

**BOARD OF SELECTMEN
MINUTES
SLADE BUILDING
JUNE 17, 2013**

Members present: Michael Stauder, Chairman
Christopher Norcross, Clerk

Member not present: Matthew Castriotta, Vice Chairman

Staff present: Anita Scheipers, Town Administrator; Elaine Peterson, Town Secretary

Others present: Tom Howlett, Raeanne Siegel, Demetra Ourdas, Ed Blanchard

Meeting was called to order at 7:30 p.m.

Liquor License Hearing- Nicel, Inc. d/b/a Pizza Palace – New Officer/Director & Transfer of Stock
Mr. Stauder read the hearing notice:

The Board of Selectmen has scheduled a public hearing upon the application of Nicel, Inc., 53 Gardner Road, d/b/a Hubbardston Pizza Palace; Demetra Ourdas, Manager, 86 Venus Drive, Worcester, MA 01605, for a change of license; New Officer Director and Transfer of Stock. The premises are described as one-floor, 2000 sq. foot restaurant with a 12 x 20 outside patio. Any interested parties wishing to be heard on the matter should present themselves at the Selectboard Meeting, 7A Main Street (Slade Building), Hubbardston, MA, on June 17, 2013 at 6:30 p.m.

Ms. Peterson asked Ms. Ourdas explained that she and her husband had originally bought the business with a cousin and they recently bought her cousin's shares. This is to remove them from the alcohol license.

Motion: C. Norcross
To approve the license as presented

2nd: M. Stauder
Vote: All in Favor

The hearing was closed at 7:32 p.m.

Interdepartmental Transfer Requests

Ms. Peterson reported there were two requests; the first was for \$2,608.20 to be transferred from Wage Adjustment #01-116-5200 to Police Chief Salary #210-5100. This was to replace longevity that was created with the new contract in August 2012. Longevity had been paid out of Police chief wages in November 2012 instead of Police Wages and not budgeted due to the new contract. The account is short the longevity payment.

Motion: M. Stauder
To approve the transfer request as described

2nd: C. Norcross
Vote: All in Favor

The second request is to transfer \$180.00 from Memorial Day #01-692-5200 to Veterans Benefits #01-543-5700 to cover a deficit caused by veteran benefits expenses.

Motion: C. Norcross
To approve the transfer as described

2nd: M. Stauder
Vote: All in Favor

Ms. Scheipers reported she and Highway Superintendent Gauthier had met with QRSD Marshall and her facilities staff to discuss the work they wish to have done in the Center School parking lot to add

*Board of Selectmen
June 17, 2013*

additional eighteen parking spots and improve traffic flow on site. Work would be to remove the long center island (including three trees and one light pole), add the new parking spaces, create an egress curb on the tennis court side of the property, create one way traffic, possible removal of one small tree on the road side of new proposed exit, relocate the existing school sign; and add additional site lighting to be added to the side of the building to replace lighting lost by removal on the center island pole. The Highway Department would remove the curbing, loam, and trees and an electrician would handle the electrical portion of the work at the school's expense. It should take around a week. It will not require a site plan approval according to Superintendent Gauthier.

Motion: C. Norcross

To approve the proposed plan as described

2nd: M. Stauder

Vote: All in Favor

Appointments to Committees/Election Workers

Animal Control Officer- Kim Landry - term to expire June 30, 2014

Assistant Animal Control Officer - Cheryl Slack- term to expire June 30, 2014

Board of Registrars- Marcia Howlett- term to expire March 31, 2016

Building Inspector/Private Ways Trench Inspector- Lawrence Brandt-term to expire June 30, 2014

Community Preservation Committee

Dennis O'Donnell- Housing Authority- term to expire June 30, 2015

Sanda Barry-Parks Commission- term to expire June 30, 2014

Donna Farrell- Member at Large- June 30, 2014

Anthony Coppola- Conservation Commission- term to expire June 30, 2014

Conservation Commission- term to expire June 30, 2016

Anthony Coppola

Michael Stevens

Emergency Planning Committee-term to expire June 30, 2014

Dennis O'Donnell (Emergency Planning Director also)

