BOARD OF SELECTMEN
MINUTES
September 27, 2010
Slade Building

Members present: Matt Castriotta, Chair
Ernest Newcomb, Clerk

Member absent: Michael Stauder, Vice Chair

Staff present: Debra Roussel, Town Administrator

Others present: Thomas Howlett, Walter Ducharme, Paul Hale, Claudia Provencal, Karen Sunnarborg, Catherine Galbreath, Judie O'Donnell, Dennis O'Donnell

Meeting commenced at 6:01 pm

Ms. Roussel announced the meeting was being digitally recorded.

Mr. Newcomb invoked the Rule of Necessity stating his conflict as a Highway Department employee and payroll being part of the warrant. As a result of disqualification of members due to conflicts of interests, the Board lacked a sufficient number of members necessary to take a valid vote and, as a last resort that all those disqualified may now participate under the Rule of Necessity.
Motion: E. Newcomb **2nd: M. Castriotta**
To approve Warrant #8 in the amount of $158,513.57 **Vote: All in Favor**

Appointments:
Motion: E. Newcomb **2nd: M. Castriotta**
To appoint Mark Dymek as the MRPC- Planning Board Representative with a term to expire June 30, 2011 **Vote: All in Favor**

Motion: E. Newcomb **2nd: M. Castriotta**
To appoint Bonnie Cunningham to the Historical Commission with a term to expire June 30, 2012
Vote: All in Favor

Motion: E. Newcomb **2nd: M. Castriotta**
To appoint Christine Ruston to the Cultural Council with a term to expire June 30, 2013
Vote: All in Favor

Mr. Newcomb expressed concern of a conflict as a highway employee and being appointed to represent the Selectboard as MRPC representative and would prefer someone else fill the appointment. Mr. Castriotta stated the Board could designate a representative also. The Board will discuss when the full membership is present.

Firefighter Wage Authorization
Ms. Roussel presented a wage authorization for Martin Scott as Firefighter Level II, Intermediate, with a wage rate of $16.37 per hour. This will be a full-time position to replace the vacancy created by Chief Hayes promotion. Mr. Castriotta requested Chief Hayes bring Mr. Scott into the next Board meeting to introduce him.
Motion: E. Newcomb **2nd: M. Castriotta**
To authorize the wage authorization for Martin Scott at Grade 9, Step 2.5 at $16.73 per hour

Vote: All in Favor

Ms. Roussel presented a resignation from William Withycombe from the Town Charter Committee.
Motion: E. Newcomb **2nd: M. Castriotta**
To accept with regret, William Withycombe's resignation from the Town Charter Committee effective immediately **Vote: All in Favor**

Ms. Roussel reported concern that currently the Town Charter Committee has only three out of nine members. Mr. Castriotta suggested running it in the local newspapers again. Ms. Roussel also suggested announcing at the special town meeting.

Special Town Meeting (STM)
Ms. Roussel recommended keeping the warrant open until October 4 for a STM date of November 9, 2010. This will be the only special town meeting this year prior to setting the tax rate set.
Motion: E. Newcomb **2nd: M. Castriotta**
To revise the Special Town Meeting date to November 9, and close the warrant on Monday, October 4th at 5:00 pm **Vote: All in Favor**

Ms. Roussel reported Finance Committee Chair Blanchard has asked the FinCom meet on October 18, the same night as the Selectboard, to review the STM warrant as he is out of the country. Ms. Roussel stated this was not possible as the warrant needs to go to the printer the following morning in order to meet the mailing deadline required by Town bylaw. The warrant will be final upon presentation for authorization that evening. The Finance Committee's response is needed by the 14th of October.

Annual Census Agreement
Town Clerk Green has submitted an agreement for printing, sealing, bar coding, metering and mailing census forms. Mark Altman and Associates will be providing the service at twenty seven cents per piece plus thirty-three and one half cents postage.
Motion: E. Newcomb **2nd: M. Castriotta**
To authorize the Chairman to sign the agreement between Mark Altman and Associates, 428 Main St. Hudson, MA and the Town for the census printing agreement from December 1, 2010 to November 30, 2013 **Vote: All in Favor**

