

**BOARD OF SELECTMEN
MINUTES
JULY 15, 2013
SLADE BUILDING**

Members present: Matthew Castriotta, Chairman
Christopher Norcross, Clerk
Daniel Galante, Member
Jeffrey Williams, Member

Member not present: Michael Stauder, Vice Chairman

Staff present: Elaine Peterson, Town Secretary

Others present: Tom Howlett, Ed Blanchard, Joyce Green, Dave Simmerer, Karen Lapierre,
Peter Lapierre

Meeting was called to order at 6:30 p.m.

The Board requested a weekly update on the roads construction project from Project Manager Brian Bullock.

Ms. Peterson presented the bond anticipation notes for borrowing \$1.3 million dollars with an interest rate of .62 per cent annum, payable at maturity.

Motion: C. Norcross **2nd: J. Williams**

To sign the bond anticipation notes as presented

Mr. Galante asked for clarification on why to sign the bonds for borrowing for road construction. Mr. Castriotta stated it was due to Ms. Scheipers being on vacation for a week and not being able to sign them.

Vote: All in Favor

Minutes Approved

Motion: C. Norcross

2nd: M.Castriotta

To approve the minutes of June 3, 2013

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

Ms. Peterson presented a request from the Community Center Committee to change the name of the committee back to Senior Center Committee. The committee voted on July 9th to request to change the name as it is misleading to townspeople. Donations are being submitted for a senior center not for a community center. The Board took no action and requested to see a presentation from the building needs study from Lamoureux Pagano Associates at a future meeting.

Open Agenda-

Karen and Peter Lapierre of 49 Hale Road came in concerning the road construction. They are next to 51 Hale Road which is the log cabin. He asked how the town can place drainage on land that is unoccupied without permission. They spoke to a surveyor there Sunday and he told the

Lapierres that from that lot down they are doing 700 feet of drainage. Being next door, they have some concern as how it will affect them by flooding their property. Mr. Lapierre also stated he had an easement on his property for a septic system. Mr. Lapierre stated he also has a berm at the end of his driveway to prevent flooding. What will happen to the berm? The Board asked Ms. Peterson to inform project manager Brian Bullock. Someone will be in touch with the Lapierres.

Joyce Green came in concerning perambulating the town boundary markers which according to state law should be performed every five years. Coincidentally the Historical Society is hosting a tour of historical sights on July 21st and they will be visiting two of the town boundary markers. There is a provision in the law that the Selectmen can appoint two substitutes by designating them in writing. The boundaries need to be viewed and marked with the date with paint or other suitable marking material.

Motion: C. Norcross

2nd: J. Williams

To appoint Joyce Green and Ken McCauley as designees to perambulate the town boundaries

Vote: All in Favor

The Board thanked Ms. Green for volunteering to perambulate.

Ms. Peterson directed the Board to the wage increase to \$14.75 per hour for Police Administrative Clerk Kori Stuart who has completed her six month probationary period, the increase was budgeted for in the fiscal year '14 wages.

Ms. Peterson reported a new Land Use Clerk for Building and Planning Board has been hired, Melanie Rich with a starting wage of \$13.28 per hour at 16.5 hours per week. The Board confirmed both wage increases; waiving the 15 day notice period.

Mr. Blanchard approached the Board regarding the Phillips dog case at 55 Old Boston Turnpike Road. He stated the Planning Board gave Ms. Phillips a special permit to have six dogs there but there was incorrect information concerning the property owner on the permit application. For that reason alone the special permit could be withdrawn. There has also not been compliance with the permit as issued. Mr. Blanchard stated the neighbors would like some resolution to the case. The Board requested a letter be sent to the Planning Board to request to withdraw the special permit.

Motion: C. Norcross

2nd; J. Williams

To request the Planning Board withdraw the special permit for 55 Old Boston turnpike Road provided it does not complicate the legal proceedings

Vote: All in Favor

Mr. Blanchard asked about the church issue. The Board requested Ms. Peterson ask a member of the church to come to the next meeting.

Rutland DPW Director- Mr. Norcross reported there had been a miscommunication and there had not been a vote from the Rutland Selectboard to not participate. The Board requested Ms. Peterson contact Rutland to confirm or not whether they are going to participate.

Motion: D. Galante

2nd: J. Williams

To adjourn the meeting at 7:03 p.m.

Vote: All in Favor

Respectfully submitted,

A handwritten signature in cursive script that reads "Elaine M. Peterson".

Elaine M. Peterson
Town Secretary

Approved: July 29, 2013.

