

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

**Others Present:** Stephanie Lahtinen, Kyle Butterfield, Mike McDonald, PJ Haley, Andrew Storm, Lisa Rocheleau, Burt Gendron, Missy Banks, Joe Serio, Peter Normandin, Roni Beal, Carol Bramante, Joan Longcope; Ned LaFortune, Christian McMahan, Al Witorski, Wachusett Brewery

### **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 there are several recent vacancies on the Zoning Board of Appeals, please contact the Town Administrators office at 978-874-7400 if you would like to volunteer to serve on this Board.

### **APPROVALS**

#### WARRANTS

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

September 27, 2019      Accounts Payable 20-15A      \$56,643.49

The motion was seconded and passed unanimously.

#### MINUTES OF SEPTEMBER 23, 2019 AND EXECUTIVE SESSION MINUTES OF SEPTEMBER 9, 2019

H. Billings made a motion to approve the minutes of September 23, 2019 as presented. The motion was seconded and passed unanimously.

H. Billings made a motion to approve but not release the Executive Session minutes of September 9, 2019. The motion was seconded and passed unanimously.

#### WACHUSETT BREWERY PARKING EXTENSION

Ned LaFortune and other representatives from Wachusett Brewery were present at this meeting to discuss the status of the parking license agreement.

W. Walker indicated that the Board is in receipt of communication from MassDOT stating that the Brewery has not submitted its Access Permit Application for the curb cut and lighted crosswalk at the overflow parking location on State Road East.

Mr. LaFortune stated that the Access Permit Application is ready for submittal to MassDOT, however it requires Selectmen's approval as the parcel is owned by the town.

The Board discussed the public safety concerns regarding parking in that area, and the necessity of an approved curb cut and lighted crosswalk. The Board also stressed the importance of having police details during peak times and busier events where the overflow parking area is in use.

The Board directed the Brewery representatives to bring their MassDOT Access Permit Application to the DPW Commission for review prior to seeking the Selectmen's approval.

This item will be continued at the October 21, 2019 Board meeting.

PAYROLL AUTHORIZATIONS

*Executive Assistant*

H. Billings made a motion to approve a stipend of \$300/week for the Stephanie Lahtinen to assume extra duties until the position of Town Administrator has been filled. The motion was seconded and passed unanimously.

*Substitute Town Administrator*

H. Billings made a motion to approve a payroll authorization for Karen Murphy for \$60/hour for part time duties performed as substitute Town Administrator until the position has been filled and the transition has been successful. The motion was seconded and passed unanimously.

*DPW Secretary/Receptionist*

H. Billings made a motion to approve a payroll authorization for Tammy Paul as DPW Secretary/Receptionist filling a vacancy. The motion was seconded and passed unanimously.

*Assistant Town Accountant*

H. Billings made a motion to approve a payroll authorization for Maria Hagerty as Assistant Town Accountant, filling a vacancy. The motion was seconded and passed unanimously.

**HEARINGS/OTHER SCHEDULED MATTERS**

HISTORICAL COMMISSION – DEMOLITION DELAY BYLAW

Roni Beal and other members of the Historical Commission discussed their proposed Demolition Delay Bylaw to be presented at the November 19 Special Town Meeting.

The Commission indicated that the bylaw would cover over 200 historical homes and buildings in Westminster, and would prevent the demolition of any of these buildings for up to twelve months to provide time to find another suitable use for the property. The purpose would be to maintain the character of Westminster by preserving the historic buildings in town. Home and property owners on the proposed list have been contacted regarding the bylaw, and a public hearing has been scheduled for November 9 at 9:30am in the Eloranta Room at the library.

Discussion followed between the Selectmen and Advisory Board members regarding the Demolition Delay Bylaw and the upcoming public hearing.

**NEW BUSINESS**

SET SPECIAL TOWN MEETING DATE

H. Billings made a motion to set the Special Town Meeting date for Tuesday November 19, 2019 at 7:30pm at the Westminster Elementary School, and to open the warrant this evening and close it at the close of business on Monday October 21, 2019. The motion was seconded and passed unanimously.

ELECTRICITY SUPPLY CONTRACT

H. Billings made a motion to authorize the Chair of the Selectmen and the Energy Advisory Committee to enter into a new electricity contract, selecting a price point and contract term that is the most advantageous to the town. The motion was seconded and passed unanimously.

**EXECUTIVE SESSION**

W. Walker moved that the board enter into Executive Session at 6:45 p.m. according to MGL Ch. 30A, s. 21(a)(6) to consider the purchase, exchange, lease, or value of real estate (State Road East). H. Billings seconded the motion. Mr. Walker indicated that the meeting would adjourn directly following Executive Session. The motion was passed unanimously on a roll call vote.

**ADJOURNMENT**

The meeting was adjourned directly from Executive Session at 7:16 p.m.

James A. DeLisle, Clerk

*(Prepared by S. Lahtinen)*