

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

Others Present: Stephanie Lahtinen, Mark Hawke, Steve Wallace, Ellen Sheehan, Melody Smith, Ross Barber

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.

ANNOUNCEMENTS

W. Walker thanked the Westminster Firefighters Association for their fundraising event “Homeless for the Holidays”, where the firefighters camped out in front of Vincent’s Country Store for 28 hours collecting cash donations for Neighbors Helping Neighbors, Toys for Tots and non-perishables for the Westminster food pantries.

W. Walker congratulated Town Clerk Ellen Sheehan for her achievement of becoming a Certified Massachusetts Municipal Clerk.

W. Walker also indicated that the 2018 Annual Town Report has been awarded second place by the Massachusetts Municipal Association, and thanked Stephanie Lahtinen for her work in compiling and designing the report.

APPROVALS

MINUTES OF NOVEMBER 16, 2019

H. Billings made a motion to approve the minutes of November 16, 2019 as presented. The motion was seconded and passed unanimously.

TOWN ADMINISTRATOR CONTRACT

H. Billings made a motion to appoint Mark Hawke as Town Administrator and to sign a contract effective immediately through June 30, 2023. The motion was seconded and passed unanimously.

Town Clerk Ellen Sheehan performed the swearing in ceremony for Mark Hawke, as the Town Administrator.

PAYROLL AUTHORIZATION – PER DIEM/RESERVE OFFICER

H. Billings made a motion to approve the payroll authorization for Michael Ray as a per diem Reserve Officer, filling a vacancy. The motion was seconded and passed unanimously.

FIRE TRUCK BAN RENEWAL

Melody Smith was present to request the approval of a Bond Anticipation Note in the amount of \$487,929.60 for the Fire Truck with TD Bank at an interest rate of 1.68% for a term to end on December 21, 2020.

H. Billings made a motion to execute the Bond Anticipation Note Renewal, in the amount of \$487,929.60 with TD Bank, at an interest rate of 1.68%. The motion was seconded and passed unanimously.

2020 HOLIDAY LIST

H Billings made a motion to approve the 2020 Holiday list as presented. The motion was seconded and passed unanimously.

NEW BUSINESS

TAX DELINQUENT PARCEL REVIEW

Melody Smith, Treasurer/Collector and Steve Wallace, Town Planner updated the Board on the current properties in town that are under tax title. The properties on this list range from vacant locations, owner unknown properties, properties where the owner has a valid payment agreement, foreclosures and land court cases.

The Board discussed the list of properties in tax title as well as the value associated with the unpaid taxes, noting there has been a significant decrease in the properties held in tax title.

PUBLIC SAFETY BUILDING COMMITTEE RE-ORGANIZATION

W. Walker indicated that this re-organization was necessary due to an oversight in the original appointment structure of the Public Safety Building Committee. This correction will give the liaisons from the Capital Planning Committee, Advisory Board and Board of Selectmen voting authority.

H. Billings made a motion to give the liaison positions from the Capital Planning Committee, Advisory Board and Board of Selectmen full voting authority on the Public Safety Building Committee. The motion was seconded and passed unanimously.

EXECUTIVE SESSION

ADJOURNMENT

The meeting was adjourned at 6:18 p.m.

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