



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

February 8, 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

6:00 PM Opened Meeting via teleconference call.

6:01 PM Commissioner Barber made a motion that the Commission approve the meeting minutes of January 11, 2021, January 13, 2021, January 25, 2021 and February 2, 2021 as written. The motion seconded by Commission Butterfield. Voted unanimously.

6:03 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of January 2021 for \$834.69 and the Sewer Accounts commitment for the month of January 2021 for \$1,309.51. The motion seconded by Commissioner Barber. Voted unanimously.

Town Farm Road water main extension

The Director presented the BETA Group engineering agreement for extending the water main on Town Farm Road and hydraulic model update.

6:05 PM Commissioner Butterfield made a motion that the Chairman sign the engineering agreement with BETA Group. The motion seconded by Commissioner Barber. Voted unanimously.

Whitmanville Road Bridge Project Update

The Director updated the Commission on the progress of the project including temporary traffic signal installation and tentative closing of the bridge in 3 weeks.

Wachusett Brewery Industrial Pretreatment Program discharge permit

No new update.

Ellis Road Water Storage Tank Replacement Project

The Director updated the Commission on the communications tower install.

Whitman River Sewer Improvements Project Update

No new update.

Route 140 Reconstruction and Improvements Project Update

The Director updated the Commission on the projects. Project 1 bid and Project 2 at 75% design review.

Narrows Road Bridge Project Update

No new update.

Upper Reservoir Dam culvert repair

No new update.

Other items:

6:24PM Commissioner Butterfield made a motion to sign the Chapter 90 Final Report for Bathrick Road. The motion seconded by Commissioner Barber. Voted unanimously.

-Chairman Emerson discussed email she received for a damaged mailbox. The Director updated the Commission on how the Department handles requests for repair.

-The Commission and Director discussed putting a PSA together for the salt brine pilot program that the Highway Department is using this winter.

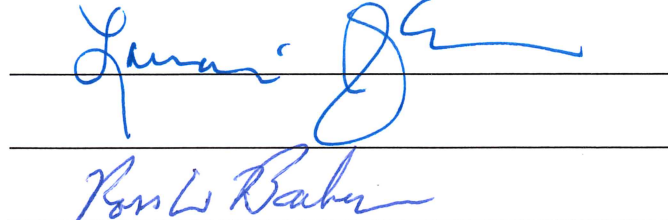
-The Director emailed draft DPW Town Report for the Commission review

-The Director updated the Commission on the need to update the sewer bylaw per the IMA with City of Fitchburg as Fitchburg updated the City sewer ordinance

-The Director will be forwarding to the Commission water/sewer projections for FY2022

6:21 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Two handwritten signatures in blue ink are shown on horizontal lines. The first signature is for Commissioner Butterfield and the second is for Commissioner Barber.

Documents / Exhibits

1. Town Farm Road engineering agreement
2. MassDOT Chapter 90 Final Report Narrows Road