

**BOARD OF SELECTMEN
MINUTES
JULY 29, 2013
SLADE BUILDING**

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

Staff present: Anita Scheipers, Town Administrator; Elaine Peterson, Town Secretary; Claudia Provencal, Council on Aging Director

Others present: Tom Howlett, Bill Murray, Kelly O'Brien, The Gardner News

Meeting called to order at 6:32 p.m.

Community Center Committee Name Change Request- COA Director Claudia Provencal came in to further explain why the committee had requested to change the name of the Community Center Committee back to **Senior Center Building Committee**. Ms. Provencal stated community groups were approached and there is currently no interest from them for a community center. The committee that is presently working has been doing work for a senior center building. She added a senior center is what people are donating towards. Ms. Provencal stated that at a previous meeting Finance Committee members and Selectboard had stated the community center would not be supported as it was too large in scope and there were other more pressing needs such as a public safety complex. Ms. Provencal reported the DCR will have an answer soon regarding a land swap.

Motion C. Norcross

2nd: J. Williams

To change the name of the committee back to Senior Center Building Committee

Vote: All in Favor

Ms. Peterson stated she had received an update from the First Unitarian Parish Church of Hubbardston representative that the Massachusetts Historical Commission is requesting current photos of the church building in order to complete the preservation agreement. The church will be meeting this week and taking and sending those photos to the MHC.

Town Administrator Report reviewed. (See attached)

The date for the proposed multi-board/committee meeting was set for October 7, 2013. Ms. Scheipers will send a save the date email.

Ms. Scheipers stated that a town meeting vote will be needed to swap land with the DCR and a legislative vote will be needed on DCR's side for the swap. The Board requested Ms. Scheipers

come to the next meeting with a suggested date. Late October and early November appears to be in the time for one.

Ms. Scheipers reported she and Chief Perron will be meeting with the new director of the Rutland Dispatch Center to discuss ways to improve communication and oversight by member communities.

Ms. Scheipers reported the Fiscal Year 2012 audit has begun and it should take around three weeks. The FY'13 audit will be done in the late fall.

Ms. Scheipers reported she is working on personal goals for the Police Chief and she is meeting with Chief Hayes on Friday. She suggested department head liaisons work directly with her to establish goals for those staff. She is also reestablishing monthly reports for the three major departments beginning in September.

The land use clerk candidate has withdrawn her application. The former clerk is still covering two afternoons a week in Building and Planning until the position can be filled. Ms. Peterson has advertised in two different area newspapers to seek new applicants.

Ms. Scheipers reported a third solar facility is being proposed at 91 Williamsville Road by Seaboard Solar.

Hubbardston Solar- the Places Associates Inc. report indicates the land being offered to the land is 75 acres of backland that is steep and has wetlands that have limitations placed by DCR. Mr. Stauder stated that this land that could be traded with DCR in the future. Mr. Murray stated DCR did not appear to be interested in this property. Mr. Castriotta asked how much revenue is collected through taxation on the land. Mr. Castriotta asked the tax collector to report on this. The Board asked that Conservation Commission and Open Space Committee be contacted whether they have any interest in the property.

Police Details on Hubbardston Road Construction Project

Two bills have been received for the project that includes administration fees of 10% on top of the detail bill. The Board decided we should not be charging ourselves for the work and should waive all administrative fees for detail work.

Motion: M: Stauder

2nd: C. Norcross

To waive administration fees for details on Hubbardston Road construction project

Vote: All in Favor

Center School Parking Lot

Ms. Scheipers reported the QRSD does not have adequate funding to pave the entire school parking lot. Quabbin can only pave the new entrance and the center island area that was removed. Ms. Scheipers checked with Highway Superintendent Gauthier to see if funds around \$10,000 would be available. Mr. Gauthier stated he needs this funding for crack sealing of town roadways.

Municipal Building Capital Needs Study

(This study is available for viewing on the town website under Reports & Documents)

Ms. Scheipers contacted the architectural firm with possible meeting dates of Aug. 26, Sept. 9 or Sept. 26th, and is waiting for confirmation. She noted that the report stated the Slade Building would be adequate to hold all administrative offices if the Senior Center and the Police Department was moved out. Priorities will need to be set for what needs to be addressed first since all buildings are in need of renovation or replacement.

DPW Reorganization Options-

Ms. Scheipers reported that since the regionalization with Rutland did not go through, she has begun working on what is needed to make it work within our own structure of organization going forward. She reviewed the current budget figures with the Board in order to hire a DPW Director and an additional truck driver/laborer. She stated the budget as voted will work to hire a DPW Director as of November 15, 2013. The Board also agreed to delay the hiring of the new laborer/director until late winter to allow the new Director to have input on the hiring process.

Motion D. Galante

To delay hiring of highway worker until DPW Director is hired

2nd: J. Williams

Vote: All in Favor

Ms. Scheipers reported she has also contacted Westminster, Paxton, Princeton, Templeton and Barre to determine if there is any interest in regionalizing the superintendent position. She stated even if one community is willing to go forward, it will take time to reach tentative agreement with that community.

