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WESTMINSTER DEPARTMENT OF PUBLIC WORKS  
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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

November 13, 2023

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

**Present:** Lorraine J. Emerson – Chair, Vance A. Butterfield, Ross W. Barber, Joshua W. Hall – Director of Public Works, Kevin Collins – Asst. director of Public Works

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

6:01 PM Commissioner Barber made a motion that the Commission approve the meeting minutes of October 10, 2023 and October 23, 2023 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

6:02 PM Commissioner Barber made a motion that the Commission sign the Water Account Monthly Billing Commitment for October 2023 in the amount of \$191.73 and the Sewer Account Monthly Billing Commitment for October 2023 in the amount of \$342.86. The motion seconded by Commissioner Butterfield. Voted unanimously.

### Our Savior Lutheran Church road closure request 12/2 & 12/3/2023

6:03 PM Commissioner Butterfield made a motion to grant the Marshall Hill Road closure request for the Annual Living on 12/2 & 12/3/2023. The motion seconded by Commissioner Barber. Voted unanimously.

### Fall Town Meeting 11/14/2023 7:30 p.m.

The Director discussed with the Commission the article/motion for Rowtier Drive road acceptance.

6:05 PM Mass Natural Fertilizer (MNF) Request for Waiver of Water Connection Fees  
Commissioner Barber recused himself and sat in the audience due to a potential personal business conflict with MNF. George Hailer an attorney with Lawson & Weitzen representing MNF was present to discuss plans to connect homes to town water and request waiver from water connection fees. The Director of Public Works, Joshua Hall, discussed the waiver request and examples of waivers granted in the past for similar projects. The Director recommended to waive connection fees associated with extending town water. He however did not recommend waiving connection fees to properties/homes fronting an existing water main. The Commission discussed the request and took it under

advisement as well as discussed the need for a policy when requests are made for waiving/reducing water and/or sewer connection fees.

Draft Sewer Service Area Bylaw

Chair Emerson stated that she would like to review the bylaw starting in December.

Shady Avenue Water Storage Tank Rehabilitation - Update

The Director apprised the Commission the filling of the tank started today. The plan is for the tank to be online at the end of November.

Whitman River Sewer Improvements Project Update

No new update.

Route 140 Reconstruction and Improvements Project Update


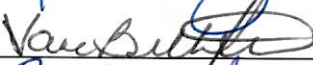

The Director apprised the Commission that the project is scheduled to start the Spring of 2024.

Other Items:

- The Chair read a letter from the Town of Princeton for assistance with cleanup from the September 11, 2023 storm.
- The Director discussed setting up interviews for the vacant Highway Truck Driver/Laborer position
- Commissioner Butterfield made a motion to reschedule the 12/25/2023 meeting to 12/18/2023. The motion seconded by Commissioner Butterfield. Voted unanimously.

7:02 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. **Our Savior Lutheran Church road closure request**
2. **Lawson & Weitzen Request for Waiver of Water Connection Fees**
3. **Town of Princeton thank you letter**