

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.

APPROVAL OF WARRANTS/MINUTES

Ms. Michaud moved that the Board approve the regular session minutes of August 30, 2010 as printed. The motion was duly seconded. The motion passed unanimously.

Board members reviewed and approved the following warrants:

August 31, 2010	Deduction #13D	\$ 140,719.70
September 7, 2010	Accounts Payable #14	\$ 75,553.05
September 13, 2010	Accounts Payable #16	\$ 299,803.70
	Payroll #15	\$ 158,069.59

STATE AID BORROWING

Ms. Michaud moved that the Board approve and sign the borrowing of a Chapter 90 State Aid Anticipation Note for \$263,350.10 with United Bank dated September 20, 2010 with an interest rate of 1.13%. Mr. Flanagan seconded the motion. The motion passed unanimously.

UPTON BUILDING DEED SIGNING

Ms. Michaud moved that the Board sign the deed and convey the Upton Building property located at 13 Academy Hill Road to the Westminster Historical Society, Inc. Mr. Flanagan seconded the motion. The motion passed unanimously.

CULTURAL COUNCIL APPOINTMENT

Ms. Michaud moved that the Board appoint Susan Yraola to the Cultural Council. Mr. Flanagan seconded the motion. The motion passed unanimously.

EARTH REMOVAL PERMIT – ROWTIER DRIVE (CONT.)

Ms. Michaud moved that the Board sign an Earth Removal Permit for Main Street Realty Holdings, Inc. for property located at 84 Fitchburg Road (Route 31, aka Rowtier Drive) containing approximately 38.7 acres of land. Mr. Flanagan seconded the motion. The motion passed unanimously.

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After further discussion, Ms. Michaud moved to approve the Earth Removal Permit with a change on page 3, #8 to Earth removal operations are limited to **200** vehicle trips (**100** loads) per day, combined. A trip is defined as one vehicle entering the site or one vehicle exiting the site. Mr. Flanagan seconded the motion. The motion passed unanimously.

TREE WARDEN

DPW Commissioner Lorraine Emerson told the Board that the Commissioners discussed the possibility of the Department of Public Works taking on the responsibilities of the Tree Warden at their last meeting. There were several concerns from the Commissioners regarding work load, skill requirements and no compensation.

Mr. Fairbanks stated that in the short run, the position (FY 11) cannot be compensated but in the FY 12 budget it could be included as well as training.

Ms. Emerson suggested that perhaps someone in the town would be interested in volunteering for the position.

Ms. Emerson said that she would go back to the Commissioners and ask them to consider the Board's request to take on the responsibilities of the Tree Warden.

OPERATIONAL REVIEW ~ WATER & SEWER

DPW Director Joshua Hall reviewed the Water & Sewer Enterprise Funds Business Operations Overview conducted by Roselli, Clark & Associates, C.P.A.

Billing Intervals ~ at present, the Department has another two years before all RF meters are in place to go to quarterly billing.

Meter Readings ~ RF meters will be in place in two years.

Betterment Reserves ~ Mr Hall will seek clarification on this item.

Reserves Policy ~ Town Administrator Karen Murphy reported that the Financial Team is working on a retained earnings policy.

Commitments ~ The Commission will approve commitments in the future.

Cash Handling ~ Mr. Hall will consult with the Treasurer/Collector and/or Accountant for clarification on this matter.

Information Systems and Duplication of Effort ~ Mr. Hall agreed that there is duplication at this time, but sees it as necessary for the time being.

Delinquent Accounts ~ Mr. Hall will coordinate with the Treasurer/Collector.

Red Flag Rules ~ There is a policy in place.

Capital Improvement Plan ~ Need a means to justify rate increases.

Leak Detection ~ Hope to receive a grant from Mass DEP to get this issue resolved.

Expenditures and Procurement ~ Mr. Hall will get formal training in procurement in the future, as time permits.

Personnel Policies ~ The Department is working on putting together an excavating safety policy and safety policy.

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ELECTION OFFICIALS APPOINTMENTS

Mr. Fairbanks moved to appoint the following individuals as Election Officials:

Celia Burgess, Claudette Casey, Theresa Grenier, Albert Hughes, Gloria Hughes, Constance Kotoski, Brenda coddling, Valerie Antoniac, Laila Michaud, Gilbert Parks, Joan Parks, Kathy Pelullo, and Susan Yraola.

Mr. Flanagan seconded the motion. The motion passed with 2 in favor, 1 abstained (Laila Michaud).

CROCKER POND COMMITTEE CHARGE

Mr. Flanagan reported that the Committee was not ready to report until after their meeting being held tomorrow night.

CROCKER POND COMMITTEE REPORT – MOUNTAIN BIKING

Mr. Fairbanks acknowledged that the Conservation Commission met with Crocker Pond Representatives and raised no objections to the proposed mountain biking activities.

Mr. Fairbanks moved that the Board approve mountain biking at Crocker Pond on Town owned land and authorize the Crocker Pond Committee to designate the trails on Town owned land. Ms. Michaud seconded the motion. The motion passed unanimously.

TRICK OR TREAT

Mr. Fairbanks moved that the Board approve the request from the Police Chief to set Trick or Treating for Sunday, October 31, 2010 from 5 to 7 pm. Mr. Flanagan seconded the motion. The motion passed unanimously.

CELL TOWER DONATION

Ms. Michaud moved that the Board accept the donation of a cell tower located on South Ashburnham Road. Mr. Flanagan seconded the motion. The motion passed unanimously.

EARLY RETIREMENT INCENTIVE PLAN

Mrs. Murphy stated that the early retirement incentive could be a good budgeting tool if the Board is anticipating layoffs for FY12. She further explained that if the Board wants to use this tool, a plan would need to be submitted to PERAC by September 28. Once approved by PERAC, it would then have to go to town meeting for approval. Board members expressed agreement with the development of a plan.

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ROSELLI, CLARK & ASSOCIATES CONTRACT

Mr. Fairbanks moved that the Board approve a contract with Roselli, Clark & Associates for auditing services for the years ending June 30, 2010, 2011 and 2012. Mr. Flanagan seconded the motion. The motion passed unanimously.

STATE 911 DEPARTMENT TRAINING GRANT

Ms. Michaud moved that the Board endorse a State 911 Training Grant application for \$6,000. Mr. Flanagan seconded the motion. The motion passed unanimously.

TOWN HALL REUSE COMMITTEE CHARGE

Mr. Flanagan prepared a draft copy of the Town Hall Reuse Committee Charge. The Board requested that one additional item be listed. Conduct a survey within one block of the Old Town Hall to find out what people feel should be done with the Old Town Hall. Results of the survey should be presented to the BOS within 30 days but no later than January 15, 2011.

BOARD OF SELECTMEN MEETING

The Board agreed to change the meeting time of their September 27th meeting to 6 p.m.

8:47 PM 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. Ms. Michaud seconded the motion. The motion passed unanimously on a roll call vote.

ADJOURNMENT

The Board adjourned from executive session at 9:25 p.m.

Respectfully submitted,

Joseph E. Flanagan, Clerk
(Prepared by B. Kazan)