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

Mr. Flanagan moved that the Board approve the regular session minutes of November 8, 2010, as printed. Ms. Michaud seconded the motion. The motion passed unanimously.

Board members reviewed and approved the following warrants:

November 12, 2010	Deduction #27D	\$140,412.53
	Accounts Payable #30	\$212,641.94

# TREE LIGHTING

PTO Chairman Heather Leger was on hand to request approval to use the Town Common for the annual tree lighting ceremony to be held on Sunday, December 5, 2010, at 4 p.m. She explained that Mr. Bud Taylor has offered to cover the electrical cost related to the event. She requested the Board assist her in finding someone to put up and take down the lights on the tree. Mr. Flanagan offered to speak with DPW Director Joshua Hall for a recommendation and also make a call to the company on behalf of the PTO.

The Board agreed to approve the request for the PTO to use the Town Common for their tree lighting ceremony.

### APPROVE SPECIAL TOWN MEETING WARRANT

Mr. Flanagan moved that the Board approve the Special Town Meeting Warrant for November 30, 2010. Mrs. Michaud seconded the motion. The motion passed unanimously.

# **REVISED BOARD/COMMITTEE HANDBOOK**

The Board agreed to postpone the review of the revised Board/Committee Handbook until their next meeting. In the meantime, all Board Members will pass their recommendations on to Mrs. Murphy to include in next week's packets.

ROSELLI, CLARK & ASSOCIATES CPA

Mr. Flanagan moved that the Board approve Mr. Fairbanks to sign a letter of understanding with Roselli, Clark & Associates to conduct operational reviews of the Town Clerk's Office and the Police Department, in conjunction with the Town's annual audit. Ms. Michaud seconded the motion. The motion passed unanimously.

#### TREE WARDEN

Mrs. Murphy stated that a concerned resident contacted her regarding a tree in his yard. Mr. Fairbanks suggested that the Board appoint one of the Selectmen to be the interim Tree Warden. Mr. Flanagan offered to accept the position. The Board agreed to appoint Mr. Flanagan as Tree Warden subject to approval by Town Counsel with a term expiring on April 26, 2011.

### 7:26 P.M. EXECUTIVE SESSION

Mr. Fairbanks moved that the Board enter into executive session to discuss the deployment of security personnel or devices or strategies with respect thereto, and to adjourn directly from executive session. Ms. Michaud seconded the motion. The motion passed unanimously on a roll call vote.

### ADJOURNMENT

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

Respectfully submitted,

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