

**Members Present:** Wayne R. Walker, Heather M. Billings

**Members Absent:** James A. DeLisle

**Others Present:** Karen Murphy, Stephanie Lahtinen, Keith Harding, Joe Flanagan, Jon Wyman, Robin Holm, Eino Jarvenpaa, Resident; 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 Evan Weinreb has reached the rank of Eagle Scout for his completion of a walkway to the Veterans' of Foreign Wars memorial on Main Street.

### **APPROVALS**

#### WARRANTS

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

December 1, 2016	Accounts Payable 17-22A	\$63,630.15
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The motion was seconded and passed unanimously.

#### MINUTES OF NOVEMBER 21, 2016

H. Billings made a motion to approve the meeting minutes of November 21, 2016. The motion was seconded and passed unanimously.

#### PAYROLL AUTHORIZATION – ZBA CLERK

H. Billings made a motion to appoint Elizabeth Irvine as the ZBA Clerk effective January 19, 2017. The motion was seconded and passed unanimously.

#### APPOINTMENT – CAPITAL PLANNING COMMITTEE

H. Billings made a motion to appoint John Fairbanks to the Capital Planning Committee. The motion was seconded and passed unanimously.

### **HEARINGS/OTHER SCHEDULED MATTERS**

#### TAX CLASSIFICATION HEARING

Robin Holm indicated that the Board of Assessors recommends that the Board of Selectmen adopt a residential factor of one (1).

W. Walker made a motion to accept a residential factor of one (1), which will result in all classes (residential, commercial, industrial, and personal property) being taxed at the same rate in FY2017. The motion was seconded and passed unanimously.

#### NOTICE OF INTENT TO CONVERT LAND

Eino Jarvenpaa has notified the Town of his intent to convert approximately 13.16 acres of land off South Ashburnham Road from agricultural/horticultural use for purposes of using the land for a solar array. After requesting input from departments, there has been no indication of any compelling public purpose for the use of this property.

W. Walker made a motion for the Town not to exercise its Right of First Refusal to purchase the property, and to allow for the installation of a solar array by Mr. Jarvenpaa. The motion was seconded and passed unanimously.

## **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.

Mr. Silverman indicated that all of the requests made by the town have been incorporated into the contract, regarding the use of the buildings located in Westminster.

W. Walker made a motion to issue the letter of non-opposition to the Massachusetts Patient Foundation. The motion was seconded and passed unanimously.

W. Walker made a motion to execute the Host Community Agreement with the Massachusetts Patient Foundation. The motion was seconded and passed unanimously.

### 2017 SENIOR TAX WORK OFF PROGRAM

K. Murphy indicated that she had updated the Senior Tax Work Off Program information to reflect the new income guidelines for Westminster for this year.

H. Billings made a motion to adopt the 2017 Senior Tax Work Off Program guidelines. The motion was seconded and passed unanimously.

## **NEW BUSINESS**

### FEMA GRANT

K. Murphy indicated that the town was in receipt of correspondence from the Federal Emergency Management Agency (FEMA) regarding the closeout of a grant the Town received in 2010.

H. Billings made a motion to authorize Karen Murphy to execute the closeout agreement with FEMA for the final reimbursement of this grant. The motion was seconded and passed unanimously.

### PLANNING BOARD MINUTES CLERK – REQUEST

K. Murphy indicated that the Planning Board has requested permission for the creation of a new part time position of Planning Board Minutes Clerk, to attend and take minutes of their bi-monthly meetings. Per the Selectmen's policy, the Board needs to refer this request for a new position to the Personnel Board.

H. Billings made a motion to refer this request for a new position to the Personnel Board. The motion was seconded and passed unanimously.

### 2017 SELECTMEN MEETING SCHEDULE

This item will be taken up at the next meeting.

## **EXECUTIVE SESSION**

There was no executive session at this meeting.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:27 p.m.

James A. DeLisle, Clerk  
(Prepared by S. Lahtinen)