



# Town of Webster



## Town Meeting Guide

October 17, 2022



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# Town Meeting Information

Thank you for taking an interest in the Town of Webster's Town Meeting. Town Meeting is part of a great tradition of democracy which has been taking place in Webster ever since it's townspeople came together to found Webster in 1832. Town Meeting is the legislative body of the Town, acting much like our legislative counterparts at the State and Federal level, to fund a budget and to establish bylaws. One important difference is that in Webster's Open Town Meeting form of government, every registered voter of the Town is a Legislator and has the opportunity to participate in, and vote on, every issue.

## **Procedures**

Webster's Town Meeting is governed by State law, the Town's Bylaws, tradition, and the book "Town Meeting Time: A Handbook of Parliamentary Law". Voters don't need to read these documents in order to participate in Town Meeting as your elected Town Moderator is there to guide the Town through the meeting while adhering to all applicable rules and regulations. Always remember that if you are not clear on the issue being voted on or the topic being discussed, you can always step up to the nearest microphone and ask questions.

At the front of the room you will find:

- The Moderator: Elected to preside over Town Meeting
- The Town Administrator: Webster's Chief Administrative and Financial Officer
- Town Counsel: the Town's attorney
- The Town Clerk: Officially records the votes taken at Town Meeting

Sitting at tables, also at the front of the room, are the following Boards/Committees:

- The Board of Selectmen: The Governing Body of the Town
- The School Committee: Recommends the School Department Budget
- The Finance Committee: Makes recommendations on all articles involving Town finances

## **Town Meeting Warrant**

The Board of Selectmen post a Warrant before the Town Meeting. The Warrant lists the agenda for what topics will be discussed and voted on at the Town Meeting. Each item on the agenda is called an "Article". An Article may be specific or broad. The booklet distributed at the Town Meeting includes both the Warrant that was posted by the Board of Selectmen as well as the Motions expected to be presented following the reading of each Article. Keep in mind that these may change.

## **Motions**

While a Warrant Article generally describes what topics will be discussed, a Motion is a statement of a specific action that is proposed to be taken. For example, a Motion to appropriate (designate) funds would specify the dollar amount, the source of the funds, and what purpose the funds are for.

The Motions that are expected to be presented are printed in this booklet, but the actual Motion that ends up being presented may differ. It's important to realize the difference between the Warrant Article and the Motion: the Warrant Article is the agenda item describing the subject matter to be voted on, and the Motion outlines the specific action to be voted on.

### **Amendments to Motions**

A Motion may also be made to amend the original Motion, in which case that amendment will be discussed and voted on before the original Motion. If the amendment passes, then discussion will return to the original Motion as amended. If the amendment is defeated, then discussion will return to the original Motion.

### **Motions to Pass Over**

A Motion to "Pass Over" is a proposal to take no action on the Warrant Article at the Town Meeting. The Town's practice has been to either make a "Motion to Pass Over" or a "Motion to Pass Over for More Information". The Town of Webster's General Bylaw, 253-14, prohibits an Article that received a favorable vote on a "Motion to Pass Over" from being re-considered prior to the next Annual Town Meeting. If the Motion to Pass Over is approved, then no action will be taken and the Town Meeting will move on to the next Article. If the motion is defeated, then the Town Meeting would ask for a Motion to take action as it relates to the Article being discussed.

### **Discussion**

After a Motion is presented, the topic of the Article is then open for discussion, questions, and debate by everyone participating in the Town Meeting. In order to for this to take place, residents may line up behind microphones stationed in each aisle if they have questions or would like to make comments. When recognized by the Moderator, the individual clearly states their name and address so that others in attendance know who is speaking. All comments should focus on the specific topic of the Article being discussed and not address a particular person or group other than the Moderator.

### **Ending the Discussion**

If a voter has heard sufficient discussion and wants to end further debate, they can make a Motion to end the debate which is often referred to as "moving the question". A voter cannot both comment on an Article and then "move the question" during the same turn at the microphone: he/she can only do one or the other. A motion to "move the question" is not debatable and requires a 2/3 majority vote in order to pass. If the motion to "move the question" passes, then further debate on the Article ends and Town Meeting will vote on the Motion. If the Motion to "move the question" is defeated, then the debate of the Motion continues.

