

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

**Others Present:** Karen Murphy, Stephanie Lahtinen, Steve Wallace, Adam Collette, Lisa Rocheleau, Lorraine Emerson, Josh Hall, Vance Butterfield, Scott Ryder, Ross Barber

### **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 by Ashburnham/Westminster Community Access TV, however was unable to be broadcast live due to an issue with the cable equipment.

### **ANNOUNCEMENTS**

W. Walker announced that the Mass State Police Wives Association and town officials will be coming together Thursday October 6<sup>th</sup> to place blue ribbons downtown to express gratitude for our local law enforcement officers. Ribbons will remain in place for 30 days.

Early voting will be available to all registered voters, at the Westminster Town Hall from October 24 - November 4. Early voting can be done in person or via the mail during regular hours of operation as well as until 7pm on October 25<sup>th</sup> and 27<sup>th</sup> and November 1<sup>st</sup> and 3<sup>rd</sup>; and from 8:00am-12:00pm on Saturday October 29<sup>th</sup>. This information is all available on the town website [www.westminster-ma.gov](http://www.westminster-ma.gov)

### **APPROVALS**

#### WARRANTS

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

September 29, 2016	Accounts Payable 17-13A	\$9,993.33
September 30, 2016	Payroll 17-13B	\$196,667.14

The motion was seconded and passed unanimously.

#### MINUTES OF SEPTEMBER 26, 2016

J. DeLisle made a motion to approve the meeting minutes of September 26, 2016. The motion was seconded and passed unanimously.

#### HISTORICAL COMMISSION - REQUEST FOR SIGNAGE AT OLD TOWN HALL

H. Billings made a motion to approve the placement of a sign reflecting the historical speeches that have taken place at the Old Town Hall, on the front of the property. The motion was seconded and passed unanimously.

#### PAYROLL AUTHORIZATION – ASSISTANT TOWN ACCOUNTANT

H. Billings made a motion to hire Ashley Reddy, as Assistant Town Accountant, filling a vacancy. The motion was seconded and passed unanimously.

#### PAYROLL AUTHORIZATION – FARMER’S MARKET MANAGER

H. Billings made a motion to hire Nathaniel Johnson as Farmer’s Market Manager, filling a vacancy. The motion was seconded and passed unanimously.

#### PAYROLL AUTHORIZATION – HIGHWAY TRUCK DRIVER/LABORER

H. Billings made a motion to hire Thomas Mansfield as Highway Truck Driver and Laborer, filling a vacancy. The motion was seconded and passed unanimously.

## **NEW BUSINESS**

### **SCHEDULE FALL TOWN MEETING**

H. Billings made a motion to schedule the Fall Town Meeting on Tuesday November 29, 2016 at 7:30pm, to open the warrant this evening and close it at the end of business on October 18<sup>th</sup>. The motion was seconded and passed unanimously.

## **EXECUTIVE SESSION**

W. Walker moved that the board enter into Executive Session at 6:10 p.m. to discuss non-union contract negotiations and that the chairman declares that an open meeting may have a detrimental effect on the town's negotiating position. H. Billings seconded the motion. Mr. Walker indicated that the meeting would reconvene following Executive Session. The motion was passed unanimously on a roll call vote.

W. Walker reconvened the meeting in open session at 6:28 p.m.

## **HEARINGS/OTHER SCHEDULED MATTERS**

### **DEPARTMENT OF PUBLIC WORKS – MASTER PLAN IMPLEMENTATION UPDATE**

Josh Hall and the DPW Commissioners discussed the Master Plan Implementation schedule for the DPW according to following criteria outlined in the Master Plan:

- *Review the Town's Intermunicipal Agreements (IMAs):* The Public Works Commission sent a letter dated 08/23/2016 to the City of Fitchburg requesting the steps necessary to start negotiating a new agreement.
- *Prepare and Post a Prioritized Roadway Improvement Program and Sidewalk Improvement Program:* Public Works is working on a 3-5 year roadway improvement plan to be completed by July 2017 and will be updated annually
- *Implement Recommendations of the 2007 Wastewater Management Plan:* Public Works is moving forward with Phase A CWMP sewer capacity improvements with the Whitman River Sewer Systems Improvements Project. This project has been bid and a contract has been awarded. Construction is planned to start in October 2016 with a planned completion in the Spring of 2017.
- *Begin Planning for the Town's Future Solid Waste Disposal Needs:* The Fitchburg-Westminster Landfill is targeted for closure in 2024. Public Works is in the early stages of exploring disposal options for the Town and plans to develop with the Board of Selectmen and Solid Waste Advisory Committee contingency plans within five years of closure of the landfill.
- *Promote Traffic Calming Efforts:* Public Works is unaware of any concerns with this recommendation.
- *Continue Sidewalk Improvement Program:* Public Works has completed several sidewalk replacement projects in Town over the last 5 years. This work includes sidewalk replacement projects on Bacon, Church, Elliott, Main, Nichols, Pleasant and South Streets. Funding for these projects included a combination of Federal/State, Chapter 90 and Town appropriation funding. As funding allows/is available for existing sidewalks, Public Works is planning on continued sidewalk replacement on Main and Leominster Streets over the next 2-3 years.
- *Work with State to Address Bridges in Need of Repair:* As part of the Massachusetts Bridge Inspection Program, the MassDOT performs inspections of municipally owned bridges in Town every two years or less for bridge with a clear span of 20 feet or greater. Inspection reports are submitted to Public Works for review. Over the past 10 years, two municipally bridges in Town have been replaced using both Federal/State and Chapter 90 funding (Battles and Depot Roads). Currently the Whitmanville Road bridge is a candidate for full funding (design and construction) on the FY2020 TIP bridge program.

- *Prepare a Comprehensive Inventory of the Town's Culverts:* Public Works conducts inspections/maintenance on high priority culverts in Town on major roadways and streams. Public Works does not currently have the resources, i.e. man power and budget, to conduct/maintain an inventory of culverts. Funding would be required to create an inventory and maintain on an annual basis.
- *Analyze Traffic Data:* Crash data provided by the Police is analyzed by the MassDOT for proposed road construction projects that are funded with Federal/State monies. We are unaware of any roads in town that have been identified as major crash locations warranting changes. We will continue to work with the Police Department with concerns on this item.
- *Continue to Utilize the Current Pavement Management System:* Public Works updates roads surveys annually for the pavement management system. Recent projects constructed with Federal/State funding include Depot Road bridge and the reconstruction of South Street. Future Federal/State funded construction projects include the reconstruction of Route 140, Hager Park and Worcester Roads.
- *Investigate Petitioning the State for the Town to take over Jurisdiction of Main Street:* If the Town moves forward with the taking over/acceptance of Main Street as a town road for the Village Center concept, before lending it's support, the Public Works Commission will require the Town to engage in an evaluation/study that would identify the increased costs associated with taking over Main Street ( i.e. manpower and materials) so that the Town can vote to increase our budget appropriately to cover these increases. We are unaware of any action on this recommendation.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:58 p.m.

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