

**BOARD OF SELECTMEN  
MINUTES  
June 20, 2011  
Slade Building**

**Members present:** Matthew Castriotta  
Ernest Newcomb

**Member not present:** Michael Stauder

**Staff present:** Brian Bullock, Interim Town Administrator; Elaine Peterson, Town Secretary

**Others present:** Walter Ducharme, Tom Bratko, Kristie Casey, Bruce Newcomb, Jamie Pitney, Mark Haranas, Danielle Arakelian, Mike Stevens, Tom Howlett, William Murray

**Meeting opened at 6:30 pm**

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.

<b>Warrant # 27</b>
---------------------

**Motion: E. Newcomb**

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

**To approve Warrant # 27 in the amount of \$217,794.78**

**Vote: All in Favor**

**Open Session**

Tom Bratko questioned the procedural process of hiring Mr. Bullock, stating this was no reflection on Mr. Bullock, as he is evidently qualified. Mr. Bratko stated it appeared to him according to procurement bylaws of the Town, you are supposed to go out to bid to hire anyone to do anything and he was wondering why the Board did not do that. Mr. Castriotta stated he did not believe the Board was required to.

Ms. Peterson presented a loan renewal document prepared by Town Treasurer Dunbar.

**Motion: E. Newcomb**

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

**To sign renewal loan documentation in the amount of \$65,000.00 for borrowing on the Slade Building repairs as approved at June 2, 2009 Annual Town Meeting,**

**Article #14**

**Vote: All in Favor**

### **Wage Authorizations for Fiscal Year '12**

**Motion: E. Newcomb**

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

**To approve blanket wage authorizations for town employees pending review by the  
Town Accountant** **Vote: All in Favor**

Ms. Peterson requested the Board confirm the signatures on two Chapter 90 Project requests that were signed out of meeting cycle; the first in the amount of \$133,710.00 (for year one of the lease to purchase) 2012 Freightliner dump truck and the second for the Elgin Pelican street sweeper lease (final payment) in the amount of \$18,510.00.

### **Chapter 90 Project Requests**

**Motion: E. Newcomb**

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

**To ratify the signatures on Chapter 90 project requests**  
**Vote: All in Favor**

### **Minutes Approval**

**Motion: E. Newcomb**

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

**To approve the minutes of June 6, 2011 as written**  
**Vote: All in Favor**

Mr. Bullock reported he and Town Clerk had determined Tuesday, August 23, 2011 would work for the Special Election date to address the approval at Annual Town Meeting of Article #22; "to appropriate a sum not to exceed \$225,000.00 for support of the first year of a multi-year road upgrade plan with the expenditure to be contingent on a capital exclusion ballot question." Ms. Green believed most residents would be back from summer vacations in preparation for the start of school.

**Motion: E. Newcomb**

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

**To confirm the date for the special election of August 23, 2011**  
**Vote: All in Favor**

### **Transfer Requests**

Mr. Ernest Newcomb called an emergency meeting of the Cemetery Commission due to lack of funding to pay seasonal employees' payroll through the remainder of this fiscal year. Mr. Newcomb invited Cemetery Commissioner Bruce Newcomb to the meeting table to approve the request to transfer \$800.00 from Cemetery Maintenance & Improvements to Old Cemeteries to cover year end payroll. Mr. Ernest Newcomb invoked the Rule of Necessity due to lack of a quorum of Selectmen.

**Motion: B. Newcomb**

**2<sup>nd</sup>: E. Newcomb**

**To approve the transfer request of \$800.00 from Cemetery Maintenance &  
Improvements #01-491-5203 to Old Cemeteries #01-491-5101**

**Vote: All in Favor**

Mr. Newcomb motioned to adjourn the Cemetery Commissioner meeting. Mr. B. Newcomb seconded. Vote: All in Favor

