



WESTMINSTER DEPARTMENT OF PUBLIC WORKS  
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Commissioners  
Lorraine J. Emerson, Chairman  
Vance A. Butterfield  
Scott H. Ryder

Joshua W. Hall, P.E.  
Director of Public Works

## PUBLIC WORKS COMMISSION MEETING MINUTES

January 26, 2015

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Members: Lorraine J. Emerson – Chairman, Vance A. Butterfield, Scott H. Ryder; Joshua W. Hall – Director of Public Works

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

6:02 PM Commissioner Butterfield made a motion that the Commission sign the Water Usage Account commitment for the Semi-Annual Billing for January 2015 in the amount of \$283,316.09. The motion seconded by Commissioner Ryder. Voted unanimously.

6:03 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Usage Account commitment for the Semi-Annual Billing for January 2015 in the amount of \$314,800.59. The motion seconded by Commissioner Ryder. Voted unanimously.

6:06 PM Commissioner Butterfield made a motion to sign the payroll authorization scheduled increase for Kevin Descarreaux, Highway Truck Driver/Laborer. The motion seconded by Commissioner Ryder. Voted unanimously.

### 8 Eaton Street Outstanding Water/Sewer Account

The Director of Public Works apprised the Commission that no action is needed at this time on this account. He indicated that Department employees were able to gain access to the building to replace the water meter.

### Annual Water & Sewer Rate Review

The Public Works Commission reviewed the present and projected revenues and expenses for the water and sewer enterprise funds. The Commission will continue discussing water and sewer rate increases for FY2016, if any, over the next couple of Commission meetings.

### Holmes Park Water District Rescind Discussion

Commission member Vance Butterfield indicated that Scott Nussey of the Holmes Park Water District contacted him indicated that the District would like to move forward with

Town taking over the water system. Commission Butterfield stated that the District would like to have an article at annual town meeting in May this year. The Director of Public Works will set up a meeting with the Town Treasurer/Collector, Melody Gallant, to go over any concerns she may have with transitioning the District accounts/debts over to the Town.

Advance Coatings Co., 42 Depot Road – Outstanding Water/Sewer Accounts

Mark Cook of Advance Coatings failed to make the meeting scheduled for tonight. Chairman Emerson stated that Mr. Cook has giving the opportunity at the last two meetings to meet with the Commission and has failed to show up at each meeting as well as communicate to the Department that he would not be able to make the meetings.

6:58 PM Commission Ryder made a motion that the Director of Public Works draft a letter and mail via USPS certified/return receipt stating to Mr. Cook that he must pay the water and sewer arrears within 30 days or the water will be shut-off at the business located at 42 Depot Road. Further the letter will state that the Commission is meeting on February 9, 2015 if he would like to attend. The motion seconded by Commissioner Butterfield. Voted unanimously.

Whitman River Sewer System Improvements

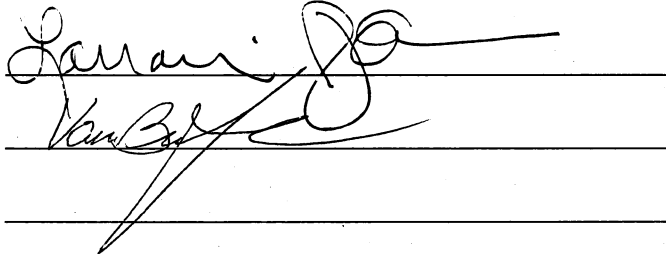
The Director of Public Works apprised the Commission that the Town has forwarded information to our consultant to include in the application. The Director indicated that the application is on target to be submitted to the USDA for early to mid-March.

FY16 Budget

The Director of Public Works stated that Board of Selectmen would like to meet with the Commission on February 9<sup>TH</sup> at 6:30 PM to discuss the Public Works proposed FY16 budget. The Director apprised the Commission that submitted town operating budgets and article requests have exceed the 2.5% benchmark that has been set for FY16. The Director met with Town Administrator Karen Murphy to review the Public Works budget. The Director will apprise the Commission of any proposed changes he makes to the proposed submitted budget.

6:49 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Ryder. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Two handwritten signatures are written over three horizontal lines. The top signature is in cursive and appears to be 'Karen Murphy'. The bottom signature is also in cursive and appears to be 'Kevin Descarreaux'. The middle line is empty.

Documents / Exhibits

1. Payroll Authorization Kevin Descarreaux, Highway Truck Driver/Laborer.
2. FY16 Draft Present and Projected Water Revenues and Expenses.
3. FY16 Draft Present and Projected Sewer Revenues and Expenses.