

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

**Others Present:** Mark Hawke, Stephanie Lahtinen, Leola Leger, Kim Samson, Margerita Altobelli, Ellen Sheehan, Keith Harding, Kyle Butterfield, M.L. Altobelli, Mike McDonald, Stephanie Fay, Amy Nelson, Ralph LeBlanc, David Monty, Andrew Storm, Steve Wallace, 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.

## **APPROVALS**

### WARRANTS

H. Billings made a motion to approve the following warrants:

Accounts Payable          20-25A 12/16/19          \$286,899.23

The motion was seconded and passed unanimously.

### MINUTES OF DECEMBER 16, 2019

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

### ADA SELF EVALUATION GRANT

H. Billings made a motion to authorize the Town Administrator to sign a grant agreement with the Massachusetts Office on Disability for \$32,000 to complete an Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan. The motion was seconded and passed unanimously.

### COMMUNITY OPPORTUNITIES GROUP

H. Billings made a motion to execute a contract with Community Opportunities Group (COG) to carry out the ADA Self Evaluation and Transition Plan. The motion was seconded and passed unanimously.

### FIREFIGHTER TURNOUT GEAR GRANT

H. Billings made a motion to execute a contract with the Executive Office of Public Safety and Security in the amount of \$2,535 for firefighter turnout gear. The motion was seconded and passed unanimously.

### DAVISON COMPANY, INC.

H. Billings made a motion to execute the contract Davison Company, Inc. of Somerville, MA for the removal and replacement of two AC condenser units and DX cooling coils at Town Hall, in the amount of \$109,000. The motion was seconded and passed unanimously.

### APPOINTMENTS

#### *Police Lieutenant*

H. Billings made a motion to promote Ralph LeBlanc to Police Lieutenant, based on the recommendation from Chief McDonald. The motion was seconded and passed unanimously.

#### *Police Sergeant*

H. Billings made a motion to promote Amy Nelson to Police Sergeant, based on the recommendation from Chief McDonald. The motion was seconded and passed unanimously.

Town Clerk Ellen Sheehan was present, and conducted the swearing in ceremony for both promotions.

## **HEARINGS/OTHER SCHEDULED MATTERS**

### JOINT APPOINTMENT – LIBRARY TRUSTEES

K. Samson called a meeting of the Library Trustees to order.

K. Samson made a motion to appoint Cynthia Brown to the Board of Trustees for a term to end following the Annual Town Election in April 2020. Cynthia will be filling the vacancy following the resignation of Walter Haney.

The motion was seconded and passed unanimously by the Board of Trustees and Board of Selectmen on a roll call vote.

## **NEW BUSINESS**

### FY2021 COMPENSATION PLAN

W. Walker indicated that the Personnel Board is recommending a 3% base increase for non-contractual personnel who are beyond the benchmark on the compensation plan. In addition, they are recommending an adjustment to the plan itself based on the results of salary comparisons among surrounding towns. The Personnel Board is asking the Selectmen to vote to approve the 3% base increase and the adjustments to the compensation plan.

H. Billings made a motion to accept the recommendations of the Personnel Board and to adjust the compensation plan 3%. The motion was seconded and passed unanimously.

### TOWN PLANNER 2020 WORK PROGRAM

Steve Wallace was present, and discussed his 2020 work program with the Board. He highlighted items listed such as the formation of an ad-hoc committee to update the Town's 2014 Open Space & Recreation Plan (State approval due to expire in April 2021) and use the regional Planning Commission's District Local Technical Assistance (DLTA) grant program to pay for updating the plan's maps.

Mr. Wallace continued to discuss his work program and also what he would be covering in the Planning Board office throughout the duration of the year.

## **ADJOURNMENT**

The meeting was adjourned at 6:28 p.m.

James A. DeLisle, Clerk

*(Prepared by S. Lahtinen)*