



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 8, 2014

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Members – Lorraine J. Emerson, Vance A. Butterfield  
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 November 24, 2014 as written. The motion seconded by Chairman Emerson. Voted unanimously.

### Whitman River Sewer System Improvements

6:02 PM Commissioner Butterfield made a motion to sign the Agreement with Wright-Pierce for USDA RD Funding Assistance for the Whitman River Area Sewer System In-Line Storage Project. The motion seconded by Chairman Emerson. Voted unanimously.

6:04 PM Commissioner Butterfield made a motion to sign the MassDOT Chapter 90 Final Reports for the following projects: Pavement Overlays on North Common, Syd Smith, Town Farm and Bathrick Roads, Overlook Road Reclamation & Paving, Purchase of Portable Air Compressor, Guardrail Installation on South Street, Battles, Harrington, Narrows, Old Town Farm and Town Farm Roads. The motion seconded by Chairman Emerson. Voted unanimously.

### New Employee Approvals

The Director of Public Works presented the Department's selection for the recently vacated positions in the Highway Department, i.e. Working Foreman, Special Motor Equipment Operator, for the Commission to affirm.

6:11 PM Chairman Emerson made a motion to affirm the Director of Public Works choice for Highway Working Foreman, Robert Szocik. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:15 PM Chairman Emerson made a motion to affirm the Director of Public Works choice to promote Steven Arsenault to Highway Special Motor Equipment Operator. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:19 PM Chairman Emerson made a motion to affirm the Director of Public Works choice for Highway Truck Driver/Laborer, David Zbikowski. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:20 PM Commissioner Butterfield made a motion that the Commission sign the Water Services Account commitment for the month of November 2014 in the amount of \$11,865.59. The motion seconded by Chairman Emerson. Voted unanimously.

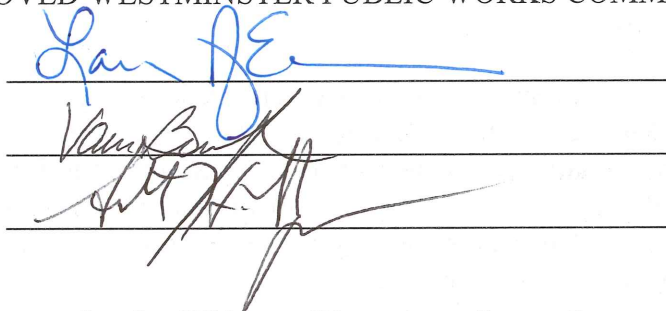
6:21 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Services Account commitment for the month of November 2014 in the amount of \$185.71. The motion seconded by Chairman Emerson. Voted unanimously.

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

The Commission would like the Director of Public Works to send the Draft Sewer Abatement Agreement to Mark Cook of Advance Coatings for review and comment. Chairman Emerson stated that a letter shall accompany the agreement that states that the outstanding water and sewer only accounts are non-negotiable for abatement as well as the requirement to install a deduct meter on the cooling tower water line.

6:35 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



The image shows three handwritten signatures in blue and black ink, each placed over a horizontal line. The top signature is in blue ink and appears to be 'Lan JE'. The middle signature is in black ink and is more stylized. The bottom signature is also in black ink and is very stylized.

**Documents / Exhibits**

1. USDA RD Funding Assistance for the Whitman River Area Sewer System In-Line Storage Project Agreement.
2. MassDOT Chapter 90 Final Report for Pavement Overlays on North Common, Syd Smith, Town Farm and Bathrick Roads.
3. MassDOT Chapter 90 Final Report for Overlook Road Reclamation & Paving.
4. MassDOT Chapter 90 Final Report for Purchase of Portable Air Compressor.
5. MassDOT Chapter 90 Final Report for Guardrail Installation on South Street, Battles, Harrington, Narrows, Old Town Farm and Town Farm Roads.
6. November 2014 Water Services Account commitment.
7. November 2014 Sewer Services Account commitment