License Agreement
Ms. Roussel presented a renewal of a three year license between the Town and Paul Laine for management of the hay crop on fields located at Mt. Jefferson Conservation Area. The Town would receive $14.00 per acre per cutting.
Motion: E. Newcomb **2nd: M. Castriotta**
To authorize the license agreement between the Town and Paul Laine of Templeton, MA for hay management at $14.00 per acre per cutting for a term of three years, effective upon execution
Vote: All in Favor

Senior Center Design Committee members Claudia Provencal and Paul Hale presented a letter to the Board requesting approval to move forward with the recommendation to add a second floor to the Slade Building for a new Senior Center. The approval would allow Shelley Hatch of MRPC to submit a joint CDBG grant application with the Town of Westminster which would provide greater points in scoring for both towns. The Slade Building second floor option was selected by sic of seven members of the committee as it resides on town-owned land, is in the center of town, and is available at no cost to the town.
Motion: E. Newcomb **2nd: M. Castriotta**

To support the recommendation of the Senior Center Design Committee to proceed with a grant application for design of a Senior Center on the second floor of the Slade Building
Mr. Castriotta called for discussion. Mr. Howlett stated the Board needs to consider that during construction the Slade Building offices would have to be relocated to another space at a significant cost and construction would need to be done during school summer vacation. He added parking would be affected as well as delivery to the school. Mr. Castriotta suggested looking into using school classrooms during the construction as the school would be closed during that time. Mr. Castriotta stated the Board is looking at creating a parking lot where the tennis courts are now located. Mr. Howlett stated senior center funds could not be used for taking the ceiling down on the first floor. He added he is not anti-senior center but these issues will come up. Mr. Hale stated it was indicated that rental of office trailers would be covered by the grant or rental of available space at Breezy Hill. Mr. Howlett stated he wanted to thank the committee for all their work. **Vote: All in Favor**

Mr. Hale and Ms. Provencal thanked the Board for their support.

Ms. Roussel presented the results of the request for quotes for installing a separate heating zone in the Library basement. The only quote was received from R. J. McDonald Inc. for $3,350.00.
Motion: E. Newcomb **2nd: M. Castriotta**
To award the installation of separate heating zone to R. J. Mc Donald, Inc. of Barre, MA in the amount of $3,350.00 **Vote: All in Favor**

Motion: E. Newcomb **2nd: M. Castriotta**
To authorize the Chair to sign the R.J. McDonald, Inc. proposal on behalf of the full Board
Vote: All in Favor

Ms. Roussel presented the results of the **request for quotes for uniform suppliers** for the Highway Department. Three companies provided quotes. Highway Superintendent Gauthier is recommending Cintas with the lowest quote of $8,307.00 per year for three years.
Motion: E. Newcomb **2nd: M. Castriotta**
To award the uniform service agreement to Cintas for a three year term **Vote: All in Favor**

Ms. Roussel reported the **Hubbardston Center School Playground Committee**, a volunteer group, has submitted a request to use the Board of Selectmen's bulk permit for community outreach. The Hubbardston Center School Playground Fund has been established through the Community Foundation of North Central Massachusetts, a 501(c) (3), non-profit community organization. Ms. Roussel reported Ms. Peterson quoted the group a cost of at least $600.00 to do the mailing.
Motion: E. Newcomb **2nd: M. Castriotta**
To allow the Playground Committee to use the bulk permit for community outreach
Vote: All in Favor

Town Offices Post Office Boxes
Ms. Roussel reported she has researched purchase of a cluster mailbox unit at the cost of $1,650.00 at the end of the Slade Building parking lot for all the Town departments who currently rent post office boxes. Town Departments pay $838.00 a year for rental. The unit would pay for itself in two years. Mr. Newcomb asked in the case of occasional delivery of ashes to the Cemetery Commission, could we place a UPS delivery box for United Parcel Service there as well? Ms. Roussel stated this would be for delivery of U.S. Mail delivery. Ms. Roussel stated she was seeking approval and permission to place an article to fund it on the Special Town Meeting warrant. The Board concurred.

Ms. Roussel reported the **Senior Workoff Program** Committee was seeking approval to amend the June 18, 2002 Annual Town Meeting, Article 19, in regard to the Senior Workoff Program abatement to raise

the annual limit from $500.00 to $750.00 per year and increase the eligible number from 10 to 15 participants. The raise would require an increase in overlay to $11,250.00, an increase of $7,250.00 from the prior year. The committee is also requesting to limit the abatement allowance for each real estate tax bill to one person and to allow an approved representative to provide for such services to the Town for persons physically unable to participate. The committee composition now lists the COA Director as well as a Selectboard liaison and another recommendation is changing the bylaw to read "or their chosen representatives."

