

**BOARD OF SELECTMEN  
MINUTES  
JULY 30, 2012  
Slade Building**

**Members present:** Michael Stauder, Chairman  
Matthew Castriotta, Vice Chairman  
Chris Norcross, Clerk

**Staff present:** Brian Bullock, Town Administrator; Elaine Peterson, Town Secretary; Joyce Green, Town Clerk; Fire Chief Bob Hayes

**Others present:** Tom Howlett, Walter Ducharme, Tony Ciriello, John Hoey, John Nason, Paul Hale, Claudia Provencal, Ed Blanchard

**Meeting commenced at 6:35 pm**

**Update on Road Construction Engineering Plans**

Mr. Ciriello and Mr. Hoey of Milone & MacBroom presented an update on the road construction progress. Since their last meeting they have established a communication protocol. Mr. Hoey and Mr. Bullock are in contact almost on a weekly basis.

All the field work has been done for all the streets, surveying has been completed for all the streets; their local contact, Places Consultants, has done a good job for them.

Each road design has been completed as the survey was completed. They will meet with the Highway Superintendent and go over each road with his knowledge of them and issue a road plan and profile. Mr. Norcross asked how much frontage would be taken on each road. Mr. Ciriello stated in general the widening is several feet but all within the right of way and this will vary depending on the road circumstances.

They have had meetings with the Tree Warden and are formalizing their needs before they meet with Conservation Commission Chairman. All the roads are scenic so a public hearing will be needed. They are still waiting to meet for some input from the Planning Board which has not occurred to date. They need to meet with them sooner than later. Tree removal is going to take a long time and they are looking to remove trees through the fall and winter in order to keep everything moving along. Stump removal would be in the spring for the major contractor. It will be necessary to move some utility poles this fall also. They anticipate recycling all existing materials when proceeding with the restoration of the roads.

Mr. Ciriello wanted to point out their progress on bid specifications and will serve as the means to put out the bid process. It will be converted to a contract for specifics. They want the Town to advertise locally and will need legal counsel to look over any contracts as well. They will be itemizing all the work and potential materials needed for each roadway and will share the cost with the Board upon completion.

The Board thanked the engineers and they exited the meeting.

**September Primary Warrant**

Town Clerk Green presented five election warrants for the September primary for signatures.

**Special Town Meeting Warrant**

Ms. Peterson reported the QRSD School Committee reconsidered and reduced the district's FY13 budget representing a 3.88% district increase over last year. Pursuant to M.G.L. Chapter 71, section 16B, prior to the expiration of forty-five days from the date the budget was adopted, each member municipality shall hold a meeting of the local appropriating authority to act upon the appropriation of the budget. This new date brings it up to September 1<sup>st</sup>. Hubbardston's new assessment is \$3,652,362 or an 8.06% increase over last year's budget. Mr. Bullock reported he would require a special town meeting in order to balance the budget. After some discussion it was determined to hold a special town meeting on Wednesday, August 29<sup>th</sup> at 7:00 PM. There will four articles on warrant.

**Motion: C. Norcross**

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

**To open and close the Special Town Meeting warrant and authorize the Board to sign the warrant on August 1, 2012**

**Vote: Mr. Norcross-yes, Mr. Stauder-yes, Mr. Castriotta- abstain**

### **Open Agenda**

Mr. Bullock reported a need to have a person to follow up on ensuring the charter is implemented. Mr. Stauder reported the proposed town charter is in the legislature right now but Secretary of State Galvin had requested all local petitions including the charter(s) had to be submitted and approved by state legislature by June 1<sup>st</sup> in order to be included on the ballot but Secretary Galvin neglected to inform anyone. The items are in limbo right now. They are looking at removing the requirement to be resent back to the Town for a ballot vote but that is the towns have informed residents were told they would be able to vote on it and now you are telling everyone it would become law. That is the situation that needs to be addressed now.

**Motion: C. Norcross**

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

**To appoint Jamie Pitney as Charter Implementation Coordinator with a term to expire June 30, 2013**

**Vote: All in Favor**

Fire Chief Hayes came before the Board to request appointing an On Call FFIEMT to Hubbardston. She is already an EMT and is currently working for Woods Ambulance.

She also wants to be a Firefighter and there is an opportunity for free training for some Hubbardston personnel in August in Sterling. There is no impact to the Fire Department budget as there are others taking a leave of absence for attending college and other reasons.

**Motion: M. Castriotta**

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

**To hire Brittany Doane as FF1/EMT with a wage rate of \$13.99 effective immediately and contingent on passing the pre-employment physical**

**Vote: All in Favor**

Mr. Stauder exited the meeting briefly.

### **FY'13 Materials Bid Recommendations**

Ms. Peterson reported the Highway Department had submitted bid results and recommendations. Bid package for FY13 Materials were opened at 10:00 AM on July 19, 2012.

