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WESTMINSTER DEPARTMENT OF PUBLIC WORKS  
P.O. BOX 376 WESTMINSTER, MA 01473 - Tel. (978) 874-5572  
TOWN OF WESTMINSTER

Commissioners  
Lorraine J. Emerson, Chairman  
Vance A. Butterfield  
Ross W. Barber

Joshua W. Hall, P.E.  
Director of Public Works

## PUBLIC WORKS COMMISSION MEETING MINUTES

January 31, 2022

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Lorraine J. Emerson – Chairman, Vance A. Butterfield, Ross W. Barber,  
Joshua W. Hall – Director of Public Works, Kevin Collins – Assistant  
Director of Public Works, Dale Lucier - Executive Assistant

6:00 PM Opened Meeting at Public Works Department Office. Reviewed and signed bills for payment.

6:01 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of December 13, 2021 and December 27, 2021 as written. The motion seconded by Chairman Emerson. Voted unanimously.

### Payroll Authorization

The Director informed the Commission that one (1) candidate for the Highway Truck Driver/ Laborer vacancy has been interviewed and offered/accepted the position.

6:04 PM Commissioner Butterfield made a motion for Chairman Emerson to sign the payroll authorization for Arthur Guy Highway Truck Driver/Laborer as recommended by the Director of Public Works. The motion seconded by Commissioner Barber. Voted unanimously.

### Complete Streets Plan Development

The Director informed the Commission that the agreement was signed by MassDOT. Green International Affiliates submitted the costs for this project and it was approved for \$37,981.52.




6:06 PM Commissioner Butterfield made a motion for Chairman Emerson to sign the agreement for Complete Streets Tier 2 Plan Development with Green International Affiliates in the amount of \$37,981.52. The motion seconded by Commissioner Barber. Voted unanimously.

### Wastewater IMA- Update

The Director informed the Commission that Wright Pierce is still working on the analysis on the existing flows and he should have information by the next meeting.

6:45 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

  
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**Documents / Exhibits**

1. Payroll Authorization
2. Complete Streets engineering agreement
3. Intent to Award letter Whitney Street culvert
4. MassDOT Ch 90 project request Whitney Street culvert