



# 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

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### Meeting Minutes

May 9, 2020, 2:30 PM

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

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

### Meeting Minutes

The Commissioners reviewed the draft minutes from the March 5<sup>th</sup> meeting and voted unanimously by Roll Call to approve the minutes as amended.

#### 1 - Existing Business:

**A – Public Hearing for Water & Sewer Rates** – The Board had a brief discussion regarding the proposed dates of the June Town Meetings and the availability of the Board to hold a public hearing on the proposed rate increases. The Board agreed that the public meeting would be held on June 8<sup>th</sup> at 6:00 PM and Commissioner Gabor stated that he would coordinate with Town Hall to meet the appropriate posting requirements.

**B – Water Treatment Plant dedication / open house** – The Board discussed the feasibility of holding an open house during the current pandemic and decided to table the discussion until either their next regular monthly or the special Water & Sewer rate meeting on June 8<sup>th</sup>.

**C – Review Warrant Articles** – Mr. Woods provided an overview of the articles that he is proposing to submit to the annual Town Meeting. He stated that the final phase of the Inflow & Infiltration study will require a \$336,000 warrant article. For the Water Department, Mr. Woods proposed a \$150,000 warrant article for the design engineering of the next water distribution system upgrade. He also stated that a \$75,000 article would be required to support a grant the Department received for a comprehensive asset management report. Mr. Woods said that the report will only cost the Department \$15,000 with the rest being covered by the grant and in-kind services, however the State requires the full cost of the project be funded before the project start.



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**D - Park Street Property** – Commissioner Gabor stated the Town had only received one proposal from a property developer for the parcel. The proposed sale of the property would be for \$250,000. Mr. Gabor said that the Selectmen would likely discuss whether to endorse the sale of the parcel at their June 8<sup>th</sup> meeting. He said that he would like the developer to provide a conceptual plan of how the build-out before the warrant article goes to Town Meeting for final approval.

**E – Water Shut-off Policy** – Mr. Woods provided a list of the water and sewer accounts with outstanding balances. He said that there were 26 accounts that had more than \$2,000 of outstanding bills, with Athena Healthcare owing approximately \$74,000 over their four accounts. Mr. Willardson said that he would ask the Town Collector to reach out to Athena to determine why the accounts are delinquent and would report back to the Board with details. There was a brief discussion on the potential impact of the high unemployment rate on these quarter's account receivables. Mr. Woods said that he would continue to monitor the 120-day outstanding balance list.

**2 – Water Dept. Update:** Mr. Woods said that he had split the water operators into two separate crews to minimize the potential of the entire Department falling victim to the coronavirus. He said the treatment plant is working as designed and that the number and frequency of discolored water complaints has dropped significantly since the treatment plant has been brought on-line. He said since complaints have ceased and he has a reduced workforce, the spring hydrant flushing program will not be conducted.

Mr. Woods provided the Board a copy of estimated budgets for a number of water distribution system upgrades. He stated that water main projects were grouped such that budgets would fall in the \$1.5M to \$2.5M range proposed by the Capital Improvement Plan. The Board discussed the proposed projects and their relative timing of implementation. A motion was made, and seconded, to move the Lincoln Street/Nelson Street/Whitcomb Street project to top of the list, before the Worcester Road project. Vote by roll call; Gabor – yea, Duteau – yea, Andrade – yea, and Neeser – yea.

**3 – Sewer Dept. Update:** Mr. Woods said the Operation staff and Collection staff had been separated into alternating work groups to ensure continuity of operation should the Department be exposed to the coronavirus. Mr. Woods said that planning of the final phase of the Inflow & Infiltration study was underway with the cleaning & inspecting of 22 miles of main planned to start soon. He said that the inspection of the interceptor main along the French River would be conducted later in the summer when the groundwater table is typically lower.



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**4 – New Business:** Mr. Woods provided a copy of the 2019 Consumer Confidence Report that summarizes the water quality sampling that had been conducted last year. Commissioner Gabor asked a number of questions regarding the iron and manganese levels reported on the tables. Mr. Woods stated that the concentrations were raw water samples from the wells and the reported levels do not represent the finish water coming out of the new treatment plant. He also provided a brief summary of several other water quality parameters.

### **Adjournment**

A motion was made, and unanimously approved, to adjourn the meeting at 3:30 PM. The next meeting is scheduled for June 4th at 2:30 PM.

Respectfully submitted,

Gregory Woods  
Water & Sewer Superintendent