

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

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

**Staff present:** Karen Chick, Town Accountant; Jim Dunbar, Treasurer; Lyn Gauthier, Highway Superintendent; Joyce Green, Town Clerk; Diane Lanney, Deputy Assessor; Elaine Peterson, Town Secretary; Deb Roussel, Town Administrator

**Others present:** Shelly Hatch, MRPC Representative; Dennis O'Donnell

Meeting commenced at 5:37 pm

<b>Highway Winter Operations Plan</b>
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The Board reviewed the winter operations plan. Discussion resulted in questions on clearing town parking, town office sidewalks, and availability of sand lots for residents use? There was a suggestion to charge for winter sand to deter commercial entities from taking and relocating to a more public area brought forth concerns about safety and liability. Mr. Gauthier said no bids have been received for plowing Streeter Road. The Board requested updates on availability of winter materials supplies via a snow and ice report each meeting. Further discussion will resume at next meeting.

**Collective Bargaining Agreement amendment:**

Mr. Gauthier presented an amendment to the Highway Department collective bargaining agreement, Article 35, section 35.5, a change in winter hours to become effective December 15, 2008. The amendment changes the hours to 3 am through 11 am Monday through Friday and a night shift differential of \$1.50 will be from 3 am to 7 am only and will not go towards any overtime accrued. Mr. Gauthier noted this is a trial period.

**Motion: M. Castriotta** **2<sup>nd</sup>: K. Casey**  
**To sign the amendment to the collective bargaining agreement**  
**Vote: All in Favor**

<b>Warrant #13</b>
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**Motion: M. Castriotta** **2<sup>nd</sup>: K. Casey**  
**To approve Warrant # 13 in the amount of \$264,444.94**  
**Vote: All in Favor**

Ms. Chick explained that a \$3105 voucher payable to Murray Brothers under a Community Preservation Act (CPA) reimbursement request for work performed on the clock on the steeple of First Parish Unitarian Church. Murray Brothers was mistakenly included in a work order by the Church for the work performed on the clock, rather than

by the Historical Society who had been granted the ward through the CPA. Ms. Chick believes there is enough documentation to substantiate the reimbursement.

Ms. Roussel asked Mr. Dunbar and Ms. Chick if they would prefer to have warrant #14 signed on Friday December 19 rather than the 22<sup>nd</sup> due to the short holiday week. They will discuss and get back to Ms. Roussel.

<b>Other Business:</b>
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**Health Insurance Renewal Notice- Open Enrollment**

Ms. Roussel informed the Board that the Town has been notified of Blue Cross Blue Shield open enrollment dates and renewal rates for January 1, 2009 through December 31, 2009. The rates had increased by 5% over last year.

**Sawyer Agricultural Preservation Restriction APR-**

Ms. Roussel presented Municipal Application required for submission of APR application by landowner Tom Sawyer (Sawyer Farm) of Root Road. Ms. Roussel reported the Conservation Commission and Open Space has reviewed and approved. Mr. Hale requested copies for Board to review the documents for the next scheduled meeting.

**Procurement Memo and Bid Request Form**

Ms. Roussel presented the bid request form for purchases of supplies and services of \$5000 to \$25,000, recommended in the management letter of the Town's audit. Every committee and board has received a copy. The Board noted they did not need to vote, as CPO has the authority, however the Board chose to support the process.

**Motion: M. Castriotta**

**2<sup>nd</sup>: K. Casey**

**To support the Town Administrator's procurement procedures      Vote: All in Favor**

**Brigham Pond Dam Phase II Study**

Ms. Peterson reported DCR is requesting right of entry for DCR and its duly authorized agents to enter upon Town owned lands (Route 68 right of way) at Brigham Pond Dam in order to conduct investigations necessary to repair and maintain the dam structure, from December 10, 2008 through March 31, 2009.

**Motion: M. Castriotta**

**2<sup>nd</sup>: K. Casey**

**To approve right of entry as requested by DCR**

**Vote: All in Favor**

**6:30 pm Public Hearing**

Ms. Peterson opened the hearing. MRPC representative Shelly Hatch presented details of the Community Development Block Grant FY 09 application.

