

Town of Westminster -- Select Board Meeting Minutes -- Monday, July 11, 2022

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

Staff Present: Tamie Chiarelli

Others Present: Ralph LeBlanc, Greg Buckman, Melody Smith, Tony Roselli, Dan Bartkus, Jaclyn Nally, Steve Wallace, Jodi Snyder

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.

APPROVALS

WARRANTS:

H. Billings made a motion to approve the following warrants:

Accounts Payable	#22-54A	\$194,205.59	6/30/22
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Accounts Payable	#23-02A	\$266,386.37	7/11/22
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The motion was seconded and passed unanimously.

JUNE 27, 2022 MEETING MINUTES:

H. Billings made a motion to approve the minutes of June 27, 2022. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS:

H. Billings made a motion to approve the two payroll/change requests and authorization for Francisco Vasquez as call/per diem Firefighter and Corey Poissant as call/per diem Firefighter. The motion was seconded and passed unanimously.

JOINT APPOINTMENT – PLANNING BOARD:

The Planning Board is recommending the appointment of Jaclyn Nally, to fill the vacancy left by the resignation of Lawrence Skamarycz. Three members of the Planning Board was present to vote. The members of the Select Board made a roll call vote, as well as the three member of the Planning Board. The votes were unanimous.

CONTRACT – ENERGY CONSERVATION:

H. Billings made a motion to vote to sign and approve the agreements with Energy Conservation Inc., to upgrade the lighting at the Town Hall, Forbush Library, Westminster Elementary School and Meetinghouse School to LED, in accordance with the award of funding from the Department of Energy Resources. (DOER). The town received a grant funding amount of \$178,273.00. The Energy Advisory Committee has taken the lead in applying for these grants with much success. The motion was seconded and passed unanimously.

INTERFUND TRANSFERS:

H. Billings made a motion to approve the interfund transfer requested by the Parks & Recreation Committee to cover additional end of year expenses of \$1000. The motion was seconded and passed unanimously.

S. Albert made a motion to approve the interfund transfer requested by the Crocker Pond Committee to cover additional end of year expenses of \$1000. The motion was seconded by M. Banks and passed with majority, without H. Billings voting, as she abstained from the vote.

NEW BUSINESS

AUDIT EXIT CONFERENCE:

Tony Roselli of Roselli, Clarke and Associates and Melody Smith, Treasurer/Collector were present to present the FY2021 Audit, as Melody Smith is retiring from the Town after 29 years of service and the Exit Report was a positive one.

ADJOURNMENT

Meeting adjourned at 5:34 PM

A handwritten signature in black ink, appearing to read 'M. Banks', written over a horizontal line.

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

EXHIBITS:

- Town Administrator's Report
- Warrants (2)
- June 27, 2022 Meeting Minutes
- Payroll Authorization (2)
- Jaclyn Nally's interest letter for Planning Board
- Audit Exit Management Report
- Interfund Transfers (2)
- Energy Conservation Contracts (4)