



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

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

## PUBLIC WORKS COMMISSION MEETING MINUTES

January 23, 2017

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Commissioners: Lorraine J. Emerson – Chairman, Vance A. Butterfield  
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 January 9, 2017 as written. The motion seconded by Chairman Emerson. Voted unanimously.

6:02 PM Commissioner Butterfield made a motion that the Commission sign the Water Usage Account Quarterly Billing Commitment for January 2017 in the amount of \$186,049.81 and the Sewer Usage Account Quarterly Billing Commitment for January 2017 in the amount of \$239,957.82. The motion seconded by Chairman Emerson. Voted unanimously.

### Route 140 Reconstruction and Improvements RFP

The Director informed the Commission that Wright-Pierce is still in the process of evaluating the proposals. The Director plans to have results by the next meeting.

6:09 PM Commissioner Butterfield made a motion to reschedule the Public Works Commission March meeting dates from March 13 & 27 to March 6 & 20. The motion seconded by Chairman Emerson. Voted unanimously.

### Water Restriction/Drought Update

No new update to report.

### Whitman River Sewer Improvement Project

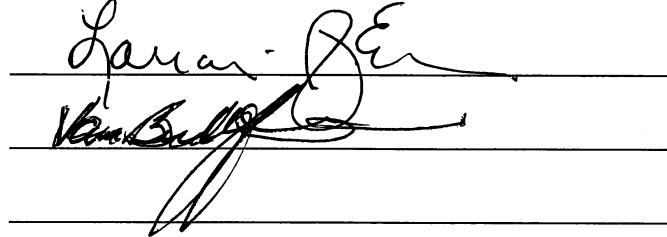
No new update to report.

### FY2018 Budget

The Commission and Director discussed the Capital Planning Committee's request for information regarding sewer and water enterprise budgets in formulating financial policies for both funds.

6:22 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



Three horizontal lines with handwritten signatures. The top signature is 'Laurie DE' and the bottom signature is 'Van Buren'.

**Documents / Exhibits**

1. Capital Planning Committee water and sewer enterprise fund financial policy request (emailed 01/15/2017)