BOARD OF SELECTMEN
MINUTES
April 30, 2012
SLADE BUILDING

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

Staff present: Brian Bullock, Town Administrator; Fire Chief Robert Hayes, Police Chief Dennis Perron

Others present: Tom Howlett, Chris Norcross

Meeting called to order at 6:35 PM

Request to Start Highway Summer Hours
Mr. Bullock reported Highway Superintendent Gauthier has requested the crew start summer hours on May 3rd instead of Memorial Day weekend. Hours will be 6 am to 4 pm, Monday through Thursday. Mr. Gauthier has approved the request but the Selectmen would need to approve as well. Mr. Stauder asked Mr. Newcomb what happens if a tree comes down on a Friday. Mr. Newcomb stated a worker would be called in but this is rare.
Mr. Newcomb invoked the Rule of Necessity stating his conflict as a Highway Department employee but stated this does not affect his pay. 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.
Motion: M. Stauder **2nd: E. Newcomb**
To approve Highway Department summer hours beginning May 3, 2012
Vote: Mr. Stauder- yes, Mr. Newcomb – yes

Mr. Castriotta entered the meeting at 6:41 pm.

New Hire Wages
Mr. Bullock reported the Cemetery Commission voted to rehire Ed Casey, Sr. and hire Cody Chick as a new seasonal worker at the rate of $10.48 per hour. Ms. Peterson had requested guidance from the Selectboard as Mr. Chick is being paid $9.09 per hour as a Parks Seasonal worker. Mr. Newcomb stated the cemetery hired at the $10.48 per hour rate. He did not see a problem paying Mr. Chick at $9.09 but Mr. Casey has previous years' experience. Mr. Casey will be training Mr. Chick.
Motion: M. Castriotta **2nd: M. Stauder**
To authorize hiring Cody Chick as Cemetery Seasonal at $9.09 per hour and Ed Casey Sr. At $10.48 per hour **Vote: All in Favor**

Budget Questions:
Additional Police Officer
Mr. Bullock reported Mr. Stauder had requested to discuss hiring another person to Police and Highway and Town Secretary's request for additional hours.
Police Chief Perron reported on the additional full-time patrolman request. Mr. Stauder asked the Chief about the cost difference; are we really saving money and creating stability?
Chief stated the salary difference is approximately seven thousand dollars. It solidifies the department and the schedule as a whole. This would reduce the department from eight to four part-time officers and it has been hard to schedule eight part-timers and keep everybody happy. It is also hard to retain employees when they are working part-time and this is costing the town money as it has to spend three thousand dollars in training money. There is not as much as a revolving door in the department. Full-time patrolmen are more vested in the town than part-timers. We have an issue with filling the overnight and weekend shifts. This new position would fill all the part-time shifts, plus the full-time officer would be available for six hours every week for other tasks such as details. If we don't have to send anyone to Police Academy we will be saving on training money.

Fire Chief Hayes presented to discuss the ambulance enterprise fund and the requests for equipment and siding for the Main St. Fire Station. Mr. Stauder stated he and Chief Hayes had spoken earlier and Chief Hayes' biggest concern was the 50/50 split of ambulance and fire accounts. Mr. Stauder also had concerns about the artificial split of the ambulance and fire and we will have trouble funding one or the other halfway through the fiscal year. Mr. Bullock stated he should have researched a truer split. He did 50/50 because it is a transition year, it can be modified after the first year. He did not believe the department would run out of money this year. Mr. Stauder asked about the enterprise fund and its limits, specifically that you cannot appropriate from the enterprise fund. Mr. Bullock stated the dilemma is if you change the 50/50 split, it's going to lower the levy side of the fire account. Discussion ensued over other ways to address the situation.
Mr. Castriotta asked about the request for siding for the Fire Station specifically what is the long term plan for that building? Chief Hayes stated there is no way to go back to the building due to lack of space. The siding is rotted and falling off and MIIA recommended fixing it. Eventually the roof and windows will need to be replaced in order to get more life out of the building. Mr. Castriotta asked if it wouldn't be prudent to wait. Mr. Bullock stated this request should have come in as a budget item not a warrant article. He recommended saving the siding request for the next budget round and adding the cardio equipment as a part of the budget. Discussion ensued on other alternatives.

Mr. Bullock moved on to the request for an additional highway laborer/worker. Mr. Stauder asked if we should wait for the charter to be approved. Mr. Bullock reported it was pulled last year from the budget and would inhibit summer road work that is needed. He suggested the custodial services that the town uses be added to the Highway position. He did not see a future change in leadership affecting another worker.
Motion: M. Castriotta **2nd: M. Stauder**
To remove the highway worker request from the FY13 budget
Vote: Mr. Stauder- yes, Mr. Castriotta- yes, Mr. Newcomb- abstained

Mr. Bullock moved on to the request for additional hours from the Town Secretary. Mr. Bullock stated there seems to be some confusion or sense that because there is an interim town administrator at less than full-time that some of the duties Ms. Peterson has taken on will diminish with a new town administrator. He added she has taken on some tasks that save funding and there is a clear benefit to having someone in house with those skills. He believed the hours increase request is modest and suggested taking some of the personnel work from her and assigning to the Treasurer and meet in the middle on her request. Mr. Castriotta stated Ms. Peterson is working extremely hard but he would not like to see an increase in hours but rather assign some of her tasks to another employee who has less work. Mr. Newcomb stated he did not want to see Ms. Peterson's position held in low regard due to lack of enough hours to complete her work. Mr. Bullock suggested moving two of the requested hours to another employee and award three additional hours to Town Secretary position. Mr. Stauder stated he would not like to see these hours increased at this time. Mr. Newcomb asked where are you going to outsource the work, what work and to where? Mr. Stauder stated we did give the website maintenance to Ms. Peterson and she was not doing this before. Mr. Castriotta suggested checking with Charter Communications about using the grant funding to pay for the website maintenance. Mr. Bullock stated you have an employee who is working outside of her job parameters willingly sometimes to the detriment of her job. Mr. Stauder asked if a full-time town administrator might change the situation. Mr. Bullock stated the current situation is going to be ongoing for the next fourteen months and he can't answer that question. The Board agreed to allot Ms. Peterson three additional hours per week.

