



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

April 12, 2021

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Lorraine J. Emerson – Chairman, Vance A. Butterfield (by telephone),
Ross W. Barber; Joshua W. Hall – 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 Barber made a motion that the Commission approve the meeting minutes of March 8, 2021, March 22, 2021 and April 5, 2021 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:02 PM Commissioner Barber made a motion that the Commission sign the Water Accounts commitment for the month of March 2021 in the amount of \$577.77 and the Sewer Accounts commitment for the month of March 2021 in the amount of \$584.54. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:05 PM Pole Petition – West Princeton Road continued

Chairman Emerson opened the public hearing. The Director stated that Town Counsel reviewed the location of the pole and have no issues with the Public Works Commission approving. Steve Soucy from National Grid and Linda Rogers, 156 West Princeton Road were present during the hearing. Commissioner Butterfield (via telephone) made a motion for Commissioner Barber sign the petition as Clerk. The motion seconded by Chairman Emerson. Voted unanimously. Chairman Emerson closed the public hearing at 6:11 PM. Commissioner Barber made a motion to grant the stub pole 35-S petition request. The motion seconded by Commissioner Butterfield. Voted unanimously.

Ellis Road Sewer Extension Request

Chris Mossman - Trowbridge Engineering, presented a proposed sewer extension on Ellis Road to serve six (6) building lots. The Director discussed that the design was peer reviewed and comments were addressed by Mr. Mossman and plans revised.

6:20 PM Commissioner Barber made a motion to approve the sewer extension request on Ellis Road to serve six (6) new building lots. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:25 PM Commissioner Barber made a motion that the Chairman sign the payroll authorization for Steven Munroe Highway Truck Driver/Laborer to fill the position vacated by Tyler Slocum. The motion seconded by Commissioner Butterfield. Voted unanimously.

Annual Water/Sewer Rate Review

The Director presented water and sewer projections and rates for fiscal year 2022. The Director discussed the need to increase water rates due to upcoming capital projects as well as to increase sewer due to Fitchburg increases of 7%. The Director proposed FY2022 water rate increase of 3% and sewer rate increase of 5%. The Commission discussed the proposed rates. Commissioner Butterfield would like to increase the water rate by 4% so that the following years the proposed rates can be flattened.

6:29 PM Commissioner Barber made a motion that the Commission increase the water rate for FY2022 by 4% and sewer rate by 5%. The motion seconded by Commissioner Butterfield. Voted unanimously.

Annual Town Meeting

The Commission and Director discussed the DPW articles as well as the budget meeting with the Advisory Board on April 5, 2021.

Whitmanville Road Bridge Project Update

The Director updated the Commission on the project. The contractor plans to start work on the bridge at the end of the month/beginning of May.

Wachusett Brewery Industrial Pretreatment Program discharge permit

The Director updated the Commission on compliance with the IPP.

Ellis Road Water Storage Tank Replacement Project

The Director updated the Commission on the communications tower/building installation, getting power to the site as well as tank replacement bid.

Whitman River Sewer Improvements Project Update

The Director updated the Commission on the ongoing work, e.g. CCTV inspections.

Route 140 Reconstruction and Improvements Project Update

No new update.

Narrows Road Bridge Project Update

No new update.

Upper Reservoir Dam culvert repair

No new update.

Other items:

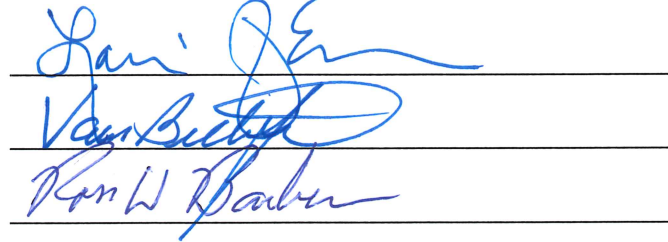
-The Director discussed a proposal for a traffic study for Woodland Drive at South Ashburnham Road. The Commission is concerned with costs as it is an approved

subdivision. The Commission would like the Director to reach out to the Town Planner Stephen Wallace to see if there was a study conducted when the subdivision was approved by the Planning Board.

-The Director updated on the drought status, Level 1 – Mild Drought.

6:45 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Documents / Exhibits

1. West Princeton Road pole petition
2. Ellis Road sewer extension request/plans
3. Water/Sewer rate projections
4. Woodland Drive at South Ashburnham Road traffic engineering services proposal

