



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

January 25, 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

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 January 12, 2016 as written. The motion seconded by Chairman Emerson. Voted unanimously.

6:03 PM Commissioner Butterfield made a motion that the Commission sign the Water Usage Account and Sewer Usage Account Quarterly Billing Commitment for January 2016 in the amounts of \$183,650.72 and \$222,217.27 respectively. The motion seconded by Chairman Emerson. Voted unanimously.

Double utility poles

The Director discussed the legislation that the Towns of Natick and Framingham have proposed that would fine utility pole owners for double poles. The Director stated that the Town has about 60 double poles, some of which have been in place for two years. Commissioner Butterfield asked the Director to invite Verizon to an upcoming Commission meeting to discuss the issue.

Whitman River Sewer System Improvements

The Director of Public Works stated that the bond counsel is reviewing the project and hopes to have borrowing in place soon. The Director presented the engineering agreement for the in-line sewer storage system and upgrades to the Whitman River pumping station to the Commission for review.

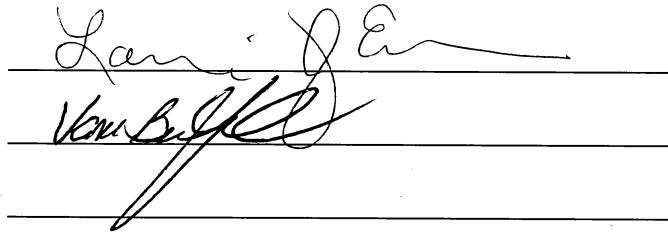
6:12 PM Commissioner Butterfield made a motion to sign the engineering agreement for Whitman River Sewer System Improvements. The motion seconded by Chairman Emerson. Voted unanimously.

Annual Town Report

The Director presented the draft 2015 Annual Town Report to the Commission. The Commission approved the draft with adding Commissioner Ryder's suggestion of including the Whitman Sewer System Improvement Project to the report.

6:39 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 on three horizontal lines. The first signature is written on the top line and the second on the middle line. The signatures are in cursive and appear to be 'L. J. Emerson' and 'V. B. Butterfield'.

Documents / Exhibits

1. Whitman River Sewer System Improvements engineering agreement
2. Draft 2015 Annual Town Report