

Town of Westminster – Select Board Meeting Minutes – Monday, July 24, 2023

Members Present: Salvatore Albert Jr, Heather M. Billings, Melissa A. Banks

Staff Present: Stephanie Lahtinen, Tamie Chiarelli

Others Present: John Fairbanks, Tracy Murphy, Melinda Horrigan, Dorcus Hurd, Sheryl Valette, Betsy Hannula, Leeann Lamsa, Joe Serio, Lee Pelletier, Peter Normandin, Jodi Snyder, Matt France, Joel Dahlstrom, Greg Buckman

CALL TO ORDER

H. Billings called the meeting to order at 5:00 PM in room 205 of the Town Hall. She announced that the meeting was being recorded and broadcast live by Ashburnham/Westminster Community Media and no other recording devices have been brought to her attention.

ANNOUNCEMENTS:

NO ANNOUNCEMENTS

APPROVALS

WARRANTS:

M. Banks made a motion to approve the following warrants:

| | | | |
|------------------|---------|--------------|---------|
| Accounts Payable | #24-04A | \$435,444.63 | 7/24/23 |
|------------------|---------|--------------|---------|

The motion was seconded and passed unanimously.

JULY 10, 2023 MEETING MINUTES:

M. Banks made a motion to approve the minutes of July 10, 2023. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS:

Full Time Dispatcher:

M. Banks made a motion to approve the payroll change request and authorization from Acting Police Chief Officer for Kaleigh Peterson as full time Dispatcher, filling a vacancy following Erin O’Kane’s promotion. The motion was seconded and passed unanimously.

NEW BUSINESS

OLD TOWN HALL RFP PUBLIC FORUM PLANNING:

Tracy Murphy, Town Planner, was present to discuss the Public Forum Survey Questions. Tracy made a draft on Google forms with six (6) questions and looking to get guidance and input from Select Board for the public input forum and discuss what edits are to be made to the RFP as well.

H. Billings read the questions. M. France stated that he did not understand the point of yet another survey when there has been so many and the voting on the ballot and the STM, he felt that if we did the survey that this would never be resolved. P. Normandin also stated that there should be no survey.

S. Albert made a motion to not do the survey and issue the RFP. M. Banks seconded the motion. H. Billings stated that the RFP was not ready for issuance.

There was much lengthy discussions between the people in attendance and the Select Board all stating their strong opinions and thoughts.

S. Albert then made an amendment to the motion of only not doing the survey, M. Banks seconded it, H. Billings was not in favor of the motion. The motion passed 2 to 1 vote.

The RFP edits were discussed including the edits that were submitted from the Historical Commission.

Town of Westminster – Select Board Meeting Minutes – Monday, July 24, 2023

P. Normandin stated that the amendment that Vance Butterfield suggested at the STM on June 21, 2023, be in the RFP, and thought his suggestion was a good idea and should be stipulated in the RFP of: *Conveyance of said property to any company, group or person must include a demonstrated source(s) of funding to complete the project.*

It was concluded that each Select Board member was to email Tracy their input and edits of the RFP after they review it, by July 31, 2023 and discuss at the next Select Board on August 14th. Then determine future RFP dates at that meeting.

ADJOURNMENT

S. Albert made a motion to adjourn; the motion was seconded.

Meeting adjourned at 6:14 PM



Salvatore Albert, Clerk
(Prepared by T. Chiarelli)

EXHIBITS:

- Town Administrator's Report
- Warrant (1)
- July 10, 2023 Meeting Minutes
- Payroll Authorizations (1)
- OTH Survey Questions (Draft)
- OTH RFP (Draft)
- Email from Historical Comm with RFP edits