

Members Present: John F. Fairbanks, Wayne R. Walker, Heather M. Billings

## **CALL TO ORDER**

J. Fairbanks called the meeting to order at 5:30 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

W. Walker made a motion to approve the minutes of February 8, 2016. The motion was seconded and passed unanimously.

### WARRANTS

W. Walker made a motion to approve the following warrants.

February 8, 2016	Accounts Payable 16-32A	\$13,390.49
February 9, 2016	Payroll 16-32B	\$170,000.60
February 11, 2016	Deduction 16-32C	\$164,895.03
February 15, 2016	Accounts Payable 16-33A	\$259,879.79

The motion was seconded and passed unanimously.

### PRESIDENTIAL PRIMARY WARRANT

W. Walker made a motion to approve the warrant for the Presidential Primary to be held on Tuesday March 1, 2016 at the Westminster Elementary School from 7:00 a.m. to 8:00 p.m. The motion was seconded and passed unanimously.

### PLANNING BOARD DESIGNEE – GOVERNMENT STUDY COMMITTEE

W. Walker made a motion to appoint Jon Wyman, as the Planning Board designee to the Government Study Committee. The motion was seconded and passed unanimously.

### APPOINTMENT OF MOC REPRESENTATIVE

W. Walker made a motion to appoint Michael Buckley as the Ashburnham/Westminster representative on the MOC, Inc. Board of Directors. The motion was seconded and passed unanimously.

### DIVISION OF LOCAL SERVICES REQUEST LETTERS

W. Walker made a motion to submit two request letters to the Division of Local Services; one for a Financial Management Review and one for a Technology Review. The motion was seconded and passed unanimously.

It was noted that if the DLS can only conduct one review, it would be the Board's preference to have the technology review.

### PAYROLL AUTHORIZATIONS

W. Walker made a motion to approve the temporary hiring of Denise MacAloney to assist the Town Clerk during the upcoming election season, for a time not to exceed 40 hours. The motion was seconded and passed unanimously.



## **ONGOING BUSINESS**

### **FY2017 COMPENSATION PLAN**

K. Murphy and W. Walker discussed the updated compensation plan with the members of the Board. The plan reflects a newly adopted classification plan containing 6 grade levels. The compensation ranges shown in the plan are the result of a survey done in surrounding towns for similar positions.

W. Walker further discussed the compensation plan details, and indicated that the Personnel Board has approved this compensation plan as presented.

W. Walker made a motion to approve the FY2017 Compensation Plan as presented. The motion was seconded and passed unanimously.

Chairman J. Fairbanks declared a recess at 5:50 p.m. The Board reconvened at 6:00 p.m.

Walt Haney made an announcement regarding an upcoming event at the library celebrating the men from Westminster who served in World War I. They are seeking assistance in locating family members of those who served from town. The Town Administrator's office has the list of those who served.

## **HEARINGS/OTHER SCHEDULED MATTERS**

### **AGRICOLA CORPORATION - REVIEW**

Steve Wallace was present along with two consultants from the Agricola Corporation, Greg Farmer and Karle Packard to discuss their approach to the Old Town Hall project.

G. Farmer and K. Packard reviewed the list of options with the Board. It was their opinion that the building should not be automatically sold for \$1, as it implies the building has no value; this option should be changed to reflect selling the building for a competitive price, with a deed restriction. Another option discussed was regarding rehabilitation into office space and subsequent sale of the building. The consultants indicated that this will not be cost effective to the town, as potential buyers would not be subject to pay prevailing wages and also buyers would most likely want to design their own renovation and should be removed from this list.

The Board unanimously agreed to remove the office rehabilitation option based on the consultant's recommendation.

The Board discussed the plan further; Walter Haney was present at this meeting. He questioned how and why the consultants were hired to do this report, when the town already has a report on the Old Town Hall from the Old Town Hall Reuse Committee, of which he was the chairman.

S. Wallace indicated that the consultants had been hired to assign a monetary value to each option in order to educate the townspeople about the options available as well as how much each will cost.

### **FY2017 BUDGET/WARRANT REVIEW**

W. Walker made a motion to close the warrant for the Annual Town Meeting on Monday February 29, 2016. The motion was seconded and passed unanimously.

H. Billings read the articles for the May 7, 2016 Annual Town Meeting. The Board discussed some of the articles, and also indicated they would like to have a joint meeting with the Advisory Board to discuss several department budgets.



**EXECUTIVE SESSION**

W. Walker moved that the board enter Executive Session at 6:48 p.m. to discuss nonunion contract negotiation and that the chairman declares that an open meeting may have a detrimental effect on the town's bargaining 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 7:00 p.m.

Heather M. Billings

Clerk *(Prepared by S. Lahtinen)*