



WESTMINSTER DEPARTMENT OF PUBLIC WORKS
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Commissioners
Lorraine J. Emerson, Chairman
Vance A. Butterfield
Ross W. Barber

FOR THE DIRECTOR OF PUBLIC WORKS
JOSHUA W. HALL
DIRECTOR OF PUBLIC WORKS

PUBLIC WORKS COMMISSION MEETING MINUTES

July 26, 2021

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Lorraine J. Emerson – Chairman, Vance A. Butterfield, Joshua W. Hall –
Director of Public Works, Dale Lucier, Executive Assistant

6:00 PM Opened Meeting at Public Works Department Office. Reviewed
correspondence and signed bills for payment.

6:01 PM Commissioner Butterfield made a motion that the Commission sign the
Water Usage Account Quarterly Billing Commitment for July 2021 in the amount of
\$246,491.65 and the Sewer Usage Account Quarterly Billing Commitment for July 2021
in the amount of \$291,607.39. The motion seconded by Chairman Emerson. Voted
unanimously.

Policy on Water & Sewer Adjustments

The Commission discussed revising the policy. Commissioner Butterfield would like to
see the policy be cost neutral. This will be discussed further at next meeting.

Current Drought Status/Water Use Restriction

No new update.

Whitmanville Road Bridge Project Update – The Director informed the Commission that
the contractor would be moving to the other side of the bridge and finish date would be
later than expected.

Wachusett Brewery Industrial Pretreatment Program discharge permit – The Director
discussed with the Commission the brewery's compliance with the permit issued from the
City of Fitchburg.

6:05 PM Pole Petition- Old Town Farm Road

Chairman Emerson opened the public hearing. Mattheus Viena from National Grid
presented the project. Mr. Viena stated that the petition is for a guy pole to replace a guy
wire in a tree. He stated that the property owner fronting the tree with guy wire had
concerns with the condition of the tree. The Director had no objection to the location as
staked in the field. He stated that National Grid removal the tree once new pole is in
place. Commissioner Butterfield made a motion to close the public hearing. The motion
seconded by Chairman Emerson. Voted unanimously. Chairman Emerson closed the

public hearing at 6:10 PM. Commissioner Butterfield made a motion to grant the pole petition request. The motion seconded by Chairman Emerson. Voted unanimously.

Ellis Road Water Storage Tank Replacement –Update

The Director gave an update on the project. He stated that the project is expected to start in September and last into November.

6:15 PM 71 Main Street abatement request

Julie Scapparone and Peter Normandin were present to discuss their request for an abatement due to toilet leaks resulting in a high water and sewer bill.

Whitman River Sewer Improvements Project Update

No new update.

Route 140 Reconstruction and Improvements Project Update – The Director informed the Commission project 1, Hager Park Road, would be starting in the next 2 weeks. Project 2, Worcester Road, Town Counsel is working on Article 97 land (Fitchburg Water Dept.) that the town needs easements over.

Narrows Road Bridge Project Update

No new update.

Upper Reservoir Dam Culvert Replacement

No new update.


Town Farm Road Project Update – The Director informed the Commission that the lead time on the pipe for this project is 6-8 weeks.


Other items:


- The Director discussed with the Commission hiring snow plow contractors for this upcoming winter season

6:42 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION







Documents / Exhibits

1. Old Town Farm Road pole petition
2. 71 Main Street abatement request