Present: Laila J. Michaud, Joseph E. Flanagan, and Wayne R. Walker

CALL TO ORDER

Ms. Michaud called the meeting to order at 6:00 p.m. in the Selectmen's Office at Town Hall. She announced that the meeting was being broadcast live and recorded by Ashburnham Westminster Community Access TV. She also confirmed that Kerrie O'Brien of the Gardner News will be doing an audio recording.

APPROVAL OF WARRANTS/MINUTES

Mr. Walker moved that the Board approve the regular session minutes of February 6, 2012, as printed. Mr. Flanagan seconded the motion. The motion passed unanimously.

Board members reviewed and approved the following warrants:

February 27, 2012	Accounts Payable #52	\$909,619.14
-	Payroll #51	\$168,678.98

ANNOUNCEMENTS

The Board is seeking members for:

 Economic Development Committee
 Cable Advisory Committee
 Old Town Hall Needs Assessment Committee

Thanks to all who provided refreshments at the Master Plan Forum held on February 9, 2012.

APPOINTMENT – ENERGY ADVISORY COMMITTEE

Mr. Walker moved that the Board appoint Kerry Koskinen to the Energy Advisory Committee. Mr. Flanagan seconded the motion. The motion passed unanimously.

CONTRACT – ROCK OF AGES (COLUMBARIUM)

Mr. Walker moved that the Board approve a contract with Rock of Ages Corporation in the amount of \$46,272.00 for the construction and delivery of a columbarium for Mount Pleasant Cemetery. Mr. Flanagan seconded the motion. The motion passed unanimously.

INTRODUCE OAKMONT INTERN – CHRISTIAN ROBICHAUD

The Board welcomed Oakmont High School Senior Christian Robichaud who has been interning at Town Hall. They thanked him for all of the help he has provided at the Town Hall.

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MASS BROADBAND INSTITUTE – UPDATE ON STATEWIDE HIGH SPEED INTERNET PROJECT

Jason Whittet, Deputy Director of MBI, was in attendance to provide an overview of the Mass Broadband 123 project. He explained that MBI was looking to negotiate a license with the Town for \$2,000 a year to locate their network equipment at the Town Hall. MBI is administering a \$76 million project to bring high speed internet access to 120 communities in western and north central Massachusetts. The fiber optic cable for this project will run through Westminster in two directions: down Route 2A from Gardner to Fitchburg, and down Route 140, from 2A to Princeton. Seven municipal buildings/entities have been designated as Community Anchor Institutions and will be eligible for a free connection (they will still have to pay for service, but will have more choices of internet services and a faster connection at a cheaper rate). The Town CAIs include the Town Hall, Public Safety Building (Fire, Police, and E911), Senior Center, Library, and both elementary schools. Mr. Whittet stated that the project is anticipated to be completed by June, 2013.

Mr. Flanagan asked Mr. Whittet to check on including Oakmont High School and Overlook Middle School as Community Anchor Institutions.

APPOINTMENT – ECONOMIC DEVELOPMENT COMMITTEE

Mr. Flanagan moved that the Board appoint Norma Hales to the Economic Development Committee. Mr. Walker seconded the motion. The motion passed unanimously.

6:44 PM RECESS – (RECONVENE FOLLOWING TOWN CAUCUS)

Ms. Michaud moved that the Board recess to attend the Town Caucus and reconvene once the Caucus was over. Mr. Flanagan seconded the motion. The motion passed unanimously.

7:43 PM RECONVENE

APPROVE POLICY ADOPTION PROCEDURES

The Board requested that this policy be put on the Town's website and also establish a book for policies and procedures.

Mr. Walker recommended that there be a change to the first line under Procedures. He recommended it reads as follows; A request for adoption of a policy may be initiated by a member of the Board of Selectmen, the Town Administrator, a Town employee, any Town board, or any Town citizen.

Mr. Flanagan moved that the Board approve the Policy for Establishing Policies and Procedures as amended. Mr. Walker seconded the motion. The motion passed unanimously.

PROPOSED POLICY – GRANT SUPPORT LETTERS

The Board requested that this policy be put on the Town's website and also included in a policies and procedures book.

Mr. Walker recommended that the word 'other' be inserted in the first line between "and entities". Also, changed the last sentence to read; The intervening time between meetings will allow the Board the necessary time to research the grant, and its potential benefits/consequences for the Town of Westminster and thus promote an informed decision on whether or not support the grant." Mr. Walker also requested the following sentence be added; The Board in its discretion may vote to waive the two successive meeting requirements.

Mr. Flanagan moved that the Board approve the policy regarding grant support letters with changes. Mr. Walker seconded the motion. The motion passed unanimously.

FY2013 BUDGET REVIEW

The Advisory Board and Board of Selectmen reviewed a preliminary budget and Revenue/Expenditure Summary.

Ms. Michaud mentioned that the budget simply reflects amounts requested from all departments including the school request which puts us over our levy limit.

Mr. Walker moved that the Board close the annual and special town meeting warrant on Monday, March 12, 2012. Mr. Flanagan seconded the motion. The motion passed unanimously.

The Board agreed to invite the Fire Department and DPW to their next meeting to review their proposed FY13 budgets.

9:12 PM EXECUTIVE SESSION

Ms. Michaud moved that the Board enter into executive session to discuss strategy with respect to collective bargaining; further, that the Chair declare that an open meeting may have a detrimental effect on the negotiating position of the Town, and that the Board adjourn directly from executive session. Mr. Flanagan seconded the motion. The motion passed unanimously on a roll call vote.

ADJOURNMENT

The Board adjourned from executive session at 9:17 p.m.

Respectfully submitted,

Wayne R. Walker, Clerk (Prepared by B. Kazan)