

**Board of Selectmen  
MINUTES  
September 2, 2008  
Senior Center**

**Members present:** Paul Hale, Chair  
Kristie Casey, Vice Chair

**Member absent:** Matt Castriotta, Clerk

**Staff present:** Karen Chick, Town Accountant; Elaine Peterson, Town Secretary; Deb Roussel, Town Administrator

**Others present:** Ed Blanchard, Joyce Green, Sue Motta, Jason Stanton, Dennis O'Donnell

Meeting commenced at 6:03 pm

Ms. Chick reported that there is less than \$1000 remaining in the Veteran's benefits account. Currently two residents are receiving benefits and Ms. Chick would like to request a reserve fund transfer from the Finance Committee to cover the September and October benefit payments. Ms. Chick requested to contact the Finance Committee Chair and will forward response to the Board of Selectmen.

Ms. Casey asked Ms. Chick on progress involving recent Cemetery Commission issues concerning pay for the seasonal workers. Ms. Chick reported that Rural Glen Cemetery Treasurer Sue Flagg had contacted her, requesting copies of correspondence sent to the Cemetery Commissioners.

<b>Warrant #6</b>
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**Motion: K. Casey**

**2<sup>nd</sup>: P. Hale**

**To approve Warrant #6 in the amount of \$865,149.64**

**Vote: All in Favor**

Town Clerk Joyce Green presented the September 16, 2008 State primary warrants to be signed by the Board.

Ms. Roussel presented the draft application for endorsement of plan believed not to require approval under subdivision control law (ANR) for the Town Common.

**Motion: K. Casey**

**2<sup>nd</sup>: P. Hale**

**To authorize Mr. Hale to sign the ANR on behalf of the Board in regards to separation of the First Parish Unitarian Church from Town Common**

**Vote: All in Favor**

Ms. Roussel will present the application to the Planning Board this evening.

**Annual Library Road Race**

Sue Motta presented a request to conduct the annual road race on Saturday September 6, 2008. The Police Department has been contacted for traffic control.

**Motion: K. Casey**

**2<sup>nd</sup>: P. Hale**

**To authorize the Library Road Race on September 6**

**Vote: All in Favor**

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### **Highway Bids Awards**

Ms. Roussel presented the FY 09 highway bid awards.

**Motion: K. Casey**

**2<sup>nd</sup>: P. Hale**

**To award FY'09 highway bids as presented**

**Vote: All in Favor**

The Board members signed the contracts for the highway materials and services.

### **Fuel storage license transfer for Mr. Mike's Market**

Ms. Peterson presented the application for fuel storage license at Mr. Mikes Market noting the license goes with the property; therefore all that is required is a name change.

**Motion: K. Casey**

**2<sup>nd</sup>: P. Hale**

**To authorize Mr. Hale to sign the fuel storage license on behalf of the Board to Alliance Energy LLC for Mr. Mike's Market**

**Vote: All in Favor**

### **Request to use MART Van**

Ms. Peterson informed the Board that a request to use the MART Van to transport seniors to Field Day had been submitted

**Motion: K. Casey**

**2<sup>nd</sup>: P. Hale**

**To allow use of the MART van on Field Day**

**Vote: All in Favor**

### **Appointment to Ad Hoc Economic Development Committee**

Ms. Peterson reported that Dave Simmerer had requested to be appointed to the Ad Hoc Economic Development Committee.

**Motion: K. Casey**

**2<sup>nd</sup>: P. Hale**

**To appoint Dave Simmerer to ad hoc economic development committee and have planning board report on the charge of committee by Oct 30th**

**Vote: All in Favor**

### **Malone Road Property Tax Abatement Request**

Board reviewed Assessors' denial of their request to abate taxes on the Malone Road property. Ms. Roussel offered a copy of opinion received by email from Gary Blau, an attorney for Division of Local Services, regarding abatement on land acquisition by a town advising the Board to resubmit the request to BOA asking them to abate taxes again referencing GL Chapter 59, section 72A, which clarifies that on receipt of request from the department having control of the land to abate the taxes remaining after the date of acquisition, and where appropriate, the next fiscal year, the BOA "shall" abate the taxes. Attorney Blau noted this is not a discretionary act but a mandatory one.

