



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

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2023 MAR 28 PM 12:57

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

February 27, 2023

Location: Public Works Department Office, 2 Oakmont Avenue

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 Public Works Department Office. Reviewed and signed bills for payment.

6:01 PM Commissioner Barber made a motion to approve the meeting minutes of January 9, 2023 and February 13, 2023 as written. The motion seconded by Chairman Emerson. Voted unanimously.

6:02 PM Advisory Board Meeting 3/27/23

The Director apprised the Commission that the Advisory Board would like to meet on March 27, 2023 at 7 PM to discuss the FY2024 budget. The Director assumes that the board may focus on proposed fuel increases in the budgets.

Phase I Inspection Upper Reservoir Dam

The Director apprised the Commission that the Upper Reservoir Dam on Whitney Street requires a Phase I inspection. The last inspection was completed in 2018 and is due this year.

6:08 PM Commissioner Barber made a motion to authorize the Chairman to sign the contract with GEI Consultants, Inc. to conduct at Phase I Inspection & Evaluation of Upper Reservoir Dam. The motion seconded by Chairman Emerson. Voted unanimously.

Complete Streets Plan Development- Update

No new update.

Old Town Farm Road Culvert Replacement- Update

No new update.

Ellis Road Water Storage Tank Replacement –Update

No new update.

Whitman River Sewer Improvements Project Update

No new update.

Route 140 Reconstruction and Improvements Project Update


No new update.


Other items


- Interest has been shown for open Highway Truck Driver/Laborer position
- The Director received notification from the City of Fitchburg of their draft rate study with a proposed/recommended increase of 4% in the sewer rate each year for the next 5 years.

6:15 PM Commissioner Barber made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION







Documents / Exhibits

1. GEI Consultants Inc. contract