

**Members Present:** James A. DeLisle, Wayne R. Walker, Heather M. Billings

**Others Present:** Karen Murphy, Stephanie Lahtinen, Steve Wallace; Melody Smith, Alan Mayo, Michael McDonald, Stanley Skamarycz, Ellen Sheehan, Kyle Butterfield, Lorraine Emerson, John Bowen, Chris Mossman, Robert Sampson, Gary McDonald, Michael Denzer, Dr. Michael Popik, Lisa Rocheleau, Steve Hemman, Keith Harding, Ross Barber; Doneen Durling, Gardner News; Bernard Lynch and Peter Hechenbleikner, Community Paradigm Associates; Town Government Study Committee

### **CALL TO ORDER**

J. DeLisle called the meeting to order at 6:00 p.m. in room 205 of the Town Hall. He announced that the meeting was being recorded by Ashburnham/Westminster Community Access TV and the Gardner News.

### **APPROVALS**

#### WARRANTS

W. Walker made a motion to approve the following warrant.

June 10, 2018   Accounts Payable 50A                      \$146,595.42

The motion was seconded and passed unanimously.

#### MINUTES OF JUNE 4, 2018

W. Walker made a motion to approve the minutes of June 4, 2018. The motion was seconded and passed unanimously.

#### PAYROLL AUTHORIZATIONS

##### *Special Police Officer*

W. Walker made a motion to appoint David Napolitano as a Special Police Officer on a per diem basis for detail shifts only. The motion was seconded and passed unanimously.

##### *Cemetery Laborer*

W. Walker made a motion to approve the payroll authorization for Gary Roy part time Cemetery Laborer. The motion was seconded and passed unanimously.

##### *Library Children's Room Assistant*

W. Walker made a motion to hire Elise Gilbreath as the part time Children's Library Room Assistant. The motion was seconded and passed unanimously.

##### *Acting Fire Chief*

W. Walker made a motion to approve the payroll authorization granting Acting Fire Chief Kyle Butterfield a weekly stipend. The motion was seconded and passed unanimously.

### **HEARINGS AND OTHER SCHEDULED MATTERS**

#### TOWN GOVERNMENT STUDY COMMITTEE – REPORT AND RECOMMENDATIONS

Bernie Lynch and Peter Hechenbleikner of the consultant group Community Paradigm Associates gave a presentation outlining the tasks that had been assigned to the Town Government Study Committee regarding the creation of a Town Charter.

The consultants presented their method of studying the Towns' current structure, and presented thirteen recommendations for Westminster moving forward. Specifically the implementation of a Home Rule Charter and the position of Town Manager.

They indicated that a central theme in discussions with staff and local officials was the need for a single voice and authority, to be empowered to operate the local government on a day-to-day basis and held accountable in this charge. In conjunction with these sentiments was the identification of the importance of expertise related to the operation of the Town government particularly in areas of finance, human resources, procurement and contract administration, collective bargaining, municipal issues and general operational management skills related to a municipal organization. Accordingly, the TGSC proposes the creation of a Chief Operating Officer with appropriate levels of authority and accountability to be known as the Town Manager.

The Board discussed the presentation with the department heads and committee members present at the meeting. It was the consensus of the Board of Selectmen for the Town Government Study Committee and their consultants to move forward to the public outreach sessions for this plan.

## **NEW BUSINESS**

### APPOINT ACTING POLICE CHIEF

W. Walker made a motion to appoint Lieutenant Michael McDonald as Acting Police Chief. The motion was seconded and passed unanimously.

### FORMATION OF A POLICE CHIEF SCREENING COMMITTEE

W. Walker made a motion to form a Police Chief Screen Committee including the following individuals:

Steve Hemman and Karen Murphy (Facilitate/Administer)

Two police officers (include an SRO from Ashburnham)

Firefighter

High School administrator

Outside Police Chief

DPW Director or designee

School Committee member

Citizen-at-Large

Citizen-at-Large

Board of Health member

Senior Center Director or designee

The motion was seconded and passed unanimously.

