



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

Meeting Minutes

February 6, 2020, 2:30 PM

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

Attendees: Earl Gabor, Dan Duteau, Tom Andrade, Rick Neeser, Doug Willardson and Greg Woods.

Meeting Minutes

The Commissioners reviewed the draft minutes from the January 2nd meeting and voted unanimously to approve the minutes as written.

1 - Existing Business:

A - BOS Meeting Information – In preparations on the February 10th Board of Selectmen meeting, Superintendent Woods provided an updated graph of the frequency of discolored water calls from the last several years. He also briefly discussed potential water main improvement projects. Commissioner Gabor requested that Mr. Woods have a finalized list of water main projects ready for the consulting engineer by this May. Mr. Woods said that he would put together a short presentation for the Selectmen.

Commissioner Gabor stated that the proposal for the Town to pay for its municipal water and sewer use would also be discussed at the February 10th Selectmen's meeting. The Commission discussed the plan and a motion was made, and seconded, to charge the Town for its water and sewer use as an offset of the Department's respective the indirect costs. Vote by roll call; Gabor – yea, Duteau – yea, Andrade – yea, and Neeser – yea.

B – Park Street Property – Mr. Willardson provided a brief summary of the project status and presented a draft Request for Proposal to the Commission. Mr. Willardson stated that the minimum bid for the property would be \$400,000 but the Town has the option of declining any and all bids. He said the goal would be to have the bids in by April 30th and present an article for the sale of the property at the May Town Meeting.

C - 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. He also presented the capital planning spreadsheet that he and Mr. Willardson had developed to project rate increases and potential impacts from future borrowing. Mr.



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Woods stated that he has modeled a 3% annual increase in the water rate for the next seven years. He stated the sewer rate forecast will be dependent on the amount of borrowing necessary for the wastewater treatment plant update.

D - Water Treatment Plant Press Release – Mr. Woods stated that he had worked with staff at Town Hall to develop a press release for the Webster Times, however he was unsure when the article was going to be published. Commissioner Gabor suggested that a similar article run in the Yankee Press.

E - Water Treatment Plant Dedication – The Commissioners briefly discussed potential dates for a dedication and open house ceremony for the treatment plant. Mr. Woods stated that National Drinking Water Week will be May 3-9 and it might be worthwhile having the open house one of those weekends. The Commission tentatively planned for holding an event on Saturday May 9th.

2 – Water Dept. Update: Mr. Woods said that the Department has been using the treatment plant on a daily basis and the operators are doing a good job managing the new processes. He said the Substantial Completion date of the contract was January 15th and the contractor is now working through a punch list of outstanding items to complete the project.

3 – Sewer Dept. Update: Mr. Woods said that longtime employee Pam Welsh has been promoted to Chief Operator and will be in charge of the Operations staff at the wastewater treatment plant.

4 – New Business: Mr. Gabor requested that Mr. Woods look into the status of several EPA wastewater reports. According the Mr. Gabor, a compliance website showed several reports were either incomplete or missing data. Mr. Woods requested a copy of the website so he could investigate.

Adjournment

A motion was made, and unanimously approved, to adjourn the meeting at 4:10 PM. The next meeting is scheduled for March 5th at 2:30 PM in the upstairs meeting room of the Gladys E. Kelly Library.

Respectfully submitted,

Gregory Woods
Water & Sewer Superintendent