

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

Others Present: Mark Hawke, Stephanie Lahtinen, Keith Harding

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.

ANNOUNCEMENTS

H. Billings announced that the Annual Town Election will be held tomorrow, Tuesday April 27, 2021 at the Westminster Senior/Community Center – 69 West Main Street. The polls will be open from 7am-8pm.

The Special and Annual Town Meeting will be held on Saturday May 1, 2021 at 1:00pm at the Westminster Elementary School.

H. Billings thanked Bob Francis and the other Earth Day cleanup volunteers for their volunteerism over the weekend to help cleanup Westminster.

APPROVALS

WARRANTS

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

Accounts Payable	#21-43A	4/25/2021	\$195,789.30
Payroll	#21-43B	4/22/2012	\$222,808.85

The motion was seconded and passed unanimously.

MINUTES OF APRIL 12, 2021

S. Albert made a motion to approve the minutes of April 12, 2021. The motion was seconded and passed unanimously.

MUNICIPAL MUTUAL AID AGREEMENT

S. Albert made a motion to enter into a Municipal Mutual Aid Agreement for Public Works and Public Safety services in the Commonwealth. By opting into this agreement we will join approximately 342 other communities in the state to join this agreement. The agreement allows us to call for assistance from any other community in the Commonwealth at no charge. The motion was second and passed unanimously.

PAYROLL AUTHORIZATION

Full Time Police Officer (2)

S. Albert made a motion to approve the payroll change and request and authorization for Connor Furey as Full Time Police Officer, filling a vacancy left by Michael McDonald. The motion was seconded and passed unanimously.

S. Albert made a motion to approve the payroll change request and authorization for Patrick Porpora as Full Time Police Officer, effective May 10 upon the retirement of Sgt. Edward Robbins. The motion was seconded and passed unanimously.

DPW Truck Driver/Laborer

S. Albert made a motion to approve the payroll change requests and authorization for Steven Munroe as DPW Truck Driver/Laborer. The motion was seconded and passed unanimously.

Alternate Plumbing and Gas Inspector

S. Albert made a motion to approve the payroll change requests and authorization for James Imprescia as Alternate Plumbing and Gas Inspector. The motion was seconded and passed unanimously.

NEW BUSINESS

TOWN ADMINISTRATOR CANDIDATE SCREENING COMMITTEE

Selectman Albert, Personnel Liaison for the BOS, has been working with the Personnel Director and assembled an ad-hoc committee to perform the initial screening and assessment of the candidates for the position of Town Administrator.

The committee will consist of 5 members

- Sam Albert, BOS Liaison
- Sonjia Fichtel, Personnel Administrator
- John Fairbanks, Advisory Board
- Lisa Rocheleau, Advisory Board
- Kyle Butterfield, Fire Chief

The committee will meet to screen the candidates that have submitted application packages for the Town Administrator position and refer the finalists to the Selectboard for interview and selection.

EXECUTIVE SESSION (none scheduled)

ADJOURNMENT

The meeting adjourned at 5:12 p.m.

Salvatore J. Albert Jr., Clerk

(Prepared by S. Lahtinen)