

BOARD OF SELECTMEN

**Minutes
Slade Building
August 1, 2011**

Members present: Ernest Newcomb, Chair
Michael Stauder, Vice Chair
Matthew Castriotta, Clerk

Staff present: Brian Bullock, Interim Administrator; Elaine Peterson, Town Secretary;
Joyce Green, Town Clerk

Others present: Walter Ducharme, Ed Blanchard, Susan Fox, Kevin Flynn, MRPC
Community Development Coordinator

Meeting was called to order at 6:31 pm.

Mr. Newcomb inquired on the status of the Open Meeting Law, G. L. c. 30A, section 18-25 complaints filed by Jassy and Tom Bratko of 28 High Street.

Ms. Peterson reported the Board has received copies of letters from the Attorney General's office to the Bratkos acknowledging receipt of their complaints. Another complaint filed by Mr. Bratko on July 7, 2011, has been closed by the Division of Open Government as they have no record it being filed. Mr. Bullock stated the Board would be taking action this evening to address one of them. The State Ethics Commission will receive a filing for the other. Mr. Bullock reported the Capital Improvement Planning Committee minutes that were requested have been forwarded as well.

Ms. Peterson reported the wording for the "no" and "yes" argument related to the ballot question for the special election has been amended to a simpler version. "Shall the Town of Hubbardston be allowed to assess an additional \$225,000.00 in real estate and personal property taxes for the purposes of road repairs for the fiscal year beginning July first, two thousand and eleven?"

A YES vote will approve funds to permit an early start on road repairs this fiscal year. The additional cost is 54 cents per \$1,000.00 of property valuation or \$121.00 for the average property valued at \$225,000.00 This Capital Outlay Exclusion would be for one year only.

A NO vote would not approve the funding. This request for funding comes at a difficult financial time for many residents and is in addition to funding already approved for road repairs at the Annual Town Meeting.

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 conflict 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.

Warrant # 3

Motion: M. Castriotta

2nd: E. Newcomb

To approve Warrant #3 in the amount of \$230,372.64

Vote: All in Favor

Special Election Warrants

Ms. Peterson presented five warrants for signatures for the August 23rd special election. Town Clerk Joyce Green will have the warrants posted.

Mr. Bullock presented a formal vote stating the Board is appointing Brian Bullock as Interim Town Administrator and said appointment shall be as an employee of the Town and shall end on June 30, 2012 unless extended.

Employee Status for Interim Town Administrator

Motion: M. Castriotta

2nd: E. Newcomb

To appoint Brian Bullock as Interim Town Administrator and employee status as presented

Vote: All in Favor

Mr. Bullock reported the signed appointment notice shall be presented to the Inspector General's office to satisfy procurement requirements.

Appointments:

Motion: M. Castriotta

2nd: E. Newcomb

To appoint Larry Therrien to the Conservation Commission with a term to expire June 30, 2014

Vote: All in Favor

Motion: M. Castriotta

2nd: E. Newcomb

To appoint Judith O'Donnell as Emergency Management Planning Committee Assistant Director and to the ad hoc subcommittee on Housing with terms to expire June 30, 2012

Vote: All in Favor

Mr. Stauder entered the meeting.

Motion: M. Castriotta

2nd: E. Newcomb

To accept Catherine Galbreath's resignation with regrets from the Open Space Committee effective August 23, 2011

Vote: All in Favor

Grant Application Authorization:

Mr. Bullock presented a request to apply for the Small Town Road Assistance Program (STRAP) through the MASSWorks Grant Program in the amount of \$1,000,000.00. No matching funds are required. Announcement of grant approval is expected by October 31, 2011. This grant would supplement the road improvement plan for the Town's roads.

Motion: M. Castriotta

2nd: M. Stauder

To authorize Mr. Bullock to file the STRAP grant application to MassWorks for the grant and to support the grant application

Vote: All in Favor

Ms. Green certified the vote for the grant application exited the meeting.

