

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

**Others Present:** Karen Murphy, Stephanie Lahtinen

## **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.

June 10, 2019   Accounts Payable 19-50A                \$16,778.73

The motion was seconded and passed unanimously.

### MINUTES OF JUNE 17, 2019

H. Billings made a motion to approve the minutes of June 17, 2019. The motion was seconded and passed unanimously.

### PAYROLL AUTHORIZATION

#### *Interim DPW Secretary/Receptionist*

H. Billings made a motion to approve an interim pay increase to Dale Lucier, for the performance of additional duties until the vacant position of Executive Assistant is filled. The motion was seconded and passed unanimously.

#### *Police Chief Executive Assistant*

H. Billings made a motion to appoint Stephanie Fay as Police Chief Executive Assistant, replacing Nan Pierce who is retiring July 19. The motion was seconded and passed unanimously.

The Board thanked Nan Pierce for her many years of service to the Town and wished her a happy retirement.

#### *Parks and Recreation Program Staff*

H. Billings made a motion to promote Megan Sears as Assistant Camp Director. The motion was seconded and passed unanimously.

H. Billings made a motion to hire Cailey LeBlanc and Kiera Fernandes as Summer Rec Camper workers. The motion was seconded and passed unanimously.

H. Billings made a motion to hire returning employees Emily Pratt, Sean O'Brien, Michaela O'Brien, Andrew Sears Jr., Tori Collatti, Rachel Sinclair, Leah Pelkey and Colton Bosselait as Summer Rec Camper workers. The motion was seconded and passed unanimously.

**HEARINGS/OTHER SCHEDULED MATTERS**

CH61B RIGHT OF FIRST REFUSAL

W. Walker made a motion that the Town not exercise its Right of First Refusal on a parcel of property comprised of approximately 2.8 acres and located on Lanes Road, currently owned by John and Tanya Vedoe. The motion was seconded and passed unanimously.

**NEW BUSINESS**

W. Walker indicated that the Board is in receipt of a letter of retirement from Town Administrator Karen Murphy, her last day of work will be September 27, 2019.

H. Billings made a motion to accept the retirement letter from Karen Murphy. The motion was seconded and passed unanimously.

**EXECUTIVE SESSION**

There was no executive session at this meeting.

**ADJOURNMENT**

The meeting was adjourned at 6:14 p.m.

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