

Members Present: John F. Fairbanks, Wayne R. Walker, Heather M. Billings

## **CALL TO ORDER**

J. Fairbanks 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 by Ashburnham/Westminster Community Access TV.

## **HEARINGS/OTHER SCHEDULED MATTERS**

### TAX CLASSIFICATION HEARING

Robin Holm indicated that the Board of Assessors recommends that the Board of Selectmen adopt a residential factor of one (1).

W. Walker made a motion to accept a residential factor of one (1), which will result in all classes (residential, commercial, industrial, and personal property) being taxed at the same rate. The motion was seconded and passed unanimously.

## **APPROVALS**

### MINUTES

W. Walker made a motion to approve the minutes of November 16, 2015. The motion was seconded and passed unanimously.

### WARRANTS

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

November 18, 2015	Deduction 16-20C	\$155,400.25
November 23, 2015	Accounts Payable 16-21A	\$958,085.82
November 30, 2015	Accounts Payable 16-22A	\$294,575.57
December 1, 2015	Payroll 16-22B	\$164,877.07

The motion was seconded and passed unanimously.

### AMBULANCE CONTRACT

W. Walker made a motion for the Board to sign a contract with Bulldog Fire Apparatus in the amount of \$200,500 to purchase a new ambulance for the Fire Department. The purchase of this equipment was approved at the May 2, 2015 Annual Town Meeting and will be paid for with ambulance receipts. The motion was seconded and passed unanimously.

### ZBA DESIGNATIONS

W. Walker made a motion to appoint Matthew Kotoski as an Associate Member to the ZBA, and to change Robin Brasili from Associate to Member of the ZBA. The motion was seconded and passed unanimously.

## **ONGOING BUSINESS**

### REVIEW STATUS OF DEMOLITION AT 191 SOUTH ASHBURNHAM ROAD

K. Murphy indicated that Christian Dellogono had been notified of the preparation of the bid documents for the town to move forward on this project.

Christian Dellogono updated the Board on his status at this time. He indicated that the hay bales and silt fence have been put into place and he is working on getting confirmation from the four utility companies that there is no service to the property. Once that is completed he will be able to get the demolition permit from the Building Department and move forward on the demolition at the property.

#### COUNCIL ON AGING ASSISTANT POSITION

Sue Fisher was present at this meeting to discuss this position and updated job description.

The Board discussed the job description as it applies to the two part time positions available at the Senior Center.

W. Walker indicated he would like to change the wording under Essential Functions to read, “may be required to work up to two nights per week at the Community Center”.

The Board agreed to make this change and indicated that it would give Sue Fisher more scheduling flexibility with her new employees.

W. Walker made a motion to approve the Council on Aging Assistant job description as amended. The motion was seconded and passed unanimously.

W. Walker moved to classify the position at Grade 5, as recommended by the Personnel Board. The motion was seconded and passed unanimously.

#### **NEW BUSINESS**

##### TOWN PLANNER

- *Senior Housing*

Steve Wallace indicated that since the Community Senior Center is now functional and the sewer improvement project will be moving forward, he would like to pursue the construction of senior housing in the land behind the Community Senior Center.

Mr. Wallace indicated that based on previous information, the space available could accommodate up to 72 housing units. He would like to explore different bid options prior to distributing a Request for Proposals for this project.

The Board expressed their support for this course of action.

- *Master Plan Implementation Committee*

S. Wallace indicated that efforts to recruit members to a Master Plan Implementation Committee were unsuccessful. He would like to have the different boards/committees/departments report on their Master Plan progress directly to the Selectmen.

The Board discussed this option and indicated that they would like the Planning Board to take oversight on this project, instead of the Selectmen. Mr. Wallace indicated that they would discuss it at their next Planning Board meeting.

- *Preservation Restrictions*

The Board and S. Wallace discussed placing potential preservation restrictions on the Cracker Factory and the Old Town Hall prior to their sale.

The Board indicated that they would want to negotiate preservation restrictions with the current owners of the Cracker Factory, prior to them selling the building. The Board also indicated that, if the voters wish to sell the Old Town Hall that it would be sold with preservation restrictions as well.

S. Wallace will focus on the Cracker Factory at this time.

The Board and S. Wallace discussed the different types of restrictions available and indicated that it would be important to discuss these options with Historical Commission and Historical Society.

**EXECUTIVE SESSION**

There was no Executive Session at this meeting.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:48 p.m.

Heather M. Billings

Clerk *(Prepared by S. Lahtinen)*