



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

June 28, 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, Dale Lucier, Executive Assistant

6:00 PM Opened Meeting at Public Works Department Office. Commissioner Butterfield made a motion that the Commission approve the meeting minutes of May 10, 2021, May 24, 2021 and June 14, 2021 as written. The motion seconded by Commissioner Barber. Voted unanimously.

6:01 PM Diesel Fuel Contract

Commissioner Butterfield made a motion to renew contract with Dennis K. Burke for diesel fuel. The motion seconded by Commissioner Barber. Voted unanimously.

6:02 PM Current Drought Status/Water Use Restriction

The Director updated the Commission on the current drought status which is Level 0, Normal Conditions for Central. There are no concerns with drinking water reservoir levels at this time.

Whitmanville Road Bridge Project Update - No new update.

Wachusett Brewery Industrial Pretreatment Program discharge permit - No new update.

Whitman River Sewer Improvements Project Update - No new update.

Route 140 Reconstruction and Improvements Project Update - No new update.

Narrows Road Bridge Project Update - No new update.

Upper Reservoir Dam Culvert Replacement - No new update

Town Farm Road Project Update - No new update

6:05 PM Pole Petition- Knowler Road

Chairman Emerson opened the public hearing. Abra Seng from National Grid presented the project. Mr. Seng stated that the petition is for commercial service for the town. The

Director stated that the new poles were for the town fiber project extending service to radio communications tower. The Director had no objection to the locations as staked in the field. Chris Hoey, 28 Knower Rd and Susan Christ, 10 Knower Rd were present and asked questions regarding service interruption during project, new pole locations and replacement of existing poles. Commissioner Butterfield made a motion to close the public hearing. The motion seconded by Commissioner Barber. Voted unanimously. Chairman Emerson closed the public hearing at 6:15 PM. Commissioner Butterfield made a motion to grant the pole petition request. The motion seconded by Commissioner Barber. Voted unanimously.

Policy on Water & Sewer Adjustments

The Commission discussed revising the policy. Commissioner Butterfield suggested a 40% sewer abatement maximum based on town sewer rate and City of Fitchburg rate. Commissioner Barber suggested that an abatement only be given 1 time in a 5 year period per property and only for 100% over current usage.

Ellis Road Water Storage Tank Replacement –Update


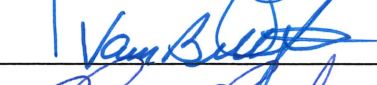

7:07 PM Commissioner Butterfield made a motion for the Chairman to sign the Contract for Ellis Road Replacement Tank \$1,533,829 to Statewide Aquastore, Inc. The motion seconded by Commissioner Barber. Voted unanimously.

Other items:

- Chairman Emerson presented that the Capital Planning Meeting being held on 7/7/2021 she will not be able to attend. Commission Butterfield also stated the same. Commission Barber stated he would attend.
- The Director presented to the Commission that he would be assisting Alan Mayo, Cemetery Superintendent with tree issues at Mount Pleasant Cemetery.
- The Director presented to the Commission that the 7/12/21 meeting with the Select Board for the Highway Collective Bargaining Agreement will be held at 5:15 PM. He advised they could move their meeting to 5:00 PM to approve bills for payment.

7:20 PM Commissioner Barber made a motion to adjourn. The motion seconded by Commissioner Butterfield. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

Documents / Exhibits

1. Diesel fuel contract
2. Pole Petition – Knower Road
3. Ellis Rd Water Storage Tank Replacement contract