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WESTMINSTER DEPARTMENT OF PUBLIC WORKS  
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2023 MAR 7 AM 10:27

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

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

## PUBLIC WORKS COMMISSION MEETING MINUTES

January 9, 2023

*Location: Public Works Department Office, 2 Oakmont Avenue*

Present: Lorraine J. Emerson – Chairman, Vance A. Butterfield, Ross W. Barber, Joshua W. Hall – Director of Public Works, Kevin Collins – Assistant Director of Public Works, Dale Lucier - Executive Assistant

6:00 PM Opened Meeting at Public Works Department Office. Reviewed and signed bills for payment.

6:01 PM Lighthouse Lane Acceptance  
Commissioner Butterfield made a motion that Commission rescind the vote taken on 11/28/22 to sign the Acceptance of Easements. Commissioner Barber accepted the motion. Voted unanimously. Commissioner Butterfield made a motion to sign the Acceptance of Deed and Acceptance of Easements for Lighthouse Lane. The motion seconded by Commissioner Barber. Voted unanimously.

It was noted that the Town Clerk, Ellen Sheehan, was present to witness/notarize.

6:03 PM Commissioner Butterfield made a motion that the Commission sign the Water Usage Account Quarterly Billing Commitment for January 2023 in the amount of \$184,423.89 and the Sewer Usage Account Quarterly Billing Commitment for January 2023 in the amount of \$319,623.89. The motion seconded by Commissioner Barber. Voted unanimously.

6:04 PM Commissioner Butterfield made a motion that the Commission sign the Sewer Accounts commitment for the month of December 2022 in the amount of \$637.20 and the Water Accounts commitment for the month of December 2022 in the amount of \$591.86. The motion seconded by Commissioner Barber. Voted unanimously.

6:05 PM Pole Petition- Worcester Road  
Chairman Emerson opened the public hearing. Matthew Viena from National Grid presented the project to install 3 jointly (JO) poles, remove 3 JO poles and relocate 15 JO poles on Worcester Road as part of the Worcester Road/Route 140 reconstruction project. Commissioner Butterfield made a motion to close the public hearing. The motion was seconded by Commissioner Barber. Voted unanimously. Chairman Emerson closed the public hearing at 6:08 p.m. Commissioner Butterfield made a motion to grant the pole petition request. The motion seconded by Commissioner Barber. Voted Unanimously.

6:07 PM Commissioner Barber made a motion that the Commission approve the meeting minutes of November 28, 2022 and December 19, 2022 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:15 PM Pole Petition- Lanes Road

Chairman Emerson opened the public hearing. Matthew Viena from National Grid presented the project to install 1 solely (SO) pole on Lanes Road to correct long span and to connect new service pole. Commissioner Butterfield made a motion to close the public hearing. The motion was seconded by Commissioner Barber. Voted unanimously. Chairman Emerson closed the public hearing at 6:16 p.m. Commissioner Butterfield made a motion to grant the pole petition request. The motion seconded by Commissioner Barber. Voted Unanimously.

FY2024 Budget

The Director discussed with the Commission the proposed FY2024 DPW budget.

6:30 PM Ed Pacek- Waste Management

Ed Pacek & Tim Whittaker were present to discuss a proposed change to the recycle/trash days. Their proposal is to divide the Friday schedule to half on Friday and half on Monday this is due in part to a shortage of drivers. The Director suggested that a mailing be sent to residents of any proposed changes. Commissioner Butterfield made a motion to accept the motion for the Waste Management schedule change. The motion seconded by Commissioner Barber. Voted unanimously.

Draft Sewer Service Area Bylaw

No new update.

Complete Streets Plan Development- Update

No new update.

Old Town Farm Road Culvert Replacement- Update

No new update.

Ellis Road Water Storage Tank Replacement –Update

No new update.

Whitman River Sewer Improvements Project Update

No new update.

Route 140 Reconstruction and Improvements Project Update

No new update.

Other items

- Chairman Emerson received an email from resident Michelle Munger who resides at 62A East Gardner Road. She stated she wished to receive a transfer station sticker for her land/property she owns with someone else at 17 & 21 Lake Drive East with a NH registration. The Director will

follow up with Ms. Munger to advise her on the process for obtaining a sticker.

- Commissioner Butterfield made a motion for the Chairman to sign the payroll authorization for the open Water/Sewer System Operator position for Keith Kupfer with a start date of January 24, 2023. The motion seconded by Commissioner Barber. Voted unanimously.
- The Director and Asst. Director discussed the deteriorating condition of Livermore Hill Road which is private.

7:48 PM Commissioner Barber 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. Lighthouse Lane Acceptance of Deed, Acceptance of Easements
2. Pole petition Worcester Road
3. Pole petition Lanes Road
4. Proposed recycling schedule
5. Payroll authorization Keith Kupfer