

Town of Westminster – Select Board Meeting Minutes – Monday, December 6, 2021

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

Others Present: Stephanie Lahtinen, Tamie Chiarelli

Chief Ralph LeBlanc, Wayne Walker, Robin Holm, Keith Harding, Kyle Butterfield,
Alan Mayo, Melissa Banks, Carol Urban, Melody Smith, Ellen Sheehan

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.

TAX CLASSIFICATION HEARING

S. Albert made a motion to approve the Board of Assessors recommendation to adopt a factor of 1, which will tax all classifications of property at the same rate. The motion was seconded and passed unanimously.

APPROVALS

WARRANTS:

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

Accounts Payable	#22-23A	12/06/2021	\$1,227,469.87
Payroll	#22-23B	12/09/2021	\$ 266,269.45

The motion was seconded and passed unanimously.

MINUTES OF NOVEMBER 15, 2021:

S. Albert made a motion to approve the minutes of November 15, 2021. The motion was seconded and passed unanimously.

FIRE TRUCK BAN RENEWAL:

S. Albert made a motion to approve the BAN renewal for the Fire Truck for \$240,000.00 from UFASI , Greenfield Cooperative Bank, with an interest rate of 0.370. The motion was seconded and passed unanimously. Ellen Sheehan, Town Clerk, was there to witness signatures.

2023 BUDGET CALL LETTER:

S. Albert made a motion to approve the distribution of the Budget Call letters for Fiscal Year 2023. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS:

S. Albert made a motion to approve the payroll change request and authorization for Catherine Miller as the Head of Children's Services at the Library. The motion was seconded and passed unanimously.

H. Billings made a motion to approve to appoint Officer Nathan Hawkins as Interim Police Sergeant, at a stipend, to accommodate multiple vacancies in the department. The motion was seconded and passed unanimously.

REQUESTING NEW POSITIONS:

Alan Mayo, Cemetery Superintendent, Chief Kyle Butterfield, FD and Chief Ralph LeBlanc, PD were present to present their reasoning for creating new positions within their departments. S. Albert made a motion to approve for the three departments to go to Advisory Board then to Personnel Board for their suggested decisions and comments then represent to Select Board. The motion was seconded and passed unanimously.

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FIRE DEPARTMENT SAFER GRANT APPLICATION:

S. Albert made a motion to authorize the Fire Chief to apply for the Adequate Fire and Emergency Response (SAFER) Grant. The motion was seconded and passed unanimously.

NEW BUSINESS

POTENTIAL EARMARK ARPA FUNDING – SENIOR HOUSING PROJECT:

H. Billings made a motion to approve the earmark of \$100,000.00 of the ARPA funding to support the building and construction of the Senior Housing Project behind the Senior Center Community Center. The motion was seconded and passed unanimously

EXECUTIVE SESSION

None

ADJOURNMENT

The meeting adjourned at 5:45 PM

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

EXHIBITS:

- Town Administrator's Report
- Accounts Payable & Payroll warrants
- Minutes approval from Nov 15, 2021 meeting
- Fire Truck BAN renewal
- Payroll authorizations for C. Miller and N Hawkins