



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

September 23, 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 August 12, 2019, August 26, 2019 and September 9, 2019 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

East Road sewer extension request

Chris Mossman, Trowbridge Engineering, presented the proposed low-pressure sewer extension to serve 2 residential homes at 136/138 East Road. The Director of Public Works stated that the draft agreement between the town and owners of the properties has been approved by town counsel. Public Works consultant engineer is still reviewing the extension and will have their comments by the Commission's next meeting.

Request to accept Rock Maple Lane as a public way

Paul and Dan Bartkus as well as their attorney, Jeff Aveni, were present to discuss their request to accept their petition to accept Rock Maple Lane as a public way. The Planning Board's engineer for this project, Patrick McCarty – McCarty Companies was also present. The Director stated that a punch list was received today that was developed from a site walk he attended with the petitioner, Dan Bartkus, his engineer Wes Flis-Whitman & Bingham and the Planning Board's engineer Patrick McCarty on September 6, 2019. The Director stated that items on the list still needed addressing, i.e. catch basin material/installation concerns, street sign crashworthiness. The Director stated that there is a concern with the installation of a 4-flange grate for the catch basins with the granite curb inlets. Patrick McCarty explained the pro/cons of removing the 4-flange and replacing with a 3-flange grate. Mr. McCarty stated it is not 100% correct but felt that removing the 4-flange would be more problematic in the future with pavement failure at each location and that cementing the curb inlet would allow the catch basin to perform as designed. Chairman Emerson asked why this was not caught before paving. Mr. McCarty could not answer that question.

The same issue is on another road in the subdivision, White Pine Drive, which only has binder pavement. Chairman Emerson stated that a walkthrough with Public Works needs to be done prior to final paving and petitioning the road for acceptance to determine if the catch basins should be installed with 3-flange or to leave the installed 4-flange frames.

6:40 PM Commissioner Butterfield made a motion that the Commission accept the Rock Maple Lane road acceptance petition and send to the Planning Board for a non-binding report contingent upon the Planning Board's engineer, McCarty Companies review/recommendation of completion of punch-list items and adding easements for the wall and sidewalk that are within the road layout to the acceptance plan. The motion seconded by Commissioner Barber. Voted unanimously.

6:55 PM Commissioner Butterfield made a motion that the Commission sign the payroll authorization for the promotion of Dale Lucier to the DPW Executive Assistant position vacated by the retirement of Patricia Driscoll. The motion seconded by Commissioner Barber. Voted unanimously.

Whitmanville Road Bridge Project Update

The Director apprised the Commission on the progress of the project and that easements would be required. He stated that letters of intent were sent to those property owners that will have easements.

Wachusett Brewery Parking Area

The Commission reviewed the Board of Selectmen's request for input on the development of an RFP for the parking area. The Commission agreed with the restrictions that the BoS proposed as well as bituminous paving of the entrance over the town sewer from State Road East, include a 15-foot wide easement as shown on the draft plan and include language that allows the town the right of first refusal if the property were to be sold at a later date.

The Commission also expressed concern that an access permit for the driveway has yet to be filed with the MassDOT by the WBC on behalf of the town. The Commission would like the driveway established prior to transferring the property to another owner.

Wachusett Brewery Industrial Pretreatment Program discharge permit

The Director discussed with the Commission Public Works consultant's recommendation to give a time extension for Phase 1 due to build time. The Chairman stated that she understood the need for extension but would like to see it completed as soon as possible and have a defined start date.

Bathrick Road improvements

The Assistant Director of Public Works, Patrick Haley, stated that the road work will start this Friday, 9/27.

Draft Phase II Report Upper Reservoir Dam

The Assistant Director of Public Works, Patrick Haley, stated that trap rock was installed on the embankments and that the dam should be back in compliance after the next inspection by the Public Works consultant in December.

Ellis Road Water Storage Tank Replacement Project

The Director stated that the ZBA hearing for moving the communications off of the existing tank and onto a tower adjacent to the tank has been rescheduled for September 23 at 7 p.m. at Town Hall. He stated that once the ZBA makes a determination then the project can move forward with the design.

Whitman River Sewer Improvements Project Update

The Director stated that the I/I engineering agreement is being drafted by the Public Works consultant.

7:12 PM Commissioner Butterfield made a motion that the Commission sign the MassDOT Chapter 90 project request for \$75,000 to supplement town appropriation for Route 140 Reconstruction and Improvements project 2 75% design submission. The motion seconded by Commissioner Barber. Voted unanimously.

7:14 PM Commissioner Butterfield made a motion that the Commission sign the contract amendment with Green International for Route 140 Reconstruction and Improvements project 2 75% design. The motion seconded by Commissioner Barber. Voted unanimously.

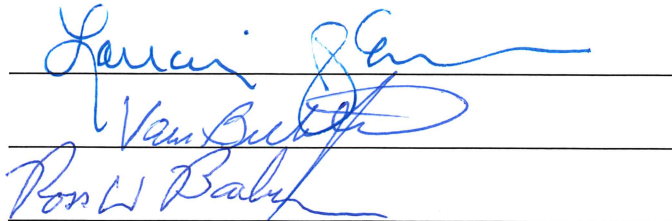
Route 140 Reconstruction and Improvements Project Update

The Director apprised the Commission that he is expecting 25% design comments from the MassDOT for project 2 in the next week or so.

7:17 PM Commissioner Butterfield made a motion to reschedule the Commission meeting on October 14, 2019 to October 7, 2019 at 6:00 P.M., October 28, 2019 to October 21, 2019 at 6:00 P.M. and November 11, 2019 to November 12, 2019 at 6:00 PM. The motion seconded by Commissioner Barber. Voted unanimously.

7:21 PM Commissioner Barber made a motion to adjourn. The motion seconded by Commissioner Butterfield. 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 of the same person, likely a commissioner, as indicated by the context of the document.

Documents / Exhibits

1. East Road sewer extension request
2. Rock Maple Lane road acceptance petition
3. Payroll authorization – Dale Lucier
4. MassDOT Ch90 project request Rt 140 75% design
5. Rt 140 75% design amendment

