



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

April 17, 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 approve the meeting minutes of March 26, 2018 as written. The motion seconded by Chairman Emerson. Voted unanimously.

6:02 PM Commissioner Butterfield made a motion that the Commission sign the Water Usage Account Quarterly Billing Commitment for April 2018 in the amount of \$198,863.58 and the Sewer Usage Account Quarterly Billing Commitment for April 2018 in the amount of \$268,761.83. The motion seconded by Chairman Emerson. Voted unanimously.

6:03 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of March 2018 in the amount of \$913.58 and the Sewer Accounts commitment for the month of March 2018 in the amount of \$592.31. The motion seconded by Chairman Emerson. Voted unanimously.

6:04 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.

### Annual Water & Sewer Rate Review

The Commission discussed the proposed sewer rate increase from the City of Fitchburg and drafting a sewer rate forecast based on the proposed increases from the City as well as drafting a water rate forecast for FY2019. The Director stated that there is an increase in water and sewer usage this past quarter that will have to be figured into the FY2019 budget.

### May 5, 2018 Annual Town Meeting

The Director discussed with the Commission the articles for Public Works.

Whitman River Sewer Improvements Project

The Director discussed the remaining items for the project which include loaming and seeding.

Route 140 Reconstruction and Improvements Project Update

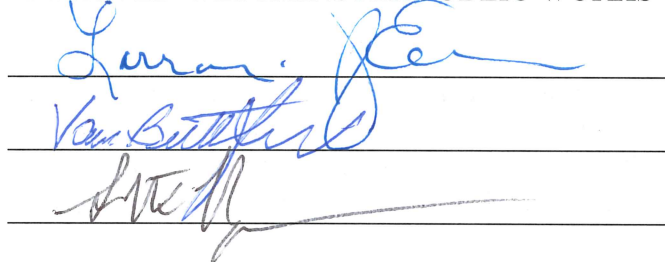
Commissioner Butterfield discussed the outcome of the MJTC meeting held at Town Hall on April 11, 2018. Commissioner Butterfield stated that the Town can discuss the scoring of the projects at the next MPO meeting on April 18, 2018 in Leominster.

Other Items

7:06 PM Commissioner Butterfield made a motion that the Commission sign the MassDOT Chapter 90 Reimbursement Request's for Route 31/Fitchburg Road, Dawley Road and Bathrick Road. The motion seconded by Chairman Emerson. Voted unanimously.

7:20PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Three handwritten signatures in blue ink are written over three horizontal lines. The first signature is 'L. Emerson', the second is 'Van Butterfield', and the third is 'Steve M.'.

**Documents / Exhibits**

1. NPDES PII MS4 General Permit Annual Report
2. MassDOT Chapter 90 Reimbursement Requests