



WESTMINSTER DEPARTMENT OF PUBLIC WORKS
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Commissioners
Lorraine J. Emerson, Chairman
Vance A. Butterfield
Ross W. Barber

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

PUBLIC WORKS COMMISSION MEETING MINUTES

March 25, 2019

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Lorraine J. Emerson – Chairman, Vance A. Butterfield, Ross W. Barber;
Joshua W. Hall – Director of Public Works, Patrick Haley – Asst. Director
of Public Works

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

6:02 PM Commissioner Barber made a motion that the Commission approve the meeting minutes of February 25, 2019 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:05 PM Stephen Wallace, Town Planner – Wayfaring Signage Program
Stephen Wallace, Westminister Town Planner and Joe Serio, member of Economic Development Committee were present to discuss the proposed sign locations for the Wayfaring Signage Program.

Payroll Authorizations

The Director and Assistant Director discussed with the Commission at length the 3 candidates interviewed for the 2 vacant truck/driver laborer highway positions. The Director stated that a fourth candidate was scheduled to interview and never showed up.

6:45 PM Commissioner Butterfield made a motion that the Commission approve the recommendation by the Director to sign the payroll authorizations for Tyler Slocum and Ryan Leger to fill the vacant Highway Truck Driver/Laborer positions. The motion seconded by Commissioner Barber. Voted unanimously.

Wachusett Brewery Industrial Pretreatment Program discharge permit

The Director apprised the Commission that a draft letter was reviewed by the City of Fitchburg with comments. The Director recommends updating the letter to include Fitchburg's comments. The Director will have a draft letter for the Commission to review at the Commission's April 8, 2019 meeting.

Whitman River Sewer Improvements Project Update

The Director apprised the Commission that a video inspection was performed and leaks were found. The Director has contacted the consultant, Wright-Pierce, who designed and

oversaw construction. Wright-Pierce is reviewing the video. Chairman Emerson asked that the Director look into hiring an engineering consultant to perform a peer review of the project as well as offer solutions to the leaks.

Draft Phase II Report Upper Reservoir Dam

The Assistant Director stated that trees will be cleared from the embankments in the next couple of weeks.

Ellis Road Water Storage Tank Replacement Project

The Director apprised the Commission that the additional sampling for paint and soil at the tank site for lead and PCBs has been performed. In addition, the town communications on the tank are proposed to be moved to a tower adjacent to the tank. The project to move the communications to a tower is on the annual town meeting warrant for May 2019.

Route 140 Reconstruction and Improvements Project Update

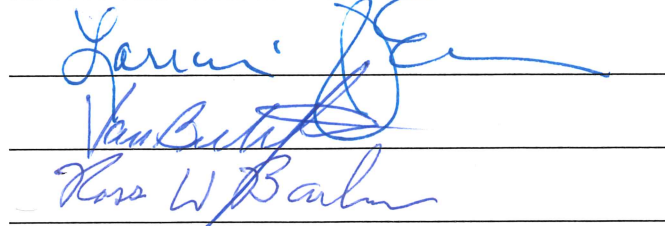
The Director apprised the Commission that he has been discussing with the design consultant, Green International, costs for design after the 25% design submittal to the MassDOT. The Director stated that the current appropriation will not be enough to move the design to construction. He and the Assistant Director will be meeting with Green International this week to get a breakdown of design phase submittal costs. Commissioner Butterfield stated that Public Works should meet with the Capital Planning Committee soon if it is expected to ask for more monies to cover the design.

Other Items:

- The Director stated that the MassDOT will be forwarding a reimbursable agreement in the near future for the Narrows Road bridge. The Director stated that there may be costs, up to \$150,000, over the award amount of \$455,000 that the town will be committed to pay. Commissioner Butterfield stated that this should be included with the next meeting with the Capital Planning Committee.
- The Director apprised the Commission that work to pave Bathrick Road has started, i.e. tree clearing
- The Director apprised the Commission that the order of layout for Partridge Hill Road will be on their April 8, 2019 agenda

7:25 PM Commissioner Barber made a motion to adjourn. The motion seconded by Commissioner Butterfield. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



The image shows three handwritten signatures in blue ink, each written over a horizontal line. The signatures are cursive and appear to be of the same person, likely a member of the Westminster Public Works Commission.

Documents / Exhibits

1. Payroll authorizations