Open Session

Open Space Committee member Susan Fox presented paperwork required for a DCR Relocation/Repair of Eroded Trail grant. Ms. Fox requested Mr. Castriotta sign the standard contract and the W-9, as he had signed the original application.

Motion: M. Stauder

2nd: M. Castriotta

To authorize Mr. Castriotta to sign the standard contract form and the W- 9 for the grant

Vote: All in Favor

Liaisons to Boards/Departments

Ms. Peterson presented a liaison list for fiscal year 2012. The Board requested the same assignments from the previous year for review. Ms. Peterson will send out by email to the Board.

Ms. Peterson reported the Board needed to appoint themselves to MRPC and MART Advisory committees. Mr. Castriotta stated the Board can appoint a designee for the positions. Mr. Stauder stated he had someone in mind and would like to speak to them about accepting the MRPC appointment. Ms. Peterson stated she will ask Council on Aging Director Claudia Provencal if she would be interested in attending the MART meetings.

Minutes Approval

Motion: M. Castriotta

2nd:E. Newcomb

To approve the minutes of July 5, 2011 as written

Vote: Mr.

Castriotta-yes Mr. Newcomb-yes, Mr. Stauder - abstained

Motion: M. Castriotta

2nd:E. Newcomb

To approve the minutes of July 18, 2011 as written

Vote: Mr.

Stauder- yes Mr. Newcomb-yes, Mr. Castriotta- abstained

Wage Authorization Request

Ms. Peterson presented a letter from Town Treasurer James Dunbar and Town Accountant Karen Chick requesting Financial Clerk Debra Chamberlain's pay rate be increased due to level of responsibilities and her excellent quality of work. Mr. Stauder inquired where the increased wage would be coming from. Mr. Bullock reported the wage adjustment account would cover this.

Motion: M. Castriotta

2nd: M. Stauder

To approve the wage authorization for Debra Chamberlain from \$13.31/hour to \$14.04/hour effective July 1, 2011 **Vote: All in Favor**

Boot Drive Requests:

Ms. Peterson presented a written request from the Hubbardston Firefighter's Association to conduct a boot drive on Main Street to benefit the Muscular Dystrophy Association on September 4^t as well as a boot drive request from the Hubbardston Lion's Club for a boot drive on August 7th.

Motion: M. Castriotta

2nd:M. Stauder

To approve the boot drive requests as submitted

Vote: All in Favor

Ms. Peterson reported the Lions' Club has requested to run Field Day at Curtis Recreation Field. The Parks Commission is aware of the request and approves.

Motion: M. Stauder

2nd: M. Castriotta

To approve the use of the recreation field for Field Day on September 10th with a rain date of September 11, 2011 **Vote: All in Favor**

Street Numbering Policy

Mr. Bullock presented a draft policy for the street numbering process. He recommended the Building Department assign street numbering. The Board of Selectmen would be the appeal body for the applicant, if needed. The Board would also reserve the right to assign review of street numbering appeals to the Town Administrator or other town staff for final disposition.

Motion: M. Castriotta

2nd. M. Stauder

To approve the street numbering policy as submitted

Vote: All in Favor

The Board requested Building Commissioner Brandt come in to a Board meeting for an update on the Building Department. Ms. Peterson will send a memo to Mr. Brandt.

Affordable Housing site recommendations

Ms. Peterson reported the subcommittee on affordable housing is requesting recommendations from the Board on sites for affordable housing.

This will complete the plan created by the consultant last year. Mr. Blanchard stated the committee is also seeking an affordable housing coordinator for the town; this was also recommended by the consultant.

The Board designated the town-owned land located on Ragged Hill Road. Mr. Bullock wondered if MRPC could assist in the site selection.

Motion: M. Castriotta

2nd: M. Stauder

To designate the town owned lots on Ragged Hill Road as affordable housing sites

Vote: All in Favor

Board Priorities & Goals for Upcoming Year

The Board discussed their goals and priorities for the next fiscal year.

