

Members Present: Wayne R. Walker, Heather M. Billings, James A. DeLisle

Others Present: Stephanie Lahtinen, Mike McDonald, John Bowen, Burt Gendron, Ed Robbins, Dan Stango, Lisa Rocheleau, Andrew Storm, Keith Harding, Missy Banks, ML Altobelli; Steven Wendell, WGAW Radio; Doneen Durling, Gardner News; Daniel Monahan, Fitchburg Sentinel and Enterprise

CALL TO ORDER

W. Walker 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 and broadcast live by Ashburnham/Westminster Community Access TV, the Gardner News and the Fitchburg Sentinel and Enterprise.

ANNOUNCEMENTS

APPROVALS

WARRANTS

H. Billings made a motion to approve the following warrant.

October 27, 2019	Accounts Payable 20-19A	\$9,043.35
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The motion was seconded and passed unanimously.

MINUTES OF OCTOBER 21, 2019

J. DeLisle made a motion to approve the minutes of October 21, 2019 as presented. The motion was seconded and passed with H. Billings abstaining.

PAYROLL AUTHORIZATIONS

Personnel Administrator

H. Billings made a motion to approve the payroll authorization for Sonjia Fichtel, as Personnel Administrator filling a vacancy. The motion was seconded and passed unanimously.

Temporary Personnel Administrator

H. Billings made a motion to approve the payroll authorization for Julie Belliveau, as Temporary Personnel Administrator for 4 hours every Friday through December 27, 2019. The motion was seconded and passed unanimously.

Dispatch Supervisor

H. Billings made a motion to approve the payroll authorization for Kimberly Bonk as Dispatch Supervisor, filling a vacancy. The motion was seconded and passed unanimously.

NEW BUSINESS

DISCUSSION RE: TOWN ADMINISTRATOR FINALISTS

The Board members discussed the two finalist candidates and noted that each of them were highly qualified. Discussion continued regarding the local knowledge, grant writing and Massachusetts based experience of Mr. Hawke, which made him the best fit for the position of Town Administrator.

J. DeLisle made a motion for the Board to offer the position of Town Administrator to Mark Hawke, subject to successful negotiation of an employment contract specifying the terms and conditions under which Mr. Hawke will serve in the position. The motion was seconded and passed unanimously.

FINALIZE NOVEMBER 19, 2019 SPECIAL TOWN MEETING WARRANT

H. Billings made a motion to approve the November 19, 2019 Special Town Meeting warrant. The motion was seconded and passed unanimously.

SET BOARD MEETING SCHEDULE

The Board will meet at 6:00 p.m. in room 205 of the Town Hall on the following dates unless otherwise noted:

12/2/2019
12/16/2019
1/6/2019
1/27/2019
2/10/2019
2/24/2019
3/9/2019
3/23/2019

EXECUTIVE SESSION

There was no executive session at this meeting.

ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

James A. DeLisle, Clerk
(Prepared by S. Lahtinen)