



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

October 7, 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.

6:01 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Accounts commitment for the month of September 2019 in the amount of \$3,404.99. The motion seconded by Commissioner Barber. Voted unanimously.

6:02 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of September 2019 in the amount of \$1,335.74. The motion seconded by Commissioner Barber. Voted unanimously.

### East Road sewer extension request

Chris Mossman, Trowbridge Engineering and Peter Normandin were present to discuss the request. The Director of Public Works advised the Public Works Commission that the DPW/BETA comments have been addressed and is all set to move forward with the request.

6:08 PM Commissioner Butterfield made a motion to approve the sewer extension on East Road and sign the agreement. The motion seconded by Commissioner Barber. Voted unanimously.

6:15 PM Commissioner Barber made a motion that the Commission sign the payroll authorization for Tammy Paul to fill the Secretary/Receptionist position vacated by Dale Lucier who recently was promoted. The motion seconded by Commissioner Butterfield. Voted unanimously.

### Whitmanville Road Bridge Project Update

The Director of Public Works updated the Commission on the progress of the design. Easements would be required as part of the project and property owners have been notified. He stated that a town meeting vote would be necessary to acquire the easements

as well as recommends the use of Chapter 90 funds for appraisals, title search as well as compensation.

Wachusett Brewery Industrial Pretreatment Program discharge permit

The Director apprised the Commission as to the status of the review of the Phase 1 proposal from WBC. The Director stated that the City of Fitchburg has reviewed and provided feedback and supports the Phase 1 proposal. BETA is still reviewing the proposal for the town.

Bathrick Road improvements

The Commission was apprised that the road has been paved. The drainage work is planned for Spring 2020.

Phase II Report Upper Reservoir Dam

The Director apprised the Commission that an Emergency Action Plan is required by the State by the end of the year. The Director is looking at how to best fund the cost to complete of \$9,500.

Ellis Road Water Storage Tank Replacement Project

The Director stated that the ZBA approved the communications tower plan. There is a 20 day appeal period. The Director stated that the design of the tank will proceed once the appeal period ends and there are no appeals. The Director informed that Commission of a leak in the tank that was repaired.

Whitman River Sewer Improvements Project Update

The Director apprised the Commission that BETA Group is working on engineering agreement with the USDA for the I/I work.

Route 140 Reconstruction and Improvements Project Update

The Director apprised the Commission that MassDOT 25% design comments have been received and that our consultant GIA is reviewing.

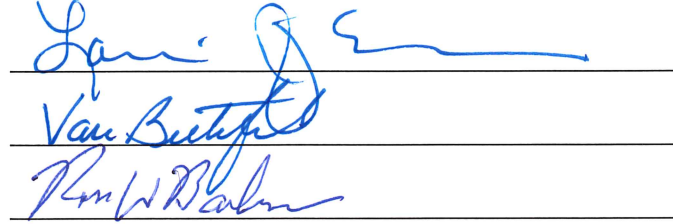
Other items:

- Asst. Director Patrick Haley returned from the BoS meeting tonight for the WBC MassDOT access permit for parking across from the brewery on State Road East. He stated that the BoS wants feedback from the Commission on the proposed access.
- Christian McMahan from WBC dropped off proposed plans and MassDOT access permit for the Commission to review. Chairman Emerson that the Commission would hold a special meeting on October 15 at 5:30 p.m. to discuss the plan and application to provide feedback to the BoS for the BoS October 24 meeting.
- The Director provided the Commission with an engineering agreement for the Narrows Rd bridge project that was approved previously by the Commission.
- The Director informed the Commission that Shawn Reddy, Truck Driver/Laborer gave his notice

7:01 PM Commissioner Barber made a motion to sign the Narrows Rd over Wyman Pond outlet bridge engineering agreement. The motion seconded by Commissioner Butterfield. Voted unanimously.

7:09 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



The image shows three handwritten signatures in blue ink, each written on a horizontal line. The first signature is the most stylized, the second appears to be 'Van Butte', and the third is 'Ken W. Barber'.

**Documents / Exhibits**

1. Sewer extension agreement East Road
2. Payroll authorization – Tammy Paul
3. WBC MassDOT access plan & application
4. Narrows Rd over Wyman Pond outlet engineering agreement

