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

CALL TO ORDER

Mr. Walker called the meeting to order at 6:00 p.m. in the Selectmen’s Office at Town Hall. He announced that the meeting was being broadcast live and recorded by Ashburnham Westminster Community Access TV.

ANNOUNCEMENTS

- A hearing aid was found at the Westminster Elementary School after the June 25th Elections. For more information please contact the WES office.

APPROVAL OF WARRANTS/MINUTES

Mr. Fairbanks moved that the Board approve the minutes of October 7, 2013 as printed. The motion was seconded and passed unanimously.

Board members reviewed and approved the following warrants:

October 21, 2013	Payroll #25	\$ 257,784.21
	Accounts Payable #26	\$ 162,251.61

REPRESENTATIVE FERGUSON AND ZLOTNIK

Both State Representatives were not able to make the BOS meeting and sent their apologies.

APPOINTMENT/PAYROLL AUTHORIZATION – DISPATCHER

Mr. Fairbanks moved that the Board appoint David LeBlanc and approve the Payroll Authorization for a full-time Dispatcher. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION – LOCAL INSPECTOR

Mr. Fairbanks moved that the Board approve the Payroll Authorization for David Lantry as a Local Inspector in the Building Department. He was previously paid as a vendor, but he needs to be put on payroll for IRS compliance purposes. The motion was seconded and passed unanimously.

APPOINTMENT – FIRE LIEUTENANT

Mr. Fairbanks moved that the Board approve the Payroll Authorization for the promotion of Kyle Butterfield to Fire Lieutenant. The motion was seconded and passed unanimously.

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APPOINTMENT – CROCKER POND RECREATION AREA COMMITTEE

Mr. Fairbanks moved that the Board appoint Pat Streeter to the Crocker Pond Recreation Area Committee. The motion was seconded and passed unanimously.

DOWNTOWN TECHNICAL ASSISTANCE APPLICATION

Town Planner Steve Wallace was on hand to request the Board's approval to resubmit the application for DTA funding (attempted last year) to hire a professional landscape architect with experience in designing streetscapes for traditional New England villages to conduct a Town Center Design Charrette in 2014.

Mr. Fairbanks moved that the Board approve the application for DTA funding. The motion was seconded and passed unanimously.

FORMATION OF FIRE CHIEF SEARCH COMMITTEE

Steve Hemman was on hand to inform the Board that he was willing to Chair the Fire Chief Search Committee. He explained that the process would be screening applicants through a set ranking schedule and presenting three to five finalists for the Board to interview. In addition, the Committee would conduct site visits for all of the finalists. He also stated that he would set up a meeting with the Firefighters to keep them informed as well. Mr. Hemman suggested the Board entertain the idea of an Interim Fire Chief due to the time needed to hire a new Chief.

The Board agreed to create a Fire Chief Search Committee which would include the following positions:

- Chairman
- Town Administrator
- Police Chief (or designee)
- DPW Director (or designee)
- Two ~ Fire Chief (out of town – active or retired)
- Local Firefighter
- Building Commissioner
- School Superintendent (or designee)
- Senior Center Director or member of Council on Aging
- Three ~ Citizens at large
- Library designee
- Personnel Board member

MASTER PLAN COMMITTEE

Town Planner Steve Wallace introduced members of the Master Plan Committee. He also indicated to the Board that the Committee has been working on updating the 2000 Master Plan (in house) with a savings to the Town of \$75,000 to \$100,000. The Master Plan Committee and the Open Space Committee are working on updating the Town's Open Space

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& Recreation Plan. A full draft of the OS Plan will be ready for review in early December and they anticipate submitting to the State for review and approval sometime in January 2014.

CABLE LICENSE RENEWAL PUBLIC HEARING

Cable Advisory Board members Bill Ewing, David Monty and Joe Flanagan were on hand to let the public know that there is a Cable Advisory Committee that is currently working on the cable license renewal. Vice Chair Bill Ewing mentioned that the Board is seeking public input regarding our cable services; this input will be used to develop a community-wide survey, which will be used to assist in negotiating the contract renewal.

The Board had the following questions for the BOS:

1. Do the Selectmen intend to engage special cable counsel to help advise the committee on key contract negotiation points and survey questions that will bring about a strong negotiating position? Mr. Walker responded that one of the Town Counsel attorneys has expertise in cable negotiations.
2. Do the Selectmen have specific questions they would like to see in a citizen survey of Comcast services? Ms. Billings asked about Public Service Announcement days.
3. Do the Selectmen want the Cable Advisory Committee to continue beyond the execution of the new contract? The Board agreed they would like the Committee to continue on after the execution of the contract.

SURROUNDING COMMUNITY AGREEMENT

Mr. Walker explained that the Town does not have much of a bargaining position so the Board asked Town Counsel to develop the most advantageous agreement. Included in the agreement is an annual Community Impact Fee of \$5000.00 to the Town which will increase at a rate of 1% per annum. Also included is a Surrounding Community Benefit Payment. If, in any calendar year, the Gross Gaming Revenues from the Project exceeds \$200,000,000 PPE will, within sixty day after the end of such calendar year, make a payment in equal amounts to each city or town designated by PPE as a surrounding community, which total aggregate payments. (See attachment A)

Mr. Fairbanks moved that the Board sign and approve the Surrounding Community Agreement with PPE Casino Resorts MA, LLC. The motion was seconded and passed unanimously.

REVIEW SPECIAL TOWN MEETING ARTICLE SUBMISSIONS

The Board reviewed the proposed Special Town Meeting article submission.

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FY15 BUDGET LETTER

The Board reviewed a proposed FY 15 Budget Guidelines letter regarding the schedule, guidelines and forms to be used.

7:31 P.M. EXECUTIVE SESSION

Mr. Walker moved that the Board enter into executive session to discuss the reputation, character, and professional competence of an individual; and that the Board adjourn directly from executive session. The motion was seconded and passed unanimously on a roll call vote.

ADJOURNMENT

The Board adjourned from executive session at 7:50 p.m.

Respectfully submitted,

John F. Fairbanks, Clerk
(Prepared by B. Kazan)