



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

February 23, 2015

Location: Town Hall, 11 South Street, Room 205

Present: Members: Lorraine J. Emerson – Chairman, Vance A. Butterfield

5:00 PM Opened Meeting at Town Hall, Room 205 to discuss FY2016 budget with the Board of Selectmen.

FY2016 Budget Discussion

The Public Works Commission reviewed/discussed the Public Works FY2016 budget with the Board of Selectmen. Selectmen Billings asked if the request to replace the water/sewer pickup truck falls under the Town's Fuel Efficient Vehicle Policy. Chairman Emerson stated that DPW Director will review and respond back to the Board of Selectmen.

5:30 PM Commissioner Butterfield made a motion that the Commission move the meeting from Town Hall to the Public Works Department office, 2 Oakmont Avenue. The motion seconded by Chairman Emerson. Voted unanimously.

5:35 PM Meeting reconvened at the Public Works Department Office, 2 Oakmont Avenue. Approve meeting minutes, commitments and bills for payment. Review correspondence.

5:38 PM Commissioner Butterfield made a motion to reschedule the meeting scheduled on March 23, 2015 to March 31, 2015 at 6 PM. The motion seconded by Chairman Emerson. Voted unanimously.

5:40 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of January 12, 2015 as written. The motion seconded by Chairman Emerson. Voted unanimously.

5:41 PM Commissioner Butterfield made a motion that the Commission approve the meeting minutes of January 26, 2015 as written. The motion seconded by Chairman Emerson. Voted unanimously.

5:42 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Services Account commitment for the month of January 2015 in the amount of \$200.02. The motion seconded by Chairman Emerson. Voted unanimously.

5:43 PM Commissioner Butterfield made a motion that the Commission sign the Water Services Account commitment for the month of January 2015 in the amount of \$476.80. The motion seconded by Chairman Emerson. Voted unanimously.

Sewer abatement request Donald Boudreau, 29A Mountain View Road

The Commission reviewed the sewer abatement request. The Commission tabled the discussion until they could discuss request with the Public Works Director.

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

The Commission discussed the partial payment received by the Town Treasurer from Advance Coatings for water and sewer only arrears. The Commission would like to meet with Mark Cook of Advance Coatings to come to an agreement on the sewer abatement request.

5:55 PM Commissioner Butterfield made a motion to rescind the water shutoff planned for Advance Coatings at 42 Depot Road. The motion seconded by Chairman Emerson. Voted unanimously.

Snow & Ice Deficit Spending

The Commission tabled the discussion until the Public Works Director was available to discuss at the next meeting.

Holmes Park Water District Rescind Discussion

Commissioner Butterfield will attend a meeting of the Holmes Park Water District and let them know that the Town Administrator and Town Treasurer need to have the following done by the District if they are to be in favor of approving an Article request from the Homes Park Water District to join the Town water system.

- a) A formal meeting vote to disband the Holmes Park Water District.
- b) A full financial audit of the District.

Annual Water & Sewer Rate Review

The Commission tabled the discussion of the water and sewer rate review until the next meeting.

Whitman River Sewer System Improvements


There was no discussion on the sewer system improvements.

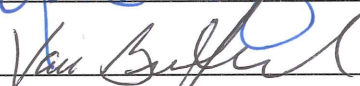
FY2016 Budget

The Commission tabled the discussion on the Citizens' Petition to reconstruct/pave Bathrick Road until the next meeting. The Commission plans on meeting with the Town Advisory Board on Monday, March 2, 2015 at 7:00 PM to discuss the FY2016 budget.

6:42 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION





Documents / Exhibits

1. Sewer abatement request 29A Mountain View Road.

