



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

December 21, 2015

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Members: Members: 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 Butterfield made a motion that the Commission approve the meeting minutes of December 7, 2015 as written. The motion seconded by Commissioner Ryder. Voted unanimously.

### Capital Planning Committee meeting January 12, 2016, 6:00 PM

The Director recommended to the Commission to move the next Commission meeting from January 11 to January 12 as the Capital Planning Committee would like to meet to discuss changes to the Public Works capital plan, specifically moving the replacement of the motor grader to FY2017 due to its discontinuance/obsolete, parts are hard to find and extensive rot to the piece of equipment.

6:04 PM Commissioner Butterfield made a motion to reschedule the Commission's meeting on January 11 to January 12 at 6 PM to meet with the Capital Planning Committee to discuss changes to the Public Works capital plan. The motion seconded by Commissioner Ryder. Voted unanimously.

### 6:05 PM Pole Petition Hearing Bolton Road

Chairman Emerson opened the public hearing. Andy Hufnagel of Verizon presented the project. Mr. Hufnagel stated that National Grid requested Verizon to place a new stub pole to remove the guy wire in a tree. There were no public comments. The Director of Public Works, Joshua Hall, had no objection to the stub pole location as staked in the field. The Director did object to the location of the guy wire for the stub pole as it was staked outside of the right-of-way. Mr. Hufnagel stated that a sidewalk anchor would be installed to keep the guy wire within the town right-of-way. Commissioner Ryder made a motion to close the public hearing. The motion seconded by Commissioner Butterfield. Voted unanimously. Chairman Emerson closed the public hearing at 6:09 PM.

Commissioner Ryder made a motion to grant the pole petition request on Bolton Road

with the stipulation that the new stub pole be no closer than 2 feet from the edge of pavement. The motion seconded by Commissioner Butterfield. Voted unanimously.

#### Bylaw Review Committee

The Director of Public Works discussed the proposed changes to Chapters 173 and 196 of the Town bylaws. Chairman Emerson stated that the Commission should be added to section 173-17 as one of the permitting authorities. The Director stated that he would make the change and present it to the review committee. Chairman Emerson also requested the Director to scan the bylaws and add the Commission as appropriate in the bylaws.

#### Whitman River Sewer System Improvements

The Director of Public Works stated that the contract agreement for engineering services is still being reviewed by Town Counsel. He also stated that survey and wetland flagging updates were needed for the project.

#### Holmes Park Water District Rescind Discussion

Commissioner Butterfield stated that he would contact the District after the holidays to get a status update.

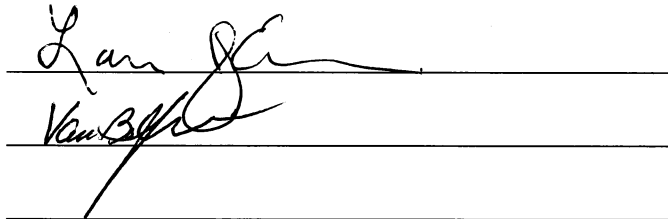
#### Other Items

The Director reiterated the need for a wash station for vehicles at Public Works and covered storage for the sand pile. Chairman Emerson stated that the Commission would discuss these items at the Capital Planning meeting.

Commissioner Ryder inquired as to the status of the Route 140 project. The Director stated that he was working on a Request for Responses (RFR) and hopes to have it complete by the end of January 2016.

6:37 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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#### Documents / Exhibits

1. Draft Chapter 173 bylaw changes
2. Draft Chapter 196 bylaw changes
3. Pole petition Bolton Road