### YEAR END TRANSFERS

W. Walker made a motion to transfer \$4,500 from Other Employee Benefits to the Veteran's Service Officer Department Head budget. The motion was seconded and passed unanimously.

W. Walker made a motion to transfer \$5,000 from Other Employee Benefits to the Building Department Salaries budget. The motion was seconded and passed unanimously.

## 2018 REAPPOINTMENTS

W. Walker made a motion to reappoint the following:

Council on Aging	Don	Barry	6/30/2021
Council on Aging	Joan	Long	6/30/2021
Cultural Council	Patricia	Gendron	6/30/2021
Conservation Commission	Gary	Smith, Jr.	6/30/2021
Agricultural Commission	Ann	Patsis	6/30/2021
Agricultural Commission	Steve	Robinson	6/30/2021
Crocker Pond Rec. Area Comm.	Kathleen	Brennan	6/30/2021
Crocker Pond Rec. Area Comm.	Patricia	Hatzis	6/30/2021
Crocker Pond Rec. Area Comm.	Heather	Billings	6/30/2021
Energy Advisory Committee	Heather	Billings	6/30/2021
Energy Advisory Committee	Douglas	Hurley	6/30/2021
Energy Advisory Committee	Kevin	Keena	6/30/2021
Energy Advisory Committee	Kerry	Koskinen	6/30/2021
Liquor Commission	Michael	Denzer	6/30/2021
Parks & Recreation	Andrew	Sears	6/30/2021
Parks & Recreation	Michael	O'Brien	6/30/2021
Public Works Commission	Lorraine	Emerson	6/30/2021
Zoning Board - Member	Matthew A.	Kotoski	6/30/2021
Zoning Board - Associate	Peter	Tomasello	6/30/2021
Zoning Board - Associate	George	Sammet	6/30/2021
Town Accountant	Julie	Costello	6/30/2019
Emergency Management	Charles	Clarkson	6/30/2019
Emergency Management	Jeffrey	Curtis	6/30/2019
Emergency Management	Gilbert	Parks	6/30/2019
Emergency Management Radio Operator	Bill	Leger	6/30/2019
Emergency Management	Robert	Hamm	6/30/2019
Emergency Management	Clay	Swenor	6/30/2019
Building Commissioner	Paul	Blanchard	6/30/2019
Local Inspector	George	Tignor	6/30/2019
Ass't. Insp. of Plumb. & Gas Piping	Wayne	Little	6/30/2019
Ass't. Insp. of Plumb. & Gas Piping	James	Imprescia	6/30/2019
Insp. of Plumbing & Gas Piping	Tom	Wiinikainen	6/30/2019
Inspector of Wiring	Loring H.	Barrett	6/30/2019
Inspector of Wiring - Alternate	Harry	Parvianen	6/30/2019
Inspector of Wiring - Alternate	Richard	Cannavino	6/30/2019
Police Chief and Special Constable	Salvatore	Albert Jr.	6/30/2019
Full Time Police Officer K9	Bruin		6/30/2019
Part Time Police Officer	Steven	Couture	6/30/2019
Part Time Police Officer	David	LeBlanc	6/30/2019
Part Time Police Officer	Max	Rameau	6/30/2019
Part Time Police Officer	Christopher	Conrad	6/30/2019
Part Time Police Officer	John	Boucher	6/30/2019
Part Time Police Officer	Nick	Aveni	6/30/2019
Part Time Police Officer	Colin	Banahan	6/30/2019
Part Time Police Officer	Leroy	Hawkins	6/30/2019
Part Time Police Officer	Robert	Siano	6/30/2019
Police Matron	Nanette	Pierce	6/30/2019
Assistant Animal Control Officer	Kristen	Salerno	6/30/2019
Assistant Animal Control Officer	Cheryl	Slack	6/30/2019
Veterans' Services Agent	Jared	Sharp	6/30/2019
Veterans' Graves Officer	Mark	Landry	6/30/2019

The motion was seconded and passed unanimously.

**EXECUTIVE SESSION**

There was no executive session at this meeting.

**ADJOURNMENT**

The meeting was adjourned at 8:29 p.m.

Heather M. Billings, Clerk  
*(Prepared by S. Lahtinen)*