

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

**Others Present:** Karen Murphy, Stephanie Lahtinen, Keith Harding, Senator Dean Tran, Representative Kimberly Ferguson, Representative Jon Zlotnik, Mike McDonald, Kyle Butterfield, ML Altobelli, Adam Bean, Ellen Sheehan, David Monty

### **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.

### **ANNOUNCEMENTS/PRESENTATIONS**

Senator Dean Tran, along with Rep. Kim Ferguson and Rep. Jon Zlotnik presented the Board with a \$50,000 check for the Public Safety Building Feasibility Study.

ML Altobelli presented the Board with two Certificates of Recognition, one from Governor Charlie Baker's office and one from the legislature marking the ten-year anniversary of the Westminster Farmers' Market.

### **APPROVALS**

#### WARRANTS

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

January 21, 2019	Accounts Payable 19-30A	\$1,073,374.12
January 24, 2019	Payroll 19-30B	\$198,737.34
January 24, 2019	Deduction 19-30C	\$175,078.48

The motion was seconded and passed unanimously.

#### MINUTES OF JANUARY 7, 2019 AND JANUARY 17, 2019

W. Walker made a motion to approve the minutes of January 7, 2019 and January 17, 2019. The motion was seconded and passed unanimously.

#### FIRE CAPTAIN CONTRACT APPROVAL AND SWEARING IN

W. Walker made a motion to execute the contract for full time Fire Captain with Adam Bean. The motion was seconded and passed unanimously.

Town Clerk Ellen Sheehan performed the swearing in ceremony for Captain Bean.

#### APPOINTMENT OF ALTERNATE BUILDING COMMISSIONER

W. Walker made a motion to appoint George Tignor as Alternate Building Commissioner. The motion was seconded and passed unanimously.

#### CONTRACT WITH AKUITY TECHNOLOGIES

W. Walker made a motion to enter into a contract with Akuity Technologies for hosted email service for \$20,230 as approved in Article 23 at the May 2018 Annual Town Meeting. The motion was seconded and passed unanimously.

MUDDY POND TIMBER MARKING – CONTRACT WITH GREEN NATURAL RESOURCE MANAGEMENT

W. Walker made a motion to enter into a contract with Green Natural Resource Management for \$3950, to prepare a forest cutting plan for forest management at Muddy Pond. The motion was seconded and passed unanimously.

**NEW BUSINESS**

TOWN PLANNER 2019 WORK PROGRAM

Steve Wallace discussed his 2019 Work Program with the Board; the list contained fifteen key items including work with Mass Housing Partnership on affordable housing, assisting the Parks and Recreation board with two projects, work with the Old Town Hall RFP Committee to reach a final recommendation on the Old Town Hall, among others.

AGRICULTURAL COMMISSION REQUEST TO ESTABLISH A PART TIME RECORDING SECRETARY POSITION

W. Walker made a motion to refer the request to the Personnel Board and the Advisory Board for further review. The motion was seconded and passed unanimously.

**EXECUTIVE SESSION**

J. DeLisle moved that the board enter into Executive Session at 6:32 p.m. to discuss strategy with respect to collective bargaining. 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 7:05 p.m.

Heather M. Billings, Clerk

*(Prepared by S. Lahtinen)*