

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

CALL TO ORDER

H. 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

H. Billings indicated that the Senior Center is looking for volunteers to help paint the inside of the building, if anyone is interested in volunteering please contact the Town Administrators office. Ms. Billings also announced that there is now a vacant position on the Monty Tech School Committee.

APPROVALS

MINUTES

W. Walker moved that the Board approve the minutes of March 2, 2015 as printed. The motion was seconded and passed unanimously.

WARRANTS

Board members reviewed and approved the following warrants:

March 12, 2015	Accounts Payable 38A	\$ 233,853.35
March 12, 2015	Payroll #38B	\$ 180,907.59
March 12, 2015	Deduction #38C	\$ 159,952.77
March 16, 2015	Accounts Payable #39A	\$114,799.07

PAYROLL AUTHORIZATION - BUILDING DEPARTMENT

W. Walker moved that the Board approve the Payroll Authorization for the position of Local Inspector (part time) to start at Grade 7/Step 4 (\$21.35/hr) for 15 hours a week. The motion was seconded and passed unanimously.

BORROWING – SENIOR CENTER BOND

W. Walker read the following into the record:

I, the Clerk of the Board of Selectmen of the Town of Westminster, Massachusetts (the “Town”), certify that at a meeting of the board held March 16, 2015, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$2,830,100 General Obligation Senior Center Bonds of the Town dated April 1, 2015 (the “Bonds”), to Robert W. Baird & Co., Inc. at the price of \$2,887,132.08 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on April 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2016	\$195,100	2.00%	2022	190,000	2.00%
2017	190,000	2.00	2023	190,000	2.50
2018	190,000	2.00	2025	380,000	2.50
2019	190,000	2.00	2027	370,000	3.00
2020	190,000	2.00	2030	555,000	3.00
2021	190,000	2.00			

Further Voted: that the Bonds maturing on April 1, 2025, April 1, 2027 and April 1, 2030 (each a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

Term Bond due April 1, 2025

<u>Year</u>	<u>Amount</u>
2024	\$190,000
2025*	190,000

*Final Maturity

Term Bond due April 1, 2027

<u>Year</u>	<u>Amount</u>
2026	\$185,000
2027*	185,000

*Final Maturity

Term Bond due April 1, 2030

<u>Year</u>	<u>Amount</u>
2028	\$185,000
2029	185,000
2030*	185,000

*Final Maturity

Further Voted: to approve the sale of a \$87,500 0.55 percent General Obligation Bond Anticipation Note of the Town dated March 20, 2015, and payable March 19, 2016 (the “Note”), to Greenfield Co-operative Bank at par and accrued interest.

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated February 26, 2015, and a final Official Statement dated March 12, 2015 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and Notes.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds and Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

HR CONSULTANT AGREEMENT

W. Walker made a motion for the Town of Westminster to enter into a contract with D.I. Jacobs Consulting Company for the amount of \$6,000.

D.I. Jacobs HR Consulting firm will conduct the following: a comprehensive review of the towns Personnel Policies, revise and create a Personnel Policy and Employee Handbook to ensure full compliance with all local, state and federal laws, develop an Administrative Policy Handbook, review and update job descriptions for approximately 57 administrative and support positions, and review and evaluate employee training needs for municipal departments.

The motion was seconded and passed unanimously.

HEARINGS/OTHER SCHEDULED MATTERS

COUNCIL ON AGING

- *Discuss FY2016 Budget*

Council on Aging Chair, Don Barry indicated that the COA would like to request 16 additional hours for the Senior Center Assistant in order to have adequate coverage when the COA moves to the new building.

Bill Antoniac, a COA member stated that what the COA needs is an off hours activities director.

W. Walker questioned if the COA had discussed its staffing needs before or if tonight was the first time the topic had been discussed.

Upon further discussion it was the consensus of the Selectmen to recommend that the COA reassess their needs for staffing. The COA will need to do further planning and budgeting in regards to this request and bring it back to the Personnel and Advisory boards.

Ms. Ann Berube was in attendance and inquired as to the towns public transportation options.

H. Billings indicated that she was in the process of trying to get a meeting together with MART in order to address the transportation needs of the elderly and those with disabilities in Westminster, and to find out if there was possibility of getting more public transportation services from them.

PARKS AND RECREATION COMMISSION

- *Discuss Town Meeting Article Submissions*

A. Sears, Parks and Recreation Chair brought two articles for consideration at town meeting: custodial services for sports programs and the addition of bleachers at the new lacrosse field.

The board discussed both proposed options and indicated that they were not comfortable in funding them at this time. However they are interested in seeing what the people would say about it at town meeting.

A. Berube suggested that Mr. Sears speak with the business owners in the area, specifically Simplex, and perhaps they would be interested in funding the purchase of new bleachers.

A. Sears thanked the board for their time and indicated that he brought forth these articles in order to keep Westminster fields and programs at the high operating standard to which townspeople have become accustomed.

ONGOING BUSINESS

J. Fairbanks indicated that he would like to have the issue of Other Post-Employment Benefits (OPEB) on the selectmen's agenda for the March 31, 2015 meeting.

NEW BUSINESS

There was no new business for discussion.

EXECUTIVE SESSION

W. Walker moved that the board enter Executive Session at 7:04 p.m. in accordance with MGL CH. 30A, S.21 (2) and (3); to conduct contract negotiations with non-union personnel and to discuss strategy with respect to collective bargaining. Mr. Walker indicated that the meeting would adjourn directly following Executive Session. The motion was seconded and passed unanimously.

ADJOURNMENT

The Board adjourned at 7:35 p.m.



Wayne R. Walker

Clerk

(Prepared by Stephanie Lahtinen)

March 16, 2015 BoS Meeting Exhibits:

3/16/15 Agenda

3/16/15 Town Administrators Report

3/2/15 Meeting Minutes

Longley Case Agreement

Westminster Bond Obligation Document

Senior Center Bldg investigation Info

Payroll Auth for Building Dept

Planning Dept. Monthly Report

Building Dept. Complaint

Keno License Issued – Blueprint

Monty Tech School Cte Resignation

Selectmens Town Meeting Prep Policy

HR Consulting Services Agreement