Highway Superintendent Gauthier is recommending the following bids be awarded:

Item #1 - Line Painting – Highway Safety Systems, Inc.

Item #2 - Catch basin Cleaning - Leo Vigeant, Co.

Item #3 - Winter Sand – Paxton Lawn Maintenance d/b/a Busy Bee Nursery

Item #4 - Bituminous Concrete - Mass. Broken Stone

Item #5 - Rubber Tire Excavator - No Bidders

Item #6 - Cold Patch – Mass. Broken Stone

Item #7 - Crushed Gravel, pick up at plant – Powell Stone & Gravel

Item #7 - Crushed Gravel, delivered - Brown's Trucking

**Motion: M. Castriotta**

**2<sup>nd</sup>: C. Norcross**

**To approve the highway bids as submitted**

**Vote: Mr. Norcross-yes, Mr. Castriotta- yes Mr. Stauder-not present**

Mr. Stauder returned to the meeting.

Ms. Peterson presented a letter to the Pinecrest Property Owner's Association stating the Board voted not to exercise their option to purchase the 2 acre lot at 80 Bemis Road on July 2, 2012. The Board signed the letter.

Ms. Peterson presented Senior Work Off information prepared by Tax Collector Doane. The Board will review the information and present questions to Ms. Doane if needed.

Mr. Castriotta asked Ms. Peterson to thank Ms. Doane. Finance Committee Chairman Blanchard entered the meeting.

Community Center Committee members John Nason, Paul Hale, and Claudia Provencal came in to discuss the proposed senior/community center. Mr. Blanchard stated the concern of the Finance Committee was they wanted to look realistically what resources the Town might have to implement toward a Senior Center. He acknowledged the committee's enthusiasm. The Finance Committee has discussed what they could spend on a 12,000 square foot center and does not feel there is enough funding to build a 120,000 square foot center. Their recommendation was to look at something smaller in size.

Ms. Provencal stated they initially had only wanted a senior center but it was recommended to them to go for something larger. We need property first before we chase grants. Ms. Provencal requested a monetary figure from the Board and Finance Committee. Mr. Blanchard suggested the Finance Committee could recommend a range of \$300,000- \$400,000.

He stated we have other situations now with the school budget increase and we would rather let you know up front rather than you come back to us and be disappointed. Ms. Provencal suggested building a senior center with room for expansion at a future date. Mr. Bullock reported the closing date for requests for proposals for the Building Needs Study is this Friday. Mr. Norcross stated he would like to support something that includes a public safety facility as well.

Ms. Provencal is researching obtaining state land along Route 68. She will be meeting with Senator Brewer and speaking with John Kerry's representative. Mr. Stauder asked about the possibility of a debt exclusion question. Ms. Provencal stated she did not want to ask taxpayers for an increase in taxes to pay for this. She stated a request for private donations could be placed in the annual tax bill mailing. It was determined a minimum of 6-10 acres of land should be sought. Mr. Bullock stated building a single building would be a mistake. He encouraged the committee to look at a multiple use building with affordable housing. There are other capital needs. The Fire Department needs a training room. Mr. Hale stated one of the requests was can it be done in phases, the architect in the conceptual design had planned for the first phase- well, septic, and grading plus a senior center as the first building on the site. That almost came to \$400,000. He added we do need some dollars for design. The second portion could be expanded for training. Mr. Stauder stated we need a fire station not a training room. He would rather see a fire station with a senior center attached.

Mr. Hale recommended looking at the conceptual drawing in the senior center with a fairly large pad to hold the fire station. Mr. Bullock stated he will work on the land piece.

Mr. Hale stated the committee will need some funding for an actual design once land is acquired. Mr. Blanchard asked the committee to return with what they think they need for a design once they reach that stage.

**Motion: M. Castriotta**

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

**To authorize the Town Administrator to create a Request for Proposal for municipal land purchase**

**Vote: All in Favor**

The committee members thanked the Board and Mr. Blanchard and exited the meeting.

Ms. Peterson asked the Board if they would like to respond to the following Finance Committee recommendations to the Board.

- 1) That the Selectboard should do an Request For Proposal for legal services going forward,
- 2) To combine the position of Treasurer/Collector as recommended by the Department of Revenue,
- 3) To hire a DPW Superintendent and reorganize the Highway Department rather than hiring a Clerk of the Works for upcoming road projects.

The Board discussed the request for proposals (RFP) for legal services. Mr. Bullock stated there was no problem doing it, but they would need to allocate resources, specifically Mr. Bullock's time to it. They requested he do some canvassing before going for an RFP.

Regarding the recommendation for combining the Treasurer/ Collector position, the Board had already received four different scenarios from Mr. Bullock on how they could proceed, including the combined position. The most expensive option was the combined position. The Board had voted to proceed with a consultant Treasurer on a trial basis with a review after six months.

