



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

May 14, 2018

Location: Public Works Department Office, 2 Oakmont Avenue

Present: 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 Ryder made a motion that the Commission approve the meeting minutes of April 17, 2018 and April 30, 2018 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

### Temporary Repairs to Private Ways

The Commission discussed the application process and expectations for completion of approved projects.

### 6:10 PM I/I Control Plan – Kevin Olson, Wright-Pierce

Kevin Olson and Matt Corbin of Wright-Pierce were present to discuss the MassDEP approved I/I Control Plan and work moving ahead. The Commission agreed that remaining monies in the USDA RD loan be used for I/I projects. Wright-Pierce will provide a scope of work for previously targeted I/I repairs as well as SSES work based on the I/I control plan.

### Upper Reservoir Dam – Whitney Street

The Director discussed with the Commission the scope of work and cost from GEI Consultants to perform Phase II Inspection & Investigations for the dam.

6:55 PM Commissioner Ryder made a motion that the Chairman sign the agreement with GEI Consultants for Phase II Inspection & Investigations for the Upper Reservoir Dam located on Whitney Street. The motion seconded by Commissioner Butterfield. Voted unanimously.

### Annual Water & Sewer Rate Review

The Commission discussed water and sewer rate increases for FY2019 based on projections provided by the Director. The Director is recommending a 3% water rate increase and an 8% sewer rate increase for FY2019. The recommended sewer rate increase is based on the 8% increase from the City of Fitchburg as well as the increase in sewer flows from the last quarter.

6:59 PM Commissioner Butterfield made a motion to raise the water rate by 3% for FY2019. The motion seconded by Commissioner Ryder. Voted unanimously.

7:17 PM Commissioner Butterfield made a motion to raise the sewer rate by 8% for FY2019. The motion seconded by Commissioner Ryder. Voted unanimously.

Ellis Road Water Storage Tank Replacement Project

The Director is working with Wright-Pierce on an agreement to provide engineering services for FY2019 for the tank replacement project.

Whitman River Sewer Improvements Project

The Director discussed the remaining items for the project which include loaming and seeding.

Route 140 Reconstruction and Improvements Project Update

The Director discussed with the Commission engineering amendments for both projects. Project 1, Patricia Road to Narrows Road, amendment is to advance the 25/75% design through PS&E Design and Construction. Project 2, Princeton townline to Patricia Road, amendment is to provide additional survey and coordination with the MassDOT to submit 25% design.

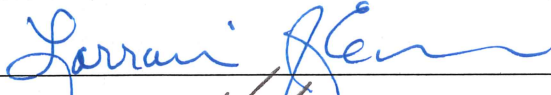

Other Items

- Chairman Emerson discussed an email invitation for Wayfaring Signage Workshop from the Town Planner, Stephen Wallace. The Commission as well as the Director will be unavailable to attend the workshop on June 9, 2018. The Chairman would like the Director to ask Stephen Wallace if he could attend the next Commission meeting to provide an overview of the workshop.

7:33 PM Commissioner Butterfield made a motion to reschedule the next Commission meeting on May 28, 2018 to May 29, 2018 at 6:00 P.M. due to the Memorial Day holiday. The motion seconded by Commissioner Ryder. Voted unanimously.

7:34 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Ryder. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_

Documents / Exhibits

1. I/I Control Plan MassDEP approval letter
2. Upper Reservoir Dam – Whitney Street GEI Consultants agreement