



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

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

May 22, 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.

6:01 PM Commissioner Barber made a motion that the Commission approve the meeting minutes of May 8, 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 he and the Assistant Director Kevin Collins are working on language to post to help with the contamination of waste oil at the solid waste drop off center.

Complete Streets Plan Development- Update

No new update.

Old Town Farm Road Culvert Replacement- Update

The Director apprised the Commission that the work to replace the downstream stone started today. The contractor will be loaming/seeding, guardrail repairs, repaving, raising the hydrant and making repairs to the culvert outlet due to the inability of getting a right of entry from the downstream property owner. Additional cost for this project will be in the amount of \$27,000 with a credit of \$2,600.

Ellis Road Water Storage Tank Replacement –Update

The Director apprised the Commission that National Grid is scheduled to energize the new service for the project and decommission the temporary service.

Whitman River Sewer Improvements Project Update

No new update.

Route 140 Reconstruction and Improvements Project Update

The Director apprised the Commission that the Select Board are planned at their next meeting to vote the order of taking for easements on the project. The Commission's next

RECEIVED
JUN 23 PM 2:14
DEPT OF WESTMINSTER

meeting on June 12, 2023 will have the compensation for the impacted properties on the schedule of bills. The project should go out to bid in July or August 2023.

Other Items:


- The Director apprised the Commission that by October 2024 that we are required by USEPA to develop a lead service line inventory and replacement planning for water service lines in town. Information will be gathered from service line location records, watermain installation records as well as surveying properties. The Director stated that our consultant, Wright-Pierce will support us with gathering information and planning. Postcards were sent out informing residents of this new requirement and directions how to identify the service line entering homes with some residents responding. We have been awarded a 100% loan forgiveness grant from MassDEP in the amount of \$56,800 to complete this task.


6:10 PM Commissioner Butterfield made a motion to authorize the Chairman to sign the contract with Wright Pierce for engineering services for developing lead service line inventory and replacement plan. The motion seconded by Commissioner Barber. Voted unanimously.


- The Director apprised the Commission that the annual water and sewer rate review will be on the June 12, 2023.
- The Director discussed with the Commission roads planned for paving in FY2024: Bragg Hill Road (South Ashburnham Rd to Barrel Road), Ripley Road, Nichols Street and Ellis Road (Nichols St to Carter Rd).

6:48 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION







Documents / Exhibits

1. Lead Service Line inventory/planning consultant agreement