

Members Present: Wayne R. Walker, Heather M. Billings

Members Absent: James A. DeLisle

Others Present: Mark Hawke, Stephanie Lahtinen, Andrew Storm

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

The office of the Town Clerk will be open for Early Voting for the March 3, 2020 Presidential Primary. Early Voting will begin February 24, 2020 and run through Friday, February 28, 2020. Early Voting can be done in person at the Westminster Town Hall during regular hours of operation (Monday through Thursday, 8 AM to 4:30 PM and Friday 8 AM to 1 PM) All the hours, as well as information on how to request a ballot by mail, are on the Town Website. You can also call the Town Clerk's Office at 978-874-7406 if you have any questions. The last day to register to vote for the March Primary or to change your party designation is February 12, 2020. You may register to vote in person, by mail or online at www.registertovotema.com.

APPROVALS

WARRANTS

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

Accounts Payable 20-30A 1/17/2020 \$286,899.23

The motion was seconded and passed unanimously.

MINUTES OF JANUARY 6, 2020

H. Billings made a motion to approve the minutes of January 6, 2020 as presented. The motion was seconded and passed unanimously.

CONTRACTS

Police Lieutenant

H. Billings made a motion to execute the contract with Lieutenant Ralph LeBlanc, effective January 6, 2020 through June 30, 2023, as negotiated by the Police Chief, Town Administrator and Chairman of the Board. The motion was seconded and passed unanimously.

Colliers International

H. Billings made a motion to approve the Notice to Proceed with Colliers International in regard to the planning work on the Public Safety Building, in the amount of \$38,411, allocating the remaining funds available at this time. The motion was seconded and passed unanimously.

Mass-IT Technology Grant

H. Billings made a motion to sign the contract with the Executive Office of Administration and Finance (EOEAF) in the amount of \$125,000 from the Community Company Cabinet program to connect public buildings through the construction of a municipal fiber optic network. The motion was seconded and passed unanimously.

9-1-1 Training and Dispatch Grants

H. Billings made a motion to sign the following contracts for the release of 9-1-1 and Dispatch Training Grant funding with the Executive Office of Public Safety and Security:

- \$10,000 for 9-1-1 Training and associated salaries.
- \$1,598 Emergency Medical Dispatch equipment – Total Response Digital Tablet
- \$33,629 to defray the costs of salaries for enhanced 9-1-1 telecommunicator personnel

The motion was seconded and passed unanimously.

Municipal Vulnerability Preparedness Grant

H. Billings made a motion to approve a contract with the Executive Office of Energy and Environmental Affairs for \$22,000 to complete a community resiliency planning study that will examine the community's vulnerability and strengths and identify priority actions to build resilience as the climate changes. The motion was seconded and passed unanimously.

INTERMUNICIPAL AGREEMENT AMENDMENT

H. Billings made a motion to approve the amended Wastewater Intermunicipal Agreement (IMA) with the City of Fitchburg. The motion was seconded and passed unanimously.

DEPARTMENT OF PUBLIC WORKS – SNOW AND ICE DEFICIT SPENDING

H. Billings made a motion to approve deficit spending in the Snow and Ice accounts in order to be adequately prepared for the coming winter months. The motion was seconded and passed unanimously.

RECLASSIFICATION OF POSITIONS

Based on the recommendations by the Town Administrator and the Police Chief, the following positions will be referred to the Personnel Board for reclassification:

- Executive Assistant to the Board of Selectmen and Town Administrator
- Executive Assistant to the Chief of Police
- Computer Information Systems Specialist

H. Billings made a motion to refer the above referenced positions to the Personnel Board for further review and reclassification. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS

Call Firefighter

H. Billings made a motion to approve the payroll authorization for Stephen Robinson as a call firefighter, filling a vacancy. The motion was seconded and passed unanimously.

Full Time Dispatcher/Part Time Police Officer

H. Billings made a motion to approve the payroll authorization for Patrick Porpora, as full time dispatcher/part time police officer, filling a vacancy. The motion was seconded and passed unanimously.

Part Time Dispatcher

H. Billings made a motion to approve the payroll authorization for Corey McGrath as part time dispatcher, filling a vacancy. The motion was seconded and passed unanimously.

NEW BUSINESS

FY2021 BUDGET REVIEW

W. Walker indicated that since Selectman DeLisle is not present at this evenings' meeting, the Board will take the budget information provided and review it in detail along with the articles at their meeting on February 24, 2020.

ADJOURNMENT

The meeting was adjourned at 6:28 p.m.

Heather M. Billings, Vice Chair

(Prepared by S. Lahtinen)