



WESTMINSTER DEPARTMENT OF PUBLIC WORKS
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Commissioners
Lorraine J. Emerson, Chairman
Vance A. Butterfield
Scott H. Ryder

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

PUBLIC WORKS COMMISSION MEETING MINUTES

January 12, 2015

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Members: Lorraine J. Emerson – Chairman, Vance A. Butterfield, Scott H. Ryder; Joshua W. Hall – Director of Public Works

6:00 PM Opened Meeting at Public Works Department Office. Reviewed correspondence and signed bills for payment.

6:02 PM Commissioner Ryder made a motion that the Commission approve the meeting minutes of December 22, 2014 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:03 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Services Account commitment for the month of December 2014 in the amount of \$1,317.11. The motion seconded by Commissioner Ryder. Voted unanimously.

6:04 PM Commissioner Butterfield made a motion that the Commission sign the Water Services Account commitment for the month of December 2014 in the amount of \$1,670.33. The motion seconded by Commissioner Ryder. Voted unanimously.

6:05 PM Commissioner Butterfield made a motion to abate the sewer usage charges for 46 West Main Street and charge the base rate due to the extenuating circumstances of felony copper theft at the vacant property which caused the water to run unnoticed. Further, note that the water usage did not enter the town sewer system. The motion seconded by Chairman Emerson. Voted unanimously.

6:07 PM Commissioner Butterfield made a motion to sign the MassDOT Chapter 90 Final Reports for Depot Road Reclamation & Paving. The motion seconded by Commissioner Ryder. Voted unanimously.

Whitman River Sewer System Improvements

The Director of Public Works apprised the Commission that a meeting with himself, Kevin Olson and Amanda Ruggiero of Wright-Pierce, the USDA RD Area Specialist Steven Bonavita and Town Planner Stephen Wallace was held to review and assign tasks for completing the USDA funding application for the Whitman River Area Sewer System In-Line Storage Project.

Capital Planning Report of Projects

The Commission reviewed the Director's draft report of projects for the Capital Planning Committee. Chairman Emerson requested that the CWMP sewer extension Phases I & II be added to the report.

2014 Quarterly Report to the Board of Selectmen

The Commission reviewed the Director's draft 4TH quarter report for the Board of Selectmen.

Low Pressure Sewer Grinder Pump Response/Repair Policy

The Commission and Director of Public Works discussed implementing a policy for the Department's response/action for failing residential grinder pumps in Town. The Director stated that the Department can provide a better service to single residential unit customers both in response and costs.

6:31 PM Commissioner Butterfield made a motion to charge a \$100 service fee plus parts for responding to and repairing single residential unit low pressure sewer grinder pumps, i.e. E/One pumps, during regularly schedule work hours and a \$200 service fee plus parts for responding to and repairing single residential unit low pressure sewer grinder pumps, i.e. E/One pumps, outside of regularly scheduled work hours. The motion seconded by Commissioner Ryder. Voted unanimously.

Annual Town Report

The Director of Public Works stated the he is still working on the report and will forward draft copies to the Commission for review this week.

Advance Coatings Co., 42 Depot Road – Outstanding Water/Sewer Accounts

Mark Cook of Advance Coatings failed to show up for the meeting. He also did not indicate prior to the meeting that he would not be able to attend. Chairman Emerson would like the Director of Public Works to reach out to him and let him know that he has one more chance to meet with the Commission to review his sewer abatement request.

FY16 Budget

The Commission reviewed with the Director the proposed FY16 Public Works operating budget and capital article requests.

6:49PM Chairman Emerson moved that the Board enter into executive session to discuss confidential information; further, that the Chair declare that an open meeting may have a detrimental effect on the negotiating position of the Town. Commissioner Butterfield seconded the motion. The motion passed unanimously on a roll call vote.

6:59 PM Commissioner Ryder made a motion to adjourn from executive session. The motion seconded by Commissioner Butterfield. Voted unanimously.

Chapter 90 FY15 Apportionment Increase

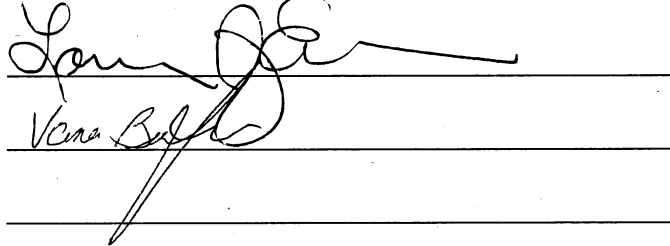
The Director notified the Commission of Governor Baker's release of additional Chapter 90 monies. The Town will receive an additional \$209,812 for FY5. It is unclear if the Town will receive the same increase in FY16. The current available Chapter 90 funds are

\$262,262. The Director did indicate that he would like to move forward with projects that have been shelved due to the decrease in the town road appropriation since FY2013. Projects include engineering for the Whitmanville Road bridge, construction of the Old Town Farm Road culvert and constructing storage building for uncovered salt/sand pile.

Chairman Emerson indicated that she would like the Director to let the Town Administrator know that they would like to increase the town road appropriation for FY16 by \$100,000 to \$300,000 due to the increase in landfill revenues.

7:17 PM Commissioner Ryder made a motion to adjourn. The motion seconded by Commissioner Butterfield. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



The image shows two handwritten signatures in black ink. The first signature is written on the top horizontal line, and the second signature is written on the middle horizontal line. The bottom horizontal line is empty. The signatures are cursive and somewhat stylized.

Documents / Exhibits

1. Letter requesting sewer abatement for 46 West Main Street.
2. MassDOT Chapter 90 Final Report for Depot Road Reclamation & Paving.
3. Draft DPW Capital Planning Report of Projects.
4. Draft 2014 Quarter 4 Report to the Board of Selectmen.
5. Proposed FY16 Public Works budget.

