



# 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

April 18, 2019, 2:30 PM

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

Attendees: Earl Gabor, Rick Neeser, Dan Duteau (arrived at 2:45), Tom Andrade, Doug Willardson, and Greg Woods. Absent: Bill Burke

Chairman Gabor called the meeting to order at 2:30 PM.

### Meeting Minutes

The Commissioners reviewed the draft minutes and voted unanimously to approve the minutes.

#### 1 - Existing Business

**A – Shut-Off Policy:** Commissioner Gabor stated that the shut-off policy public notification was posted in the legal section of the Webster Times on April 12<sup>th</sup>. Mr. Willardson said that he had spoken with the Board of Health Director about the policy and as long as the water to a residence isn't turned off for more than 48 hours the sanitation laws will not be triggered. Mr. Woods stated that the Town Accountant and the Town consultant are working on a process to extract the necessary information from the billing system software. Mr. Willardson suggested that the first, general notification letter for accounts in arrears be sent out next week. The Board agreed that the letter should be sent out as soon as possible.

**B – Develop Mission Statement:** The topic was tabled until the next meeting in order to spend time on New Business.

**2 – Water Dept. Update:** Superintendent Woods provided an update on the status of the Myrtle Avenue relining project. He stated that the temporary by-pass system had passed the pressure and disinfection tests, and the contractor would start connecting houses to the system over the next several days. Mr. Woods then presented a pie chart of the FY20 budget that had been previously requested by the Board. Mr. Woods also provided a draft planning calendar for the Board to use so they can be prepared for upcoming deadlines. Commissioner Gabor requested that abatement review dates be added to the calendar.



# 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

---

**4 – Sewer Dept. Update:** Passed over until next meeting.

#### 5 – New Business

**A – April 2018 Water CIP Review:** Superintendent Woods provided an overview of the April 2018 Capital Improvement Plan that he had presented to the Selectmen last year. Mr. Woods explained the water quality, fire flow and water main age issues within the distribution system. He also reviewed the budget projections for the next 10 years that were included in the presentation.

**B – FY20 Water & Sewer Rates:** Chairman Gabor said that the Town Charter stated the Board of Selectmen will set the FY20 water & sewer rates, after which the Water Sewer Commission will take responsibility. Mr. Woods presented an updated budget projection for Fiscal Year 2020 that included the most recent debt services. There was a brief discussion regarding the ability of the Water Department to fund the future distribution system improvements with the proposed 2% annual rate increase. Mr. Willardson used a spreadsheet to model several scenarios. Ultimately a motion was made, and seconded, to recommend a 3% rate increase to the Board of Selectmen for the 2020 fiscal year. By Roll Call vote: Gabor – aye, Neeser – aye, Duteau – aye, Andrade – aye.

Mr. Willardson provided an overview of the Sewer Department budget projections and stated that there will be a large increase in the debt services in approximately five years for denitrification improvements at the treatment plant. He stated that a steady 2% annual increase will allow for continued savings to the Retained Earnings. A motion was made, and seconded, to recommend a 2% rate increase to the Board of Selectmen for the 2020 fiscal year. By Roll Call vote: Gabor – aye, Neeser – aye, Duteau – aye, Andrade – aye

Mr. Gabor said that the Commissioners will hold a joint meeting with the Board of Selectmen at their April 29<sup>th</sup> meeting to answer any questions regarding the rate suggestions.

#### Adjournment

A motion was made, and unanimously approved, to adjourn the meeting at 3:35 PM. The next meeting is scheduled for April 29<sup>th</sup> at 6:00 PM in the Selectman's Conference room.



**Town Of Webster**  
**Massachusetts** Est. 1832

**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

---

Respectfully submitted,  
Gregory Woods  
Water Superintendent

Attachments: Planning Schedule  
Water Dept Budget pie chart  
April 2018 Capital Improvement Plan Update  
Water Dept FY20 Budget Projection