



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

December 3, 2018

Location: Public Works Department Office, 2 Oakmont Avenue

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

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

5:07 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of October 22, 2018, November 1, 2018 and November 13, 2018 as written. The motion seconded by Chairman Emerson. Voted unanimously.

5:08 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of November 2018 in the amount of \$6,570.42 and the Sewer Accounts commitment for the month of November 2018 in the amount of \$972.98. The motion seconded by Chairman Emerson. Voted unanimously.

5:15 PM Commissioner Butterfield made a motion to award the contracts for Snow Plowing Services to T. Slocum Inc. The motion seconded by Chairman Emerson. Voted unanimously.

5:22 PM Commissioner Butterfield made a motion to grant a 75% sewer abatement for 55 Old Mill Circle based on current usage. The motion seconded by Chairman Emerson. Voted unanimously.

Holmes Park Water District draft IMA

The Commission discussed the IMA to be signed by the Board of Selectmen and the water district at their meeting tonight, December 3, 2018.

Ellis Road Water Storage Tank Replacement Project

The Director updated the Commission as to the status of the project.

Whitman River Sewer Improvements Project Update

The Director updated the Commission as to the status of the closeout of the loan and the I/I Control Plan work.

Route 140 Reconstruction and Improvements Project Update

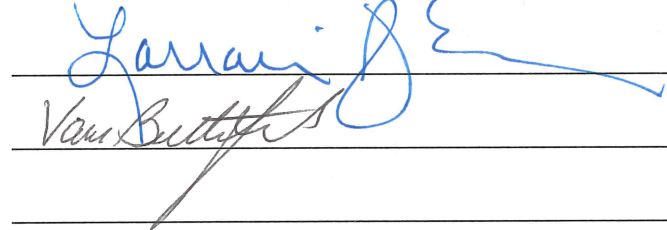
The Director updated the Commission on the project.

Other Items:

- Commissioner Butterfield discussed the City of Fitchburg and Town sending a letter to Wachusett Brewery regarding wastewater discharge and the need to enter the brewery into the city Industrial Pretreatment Program.
- The Assistant Director of Public Works, Pat Haley, discussed a town shade tree condition survey that could be paid with a grant from MIIA.

5:54 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 blue ink over three horizontal lines. The top signature is 'Garrison' and the bottom signature is 'Van Butte'. The middle line is empty.

Documents / Exhibits

1. T. Slocum snow plowing contracts
2. 55 Old Mill Circle abatement request