

**BOARD OF SELECTMEN
MINUTES
AUGUST 31, 2009
Slade Building**

Members present: Kristie Casey, Chair
Matt Castriotta, Vice Chair

Member not present: Ernest Newcomb, Clerk

Staff present: James Dunbar, Treasurer; Dennis Perron, Police Chief; Elaine Peterson, Town Secretary; Debra Roussel, Town Administrator

Others present: Peter Carmosino, James Pitney

Finance Committee Members present: Ed Blanchard, Michael Stauder, Jennifer Chase Williams, David Simmerer

Meeting commenced at 6:01 pm

Warrant #5

Motion: M. Castriotta **2nd:K. Casey**
To approve Warrant #5 in the amount of \$801,868.24 **Vote: All in Favor**

Motion: M. Castriotta **2nd:K. Casey**
To approve the 30 day extension for agreements with 2008 ice storm debris removal project manager Kurt Leslie and temporary debris monitors Thomas Adams, John Healy, Kevin Foy, John Dale Jr., Paul Hale, Walter Kauppinen, Ed Casey Sr., and William Withycombe through September 30, 2009 **Vote: All in Favor**

Ms. Roussel reported the debris removal project should be complete by the end of September.

Community Preservation Act Grant Agreement

Ms. Peterson presented a Community Preservation Act (CPA) Grant Agreement prepared by Ms. Roussel and CPC Chair Catherine Galbreath between the Town and Hubbardston Public Library Board of Trustees. The agreement provides \$10,000.00 in funding to obtain an architectural study of the Library building.

Motion: M. Castriotta **2nd:K. Casey**
To authorize Ms. Casey to sign the CPA Grant agreement on behalf of the full Board **Vote: All in Favor**

Other Business

Ms. Roussel reported The Gardner News is offering two free weeks of a subscription and would like to receive the paper for the trial period. The Board concurred.

Meeting Minutes:

Motion: M. Castriotta

2nd:K. Casey

To approve meeting minutes of July 6, July 13, and July 30, 2009 as written

Vote: All in Favor

Ms. Roussel requested permission to attend a "What's New in Municipal Law" seminar presented by the Division of Local Services on September 25, 2009.

Motion: M. Castriotta

2nd:K. Casey

To approve Ms. Roussel's attendance at "What's New in Municipal Law" seminar on September 25, 2009

Vote: All in Favor

Ms. Roussel and Ms. Peterson -requested permission to close the Slade Building office to the public on September 22nd in order to consolidate and review files between the Town Administrator and Town Secretary's offices.

Motion: M. Castriotta

2nd:K. Casey

To close the office on September 22, 2009 for maintenance of files **Vote: All in Favor**

Ms. Peterson presented a maintenance agreement presented by Deputy Assessor Diane Lanney between the Town and Cartographic Associates for FY 2010 tax map maintenance services.

Motion: K. Casey

2nd:M. Castriotta

To authorize the agreement between Cartographic Associates, 11 Pleasant Street, Littleton, NH and the Town for professional mapping services for \$2,200.00

Vote: All in Favor

Ms. Peterson presented a mortgage subordination request from Marshall and Deborah Crane of 19 Elm Street. The Cranes are consolidating their first mortgage and equity loan for a lower fixed rate. Ms. Peterson reported she had spoken with the bank loan officer and additional funds were being used to pay off credit card balances which were a condition of receiving the refinancing. The new mortgage is for \$113,000.00 for 20 years.

Motion: M. Castriotta

2nd:K. Casey

To approve the mortgage subordination request from Deborah and Marshall Crane for 19 Elm Street, Hubbardston, MA

Vote: All in Favor

Police Department Vehicle

Ms. Peterson presented a 36 month Ford Motor Credit Company lease- purchase agreement application submitted by Chief Perron for the Police Department's 2009 Ford Explorer. Ms. Roussel reported, as presented in the capital plan, the police vehicle being replaced will be turned over to the Highway Superintendent. Supt. Gauthier's current vehicle will be retired and made available as surplus property.

