

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

Others Present: Karen Murphy, Stephanie Lahtinen, Betsy Haley-Cormier, Kyle Butterfield, Keith Harding

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.

ANNOUNCEMENTS

APPROVALS

WARRANTS

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

April 25, 2019 Accounts Payable 19-45A \$16,778.73

The motion was seconded and passed unanimously.

MINUTES OF MAY 13, 2019

H. Billings made a motion to approve the minutes of May 13, 2019. The motion was seconded and passed with W. Walker abstaining.

ROUTE 140 PROJECT/ELLIS ROAD WATER TANK

Melody Smith was present to request the approval of a Bond Anticipation Note in the amount of \$520,710.00 for the Route 140/Ellis Road Water Tank with TD Bank at an interest rate of 2.1% for a term to end on June 12, 2020.

H. Billings made a motion to execute the Bond Anticipation Note Renewal, in the amount of \$520,710.00 with TD Bank, at an interest rate of 2.1%. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION – TITLE CHANGE ONLY

Collector/Treasurer Melody Smith is requesting that the Board approve a change in the title of two positions in her office. The Personnel Board voted to recommend the changes

H. Billings made a motion to change the title of “Assistant to the Treasurer/Collector” to Assistant Treasurer, and to change the title of “Principal Clerk” to Assistant Collector. The motion was seconded and passed unanimously.

COMMUNITY PARADIGM ASSOCIATES – CONSULTING SERVICES FOR TOWN ADMINISTRATOR SEARCH

H. Billings made a motion to sign the contract with Community Paradigm Associates to perform the Town Administrator Search for the amount of \$7500. The motion was seconded and passed unanimously.

RICHARD VALCOURT – HAGER PARK TIMBER MARKING

H. Billings made a motion to enter into a contract with Richard Valcourt for timber marking at Hager Park in the amount of \$2725, which was approved at the May 2016 Annual Town Meeting. The motion was seconded and passed unanimously.

BEACH WATER TESTING SERVICES – JESSICA DAY

H. Billings made a motion to enter into a contract with Jessica Day, to perform weekly water testing at Crocker Pond based on the Board of Health recommendation. The motion was seconded and passed unanimously.

FORMATION OF PUBLIC SAFETY BUILDING COMMITTEE

H. Billings made a motion to approve the new charge and formation of the Public Safety Building Committee, noting that the Public Safety Building Feasibility Study has completed its charge. The motion was seconded and passed unanimously.

INTERDEPARTMENT TRANSFER REQUESTS

H. Billings made a motion to approve the following interdepartmental transfer requests from the Town Administrator:

\$13,000 to supplement Professional Services account

\$10,000 to supplement the Legal budget

Both transfers will be taken from Dept. 910 Other Employee Benefits, which currently has a balance of \$70,000. The motion was seconded and passed unanimously.

EXECUTIVE SESSION

There was no executive session at this meeting.

ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

James A. DeLisle, Clerk

(Prepared by S. Lahtinen)