**Motion: E. Newcomb**

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

**To approve the following requests and authorize the Chair to sign the transfer requests of**

**\$500.00 from Treasurer Tax Title #01-145-5708 to Recreation Field Maintenance #01-699-5200;**

**\$800.00 from Cemetery Maintenance & Improvements #01-491-5203 to Old Cemeteries #01-491-5101;**

**\$2,500.00 from Audit #135-5703 to Hubbardston Center School Water Tank #300-5810;**

**\$1,140.00 from Legal #151-5200 to Hubbardston Center School Water Tank #300-5810;**

**\$3075.00 from Worcester County Retirement Assessment #911-5100 to Chapter 32B #914-5100; and**

**\$2,200.00 from FICA Assessment #916-5100 to Chapter 32B #914-5100 according to Chapter 44, section 33B**

**Vote: All in Favor**

The transfer requests were necessary to sanitize the school water tank in order to maintain the warranty, fund the town portion of health benefits, and cover year end payroll.

Ms. Peterson reported she would request a reserve fund transfer of \$1500.00 from the Finance Committee in order to cover repair costs for the Slade Building air conditioning unit. The Finance Committee will be meeting June 22<sup>nd</sup> to address the transfer requests.

**Town Charter Committee Update**

Mr. Pitney reported he was here for a couple of reasons. The original request for a one year term for the committee is expiring at the end of the month. The Town Charter Committee is working hard and is dedicated and working along with the UMass Collins Center consultant. The committee would like its term to be extended to June 30, 2012. The committee's anticipation is should the committee draft a new charter and present to the Board, then Town Meeting in the Fall, then the state legislature for ratification and signed by the Governor. Typically it would have to be voted on by ballot by the Town.

Mr. Pitney requested the reappointment of the committee minus Mr. Simmerer and Mr. O'Donnell. Two vacant government seats will need to be filled.

He also requested appointment to the Personnel Committee to maintain his government status on the Town Charter Committee.

**Motion: E. Newcomb**

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

**To extend the Town Charter Committee's term to June 30, 2012**

**Vote: All in Favor**

Mr. Pitney presented a report of what has transpired to date with the committee to the Board. Mr. Pitney stated the handout is merely discussion points and ideas and nothing has been voted on. Some problems cited were too many committees and lots of vacancies on them. There have also been many uncontested elections. Mr. Pitney stated there were twenty-one open seats on the annual election ballot. Mr. Castriotta thanked Mr. Pitney for his feedback. Mr. Bullock suggested setting a timeline for July 1 and backing up from it to set goals. He added he would be happy to assist Mr. Pitney.

Mr. Castriotta recognized Conservation Commission Chair Mike Stevens. Mr. Stevens reported he was moving to Georgia to be closer to his grandchildren. His term ends June 30, 2011 and there are two people interested in filling the board. Mr. Castriotta wished Mr. Stevens well and thanked him for his volunteer service of fifteen years.

**DCR Grant Application Request**

Ms. Peterson presented an authorization form from Fire Chief Hayes for a \$2,000.00 grant to purchase six portable radios to improve ground communications. The grant requires a match of \$2,000.00 that will be paid from the brush permit account.

**Motion: E. Newcomb**

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

**To approve and authorize the Chair to sign the DCR grant application**

**Vote: All in Favor**

**Other Business:**

Ms. Peterson presented an agreement between the Town and Cartographic Associates, Inc for a GIS Services Maintenance Agreement for the Assessors office.

**Motion: E. Newcomb**

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

**To authorize the agreement between Cartographic Associates, Inc, located at 11 Pleasant Street, Littleton, NH and the Town for one year of maintenance and software support in the amount of \$500.00**

**Vote: All in Favor**

Ms. Peterson reported the Highway Department will be moving the Center School Main Street flagpole after school closes for the summer.

Ms. Peterson presented an agreement between Underwater Solutions, Inc. and the Town to perform a warranty dry inspection and cleaning of the 8,000 gallon underground water storage tank at Center School.

**Motion: E. Newcomb**

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

**To approve the agreement between the Town and Underwater Solutions, Inc of P.O. Box 208 Mattapoisett, MA 02739 and authorize the Chair to sign on behalf of the Town**

**Vote: All in Favor**

Ms. Peterson presented a resignation from Dave Simmerer from Economic Development Committee, Finance Committee and the Historical Commission.

