

**BOARD OF SELECTMEN
MINUTES
DECEMBER 17, 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; Police Chief Dennis Perron; Police Officer Chatigny

Others present: Roger Knipe, Walter Ducharme, Joan Ducharme, Jamie Pitney, Judith McArthur, Tom Howlett, Representative Anne Gobi, Senator Stephen Brewer, Sanda Barry, Jesse Twarog Meredith Stevenson, Cheri McComb, Peter Jefts, Ed Blanchard, Richard Haddad, Melissa Haddad, Jennifer Labrouse, Laura Foley, Beth Rigerio, Scott Chatigny and Mrs. Chatigny, Mark Haranas, Gardner News reporter

Meeting called to order at 6:28 pm

Mr. Stauder asked for a moment of silence to remember those teachers and children who lost their lives in the Newtown, CT. tragedy.

Senator Brewer stated he was here tonight to honor those who worked on the creation of the Town Charter. Senator Brewer reported Representative Kim Ferguson could not make it this evening as she had slipped on ice this morning and broken her hand. Senator Brewer presented an original framed proclamation signed by Governor Patrick and then he and Representative Gobi wanted to recognize the work of the charter committee members. Representative Gobi and Senator Brewer presented Senate and House citations "in recognition of exemplary citizenship" to Jamie Pitney, Judith McArthur, Walter Ducharme, Roger Knipe, and Tom Howlett. Charter Committee members Wendy Howes and Kristie Casey were not present.

Senator Brewer and Representative Gobi announced a state partnership with the Town of Hubbardston for \$40,000 for the Center School playground. He added he and Representative Gobi would also like to attend the groundbreaking and ribbon cutting ceremonies. He mentioned other contributors to the playground fund: Hubbardston Lions Club, Hubbardston Business Association, Calico and Crème, The Country Hen, Community Preservation Committee, MOMs Club of Hubbardston, as well as Wachusett Mountain, Pete's Tire Barn, Red Apple Farm, Harvard Pilgrim Health Care and the Margaret Robinson Trust. Ms. Gobi stated she noticed the playground support on Facebook stating the playground will be for everybody's kids. It will be exciting to have the playground for all, noting it is not the end of the fundraising but gives it a good boost.

Playground committee member Jessie Twarog thanked the Senator and Representative on behalf of the committee, adding how appreciative and grateful they are. They were presented with thank you notes from the children of Center School by Principal McComb. Senator Brewer thanked all

present tonight. Mr. Stauder asked the playground committee members present tonight to stand to be recognized. The Senator and Representative exited the meeting.

Jessie Twarog reported that the committee has been challenged by the slope and the need for a handicapped ramp while looking at various locations for the playground. Also Mrs. McComb stated the older students who would not use the playground valued the field because they play football, kickball and soccer at recess. The committee had found the one area they were looking at was where the tennis courts are presently located area as it is level and the right size. If the tennis court is removed it needs to be relocated elsewhere. Parks Commissioner Sanda Barry reported the tennis courts could be moved up to the Curtis Recreation Field between the playground and the skate park. Although a question was raised about the tennis courts being originally gifted to the town. Mr. Bullock will research the question of the tennis courts gift for any restrictions. The second idea is to build up an area by filling in adjacent to the tennis courts area. The playground committee exited the meeting.

Request to hire Full-time Police Officer

Police Chief Dennis Perron came in to request to hire Scott Chatigny as a full-time police officer and to allow him to hire a replacement in the part-time ranks for Officer Chatigny. He presented letters of recommendation from Sergeant Newton and Sergeant Forte. Mr. Stauder asked what the cost is to

hire and train this officer. It costs around \$2800.00 to send him to police academy plus coverage by other officers while he is at academy for 6- 8 weeks. The union agreement also dictates giving preference to officers in the department first.

Motion: M. Castriotta

To hire Scott Chatigny as a full-time police officer with a wage rate of \$ 16.98 per hour effective December 30, 2012

2nd: C. Norcross

Vote: All in Favor

Motion: M. Castriotta

To authorize Chief Perron to hire a part-time officer

2nd: C. Norcross

Vote: All in Favor

Mr. Bullock reported Chief Perron is also requesting authorization tonight to lease a new Ford Motor cruiser. The budgeted amount was \$12,000 but the first year lease payment is \$10,700.

Motion: M. Castriotta

To authorize Chief Perron to begin the lease to purchase process of a new cruiser and to authorize the Chair to sign the municipal finance application

2nd: C. Norcross

Vote: All in Favor

Chief Perron introduced Officer Chatigny to the Board members. The Board congratulated Officer Chatigny. Chief Perron and Officer and Mrs. Chatigny exited the meeting.

Warrant #13

Motion: M. Castriotta

To approve Warrant# 13 in the amount of \$831,886.34

2nd: C. Norcross

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

Ms. Peterson reported the Town Charter dictates effective in January that the biweekly warrant be signed by the Town Administrator and the Board set a monetary threshold for it. She had

compiled a list of the past warrant amounts since July 1st. Mr. Bullock suggested presenting the warrant amount at each meeting for the Board's perusal. The Board took no action but Mr. Stauder requested the accountant supply the accounts' summary/balances following each warrant.

