

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

Others Present: Karen Murphy, Stephanie Lahtinen, Joe Serio, Chris Redkey, Ned Lafortune

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 and broadcast live by Ashburnham/Westminster Community Access TV.

ANNOUNCEMENTS

J. DeLisle thanked John Fairbanks for his service on the Capital Planning Committee. He also indicated that there is a vacancy on the Capital Planning Committee for a Citizen at Large, anyone interested can contact Karen Murphy.

Special Town Meeting will be held on Tuesday November 27th at the Westminster Elementary School at 7:30pm.

APPROVALS

WARRANTS

W. Walker made a motion to approve the following warrants.

November 5, 2018	Accounts Payable	19-21A	\$1,093,405.92
November 10, 2018	Payroll	19-20B	\$184,436.35
November 10, 2018	Deduction	19-20C	\$97,266.22

The motion was seconded and passed unanimously.

MINUTES OF NOVEMBER 5, 2018

W. Walker made a motion to approve the minutes of November 5, 2018. The motion was seconded and passed unanimously.

STATE CONTRACT – EARMARK FOR \$50,000 FOR PUBLIC SAFETY BUILDING FEASIBILITY STUDY

W. Walker made a motion to authorize the Town Administrator to sign the contract for the State earmark, for funding for the Public Safety Building Feasibility Study. The motion was seconded and passed unanimously.

HOME HEATING ASSISTANCE COMMITTEE PROGRAM APPLICATION

W. Walker made a motion to approve the income updates to the Home Heating Assistance Application. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION – ASSISTANT TO THE TREASURER/COLLECTOR

W. Walker made a motion to hire Janet Baczewski as Assistant to the Treasurer/Collector, filling a vacancy following a retirement. The motion was seconded and passed unanimously.

ONGOING BUSINESS

ASSIGN NOVEMBER 27, 2018 SPECIAL TOWN MEETING MOTIONS

The Board reviewed the motions for the November 27, 2018 Special Town Meeting.

Ned LaFortune and Joe Serio discussed the articles relating to recreational marijuana with the Board. They requested further consideration be given to the articles from a business standpoint and are in favor of allowing recreational marijuana in Westminster.

The approval of the motions will be continued at the next meeting.

NEW BUSINESS

FY2020 BUDGET LETTER

W. Walker made a motion to distribute the FY2020 Budget Call Letter to departments and committees. The motion was seconded and passed unanimously.

FY2020 COMPENSATION PLAN ADJUSTMENTS

W. Walker indicated that the Personnel Board voted on November 15, 2018 to recommend an average 3% increase to the pay plan in order to stay competitive with comparable towns. This change would eliminate Step 1 and adjust the entire plan by 3%.

W. Walker made a motion to eliminate Step 1 and adjust the entire pay plan by 3% as recommended by the Personnel Board. The motion was seconded and passed unanimously.

EXECUTIVE SESSION

J. DeLisle moved that the board enter into Executive Session at 6:57 p.m. according to MGL Ch. 30A, s. 21(a)(1) to discuss complaints and potential disciplinary action against a public officer, employee, staff member or individual. W. Walker seconded the motion. Mr. Walker indicated that the meeting would adjourn directly following Executive Session. The motion was passed unanimously on a roll call vote.

ADJOURNMENT

The meeting was adjourned directly from Executive Session at 7:48 p.m.

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