



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

March 7, 2019, 2:00 PM

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

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

Town Manager Willardson called the meeting to order at 2:03 PM.

Meeting Minutes

After a brief introduction of the attendees, Mr. Willardson stated that the Board of Selectman would be appointing Tom Andrade to the Water Sewer Commission at their March 11, 2019 meeting and that Mr. Andrade would not have voting authority at this meeting. It was also stated that per the Town Charter, the Town Administrator, Sewer Superintendent and Water Superintendent would be non-voting members of the Commission.

Election of Officers: Mr. Willardson outlined the responsibilities of the officers and opened the floor for volunteers for the Chair, Vice Chair and Secretary positions. After a brief discussion, Mr. Gabor was voted Chair, Mr. Neeser as Vice Chair and Mr. Duteau as Secretary. All votes were unanimous. Commissioner Gabor made a motion that the officers hold their positions until June 30th, after which another election would be held with one year position terms. The motion was unanimously passed. Mr. Woods offered to take the minutes and assist in the posting of the meeting Agenda. Commissioner Gabor asked if a non-voting member could be an officer and Mr. Willardson stated he would contact Town council for clarification. Mr. Gabor also stated that the Charter outlines the initial terms of the five Commissioners and requested that Mr. Willardson determine if the Selectman wished to specify the term of each officer.

Commissioner Gabor suggested that for the next few months the Commission meet on the first and third Thursday of month in an effort to be brought up to speed on the issues of the Water and Sewer Departments. After an unspecified period of time, the Commission could adjust the frequency of the meetings. The motion was unanimously passed. The meetings will be held at 2:30 PM in the Irene Martel Meeting Room.



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New Business

1 – Shut-Off Policy: Mr. Woods provided a brief summary of the genesis of the policy and the proposed minor changes to the document. Mr. Woods stated that the Departments plan to implement the Shut-Off policy in the spring in order to collect payment from overdue accounts. He stated that there currently 100 accounts that total ~\$250,000 in outstanding payments. Superintendent Woods stated that he planned to send notification letters via regular mail prior to the policy's registered letter notification in an effort to minimize costs. Commissioner Gabor suggested the regular letters be sent 30 days prior to the registered letters. Mr. Willardson suggested that the Departments run an ad in the local paper to publicize the implementation of the policy. There was a brief discussion regarding how the Commission would handle the appeal process and what alternatives exist for situations where tenants are not responsible for payment of the bills. The discussion, and finalizing the policy, was tabled until the next meeting.

2 – Inflow & Infiltration: Mr. Burke provided an overview of the MassDEP mandate to reduce the amount of groundwater and other extraneous water sources into the municipal sewer system. Superintendent Burke stated that the Department hired Tighe & Bond Engineers to develop a plan and timetable to meet the State requirements. He said Phase II of the program will start in April and will include flow isolation, manhole inspection and smoke & dye testing. Phase III of the program will involve cleaning and video inspection of approximately 20 miles of sewer main. Town Administrator Willardson stated that he would be proposing an article at Town meeting to cover the costs of Phase II and Phase III.

3 – Water Update: Superintendent Woods provided an update on the various projects underway at the Water Department. Mr. Woods said that 1,600 feet of water main was replaced on Thompson Road last August in anticipation of the increased flows being generated by the Memorial Beach Water Treatment Plant (MBWTP). This water main project will be completed once Station 1 is taken off-line for construction modifications associated with the MBWTP. Mr. Woods stated that the treatment plant is currently under roof and the contractor is placing drywall on the ceilings and beginning with the exterior brick façade. Once the scaffolding is removed, Mr. Woods said the contractor would be able to increase their work progress. He stated that the Substantial Completion date for the operation of the plant with Station 1 and Station 2 is July 5, 2019. Mr. Woods said that Station 3 is functioning properly but that he anticipated taking it off-line for cleaning and rehabilitation after the MBWTP is on-line.

4 – Sewer Update: Superintendent Burke provided a handout outlining the current and future projects in the Sewer Department. He provided a summary of the SCADA system upgrades to



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the pumping stations and proposed in-house projects at the sewer plant. Mr. Burke spent time explaining the treatment processes involved in nitrogen and phosphorous removal, and the plant's current & future ability to meet their respective regulatory standards. Mr. Burke also explained the NPDES permit process and potential renovation / reconstruction of portions of the sewer plant to meet the permit requirements.

5- Abatements: Mr. Woods provided a brief summary of the existing Abatement Policy and stated that it is available on the Water Department website. After a brief discussion the Commissioners opted to table the abatement review until the next meeting to ensure that the applicants are notified and provided an opportunity to attend the meeting.

6 – Water & Sewer Commission Bylaw: Mr. Woods stated that it was his opinion that the recent revisions to the Town Charter did not adequately define the roles and responsibilities of the Commission. Mr. Woods said that he reviewed a number of existing bylaws and regulations from other Massachusetts communities and drafted a document that would clarify the Commissions legal and financial responsibilities. Chair Gabor stated that he had several suggestions to the bylaw but made a motion to table the topic until the next meeting due to time constraints. The Commission voted unanimously to approve the motion.

Adjournment

A motion was made, and unanimously approved, to adjourn the meeting at 3:35 PM. The next meeting is scheduled for March 21 at 2:30 PM in the Irene Martel Conference room.

Respectfully submitted,
Gregory Woods
Water Superintendent

Attachments: Water Shut-off Policy
Infiltration & Inflow slides
Sewer Dept Current Events
Memorial Beach Water Treatment Plant Update Jan. 9, 2019
Abatements
Draft Water & Sewer Commission Bylaw