

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

**Others Present:** Karen Murphy, Stephanie Lahtinen, Waste Management Representatives: Fred Confalone, Tom Murray and Marty Healey

**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**

**APPROVALS**

WARRANTS

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

11/09/2017	Accounts Payable 18-19A	\$147,295.02
11/16/2017	Payroll 18-20B	\$200,972.56
11/15/2017	Deduction 18-20C	\$175,241.94

The motion was seconded and passed unanimously.

MINUTES OF OCTOBER 30, 2017

The October 30, 2017 minutes will be approved at the next meeting.

**NEW BUSINESS**

BUILDING DEPARTMENT REFUND POLICY

The Board discussed the request from the Building Commissioner to create a refund policy for those permits pulled for projects that are subsequently cancelled. The Board indicated it would take this request under advisement.

CULTURAL COUNCIL GRANT AGREEMENT

W. Walker made a motion to authorize the chair to sign and execute the annual contract with MA Cultural Council. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION - ZBA RECORDING SECRETARY

W. Walker made a motion to hire Peter Martell as the ZBA Recording Secretary, filling a vacancy. The motion was seconded and passed unanimously.

**ONGOING BUSINESS/MISCELLANEOUS**

APPROVE/SIGN NOVEMBER 28 SPECIAL TOWN MEETING WARRANT

The Board reviewed and discussed the warrant articles for the November 28<sup>th</sup> Special Town Meeting.

W. Walker made a motion to approve the Special Town Meeting Warrant. The motion was seconded and passed unanimously.

**EXECUTIVE SESSION**

H. Billings moved that the board enter into Executive Session at 6:22 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 at 6:40 p.m.

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