



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

July 25, 2016

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Commissioners: 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.

6:01 PM Commissioner Ryder made a motion that the Commission approve the meeting minutes of July 11, 2016 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:02 PM Commissioner Ryder made a motion that the Commission sign the Water Usage Account Quarterly Billing Commitment for July 2016 in the amount of \$261,740.56 and the Sewer Usage Account Quarterly Billing Commitment for July 2016 in the amount of \$287,409.73. The motion seconded by Commissioner Butterfield. Voted unanimously.

Sewer Connection Request Town Farm Road

Shawn Collette of BBC Development LLC submitted a letter requesting to connect a proposed single family residential home on Town Farm Road to town sewer. The Commission discussed the request and would like to have Mr. Collette present at their next meeting to clarify his request.

6:14 PM Commissioner Butterfield made a motion to extend the contract an additional year to Martinez Road Construction for structure adjustments. The motion seconded by Commissioner Ryder. Voted unanimously.

6:15 PM Commissioner Ryder made a motion to award the contract an additional year to Northeast Sand & Gravel for winter sand. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:16 PM Commissioner Ryder made a motion to award the contract to Eastern Salt Co. for road salt. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:20 PM Commissioner Butterfield made a motion to award the contract to Schmidt Equipment Inc. for a new motor grader. The motion seconded by Commissioner Ryder. Voted unanimously.

Private Road Requests

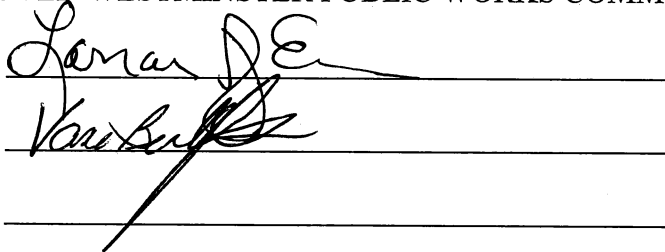
The Commission discussed recent requests to make repairs on private roads. The Director told the Commission that the temporary road repair revolving fund will not be reviewed by the state legislature until sometime next year.

Other Items

- The Commission discussed Hubbardston's inquiry/interest regarding the possibility of regionalizing and sharing a DPW Director. The Commission did not see the advantages of doing this for the town as well as the ability for the Director to keep pace with the current workload without adding additional support staff.

7:20 PM Commissioner Ryder made a motion to adjourn. The motion seconded by Commissioner Butterfield. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION



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1. Town Farm Road sewer connection request
2. Structure Adjustments contract
3. Winter Sand contract
4. Road Salt contract
5. Motor Grader contract