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Present: Thomas P. O’Toole, John F. Fairbanks
Absent: Nicholas A. Hay

CALL TO ORDER

Mr. O’Toole called the meeting to order at 7:00 p.m. at the Town Hall.

APPROVAL OF WARRANTS/MINUTES

Mr. Fairbanks moved that the Board approve the regular session minutes of December 10, 2008, as printed. Mr. O’Toole seconded the motion. The motion passed unanimously.

The following warrants were reviewed and approved:

February 17, 2009	Accounts Payable	\$ 342,596.24
	Payroll	\$ 147,523.28
	Storm Accounts Payable	\$ 5,954.40
February 18, 2009	Storm Accounts Payable	\$ 3,590.10
February 19, 2009	Deductions	\$ 100,908.62

PAYROLL CHANGE REQUEST

Mr. Fairbanks moved that the Board approve a payroll authorization request for a part time shared Clerk position at the Council on Aging. Mr. O’Toole seconded the motion. The motion passed unanimously.

WACHUSETT ANIMAL HOSPITAL GRANT COMMITMENT LETTER

Mr. Fairbanks moved that the Board sign a Grant Agreement and Commitment Letter from the Department of Housing and Community Development for Wachusett Animal Hospital and Pet Retreat LLC in the amount of \$150,000. Mr. O’Toole seconded the motion. The motion passed unanimously.

COUNCIL ON AGING COMMISSION

Mr. O’Toole moved that the Board appoint Ann Patsis to the COA. Mr. Fairbanks seconded the motion. The motion passed unanimously.

OPEN SPACE COMMITTEE

Mr. O’ Toole moved that the Board appoint Laila Michaud to the Open Space Committee. Mr. Fairbanks seconded the motion. The motion passed unanimously.

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PERSONNEL BOARD/HUMAN RESOURCES SERVICES, INC.

Personnel Board Members and Consultants Sandy Stapczynski and Carol Arnold of Human Resources Services, Inc., were on hand to discuss their proposed classification/compensation/benefits report.

Sandy Stapczynski explained that for the last year and a half her firm has been working with the Personnel Board and Town Coordinator Karen Murphy. HRS prepared job descriptions which were reviewed by Department Heads and a classification plan that was based on a grading/ranking system. She further explained that at present Labor Counsel is reviewing the recommended personnel policies.

Mrs. Stapczynski recommended updating the compensation and classification plans every five years.

On behalf of the Personnel Board, John Cappellini recommended that the Board of Selectmen accept the proposal.

Mr. Fairbanks moved that the Board approve the proposed Compensation and Classification Plan as submitted by the Personnel Board/Human Resources Services, Inc. Mr. O’Toole seconded the motion. The motion passed unanimously.

SHARED ANIMAL CONTROL OFFICER AGREEMENT

Mr. Fairbanks moved that the Board approve a contract between the Town of Westminster and the Town of Ashburnham for a shared Animal Control Officer effective April 1, 2009. Mr. O’Toole seconded the motion. The motion passed unanimously. Chief Albert advised that he expects to implement the terms of the agreement as of July 1, 2009.

EMERGENCY COMMUNICATIONS COST

DPW Director Joshua Hall submitted a quote from Smith Electronics for \$42,628 – the cost for upgraded radio system. He explained that this system would allow for complete communication with Water/Sewer/Highway, Police and Fire in an emergency.

ARTICLES EXTENSION

Mr. Fairbanks moved that the Board approve a one year extension for the following articles which were approved at the Annual Town Meeting on May 2, 2006:

- Article 23, Highway Account 01-422-123-5312-07 Engineering services EPA Phase II Stormwater Program.

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Article 28, Water Account 28-450-128-5874-06 Mixing system and related modifications for Ellis Road standpipe.

Mr. O’Toole seconded the motion. The motion passed unanimously.

BUDGET REVIEW – DPW

Joshua Hall was on hand to review his proposed FY 2010 budget with the Board. He would like to have his snow and ice budget reflect the average snowfall figures. The Board asked him to research the possibility of co-operative bidding.

FIRST CONGREGATIONAL CHURCH

Mr. Fairbanks moved that the Board approve the request from the First Congregational Church to use the Gazebo on Academy Hill for and Easter Sunrise Service on April 12, 2009 at 7:00 AM. Mr. O’Toole seconded the motion. The motion passed unanimously.

MIT CYCLING TEAM BIKE RACE – CHANGE OF DATE

The Board approved the request from the MIT Cycling Team to change the date of the bicycle race to the weekend of April 25 – 26, 2009.

HOME HEATING ASSISTANCE – APPLICATION DEADLINE

The Board agreed to accept applications for the Home Heating Assistance Program until March 31, 2009.

ADJOURNMENT

Mr. O’Toole moved that the Board adjourn at 8:35 p.m. Mr. Fairbanks seconded the motion. The motion passed unanimously on a roll call vote.

Respectfully submitted,

John F. Fairbanks, Clerk
(Prepared by B. Kazan)