Motion: M. Stauder

To proceed with hiring a DPW Director

2nd: J. Williams

Vote: All in Favor

Senior Center Building Presentation

Senior Center Building Committee member Bill Murray presented a status update on the steps taken toward achieving a senior center. The committee has retained services of an architectural firm to create a preliminary senior center design. They have met with DCR representatives multiple times regarding the availability of a land swap. The committee has investigated vacant land owned by the town and found a Mile Road parcel totaling seventeen acres, of which the town has clear title. The committee has requested ten acres from DCR for land off of Gardner Road opposite of the pallet factory. Ten acres is enough to support the Senior Center and one or more future public buildings, a well and a septic disposal system. The area keeps all site improvements out of the DCR's restricted development zone. The committee needs to get the Selectboard's input and approval of the concept and plan. There is a need verify the suitability of the DCR land to support the septic system or wastewater treatment plan by doing on-site percolation test holes. The town will need a written agreement with DCR to swap land, which requires the Selectboard approval and action and a town meeting vote. Once the town owns the land, the committee can pursue grants and other funding for the design and construction of the facility. Mr. Murray acknowledged the phenomenal assistance from Senator Brewer and his office staff in coordinating the meetings with the DCR.

The town has also funded \$100,000 for purchase of land for municipal use. A feasibility study that includes other municipal buildings on the site will be needed. It was suggested to amend the original wording of the June 5, 2012, Article 5, town meeting vote to purchase land to authorize paying for any surveys, feasibility study, design costs and legal fees, etc.

It was suggested to ask DCR for additional acreage on the land swap in order to be able to place another municipal building on a separate lot. Mr. Murray asked for feedback from the Board on what has been presented so far.

Town Policy

Ms. Peterson presented copies of the sexual harassment policy presented annually to all employees to the Board for their binders.

Sexual Harassment Officers Appointed

Motion: J. Williams 2nd: C. Norcross
To appoint Anita Scheipers and Police Chief Dennis Perron as sexual harassment officers
Vote: All in Favor

Cultural Council Appointment

Motion: D. Galante 2nd: C. Norcross
To appoint Laura Milko to the Cultural Council with a term to expire June 30, 2016
Vote: All in Favor

Minutes Approved

Motion: M. Stauder 2nd: J. Williams
To approve the minutes of July 1, 2013 as presented Vote: All in Favor

Motion: J. Williams 2nd: C. Norcross
To approve the minutes of July 15, 2013 as presented
Vote: J. Williams- yes, D. Galante- yes, M. Castriotta- yes, C. Norcross- yes, M. Stauder- abstained

Motion: M. Stauder 2nd: C. Norcross
To enter into Executive Session for reason #3- to conduct strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position and to return to Open Session at adjournment for the purpose of taking a vote.

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

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

The meeting resumed at 8:24 p.m.

Motion: M. Stauder

2nd: D. Galante

To recognize the IAFF as the exclusive representative of the Hubbardston full-time firefighters employed by the town, excluding the Fire Chief, and all other town employees

Vote: All in Favor

The Board signed the written notification of the IAFF that will be posted for a period of twenty days.

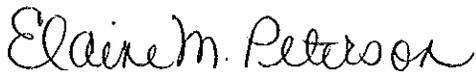
Motion: M. Stauder

2nd: D. Galante

To adjourn the meeting at 8:27 p.m.

Vote: All in Favor

Respectfully submitted,



Elaine M. Peterson
Town Secretary

Approved: August 12, 2013.



To: Hubbardston Board of Selectmen

From: Anita Scheipers, Town Administrator

Date: July 29, 2013

Re: Bi-weekly Town Administrator Report

The following is a summary of key issues handled during the period of July 16th through July 29th:

1. **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.**
2. **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?**
3. **Regional Dispatch:** Chief Perron and I are requesting a meeting with the Rutland Dispatch Center to discuss ways to improve upon communications and oversight by member communities. For our own information, we will be meeting with other area dispatch centers to compare against our current services provided under the regional agreement, and to see what options may be available to us should Hubbardston decide to ever back out of the current agreement.
4. **FY12 Audit:** Scanlon and Associates started last Thursday with the FY12 audit. The process is anticipated to take approx. 3 weeks for the field work and we should receive the draft report shortly thereafter. The FY13 audit work will be done in late fall.
5. **Department Head Goals:** I am working with all staff to develop their FY14 goals. Based on past discussion, it was agreed the Selectmen would contribute to the goals established for the Police Chief, Fire Chief and Highway Superintendent. I have worked with Selectman Norcross to draft goals for Chief Perron, and I am about to start drafting goals for Chief Hayes. **I would suggest that rather than take time at a regular BoS meeting, that the Board consider authorizing the newly assigned Liaisons for these departments to work with me to develop the goals for these two department heads.** Final goals could then be approved at an upcoming meeting. Note: While I will establish small goals for outgoing Highway Supt. Lyn Gauthier, establishment of FY14 goals will need to be developed for his replacement when that time comes.
6. **Department Reports:** I am working to re-establish the monthly reports by the Police Chief, Fire Chief and DPW. I expect that these reports will commence in September, with the exception of the DPW.

7. Land Use Clerk: The individual we intended to hire to fill the vacant Land use Clerk position notified us that she is unable to take the position. We are placing ads in papers a bit further afield so as to (hopefully) attract interested candidates. In the meantime, the outgoing clerk is still willing to assist us a few hours a week to keep the basics of the office functions going.
8. Third Solar Facility Proposed: FYI only. I have heard from the land use offices that a proposal for a third solar facility has just been received. The project is a 0.81 MW project by Seaboard Solar for 91 Williamsville Road. More details will follow as they are received.....