



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

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

June 27, 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 May 31, 2022 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

Wachusett Mountain Sign- Worcester Road and Mile Hill Road

6:03 PM Commissioner Butterfield made a motion that the Commission approve the replacement sign for Wachusett Mountain at the intersection of Worcester Road and Mile Hill Road and further that the new sign will occupy the same footprint as the existing sign and will have no increased impact on visibility as the existing column closest to Worcester Road is not part of the new design. The motion seconded by Commissioner Barber. Voted unanimously.

Current Drought Status/Water Restriction

No new update

Sewer Moratorium

The Director apprised the Commission that Town Counsel had approved removing language in the moratorium for unimproved lots on town sewer. Counsel removed lots that are unimproved.

6:07 PM Commissioner Barber made a motion that the Commission sign the 2-year sewer moratorium due to flow constraints in the Sewer Intermunicipal Agreement with the City of Fitchburg. The motion seconded by Commissioner Butterfield. Voted unanimously.

Draft Sewer Service Are Bylaw

No new update.

Road Paving & Resurfacing- Update

The Assistant Director apprised the Commission that street line painting is scheduled for Mile Hill and Bolton Roads. He also discussed work planned on South Ashburnham Road for FY23.

Draft Town Financial Policies

No new update.

Complete Streets Plan Development- Update

The Director apprised the Commission that the Select Board will be voting on the Tier 1 Complete Streets Policy so that the work can progress to Tier 2 Prioritization Plan. He further indicated that the Town did not receive awards for the Shared Streets and Spaces grant not the Safe Routes to School grant.

Wastewater IMA- Update

6:16 PM Commissioner Butterfield made a motion for the Commission to sign the 2-year Sewer Intermunicipal Agreement amendment with the City of Fitchburg. It was noted that the City is not prepared to negotiate additional flow for the Town as they are still working through sewer separation projects as well as finalizing the wastewater management plan. The motion seconded by Commissioner Butterfield. Voted unanimously.

Old Town Farm Road Culvert Replacement- Update

The Director apprised the Commission that the bid opening for the project will be held on Thursday June 30, 2022. Pre-bid site conference was held on Thursday June 23, 2022. He has concerns regarding schedule, material supply and costs.

Wachusett Brewery Industrial Pretreatment Program- Update

No new update.

Ellis Road Water Storage Tank Replacement –Update

The Director apprised the Commission that the contractor has the vault in place. The contractor was setting the forms for the tank today.

Whitman River Sewer Improvements Project Update

No new update

Route 140 Reconstruction and Improvements Project Update

The Director apprised the Commission he met with the appraiser to walk properties impacted by the project. They were able to meet with approx. 75% of the owners to discuss the project, appraisal process and their concerns.

Narrows Road Bridge over Wyman Pond Outlet Project Update

The Director apprised the Commission that the street line painting has been pushed out but they must have it complete by Thursday June 30, 2022. We are holding full payment until job is complete.

Town Farm Road Watermain- Update

The Director apprised the Commission there are 2 driveway repairs to complete on the project.

Other items:

- Four potential applicants for the Truck driver/ Laborer position
- First Aid/CPR training tomorrow for DPW employees.
- Bean Porridge Hill Rd PFAS- DPW consultant will be providing an engineer working for the responsible parties lawyer a proposal to model proposed water extensions

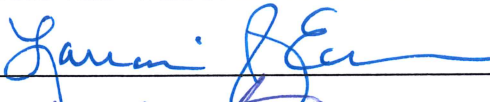
7:15 PM Commissioner Barber moved that the Commission enter into executive session to discuss non-union contract negotiations. Commissioner Butterfield seconded the motion. The motion passed unanimously on a roll call vote

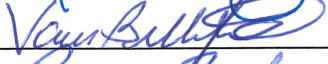
7:17 PM Commissioner Butterfield moved that the Commission exit from executive session. Commissioner Barber seconded the motion. The motion passed unanimously on a roll call vote.


7:18 PM Commissioner Butterfield made a motion that the Commission sign the 1-year contract with the Director of Public Works Joshua Hall dated June 27, 2022. The motion seconded by Commissioner Barber. Voted unanimously.

7:20 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION







Documents / Exhibits

1. Wachusett Mountain sign request
2. Sewer Moratorium
3. Sewer Intermunicipal Agreement amendment
4. Director of Public Works contract

