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

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

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

PUBLIC WORKS COMMISSION MEETING MINUTES

October 23, 2023

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 Barber made a motion that the Commission sign the Water Usage Account Quarterly Billing Commitment for October 2023 in the amount of \$240,462.10 and the Sewer Usage Account Quarterly Billing Commitment for October 2023 in the amount of \$366,049.63. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:02 PM Commissioner Barber made a motion that the Commission approve the meeting minutes of September 11, 2023 and September 25, 2023 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:03 PM Snow Plowing Contract Awards
Commissioner Butterfield made a motion to award contract to JMAC Distribution LLC for Snow Plowing Services for the 2023-2024 Winter Season. The motion seconded by Commissioner Barber. Voted unanimously.

Shady Avenue Water Storage Tank Rehabilitation

The Director apprised the Commission the contractor has made repairs and coated the interior of the tank. The interior coating is now in the process of curing. The painting of the outside of the tank will take place this week. The tentative schedule to begin filling the tank is on Nov. 13th. The Director stated that there have been no calls/complaints for noise as generator is running overnight for heaters/blowers to aid in curing process.

Old Town Farm Road Culvert Replacement- Update

The Director apprised the Commission the project is complete and contractor has submitted final payment.

Whitman River Sewer Improvements Project Update

No new update.

Route 140 Reconstruction and Improvements Project Update

No new update

Other Items:

- Assistant Director apprised the Commission full depth reclamation is complete on Bragg Hill Road, Ripley Road & Knowler Road. The remainder of work for this year is Nichols Street and Ellis Road depending upon contractor schedule and weather. Drainage repairs made on West Princeton Road.
- The Director discussed staffing and advertisement for the vacant Highway Truck Driver/Laborer position

6:11 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

Documents / Exhibits

1. Snow Plowing Contracts – JMAC Distribution LLC