



WESTMINSTER DEPARTMENT OF PUBLIC WORKS
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2022 FEB -1 AM 11:24
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

December 13, 2021

Location: Town Hall, Select Board Room 205, 11 South Street

Present: Lorraine J. Emerson – Chairman, 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 Select Board Room 205, Town Hall. Reviewed and
signed bills for payment.

6:01 PM Commissioner Barber made a motion that the Commission approve the
meeting minutes of November 29, 2021 as written. The motion seconded by Chairman
Emerson. Voted unanimously.

6:02 PM Commissioner Barber made a motion that the Commission sign the Water
Accounts commitment for the month of November 2021 in the amount of \$5417.83 and
the Sewer Accounts commitment for the month of November 2021 in the amount of
\$1663.47. The motion seconded by Chairman Emerson. Voted unanimously

Wastewater IMA- Update

The Director has reached out to Wright-Pierce to review existing sewer flows and will be
scheduling a meeting.

Old Town Farm Road Culvert Replacement - Update

The Director updated the Commission that he met with residents on Thursday 12/9/21
with the consultant to go over the plan of closing the road during construction. He will
ask Town Counsel to come up with agreement. Bids should go out in February or March
2022 and construction to begin in the summer of 2022.

Whitmanville Road Bridge - Update

The Director informed the Commission that MassDOT has reached out to National Grid
in regards to the pole being relocated.

6:05 PM Pole Petition- Overlook Road (9 poles)

Chairman Emerson opened the public hearing and made a motion to approve
Commissioner Barber as clerk. Eric Fontaine from National Grid presented the project to
install 9 poles on Overlook Road and relocate 2 poles. Commissioner Barber made a
motion to approve the amended document from 10 poles to 9 as shown. Eric stated that

the new poles will be installed to assist the 3 phase solar project on Overlook Road. The Director has no issues with the location of the poles. Mrs. Hearne of 5 Overlook Road was present to express her concerns of loss of internet connection. Her husband works from home and relies on the service. National Grid stated they would give them notification before that would happen. Donald Gribbons, 87 Overlook Road was present to ask if he could reverse his approval with National Grid to remove trees on his property. The Director will reach out to his contact with National Grid. Commissioner Barber made a motion to close the public hearing. The motion was seconded by Chairman Emerson. Voted unanimously. Chairman Emerson closed the public hearing at 6:25 p.m. Commissioner Barber made a motion to grant the pole petition request. The motion seconded by Chairman Emerson. Voted Unanimously.

6:15 PM Pole Petition- Overlook Road (1 pole)

Chairman Emerson opened the public hearing. Eric Fontaine from National Grid presented the project to install 1 pole on Overlook Road. He stated the stub pole will assist poles and pole upgrades on Overlook Road which are required for the solar project on Overlook Road. The Director had no issues with the staked location of the pole. Commissioner Barber made a motion to close the public hearing. The motion was seconded by Chairman Emerson. Voted unanimously. Chairman Emerson closed the public hearing at 6:35 p.m. Commissioner Barber made a motion to grant the pole petition request. The motion seconded by Chairman Emerson. Voted Unanimously.

6:35 PM Commissioner Barber made a motion for the Chairman to sign the engineering agreement for the Safe Routes To School (SRTS) Program application. The application will be to install new sidewalks on Nichols Street. The motion seconded by Chairman Emerson. Voted unanimously.

Wachusett Brewery Industrial Pretreatment Program - Update

The Director informed the Commission that Asst. Director Collins and Water/Sewer Foreman Peter Martineau joined the City of Fitchburg during Fitchburg's inspection/sampling. WBC is working towards compliance.

Ellis Road Water Storage Tank Replacement – Update

No new update.

Whitman River Sewer Improvements - Update

The Director informed the Commission he is working with the consultant on costs of the pipe and manhole repairs in the latest sewer system inspection report. The Director is also in the process of getting a contact person for the former Simplex property to make repairs to a manhole as well as perform inspections of the private sewer system.

Route 140 Reconstruction and Improvements - Update

The Director informed the Commission that Article 97 has been filed with the state legislature. The project is still at 75% design.

Narrows Road Bridge over Wyman Pond Outlet - Update

The Director updated the Commission on the progress of the project. The bridge is scheduled to be reopened in January and intersection improvements to start in the Spring.

Upper Reservoir Dam Culvert Replacement - Update

The Director updated the Commission on the project. The Office of Dam Safety permit has been issued and Notice of Intent has been filed. Bid opening will be January 6, 2022.

Town Farm Road Watermain - Update

The Director informed the Commission that nine (9) homes are connected to the water service out of fifteen (15). The plumber will not be back until next week to connect the remaining homes. The contractor will be back in the Spring of 2022 to fix the road and make any further restorations.

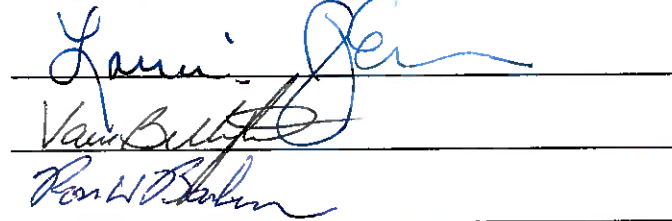
Other items

-Assistant Director of Public Works, Kevin Collins, gave a personnel update.

6:55 PM Commissioner Barber made a motion to accept an amendment from BETA to increase engineering oversight costs due to delays with the project (due to rock excavation) on the Town Farm Road Watermain project for \$18,000. The motion seconded by Chairman Emerson. Voted unanimously.

6:56 PM Commissioner Barber made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Three handwritten signatures in blue ink are written over three horizontal lines. The first signature is the most legible, appearing to read 'Kevin Collins'. The second and third signatures are more stylized and difficult to decipher.

Documents / Exhibits

1. Pole petitions – Overlook Road
2. SRTS engineering agreement
3. Amendment 1 – Town Farm Road Water Main Engineering Services

