



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 25, 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.

Partridge Hill Road Petition

The Director discussed the petition to accept the road and presented a draft as-built layout plan provided by the petitioners/property owners of Partridge Hill Road. The Commission was concerned with the road not being centered within the layout and would require an easement for access & grading on Lots 2 through 10. The Commission was also concerned with snow plowing as there is no room within the right-of-way abutting those lots for snow storage.

FY2019 Contracts

6:19 PM Commissioner Butterfield made a motion to award the FY19 contract for street line painting to Hi-Way Safety Systems Inc. The motion seconded by Commissioner Ryder. Voted unanimously.

6:21 PM Commissioner Butterfield made a motion to award the FY19 contract for structure adjustments Martinez Road Construction. The motion seconded by Commissioner Ryder. Voted unanimously.

Holmes Park Water District

The Director advised the Commission that a meeting with Town Counsel was set for July 5 with the Town Administrator Karen Murphy, Town Treasurer/Collector Melody Smith, Holmes Park Water District member Scott Nussey and Public Works Commissioner Butterfield to discuss the potential to enter into an inter-municipal agreement with the Holmes Park Water District for the Town to take over the operation and maintenance of the system.

Wachusett Brewery Potential Land Purchase

The Director discussed with the Commission Wachusett Brewing Co. proposed plan to provide additional parking for the brewery adjacent to the sewer system on State Road

East. The Commission is concerned with the proposal due to vehicles driving over and parking on the sewer system. The Commission would like the Director to have Wachusett Brewing Co. attend their next meeting on July 9 to discuss.

Town Government Study Report

The Commission discussed the report as well as the July 18, 2018 meeting with the Board of Selectmen. The Commission would like to meet with the Town Government Study Committee to discuss the report findings.

Water/Sewer Rate Projections

The Commission discussed setting up some guidelines for retained earnings when determining if a rate increase is needed during their annual review of rates.

Ellis Road Water Storage Tank Replacement Project

The Director indicated that Capital Planning would like to meet to discuss this project with David Monty as it relates to the town's communication infrastructure that is on the existing tank. The Director stated that he would be available for the August 28, 2018 Capital Planning Committee meeting to discuss this subject and the Public Works capital plan.

Whitman River Sewer Improvements Project Update

The Director informed the Commission that there were leaks found in the in-line sewer storage system during a video inspection that the contractor will be making repairs to shortly.

Route 140 Reconstruction and Improvements Project Update

The Director informed the Commission that the consultant was performing additional land survey work on project 2, Patricia Road to Princeton townline.


7:27 PM Commissioner Butterfield moved that the Commission enter into executive session to discuss non-union contract negotiations. Commissioner Ryder seconded the motion. The motion passed unanimously on a roll call vote

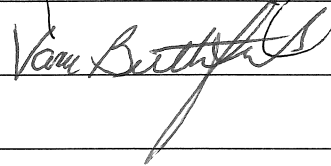
7:28 PM Commissioner Butterfield moved that the Commission exit from executive session. Commissioner Ryder seconded the motion. The motion passed unanimously on a roll call vote.

Commissioner Ryder made a motion that the Commission sign the contract with the Director of Public Works Joshua Hall dated June 25, 2018. The motion seconded by Commissioner Butterfield. Voted unanimously.

7:29 PM Commissioner Ryder made a motion to adjourn. The motion seconded by Commissioner Butterfield. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION





Documents / Exhibits

1. Partridge Hill Road draft as-built layout plan
2. FY19 Hi-Way Safety Systems Street Line Painting contract
3. FY19 Martinez Road Construction Structure Adjustments contract
4. FY19 Director of Public Works contract

