

WESTMINSTER ADVISORY BOARD  
MEETING MINUTES  
April 5, 2021

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TOWN OF WESTMINSTER

PRESENT

Erin Casali, Lisa Rocheleau, John Fairbanks, Pete Normandin, Joe Serio and Missy Banks

GUESTS

Fire Chief Kyle Butterfield  
Josh Hall and DPW Commission  
Keith Barber

OBSERVERS

N/a

CALL TO ORDER

Meeting of Advisory Board called to order at 7:05pm in the Selectmen's Chambers.

MINUTES APPROVAL

March 22, 2021 minutes were reviewed by the Advisory Board. Lisa made a motion to approve the minutes and Missy seconded; all were in favor.

CORRESPONDENCE TO THE BOARD

None to discuss

AGENDA ITEMS

- Discussed with Chief Butterfield the updated Fire/Ambulance budget and the plans he had developed with the Town Administrator, Mark Hawke, to allocate a portion of the Ambulance receipts to cover a portion of the Ambulance budget.
- Lisa inquired regarding the changes of personnel (promotions) and whether they had been approved by the Personnel board. Kyle indicated that he had discussed with Mark Hawke, and that it was indicated as it was an established position within the department that the approval wasn't necessary.
- We also discussed the Firefighter's article for new CPR mannequins; new mannequins are needed due to recent regulations and the number of students that will be using them (5 in total needed).
- Josh Hall discussed with the AB the Ellis Road Water Tower; he expects to have the tank in the next couple of weeks. Power is coming from Knower Road but there will be delays of several months from NGrid. The current tank is in very bad shape and so a temporary tank needs to go in while the other is being installed.
- Discussed the Town Farm Road water main replacement; Josh is looking to apply for a grant, which if granted, might offset some of the expected cost. Expecting to break ground in June/July on the project.
- Josh discussed a few bridge projects they are working on; Oakmont/Whitmanville, Rt. 12, Hager Park Road, etc.
- Josh discussed the Fitchburg Sewer ordinance – Fitchburg updated their ordinance and as such, Westminster needed to update ours as well. Notices have been sent to town residents who have water that goes to the Fitchburg treatment plant. Town Counsel reviewed the town bylaw update for this and approved. Article at Town meeting will be for the update to the bylaw.
- Discussed the Snow and Ice budget increase noting that it was increased based upon actual spend for the past 10 years. Josh also discussed the DPW's updated process for road treatment of using a "brine" vs. straight sodium chloride or salt. He noted the several advantages of the new approach and his plan to go to capital planning in the late spring for more materials to continue to expand use of this approach.
- Advisory Board discussed next week's meeting, the Advisory Board Booklet and Town Meeting presentation.

NEXT MEETING

Next meetings scheduled for April 12 & 26.

ADJOURNMENT

There being no other business, the meeting was adjourned at 8:30pm.

Respectfully submitted,

/s/ Erin K. Casali, Secretary

