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Present: Joseph E. Flanagan, Wayne R. Walker, and Heather M. Billings

CALL TO ORDER

Mr. Flanagan called the meeting to order at 6:00 p.m. in the Selectmen’s Office at Town Hall. He announced that the meeting was being broadcast live and recorded by Ashburnham Westminster Community Access TV. He also confirmed with those present that no other party was taking an audio or video recording of the meeting.

ANNOUNCEMENTS

•People interested in receiving updates on Town News and/or Parks & Recreation can sign up for E-Alerts on the Town’s website. Go to www.westminster-ma.gov and click on ‘Subscribe to E-Alerts’.

•Westminster Farmers' Market: New in the market for Friday: Strawberries, Summer Squash, Scallions, Pastured free-range chicken. Regional gourmet specialty foods include farm-fresh eggs, award-winning goat and cow cheeses, locally raised grass-fed beef, pastured pork, pastured, free-range chicken, a wide variety of artisan breads, jams and jellies, spice mixes, delicious desserts and pastries, pies and cookies.

Farmers' Market is open on Friday from 3:00 until 6:30.

APPROVAL OF WARRANTS

Board members reviewed and approved the following warrants:

May 23, 2012 Deduction # 71D	\$ 149,474.02
May 29, 2012 Accounts Payable #72	\$ 105,167.32
June 4, 2012 Accounts Payable #74	\$ 43,016.06
Payroll #73	\$ 238,937.92

PAYROLL AUTHORIZATION REQUEST

Mr. Walker moved that the Board approve a payroll authorization request for a Crocker Pond position. Ms. Billing seconded the motion. The motion passed unanimously.

BORROWING – SOUTH STREET WATER MAIN

Treasurer/Collector Melody Gallant was on hand to request the Board authorize the Bond Anticipation Note for the South Street Water Main replacement.

Mr. Walker moved that the Board approve the borrowing of the South Street Water Main BAN in the amount of \$500,000 with United Bank at an interest rate of .55%. Ms. Billings seconded the motion. The motion passed unanimously.

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AGRICULTURAL COMMISSION – ACTIVITY UPDATE

Chairman of the Agricultural Commission M.L. Altobelli was on hand to update the Board. She stated that the Farmers’ Market presently has approximately sixteen vendors participating in the Friday afternoon event. Of the sixteen, half are Westminster residents.

She stated that one of the goals was to market the Farmers’ Market as a valuable asset to the Town. Larger signage was one idea. They would also like to tie into whatever else Westminster may have for marketing.

Mr. Flanagan suggested that a representative from the Agricultural Commission speak with Town Planner Stephen Wallace regarding the Economic Development Committee and Town Hall Reuse Committee.

CONTRACT – REINHARDT ASSOCIATES – SENIOR CENTER DESIGN

Sr. Center Design Committee Member Laila Michaud was on hand to update the Board. She stated that the Committee has chosen Reinhardt Associates of Agawam, Massachusetts. The next step will be to meet with Reinhardt Associates for scheduling and hopefully the project will get underway with construction next year.

Mr. Flanagan stated he only had one comment about the contract – the term registered vs. licensed. He asked Mrs. Murphy to get clarification from Town Counsel.

Mr. Walker moved that the Board approve the contract with Reinhardt Associates in the amount of \$125,000. Ms. Billings seconded the motion for discussion.

Ms. Billings questioned page two regarding defective designs or specifications. Mr. Walker indicated that this is covered under the laws of the Commonwealth meaning there is a statute of limitation. Also, Town Counsel has reviewed the contract.

The motion passed unanimously.

EARTH REMOVAL PERMIT AND BOND

Mr. Flanagan discussed two issues concerning earth removal permits: Should the Board require a ‘Clerk of the Works’ and should the Board request a performance bond.

Mr. Walker indicated that a performance bond requires that all conditions are complied with. This is the best way to control a project and ensure its satisfactory completion. He recommended that the Board request a performance bond on every permit issued.

Mr. Walker recommended that the Board ask input from the Department of Public Works on their ideas of the amount to bond for private property.

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Mr. Flanagan recommended that the Board request a ‘Clerk of the Works’ for Mr. Francis’s project. Mr. Walker stated this was a relatively small scale project and he did not see a necessity for a Clerk of the Works but he recommended that the Board inform the applicant that this might be a requirement in the future phases of the project.

NEW AGENDA ITEM

Mr. Flanagan noted that a new category called future topics has been added to the agenda.

6:41 PM EXECUTIVE SESSION

Mr. Walker moved that the Board enter into executive session to discuss strategy with respect to litigation, and that the Chair declare an open meeting may have a detrimental effect on the litigating position of the body, and to adjourn from executive session. Ms. Billings seconded the motion. The motion passed on a roll call vote.

ADJOURNMENT

The Board adjourned from executive session at 7:20 p.m.

Respectfully submitted,

Heather M. Billings, Clerk
(Prepared by B. Kazan)