Heating Oil Award

Ms. Roussel presented the results of the request for quotes on 10,000 gallons of #2 heating oil, to be delivered in 250 gallon drops to four town building locations from

September 1, 2009 through August 31, 2010. Ms. Roussel recommended R.J. McDonald, Inc. and presented an agreement.

Motion: M. Castriotta

2nd:K. Casey

To award the #2 heating oil contract to R. J. McDonald Inc., 71 Worcester Road, Barre, MA 01005 at \$2.289 per gallon

Vote: All in Favor

Resignation from Capital Improvement Planning (CIP) Committee

Ms. Peterson presented a letter of resignation from the CIP Committee from Gregory Cravedi effective August 27, 2009.

Motion: M. Castriotta

2nd:K. Casey

To accept with regret Greg Cravedi's resignation from the CIP Committee

Vote: All in Favor

School District Meeting September 24, 2009

Ms. Roussel reported there will be a meeting in New Braintree on September 24th at 2:00 p.m., with Jeff Wulfson, Associate Commissioner of the Department of Elementary and Secondary Education to discuss with the five school district's town representatives, as well as Ms. Marshall, the process for approving the school district's budget and the Chapter 70 formula. Ms. Roussel will leave the training she will be attending in Charlton to attend the New Braintree meeting.

MASS Pallet

Mr. Castriotta requested the Board ask the Capital Improvement Planning Committee examine the Mass Pallet property on Gardner Road as a potential site for municipal and expanded recreational use. He reported the owner is interested in talking with the Board regarding use.

Motion M. Castriotta

2nd: K. Casey

To request CIP Committee research potential of the MASS Pallet property for future municipal and recreational use

Vote: All in Favor

Cable equipment/Peg access Meeting

Ms. Casey reported she had attended a cable advisory meeting in Barre on August 24th. Ms. Casey reported there was no discussion regarding regionalizing with Barre for coordination of PEG Access services. Ms. Casey reported she had received an email from Frank Jones, a member of the Cable Advisory Committee after that meeting who offered to train Hubbardston personnel and lend equipment to the Town. Ms. Casey has not contacted Mr. Frank Jones to date and requested to meet with the Barre Board of Selectmen regarding their interest in regionalization of Peg Access.

Motion M. Castriotta

2nd: K. Casey

To authorize Ms. Casey to attend Barre Board of Selectmen meeting to discuss cable/peg access options

Vote: All in Favor

Town Administrator Report

Ms. Roussel reported the project manager had indicated the debris removal process is more than fifty percent complete and should be finished by the end of September.

Ms. Roussel reported she had prepared a contract for the new telephone system but cannot finalize it as after some investigating learned the Verizon wiring between the Slade Building and the Library is not directly connected. A representative of the vendor will be coming back to look at the situation and make a recommendation on how to proceed.

Ms. Roussel reported she had two possible dates for the Board of Selectmen goal setting workshop, September 10th or September 21st at 6 pm. Ms. Casey and Mr. Castriotta confirmed the September 21st date.

Ms. Roussel reported the Department of Revenue Local Services was working on the financial review report and should be complete by the end of September.

Police Department Business

Police Chief Perron entered the meeting to request the Board accept the resignation of newly appointed part-time officer Matthew Letendre as he has accepted a full-time position with the Town of West Brookfield.

Motion: M. Castriotta

2nd: K. Casey

To accept Matthew Letendre's resignation from the Police Department effective August 18, 2009

Vote: All in Favor

Chief Perron requested the Board appoint William Withycombe and James Halkola as part-time officers for three year terms noting the officers had agreed to withdraw any and all claims related to their recent grievances and requests for arbitration.

