



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

August 8, 2016

Location: Public Works Department Office, 2 Oakmont Avenue

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

6:00 PM Opened Meeting at Public Works Department Office. Reviewed correspondence and signed bills for payment.

6:01 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of July 25, 2016 as written. The motion seconded by Chairman Emerson. Voted unanimously.

6:02 PM Commissioner Butterfield made a motion that the Commission sign the FY16 Water and Sewer Accounts commitment for the month of July 2016 in the amounts of \$174.29 and \$102.06 respectively and the FY17 Water and Sewer Accounts commitment for the month of July 2016 in the amounts of \$395.75 and \$108.00 respectively. The motion seconded by Chairman Emerson. Voted unanimously.

6:04 PM Commissioner Butterfield made a motion to sign the payroll authorization to transfer Kevin Descarreaux from the Highway Department to the Water/Sewer Department as recommended by the Director of Public Works. The motion seconded by Chairman Emerson. Voted unanimously.

6:05 PM Shawn Collette, BBC Development LLC – Town Farm Road Sewer Connection Request

Shawn Collette was present to discuss with the Commission his request to connect a proposed single family residential home on Town Farm Road to the public sewer.

6:14 PM Commissioner Butterfield made a motion to allow one (1) proposed single family residential home to be built on newly created Lot 3 from Map 98 Parcel 55 on Town Farm Road to connect to the public sewer. The motion seconded by Chairman Emerson. Voted unanimously.

Whitman River Sewer Improvement Project Update

The Director of Public Works apprised the Commission that the bid opening for the project is scheduled for August 11, 2016.

Drought Update

The Director and Commission discussed the current drought conditions in Central Massachusetts and the City of Fitchburg's water use restriction.

6:24 PM Chairman Emerson made a motion to institute a voluntary water restriction that will restrict non-essential outdoor water use by odd/even address/days. Further, the restriction will allow for outdoor water use before 9:00 a.m. and after 5:00 p.m. The motion seconded by Commissioner Butterfield. Voted unanimously.

Private Road Requests


The Director apprised the Commission that he is reviewing Planning Board files for the recent road acceptance petition for Partridge Hill Road. The Director is waiting for an opinion from Town Counsel on the ownership of both Partridge Hill Road and Lake Drive West.

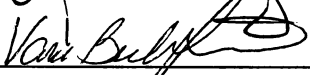
6:35 PM Commissioner Butterfield made a motion to move the meeting at the Public Works Department Office to Town Hall, 11 South Street, Room 205 for executive session meeting with the Board of Selectmen to discuss CH. 30A, s. 21(3) strategy with respect to litigation and that the Commission adjourn directly from executive session. The motion seconded by Chairman Emerson. Voted unanimously

6:46 PM Chairman Emerson moved that the Commission enter into executive session with the Board of Selectmen to discuss strategy with respect to pending litigation; further, that the Chair declare that an open meeting may have a detrimental effect on the negotiating position of the Town, and that the Commission adjourn directly from executive session. Commissioner Butterfield seconded the motion. The motion passed unanimously on a roll call vote.

7:15 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION





Documents / Exhibits

1. Payroll Authorization Kevin Descarreaux
2. Shawn Collette Sewer Connection Request Town Farm Road