



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

November 6, 2017

Location: Town Hall, 11 South Street, Room 205

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

6:00 PM Opened Meeting at Town Hall.

6:01 PM Chairman Emerson welcomed the public in attendance for the Public Information Meeting on the Worcester Road/Route 140 roadway improvements project. She further introduced Erik Atkins of Green International Affiliates, the design engineer hired by the town. Mr. Atkins introduced himself and his colleague Dennis Vertiyev who gave a presentation of the preliminary design layout of the project and answered questions.

6:55 PM Commissioner Butterfield made a motion to move the meeting at Town Hall, 11 South Street, Room 205 to the Public Works Department Office, 2 Oakmont Ave for the regularly scheduled Public Works Commission meeting. The motion seconded by Chairman Emerson. Voted unanimously.

7:05 PM Meeting reconvened at the Public Works Department Office, 2 Oakmont Ave. Reviewed correspondence and signed bills for payment.

7:08 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of October 2017 in the amount of \$1,025.46. The motion seconded by Chairman Emerson. Voted unanimously.

7:09 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Accounts commitment for the month of October 2017 in the amount of \$198.35. The motion seconded by Chairman Emerson. Voted unanimously.

7:10 PM Commissioner Butterfield made a motion to approve the request by Our Savior Lutheran Church to close and post “No Parking” signs on Marshall Hill Road from the Redemption Rock Church driveway to Leominster Street on December 2 & 3, 2017 for the Annual Living Nativity. The motion seconded by Chairman Emerson. Voted unanimously.

7:11 PM Commissioner Butterfield made a motion to award the contracts for Snow Plowing Services to the following contractors: Winter Hill Farm, K.A. Honkala Tree Service, Wildwood Farm and Central Mass Tree Inc. The motion seconded by Chairman Emerson. Voted unanimously.

Sipila Road

The Commission reviewed the request letter and plan to layout Sipila Road from the Town Administrator.

7:20 PM Commissioner Butterfield made a motion to refer the petition to layout Sipila Road as a public way to the Planning Board for a non-binding report. The motion seconded by Chairman Emerson. Voted unanimously.

Ellis Road Water Storage Tank Rehabilitation/Replacement Project Update

No new update.

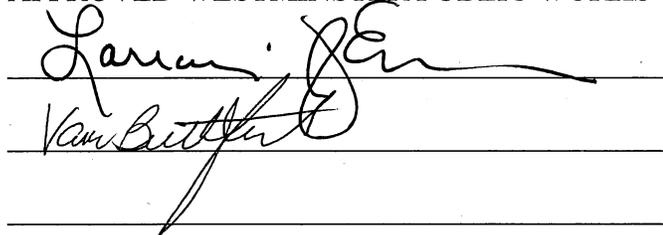
Whitman River Sewer Improvements Project

The Director gave an update on the project.

7:40 PM Commissioner Butterfield made a motion to reschedule the Public Works Commission October meeting dates from December 11 & 25 to December 4 & 18. The motion seconded by Chairman Emerson. Voted unanimously.

7:42PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



The image shows two handwritten signatures in black ink over three horizontal lines. The top signature is 'Larson Emerson' and the bottom signature is 'Van Butterfield'.

Documents / Exhibits

1. Our Savior Lutheran Church road closure request
2. FY18 snow plowing contracts
3. Town Administrator Sipila Road layout request