



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

February 11, 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

5:00 PM Opened Meeting at Public Works Department Office. Reviewed correspondence and signed bills for payment.

5:01 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of January 25, 2016 as written. The motion seconded by Chairman Emerson. Voted unanimously.

5:03 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Accounts commitment for the month of January 2016 in the amount of \$658.26. The motion seconded by Chairman Emerson. Voted unanimously.

5:04 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of January 2016 in the amount of \$1,280.67. The motion seconded by Chairman Emerson. Voted unanimously.

Holmes Park Water District Rescind Discussion

The Commission discussed the status of the request to take over the water system. Chairman Emerson would like the Director to ask the District to attend a Commission meeting to give a status update.

MassWorks Infrastructure Program

The Commission discussed potential Public Works projects that may qualify for the program.

MassDOT Complete Streets Program

The Commission discussed the program. Chairman Emerson would like the Director to meet with the Town Administrator and Town Planner to discuss the program in more detail.

Route 140 Reconstruction and Improvements Engineering

The Director apprised the Commission on the status of the Request for Responses (RFR). The Director asked the Commission how the fee should be proposed in the RFR.

Chairman Emerson stated that the RFR should be for 25% design with the ability to negotiate the remaining design fee.

Whitman River Sewer System Improvements

The Director informed the Commission that the bond request is being reviewed by bond counsel.

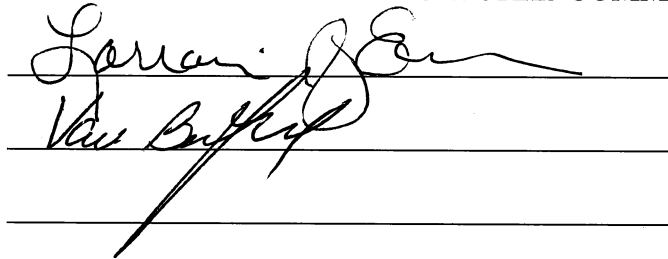
Other Items

- The Director informed the Commission that the motor grader is out of service due to a brake issue.

- The Director informed the Commission that he is working on the water and sewer annual rate review. He is hoping to have it ready to discuss in March 2016.

5:45 PM 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 cursive script. The first signature, 'L. Emerson', is written on the top horizontal line. The second signature, 'K. Butterfield', is written on the middle horizontal line. A third horizontal line is present below the second signature but contains no text.