

Members Present: Heather M. Billings, James A DeLisle, Salvatore J. Albert Jr.

Others Present: Mark Hawke, Stephanie Lahtinen, Keith Harding, Ralph LeBlanc, Kyle Butterfield

CALL TO ORDER

H. Billings called the meeting to order at 6:00 p.m. in room 205 of the Town Hall. She announced that the meeting was being recorded and broadcast live by Ashburnham/Westminster Community Access TV.

ANNOUNCEMENTS

APPROVALS

WARRANTS

J. DeLisle made a motion to approve the following warrants:

Accounts Payable	21-11A	9/12/2020	\$82,566.51
Payroll	21-11B	9/10/2020	\$222,788.89

The motion was seconded and passed unanimously.

MINUTES OF SEPTEMBER 28, 2020

J. DeLisle made a motion to approve the minutes of September 28, 2020. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS

Part Time/Per Diem Dispatcher

S. Albert made a motion to approve the payroll authorization for Cody Walter, as part time/per diem dispatcher. The motion was seconded and passed unanimously.

Part Time Department Assistant – Town Clerk

S. Albert made a motion to approve the payroll authorization for Jennifer Duquette as part time Department Assistant for the Town Clerk, filling a vacancy. The motion was seconded and passed unanimously.

POLICE DEPARTMENT – 911 GRANTS

S. Albert made a motion to approve the applications for the following grants for the Police Department:

- 911 Support and incentive Grant \$33,268

- Emergency Dispatch \$2,006.33

- Emergency Services Training \$25,271.84

The motion was seconded and passed unanimously.

COUNCIL ON AGING APPOINTMENT

S. Albert made a motion to appoint Ann Marie Page to the Council on Aging for a term to end June 30, 2023. The motion was seconded and passed unanimously.

NEW BUSINESS

ANNUAL REVIEW OF TAX DELINQUENT PROPERTIES

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.

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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.

SURPLUS PROPERTY – 2008 JOHN DEERE TRACTOR/BACKHOE

J. DeLisle made a motion to declare a 2008 John Deer Tractor/Backhoe as surplus and available for disposal. The motion was seconded and passed unanimously.

HALLOWEEN PROPOSAL

Acting Chief LeBlanc and Chief Butterfield presented the Public Safety team's proposal for a safe, socially distant and public health conscious Halloween celebration for Westminster.

On Halloween, Saturday October 31, 2020 from 3:00 p.m. to 6:00 p.m. members of the police and fire departments will be delivering candy to preregistered elementary school aged residents and younger. We will be separating the town into three precincts and will notify the registered trick or treaters on which hour time block we will be visiting their neighborhoods. Registration will be available online and through the dispatch center. Candy donation locations will be set up as well.

ADJOURNMENT

The meeting was adjourned at 6:31 p.m.

Salvatore J. Albert Jr., Clerk

(Prepared by S. Lahtinen)