

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.

ANNOUNCEMENTS

J. Fairbanks indicated that the Citizens Caucus to nominate candidates for Town Office would be held on February 22, 2016 at 7:00 p.m. in the Westminster Elementary cafeteria.

APPROVALS

MINUTES

W. Walker made a motion to approve the minutes of December 21, 2015. The motion was seconded and passed unanimously.

WARRANTS

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

December 28, 2015	Accounts Payable 16-26A	\$171,719.12
December 29, 2015	Payroll 16-26B	\$184,643.87
January 4, 2016	Accounts Payable 16-27A	\$59,629.22
January 11, 2016	Accounts Payable 16-28A	\$224,626.87
January 12, 2016	Payroll 16-28B	\$176,059.02
January 13, 2016	Deduction 16-28C	\$154,848.04
January 19, 2016	Accounts Payable 16-29A	\$1,728,367.46

The motion was seconded and passed unanimously.

NORTHROP GRUMMAN AGREEMENT

W. Walker made a motion to execute the contract and allow Northrop Grumman to access the property adjacent to Crocker Pond. The motion was seconded and passed unanimously.

AGRICOLA CONTRACT

W. Walker made a motion to execute the contract with Agricola, to examine and cost out the options available for the Old Town Hall. The motion was seconded and passed unanimously.

ACCEPTANCE OF NEW VOTING MACHINES

W. Walker made a motion to discontinue the use of the Accuvote voting machines after the next election for which they are eligible, and to begin using the ImageCast Precinct tabulators thereafter. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATIONS

W. Walker made a motion to authorize the change in pay rate for Betsy Haley-Cormier as Interim Town Clerk. The motion was seconded and passed unanimously.

W. Walker made a motion to promote Ellen Sheehan to Assistant Town Clerk and authorize a change in pay rate. The motion was seconded and passed unanimously.

ONGOING BUSINESS

REVIEW MASTER PLAN IMPLEMENTATION SCHEDULE

S. Wallace and the Board discussed the implementation schedule, as presented in the 2014 Master Plan. They went over each of the items and indicated that they would schedule a meeting for February 8, 2016 with the Planning Board to discuss their duties regarding this process.

2016 LICENSE RENEWALS

W. Walker made a motion to approve the following license renewals for 2016:

Victualers: Westminster Café
Eurest Dining (Tyco)
Mike's Pizza
Westminster Pharmacy

The motion was seconded and passed unanimously.

NEW BUSINESS

POLICE SIDE LETTER

W. Walker made a motion to execute a side letter with the Police Officers union to relabel the pay steps in the Union contract, in order to remain in compliance with a new state regulation regarding police officers who have not completed the required statewide police academy program. The motion was seconded and passed unanimously.

SELECTMEN'S MEETING SCHEDULE

The Board scheduled a meeting for Monday May 2, 2016.

TREASURER/COLLECTOR BALLOT QUESTION

W. Walker made a motion to direct the Town Clerk to place the following question on the ballot for the Annual Town Election:

“Shall the town vote to have its elected Treasurer/Collector become an appointed Treasurer/Collector of the town? Yes ____ No ____”

The motion was seconded and passed unanimously.

EXECUTIVE SESSION

W. Walker moved that the board enter Executive Session at 6:29 p.m. to discuss pending litigation and that the chairman declare that an open meeting may have a detrimental effect on the town's litigating position. H. Billings 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

There being no further business, the meeting was adjourned directly from Executive Session at 6:50p.m.

Heather M. Billings
Clerk (Prepared by S. Lahtinen)