

**BOARD OF SELECTMEN
MINUTES
Slade Building
September 8, 2008**

Members present: Paul Hale, Chair
Kristie Casey, Vice Chair
Matt Castriotta, Clerk

Staff present: Deb Roussel, Town Administrator

Others present: Ed Blanchard, Finance Committee Member and Walter Ducharme, resident.

Chairman Hale opened the meeting at 6:05 p.m.

Paul Hale reviewed purpose of working meeting, communication, reduce spending and respond to library needs.

Motion: K. Casey **2nd: M. Castriotta**
To authorize the temporary borrowing of note #671 in the amount of \$678,547.10 for highway roadwork in anticipation of reimbursement of Chapter 90 funds at an interest rate of 2.20% due and payable on or before November 14, 2008, and further certifying that we are the officers of the Town charged by law with responsibility for issuing.
Vote: All in Favor

Motion: K. Casey **2nd: M. Castriotta**
To authorize Paul Hale to sign a building permit on behalf of the full Board for construction of a utility pole and accessory building for public safety use on 81 Mt. Jefferson Road.
Vote: All in Favor

Board confirmed funding for construction of building and pole was to come from grant funds.

Motion: K. Casey **2nd: M. Castriotta**
To authorize Paul Hale to sign affidavits on behalf of the full Board, certifying that all rights of way in land acquired by the Town in connection with the Route 62 Reconstruction and Resurfacing project were acquired in accordance with the provisions of Title III, Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended.
Vote: All in Favor

Ms. Roussel explained need for affidavits once recording of the order of taking has occurred.

Board reviewed rough estimate for a timeline, moving estimated date of completion from October 30th to November 30th. Town Clerk Joyce Green and Collector Cyndy Doane entered the meeting.

First priority is locating a temporary facility for Senior programs and meals. It was reported that Hubbardston House had been contacted by Council on Aging and was amenable to use of community and kitchen facilities on a temporary basis. MOC was also contacted and provided list of needs to continue operations. Short-term storage for materials needed; Ms. Roussel to talk with Golden Age Club members, as most of belongings are theirs.

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Board announced intent to place offices that deal with public on one side of the building and those that operate behind the scenes, finance departments on the other.

Ms. Roussel presented rough draft of plan, mirroring blueprint of current offices in Slade Building onto other side, similar to current offices with eight-foot walls with space on top for ventilation and lighting. Mr. Dymek indicated willingness to attempt a design of layout and a materials list to determine cost.

Mr. Hale reported on the need for a telephone answering system that would allow residents to dial into one main number, branching off to extensions for each office including police, noting need if the Dispatch moves to Rutland. Ms. Roussel reported she and the Town Secretary were reviewing the State Contract with Verizon for Centrex Services and would report back to the Board as soon as possible. Mr. Castriotta believed Town already had PBX system, housed in Senior Center utility room. Mr. Hale requested Chief Perron involvement in the discussion.

Board discussed computers and existing routers, hoping to network all offices. Need to address building security also; suggestions included changing locks, moving alarm system in basement of library and possibility of piggybacking on card access system being installed in police station. Ms. Roussel to request estimate for inclusion. Carpeting in Senior Center needs to be replaced; existing carpet reeks, installed at time of use as school. Need to relocate vault was discussed; Town Clerk requested better design, need for climate control. Ms. Green to provide sketch and request formal specifications from state public records. Need for separate line for Town Clerk's computer. Suggestion to contact Monty Tech for assistance in wiring, building, masonry, etc.

Board indicated hope that employees will assist moving offices, possibly a Friday or weekend. Suggestion to involve Sheriff's department. Mr. Blanchard indicated he would seek the assistance of the Hubbardston Business Association to volunteer with actual moving of offices.

Ms. Doane indicated need for five-foot counter space; indicated it was included in plan. Concern about moving current desks voiced, believed they were created in current space, would not fit through door without demolition. Possibility of inclusion of new furniture if funding available was discussed, as desks currently in use are falling apart and were not constructed for computer use, not ergonomically correct.

Mr. Hale reported Building Inspector's recommendation to address ice problem coming off roof over ramp into building, creates runoff adjacent to walkway, freezing, melting and refreezing actually fracturing corner of the building. Need for overhang to extend complete length of ramp.

Motion: M. Castriotta
To adjourn the meeting at 7:02 pm
Vote: All in Favor

2nd: K. Casey

Respectfully submitted,

Debra A. Roussel,
Town Administrator

Approved: September 15, 2008.

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