

Members Present: Wayne R. Walker, Heather M. Billings, James A. DeLisle

Others Present: Karen Murphy, Stephanie Lahtinen, Keith Harding, Tom Maeder, George Kincannon, Doneen Durling, Gardner News; Gary Mazzola, Superintendent of AWRSD; Julie Surprenant, Dir. of Finance AWRSD; Phil Silverman, Counsel for MPF

CALL TO ORDER

W. Walker called the meeting to order at 6:00 p.m. in room 205 of the Town Hall. He announced that the meeting was being recorded by Ashburnham/Westminster Community Access TV and the Gardner News.

ANNOUNCEMENTS

W. Walker announced that there will be a Special Town Meeting held on Tuesday November 29th at 7:30pm at the Westminster Elementary School.

APPROVALS

WARRANTS

H. Billings made a motion to approve the following warrant.

November 10, 2016	Accounts Payable 17-19A	\$143,864.09
November 17, 2016	Accounts Payable 17-20A	\$1,343,630.15
November 17, 2016	Payroll 17-20B	\$200,547.48
November 16, 2016	Deduction 17-20C	\$177,661.99

The motion was seconded and passed unanimously.

MINUTES OF NOVEMBER 7, 2016

J. DeLisle made a motion to approve the meeting minutes of November 7, 2016. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION - DISPATCH

H. Billings made a motion to appoint Max Rameau as per diem Dispatcher. The motion was seconded and passed unanimously.

APPOINTMENT OF ASSISTANT VETERAN'S SERVICES OFFICER

H. Billings made a motion to appoint George Kincannon as Assistant Veterans' Services Officer. The motion was seconded and passed unanimously.

NOTICE OF AWARD – SENIOR CENTER PORTICO

W. Walker indicated the Senior Center Building Committee received three bids for their portico project, the lowest bidder was Elite Construction Design, Inc. of Fitchburg for \$74,856.

H. Billings made a motion to award the contract to Elite Construction Design, Inc. contingent on the availability of funding. The motion was seconded and passed unanimously.

HEARINGS/OTHER SCHEDULED MATTERS

SCHOOL DEPARTMENT – DISCUSS FY2018 BUDGET

Superintendent Mazzola and Julie Surprenant, Director of Finance discussed the upcoming budget year with the Board.

Dr. Mazzola agreed to hold a meeting with the Chairs of the Ashburnham and Westminster Boards of Selectmen, Advisory Boards and Town Administrators in order to maintain open communication between the towns and school district regarding their budget.

ONGOING BUSINESS/MISCELLANEOUS

HOST COMMUNITY AGREEMENT WITH MASS PATIENT FOUNDATION

The Board discussed the Host Community Agreement for a proposed medical marijuana cultivation facility at 99 Development Rd, Fitchburg, with Phil Silverman, counsel for the Mass Patient Foundation.

The Board discussed several changes that needed to be made to the agreement, such as wording and clarifying references to the Town of Westminster and Board of Selectmen. The Board also indicated that the payment scheme for Westminster should begin at the same time as Fitchburg's and that the amount received by the town should be 15% of the total amount being paid to Fitchburg.

Mr. Silverman indicated that these changes should not be a problem, and he will discuss them with his client and update the agreement as requested.

NEW BUSINESS

APPROVE SPECIAL TOWN MEETING WARRANT

The Board reviewed and assigned motions for the Special Town Meeting being held on November 29, 2016.

EXECUTIVE SESSION

There was no executive session at this meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:05 p.m.

James A. DeLisle, Clerk

(Prepared by S. Lahtinen)