Present: Laila J. Michaud, Joseph E. Flanagan, and Wayne R. Walker

### CALL TO ORDER

Ms. Michaud 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 broadcast live and recorded by Ashburnham Westminster Community Access TV; she also confirmed with those present that no other party was taking an audio or video recording of the meeting.

### APPROVAL OF MINUTES/WARRANTS

Mr. Walker moved that the Board approve the regular session minutes of August 8, 2011 as printed. Mr. Flanagan seconded the motion. Motion passed unanimously.

Board members reviewed and approved the following warrants:

August 15, 2011	Payroll #9	\$ 166,313.78
	Accounts Payable #10	\$ 24,197.94
August 17, 2011	Deduction #9D	\$ 148,125.46
August 22, 2011	Accounts Payable #11	\$ 157,919.03

### PAYROLL AUTHORIZATION

Mr. Flanagan moved that the Board approve a payroll authorization for a part time Police Dispatcher. Mr. Walker seconded the motion. The motion passed unanimously.

Mr. Walker moved that the Board approve a payroll authorization for a part time Crocker Pond Attendant. Mr. Flanagan seconded the motion. The motion passed unanimously.

### CONTRACT – POLICE RADIOS (AMENDMENT)

Mr. Flanagan moved that the Board approve the amendment to the contract with Motorola Solutions for Police Radios. The amendment will decrease the amount from \$48,918.51 to \$43,273.69, based on some trade-ins and a few revisions that were made to the order. Mr. Walker seconded the motion. The motion passed unanimously.

### CONTRACT – AMBULANCE

Ms. Michaud noted that the Fire Chief received three responses to the Invitation for Bids for the new ambulance. The lowest bidder was Bulldog Fire Apparatus from Woodville, MA, with a price of \$164,998. The appropriation for this was \$185,000, payable from ambulance receipts.

Mr. Flanagan moved that the Board approve the contract with Bulldog Fire Apparatus for the purchase of a new ambulance in the amount of \$164,998. Mr. Walker seconded the motion. The motion passed unanimously.

## PEER-TO-PEER GRANT APPLICATION

Town Planner Steve Wallace was on hand to discuss the Peer-to-Peer Grant application. He stated that the Town's project centered around finding a freight rail consultant to help size up the impact of the layover station on the Park's ability to provide freight rail access to the remaining lots inside the Park. According to the DHCD Peer-to-Peer Program the Town can only utilize current municipal officials or employees and not private consultants. Unfortunately, most municipalities do not have freight rail experts on their staff.

Mr. Wallace was able to contact the Lenox Planner, Mary Albertson, who has familiarity with rail issues and is willing to be a Peer Consultant.

Mr. Wallace proposed to revise the scope of the project and have a Town Planner work on the Town's behalf with the following arrangements:

The Peer Consultant will arrange a site visit with a freight rail engineer from the railroad's parent company (Pan Am) for the purpose of conducting a site assessment of the layover station and its impact on the remaining parcels in the Westminster Business Park and their ability to utilize the freight rail line. For the site visit, the business park owners and local officials will be invited to attend. For a work product, the Peer consultant will write up the results of this site assessment, highlighting issues to address in the mitigation agreement as they relate to freight rail access.

Ms. Michaud moved that the Board approve the proposed changes as requested by Town Planner Steve Wallace. Mr. Walker seconded the motion. The motion passed unanimously.

Mr. Flanagan addressed taking another step in looking at this from an engineering perspective. Mr. Wallace suggested that the Board consider utilizing a WPI student in researching similar projects of other towns regarding layover stations and mitigation with facility managers. This student could gather mitigation agreements from other communities and analyze the data and do follow up interviews with these communities.

The Board agreed to have Mr. Wallace pursue utilizing a WPI student for this purpose.

## STATE DEVELOPMENT FUND – FYI

Mr. Wallace informed the Board that the State is offering a priority development fund for housing. The maximum funding of \$15,000 can be used to evaluate affordable housing in Town. Mr. Wallace suggested tapping into the money to do a feasibility analysis on the Senior Center site for affordable housing.

He stated he would be working with Kevin Flynn of MRPC and would report back to the Board at a later date.

### REGIONAL PARTNERSHIP FOR SUSTAINABLE DEVELOPMENT

Town Planner Steve Wallace explained that MRPC is working on applying for a Federal Sustainable Communities Regional Planning Grant. MRPC will be applying for a grant in the range of \$600,000 to \$800,000, depending on the final scope of the project. The result will be a Regional Sustainable Development Plan and Local Sustainable Development Plan.

Mr. Wallace stated that he will be working with MRPC on the scope of projects (Regional and Local) between now and November.

## ORDER OF TAKING – 4 LEOMINSTER STREET

Mrs. Murphy reported that an agreement in the amount of \$100,500 has been reached with JAWS Realty Trust. Town Counsel and the grantors Counsel are fine tuning the agreement. She requested that the Board approve the agreement included in their packets subject to some minor changes that will be made in the next couple of days and authorize the Board to sign the Order of Taking when changes are finalized.

Town Counsel recommended the Board vote to approve acceptance of the deed. The payment of \$100,500 will be processed next week. Deed will not be recorded until all belongings have been removed from the building.

Mr. Walker made a motion to authorize the two voting Board members to sign the Settlement Agreement between the Town of Westminster and William F. Sylvester, Trustee of JAWS Realty Trust upon its completion as approved by Town Counsel, Grantor's Counsel and the Town Administrator. Ms. Michaud seconded the motion. The motion passed with Michaud and Walker voting in favor. (Mr. Flanagan did not participate in this discussion or vote.)

### ACCEPTANCE OF DEED – 4 LEOMINSTER STREET

Mr. Walker moved to approve the Acceptance of Deed as prepared by Town Counsel. Ms. Michaud seconded the motion. The motion passed with Michaud and Walker voting in favor. (Mr. Flanagan did not participate in this discussion or vote.)

### EXTEND REGIONAL AGREEMENT – ANIMAL CONTROL OFFICER

Chief Albert was on hand to explain that the regional Animal Control Services Agreement with the Town of Ashburnham has been revised to include standard operating procedures for the Animal Control Officer's position. . . . . . . . . . . . . . . . . . . .

Mr. Flanagan moved that the Board approve and sign the extension of the Regional Agreement for animal control services between the Town of Westminster and the Town of Ashburnham as written. Mr. Walker seconded the motion. The motion passed unanimously.

# 6:29 P.M. - EXECUTIVE SESSION

Ms. Michaud moved that the Board enter into executive session to discuss strategy with respect to collective bargaining and to conduct a collective bargaining session; further, that the Chair declare that an open meeting may have a detrimental effect on the negotiating position of the Town, and that the Board adjourn directly from executive session. Mr. Flanagan seconded the motion. The motion passed unanimously on a roll call vote.

# ADJOURNMENT

The Board adjourned from executive session at 8:10 p.m.

Respectfully submitted,

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