



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

August 28, 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

5:00 PM Opened Meeting at Public Works Department Office. Reviewed correspondence and signed bills for payment.

5:01 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of July 23, 2018 and August 13, 2018 as written. The motion seconded by Commissioner Ryder. Voted unanimously.

Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of June 2018 (FY 2018) in the amount of \$1,817.93 and the Sewer Accounts commitment for the month of June 2018 (FY2018) in the amount of \$431.01. The motion seconded by Commissioner Ryder. Voted unanimously.

Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of July 2018 (FY 2018) in the amount of \$499.23 and the Sewer Accounts commitment for the month of July 2018 (FY2018) in the amount of \$1,081.73. The motion seconded by Commissioner Ryder. Voted unanimously.

Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of July 2018 (FY 2019) in the amount of \$265.85. The motion seconded by Commissioner Ryder. Voted unanimously.

Abatement request – 5 Kimberly Lane

The Commission reviewed the request for water abatement due to an undetected leak in the irrigation system.

5:23 PM Commissioner Ryder made a motion to abate the water overage by 50% due to a leak in the irrigation system at 5 Kimberly Lane. The motion seconded by Commissioner Butterfield. Voted unanimously.

Ellis Road Water Storage Tank Replacement Project

No new update.

Whitman River Sewer Improvements Project Update

The Director updated the Commission on the project. The USDA has asked that the loan be closed out due to the completion of the sewer inline storage portion of the project. The remaining I/I project will be drawn off of the grant portion of the loan.

Route 140 Reconstruction and Improvements Project Update

No new update.

Other items:

Kent Road temporary private road repair petition:

The Commission reviewed the petition to repair potholes (temporary repairs) for Kent Road (a private way).

5:33 PM Commissioner Butterfield made a motion to move forward with the Director preparing an estimate for pothole repairs on Kent Road. Commissioner Butterfield noted that the pavement is not protecting the sanitary sewer system. The motion seconded by Commissioner Ryder. Voted unanimously.

Holmes Park Water District

The Director updated that Commission regarding responsibilities for operating the Holmes Park Water District through an IMA. The Director stated that as long as the district is in place, the MassDEP views it as a separate water system.

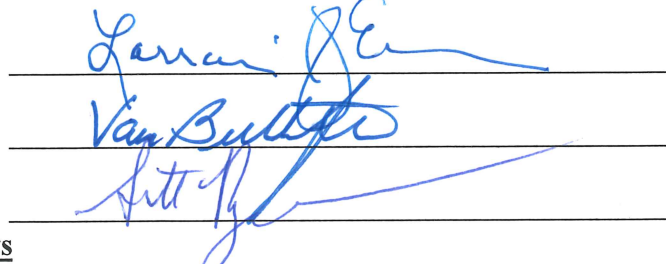
5:51 PM Commissioner Ryder made a motion to move the meeting to Town Hall, 11 South Street, Room 205 for meeting with the Capital Planning Committee. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:03 PM Meeting reconvened at the Town Hall, 11 South Street, Room 205.

The Commission discussed the Public Works 5 year capital plan as well as the radio communications at the Ellis Road standpipe.

7:25 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Ryder. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Documents / Exhibits

1. Abatement request – 5 Kimberly Lane
2. Private Road temporary repairs petition – Kent Road