### **Reconsideration**

If substantial new information becomes available that could alter the outcome of a vote after it has already been taken, a voter can make a "Motion to Reconsider" that earlier vote. The Moderator will not entertain a "Motion to Reconsider" on the basis of having different voters present in the room or because some voters are unhappy with the outcome of the original vote. If the "Motion to

Reconsider” is accepted by the Moderator, it will be discussed by the Town Meeting. If the majority of the Town Meeting vote in favor of Reconsideration, then the original Motion that was previously voted upon will again be read to the voters. A “Motion to Reconsider” can only be made by an individual who earlier voted on the prevailing side. The Town of Webster General Bylaw 253-13 requires a 2/3 majority vote in order to Reconsider.

### **Voting**

Rather than a voice vote or raising hands, each voter will be assigned an electronic voting device when they register at the door. Voters simply need to press a designated button, as instructed by the Moderator, for their vote to be recorded. Not only will this system be more accurate, but it also allows each vote to remain confidential. Additionally, the use of the electronic voting system will eliminate the need for any ballot votes, thus potentially reducing the length of Town Meeting. The electronic voting system will be tested prior to the Town Meeting to ensure that all votes will be accurate.

## ANNUAL TOWN MEETING

### **ARTICLE 1. REPORTS FROM THE FINANCE COMMITTEE OR BOARD OF SELECTMEN**

To hear and act upon the report and recommendations of the Board of Selectmen and the Finance Committee; or take any action thereon.

#### **Sponsored by the Board of Selectmen**

**Recommendation:** There is no report and this article will be passed over.

**Recommended Motion:** I move to Passover this article.

### **ARTICLE 2: GENERAL FUND PRIOR YEAR BILLS**

To see if the Town will vote to transfer from any available funds in the Treasury, a sum sufficient to the Town Administrator Unpaid Bills account for the purpose of funding the payment of prior years’ unpaid invoices; or take any action thereon.

#### **Sponsored by the Board of Selectmen**

**Recommendation:** The Board of Selectmen recommend favorable action on this article. The Finance Committee recommends approval up to \$12,000.

**Recommended Motion:** I move that the Town pays the following Town Administrator Unpaid Bills as presented.

<b>Amount</b>	<b>Vendor</b>	<b>Account #</b>	<b>Account Description</b>
\$2,710.00	Tritech Software Systems	0115552-524015	Computers/Software
\$ 257.40	Vast Data Concepts, LLC	0115552-524015	Computers/Software
\$1,200.00	Sitkowski School Apartments	0119252-524001	Building & Grounds Maintenance
\$ 487.50	CHA Consulting, LLP	0142552-530006	Engineering Services
\$ 243.75	CHA Consulting, LLP	0142552-530006	Engineering Services
\$1,951.25	CHA Consulting, LLP	0142552-530006	Engineering Services
\$1,041.76	Verizon	0112352-534001	Telephone
\$ 390.08	W.B. Mason	0112352-542000	Supplies
<b>\$8,281.74</b>	<b>Total</b>		

**Background:** In accordance with MGL Chapter 44, Section 64 Town Meeting may appropriate funds to pay bills of a previous year's appropriation. A 4/5ths vote is required. Most of these bills came in well past the end of the fiscal year, but the services were performed in the prior fiscal year.

### **ARTICLE 3: SEWER ENTERPRISE FUND PRIOR YEAR BILLS**

To see if the Town will vote to transfer from any available funds in the Treasury, a sum sufficient to the Sewer Unpaid Bills account for the purpose of funding the payment of prior years' unpaid invoices; or take any action thereon.

#### **Sponsored by the Board of Selectmen**

**Recommendation:** There are no Sewer Enterprise Fund Prior Year Bills and this article will be passed over. The Board of Selectmen recommend favorable action on this article. The Finance Committee recommends approval up to \$5,000.