Ms. Hatch reported on the required public forum held earlier this evening. The Town of Ashby has volunteered to be the lead community in the two-town regional housing rehabilitation program. Ms. Hatch reported the requirements of the CDBG application; a community development strategy, bonus points which consist of a target area, integrated

projects and complimentary project funds. Ms. Hatch had distributed surveys to public forum attendees for input on what the residents are interested in finding information. There will need to be another public hearing in January in order to accept the CD strategy. Ms. Peterson scheduled Ms. Hatch at 6:45 pm on January 20, 2009.

**Tax Classification Hearing was opened at 6:45 pm**

**Motion: P. Hale**

**2<sup>nd</sup>: K. Casey**

**To set to tax all classes of property at their full and fair cash valuation share of the tax levy, which results in a single tax rate without discounts or exemptions.**

**Vote: All in Favor**

The Board signed the Classification Tax Allocation for fiscal year 2009.

**Meal Site Agreement**

Ms. Peterson presented a meal site agreement with Montachusett Opportunity Council Elder Nutrition Program for meals at Hubbardston House.

**Motion: K. Casey**

**2<sup>nd</sup>: M. Castriotta**

**To authorize Mr. Hale to sign the agreement with MOC**

**Vote: All in Favor**

**Agreement for Parks Maintenance**

Ms. Peterson presented an agreement with Yankee Equipment, 22 Hale Road, Hubbardston for maintenance of Town of Hubbardston parks.

**Motion: M. Castriotta**

**2<sup>nd</sup>: K. Casey**

**To approve contract as presented**

**Vote: All in Favor**

**Motion: M. Castriotta**

**2<sup>nd</sup>: K. Casey**

**To approve final payment for forester Roger Plourde for supervision of logging at Mt. Jefferson Conservation Area, contingent on Conservation Commission approval and available funding from logging proceeds**

**Vote: All in Favor**

**Agreement with Truck Drivers Local #170 Police Department**

Ms. Peterson presented an agreement for a one-year extension of their current Local #170 Police Department collective bargaining agreement for the period from July 1, 2008 to June 30, 2009.

**Motion: M. Castriotta**

**2<sup>nd</sup>: K. Casey**

**To approve the one-year extension as presented**

**Vote: All in Favor**

**License Renewals**

Ms. Peterson presented the following license for renewal:

- 1) Joseph Netishen d/b/a Netishen Home: Lodging House
- 2) Raymond LaJoie Jr. d/b/a Second Shift; Class II Auto Dealer
- 3) Fred Cornell d/b/a Hubb Auto Sales, Class II Auto Dealer
- 4) Kenneth Erickson d/b/a Sterling Machine & Mold, Class I Auto Dealer

**Motion: M. Castriotta**  
**To approve the presented license renewals**

**2<sup>nd</sup>: K. Casey**  
**Vote: All in Favor**

#### **Staffing Waiver Letter**

The Board signed a letter to Central Mass Emergency Medical Systems Corporation acknowledging that 911 Advanced Life Support Service (Paramedic) will be provided by the Fire Department under a staffing waiver issued by the Department of Public Health's Office of Emergency Medical services. The staffing waiver is intended to be temporary and must be renewed annually with evidence that progress has been made to comply with the staffing requirement of two EMTs certified at the Paramedic level for the provision of advanced life support services.

**Motion: K. Casey**  
**To authorize Chairman Hale to sign the waiver letter**

**2<sup>nd</sup>: M. Castriotta**  
**Vote: All in Favor**

#### **Minutes Approved**

**Motion: M. Castriotta**  
**To approve minutes of Oct. 27, November 12, November 13, 2008 and Executive Session minutes of August 27, 2007 and March 3, 2008**

**2<sup>nd</sup>: P. Hale**  
**Vote: All in Favor**

**Motion: M. Castriotta**  
**To approve Executive Session meeting minutes of September 26, 2006 Session I and II, December 12, 2006, and April 24, 2007 as written**

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

**Motion: K. Casey**  
**To approve Executive Session minutes of March 31, 2008, Session I and II as written**

**2<sup>nd</sup>: M. Castriotta**  
**Vote: Mr. Hale abstained, Mr. Castriotta- yes, Ms. Casey-yes**

**Motion: K. Casey**  
**To approve Executive Session minutes of April 28, 2008 as written**

**2<sup>nd</sup>: P. Hale**  
**Vote: Mr. Castriotta abstained, Mr. Hale-yes, Ms. Casey-yes**

#### **Appointment to Community Preservation Committee**

Resident Donna Farrell has requested to be appointed to the Community Preservation Committee. CPC Chair has sent a letter recommending appointment.

