

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

Others Present: Karen, Murphy, Stephanie Lahtinen, Doug Hurley, Steve Wallace, Jon Wyman, Ross Barber, Paul Aldrich, Atty. Adam Costa

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.

APPROVALS

WARRANTS

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

January 19, 2017	Accounts Payable 17-29A	\$43,909.63
January 26, 2017	Payroll 17-30B	\$195,397.52
January 25, 2017	Deduction 17-30C	\$173,191.14

The motion was seconded and passed unanimously.

MINUTES OF JANUARY 23, 2017

H. Billings made a motion to approve the meeting minutes of January 23, 2017. The motion was seconded and passed unanimously.

NET METERING AGREEMENT – KEARSARGE

Doug Hurley was present on behalf of the Energy Advisory Committee. He indicated that signing this contract with Kearsarge will save the town approximately \$20,000 annually in its electrical costs. This agreement will be for a term of 20 years, offsetting a total of 600,000 kWh/year through the agreement.

H. Billings made a motion to execute the net metering agreement with Kearsarge Solar, LLC for a term of 20 years, as authorized at the September 29, 2015 Special Town Meeting. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS - POLICE

H. Billings made a motion to hire Colin Banahan, as full time dispatcher/part time police officer, replacing Andrew Loescher who was appointed as a full time police officer. The motion was seconded and passed unanimously.

H. Billings made a motion to hire Timothy Pare, as a per diem dispatcher. The motion was seconded and passed unanimously.

H. Billings made a motion to change the pay rates of the following dispatchers, as this position has been reclassified from Grade 2, to Grade 3 per the recommendation of the Personnel Board; Kimberly Bonk, David LeBlanc, Nicholas Aveni, Max Rameau, Kelly Young. The motion was seconded and passed unanimously.

SENIOR CENTER PORTICO – CHANGE ORDER

H. Billings made a motion to approve the change order for the portico installation at the Senior Center, in the amount of \$9,042. The motion was seconded and passed unanimously.

HEARINGS/OTHER SCHEDULED MATTERS

BARNSTEAD PLACE – CH. 40B LOCAL INITIATIVE PROGRAM (LIP)

Paul Aldrich and Attorney Adam Costa were present at this evening's meeting to discuss the potential 40B project to take place on Adams Street. They are proposing the use of a "friendly" 40B, or LIP, for the development of this property; this requires obtaining the approval of the Board of Selectmen prior to applying to the State and taking the project to the Zoning Board of Appeals.

Atty. Costa and Mr. Aldrich indicated that this housing development will consist of sixteen three bedroom townhouses, twelve will be priced at market rate and four will be affordable housing based on the guidelines from DHCD.

The Board and Mr. Aldrich discussed the development further and concluded that more input from other town department heads would be required prior to the Selectmen considering supporting the project.

TOWN PLANNER

Town Planner 2017 Work Program

Steve Wallace discussed his 2017 Work Program with the Board; the list contained sixteen key items including work on the Zoning Bylaws, managing the RFP process for the Old Town Hall, continued work with the Regional Planning Agency, among others.

Senior Housing Site Plans

Steve Wallace indicated that he has obtained a quote from Whitman and Bingham for \$8,520 to provide a survey and plans for splitting the lot at the Senior Center, accepting the road as a town road, and development of a conceptual plan for the senior housing project to take place on the land behind the Senior Center. Mr. Wallace would like permission from the Board to use the funding appropriated in Article 20 of the 5/7/16 Annual Town Meeting.

H. Billings made a motion to authorize the Town Planner to utilize the funds from Article 20 for this work. The motion was seconded and passed unanimously.

DLTA Grant Application

H. Billings made a motion to authorize the Town Planner to apply for District Local Technical Assistance (DLTA) funding to assist in updating the town's Housing Production Plan. The motion was seconded and passed unanimously.

ONGOING BUSINESS/MISCELLANEOUS

APPOINT OLD TOWN HALL RFP COMMITTEE

H. Billings made a motion to appoint the following members to the Old Town Hall RFP Committee:

Heather Billings, BOS Rep

Linda Wiest, Planning Board Rep

Ralph LeBlanc, Economic Development Committee Rep

Carol Bramante, Historical Commission Rep

The motion was seconded and passed unanimously.

The Board also noted that there is a vacancy on this Committee for a Citizen-at-Large.

REVISE BUILDING PERMIT AND ELECTRICAL PERMIT FEE SCHEDULES (SOLAR)

This item was deferred and will be taken up by the Board at a future meeting.

PERSONNEL POLICIES (SECOND REVIEW)

W. Walker indicated that the Personnel Board, Town Counsel and the Department Heads have all reviewed and updated the following policies: Harassment, Fraud Prevention, CORI, Parental Leave, Travel and Mileage Reimbursement, and Technology, Internet and Electronic Mail Usage.

H. Billings made a motion to adopt the six Personnel Policies as recommended by the Personnel Board. The motion was seconded and passed unanimously.

EXECUTIVE SESSION

There was no executive session at this meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:18 p.m.

James DeLisle, Clerk

(Prepared by S. Lahtinen)