**Motion: K. Casey**

**2<sup>nd</sup>: P. Hale**

**To provide the Board of Assessors with Division of Local Service legal opinion and request an abatement of the Malone Road property taxes**

**Vote: All in Favor**

### **Slade Building Monday closed office hours:**

Ms. Peterson reported that although the office is advertised as being closed on Mondays, Dispatch was allowing people to sign out keys and buzzing individuals through to the building. The Board

members confirmed that the office should be kept closed in order for personnel to perform duties without interruption. A memo should be sent to Dispatch from the Board. Board requested building security be placed on a future agenda.

**Slade Building office space expansion:**

Ms. Roussel reported that she has received responses for office space needs from all involved. A working meeting was requested for Monday September 8 at 6:00 pm to determine how to proceed.

Mr. Blanchard stated a Finance Committee liaison would be meeting with the Library regarding the option of financing to keep current town offices in the Library basement.

Ms. Casey reminded Mr. Blanchard that the Library Trustees have already indicated to the Board that they would like to refurbish the building and have asked the office to be moved out.

**Brigham Street property-**

Ms. Roussel reported that she had spoken to the Building Commissioner regarding the offer of gift of property on Brigham Street and the time frame for rebuilding on the lot has lapsed. It is now a nonbuildable lot. The owners have moved to Florida and indicated they are unable to pay the property taxes. Ms. Roussel will investigate the cost of tax title process with the Tax Collector before declining the offer.

**Montachusett Regional Planning Commission's (MRPC) Pre-Disaster Mitigation Plan**

Jason Stanton, MRPC's Geographic Information Systems Planner, presented an overview of the plan formation. MRPC has assisted in the development of the plan for Hubbardston and 21 other communities to comply with the Disaster Management Act of 2000 for Federal Emergency Management Agency (FEMA) through the Massachusetts Emergency Management Agency (MEMA) and the Department of Conservation and Recreation (DCR).

Ms. Roussel exited the meeting to attend Planning Board meeting at 6:35 pm.

The plan has been prepared to address natural hazards to which the Town and region are vulnerable. The six categories of natural hazards are: #1) flood related, #2) wind related, #3) winter related, #4) fire related, #5) geologic related and #6) other. It also presents the region's vulnerability assessment and analysis of risk. The plan presents the mitigation strategy for reducing the potential losses from future disasters. It is expected that the plan will be reviewed on a yearly basis by the local emergency management committee, and that the community update will be prepared every five years. Mr. Stanton said MRPC would be meeting with MEMA and FEMA for comments on the plan in two weeks. There may be some editing and any comments will be sent back to the Town. Mr. Stanton said it would be at least until November 2008 that the Town gets the report back. Mr. Hale thanked Mr. Stanton for coming in this evening.

**National Incident Management System (NIMS) requirements-**

Emergency Director Dennis O'Donnell came in regarding NIMS requirements as directed by Department of Homeland Security. Mr. O'Donnell reported that the Police and Fire Departments are already compliant.

He reported that Ms. Casey needs to take the IS-700 online course by the end of September in order to remain compliant, and Mr. Hale and Mr. Castriotta need to take the ICS-100 online course. The next step is a new letter that the Town is compliant with NIMS. The Town must be compliant by the end of federal fiscal year in order to get grant funding. Mr. O'Donnell gave the website address (<http://www.fema.gov/index.shtm>) to all concerned.

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**Ad Hoc Subcommittee on Affordable Housing quotes:**

Ed Blanchard, Dennis O'Donnell and subcommittee Clerk Joyce Green, came before the board to request to award services for the housing study. The committee has applied to Community Preservation Act Committee for funding of not more than \$20,000 to fund the project.

Ms. Roussel returned to the meeting at 7:20 pm.

Mr. Blanchard stated that he would like to open the sealed packages tonight. Ms. Roussel reminded Mr. Blanchard that the subcommittee could only award based on price alone as no criteria regarding responsibility of the vendors had been included.

**1) Karen Sunnarborg-\$14,000**

**2) Alfred J Lima & Associates- \$18,000**

**3) Larry Koff & Associates- \$20,000**

Ms. Roussel requested time to review the documentation and report back to the subcommittee.

**Motion: K. Casey**

**2<sup>nd</sup>: P. Hale**

**To enter into executive session to discuss strategy with respect to collective bargaining or litigation and to conduct strategy sessions in preparation for negotiations with non-union personnel and to adjourn at end of executive session**

**Vote: Mr. Hale- yes, Ms. Casey-yes**

\*\*\*\*\*Executive Session Minutes Are Separate\*\*\*\*\*

Meeting adjourned at 7:45 pm

Respectfully submitted,

Elaine M. Peterson  
Town Secretary

Approved: September 29, 2008.

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