



WESTMINSTER DEPARTMENT OF PUBLIC WORKS
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FEB 28 PM 12:37
TOWN OF WESTMINSTER

Commissioners
Lorraine J. Emerson, Chair
Vance A. Butterfield
Ross W. Barber

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

PUBLIC WORKS COMMISSION MEETING MINUTES

January 8, 2024

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Lorraine J. Emerson – Chair, Vance A. Butterfield, Ross W. Barber (call in via cellphone did not vote), Joshua W. Hall – Director of Public Works

5:00 PM Opened Meeting at Public Works Department Office. Reviewed and signed bills for payment.

5:01 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Accounts commitment for the month of December 2023 in the amount of \$196.20 and the Water Accounts commitment for the month of December 2023 in the amount of \$547.05. The motion seconded by Chair Emerson. Voted unanimously.

FY2025 DPW Budget

The Commission and Director discussed the proposed budget for FY2025.

5:10 PM Snow Plowing Contract Award

Commissioner Butterfield made a motion to award contract to Wildwood Farm for Snow Plowing Services for the 2023-2024 Winter Season. The motion seconded by Chair Emerson. Voted unanimously.

5:14PM Winter Materials Contract Award

Commissioner Butterfield made a motion to award contract to Evolution Liquids LLC for organic winter deicing liquids in the amount of \$3.95 per gallon. The motion seconded by Chair Emerson. Voted unanimously.

Draft Sewer Service Area Bylaw review/discussion

The Commission continued review/reading of the draft bylaw. The Director will reach out to Wright-Pierce regarding questions on mitigation requirements as well as Lunenburg with how flow is tracked/allocated to developed/undeveloped parcels within the service area.


Shady Avenue Water Storage Tank Rehabilitation Update – No new update.


Whitman River Sewer Improvements Project Update – No new update.

Route 140 Reconstruction and Improvements Project Update – No new update.

6:14 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Chair Emerson. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION





Documents / Exhibits

1. Snow Plowing Contract – Wildwood Farm
2. Winter Materials Contract – Evolution Liquids
3. Draft sewer service area bylaw