



# Town Of Webster

Est. 1832

## Massachusetts

### Webster Water Sewer Commission

350 Main Street  
Webster, MA 01570  
Earl Gabor - Chairman  
Tom Andrade - 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, April 7, 2022**

**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~~, Tim Bell and Tom Cutler

- The Commissioners reviewed the draft meeting minutes from March 3rd. A motion was made, and seconded, to approve the meeting minutes by roll-call vote: Duteau-yea, Gabor-yea, and Becker-yea, Andrade-yea.
- **Water Department Updates**
  - **Monthly PFAS Testing Report**-The Superintendent stated the results were up slightly for both sites for the month of February but still well below the MassDEP quarterly compliance limit. A graph and spread-sheet was shared with the Commission and posted to the Town website on the water department home page. Chairman Gabor asked about the margin error on the samples. The Superintendent stated he did not know the percent error but it is very easy to pick up interference if not sampled properly (ex) touching a coffee cup or wearing reflective traffic gear could affect the samples. He assured the Commission staff are following all the sample protocols and are extremely careful.
  - **Additional Bigelow Road, Old CPW, and Mill Brook PFAS testing by MassDEP**-The Superintendent stated all samples were collected 3<sup>rd</sup> week of March but no information on the results have been shared to date.
  - **Tighe & Bond PFAS Project Update**-The Superintendent stated a preliminary site plan has been completed and along with a tentative meeting on the 11<sup>th</sup> to discuss options.
  - **Station 1 Generator Transfer Switch Installation Update**-No updates on the transfer switch. The Superintendent recommends removing this item from the agenda for the time being.
  - **Lake Street Project Bids**-Tighe & Bond provided the bid results with G&G as low bidder. The recommendation is to award to the low bidder including the add alternate at \$1,980,000. The total cost of the project is \$2,377,200. which includes design,

- construction oversight and a 5% contingency. The \$380,000 overage will come from the sewer portion of the ARPA money. A motion was made by Commissioner Andrade, and seconded by Commissioner Duteau, to approve the award of the Lake Street Water Main project to GEG Construction by roll-call vote: Duteau-yea, Gabor-yea, Becker-yea, and Andrade-yea.
- **Lincoln, Whitcomb and Nelson Street Update**-Project resumed on 4/4 and is expected to be completed by 6/13.
  - **New Lead & Copper Rules & Tighe and Bond Report**-MassDEP has requested a new lead and copper sample plan after reviewing our material survey submittal which was last done in 2012. The Department will continue to work with Tighe & Bond on this project. The new plan must include sites with lead service lines.
  - **Hydrant Inspections-Completed.** Next step is to implement a hydrant-painting program. Goal is 50% of the 718 hydrants for 2022 with the remainder completed in 2023.
  - **Mass DEP Water System Sanitary Concerns**-The Department is working thru survey actions items with plans to complete all items by late fall. Supply issues will delay repairs. DEP is aware and is working with us on the timelines.
- FY '23 Water and Sewer Rate Setting Discussion-** The Superintendent stated both water and sewer budgets have been revised. Electricity and fuel accounts have been adjusted and the new increase for both Departments is approx. 5%. There was much discussion about the increases needed to cover operating costs, capital requirements and PFAS treatment. The Commissioners reviewed the data and recommend an 8% water and 6% sewer increase. A motion was made by Chairman Gabor, and seconded by Commissioner Becker to recommend an 8% water and 6% sewer increase at the public hearing on 4/21 by- roll-call vote: Duteau-yea, Gabor-yea, Becker-yea, and Andrade-yea.
- **Draft 2021-Annual Consumer Confidence Report**-The Superintendent stated the draft report is attached for review and approval. The Commissioner's all felt the new CCR looked good and no vote was needed according to Chairman Gabor.
  - **Water Utility Crane Truck #5**-The Superintendent explained this vehicle is the Departments key utility truck with a crane for emergency water main repair work. It is scheduled for replacement in the FY23 budget at \$85K. About two weeks ago it stopped working. Place Motor has diagnosed the vehicle and it needs a new diesel engine estimated at \$25,000 and the overall condition does not warrant replacement. The lead-time for a replacement is 6mths+. The Department would like to work with the Town Accountant on a creative way to order the truck now even though the budget has not been approved yet since there is such a long lead-time.
  - **Station #1 & 2 Well Capacity Testing**-The Superintendent discussed the most recent capacity testing. Most wells range between 30-90% in reductions. The Superintendent stated 5 of the 6 wells need rehabilitation. We received pricing and it is over \$50K, which will require sealed public bidding. The Department will work Tighe & Bond on the bid and will plan to use the left over ARPA money from the Station #1 generator project. The breakdown is as follows:
    - Tighe & Bond-Bid Document Development, Bidding Services and Construction Oversight-\$15,000
    - Station #1 Wells 1,2,3, and 5-\$52,920
    - Station #2 Well 6-\$14,330
    - 15% Construction Contingency for well or pump repairs-\$10,087
    - Total \$92,337.50.

