



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

September 28, 2020

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 approve the meeting minutes of September 14, 2020 as written. The motion seconded by Commissioner Barber. Voted unanimously.

Upper Reservoir Dam culvert repair

The Director updated the Commission on the quotes for design services. He stated that BETA Group was \$25,000 less than GEI Consultants, Inc. who have been working with the town on the previous inspections of the dam and Phase 2 reporting.

6:02 PM Commissioner Barber made a motion that the Chairman sign the agreement with BETA Group, Inc. for Whitney Street Culvert Rehabilitation engineering and permitting services. The motion seconded by Commissioner Butterfield. Voted unanimously.

Contract Awards

The Director apprised the Commission that he is working on snow plow contracts and will have them ready sometime next month.

Public Shade Tree Survey

The Director updated the Commission on the results of the survey. He stated that 128 trees were found to be a hazard. Of those trees, 78 were deemed public shade trees. He recommends that this be discussed with the Capital Planning Committee at the October 25 meeting.

Abatement requests 128 & 134 Main Street

Joseph Serio discussed the requests with the Commission. He discussed necessary watering due to drought that did not go down the sewer for his plants as well as a leak in a fish pond at 128 Main Street. He stated that he had applied for and installed a deduct meter during this quarter for 128 Main Street. 134 Main Street had a spigot that burst and went unnoticed for some time. He has concerns (as well as other users) with sewer rates

that are disproportional to the water rate. He would like to discuss this at a future Public Works Commission meeting.

6:45 PM Commissioner Butterfield made a motion to abate the sewer overage by 75% per the water & sewer adjustment policy for 128 & 134 Main Street. The motion seconded by Commissioner Barber. Voted unanimously.

Current Drought Status/Water Use Restriction

No new update.

Whitmanville Road Bridge Project Update

No new update.

Wachusett Brewery Industrial Pretreatment Program discharge permit

The Director gave WBC update for the Commission.

Ellis Road Water Storage Tank Replacement Project

No new update.

Whitman River Sewer Improvements Project Update

The Director updated the Commission on continued work. He is waiting for USDA approval to perform additional manhole/CCTV pipe inspections with remaining grant funds.

Route 140 Reconstruction and Improvements Project Update

No new update.

Narrows Road Bridge Project Update

No new update.

Other Items:

- The Director recommended moving the regularly scheduled October 12 meeting to October 13 due to holiday
- The Director reminded the Commission of the Capital Planning Committee meeting scheduled for October 21 to discuss the DPW 5-year Capital Plan
- The Director and Asst. Director updated the Commission on paving projects
- The Director and Asst. Director updated the Commission on adding stops signs at Davis Rd at West Princeton Rd and Lanes Rd at West Princeton Rd

7:10 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Documents / Exhibits

1. Upper Reservoir Dam culvert design contract
2. 128 & 134 Main Street abatement requests