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Present: Heather M. Billings, Wayne R. Walker

Absent: John F. Fairbanks (Attending Superintendent Search Screening Committee meeting as BOS Representative)

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. She also noted that Joseph Flanagan was audio recording.

TAX CLASSIFICATION HEARING

Ms. Billings stated notice is hereby given that the Westminster Board of Selectmen is holding a public hearing for the purpose of determining a residential factor and the allocation of the local property tax among the five classes of property for the fiscal year 2015. These classes are residential, open space, commercial, industrial and personal property.

Assessor Robin Holm was on hand stating that the Board of Assessors recommends the Board of Selectmen adopt a residential factor of 1 for all classes of property.

Mr. Walker moved that the Board adopt a factor of 1 in the allocation of the tax levy across the five property classifications; this will result in each property classification being taxed at the same rate. The motion was seconded and passed unanimously.

APPROVED WARRANTS/MINUTES

Mr. Walker moved that the Board approve the minutes of October 20, October 27, and November 24, 2014 as printed. The motion was seconded and passed unanimously.

Board members reviewed and approved the following warrant:

December 1, 2014	Accounts Payable #24A	\$1,180,816.92
December 2, 2014	Payroll #24B	\$ 185,890.70
December 3, 2014	Deduction #24C	\$ 164,089.53
December 8, 2014	Accounts Payable #25A	\$ 26,580.48

CONTRACT – FRATICELLI OIL – HOME HEATING ASSISTANCE PROGRAM

Ms. Billings stated that the Committee obtained quotes from three companies, with Fraticelli coming in the lowest at \$2.92 per gallon.

Mr. Walker moved that the Board approve and sign the contract with Fraticelli Oil for fuel delivery for the Home Heating Assistance Program. The motion was seconded and passed unanimously.

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GREEN COMMUNITIES ANNUAL REPORT

Ms. Billings explained that the Energy Advisory Committee has been busy compiling a draft of the annual Green Community report. This very detailed report involved updates on energy, compiling fuel savings, reporting on vehicles being added and deleted from the Town’s fleet schedule as well as stretch code updates.

Mr. Walker congratulated the Energy Advisory Board for helping the Town with its energy needs.

AMBULANCE FEE SCHEDULE

Fire Chief Kevin Nivala was on hand to explain to the Board that he has worked with our ambulance billing company and reviewed area department rates and fees. The proposed increases will keep the rates in the middle of the range of other communities in the area. He is requesting the Board approve the new ambulance fee schedule effective January 1, 2015. The fees were last updated in 2010.

Mr. Walker moved that the Board adopt the new ambulance fee schedule effective January 1, 2015 as recommended by the Fire Chief. The motion was seconded and passed unanimously.

AMBULANCE WRITE-OFFS

Chief Nivala requested that the Board approve the write-off of \$7,711.89 in uncollectable ambulance fees, over ten years old.

Mr. Walker moved that the Board approve the Chief’s request to write off the uncollectable ambulance fee balance of \$7,711.89 which is over ten years old. The motion was seconded and passed unanimously.

NEW AMBULANCE ABATEMENT POLICY

Chief Nivala noted that he would be working on drafting a new ambulance abatement policy with Town Administrator Karen Murphy, Treasurer/Collector Melody Gallant, and Town Accountant Julie Costello.

CHAPTER 61A RIGHT OF FIRST REFUSAL – 1 MINOTT ROAD

Ms. Billings explained that Peg Becker submitted the enclosed Purchase and Sale Agreement for the proposed sale of 10 acres of a 12-acre parcel on the corner of South Street and Minott Road, which is currently classified under Chapter 61A (Agricultural land). The Town has first refusal rights on the property. The P & S is deficient in that it does not state a fixed price, as required under the law; it includes a variety of prices contingent on the number of residential lots that may be created. The Parks and Recreation Commission may have an interest in this parcel for ball fields. Ms. Becker has been notified that we have rejected the P & S and asked her to submit an

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agreement with a fixed price. Counsel has advised that the Board can still discuss the merits of exercising the Town’s option on this property in general terms, while acknowledging that we will not be able to take any action until we receive a bona fide offer.

The Board agreed that when the information is received in accordance with the law, they may entertain considering this property for Parks & Recreation ball fields.

**PAYROLL AUTHORIZATION REQUESTS**

Mr. Walker moved that the Board approve a payroll authorization request for a part time Dispatcher (replacing a resignation). The motion was seconded and passed unanimously.

**ANNUAL LICENSE RENEWALS**

Mr. Walker moved that the Board approve the following 2015 renewal licenses:

- Victualers: Serio Brothers, Inc. dba Westminster Pharmacy
- Town House of Pizza
- Leominster Donuts, Inc. Db a Dunkin Donuts
- Wachusett Village Inn
- Wachusett Mountain Associates, Inc.
- Douglas E. Hicks VFW Grill
- McNally's West, Inc. dba Blueprint
- New England Restaurant Association dba The Old Mill Restaurant
- Westminster Country Club
- McNallys Grille & Pub
- The Markevich Sub-Station Food Corp. / Subway Restaurant
- Eurest Dining At Tyco F & S
- Stefanos' House of Pizza
- Kay's Dairy Bar
- Mike's Pizza
- The Woods of Westminster
- The Angler Fish Market & Chowder Co., Inc.
- Green Tea
- Leominster Donuts, Inc. Db a Dunkin Donuts
- The Narrows Bed & Breakfast

- Amusements: McNally's West, Inc. dba Blueprint
- Class II: North Atlantic Trading, Co.
- Charles T. Branch III dba Albert's Used Cars
- Westminster Collision
- Class III: Charles T. Branch III dba Albert's Used Cars

The motion was seconded and passed unanimously.

**DESIGNATE BOARD REPRESENTATIVE TO REGIONAL SCHOOL AGREEMENT**

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Ms. Billings explained that the School Committee is forming a committee to review proposed amendments to the Regional Agreement. Chairman Dave Christianson has asked that the Board designate a representative to serve on this Committee. The work of the Committee is expected to be completed by March.

Ms. Billings moved that the Board designate Wayne Walker as the Board’s representative to the Regional School Agreement Committee. The motion was seconded and passed unanimously.

**FY16 NON-CONTRACTUAL EMPLOYEE SALARY INCREASE**

Ms. Billing explained that the board was given inflation data and non-union cola history for consideration in setting the percentage increase for non-contractual employee salaries. The Personnel Board is recommending a 2.5% salary increase, which would keep the increase in line with current collective bargaining agreements.

Mr. Walker moved that the Board approve a 2.5% cola increase for non-contractual employees for FY16. The motion was seconded and passed unanimously.

**6:26 P.M. ADJOURNMENT**

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

Respectfully submitted,

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