



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

June 25, 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 Barber made a motion that the Commission approve the meeting minutes of May 13, 2019 and May 28, 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 May 2019 in the amount of \$196.25 and the Water Accounts commitment for the month of May 2019 in the amount of \$716.16. The motion seconded by Commissioner Barber. Voted unanimously.

6:03 PM Commissioner Barber made a motion to sign the Order of Taking for Partridge Hill Road. It was noted that the Town Clerk, Ellen Sheehan, was present to witness. The motion seconded by Commissioner Butterfield. Voted unanimously.

### Wachusett Brewery Industrial Pretreatment Program discharge permit

Brad Dufour and Valerie Brock of Wachusett Brewing Co. and Brian Marchetti with McCarty Engineering were present to discuss Wachusett's plans for controlling the makeup of their wastewater discharge to the towns sewer system. Mr. Dufour stated that 100% of the spent grains, hops, yeast etc. will be side streamed as well as control of temperature and pH. He also stated that the process wastewater will be metered. Mr. Marchetti stated that plans would be ready in mid-July for review and comment.

7:00 PM Commissioner Butterfield made a motion to grant The First Congregational Church's request to close portions of Bacon and Pleasant Streets on Saturday, August 24, 2019 from 9:00 a.m. to 4:00 p.m. for the Annual Yankee Street Fair. The motion seconded by Commissioner Barber. Voted unanimously.

7:01 PM Commissioner Butterfield made a motion to award the contract to Comprehensive Environmental Inc. for Year-2 assistance with the Massachusetts MS4 General Permit. The motion seconded by Commissioner Barber. Voted unanimously.

7:05 PM Commissioner Barber made a motion that the Commission approve the recommendation by the Director of Public Works to sign the interim payroll authorization for Dale Lucier who is taking on extra duties due to the retirement of the DPW Administrative Assistant. The motion seconded by Commissioner Butterfield. Voted unanimously.

7:06 PM Commissioner Butterfield made a motion to award the contract for a new water/sewer pickup truck to Gervais Ford. 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.

Whitman River Sewer Improvements Project Update

The Director updated the Commission that the leaking joints have been sealed inside the inline storage system. He also discussed the proposed survey plan for the Wachusett Brewery parking on State Road East adjacent to the inline sewer storage system. He and the Assistant Director, Pat Haley, will be delineating the easement area needed for future needs in maintaining the existing sewer system on that property. The preliminary plan does not provide enough area for the future needs of the town. The Director will discuss with Karen Murphy, Town Administrator.

Route 140 Reconstruction and Improvements Project Update

No new update.

Other Items:

- Right of First Refusal – Lanes Road, The Director received a memo from the Town Administrator regarding a request for comments on land intended to be removed from Ch. 61B classification on Lanes Road. The Director stated that Public Works has no use for the property.
- The Director apprised the Commission of the Design Public Hearing for the Whitmanville Bridge design on June 26, 2019.
- The Director apprised the Commission that the City of Fitchburg would not be ready to negotiate a long term Sewer Intermunicipal Agreement until it has finished its CWMP. The City is looking for a short term extension.

7:16 PM Commissioner Barber made a motion that the Public Works Department has no use for the property located at Lanes Road/Map 195, Lot 131 which is classified as Chapter 61B and the owner has notified the Town its intent to sell. The motion seconded by Commissioner Butterfield. Voted unanimously.

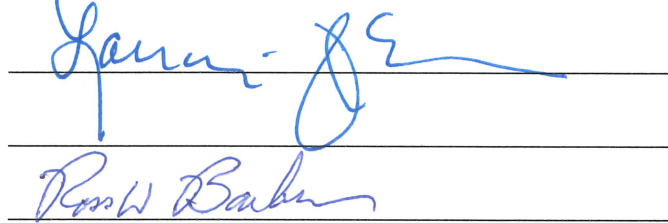
7:23 PM Commissioner Butterfield moved that the Commission enter into executive session to discuss non-union contract negotiations. Commissioner Barber seconded the motion. The motion passed unanimously on a roll call vote

7:24 PM Commissioner Butterfield moved that the Commission exit from executive session. Commissioner Barber seconded the motion. The motion passed unanimously on a roll call vote.

7:25 PM Commissioner Barber made a motion that the Commission sign the 1-year contract with the Director of Public Works Joshua Hall dated June 25, 2019. The motion seconded by Commissioner Butterfield. Voted unanimously.

7:26 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Two handwritten signatures in blue ink are shown, each on a horizontal line. The top signature is more stylized and appears to be 'Barber'. The bottom signature is more legible and appears to be 'Butterfield'.

**Documents / Exhibits**

1. Partridge Hill Road order of taking
2. Yankee Street Fair road closure request
3. CEI MS4 Year-2 agreement
4. Payroll authorization – Dale Lucier
5. Gervais Ford contract
6. Director of Public Works contract

