

Members Present: Wayne R. Walker, Heather M. Billings, James A. DeLisle

Others Present: Stephanie Lahtinen, Steve Wallace, Julie Belliveau, John Fairbanks, Ross Barber

CALL TO ORDER

H. Billings called the meeting to order at 6:00 p.m. in room 205 of the Town Hall. She announced that the meeting was being recorded by Ashburnham/Westminster Community Access TV and the Gardner News.

ANNOUNCEMENTS

APPROVALS

WARRANTS

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

11/30/2017	Accounts Payable 18-22A	\$54,351.77
------------	-------------------------	-------------

The motion was seconded and passed unanimously.

MINUTES OF DECEMBER 18, 2017

W. Walker made a motion to approve the minutes of December 18, 2017. The motion was seconded and passed unanimously.

ACCEPT DONATION TO HEATING ASSISTANCE PROGRAM

The Board thanked Dana Altobelli for his \$300 donation to the Emergency Home Heating Assistance Program.

W. Walker made a motion to accept a \$300 donation to the Emergency Home Heating Assistance Program and authorize the Committee to include it in this year's available funding. The motion was seconded and passed unanimously.

INTERMUNICIPAL AGREEMENT FOR ANIMAL CONTROL SERVICES

W. Walker made a motion to execute the Intermunicipal Agreement for Animal Control Services with the City of Gardner for three years, from July 1, 2018-June 30, 2021. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION – PART TIME POLICE ADMIN ASSISTANT/DISPATCHER

W. Walker made a motion to hire Kristin Mathieu as part time Police Administrative Assistant/Dispatcher, filling a vacancy. The motion was seconded and passed unanimously.

SENIOR TAX WORK-OFF PROGRAM

W. Walker made a motion to approve the 2018 Senior Tax Work-Off Program application. The motion was seconded and passed unanimously.

HEARINGS/OTHER SCHEDULED MATTERS

TOWN GOVERNMENT STUDY COMMITTEE UPDATE

John Fairbanks was present to discuss the status of the Town Government Study Committee work program. He indicated that the Committee would like a time extension from the Board of Selectmen so that they may have additional time to complete the work required in the Committee's charter.

W. Walker made a motion to extend the Town Government Study Committee's report due date to December 31, 2019. The motion was seconded and passed unanimously.

NEW BUSINESS

TOWN PLANNER – 2018 WORK PROGRAM

Steve Wallace discussed his 2018 Work Program with the Board; the list contained fifteen key items including work on the RFP for senior housing behind the Community Senior Center, assisting the Parks and Recreation board with two projects, work with the Selectmen to draft a bylaw for retail marijuana, among others.

PERSONNEL BOARD RECOMMENDATION – FY2019 COMPENSATION PLAN

W. Walker indicated that the Personnel Board is recommending a 3% base increase for non-contractual personnel who are beyond the benchmark on the compensation plan. In addition, they are recommending an adjustment to the plan itself based on the results of salary comparisons among surrounding towns. The Personnel Board is asking the Selectmen to vote to approve the 3% base increase and the adjustments to the compensation plan.

W. Walker made a motion to accept the recommendations of the Personnel Board and to adjust the compensation plan 3%. The motion was seconded and passed unanimously.

ONGOING BUSINESS/MISCELLANEOUS

2018 LICENSE RENEWALS CONTINUED

W. Walker made a motion to approve the remaining license renewals for 2018:

Common Victualler	Michael Patsis/Town House of Pizza
Common Victualler	James Crowley/Wachusett Mountain Assoc. Inc
Common Victualler	Cynthia Markevich/Markevich Substation dba Subway
Common Victualler	Victor Abdo/Mike's Pizza
Common Victualler	Kimmy Wong/Westminster Café

The motion was seconded and passed unanimously.

EXECUTIVE SESSION

There was no executive session at this meeting.

ADJOURNMENT

The meeting was adjourned at 6:37 p.m.

Wayne R. Walker, Clerk
(Prepared by S. Lahtinen)