

Town of Westminster – Select Board Meeting Minutes – Monday, June 27, 2022

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

Staff Present: Stephanie Lahtinen, Tamie Chiarelli

Others Present: Ralph LeBlanc, Joe Serio, John Bowen, Carol Urban, Katherine Fisher, John Lamont, Robert Sampson, Nancy Sampson, Mary Louise Altobelli, Von Salmi, Ellen Sheehan, Lisa Rocheleau, Nick Langhart, Charles Arsenault, MaryAnn Murphy, Bill Aubuchon, Greg Moran, Nicholas, Leroy Hawkins, Nathan Hawkins, David LeBlanc, Bridget LeBlanc, Logan LeBlanc, Jackson LeBlanc, Brittany Smeltekop, Lisa Hawkins

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 #22-52A \$336,259.12 6/27/22

The motion was seconded and passed unanimously.

JUNE 6, 2022 MEETING MINUTES:

H. Billings made a motion to approve the minutes of June 6, 2022. The motion was seconded and passed unanimously.

Old Town Hall/Historic Meetinghouse RFP (continued):

S. Albert stated that questions were submitted to the Select Board pertaining to the submitted proposals.

These questions will be presented to all proposers and the Select Board will take this item up at a future meeting.

Payroll Authorizations

H. Billings made a motion to approve the payroll/change request and authorization for Nathan Hawkins promoted to Police Sergeant. The motion was seconded and passed unanimously. Ellen Sheehan was present to perform the swearing ceremony

H. Billings made a motion to approve the payroll/change request and authorization for Joseph LaPrade as part time per diem Camp Counselor for Parks 7 Recreation. The motion was seconded and passed unanimously.

H. Billings made a motion to approve the payroll/change request and authorization Colton Mauch as full time firefighter, filling a vacancy. The motion was seconded and passed unanimously.

H. Billings made a motion to approve the payroll/change request and authorization for Zachary Racicot as full time firefighter, effective July 2, 2022. The motion was seconded and passed unanimously.

H. Billings made a motion to approve the payroll/change requests and authorizations for Parks & Recreation Seasonal Staff of: Ryan Mayne, Camp Counselor and Olivia Batten, Camp Coordinator. The motion was seconded and passed unanimously.

Town of Westminster – Select Board Meeting Minutes – Monday, June 27, 2022

TOWN ACCOUNTANT CONTRACT:

H. Billings made a motion to approve the contract for Julie Costello, Town Accountant for July 1, 2022 – June 30, 2025. The motion was seconded and passed unanimously and contract was signed.

ANNUAL BOARD & COMMITTEE REAPPOINTMENTS:

H. Billings made a motion to vote to appoint the following staff and volunteers for one and three year terms.

BOARD/COMMITTEE	NAME	6/30/2025
Council on Aging	William Antoniac	
Council on Aging	Joyce Lucander	
Council on Aging	Elaine Jones	
Council on Aging – <i>Assoc member</i>	Ken Burstall	
Council on Aging– <i>Assoc member</i>	Carol Urban	
Cultural Council	Bette Roy	
Cultural Council	Jim Hedlund	
Conservation Commission	Dan Bartkus	
Conservation Commission	Tim Sheehan	
Conservation Commission	Anthony Maressa	
Historical Commission	Roni Beal	
Historical Commission	Elizabeth Hannula	
Historical Commission	Joan Longcope	
Liquor Commission	Alison Streeter	
Public Works Commission	Vance Butterfield	
Wachusett Advisory Council	William Wintturi	
Wachusett Advisory Council	Christopher Mossman	
Zoning Board	Alan Twomley	
Zoning Board – <i>Assoc member</i>	John Bowen	
ONE YEAR TERMS		6/30/2023
Senior Animal Control Officer	Kristen Salerno	
Animal Control Officer	Alana Meserve	
Animal Control Officer	Cheryl Slack	
Building Commissioner	Paul Blanchard	
Alternate Building Commissioner	Sarah Culgin	
Alternate Insp of Plumbing & Gas	James Imprescia	
Alternate Insp of Plumbing & Gas	Wayne Little	
Inspector of Wiring	Harry Parvianen	
Alternate Inspector of Wiring	Richard Cannavino	
Fire Chief, Forest Warden & EM Dir	Kyle Butterfield	
Emergency Management	Charles Clarkson	
Emergency Management	Sean Donegan	
Emergency Management	Jay Blauser	
Emergency Management	Mike Macintosh	
Emergency Management	Robert Hamm	
Emergency Management	Clay Swenor	

