



Town Of Webster

Est. 1832

Massachusetts

Webster Water Sewer Commission

350 Main Street
Webster, MA 01570
Earl Gabor - Chairman
Tom Andrade - Vice Chairman
Dan Duteau

Marc Becker
Greg Balukonis - Interim Town Administrator
Tom Cutler - Water and Sewer Superintendent, Secretary

Webster Water Sewer Commission

Meeting Minutes

Thursday, January 6, 2022

2:30pm

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

- Meeting Call to Order at 2:30 P.M.

Attendees: Earl Gabor, Dan Duteau, ~~Tom Andrade~~, Marc Becker, ~~Greg Balukonis~~, and Tom Cutler

- Chairman Gabor introduced newly appointed Commissioner, Marc Becker
- The Commissionaires reviewed the draft meeting minutes from December 2nd. Commissioner Gabor stated we need to add all documents reviewed during the meetings as a reference within the meeting minutes. A motion was made by Commissioner Gabor to amend the meeting minutes to reflect any documents discussed during a meeting must be added to the meeting minutes as a reference. The motion was seconded by Commissioner Duteau, to approve the meeting minutes with the amendment by roll-call vote: Duteau-yea, Gabor-yea, and Becker-abstained.
- Water Department Updates
 - **PFAS Update**-Monthly results for November took almost 4 weeks to receive. Station #3 results are 14.3ppt and Station #2 is 6.74ppt and we remain in compliance with the PFAS MCL. The Town Administrator signed the preliminary design proposal with Tighe & Bond for Water Treatment Engineering Services for PFAS removal.
 - **MassDEP PFAS Testing**- Additional Bigelow Road, Old CPW, and Mill Brook PFAS testing by MassDEP-No updates from MassDEP to date and no testing done that we know of.
 - **Station 1 Generator & Transfer Switch Installation**-The new generator has been installed and will be temporarily wired while we await the new transfer switch, which could take 6 months to get. Start up with training will be done on 1/19 with Kraft Power. The old 30KW generator has little use and will be repurposed at the Perryville

Wastewater Pump Station. By tackling this project in-house with Water Department staff we saved the Town and rate payers close to \$90K.

- **Lake Street Project 75% Design Bid**-We received electronic design plans and are currently awaiting the hard copies to start the internal review process. The project remains on track for the spring construction season. Charmian Gabor asked if the water main would extend all the way to Thompson Rd. The Superintendent stated there would be a change in the design plans to extend the main and Tighe & Bond is estimating the change will be approximately \$500K which is over the \$2M budget. The previous Administration and former Water Super did not include this section, as it was not necessary. The Superintendent also mentioned the Highway Department was also requesting the paving extend to Thompson Rd at a minimum. A change in scope at this point would delay the project and put it over budget and ARPA money cannot be used for just pavement.
- **Water Services Survey by Tighe and Bond**-Review of the service cards is underway. Tighe & Bond has expressed some concern with duplicate cards and the lack of address information on the cards-We may need to ask MassDEP for an extension as the Lead & Copper Material survey is due on January 31st.
- **Water Treatment Plant Post Tonka Warranty Agreement** – We have signed an agreement for an annual inspection of the Tonka Iron/Manganese pressure vessels. The inspection will include analysis of the green sand plus media, inspection of equipment associated with the pressure vessels including preventative maintenance and training our staff on how to perform annual cleaning on the media. The inspection is planned for late January or early February. Commissioner Becker stated this was a good insurance policy to have and the annual fee will be well worth it in the long run.
- **Hydrant Inspections**-Approximately 50% of the 700+ fire hydrants have been inspected to date. The inspection includes operating the hydrant, greasing the caps and confirming the hydrant drains properly so it will not freeze during the winter months.
- Sewer Department Updates
 - **Sewer System Rehabilitation Update**
 - 100% design/bid documents- Nov 2021 to January 2022
 - Bidding and awarding Phase-January 2022 to March 2022
 - Construction notice to proceed-April 2022
 - **IMA Agreement with Dudley and True-up**-Tim Bell reached out to Paul Brinkman on 12/23 for an update with no response to date. Chairman Gabor suggested a letter be sent to the Town of Dudley Water Sewer Commission with a copy to the Town Administrator in both Towns since there has been no progress since September when we shared supporting documentation at Dudley's request. The Superintendent agreed to draft a letter.
 - **Perryville Station Pump**-Pump rebuild in progress at Flygt, Norwich CT. A delay in available parts has held this up.

- **MA Sewer Relief Fund**-Submitted at the end of October with no updates at this time.
- **NPDES Permit**-Proposal with Tighe & Bond has been signed and submitted. The following is a summary of deliverables with due dates to EPA and MassDEP:
 - Ambient Phosphorus Testing- January 15, 2022
 - Reassessment of IPP Local Limits-February 1, 2022
 - Nitrogen Optimization-February 1, 2022
 - Phase One Collection System O&M plan-June 1, 2022

Old Business

- **Water Department Policy Review of Sections 8, 13-17.** Chairman Gabor suggested we hold off and review these sections at the next scheduled meeting. Commissioner Becker requested the Superintendent send him the electronic version.

New Business

- **Abatement Requests**-11 New Street Abatement was approved on the sewer only charge for a leaky hot water tank.-The request had supporting documentation for plumbing repairs.-After recently reviewing the Town Charter, the Superintendent is concerned we are not following the Charter by allowing the Department to process abatements and only submitting/reviewing appeals with the Commission. We have no appeals to date and have only processed one abatement since making the change at the September meeting. Chairman Gabor explained the process was done by the Selectman before the Commission was created and the Divisions rules state the Water Sewer Department has the authority to process abatements and any appeals will be presented to the Commissions.
- **FY '23 Budgets**-Budget guidelines will be distributed to all departments 1/7/22. Capital plan updates are due 1/14/22. A copy of the budget calendar and workbook is attached for reference.
- Commissioner Duteau and Chairmain Gabor had a few questions on the Capitol list. Superintendent Cutler discussed the aeration basin at the WWTP was at the top of the list and should be considered for FY 23 with Sewer retained earnings since the 3 tanks out of service leave the facility with no redundancy and the 3 tanks in operation are in need of maintenance but we cannot remove them from service with no backup. The Board agreed this is top priority. The Superintendent will reach out to Tighe & Bond for a proposal to evaluate the basins. Other topics discussed were the roof repair/replacement at the aeration building located at the Memorial Beach WTP which will be covered by the current operating budget and the two ARPA funded projects which include the Lake Street Water Main Replacement Project and the Sewer Collections System Rehab Project both of which will fall under the FY22/23 constructions season.

Adjournment

- A motion was made, and seconded, to adjourn the meeting at 3:35pm by roll-call vote: Duteau-yea, Gabor-yea, and Becker-yea.

Next Meeting: 2/3/2022

Documents:

Draft minutes from 12/2/21

Draft Water Division Rules and Regulations

FY 23 Budget Calendar & Workbook

Water & Sewer Combined Capital List

Water & Sewer 2021 Draft Annual Reports

Tighe & Bond Water Treatment Engineering Services Agreement for PFAS removal