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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 with those present that no other party was taking an audio or video recording of the meeting.

APPROVAL OF WARRANTS/MINUTES

Mr. Walker moved that the Board approve the regular session minutes of January 9, 2012, as printed. Mr. Flanagan seconded the motion. The motion passed unanimously.

Board members reviewed and approved the following warrants:

January 31, 2012	Deduction #45D	\$166,557.64
February 6, 2012	Accounts Payable #47	\$ 25,693.47

ANNOUNCEMENTS

Ms. Michaud made the following announcements:

- Master Plan public forum is being held on February 9<sup>th</sup> at Westminster Elementary School.
- The Board of Selectmen and Town Planner will hold a Meet & Greet at Town Hall on Saturday, February 25<sup>th</sup> from 10 am to Noon.
- The Board is seeking individuals to volunteer to be on the Old Town Hall Needs Assessment Committee.

APPOINTMENTS ~ CAPITAL PLANNING AND MART ADVISORY BOARD

Ms. Walker moved that the Board appoint Steven Rocheleau to the Capital Planning Committee. Mr. Flanagan seconded the motion. The motion passed unanimously.

Ms. Flanagan moved that the Board appoint Louise Garland-Wheelen as the MART Advisory Board Representative. Mr. Walker seconded the motion. The motion passed unanimously.

WARRANT FOR PRESIDENTIAL PRIMARY

The Board signed the warrant for the Presidential Primary being held on Tuesday March 6, 2012 at the Westminster Elementary School.

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#### 6:10 PM WACHUSETT ANIMAL HOSPITAL – EDF GRANT CLOSEOUT HEARING

Ms. Michaud opened the hearing. She explained that the Town has been working with Breezeway Consulting and this hearing is a requirement to close out the grant.

Linda Overing of Breezeway Consulting has been administering the grant. She explained that there was an Economic Development Fund Grant from DHCD to fund Wachusett Animal Hospital in the amount of \$181,000. The grant was received by the Town of Westminister to assist with the start-up costs of a new business, the Wachusett Animal Hospital & Pet Retreat. She further explained that there were 15-1/2 jobs created at the Animal Hospital. Twelve of the jobs created were filled with individuals of low to moderate income.

Veterinarian Catherine Ransom explained that the Animal Hospital opened in May of 2010 in the Westminister Business Park. Presently there are twenty-two employees and three veterinary assistants. The Hospital offers emergency care 24/7. She also mentioned that 25% of the jobs filled are with Westminister residents.

#### 6:16 PM – HEARING CLOSED

Ms. Michaud declared the hearing closed.

#### REPRESENTATIVE KIM FERGUSON

Representative Kim Ferguson stated that it was a pleasure to represent the people of Westminister and she encouraged anyone with questions or concerns to contact her at her office.

She indicated that it appears the Chapter 70 money will be level funded this year. There are no tax increases on the table.

Mr. Walker thanked her for her services and asked for her help with any potential mitigation. He also asked that she convey to Senator Flanagan that she assist the Town as well.

Ms. Ferguson stated that there was a hearing at the State House on the Officer Jupin insanity defense house bill #1295. She and Chief Albert will testify on behalf of the bill.

#### BUD TAYLOR – PROPOSED LETTER TO EOEI RE ENVIRONMENTAL IMPACT OF LAYOVER STATION

Mr. Taylor presented a draft letter to the Board of Selectmen regarding the layover station asking for their approval. He asked the Board to review his comments before they sign off on the environmental impact of the layover station.

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Ms. Michaud asked the Town Planner to send out a letter to all Department Heads asking for their comments. The Board agreed to review a draft of these comments prepared by the Town Planner.

RESERVE FUND REQUEST – PUBLIC SAFETY BUILDING WATER HEATER REPLACEMENT AND SPRINKLER SYSTEM REPAIRS

Mr. Walker moved that the Board support a Reserve Fund request from Chief MacAloney on behalf of the Public Safety Building for emergency repairs in the amount of \$7,215. Mr. Flanagan seconded the motion. The motion passed unanimously.

DESIGNATE SENIOR CENTER DESIGNER SELECTION COMMITTEE

Mr. Flanagan moved that the Board appoint the following individuals to the Senior Center Designer Selection Committee:

- Karen Murphy (Ex Officio)
- Peter Normandin
- William Antoniac
- Don Barry
- Kevin Keena
- Laila Michaud

Mr. Walker seconded the motion. The motion passed unanimously.

Mrs. Murphy indicated that the RFQ had been submitted to the Central Register and she has received forty requests. A briefing session was held last week with twelve people in attendance. The deadline for submission of the RFQ is Thursday, February 9<sup>th</sup>.

APPROVE POLICY ADOPTION PROCEDURES & PROPOSED POLICY – GRANT SUPPORT LETTERS

The Board agreed to take the Policy Adoption Procedures and Proposed Policy – Grant Support Letters up at their next meeting.

6:45 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 reconvene in regular session. Mr. Flanagan seconded the motion. The motion passed unanimously on a roll call vote.

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7:05 PM RECONVENE

APPROVE HIGHWAY UNION MEMORANDUM OF AGREEMENT

Mr. Flanagan moved that the Board approve the Memorandum of Agreement with IEU-CWA, Local 154-136B. Mr. Walker seconded the motion. The motion passed unanimously.

7:06 PM ADJOURNMENT

Mr. Flanagan moved that the Board adjourn. Mr. Walker seconded the motion. The motion passed unanimously.

Respectfully submitted,

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