



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

March 9, 2015

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Members: Lorraine J. Emerson – Chairman, 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 to accept and execute the Grant of Easements for Rebanna Road. The motion seconded by Chairman Emerson. Voted unanimously.

6:03 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Services Account commitment for the month of February 2015 in the amount of \$599.58. The motion seconded by Chairman Emerson. Voted unanimously.

6:04 PM Commissioner Butterfield made a motion that the Commission sign the Water Services Account commitment for the month of February 2015 in the amount of \$375.59. The motion seconded by Chairman Emerson. Voted unanimously.

6:05 PM James Kane, 162 Bathrick Road – Citizens' Petition Bathrick Road Improvements
The Public Works Commission discussed the petition with James Kane and other residents of the road.

6:35 PM Mark Cook Advance Coatings Co., 42 Depot Road – Outstanding Water/Sewer Accounts
Mark Cook was present to discuss the sewer abatement agreement. The Commission would like to have the sewer deduct meter installed no later than March 31, 2015.

6:45 PM Commissioner Butterfield made a motion to execute the Sewer Abatement Agreement for Advance Coatings Co., Inc. The motion seconded by Chairman Emerson. Voted unanimously.

7:23 PM Commissioner Butterfield made a motion to abate the water and sewer usage charges for 29A Mountain View Road by 60% based on the Commission's Policy

on Water & Sewer Adjustments due to an undetected leak in the water service. The motion seconded by Chairman Emerson. Voted unanimously.

Holmes Park Water District Rescind Discussion

Commissioner Butterfield discussed the Special Meeting that the Holmes Park Water District had regarding the District petitioning the Town to take over the Holmes Park water system.

Annual Water & Sewer Rate Review

The Commission discussed raising water and sewer rates for FY16.

7:36 PM Commissioner Butterfield made a motion to start Quarterly Water and Sewer billing for all accounts starting in FY2016. The motion seconded by Chairman Emerson. Voted unanimously.

Whitman River Sewer System Improvements


The Director of Public Works apprised the Commission that the USDA application for the In-line Sewer Storage Project would be submitted in the next week.


FY16 Budget

Commissioner Butterfield apprised the Commission of the FY16 budget review meeting with the Town's Advisory Board on March 2, 2015.

7:53 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION





Documents / Exhibits

1. Grant of Easements Rebanna Road
2. Sewer abatement request 29A Mountain View Road
3. Sewer Abatement Agreement Advance Coatings Co., Inc.