



Town Of Webster

Est. 1832

Massachusetts

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

March 5, 2020, 2:30 PM

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

Attendees: Earl Gabor (via remote access), Dan Duteau, Tom Andrade, Rick Neeser, and Greg Woods. Absent - Doug Willardson

Meeting Minutes

The Commissioners reviewed the draft minutes from the February 6th meeting and voted unanimously by Roll Call to approve the minutes as written.

1 - Existing Business:

A – Abatement Request – An abatement request for 35 Harris Street was presented to the Board for review. Mr. Woods explained that the applicant was requesting an abatement for high water use that was recorded in the November 2019 water bill. The applicant stated a leak in a pipe at the rental property was discovered and fixed, but that tenants had also watered a vegetable garden during the summer and filled a large pool. Based on the fact that the abatement policy requires applications to be received prior to the bill being due and this application was received two months after the due date, a motion was made and seconded, to deny the request. Vote by roll call; Gabor – yea, Duteau – yea, Andrade – yea, and Neeser – yea.

B – Park Street Property – Mr. Woods stated that Mr. Willardson had informed him that one contractor had contacted Town Hall regarding the RFP for the parcel and had stated that the minimum bid of \$400,000 was too high. Commissioner Gabor indicated that in his discussions with Mr. Willardson it was agreed upon to lower the minimum bid to \$250,000 and re-issue the RFP with the original April 30th closing date. Proposal would be reviewed prior to the May Town Meeting.

C – Public Hearing – The Board discussed the April 13th public hearing regarding the proposed water and sewer rate increases. The meeting will also serve as a public hearing to inform taxpayers and ratepayers of the Board’s proposal to charge the Town for its municipal water and sewer usage. Commissioner Gabor requested several presentation slides be prepared showing the impact of the potential increases on the future debt services. The Board discussed several



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

approaches to the meeting and decided to present the 3% increases Mr. Woods had presented at the last meeting. A motion was made, and seconded, to increase both the water and sewer rates by 3%. Vote by roll call; Gabor – yea, Duteau – yea, Andrade – yea, and Neeser – yea. Commissioner Gabor stated that he would ask the Town Administrator’s office to post the public meeting date and time.

D - FY21 Draft Budget – Mr. Woods provided draft copies of the FY21 Water and Sewer budgets. He explained the general structure of the budget and highlighted line items that have been adjusted from the prior year. The Board briefly discussed several components of the budget. Mr. Woods stated that Mr. Willardson would be making the final adjustments to the budgets for medical insurance.

E – Capital Planning – The Commission briefly discussed the timeline for warrant articles associated with the engineering design and construction costs for water system improvements. Mr. Woods said he would be consulting with the engineers to establish a list of streets and their associated costs in preparation for the May Town Meeting.

F - Water Treatment Plant Dedication –The Commissioners briefly discussed plans for the Saturday, May 9th Dedication & Open House at the treatment plant. It was anticipated that there would be a short dedication service with a podium and local representatives, followed by guided tours of the plant. Mr. Woods said he would ask a few of the staff to work that morning to assist with the tours. He said would contact Tighe & Bond to see if they would like to attend and potentially contribute food and drink to the event. It was proposed to run the dedication from 9:00 AM to 11:00 AM.

2 – Water Dept. Update: Mr. Woods said that the treatment plant has been operating as the primary water supply for the last month and that the time between when the filters need to be backwashed have increased to slightly above design parameters. He said the staff is starting to prepare for spring work on the distribution system, as well as the hydrant flushing program.

3 – Sewer Dept. Update: Mr. Woods said the staff is preparing for the increased treatment processes that are required to meet permit parameters that take effect in April. He also stated that a replacement emergency generator is being installed at the Birch Island pump station.

4 – New Business: No new business.



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

Adjournment

A motion was made, and unanimously approved, to adjourn the meeting at 3:30 PM. The next meeting is scheduled for May 5th at 2:30 PM.

Respectfully submitted,

Gregory Woods
Water & Sewer Superintendent