

Members Present: John F. Fairbanks, Wayne R. Walker, Heather M. Billings

CALL TO ORDER

J. Fairbanks 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 and Doneen Durling of the Gardner News.

REPRESENTATIVES FERGUSON AND ZLOTNIK

State Representatives Kim Ferguson and Jonathan Zlotnik were present at this evening's meeting to check in with the Board and offer updates regarding legislation and the town of Westminster. The representatives also discussed Chapter 90 funding, as well as a new funding source for municipalities to aid in local bridge repair.

ANNOUNCEMENTS

J. Fairbanks announced that at the last meeting, the Board submitted requests for IT and Financial Management Reviews from the Division of Local Services (DLS). The requests were approved, and an IT review will take place first, followed by the financial management review.

APPROVALS

MINUTES

W. Walker made a motion to approve the minutes of February 22, 2016. The motion was seconded and passed unanimously.

WARRANTS

W. Walker made a motion to approve the following warrants.

February 23, 2016	Payroll 16-34B	\$183,782.64
February 24, 2016	Deduction 16-34C	\$163,236.79
February 29, 2016	Accounts Payable 16-35A	\$1,143,784.25
March 7, 2016	Accounts Payable 16-36A	\$28,203.17
March 8, 2016	Payroll 16-36B	\$170,275.53

The motion was seconded and passed unanimously.

DESIGNATE MPO REPRESENTATIVE

W. Walker made a motion to nominate Heather Billings as the Westminster representative to the Metropolitan Planning Organization (MPO), with Stephanie Lahtinen serving as her alternate. The motion was seconded and passed unanimously.

BUILDING DEPARTMENT PERMITTING SOFTWARE

K. Murphy indicated that with the significant increase in building permit activity in the last year, the office has had to hire temporary part time assistance to deal with the volume of work coming through the office. The purchase of the ViewPoint Cloud software would offset this need for additional staff, and streamline the permitting and payment process. The software can also be used by the Town Administrator's office in the processing of Liquor and Common Victualler Licenses.

W. Walker made a motion to authorize the Town Administrator to procure permitting software as discussed for a one time set up fee of \$3000 and an annual fee of \$6000, paid in monthly installments of \$500. The motion was seconded and passed unanimously.

POLICE UNION MEMORANDUM OF AGREEMENT

W. Walker made a motion to execute the Police Union Memorandum of Agreement for a three year term from July 1, 2016 – June 30, 2019. The motion was seconded and passed unanimously.

AMERICAN LEGION – REQUEST FOR USE OF TOWN SEAL

Tom Maeder was present at this meeting to discuss the Legion's request to use the town seal. He indicated that American Legion Post #174 would like to use the town seal on their decorative license plates they provide to other Legion's.

W. Walker made a motion to approve the use of the town seal by the American Legion Post #174. The motion was seconded and passed unanimously.

ONGOING BUSINESS

FY2017 BUDGET/WARRANT ARTICLE REVIEW

Fire Department

K Nivala discussed his FY2017 budget with the Selectmen and Advisory Board. Chief Nivala indicated that the public safety building is in need of repair and he has budgeted for more funding in his Building Maintenance line item to account for it.

Chief Nivala made a presentation regarding the need for the creation of two new full time firefighter positions. He indicated that the hours that have been covered by call and per diem staff in the past have been difficult to cover with this type of personnel.

The Board of Selectmen and Advisory Board discussed the presentation with Chief Nivala and indicated that they would be more comfortable hiring one new full time firefighter, and evaluating the needs of the department after that.

Chief Nivala also indicated that the department could partially fund one of the positions with ambulance revenue.

Police Department

Chief Albert discussed his departmental budget with the Selectmen and Advisory Board. He indicated that one of the increases reflected is in the Overtime line item, this is due to two positions: the school resource officer for AWRSD, and the school resource officer who has been requested by CAPS Collaborative. Chief Albert indicated that the funding for the officer at the CAPS Collaborative is being fully reimbursed to the town; however after speaking with the Town Accountant, it was a better practice to include the amount in the overtime budget.

Chief Albert also included an increased Building Maintenance line item to account for improvements that need to be made to the public safety building.

J. Fairbanks indicated that the Police and Fire Chief should work with Capital Planning and the Advisory Board to form a plan for the long term maintenance of the building, so that larger expenses may be included in the Capital Plan.

Mr. Fairbanks also stated that he would like all departmental line items for fuel decreased to reflect the current pricing of fuel at this time.

Board of Health

The Selectmen discussed the Mosquito Control articles with Elizabeth Swedberg, Health Agent and Ed Simoncini, Board of Health Chair, as the Selectmen would like to only put one mosquito control article on the Town Meeting Warrant instead of one for each vendor, as proposed by the Board of Health.

Following a brief discussion the Board determined that the motion could be amended on Town Meeting floor after a short presentation explaining the options available to the residents, that way the voters could make an informed decision about how they would like to approach mosquito control.

HEARINGS/OTHER SCHEDULED MATTERS

EXECUTIVE SESSION

There was no executive session at this meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:58 p.m.

Heather M. Billings

Clerk *(Prepared by S. Lahtinen)*