

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

Others Present: Karen Murphy, Stephanie Lahtinen, Keith Harding, Michael Fortin, Steve Wallace

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 by Ashburnham/Westminster Community Access TV.

ANNOUNCEMENTS

APPROVALS

MINUTES

J. DeLisle made a motion to approve the minutes of May 9, 2016 as presented. The motion was seconded and passed unanimously.

WARRANTS

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

May 16, 2016	Accounts Payable 16-46A	\$101,601.18
May 17, 2016	Payroll 16-46B	\$177,270.26
May 18, 2016	Deduction 16-46C	\$155,015.63

The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION – DPW WATER/SEWER WORKING FOREMAN

H. Billings made a motion to approve the payroll authorization to promote Peter Martineau Jr. to the position of Water/Sewer Working Foreman. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION – DPW TRUCK DRIVER/LABORER

H. Billings made a motion to approve the payroll authorization for Leonard Tenney for the position of Truck Driver/Laborer. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION – DISPATCH

H. Billings made a motion to approve the payroll authorization to promote Brittany Aker to full time Dispatcher. The motion was seconded and passed unanimously.

DLTA AGREEMENT – SENIOR HOUSING FEASIBILITY STUDY

W. Walker made a motion to authorize the Town Administrator to enter into an agreement with the Montachusett Regional Planning Commission (MRPC) to conduct a feasibility study for the senior housing project on West Main Street. The motion was seconded and passed unanimously.

ONGOING BUSINESS/MISCELLANEAOUS

NEW BUSINESS

DCR TECHNICAL ASSISTANCE WITH CLUSTER HOUSING BYLAW

S. Wallace indicated that he would like the Board to request the assistance of Jeff Lacy, a Regional Planner with DCR to draft a Natural Resource Protection Zoning Bylaw, which would be the second phase of revising the towns zoning bylaws per the 2014 Master Plan. This assistance will be provided at no additional cost to the town.

H. Billings made a motion for the chair to sign a letter requesting the assistance of Jeff Lacy in drafting a Natural Resource Protecting Zoning Bylaw. The motion was seconded and passed unanimously.

ADOPT UPDATED HAZARD MITIGATION PLAN

H. Billings made a motion for the Board to sign the Certificate of Adoption for Westminster's Hazard Mitigation Plan, as recently updated by the MRPC. The motion was seconded and passed unanimously.

RESIGNATION OF PART TIME BUILDING COMMISSIONER

W. Walker indicated that the Board has received a letter of resignation from part time Building Commissioner, Michael Gallant.

H. Billings made a motion for the Board to accept his resignation effective June 30, 2016. The motion was seconded and passed unanimously.

EXECUTIVE SESSION

There was no executive session needed at this meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:19 p.m.

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