



WESTMINSTER DEPARTMENT OF PUBLIC WORKS  
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2023 JAN 10 AM 11:42

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

December 19, 2022

Location: Public Works Department Office, 2 Oakmont Avenue

Present: Lorraine J. Emerson – Chairman, Vance A. Butterfield, 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 Commissioner Barber made a motion that the Commission sign the Sewer Accounts commitment for the month of November 2022 in the amount of \$2,144.87 and the Water Accounts commitment for the month of November 2022 in the amount of \$8,670.29. The motion seconded by Commissioner Butterfield. Voted unanimously.

### FY2024 Budget

The Director apprised the Commission that he will discuss the draft FY2024 budget at the next meeting. He stated that non-union employees will get a 3% pay rate increase.

### Payroll Authorization

6:15 PM Commissioner Butterfield made a motion for the Chairman to sign the payroll authorization for the open Highway Truck Driver/Laborer position for Seth Cochran with a start date of January 3, 2023. The motion seconded by Commissioner Barber. Voted unanimously.

### Drinking Water Asset Management Planning Grant

The Director apprised the Commission of the \$250,000 grant that Public Works received. The grant consists of \$150,000 grant and \$100,000 town match. The match will be paid \$50,000 cash with ARPA funds and \$50,000 town labor.

6:24 PM Commissioner Butterfield made a motion for the Chairman to sign the agreement with Comprehensive Environmental, Inc. to provide engineering services for the project. The motion seconded by Commissioner Barber. Voted unanimously.

### Snow and Ice Policy

The Director and Asst. Director presented a Snow and Ice Policy for the town. The policy is important as it discusses the Public Works procedures, methods and priorities related to winter.

6:30 PM Commissioner Barber made a motion to approve the Snow and Ice Policy as presented and amended. The motion seconded by Commissioner Butterfield. 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

- The Director apprised the Commissioner that two (2) pole petitions scheduled for next meeting for Worcester Road & Lanes Road.
- The Director apprised the Commission that a Water/Sewer Operator interview is scheduled for 12/20/222.

6:35 PM Commissioner Butterfield made a motion to adjourn. The motion seconded by Commissioner Barber. Voted unanimously.

APPROVED WESTMINSTER PUBLIC WORKS COMMISSION

  
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Documents / Exhibits

1. Payroll Authorization
2. Asset Management Planning Grant agreement
3. Snow and Ice Policy