

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

CALL TO ORDER

J. Fairbanks called the meeting to order at 6:00 p.m. in room 205 of the Town Hall. He announced that the meeting was being recorded by Ashburnham/Westminster Community Access TV.

ANNOUNCEMENTS

There were no announcements at this time.

APPROVALS

MINUTES

W. Walker made a motion to approve the minutes of May 11, 2015. The motion was seconded and passed unanimously.

WARRANTS

Board members reviewed and approved the following warrants:

May 18, 2015	Payroll 48B	\$ 174,904.50
May 20, 2015	Accounts Payable 48A	\$ 342,788.58
May 20, 2015	Deduction 48C	\$ 154,452.47

APPOINTMENTS

Council on Aging

W. Walker made a motion to appoint Joan Long to the vacant position on the Council on Aging. The motion was seconded and passed unanimously.

CONTRACT – FINANCIAL SOFTWARE MAINTENANCE AGREEMENT

W. Walker made a motion to enter into an agreement with Zobrio, at an amount of \$41,646.00 for the maintenance of all components in the financial software system. The motion was seconded and passed unanimously.

CONTRACT – ANIMAL CONTROL SERVICES

W. Walker made a motion to allow Karen Murphy to sign a contract with Gardner and Ashburnham for Animal Control Services for an amount of \$29,000 for the first year. The city of Gardner will be providing Animal Control services to both towns, offering the same service as Westminster’s previous vendor. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION – VETERAN’S SERVICE AGENT

W. Walker made a motion to approve the Payroll Authorization for Tom Maeder, the Veteran’s Service Agent for an increase from \$3,906 to \$4,582 annually due to an increase in training hours. The motion was seconded and passed unanimously.

HEARINGS/OTHER SCHEDULED MATTERS

PLANNING BOARD/TOWN PLANNER – DISCUSS FORMATION OF MASTER PLAN IMPLEMENTATION COMMITTEE AND GOVERNMENT STUDY/TOWN CHARTER COMMITTEE

Steve Wallace, Town Planner discussed the formation of a Master Plan Implementation body. He stated that the committee should consist of 5-7 members.

The Board suggested that the committee be comprised of a member of the Planning Board, DPW Commission, and at-large citizens. The Town Planner would serve as staff support to this committee.

S. Wallace also indicated that this Committee would meet quarterly to ensure the Master Plan Implementation schedule is being followed. This committee would then report to the Board of Selectmen regarding their progress and recommendations.

S. Wallace stated that he would be working with Karen Murphy on the formation of a Town Charter Committee and will have more information on that progress at an upcoming meeting.

NEW BUSINESS

OLD TOWN HALL RE-USE COMMITTEE

S. Wallace discussed the need to address the issue of the Old Town Hall. He indicated that there are no grant funding sources available to rehabilitate the building; he has consulted with both CDBG and MassHistoric on this issue. Mr. Wallace discussed several options available to the town and would like to do public outreach to find out what the citizens want to do with the building.

H. Billings brought up the option of trying to sell the building.

The Board and Mr. Wallace discussed previous RFP's in regards to the property and also the potential costs the town would incur for rehabilitation and/or demolition.

S. Wallace indicated that he would put together a fact sheet regarding the options available for the Old Town Hall and also the costs associated with each option.

BOARD OF SELECTMEN – MEETING SCHEDULE

J. Fairbanks proposed the following meeting schedule for July-December 2015.

- July - 6, 20
- August - 3, 17, 31
- September - 14, 28
- October - 5, 19
- November - 2, 16, 30
- December - 7, 21

W. Walker made a motion to accept the proposed meeting schedule as presented. The motion was seconded and passed unanimously.

BOARD OF SELECTMEN LIAISON ASSIGNMENTS

- Capital Planning -- John Fairbanks
- Crocker Pond Rec. Committee -- removed
- Economic Development Committee -- Wayne Walker
- Master Plan Committee -- removed
- Old Town Hall Needs Assessment Committee -- removed
- Open Space Committee -- Heather Billings
- Resource Management Committee -- Heather Billings
- Sick Leave Bank Committee -- Wayne Walker
- Solid Waste Advisory Committee -- John Fairbanks
- Sr. Center Building Committee -- Laila Michaud, BoS Designee

- Personnel Board -- Wayne Walker
- MBTA -- John Fairbanks
- MART -- Heather Billings
- MRPC/MJTC – the Board will advertise these vacancies.

W. Walker made a motion to approve the liaison assignments as presented. The motion was seconded and passed unanimously.

ESTABLISH A DRAFT CHARGE FOR AND APPOINT COMMUNITY/SENIOR CENTER BUILDING USE COMMITTEE

J. Fairbanks indicated that the following individuals have volunteered to be part of the committee:

- Wayne Walker, Selectmen representative
- Karen Murphy, Town Administrator
- Laila Michaud, Senior Center Building Committee representative
- Neysa Miller, Council on Aging representative
- Sue Fisher, COA Director
- Chief Sam Albert, Police representative
- Rita McConville, BOH representative
- Sue Chapman, Maintenance department representative
- Carol Kaski, Abutter
- Nikki Moorshead, Citizen At-Large
- Ellen Sheehan, Citizen At-Large
- Walter Taylor, Alternate At-Large member

H. Billings read the draft charge of the Committee, as follows:

- Recommend types of uses for building: What types of meetings, activities and events should/should not be allowed after hours during the week and on weekends?
- What onsite personnel will be needed for these alternate uses?
- How much of a deposit is required?
- Draft written procedures for use of building, including:
 - Days/hours of use
 - Fee schedule (different for local vs. nonlocal, non-profit vs. for-profit)
 - Who will open and close building?
 - Clean up requirements
 - Who can use kitchen (extra charge?)
- Allowed size of events, with consideration to parking available
- Should alcohol ever be allowed on premises? If so, what are the legalities for permitting, insurance requirements, other recommended practices and procedures?
- Live entertainment?
- Should there be general Community hours where the building is available to citizens for uses like playing pool, movie night, etc.?
- Overlapping programs for seniors and citizens of Westminster such as computer instruction, dance class, fitness, among others.

W. Walker made a motion to approve the draft charge as presented and also appoint the volunteers to the Community Senior Center Building Committee with Walter Taylor serving as an alternate. The motion was seconded and passed unanimously.

EXECUTIVE SESSION

There was no Executive Session needed at this meeting.

ADJOURNMENT

There being no further business, the Board adjourned the meeting at 7:00 p.m.

A handwritten signature in black ink, appearing to read "Heather M. Billings". The signature is written in a cursive style with a large, sweeping flourish at the end.

Heather M. Billings

Clerk

(Prepared by S. Lahtinen)

May 18, 2015 BoS Meeting Exhibits:

5/18/15 Meeting Agenda

5/11/15 Meeting Minutes

5/18/15 Town Administrators Report

Warrants: 48A, 48B, 48C

Zobrio Annual Contract

Animal Control Agreement

Payroll Authorization – VSO

Master Plan Implementation packet

Old Town Hall Reuse Committee Report

Proposed BOS Meeting Schedule

Letters of Interest – Senior/Community Center Building Use Committee