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Present: Thomas P. O’Toole, Nicholas A. Hay, John F. Fairbanks

CALL TO ORDER

Mr. O’Toole called the meeting to order at 7:00 p.m. at the Town Hall.

APPROVAL OF WARRANTS/MINUTES

Mr. Fairbanks moved that the Board approve the minutes of September 17, 2008 as printed. Mr. Hay seconded the motion. The motion passed unanimously.

The following warrants were reviewed and approved:

September 22, 2008	Accounts Payable	\$ 107,452.21
September 29, 2008	Accounts Payable	\$ 869,216.26
	Payroll	\$ 162,116.93
	Deduction	\$ 114,439.10

CDBG APPLICATION

Mr. Hay moved that the Board vote to authorize Chairman Thomas P. O’Toole to sign the CDBG Application. Mr. Fairbanks seconded the motion. The motion passed unanimously.

CITIZENS’ PETITION – 128 MAIN STREET

The Board of selectmen is in receipt of a citizens’ petition to rezone the property located at 128 Main Street from Residential I to Commercial III.

Mr. Hay moved that the Board vote to forward the petition to the Planning Board and request that they hold a public hearing in accordance with the procedures outlined in MGL Chapter 40A, Section 5. Mr. Fairbanks seconded the motion. The motion passed unanimously.

REAL ESTATE AGREEMENT – UPTON BUILDING

Mr. Hay moved that the Board vote to sign and accept the Real Estate Agreement with the Historical Society for the Upton Building in the amount of \$105. Mr. Fairbanks seconded the motion. The motion passed unanimously.

FALL SPECIAL TOWN MEETING WARRANT

Mr. Hay made a motion to close the warrant for the Fall Special Town Meeting on Wednesday, October 8, 2008. Mr. Fairbanks seconded the motion. The motion passed unanimously.

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FALL SPECIAL TOWN MEETING

Mr. O'Toole moved that the Board set the Fall Special Town Meeting for Tuesday, November 18, 2008. Mr. Hay seconded the motion. The motion passed 2 to 1.

SENIOR TAX PROGRAM

Mrs. Murphy explained to the Board that she had met with the COA Director, Treasurer/Collector and Assessor for the annual review of the Senior Tax Work-off Program. The following are the proposed changes to the Tax Work-off Program;

1. Increase the rate of pay from \$7.50 to \$8.00 per hour, to conform with the current minimum wage rate. This in turn will reduce the number of hours required to obtain the full \$750 tax reduction from 100 hours to 93.75 hours.
2. Change the current cycle which runs from October 1 through September 30 to run from January 1 through November 30 for administrative purposes. Running on this cycle will facilitate the administration of the payroll and W-2s, as well as the required adjustments to the actual (vs. estimated) tax bills that will go out in February.
3. There has been a slight increase in the income limits, per the most current HUD guidelines.

Mr. Hay moved that the Board vote to approve the recommendations as stated. Mr. Fairbanks seconded the motion. The motion passed unanimously.

HOME HEATING ASSISTANCE PROGRAM

Mr. O'Toole announced the following;

The Westminster Board of Selectmen has instituted a Home Heating Assistance Program (HHAP) for eligible Westminster residents. Initial funding for the program will be obtained from monies available in the Frederick W. Smith Fund, which was bequeathed to the Town in 1921 to assist the needy. To be eligible, residents must have lived in Town for the past six months or longer, and must meet income eligibility guidelines established by the most current HUD low-income limits for the Westminster area.

The HHAP will be administered through Neighbors Helping Neighbors, a well-established local non-profit organization. Applicants must contact NHN directly to obtain an application and to arrange an interview. Information provided will be kept confidential. The Board of Selectmen is grateful to NHN for agreeing to provide assistance in administering this program. It should be understood that all funds for the

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Home Heating Assistance Program will remain in the custody of the Town and will be disbursed through the Town’s normal vendor payment process.

PLANNING BOARD

The Board agreed to temporarily increase the Part-time Clerk’s pay to \$19 per hour until a full time Planner is hired. This is a temporary increase which will revert back to the Clerk’s hourly pay which is anticipated to occur within 120 days of this decision.

Mr. Hay moved that the Board approve a Payroll Request to increase the temporary “Para-Planner” position to \$19.00 per hour effective September 29, 2008. It was noted that once a full time Planner is hired, the position would revert back to a Part-time Clerk as the prior rate of pay. Mr. Fairbanks seconded the motion. The motion passed unanimously.

PLANNER

The Board has agreed to revisit the discussion about hiring a full time Planner at its October 15th meeting. At this time they will put together a screening committee and come up with specific instructions and deadlines.

7:49 PM ADJOURNMENT

Mr. Hay moved that the Board adjourn. Mr. Fairbanks seconded the motion. The motion passed unanimously.

Respectfully submitted,

John F. Fairbanks, Clerk
(Prepared by B. Kazan)