



WESTMINSTER DEPARTMENT OF PUBLIC WORKS  
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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

June 13, 2016

Location: Public Works Department Office, 2 Oakmont Avenue

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

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

6:02 PM Commissioner Ryder made a motion that the Commission approve the meeting minutes of May 9, 2016 and May 23, 2016 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:04 PM Commissioner Ryder made a motion that the Commission sign the Water Accounts commitment for the month of May 2016 in the amount of \$1,769.00. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:05 PM Commissioner Ryder made a motion that the Commission sign the Sewer Accounts commitment for the month of May 2016 in the amount of \$534.29. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:06 PM Commissioner Ryder made a motion that the Commission sign the MassDOT Chapter 90 Final Reports for Cross Road, Oakmont Avenue, West Main Street and South Street. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:07 PM Commissioner Ryder made a motion that the Commission sign the MassDOT Chapter 90 Reimbursement Request for Cross Road. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:08 PM Commissioner Ryder made a motion to award the contract to P.J. Keating Co. for HMA FOB Plant. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:10 PM Commissioner Butterfield made a motion to extend the contract to Dennis K. Burke for diesel fuel. The motion seconded by Commissioner Ryder. Voted unanimously.

Pool Filling Abatement Policy

The Director discussed with the Commission the current procedure for requests from pool owners for sewer credit when topping off/filling swimming pools. The Commission agreed that property owners requesting sewer abatement for pool filling must install a deduct meter per the current policy for sewer credit for outdoor water usage. The Director will draft a letter to send to pool owners that have requested abatements in the past. This requirement will be effective January 1, 2017.

DPW Capital Plan

The Commission discussed the recent meeting with the Capital Planning Committee regarding the Public Works 5 year capital plan and large capital items.

6:43 PM Commissioner Butterfield made a motion to grant The First Congregational Church's request to close portions of Bacon and Pleasant Streets on Saturday, August 27, 2016 from 9:00 a.m. to 4:00 p.m. for the Annual Yankee Street Fair. The motion seconded by Commissioner Ryder. Voted unanimously.

Other Items

- The Commission discussed the recording of a disclaimer of instrument of taking for private roads taking by tax title by the town with unknown owner as recommended by town counsel because the town failed to identify the correct owners
- Commissioner Ryder discussed the possibility of the developer of the Village at Old Mill subdivision moving forward with a road acceptance petition this year

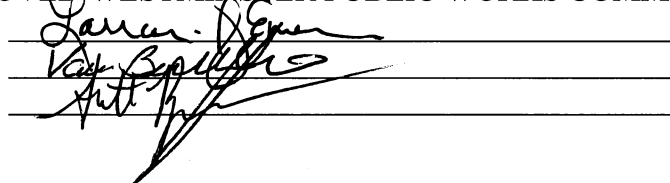
6:56 PM Chairman Emerson moved that the Commission enter into executive session to discuss non-union contract negotiations and that the Board adjourn directly from executive session. Commissioner Ryder seconded the motion. The motion passed unanimously on a roll call vote

6:57 PM Chairman Emerson moved that the Commission exit from executive session. Commissioner Ryder seconded the motion. The motion passed unanimously on a roll call vote.

6:58 PM Commissioner Ryder made a motion that the Commission sign the contract with the Director of Public Works Joshua Hall dated June 13, 2016. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:59 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Ryder. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Three handwritten signatures are written over three horizontal lines. The signatures appear to be 'L. Emerson', 'C. Butterfield', and 'A. Ryder'.

Documents / Exhibits

1. MassDOT Chapter 90 Final Reports & Reimbursement Request
2. FY17 Contract HMA FOB Plant Award & Diesel Fuel Extension