



Town Of Webster

Est. 1832

Massachusetts

Webster Water Sewer Commission

350 Main Street
Webster, MA 01570

Earl Gabor - Chairman
Rick Neeser - Vice Chairman
Dan Duteau - Secretary
Tom Andrade

Doug Willardson - Town Administrator
Gregory Woods - Water Superintendent
William Burke - Sewer Superintendent

Meeting Minutes

May 9, 2019, 2:30 PM

Webster Town Hall, Irene Martel Meeting Room
350 Main Street, Webster, MA 01570

Attendees: Earl Gabor, Dan Duteau, Tom Andrade, Bill Burke and Greg Woods. Tina Landry
Town Treasurer & Collector
Absent: Rick Neeser and Doug Willardson

Chairman Gabor called the meeting to order at 2:30 PM.

Meeting Minutes

The Commissioners reviewed the draft minutes from the April 18th meeting and voted unanimously to approve the minutes.

1 - Existing Business

A – Shut-Off Policy: The Commissioners reviewed the tax title delinquent account payback agreement from the Collectors office as well as the list of delinquent accounts provided by Mr. Woods. The Board discussed potential thresholds to qualify for a payment plan and various payback periods. Town Treasurer & Collector Tina Landry joined the meeting to discuss potential payment plans and the Town's process for filing a lien on unpaid water & sewer bills after the end of the fiscal year. The Commission tabled the discussion of payment plans until the next meeting.

B – Assess Municipal Water & Sewer Use: Mr. Woods provided a summary table showing the amount of water used by all the municipal accounts that are not charged water or sewer fees. Mr. Woods stated that this volume of water represents approximately 4% of the annual amount of water billed. The Commission requested that Mr. Woods calculate the amount of revenue that the Water and Sewer Departments are waiving on an annual basis.

C - Review FY20 Fees for Water & Sewer: Mr. Woods explained the current water & sewer billing rates and structure. He also provided a copy of all the fees that the Water Department charges for various goods and services. Commissioner Gabor stated that he thought



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the quarterly Flat Rate Sewer charge for un-metered water accounts seemed high. Mr. Woods stated that the rate was based on 2,000 cubic feet of water use per quarter. The Commission requested that Mr. Woods research the average water use for single family homes.

D – ATM & STM Meeting May 13th: Commissioner Gabor reminded the Board of the pending Town meetings and that several warrant articles pertained to the Water and Sewer Departments.

2 – Water Dept. Update: Superintendent Woods provided an update on the status of the Myrtle Avenue relining project. He stated that the mains were being mechanically cleaned this week and it was anticipated that the lining would start within the next two weeks. Mr. Woods also provided an update on the treatment plant timeline, stating that the contractor has a confirmed June 30th shipping date on the motor control centers. The Board discussed the proposed start-up plans for the treatment plant and the potential public expectation that discolored water events will suddenly cease to be a problem. Mr. Woods stated that Shrewsbury, which just brought an iron and manganese filtration plan online, has been informing their customers that it will take a year or two for the water quality to stabilize within the distribution system. Mr. Gabor suggested the Department start publicizing the fact that there will likely be a transitional period after the treatment plant is operational and the discolored water complaints diminish.

3 – Sewer Dept. Update: Superintendent Burke stated that the SCADA upgrades for the collection system are almost complete. He also stated that two sludge pumps are at the end of their service life and will need to be replaced. Mr. Burke said the pumps cost approximately \$18,000 a piece but the Department will be able to save money by having the staff do the installation.

4 – New Business

A – FY20 CIP Projects for Water & Sewer: Superintendent Woods stated that he did not have any major capital improvements planned for FY20. Superintendent Burke stated the same.

B – Ethics Commission: Chairman Gabor said that he had contacted the State Ethics Commission to determine if there would be any conflicts of interest with his sitting on the Water Sewer Commission and being a newly-elected Selectman. Mr. Gabor said that according to the Ethics Commission it was not a violation to sit on both boards until his three-year Water Sewer



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appointment is over, however since the Selectmen appoint Water Sewer commissioners he would need to recuse himself from that discussion.

Adjournment

A motion was made, and unanimously approved, to adjourn the meeting at 4:00 PM. The next meeting is scheduled for May 23rd at 2:30 PM in the Irene Martel Meeting Room.

Respectfully submitted,
Gregory Woods
Water Superintendent

Attachments: Tax Title Delinquent Account payment letter
2018 Municipal account water use
FY20 Water & Sewer Rate Structure
Water Department Fee schedule