

WESTMINSTER DEPARTMENT OF PUBLIC WORKS P.O. BOX 376 WESTMINSTER, MA 01473 - Tel. (978) 874-5572

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

April 6, 2016

Location: Public Works Department Office, 2 Oakmont Avenue

Present:

Members:

Lorraine J. Emerson – Chairman, Vance A. Butterfield:

Joshua W. Hall – Director of Public Works

5:30 PM Opened Meeting at Public Works Department Office. Reviewed correspondence and signed bills for payment.

5:31 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of March 28, 2016 as written. The motion seconded by Chairman Emerson. Voted unanimously.

5:32 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of March 2016 in the amount of \$813.06. The motion seconded by Chairman Emerson. Voted unanimously.

5:38 PM Commissioner Butterfield made a motion that the Chairman sign the NPDES PII MS4 General Permit Annual Report. The motion seconded by Chairman Emerson. Voted unanimously.

65 State Road East

The Commission reviewed the request from R. Dade & Associates to abate the water and sewer bill for 65 State Road East. The Director of Public Works stated that the abatement request is for bills from previous billing cycles. The Director stated that the request should have been filed before the due date as stated on the bills. The Director stated that water department personnel on 12/8/2015 inspected the water meter and it appeared to be working properly. Water Department personnel were told that they had a leaky toilet. R. Dade was told that the leaky toilet appeared to be the root of the cause of the high water readings.

5:40 PM Commissioner Butterfield made a motion to deny the abatement request by R. Dade & Associates as the request was not filed on time (prior to the due date of the bills). The motion seconded by Chairman Emerson. Voted unanimously.

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Capital Planning Committee May 24, 2016 meeting

The Director stated that the Capital Planning Committee would like to meet to discuss/review the DPW capital plan as well as prioritize DPW large capital items not on the current capital plan.

Whitman River Sewer System Improvements Nothing new to report.

6:14 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

Documents / Exhibits

- 1. NPDES PII MS4 General Permit Annual Report
- 2. 65 State Road East Water/Sewer Abatement Request