

WESTMINSTER ADVISORY BOARD
MEETING MINUTES
April 12, 2021

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TOWN OF WESTMINSTER

PRESENT

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

GUESTS

Nick and Library Trustees
Mark Hawke

OBSERVERS

N/a

CALL TO ORDER

Meeting of Advisory Board called to order at 7:03pm in the Selectmen's Chambers.

MINUTES APPROVAL

N/a

CORRESPONDENCE TO THE BOARD

None to discuss

AGENDA ITEMS

- Discussed Library budget:
 - \$9k increase in Personnel due to 3% COLA increase; 9 employees – 5 who are part time
 - Expenses related to Books, periodicals and lecturers is mandated by the State to be 19% of the budget and as such, increase is just to adjust for allocation
 - Discussed curb-side pick up process which was used during shut downs – maintained about 2/3 of the circulation from before but increased “work” for the personnel with setting up the books to be loaned. Library plans to continue offering the service as it was very well accepted. Interlibrary loans have increased back to FY19 levels.
- Discussed Financial Policy Manual with Mark Hawke, Town Administrator; meeting to be set up with the Collins Center for Public Management between the BoS, Advisory Board, Capital Planning and Town Administrator
- Advisory Board discussed and voted on the articles for the Special Town Meeting and Annual Town Meeting:

Warrant	Moved; Seconded	Conclusion
STM – Articles – 1 - 2	Lisa; Erin	Unanimously in favor
ATM:		
• Customary articles – 1 – 4	John; Missy	Unanimously in favor
• General budget - 5	Missy; John	Unanimously in favor
• Enterprise funds – 6 – 8	Erin; Missy	Unanimously in favor
• Customary money articles – 9, 10, 11, 12	Lisa; Missy	Unanimously in favor
• Non-Capital Money Articles 13 – 15	Erin; Missy	Unanimously in favor
• Capital Articles – 16	Erin; Lisa	Unanimously in favor
• Zoning Articles – 17 – BoS name change	Lisa; Erin	Unanimously in favor
• Land donation – 18	Lisa; Erin	Unanimously in favor
• Advisory Board members number reduction – 19	Missy; John	Unanimously in favor
• SRO full time position creation - 20	Missy; John	Unanimously in favor
• Worcester Road – temporary easement – 21	Missy; John	Unanimously in favor
• Changes to the Bylaws re: City of Fitchburg transfer - 22	Missy; John	Unanimously in favor

NEXT MEETING

Next meeting is scheduled for April 26; potential additional meeting to be held on May 1 prior to Annual Town Meeting.

ADJOURNMENT

There being no other business, the meeting was adjourned at 8:33pm.

Respectfully submitted,