

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

**Others Present:** Mark Hawke, Stephanie Lahtinen, Melody Smith

**CALL TO ORDER**

H. Billings called the meeting to order at 5:00 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.

**APPROVALS**

WARRANTS

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

Accounts Payable	21-30A	1/15/2021	\$1,129,181.29
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The motion was seconded and passed unanimously.

MINUTES OF JANUARY 13, 2021

S. Albert made a motion to approve the minutes of January 13, 2021. The motion was seconded and passed unanimously.

COVID SICK LEAVE POLICY

Given the increase in cases and number of new employees in Town, it is advised we adopt the attached COVID-leave policy. This will reduce the chance of an employee that has been exposed to COVID feeling the need to come to work. The up to 80 hours was mandated in the original Families First Coronavirus Response Act (FFRCA) expired on December 31, 2020. However, when Congress passed the new Coronavirus Relief Bill, they did not extend this mandate past the expiration date. Hence the need for the Town to create a policy to deal with it.

S. Albert made a motion to approve the COVID Sick Leave Policy for the Town of Westminster. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS

*Part Time Library Assistant:* J. DeLisle made a motion to approve the payroll change request and authorization for Catherine Miller as Part Time Library Assistant, filling a vacancy. The motion was seconded and passed unanimously.

*Per Diem Firefighter:* J. DeLisle made a motion to approve the enclosed payroll change request and authorization for Zach Racicot as per diem Firefighter, filling a vacancy. The motion was seconded and passed unanimously.

**NEW BUSINESS**

FY2020 AUDIT EXIT CONFERENCE

Tony Roselli from Roselli, Clark and Associates reviewed the FY2020 Audit Management Letter with the Board via conference call. He indicated that the town has a AA+ bond rating which is nearly the highest possible municipal bond rating and recommended that the Town consider applying for an upgrade to AAA, based on the amount of reserves on hand. The town is in very good standing financially and continues to comply with all suggestions made by the auditors to improve its position.

FY2020 AUDIT EXIT CONFERENCE

The Board reviewed and assigned the motion for the February 2, 2021 Special Town Meeting.

**ADJOURNMENT**

The meeting was adjourned at 6:10 p.m.

Salvatore J. Albert Jr., Clerk

*(Prepared by S. Lahtinen)*