- The remaining balance \$12,930.88 in the account can be used to replace the generator transfer switch. It is on order and the only piece needed to complete that project.
- **Water Use Restriction-**The Superintendent stated we could safely treat 1.7 to 1.8 MGD at Memorial Beach. Last year's max peak was 2.1 MGD so we are upside down with Bigelow out of service. The Department is recommending water use restrictions be implemented within the next 2 weeks and consider no outside watering between 7am and 7pm. This is a little more aggressive than years past, which was 9-5 odd/even but necessary. A motion was made by Commissioner Becker, and seconded by Commissioner Duteau, to implement the mandatory water use restriction on May 1<sup>st</sup> by roll-call vote: Duteau-yea, Gabor-yea, Becker-yea, and Andrade-yea.
  - **MassDEP Annual Statistic Report-UAW percentage & Registered Withdrawal Permit-**The annual statistic report for MassDEP was completed on time. Note: the unaccounted for is 27% and we are at the registered withdrawal limit of 1.3 MGD/AVG. We are actively performing a leak detection survey with Prowler. This issue will need to be resolved in the near future as 27% is unacceptable by MassDEP standards.
  - **Sewer Department Updates**
    - **Sewer System Rehabilitation Update-** Tighe & Bond provided the bid results with National Water Main Cleaning and Lining as low bidder. The recommendation is to award to the low bidder including add alternate #1. The total cost of the project is \$1,222,421, which includes design, construction oversight and a 5% contingency. A motion was made by Commissioner Andrade, and seconded by Commissioner Duteau, to approve the award of the Sewer System Rehab project to National Water Main Cleaning & Lining by roll-call vote: Duteau-yea, Gabor-yea, Becker-yea, and Andrade-yea.
    - **IMA Agreement with Dudley and True-up-**Town Accountant Tim Bell provided an update. Mr. Bell explained the recent timeline which included providing documents to Dudley between September and December last year. He further explained our Consultant shared documents early January followed by letters sent from the Superintendent with no movement to date on the true up process. Chairman Gabor stated he recently sent an email to the Dudley Water Sewer Commission Chairman and they are reviewing with their consultant. Chairman Gabor stated he is hopeful we will be able to move forward on the true up process over the next couple of months and our Consultant will follow up with Dudley's Consultant to see if further information is needed or a meeting to discuss.
    - **Perryville Station Pump-**Rebuilt pump is now back at the WWTP as a backup. The Superintendent recommended removing this item from the agenda.
    - **NPDES –Tighe & Bond Aeration Tank Upgrades-**Tighe & Bond provided an alternative phased approach. The proposal has been included for review and approval.
    - **MA Sewer Relief Fund-**No updates. The Superintendent recommends removing this item from the agenda for the time being.
    - **Oxford IMA-**We have received legal opinion the Board of Selectman will need to sign the agreement and it will be on the agenda for the 4/11 meeting. A motion was made by Chairman Gabor, and seconded by Commissioner Andrade, to approve the renewal of the Oxford IMA by roll-call vote: Duteau-yea, Gabor-yea, Becker-yea, and Andrade-yea. Chairman Gabor stated the final document will be signed by the Board of Selectman since the Water Sewer Commission does not have the authority to sign per Town Charter. The Charter will be revisited in 6 years according to Chairman Gabor.
    - **Millbrook and Perryville Standby Generator Replacement-**On order with no updates on lead-time per the Superintendent.
  - **Old Business**

