

Town of Westminster – Select Board Meeting Minutes – Monday, February 6, 2023

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

Staff Present: Stephanie Lahtinen, Tamie Chiarelli

Others Present: Ellen Sheehan, Melinda Horrigan, Nick Langhart, Kim Samson, Amy Tetrault

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.

APPROVALS

WARRANTS:

H Billings made a motion to approve the following warrants:

Accounts Payable	#23-32A	\$115,150.89	2/6/23
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The motion was seconded and passed unanimously.

JANUARY 25, 2022 MEETING MINUTES:

H. Billings made a motion to approve the minutes of January 25, 2023. The motion was seconded and passed unanimously.

ELLIS ROAD WATER TANK BAN RENEWAL:

H. Billings made a motion to approve the BAN Renewal for the Ellis Rd Water Tank for \$1,912,856.00 at 4.22%. The motion was seconded and passed unanimously. Melinda Horrigan, Treasurer/Collector was present at this meeting to present the Bond Anticipation Note for signatures and renewal. Ellen Sheehan, Town Clerk, was present to witness the signatures of the Select Board.

PAYROLL AUTHORIZATION:

H. Billings made a motion to approve the payroll change request and authorization for Kimberly Bonk as part-time Dispatcher filling a vacancy. The motion was seconded and passed unanimously.

H. Billings made a motion to approve the payroll change request and authorization for Michelle Johnson as part-time Department Assistant for Town Clerk, filling a vacancy. The motion was seconded and passed unanimously.

DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA) REQUEST FOR SERVICES:

H. Billings made a motion to vote and sign the request for services, provided by the Town Planner, requesting continued assistance from the Montachusett Regional Planning Commission (MRPC) for the creation of a draft bylaw in accordance with the new MBTA Communities legislation. The motion was seconded and passed unanimously.

REQUEST TO DEFICIT SPEND SNOW & ICE:

H. Billings made a motion to vote and authorize the DPW Director to deficit spend Snow & Ice for the FY2023 winter season. The motion was seconded and passed unanimously.

NEW BUSINESS

LIBRARY – REQUEST FOR NEW POSITION REFERRAL TO PERSONNEL BOARD & ADVISORY BOARD:

Nick Langhart, Library Director and Kim Samson, Library Trustee Chair, were present at tonight's meeting to request for a new 15-hour part-time position in their budget and the explanation for the need of this new position. The position is expressly for the need to focus on social media & marketing to keep up and continually drive interest to the residents to the Library and all that they offer. The Select Board unanimously agreed for Library to proceed to the Personnel Board.

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PRELIMINARY BUDGET REVIEW:

The Select Board was going to review further into the General Fund Budget and financial and personnel article requests. They suggested that at the next meeting of February 27th, that the Police, Fire, Cemetery and Library Departments be present to discuss their budgets.

BOARD MEETING SCHEDULING:

The Select Board reviewed the calendar and selected the following future meetings:

March 13

March 27

April 10

April 24

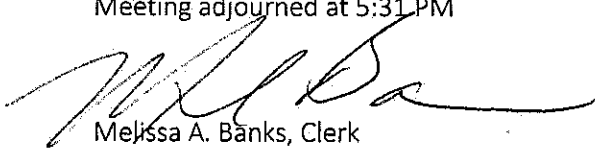
May 1

May 6 – Annual Town Meeting

May 15

ADJOURNMENT

Meeting adjourned at 5:31 PM



Melissa A. Banks, Clerk

(Prepared by T. Chiarelli)

EXHIBITS:

- Town Administrator's Report
- Warrants (1)
- January 25, 2023 Meeting Minutes
- BAN Renewal paperwork
- Payroll Authorization (2)
- DLTA submission letter
- DPW Director's report for Deficit Snow & Ice
- Library's request & explanation for new position
- FY2024 Budgets, Article Requests
- 2023 Calendar