

**TOWN OF WEBSTER  
BOARD OF SELECTMEN  
DEBORAH KEEFE, CHAIRMAN  
ROBERT MILLER, VICE CHAIRMAN  
WILLIAM STARZEC  
JEFFREY DUGGAN  
MARK DOWGIEWICZ**

A Board of Selectmen's Meeting was held in the Selectmen's Meeting Room at the Town Hall on Monday, March 24, 2014. Chairman Keefe called the meeting to order at 6:06 p.m.

**Attendance:** Mark Dowgiewicz, William Starzec, Robert Miller, Deborah Keefe

### **Sewer Department Reorganization**

Mr. McAuliffe stated he talked to the Board last week about having a formal presentation on the Sewer Department reorganization. He stated Bill Burke has been with the Town of Webster for two years. He stated the Sewer Department is losing two long term employees. He stated Gary is retiring after thirty four years and Scott is retiring after thirty seven years. He stated the lab dynamic is changing and that most of the Town's samples get sent out to independent labs. Scott Charpentier stated they were looking to make flexibility in operations. He stated they want to make sure everything is covered. He stated he would like to cross-train. Mr. Burke stated the two senior operators (lab clerks) have seniority. He stated they can bump another union employee for a spot. He stated the Sewer Department has older equipment and needed more attention. Mr. Charpentier stated he held an in-house meeting with all of the Sewer Department employees and they didn't seem to contest to the reorganization. Chairman Keefe asked if there was a policy in place for request time off. Mr. Burke stated time off goes by seniority and they must give a three day notice. He stated they did not have a policy for requested vacation time. Chairman Keefe stated that Mr. Burke might want to look into a written policy just so that no more than one or two people are out at a time. Mr. McAuliffe stated if we freed up two of the lab clerks to cross train that it would help out with the staffing. Mr. Burke stated the Sewer Department needed a new jetting system which have the need for weekend workers. Mr. McAuliffe stated the jetting system is not a requirement but they are looking into it. Chairman Keefe asked what the cost would be to outsource the lab testing. Mr. Burke stated it would cost twelve thousand dollars (\$12,000) annually. He stated that would free up two workers. Selectman miller stated preventative maintenance is very important. He stated it costs a whole lot more if there hasn't been any preventative maintenance. Mr. McAuliffe stated he will need to impact bargain. Mr. Burke stated this will not impact non-union employees. He stated DEP does not set a staffing level unless the Town is in trouble.

**Motion:** made by Selectman Starzec, seconded by Selectman Miller to adopt proposed Sewer Department reorganization as presented.

**Vote:** Mr. Dowgiewicz – yes, Mr. Starzec – yes, Mr. Miller – yes, Chairman Keefe – yes.

### **Water/Sewer Policy Change**

Mr. McAuliffe stated they have been working on changes to the Water/Sewer Policy for six weeks. Mr. Charpentier stated he suggested changed to the policy because it does not address some issues. He stated the old policy addressed sump pumps but there was no enforcement procedures in the policy. He stated he would also like to add Sewer Regulations. Chairman Keefe stated he had some minor typo that needed to be corrected. Selectman Starzec asked if the town should send out a list of things that were not acceptable. Mr. Charpentier stated it is a stand-alone policy. Chairman Keefe asked how the True-up with Oxford is going. Mr. Burke stated the language in the agreement made the billing very easy. He stated it take no more than two weeks.

**Motion:** made by Selectman Miller, seconded by Selectman Starzec to adopt the new Water/Sewer Shut-off Policy.

**Vote:** Mr. Dowgiewicz – yes, Mr. Starzec – yes, Mr. Miller – yes, Chairman Keefe – yes.

## **Adjournment**

**Motion:** made by Selectman Dowgiewicz, seconded by Selectman Starzec to adjourn the regular session meeting at 6:55 p.m.

**Vote:** Mr. Dowgiewicz – yes, Mr. Starzec – yes, Mr. Miller – yes, Chairman Keefe – yes.

Respectfully Submitted,  
Courtney Friedland