**Recommended Motion:** I move to Passover this article.

### **ARTICLE 4: WATER ENTERPRISE FUND PRIOR YEAR BILLS**

To see if the Town will vote to transfer from any available funds in the Treasury, a sum sufficient to the Water Unpaid Bills account for the purpose of funding the payment of prior years' unpaid invoices; or take any action thereon.

#### **Sponsored by the Board of Selectmen**

**Recommendation:** There are no Water Enterprise Fund Prior Year Bills and this article will be passed over. The Board of Selectmen recommend favorable action on this article. The Finance Committee recommends approval up to \$5,000.

**Recommended Motion:** I move to Passover this article.

## ARTICLE 5: FY2023 BUDGET FOR CABLE ACCESS

To see if the Town will vote to appropriate for fiscal year 2023 the following Cable Access Budget in accordance with General Laws Chapter 44, Section 53F¾; or take any action thereon.

Account	Description	Budget
3702-510000	Salaries	\$40,000
3702-570000	Other Charges	\$30,000

### Sponsored by the Board of Selectmen

**Recommendation:** The Board of Selectmen and Finance Committee recommend favorable action on this article.

**Recommended Motion:** I move that the Town appropriate \$70,000 to the Cable Access Budget in accordance with General Laws Chapter 44, Section 53F¾; or take any action thereon.

**Background:** This was an inadvertent omission from the FY23 budget.

## ARTICLE 6: PFAS WATER PLANTS UPGRADE DESIGN

To see if the Town will vote to appropriate a sum of money to pay costs of for a water system improvement project consisting of the design, permitting, and bidding of two PFAS Water Treatment Plants and Water Meter Replacement. The project will consist of a water treatment at the Bigelow Road site, a water treatment at the Memorial Beach site, and system-wide Advanced Metering Infrastructure Water Meter Replacement design phase PFAS water treatment plants upgrade, including the payment of costs incidental or related thereto; and to determine whether this appropriation shall be met by borrowing with the potential of borrowing from the Massachusetts Clean Water Trust or otherwise; or take any action thereon.

### Sponsored by the Water Sewer Commission and Board of Selectmen

**Recommendation:** The Board of Selectmen and Finance Committee recommend favorable action on this article.

**Recommended Motion:** I move that the Town appropriates \$2,050,000 to pay costs of a water system improvement project consisting of the design, permitting, and bidding of two PFAS water treatment plants and system-wide water meter replacement including the payment of all costs incidental or related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7, §8, c. 29C, or any other enabling authority, and to issue bonds or notes of the Town therefor; and that the Treasurer, Town Administrator, and any other appropriate Town official are each authorized to take any actions necessary or convenient to carry out this project. While any bonds or notes issued pursuant to this vote shall be general obligations of the Town payable from any and all sources of revenue, it is the Town's intention that the debt service on such bonds or notes be payable in the first instance from water revenues.

**Background:** The project design will include two new Water Treatment Plants, on Water Department property, for treatment of per- and polyfluoroalkyl substances (PFAS) in the Town's drinking water wells. The Town recently received a notice of noncompliance from MassDEP due to the PFAS concentrations at the Bigelow Well and will be required by MassDEP to treat for



PFAS removal. The proposed treatment system will require an expansion of the Memorial Beach Plant which will consist of an approximately 3,000 square foot building to house the additional PFAS treatment equipment. The project will also include a larger plant upgrade at the Bigelow Road Well site to match the treatment systems provided at the Memorial Beach site. Both Plants will have a design capacity of up to 2,000 gallons per minute with two pairs of treatment vessels at each site, four 12-ft diameter 25-ft tall Granular Activated Carbon (GAC) tanks. The new building at the Bigelow Road site will also be designed to include iron and manganese treatment and upgrades to the existing chemical feed systems. As part of both Water Treatment Plants, a new replacement well will be installed at each site to improve resiliency.

