

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

**Others Present:** Karen Murphy, Stephanie Lahtinen, Steve Wallace, Atty. Patrick Bunnal, Atty. James Donovan

### **CALL TO ORDER**

H. Billings called the meeting to order at 6:00 p.m. in room 205 of the Town Hall. She announced that the meeting was being recorded by Ashburnham/Westminster Community Access TV.

### **ANNOUNCEMENTS**

H. Billings stated that there are currently two vacancies on town boards; the Zoning Board of Appeals and the Planning Board. Anyone interested in filling either of these positions should contact Karen Murphy.

### **APPROVALS**

#### WARRANTS

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

5/25/17	Accounts Payable 17-47A	\$670,185.15
6/1/17	Accounts Payable 17-48A	\$80,869.38
6/1/17	Payroll 17-48B	\$213,424.38
5/31/17	Deduction 17-48C	\$185,418.58
6/8/17	Accounts Payable 17-49A	\$185,418.58

The motion was seconded and passed unanimously.

#### MINUTES OF JUNE 12, 2017

W. Walker made a motion to approve the minutes of June 12, 2017. The motion was seconded and passed unanimously.

#### PAYROLL AUTHORIZATIONS – PARKS AND RECREATION

W. Walker made a motion to approve the hiring of the following part time, seasonal employees: Leah Pelky, Erica Ulrich, Hannah Everidge, Caroline Albert, Connor O'Brien, Angela Albert, and Samuel Quaye. The motion was seconded and passed unanimously.

#### PAYROLL AUTHORIZATION – CEMETERY

W. Walker made a motion to hire Dylan Mei as Cemetery Laborer, filling a vacancy. The motion was seconded and passed unanimously.

#### PAYROLL AUTHORIZATION – LOCAL INSPECTOR (PART TIME)

W. Walker made a motion to hire George Tignor as part time Local Inspector, filling a vacancy. The motion was seconded and passed unanimously.

#### PAYROLL AUTHORIZATION – BUILDING INSPECTORS

W. Walker made a motion to approve a pay increase based on the reclassifications for the following: Loring Barrett, Tom Wiinikainen, Harry Parviainen, and Richard Cannavino. The motion was seconded and passed unanimously.

#### PAYROLL AUTHORIZATION – ZBA RECORDING SECRETARY

W. Walker made a motion to approve the hiring of Joseph Benavidez as the part time ZBA Recording Secretary. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION – PLANNING BOARD RECORDING SECRETARY

W. Walker made a motion to approve the hiring of Andrea Mastrotoro as the part time Planning Board Recording Secretary. The motion was seconded and passed unanimously.

MASSDEVELOPMENT SITE READINESS GRANT PROGRAM AGREEMENT

W. Walker made a motion to authorize the chair to accept a grant of \$50,000 under the Site Readiness Grant Program, for the industrial properties located at the Westminster Business Park and Simplex Drive. The motion was seconded and passed unanimously.

DISTRICT LOCAL TECHNICAL ASSISTANCE AGREEMENT (DLTA)

W. Walker made a motion to authorize the chair to sign the contract with MRPC for the DLTA program to update the Town's Housing Production Plan, for a total amount of \$5000. The motion was seconded and passed unanimously.

FIRE TRUCK BAN RENEWAL

Melody Smith was present to request the approval of a Bond Anticipation Note in the amount of \$110,000 for a Fire Truck.

W. Walker made a motion to execute the Bond Anticipation Note Renewal, in the amount of \$110,000 for a term of one year (7/7/2017-7/6/2018) with UniBank at an interest rate of 1.25%. The motion was seconded and passed unanimously.

**HEARINGS AND OTHER SCHEDULED MATTERS**

EXIT CONFERENCE – FY2016 AUDIT

Tony Roselli from Roselli, Clark and Associates reviewed the FY2016 Audit Report with the Board. He indicated that the town has AA+ bond rating which is nearly the highest possible municipal bond rating. The town is in very good standing financially and continues to comply with all suggestions made by the auditors to improve its position.

RIGHT OF FIRST REFUSAL – MINOTT ROAD/SOUTH STREET

The Board is in receipt of a Notice of Intent to Sell and a Purchase and Sale Agreement for 13 acres of land owned by Peggy Becker at 1 Minott Rd. and South Street. This property is currently classified under MGL Chapter 61A for agricultural and horticultural use; Ms. Becker intends to sell the property for residential development. Our land use boards and departments, as well as the Fitchburg Water Department were invited to comment on the Town's option to acquire the property. The Parks and Recreation Committee has expressed an interest in this land as a potential location for athletic fields.

Attorneys for both the potential buyer and seller of the land were present at this meeting. The Board indicated that they are unable to make a decision at this time without further discussing the issue with the Parks and Recreation department. This matter will be postponed until the Board's meeting on July 24<sup>th</sup>.

**NEW BUSINESS**

COMMUNITY SENIOR CENTER USE POLICY HANDBOOK

This item will be taken up at the next meeting.

**ONGOING BUSINESS/MISCELLANEOUS**

FY2018 BOARD REAPPOINTMENTS CONTINUED

H. Billings made a motion to reappoint Craig Cole to Parks and Recreation Commission; Louise Garland-Wheelen to the Council on Aging and Carrie Monty to the Conservation Commission for three year terms to expire on June 30, 2020. 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 7:00 p.m.

Wayne R. Walker, Clerk  
*(Prepared by S. Lahtinen)*