

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.

APPROVALS

MINUTES

W. Walker made a motion to approve the minutes of December 7, 2015. The motion was seconded and passed unanimously.

WARRANTS

W. Walker made a motion to approve the following warrants.

December 15, 2015	Deductions 16-24C	\$178,790.01
December 21, 2015	Accounts Payable 16-25A	\$923,020.31

The motion was seconded and passed unanimously.

2016 HOLIDAY SCHEDULE

W. Walker made a motion to approve the 2016 Holiday Schedule. The motion was seconded and passed unanimously.

COUNCIL ON AGING PAYROLL AUTHORIZATION

W. Walker made a motion to approve the hiring of a part time van driver for the Council on Aging. The motion was seconded and passed unanimously.

POLICE DEPARTMENT APPOINTMENT

W. Walker made a motion to appoint Nathan Hawkins as a Full Time Police Officer. The motion was seconded and passed unanimously.

FIREFIGHTER MEMORANDUM OF AGREEMENT

W. Walker made a motion to sign and execute the Firefighter Memorandum of Agreement as presented. The motion was seconded and passed unanimously.

HEARINGS/OTHER SCHEDULED MATTERS

ANNUAL TAX PARCEL REVIEW

Melody Smith, Treasurer/Collector and Steve Wallace, Town Planner were present at this meeting to discuss this matter.

M. Smith indicated that there are currently 56 properties in tax title. She stated that she has been able to pursue back taxes owed to the town through Land Court and it has been a successful way to receive tax payments on these properties.

S. Wallace stated that currently none of the properties in tax title have any use to the town. He indicated that he has been mindful of any parcels of land that are available that could be used by Habitat for Humanity.

ONGOING BUSINESS

MASTER PLAN IMPLEMENTATION

S. Wallace and the Board discussed the issue of overseeing the implementation of the Master Plan.

After a brief discussion, S. Wallace and the Selectmen agreed to have various town departments and committees come before the Selectmen on a monthly basis to report their progress on their duties as described in the 2014 Master Plan. Mr. Wallace will be providing a list to the Selectmen regarding what departments/committees responsibilities are in order to move this process forward.

ASSISTANT TOWN ACCOUNTANT FULL TIME POSITION

J. Fairbanks indicated that until recently, the accounting office has always had a full time staff person. The Board discussed the need for a full time presence in the accounting office.

Mr. Fairbanks indicated that since there is already an approved full time position for that office, it would be keeping with policy to hire a full time Assistant Accountant in order to have the office staffed at all times. He then stated that if, in the future, the town hires a full time Accountant that the Assistant Accountant position would have to go back to part time or go through the process of converting to full time.

W. Walker made a motion to approve the hiring of a full time Assistant Town Accountant. The motion was seconded and passed unanimously.

TEMPORARY TOWN CLERK

W. Walker made a motion to appoint Marybeth Haley-Cormier as the Interim Town Clerk, effective January 4, 2016 – April 26, 2016, following the retirement of current Town Clerk, Denise MacAloney, and effective until the 2016 Annual Town Election. The motion was seconded and passed unanimously.

NEW BUSINESS

2016 LICENSE RENEWALS

W. Walker made a motion to approve the following license renewals for 2016:

Victualers: Town House of Pizza
 Leominster Donuts, Inc. Db a Dunkin Donuts
 Wachusett Mountain Associates, Inc.
 Douglas E. Hicks VFW Grill
 McNally's West, Inc. db a Blueprint
 New England Restaurant Association db a The Old Mill Restaurant
 Westminster Country Club
 McNallys Grille & Pub
 The Markevich Sub-Station Food Corp. / Subway Restaurant
 Stefanos' House of Pizza
 Kay's Dairy Bar
 The Woods of Westminster
 The Angler Fish Market & Chowder Co., Inc
 Green Tea
 Leominster Donuts, Inc. Db a Dunkin Donuts
 The Narrows Bed & Breakfast
Amusements: McNally's West, Inc. db a Blueprint
Class II: North Atlantic Trading, Co.
 Charles T. Branch III db a Albert's Used Cars
 Westminster Collision
Class III: Charles T. Branch III db a Albert's Used Cars

The motion was seconded and passed unanimously.

EXECUTIVE SESSION

There was no executive session at this meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:30p.m.

Heather M. Billings

Clerk *(Prepared by S. Lahtinen)*