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Present: Heather M. Billings, John F. Fairbanks, Wayne R. Walker

CALL TO ORDER

Ms. Billings 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 recorded by Ashburnham Westminster Community Access TV.

ANNOUNCEMENTS

•MIIA Rewards Program Insurance Premium Credits: Westminster has received \$9,160 in credits towards its property and workers compensation insurance costs through the town’s participation in the MIIA Rewards Program. Thanks to all our town departments and to Executive Assistant Betty Kazan, who administers the program for the town. Town staff took advantage of opportunities available to obtain these credits by attending training programs and implementing a variety of loss control measures. These measures serve to lower our liability as well as reduce our insurance premiums.

• Program on Living with Black Bears: The Division of fisheries and Wildlife is holding a program on Wednesday, July 23 from 7-9 p.m. at the Leominster City Hall Auditorium to inform the public about black bears and offer advice on the best actions to take when you see a bear. This program is free and open to the public.

•27th Annual Westminster Town Benefit August 10: Neighbors Helping Neighbors will be holding its 27th Annual town Benefit Day on August 10 from 11 a.m. to 5 p.m. on the Town Common on Academy Hill. Activities include great food, fun and entertainment.

APPROVED MINUTES/WARRANTS

Mr. Fairbanks moved that the Board approve the minutes of June 23, 2014 as printed. The motion was seconded and passed unanimously.

Board members reviewed and approved the following warrants:

FY 14

June 29, 2014 Payroll #79	\$ 21,025.61
June 30, 2014 Payroll #77	\$173,010.18
Accounts Payable #78	\$158,952.42
Deduction #77D	\$153,831.25
Accounts Payable #80	\$209,276.18
Accounts Payable #80S	\$148,291.68

FY 15

July 16, 2014 Accounts Payable #15-04A	\$153,454.46
July 14, 2014 Payroll #15-03B	\$145,745.91

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APPOINTMENT ~ CONSERVATION COMMISSION

Mr. Walker moved that the Board appoint Carrie Monty to the Conservation Commission. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS:

MART VAN COA ~ Mr. Walker moved that the Board approve two payroll authorizations for part time Van drivers for MART. These positions replace a full time van driver who has retired. The motion was seconded and passed unanimously.

COA SUBSTITUTE MEALS ON WHEELS DRIVER ~ Mr. Walker moved that the Board approve a payroll authorization for a temporary (sub) Meals on Wheels driver. The motion was seconded and passed unanimously.

PARKS & RECREATION SEASONAL WORKERS ~ Mr. Walker moved that the Board approve four seasonal workers for the Parks & Recreation Program. The motion was seconded and passed unanimously.

CONTRACTS:

CYBER COMMUNICATIONS ~ Mr. Walker moved that the Board execute a contract with Cyber Communications in the amount of \$10,474.16 for the grounding of the radio equipment at the Ellis Road water tank site which also includes the programming of the new equipment related to Article 34 of the May 3, 2014, Annual Town Meeting. The motion was seconded and passed unanimously.

MOTOROLA SOLUTIONS ~ Mr. Walker moved that the Board execute a contract with Motorola Solutions, Inc. for \$68,895.90 for the purchase of new radio equipment at the Ellis Road water tank site. The motion was seconded and passed unanimously.

IMAGETREND ~ EMS PATIENT CARE REPORTING SOFTWARE ~ Mr. Walker moved that the Board execute a contract with Image Trend, Inc. for the purchase of EMS patient care reporting software and services in the amount of \$14,050 as authorized under Article 6 of the November 2011 Special Town Meeting. The motion was seconded and passed unanimously.

HIGHWAY UNION MEMORANDUM OF AGREEMENT

Mr. Walker moved that the Board approve the Highway Union (IUE-CWA, Local 154-136B) Memorandum of Agreement for a three year term spanning FY2014 through FY 2016 as presented by labor counsel. The motion was seconded and passed unanimously.

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POLICE LIEUTENANT EMPLOYMENT AGREEMENT

Mr. Walker moved that the Board execute a negotiated labor agreement with the Police Lieutenant effective July 1, 2014 through June 30, 2017. The motion was seconded and passed unanimously.

YANKEE STREET FAIR – USE OF OLD TOWN HALL PROPERTY

Mr. Walker moved that the Board approve the request from the First Congregational Church to use the Old Town Hall property for their Annual Yankee Street Fair being held on Saturday, August 23, 2013. The motion passed with two in favor and one abstention (John Fairbanks).

