

*Town of Westminster – Select Board Meeting Minutes – Monday, April 8, 2024*

**Members Present:** Salvatore Albert Jr, Melissa A. Banks, (not present – Heather Billings)

**Staff Present:** Stephanie Lahtinen, Tamie Chiarelli

**Others Present:** Mike Cooley, Abby Conlin, Cindy Martineau, Nick Langhart, Karen Conte-Moore, Kim Samson

**CALL TO ORDER**

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

**ANNOUNCEMENTS:**

M. Banks announced that May 4, 2024 the Annual and Special Town Meetings will be called to order at 10:00 AM, at the Westminster Elementary School. Please note the time change pursuant to the vote taken at the November 2023 Special Town Meeting.

**APPROVALS:**

WARRANTS:

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

|                  |         |              |            |
|------------------|---------|--------------|------------|
| Accounts Payable | #24-41A | \$141,545.77 | 04/08/2024 |
| Payroll          | #24-41B | \$266,105.63 | 04/11/2024 |

The motion was seconded and passed unanimously.

APRIL 1, 2024 MEETING MINUTES:

S. Albert made a motion to approve the minutes of April 1, 2024. The motion was seconded and passed unanimously.

APPROVE & POST MAY 4, 2024 ANNUAL & SPECIAL TOWN MEETING WARRANTS:

The Advisory Board met and voted unanimously in favor of all the Articles, except for the Planning Board request for \$6,800 in iPads/mobile technology.

S. Albert was not in favor of this article at the April 1, 2024 meeting. M. Banks amended her vote and is not in favor of this article and should be removed.

The warrant articles have been re-ordered slightly, moving two Capital requests to the STM as well as the Small Projects funding articles.

S. Albert made a motion to vote & approve the updated warrants and post the May 4, 2024 Annual & Special Town Meeting Warrants. The motion was seconded and passed unanimously.

APPROVE AND POST THE APRIL 30, 2024 ANNUAL TOWN ELECTION WARRANT:

S. Albert made a motion to vote, approve and post the April 30, 2024 Annual Town Election Warrant. The motion was seconded and passed unanimously.

S. Albert noted that the poll times are 9:00 AM to 7:00 PM at the Westminster Community Senior Center

CONTRACTS:

MassDEP Technical Assistance Grant – LSP Services:

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S. Albert made a motion to vote and execute the contract for \$20,000 grant from the MassDEP for the Board of Health to engage with a Licenses Site Professional (LSP) to assist the Town in managing the next steps of the PFAS contamination on and around Bean Porridge Hill Road. The motion was seconded and passed unanimously.

Police Lieutenant:

S. Albert made a motion to vote and execute the contract with Jason Tamulen, as Police Lieutenant, from July 1, 2024 to June 30, 2027. The motion was seconded and passed unanimously.

Deputy Fire Chief:

S. Albert made a motion to vote and execute the contract with Adam Bean, as Deputy Fire Chief, from July 1, 2024 to June 30, 2027. The motion was seconded and passed unanimously.

**ONGOING BUSINESS/MISCELLANEOUS**

216 ASHBURNHAM STATE ROAD – PURCHASE & SALES AGREEMENT:

S. Albert made a motion to vote and execute the Purchase & Sales Agreement for 216 Ashburnham State Road, authorized at the May 6, 2023 Annual Town Meeting for a purchase of \$320,000. The motion was seconded and passed unanimously.

**NEW BUSINESS**

VOLUNTARY EMPLOYEE BENEFITS PRESENTATION – PERSONNEL ADMINISTRATOR:

C. Martineau was present at this meeting to present, for the Board's endorsement, a suite of voluntary benefits we would like to offer and administer for employees. This benefit package will be 100% employee pay and at zero cost to the Town. The rates provided to staff are well below the market rate and will be offered as payroll deductions for ease of use. The benefits include, Short and Long Term Disability, Legal Assistance, Enhanced Vision Coverage and Identity Theft Protection.

Cindy also presented the potential to offer a health insurance buyback program, in light of the current premium and potential future premium increases there is a benefit to the Town and staff to offer financial incentive for employees to come off the health plan.

If approved, Cindy wants to present a Benefits Fair at the Senior Center with the representatives from each endorsement so employees, if interested, could find out more and could sign up that day.

S. Albert made a motion to endorse the benefits offerings to employees and the insurance buyback program. The motion was seconded and passed unanimously.

**ADJOURNMENT:**

S. Albert made a motion to adjourn, the motion was seconded and passed unanimously.

Meeting adjourned at 5:12 PM



Salvatore Albert, Clerk  
(Prepared by T. Chiarelli)

**EXHIBITS:**

- Town Administrator's Report
- Warrants (2)
- April 1, 2024 Meeting Minutes
- Special & Annual Town Meeting Warrants (8)
- Annual Town Election Warrant (4)
- Mass DEP Tech Assistant Grant
- Police Lieutenant Contract
- Deputy Fire Chief Contract
- 216 Ashburnham State Road Purchase & Sales Agreement
- Memo of explanation of Voluntary Employee Benefits & Employee Ins. Buyout