



WESTMINSTER DEPARTMENT OF PUBLIC WORKS
P.O. BOX 376 WESTMINSTER, MA 01473 - Tel. (978) 874-5572

Commissioners
Lorraine J. Emerson, Chairman
Vance A. Butterfield
Ross W. Barber

Joshua W. Hall, P.E.
Director of Public Works

PUBLIC WORKS COMMISSION MEETING MINUTES

February 13, 2019

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Lorraine J. Emerson – Chairman, Vance A. Butterfield, Ross W. Barber;
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 approve the meeting minutes of January 29, 2019 as written. The motion seconded by Commissioner Barber. Voted unanimously.

6:04 PM Commissioner Butterfield made a motion that the Commission accept and sign the revised Water System Emergency Response Plan. The motion seconded by Commissioner Barber. Voted unanimously.

6:06 PM Commissioner Barber made a motion that the Commission accept the Municipal Small Bridge Program award for Narrows Road and move forward with providing the requested information to enter into a contract with the MassDOT. The motion seconded by Commissioner Butterfield. Voted unanimously.

Wachusett Brewery Industrial Pretreatment Program discharge permit

The Director apprised the Commission that he and Wright-Pierce are working on a letter to the brewery requiring wastewater sampling and flow monitoring prior to the issuance of an Industrial Pretreatment Permit by the City of Fitchburg.

Draft Phase II Report Upper Reservoir Dam

The Director noted that the Army Corps of Engineers is reviewing ownership of the auxiliary culverts and that the federal government shutdown has delayed the review.

Ellis Road Water Storage Tank Replacement Project

The Director apprised the Commission of the remediation proposal for paint and soil at the tank site for lead and PCBs.

6:20 PM Commissioner Barber made a motion to move forward with site characterization for lead and PCB's and MassDEP notification, up to \$13,500, for the

Ellis Road tank replacement project. The motion seconded by Commissioner Butterfield. Voted unanimously.

Whitman River Sewer Improvements Project Update

No new update.

Route 140 Reconstruction and Improvements Project Update

No new update.

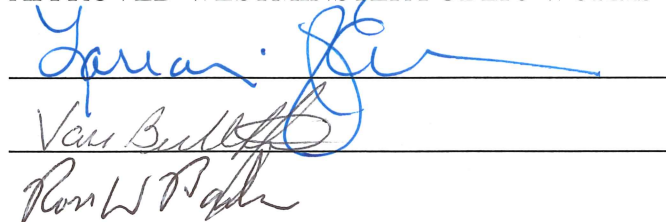
Other Items:

6:22 PM Commissioner Butterfield made a motion to award the contract for a new pavement roller, CAT CB34B, to Southworth-Milton, Inc. The motion seconded by Commissioner Barber. Voted unanimously.

- The Director gave the Commission an update on open positions with the Highway Department. Al Barrett was promoted to Special Motor Equipment Operator on a 6-month probationary period to replace the recently promoted Tim Hurd to Working Foreman. The Director also stated that the open Truck Driver/Laborer position would be posted shortly.
- Commissioner Butterfield discussed the sewer projection spreadsheet that shows previous, current and future revenue/expenditures that he and the Director update annually. The spreadsheet will aid in the annual rate review as well as developing a financial policy for the sewer enterprise fund. The Director will forward the spreadsheet to Commission members for review to be used during the annual review of sewer rates at an upcoming Commission meeting.

6:41 PM Commissioner Barber made a motion to adjourn. The motion seconded by Commissioner Butterfield. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION


The first signature is in blue ink and appears to be "Garcia". The second signature is in blue ink and appears to be "Van Buren". The third signature is in blue ink and appears to be "Ron W. Barber".

Documents / Exhibits

1. Revised Water System Emergency Response Plan (ERP)
2. CAT CB34B Roller contract