

~ ~

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

CALL TO ORDER

Mr. Walker called the meeting to order at 6:00 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.

APPROVAL OF WARRANTS/MINUTES

Mr. Fairbanks moved that the Board approve the minutes of a special joint meeting of October 17, 2013 as printed. The motion was seconded and passed unanimously.

Board members reviewed and approved the following warrants:

October 28, 2013	Accounts Payable #27	\$ 1,023,893.14
November 4, 2013	Accounts Payable #28	\$ 338,661.33
	Payroll #29	\$ 169,415.37

APPOINTMENT/PAYROLL AUTHORIZATION – PERSONNEL/PAYROLL ADMINISTRATOR

Mr. Fairbanks moved that the Board approve the Payroll Authorization and appoint Julie Belliveau as Personnel/Payroll Administrator. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION – TREASURER/COLLECTOR CLERK

Mr. Walker explained that the Treasurer/Collector is requesting a temporary pay increase for a Treasurer/Collector Clerk who has assumed the duties of Payroll Administrator since the end of September.

Mr. Fairbanks moved that the Board approve the Payroll Authorization for the Treasurer/Collector Clerk in the amount of \$19.29 per hour retro-active to September 23 through November 14, 2013. The motion was seconded and passed unanimously.

APPOINTMENT – EMERGENCY HOME HEATING ASSISTANCE COMMITTEE

Mr. Fairbanks moved that the Board appoint Jen Shenk to the Emergency Home Heating Assistance Committee. The motion was seconded and passed unanimously.

CONTRACT AMENDMENT – IDEAL FIRE PROTECTION

Mr. Fairbanks moved that the Board approve a contract amendment for a not-to-exceed amount of \$5,200. This amendment is necessary to replace an additional section of piping

~ ~

that was not included in the original scope of work for the repair of the fire station dry sprinkler system. The motion was seconded and passed unanimously.

MONTACHUSETT PUBLIC HEALTH NETWORK INTERMUNICIPAL AGREEMENT

Board of Health Agent Wibby Swedberg was on hand to request the Board sign the Montachusett Public Health Network Inter-municipal Agreement. She explained that this agreement included eleven other communities. This would allow Westminster BOH to share resources such as public health nurses, educational information, water testing, expensive equipment, community health connections, and grant funding.

Mrs. Swedberg explained that the initial fee to join is \$300 which will be paid from the Board of Health budget.

Mrs. Murphy explained that Town Counsel has reviewed the municipal agreement and are okay with it.

Mr. Fairbanks moved that the Board approve and sign the Inter-Municipal Agreement. The motion was seconded and passed unanimously.

APPROVE SPECIAL TOWN MEETING WARRANT

The Board reviewed the Special Town Meeting articles and decided to eliminate Articles #5, 10, and 11. They also agreed to change the language in Article #9.

Mr. Fairbanks moved that the Board approve the Special Town Meeting articles with amendments. The motion was seconded and passed unanimously.

EMERGENCY HOME HEATING ASSISTANCE PROGRAM

Mr. Fairbanks moved that the Board authorize the use of the interest in the Fred Smith Poor Fund in an amount up to \$4,600 to be used for the Emergency Home Heating Assistance Program. The motion was seconded and passed unanimously.

PIERCE ROAD RIGHT OF FIRST REFUSAL

Mrs. Murphy explained that the Board voted in April, 2013 to waive the Town’s first refusal option to purchase property located at 21 Pierce Road. The option has been resubmitted because the purchase and sale agreement has been revised to reflect a lower sales price.

Mr. Fairbanks moved that the Board not exercise the right of first refusal. The motion was seconded and passed unanimously.

~ ~

6:57 P.M. EXECUTIVE SESSION

Mr. Walker moved that the Board enter into executive session to discuss strategy with respect to collective bargaining; further that the Chair declares that an open meeting may have a detrimental effect on the bargaining and litigating positions of the body; and that the Board adjourn directly from executive session. The motion was seconded and passed unanimously on a roll call vote.

ADJOURNMENT

The Board adjourned from executive session at 7:45 p.m.

Respectfully submitted,

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