



# 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

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### Meeting Minutes

March 21, 2019, 2:30 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

Chairman Gabor called the meeting to order at 2:31 PM.

### Meeting Minutes

The Commissioners reviewed the draft minutes. Commissioner Gabor suggested the header of the minutes match that of the Agenda and a list of the reviewed documents be included at the end of the minutes. The Commissioners voted unanimously to approve the minutes, as amended. Superintendent Woods stated that he would post the minutes to the Town website and asked if the Board wanted a separate web page for the Commission that listed their names and elected terms. The Commission agreed that would be appropriate.

### 1 - Existing Business

**A – Abatements:** Mr. Woods stated that he did not have the opportunity to contact the abatement applicants prior to the meeting and requested the Commission postpone their review until the next meeting. The Commission tabled the abatements for one meeting.

**B – Shut-Off Policy:** Mr. Willardson provided a brief summary of Town council's opinion on the ability of the Department to shut-off water to multi-family houses. According to council, the Massachusetts General Law regulates shut-off policies of private water utilities but is silent with respect to public utilities. Council suggested that the Town contact both the property owner and tenants regarding outstanding accounts and let those two parties reconcile how the arears will be paid. Mr. Willardson also stated that the Board of Health had informed him that if multi-family property is shut-off for more than 48 hours, the Town is responsible for providing temporary housing to the displaced tenants. The Commission suggested that the Town departments coordinate to ensure that outstanding balances are paid by applicants prior to



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permits or licenses being issued. The Commission asked Mr. Woods to finalize the policy, including signature lines, for approval at the next meeting.

Mr. Woods provided a draft public notification to inform the public of the implementation of the Shut-off Policy. The Commission reviewed the document and made a number of revisions. Mr. Willardson stated that he would post the notification on social media and the local papers once the document was amended.

**C – Water Sewer Draft Bylaw:** The Commission read through the draft document. Commissioner Gabor suggested that the three non-voting members be added to the Composition section and one year term limits be added to the Organization section. It was also recommended that the definition of a quorum be clarified to apply only to voting members. The Commissioners voted unanimously to recommend the bylaw, as amended, for adoption at the next Town meeting.

**D – Legal Opinion Regarding Commission Officers:** Mr. Willardson stated that he did not have the opportunity to contact Town council and recommended the topic be postponed until the next meeting. The Commission tabled the topic for one meeting.

**3 – Water Update:** Superintendent Woods provided an update on the various projects underway at the Water Department. Mr. Woods said that approximately 2,000 feet of water main will be rehabilitated on Myrtle Avenue, between Park Road and First Street. He explained the main would be taken offline, cleaned and relined with cured-in-place structural liner. The residents connected to the off-line main will be provided water through a temporary by-pass system. Mr. Woods provided a copy of the public notification handout that was delivered to the residents along Myrtle Avenue and stated that he created a webpage on the Water Department website explaining the process in greater detail. Mr. Woods stated that the treatment plant will likely not be completed on time due to a delay in the delivery of the motor control cabinets that operate the water pumps. He stated that the contractor has not provided a revised completion schedule yet but would be doing so in the next few weeks.

**4 – Sewer Update:** Superintendent Burke provided a brief summary of the Inter-Municipal Agreement with Dudley and stated that the Town's consultant was reconciling the last several fiscal years of payments due. Mr. Burke said that preliminary estimates through Fiscal Year 2016 indicate that Dudley owes Webster approximately \$344,000. Superintendent then reviewed a handout that explained a variety of terms and math concepts that are common in the wastewater and water industries.



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### 5 – New Business

**A – Develop Mission Statement:** Chairman Gabor suggested the Commission develop a mission statement to formally summarize the aims and values of the Board. He provided a number of example mission statement from surrounding communities for comparative purposes. He requested the Commissioners develop statements in preparation of the next meeting.

**B – 2020 Water & Sewer Rates:** Chairman Gabor stated that if rate increases are being considered they must be presented to the Selectmen for approval. According to the Charter, the Selectmen have rate-setting authority for a one year period after adoption of the May 2018 Charter changes. Commissioner Gabor requested that the Superintendents provide copies of their respective budgets and give a brief summary at the next meeting. Mr. Willardson stated that the rate-setting presentation would likely be at the May 7<sup>th</sup> Selectmen’s meeting. Mr. Gabor requested that the Commission members plan to attend that Board of Selectmen meeting.

**C – Commission Information:** Commissioner Duteau requested that the Superintendents provide a summary of their respective treatment & distribution systems. Mr. Woods stated that system maps and/or plans could be brought in for the next meeting. Mr. Burke suggested treatment plant tours would be helpful and could be scheduled when the weather improves. Chairman Gabor requested that Mr. Woods collect and distribute the phone numbers and email addresses of the board members. He also requested that a general schedule be developed that includes Commission meeting dates, billing dates, testing deadlines and any other information that the Board should be made aware of.

### Adjournment

A motion was made, and unanimously approved, to adjourn the meeting at 4:00 PM. The next meeting is scheduled for April 4<sup>th</sup> at 2:30 PM in the Irene Martel Conference room.

Respectfully submitted,  
Gregory Woods  
Water Superintendent

Attachments: Draft minutes  
Abatements



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Water Shut-off Policy  
Water Shut-off public notification  
Draft Water & Sewer Commission Bylaw  
Myrtle Avenue Rehabilitation Project public notification  
Basic Math & Concepts