

Town of Westminster – Select Board Meeting Minutes – Monday, July 10, 2023

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

Staff Present: Tamie Chiarelli

Others Present: Roni Beal, Nick Langhart, Betsy Hannula, Greg Buckman, Tracy Murphy, Leeann Lamsa, Doricus Hurd, Karen Sargent, Lisa Rocheleau, Joe Serio, Jim Hedlund, Janet Hedlund, Micki Nussey, Edward Hillman, Marjolan Hillman, Sheryl Valette

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	FY23 #23-54A	\$46,723.58	6/30/23
Accounts Payable	FY24 #24-02A	\$380,559.05	7/10/23

The motion was seconded and passed unanimously.

JUNE 26, 2023 MEETING MINUTES:

M. Banks made a motion to approve the minutes of June 26, 2023. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS:

Full Time Police Officer:

S. Albert made a motion to approve the payroll change request and authorization from Acting Police Chief Officer for Erin O'Kane as full time Police Officer, filling a vacancy following Kent Benson's retirement. The motion was seconded and passed unanimously.

RE-APPOINTMENT – CULTURAL COUNCIL:

M. Banks made a motion to reappoint Nancy Swanson to the cultural Council for a term to expire June 30, 2026. The motion was seconded and passed.

EAGLE SCOUT PROJECT – TRAIL WORK AT WESTMINSTER ELEMENTARY SCHOOL:

Benjamin Paradis is a local Eagle Scout who will be installing 8 foot long bridges over the trails behind the Westminster Elementary School as part of his Eagle Scout project. This has been approved by the Conservation Commission and Open Space Committee.

M. Banks made a motion to vote to approve the Eagle Scout project being performed at 9 Academy Hill Road on the public walking trails behind the school. The motion was seconded and passed.

CROCKER POND BEACH TESTING CONTRACT:

M. Banks made a motion to approve to execute the contract with Madison Niedermeir to complete beach testing at Crocker Pond for the 2023 season, on a weekly basis, at \$30 per sample. The motion was seconded and passed.

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YEAR END TRANSFERS:

There were none submitted

NEW BUSINESS

DISCUSSION – OLD TOWN HALL NEXT STEPS:

Possible concurrent process for re-issue RFP Posting and Demolition/Deconstruction bidding.

Tracy Murphy, Town Planner, was present to discuss the RFP edits, etc. Tracy has made a draft flyer for a public input forum and some edits to the RFP and those are outlined in the draft. Tracy read the edits and explained reasoning's behind any changes made. She indicated that these changes are standard in RFP's, such as performance bonds upfront for the cost of the project. There were many comments and questions in great length from the people in attendance, of what and what should not happen in this current RFP round. Tracy stated that the timeline she was going for was August 1st, and would keep the Select Board updated on the status.

AGRICULTURAL COMMISSION DISCLOSURE – M.L. ALTABELLI:

M. Banks made a motion to vote and accept the disclosure filed by M.L. Altobelli of a financial interest relating to the family purchased Good Earth Farm & Garden Store (formerly Gardner Agway), and the town has historically made purchases from that location and continues to do so. The town purchases are intermittent and seasonal and has no service contract with the location – it is utilized for convenience of location and competitive pricing. The disclosure is being filed by M.L. Altobelli of a financial interest relating to the partial ownership of the Good Earth and Garden Store and to determine that the financial interest is not so substantial as to be likely to effect the integrity of her services to the Town as the Chair on the Agricultural Commission.

The motion was seconded and passed.

ADJOURNMENT

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

Meeting adjourned at 6:26 PM

Salvatore Albert, Clerk
(Prepared by T. Chiarelli)

EXHIBITS:

- Town Administrator's Report
- Warrant (2)
- June 26, 2023 Meeting Minutes
- Payroll Authorizations (1)
- WPA Conservation form for Trail Work by Eagle Scout
- Crocker Pond Water Testing contract
- Old Town Hall – RFP Draft
- Disclosure Form – M.L. Altobelli

