



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

November 21, 2016

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 November 7, 2016 as written. The motion seconded by Chairman Emerson. Voted unanimously.

Water Restriction/Drought Update

The Director updated the Commission on the status of the drought specific to Westminister.

Whitman River Sewer Improvements Project Update

The Director updated the Commission on the project.

Route 140 Reconstruction and Improvements RFP

The Director noted that the RFP was advertised on November 23 with the proposals due on December 21, 2016.

6:05 PM Paul Grasewicz, Graz Engineering – Brookside Farm subdivision shared on-site wastewater system

Paul Grasewicz, Graz Engineering, was present representing Edgewater Construction regarding the possibility of the DPW taking over the proposed 34-lot Brookside Farm subdivision shared onsite wastewater disposal system located off Bean Porridge Hill Road. Ed Simoncini of the Westminister Board of Health was also present for the discussion. Chairman Emerson explained to the Mr. Grasewicz that annual operating and capital cost estimates would have to be provided prior to the Public Works considering owning and operating the system. The Director of Public Works indicated that a fund may have to be set up at town meeting to operate this satellite sewer system that would be separate from the town public sewer enterprise fund. The Director will get an opinion from Town Counsel regarding the fund and will follow up with the Commission and Mr. Grasewicz. The Director stated that the system would be administered by the Public

Works and operated/maintained by a private contractor which would be paid for by the users of the system.

Fall Town Meeting Tuesday, November 29, 2016

The Commission and Director discussed the DPW articles on the warrant.

Town Government Study

The Director informed the Commission that he will be meeting with Jon Wyman of the study committee near term to answer questions for the town government study.

7:09 PM Commissioner Butterfield made a motion to reschedule the following meetings in December:

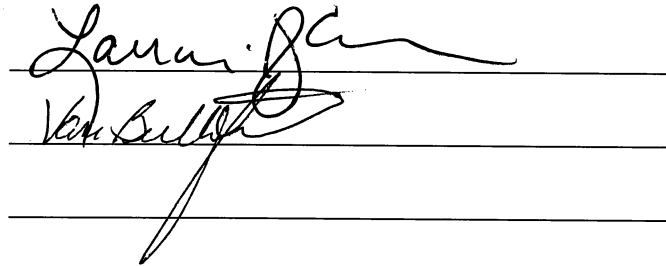
December 12 to December 5 at 6:00 PM

December 26 to December 19 at 6:00 PM

The motion seconded by Chairman Emerson. Voted unanimously.

7:12 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chairman Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

The image shows two handwritten signatures in black ink over three horizontal lines. The first signature is written on the top line and the second signature is written on the middle line. The signatures are cursive and somewhat stylized.

Documents / Exhibits