

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

Others Present: Karen Murphy, Stephanie Lahtinen, Kyle Butterfield, David Monty, John Bowen, Lisa Rocheleau, Dan Bartkus, Jon Wyman, Chris Redkey, Ellen Sheehan, Dean Johnson, Ed Simoncini, ML Altobelli, John Fairbanks, Adam Collette, Roy Hughes, Ross Barber; Bernie Lynch & Peter Hechenbleikner, Community Paradigm Associates

CALL TO ORDER

J. DeLisle 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.

ANNOUNCEMENTS

J. DeLisle announced that Trick or Treat will be held on Wednesday October 31st from 5:00p-7:00p with a bonfire to follow at the Public Safety Building.

APPROVALS

WARRANTS

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

September 5, 2018	Accounts Payable	19-15A	\$1,093,405.92
September 10, 2018	Payroll	19-16B	\$184,436.35
September 10, 2018	Deduction	19-16C	\$97,266.22

The motion was seconded and passed unanimously.

MINUTES OF OCTOBER 15, 2018

W. Walker made a motion to approve the minutes of October 15, 2018. The motion was seconded and passed unanimously.

FIRE CHIEF APPOINTMENT/CONTRACT APPROVAL

W. Walker made a motion to appoint Kyle S. Butterfield as the Fire Chief and Emergency Management Director and execute a three contract for his employment. The motion was seconded and passed unanimously.

Town Clerk Ellen Sheehan performed the swearing in ceremony for Chief Butterfield, with his family, friends and coworkers in attendance.

PAYROLL AUTHORIZATIONS

CALL FIREFIGHTER

W. Walker made a motion to approve the payroll authorization for Call Firefighter Chris Blanchette. The motion was seconded and passed unanimously.

PER DIEM FIREFIGHTER

W. Walker made a motion to approve the payroll authorization for per diem Firefighter Colton Mauch. The motion was seconded and passed unanimously.

WESTMINSTER GOLF COURSE – LIVE ENTERTAINMENT AND AUTOMATIC AMUSEMENTS LICENSE

W. Walker made a motion to issue an automatic amusements license for three (3) electronic golf machines and one (1) jukebox to the Westminster Golf Course. The motion was seconded and passed unanimously.

W. Walker made a motion to issue a live entertainment license for acoustic dining music to the Westminster Golf Course. The motion was seconded and passed unanimously.

ANIMAL CARE & EDUCATION (ACE) OF MA – REQUEST TO USE SENIOR CENTER FOR FUNDRAISER

Animal Care & Education of MA is requesting to use the Community Senior Center for a pancake breakfast to raise money for their low-no cost vaccinations and microchipping services they offer in the area.

W. Walker made a motion to approve the request to hold a fundraiser at the Senior Center on Saturday December 8, 2018. The motion was seconded and passed unanimously.

HEARINGS/OTHER SCHEDULED MATTERS

TOWN GOVERNMENT STUDY COMMITTEE – SECOND PRESENTATION AND PROPOSAL FOR ADOPTION OF NEW TOWN CHARTER

Bernie Lynch reviewed the information provided to the Board at their June 15, 2018 meeting, and continued to the final presentation of the proposed Town Charter.

B. Lynch presented the following recommendations:

- Adopt Home Rule Charter
- Retain Open Town Meeting as Legislative body
- Determine which multi member boards/committees are to be elected or appointed
- Establish Town Manager as Chief Operating Officer
- Consolidate some Boards
- Town Manager to have Board appointment authority
- Town Manager to be lead Human Resource (collective bargaining and administration system)
- Strategic Planning with the Town Manager

B. Lynch continued his presentation with the Transition Plan.

The Government Study Committee members and consultants answered questions from the audience regarding the appointment of boards/committees, the power of the Town Manager position, among others.

ML Altobelli requested that the information on the Town Charter be more widely accessible in order to inform as many voters as possible, prior to the Town Meeting.

J. Fairbanks indicated that tomorrow morning this presentation as well as the proposed Town Charter will be made available on the front page of the website, as well as hard copies in Town Hall, the library and Senior Center.

The next step is to bring the Town Charter to the November 27th Special Town Meeting for approval by the voters.

NEW BUSINESS

REVIEW DRAFT SPECIAL TOWN MEETING WARRANT

J. DeLisle reviewed the list of draft articles for the November 27, 2018 Special Town Meeting Warrant.

EXECUTIVE SESSION

There was no executive session at the meeting.

ADJOURNMENT

The meeting was adjourned at 8:25 p.m.

Heather M. Billings, Clerk
(Prepared by S. Lahtinen)