



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

September 19, 2016

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Commissioners: 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 that the Commission approve the meeting minutes of September 6, 2016 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

### 6:05 PM Pole Petition Hearing Pierce Road

Chairman Emerson opened the public hearing. Richard Nalewski with National Grid presented the project. There was no public comment. The Director of Public Works had no objection to the location as staked in the field. Commissioner Ryder made a motion to close the public hearing. The motion seconded by Commissioner Butterfield. Voted unanimously. Chairman Emerson closed the public hearing at 6:11 PM. Commissioner Ryder made a motion to grant the pole petition request on Pierce Road. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:14 PM Commissioner Butterfield made a motion for the Chairman to sign the payroll authorization for the new Maintenance Mechanic James Grenier as recommended by the Director of Public Works. The position will be vacated by the retirement of John McIntyre on October 31, 2016. The motion seconded by Commissioner Ryder. Voted unanimously.

6:16 PM Commissioner Ryder made a motion for the Chairman to sign the payroll authorization for the new Truck Driver/Laborer Theodore Howe as recommended by the Director of Public Works. The position was vacated by the transfer of Kevin Descarreaux to the Water/Sewer Department. The motion seconded by Commissioner Butterfield. Voted unanimously.

### Water Restriction/Drought Update

The Director updated the Commission on the status of the drought specific to Westminster. The City of Fitchburg stated to him that the reservoir levels are at about 80% capacity. The Director explained that the concern at this point is not capacity but

exceeding the withdrawal limit per the Water Management Act permit for the year which the City is watching closely. The Director informed the Commission that this Fall's hydrant flushing will be limited to dead-end mains in Town due to the drought.

Whitman River Sewer Improvements Project

The Director gave an update on the project. The preconstruction meeting is scheduled for September 20. The Director will give an update to the Commission at the next meeting on the status of the start of the project.

Master Plan Implementation Schedule

The Director stated that the Board of Selectmen would like to meet to discuss the action items at their meeting on October 3, 2016 at 6:30 pm.

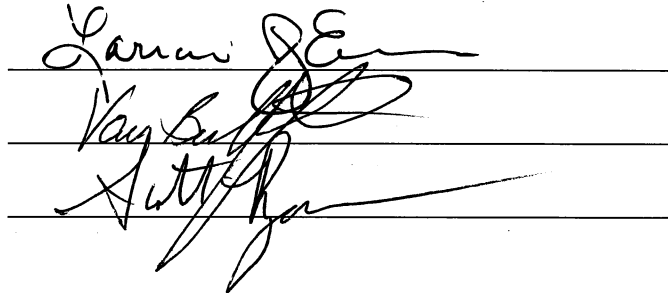
Route 140 Reconstruction and Improvements RFP

The Director discussed the status of the RFP with the Commission

6:30 PM Commissioner Ryder made a motion to award the contracts for Snow Plowing Services to the following contractors: S.D Fitzgerald Inc., Winter Hill Farm, K.A. Honkala Tree Service, Wildwood Farm and Central Mass Tree Inc. The motion seconded by Chairman Emerson. Voted unanimously.

6:35 PM Commissioner Ryder made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

Three handwritten signatures are written over three horizontal lines. The first signature is 'Lamar D. Emerson', the second is 'Vay B. [unclear]', and the third is 'Autth [unclear]'. The signatures are in black ink and are somewhat stylized.

**Documents / Exhibits**

1. Pole petition Pierce Road
2. Payroll authorization James Grenier Maintenance Mechanic
3. Payroll authorization Theodore Howe Truck Driver/Laborer
4. FY17 snow plowing contracts