



WESTMINSTER DEPARTMENT OF PUBLIC WORKS  
P.O. BOX 376 WESTMINSTER, MA 01473 - Tel. (978) 874-5572

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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

August 30, 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.

Pole petition- South Ashburnham Road- postponed

### Street Opening/Driveway Permit Policy

The Commission approved the change for the driveway permit applications and a fee of \$25.00 and proof of Certificate of Insurance. Commissioner Barber made a motion to accept the driveway permit changes. The motion seconded by Commissioner Butterfield. Voted unanimously.

The Commission approved the changes in the Street Opening permit. Commissioner Butterfield made a motion to accept the street opening permit change. The motion seconded by Commissioner Barber. Voted unanimously.

### DPW Personnel Update

The Director informed the Commission that one candidate for the Assistant Director position was offered the position.

### Policy on Water & Sewer Adjustments

The Commission discussed/reviewed revisions to the policy. Commissioner Butterfield made a motion to accept the changes to the policy. The motion was seconded by Commissioner Barber. Voted unanimously.

### 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 was informed the delivery of materials may not be until December 2021.

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, will be ready for paving shortly.

Narrows Road Bridge Project Update-

The Director informed the Commission that the drainage work will be done this week on the project and the road will be shut down after the Labor Day holiday.

Upper Reservoir Dam Culvert Replacement

No new update.

Town Farm Road Project Update




No new update

Other items:

The Director discussed with the Commission the work being done by Verizon on Village Inn Road and not having the proper permits.

6:46 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

  
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Documents / Exhibits

1. Street Opening Permit Policy
2. Water / Sewer Abatement Policy