



# Town Of Webster

Est. 1832

## Massachusetts

### Webster Water Sewer Commission

350 Main Street  
Webster, MA 01570

Tom Andrade - Chairman  
Earl Gabor - Vice Chairman  
Dan Duteau

Marc Becker  
Rick LaFond - Town Administrator  
Tom Cutler - Water and Sewer Superintendent, Secretary

#### Webster Water Sewer Commission

### **Draft-Meeting Minutes**

**Thursday, March 9, 2023**

**2:30pm**

Gladys E. Kelly Library, Local History Room  
2 Lake Street, Webster, MA 01570

- Meeting Called to Order at 2:30 P.M.

***Attendees:*** Earl Gabor, Dan Duteau, Tom Andrade, Marc Becker, Rick LaFond, and Tom Cutler. Guests include Mike Schrader & Danielle Teixeira from Tighe & Bond, and Tim Bell Webster Finance Director.

- The Commissioners reviewed the draft meeting minutes from 02/02/23. A motion was made by Commissioner Gabor, and seconded by Commissioner Duteau to approve the meeting minutes with one correction suggested by Commissioner Gabor removing agenda from the heading and changing it to draft minutes. Roll-call vote: Becker-yea, Gabor-yea, Duteau-yea, and Andrade-yea.

#### **Water Department Updates**

- **Monthly PFAS Testing Report & other PFAS Related Updates-**Per the Superintendent the most recent round of testing indicate the PFAS6 levels are below the MassDEP MCL at 15ppt at Bigelow. Iron and Manganese pilot at Bigelow has been approved by MassDEP. The work will get started in the next couple of weeks. Tighe & Bond owes us two public info sessions on the design and estimated costs. It was discussed amongst the Commission and Tighe & Bond one meeting would take place at the rate hearing on 4/6 and a second meeting will be 4/27 at 6:30pm.
- **Lead & Copper Rules Update-**Tighe and Bond has been working on the inventory program behind the scenes and will start our ten days of property inspections in April/May timeframe. Great news per Mr. Cutler the MA Clean Water Trust voted last Monday to change the LSL funding program from a loan (with 100% principal forgiveness) to a grant program. Our loan will be grandfathered in and we will work with Tighe & Bond and MassDEP on the paperwork to convert to a grant.

- **Station #3 Well Update**-Per the Superintendent, the Maher Company installed a test well at Bigelow and at Memorial Beach. Both were over fifty feet in depth. We have no other details but design work is progressing.
- **Meter Replacement Project**-Per the Superintendent the project design is developing behind the scenes and there will be more to follow in a few months.
- **Clear Well Demolition**-Project has been completed-The Department is in the process of creating a Warrant Article to cover the additional costs of \$79,035 due to the higher than anticipated bid results.
- **Superintendent other topics Water Report**
  - Per Mr. Cutler we are evaluating the MassDOT Rt16 project alongside Tighe & Bond. There was work in that area that was not completed years ago and we do not have a good handle on what is needed but it should be reviewed. Once more information is available, we will share it with the Commission.
  - Per Mr. Cutler we applied for a MassDEP grant for a M36 Water Audit which will hopefully help us identify issues with our unaccounted for water which remains over 25% for calendar year 2022.
  - **Article 97**-Per Mr. Cutler Tighe & Bond has resolved the design to remove the article 97-land issue at Memorial Beach by relocating the sedimentation basin underground in the parking lot so this is no longer an issue for the Town.
- **Sewer Department Updates**
  - **Aeration Project Update**-Per Mr. Cutler we have received the technical memo from Tighe & Bond. We are approximately \$900,000 short on appropriated funds compared Tighes and Bonds recent construction estimate. We have discussed the work with the Towns Finance Director Tim Bell and Mike Schrader who is working on our rate study and we are in agreement/alignment of adding the work to the current capital list for FY24 under debt services so long the Commission is comfortable with the additional funds.
  - **Superintendent other topics Sewer Report**-No other topics to report at this time.
- **New Business**
  - **IMA Status Update Discussion**- Mike Schrader and Danielle Teixeira from Tighe & Bond stepped out of the room for this discussion since the firm does work for both communities. Chairman Andrade stated he has not heard back from Dudley on a meeting date. Dudley is however, setting water rate increases at 20% and 0% for sewer. There was much discussion on our increased costs and the money owed will continue to increase. The Commission decided to increase Dudley's monthly payment by 10% and will inform Dudley before the March 15<sup>th</sup> IMA deadline for FY24. A motion was made by Commissioner Gabor, and seconded by Commissioner Duteau to approve the increase to

