



WESTMINSTER DEPARTMENT OF PUBLIC WORKS  
P.O. BOX 376 WESTMINSTER, MA 01473 - Tel. (978) 874-5572

Commissioners  
Lorraine J. Emerson, Chairman  
Vance A. Butterfield  
Scott H. Ryder, P.E.

Joshua W. Hall, P.E.  
Director of Public Works

## PUBLIC WORKS COMMISSION MEETING MINUTES

April 13, 2017

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Commissioners: Lorraine J. Emerson – Chairman, Vance A. Butterfield  
Joshua W. Hall – Director of Public Works

5:00 PM Opened Meeting at Public Works Department Office. Reviewed correspondence and signed bills for payment.

5:01 PM Commissioner Butterfield made a motion that the Commission sign the Order of Taking for Bathrick Road easements. The motion seconded by Chairman Emerson. Voted unanimously.

5:02 PM Commissioner Butterfield made a motion that the Commission sign the MassDOT Chapter 90 10-year contract. The motion seconded by Chairman Emerson. Voted unanimously.

5:05 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of March 20, 2017 as written. The motion seconded by Chairman Emerson. Voted unanimously.

5:06 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Accounts commitment for the month of March 2017 in the amount of \$875.96 and the Water Accounts commitment for the month of March 2017 in the amount of \$721.45. The motion seconded by Chairman Emerson. Voted unanimously.

5:07 PM Commissioner Butterfield made a motion that the Commission sign the Water Usage Account Quarterly Billing Commitment for April 2017 in the amount of \$190,177.40 and the Sewer Usage Account Quarterly Billing Commitment for April 2017 in the amount of \$253,214.48. The motion seconded by Chairman Emerson. Voted unanimously.

5:10 PM Commissioner Butterfield made a motion that the Commission sign the MassDOT Chapter 90 project request in the amount of \$117,000 for drainage improvements on Bathrick Road. The motion seconded by Chairman Emerson. Voted unanimously.

5:18 PM Commissioner Butterfield made a motion to raise the water rate by 3% and the sewer rate by 3% for FY18. The motion seconded by Chairman Emerson. Voted unanimously.

5:22 PM Commissioner Butterfield made a motion to close out the motor grader article (5/7/16 ATM Art. 27) with a remaining balance of \$83,000 prior to its sunset date. The motion seconded by Chairman Emerson. Voted unanimously.

5:30 PM Commissioner Butterfield made a motion for the Chairman to sign the payroll authorization for the new Water and Sewer Department Truck Driver/Laborer Timothy Glasson as recommended by the Director of Public Works. The motion seconded by Chairman Emerson. Voted unanimously.

Ellis Road Water Storage Tank Rehabilitation/Replacement Project Update

The Director updated the Commission on the project submittal status expected to be sent electronically in late April/early May.

Water Restriction/Drought Update

The Director updated the Commission on the drought status.

Whitman River Sewer Improvement Project

The Director updated the Commission on the project will start back up from the winter break later this month.

Route 140 Reconstruction and Improvements Project Update

The Director updated the Commission on the project kickoff meeting with the consultant.

FY2018 Budget/Article Requests

The Commission and Director discussed the Capital Planning Committee meeting and articles for Town Meeting.

Other Items

5:46 PM Commissioner Butterfield made a motion that the Chairman sign the NPDES PII MS4 General Permit Annual Report. The motion seconded by Chairman Emerson. Voted unanimously.

5:48 PM Commissioner Butterfield made a motion to sign the MassDOT reimbursement request for Pavement Management survey updates. The motion seconded by Chairman Emerson. Voted unanimously.

5:49 PM Commissioner Butterfield made a motion to sign the MassDOT final report for Pavement Management survey updates. The motion seconded by Chairman Emerson. Voted unanimously.

5:51 PM Commissioner Butterfield made a motion to grant the request to close Bolton Road from 9:00 a.m. to 10:30 a.m. and Mile Hill Road for approximately 10 minutes starting at 9:00 a.m. on Saturday, June 17, 2017 for the annual Vanessa Marcotte 5K. With the stipulation that the road closures are contingent upon the use of uniformed

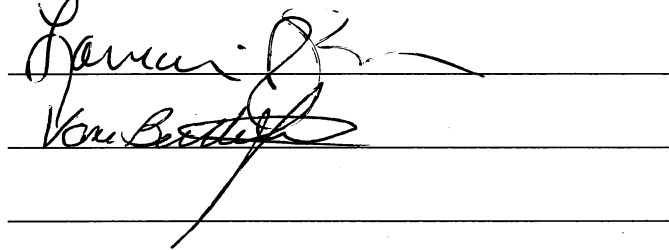
police officers on both ends of Bolton Road and Mile Hill Road during the planned closures. The Commission also will require that residents on Bolton Road be notified a week in advance of the race and allowed access to and from their homes during the closure. The motion seconded by Chairman Emerson. Voted unanimously.

Solid Waste Advisory Committee

Chairman Emerson updated the Commission on the Committee's latest meeting.

5:57 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

The image shows two handwritten signatures in black ink over three horizontal lines. The first signature is written on the top line and the second signature is written on the middle line. The signatures are cursive and somewhat stylized.

Documents / Exhibits

1. Order of Taking Bathrick Road easements
2. MassDOT Chapter 90 10-year contract
3. MassDOT Chapter 90 Project Request – Bathrick Road
4. Payroll Authorization – Timothy Glasson
5. 2016 NPDES PII MS4 General Permit Annual Report
6. MassDOT Chapter 90 Reimbursement Request – Pavement management updates
7. MassDOT Chapter 90 Final Report – Pavement management updates
8. Road closure request Annual Vanessa Marcotte 5K

