



WESTMINSTER DEPARTMENT OF PUBLIC WORKS
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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

April 27, 2020

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, Patrick Haley – Asst. Director
of Public Works

6:00 PM Opened Meeting via teleconference call.

Massachusetts Water/Wastewater Agency Response Network (MaWARN)

The Director, Assistant Director and Public Works Commission discussed MaWARN mutual aid assistance, response, membership pros and cons.

6:06 PM Commissioner Barber made a motion for the Public Works Commission to sign the agreement to become a member of MaWARN. The motion seconded by Commissioner Butterfield. Voted unanimously.

Annual Water/Sewer Rate Review

The Director, Assistant Director and Public Works Commission discussed the revenue and expense projections for the Water and Sewer Departments. The Director proposed a 0% water rate increase and a 7% sewer rate increase (increase from City of Fitchburg). Chairman Emerson expressed concern with the 7% sewer rate increase and asked that the Director look at softening the 7% increase due to Covid-19 with a couple different rate scenarios for discussion at their next meeting. The Director raised concerns with how Covid-19 could impact water/sewer revenue projections for FY2021.

6:12 PM Commissioner Butterfield made a motion to not increase water rates for FY2021. The motion seconded by Commissioner Barber. Voted unanimously.

Whitmanville Road Bridge Project Update

The Director apprised the Commission that the Board of Selectman will be voting the Order of Taking for the easements on April 27, 2020.

Wachusett Brewery Industrial Pretreatment Program discharge permit

Nothing new to report. The Assistant Director will reach out to WBC to see if there is a schedule update.

Ellis Road Water Storage Tank Replacement Project
No new update.

Whitman River Sewer Improvements Project Update

The Director updated the Commission on the sewer manhole and cctv pipe inspection work.

Route 140 Reconstruction and Improvements Project Update


The Director discussed both projects. Project 1, Narrows Rd to Patricia Rd, is still planned for FY2021 construction. Project 2, Patricia Rd to Princeton townline, is being considered for FY2023.


Other Items:


- The Director updated the Commission on their upcoming meeting as well as town election and town meeting dates.
- The Director apprised the Commission that he submitted a \$10,000 reserve transfer request to the Advisory Board.
- Updated the Commission on the MassDOT Route 2A at Route 140 intersection improvements project

6:47 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION







Documents / Exhibits

1. MaWARN agreement
2. Water and Sewer Projected Revenues and Expenses