**Motion: M. Castriotta**  
**To appoint Donna Farrell to the Community Preservation Committee with a term to expire April 30, 2009**

**2<sup>nd</sup>: K. Casey**  
**Vote: All in Favor**

#### **Letter to Section 12 Licensees**

Ms. Peterson presented a letter she composed to be sent to 2009 Section 12 licensees when their licenses are distributed that outlines hours of operation, copied to Police Department. The letter was in response to a question regarding hours of operation at one establishment, noting the Town never included the allowed hours on the license. The Board moved to the Senior Center for a pre-budget brainstorming session.

**Those present:** Library Trustees Judi McArthur, J. Amato, Rhonda Hamer, Johanna Henning; Librarian Jayne Arata; Finance Committee members Carol Burke, David Simmerer, Ed Blanchard, Mark Dymek, and Sue Motta; Acting Fire Chief Robert Hayes; COA Chair Claudia Provencal; Police Chief Dennis Perron; School Committee member Tim Williams, Tax Collector Cyndy Washburn Doane, Highway Superintendent Lyn Gauthier; Town Clerk Joyce Green; Deputy Assessor Diane Lanney; Town Secretary Elaine Peterson; and Town Administrator Deb Roussel

Ms. Roussel presented a graph on revenue trends and a list of sources of revenues. A brainstorming session ensued that resulted in the following:

### **ANALYZE**

- 1 *Overtime Use*
- 2 *Consolidate Office hours for energy savings*
- 3 *Fees vs. Cost of Services*
- 4 *4-day 10-hr Workweek*
- 5 *Consolidate PT Benefited Positions*
- 6 *Zero Based Budgeting*
- 7 *Part-time Salary Classification*
- 8 *Mandates vs. State Aid Received*
- 9 *Zoning Regulations Commercial*
- 10 *Privatization of Services*
- 11 *Regulation/Enforce Businesses Permitting*
- 12 *Alternatives to use of Road Salt*
- 13 *Revisit FY09 Cut and Revise Across Board*
- 14 *Bond Policy for tax collector*

### **REVENUE**

- 1 *Eliminate Stipends for Elected Officials*
- 2 *Eliminate Quinn Bill - Grandfather current*
- 3 *Sell Fire Engines and Ambulances*
- 4 *Sell Tax Title Properties*
- 5 *Regionalization of Services: Solid Waste, Facilities/Services (i.e. Inspection, Library, Finance, Procurement, Light Department*
- 6 *Initiate User Fees i.e. telecomm/Verizon*
- 7 *Industrial Park or Green Energy manuf.*
- 8 *3rd Party Billing - Accident services*
- 9 *Initiate non criminal disposition for fines*
- 10 *Alternative Energy and Conservation*
- 11 *Local Option - Voluntary taxation*
- 12 *Grant Writer/Town Planner*
- 13 *Lobbyist - State and Federal Aid*
- 14 *Sponsorship of Fields/User Fees*

## **COMMUNITY**

- 1** *School Budget Audit Committee*
- 2** *Fundraising (i.e. calendars etc.)*
- 3** *Promote SR Workoff Program*
- 4** *Promote Quabbin Internship*
- 5** *Promote Monty Tech Programs*
- 6** *HBA for Economic Development*
- 7** *Promote Tourism, Cultural/Arts*
- 8** *Volunteerism "Live in Hubb, work for Hubb"*
- 9** *Community Outreach - Education*
- 10** *Improve Communication*
- 11** *Promote Teamwork*
- 12** *MA Energy Alliance / Partner*

Mr. Hale thanked those present for attending and indicated a meeting would take place in January 2009 to take the next step and prioritize the above ideas.

The meeting adjourned at 8:50 pm.

Respectfully submitted,

Elaine M. Peterson  
Town Secretary

Approved: January 20, 2009.

*Board of Selectmen  
December 8, 2008*