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

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

February 13, 2023

*Location: Public Works Department Office, 2 Oakmont Avenue*

**Present:** Lorraine J. Emerson – Chairman, 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 Barber made a motion that the Commission sign the Sewer Accounts commitment for the month of January 2023 in the amount of \$121.60 and the Water Accounts commitment for the month of January 2023 in the amount of \$315.34. The motion seconded by Chairman Emerson. Voted unanimously.

6:02 PM Snow Plow Contract Award

The Director apprised the Commission the need for another contractor to manage the winter storms. Commissioner Barber made a motion to approve the contract with T. Slocum Inc. for winter snow removal. The motion seconded by Chairman Emerson. Voted unanimously.

6:04 PM Shady Avenue Water Storage Tank Rehabilitation Project

The Director discussed with the Commission engineering/construction services for the project. Commissioner Barber made a motion to approve the engineering services agreement in the amount of \$48,050 with BETA Group, Inc. and authorize Chairman Emerson to sign the agreement for Shady Avenue Water Storage tank rehabilitation.

6:08 PM 2022 Annual Town Report

The Director presented the Town Report to be submitted for the Department of Public Works. Commissioner Barber made a motion to approve the 2022 DPW annual town report as presented. The motion seconded by Chairman Emerson. Voted unanimously.

FY2024 Non- Money Article Requests

The Director apprised the Commission of the following request:

- Shady Ave water storage tank rehabilitation transfer from Ellis Road water storage tank replacement article
- 100% loan forgiveness for Lead Service Line inventory
- Sewer service area bylaw

6:23 PM Solid Waste Drop-Off Center Gate Replacement

The Director apprised the Commission that the Drop-Off center gate needs replacement. Commissioner Barber made a motion to request replacing the gate and associated access software. The motion seconded by Chairman Emerson. Voted unanimously.

Capital Planning Request

The Director discussed with the Commission the Public Works capital plan and priorities for FY2024 as requested by the Capital Planning Committee.

Complete Streets Plan Development- Update

No new update.

Old Town Farm Road Culvert Replacement- Update

No new update.

Ellis Road Water Storage Tank Replacement –Update

No new update.

Whitman River Sewer Improvements Project Update

No new update.

Route 140 Reconstruction and Improvements Project Update

No new update.


Other items

- The Director and Asst. Director apprised the Commission that the condition of Livermore Hill Road has deteriorated to the point that it is difficult to plow. Residents have been informed and the need to make repairs.
- Abatement request for 170 State Road East. Property owner stated the water tank burst and repairs made. Commissioner Barber made a motion to abate 45% of the sewer overage for the bill. The motion seconded by Chairman Emerson. Voted unanimously.

6:53 PM Commissioner Barber 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. Snow Plow Contract
2. Shady Ave water tank rehab Beta Group agreement
3. 2022 DPW Annual Town Report
4. 170 State Road East sewer abatement request