

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

**Others Present:** Karen Murphy, Stephanie Lahtinen, Steve Wallace, Melody Smith, Ellen Sheehan, Robert Sampson, Nicholas Langhart, Amy Kuliema; Tom Connell II, Civil War reenactor Alexander Mazin, Trichome Health; Phillip Silverman, Counsel for Trichome Health; Doneen Durling, Gardner News; Amanda Burke, Fitchburg Sentinel and Enterprise

### **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, the Gardner News and Fitchburg Sentinel and Enterprise.

### **ANNOUNCEMENTS**

### **APPROVALS**

#### WARRANTS

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

8/24/2017	18-08A Accounts Payable	\$57,224.42
	18-08B Payroll	\$200,139.45
8/23/2017	18-08C Deduction	\$175,474.14
8/31/2017	18-09A Accounts Payable	\$1,313,136.85
9/7/2017	18-10A Accounts Payable	\$71,267.81
	18-10B Payroll	\$206,966.72
9/6/2017	18-10C Deductions	\$181,481.28
9/14/2017	18-11A Accounts Payable	\$384,103.81
9/21/2017	10-12B Payroll	\$195,059.27
9/20/2017	10-12C Deductions	\$170,303.00

The motion was seconded and passed unanimously.

#### MINUTES OF AUGUST 21, 2017

W. Walker made a motion to approve the minutes of August 21, 2017. The motion was seconded and passed unanimously.

#### BAN RENEWAL FOR SEWER PROJECT

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

W. Walker made a motion to execute the Bond Anticipation Note Renewal, in the amount of \$700,000 for a term to run 9/20/17-4/11/18 with Greenfield Bank at an interest rate of 1.28%. The motion was seconded and passed unanimously.

#### CONTRACT – ENERGY CONSERVATION, INC.

The Energy Advisory Committee submitted a contract with Energy Conservation, Inc. to perform the remaining work from the Green Communities Grant fund, it involves the installation of improved HVAC controls and insulation in several town buildings, in addition to interior storm windows and new boiler pump at the library.

The Board discussed this contract and questioned the advisability of including projects at the Public Safety Building. They requested an update on the Public Safety Building feasibility study, and would postpone this item to the next meeting.

911 GRANT APPLICATIONS

W. Walker made a motion to execute the two 911 Grant applications as presented by the Police Chief; \$10,000 for training and certification/recertification of emergency dispatchers and \$21,129 to defray the cost of salaries for 911 dispatchers. The motion was seconded and passed unanimously.

MRPC REQUEST FOR LETTER OF SUPPORT

W. Walker made a motion to sign the MRPC letter of support for the Affordable Access Regional Coordination Program, and also waive the two meeting policy due to time constraints. The motion was seconded and passed unanimously.

CONTRACT - SOLITUDE LAKE MANAGEMENT

W. Walker made a motion to authorize the chairman to sign a contract with Solitude Lake Management in the amount of \$1500 to conduct a survey of Crocker Pond to determine the extent of the milfoil on the pond. The motion was seconded and passed unanimously.

ACCEPT DONATION FOR CROCKER POND MILFOIL STUDY

W. Walker made a motion to accept a donation of \$375 from Patrick Cronin to help with the cost of the Crocker Pond study. The motion was seconded and passed unanimously.

TOWN PLANNER ATTENDANCE AT CONFERENCE IN RHODE ISLAND

W. Walker made a motion to authorize the Town Planner to attend the American Planning Association Conference on October 26<sup>th</sup> in Rhode Island. The motion was seconded and passed unanimously.

APPOINTMENT/PAYROLL AUTHORIZATION – PER DIEM DISPATCHER

W. Walker made a motion to approve the appointment and payroll authorization for part time/per diem dispatcher. The motion was seconded and passed unanimously.

**HEARINGS/OTHER SCHEDULED MATTERS**

REQUEST TO HOLD CIVIL WAR RE-ENACTMENT ON ACADEMY HILL

Tom Connell II of the 15<sup>th</sup> MA Volunteer Infantry Regiment was present to request the use of the Town Common for a Civil War reenactment to run concurrently with the Cracker Festival. The group would arrive on the Common on Thursday October 19 and conclude on Sunday October 22. This event would include permits from fire department and a Code Red call from the police to the neighbors on Academy Hill alerting them about the event.

The Board discussed the proposal and indicated that they would like to inform the neighbors ahead of time to see if there is any issue with this event.

This item will be continued at the next meeting.

TRICHOME HEALTH – REQUEST FOR LETTER OF SUPPORT OR NON-OPPOSITION TO LOCATE REGISTERED CULTIVATION AND DISPENSARY FOR MEDICAL MARIJUANA AT 25 THEODORE DRIVE (CONT. FROM 8/21/17)

W. Walker made a motion to issue a letter of non-opposition for Trichome Health, to locate a registered cultivation and dispensary for medical marijuana at 25 Theodore Drive. The motion was seconded and passed unanimously.

## **NEW BUSINESS**

### LIBRARY REQUEST FOR NEW PART TIME POSITION

Nick Langhart and Amy Kuliema were present to discuss the need for a new part time position for the library. N. Langhart indicated that there are currently two part time positions, one at 17 hours a week and another at 10 hours, this leaves the library without an assistant staff person for 13 hours weekly.

W. Walker made a motion to refer the request for a new part time library position to the Personnel Board. The motion was seconded passed unanimously.

### PROPOSAL TO ESTABLISH FULL TIME CIS MANAGER POSITION

K. Murphy presented a job description for a full time Computer information Systems Manager position for the Town.

J. DeLisle requested that we find out what other towns are doing for their IT services, if they have only part time staff or outsource the need.

This item will be taken up at the next meeting.

### SET BOARD OF SELECTMEN MEETING SCHEDULE

The Board of Selectmen will meet at 6:00pm on the following dates, in Town Hall unless otherwise specified:

September 25, 2017

October 2, 2017

October 16, 2017

October 30, 2017

November 13, 2017

November 27, 2017

December 18, 2017

January 8, 2018

January 22, 2018

February 5, 2018

## **EXECUTIVE SESSION**

H. Billings moved that the board enter into Executive Session at 6:56 p.m. to consider the purchase, exchange, lease or value of real property and declare that an open meeting may have a detrimental effect on the negotiating position of the public body. W. Walker 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**

The meeting was adjourned directly from Executive Session at 8:00 p.m.

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