BOARD OF SELECTMEN
MINUTES
September 24, 2012
Slade Building

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

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

Others present: George Bass, Walter Ducharme, Tom Howlett, Ed Blanchard, Jamie Pitney, Mark Dymek

Meeting was called to order at 6:32 PM

Scholarship Donation

George Bass, owner of The Country Hen, came in to talk to the Selectboard because he wanted to establish a $13,000 scholarship for a Hubbardston Senior with good character, and good grades who wanted to attend college. The funding would be managed by one of three suggested financial management companies. The Selectboard would choose the recipient. Mr. Bullock will research some guidelines for the application process and get back to Mr. Bass and the Board. The scholarship will be named in The Country Hen's name per Mr. Bass' request. Mr. Stauder stated this was fantastic and very generous. He was sure there will be many students over the years that will benefit from it. The Board thanked Mr. Bass and he exited the meeting. The Board requested a thank you letter will be sent to Mr. Bass.

Legal Services Survey- Mr. Bullock presented a survey of various towns and their legal expenses and who provides them. After some discussion, the Board requested Mr. Bullock proceed with a Request for Proposals for legal services.

Boot Drive Prohibition

Mr. Bullock presented a suggested format created by Kopelman & Paige, PC for prohibiting Boot Drives going forward.
It read "The Board of Selectmen in consultation with public safety professionals has determined that the conduct of "Boot Drives" so called, that is the practice of charitable volunteers standing in the travel way soliciting contributions, serves as an impediment to traffic, is inherently unsafe and can only eventually cause harm to the volunteer/and or the motoring public.
Accordingly, the Board of Selectmen hereby adopts a policy that "Boot Drives" are hereinafter prohibited and that the Board of Selectmen will, therefore, no longer issue permits allowing them. This policy shall apply to all roadways over which the Town has jurisdiction and shall take effect upon this vote to adopt said policy."

Motion: C. Norcross **2nd: M. Stauder**
To approve the Boot Drive Prohibition as presented **Vote: All in Favor**

Ms. Peterson will inform the Young Life group who had presented a request this evening for a Boot Drive on October 27th that Boot Drives are no longer allowed.

Payment of Claims Rider Signature
Ms. Peterson presented a payment of claims rider for National Union Fire Insurance Company of Pittsburgh, PA for disability and injuries coverage for firefighters and police personnel to be paid to the Town instead of the firefighter or police officer.
Motion: C. Norcross **2nd: M. Stauder**
To authorize the Chair to sign the rider **Vote: All in Favor**

Signature for Certificate & Covenant as to Tax Exempt Status
Ms. Peterson presented paperwork submitted by Treasurer Erickson for the Bond Anticipation Note on the Slade Building Repairs totaling $45,000, designating the notes as tax-exempt obligations. The Board signed the paperwork.
Motion: C. Norcross **2nd: M. Stauder**
To sign the paperwork presented **Vote: All in Favor**

Resignations
Ms. Peterson presented resignation from Debra Chamberlain from the Municipal Finance Clerk effective September 28, 2012. She has accepted a part-time position with the Westminster Police Department. She will continue working for the Hubbardston Police Department.
Motion: C. Norcross **2nd: M. Stauder**
To accept Ms. Chamberlain's resignation with regrets **Vote: All in Favor**

Ms. Peterson presented a resignation submitted earlier tonight by Justine LaPierre from the Assessors' Clerk position.
Motion: C. Norcross **2nd: M. Stauder**
To accept Ms. LaPierre's resignation with regrets **Vote: All in Favor**

The Board requested Ms. Peterson arranges exit interviews with both clerks.

Municipal Finance Clerk Position
Mr. Bullock reported he had presented an offer to Ms. Peterson for the municipal finance clerk position for six hours per week. He added he had offered the position to her because the Town needed someone by the 28th. We have gone through the employment process of filling the land use clerk's position twice and not had good results in terms of the people who applied. Pay scales here are challenging. In addition, there's a question as to whether one person should be working in both offices; it's a practice that needs to be looked at. He stated he will do that. Mr. Bullock also recommended a pay and classification study be done by a professional firm. He can plan on it in the budget process and asked for the Board's support during the next budget process. He hoped to find a quote between $5,000 and $7,000 for the study.

Mr. Norcross stated he would like to see the position advertised internally to see if others are interested. Mr. Bullock requested the Board let him do the research first to see if the position should be split into two positions first. Mr. Stauder asked if this will be a temporary authorization. Mr. Bullock concurred and stated if there is interest from other employees we will consider those as well.

