

Members Present: Wayne R. Walker, Heather M. Billings, James A. DeLisle

Others Present: Karen Murphy, Stephanie Lahtinen, Kyle Butterfield, Keith Harding, Jill Normandin

CALL TO ORDER

W. Walker called the meeting to order at 6:00 p.m. in room 205 of the Town Hall. He announced that the meeting was being recorded and broadcast live by Ashburnham/Westminster Community Access TV.

ANNOUNCEMENTS

W. Walker announced that the Town of Westminster has been recognized for the 5th year in a row by the Government Finance Officers Association with a Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2018. Congratulations to the Town's Finance Team leaders Treasurer/Collector Melody Smith and Town Accountant Julie Costello, and to the entire financial team for the outstanding job they are doing for the Town.

APPROVALS

WARRANTS

H. Billings made a motion to approve the following warrants.

September 16, 2019	Accounts Payable 20-14A	\$108,651.56
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The motion was seconded and passed unanimously.

MINUTES OF SEPTEMBER 16, 2019

H. Billings made a motion to approve the minutes of September 16, 2019 as presented. The motion was seconded and passed unanimously.

WAIVE TENT PERMIT FEE – CRACKER FESTIVAL

H. Billings made a motion to waive the tent permit fee for the Cracker Festival, to be held in Village Square on Saturday October 19, 2019. The motion was seconded and passed unanimously.

HEARINGS/OTHER SCHEDULED MATTERS

CHAPTER 61B - RIGHT OF FIRST REFUSAL – 88 STATE ROAD WEST

H. Billings made a motion to not exercise the Town's Right of First Refusal on the property at 88 State Road West. The motion was seconded and passed unanimously.

NEW BUSINESS

REFER PROPOSED ZONING AMENDMENTS TO THE PLANNING BOARD

Town Planner Stephen Wallace requested that the Board vote to refer the enclosed proposed zoning amendments to the Planning Board for the required public hearing prior to presenting the amendments at the fall town meeting. The amendments include changes to the Village Center District (clarifying that Village Center regulations apply only to lots located wholly within the VC district, and establishing minimum lot size and frontage requirements in the VC) and a minor amendment to the solar bylaw (correcting an inconsistency in Section 205-40.1 relative to large-scale solar projects being allowed in industrial areas.)

H. Billings made a motion to refer the proposed zoning amendments to the Planning Board. The motion was seconded and passed unanimously.

PROPOSED GENERAL BYLAW – EMERGENCY ACCESS ROADWAYS

Fire Chief Kyle Butterfield proposed a general bylaw setting the minimum requirements for road access for emergency vehicles. The standards were once included in the International Fire Code, but no longer appear there. Town Counsel has advised that this is an appropriate general bylaw rather than a zoning bylaw, as it relates primarily to public safety.

SURPLUS PROPERTY – COPY MACHINE

H. Billings made a motion to declare the town's 12+ year old Canon ImageRunner 5000 as surplus. The motion was seconded and passed unanimously.

SCHEDULE TRICK OR TREAT AND BONFIRE

H. Billings made a motion to schedule Trick or Treat for Thursday October 31 from 5p-7p, followed by a bonfire at the Public Safety Building. The motion was seconded and passed unanimously.

EXECUTIVE SESSION

There was no executive session at this meeting.

ADJOURNMENT

The meeting was adjourned at 6:19 p.m.

James A. DeLisle, Clerk
(Prepared by S. Lahtinen)