**Motion: E. Newcomb**

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

**To accept with regret Mr. Simmerer's resignation effective June 8, 2011**

**Vote: All in Favor**

Ms. Peterson reported the Town Common Committee has voted to request the common road be graded and fill added once funding is available. The Board requested the Highway Superintendent check the road and report back with recommendations. Mr. Newcomb reported the Common Committee also discussed extending the sidewalk to the yellow crosswalk as well.

Ms. Peterson reported she would be requesting a transfer from the Reserve Fund in the amount of \$1500.00 to cover repairs to the air conditioning unit for the Slade Building.

The Board will review **proposals for the backdrop for filming public meetings** at the July 5<sup>th</sup> meeting.

Ms. Peterson requested the Board review the wording sent by Kopelman & Paige PC regarding the right of first refusal agreement with the First Parish Unitarian Church of Hubbardston for the next meeting.

Mr. Bullock recommended sending letters to the two bidders regarding the **request for proposals** for municipal/recreational land use informing them. One was for 3.1 acres on High Street in the amount of \$60,000.00 and the other was for 2.654 acres located on Worcester Road for \$86,000.00.

Ms. Peterson reported all three **Open Meeting Law complaints** have been responded to and mailed to the Attorney General's office as well as to Tom and Jassy Bratko.

Mr. Bullock reported Ms. Chick will be reporting to the **auditor's management letter** as departments respond back.

### **Appointments**

Ms. Peterson presented a list of appointments for fiscal year 2012 and amended it by adding Wendy Howes and Kristie Casey to the Town Charter Committee list and adding Kristie Casey and Jamie Pitney to the Personnel Committee.

**Building Commissioner & Trench Inspector (Private Ways)- Lawrence Brandt- term expires June 30, 2012**

**Highway Superintendent & Trench Inspector (Public Ways)** - Lyn Gauthier- term to expire June 30, 2012

**Treasurer-** James Dunbar- term to expire June 30, 2012

**Gas/Plumbing Inspector-** Thomas Monfreda- term to expire June 30, 2012

**Wiring Inspector-** Darrell Sweeney- term to expire June 30, 2012

**Police Dept.**

Det. Hans Carlson, Patrolman Timothy Miner- term to expire June 30, 2014

Patrolman Scott Tibert, Michael McGrath, Thomas Perry, Nicholas Malnati- term to expire June 30, 2012

**Senior Workoff Committee-** term to expire June 30, 2012

Al Afonso

Elaine Peterson

Cyndy Doane

Claudia Provencal

Bonnie Cunningham

**Council on Aging**

Richard Cunningham- term to expire June 30, 2014

Bonnie Cunningham- term to expire June 30, 2014

**Conservation Commission**

Anthony Coppola- term to expire June 30, 2013

Eric Gemborys- term to expire June 30, 2014

Allan Olly- Associate- term to expire June 30, 2012

**Open Space Committee**

Jassy Bratko- term to expire June 30, 2014

**Recreation Field Committee-term to expire June 30, 2012**

Ernest Newcomb

Nia Carignan

Sanda Barry

Chris Norcross

Kris Pareago

**Board of Appeals Alternate-term to expire June 30, 2012**

William Fernekees

**Library RFQ Committee- term to expire June 30, 2012**

Josephine Amato

Jayne Arata

Laura Foley

Judith McArthur

**Town Charter Committee- term to expire June 30, 2012**

Judith McArthur

Roger Knipe

Walter Ducharme

Thomas Howlett

Jamie Pitney

Wendy Howes

Kristie Casey

**Historical Commission-**

Martha Holgerson- term to expire June 30, 2012

Kenneth Green- term to expire June 30, 2012

**Senior Center Design Committee-term to expire June 30, 2012**

Paul Hale

Claudia Provencal

William Fernekees

William Murray

**Emergency Management Planning Committee- term to expire June 30, 2012**

Dennis O'Donnell

Judith O'Donnell

Police Chief Dennis Perron

Fire Chief Bob Hayes

**Community Preservation Committee**

**Parks Commission-** Sanda Barry- term to expire June 30, 2012

**Member at Large-** Donna Farrell- - term to expire June 30, 2012

**Housing Authority-** Dennis O'Donnell- term to expire June 30, 2013

**Member at Large-** Susan Fox-term to expire June 30, 2013

**Open Space Committee-** Jassy Bratko- term to expire June 30, 2014

**Member at Large-** Jack Pierce- term to expire June 30, 2014

Historical Commission-vacant- 1 year appt.

