

Town of Westminster – Select Board Meeting Minutes – Monday, March 21, 2022

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

Others Present: Stephanie Lahtinen, Tamie Chiarelli

Chief Kyle Butterfield, Chief Ralph LeBlanc, Melissa Banks, Lee Ann Lamsa,
John Fairbanks, Lisa Rocheleau

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 Media.

APPROVALS

WARRANTS:

S. Albert made a motion to approve the following warrant:

Accounts Payable #22-38A 3/21/22 \$399,330.24

The motion was seconded and passed unanimously.

MINUTES OF MARCH 14, 2022

H. Billings made a motion to approve the minutes of March 14, 2022. The motion was seconded and passed unanimously.

ON-GOING BUSINESS/MISCELLANEOUS

BUDGET REVIEW

Fire Department: Chief Butterfield was present to discuss the department budget and request for increased staffing of four (4) full time firefighters, as the department is severely understaffed.

The request is for two (2) positions created/funded from the operating budget, and two (2) would be created and unfunded, per our policy, if the Town is awarded the SAFER Grant in late summer. If the grant is not awarded then there would be no two additional new positions. The Personnel Board had previously voted in support of the new positions.

Police Department: Chief LeBlanc was present to discuss the department budget and request for increased staffing of two (2) full time Police Officers. Two (2) positions would be created from the operating budget by reallocating the cost in overtime to cover the positions. Part Time Police Officers are no longer available to acquire/hire. The Personnel Board had previously voted in support of the new positions.

J. DeLisle suggested to phase-in one (1) position for each department and then re-evaluate next year.

S. Albert suggested that the Advisory Board needs to vote with recommendations.

Three (3) members of the Advisory Board were present at the meeting and had a quorum.

The Advisory Board voted unanimously in favor of the two new full time positions for both departments.

J. DeLisle maintained a recommendation of one position phase-in, in each department.

S. Albert indicated he was in favor of two full time firefighters and two full time police officer

H. Billings indicated she would need more information before making a decision.

Miscellaneous: At the May 8, 2008 Annual Town Meeting, the town voted to appropriate \$50,000 in an article to supplement gasoline and building utility expenses for various town departments. Due to the rising and unpredictable price of fuel and utilities.

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TOWN OF WESTMINSTER

J. DeLisle asked the Town Administrator for more detailed information before deciding.

EXECUTIVE SESSION (NONE)

ADJOURNMENT

Meeting adjourned at 6:24 PM

A handwritten signature in black ink, appearing to read 'Heather M. Billings'.

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

EXHIBITS:

- Town Administrator's Report
- Accounts Payable warrant (1)
- Minutes from March 14, 2022 meeting
- Police Department Backup for staffing request