



WESTMINSTER DEPARTMENT OF PUBLIC WORKS
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TOWN OF WESTMINSTER

Commissioners
Lorraine J. Emerson, Chair
Vance A. Butterfield
Ross W. Barber

Joshua W. Hall, P.E.
Director of Public Works

PUBLIC WORKS COMMISSION MEETING MINUTES

January 22, 2024

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Lorraine J. Emerson – Chair, Vance A. Butterfield, Ross W. Barber
Joshua W. Hall – Director of Public Works

5:00 PM Opened Meeting at Public Works Department Office. Reviewed and signed bills for payment.

5:07 PM Commissioner Barber made a motion that the Commission approve the meeting minutes of December 11, 2023 and December 18, 2023 as written. The motion seconded by Chair Emerson. Voted unanimously.

5:09 PM Commissioner Barber made a motion that the Commission sign the Water Usage Account Quarterly Billing Commitment for January 2024 in the amount of \$201,476.77 and the Sewer Usage Account Quarterly Billing Commitment for January 2024 in the amount of \$287,669.78. The motion seconded by Chair Emerson. Voted unanimously.

Worcester Road/Route 140 Rehabilitation Construction Phase Engineering Services

The Director discussed with the Commission the engineering services that the town is responsible for construction. The Director stated that the costs for these services would be approximately \$70,000 and that Chapter 90 monies would be need to be used to cover these costs. He stated that he will be sending a letter to MassDOT requested that they cover these costs as the town has spent over a \$1,000,000 in design costs for the project and using Chapter 90 monies would reallocate monies planned for road projects.

FY2025 DPW Budget

The Director apprised the Commission that the budget has been submitted to the Town Administrator's office. He stated that the only changes in the budget would be for shared costs with the enterprise funds as well as any update from the City of Fitchburg for operation and maintenance budget increases for the town share of the Regional Treatment Plant.

Draft Sewer Service Area Bylaw review/discussion

The Commission discussed the draft bylaw with the Director. The Director stated that he is still waiting on an answer from town counsel on allocating sewer flows to parcels

fronting a town sewer line. He is also working with MRPC to get parcel data on properties that have sewer available that have not connected to the town system.

Shady Avenue Water Storage Tank Rehabilitation – Update

The Director updated the Commission on VOC sampling and the need to continue monthly sampling.

Whitman River Sewer Improvements Project – Update

No new update.

Route 140 Reconstruction and Improvements Project – Update

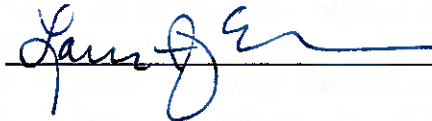
The Director discussed the preconstruction meeting he attended on January 11. He stated that the contractor was planning on performing drainage work later this year and the road improvement work in 2025.


Other Items:

The Director advised the Commission that the annual town report is due February 22 and that he would have a draft for their review prior to submitting.

6:08 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION





Documents / Exhibits