Planning Board-vacant- 3 year appt.

Conservation Commission-vacant- 1 year appt.

**Personnel Committee- term to expire June 30, 2011**

Kristie Casey

Jamie Pitney

**Motion: E. Newcomb**

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

**To approve and appoint all committees as submitted and amended**

**Vote: All in Favor**

**Capital Improvement Planning Committee (CIPC)**

Acting Chair William Murray congratulated the Board and especially staff on an amazing annual town meeting. He reported the committee presently has three vacant seats out of seven. It is very difficult to get a quorum. Mr. Murray stated he was seeking guidance from the Board. He added he is the longest serving member of the CIPC, having been on for nine years, and at no time has the committee had less understanding and communication with the Board of Selectmen. When he came on the committee initially, CIP had a member Board of Selectmen and the Town Administrator was the ex officio. Mr. Murray reported there were also some personality conflicts with the previous Town Administrator.

Mr. Murray believes as an individual member, CIPC is not contributing to advance the interests of the Board of Selectmen and he did not believe the Selectboard is paying attention to any of the work the committee is doing. He believes this is the reason the members are not renewing their appointments to the CIPC. Mr. Murray stated he is

really questioning why the CIPC spends time grilling department heads on the validity of doing stuff and don't get requests for an opinion back or any indication from the Board that anything the committee is doing is worthwhile. The Town has just undertaken a fantastic capital plan and he wonders where the committee fits into that. If they are simply keeping numbers on a spreadsheet and not advancing the interests of the town, he does not see the point of the CIPC spending their time and the Board attempting to coddle the committee.

Mr. Murray also expressed his personal opinion stating the CIPC members are not town employees, they are volunteers. The volunteers hope to make an effective change in the Town. This Board did not renew the appointment of the CIP Chairperson. He personally took offense to that and believed it was done poorly. Mr. Murray stated the person who was not reappointed was the CIPC's choice for Chairperson. She was the most qualified person for the position, highly motivated and worked really hard. As he understands it, this Selectboard did not ask the member board for an opinion and understands the Selectboard had the authority but he believed it was not professional and disrespectful for volunteers. Mr. Murray stated he was disappointed that Dr. Stauder was not present to hear this. Mr. Newcomb stated he can appreciate what Mr. Murray said and expressed his own frustrations serving on the CIPC. In the end, the committee felt ignored by the past administration. Mr. Newcomb confirmed that Ms. Lanney did a lot of work.

Mr. Castriotta stated he is sorry they feel undervalued; he will not change his vote. He only wants to talk about the future not the past. Mr. Murray stated it remains unacceptable. Mr. Murray stated it was an inappropriate response. What did you base that vote on? Mr. Murray stated he believed the Selectboard was misinformed and there was no communication to him as Vice Chair. He stated the manner in which it was done was disrespectful and the Board should take it under advisement. Mr. Murray thanked the Board for their time.

Mr. Bullock requested how the Board would like to handle the employee letter regarding equitable compensation. He offered to handle it with the employee on a one on one basis and report back to the Board. The Board concurred.

Ms. Peterson requested guidance from the Board on how to handle going on vacation with Mr. Bullock only being in the office one day a week.

Mr. Castriotta stated they would handle that.

**Motion: E. Newcomb**

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

**To adjourn the meeting at 7:30 pm**

**Vote: All in Favor**

Respectfully submitted,

Elaine M. Peterson  
Town Secretary

Approved: July 5, 2011.