Mr. Bullock moved on to the ATM warrant article by article. Articles 1- 5 address regular annual business. Article 6 addresses Revolving Accounts; Mr. Bullock reported he had added a revolving account for a MART Transportation Management Fund to allow for reimbursement of four hours per week for the Council on Aging Director's wages. The Hubbardston 250th Anniversary Committee has also requested an revolving account to place donations, and funds generated from sales of promotional items and other sources. Article 7 addresses the budget. Mr. Bullock reported Article 8 is the Library Dog Fund transfer to Library Books and Materials, no change. He stated we suggesting budgeting the Senior Citizen Work Off Abatement Program separately from Overlay per suggestion from the Department of Revenue. Articles 10 and 11 address requests from the Fire Chief for siding for the fire station and purchasing a cardio life pac. Mr. Bullock suggested placing these in the department's budget rather than presenting as single articles.
The next two articles request using $100,000 from stabilization to purchase land for municipal use and paying for design of a building needs study.
The funds will be replaced by the 12.5 % state reimbursement from the 2008 ice storm payment and the sale of the town- owned Ragged Hill lots. The next article authorizes the Board to sell five parcels of land on Ragged Hill Road.
The next article asks to raise and appropriate or transfer $210,000.00 to the Municipal Capital Stabilization Account. He informed the Board the Slade Building renovation debt will be paid off this year.
The following article transfers an amount from Municipal Capital Stabilization Account to pay for existing capital obligations and FY 2013 capital obligations.
Discussion ensued about the My Senior Center software and the annual maintenance fee and the accountant's research on accounting software. Mr. Stauder asked what the numbers would be if

the Town purchased all three components rather than just the accounting version. Mr. Bullock will inquire from the Accountant if she had done so.
Mr. Bullock reported on the computer maintenance requests.

The next four articles address appropriating or reserving Community Preservation Act annual revenues in amounts recommended by the CPA Committee and requests for new projects' funding.

The next article proposes a new by-law addressing the storage of junk and prohibited acts and penalties suggested by the Building Inspector.

The next three articles address the 250th Anniversary Committee's creation, provides for start up funding of $5,000.00 and transferring the remaining funding in the Founder's Day account to the 250th committee's use.

The final article requests via citizen petition for addition of a Sex Offender by-law to the General By-Laws. The Board recommended adding the full wording to the warrant rather than going to Town Clerk to read it.

Nr. Bullock reported on late submissions from Quabbin Regional School District for articles for capital requests for Center School.
He stated he had reminded school officials that the town budget request process had closed January 31st.
Discussion ensued on the Quabbin Regional School District budget requests and a possible override question.

The Board moved on to the Special Town Meeting warrant. Article 1 requests a transfer to cover $4,750.00 to pay for Highway personnel's wages that are not covered under Chapter 90.
Article 2 addresses Community Preservation Act funding amounts to pay for administrative expenses, community preservation projects and other expense from fiscal year 2012.
Article 3 transfers the balance of certified free cash to municipal capital stabilization.

Motion: M. Castriotta **2nd: M. Stauder**
To approve the Special and Annual town warrants as presented **Vote: All in Favor**

<u>Municipal Relief Transfers</u>
Mr. Bullock reported the transfer request was from the wage adjustment line for the Cost of Living Allowance approved at the 2011 annual town meeting for non-union employees.
Motion: M. Stauder **2nd: M. Castriotta**
To approve the municipal transfers as presented and authorize the Chair to sign
Vote: All in Favor

Mr. Bullock reported Finance Committee Chairman Blanchard has requested an accounting of Mr. Bullock's charges to other accounts for his wages . Mr. Bullock stated Mr. Blanchard did ask and he did relay his request to have the Auditors review this billing process and they commented as follows. That in a "normal" situation by which they mean a Town Administrator

working full time hours, the general job description would include these tasks that are now being charged out separately. They went on to say that given the uniqueness of the current interim part time situation they have no concern with this method of charging off as long as the Board is fully aware of the practice and votes to express their understanding and support. I believe you are and have been made aware by my biweekly invoices but I would ask that the Board take the additional step to affirmatively vote in favor of the practice

Motion: M. Stauder **2nd: M. Castriotta**
To approve and support Mr. Bullock in the current method of billing to the pertinent accounts **Vote: All in Favor**

Mr. Bullock asked the Board if they preferred a breakdown when invoicing the Town. The Board approved.

Motion: M. Stauder **2nd: M. Castriotta**
To conduct strategy sessions in preparation for negotiations with non-union personnel
Mr. Castriotta- yes, Mr. Stauder- yes, Mr. Newcomb- yes

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

Motion: M. Castriotta **2nd: M. Stauder**
To adjourn the meeting at 8:27 pm **Vote: All in Favor**

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

Approved: June 26, 2012