#### **ARTICLE 7: LEAD SERVICE LINE INVENTORY FOR REPLACEMENT PROGRAM**

To see if the Town will vote to appropriate a sum of money to pay costs for a Lead Service Line Inventory and for Replacement Program; The 2021 Lead and Copper Rule Revisions (LCRR) require all Public Water Systems (PWSs) to complete an inventory of utility- and customer-owned service lines connected to its distribution system and prepare a replacement plan by October 2024; including the payment of costs incidental or related thereto; and to determine whether this appropriation shall be met by borrowing with the potential of borrowing from the Massachusetts Clean Water Trust through a 100% loan forgiveness loan or otherwise; or take any action thereon.  
**Sponsored by the Water Sewer Commission and Board of Selectmen**

**Recommendation:** The Board of Selectmen and Finance Committee recommend favorable action on this article.

**Recommended Motion:** I move that the Town appropriate \$200,000 to pay costs of a lead service line inventory and replacement program including the payment of costs incidental or related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount in accordance with G.L. c. 29C, G.L. c. 44, §7, §8, or any other enabling authority, and to issue bonds or notes of the Town therefor; and that the Treasurer, Town Administrator, and any other appropriate town official are each authorized to take any actions necessary or convenient to carry out this project. While any bonds or notes issued pursuant to this vote shall be general obligations of the Town payable from any and all sources of revenue, it is the Town's intention that the debt service on such bonds or notes be payable in the first instance from water revenues.

**Background:** The Webster Water Department continues to have high Unaccounted for Water (UAW) at approximately 26% even after repairs from regular annual leak detection testing. Therefore, the project also includes a meter system upgrade with advanced metering infrastructure and replacement of approximately 5,000 water meters and radios. This project will enable the Water Department to recover costs of under-registered meters and will significantly reduce the amount of UAW. In addition, the meter upgrade program will allow for real time data monitoring that can be used to detect malfunctions, irregular readings and leak/theft detection.

These two contracts are a combined project on the SRF application.



## ARTICLE 8. HUMAN RESOURCE REVIEW FUNDING

To see if the Town will vote to transfer from available funds the sum of \$15,000.00 to fund a Human Resources and Policy Review to review the current state of the human resources systems, staffing, policies and practices, identify areas of deficit, and recommend areas for improvement, organizational structure and policies to be adopted, as well as a recommendation for the steps necessary to build a modern human resource operation and structure with appropriate staffing with clearly defined roles and responsibilities. It will also provide the Town with a comprehensive set of draft policies to be adopted; or take any action thereon.

**Sponsored by the Town Administrator**

**Recommendation:** The Board of Selectmen and the Finance Committee recommend favorable action on this article.

**Recommended Motion:** I move that the Town transfer \$15,000 from the Town's Stabilization Fund (8001) for the purpose of funding the Human Resource Review.

**Background:** An HR audit will provide the Town of Webster with a clear path for its HR needs. This will ensure the town is following Federal, State and Local employment regulations, as well as reviewing policies and processes that may need to be tweaked, re-vamped, or created from scratch. As an organization, this will be helpful to understand the big picture of the town's HR needs in order to be a strategic and effectively functioning team so that you can build a project plan and timeline specific to your priorities and availability.

## ARTICLE 9. APPROPRIATION FOR TOWN CAPITAL PROJECTS

To see if the Town will vote to transfer from any available funds in the treasury, a sum sufficient for the purpose of funding capital purchases/projects as listed in the table below, including all costs incidental and related thereto, or take any action thereon.

Department	Project	Amount
Police, Fire, and Town Hall	Police Station, Fire Station, and Town Hall Door Security System Replacement	\$150,000

**Sponsored by the Board of Selectmen**

**Recommendation:** The Board of Selectmen and Finance Committee recommend favorable action on this article.

**Recommended Motion:** I move that the Town transfer from the Town's Stabilization Fund (8001) \$150,000 for purposes of this article as printed in the warrant.

**Background:** The Webster Police Station and the Thompson Road Fire Headquarters currently have identical door security systems in the form of reader devices that recognize/detect authorized key fobs to grant access through the doors. Both systems were installed as part of the construction/renovation project for both buildings that was approved at a March, 2011 Special Town Meeting.

Notably, architectural designs were substantially completed in late 2011. Unfortunately, the door security system specified by the architect was later determined to be a pre-production type system. This was only learned years later as premature failure became realized. The specific design of the current system consists of ethernet based door security with both power and networking provided over ethernet cables through specialized door hinges which acted like a data transfer device. These devices were installed at the Police Station in 2014 and the Fire Station in 2016.