Ms. Roussel reported she had received information from Town Counsel regarding the lapse of the Second Shift **Class II License**. Attorney Bard has recommended the Town send a certified letter to the business owner to inform him that he will need to reapply for the license within ten business days or the Board will consider the license revoked and will notify the Registry of Motor Vehicles. Ms. Roussel reported she has conferred with Building Commissioner Brandt and he stated Mr. LaJoie has rented a dumpster on site, and is attempting to clean up. Ms. Roussel presented a letter Ms. Peterson had drafted with the recommendation to Mr. LaJoie from the Board.

Motion: E. Newcomb **2nd: M. Castriotta**
To send letter to Second Shift Garage regarding the Class II license status **Vote: All in Favor**

Mr. Castriotta requested Ms. Roussel invite Mr. Brandt to a Board meeting in October regarding the Jon Jonsson property and gravel pits situation.

Ms. Roussel presented an **agreement with Public Sector Partners, Inc.** (PSP) for services to secure the performance of certain duties relative **to municipal immunization reimbursement** for the Board of Health. She stated she has reviewed the agreement to ensure they are consistent with past agreements submitted and that had been reviewed by Town Counsel. Payment shall be at a rate of 10 percent of Medicare reimbursement funds received by the Town for Medicare claims that were prepared by PSP for administration of influenza and pneumococcal vaccines.

Motion: E. Newcomb **2nd: M. Castriotta**
To authorize the agreement between the Town and Public Sector Partners, Inc and the Town and authorize the Chair to sign the agreement on behalf of the Board **Vote: All in Favor**

Ms. Roussel reported she has used the recommendations from Kopelman & Paige, PC regarding **storm drain regulations** in creating a draft for the Town. She stated the Town will own any piping installed into the Town right of way and the only outstanding issue is the permit cost. The cost should be based on the actual cost for administration of the program and inspections. Ms. Roussel will be requesting more information from the Highway Superintendent regarding the cost. Permitting would be done annually. Ms. Roussel noted Town Counsel had added in the advisory letter that if the Town were to be included in the EPA Phase II Stormwater General Permit program for small municipal separate storm sewer systems (MS4's) at some point in the future, a bylaw or regulation would be required to control and eliminate illicit charges. Ms. Roussel recommended the Town adopt these regulations.

Motion: E. Newcomb **2nd: M. Castriotta**
To adopt the draft as presented **Vote: All in Favor**

Website Migration- Virtual Town Hall

Ms. Roussel reported Bill Letsky of Virtual Town Hall has submitted an agreement for website migration and annual fees based on their previous presentation. Ms. Roussel stated the initial cost of migration would be $3,500.00 and the annual fee of $1,750.00 could be paid out of Selectmen's expense account for this year. She recommended adding a website line for next fiscal year budget. She recommended signing the agreement contingent on Special Town Meeting appropriation and adding an article on the Special Town Meeting to pay for the initial startup fee. Mr. Castriotta inquired if Webmaster Mike See had

reviewed the agreement. Ms. Roussel stated Mr. See was in favor of Virtual Town Hall but had not seen the agreement.

Motion: E. Newcomb **2nd: M. Castriotta**
To authorize the website services agreement with Virtual Town Hall pending webmaster approval of the proposed services and STM appropriation of the startup funding **Vote: All in Favor**

Ms. Roussel reported she is researching what is required for the **betterment process** with the Financial Team for the Board of Health due to a septic system loan. This will be helpful in proceeding with road improvements. The Board of Health wanted to go with the betterment process rather than a lien and separate collection process. Betterment charges would provide for improvement of the condition of the road and would be added as an additional charge on the property tax bill over a certain amount of years. Ms. Roussel will continue the discussion on betterment for Streeter Road residents at a future meeting after more research.