Judith O'Donnell (Asst. Emergency Planning Director also)

Lyn Gauthier

Fire Chief Robert Hayes

Police Chief Dennis Perron

Public Ways Trench Inspector- Lyn Gauthier- term to expire November 15, 2013

Gas/Plumbing Inspector Tom Monfreda—term to expire June 30, 2014

Asst. Gas/Plumbing Inspector-Anthony B. Hoffman - term to expire June 30, 2014

Wiring Inspector- Darrell Sweeney- term to expire June 30, 2014

Asst. Wiring Inspector Eric Ring- - term to expire June 30, 2014

Council on Aging- Florence Pervier- term to expire June 30, 2016

Senior Tax Work Off Program Committee- term to expire June 30, 2014

Cyndy W. Doane

Claudia Provencal

Community Center Committee- term to expire June 30, 2013

Paul Hale

Claudia Provencal

John Nason

Donna Farrell

Bill Murray

Michael Picchieri

Capital Improvement Planning Committee-

William Murray-term to expire June 30, 2016

Memorial Day Committee-term to expire June 30, 2014

Thomas Colyer

Andrea Colyer

Ray LaJoie

Kevin Macomber

Cultural Council- Christine Ruston- term to expire June 30, 2016

Parking Clerk- Cyndy W. Doane- term to expire June 30, 2014

Election Workers-term to expire June 30, 2014

Beverly Baxter

Kellianne Becker

Patricia Burke

Andrea Colyer

Ann Gushue

Wendy Howes

Marcia Howlett

Maureen Kennedy

Shonna Larson

Dolores Ordway

Amy Stevens

Kathleen Vincent

Carol Whitney

Joanne Welch

Lynn Wilkinson

Patricia Woodward

Motion: C. Norcross

To approve the above appointments as listed

2nd: M. Stauder

Vote: All in Favor

Resignation

Motion: C. Norcross

**To accept Elaine Gauthier's resignation from Council on Aging effective June 17, 2013
with regret**

2nd: M. Stauder

Vote: All in Favor

Appointment to Quabbin Regional School District Subcommittee

Ms. Peterson reported Debra Chamberlain has requested to be appointed as the community member to the subcommittee for investigating into how best to organize the school district to improve both financial efficiencies and educational programs.

Motion: C. Norcross

**To appoint Debra Chamberlain to the QRSD subcommittee/community member seat for
Hubbardston**

2nd: M. Stauder

Vote: All in Favor

Ms. Peterson reported Highway Superintendent Gauthier has submitted a wage authorization for \$17.38 per hour Alan Barrett to Ms. Scheipers. This is a contractual wage change as he has passed his six month probationary period.

Motion: C. Norcross

2nd: M. Stauder

To waive the fifteen day rejection period and confirm the wage authorization

Vote: All in Favor

MRPC Region Trail Map

Ms. Peterson reported Montachusett Regional Planning Commission is working on updating their trail data in order to produce an official Montachusett Region trail map. The comment period ends on the 19th of this month. She stated she had requested comments from Open Space but got no response back. Mr. Stauder suggested leaving it to the Open Space Committee for comment. Ms. Peterson will attempt to contact them again.

Town Administrator Report (attached)

Ms. Scheipers reviewed her bi-weekly report with the Board.

- 1) Post Town Meeting Action Items- this list is to track the status of the action items
- 2) New Selectmen Orientation- this is a packet of information to present to incoming Selectmen
- 3) Town Administrator Priorities- Ms. Scheipers stated she is starting to get a sense of some of the things that need to be done
- 4) Town Administrator Schedule- office hours

Ms. Scheipers stated the first meeting will be July 1 for the new five member board. She stated we need to proactively plan for more sessions where we sit down and review policies and procedures etc. She asked for feedback from the Board so she put it together in a proposal. One request was to review goals for all the departments. Another request was to meet with Boards and Committees on a quarterly or biannual basis to keep in touch with what is going on. Ms. Scheipers will also forward her TA report to the Finance Committee. Ms. Scheipers also confirmed that she is meeting regularly with staff and the financial team alternately.

