



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

December 5, 2016

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Commissioners: 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.

6:02 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of November 21, 2016 as written. The motion seconded by Chairman Emerson. Voted unanimously.

6:03 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Accounts commitment for the month of November 2016 in the amount of \$957.45. The motion seconded by Chairman Emerson. Voted unanimously.

6:04 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of November 2016 in the amount of \$17,547.35. The motion seconded by Chairman Emerson. Voted unanimously.

Sewer Abatement Request

The Commission and Director reviewed the current policy on water & sewer adjustments. The Director suggested that the policy be updated to reflect the new quarterly billing period and to remove the requirement for excess usage to be 100% above normal usage in order to submit an abatement request to the Commission for consideration.

6:05 PM Commissioner Butterfield made a motion to revise the Policy on Water & Sewer Adjustments dated 12/05/2016 per the Director's recommendations. The motion seconded by Chairman Emerson. Voted unanimously.

6:09 PM Commissioner Butterfield made a motion to grant the sewer abatement request for 4 Scenic Drive in the amount of 60%. The motion seconded by Chairman Emerson. Voted unanimously.

Water Restriction/Drought Update

No new update.

Whitman River Sewer Improvements Project Update

No new update.

Route 140 Reconstruction and Improvements RFP

The Director noted that the RFP was advertised on November 23 with the proposals due on December 21, 2016.

FY2018

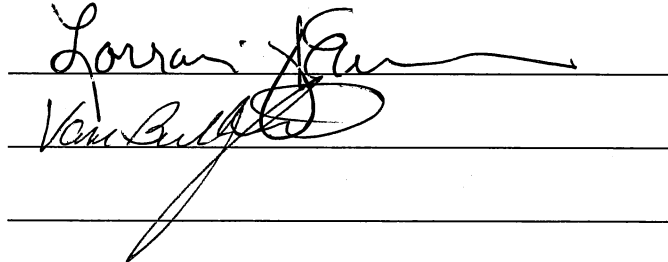
The Commission and Director discussed the proposed budget and articles to be submitted to the Town Administrator.

6:45 PM Commissioner Butterfield made a motion that the Commission sign the general services agreement with Wright-Pierce to perform engineering assistance with the evaluation and USDA funding applications required for the rehabilitation/replacement of the Ellis Road water tank. The motion seconded by Chairman Emerson. Voted unanimously.

6:57 PM Commissioner Butterfield made a motion that the Commission sign the MassDOT Chapter 90 Final Reports for various road project for FY2017. The motion seconded by Chairman Emerson. Voted unanimously.

7:10 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Handwritten signatures of Lorrain Emerson and Van Butler over three horizontal lines.

Documents / Exhibits

1. Revised Policy on Water & Sewer Adjustments
2. Sewer abatement request 4 Scenic Drive
3. General services agreement Wright-Pierce Ellis Rd water tank
4. MassDOT Chapter 90 FY2017 Final Reports