



WESTMINSTER DEPARTMENT OF PUBLIC WORKS  
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2023 MAY -9 AM 11:43

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

April 10, 2023

*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, 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.

6:03 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of March 2023 in the amount of \$721.58 and the Sewer Accounts commitment for the month of March 2023 in the amount of \$252.30. The motion seconded by Commissioner Barber. Voted unanimously.

6:04 PM Commissioner Barber made a motion that the Commission approve the meeting minutes of March 13, 2023 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

### Solid Waste Drop-Off Center Waste Oil Tank contamination

The Director apprised the Commission that the waste oil tank at the drop-off center is contaminated again and is shut down until it can be cleaned. The Director has been in contact with Tom Murray from Waste Management to discuss solutions to prevent the contamination again. The Commission discussed and suggested some options to discuss with Waste Management:

1. Close permanently and only have drop offs on Hazardous Waste Days.
2. Take less product away more often.
3. Leave containers and have a designated person dispose of product.
4. Take our own sample when the oil is moved from the tank.
5. Is Sea Foam or similar detergents a possible contaminant?

### Sewer Service Area Bylaw

The Director apprised the Commission that he spoke with the Town Administrator that the Select Board will be discussing placing the proposed bylaw on the annual town meeting warrant.

### Complete Streets Plan Development- Update

No new update.

Old Town Farm Road Culvert Replacement- Update

The Director apprised the Commission that there are items left to be addressed. The contractor will be loaming/seeding, repaving, raising the hydrant and making repairs to the culvert outlet due to the inability of getting a right of entry from the abutter.

Ellis Road Water Storage Tank Replacement –Update

The Director apprised the Commission that there are some electrical items still on order that are holding up the completion of the project. It is expected to be completed by the end of June 2023.

Whitman River Sewer Improvements Project Update

No new update.

Route 140 Reconstruction and Improvements Project Update




No new update.

Other items

- The lane on Roper Road after West Hill Drive will be closed every Friday to aid in the Game On traffic in Fitchburg.
- The Director apprised the Commission that he met with the Police & Fire Chiefs regarding installing an all way stop control at the intersection of Knowler Road/Carter Road/Frog Hollow Road due to concerns with crash history, safety entering the intersection from Carter Road due to obstructions and speeds on Knowler Road. Currently Carter Roads and Frog Hollow Road are controlled with a stop sign at the intersection.
  - 6:45 PM Commissioner Butterfield made a motion to install an all way stop at the intersection of Knowler, Carter and Frog Hollow Roads. The motion seconded by Commissioner Barber. Voted unanimously.

6:47 PM Commissioner Barber made a motion to adjourn. The motion seconded by Commissioner Butterfield. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

  
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Documents / Exhibits