Mr. Blanchard asked if anyone was serving on the Human Resources Advisory Board. Ms. Peterson stated it has been advertised but no one has come forward to volunteer. Mr. Blanchard also asked if staff was being reviewed on an annual basis. Ms. Peterson confirmed they were being done. Ms. Scheipers stated it would be good to have the Human Resources Advisory Board in effect before we receive the results of the wage and compensation study so they could look it over in advance of fiscal year '15.

Eagle Scout Commendation

Ms. Peterson presented a letter and commendation to Justin Silkey for his Eagle Scout Court of Honor scheduled for June 22, 2013. The Board members signed both.

Order of Taking for permanent drainage easements, temporary access and construction easements in certain parcels of land adjacent to and/or contiguous to Ragged Hill Road, Healdville Road, Hale Road and Grimes Road.

Ms. Scheipers reported this is what was voted at the June 4, 2013 Annual Town Meeting (Article 15) if Mr. Bullock is not successful in negotiating the easements with the property owners on

those roads. She stated the town is not anticipating using the document as Mr. Bullock has been in contact with the property owners. This is back up in case that falls through. Ms. Scheipers stated the town cannot allow the lack of an owner's response affecting the road construction schedule.

Motion: C. Norcross

2nd: M. Stauder

To sign the order of taking

Vote: All in Favor

Minutes Approved:

Motion: C. Norcross

2nd: M. Stauder

To approve the minutes of April 29 and May 6, 2013 as written

Vote: All in Favor

Old Business:

Ms. Scheipers reported on the meeting with Rutland and MRPC and CMPC recently. The report states it is feasible to form the regional DPW Director position. It provides information on the saving Hubbardston could achieve based on three different scenarios; 60/40, 65/35/ or 67/33 split with the Town of Rutland. All three scenarios save money for Hubbardston. The Rutland Chairman Skip Clark stated that the Rutland Selectboard has not made up their mind whether they want to regionalize with Hubbardston. They are concerned that Rutland loses something in the joint venture. They have questions and concerns. Each community was asked to put together their questions and present to Ms. Scheipers before June 26th. These will be forwarded to Janet Pierce at CMPC. She will try to answer all those questions before the joint meeting with the Rutland Selectboard in early July. This will be either July 9 or July 10 at 7:00 p.m. in Rutland. If the towns decide to move forward it would be a one year contract with a review period after a certain time to see if it is working. Discussion ensued on alternative action if the regionalization does not occur.

Road construction schedule update was presented. Mobilization is beginning now; ground breaking is scheduled for next week. The contractor anticipates being done by November.

Mortgage subordination request for 90 Grimes Road- Ms. Peterson reported following the last meeting she had emailed Kevin Flynn of MRPC to inform him that the Selectboard had not wanted to place the town second in line for repayment. He had replied back and stated the town is already second in line for the present CDBG loan and would remain second if approved. He has asked the Board to reconsider with the new information. She stated she has requested further criteria from Mr. Shaveet per the mortgage subordination policy guidelines and has received more information from Mr. Flynn. Ms. Peterson is now awaiting proof of income before proceeding.

Mr. Blanchard asked the Selectboard to examine the option of getting a bank lockbox for paying taxes for residents.

Motion: C. Norcross

2nd: M. Stauder

To adjourn the meeting at 8:14 p.m.

