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WESTMINSTER DEPARTMENT OF PUBLIC WORKS
P.O. BOX 376 WESTMINSTER, MA 01473 - Tel. (978) 874-5572
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

January 18, 2022

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Lorraine J. Emerson – Chairman, Vance A. Butterfield, Joshua W. Hall – Director of Public Works, Kevin Collins – Assistant Director of Public Works, Dale Lucier - Executive Assistant

6:00 PM Opened Meeting at Public Works Department Office. Reviewed and signed bills for payment.

6:01 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of December 2021 in the amount of \$2953.58 and the Sewer Accounts commitment for the month of December 2021 in the amount of \$3609.54. The motion seconded by Chairman Emerson. Voted unanimously.

6:02 PM Commissioner Butterfield made a motion that the Commission sign the Water Usage Account Quarterly Billing Commitment for January 2022 in the amount of \$201,368.94 and the Sewer Usage Account Quarterly Billing Commitment for January 2022 in the amount of \$264,974.68. The motion seconded by Chairman Emerson. Voted unanimously.

6:03 PM Commissioner Butterfield made a motion to award snow plowing contract to R. Smith Construction, LLC. The motion seconded by Chairman Emerson. Voted unanimously.

FY2023 DPW Budget

The Director discussed DPW capital items and budgets for FY2023.

Wastewater IMA- Update

The Director informed the Commission that Wright Pierce is working on the analysis of existing wastewater flows. The Director is working with the City of Fitchburg on another IMA sewer extension.

Old Town Farm Road Culvert Replacement- Update

No new update.

Whitmanville Road Bridge- Update

The Director updated the Commission regarding the misplaced utility pole. The pole has been moved to the correct location. Guardrail that was placed to protect the old pole location will be removed in the Spring.

Wachusett Brewery Industrial Pretreatment Program- Update

No new update.

Ellis Road Water Storage Tank Replacement- Update

No new update.

Whitman River Sewer Improvements- Update

The Director informed the Commission he is reviewing costs for recommended repairs to manholes and pipes listed in the sewer system investigation report provided by BETA Group. He is waiting for a response from the Simplex property manager regarding concerns with I/I originating from the property. He will follow up with them this week.

Route 140 Reconstruction and Improvements- Update

No new update.

Narrows Road Bridge over Wyman Pond Outlet- Update

The Director informed the Commission the road opening is delayed 3-4 weeks.

Upper Reservoir Dam Culvert Replacement- Update

The Director informed the Commission that the bid opening for the project was held last Thursday January 13, 2022. R. Bates & Sons is the apparent low bidder.

Town Farm Road Watermain- Update




No new update.

Other items:

- The Director will email a draft to the Commission of the Town Annual Report.
- Interview is scheduled this week to fill the position of Truck/Driver Laborer.
- ARPA Funds- The Director has requested to earmark funds for bridge/culvert on Whitmanville Rd, arch culvert on Oakmont Ave., Fred Smith Rd bridge.
- Assistant Director explained to Commission alternative surface treatments being looked at for upcoming road work.

6:40 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

Documents / Exhibits

1. Snow plow contract, R. Smith Construction, LLC

