

Members Present: Heather M. Billings, James A DeLisle, Salvatore J. Albert Jr.

Others Present: Mark Hawke, Stephanie Lahtinen, Kyle Butterfield, Ralph LeBlanc, Ellen Sheehan, Adam Bean, Lisa Rocheleau

CALL TO ORDER

H. Billings called the meeting to order at 5:00 p.m. in room 205 of the Town Hall. She announced that the meeting was being recorded and broadcast live by Ashburnham/Westminster Community Access TV.

APPROVALS

WARRANTS

J. DeLisle made a motion to approve the following warrants:

Accounts Payable	21-36A	3/5/2021	\$53,279.94
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The motion was seconded and passed unanimously.

MINUTES OF FEBRUARY 22, 2021

S. Albert made a motion to approve the minutes of February 22, 2021. The motion was seconded and passed unanimously.

POLICE CHIEF CONTRACT AND SWEARING IN

H. Billings stated Acting Chief Leblanc was appointed on September 14, 2020. A 6-month review was performed and by all accounts Acting Chief Leblanc has performed the duties of Chief admirably and above expectations during his six (6) month probationary process period.

J. DeLisle made a motion to appoint Ralph LeBlanc as Police Chief and execute his contract, following the successful completion of his six month period spent as Acting Chief. The motion was seconded and passed unanimously.

Chief LeBlanc thanked the Board and said a few words about his career in Westminster.

Town Clerk Ellen Sheehan was present to perform the swearing in ceremony.

FIRE CHIEF CONTRACT

J. DeLisle made a motion to execute the contract with Fire Chief Kyle Butterfield that runs from July 1, 2021 – June 30, 2024. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS

Part Time/Per Diem Dispatcher

S. Albert made a motion to approve the payroll change request and authorization Madison Chevarie as part time/per diem dispatcher. The motion was seconded and passed unanimously.

Crocker Pond Supervisor

S. Albert made a motion to approve the payroll change request and authorization for James Walker as Crocker Pond Supervisor, filling a vacancy. The motion was seconded and passed unanimously.

Fire Dept Support Service

S. Albert made a motion to approve the enclosed payroll change request and authorization for Kelly Provencial as Fire Department Support Service. The motion was seconded and passed unanimously.

Assistant Collector

S. Albert made a motion to approve the enclosed payroll change request and authorization for Colleen Jarvi as Assistant Collector, filling a vacancy left by the retirement of Jeanne Keena. The motion was seconded and passed unanimously.

Assistant Collector Clerk

S. Albert made a motion to approve the enclosed payroll change request and authorization for Sheila Casey as the Treasurer/Collector Clerk, filling a vacancy left by Ann Marie Page who is now the Assessors Clerk. The motion was seconded and passed unanimously.

NEW BUSINESS

PRESENTATION OF FINANCIAL POLICIES

M. Hawke stated that Town received a Community Compact Grant from the state to work with the UMass Collins Center to prepare appropriate financial policies. These policies will be crucial in obtaining a AAA Bond rating.

After tonight's meeting, the policies will be distributed to all appropriate finance related boards for comment. Comments will be aggregated and supplied to this Board prior to editing/acceptance.

The Treasurer/Collector, Accountant and Town Administrator have spent over 100+ combined hours working with the Collins Center to devise these policies. The policies are an amalgamation of best practices that have been conditioned to fit Westminster. The largest change is with the Capital Planning process

BUDGET REVIEW

M. Hawke indicated that the three (3) departments with the most notable changes are Police, Fire and Cemetery.

The Board met with Fire Chief Kyle Butterfield and Deputy Chief Adam Bean about the proposed additional staffing in the Fire Department, and the reorganization of fund distribution from Ambulance Receipts. The Chief and Deputy Chief presented the need for the additional position and their method to compensate the position.

Police Chief Ralph LeBlanc presented his budget adjustments and changes, discussing the request to bring on a full time School Resource Officer to maintain the strong working relationship Public Safety has with our school system.

The Board discussed the presentations from both department heads as well as other aspects of the budget.

ADJOURNMENT

The meeting was adjourned at 6:09 p.m.

Salvatore J. Albert Jr., Clerk

(Prepared by S. Lahtinen)