

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

**Others Present:** Mark Hawke, Stephanie Lahtinen, Stephen Wallace

## **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	21-34A	2/15/2021	\$1,154,372.75
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The motion was seconded and passed unanimously.

### MINUTES OF JANUARY 25, 2021

S. Albert made a motion to approve the minutes of January 25, 2021. The motion was seconded and passed unanimously.

### PAYROLL AUTHORIZATIONS

#### *Part Time/Per Diem Dispatchers*

S. Albert made a motion to approve the payroll change requests and authorizations for Matthew Maxim and Dillon Roy as part time per diem dispatchers. The motion was seconded and passed unanimously.

### APPOINTMENT - PARKS AND RECREATION

J. DeLisle made a motion to appoint Jessica Costa to the Parks and Recreation Commission for a term to end on June 30, 2023. The motion was seconded and passed unanimously.

### UPDATE AMBULANCE BILLING POLICY

S. Albert made a motion to approve the updates to the Ambulance Billing Policy as presented by the Fire Chief. The motion was seconded and passed unanimously.

### ANNUAL TOWN ELECTION BALLOT – VACANCY VOTE

S. Albert made a motion to approve the placement of a one year Planning Board vacancy and a one year Library Trustees vacancy on the ballot for the April 27, 2021 Annual Town Election. The motion was seconded and passed unanimously.

### TES OVERLOOK ROAD SOLAR – PILOT AGREEMENT EXTENSION

J. DeLisle made a motion to approve the extension of the PILOT agreement, due to National Grid's revised interconnection agreement and later than expected date of operation. The motion was seconded and passed unanimously.

### ENDORSE 2021 OPEN SPACE AND RECREATION PLAN

S. Albert made a motion to endorse the 2021 Open Space and Recreation Plan. The motion was seconded and passed unanimously.

## **NEW BUSINESS**

### TOWN PLANNER 2021 WORK PROGRAM

Steve Wallace was present, and discussed his 2021 work program with the Board. He highlighted items listed such as work with the Parks and Recreation Commission to secure grant funding for a playground, oversee the senior housing project, administration of the ADA Project Grant among other annual tasks.

Mr. Wallace continued to discuss his work program and also what he would be covering in the Planning Board office throughout the duration of the year.

OBSOLETE ELECTRONICS

The Board reviewed the list of obsolete electronics as provided by the IT department.

S. Albert made a motion to declare the list of obsolete electronics as surplus, and no longer useful to the Town. The motion was seconded and passed unanimously.

**ADJOURNMENT**

The meeting was adjourned at 5:19 p.m.

Salvatore J. Albert Jr., Clerk

*(Prepared by S. Lahtinen)*