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Present: John F. Fairbanks, Laila J. Michaud, Joseph E. Flanagan

CALL TO ORDER

Mr. Fairbanks called the meeting to order at 7:00 p.m. in the Selectmen’s Office at Town Hall. He announced that the meeting was being broadcast live and recorded by Ashburnham Westminster Community Access TV; he also confirmed with those present that no other party was taking an audio or video recording of the meeting.

APPROVAL OF WARRANTS/MINUTES

Ms. Michaud moved that the Board approve the regular session minutes of November 15, 2010, as printed. Mr. Flanagan seconded the motion. The motion passed unanimously.

Board members reviewed and approved the following warrants:

|                   |                      |              |
|-------------------|----------------------|--------------|
| November 24, 2010 | Deductions #29D      | \$133,442.10 |
| November 29, 2010 | Accounts Payable #32 | \$137,024.95 |

PAYROLL CHANGE REQUEST

Mr. Flanagan moved that the Board approve a payroll change request for a full time Police Dispatcher. Ms. Michaud seconded the motion. The motion passed unanimously.

STERILITE CORPORATION DONATION

Mr. Fairbanks acknowledged the generous donation of forty file cabinets from Al Stone of Sterilite Corporation. Mr. Flanagan moved that the Board sign a thank you letter to Sterilite Corporation. Ms. Michaud seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

Don Barry inquired as to the status of the drug take back program.

SPECIAL TOWN MEETING MOTIONS

The Board of Selectmen and Advisory Board reviewed the Special Town Meeting articles and motions and assigned people to read the motions.

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HOME HEATING ASSISTANCE PROGRAM

Ms. Michaud moved that the Board approve the Home Heating Assistance Program Policy as printed. She further moved that the Board authorize the expenditure of \$10,000 from the Fred Smith Poor Fund for the Program. Mr. Flanagan seconded the motion. The motion passed unanimously.

HOME HEATING ASSISTANCE COMMITTEE

Mr. Fairbanks moved that the Board appoint the following individuals to the Home Heating Assistance Committee; Sam Albert, Susan Fisher, Gene Sorbo, Tom Connell, and Betty Kazan. Mr. Flanagan seconded the motion. The motion passed unanimously.

CDBG PUBLIC HEARING (CONTINUED)

Ms. Michaud moved that the Board sign the Interlocal Agreement with the Town of Hubbardston. Mr. Flanagan seconded the motion. The motion passed unanimously.

Mr. Fairbanks moved that the Board approve and sign the Anti-displacement & Relocation Certification. Ms. Michaud seconded the motion. The motion passed unanimously.

Mr. Flanagan moved that the Board approve the signing of the Chief Elected Official Certification Form. Ms. Michaud seconded the motion. The motion passed unanimously.

Mr. Fairbanks moved that the Board authorize Mr. Fairbanks to sign the cover page once Shelly Hatch has it prepared. Mr. Flanagan seconded the motion. The motion passed unanimously.

Mr. Flanagan moved that the Board vote to hire John Caitlin & Associates Architects, Inc. to manage the Senior Center Design Project for the Town. Mr. Fairbanks moved that the motion be amended to have him sign the selection letter. Ms. Michaud seconded the motion. The motion passed unanimously.

LETTER OF SUPPORT

Ms. Michaud moved that the Board sign a letter of support for the funding of the FY11 Community Development Block Grant program. Mr. Flanagan seconded the motion. The motion passed unanimously.

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7:26 P.M. EXECUTIVE SESSION

Mr. Fairbanks moved that the Board enter into executive session to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; and to adjourn directly from executive session. Mr. Flanagan seconded the motion. The motion passed unanimously on a roll call vote.

ADJOURNMENT

The Board adjourned from executive session at 7:40 p.m.

Respectfully submitted,

Joseph E. Flanagan, Clerk  
(Prepared by B. Kazan)