Present: Laila J. Michaud, Joseph E. Flanagan, Wayne R. Walker

CALL TO ORDER

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

APPROVAL OF MINUTES/WARRANTS

Mr. Walker moved that the Board approve the regular session minutes of May 9, May 17 and May 21, 2011 as printed. Mr. Flanagan seconded the motion. The motion passed unanimously.

Board members reviewed and approved the following warrants:

May 23, 2011	Accounts Payable #72	\$ 123,187.66
-	Payroll #71	\$ 215,955.63

PAYROLL AUTHORIZATIONS

Mr. Walker moved that the Board approve step increases for two part time Police Officers, hiring of a COA shared replacement position and hiring of a replacement for a Cemetery Laborer position. Mr. Flanagan seconded the motion. The motion passed unanimously.

HISTORICAL COMMISSION APPOINTMENT

Mr. Walker moved that the Board appoint William Waight to the Historical Commission. Mr. Flanagan seconded the motion. The motion passed unanimously.

CROCKER POND RULES AND REGULATIONS (CONTINUED)

Ms. Michaud stated that no action would be taken until the Conservation Commission has their hearing in a few weeks.

Ms. Michaud said after Board toured the Crocker Pond area she feel it is really a jewel in the rough and a very significant natural resource.

REAPPOINTMENT – MOC REPRESENTATIVE

Mr. Flanagan moved that the Board reappoint Louise Janhunen as the Westminster-Ashburnham representative to the Montachusett Opportunity Council. Mr. Walker seconded the motion. The motion passed unanimously. ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

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PERMIT – NEIGHBORS HELPING NEIGHBORS

Mr. Walker moved that the Board approve the request from Neighbors Helping Neighbors to use the Town Common for their annual Town Benefit on Sunday, August 14, 2011 subject to the required Certificate of Insurance. Mr. Flanagan seconded the motion. The motion passed unanimously.

POLICY REVISION – SICK LEAVE BANK COMMITTEE

Mr. Walker moved that the Board approve the proposed policy revision for the Sick Leave Bank Committee to include a member of the Board of Selectmen, but not specifically the Chairman as part of the Sick Leave Bank Committee. Mr. Flanagan seconded the motion. The motion passed unanimously.

YEAR-END EXPENDITURE MEMO

Mr. Flanagan moved that the Board approve the following memo to be distributed to all Departments, Boards, and Committees:

The Board of Selectmen has issued the following directive regarding year-end spending. Effective immediately and through June 30, department heads are required to obtain written approval from the Town Administrator prior to incurring expenses in excess of \$500. This directive does not apply to the following expenditures:

► Salaries

- ► Properly procured contractual obligations
- Expenses arising from provisions of collective bargaining/employment agreements
- ► Regular months recurring expenses, such as:
 - •Building utilities
 - •Routine motor vehicle maintenance
 - •Motor vehicle fuel
- Expenditures from existing special articles

CONTRACT – YOUNG REFRIGERATION AND COOLING, LLC

Mr. Walker moved that the Board approve a contract with Young Refrigeration and Cooling, LLC in the amount of \$3,866.50 to supply and install a 24,000 BTU Air Conditioning unit in the server room located at the Public Safety Building. Mr. Flanagan seconded the motion. The motion passed unanimously.

CONTRACTOR AUTHORIZATION SIGNATURE

Mr. Flanagan moved that the Board authorize Ms. Michaud to sign the Commonwealth of Massachusetts Contractor Authorized Signatory listing Chief Brent MacAloney as an

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authorized signatory name. Mr. Walker seconded the motion. The motion passed unanimously.

7:25 PM RECESS

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Mr. Flanagan moved that the Board recess until the Town Planner becomes available. Mr. Walker seconded the motion. The motion passed unanimously.

7:31 RECONVENE

TOWN PLANNER – DISCUSS PRIORITIES

Town Planner Stephen Wallace was on hand to meet with the Board to discuss priorities. The Board reviewed a list of items ranging from the proposed layover station, wireless communications overlay District, IDC reactivation, and several more items.

Mr. Walker stated he would like to ask for input from other Departments prior to sitting down with the Town Planner to go over the Board's list of priorities.

7:57 PM EXECUTIVE SESSION

Ms. Michaud moved that the Board enter into executive session to conduct a strategy session in preparation for contract negotiations with nonunion personnel; 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 9 p.m.

Respectfully submitted,

Wayne R. Walker, Clerk (Prepared by B. Kazan)