



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

July 6, 2015

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Members: Lorraine J. Emerson – Chairman, Vance A. Butterfield; 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 Butterfield made a motion that the Commission approve the meeting minutes of June 8, 2015 as written. The motion seconded by Chairman Emerson. Voted unanimously.

6:02 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of June 22, 2015 as written. The motion seconded by Chairman Emerson. Voted unanimously.

6:03 PM Commissioner Butterfield made a motion that the Commission sign the water services account commitment for the month of June 2015 in the amount of \$1,731.60. The motion seconded by Chairman Emerson. Voted unanimously.

6:04 PM Commissioner Butterfield made a motion that the Commission sign the sewer services account commitment for the month of June 2015 in the amount of \$2,097.93. The motion seconded by Commissioner Emerson. Voted unanimously.

6:05 PM Commissioner Butterfield made a motion to award the FY16 contract for a new six (6) wheel truck to Ballard Mack Sales and Service, Inc. The motion seconded by Chairman Emerson. Voted unanimously.

6:06 PM Commissioner Butterfield made a motion to sign the MassDOT Chapter 90 Project Request for pavement management resurveys. The motion seconded by Chairman Emerson. Voted unanimously.

6:10 PM Commissioner Butterfield made a motion to sign the MassDOT Chapter 90 Reimbursement Request for Elliott & Pleasant Streets Sidewalk Replacement. The motion seconded by Chairman Emerson. Voted unanimously.

6:12 PM Commissioner Butterfield made a motion to sign the MassDOT Winter Recovery Assistance Program Reimbursement Request. The motion seconded by Chairman Emerson. Voted unanimously.

E/One sewer grinder pump repair fee proposed increase

The Director of Public Works discussed increasing the service fee to cover labor costs which have averaged 8 hours (2 employees x 4 hours) for troubleshooting and repair of the pumps. The Director recommended increasing the service fees by \$150.

6:15 PM Commissioner Butterfield made a motion to change the \$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 to \$250 and change the \$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 to \$350. The motion seconded by Chairman Emerson. Voted unanimously.

Sewer Inter-Municipal Agreement (IMA)

The Director of Public Works recommended starting the conversation with the City of Fitchburg regarding the negotiation of a new IMA. He stated that the current IMA expires in 2020. Chairman Emerson recommended making it an agenda item when the Commission meets with the Board of Selectmen on July 20, 2015.

Holmes Park Water District Rescind Discussion

The Commission asked the Director of Public Works to invite the District to one of their August meetings to discuss the status of the Town taking over the water system.

Whitman River Sewer System Improvements

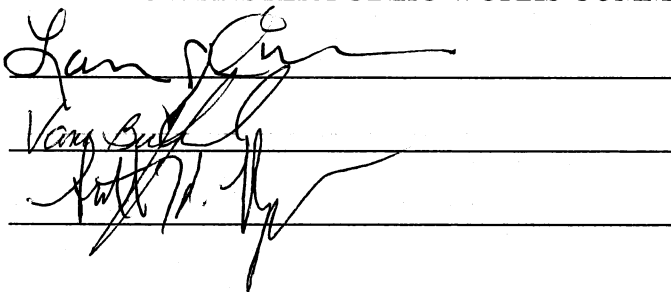
The Director of Public Works informed the Commission that a preliminary offer was made to the Town. He expects the final offer within the next week or two.

Other Items

The Director of Public Works informed the Commission that he asked the Town's pavement management consultant to submit a proposal to evaluate and provide recommendations for the continued maintenance of the gravel section of Bathrick Road. He expects to get a proposal by the end of July.

6:42 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Documents / Exhibits

1. FY16 six (6) wheel truck contract
2. MassDOT project request pavement management resurveys
3. MassDOT reimbursement request Elliott & Pleasant Streets sidewalks
4. MassDOT reimbursement request Winter Recovery Assistance Program