Dudley's payment by 10%. Roll-call vote: Becker-yea, Gabor-yea, Duteau-yea, and Andrade-yea.

- Per the Superintendent, the Department reached out to an engineering firm for an estimate on creating a new improved IMA that would work well for both Towns to simplify the true-up process. The estimate is in the range \$15-25K.
- **Water Tower Property Line Update**-Per Mr. Cutler the survey at 26 Park Road has been completed and the following properties have encroachment issues:

#### 23 Eddy Street

- Continues to use our site operating heavy machinery in close proximity to underground main water line to the Towns storage tank (area is posted)
- Raised bed garden is on Town Property
- Heavy equipment is parked in Town property

#### 27 Eddy Street

- Paved driveway is on Town property along with telephone pole-driveway border
- Very expensive concrete/patio slab set on Town property

#### 23 Tower Street

- Raised bed garden is on Town property
- Fire pit and concrete patio is on Town property
- Paved driveway on Town property

#### 27 Tower Street

- Shed and lawn furniture is on Town property

#### 41 Everett Ave

- Concrete patio and wood storage is on Town property

The Department has been in contact with the Building Inspector who will review the issues and advise the Town Administrator. Most likely, we will need to involve Town Council to resolve these issues.

- **Draft FY24 Budget Update**-Both water and sewer draft budgets are attached. There will be a revision on the sewer department budget. We have identified electricity for the WWTP has been billed to the sewer collections account. The charges will need to be corrected and the budget will need to be revised.
- **Rate Study Presentation**-Mike Schrader presented the "draft" water & sewer rate study. It will be finalized for the April rate hearing.
- **Date for April Water/Sewer Rate Hearing**-Per discussion of the Water and Sewer Commission the hearing will be set for April 6, 2023 at 6:30pm in the Selectman's meeting

room. The hearing will be recorded and will include a design update for PFAS treatment including estimated construction costs.

- **Indirect Costs Discussion (Tim Bell)**-Tim gave an overview of the indirect cost calculations including the most recent proposed FY24 budget impacts. Commissioner Gabor stated the costs are climbing and require further review. Tim stated the formula was set by the previous Town Administrator. The formula could be changed but would possibly result in water and sewer property taxes for both departments. Tim will review his documents since he believes he may have completed these calculations about for years ago for the previous Town Administrator.
- **Warrant articles for STM/ATM**-The current capital items will be Warrant Article's and the attached budget short falls for the current fiscal year will be added as well unless the Commission has a preference to handle this differently.
- **Policy Review/Revisions**-Per Mr. Cutler no changes at this time needed that he is aware of. Does the Commission have any changes we need to discuss?

*Proposed Rate Hearing/PFAS Presentation April 6, 2023*

*Proposed Next Meeting April 13, 2023*

*Proposed 2<sup>nd</sup> PFAS Presentation April 27, 2023*

- **Adjournment**

A motion was made, and seconded, to adjourn the meeting at 4:10pm by roll-call vote: Gabor-yea, Becker-yea, Duteau-yea, and Andrade-yea.

**Attachments:**

- WSC Agenda-03.09.2023
- WSC Draft Meeting Minutes-02.02.2023
- Tighe & Bond Technical Aeration Project Draft Technical Memo
- 26 Park Rd Survey
- Indirect Cost Spread Sheet-Tim Bell
- Draft Warrant Articles-FY23 Budget
- Draft FY24 Budget
- Draft FY CIP-Also Warrant Articles