

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

**Others Present:** Mark Hawke, Ralph LeBlanc, Jason Tamulen, Keith Harding

## **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	#21-38	3/19/2021	\$1,305,209.90
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The motion was seconded and passed unanimously.

### MINUTES OF MARCH 8, 2021

S. Albert made a motion to approve the minutes of March 8, 2021. The motion was seconded and passed unanimously.

### POLICE LIEUTENANT APPOINTMENT AND CONTRACT

S. Albert made a motion to appoint Jason Tamulen as Police Lieutenant and execute his contract. The motion was seconded and passed unanimously.

Lieutenant Tamulen thanked the Board. H. Billings state a formal swearing in ceremony would take place at the Senior Center on Wednesday, March 24, 2021 at 4pm to accommodate a larger group of people.

### DEPUTY FIRE CHIEF CONTRACT

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

### PAYROLL AUTHORIZATIONS

#### *Per Diem Firefighter*

S. Albert made a motion to approve the payroll change request and authorization Erin Cullinine as a per diem call firefighter. The motion was seconded and passed unanimously.

#### *Part Time Dispatcher*

S. Albert made a motion to approve the payroll change request and authorization for Jasmine Barry as a Per Diem/Part Time Dispatcher. The motion was seconded and passed unanimously.

### HOST COMMUNITY AGREEMENT – TSC DELIVERY, LLC/TOP SHELF LABS MASSACHUSETTS, LLC

M. Hawke explained that this was not a dispensary or a grow facility, but rather a delivery company. The HCA was for the maximum 3% and 5 years as allowed by law. The facility would be locating in a portion of the former Aubuchon Warehouse.

S. Albert made a motion to execute the Host Community Agreement with TSC Delivery, LLC / Top Shelf Labs Massachusetts, LLC. The motion was seconded and passed unanimously.

## **NEW BUSINESS**

### ANNUAL TOWN ELECTION – CHANGE IN POLLING LOCATION

H. Billings described the need for a new location due to the elementary school just coming back to in-person learning and needing all of the space available for social distancing.

J. DeLisle made a motion to change the polling location for the Annual Town Election from Westminster Elementary School to the Westminster Senior Community Center at 69 West Main Street. The motion was seconded and passed unanimously.

APRIL 27, 2021 ANNUAL TOWN ELECTION WARRANT

H. Billings read the April 27, 2021 Annual Town Election Warrant.

J. DeLisle made a motion to approve and post the April 27, 2021 Annual Town Election Warrant, to be held April 27, 2021 at the Westminster Senior Community Center at 69 West Main Street. The motion was seconded and passed unanimously.

ARTICLE REQUEST – BOARD OF SELECTMEN NAME CHANGE

H. Billings explained that many communities were changing the name of their executive board from Board of Selectmen to Select Boards. J. DeLisle asked if there was a cost associated with the change. M. Hawke explained that, if approved at Town Meeting, the bylaws would be changed in an on-going manner until all the references were changed.

S. Albert made a motion to change the name of the Board of Selectmen to the Select Board. The motion was seconded and passed unanimously.

**ONGOING BUSINESS/MISCELLANEOUS**

ANNUAL TOWN MEETING WARRANT

H. Billings read the draft Town Meeting Warrant for May 1, 2021 to be held at 1pm at Westminster Elementary School. It is expected that there will be brief, but informative presentations from the Public Safety Building Committee, Ad-Hoc Community Preservation Act Committee, Parks and Recreation Committee and perhaps others.

FINANCIAL POLICIES

J. DeLisle asked about the next steps with the financial policies. M. Hawke explained that the policies were being reviewed by the Capital Planning Committee and the Advisory Board. M. Hawke suggested that if the Board wanted, a combined meeting with Capital Planning Committee, Advisory Board, Select Board and the Collins Center could occur to flesh out any issues. J. DeLisle expressed that a lot of time and effort went into the current Capital Planning Policy.

BUDGET REVIEW

The Board discussed the budget. J. DeLisle asked what the percentage change from the prior year was. M. Hawke stated it was a 2.6% increase.

**ADJOURNMENT**

The meeting was adjourned at 5:49 p.m.

Salvatore J. Albert Jr., Clerk

*(Prepared by S. Lahtinen)*