



WESTMINSTER DEPARTMENT OF PUBLIC WORKS
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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

May 28, 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, Patrick Haley – Asst. 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 Barber made a motion that the Commission approve the meeting minutes of April 8, 2019 and April 29, 2019 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:02 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Accounts commitment for the month of April 2019 for the Wachusett Brewing Company in the amount of \$38,954.93 and the Water Accounts commitment for the month of April 2019 for the Wachusett Brewing Company in the amount of \$26,551.23. The motion seconded by Commissioner Barber. Voted unanimously.

6:03 PM Commissioner Barber made a motion to grant the request to close Mile Hill Road for approximately 30 minutes starting at 10:00 a.m. on Saturday, June 15, 2019 for the annual Vanessa T. Marcotte Foundation 5k Run/Walk. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:04 PM Commissioner Barber made a motion to grant the request for two (2) road closures (one lane) on Mile Hill Road for approximately 25 minutes with one starting at 9:50 a.m. and the other at 10:50 a.m. on Saturday, September 28, 2019 for the annual Race to the Summit 5K and Half Marathon. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:05 PM Pole Petition Hearing Narrows Road

Chairman Emerson opened the public hearing. Kim Tavallaimola from National Grid presented the project. The Director of Public Works stated that he has concerns that the proposed poles and anchor locations may be on private property. Ralph Wegener, 155 Narrows Road, had concerns with pole locations and the need for the poles. Ms. Tavallaimola stated that the staked locations were based on poles at locations in that area and did not have a layout plan for the road. Commissioner Barber made a motion to close

the public hearing. The motion seconded by Commissioner Butterfield. Voted unanimously. Chairman Emerson closed the public hearing at 6:25 PM. Commissioner Barber made a motion to deny the pole petition request due to the uncertainty of the proposed poles/anchors being located on private property. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:30 PM Commissioner Butterfield made a motion to extend the contract an additional year for Class 1 Bituminous Concrete Type I-1 Laid in Place to E.H. Perkins Construction Inc. The motion seconded by Commissioner Barber. Voted unanimously.

6:32 PM Commissioner Barber made a motion to extend the contract an additional year for Pavement Milling to Lazaro Paving Corp. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:33 PM Commissioner Butterfield made a motion to extend the contract an additional year for Full Depth Pavement Reclamation with Calcium Chloride to All States Asphalt Inc. The motion seconded by Commissioner Barber. Voted unanimously.

6:34 PM Commissioner Barber made a motion to extend the contract an additional year for Class I Bituminous Concrete, Type I-1, Top and Binder Course, FOB Plant to P.J. Keating Company. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:35 PM Commissioner Butterfield made a motion to extend the contract an additional year for Structure Adjustments to Martinez Road Construction Inc. The motion seconded by Commissioner Barber. Voted unanimously.

6:36 PM Commissioner Barber made a motion to extend the contract an additional year for Tree Removal and Pruning Services to K.A. Honkala Tree Service. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:37 PM Commissioner Butterfield made a motion to extend the contract an additional year for Crack Sealing to Superior Sealcoat, Inc. The motion seconded by Commissioner Barber. Voted unanimously.

6:38 PM Commissioner Butterfield made a motion to extend the contract an additional year for Street Line Painting to Hi-Way Safety Systems, Inc. The motion seconded by Commissioner Barber. Voted unanimously.

Ellis Road Parcel Map-128 Lot-24 inquiry

The Director discussed with the Commission a town owned parcel that an abutting property owner has inquired about purchasing from the town. The Director stated that part of Ellis Road is on the property and would need to separate from the parcel if purchased. The Commission agreed and would need a plan to review

Wachusett Brewery Industrial Pretreatment Program discharge permit

No new update.

Annual Water/Sewer Rate Review

The Commission discussed the annual review of water and sewer rates with the Director. Commissioner Butterfield recommended that there be no increase in the water rate but a 8% increase in the sewer rate per the City of Fitchburg's 8% rate increase for FY2020.

6:55 PM Commissioner Butterfield made a motion to not increase the water rate for FY2020 and increase the sewer rate by 8% for FY2020. The motion seconded by Commissioner Barber. Voted unanimously.

Draft Phase II Report Upper Reservoir Dam

The Director reported that Town Counsel is still reviewing ownership of the dam.

Ellis Road Water Storage Tank Replacement Project

No new update.

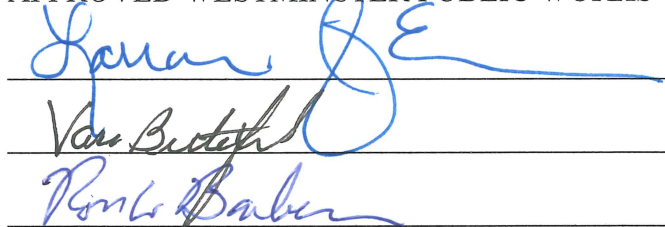
Route 140 Reconstruction and Improvements Project Update

No new update.

The Director stated that he will be meeting with the Advisory Board on June 3, 2019 at 7 p.m. to discuss reserve transfers for highway, water and sewer departments for FY2019.

7:02 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



The image shows three handwritten signatures in blue ink, each written over a horizontal line. The signatures are cursive and appear to be 'James J. E.', 'Van Butch', and 'Ron Barber'.

Documents / Exhibits

1. Wachusett Running Club road closure request
2. The Marlene A. Mills Foundation road closure request
3. Pole petition Narrows Road
4. FY2020 contract extensions
5. Ellis Road Parcel Map-128 Lot-24 inquiry
6. Water and Sewer projections

