

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

Others Present: Karen Murphy, Stephanie Lahtinen, Steve Wallace; Tiffany Davis and Lori Leclair, S.O.C.S.; Doneen Durling, Gardner News

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.

APPROVALS

WARRANTS

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

March 16, 2017 Accounts Payable 17-37A \$45,848.42

The motion was seconded and passed unanimously.

MINUTES OF FEBRUARY 27, 2017

J. DeLisle made a motion to approve the meeting minutes of February 27, 2017. The motion was seconded and passed with W. Walker abstaining.

APPOINTMENT - COUNCIL ON AGING

H. Billings made a motion to appoint Rebecca Iannacone to the Council on Aging for a three year term. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION – HIGHWAY TRUCK DRIVER/LABORER

H. Billings made a motion to hire Eric Levanti as Truck Driver/Laborer filling a vacancy. The motion was seconded and passed unanimously.

FIRE CHIEF CONTRACT RENEWAL

H. Billings made a motion to approve the contract with Fire Chief Kevin Nivala, extending from July 1, 2017-June 30, 2020. The motion was seconded and passed unanimously.

POLICE LIEUTENANT CONTRACT RENEWAL

H. Billings made a motion to approve the contract with Police Lieutenant Michael McDonald, extending from July 1, 2017-June 30, 2020. The motion was seconded and passed unanimously.

HEARINGS/OTHER SCHEDULED MATTERS

TOWN PLANNER

Site Readiness Program Application

S. Wallace was present to request the Board's approval in applying for a grant to hire a consultant to assess the site deficiencies of the town's industrially zoned land. The parcels he would like to have addressed are the Westminster Business Park, section I-7 (50 acres) and a portion of the Simplex property at the Waterstone Mall (75 acres). The grant application will be for \$10,000.

H. Billings made a motion to authorize execution of a grant application for a site assessment on the properties discussed. The motion was seconded and passed unanimously.

Proposed Zoning Changes

S. Wallace reviewed the following Zoning Amendments, currently under review by the Planning Board:

- Revise the Definitions section (Article II, Section 205.4- Terms Defined) to add a definition for "accessory dwelling unit" and revise the "townhouse apartments" definition.
- Revise Minimum Building Requirements; Subdivision (Section 205-13) to add a new dimensional standard for all newly created lots.
- Create new section to establish setback standards for accessory structures.
- Create a new section to regulate home occupations.
- Move the descriptive language for two uses (conversions of single-family dwellings into multi-family structures, and temporary residential dwellings) out of the Table of Use Regulations (Section 205, Attachment 1) into their own sections within the Zoning Bylaw.
- Revise the Table of Use Regulations (Section 205, Attachment 1).
- Revise the Land Space Requirements. (Section 205, Attachment 2).
- Revise the Accessory Dwelling Bylaw (Section 205-37.1.).

H. Billings made a motion to refer the Zoning Amendments to the Planning Board for public hearing. The motion was seconded and passed unanimously.

SUPPORT OUR CHILDREN AND SCHOOLS (SOCS) PARENT GROUP

Lori Leclair and Tiffany Davis were in attendance as representatives from the SOCS group. They discussed the upcoming House Bill H252 and the benefits it would have for the school district if approved. The group is requesting that the Board write a letter of support for this legislation.

H. Billings made a motion to send a letter from the Board in support of House Bill H252. The motion was seconded and passed unanimously.

The Board members also individually signed petition papers in support of this Bill.

ONGOING BUSINESS/MISCELLANEOUS

FY2018 BUDGET AND ANNUAL TOWN MEETING

The Board briefly discussed the warrant for the May 6, 2017 Annual Town Meeting. W. Walker indicated that they would defer more discussion on the warrant for a meeting to be scheduled for April 3, 2017.

NEW BUSINESS

PROPOSED REVISIONS TO HEALTH INSURANCE REGULATIONS

This item was passed over and will be taken up at a later meeting.

PERSONNEL POLICY REVIEW

The Board discussed the Personnel Policies relating to Domestic Violence and FMLA. It was the consensus of the Board to distribute these revised policies to the Department Heads for their review.

EXECUTIVE SESSION

There was no executive session at this meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:50 p.m.

James DeLisle, Clerk
(Prepared by S. Lahtinen)