

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

**Others Present:** Karen Murphy, Stephanie Lahtinen, Keith Harding, Andrew Storm, Ross Barber

### **CALL TO ORDER**

J. DeLisle 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 and broadcast live by Ashburnham/Westminster Community Access TV.

### **APPROVALS**

#### WARRANTS

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

December 12, 2018	Accounts Payable	19-36A	\$1,093,405.92
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The motion was seconded and passed unanimously.

#### MINUTES OF DECEMBER 17, 2018

W. Walker made a motion to approve the minutes of December 17, 2018. The motion was seconded and passed unanimously.

#### 2019 HOLIDAY SCHEDULE

W. Walker made a motion to approve the 2019 holiday schedule for employees. The motion was seconded and passed unanimously.

#### DOG LICENSING SOFTWARE AGREEMENT

W. Walker made a motion to enter into a contract with Fairfield Computer Services, LLC for the licensing of dogs in Westminster. The motion was seconded and passed unanimously.

#### STATE CONTRACT – PLANNING GRANT TO PREPARE LOW IMPACT DEVELOPMENT REGULATIONS

W. Walker made a motion to authorize the chair to sign an agreement to receive \$8,845 in a technical assistance grant through the Executive Office of Energy and Environmental Affairs. The motion was seconded and passed unanimously.

#### CAPITAL PLANNING COMMITTEE APPOINTMENT

W. Walker made a motion to appoint Gary McDonald to the Capital Planning Committee. The motion was seconded and passed unanimously.

#### DPW COMMISSION APPOINTMENT

W. Walker made a motion to appoint Ross Barber to the DPW Commission. The motion was seconded and passed unanimously.

### **ADJOURNMENT**

The meeting was adjourned at 6:05 p.m.

Heather M. Billings, Clerk

*(Prepared by S. Lahtinen)*