



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

March 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 sign the Sewer Accounts commitment for the month of February 2021 for \$591.72 and the Water Accounts commitment for the month of February 2021 for \$458.78. The motion seconded by Commissioner Butterfield. Voted unanimously.

Sewer bylaw revisions

The Director updated the Commission on the sewer bylaw updates due to revisions from City of Fitchburg sewer ordinance.

Whitmanville Road Bridge Project Update

No new update.

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/building installation as well as tank replacement bid.

6:05 p.m. Pole Petition – West Princeton Road

Chairman Emerson opened the public hearing. The Director stated that he had no issue with proposed pole as staked in the field. Steve Soucy from National Grid presented the project. Mr. Soucy stated that the proposed stub pole to remove a tree guy. This was a request from Comcast for pole upgrades on West Princeton Road. Linda Rogers, 156 West Princeton Road was concerned with location of proposed guy. The Director stated that he did not review the location of proposed guy and recommended to continue the hearing until he can review the location and road layout to determine if the location is within the right-of-way.

6:16 PM Commissioner Barber made a motion that the Commission continue the pole petition hearing to March 22, 2021. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:17 PM Commissioner Butterfield made a motion that Commissioner Barber be acting Clerk at March 22, 2021 meeting. The motion seconded by Commissioner Barber. Voted unanimously.

Water & Sewer Adjustment Policy

The Commission and Director discussed updating policy to clarify/identify adjustments for flows that do not enter the sewer system as well as one-time adjustments per property.

Whitman River Sewer Improvements Project Update

No new update.

Route 140 Reconstruction and Improvements Project Update

No new update.

Narrows Road Bridge Project Update

The Director updated the Commission on the project.

6:21 PM Commissioner Butterfield made a motion that the Chairman sign the Green International Affiliates contract agreement for Narrows Road Bridge construction services. The motion seconded by Commissioner Barber. Voted unanimously.

Upper Reservoir Dam culvert repair

No new update.


Other items:

- The Director will be forwarding to the Commission water/sewer projections for FY2022
- The Director discussed DPW Capital Plan and need to meet with Capital Planning Committee after Town Meeting
- The Director updated the Commission regarding the creation of a 3-5 year road plan
- The Commission and Director discussed resident's concerns with gravel section of West Princeton Road
- The Director updated the Commission on Town Farm Road engineering
- The Director updated the Commission on the Ellis Road water tank repair

6:38 PM Commissioner Barber made a motion to adjourn. The motion seconded by Commissioner Butterfield. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION





Documents / Exhibits

1. West Princeton Road pole petition
2. Engineering agreement Narrows Rd Bridge construction services