Motion: C. Norcross **2nd: M. Stauder**
To authorize the temporary wage authorization for Elaine Peterson as Municipal Finance Clerk at $16.01 per hour for 6 hours per week **Vote: All in Favor**

Ms. Peterson reported the Finance Committee has voted to requested town employees W-2 earnings be published in the Annual Report. Mr. Castriotta entered the meeting at 7: 08 pm.

Motion: C. Norcross **2nd: M. Stauder**
To include employee's annual W-2 earnings in the annual report
Vote: Mr. Stauder- yes, Mr. Norcross- yes, Mr. Castriotta- abstains

Ms. Peterson reported that Christmas Eve this year is a Monday night. She had taken a straw poll of employees and most reported they would take a personal or vacation day. Does the Board want to take any action in regard to this? Mr. Stauder did not believe there would be much business on Christmas Eve. He did not want to close the office officially and set a precedent. The Board will take this under advisement.
Ms. Peterson added that the Board is scheduled to hold a meeting on New Year's Eve. She suggested rescheduling the meeting to Wednesday January 2nd. The board concurred.

Ms. Peterson reported due to the inability to finish business at the last Board meeting, she is representing the request to authorize Mr. Bullock to sign the IT agreement with C. M. Geeks.

Motion: M. Castriotta **2nd: M. Stauder**
To authorize Mr. Bullock to sign the letter of agreement with C. M. Geeks of Oakham, MA for computer support services **Vote: All in Favor**

Minutes Approval

Motion: M. Castriotta **2nd: C. Norcross**
To approve minutes of August 20 and Sept 10, 2012 as submitted
Vote: All in Favor

Motion: C. Norcross **2nd: M. Stauder**
To approve minutes of August 27, 2012 as presented
Vote: Mr. Stauder- yes, Mr. Norcross- yes, Mr. Castriotta- abstains

Junk Metal Bylaw

Planning Board Chairman Dymek was asked in because the Planning Board had appeared to not take any action on the proposed junk metal bylaw for the June 2012 Annual Town Meeting. Mr. Dymek stated the Planning Board had been requested to review and comment back on the proposed bylaw. Mr. Dymek reported the Planning Board did

review the proposed article before the town meeting warrant was published. He stated he thought a letter was sent to the Selectboard. Ms. Peterson stated no correspondence was received. Mr. Dymek stated the intent of the bylaw seemed to make sense but the Planning Board was concerned about the language. They wanted to further define the amount of metal so as not to put any local businesses out of business. The original wording had been submitted by the Building Commissioner from another town. The Board requested the Planning Board and Building Inspector to participate in a discussion with them on what is actually being tried to accomplish. Mr. Dymek suggested having the PB review and meet with the Building Commissioner and come back for a December meeting. The Board thanked Mr. Dymek and he exited the meeting.

Vote to Approve Amendment to Charter and Place Question on the November Election Ballot

Mr. Bullock reported the Board needs to approve an amendment to the Town Charter that was changed on the floor of the House of Representatives in order for it to proceed to the Senate. Mr. Pitney reported the Secretary of State's office, unbeknownst to most people, set a date of June 1, 2012 to have the question approved by the SOS's office and file the bill and place all questions on the November primary election ballot. However, Hubbardston's charter was not submitted until June 7, 2012. This vote would remediate this. This appears to be the only amendment and there is one correction but no further action is required. The bill should go through the Senate on Thursday.

Ms. Green reported the cost for coding the voting machine and printing the additional ballots will be incurred by the Town. Extra election workers will be present as it is a presidential election and a large voter turnout is expected. Town Clerk Green expressed concerns about the number of voters and confusion over two elections. However the process now would allow voters would check in twice with the same person with two separate lists, eliminating rechecking in for another ballot. It will be a busy day but the town will get the most votes. Ms. Green said the Board only has 40 odd days to get the word out to voters. Mr. Pitney said he is in the process of organizing a municipal ballot election committee. He has been advised to take a limited position on that committee. The Town has two weeks to offer an informational session before the election.

Motion: C. Norcross **2nd:M.Castriotta**

To approve the amendment to the vote taken under Article 1 of the February 7, 2012 Special Town Meeting authorizing the filing of special legislation proposing a Charter for the Town of Hubbardston, which Charter would take effect only if approved by the Town at an election; such vote has been requested by the Massachusetts House of Representatives and Senate: and the amendment is within the general public purposes of the vote so taken; the amendment would take the following form: Revising Section 2 of the said proposed legislation by deleting the words "the November 6, 2012 biennial state election on the ballot prepared by the secretary of the Commonwealth for use in said town" and inserting in place thereof the following words: "the next annual municipal election or a special election called for such purpose." And,

To request the Town Clerk to hold an election on November 6, 2012 concurrent with the state election, for the purpose of acting on the following question:
"Shall an act passed by the General Court in the year 2012, entitled "An Act Establishing a Charter for the Town of Hubbardston" be accepted?"

