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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

December 18, 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 November 13, 2023 and November 27, 2023 as written. The motion seconded by Commissioner Butterfield. Voted unanimously.

### Draft Sewer Service Area Bylaw review/discussion

The Commission continued review/reading of the draft bylaw.

### Shady Avenue Water Storage Tank Rehabilitation - Update

The Director apprised the Commission regarding the monthly VOC sample results.

Whitman River Sewer Improvements Project Update – No new update.

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

Other Items: Commissioner Butterfield made a motion to reschedule meetings time from 6 PM to 5 PM for scheduled meetings on January 8, 2024, January 22, 2024 and February 12, 2024. In addition move meeting scheduled for February 26, 2024 to February 27, 2024. The motion seconded by Commissioner Barber. Voted unanimously.

7:18 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. Draft sewer service area bylaw