Cable equipment/Peg Access- Ms. Roussel reported the Town received an email invitation to an audio visual equipment trade show in Boston. Ms. Peterson had found a company listed that she would like to invite to come in and assess what we need for peg access/broadcasting equipment. Mr. Castriotta stated he had emailed Ms. Peterson to invite Rick Paula who is on the Cable Advisory Board in Barre to come to the next Board meeting to discuss some options.

The Board reviewed correspondence.

Ms. Roussel reminded the Board that voting to proceed with the **local initiative for sending out information to voters in favor and opposing ballot questions** requires that the Board seeks someone to compose an in favor of and an against argument. Ms. Roussel stated she had constructed an argument in favor of the ballot question in the event nothing was received from the Finance Committee, the party that had put the ballot question forth. Town Counsel has recommended the Board seek a party to construct an argument of up to 150 words that is against the funding of the ice storm outside the levy. If more than one person submits arguments, the Board will have to decide which to accept. Any arguments will have to be submitted by October 12th in order to submit to Town Counsel for review before mailing.

Motion: E. Newcomb **2nd: M. Castriotta**
To seek a party to submit a statement up to 150 words against the funding of the ice storm cleanup outside the levy **Vote: All in Favor**

Hubbardston Housing Production Plan

Consultant Karen Sunnarborg presented an abridged paper copy of the PowerPoint presentation originally given to the ad hoc Affordable Housing Subcommittee of the Zoning Board of Appeals in April 2010. Ms. Sunnarborg reported this housing plan builds on the work that was prepared as part of the Community Development Housing Plan that meets requirements under Massachusetts General Law Chapter 40B, 760 CMR 56.03(4), Housing Production, meant to give greater control over housing development to communities.

Under these requirements, if the Town produces at least seven (7) affordable units annually through 2010 and DHCD certifies the locality has complied with its annual goals, the Town may be able through the Zoning Board of Appeals to deny comprehensive permit applications under certain conditions. If the Town could double the amount to fourteen (14) units, it would be able to deny comprehensive permit applications for two years. When the 2010 census becomes available in 2011, the number of units required may increase based on the population.

Major components of the plan require an Executive Summary which highlights the components of the plan including a Housing Needs Assessment. The group reviewed the summary. From 1980 to 2000, Hubbardston's population increased by 118%. More recently, Hubbardston is losing younger residents and gaining more seniors. Hubbardston has a higher median income than the county and state figures. Ms.

Sunnarborg also pointed out that 45% of the Town is protected and owned by the Department of Conservation and Recreation. 87.4% of housing units in the Town are single family detached. Other priority housing needs addressed are affordable homeownership, availability of rental units, housing for people with disabilities and special needs, and housing conditions. Ms. Roussel reported CDBG grant funding has been available to residents through MRPC for housing rehabilitation.

Ms. Sunnarborg moved on to potential housing strategies. One suggestion is to meet local housing needs and production goals by building local capacity. This could be accomplished by establishing a Municipal Affordable Housing Trust Fund and appointing members of a Board of Trustees. This Board would oversee housing issues and implement the Housing Production Plan, manage the Fund and define policy issues. Another option is to conduct an educational campaign to dispel negative stereotypes and stimulate local support for new production. Also suggested is to secure professional oversight to effectively coordinate components of the Housing Plan. Ms. Sunnarborg stated some towns use a percentage of Community Preservation Act funding to pay for the consultant or hire a part-time consultant to create RFPs. She also suggested the Town continue to apply for Commonwealth Capital Program scoring prior to applying for any state capital spending programs.

Ms. Sunnarborg moved onto Zoning and Planning Strategies. Greater flexibility is needed in the Town's zoning bylaws in order to implement the strategies included in the plan. Options included under this would be to integrate affordable housing in the Open Space Residential Development bylaw, adopt inclusionary zoning with incentives, allow affordable housing in nonconforming lots, promote affordable housing in mixed-use development, and create an inventory of town-owned properties for housing. The ad hoc committee has met with and received approval from the Planning Board on the Housing Production Plan and is here to request approval from the Board before submitting to the state for approval.

Motion: E. Newcomb **2nd: M. Castriotta**
To approve the plan as presented **Vote: All in Favor**

Motion: E. Newcomb **2nd: M. Castriotta**
To adjourn the meeting at 8:00 PM **Vote: All in Favor**

Respectfully submitted,
Elaine M. Peterson
Elaine M. Peterson
Town Secretary

Approved: November 8, 2010