The summary appearing beneath the question may take the following form:

If approved by the voters, the Charter would establish an open town meeting with a Moderator elected for a term of three years, a five-member Board of Selectmen elected for three-year rotating terms, a Town Administrator appointed for no more than a three year term, a regional school committee selected as set forth in the regional school district agreement. The Board of Health, Finance Committee, Library Trustees, Planning Board, Housing Authority (four of the five members), Board of Assessors, Parks Commission and Cemetery Commission would continue to be elected unless the Charter was amended in the future. The Board of Selectmen would appoint all other multiple member bodies, the Fire and Police Chiefs, and Constables. Subject to the Board's approval, the Town Administrator would appoint all department heads, officers and employees, except for those of the School Committee and Library Trustees, and persons appointed by representatives of the Commonwealth, subject to civil service law, or for whom another method of appointment is specified in the Charter. The Charter establishes a detailed process for recall of elected officials. The Charter also establishes a consolidated Department of Public Works led by an appointed Director of Public Works, a capital planning process, and an annual budget process including one or more public hearings and recommendations from the Finance Committee. The Charter would take effect on January 1 following adoption by voters. As of the effective date of the Charter, the positions of elected Town Clerk and Tree Warden would be converted to appointed positions, and the incumbents holding office at the time the Charter was approved would be the first appointees to those positions. A special election would be held to increase the size of the Board of Selectmen and Board of Health from three to five members, and, over time, the size of the Finance Committee would be reduced from seven members to five.
And to include a "yes and no" argument to be provided by legal counsel as well.
Vote: All in Favor

Mr. Pitney thanked the Board and exited the meeting. Ms. Green exited the meeting to certify the vote and stated she would return with it.

Police Detail Officer Appointment
Police Chief Perron had submitted a written request recommending for a title of retired officers that qualify for work details. This was according to an amendment to the agreement between the Board and the New England Police Benevolent Association, Local 92 signed on August 27, 2012. Chief Perron is recommending appointing William Withycombe through June 30, 2013 as a "Detail Officer."

Motion: C. Norcross **2nd:M.Castriotta**
To appoint William Withycombe as Police Detail officer with a term to expire June 30, 2013 **Vote: All in Favor**

Other Appointments
Motion: M. Castriotta **2nd: C. Norcross**
To appoint Patti Burke as Election Worker with a term from September 5, 2012 to June 30, 2013 **Vote: All in Favor**

The Board will fill the following Selectboard appointments:
Michael Stauder to Emergency Management Planning Committee with a term to expire June 30, 2012
Chris Norcross to Low Impact Development Committee with a term to expire June 30, 2012

The Board will wait until the November election before appointing to any other committees.

Salt Bid Contracts

Highway Superintendent Gauthier had submitted two agreements for delivery of rock salt with anti-caking agents.

Motion: M. Castriotta **2nd: C. Norcross**
To sign the salt bid agreements with Eastern Minerals, Inc. 134 Middle Street, Suite 210, Lowell , MA for delivery of approximately 1200 tons of Number One Grade Bulk Mineral Mined Rock Salt with anti-caking agents to the Hubbardston Highway Department; Bid Price $49.98 per ton
***and* with Granite State Minerals, 227 Market Street, Portsmouth, NH for delivery of approximately 1200 tons of Number One Grade Bulk Mineral Mined Rock Salt with anti-caking agents to the Hubbardston Highway Department; Bid Price $51.43 per ton** **Vote: All in Favor**

Heating Oil #2 Award

Mr. Bullock reported he had only received one bid for #2 heating oil and it was from Brideau Oil with a 5% increase over last year.
Motion: M. Castriotta **2nd: C. Norcross**
To award the heating oil bid to Brideau Oil, 232 Central Street, Leominster, MA with a locked in price of $3.499 per gallon **Vote: All in Favor**

Highway Superintendent Goals

Mr. Bullock requested the Board create some goals for the next meeting for Highway Superintendent Gauthier.

Discussion ensued over whether to hire a new foreman or to create a new position geared to replace the outgoing superintendent next November. Mr. Bullock will contact the

former foreman to see if he is interested in winter seasonal work and report back. The Board took no other action.

Warrant #7

Motion: M. Castriotta **2nd:C. Norcross**
To approve Warrant #7 in the amount of $174,112.67 **Vote: All in Favor**

Motion: M. Castriotta **2nd: C. Norcross**
To adjourn the meeting at 8:30 PM **Vote: All in Favor**

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

Approved: October 9, 2012