



Webster Water Sewer Commission

350 Main Street
Webster, MA 01570

Tom Andrade - Chairman
Rick Neeser - Vice Chairman
Dan Duteau

Earl Gabor
Doug Willardson - Town Administrator
Gregory Woods - Water & Sewer Supt., Secretary

Meeting Minutes

March 11, 2021, 2:30 PM

via conference call in accordance with Governor Baker's emergency "Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20"

Attendees: Tom Andrade (via Zoom Meeting), Dan Duteau (via Zoom Meeting), Earl Gabor (via Zoom Meeting), and Greg Woods (via Zoom Meeting).

Absent: Rick Neeser, Doug Willardson

Governor Baker issued an Executive Order modifying certain requirements of the Open Meeting Law, to enable public bodies to carry out their responsibilities while adhering to public health recommendations regarding social distancing. The Executive Order relieves public bodies from the requirement in the Open Meeting Law that meetings be conducted in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body through adequate, alternative means.

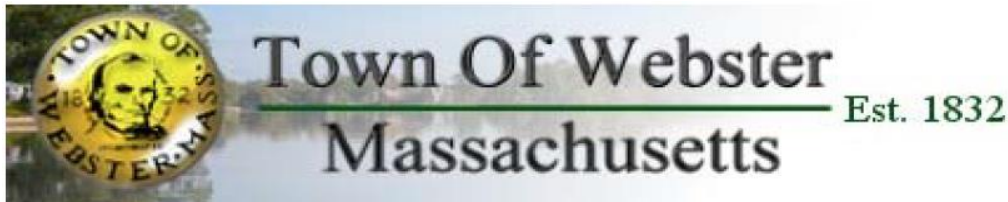
Meeting Minutes

The Commissioners reviewed the draft minutes from the February 4th meeting and voted unanimously to approve the minutes. Vote by roll call; Andrade – yea, Duteau – yea and Gabor – yea.

1 - Existing Business:

A – Yearly Budget Review Policies – Mr. Woods provided draft copies of the annual budgets for both Departments. He said that the draft budgets had been updated to reflect the annual transfer of the General Fund, as well as the addition of funds to a debt service line item. The Board discussed the proposed changes to the budget and the calculations involved in determining the amount transferred to the General Fund. A motion was made, and seconded, to pass the budgets as proposed. Vote by roll call; Andrade – yea, Duteau – yea and Gabor – yea.

B – PFAS Sampling Notification – Mr. Woods provided a template letter develop to notify Department customers of the upcoming PFAS sampling. The Board reviewed the letter and decided that a separate mailing was not warranted and that notices on social media and the Webster Times should be adequate to make the customers aware of the PFAS sampling. Mr. Woods said he would



Webster Water Sewer Commission

350 Main Street
Webster, MA 01570

Tom Andrade - Chairman
Rick Neeser - Vice Chairman
Dan Duteau

Earl Gabor
Doug Willardson - Town Administrator
Gregory Woods - Water & Sewer Supt., Secretary

develop a notice for the Town's sign boards, a notice for social media and would draft an article for the Board to review prior to submitting for publication. The outreach would direct residents to the webpage that he created a few weeks ago with information regarding PFAS.

2 – Water Dept. Update: Mr. Woods stated that the bid opening for the Lincoln Nelson & Whitcomb water main replacement project had just finished and that the preliminary results indicate that the project will cost less than the amount that was approved at Town Meeting. Mr. Woods said that the consultant will review the submitted bids and provide the Department a recommendation to award the project to the lowest qualified bidder. He said that the Department staff had completed work at Station 3 and that the station was now operating for several hours a day. He stated that the asset management project was progressing and that he was working on the Annual Statistical Report.

3 – Sewer Dept. Update: Mr. Woods said that the I&I report had been finalized and was sent to the MassDEP for review. He said he is working on the EPA stormwater NOI that is due by the end of May and that the staff was preparing for the start of the Actiflow treatment process which is required from April to October each year.

4 – New Business:

A – Abatement Request – Mr. Woods presented one abatement request from 14 Stefaniak Avenue for consideration by the Board. Mr. Woods explained that the applicant was requesting an abatement for high water use associated with a water leak that occurred in the basement. According to the information provided, the husband of the applicant had repaired the leak but then passed away several days later so no additional information was available regarding the original leak or repair. A motion was made and seconded, to approve to abate the sewer portion of this bill to the average of the previous three quarterly sewage use. Vote by roll call; Andrade – yea, Duteau – yea and Gabor – yea.

B – Cybersecurity Review – Superintendent Woods said that he had recently attended two seminars regarding cybersecurity and had several suggestions for increasing the security of the Department's on-site and remote SCADA access. According to Woodard Curran, the Department's SCADA provider, both the system at the wastewater plant and the water filtration plant are up to date and have robust security measures installed.

C – Rate Setting for FY22 – The Board discussed the timing of the next Town Meeting and the need to have a public meeting for the proposed water and sewer rate increases. It was decided



Town Of Webster

Massachusetts

Est. 1832

Webster Water Sewer Commission

350 Main Street
Webster, MA 01570

Tom Andrade - Chairman
Rick Neeser - Vice Chairman
Dan Duteau

Earl Gabor
Doug Willardson - Town Administrator
Gregory Woods - Water & Sewer Supt., Secretary

that a public meeting should be held during the week of April 26th. Commissioner Gabor also mentioned that the Selectmen had requested the Water Sewer Commission attend their April 12th meeting to discuss the ADA curb/sidewalk rehabilitation associated with the water main project.

D – Consumer Confidence Report – Mr. Woods provided a brief update of the changes he made to the draft 2020 CCR and said he would forward the report to the Board to finalize at the next meeting.

Adjournment

A motion was made, and seconded, to adjourn the meeting at 3:42 PM. Vote by roll call; Andrade – yea, Duteau – yea and Gabor – yea. The next meeting is scheduled for April 1st at 2:30 PM via Zoom meeting.

Respectfully submitted,

Gregory Woods
Water & Sewer Superintendent

Documents:

- Draft minutes from 2/4/21
- Draft annual budget for Water & Sewer Departments
- Abatement request
- PFAS template letter