

**BOARD OF SELECTMEN  
MINUTES  
JULY 1, 2013  
SLADE BUILDING**

**Members present:** Matthew Castriotta  
Daniel Galante  
Christopher Norcross  
Michael Stauder  
Jeffrey Williams

Note: this is the first meeting of the Town Charter designated five member Selectboard.

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

**Others present:** Demetra Ourdas, Dave Simmerer, Tom Howlett, Ed Blanchard, Kerry O'Brien,  
The Gardner News

**Finance Committee Members present:** Ben Prentiss, Raeanne Siegel, Pat Girouard

**Entertainment License- Pizza Palace**

Ms. Peterson reported Pizza Palace would like to have live entertainment on Friday and Saturdays from 7 – 9 p.m. for their patrons. Building Commissioner Brandt has specified a maximum occupancy of 49 people and noted to ensure that all fire exits are not blocked. Ms. Ourdas stated it was suggested by some patrons and it will be soft music, not necessarily occurring every week.

**Motion: C. Norcross**

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

**To approve the entertainment license as presented**

**Vote: All in Favor**

The Board signed the license. Ms. Ourdas thanked the Board and exited the meeting.

Ms. Scheipers presented the letter to Governor Duval Patrick expressing strong disappointment in the delay of the release of part of the Chapter 90 funding and the impact it will have on the road construction project in Hubbardston.

**Motion: C. Norcross**

**2<sup>nd</sup>: J. Williams**

**To sign letter to Governor Duval Patrick**

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

**Intermunicipal Transfer Requests per Chapter 44, §33B**

Ms. Peterson presented the various transfer requests and stated a new one for \$50 was added today from the Cemetery Commission.

**Motion: C. Norcross**

**2<sup>nd</sup>: D. Galante**

**To approve the following:**

**Transfer \$450.00 from Selectboard Expense #122-5200 to Slade Building Maintenance #122-5204**

**Transfer \$176.00 from Selectboard Expense #122-5200 to Municipal Lights #424-5200**

Transfer \$50.00 from Cemetery Commission Clerk #491-5101 to Cemetery Commissioner's Salaries #491-5100

Transfer \$137.66 from Tax Collectors Tax Title #146-5708 to MRPC Assessment #175-5700

Transfer \$0.15 from Tax Collectors Tax Title #146-5708 to Center School Construction #300-5800

Transfer \$0.01 from Tax Collectors Tax Title #146-5708 to Highway Equipment/Overlay #422-5400

Transfer \$20.00 from Tax Collectors Tax Title #146-5708 to Animal Inspector Salary #519-5100

Transfer \$239.04 from Elections & Registrations #162-5200 to Town Clerk Expenses 161-5200

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

Ms. Peterson left the room to present the transfer requests to the Finance Committee in the adjacent room and then returned.

Town Administrator Report- Ms. Scheipers reviewed her report with the Board.  
(See attached)

Mr. Stauder entered the meeting at 6:40 p.m.

Minutes Approval

Motion: C. Norcross

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

To approve the minutes of April 3, 2013 as presented

Vote: Mr. Castriotta-yes, Mr. Norcross- yes, Mr. Stauder-yes, Mr. Williams and Mr. Galante abstained

Motion: M. Castriotta

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

To approve the minutes of May 20, 2013 as presented

Vote: Mr. Stauder-yes, Mr. Castriotta- yes, Mr. Norcross, Mr. Williams, and Mr. Galante abstained

Motion: C. Norcross

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

To approve the minutes of April 2, and June 17, 2013 as presented

Vote: Mr. Norcross-yes, Mr. Stauder- yes, Mr. Castriotta, Mr. Williams and Mr. Galante- abstained

Appointments

Ms. Peterson presented three appointment requests for fiscal year 2014;

Jeffrey Bourque as Tree Warden-term to expire June 30, 2014

Phil Buso as Veterans Agent- term to expire June 30, 2014

Kevin Motta to Computer Advisory Committee – term to expire June 30, 2014

Motion: C. Norcross

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

To approve appointments as submitted

Vote: All in Favor

Ms. Peterson asked the Board if they had come to agreement on the night to meet with the Rutland Selectboard regarding the regional DPW Director study. Ms. Scheipers stated there were two dates; Tuesday July 9 or Wednesday July 10. July 9<sup>th</sup> at 7:00 pm in Rutland was the better night. Ms. Scheipers will confirm after talking to Rutland.

Ms. Peterson stated she had received all the required information for the mortgage subordination request from Nir and Danielle Shaveets of 90 Grimes Road. They do meet all the criteria for being eligible to qualify. The Town's position for payoff of the loan would remain the same.

**Motion: M. Castriotta** **2<sup>nd</sup>: M. Stauder**  
**To approve the request to subordinate the mortgage on 90 Grimes Road** **Vote: All in Favor**

Ms. Scheipers will sign the subordination agreement on behalf of the town.

