

Town of Westminster – Select Board Meeting Minutes – (Re-scheduled) Wednesday, January 25, 2023

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

Staff Present: Stephanie Lahtinen, Tamie Chiarelli

Others Present: Ellen Sheehan, Tracy Murphy, Michael Sheehan, Gabrielle Sheehan, Joshua Emerson, Adam Bean, Kyle Butterfield, David Monty, Ryan Casper, Chris Leonard,

CALL TO ORDER

S. Albert called the meeting to order at 4:00 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 #23-30A \$191,224.52 1/23/23

The motion was seconded and passed unanimously.

JANUARY 9, 2022 MEETING MINUTES:

H. Billings made a motion to approve the minutes of January 9, 2022. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION:

H. Billings made a motion to approve the payroll change request and authorization for Joshua Emerson as fulltime Fire Lieutenant, filling a vacancy. The motion was seconded and passed unanimously.

H. Billings made a motion to approve the payroll change request and authorization for Michael Sheehan as fulltime Firefighter, filling a vacancy. The motion was seconded and passed unanimously.

Ellen Sheehan, Town Clerk was present to perform the swearing in ceremony for both M. Sheehan and J. Emerson.

H. Billings made a motion to approve the payroll change request and authorization for Janet Sevigny as a part time Land Use Assistant, filling a vacancy. The motion was seconded and passed unanimously.

H. Billings made a motion to approve the payroll change request and authorization for Keith Kupfer as fulltime Water/Sewer System Operator, filling a vacancy. The motion was seconded and passed unanimously.

H. Billings made a motion to approve the payroll change request and authorization for Justin Kukla as part time Dispatcher. The motion was seconded and passed unanimously.

CONTRACT – GAAMHA/RECOVERY SUPPORT NAVIGATOR:

H. Billings made a motion to vote and authorize the Town Administrator to sign and execute the contract with GAAMHA for Recovery Support Navigator services through June 2025. Westminster will fund this endeavor through its Opioid Settlement Funding, in the amount of \$16,123. The motion was seconded and passed unanimously.

MA OFFICE OF TRAVEL & TOURISM – FARMERS CO-OP BUILDING GRANT:

H. Billings made a motion to vote and authorize the Town Administrator to sign and execute the contract with MA Office of Travel & Tourism for the improvement of the Farmers Co-op building grounds in the amount of \$50,000. The motion was seconded and passed unanimously.

Town of Westminster – Select Board Meeting Minutes – (Re-scheduled) Wednesday, January 25, 2023

The Town was awarded this earmark through the offices of our local legislators, Senator Ann Gobi and Rep Kim Ferguson, to fund requested improvements to the Farmers Co-op building and its ground located on Leominster Street.

NEW BUSINESS

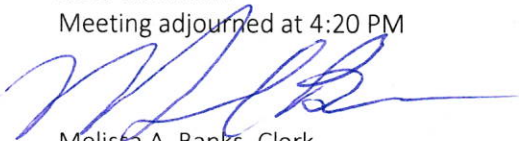
TOWN PLANNER – DEPARTMENT UPDATE:

Tracy Murphy, Town Planner was present to provide information and overview of the following:

- Potential Zoning Amendments
 - o Short Term rentals
 - o Cluster/Subdivisions, regarding construction in buffer zones (needs vetting)
 - o Going forward – codification of the zoning by-laws/update of the by-laws
- Current applications
 - o 6 Village Inn Rd – solar
 - o 150 State Rd East – Mixed use building
 - o Westminster Business Park – modification/accommodate rail access
- Current Projects
 - o Senior Housing – construction to tentatively start Fall 2023
 - o MBTA Communities
 - Action plan due Jan 2023
 - Apply for another round of District Local Technical Assistance (DLTA) to continue Open Grants
 - o Mass works grant for the design of Depot Rd/Bathrick Rd/2A intersection
- Potential Grant Applications
 - o DLTA/ One Stop for Growth / Master Plan Update
- Future Efforts
 - o Get Economic Development Committee to meet again to discuss future goals
 - o New Land Use Asst to provide admin functions & provide support for ZBA
 - o Develop Permit Guidebook
 - o MVP Program – Planning role

ADJOURNMENT

Meeting adjourned at 4:20 PM



Melissa A. Banks, Clerk
(Prepared by T. Chiarelli)

EXHIBITS:

- Town Administrator's Report
- Warrants (1)
- January 9, 2023 Meeting Minutes
- Payroll Authorization (5)
- GAAMHA contract signatory approval
- Farmers Co-op Grant signatory approval
- Handouts from Town Planner