

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

**Others Present:** Karen Murphy, Stephanie Lahtinen; Keith Harding, Doneen Durling, the Gardner News

### **CALL TO ORDER**

J. DeLisle 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 and the Gardner News.

### **ANNOUNCEMENTS**

J. DeLisle announced that the Town Government Study Committee will be holding public information sessions at the Community/Senior Center on the following dates:

Tuesday, August 21st, 2:00 - 4:00 PM

Tuesday, August 21st, 6:00 - 8:00 PM

Saturday, August 25th, 10:00 AM - 12:00 PM

The 31<sup>st</sup> Annual Town Benefit Day will be held on Sunday August 12, 2018 from 11:00am – 5:00pm.

The Town of Westminster has been recognized for the 4th year in a row by the Government Finance Officers Association with a Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2017. We were graded “Proficient” in all grading categories. Congratulations to Treasurer/Collector Melody Smith and Town Accountant Julie Costello for the outstanding job they and all the staff members of the financial team are doing for the Town.

### **APPROVALS**

#### WARRANTS

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

August 5, 2018	Accounts Payable	19-05A	\$1,093,405.92
August 10, 2018	Payroll	19-06B	\$184,436.35
August 10, 2018	Deduction	19-06C	\$97,266.22

The motion was seconded and passed unanimously.

#### MINUTES OF JULY 23, 2018

W. Walker made a motion to approve the minutes of July 23, 2018. The motion was seconded and passed unanimously.

#### PAYROLL AUTHORIZATION – HIGHWAY TRUCK DRIVER/LABORER

W. Walker made a motion to approve the payroll authorization for a Highway Truck Driver/Laborer, filling a vacancy. The motion was seconded and passed unanimously.

#### WARRANT FOR THE SEPTEMBER 4, 2018 STATE PRIMARY

W. Walker made a motion to approve the warrant for the September 4, 2018 State Primary, voting will be held at Westminster Elementary School from 7am-8pm. The motion was seconded and passed unanimously.

**ELECTION OFFICIALS ANNUAL REAPPOINTMENT**

W. Walker made a motion to appoint the following Election Officials for a term of one year, effective through August 15, 2019:

Susan Anderson	Karen Brighenti
Theresa Grenier	MaryBeth Haley-Cormier
Albert Hughes	Cynthia Hastings-Brutvan
Gloria Hughes	Constance Kotoski
Leeann Lamsa	Joan Longcope
Linda McClenahan	Laila Michaud
Kathy Pelullo	Sue Quigley-Belliveau
Nancy Sides	Sandy Thibodeau
Mary Waight	Susan Yraola

The motion was seconded and passed unanimously.

**HEARINGS/OTHER SCHEDULED MATTERS**

**CH. 61B RIGHT OF FIRST REFUSAL – STATE ROAD WEST**

After a brief discussion, the Board indicated that they were not familiar with how to act on a request that did not come with a Purchase and Sales agreement. The Board asked K. Murphy to get further clarification from Town Counsel regarding this request, and it will be taken up at a later meeting.

**NEW BUSINESS**

**WAIVE TENT PERMIT FEES FOR TOWN BENEFIT**

W. Walker made a motion to waive the Building Department's Tent Permit Fees for the annual Town Benefit to be held on Sunday August 12<sup>th</sup>. The motion was seconded and passed unanimously.

**EXECUTIVE SESSION**

There was no executive session at this meeting.

**ADJOURNMENT**

The meeting was adjourned at 6:16 p.m.

Heather M. Billings, Clerk  
(Prepared by S. Lahtinen)