Motion: K. Casey

2nd: M. Castriotta

To appoint William Withycombe and James Halkola as part-time officers with a term to expire June 30, 2012

Vote: All in Favor

Chief Perron presented an affidavit for the Federal Equitable Sharing Agreement and Certification for the Police Department. This is a prerequisite to receiving federal justice and treasury funding for the department and to confirm annually what the department has received in the previous year. \$325.35 was received for fiscal year ending June 30, 2009.

Motion: M. Castriotta

2nd: K. Casey

To authorize Ms. Casey to sign the affidavit on behalf of the Board

Vote: All in Favor

Chief Perron reported he would be purchasing a new evaluation system for police personnel. The Board requested he submit it to them for review as acting Personnel Board. He also stated the department's tazers have arrived and training will begin with the Gardner police. They will be an effective tool for officers on duty.

Chief Perron exited the meeting.

Board Reorganization

Motion: K. Casey

2nd: M. Castriotta

To reorganize and appoint Mr. Castriotta as Chair of the Board

Vote: All in Favor

Motion: M. Castriotta
To appoint Ms. Casey as Vice Chair of the Board

2nd: K. Casey
Vote: All in Favor

Finance Committee Vacancies

Finance Committee Members present: Ed Blanchard, Michael Stauder, Jennifer Chase Williams, David Simmerer

Jamie Pitney and Peter Carmosino were present. Ms. Roussel reported prospective candidate Jonathan Sturgis could not be present as he was taking required training in Nevada for the National Guard.

Motion: K. Casey **2nd: M. Castriotta**
To jointly elect James Pitney as Finance Committee member through the next election in 2010

Vote: K. Casey-yes, M. Castriotta-yes, Jennifer Chase Williams- yes, Michael Stauder- yes, David Simmerer- yes, Ed Blanchard- yes

Motion: M. Castriotta **2nd: K. Casey**
To jointly elect Peter Carmosino as Finance Committee member through the next election in 2010

Vote: K. Casey-yes, M. Castriotta-yes, Jennifer Chase Williams- yes, Michael Stauder- yes, David Simmerer- yes, Ed Blanchard- yes

Mr. Castriotta requested Ms. Peterson compose a thank you letter to the other two candidates, Brian Jette and Jonathan Sturgis, from him and Mr. Blanchard.

Mr. Carmosino and Mr. Pitney exited the meeting briefly to get sworn in by the Town Clerk.

Mr. Blanchard reported the Finance Committee would like to work closely with the town departments and the town administrator in developing the annual budget before submitting to the Board of Selectmen. The Finance Committee would also like to focus on a better strategy for obtaining approval for capital purchases. Mr. Castriotta stated he was a strong proponent for the Finance Committee having a more active role in the budget process. Mr. Carmosino and Mr. Pitney reentered the meeting. Mr. Blanchard stated the Finance Committee would like to start working on the budget earlier this year. He added the Finance Committee would like to spend more interface time with the Treasurer, Accountant and Capital Improvement Planning Committee. He added the Finance Committee would be holding meetings on a bimonthly basis until they arrive at a more stable point, encouraging Ms. Roussel to participate in the meetings. Ms. Roussel stated she would also like to be invited to attend the meetings with the Treasurer and Accountant. Mr. Blanchard stated the Finance Committee would like to review the town's financial policies and procedures as well. Ms. Roussel indicated policy and procedure was a Board of Selectmen role. Mr. Castriotta recommended review of the town's financial plan.

Mr. Blanchard feels strongly this process be completed in a professional manner, keeping individual personalities out of play and restoring confidence to town residents. The Board of Selectmen agreed. The Finance Committee moved to next room to continue their meeting.

Motion: K. Casey

2nd: M. Castriotta

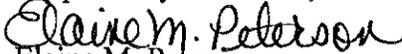
To enter into Executive Session to discuss strategy with respect to collective bargaining and to adjourn at end of executive session

Vote: Ms. Casey-yes, Mr. Castriotta- yes

*******Executive Session Minutes are Separate*******

Meeting adjourned at 7:48 pm

Respectfully submitted,



Elaine M. Peterson

Town Secretary

Approved: September 28, 2009.