Town of Westminster – Select Board Meeting Minutes – Monday, June 27, 2022

Police Chief & Special Constable	Ralph LeBlanc	
Police Matron	Stephanie Fay	
Reserve Police Officer	Shelbi Poulin	
Reserve Police Officer	Nicholas Aveni	
Reserve Police Officer	Leroy Hawkins	
Reserve Police Officer	Edward Robbins	
Reserve Police Officer	Gregory Hobbs	
Reserve Police Officer	Phil Kearns	
Reserve Police Officer	John Boucher	
Reserve Police Officer	Quinn Smith	
Reserve Police Officer	Brian Rosengran	
Tree Warden	Joshua Hall	
Veteran's Graves Officer	Mark Landry	
Veteran's Services Agent	Lynette Gabrilla	

The motion was seconded and passed unanimously.

SUNSET ARTICLES:

H. Billings made a motion to approve to extend the following articles, scheduled to sunset, through June 30, 2023.

Sunset Articles		
001-142-003-6001-2020-0010	Reevaluation Consultant	\$50,000.00
001-210-003-6093-2020-0021	Dispatch Console	\$92,853.61
001-210-003-6094-2020-0021	Security/Fire Alarm Notification system	\$50,000.00
001-231-003-6087-2020-0015	Training Mannequin	\$690.72
001-300-003-6102-2020-0026	AWRSD Dump Truck	\$1,866.20
001-300-003-6103-2020-0026	AWRSD Track Garage Updates - Roof	\$2,593.59
001-300-003-6104-2020-0027	West Elem Bldg Management System	\$6,808.63
001-300-003-6105-2020-0027	Meetinghouse Resurface Gym Floor; Repave Sidewalk	\$18,200.00
001-491-003-6090-2020-0018	Pave Whitmanville Cemetery	\$1,600.00
001-491-003-6098-2020-0025	Pave Woodside Cemetery Garage Area	\$150.00

The motion was seconded and passed unanimously.

ARPA SPENDING ALLOCATION – FY2022:

H. Billings made a motion to approve to authorize up to \$750,000 in ARPA funding to be allocated to FY2022 expenditures. The motion was seconded and passed unanimously.

WASTE WATER INTERMUNICIPAL AGREEMENT - FITCHBURG:

H. Billings made a motion to approve and execute the amendment to the Waste Water Intermunicipal Agreement with the City of Fitchburg. The motion was seconded and passed unanimously.

POLICE FIREARMS TRAINING FACILITY:

H. Billings made a motion to approve and execute the access agreement with Fitchburg Sportsmen's Club, to be used by the Westminster Police Department for firearms training. The motion was seconded and passed unanimously.

COMPLETE STREETS POLICY:

H. Billings made a motion to adopt the Complete Streets policy as requested by the DPW director. This Tier 1 policy is the first step in attaining assistance periodization and construction projects through MassDOT. The motion was seconded and passed unanimously.

ADJOURNMENT

Meeting adjourned at 5:17 PM

A handwritten signature in black ink, appearing to read 'M. Banks', is written over the printed name.

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

EXHIBITS:

- Town Administrator's Report
- Warrants (1)
- June 6, 2022 Meeting Minutes
- Payroll Authorization (6)
- Town Accountant's Contract
- Water/Sewer Agreement with City of Fitchburg
- Police Firearms Training Agreement/Fitchburg's Sportsmen's Club
- List of Sunset Articles
- List of Reappointments of Board & Committee members
- Draft Policy of Complete Streets