Vote: All in Favor

Respectfully submitted,

*Board of Selectmen
June 17, 2013*

Elaine M. Peterson

Elaine M. Peterson
Town Secretary

Approved: July 1, 2013

*Board of Selectmen
June 17, 2013*



To: Hubbardston Board of Selectmen

From Anita Scheipers, Town Administrator

Date: June 17, 2013

Re: Bi-weekly Town Administrator Report

1. **Post Town Meeting Action Items:** Each year, after town meeting, I like to pull together an action item list based on the votes of town meeting. (Please see attached.) I use this as a tool to make sure any necessary follow-up required/authorized by Town Meeting is addressed. Over the next few weeks and months I will use this to keep track the status of the action items, and I will report back to you on a regular basis.
2. **New Selectmen Orientation:** A) Elaine and I are preparing a packet of information to give to the incoming Selectmen. We would like your input as to what might be helpful information for them as begin their first few weeks as an elected official. Do you recall a topic or subject matter on which you wish you had been better prepared? If you have any suggestions for packet content, please email either Elaine or I with your ideas. B) Board organization and communication will be key to making this new five-member board of selectmen work effectively. It appears that we have no established BoS policies or procedures. With Elaine's help I will gather samples from other communities, and using the best parts of each will pull together a draft set of policies and procedures for the board's review. The discussion of these drafts could be a useful process for the new larger board to reach understanding and agreement about best practices for the board.
3. **Town Administrator Priorities:** As I start to get my feet more firmly on the ground, I am beginning to frame a list of key tasks and priorities that I need to complete in the coming months and the new fiscal year. I had hoped to find time during a meeting to discuss this but the next few weeks will be busy with the new members coming on board. As such, I would appreciate your individual feedback via phone or email as to areas you would like to see me focus on. I will take that feedback and develop/present an FY14 Town Administrator Goals and Objective for your review.
4. **Schedule:** I am still trying to decide the best way to schedule my hours. I feel very strongly that the Town Administrator should be on the job Monday through Friday, but I also would like to maintain some Monday evening office hours to be available to working residents as needed. At this point I am leaning toward working the following schedule:

Mon: 8am to 8pm

Tues –Thurs: 8am to 4pm

Fri: 8am to Noon (time to be used to schedule meetings or to catch up on paperwork/ available to meet with people with advance notice)

Additional hours will be worked as needed to attend meetings or to meet with residents. I will give this a try for a few weeks and see how it works before I offer a final schedule.

2013 Post Annual Town Meeting Actions

Art #	Subject	Action Item	Responsible Department
Special Town Meeting			
1	Amend General Bylaws	Create update to General bylaw and distribute to officials.	Town Clerk
2	FY13 CPC Allocations	Confirm account balances	Accountant
3	FY12 Free Cash to Stabilization	Adjust accounts	Accountant
4	Fy12 Free Cash to Cap. Stabilization	Adjust accounts	Accountant
Annual Town Meeting			
1	Town Officers	No action required	
2	Reports	No action required	
3	Chapter 90	Highway will oversee.	Highway/Pvg Proj. Mgr
4	Educational Grants	No action required.	
5	Holden Hospital Accounts	BoH will oversee.	BoH
6	Revolving Accounts	Individual departments will oversee.	Various
7	Annual Budget	Set up accounts	Accountant
8	Library - transfer of funds	Adjust accounts	Accountant
9	Sr Tax work-off Program	COA will oversee.	COA
10	Ambulance Enterprise Fund	Fire/EMS will oversee.	Fire/EMS
11	Montachusett Stab. Fund	Confirm vote to school administration.	Town Administrator
12	Rew. Energy Purchases	No action required at this time.	Town Administrator
13	Hubbardston Solar Pilot	Contact owner to discuss next steps	Town Administrator
14	Haz Bldg Revolving Fund	Establish account. Oversee projects as needed. Add to chart of accounts.	Boh/Building/Town Administrator
15	Paving Project Easements	Complete agreements with landowners and file as necessary.	Paving Project Manager
16	Add to Capital Stabilization	Adjust accounts.	Accountant
17	FY14 Capital Authorizations	Coordinate procurement; Ensure timing is consistent with availability of funds.	Town Administrator
18	Tennis/Basketball Court Parc Grant	Complete application and apply within deadline	Parks/Town Administrator
19	Center School paging system.	Confirm timing of availability of funds for project. Oversee project.	Town Administrator/QRSD
20	First Parish Roof Project	No action required	
21	Center School Playground	Borrowing of funds. Project bidding. Project oversight.	Treasurer/TownAdministrator/ Parks
22	CPC annual reserves	Adjust accounts.	Accountant
23	Tennis/Basketball Court	Borrow funds as needed.	Treasurer
24	Prohibited Materials Bylaw	No action required.	
25	Hay Mgt Plan	No action required.	