



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

Commissioners  
Lorraine J. Emerson, Chairman  
Vance A. Butterfield  
Scott H. Ryder

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

## PUBLIC WORKS COMMISSION MEETING MINUTES

December 22, 2014

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Members: Lorraine J. Emerson – Chairman, Vance A. Butterfield, Scott H. Ryder; Joshua W. Hall – Director of Public Works

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

6:01 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of December 8, 2014 as written. The motion seconded by Commissioner Ryder. Voted unanimously.

### Advance Coatings Co., 42 Depot Road – Outstanding Water/Sewer Accounts

The Director of Public Works apprised the Commission that the draft sewer abatement was sent to Mark Cook of Advance Coatings for review and comment. Chairman Emerson stated that the Director call Mr. Cook in the new year if he does not hear from him sooner.

### Whitman River Sewer System Improvements

The Director of Public Works apprised the Commission that he will be meeting with Wright-Pierce and the USDA RD Area Specialist for a kick off meeting prior to starting the application process in January for funding assistance for the Whitman River Area Sewer System In-Line Storage Project.

### FY16 Budget

The Director of Public Works stated that he is working on the budget and will have it finished shortly for the Commission to review.

### Capital Planning Report of Projects

The Director of Public Works apprised the Commission that Jim DeLisle of the Capital Planning Committee will be adding a section in the Capital Planning booklet for larger upcoming and future projects. The Director will have a draft prepared for the next Commission meeting.

Quarterly Reports for Selectmen

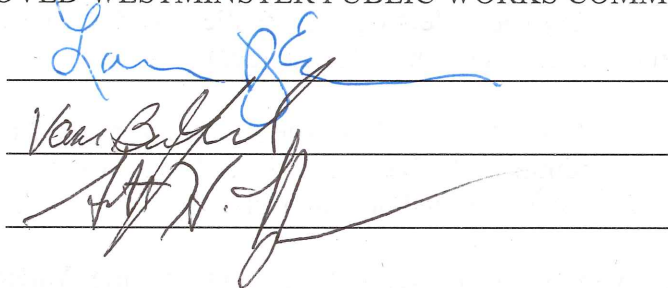
The Director of Public Works apprised the Commission that the Board of Selectmen will be requiring quarterly reports from Departments. The first report will cover the reporting period October through December 2014. The Director will have a draft prepared for the next Commission meeting.

Annual Town Report

The Director of Public Works is working on the Annual Town Report for the Department. The Director will have a draft prepared for the next Commission meeting.

6:47 PM Commissioner Ryder made a motion to adjourn. The motion seconded by Commissioner Butterfield. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Three handwritten signatures are present, each written over a horizontal line. The top signature is in blue ink and appears to be 'Lange'. The middle signature is in black ink and appears to be 'Van Buren'. The bottom signature is in black ink and is more stylized, possibly 'A. W. J.'.

Documents / Exhibits

None.