- Handicapped accessibility for town sidewalks, Center School ramp, and other town facilities
- Mr. Castriotta cited a study created by former Town Administrator O'Connell.
- Emergency generators for town buildings (status)
- Protective frames (from falling ice) for the air conditioning units for the Slade Building
- Yearly notices to employees on sexual harassment, town vehicle use policy
- Critical look at highway dept operating at peak efficiency from management down
- Ambulance service operations review
- Cable broadcasting for meetings by end of year
(Mr. Castriotta suggested each board member pick three towns and attends their selectmen meeting).
- Budget process started earlier this year- September 2011
- 250th Anniversary Committee (Mr. Newcomb would like to be appointed to the committee)

Mr. Blanchard offered researching departments if needed from the Finance Committee. Mr. Stauder stated he could meet and coordinate with Mr. Blanchard. Mr. Blanchard also requested better communication from the Board when Finance Committee makes recommendations to them. He requested acknowledgment and feedback from the Board. Mr. Blanchard requested requests be placed on the agenda for discussion. Mr. Blanchard also requested "0" based budgeting this year. Mr. Blanchard stated the Finance Committee liaisons would be willing to help with the process. Mr. Blanchard requested another municipal land search large enough to hold a large septic system and a public drinking water supply.

Grant Writing Discussion

Kevin Flynn, MRPC Community Development Coordinator, reported on the CDBG application for the Senior Center Design. The application is based on scores with three components; a base need score ranging from 0- 35. The higher the number indicates the higher the need. Need scores are also broken down further as eligible for CDF

(Community Development Fund) -1, CDF-2, DHCD (Department of Housing & Community Development) mini-entitlement and HUD entitlement.

Mr. Flynn cited some preliminary comments from the senior center design grant reader. The grant reader had concerns about a common senior center and commented why aren't these towns (Westminster and Hubbardston) applying for a joint senior center? There was concern about the impact and participation. The grant reader was not convinced numerically how many more senior programs would be offered and how many more seniors were going to be reached. Further information will be coming concerning the grant application for the senior center design.

Mr. Flynn reported MRPC will be working with their member communities and asking Boards of Selectmen to assess their town's needs to submit regional applications to improve their chances of obtaining regional rather than independent funding in order to maximize the points and chances of getting grants. Recent funding awarded has been given to housing rehabilitation and public service programs. Mr. Flynn reported the next grant application round is due on December 16th. Mr. Flynn offered to create a simple survey (via survey monkey or paper copy) to find out what the public would like. Mr. Blanchard suggested placing a survey at the special election on August 23rd. Deadlines for public hearings and community development strategy are coming up. Mr. Flynn will get the survey material to the Town by the election. A good place to start is to look at last years' community development strategy. The Board thanked Mr. Flynn for coming in and he exited the meeting.

Backdrop Design Proposals

The Board reviewed three proposals for creation of a backdrop to be used during recording of public meetings in the Slade Building.

Motion: M. Castriotta

To appoint Laura Foley Design to design a backdrop for filming No second was made.

The Board took no action after some discussion and decided to concentrate first on obtaining equipment for filming before ordering a backdrop. Mr. Bullock suggested bringing in a video/cable consultant to a future Board meeting to make recommendations for recording/broadcasting equipment and installation. The Board set a goal of the first of the year to commence broadcasting meetings. Mr. Castriotta recommended setting policy for meeting conduct.

Mr. Blanchard asked the Board if the Town had a legal contract with Kopelman & Paige, PC for this year. Mr. Stauder asked if they had been appointed as legal counsel yet. Ms. Peterson referred to the February 18th letter from Kopelman & Paige regarding providing "general" legal services. She will look up the letter.

The Board requested Ms. Peterson move the two scheduled appointments on August 29th to September 5th as Mr. Castriotta will not be attending due to another obligation.

Motion: M. Castriotta
2nd: M. Stauder
To adjourn the meeting at 8:10 pm
Vote: All in Favor

Respectfully submitted,

Elaine M. Peterson
Town Secretary

Approved: August 15, 2011