

Town of Westminster – Select Board Meeting Minutes – Monday, February 27, 2023

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

Staff Present: Stephanie Lahtinen, Tamie Chiarelli

Others Present: Jason Tamulen, Kyle Butterfield, Adam Bean, Tracy Murphy, Alan Mayo, Ray Rathier, Nick Langhart, Betsy Hannula, Alan Wirtowski, Jodi Snyder, Ed Snyder, Michael Ferris

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

S. Albert made three announcements:

The Town Caucus was being held today, February 27th at 7:00 PM at the Community Senior Center, 69 West Main Street.

The Library Board of Trustees is holding their second annual Welcome to Westminster at the library on Thursday, March 23rd from 6:00 – 7:30 PM. Representatives from Town departments, Boards and Committees will be present to discuss the functions of their offices and answer questions from attendees.

The Town of Westminster is recently in receipt of two grant awards: \$200,000 secured by Representative Kim Ferguson for downtown improvements and \$27,000 from the Community Compact Grant program, for the update of all non-union/non-contract job descriptions as well as a wage/classification plan through the Collins Center at UMass Boston.

APPROVALS

WARRANTS:

H Billings made a motion to approve the following warrants:

Accounts Payable	#23-35A	\$3,137,234.24	2/27/23
Payroll	#23-35B	\$253,817.61	3/2/23

The motion was seconded and passed unanimously.

FEBRUARY 6, 2023 MEETING MINUTES:

H. Billings made a motion to approve the minutes of February 6, 2023. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION:

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

APPOINTMENT – PARKS & RECREATION:

H. Billings made a motion to vote to declare a vacancy on the Parks & Recreation Committee based on the request received from the committee.

H. Billings made a motion to vote to appoint Bryce Kirby to the Parks & Recreation Committee, filling a vacancy. The motion was seconded and passed unanimously.

COMMUNITY COMPACT GRANT:

H. Billings made a motion to authorize the Town Administrator to execute the grant contract with the Executive Office of Administration and Finance for \$27,000 for the update of the Towns non-union job descriptions and wage/classification plan. The motion was seconded and passed unanimously.

NEW BUSINESS

REFER ZONING ARTICLES TO PLANNING BOARD:

Tracy Murphy, Town Planner, was present at tonight's meeting to requesting the referral of the Zoning Bylaws to the Planning Board for public hearings and comments, draft language for the following:

- Short Term Rentals – at this time Short Term Rentals (AirBNB, VRBO, etc.) are not permitted through the Tables of Uses or Zoning bylaws, the implementation of this bylaw would allow the Town to permit and record these rentals, as well as require health and safety standards be met. The goal is to include this on the 5/6/23 ATM warrant.
- Clean up language to Cluster Subdivision wording – the Planning Board is still discussing this change and likely not be requesting its placement on the ATM warrant.

Michael Ferris (present) asked the question of why the change to the Cluster Subdivision and requested it not be referred to the Planning Board.

The Select Board conferred and agreed to discuss and hold off on the Cluster Subdivision until the next meeting to refer this to the Planning Board.

H. Billings made a motion to refer the Short Term Rentals to the Planning Board. The motion was seconded and passed unanimously.

FY2024 BUDGET REVIEW:

Alan Mayo & Ray Rathier were present to discuss their budget requests. The Cemetery Department submitted two article requests, one for \$6,000 for a lowering device as the current one is over 70 years old and a new is a necessity. The other one is for \$6,000 for a hot/cold pressure washer to be able to maintain the new vehicles acquired recently in the past years. Also in the budget line was Unscheduled Overtime for \$3,000, as it is required for the one full-time employee, when the part-time is not working during the winter season.

Chief Kyle Butterfield was present to discuss the overall budget increase of 13% in total for expenditures, as the current costs have doubled and tripled compared to the past few years. The Ambulance budget is at 6% increase, but this line is offset entirely by Ambulance receipts.

Acting Chief Jason Tamulen was present to discuss the overall budget increase of 14% in total expenditure. Both Chief Butterfield and Acting Chief Tamulen have already been before the Advisory Board.

The Select Board had many questions and concerns and was going to review further.

DISCUSS NON-BINDING RESOLUTION FOR ANNUAL TOWN ELECTION:

The potential wording for the questions relating to the property disposition at 3 Bacon Street. Final wording will need to be approved at our March 13th meeting for inclusion on the election ballots for the Town Election held on April 25th. After Town council's review, they stated that the questions have to be a YES or NO answer and that public education materials should be sent out prior to election date to explain the questions and what their vote would mean.

Betsy Hannula was present and questioned the way it is worded and should re-word to include "Community Center". Nick Langhart, also present, stated that the way the questions were worded is confusing and not very clear of which way to vote.

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The Select Board made a decision of tabling the decision to the next meeting of March 13th, so that more research could be done on the last survey on this subject done in 2016 and review those results.

EXECUTIVE SESSION

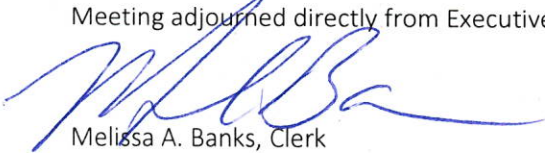
(M.G.L. C.30, §21(A)(3) TO DISCUSS STRATEGY WITH RESPECT TO LITIGATION: FEDERAL MULTIDISTRICT LITIGATION VS. CVS, WALGREENS, WALMART, TEVA AND ALLERGAN

Sam Albert made a motion to enter into executive session pursuant to G.L. c. 30A, Section 21(a)(3), to discuss pending litigation and adjourn from executive session. The motion was seconded and passed unanimously on a roll call vote.

The meeting went into Executive Session at 6:14 PM

ADJOURNMENT

Meeting adjourned directly from Executive Session at 6:25 PM



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

EXHIBITS:

- Town Administrator's Report
- Warrants (2)
- February 6, 2023 Meeting Minutes
- Payroll Authorization (1)
- Community Compact Grant Contract
- Draft of the two ballot questions