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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 22, 2010	Payroll #29	\$150,046.73
	Accounts Payable #31	\$ 86,116.70

PAYROLL CHANGE REQUEST

Ms. Michaud moved that the Board approve two payroll requests for replacements of a full time Police Dispatcher and a part time Assistant Town Accountant. Mr. Flanagan seconded the motion. The motion passed unanimously.

REVISED BOARD/COMMITTEE HANDBOOK

The Board agreed to pass over the review of the revised Board/Committee Handbook until their next meeting on December 6, 2010 meeting.

AMBULANCE RECEIVABLES WRITE-OFF POLICY

Ms. Michaud moved that the Board approve the Ambulance Receivables Write –off Policy as recommended in the auditor’s operational review of the Ambulance Service. Ms. Flanagan seconded the motion. The motion passed unanimously.

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APPROVE 2011 SENIOR TAX WORK-OFF PROGRAM

Mrs. Murphy explained that the only change in the program was the HUD income guidelines.

Ms. Michaud moved that the Board approve the 2011 Senior Tax Work-Off Program and set a maximum participation of \$25,000. Mr. Flanagan seconded the motion. The motion passed unanimously.

CDBG PUBLIC HEARING (CONTINUED)

Ann Carabba of MRPC was on hand to review the CDBG FY11 grant application for housing rehabilitation and the senior center design. She reported that 48 families have applied for the Housing Rehabilitation.

Mr. Fairbanks moved that the Board appoint Ms. Michaud as the Environmental Review Officer and authorize her to sign the environmental review record and statutory record. Mr. Flanagan seconded the motion. The motion passed unanimously.

Mr. Fairbanks moved that the Board approve and sign the Program Income Certification. Mr. Flanagan 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. Flanagan moved that the Board approve and sign the Displacement of Non-CDBG Funds. Ms. Michaud seconded the motion. The motion passed unanimously.

Ms. Carabba requested that the Board solicit letters of support from the community. Mr. Fairbanks suggested that Mrs. Murphy type up a letter of support and have copies available at the Special Town Meeting on November 30, 2010.

Ms. Michaud moved that the Board approve the Westminster Community Development Strategy as written. Mr. Flanagan seconded the motion. The motion passed unanimously.

The Board also agreed to meet again with the MRPC on November 29, 2010 and possibly December 6, 2010 if needed.

