

Town of Westminster – Select Board Meeting Minutes – Monday, December 5, 2022

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

Staff Present: Stephanie Lahtinen, Tamie Chiarelli

Others Present: M.L. Altobelli, Jody Jess, Ellen Sheehan, Robin Holm, Melinda Horrigan

CALL TO ORDER

S. Albert 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.

ANNOUNCEMENTS

CHRISTMAS TREE LIGHTING EVENT:

S. Albert announced the Christmas Tree Lighting Event on Academy Hill on Sunday, December 4th, sponsored by the Parks & Recreation Committee.

TAX CLASSIFICATION HEARING:

H. Billings made a motion to approve to cote to adopt a factor of one (1), which will tax all classifications of property (residential, commercial, industrial, personal property and open space at the same rate, which the Board of Assessors are recommending.

The motion was seconded and passed unanimously.

APPROVALS

WARRANTS:

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

Accounts Payable	#23-23A	\$399,509.07	12/5/22
Payroll	#23-23B	\$268,015.81	12/8/22

The motion was seconded and passed unanimously.

NOVEMBER 14, 2022 MEETING MINUTES:

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

BAN RENEWAL – FIRE TRUCK:

H. Billings made a motion to approve the Bond Anticipation Note Renewal for the Fire Truck at 4.20% for \$120,000 for one year 12/21/22 to 12/21/23. Melinda Horrigan (Treasurer/Collector) was present to present the note renewal and Ellen Sheehan (Town Clerk) was present to witness the signatures.

The motion was seconded and passed unanimously.

ROUTE 140/ARTICLE 97 RELEASE DEED:

H. Billings made a motion to vote to endorse the Release Deed to the City of Fitchburg, for a parcel of land located off Dawley Road said Westminster, MA, containing 0.64 acres, more or less, identified as Assessors' Parcel 123-19, as approved at the November 17, 2021 Special Town Meeting.

The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION:

H. Billings made a motion to approve the payroll change request and authorization for Dylan Cormier as DPW Truck Driver/Laborer, filling a vacancy. The motion was seconded and passed unanimously.

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H. Billings made a motion to approve the payroll change request and authorization for Robert Carpenter as Part Time Assistant Health Agent, Filling a vacancy. The motion was seconded and passed unanimously.

APPOINTMENT: AGRICULTURAL COMMISSIONER:

H. Billings made a motion to vote to appoint Jody Jess to the Agricultural Commission, with a term to expire June 30, 2025. The motion was seconded and passed unanimously.

CULTURAL COUNCIL GRANT:

H. Billings made a motion to vote and execute the contract with the Massachusetts Cultural Council in the amount of \$7400. The motion was seconded and passed unanimously.

NEW BUSINESS

BUDGET CALL LETTER/FY2024 COLA:

H. Billings made a motion to vote and accept the COLA recommendation that the Personnel Board voted to recommend a 3% Cost of Living Adjustment for all non-union employees for FY2024
The motion was seconded and passed unanimously.

H. Billings made a motion to vote to distribute the Budget Call Letter to all departments and boards, including the COLA percentage, as well as verbiage relating to budgeting for fuel and utilities for the coming year. The motion was seconded and passed unanimously.

POSITION REQUEST – REFERRAL TO PERSONNEL AND ADVISORY BOARDS:

Based on conversations with this Board and at the direction of Chairman Albert, the Town Administrator is requesting authorization to begin the process of creating a new Community Services Director position for the Town. This position would provide staff support to the community service and recreation boards/committees that are currently all volunteer, including but not limited to Parks and Recreation, Agricultural Commission, Crocker Pond Committee, Hager Park and Open Space.

H. Billings made a motion to vote to refer this to the Personnel Board and Advisory Board for their approval. The motion was seconded and passed unanimously.

2023 SENIOR TAX WORK-OFF PROGRAM APPLICATION:

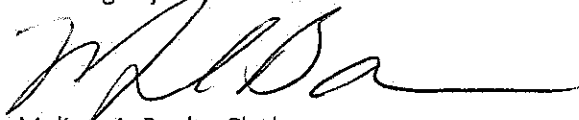
The Capital Planning Committee included a memorandum regarding their recommendation for the Free Cash Transfers to Stabilization. H. Billings made a motion to vote to approve the 2023 Senior Tax Work-off Application. The motion was seconded and passed unanimously.

2023 HOLIDAY SCHEDULE:

H. Billings made a motion to vote to approve the 2023 Holiday Schedule. The motion was seconded and passed unanimously.

ADJOURNMENT

Meeting adjourned at 5:25 PM



Melissa A. Banks, Clerk

(Prepared by T. Chiarelli)

EXHIBITS:

- Town Administrator's Report
- BAN Renewal – Bond Anticipation Note
- Article 97 Release Deed
- Warrant (2)
- November 14, 2022 Meeting Minutes
- Payroll Authorization (2)
- Cultural Council Grant
- Budget Call Letter
- 2023 Senior Tax Work-Off Application
- 2023 Holiday Schedule