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

June 12, 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 22, 2023 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:02 PM Commissioner Barber made a motion that the Commission sign the Water Accounts commitment for the month of May 2023 in the amount of \$1284.85 and the Sewer Accounts commitment for the month of May 2023 in the amount of \$5137.08. The motion seconded by Commissioner Butterfield. Voted unanimously.

Annual Water and Sewer Rate Review

The Commission discussed and reviewed with the Director the water and sewer projection of revenue and expenses for FY2024.

6:16 PM Commissioner Butterfield made a motion to increase water and sewer rates by 4% for fiscal year 2024. The motion seconded by Commissioner Barber. Voted unanimously.

Payroll Authorization-Highway Truck Driver/Laborer

6:25 PM Commissioner Butterfield made a motion for the Chairman to sign the payroll authorization for the open Highway Truck Driver Laborer position for Connor Rakowski. The motion seconded by Commissioner Barber. Voted unanimously.

FY2024 Contract Awards

- Water Meters – 6:27 PM Commissioner Butterfield made a motion that the Chairman sign the contract with Ti-Sales in the amount of \$95,160 for water meters. The motion seconded by Commissioner Barber. Voted unanimously.
- Engineering Services Year 6 MS4 Compliance – 6:32 PM Commissioner Butterfield made a motion to authorize the Chairman to sign the contract

with Comprehensive Environmental for Year 6 MS4 annual compliance. The motion seconded by Commissioner Barber. Voted unanimously.

Solid Waste Drop-Off Center permit request- 32 Gatehouse Road

The Director apprised the Commission of a request received from Darlene Huard to continue receiving a temporary permit to bring her daughter's trash Kim Huard of 32 Gatehouse Road to the solid waste drop-off center.

6:36 PM Commissioner Butterfield made a motion to deny the temporary permit request. The motion seconded by Commissioner Barber. Voted unanimously.

Roper Road traffic concerns/requests

The Director apprised the Commission regarding traffic concerns on Roper Road. Abutters to the road want the road discontinued/dead ended due to traffic during events from Game On in Fitchburg. Town Counsel advised that if it's within 500 feet of a town line that the town would need the City of Fitchburg to approve discontinuance as well as Town Meeting.

Solid Waste Drop-Off Center Waste Oil Tank contamination

The Director apprised the Commission that a message was sent out on social media page with guidance of waste oil disposal. The Commission discussed having a designated Waste Management employee dispose of oil and save any non-compliant oil for hazardous waste days.

Old Town Farm Road Culvert Replacement- Update

The Director apprised the Commission that the work to replace the downstream stone did not satisfy the Conservation Agent Matt Marro. The new design would not be an added cost to the Town. The work would begin on Thursday June 15, 2023.

Ellis Road Water Storage Tank Replacement –Update

The Director apprised the Commission that the project is complete.

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 would be voting on the Order of Taken for easements on the project at their next meeting.

Other Items:

- Chairman Emerson apprised the Commission regarding postings of drought conditions in surrounding communities. The Chairman Emerson would like this to be put on our Agenda for the summer.
- The Director apprised the Commission that the signage for the 5-way all way stop signs on Knowler/Carter/Frog Hollow Roads are complete. The Commission discussed adding stop ahead signage.
- The Director apprised the Commission that he would like to have an engineer look at the following intersections for possibly adding stop signs: Knowler/Minott

Road intersection, the Minott/Newton Road intersection and North Common Road at Oakmont Road.


7:21 PM Commissioner Butterfield moved that the Commission enter into executive session to discuss non-union contract negotiations. Commissioner Barber seconded the motion. The motion passed unanimously on a roll call vote


7:24 PM Commissioner Butterfield moved that the Commission exit from executive session. Commissioner Barber seconded the motion. The motion passed unanimously on a roll call vote.


7:25 PM Commissioner Butterfield made a motion that the Commission sign the 1-year contract with the Director of Public Works Joshua Hall dated June 12, 2023. The motion seconded by Commissioner Barber. Voted unanimously.

7:27 PM Commissioner Barber made a motion to adjourn. The motion seconded by Commissioner Butterfield. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION







Documents / Exhibits

- 1. Projected Water Revenues and Expenses June 2023**
- 2. Projected Sewer Revenues and Expenses June 2023**
- 3. Payroll Authorization- Highway Truck Driver/Laborer**
- 4. Water meter contract**
- 5. MS4 Year-6 contract**
- 6. 32 Gatehouse Road solid waste drop-off center request**
- 7. Director of Public Works contract**