

Town of Westminister – Select Board Meeting Minutes – Monday, October 16, 2023

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

Staff Present: Stephanie Lahtinen, Tamie Chiarelli

Others Present: Betsy Hannula, Nick Langhart, Karen Conte-Moore, Linda Landry, Timothy Masters, Audra Kirtland

CALL TO ORDER

H. Billings called the meeting to order at 5:00 PM in room 205 of the Town Hall. She announced that the meeting was being recorded and broadcast live by Ashburnham/Westminster Community Media and no other recording devices have been brought to her attention.

ANNOUNCEMENTS:

H. Billings read the following announcements:

Rodeway Inn/Shelter Update –

- Families continue to arrive at the Rodeway Inn shelter location, the contract between MOC, Inc and the Executive Office of Housing and Livable Cities (EOHLC) is up to 30 rooms, at 4 people to a room;
- The front page of the Town website has been updated to include a Frequently Asked Questions list, two facts sheets provided by Governor Healy's office, and a link to the State's emergency shelter information dashboard;
- As always, questions regarding the Rodeway Inn location can be emailed to Tamie Chiarelli at tchiarelli@westminister-ma.gov

APPROVALS

WARRANTS:

M. Banks made a motion to approve the following warrants:

Accounts Payable	#24-16A	\$428,798.94	10/16/23
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The motion was seconded and passed unanimously.

OCTOBER 2, 2023 MEETING MINUTES:

M. Banks made a motion to approve the minutes of October 2, 2023. The motion was seconded and passed unanimously.

CONTRACTS:

Green Communities Competitive Grant:

M. Banks made a motion to approve and execute the contract with MA Department of energy Resources (DOER) in the amount of \$199,999 to install LED lighting, weatherization and building management systems at the elementary schools. The motion was seconded and passed unanimously.

Sustainable Materials Recovery Program Grant:

M. Banks made a motion to approve and execute the contract with MA Department of Environmental Protection (MassDEP) in the amount of \$2,100 to support our recycling programs and fund the purchase of reusable/renewable goods. The motion was seconded and passed unanimously.

Route 140 Redesign:

M. Banks made a motion to approve and execute the contract with MassDOT for the route 140 Redesign project. The motion was seconded and passed unanimously.

APPROVE AND POST SPECIAL STATE ELECTION WARRANT:

M. Banks made a motion to approve and post the Special State election Warrant, to be held on Tuesday, November 7, 2023 from 7:00 am to 8:00 pm at the Westminster Community Senior Center. The motion was seconded and passed unanimously.

APPOINTMENTS:

Agricultural Commission-

M. Banks made a motion to approve the appointment of Shelby Chappell to the Agricultural Commission for a term to expire June 30, 2026. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS:

Personnel Administrator:

M. Banks made a motion to approve the payroll change request and authorization for Cindy Martineau as Personnel Administrator, following the retirement of Sonjia Fichtel. The motion was seconded and passed unanimously.

Land Use Administrative Assistant:

M. Banks made a motion to approve the payroll change request and authorization for Ryan Forgues as full time Land Use Administrative Assistant. The motion was seconded and passed unanimously.

Assistant Health Agent:

M. Banks made a motion to approve the payroll change request and authorization for Rachel Arsenault as part time Assistant Health Agent. The motion was seconded and passed unanimously.

NEW BUSINESS

REVIEW DRAFT WARRANT – NOVEMBER 14, 2023 SPECIAL TOWN MEETING:

H. Billings stated that the warrant closed on Friday, October 13, 2023 and there is a draft list of articles for the upcoming Special Town Meeting.

There were two article requests submitted for Board consideration on the warrant;

- From the town Clerk for an additional voting tabulator to accommodate Precinct 2A voters in advance of the 2024 election season, in the amount of \$5,750;
- The second is from Hager Park Commission to request funds to install signage and lighting at the trail location for approximately \$2,200

The remaining warrant articles are:

- Prior year bills of \$400.00 (DPW plumbing inv)
- Amend Town Meeting time Bylaw
- Road Acceptance – Rowtier Drive
- Purchase additional Voting Tabulator
- Funding for Hager Park signage
- Transfer free cash to IT stabilization
- Transfer free cash to Capital equipment stabilization
- Transfer from Free Cash to Building Maintenance Stabilization
- Transfer from Free Cash to Pension Liability Stabilization
- Transfer from OPEB Stab to OPEB Trust
- Transfer from Free Cash to Road Stabilization

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Before entering into Executive Session, B. Hannula asked to be recognized and asked about the Bylaw Committee and it was stated that the committee was disbanded years ago and they would have to have another committee established the Town Moderator.

L. Landry asked a question about the payroll authorizations and if the positions were new positions?

EXECUTIVE SESSION – M.G.L. C. 30A, § 21(A)(3) TO CONDUCT COLLECTIVE BARGAINING SESSIONS AND TO DISCUSS STRATEGY WITH RESPECT TO COLLECTIVE BARGAINING (IAFF LOCAL 4911)

M. Banks moved to enter into executive session pursuant to G.L. c. 30A, Section 21(a)(3), with respect to collective bargaining and to adjourn from executive session. The motion was seconded and passed unanimously.

H. Billings declared that to continue in open session may have detrimental effect on the negotiating position of the Town.

H. Billings called for a roll call vote: S. Albert voted in favor, H. Billings voted in favor and M. Banks voted in favor. Meeting entered into executive session at 5:20 PM.

ADJOURNMENT

Executive session adjourned at 5:41 PM



Salvatore Albert, Clerk
(Prepared by T. Chiarelli)

EXHIBITS:

- Town Administrator's Report
- Warrant (1)
- October 2, 2023 Meeting Minutes
- Public Notice Statements (1)
- Special State Election Warrant
- Payroll Authorizations (3)
- Contracts (3)
- STM Draft Warrant