



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

Joshua W. Hall, PE  
Director of Public Works  
WESTMINSTER

## PUBLIC WORKS COMMISSION MEETING MINUTES

August 16, 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

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 approve the meeting minutes of July 12, 2021 and July 26, 2021 as written. The motion seconded by Commissioner Barber. Voted unanimously.

6:01 PM Commissioner Butterfield made a motion that the Commission sign the Water Accounts commitment for FY2021 for the month of July 2021 in the amount of \$423.93, the Sewer Accounts commitment for FY2021 for the month of July 2021 in the amount of \$404.63 and the Water Accounts commitment for FY2022 for the month of July 2021 in the amount of \$294.02. The motion seconded by Commissioner Barber. Voted unanimously.

6:03 PM Commissioner Butterfield made a motion that the Commission award the contract for water meters to Ti-Sales Inc. in the amount of \$74,850. The motion seconded by Commissioner Barber. Voted unanimously.

### ADA Project Grant

The Commission and Director discussed improvements at Public Works. Chairman Emerson requested that the bathrooms in the office be placed on the list for the grant.

### Policy on Water & Sewer Adjustments

The Commission discussed the draft policy created by Commissioner Barber.

### Current Drought Status/Water Use Restriction

No new update.

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

Wachusett Brewery Industrial Pretreatment Program discharge permit – No new update.

Ellis Road Water Storage Tank Replacement – Update  
No new update.

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, has started with milling of the road.

Narrows Road Bridge Project Update  
The Director updated the Commission on the project. He stated that the work is scheduled to start at the end of this month (August 2021).

Upper Reservoir Dam Culvert Replacement  
No new update.

Town Farm Road Project Update – The Director informed the Commission that preconstruction meeting is scheduled for August 17, 2021.




Other items:

- The Commission discussed the preliminary subdivision proposed on Knowler Road and water/sewer requirements for the proposed project
- 11 Lovell Street abatement request. The Commission reviewed an abatement request for a leaky toilet.

7:05 PM Commissioner Butterfield made a motions to abate the water and sewer overage by 50% for 11 Lovell Street. The motion seconded by Commissioner Barber. Voted unanimously.

7:07 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

  
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Documents / Exhibits

1. Water meter contract
2. Draft Water/Sewer Abatement Policy
3. 11 Lovell Street abatement request