



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

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

PUBLIC WORKS COMMISSION MEETING MINUTES

June 22, 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.

6:01 PM Commissioner Ryder made a motion to award the FY16 contract for street line painting to Hi-Way Safety Systems Inc. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:02 PM Commissioner Ryder made a motion to award the FY16 contract for crack sealing to Sealcoating Inc. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:03 PM Commissioner Butterfield made a motion to award the FY16 contract for Bituminous Concrete FOB Plant to P.J. Keating Co. The motion seconded by Commissioner Ryder. Voted unanimously.

6:04 PM Commissioner Ryder made a motion to award the FY16 contract for tree removal and pruning services to KA Honkala Tree Service. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:05 PM Burt Gendron – 36 Kent Road – Kent Road roadway concerns
Burt Gendron was present to discuss his concerns with the condition of the pavement on Kent Road which was paved as part of the sewer extension project in 2003. Mr. Gendron stated that the road was not paved properly and the only reason why it was paved was to protect the sewer system that the Town owns and operates over the private way. Chairman Emerson stated that the Commission will review his concerns and get back to him.

Proposed FY16 Road Projects/Chapter 90 Project Requests

The Director of Public Works discussed the proposed road projects for FY16.

6:20 PM Commissioner Ryder made a motion to sign the MassDOT Chapter 90 Project Request for pavement overlay on Oakmont Avenue from North Common Road to Mossman Road. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:21 PM Commissioner Ryder made a motion to sign the MassDOT Chapter 90 Project Request for pavement reclamation and binder on South Street from Carter Road to Minott Road. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:22 PM Commissioner Ryder made a motion to sign the MassDOT Chapter 90 Project Request for pavement milling and overlay on West Main Street. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:23 PM Commissioner Ryder made a motion to sign the MassDOT Chapter 90 Project Request for pavement reclamation and binder on Cross Road. The motion seconded by Commissioner Butterfield. Voted unanimously.

Holmes Park Water District Rescind Discussion

The Director of Public Works stated that the District forwarded the USDA loan payment history for review. Chairman Emerson asked the Director to reach out to the Holmes Park Water District to set up a date for the District to meet with the Commission to discuss taking over the water system.

Whitman River Sewer System Improvements

The Town Administrator has indicated that the Board of Selectmen would like to call a special town meeting prior to the regular special town meeting for the in-line sewer storage project. Chairman Emerson stated that late in September would be a good time to schedule the meeting so that the town would have the offer from USDA in hand, at least one informational meeting could be held, and there would be no conflict with summer vacation.

Sewer reserve transfer

The Director apprised the Commission that he has requested the Advisory Board to consider a FY15 sewer reserve transfer as it appears that the sewer collection charges to the City of Fitchburg will be over the budgeted amount.

Board of Selectmen meeting

The Director stated that the Board of Selectmen would like to meet with the Commission at their meeting on July 20, 2015 at 6:00 PM to discuss the pavement management update as well as discuss any recommended short and long-term solutions with the gravel section of Bathrick Road.

Meeting schedule

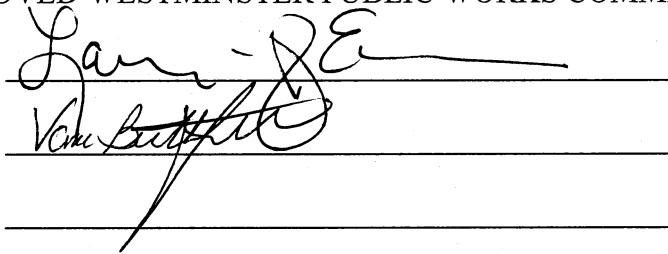
6:43 PM Commissioner Butterfield made a motion to reschedule the meeting of July 13, 2015 at 6:00 PM to July 6, 2015 at 6:00 PM. The motion seconded by Commissioner Ryder. Voted unanimously.

6:45 PM Commissioner Butterfield made a motion to reschedule the meeting of July 27, 2015 at 6:00 PM to July 20, 2015 at 5:00 PM. The motion seconded by Commissioner Ryder. Voted unanimously.

6:47 PM Commissioner Butterfield made a motion to reschedule the meeting of September 14, 2015 at 6:00 PM to September 8, 2015 at 6:00 PM. The motion seconded by Commissioner Ryder. Voted unanimously.

6:49 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 over three horizontal lines. The top signature is 'Lan-DE' and the bottom signature is 'Van Butterfield'. The lines are positioned below the signatures.

Documents / Exhibits

1. FY16 street line painting contract
2. FY16 crack sealing contract
3. FY16 bituminous concrete FOB plant contract
4. FY16 tree removal and pruning services contract
5. MassDOT project request Oakmont Avenue
6. MassDOT project request South Street
7. MassDOT project request West Main Street
8. MassDOT project request Cross Road

