



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

March 12, 2018

Location: Public Works Department Office, 2 Oakmont Avenue

Present: 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.

6:01 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of February 2018 in the amount of \$577.65. The motion seconded by Chairman Emerson. Voted unanimously.

Abatement request – 11 Main Street

The Commission reviewed the request for sewer abatement due to an undetected pipe break in basement of building. The Director indicated that the property owner pumped the water out of the basement into a nearby drain and not into the sanitary sewer system.

6:04 PM Commissioner Butterfield made a motion to grant a 75% sewer abatement for 11 Main Street based on past usage per the policy. The motion seconded by Chairman Emerson. Voted unanimously.

April 2018 meeting dates

The Commission discussed conflicts with the scheduled April 9 and 23, 2018 meeting dates.

6:11 PM Commissioner Butterfield made a motion to reschedule the Public Works Commission April 2018 meeting dates from April 9 & 23 to April 17 & 30. The motion seconded by Chairman Emerson. Voted unanimously.

Annual Water & Sewer Rate Review

The Commission discussed the proposed sewer increase from the City of Fitchburg and drafting a sewer rate forecast based on the proposed increases from the City.

FY2019 Budget/Article Requests

No new update.

Ellis Road Water Storage Tank Rehabilitation/Replacement Project Update

No new update.

Whitman River Sewer Improvements Project

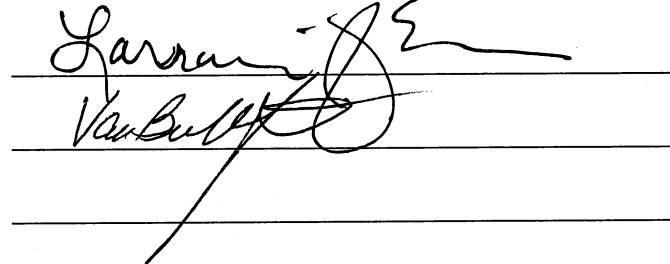
No new update.

Route 140 Reconstruction and Improvements Project Update

The Director informed the Commission that there is a MJTC meeting scheduled for March 14, 2018 at 6:30 p.m. at the Westminster Town Hall.

6:34PM 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. 11 Main Street abatement request