

Members Present: John F. Fairbanks, Wayne R. Walker, Heather M. Billings

CALL TO ORDER

J. Fairbanks 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 by Ashburnham/Westminster Community Access TV.

ANNOUNCEMENTS

J. Fairbanks stated that a special election has been scheduled for tomorrow, November 3, 2015 from 7:00 a.m. to 8:00 p.m. at the Westminster Elementary School. There will be one question on the ballot, asking voters whether or not they approve a debt exclusion to borrow \$2.5 million for the Whitman River Sewer System Improvements Project.

APPROVALS

MINUTES

W. Walker made a motion to approve the minutes of October 19, 2015. The motion was seconded and passed unanimously.

WARRANTS

W. Walker made a motion to approve the following warrants.

October 20, 2015	Deduction 16-15C	\$168,746.86
October 26, 2015	Accounts Payable 16-16A	\$1,340,379.24
November 2, 2015	Accounts Payable 16-17A	\$418,011.68
	Payroll 16-17B	\$177,794.34
	Deduction 16-17C	\$157,258.26

The motion was seconded and passed unanimously.

CULTURAL COUNCIL GRANT AGREEMENT

W. Walker made a motion for the chairman to sign a Cultural Council Grant agreement in the amount of \$4,600. The motion was seconded and passed unanimously.

ONGOING BUSINESS

REVIEW STATUS OF DEMOLITION AT 191 SOUTH ASHBURNHAM ROAD

W. Walker made a motion to postpone the deadline of the Order to Demolish and Secure the property at 191 S. Ashburnham Road, on the condition that Christian Dellogono will attend the Board meeting on November 16th to provide a full report on the timing and the plans for the demolition at this property. The motion was seconded and passed unanimously.

REVIEW USE POLICY AND BUILDING INFORMATION BOOKLET WITH COMMUNITY/SENIOR CENTER BUILDING USE COMMITTEE

Laila Michaud was present to discuss the most recent copy of the Community/Senior Center Building Information Booklet.

The Board reviewed the booklet and suggested several small changes.

W. Walker made a motion to approve the Community/Senior Center Building Use booklet as amended at this evenings' meeting. The motion was seconded and passed unanimously.

FINALIZE/APPROVE NOVEMBER 17, 2015 FALL TOWN MEETING WARRANT

- *Discuss Council on Aging Request for Full-Time Assistant Position*

o Approve Position Description/Classification

Sue Fisher and the Board of Selectmen discussed the needs of the Community Senior Center with regard to staffing.

S. Fisher indicated that she needs to have one, full time assistant for the Council on Aging/Senior Center. She stated that she needs consistent full-time staff support.

The Board discussed the possibility of a full time position, as well as the option of two part time assistants. The Board agreed that the additional staff would also need to take on duties related to the building as a Community Center.

J. Fairbanks stated that he does not agree with adding another full time position at this time.

The Board recommended that S. Fisher bring the COA Assistant job description before the Personnel Board to include duties related to the Community Center, and return to the Board at the November 16th meeting.

- *Discuss DPW Request – Funding for Bathrick Road Engineering*

V. Butterfield was present to discuss this article. Mr. Butterfield indicated that the DPW Commission had intended to fund this study through its Chapter 90 program, however the Chapter 90 fund balance is lower than they had expected it would be due to the high costs of other town projects earlier this year.

Mr. Butterfield stated that the DPW Commission put this article on the warrant to move this project forward, and fund the engineering study as soon as possible so they would not miss another construction season.

- *Discuss IT Department Request for Funding for Data Backup System*

David Monty indicated that the town is underserved in its current data backups and that the system in place at this time is unreliable. This article would fund an upgrade to an outsourced backup system that would provide real-time monitoring and offsite storage for all the town data servers.

The Board discussed the draft Fall Town Meeting warrant and re-ordered Articles 2-4.

W. Walker made a motion to approve the final November 17th Fall Town Meeting warrant. The motion was seconded and passed unanimously.

EXECUTIVE SESSION

There was no need for an Executive Session at this meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:55 p.m.

Heather M. Billings

Clerk (Prepared by S. Lahtinen)