Agreements:

Ms. Peterson presented an agreement between Unibank for Savings, 49 Church Street, Northboro, MA 01588 and the Town of Hubbardston for provision of internet-based tax and fee collection services referred to as *Unipay Gold*. The agreement allows a twenty-five cent transaction fee be collected from the internet customer.

Motion: M. Castriotta

To authorize the Chair to sign the Unibank for Savings agreement

2nd: C. Norcross

Vote: All in Favor

Mr. Castriotta stated it would be helpful to get an analysis of how often the site is used. he asked the request to be passed on to Tax Collector Doane.

Ms. Peterson presented an agreement between Cartographic Associates, Inc. of 11 Pleasant St. Littleton, N.H. 03561 for professional mapping services in 2013 Tax Map Maintenance. The amount shall be for \$2,200.00

Motion: M. Castriotta

To sign the agreement between the Town of Hubbardston and Cartographic Associates, Inc. for 2013 tax map maintenance

2nd: C. Norcross

Vote: All in Favor

Chapter 90 Reimbursement Request

Motion: M. Castriotta

To sign the reimbursement request for \$10,069.31 to MassDOT for the Gardner Road culvert replacement project

2nd: C. Norcross

Vote: All in Favor

Resignations and Appointments:

Ms. Peterson presented a resignation from the Conservation Commission from David Klinch because he was no longer a resident of Hubbardston. However, he was remaining in town for another year on a part-time basis and wanted to be reappointed as an Associate.

Motion: M. Castriotta

To accept the resignation of David Klinch from the Conservation Commission effective immediately

2nd: C. Norcross

Vote: All in Favor

Motion: M. Castriotta

To appoint Mike Stevens as Conservation Commissioner and David Klinch as Associate Member with a term to expire June 30, 2013

2nd: C. Norcross

Vote: All in Favor

Ms. Peterson reported Town Clerk Green has requested the regional Animal Control Officer and Assistant be appointed due to an oversight.

Motion: M. Castriotta

To appoint Kim Landry as Animal Control Officer and Lisa Gaudet as Assistant Animal Control Officer with a term to expire June 30, 2013

2nd: C. Norcross

Vote: All in Favor

Motion: M. Castriotta

To accept the resignation of Caleb Langer from the Fire Department effective January 7, 2013 with regret

2nd: C. Norcross

Vote: All in Favor

The Board requested a letter of thanks be sent to Caleb Langer for his years of duty.

Town Administrator Screening Committee Appointed

Mr. Bullock submitted a list of government and non-government candidates who have applied to be on the committee. The only member not nominated was a Finance Committee member. Mr. Blanchard stated he would bring up at the Finance Committee meeting tomorrow. Mr. Bullock also stated he would recruit other communities' administrative staff to participate on the committee. He presented an updated recruitment schedule to the Board.

Motion: M. Castriotta

To appoint the following persons to the town administrator screening committee- Elaine Peterson, Chief Dennis Perron, Jamie Pitney, Tom Howlett, Dan Galante, Dave Simmerer, Susan Benedict, and one Finance Committee to be determined, with a term to expire June 30, 2013

2nd: C. Norcross

Vote: All in Favor

Mr. Bullock requested to be excused for a few moments to attend the Board of Assessors' meeting regarding the Verizon abatement.

Minutes Approval

Motion: M. Castriotta

To approve the minutes of November 19, 2012 as submitted

2nd: C. Norcross

Vote: All in Favor

Motion: M. Castriotta

To approve the minutes of December 10, 2012 as submitted

2nd: M. Stauder

Vote: All in Favor

Annual License Renewals

Ms. Peterson presented common victualer, alcoholic beverage (retail sales, club, restaurant, sunday sales), automatic amusement devices, one Class I auto dealer license and one lodging house license renewals for 2013. There were no new applications. One Class II auto dealer license has lapsed due to the owner moving out of town. The Board signed all presented.

Motion: M. Castriotta

To approve and sign all license applications submitted

2nd: C. Norcross

Vote: All in Favor

Ms. Peterson presented the Department of Revenue, Bureau of Accounts, Classification of Tax Allocation (LA-5) for Fiscal Year 2013 for signatures. The Board was unable to sign the LA-5 online as the power had gone out and computers were down. Ms. Peterson will fax the form in the morning to the Department of Revenue.

Ms. Peterson will scan and email Cultural Council member Renee Malowitz's financial disclosure to the Board for the next meeting.

Mr. Bullock returned to the meeting. Mr. Stauder and Mr. Castriotta signed the Campaign Finance Report (Form CPF M1-2-0) Municipal Form, Office of Campaign and Political Finance, requested by Town Clerk Green.

Motion: C. Norcross **2nd: M. Castriotta**
To enter Executive Session for Reason# 2, to conduct strategy sessions in preparation for negotiation with non-union personnel
Vote: Mr. Castriotta- yes, Mr. Stauder- yes, Mr. Norcross- yes

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

Motion: M. Castriotta **2nd: M. Stauder**
To adjourn the meeting at 7:46 p.m. **Vote: All in Favor**

Respectfully submitted,

Elaine M. Peterson
Town Secretary

Approved: January 2, 2013.