

Town of Westminster – Select Board Meeting Minutes – Monday, October 30, 2023

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

Staff Present: Stephanie Lahtinen, Tamie Chiarelli

Others Present: Lisa Rocheleau, Brian Vincent, Roni Beal, Dana Altobelli, Joe Serio, Shawn O'Leary, Dorcus Hurd, Melinda Horrigan, Peter Normandin, Alan Mayo, Leeann Lamsa, Tracy Murphy, Karen Conte-Moore, Kim Samson, Kyle Butterfield, Nick Langhart, Paul Banks

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 made the following announcements:

Halloween –

- Halloween is tomorrow night from 5:00 – 7:00 PM. Trick or Treating is at Bacon & Pleasant Streets and Trunk or Treat is at the Meetinghouse parking lot, across from Police Station. The costume contest and Bonfire at the Fire Station at 7:00 PM

APPROVALS

WARRANTS:

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

Accounts Payable	#24-18A	\$372,567.72	10/30/23
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The motion was seconded and passed unanimously.

OCTOBER 16, 2023 MEETING MINUTES:

M. Banks made a motion to approve the minutes of October 16, 2023. The motion was seconded and passed unanimously.

APPROVE AND POST SPECIAL TOWN MEETING WARRANT 11/14/23:

M. Banks made a motion to approve and post the Special Town Meeting Warrant, to be held on Tuesday, November 14, 2023 at 7:30 pm at the Westminster Elementary School. The motion was seconded and passed unanimously.

H. Billings stated that there will be a brief update on the Town's interest in the Westminster country Club property given prior to the state of the Special Town Meeting, however no votes on the topic will be taken that night and no items related to the Country Club or potential acquisition are posted in the warrant.

H. Billings read the articles:

1. Pay prior fiscal year bills – Transfer from Free Cash for prior year unpaid bill from April 2023 for DPW plumbing services of \$400.
2. Town Meeting Time Change – Cleanup language from 5/6/23 ATM, amend convening times of Annual and Special Town Meetings: ATM – 1st Saturday in May, no earlier than 10AM / STM – Tuesdays, no earlier than 6PM, except an STM is held on a Saturday before ATM, which can be no earlier than 10AM.
3. Accept Rowtier Drive as a Town Road – Acceptance of Rowtier Dr as a public way as recommended by the DPW Commission.
4. Amend description of Police Dept Capital Article 5/6/23 ATM – amend description in capital article from 5/6/23 ATM to "replacement" language. This is due to supply chain shortages and inability to purchase a hybrid vehicle, there is no change in the dollar amount.

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5. Purchasing voting Tabulator for 4th Precinct – Request from Town Clerk to purchase an additional voting tabulator in the amount of \$5,800 to accommodate Precinct 2A traffic during the 2024 election season. Needs to be funded at STM because the first primary will be held in March 2024.
6. Transfer to Capital Equipment Stabilization
7. Transfer to Pension liability Stabilization
8. Transfer to OPOEB Trust (from OPEB Stabilization)
9. Transfer to Road Stabilization

PAYROLL AUTHORIZATIONS:

Dispatchers (2):

M. Banks made a motion to approve the payroll change request and authorization for Michael Lemoine and Jessica Hunt as per diem Dispatchers. The motion was seconded and passed unanimously.

Per Diem Police Officer:

M. Banks made a motion to approve the payroll change request and authorization for William Chapman as Part time/Per Diem Police Officer. The motion was seconded and passed unanimously.

Cemetery Superintendent:

M. Banks made a motion to approve the payroll change request and authorization for Alan Mayo, as recommended and requested by the Cemetery Commission. The motion was seconded and passed unanimously.

NEW BUSINESS

OLD TOWN HALL:

RFP Review Committee Report and Recommendation:

RFP Committee members, Roni Beal, Kim Samson and Brian Vincent were present to state that the consensus of the committee is to recommend that this Select Board convey the property to Pillar & Post of Windham, NH based on the proposal submitted and the report details of the process, scoring matrix as well as comments from the appointed committee members.

R. Beal stated it was a good meeting when they had submitted their scores and she thought it was very fair.

K. Samson explained the process from when they received the packets and reviewing all three proposals on their own and then meeting a week later to submit their scores and comments.

S. Lahtinen explained exactly what their job was from receiving the proposals, reviewing all three bids and scoring them on the matrix, reviewing the reference call results and reporting their results at the meeting.

P. Normandin relayed his pleasure of finding out what the results of the RFP and thanked the Select Board for putting the RFP out again in conjunction with acquiring the demo information.

The Select Board will take the RFP committee's recommendation under advisement and will make an official announcement on their November 6th meeting.

JOINT MEETING WITH CEMETERY COMMISSION – COMMISSIONER APPOINTMENT:

The Cemetery Commission is present at tonight's meeting to make a joint appointment to their Commission filling a vacancy. Shawn O'Leary called the Cemetery Commission to order and recommended Brian Vincent to be appointed. H. Billings voted and approved, S. Albert voted and approved and M Banks voted and approved B. Vincent to be appointed through April 30, 2024.

S. O'Leary voted and approved B. Vincent to be appointed through April 30, 2024. P. Banks voted and approved.

SETTING SELECT BOARD MEETING DATES:

The next set of Select Board Meeting Dates:

Town of Westminster – Select Board Meeting Minutes – Monday, October 30, 2023

November 7, (Tuesday)
November 13
November 14 – Special Town Meeting
December 4
December 18
January 8
January 22
February 5
February 26
March 4
March 18
April 1
April 8
April 22
April 29
May 4 – Annual Town Meeting
May 13

The Select Board all agreed upon the next set of dates. The days on Monday and the 5:00 PM still remain.

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 to another 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 5:25 PM.

Adjournment from Executive Session into other Executive Session at 5:30 PM

EXECUTIVE SESSION – M.G.L. C. 30A, § 21(A)(1) TO DISCUSS COMPLAINTS AND POTENTIAL DISCIPLINE OR DISMISSAL OF A PUBLIC OFFICER (COUNCIL ON AGING)

M. Banks moved to enter into executive session pursuant to G.L. c. 30A, Section 21(a)(1), with respect to dismissal of a Public Officer 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 5:30 PM.

ADJOURNMENT

Executive session adjourned at 5:39 PM


Salvatore Albert, Clerk

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(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