Due to being a pre-production items, we have been told there are only four installs of such system in New England, at least 3 of which were designed by the same architect. Replacement parts and ability to repair have been non-existent for over 5 years at this point. Currently, the Webster Police Department has 13 doors for which the security system has failed. This means 13 doors now must be left either unsecure or may only be accessed by less secure and untraceable keyed entry. Four doors at the Webster Fire Station have also failed, one of which had a replacement, more standard reader installed several years ago.

\$20,000 was approved at May, 2020 Special Town Meeting to begin replacing the system at the Police Station. Unfortunately, due to Supply Chain delays and increased costs, the approved funds barely cover the cost of replacing only five doors. The replacement parts are scheduled to be installed during this October. The Police Department has consciously determined that four doors do not require the level of security previously in place as they are common use areas. This leaves 21 doors at the Police Station that still require replacement to replace currently faulty device readers and to ensure no further critical doors go without proper security.

At the Thompson Road fire station, five door security devices must still be replaced to ensure proper security of the fire station.

While premature failure has been experienced, some as early as only 2-3 years after install, the contractor we are currently working with for replacement indicates security door controls have a typical life span of 7-10 years. Therefore, the system is approaching an age consistent with replacement being needed.

Additionally, the School Street Fire Station and the Town Hall have never had electronic door security systems. This project would also install two door security reading devices at both buildings to ensure security at these facilities.

All items will be procured under state contract and are more traditional low voltage type systems that have been utilized for many years in public and private sector buildings. Utilizing mainstream devices will make any a la carte replacements needed far easier to complete than a total replacement project of this nature.

#### **ARTICLE 10. RIGHT OF WAYS AND EASEMENT FOR RIVERWALK**

To see if the Town will vote to authorize the Board of Selectmen to: (1) acquire by gift, purchase, eminent domain or otherwise, Parcel C, Parcel D, Parcel E and Parcel F, all as shown on a plan entitled "Plan of Land Tracy Court, Main Street, Fredrick Street, Peter Street, Davis Street – Phase II Webster, Massachusetts," dated September 11, 2018, prepared by A.S. Elliott Associates, said plan on file with the Tow Clerk, for general municipal and/or public way purposes, subject to such easements and reservation of rights, and on such other terms and conditions as the Board of

**Sponsored by the Town Administrator**

**Recommended Motion:** I move that the Town approve the article as presented in the warrant.

## ARTICLE 11. REZONE 516 SOUTH MAIN STREET (PARTIAL) AND 15 PROSPECT STREET

To see if the Town will vote to amend the Town of Webster Zoning Map referenced in Section 650-13 of the code of the Town of Webster to re-zone a portion of one parcel located at 516 South Main Street and 15 Prospect Street totaling approximately 30,641 square feet (.70 acres) from the current zoning of Multi-Family Residential (MR) to a zone of General Business 4 (B-4) as shown on the map entitled "Town of Webster, Proposed Zoning Change from Multiple Family Residential (MFR) to Business 4 (B4); 516 South Main Street and 15 Prospect Street; Parcel ID 1\_J\_1\_0 and ID I\_J\_2\_0", and on file with the Board of Selectmen; or take any action thereon.

**Sponsored by the Board of Selectmen**

**Recommendation:** The Board of Selectmen recommend favorable action on this article. Finance Committee refer to Sponsor.

**Recommended Motion:** I move that the town approve this article as presented in the warrant.

**Background:** The property owner has, for a number of years, been interested in developing the site for commercial use based on the B4 zone permitted uses. The portion of the site that is zone B4 would not support a commercial development and all the site plan requirements for parking and site circulation necessary to support a business. Extending the B4 zoning district line to the rear of the lot of 516 South Main Street and encompassing the lot at 15 Prospect Street would create a lot that is viable for commercial development. Commercial development of the lot would be consistent with the other commercial uses along South Main Street. Site plan review for commercial development would address potential impacts to the abutting residential neighborhood.

Current Zoning



Proposed Change

