



## 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 Superintende

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### Meeting Minutes

August 15, 2019, 2:30 PM

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

Attendees: Earl Gabor, Dan Duteau, Tom Andrade, and Greg Woods.

Absent: Rick Neeser and Doug Willardson

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

### Meeting Minutes

The Commissioners reviewed the draft minutes from the July 18<sup>th</sup> meeting and voted unanimously to approve the minutes.

#### 1 - Existing Business

**A – Water Shut-off** – Mr. Woods reviewed the payment status of the eight properties that were granted a 90-day extension. He said only one account had continued to make payments since the extensions were granted. The Commission requested that Mr. Woods send out a reminder letter approximately 30 days prior to the 90-day deadline to remind the account holders of the shut-off date and that door hangers would be posted both seven days and two days prior to the date.

**B – Abatement Requests** – Mr. Woods provided a copy of an abatement request from the owner of 169 High Street. He stated that the applicant wished to have the sewer portion of the bill abated because leaks were discovered in the basement plumbing in and around the furnace. The applicant needed to purchase a sump pump to remove the water that had leaked onto the floor. The Board discussed the application and requested that Mr. Woods conduct an on-site inspection to confirm the leak had been repaired. A motions was made, and seconded, to approve the abatement of the sewer portion of the bill back to the average of the previous three billing cycle, contingent upon the outcome of the site inspection by Mr. Woods. By Roll Call vote: Gabor – aye, Duteau – aye, Andrade – aye

**C - Municipal Water & Sewer Usage** – Commissioner Gabor provided a spreadsheet of the estimated annual cost of water and sewer usage at municipal properties. Mr. Gabor noted that the Berthold Field and the Lake Parkway school complex appeared high. Mr. Woods stated that the



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Est. 1832

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Department had taken daily meter readings at Berthold Field and the irrigation system uses about 9,800 gallons of water every day of the week. He said that he had relayed this information to the Recreation Department who was going to investigate the operation of the irrigation system in greater detail. Mr. Gabor said that once an updated spreadsheet is completed, he will have follow-up conversations with the Town Administrator and School Superintendent regarding having these locations either pay for their water and sewer usage and/or have the charges deducted from the annual Department transfer of monies to the General Fund.

**2 – Water Dept. Update:** Mr. Woods informed the Board that the Myrtle Street relining project is complete and that the contractor has a few more punch list items to address before the project is closed. He also said that the contractor hired to assess the entire distribution system for leaks has almost finished their work. The contractor recently sent a list of potentially leaking hydrants and service locations for the Department to investigate. Mr. Woods said that work at the treatment plant project is continuing and the contractor has completed as much work as possible while waiting for the motor control centers to be sent from the manufacturer.

**3 – Sewer Dept. Update:** Mr. Woods said that the next phase of the Infiltration & Inflow study will begin the week of August 26<sup>th</sup> and that the contractor will be conducting smoke tests in six sub-sections of the collection system. Mr. Woods said that he had met with Tighe & Bond earlier in the week, along with Police, Fire and Town Hall staff, to discuss the public outreach being implemented prior to the start of the work. Mr. Woods also stated that the effluent launder in clarifier #2 had been cleaned and covered with an epoxy coating.

**4 – New Business** – No new business.

### Adjournment

A motion was made, and unanimously approved, to adjourn the meeting at 4:35 PM. The next meeting is scheduled for September 5<sup>th</sup> at 2:30 PM in the Irene Martel Meeting Room to review Shut-off Policy Appeal applications.

Respectfully submitted,  
Gregory Woods  
Water & Sewer Superintendent