

**BOARD OF SELECTMEN
MINUTES**

**December 5, 2011
Slade Building**

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

Staff present: Brian Bullock, Town Administrator; Elaine Peterson, Town Secretary; Dennis Perron, Police Chief; Bob Hayes, Fire Chief; Sergeant Ron Newton, Detective Hans Carlson

Others present: Frank Jones, Walter Ducharme, Tom Howlett, Chief Joe Rogowski, Rich Jankauskas, Kathlyn Inman, Heather Lemieux, Kathy Howard, Carol Sullivan, Eric Demetropoulos, Betty Bumpus, William Bumpus, Charles Fullam, June Hubbard- Ward, Charles Woodward, Diane Byrnes, Ed McNelly, Daniel Baril, Lief Ericson, Mary Taylor, Carol Whitney

Meeting opened at 6:03 PM in the Senior Center

Meeting with Barre Personnel regarding Regionalization with Rutland Dispatch

The Board along with Police Chief Perron and Fire Chief Hayes met with Barre Selectmen and other pertinent personnel regarding the possibility of the Town of Barre regionalizing with Rutland Dispatch.

Hubbardston Police Chief Dennis Perron gave a quick history of the regionalization of Hubbardston with Rutland. He reported the changeover was to save money due to financial difficulties in 2008. A key issue is the manning of the Hubbardston Police Station when there is no dispatch present. It is something the public and town have to get used to. Hubbardston's main concern is to answer the door in a timely manner. He reported there were growing pains prior to Nathan Kenney, Dispatch Manager, coming on. He has been very sympathetic to Hubbardston's requests and is slowly improving the professionalism of the dispatch center. Chief Perron stated savings are currently around \$100,000 per year, but initially there were unemployment benefits to pay due to laying off Hubbardston's dispatchers. Chief Perron stated all three dispatchers that were laid off are now working for Rutland dispatch. Chief Perron stated he now has 24/7 coverage in the Police Department due to the savings with Dispatch.

A question arose on how to communicate with the Highway Department. Chief Perron stated he supplied the Highway Department with a police radio. Another question about radio towers was asked. Hubbardston is in the process of installing a tower with grant funding. The current annual budget for dispatch is \$98,000. This includes office and connection fees and computer maintenance fee. The fee to Rutland is \$85,000. Chief Perron reported incoming phone calls to Hubbardston are automatically rerouted to Rutland. There is a cost of \$3,200 per year for the lines to connect to the radio system.

A question arose regarding who answers the phone during the daytime and night hours. Chief Perron stated the non emergency number rings in Rutland. Hubbardston has an automated phone tree for town offices. Chief Perron has an administrative assistance that works twenty hours per

week Monday through Thursday at the police department window. When no one is in the Hubbardston police station, there is a doorbell to ring or an intercom system/phone outside the building that rings in Rutland.

Another question arose about distributing keys, gaining access to town buildings and the logistics of daily reports were asked and answered as well. Chief Perron stated the officer on duty can sign out keys when needed; most committee members have been informed on when to sign out the key for a meeting. The Barre Selectmen thanked the Board and other personnel for answering their questions regarding dispatch regionalization and exited the meeting. The meeting moved to the Slade room to continue.

Warrant # 12

Motion: M. Castriotta

2nd: M. Stauder

To approve Warrant #12 in the amount of \$134, 851.14

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

Open Session:

Church representative Mary Taylor announced she was present. She reported the final wording for the Right of First Refusal agreement was agreed upon by Unitarian Church Counsel Jeff Aveni and Town Counsel Kopelman & Paige's representative Katie Klein. Ms. Taylor stated the church had met and changed their bylaw as well as amended the Articles of Organization as requested by Kopelman & Paige, PC. She presented the certified mail receipt of mailing to the Secretary of State's office. Ms. Taylor stated their attorney will hold the Right of First Refusal in escrow until the Articles of Amendment are approved by the Secretary of State office and will proceed with land court proceedings. Ms. Whitney, President of the Church Council, will sign the Right of First Refusal this evening. The Deed and Preservation Restriction Agreement will follow and after that the Right of First Refusal will be recorded.

Motion: M. Stauder

2nd: M. Castriotta

To sign the agreement as approved by legal counsel for Right of First Refusal

Finance Committee Chair Blanchard asked for clarification. Mr. Stauder stated the wording in the church's bylaws and articles of organization was changed so that if the local church dissolves the property does not go to the parent organization. Mr. Blanchard asked if it should go back to Town Meeting since the mechanism for transfer has changed from eminent domain to adverse possession. Mr. Stauder answered Kopelman and Paige did not believe so. **Vote: All in Favor**

Ms. Taylor took the signed copies for signature and to place one copy in escrow. Ms. Taylor stated she would return one copy to the Board. The church members thanked the Board exited the meeting.

