

Town of Westminster – Select Board Meeting Minutes – Monday, August 15, 2022

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

Staff Present: Stephanie Lahtinen

Others Present: Don Barry

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	#23-07A	\$433,212.82	8/15/22
------------------	---------	--------------	---------

Payroll	#23-07B	\$261,804.07	8/18/22
---------	---------	--------------	---------

The motion was seconded and passed unanimously.

AUGUST 1, 2022 MEETING MINUTES:

H. Billings made a motion to approve the minutes of August 1, 2022. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS:

H. Billings made a motion to approve the payroll change/request and authorization for Melinda Horrigan as full time Treasurer/Collector, filling a vacancy following the retirement of Melody Smith. The motion was seconded and passed unanimously.

H. Billings made a motion to approve the payroll change/request and authorization for Jeremy Safo, as full time Firefighter, a new position as voted at the May 7, 2022 Annual Town Meeting. The motion was seconded and passed unanimously.

H. Billings made a motion to approve the payroll change/request and authorization for Stephanie Wiseman, as full time Board of Health Administrative Assistant, filling a vacancy. The motion was seconded and passed unanimously.

APPOINTMENTS:

H. Billings made a motion to approve the appointments of Election Officials as recommended by the Town Clerk. This terms will run until august 15, 2023. The motion was seconded and passed unanimously.

H. Billings made a motion to approve the appointments of Jeffrey Shampine and Keith Bourne as Reserve Officers with a term to expire June 30, 2023. This terms will run until august 15, 2023. The motion was seconded and passed unanimously.

NEW BUSINESS

DISCUSSION: PUBLIC BUILDING CODE OF CONDUCT

The Town Administrator attended a Massachusetts Municipal Managers Association conference over the summer highlighting the topic of "Bringing Civility Back to Town Hall". This was covered due to an increase in highly confrontational interactions between customers and public employees on the local, state and national level. In the recent past, there have been multiple instances where employees have been cursed or shouted at, or generally made to feel unsafe because of the behavior of visitors in this building and

Town of Westminster – Select Board Meeting Minutes – Monday, August 15, 2022

others. This month, a panic alarm was engaged due of the actions of an individual visiting the building for services.

In an effort to prevent this behavior, encourage patience, professionalism and most importantly protect the staff and other visitors to the Town Buildings; the Town Administrator would like to request that the Town draft and adopt a Public Buildings Code of Conduct for the public spaces in Westminster. Town Employees and Elected/Appointed Officials are governed by our respective handbooks however at this time there is no “official” documentation or policy for the expectation of behavior of those visiting our buildings.

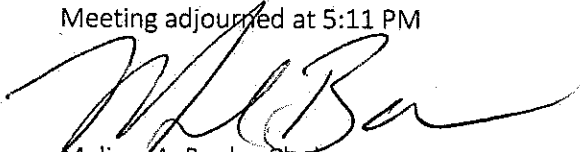
The Select Board decided to work on wording and take it up at a future meeting.

ELECTION WARRANT:

H. Billings made a motion to approve the Election Warrant for the Primary Election on Tuesday, September 6, 2022 from 7:00 AM to 8:00 PM The motion was seconded and passed unanimously.

ADJOURNMENT

Meeting adjourned at 5:11 PM



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

EXHIBITS:

- Town Administrator's Report
- Warrants (2)
- August 1, 2022 Meeting Minutes
- Payroll Authorization (3)
- Appointment list (2)
- Example copy of a Code of Conduct policy
- Election Warrant for Primary Elections