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WESTMINSTER DEPARTMENT OF PUBLIC WORKS
P.O. BOX 376 WESTMINSTER, MA 01473 - Tel. (978) 874-5572

2022 APR 12 AM 11:50
TOWN OF WESTMINSTER

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 14, 2022

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, Kevin Collins – Assistant Director of Public Works, Dale Lucier - Executive Assistant

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

6:01 PM Commissioner Barber made a motion that the Commission approve the meeting minutes of January 31, 2022. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:02 PM Commissioner Barber made a motion that the Commission sign the Sewer Accounts commitment for the month of February 2022 in the amount of \$363.03 and the Water Accounts commitment for the month of February 2022 in the amount of \$454.84. The motion seconded by Commissioner Butterfield. Voted unanimously.

Water System Emergency Response Plan (ERP) Approval

The Director reviewed with the Commission the updated ERP required by the AWIA 2018. The update also required a risk and resilience assessment be completed for the system.

6:07 PM Commissioner Butterfield made a motion for Commission to adopt and sign the updated ERP. The motion was seconded by Commissioner Barber.

Draft Town Financial Policies

The Director and Commission discussed revisions to the draft policies for the Enterprise Funds. The Director will forward the draft versions of the policies for their review.

Complete Streets Plan Development – Update

The Director informed the Commission that a plan working group with various Departments will be meeting to move the tier 2 plan development forward.

Wastewater IMA- Update

The Director informed the Commission that Town Counsel reviewed the Draft IMA with minor comments. The City of Fitchburg will move forward with the draft as amended by town counsel.

Old Town Farm Road Culvert Replacement- Update

The Director informed the Commission that a Notice of Intent will be filed with the Conservation Commission. The plan for construction is to shut down the road for a weekend and compensate residents.

Whitmanville Road Bridge Project

No new update

Wachusett Brewery Industrial Pretreatment Program

No new update.

Ellis Road Water Storage Tank Replacement –Update

No new update

Whitman River Sewer Improvements Project Update

No new update

Route 140 Reconstruction and Improvements Project Update

The Director informed the Commission that the Article 97 legislature is moving along. He also discussed the right-of-way process which will require an appraiser for the easements required on the project.

Narrows Road Bridge over Wyman Pond Outlet Project Update

No new update.

Upper Reservoir Dam Culvert Replacement

The Director updated the Commission of the bid results for the project.

6:40 PM Commissioner Butterfield made a motion to award R. Bates & Sons, Inc. the contract for the Whitney Street Culvert Rehabilitation. The motion seconded by Commissioner Barber. Voted unanimously.

Town Farm Road Watermain- Update


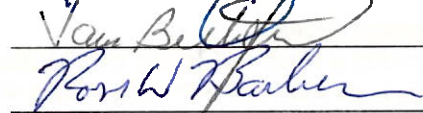
No new update.

Other items:

- The Director discussed with the Commission water/sewer accounts delinquency for Stored Solar Fitchburg LLC. The Commission would like a letter sent to requesting the outstanding bills.
- Discussed road conditions/potholes.
- Discussed Roper Road traffic issues related to the Game On Fitchburg facility.
- Next meeting will be a pole hearing requesting 2 composite poles and 1 timber pole on Bean Porridge Hill Road.

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

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

Documents / Exhibits

1. Water ERP
2. Whitney Street Culvert Rehabilitation contract