



WESTMINSTER DEPARTMENT OF PUBLIC WORKS  
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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

October 25, 2021

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 sign the Water Usage Account Quarterly Billing Commitment for October 2021 in the amount of \$277,532.85 and the Sewer Usage Account Quarterly Billing Commitment for October 2021 in the amount of \$343,379.05. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:02 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of October 12, 2021 as written. The motion seconded by Commissioner Barber. Voted unanimously.

6:05 PM Commissioner Butterfield made a motion to sign the FY2022 Commonwealth Sewer Rate Relief Fund application with any award proceeds to go towards other revenue sources when calculating sewer rate. The motion seconded by Commissioner Barber. Voted unanimously.

6:06 PM Commissioner Butterfield made a motion to award snow plowing contract to T. Slocum Inc. The motion seconded by Commissioner Barber. Voted unanimously.

6:09 PM Commissioner Butterfield made a motion for the Chairman to sign the DPW Shingle Roofing Replacement contract with Mike's Construction Co. The motion seconded by Commissioner Barber. Voted unanimously.

6:11 PM Commissioner Butterfield made a motion to sign the contract for a new boom mower with Tri-County Contractors Supply Inc. The motion was seconded by Commissioner Barber. Voted unanimously.

Old Town Farm Road Culvert Replacement- Update

The Director informed the Commission that he will be scheduling a meeting with the residents, the design consultant, Kevin Collins and himself.

Current Drought Status/Water Use Restriction

No new update.

Whitmanville Road Bridge Project

No new update

Wachusett Brewery Industrial Pretreatment Program

The Director informed the Commission that Fitchburg may need to extend the Wastewater Intermunicipal Agreement (IMA) that is expiring in March 2022. He met with the Fitchburg's Deputy Commissioner of Wastewater Jeff Murawski to discuss and they will need to extend possibly for 2 years.

Ellis Road Water Storage Tank Replacement –Update

No new update.

Whitman River Sewer Improvements Project Update

The Director informed the Commission he is still waiting for a memo from the consultant.

Route 140 Reconstruction and Improvements Project Update –

The Director informed the Commission that project 1, Hager Park Road, paving is complete. Project 2, Worcester Road, is at 75% design submission with MassDOT. Project 2 is in a holding pattern until Article 97 issues for easements on City properties is resolved through special legislation and brought to Fall Town Meeting on November 16, 2021.

Narrows Road Bridge over Wyman Pond Outlet Project Update-

No new update.

Upper Reservoir Dam Culvert Replacement

The Director informed the Commission that the permit for the culvert project has been submitted to the Office of Dam Safety.




Town Farm Road Watermain- Update

The Director informed the Commission that the contractor has made progress and should be done by the end of this week with the watermain installation. Next the watermain will need to be pressure tested and bacteria tested before installing service to homes. He is still waiting for property owners to sign release forms to enter the properties for the service install. He will talk to Town Counsel on creating a letter that he can send to those that have yet to sign the release.

7:03 PM Commissioner Butterfield made a motion to reschedule November 22, 2021 meeting to November 29, 2021. The motion was seconded by Commissioner Barber. Voted unanimously.

7:05 PM Commissioner Barber made a motion to adjourn. The motion seconded by Commissioner Butterfield. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

  
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**Documents / Exhibits**

1. FY2022 Commonwealth Sewer Rate Relief Fund application
2. Snow plow contract, T. Slocum, Inc.
3. DPW roofing contract, Mike's Construction Co.
4. Boom mower contract, Tri-County Contractors Supply Inc.