FY27 Water Sewer Budgets
    - Draft FY 27 Sewer Capital Plans
    - Discuss 12/10 True Up Meeting Chairman Andrade advised he will send a letter to Dudley with a date in February to begin meetings regarding the new True up contract.

*Next Meeting 02/05/26*

**Adjournment-**A motion was made by Commissioner Gabor and seconded by Chairman Andrade to adjourn the meeting at 4:02PM. Roll Call vote: Andrade-yea, Gabor-yea, DeMalia-yea, Becker-yea, and Duteau-yea.

**Respectfully submitted,**

Michelle Roy  
Michelle Roy  
Administrative Assistant  
Town of Webster

Thomas W. Cutler  
Thomas W. Cutler  
Superintendent, Secretary  
Town of Webster

**Attachments:**

- 1/8/26 Meeting Agenda
- Draft Meeting Minutes 11/19, 12/4, and 12/10
- Biosolids Design Update-Tighe and Bond
- Draft FY27 Water Sewer Budgets
- Draft FY27 Water Sewer Capital Plans

