



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

RECEIVED

2023 JAN 10 AM 11:42

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

November 28, 2022

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Lorraine J. Emerson – Chairman, Vance A. Butterfield, 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 to sign the Lighthouse Lane Acceptance of Easement pursuant to the vote taken under Article 2 of the November 15, 2022 Special Town Meeting accepting the Grant of Easements from Ashoryn, LLC for public way purposes. It was noted that the Town Clerk, Ellen Sheehan, was present to witness/notarize. The motion seconded by Commissioner Barber. Voted unanimously.

6:02 PM Commissioner Butterfield made a motion to sign the White Pine Drive Acceptance of Easement pursuant to the vote taken under Article 3 of the November 15, 2022 Special Town Meeting accepting the Grant of Easements from Baro Properties Limited Partnership for public way purposes. It was noted that the Town Clerk, Ellen Sheehan, was present to witness/notarize. The motion seconded by Commissioner Barber. Voted unanimously.

6:04 PM Commissioner Barber made a motion that the Commission approve the meeting minutes of October 11, 2022, October 24, 2022 and November 14, 2022 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

### Reschedule December 12, 2022 & December 26, 2022

Discussed rescheduling meetings December 12 & 26, 2022.

6:06 PM Commissioner Butterfield made a motion to reschedule the Commission meeting on December 12, 2022 to December 19, 2022 at 6:00 P.M. and cancel the meeting scheduled for December 26, 2022. The motion seconded by Commissioner Barber. Voted unanimously.

### Drinking Water Public Notification- Total Trihalomethanes

The Director apprised the Commission that the system is back in compliance with the running annual average of the two sample locations of 68 ug/L and 75 ug/L.

Draft Sewer Service Area Bylaw

No new update.

Complete Streets Plan Development- Update

No new update.

Old Town Farm Road Culvert Replacement- Update

The Assistant Director apprised the Commission that Hydra Tech still needs to be installing an extension on the new hydrant. Landscaping will be completed in the Spring of 2023.

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

The Director apprised the Commission that an amendment to the contract for appraiser service is required due to changes in the easements requiring an additional \$7,340.00 to the contract.

6:14 PM Commissioner Butterfield made a motion for Chairman Emerson to sign the first amendment for Appraisal Services with Platt Real Estate Analysts for the amount of \$7,340. The motion seconded by Commissioner Barber. Voted unanimously.

Other items

- 6:20 PM Commissioner Butterfield made a motion to award contract to Despres Landscape & Excavation for Snow Plowing Services for a skid steer for the 2022-2023 Winter Season. The motion seconded by Commissioner Barber. Voted unanimously.
- 6:21 PM Commissioner Butterfield made a motion for the Chairman to sign the payroll authorization for the open Highway Truck Driver/Laborer position for Dylan Cormier. The motion seconded by Commissioner Barber. Voted unanimously.
- The Assistant Director discussed the Public Works use/benefit of green strobe lights on vehicles/equipment in other States and that the Town of Norfolk received permission by the State to use green strobe lights on vehicles for a 2-year trial. He would like permission to do the same and spoke with the Westminster Fire & Police Departments who have no concerns with using green strobes.

6:24 PM Commissioner Barber made a motion to draft a letter to the Registrar of Motor Vehicles to allow the use of green strobe lights on a trial basis similar to the Town of Norfolk. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:23 PM Commissioner Barber made a motion to adjourn. The motion seconded by Commissioner Butterfield. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

**Documents / Exhibits**

- 1. Lighthouse Lane Acceptance of Easement**
- 2. White Pine Drive Acceptance of Easement**
- 3. Route 140 Amendment for Appraisal Services**
- 4. Snow Plow Contract**
- 5. Payroll Authorization**