BOARD OF SELECTMEN
MINUTES
October 22, 2012
Slade Building

Members present: Michael Stauder, Chair
Christopher Norcross, Clerk

Member not present: Matthew Castriotta, Vice Chair

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

Others present: Walter Ducharme, Tom Howlett, Representative Kimberly Ferguson, Ed Blanchard, Jamie Pitney

Meeting was called to order at 6:30 pm.

Representative Kimberly Ferguson came in to thank the Board as she will not be Hubbardston's representative following the upcoming redistricting. She reported there will be a transition period after the election of the representative seat as the swearing in does not occur until January 2013. Mr. Stauder thanked her for her help as the Town representative and for assistance in moving the proposed town charter through the legislature. She exited the meeting.

MRTA Drug & Alcohol Program Policy Adoption

Ms. Peterson presented a letter from the Board to Montachusett Regional Transit Authority stating they have adopted the Drug and Alcohol Policy, version 4 dated September 12, 2012. It also confirmed the Town is a willing partner of the consortium and will follow the directive of the Designated Drug and Alcohol Program manager. The Board also designated Council on Aging Director as designated Employee Representative. The Board signed the letter.

Motion: C. Norcross **2nd: M. Stauder**
To adopt the policy and sign the letter to MRTA **Vote: All in Favor**

Mr. Stauder asked to table the accountant management structure discussion until further research is done.

Recommendation to hire Highway Seasonal Driver

Motion: C. Norcross **2nd: M. Stauder**
To hire Jim Higgins as a seasonal driver with a starting rate of $15.00- $16.00 per hour, depending on vehicle driven **Vote: All in Favor**

Mr. Norcross asked if the Town was hiring back retired foreman Steve Fox for snow plowing. Mr. Bullock reported he was discussing the idea with him but Mr. Fox would be expecting to get his rate of pay when he left as foreman.

Mr. Stauder stated he had spoken with Mr. Blanchard earlier and wanted to change direction in replacing Highway personnel. Mr. Stauder proposed hiring a DPW facilities/grounds director (or another title) now for all the town facilities at Highway rather than a foreman. A job description would need to be created and title changed to Director of Facilities and Roads versus DPW. Mr. Norcross agreed with this change. Mr. Blanchard clarified it was not his idea but the Finance Committee's previous recommendation. Mr. Bullock asked how the position would be currently funded. It was suggested to use Chapter 90 funding to partially fund the position. Mr. Bullock stated he had tried to bill some wages off to Chapter 90 previously but it was not successful. Mr. Bullock requested to review some funding numbers before commenting on the idea. He also needs to check with Chapter 90 regarding paying for consulting. It was decided not to hire another foreman and go with the new position instead.

Mr. Bullock recommended asking the person leaving the highway dept in for an exit interview.

Motion: C. Norcross **2nd: M. Stauder**
To authorize the Town Administrator to sign the Mass Works grant agreement
Vote: All in Favor

Animal Inspector Appointed
Motion: C. Norcross **2nd: M. Stauder**
To appoint Kim Landry as Animal Inspector through April 30, 2013
Vote: All in Vote

Police Department Clerk Resignation
Ms. Peterson reported Chief Perron has received a resignation from Police Department Clerk Deb Chamberlain effective November 30, 2012. He would like to advertise the position and have someone in place for training before Ms. Chamberlain leaves.

Motion: C. Norcross **2nd: M. Stauder**
To accept the Ms. Chamberlain's resignation and authorize Chief Perron to post the position **Vote: All in Favor**

The Board discussed contacting department heads to set individual goals.

Mr. Bullock reported the town has received a request from a neighboring municipality to purchase a '88 Mack truck for parts for $500.00. This would not require procurement in accordance with Chapter 30B. The Board declined to sell at this time.

Old Business:
RFP for Legal Services update- Mr. Bullock stated he would send out a spec in a day or two.

Municipal Finance Clerk position- Mr. Bullock reported he had spoken to the auditors regarding one person working for both treasurer and accountant. A single position for

both offices is not optimum but it does exist in other towns. The Board requested Ms. Peterson post the position internally for seven hours. The pay rate was discussed and a range will be determined at a later date.

Assessor's Clerk position: Mr. Stauder asked why the position's hours were reduced from 24 to 19. Mr. Bullock stated it was a benefited position. Mr. Bullock added if a new person is hired, they would be eligible for health insurance which was not budgeted for by the former clerk. The cost of health insurance for a new person could cost around $8,000.00. There is currently no health insurance funding available for a new person in mid-year. If the position is 19 hours, no benefits are awarded. The Assessors have requested a pay scale believing they could find a candidate with better qualifications if they have more funding to increase the pay rate. The Assessors have the option of going to the Finance Committee to request a reserve fund transfer for the health insurance benefits, if needed. The Assessors have sent a letter to the Board stating they did not want to reduce the hours. Mr. Blanchard stated if the Finance Committee approves the transfer for health insurance coverage, he would like to request a free cash transfer at a special town meeting to replace that transfer from free cash. Mr. Stauder offered to attend the Assessors' meeting later that evening.

Jamie Pitney entered the meeting to ask when the election mailing information for the Town Charter would be mailed. Ms. Peterson reported it was at the printer and would go out this week to residents. Mr. Pitney exited the meeting.

Town Office Hours on Christmas Eve 2012

The Board discussed whether to hold town office open hours on Christmas Eve.

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

To allot a paid day off for staff who are normally scheduled to work on December 24, 2012 **Vote: All in Favor**

Highway Truck Driver/Laborer Position:

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

To authorize posting a truck driver/laborer position for the Highway Department

Vote: All in Favor

Mr. Stauder requested Ms. Peterson schedule time on the next agenda to discuss a previous town land sale.

Warrant# 9

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

To approve Warrant #9 in the amount of $106, 709.53 **Vote: All in Favor**

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

To enter Executive Session for Reason #2: To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct bargaining sessions or contract negotiations with non-union personnel and to adjourn upon exiting Executive Session **Mr. Norcross- yes, Mr. Stauder- yes**

**********Executive Session Minutes Are Separate**********

Meeting was adjourned at 7:40 PM

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

Approved: November 19, 2012.