



WESTMINSTER DEPARTMENT OF PUBLIC WORKS  
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2021 OCT 13 AM 11:51  
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 20, 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.

### Village at Old Mill Road Acceptance Petition

The Director informed the Commission that the roads at the Village at Old Mill subdivision are ready for acceptance as public ways.

6:04 PM Commissioner Butterfield made a motion for the Commission vote its intention to lay out Old Mill Circle, Kimberly Lane and Heritage Lane as public ways and to request that the Planning Board provide a non-binding report. The motion seconded by Commissioner Barber. Voted unanimously.

### Payroll Authorization

The Director informed the Commission that three (3) candidates for the Highway Truck Driver/ Laborer vacancies have been interviewed and offered the positions.

6:10 PM Commissioner Barber made a motion for Chairman Emerson to sign the payroll authorizations. The motion seconded by Commissioner Butterfield. Voted unanimously.

### Winter Salt Contract

The Director informed the Commission that the town will be using the state contract bid with Eastern Salt. There is a 30% increase in the price which brings it to \$64.40 a ton.

6:13 PM Commissioner Butterfield made a motion to sign the contract with Eastern Salt Co. Inc. at a cost of \$64.50 per ton. The motion seconded by Commissioner Barber. Voted unanimously.

### Snow Plow Contracts

6:14 PM Commissioner Butterfield made a motion to award snow plowing contracts to Despres Landscape & Excavation. The motion seconded by Commissioner Barber. Voted unanimously.

6:16 PM Commissioner Butterfield made a motion to award snow plowing contracts to Wildwood Farm, LLC. The motion seconded by Commissioner Barber. Voted unanimously.

6:17 PM Commissioner Butterfield made a motion to award snow plowing contracts to Ben Mountain. The motion seconded by Commissioner Barber. Voted unanimously.

ADA Project Grant - Update

The Director informed the Commission to meet ADA guidelines, signage on bathrooms in DPW office could be posted as gender neutral. He is waiting for further guidance from the Plumbing Inspector.

Old Town Farm Road Culvert Replacement - Update

The Director informed the Commission that Green International Affiliates needs guidance to further advance the design for the new culvert. They are requesting how the town would like to handle traffic during construction with the following three (3) options: build a temporary bridge, expand culvert to maintain a lane of traffic and close the road for a weekend. The Director explained that closing the road would save time and money. It would be expected the culvert work to be completed under 2 days and a planned weekend road closure would be used. The Director stated that the project is anticipated to start in the Fall of 2022 and the road closure would be coordinated with residents and public safety officials. The Commission agreed that closing the road for the weekend is the best option.

Current Drought Status/Water Use Restriction

No new update.

Whitmanville Road Bridge Project

No new update.

Wachusett Brewery Industrial Pretreatment Program

No new update.

Ellis Road Water Storage Tank Replacement –Update

The Director gave an update on the project. He met with the design consultant and contractor regarding project delays. Delays with the start of the project are due to obtaining tank materials due to plants running one shift. The tank replacement would be delayed until Spring 2022 with completion in Fall 2022.

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 is complete. Project 2, Worcester Road no new update.

Narrows Road Bridge over Wyman Pond Outlet Project Update-

The Director informed the Commission that the contractor has demobilized from the site

as there is a delay in the submission for. He has contacted Town Council and they are involved.

Upper Reservoir Dam Culvert Replacement

No new update.

Town Farm Road Project Update


The Director informed the Commission that the pipe has been delivered but the contractor has set no start date.

Other items:

- The Director informed the Commission that there is an issue with horses and cars on West Princeton Road. The Highway Department installed two (2) signs to inform the traveling public there is horse traffic on the road.
- The Director informed the Commission that there is a problem with hikers parking on Bolton Road and residents complaining. He has reached out to Town Counsel in regards to the legality of installing No Parking signs without Town Meeting approval.
- The Director informed the Commission that water usage has dropped to approx. 300,000 gallon a day. He believes this is due to the wet weather as well as the recent water repairs in the distribution system.
- The Director informed the Commission that the Highway Department will be painting lines at the intersection of Minott/Newton Roads in hopes of slowing traffic as well as those turning from Minott Road onto Newton Road.
- Letter from Board of Health- The Commission reviewed the letter from the Board of Health Agent Ann Loree to the DPW Director Joshua Hall regarding 1 Virginia Avenue. Commissioner Barber made a motion to re-affirm the Commission's previous vote to deny a street opening permit to cross a public road for a private residential water line at 1 Virginia Avenue, dated 11/23/20. The motion seconded by Commissioner Butterfield. Voted unanimously.

7:20 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Documents / Exhibits

1. Westminster Properties road petition
2. Payroll Authorizations
3. Winter Salt Contract
4. Snow Plow Contracts
5. BOH letter 9/16/2021 Re: 1 Virginia Ave