Ms. Peterson reported she had received another request to subordinate from Paul and Patricia Clark of 16 Burnshirt Road. They are asking for reconsideration to apply.

**Motion: J. Williams** **2<sup>nd</sup>. C. Norcross**  
**To approve reconsideration of the request for mortgage subordination for 16 Burnshirt Road** **Vote: All in Favor**

Randy Mizerick, Board of Health member, did not appear for his appointment this evening to discuss the use of the Holden Hospital Fund to repair a resident's well. Ms. Peterson and Ms. Scheipers informed the Board of the situation of the resident whose well is broken. He is disabled and has been hauling water by hand to his house from a local pond for the past nine months. Initially, it was thought the well repair could be paid by the funding under the Holden Hospital Fund but it did not meet the criteria. However precedent had been set in 2012 for an elderly resident to repair her well and a lien had been placed on the property to restore to the fund once the house is sold. Ms. Scheipers reported the individual whose well is broken is also two payments behind on his property taxes. Each Board; the Selectboard and the Board of Health would have to vote individually to approve use of the funds. An estimate of \$1354.15 to repair has been provided and there is a possibility that once the pump is pulled and there is evidence of a lightning strike that the homeowner's insurance would pay for the repair. Ms. Scheipers is also researching with another agency for a Rural Home loan with the Department of Agriculture to see if they can assist him. Their process takes thirty days.

**Motion: M. Castriotta** **2<sup>nd</sup>: J. Williams**  
**To approve use of the Holden Hospital funding to repair the well conditional on a lien being placed on the property and the Board of Health approval**  
**Vote: All in Favor except Mr. Galante who abstained**

#### Highway Services Bid Awards

Ms. Scheipers reported that Highway bids for line painting and road markings, catch basin and drop inlet cleaning and crushed gravel will be awarded. Ms. Scheipers stated she would not be awarding to the lowest bidder for line painting due to the bidder being determined not to be responsible. They will be going out for bid on sand bid due to lack of response.

**Reorganization of Board**

**Motion: M. Castriotta**

**To appoint Chris Norcross as Clerk**

**2<sup>nd</sup>: M. Stauder  
Vote: All in Favor**

**Motion: M. Castriotta**

**To appoint Michael Stauder as Vice Chairman**

**2<sup>nd</sup>: C. Norcross  
Vote: All in Favor**

**Motion: M. Stauder**

**To appoint Matt Castriotta as Chairman**

**2<sup>nd</sup>: J. Williams  
Vote: All in Favor**

Mr. Castriotta thanked Mr. Stauder for serving as Chairman over the past year.

**Fiscal Year 2014 Department and Committee Liaisons**

Board reviewed and reassigned department liaisons for fiscal year 14. Ms. Scheipers volunteered to fill the Montachusett Regional Planning Commission until someone else fills the slot. Mr. Norcross volunteered to serve on the Senior Tax Work Off Program Committee.

Finance Committee members Pat Girouard, Raeanne Siegel, and Ben Prentiss entered the meeting.

Before beginning the DPW Director discussion Mr. Prentiss asked Ms. Scheipers why there was a need for a Reserve Fund transfer to Insurance Account for \$400.00 for payment of the bond for the treasurer. Ms. Scheipers reported due to the overturn of the employees in the treasurer office this year, the fund has been depleted. Motioned and seconded by Finance Committee to approve reserve fund transfer.

**Meeting with Finance Committee members regarding the Regional DPW Director position.**

Ms. Scheipers reported on the **Feasibility Study for the Towns of Hubbardston and Rutland for a Shared Department of Public Works Director**. The study was prepared by Central Massachusetts Regional Planning Commission and Montachusett Regional Planning Commission in June 2013 and funding was provided through the 2013 District Local Technical Assistance Program (DLTA). Ms. Scheipers pointed out that the venture is possible. The report provides next steps to facilitate a transition accordingly. (A copy of the feasibility study is available in the Selectmen's office)

Ms. Scheipers reported that she and Mr. Norcross had met informally with the Rutland Selectboard Chairman and CMRPC and MRPC representatives two weeks ago, and Rutland still has a lot of concerns about moving ahead on this. Rutland believes there might not be adequate savings to make it worth their while. They currently have a full-time director on board now and the savings might not justify them losing that percentage of that person for this program. If they were to move forward the percentage split they would desire is 35% Hubbardston time and 65% Rutland time. That is approximately 18 hours per week of time spent in Hubbardston. She stated when you look at what the expected duties would be for this shared director, it would be budgeting, budgeting oversight, Chapter 90 processing, high level supervision, and handling the communications and correspondence for both departments. Therefore this would be an administrative position. This would mean each town would require a working foreman that would carry on the daily load of supervision of the crews. We currently do not have a foreman in

place so Hubbardston would need to hire one. Hubbardston has built their fiscal year '14 budget on the basis of sharing a DPW Director. Ms. Scheipers stated if this program does not go forward we are still in a position to move forward with the DPW Director. We would likely combine the foreman wages and the DPW Director salary and hire one person to be a supervisory DPW Director. She asked do we feel as a town there is a benefit to Hubbardston is worth this regional agreement. Strengths and weaknesses of sharing the position were discussed. Ms. Scheipers offered to attend the Rutland Selectmen meeting tomorrow night to answer any questions they may have of Hubbardston. Finance committee members exited the meeting.

