



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, P.E.

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

PUBLIC WORKS COMMISSION MEETING MINUTES

November 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 approve the meeting minutes of October 22, 2015 as written. The motion seconded by Chairman Emerson. Voted unanimously.

6:01 PM Commissioner Butterfield made a motion that the Commission sign the Water Usage Account and Sewer Usage Account Commitment 2016-2 for the Quarterly Billing for November 2015 in the amounts of \$236,610.66 and \$250,630.24 respectively. 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 October 2015 in the amount of \$1,766.17. 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 October 2015 in the amount of \$2,746.65. The motion seconded by Chairman Emerson. Voted unanimously.

6:05 PM Commissioner Butterfield made a motion to affirm the Director of Public Works payroll authorization request for the scheduled pay increase for Robert Szocik, Highway Working Foreman. The motion seconded by Chairman Emerson. Voted unanimously.

Outstanding Water & Sewer Accounts

The Director of Public Works advised the Public Works Commission of outstanding water and sewer accounts. Chairman Emerson stated that the Department should create a policy and be proactive with sending courtesy letters to account holders of large outstanding balances.

6:17 PM Commissioner Butterfield made a motion to deny the abatement request for 73 Carter Road as the request does not meet the Commission's policy on water and sewer adjustments, specifically that excess usage to be abated must exceed 100% previous average usage for the same billing period. The motion seconded by Chairman Emerson. Voted unanimously.

Bathrick Road

The Commission and residents of Bathrick Road discussed the Fall Special Town Meeting request for \$20,000 for Bathrick Road design engineering. Commissioner Butterfield stated that there was no support from the Board of Selectmen and Advisory Board. Chairman Emerson stated that the Commission is not passing over the article plans on moving the article at Town Meeting. Mark Basler, 158 Bathrick Road, stated that Board of Selectmen previously supported an article for design for the Fall Town Meeting and now they are not.

Holmes Park Water District Rescind Discussion

Nothing new to report.

Whitman River Sewer System Improvements

The Commission discussed the November 3rd ballot vote for the project. The Director of Public Works has reached out to the USDA RD to give an update on the project and the next steps for moving forward and any paperwork that the Town and the USDA need to finalize. The Director stated that Wright-Pierce is working on finalizing the engineering agreement.

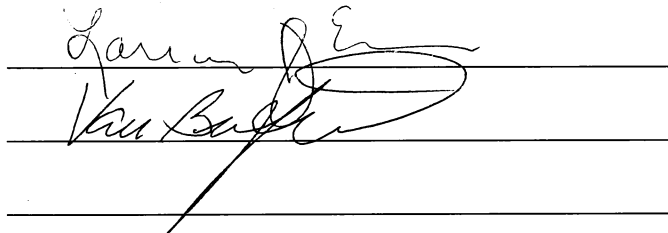
Fall Sepcial Town Meeting Tuesday, Nov. 17, at 7:30 p.m.

The Commission discussed the Bathrick Road and the temporary repairs to private roads article.

William Goodwin, 4 East Gardner Road, was present to discuss meeting minutes of the Tree Warden and specifically the forum that approves those minutes. Chairman Emerson stated that the Tree Warden's minutes are not reviewed by the Commission or any other Board/Commission/Committee in Town. The Tree Warden's meeting minutes are the sole responsibility of the Tree Warden.

6:44 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Documents / Exhibits

1. Michael Levanti, 73 Carter Road abatement request