Regarding the last recommendation to hire a DPW Superintendent, the Board concluded they would prefer to hire another highway laborer/worker once the Highway Foreman retires going forward into the winter/plowing season. Mr. Bullock requested some time to examine and report back. A Clerk of the Works will be required to oversee the road construction next spring.

Mr. Bullock reported Highway Foreman Steve Fox will be retiring as of September 30, 2012. Prior to being appointed foreman, Mr. Fox was a union member. At that time he was granted a separate memo dated December 4, 2001, that assured him he would continue to receive all the benefits he had received as a union employee. Mr. Bullock recommended granting him 20 days of sick time buyback as there is a provision in the union contract allowing retired members to be paid up to 20 days sick time as long as they have 40 days accumulated. Mr. Fox has more than sufficient hours (500) to qualify for the provision. Mr. Bullock also recommended for future situations where a union member assumes a management position to simply provide the benefits and avoid any reference to the union provisions or contracts.

**Motion: M. Castriotta**

**To allot 20 days (or 160 hours) sick time to Embert Fox**

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

**Vote: All in Favor**

**Motion: M. Castriotta**

**To accept his retirement on September 30, 2012 with a thanks for many years of good service**

**2<sup>nd</sup>: C. Norcross**

**Vote: All in Favor**

Ms. Peterson presented a request from the Lions' Club to hold Field Day on Saturday September 8, 2012 at Curtis Recreation Field

**Motion: M. Castriotta**

**To approve the Lions Club request to hold Field Day on September 8**

**2<sup>nd</sup>: C. Norcross**

**Vote: All in Favor**

Ms. Peterson presented the payment of claims rider for signature from the Chairman for VFIS which covers Police and Firefighters personnel for injury and disability.

**Motion: M. Castriotta**

**2<sup>nd</sup>: C. Norcross**

**To authorize the Chairman to sign the insurance riders for VFIS**

**Vote: All in Favor**

Mr. Bullock presented a resignation from Lucinda Oates from the Land Clerk position for the Board of Health and Conservation Commission

**Motion: M. Castriotta**

**2<sup>nd</sup>: C. Norcross**

**To accept the resignation with regret of Lucinda Oates effective August 15, 2012**

**Vote: All in Favor**

The Board requested Ms. Peterson send a letter of thanks to Ms. Oates from the Board for her years of work.

Mr. Bullock presented a recommendation to appoint Donna Erickson as Treasurer. She will be in Monday and Wednesday evenings and Fridays. Mr. Norcross asked if Ms. Erickson would require a clerk. Mr. Bullock stated not at this time.

**Motion: M. Castriotta**

**2<sup>nd</sup>: C. Norcross**

**To appoint Donna Erickson as Town Treasurer subject to negotiations with a twelve month appointment and six month review**

**Vote: All in Favor**

Ms. Peterson presented the agreement between the New England Benevolent Union presented for signatures. The union has ratified as of Thursday last week.

**Motion: M. Castriotta**

**2<sup>nd</sup>: C. Norcross**

**To approve and sign the Police union contract as submitted**

**Vote: All in Favor**

Ms. Peterson reported the Building Commissioner has researched the deed history on the Property located at 36 Iroquois Avenue previously discussed at the May 7, 2012 meeting. There is no record in the Registry of Deeds of any other party having an interest in this property.

**Motion: M. Castriotta**

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

**To authorize the Building Commissioner to remove the derelict building and request a reserve fund transfer from Finance Committee to fund**

**Vote: All in Favor**

A lien will be placed on the property so the Town can be reimbursed once the property is sold.

### **Warrant #3**

**Motion: M. Castriotta**

**2<sup>nd</sup>: C. Norcross**

**To approve Warrant# 3 in the amount of \$193, 432.94**

**Vote: All in Favor**

### **Minutes Approval**

**Motion: M. Castriotta**

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

**To approve the minutes of June 26 and July 10, 2012 as submitted**

**Vote: All in Favor**

**Motion: M. Castriotta**

**2<sup>nd</sup>: C. Norcross**

**To approve the minutes of July 2, 2012 as submitted**

**Vote: Mr. Castriotta- yes, Mr. Norcross- yes, Mr. Stauder- abstain**

**Motion: M. Stauder**

**2<sup>nd</sup>: C. Norcross**

**To approve the minutes of July 17, 2012 as submitted**

**Vote: M. Castriotta- abstain, Mr. Norcross- yes, Mr. Stauder- yes**

**Motion: M. Stauder**

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

**To adjourn the meeting at 8:30 PM**

**Vote: All in Favor**

Respectfully submitted,



Elaine M. Peterson

Town Secretary

Approved: August 20, 2012