



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

February 22, 2016

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Members: 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 February 11, 2016 as written. The motion seconded by Chairman Emerson. Voted unanimously.

Annual Water & Sewer Rate Review

The Commission reviewed projected revenues and expenses and discussed proposed water and sewer rate increases for FY2017. Chairman Emerson recommended decreasing the use of retained earnings to balance the budget to see the effect on rates, lowering the capital reserve for sewer from \$50,000 to \$25,000 and adding the in-line sewer storage project to the sewer projection sheet. The Director will update the forecast sheets for the next meeting.

MassWorks Infrastructure Program

The Commission and Director discussed potential projects to consider for the program for FY17, Bean Porridge Hill Road drainage improvements, Old Town Farm Road culvert replacement and the Whitman River Sewer System improvements project. The Director will speak with the Town Planner, Stephen Wallace,

Whitman River Sewer System Improvements

Commissioner Butterfield spoke with Town Administrator Karen Murphy regarding bond counsel review of project. Commissioner Butterfield stated that we should expect bond counsel approval soon.

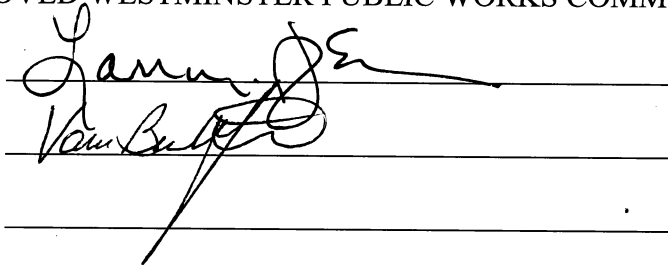
Other Items

Bathrick Road – The Commission discussed with resident Mark Basler, 158 Bathrick Road, the status of the project and the Commission's expectation to discuss the proposed stormwater improvements for the road at the Commission's first meeting in March.

Solid Waste Advisory Committee – Chairman Emerson and Commissioner Butterfield gave an update on the recent Solid Waste Advisory Committee meeting with Waste Management.

6:47 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 top signature is 'Chairman Emerson' and the bottom signature is 'Commissioner Butterfield'. The lines are evenly spaced and extend across the width of the signatures.