



WESTMINSTER DEPARTMENT OF PUBLIC WORKS
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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 31, 2015

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Commissioners: 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 approve the meeting minutes of February 23, 2015 as written. The motion seconded by Chairman Emerson. Voted unanimously.

6:02 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of March 9, 2015 as written. The motion seconded by Chairman Emerson. Voted unanimously.

6:03 PM Commissioner Butterfield made a motion that the Commission sign the Water Services Account commitment for the month of March 2015 in the amount of \$1,583.37. The motion seconded by Chairman Emerson. Voted unanimously.

6:04 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Services Account commitment for the month of March 2015 in the amount of \$458.55. The motion seconded by Chairman Emerson. Voted unanimously.

Karen Towler, 121 East Road – Water system pressure concerns

Karen Towler of 121 East Road and Stephen MacDonald of 1 Hy Road were present to discuss their concerns with water system pressure fluctuations that occurred after the hydrant on East Road was used by the Fire Department on January 25, 2015 to aid in extinguishing a fire at residence at 7 Hy Road.

6:28 PM Commissioner Butterfield made a motion to have the Chairman sign the Winter Recovery Assistance Program (WRAP) contract with the MassDOT. The motion seconded by Chairman Emerson. Voted unanimously.

6:32 PM Commissioner Butterfield made a motion to allow deduction in the sewer usage for the Wachusett Brewery for product that is bottled and does not enter the sewer

system. Further, the Wachusett Brewery will provide to the Department the Brewer's Reports that are submitted to the federal government on a quarterly basis to properly account for the product. The motion seconded by Chairman Emerson. Voted unanimously.

Holmes Park Water District Rescind Discussion

Chairman Emerson and Director Joshua Hall discussed the meeting that they had with the District regarding requirements needed for the Department to take over the District.

Annual Water & Sewer Rate Review

Chairman Emerson tabled discussion until the Commission had a full quorum to discuss.

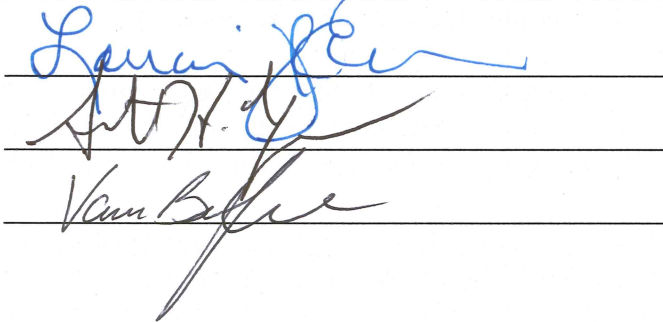
Whitman River Sewer System Improvements

The Director of Public Works informed the Commission that the USDA RD application was submitted in early March. He stated that we could expect an offer from the USDA sometime mid to late summer.

6:55 PM Commissioner Butterfield made a motion to reschedule the April 13, 2015 meeting to April 21, 2015. The motion seconded by Chairman Emerson. Voted unanimously.

6:58 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 ink, each written over a horizontal line. The top signature is the most legible and appears to be 'Laurie K...'. The middle signature is more stylized and difficult to read. The bottom signature is also stylized and appears to be 'Van B...'. The lines are evenly spaced and extend across the width of the signatures.

Documents / Exhibits

1. MassDOT Winter Recovery Assistance Program (WRAP) contract