

Town of Westminster – Select Board Meeting Minutes – Monday, April 11, 2022

Members Present: Heather M. Billings, James A. DeLisle, Salvatore Albert, Jr.

Staff Present: Stephanie Lahtinen, Tamie Chiarelli

Others Present: Melissa Banks, Thomas Arsenault, Joseph Serio, Keith Harding, Lisa Rocheleau, John Bowen, Leeann Lamsa, Nick Langhart

CALL TO ORDER

J. Delisle 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:

S. Albert made a motion to approve the following warrants:

Accounts Payable	#22-41A	4/11/22	\$217,870.18
Payroll	#22-41B	4/14/22	\$230,342.62

The motion was seconded and passed unanimously.

MINUTES OF MARCH 28, 2022:

S. Albert made a motion to approve the minutes of March 28, 2022. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS:

H. Billings made a motion to approve the Payroll Authorization for Owen Williams as Part Time Dispatcher. The motion was seconded and passed unanimously.

S. Albert made a motion to approve the Payroll Authorization for Daniel Bourgeois as Part Time COA Van Driver. The motion was seconded and passed unanimously.

APRIL 26, 2022 ANNUAL TOWN ELECTION WARRANT:

H. Billings made a motion to approve to vote to approve and post the enclosed April 26, 2022 Annual Town Election Warrant, to be held on Tuesday, April 26, 2022 at the Westminster Community Senior Center, 69 West Main Street, from 7:00 AM to 8:00 PM. The motion was seconded and passed unanimously.

MAY 7, 2022 SPECIAL AND ANNUAL TOWN MEETING WARRANT:

S. Albert made a motion to approve to vote to approve and post the May 7, 2022 Special and Annual Town Meeting warrant. Meetings to be held on Saturday, May 7, 2022 at the Westminster Elementary School at 1:00 PM. The motion was seconded and passed unanimously.

APPOINTMENT – CROCKER POND COMMITTEE:

S. Albert made a motion to approve to vote to appoint Christopher Jaggie to the Crocker Pond Committee for a term to expire on June 30, 2025. The motion was seconded and passed unanimously.

DCR – URBAN AND COMMUNITY CHALLENGE GRANT AWARD:

S. Albert made a motion to vote to execute a contract with the Department of Conservation and Recreation for \$5,000 to complete a Tree Health Survey Management Plan for the Town of Westminster. The motion was seconded and passed unanimously.

NEW BUSINESS

DRAFT FINANCIAL POLICIES REVIEW:

Present was the latest draft of the financial policies for the Town of Westminster. The draft has incorporated changes and comments, the only ones outstanding are the DPW Commission, who are reviewing the portions relating to Enterprise Funds.

Following a discussion, the Select Board determined they need more time to review in advance of approving.

ON-GOING BUSINESS/MISCELLANEOUS (NONE)

EXECUTIVE SESSION (NONE)

ADJOURNMENT

Meeting adjourned at 5:33 PM



Heather M. Billings, Clerk
(Prepared by T. Chiarelli)

EXHIBITS:

- Town Administrator's Report
- Warrants (2)
- Minutes from March 28, 2022 meeting
- Payroll Authorizations (2)
- Special & Annual Town Meeting Warrants
- DCR Urban & Community Challenge Grant Award Contract
- Draft Financial Policies