

*Town of Westminster – Select Board Meeting Minutes – Monday, February 12, 2024*

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

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

**Others Present:** Karen Conte-Moore, Melinda Horrigan, Ellen Sheehan, Audra Kirtland

**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.

**ANNOUNCEMENT:**

MARCH 4, 2024 PRESIDENTIAL PRIMARY

Town Clerk, Ellen Sheehan, announces that her office will be open for Early Voting for all registered voters, prior to the March 5, 2024 Presidential Primary.

Early Voting will begin Saturday, February 24, 2024 and run through Thursday, February 29, 2024. (there will be no Sunday hours).

Early voting will be held in person at the Westminster Town Hall on Saturday, February 24<sup>th</sup> from 11:00 am to 5:00 pm and during regular hours of operation, which are Monday 7:00 am to 7:00 pm and Tuesday through Thursday, 7:30 am to 4:30 pm.

All the hours, as well as information on how to request a ballot by mail, are on the Town Website. You can also call the Town Clerk's Office at 978-874-7406, if you have any questions. The last day to register to vote for the March Primary or to change your party enrollment is February 24, 2024. We will have in person hours from 9:00 to 5:00 pm for voter registration. You may register to vote in person, by mail or online at [www.registertovotema.com](http://www.registertovotema.com) in person, by mail or online at [www.registertovotema.com](http://www.registertovotema.com).

**APPROVALS:**

WARRANTS:

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

Accounts Payable	#24-33A	\$126,494.75	2/12/2024
Payroll	#24-33B	\$274,323.74	2/15/2024

The motion was seconded and passed unanimously.

FEBRUARY 5, 2024 MEETING MINUTES:

S. Albert made a motion to approve the minutes of February 5, 2024. The motion was seconded and passed unanimously.

APPOINTMENT – PARKS & RECREATION:

S. Albert made a motion to approve the appointment of Darryl Pierce to the Parks & Recreation Committee. The motion was seconded and passed unanimously.

AUTHORIZE BOND – ELLIS ROAD WATER TANK:

S. Albert made a motion to approve the long term bond and borrowing for the Ellis Road Water Tank. The motion was seconded and passed unanimously.

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M. Horrigan presented the paperwork for their signatures, one page for each year for the next ten years. The amount is \$1.6 Million from U.S. Bank at 5% interest for the next 8 years and 4% interest for the last two years maturing in 2034.

CONTRACT – DEPARTMENT OF FIRE SERVICES GRANT:

S. Albert made a motion to approve and sign the contract with the Executive Office of Public Safety and Security – Division of Fire Services for \$15,500 for the purchase and replacement of firefighter safety equipment. The motion was seconded and passed unanimously.

DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA) GRANT – MBTA COMMUNITIES:

S. Albert made a motion to approve the DLTA application to the Montachusett Regional Planning Commission to assist with the MBTA communities zoning overlay requirements set forth by the State. The motion was seconded and passed unanimously.

MRPC has been assisting the Town through this program for the past 2 years and this would be a continuation of that service.

**NEW BUSINESS:**

LIMITED ENGLISH PROFICIENCY (LEP) PLAN:


S. Albert made a motion to adopt and implement a LEP plan that is a requirement as a recipient of federal funding. The motion was seconded and passed unanimously.

As the Town is in receipt of multiple federal grants at this time, we have drafted the LEP Plan for distribution to departments and placement on our website.

The policy and plan outlines that the Town shall take reasonable steps to provide persons with LEP meaningful access to business conducted by the Town at no cost to the person with Limited English Proficiency Plan.

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
- Warrant (2)
- February 5, 2024 Meeting Minutes
- Bond – Ellis Road Water Tank (10)
- Dept of Fire Services Grant
- District Local Technical Assistance Grant (DLTA)