

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

Members Absent: John F. Fairbanks

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

APPROVALS

MINUTES

H. Billings made a motion to approve the minutes of January 25, 2016. The motion was seconded and passed unanimously.

WARRANTS

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

January 25, 2016	Accounts Payable 16-30A	\$139,767.29
January 26, 2016	Payroll 16-30B	\$187,897.11
January 27, 2016	Deduction 16-30C	\$167,343.19
February 1, 2016	Accounts Payable 16-31A	\$128,745.63

The motion was seconded and passed unanimously.

SOLAR TAX AGREEMENT – THEODORE DRIVE

W. Walker indicated that this solar tax agreement has been reviewed by Town Counsel as well as the Board of Assessors. This agreement was authorized at the May 2, 2015 Annual Town Meeting.

H. Billings made a motion to approve this agreement in accordance with the provisions contained within the contract. The motion was seconded and passed unanimously.

2016 FARMER'S MARKET RULES AND REGULATIONS

W. Walker indicated that the Agricultural Commission had provided updates to the Farmer's Market Rules and Regulations for 2016.

H. Billings made a motion to accept the changes as presented. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS

W. Walker made a motion to approve the hiring of Cecelia Pounder, as full time Assistant Town Accountant. The motion was seconded and passed unanimously.

HEARINGS/OTHER SCHEDULED MATTERS

AGRICOLA CORPORATION

Steve Wallace indicated that the representatives from Agricola were unable to attend this evening's meeting due to the weather. The consultants will attend a future Selectmen's meeting.

Mr. Wallace stated that Agricola was asking for some clarification on one of the options, regarding the Town rehabilitating the Old Town Hall and then selling it for office space. It was their recommendation that this option be removed from the list as it would not be financially beneficial to the Town.

W. Walker indicated that the Board will take this issue up at its next meeting when all members are present.

DLTA GRANT APPLICATION

S. Wallace stated the he is seeking authorization to apply for a District Local Technical Assistance (DLTA) grant through MRPC to complete a study related to the development of Senior Housing behind the Community Senior Center.

Mr. Wallace indicated that in this application he is requesting the following:

- Estimate of number of apartments that could be built in the space available,
- Documentation of regional need for this type of housing through market research,
- Estimate the infrastructure impact of senior housing,
- Prepare a series of next steps for the Town to use in the RFP process.

H. Billings made a motion to authorize the Town Planner to apply for and the Chair to sign the DLTA Grant Application. The motion was seconded and passed unanimously.

ONGOING BUSINESS

REVISED CLASSIFICATION PLAN

W. Walker indicated that the Personnel Board reviewed the Classification Plan and is recommending moving the position of Library Director from Grade 5 to Grade 6 and moving the position of Administrative Assessor from Grade 3 to Grade 4.

H. Billings made a motion to approve the reclassifications recommended by the Personnel Board regarding the Administrative Assessor and Library Director positions. The motion was seconded and passed unanimously.

EXECUTIVE SESSION

W. Walker moved that the board enter Executive Session at 6:25 p.m. to discuss pending litigation and that the chairman declare that an open meeting may have a detrimental effect on the town's litigating position. 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 directly from Executive Session at 6:41 p.m.

Heather M. Billings

Clerk *(Prepared by S. Lahtinen)*