**FY '23 Water and Sewer Budget Update**-The Superintendent stated both water and sewer budgets have been revised. Electricity and fuel accounts have been adjusted and the new increase for both Departments is approx. 5%. There was much discussion about the increases needed to cover operating costs, capital requirements and PFAS treatment. Ultimately, the Commission agreed, as a whole 8% was needed to cover water and 6% for sewer.

**Water Department Draft Policy Review and Approval**-The Superintendent stated the draft policy is attached for review and comment. A motion was made by Commissioner Andrade, and seconded by Chairman Gabor, to approve the water rules and regulations with one revision to appendix B (Water Use Restrictions) to be presented and signed at the next regular scheduled meeting by roll-call vote: Duteau-yea, Gabor-yea, Becker-yea, and Andrade-yea.

➤ **New Business**

➤ **Building Sprinkler Systems Discussion**-The Superintendent gave a brief overview of area comparisons for sprinkler fees. Webster is much less than the average comparison. After much discussion, it was agreed by all Commissioners the fee structure was lacking and not up to today's standards. Chairman Gabor suggested we adjust in steps or phases. The Superintendent further explained most sprinkler systems are 6" in size. Chairman Gabor suggested we start at \$300.00 annually for the 6" sprinkler instead of \$125.00 and \$250.00 for private fire hydrants instead of \$125.00. Chairman Gabor asked if we had a good inventory of private hydrants and who keeps track of repairs and if they in fact work. The Superintendent stated most are flushed annually by staff if the private complex requests for water quality purposes otherwise they are private. The fee structure is in place for unmetered access for firefighting. Damaged or inoperable hydrants are added to a list at the fire headquarters. The local average fire hydrant access fee is \$425.00 and our new proposed fee is \$250.00, which is well below the average. The Superintendent will update section 18 of the rules and regs for review at the next scheduled meeting. A motion was made by Chairman Gabor, and seconded by Commissioner Duteau, to increase the fees in phases and establish a size structure by roll-call vote: Duteau-yea, Gabor-yea, Becker-yea, and Andrade-yea.

**Abatement Requests**-The Superintendent wanted the board to be aware of these two abatements due to the amount.

1. 23 West Point-\$1,519.98 sewer abatement approved based on supporting documentation-Commissioner Becker asked about the address since Town Assessor documents do not have 23 listed. The filed card list provided by Commissioner Becker indicate the address is actually 27 not 23 as outlined on the customer's bill and based on last name. Superintendent Cutler stated the Town database and the Water/Sewer Department database do not always line up. Commissioner Duteau asked about the status of both abatements listed since the Water/Sewer Super has the authority to approve. Superintendent Cutler stated yes he is correct. Both abatements have been processed and this was an update since they were both large amounts. Commissioner Becker stated they were both well documented.
2. 3-13 Pond Ct.-\$3,042.26 sewer abatement approved based on supporting documentation

*Rate Setting Hearing on 4/21/22: Proposed Next Meeting: 5/5/2022*

**Adjournment**

➤ A motion was made, and seconded, to adjourn the meeting at 4:44pm by roll-call vote: Duteau-yea, Gabor-yea, and Becker-yea, Andrade-yea.

**Attachments:**

Meeting agenda-4/7  
Meeting minutes-3/3  
Monthly PFAS Results  
Revised FY23 Water & Sewer Budgets  
Draft annual Consumer Confidence Report  
Station #1 &2 well capacity testing and well rehab cost estimates  
Abatement Requests-3-13 Pond Ct and 23 West Point Rd  
Oxford IMA  
Draft Water Policies  
Building sprinkler/fire hydrant charge comparison  
Lake Street Water Main & Sewer System Rehab Bid Results