

*Town of Westminster – Select Board Meeting Minutes – Monday November 15, 2021*

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

**Others Present:** Stephanie Lahtinen, Tamie Chiarelli

Chief Ralph LeBlanc, Melissa Banks, Carol Urban, Wayne Walker, Keith Harding,  
Kyle Butterfield

**CALL TO ORDER**

J. DeLisle called the meeting to order at 5:00 PM in room 205 of the Town Hall. He announced that the meeting was being recorded and broadcast live by Ashburnham/Westminster Community Access TV.

**NEWS/ANNOUNCEMENT**

J. DeLisle announced that the Fall Special Town Meeting will be held tomorrow, Tuesday, November 16<sup>th</sup> at 7:30 in the Westminster Elementary School and that masks are required by all attendees as the meeting is taking place on school property.

**APPROVALS**

WARRANTS:

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

Accounts Payable        #22-20A        11/15/2021        \$184,939.94

The motion was seconded and passed unanimously.

MINUTES OF NOVEMBER 1, 2021:

S. Albert made a motion to approve the minutes of November 1, 2021. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS:

S. Albert made a motion to approve the payroll change request and authorization for Marcus DiBenedetto as a call firefighter. The motion was seconded and passed unanimously.

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

EMERGENCY HOME HEATING APPLICATION 2021/2021:

H. Billings made a motion to approve the updates to the emergency Home Assistance Application for the 2021/2022 heating season, the program is open from December 1, 2021 until May 1, 2022. The motion was seconded and passed unanimously.

SENIOR TAX WORKOFF PROGRAM APPLICATION:

S. Albert made a motion to approve the updates Senior Tax Workoff Program Application for 2022. The motion was seconded and passed unanimously.

QUARTERLY AMBULANCE WRITE-OFFS:

H. Billings made a motion to approve the write off of \$4,989.38 in uncollectable ambulance receipts. The motion was seconded and passed unanimously.

**NEW BUSINESS**

REVIEW AND ASSIGN STM MOTIONS:

The board was in favor of all the motions and their assignments to the twelve (12) articles for the Special Fall Town Meeting.

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### COUNCIL ON AGING – AD-HOC ACTIVITIES COMMITTEE

Carol Urban addressed the Select Board on the activities that have been taking place at the Senior Center, and their efforts to bring a wider variety of activities to the center. She asked about grants that they could utilize for the activities and instructors for events and requesting feedback from Select Board on what their view is on the Senior Center.

The Board expressed their support to bringing more activities for the local seniors and thanked Carol and her committee for all of their efforts.

### **EXECUTIVE SESSION**

None

### **ADJOURNMENT**

The meeting adjourned at 5:26 PM

Heather M. Billings, Clerk  
*(Prepared by T. Chiarelli)*

### **Exhibits:**

- Town Administrator's Report
- Accounts Payable Warrant
- Minutes from Nov 1, 2021 meeting
- Payroll authorizations for M. DiBenedetto and D. Hobbs
- Emergency Home Heating Application
- Senior work-off Application
- Uncollectable ambulance receipts
- The twelve articles for the Special Fall Town Meeting