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WESTMINSTER DEPARTMENT OF PUBLIC WORKS
P.O. BOX 376 WESTMINSTER, MA 01473 - Tel. (978) 874-5570
TOWN OF 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

September 7, 2021

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, Dale Lucier, Executive Assistant

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

6:02 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for the month of August 2021, Fiscal Year 2021 in the amount of \$157.36, the Sewer Accounts commitment for the month of August 2021 in the amount of \$679.89 and the Water Accounts commitment for the month of August 2021 in the amount of \$340.77. The motion seconded by Commissioner Barber. Voted unanimously.

6:03 PM Commissioner Barber made a motion that the Commission approve the meeting minutes of August 16, 2021 and August 30, 2021 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

Payroll Authorization

The Director informed the Commission that candidate Kevin Collins accepted the position as the Assistant Director and will be able to start on September 21, 2021.

6:08 PM Commissioner Butterfield made a motion for the Chairman to sign the payroll authorization for Kevin Collins pending pre-employment requirements. The motion seconded by Commissioner Barber. Voted unanimously.

Current Drought Status/Water Use Restriction

No new update.

Whitmanville Road Bridge Project

The Director informed the Commission that the completion date is pushed out until October.

Wachusett Brewery Industrial Pretreatment Program

No new update.

Ellis Road Water Storage Tank Replacement –Update

The Director gave an update on the project. He will be meeting with the consultant and contractor about their schedule. Chairman Emerson asked if he could ask in regards to their supply chain issues.

Whitman River Sewer Improvements Project Update

No new update.

Route 140 Reconstruction and Improvements Project Update –

The Director informed the Commission that project 1, Hager Park Road, paving will be starting on Thursday September 9, 2021. Project 2, Worcester Road, is at 75% design submission with MassDOT. Project 2 is in a holding pattern until Article 97 issues for easements on City properties is resolved through special legislation.

Narrows Road Bridge over Wyman Pond Outlet Project Update-

The Director informed the Commission that the drainage work had started today, with work starting in the intersection. He will be in contact with the City of Fitchburg on maintain water levels at Wyman Pond when the bridge work starts.

Upper Reservoir Dam Culvert Replacement

The Director informed the Commission that the consultant is submitting the permits. The plan for completion is this year.

Town Farm Road Project Update

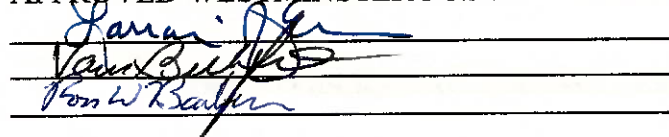
The Director informed the Commission that if the pipe is delivered this week the project would start next week. They will close one lane of traffic detouring the traffic from North Common Road. Projected timeline for completion is 6-8 weeks.

Other items:

- The Director discussed with the Commission that he will be conducting interviews for the Truck Driver/Laborer positions on Wednesday & Thursday.
- Water Dept. will be repairing a water service repair on West Main Street tomorrow.
- Commissioner Butterfield asked for an update for the Verizon work being done on Village Inn Road. The Director stated we are still waiting for their Street Opening permit and he is questioning if they are authorized to install conduit pipe under the old petition.

6:35 PM Commissioner Barber made a motion to adjourn. The motion seconded by Commissioner Butterfield. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Documents / Exhibits

1. Payroll Authorization