BOARD OF HEALTH PEER-TO-PEER GRANT ~ REQUEST FOR SUPPORT

Ms. Billings explained that the Board of Health is applying for a \$1,000 grant for technical assistance for the administration of the Community Septic management Program (CSMP). The CSMP initially included funds to cover administration costs, but these funds have been eliminated. The Board of Health will be administering the program itself, but they would like to obtain the technical services of an area Health Agent who has experience with the CSMP. The BOH is requesting the BOS support of this Peer-to-Peer grant application.

Mr. Walker moved that the Board prepare a letter of support to be included in the Peer-to-Peer grant application. The motion was seconded and passed unanimously.

DPW SEWER IMPROVEMENT PROJECT PRESENTATION TO BOARD OF SELECTMEN, PLANNING BOARD, ADVISORY BOARD, ECONOMIC DEVELOPMENT COMMITTEE AND CAPITAL PLANNING COMMITTEE

Representatives of the following Boards were in attendance; Public Works, Board of Selectmen, Planning Board, Advisory Board, Economic Development and Capital Planning Committee.

Public Works Commissioner Vance Butterfield presented a power point presentation of Phase A of the sewer improvement project. He reviewed several alternatives with Board members and stated that the Public Works Commissioners were recommending Alternative #3 to fund the construction of an in-line storage system along Route 2A to store and control wastewater flows during peak periods. The project includes the Whitman River pump station upgrade and I+I mitigation. This alternative is the most cost effective alternative. Total cost for project would be \$2.5M. Engineering is complete except updates. Project is eligible for USDA funding. Also allows for Phase 1, 2 and 5 of the CWMP. No accurate projection on future town growth. This supports the Economic Development Committee needs and recommendations from the Master Plan Committee. This allows for commercial and industrial development to increase tax base. This will affect the current IMA (Inter Municipal Agreement) with Fitchburg.

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The DPW Commission recommended that funding for their designated Alternative #3 should be 85% of the cost assessed to all taxpayers and 15% of the cost assessed only to sewer users. The tax implications were estimated as follows: for all taxpayers (85% of project cost) \$8.49 per \$100K of property valuation (average property valuation is \$230K). Annual average cost for taxpayers would be approximately \$19.53 (85%). For sewer users an additional annual cost of \$16.66 (15%).

It was also noted that the town is eligible for a grant from the USDA that could cover up to 30% of the total project cost. A one-time fee of \$25K is required to initiate the USDA grant application process.

A public hearing for the DPW Sewer Project is scheduled for August 11, 2014 at the Westminster Elementary School.

ROSELLI, CLARK & ASSOCIATES ~ FY 13 AUDIT

Tony Roselli of Roselli, Clark and Associates was on hand to review the results of the FY13 audit. Mr. Roselli stated that the Town’s reserve balances have remained consistent over the past five years which are a sign of stability that will garner favorable results when the Town undergoes its annual credit evaluation. (Present Bond rating AA+)

Mr. Roselli praised the Town for being well above the optimum and state average levels (Reserve Ratio) which indicate that the Town is significantly in a stronger financial position than the average municipality.

DEPARTMENT/BOARD/COMMITTEE UPDATES ~ ENERGY ADVISORY COMMITTEE

EAC members Doug Hurley and Kerry Koskinen were on hand to update the Board on their Committee activities.

Mr. Hurley indicated that the EAC is looking for another volunteer if anyone is interested. The goal of the Committee is to help reduce energy usage. He mentioned that the EAC had received a Green Community Grant and has retrofitted lights in several of the Town’s buildings. This translates into a savings of approximately \$16,000 year or 10% of the present electric bill. Several other energy savings plans will be forthcoming.

Mr. Fairbanks requested the EAC investigate town owned solar energy.

BOARD AND COMMITTEE HANDBOOK UPDATE

Ms. Billings asked that the B & C Handbook be amended to include the following language on page 6 ‘The Open Meeting Law required public bodies to create and approve minutes in a timely manner. The law requires that existing minutes be made available to the public within 10 days upon request, whether they have been approved or remain in draft form. Materials or

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other exhibits used by the public body in an open meeting are also to be made available to the public within 10 days upon request’.

Mr. Fairbanks moved that the Board approve the Board and Committee handbook with changes and amendment. The motion was seconded and passed unanimously.

POLICY UPDATES:

FINANCIAL POLICY ~ PURCHASING/PROCUREMENT

Mrs. Murphy explained to the Board that the Purchasing/Procurement policy updates reflect recent changes in the law. (Purchase order threshold increase from \$5,000 to \$10,000)

Mr. Walker moved that the Board approve the Purchasing/Procurement Financial Policy as presented. The motion was seconded and passed unanimously.

DISPOSAL OF SURPLUS PROPERTY

Mr. Fairbanks moved that the Board approve the updated Disposal of Surplus Property Policy as presented. The motion was seconded and passed unanimously.

8:30 P.M. ADJOURN

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

Respectfully submitted,

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