

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

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

### **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	#21-41A	4/11/2021	\$225,738.96
Payroll	#21-41B	4/8/2012	\$213,232.80

The motion was seconded and passed unanimously.

#### MINUTES OF APRIL 12, 2021

S. Albert made a motion to approve the minutes of March 22, 2021. The motion was seconded and passed unanimously.

#### PAYROLL AUTHORIZATION CROCKER POND ATTENDANTS (2)

S. Albert made a motion to approve the payroll change requests and authorizations for Phillip Renda and Alex Caruso as Crocker Pond Attendants 1 and 2. The motion was seconded and passed unanimously.

### **NEW BUSINESS**

#### TOWN ADMINISTRATOR POSITION

H. Billings indicated that Mark Hawke has given notice and his last day with the Town will be June 4, 2021.

The Board indicated that the position would be advertised beginning this week, and that a screening committee led by Selectman Albert would be formed to perform an initial review of the applicants prior to interviewing with the Board.

### **EXECUTIVE SESSION (none scheduled)**

### **ADJOURNMENT**

The meeting adjourned directly from Executive Session at 5:02 p.m.

Salvatore J. Albert Jr., Clerk

*(Prepared by S. Lahtinen)*