

TOWN OF WESTMINSTER



BOARD OF SELECTMEN MEETING AGENDA MONDAY, APRIL 6, 2020 TOWN HALL, ROOM 205 6:00 P.M.

*Please be advised that due to COVID-19, this meeting is not open to the public.
It can be viewed live on Comcast Channel 9 or accessed via live stream at
<http://www.awcatv.org/live-stream-educationgovernment/>*

CALL TO ORDER

- JOINT MEETING (VIA TELECONFERENCE) WITH PLANNING BOARD – APPOINTMENT

ANNOUNCEMENTS/PRESENTATIONS

APPROVALS

- WARRANTS
- MARCH 23, 2020 MEETING MINUTES
- POSTPONEMENT OF ANNUAL TOWN MEETING & ANNUAL TOWN ELECTION
- SOLAR PILOT AGREEMENTS
 - TES ROWTIER ROAD SOLAR 23 LLC
 - TES OVERLOOK ROAD LLC

ONGOING BUSINESS

- REVIEW ANNUAL/SPECIAL TOWN MEETING WARRANTS
- BUDGET REVIEW
 - FIRE DEPARTMENT UPDATE

EXECUTIVE SESSION (NONE SCHEDULED)

ADJOURNMENT

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the meeting posting. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Members Present: Wayne R. Walker, Heather M. Billings, James A. DeLisle via remote participation

Others Present: Mark Hawke, Stephanie Lahtinen, Dr. Michael Popik, Kyle Butterfield, Adam Bean

CALL TO ORDER

W. Walker 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 and broadcast live by Ashburnham/Westminster Community Access TV.

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place. For this meeting, members of the public who wish to watch the meeting may do so via Comcast Channel 9 or Live Streamed via the www.AWcaTV.org. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town’s website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

ANNOUNCEMENTS/PRESENTATIONS

Emergency Declaration

We, the Board of Selectmen of Westminster, Massachusetts, hereby declare that as of March 16, 2020, a state of emergency exists in the Town of Westminster, MA. This declaration of emergency shall remain in effect until further notice is given, pursuant to our judgment that the conditions leading to this declaration no longer exist.

The motion was seconded and passed unanimously.

COVID 19 Update

Effective as of March 23, 2020, Town departments have suspended all non-essential services to the public until Monday, April 6. The services deemed essential will vary by department and be evaluated in an ongoing basis. Public Safety, Public Health, and Public Works will continue operations. The Town is evaluating the status of department operations daily and may change what is operating on a day-to-day or weekly basis. Staff will still be working and the public is encouraged to utilize the town website and to email or phone the desired departments. Special requests are being handled on a case-by-case basis.

The Council on Aging and the Forbush Memorial Library are closed to the public until Monday, April 6. The van drivers and meals on wheels programs will still operate. All scheduled events, programs, and building rentals within municipal buildings have been postponed indefinitely. Please stay tuned to www.westminster-ma.gov for the most up to date information.

Dr. Popik, Chairman of the Westminster Board of Health, indicated that they have been closely monitoring the situation as it relates to Westminster and that at this time there are no active cases in the town. The Board of Health will be meeting weekly during this time.

APPROVALS

WARRANTS

H. Billings made a motion to approve the following warrants:

Accounts Payable 20-39A 3/4/2020 \$1,262,228.09

The motion was seconded and passed unanimously.

MINUTES OF MARCH 9, 2020

H. Billings made a motion to approve the minutes of March 9, 2020 as presented. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION – CEMETERY LABORER

H. Billings made a motion to approve the payroll authorization for Bruce Shaw as Cemetery Laborer, filling a vacancy. This is a new employee, not a new position. The motion was seconded and passed unanimously.

CONTRACT – MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)

MRPC will be providing consulting services through their District Local Technical Assistance (DLTA) program to the Open Space Committee under the guidance of the Town Planner to update the 2014 Open Space and Recreation Plan. This project will be completed by December 2020.

H. Billings made a motion to execute the contract with the MRPC for technical assistance with the update to the 2014 Open Space and Recreation Plan. The motion was seconded and passed unanimously.

NEW BUSINESS

REVIEW MAY 2, 2020 DRAFT SPECIAL AND ANNUAL TOWN MEETING WARRANTS

W. Walker read the draft list of Special and Annual Town Meeting warrant articles.

J. DeLisle indicated that Capital Planning met the previous week and is in favor of all the Capital articles.

The Board will review the articles further and take positions at an upcoming meeting.

BUDGET REVIEW – FIRE DEPARTMENT

The Board of Selectmen reviewed the requested changes to the Fire Department structure.

Chief Butterfield and Captain Bean explained the needs of the department, specifically regarding restructuring the department in a way that would have a Lieutenant present on each shift. The Chief noted that this would not change the Fire Department budget as the additional funding for the promotional positions would be taken from Ambulance Receipts.

ADJOURNMENT

The meeting was adjourned at 6:25 p.m.

James A. DeLisle, Clerk

(Prepared by S. Lahtinen)