



Town Of Webster

Massachusetts

Est. 1832

Webster Water Sewer Commission

350 Main Street
Webster, MA 01570
Tom Andrade - Chairman
Rick Neeser - Vice Chairman
Dan Duteau

Earl Gabor
Doug Willardson - Town Administrator
Gregory Woods - Water & Sewer Supt., Secretary

Meeting Minutes

February 4, 2021, 2:30 PM

via conference call in accordance with Governor Baker's emergency "Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20"

Attendees: Tom Andrade (via Zoom Meeting), Dan Duteau (via Zoom Meeting), Earl Gabor (via Zoom Meeting), and Greg Woods (via Zoom Meeting).

Absent: Rick Neeser, Doug Willardson

Governor Baker issued an Executive Order modifying certain requirements of the Open Meeting Law, to enable public bodies to carry out their responsibilities while adhering to public health recommendations regarding social distancing. The Executive Order relieves public bodies from the requirement in the Open Meeting Law that meetings be conducted in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body through adequate, alternative means.

Meeting Minutes

The Commissioners reviewed the draft minutes from the January 7th meeting and voted unanimously to approve the minutes. Vote by roll call; Andrade – yea, Duteau – yea and Gabor – yea.

1 - Existing Business:

A – Water Sewer Commission Policies – Mr. Woods stated that the document is still in draft form and he will be discussing the proposed changes to the betterment policies with the Assessor. The Board said they would officially approve the updated document in June.

2 – Water Dept. Update: Mr. Woods stated that the design for the Lincoln Nelson & Whitcomb water main replacement project is finished and the bids will be posted in February with a March 11th deadline. Mr. Woods explained that American Disabilities Act requirements for sidewalk ramps and crossing would be necessary if the roads were paved beyond the limits of the water main trenches. Preliminary estimates show this could be an additional \$200,000 of work. It is unlikely that grants or other means of funding could be secured before this work is initiated in the spring. It was recommended that future projects that required sidewalk renovations be coordinated with the



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Community Development office so these costs are covered by grants. The Board discussed requesting the Town pay for the ADA-required work since the Water Department is paving the entire width of the roads. Mr. Woods said he would relay this information to Mr. Willardson. Mr. Woods said that the bids will be broken into the water main work and an “add on” for the ADA work if the road is paved. The Board unanimously agreed to move their next meeting to March 11 so they can discuss the bid opening results.

Mr. Woods informed the Board that the quarterly water and sewer bills would be mailed next week. He also said that the Department has begun to provide information to support the asset management project. Mr. Woods said that the pump at Station 3 was being repaired and should be functional within the month. He also mentioned that the Department will be sampling for PFAS in the spring and that the MassDEP recommended conducting public outreach beforehand so the Town would be prepared if the chemicals were detected at concentrations above regulatory limits. He said he would start to create a webpage with information that could be posted before sampling started.

The Board suggested that Mr. Woods develop a short news article for publication that highlight’s the Department’s recent MassDEP recognition, as well as the fact that there is a vacancy on Board for interested residents.

3 – Sewer Dept. Update: Mr. Woods said that the draft I&I report is being finalized and will be sent to the MassDEP by February 12th. He stated that the estimated costs to repair the sewer mains is \$7 million but that he was proposing to lump the sub-system repairs into \$2 million projects. Mr. Woods said the staff is conducting O&M on the plant and collection system equipment.

4 – New Business:

A – Yearly Budget Review – Mr. Woods provided draft copies of the annual budget for both Departments. He reviewed the proposed changes to each budget and stated that the budgets are slightly lower than the last fiscal due to decrease to such things as debit and payroll expenses. He said that the draft budgets had been reviewed by the Town Accountant, however the annual transfer of the General Fund had not been finalized. The Board discussed various aspect of the budget and decided to postpone voting on the budget until the transfer values had been proposed by the Town.



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Adjournment

A motion was made, and seconded, to adjourn the meeting at 3:45 PM. Vote by roll call; Andrade – yea, Duteau – yea and Gabor – yea. The next meeting is scheduled for March 11th at 2:30 PM via Zoom meeting.

Respectfully submitted,

Gregory Woods
Water & Sewer Superintendent

Documents:

- Draft minutes from 1/4/21
- Draft annual budget for Water & Sewer Departments

DRAFT