



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

May 31, 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

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

6:05 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of March 28, 2022 and April 11, 2022 as written. The motion seconded by Commissioner Barber. Voted unanimously.

Contract Extensions

6:06 PM Commissioner Butterfield made a motion to award a contract extension with K.A. Honkala Tree Service for Tree Removal and Pruning Services in the amount of \$55,000.00. The motion seconded by Commissioner Barber. Voted unanimously.

6:06 PM Commissioner Butterfield made a motion to award a contract extension with Martinez Road Construction, Inc. for Structure Adjustments in the amount of \$15,225.00. The motion seconded by Commissioner Barber. Voted unanimously.

Draft Sewer Service Area Bylaw

The Director discussed with the Commission the draft bylaw that he shared via email. He will have copies at the next meeting for the Commission to review and markup.

Annual Water/Sewer Rate Review

The Director continued discussion with the Commission for FY2023 rate increases. His projections suggest to increase the sewer rate by 5% (6.5% increase from City of Fitchburg) and no water rate increase and see the effect on the budget when the Ellis Rd tank and Shady Ave tank projects are complete and any capital improvements at Regional Water Treatment Facility.

6:21 PM Commissioner Butterfield made a motion for a 0% increase in the water rate and 5% increase in the sewer rate for FY2023. The motion seconded by Commissioner Barber. Voted unanimously.

Road Paving & Resurfacing- Update

The Assistant Director informed the Commission that Newcomb Road & Leominster Street have been completed. Cracksealing is scheduled as well as asphalt rubber surface treatment for Mile Hill and Bolton Roads.

Draft Town Financial Policies- Update

No new update.

Complete Streets Plan Development- Update

No new update.

Wastewater IMA- Update

No new update.

Old Town Farm Road Culvert Replacement- Update

The Director informed the Commission that the project is expected to be advertised in June 2022.

Whitmanville Road Bridge Project- Update

No new update.

Wachusett Brewery Industrial Pretreatment Program- Update

No new update.

Ellis Road Water Storage Tank Replacement –Update

The Director informed the Commission that the tank demolition is complete and the foundation demo is ongoing.

Whitman River Sewer Improvements Project Update

The Commission discussed using left over sewer extension bond monies, approx. \$99k, for repairs in the sewer system in the sewer investigation inspection report.

Route 140 Reconstruction and Improvements Project Update

No new update.

Narrows Road Bridge over Wyman Pond Outlet Project Update

The Director informed the Commission that street line painting is scheduled for June 2022.

Upper Reservoir Dam Culvert Replacement- Update

The Director informed the Commission that he is waiting to hear from the consultant final inspection of the work.

Town Farm Road Watermain- Update

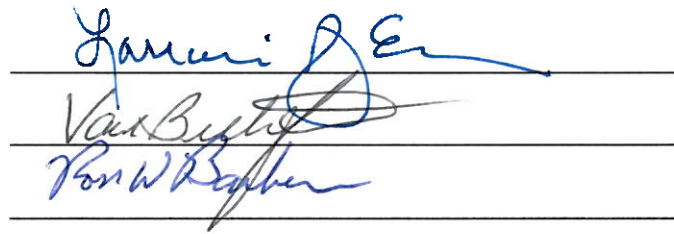
The Director updated the Commission on remaining items to be completed, e.g. driveway and lawn repairs.

Other items:

- 6:46 PM Commissioner Barber made a motion to approve the abatement request for 3 Lovell Street to include 50% abatement on the water overage and 45% abatement for the sewer overage. The motion seconded by Commissioner Butterfield. Voted unanimously.
- Chairman Emerson discussed water restrictions in place in the City of Gardner and has asked that we post water conservation messages in an effort to help with future drought conditions
- The Director noted the Welcome to Westminster event at the library on 6/9/2022 from 5-7 PM
- The Director noted that there is a PFAS public meeting for property owners in the Bean Porridge Hill Road and South Ashburnham Road area hosted by Mass DPH and DEP on 6/8/2022 at ORHS auditorium from 6:30-8:00 PM

6:54 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: 1. A signature that appears to be 'Garcia' followed by a large 'E'. 2. A signature that appears to be 'Van Buren'. 3. A signature that appears to be 'Tom W. Barber'.

Documents / Exhibits

1. Contract extensions
2. FY2023 Water & Sewer Projections
3. 3 Lovell Street abatement request

