

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

### **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.

### **ANNOUNCEMENTS**

W. Walker announced that the Fire Department is issuing Open Air Burning Permits via an online program. There is a link on the town's website front page to sign up for the Burn Permits. Permit activation can be done directly through the website as well.

### **APPROVALS**

#### WARRANTS

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

January 6, 2017	Accounts Payable 17-27A	\$725,735.63
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The motion was seconded and passed unanimously.

#### MINUTES OF DECEMBER 19, 2016

J. DeLisle made a motion to approve the meeting minutes of December 19, 2016. The motion was seconded and passed unanimously.

#### APPOINTMENT – CAPITAL PLANNING COMMITTEE

H. Billings made a motion to appoint Lisa Rocheleau as the Advisory Board representative to the Capital Planning Committee. The motion was seconded and passed unanimously.

#### CONTRACT – SENIOR CENTER PORTICO

H. Billings made a motion to execute the contract with Elite Construction and Design, Inc. for the construction of a portico at the Community Senior Center in the amount of \$74,856. The motion was seconded and passed unanimously.

#### OLD TOWN HALL RFP COMMITTEE

W. Walker indicated that the Town Planner has recommended a committee comprised of five people consisting of one member from the following boards; Planning Board, Historical Commission, Board of Selectmen, Economic Development Committee and one Citizen at Large.

H. Billings made a motion to appoint a committee to prepare an RFP for the sale of the Old Town Hall, comprising of the members listed above. The motion was seconded and passed unanimously.

### **EXECUTIVE SESSION**

W. Walker moved that the board enter into Executive Session at 6:08 p.m. to discuss contract negotiations with non-union personnel. H. Billings seconded the motion. Mr. Walker indicated that the meeting would adjourn directly following Executive Session. The motion was passed unanimously on a roll call vote.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:40 p.m.

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