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Present: John F. Fairbanks, Laila J. Michaud, Joseph E. Flanagan

**CALL TO ORDER**

Mr. Fairbanks called the meeting to order at 7:00 p.m. in the Selectmen’s Office at Town Hall. Mr. Fairbanks announced that the meeting was being broadcast live and recorded by Ashburnham Westminster Community Access TV; he also confirmed with those present that no other party was taking an audio or video recording of the meeting.

**PUBLIC COMMENT PERIOD**

Bill Goodwin commented on the location of the box containing meeting agendas. He suggested that it be moved to under the portico at the employee entrance. He also asked about charges to the Town Hall Reuse Committee. Mr. Goodwin also suggested that the Town Meeting Handbook be updated and inquired about the cost to have updates and additions to the Town website.

**ONGOING BUSINESS**

Selectmen’s Meeting Schedule

After discussion, Laila Michaud moved that the remaining meetings for 2010 be held on Monday September 13, 20, 27, October 4, 18, 25, November 1, 8, 15, 22, 29, December 6, 13, and 20. Joe Flanagan seconded the motion which passed unanimously.

Agricultural Commission Appointment

Andy Hertel submitted a letter of interest, as requested. Joe Flanagan moved to appoint Andy Hertel to the Agricultural Commission. Laila Michaud seconded the motion which passed unanimously.

Green Communities Planning Assistance Grant Application

Joe Macchia, on behalf of the Energy Advisory Committee, requested the Board’s support in obtaining a “Green Community” designation. Mr. Macchia explained that there would be many advantages to declaring Westminster a “Green Community”. Joe Flanagan moved that John Fairbanks sign the application for assistance in obtaining Green Community status. The motion was seconded by Laila Michaud and passed unanimously.

**APPROVAL OF MINUTES / WARRANTS**

Laila Michaud moved that the Board accept the minutes of August 16, 2010. The motion was seconded by Joe Flanagan and passed unanimously.

Joe Flanagan moved that the Board accept the following warrants. The motion was duly seconded and passed unanimously.

|           |                  |     |                |
|-----------|------------------|-----|----------------|
| 8/30/2010 | Accounts Payable | #12 | \$1,357,954.77 |
| 8/30/2010 | Payroll          | #13 | 157,640.62     |

**NEW BUSINESS**Ambulance Bill Abatement

The Town Administrator and Fire Chief submitted a recommendation to approve a request for the abatement of an ambulance bill. John Fairbanks moved that the Board approve the abatement of the bill in the amount of \$1,035. The motion was seconded by Joe Flanagan and passed unanimously.

**HEARINGS / OTHER SCHEDULED MATTERS**Tree Warden PositionOperation Review – Water/Sewer Enterprise Funds

The Chair of the DPW requested that these two items be postponed until the next meeting when the Directory of DPW will be available to attend.

Public Hearing – Earth Removal Permit – Rowtier Drive

Patrick McCarty of McCarty Engineering, Inc. gave an overview of the project located on Rowtier Drive. An erosion event caused by heavy spring rain resulted in the damage to wetlands. The Conservation Commission issued an Enforcement Order to Rollstone Bank & Trust, the current owner of the property. Mr. McCarty stated that restoration/stabilization work has been completed. Prior owners had set-up an earth removal operation and accumulated several very large piles of materials. In order to minimize any future erosion, Mr. McCarty requested an Earth Removal Permit for the removal of the stockpiled materials. The Planning Board recommended that the earth removal permit be issued. The Conservation Commission Agent stated that the project was in compliance and had no objection to moving forward. Donna Brownell was encouraged to see the stockpiled gravel removed from the property, and abutter, Glenn Hines, asked that the Board give consideration for this project. Laila Michaud moved to approve the Earth Removal Permit as presented. Ms. Murphy asked about the anticipated time frame for the completion of the project. The motion was amended to include an expiration date of August 30, 2013. Mr. McCarty will return semi-annually to keep the Town updated. Standard conditions will be included, including hours of operation. Karen Murphy will draft a permit for the Board's review on September 13, 2010.

Westminster Business Park Phase II Permit

The Earth Removal Permit – Phase II (Theodore Drive) requested by Westminster Business Park, LLC approved by the Board on April 12, 2010 was discussed. Joe Flanagan was not a member of the Board at that time and will not be required to sign the permit. Bill Goodwin asked if the permit for phase II be granted before the completion of phase I. Ms. Murphy noted that the permit for Phase I included a condition requiring the concurrent construction of the road. Upon motion by Laila Michaud, with second by John Fairbanks the permit was approved as presented. Joe Flanagan abstained.

## **FOR FURTHER ACTION**

### Proposed Policy for Open Meeting Standards

A draft of the Open Meeting Standards and Clarifications for all Boards and Committees operating under the Select Board of the Town of Westminster prepared by Joe Flanagan was reviewed and discussed. Karen Murphy and Joe Flanagan will review the draft policy in conjunction with the current provisions of the board/committee handbook.

### Draft Charge for Town Hall Reuse Committee

A draft charge for the Town Hall Reuse Committee prepared by Joe Flanagan was reviewed and discussed. Mr. Flanagan will revise the draft for review at the next meeting. Bill Goodwin inquired about the number and reasons for specific charges being issued to a committee. Mr. Fairbanks explained that this gives a committee a clear focus on addressing the questions and concerns.

## **8:30 p.m. EXECUTIVE SESSION**

John Fairbanks moved that the Board enter into executive session to conduct strategy with respect to collective bargaining; further, that the chair declare that an open session may have a detrimental effect on the bargaining position of the Town, and that the board adjourn directly from executive session. Joe Flanagan seconded the motion. The motion passed unanimously on a roll call vote.

## **ADJOURNMENT**

The Board adjourned from executive session at 9:30 p.m.

Joseph E. Flanagan, Clerk  
(prepared by S. Kalagher)