*Board of Selectmen
July 15, 2013*



To: Hubbardston Board of Selectmen

From: Anita Scheipers, Town Administrator

Date: July 15, 2013

Re: Bi-weekly Town Administrator Report

The following is a summary of key issues handled during the period of July 2nd through July 15th:

1. Highway Union Grievance: We have rcvd a grievance from the Highway Dept. Union claiming the insertion of the Cemetery staff and the Custodian position into the DPW must be bargained with the union re wages, etc. After reading the union contract, I find that the Union is correct on this point. I will be responding as such, and will explain the details to the Board of Selectmen in an executive session at an upcoming meeting. We will need to discuss the parameters of such negotiation.
2. PARC Grant: Working with Parks Commission Chair Sanda Barry, I have completed and submitted the substantial grant application in time for the July 17th deadline. We have been told we will not hear from the state until October at the earliest.
3. Meetings with Boards and Committees: Matt Castriotta and I are attending the meetings of various boards and committee throughout the summer. We have already met with the Assessors, and have meetings scheduled with the Planning Board, the BoH, the Open Space Committee, COA Board, Historical Committee, and Open Space Committee. I am working to schedule meetings with the other groups ASAP. The purpose of these meetings is to touch base with each group and discuss current issues they are facing, as well as any goals they are contemplating for the year.
4. Proposed Multi-board Committee Meeting: At a recent BoS meeting, we discussed the concept of scheduling a meeting of all of the committee and boards to discuss high level issues affecting their board specifically and the Town at large. It is my recommendation that we schedule such a session for a Monday meeting on either September 23rd or October 7th. **Please advise which date you wish to aim for, and I will start informing the chairs of all committees as a "save the date" type announcement.**
5. Assessors Ballot Question: The Board of Assessors has submitted a letter (attached) indicating they request a referendum question be placed on the next election ballot regarding their recommendation to cease assessing the excise tax imposed under MGL C59, S8A on certain animals, machinery and equipment owned by individuals and non-corporate entities principally engaged in agriculture.
6. Resident M. Kacprzicki of Halfrey Rd/Holden Funds "grant": The BoH voted on Tuesday to not approve the use of the Holden Funds for Mr. Kacprzicki's well repair. They indicated they will work with him to identify other programs that may provide him the needed funds.
7. New CDBG Grant Program Start-up: I met with a representative of Communities Opportunity Group, Inc., a consulting firm out of Boston, who has the contract with the state to run the Hubbardston / Templeton Housing Rehab Program. Apparently we have 8 homeowners who

have applied for housing assistance. The representative stated he feels he will be likely to approve 4 to 6 projects – depending on the cost of the individual projects. These projects are of the emergency nature such roof repairs, construction of handicap ramps, furnace replacements, etc. Note: I will provide information regarding this program to the BoH so as to allow them to share that option with Mr. Kacprzicki.

8. Senior Center/DCR Land Swap: According to the COA Director, Claudia Provencal, Senator Brewer's office indicated the DCR should have an answer for us regarding the potential of the land swap within a few weeks. He suggested the Town complete our required action steps ASAP. I asked Claudia to remind the Senator and DCR that this still requires a town meeting vote to move ahead with the land swap, and that no such meeting has been scheduled yet. **QUESTION: Does the Board have a sense of when they wish this special town meeting to take place?**
9. Hubbardston Solar: For discussion at our next meeting, I wish to remind the Board that we need to make a decision about whether to proceed with the offered "gift of land" on Williamsville Rd from Hubbardston Solar. This deal had been suggested by the applicant as a way to "improve" the PILOT agreement that was attempted to be negotiated between Hubbardston Solar and the Town. The independent assessment of the property indicated the backland had no real value to provide to the town. The concept of accepting the property and then using it to initiate another land swap with DCR had also been suggested at one time. I will bring all historical facts to the table at the July 29th meeting, but I ask that you start to think about the pros and cons of the situation. If you wish to see the files in advance, please feel free to contact me, or Elaine in my absence next week.
10. Kopelman and Paige Trainings: Our Town Counsel firm of K&P offers free trainings to their client communities. I distributed the (attached) list of possible trainings to our department heads to get input as to session they feel will help them or the town officials they assist. I would like your input also. Please review the attached list and let me know via email which session(s) you feel might be helpful to schedule this year. We likely will only be provided one or two sessions per year, so we will need to prioritize our requests.
11. Procurement Activity:
 - a. Assessing Services: I am working with the Assessors to place a Request For Proposals (RFP) out for a three year contract for outsourced assessing services. It is expected that the current vendor (RRG) will submit a proposal. I am awaiting edits to the RFP document from the Assessors before I am able to continue.
 - b. Fire Station Asbestos Abatement Project - The vinyl asbestos tiles on the second floor of the Fire Station must be removed and properly abated. I am working with several vendors to get quotes of the work, with the goal to have the project completed by the end of the summer.
 - c. Fire Station SCBA Units – I am working with Chief Hayes to develop the lease/purchase agreement for the units. We hope to have that process completed within two weeks. Delivery should happen within a short timeframe thereafter.
 - d. Highway Department Truck – I am working with Lyn Gauthier to develop the lease/purchase agreement for the new highway truck. We hope to have that set within three weeks. The unit will have to be ordered – with delivery time TBD.
 - e. Compensation and Classification Study: The RFQ has been distributed to three firms known to do such studies in communities of all sizes. I will have proposals back by August 6th and should have a vendor for contact award by the following week. I have

structured the project schedule to be a maximum of 20 weeks so as to allow results to be available before the end of the calendar year to inform the FY15 budgets.

12. Vacation Contact Info: I am away from Sat of this week to Sat of next week. I will be available by land line phone and cell phone, and possibly email via iPhone. Elaine has all of this contact info if needed.