Ms. Peterson presented 2012 license renewal forms for local and alcohol licenses, stating some were still waiting for inspection. Mr. Bullock asked if a list of licensees was available for a blanket approval. He suggested voting to approve all licenses subject to meeting requirements.

2012 License Renewals

Motion: M. Castriotta

2nd: M. Stauder

To approve the 2012 licenses as submitted subject to meeting renewal conditions

Vote: All in Favor

Ms. Peterson reported some license still need inspections and will be ready for signatures at the December 19 meeting.

Seasonal Plow Driver Wage Authorization

Ms. Peterson reported the prior two applicants to drive plow trucks had withdrawn their applications. She presented another wage authorization for James Higgins.

Motion: M. Castriotta

2nd: M. Stauder

To hire James Higgins as a seasonal plow driver with a rate of \$15.00 to \$16.00 per hour depending on what vehicle is driven and pending passing the pre-employment physical

Vote: Mr. Castriotta- yes, Mr. Stauder- yes, Mr. Newcomb – abstained

Ms. Peterson presented an agreement from Cartographic Associates for GIS Internet Services. The Board requested more information from the Assessors on the agreement for the next meeting.

Ms. Peterson presented the LA-5 form for signatures required for the process of setting the tax rate. She reported next year electronic signatures will be required for the LA- 5. Mr. Bullock reported the free cash amount has not been certified yet. Mr. Stauder asked about the 12.5% reimbursement amount from the 2008 Ice Storm. Mr. Bullock reported an amount of \$106,000.00 had been provided by Emergency Management Planning Director Dennis O'Donnell but we had not heard back from the state yet.

Mr. Newcomb stated Capital Planning Improvement Committee was requesting department heads with requests be present at the Tri-board meeting so everyone is on the same page. Ms. Peterson stated she would send a memo out requesting those with capital requests attend the meeting.

Mr. Bullock stated he had sent an email to the Board requesting an **indemnification agreement** be created by Kopelman & Paige, PC for himself and the Town. He requested approval from the Board to request the agreement be drawn up. He had provided a sample. Mr. Stauder asked for clarification on this. Mr. Bullock stated this was in the case of lawsuits being brought up against the Town Administrator. He added it survives his employment period as well. Questions arose on whether the Board members needed one as well. The Board approved sending it to Town Counsel and reviewing at the December 19th meeting.

Mr. Bullock stated he has spoken with Town Charter Committee Chairman Jamie Pitney regarding setting a Special Town Meeting for voting on the proposed Town Charter. Suggested dates are January 31st and February 7, 2012. Town Counsel will have opinion on the charter by the December 19th meeting. Mr. Bullock stated a one to two page synopsis could accompany the Town Charter with the STM warrant mailing.

Mr. Stauder asked about the Board's option to not renew contracts for the Police Chief and Highway Superintendent. Mr. Bullock reported the Board was over the time for the Highway Superintendent as his contract had expired June 30, 2011. He suggested asking Town Counsel regarding the Police Chief's contract.

Motion: M. Stauder **2nd: M. Castriotta**
To notify Chief Perron and Highway Superintendent Gauthier by December 31st that their contracts will not be renewed and invite them to meet for negotiations **Vote: All in Favor**

Mr. Bullock asked the Board to think about goals for Main Street construction pending in 2015.

Appointment

Motion: M. Castriotta **2nd: M. Stauder**
To appoint Hayden Duggan to the Emergency Management Planning Committee with a term to expire June 30, 2012 **Vote: All in Favor**

Minutes Approval

Motion: M. Stauder **2nd: E. Newcomb**
To approve minutes of November 7, 2011
Vote: Mr. Stauder- yes, Mr. Newcomb- yes, Mr. Castriotta- abstained

Ms. Peterson asked the Board for confirmation of performance evaluations being done for staff. Mr. Castriotta stated the Board needs consistency in fairness to the staff. The Board concurred. Mr. Bullock would perform evaluations for Treasurer, Town Accountant, Town Secretary and Tax Collector. The Board liaisons will conduct them for their departments.

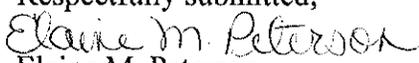
The Board reviewed correspondence.

Mr. Blanchard asked for direction on what would occur at the Tri-Board meeting on December 12th between the Capital Improvement Planning Committee, Finance Committee and Board of Selectmen. Discussion ensued on frustration from the CIPC due to lack of funding, follow-up from the Board of Selectmen and whether the committee should be dissolved in lieu of a strong Town Administrator position.

Motion; M. Castriotta **2nd: M. Stauder**
To enter into Executive Session for Reason #1; to discuss complaints made against an employee and to adjourn immediately upon returning to Open Session
Vote: Mr. Stauder- yes, Mr. Newcomb- yes, Mr. Castriotta- yes

Executive Session Minutes are Separate

The meeting was adjourned at 10:45 PM

Respectfully submitted,

Elaine M. Peterson
Town Secretary

Approved: January 3, 2012.

Board of Selectmen
December 5, 2011