

**MONDAY, FEBRUARY 1, 2016 – 6:30 P.M.
TRAINING ROOM – PUBLIC SAFETY BUILDING**

This meeting was aired live and taped for local television.

PRESENT: Duncan Phyfe, Chairman, Kyle Johnson, Clerk, and Doug Briggs, Town Administrator. Sylvia Turcotte, Executive Assistant and Leo Janssens, Member, were not in attendance.

I. SALUTE THE FLAG

Chairman Phyfe called the meeting to order and asked Eagle Scout Candidate Robert Douglas Hoyt to lead us in the salute to the flag.

II. SOLICIT PUBLIC INPUT

None

III. APPROVAL OF AGENDA

Kyle Johnson made a motion to accept the agenda as presented. Duncan Phyfe seconded. Motion passed unanimously.

IV. PRESENTATIONS & REPORTS

The Board of Selectmen recognized Robert Hoyt for his achievement in reaching the rank of Eagle Scout, and read the following declaration:

“The Scouts, Leaders and Members of the Committee of Troop 33, Westminster, Massachusetts, Boy Scouts of America, take great pleasure in announcing that

Robert Douglas Hoyt

has completed all of the requirements and has been examined by an Eagle Scout Board of Review. Robert was found worthy of the rank of Eagle Scout, and will be recognized at an Eagle Court of Honor on Sunday, February 7th, 2016.

Robert directed a landscaping project of the church parsonage for the First Congregational Church of Westminster during September and October of 2015.

We would appreciate a letter or certificate acknowledging his achievement along with any other items you wish to be presented to him during his recognition ceremony. All items received will be displayed during this special ceremony for Robert.”

V. OLD BUSINESS

A. Update – DPW Building Committee

Kyle Johnson, Chair, of the DPW building Committee gave a short update as to the progress of the project. Mr. Johnson related one concern that he had about why it costs so much more to do a project in a municipality. His response was prevailing wage and state and federal requirements.

B. Update – Downtown Focus Committee and Regional Agreement Committee

Duncan Phyfe, Chair of Downtown Focus Committee stated that his committee will be meeting next week to get everything moving.

C. Authorize the Town Administrator to sign a joint Notice of Intent (NOI) with the Meissners

Mr. Briggs stated that for the past six years the town has been working with the Meissners regarding the seepage of water onto their property from our old dam at the top of the hill. This joint application to the Conservation Commission will allow a plan that they have developed to make modification to control the flow of water on their property. Our part of the project will be the drainage that flows under Route 12 and the adjacent wall and walkway.

Kyle Johnson made the motion to authorize Doug Briggs to sign the NOI with the Meissner's, Duncan Phyfe seconded, motion passed unanimously.

VI. NEW BUSINESS - None

VII. TOWN ADMINISTRATOR'S UPDATE

Mr. Briggs reported:

BUDGET FY 17

Governor Baker released his budget on Wednesday the 27th. There was an increase of 4.3% in general aid and 1.6% in Chapter 70. There was no adjustment made to the foundation budget aid that had showed a \$1.1 Billion deficit.

AWRSD budget will be challenging, they received an additional \$44,120 in Chapter 70 aid which represents \$20/ pupil. With the decline of 47 students and because the state would not decrease their aid they actually realized a \$229 per pupil increase, or 2.5%. Budget will be unveiled at the February 9th school committee meeting.

Capital Planning still needs to meet to finalize the FY17 Capital requests.

ENERGY COMMITTEE

On Tuesday January 26th we received to authorization to move forward with the insulation project at the Library and have awarded the contract to Foam Run out of Ashby. The cost of the project will approach \$59K and should begin the end of February. LED lighting has been installed in the PSB.

WATER & SEWER

On Tuesday January 12th, I met with the Water and Sewer Commissioners. The purpose of the meeting was to bring them up to date on the FY16 budget to actuals. I also wanted to discuss the issue at the Oakmont pump station where there is an installation of a shut off valve, metering system, and an odor control device that needs to be installed at a project cost of \$15 -\$20k. Since there is no room in the current budget revenues I am asking them to increase the rate by \$.50 per Hcuft. To the average user it will be about \$8 per quarter.

While at the MMA conference I had a meeting with Mayor Hawke from Gardner about the MOU for the sewer. We will look for a 5 year agreement to get things settled for now. I made sure that we need to have a full understanding of the all fees.

AWJWA Met in Winchendon regarding the billing, capital plan, contract with Veolia, and possibility of installing new water lines on Sherbert Road.

VIII. APPROVAL OF MINUTES- None

IX. BOS CORRESPONDENCE- None

X. FEBRUARY MEETINGS and ANNOUNCEMENTS

Mr. Johnson read the following:

Town Clerk Reminders:

- January 1st and on – Open registration of voters at the Town Hall, Town Clerk’s Office, 32 Main Street, from 7:30 a.m. to 7:00 p.m. on Mondays and 7:30 a.m. to 5:00 p.m. Tuesday thru Thursday. Town Hall is closed on Friday. **PLEASE NOTE: You can now register to vote online in Massachusetts. Go to the Secretary of State website, Online Voter Registration System. To submit an online application, you must have a valid driver’s license, learner’s permit or non-driver ID issued by the Massachusetts Registry of Motor Vehicles (RMV). You must also have a signature on file with the RMV. This system can be used to:**
 - **Apply to register to vote in Massachusetts**
 - **Change your name or address for voter registration purposes**
 - **Enroll in a political party, change your party enrollment, or unenroll from a party.****PLEASE NOTE: THE LAST DAY TO REGISTER TO VOTE IN THE MARCH 1, 2016 PRESIDENTIAL PRIMARY OR TO MAKE CHANGES TO YOUR REGISTRATION IS WEDNESDAY, FEBRUARY 10, 2016.** (full information on this new feature is attached to this agenda)
- February 2nd – Final Registration for Citizens Caucus at Town Clerk’s office – 8:00 a.m. to 7:00 p.m.
- February 10th – Last day to register to vote and change party enrollment for presidential primary – Town Clerk’s office – 8:00 a.m. to 8:00 p.m.
- February 22nd – Citizens Caucus – 7:00 p.m. – Stevens Memorial Library, Malcolm Stewart Room.
- Census forms have been mailed out.

The next scheduled Board of Selectmen meeting will be held on Tuesday, February 16, 2016 at 6:30 p.m. in the Training Room at the Public Safety Building.

XI. SOLICIT PUBLIC INPUT - None

XII. EXECUTIVE SESSION- None

XIII. ADJOURNMENT

Kyle Johnson made the motion to adjourn at 6:55 p.m. and Duncan Phyfe seconded, motion carried unanimously.

Submitted

Douglas Briggs, Town Administrator



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Online Voter Registration System

NOTICE: The last day to register to vote in the March 1, 2016 Presidential Primaries, or to make changes to your registration, is Wednesday, February 10, 2016.

Welcome to the Online Voter Registration System. To submit an online application, you must have a valid driver's license, learner's permit, or non-driver ID issued by the Massachusetts Registry of Motor Vehicles (RMV). You must also have a signature on file with the RMV.

If you don't have an RMV ID, you can still use the online system to create an application. PRINT and sign the completed form, and then mail or bring it to your local election official.

Use this online system to:

- apply to register to vote in Massachusetts
- change your name or address for voter registration purposes
- enroll in a political party, change your party enrollment, or unenroll from a party

To check your current voter registration status in Massachusetts, [click here](#). If you have questions, contact the **Elections Division**.

[I do not have an RMV ID](#)

[I have an RMV ID](#)

William Francis Galvin, Secretary of the Commonwealth of Massachusetts

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