



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

April 25, 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.

6:01 PM Commissioner Butterfield made a motion that the Commission sign the Water Usage Account Quarterly Billing Commitment for April 2016 in the amount of \$162,126.81. The motion seconded by Commissioner Ryder. Voted unanimously.

6:02 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Usage Account Quarterly Billing Commitment for April 2016 in the amount of \$215,001.11. The motion seconded by Commissioner Ryder. Voted unanimously.

Whitman River Sewer System Improvements

The Director informed the Commission that he was reviewing the Preliminary Design Report for the improvements as well as the permit application for the MassDOT access permit.

Bathrick Road

The Director presented to the Commission and residents the proposed stormwater design improvements to the road. The Director stated that appraisals for drainage easements would be required as well as appraisals prior to construction. The Director is going to meet with the design consultant regarding possible drain pipe/swale conflicts with the underground duct banks as well as preparing easement plans for the upper drainage system.

6:05 PM Pole Petition Hearing South Ashburnham Road

Chairman Emerson opened the public hearing. No representatives from Verizon or National Grid were present. The Director of Public Works stated that the petition was requested to relocate a pole such that the solar farm at 345 South Ashburnham Road can connect to the grid. The Director has no objection to the relocated pole as staked in the field. Commissioner Ryder made a motion to close the public hearing. The motion seconded by Commissioner Butterfield. Voted unanimously. Chairman Emerson closed

the public hearing at 6:09 PM. Commissioner Ryder made a motion to grant the pole petition request on South Ashburnham Road. The motion seconded by Commissioner Butterfield. Voted unanimously.

Annual Water & Sewer Rate Review

The Commission discussed the increase in rates for FY2017.

6:58 PM Commissioner Ryder made a motion to raise the water rate by 4% and the sewer rate by 3% for FY17. The motion seconded by Commissioner Ryder. Voted unanimously.

May 7, 2016 Town Meeting Article Discussion and Assignments

The Commission discussed and assigned the Public Works Department's Town Meeting articles.

Other Items

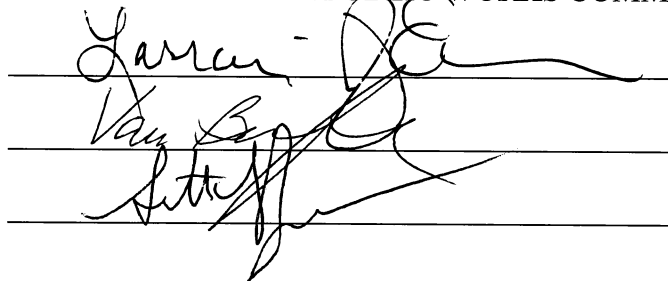
- The Director discussed his intention of promoting David Zbikowski to Special Motor Equipment Operator vacant by the retirement of Thomas Sutela and the promotion of Peter Martineau to Water/Sewer Working Foreman vacant by the resignation of Joshua Chapman.

- Commissioner Butterfield discussed the possibility/potential of expanding the Fitchburg/Westminster Landfill

- Commissioner Ryder inquired about the process for request the use of a fire hydrant for water street trees

7:25 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 first signature is 'Larran', the second is 'Van B...', and the third is 'Sutela'.

1. Preliminary Bathrick Road Erosion Mitigation Plans
2. Pole petition South Ashburnham Road