



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 12, 2016

Location: Town Hall, 11 South Street, Room 205

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

6:00 PM Opened Meeting at Town Hall, Room 205 to discuss the Public Works Capital Plan with the Capital Planning Committee.

### DPW Capital Plan review

The Public Works Commission and Director of Public Works reviewed the 5 year DPW Capital Plan as well as current DPW article balances with the Capital Planning Committee. The Commission discussed the FY17 articles submitted for replacement of the motor grader, establishing a sewer district bylaw and Bathrick Road stormwater improvements. The Director of Public Works indicated to the Committee the need to program into the DPW Capital Plan covered storage for the winter sand/salt pile at Public Works as well as a vehicle/equipment wash station.

7:07 PM Chairman Emerson made a motion that the Commission move the meeting from Town Hall to the Public Works Department office, 2 Oakmont Avenue. The motion seconded by Commissioner Butterfield. Voted unanimously.

7:20 PM Meeting reconvened at the Public Works Department Office, 2 Oakmont Avenue. Approve meeting minutes, commitments and bills for payment. Review correspondence.

7:23 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Accounts commitment for the month of December 2015 in the amount of \$557.14. The motion seconded by Chairman Emerson. Voted unanimously.

7:24 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of December 2015 in the amount of \$1,900.37. The motion seconded by Chairman Emerson. Voted unanimously.

7:25 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of December 21, 2015 as written. The motion seconded by Chairman Emerson. Voted unanimously.

7:26 PM Commissioner Butterfield made a motion to sign the MassDOT Chapter 90 Reimbursement Request for Pavement Management road resurveys. The motion seconded by Chairman Emerson. Voted unanimously.

7:27 PM Commissioner Butterfield made a motion to sign the MassDOT Chapter 90 Reimbursement Request for South Street reclamation and paving. The motion seconded by Chairman Emerson. Voted unanimously.

Planning Board Zoning Changes for May 2016 Town Meeting

The Commission discussed the proposed changes to zoning as well as the proposed Village Center bylaw. The Director recommended changing the sidewalk language in the Village Center bylaw from “should be paved with concrete” to “shall be cement concrete with granite curbing”.

Quarterly Report for the Board of Selectmen

The Commission reviewed the draft 4<sup>th</sup> quarter 2015 report to the Board of Selectmen.

Whitman River Sewer System Improvements

The Director updated that status of the project with the Commission, i.e. bond counsel reviewing, consultant agreement, schedule.

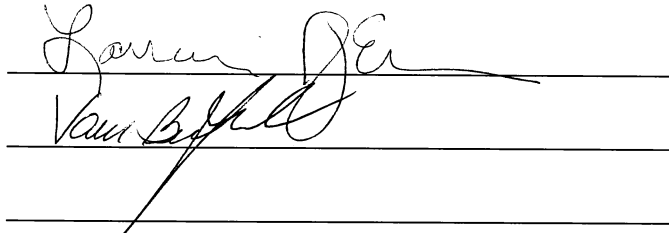
FY17 Budget

The Commission and Director discussed the FY17 budget and article submittals.

7:35 PM Commissioner Butterfield made a motion to notify the Town Accountant to close out the list of articles discussed with the Capital Planning Committee. The motion seconded by Chairman Emerson. Voted unanimously.

7:36 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



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Documents / Exhibits

1. MassDOT Chapter 90 Reimbursement Request Pavement Management road resurveys
2. MassDOT Chapter 90 Reimbursement Request South Street reclamation and paving
3. Draft 4<sup>th</sup> Quarter 2015 Report to Board of Selectmen
4. Proposed FY17 DPW budget & articles