**Motion: M. Stauder**

**2<sup>nd</sup>:D. Galante**

**To enter into Executive Session for reason #3- to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the negotiating position of the public body, and to adjourn at the end of the session**

**Vote: Mr. Galante- yes, Mr. Stauder-yes, Mr. Castriotta- yes, Mr. Williams- yes, Mr. Norcross- yes**

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

Meeting adjourned at 8:21 p.m.

Respectfully submitted,



Elaine M. Peterson  
Town Secretary

Approved: July 29, 2013



To: Hubbardston Board of Selectmen

From: Anita Scheipers, Town Administrator

Date: July 1, 2013

Re: Bi-weekly Town Administrator Report

The following is a summary of key issues handled during the period of June 18<sup>th</sup> through July 1<sup>st</sup>:

1. **FY13 Wrap-up:** All departments are working to wrap up their FY13 budgets. This involves making sure all fiscal year bills are received and processed for payment, or that funds are encumbered to allow payment past July 1<sup>st</sup>. As you will see referenced on the July 1<sup>st</sup> meeting agenda, there are several final requests for intermunicipal transfers - all for small dollar amounts - to clear up minor overages in some accounts.
2. **Financial Software Conversion Status:** The Accountant and Treasurer have been working with the new software vendor to complete the final steps towards converting from the old BMIS system to the new SoftRight system. Training on the new system is in process and we should have our first FY14 warrant processed on the new system on July 14<sup>th</sup>. We will run a dual system with BMIS for several weeks just to ensure continuity of data should any last minute glitches occur.
3. **FY12 and FY13 Financial Audits:** We have received proposals from two very qualified auditing firms - with one quote being over what is budgeted. The Accountant and I will be meeting with the firm with the viable quote to ensure their proposal will meet all of our needs - which will include providing advice regarding accounting issues throughout the year as needed. Barring any unforeseen issues, I feel confident we will be able to effectively contract with this firm for the completion of the FY12 and FY13 audits in a timely manner. FY13 funds for the FY12 audit will be encumbered to allow this work to occur after July 1<sup>st</sup>.
4. **Phillips Dog Kennel:** I have spent numerous hours reviewing the files re this case, and in receiving feedback from the abutters, the Building Inspector and the Town Clerk. Discussion regarding the next steps in the associated legal case will be discussed in the July 1<sup>st</sup> meeting in executive session.
5. **Appellate Tax Board Cases:** I have met with the Assessors and Town Counsel to discuss the status of the two current ATB cases. While I cannot divulge details on these cases at this time, I can comment that it appears town counsel's services are being used efficiently and effectively.
6. **PARC Grant:** I have been working with Sanda Barry of the Parks Commission to complete the substantial PARC grant application in time for the July 17<sup>th</sup> deadline.
7. **FY15 Capital Planning:** I have begun my review of the existing Capital Plan and the related forms used each year for department submittals. Over the next two weeks I will be developing the FY15 submittal packet and related schedule.
8. **Procurement Activity:**
  - a. **Center School Playground:** I have been working with Jesse Twarog to prepare for the procurement of the playground equipment and installation. It is anticipated that that

the procurement can begin right after the start of the new fiscal year, and the group is planning for a mid-August installation.

- b. Center School Paging System: I was surprised to learn that the Town is responsible for procuring the services of the vendor for the paging system repair. After discussing the status of the project with the QRSD Facilities Manager, there are additional procurement related actions I had to take to ensure we can legally contract with the firm which provided the quote (used for the 2013 town meeting vote under Article 19).
  - c. Other FY14 Capital Acquisitions: It was determined that the vote taken at town meeting did not meet the requirements to authorize borrowing for the procurement of the Highway Dept. truck or the Fire Dept. SCBA units, so we have been working to establish lease-to-own agreements to move those procurements.
  - d. Heating Oil Bids: I have prepared the procurement documents for the heating oil for this heating system. Bids are due on September 4<sup>th</sup>. The resulting one year contract will be effective Sept. 30<sup>th</sup>.
  - e. Compensation and Classification Study: I am drafting the Request for Quotes for the study, and hope to have that sent out to qualified consultants next week. I am to have proposals in by mid- July and should be able to have a chosen vendor and executed contract in place by August 1st. It is expected that the deliverables from this study should be available by the end of the calendar year to allow for FY15 planning – if applicable.
9. Reminder: I will be out-of-state on vacation from Sat July 13<sup>th</sup> through Sat July 20<sup>th</sup>. I will be available by cell phone as needed.