

**BOARD OF SELECTMEN
MINUTES
SEPTEMBER 23, 2013
Slade Building**

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

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

Others present: Tom Howlett, Wayne Smith, Rick Green, Jassy Bratko, Ken Dobie, National Grid; Dave Simmerer, Ed Blanchard, Sanda Barry

Meeting was called to order at 6:33 p.m.

Pole Petition Gardner Road 6:30 p.m.

Mr. Norcross read the hearing notice for Gardner Road:

Install one jointly owned guying pole to eliminate tree guy pole at pole 97. The location begins approximately 181 feet south of the centerline of the intersection of Pitcherville Road. Location approximately as shown on plan attached.

No abutters were present for the hearing. Ken Dobie from National Grid was present.

Motion: C. Norcross

2nd: D. Galante

To approve the pole petition for Gardner Road as submitted

Vote: All in Favor

Right of First Refusal for 7 Natty Pond Road

Ms. Scheipers reported Wayne Smith was requesting a copy of the Selectboard letter waiving the Right of First Refusal on his 7 Natty Brook Road property that had been in Chapter 61 status, sometime in the 1980s. He is attempting to sell his property and the title search company required an official signoff from the current Selectboard. Ms. Peterson could find no record of a letter or referral to this in the Selectboard minutes. Assessor's Clerk Elsevier had located the release of the municipal lien on the property recorded at the Registry of Deeds. Ms. Scheipers presented a waiver that was created and wording for the vote tonight.

Motion: C. Norcross

2nd: J. Williams

I move, the Board of Selectmen, while under no obligation to do so, vote not to exercise the Town of Hubbardston's Right of First Refusal under M.G.L., Chapter 61B, § 9, with regard to the following described property: 51 acres of land situated on the Barre Road, Hubbardston, MA and recorded at the Worcester District Registry of Deeds in Book 5985, Page 96 in July 1976

Vote: Mr. Galante- yes, Mr. Norcross- yes, Mr. Williams – yes

Mr. Stauder entered the meeting.

Pole Petition- Burnshirt Road 6:40 p.m.

Mr. Norcross read the hearing notice:

Install new pole 16-50 approximately 106 feet from existing pole 17, relocate existing pole 16 back ten feet. Install new pole 15-50 with push brace pole 15-89 approximately 140 feet from existing pole 15. This is for state bridge reconstruction project MHD 605696.

No abutters were present for this hearing. Ken Dobie from National Grid was present.

Motion: C. Norcross

To approve the pole petition for Burnshirt Road as submitted

2nd: D. Galante

Vote: All in Favor

Town Administrator Report

Ms. Scheipers reviewed her report with the Board (see attached).

Mr. Stauder asked if anyone was present tonight for open session, there was not.

Mr. Castriotta entered the meeting.

Special Town Meeting Warrant and Articles

Ms. Scheipers reviewed the nine proposed articles for the Special Town Meeting warrant on November 19, 2013. Article #1 is to reauthorize a Stabilization Account transfer voted under Article 14 of the June 5, 2012 Annual Town Meeting. Article #2 is to authorize the Selectboard to enter into an agreement with DCR for the purpose of swapping a 17 acre parcel of town – owned land on Mile Road for a 12 acre portion of state- owned road located on Gardner Road. Article #3 is to authorize the Treasurer to borrow funding for engineering and design work on Route 68. Article #4 was for a different amount of funding in case Article #3 did not pass.

Mr. Castriotta entered the meeting. After some discussion, article #4 was removed.

Ms. Scheipers explained Article #5 covers the legal account projection of \$25,000 for the rest of the fiscal year. Article #6 is to replace unanticipated funds for borrowing paid from the Treasurer’s expense account that was not budgeted. Article #7 is to establish a Special Revenue Account for the purpose of establishing an adequate base account value to ensure timely payment of police detail wages. Article #8 provides \$900.00 to the Board of Health for state mandated annual mowing of the town landfill. Article #9 is a correction of a vote that was taken at the June 2013 annual town meeting (Article 18).

Ms. Scheipers reported the Parks Commission had requested to transfer \$8,000 back to their account from DPW to cover the Curtis Recreation Field mowing. Ms. Barry stated Parks is concerned the Department of Public Works would not get organized soon enough and the funding not be reserved for mowing. Ms. Scheipers explained most of the funding was placed into DPW wages account. Once the DPW Director is appointed, the Cemetery and Parks Commissions will meet with the new director. The article request was withdrawn. Ms. Barry thanked the Board and exited the meeting. Ms. Scheipers reported there was another request was to increase the revolving account amount for the wiring inspector. This is due to the increased revenue from solar farm permits. This can be changed midyear by a vote of both the Finance Committee and the Selectboard outside of town meeting. Ms. Scheipers will continue to work on the STM warrant.

Discussion ensued around asking for funding for a warrant article and debt exclusion vote for Main Street engineering/design in advance of future Route 68 construction. It was decided to hold off with this action for now.

Motion: J. Williams

2nd: C. Norcross

To approve the Special Town Meeting warrant with article #4 removed

Vote: All in Favor

Motion: C. Norcross

2nd: D. Galante

To close the November 19, 2013 Special Town Meeting Warrant

Vote: All in Favor

Long Range Facilities Planning Committee Proposal

Ms. Scheipers stated she was hoping to get a committee formed by November. Mr. Castriotta offered to serve as the Selectboard representative. The some of the charges of the committee would be to gather all existing studies which detail existing conditions of town owned facilities, roadways, and other existing or needed infrastructure; inform the public of issues and needs, request public input and feedback and develop consensus-based recommendations. The committee will begin in November and work through to May 2014. The Board will email names of people who might want to serve on the committee.

Mt. Jefferson Hay License Agreement

Ms. Scheipers reported she had met with Ms. Bratko about renewing the hay license for Mt. Jefferson Conservation Area. Kopelman & Paige, PC had stated this type of license (license to use) is not required to go through the bid process. A license to use is also something that can be stopped by the Town at any time versus a lease. Ms. Scheipers reported Rick Green is present this evening regarding the renewal of the license agreement. He presented a sheet of points for the Board regarding license v. lease. (See attached). Mr. Green believed it would be in the town's best interest to go out for bids. He added the fields are growing out from the stone walls and estimated roughly three acres have been lost to brush. The Board discussed putting it out to bid with minimum conditions. Ms. Bratko stated the reason the OS Committee recommended the five year contract is so that whoever gets the license has a chance to recoup their investment in the fields.

Motion: J. Williams

2nd: C. Norcross

To place the hay license out for bid with stipulations recommended by the Open Space Committee

Vote: All in Favor

Mr. Green thanked the Board and exited the meeting.

Bylaw Review Committee

Town Clerk Green has requested formation of the committee sooner than scheduled as this will involve a large amount of time. The Board requested Ms. Peterson send a memo out to all boards and committees seeking volunteers.

Replacement of the Healdville Road Bridge Superstructure Type Study

Milone and McBroom Inc. are seeking the Board's feedback for either of the three superstructure options they presented in their report.

Ms. Scheipers had also asked Highway Supt. Gauthier for feedback. He asked the Board to also consider the asphalt cover. The Board decided to go with Alternate #2, Beams with Timber Deck, which mimics the existing bridge and to request the asphalt cover be done at the same time.

Order of Taking

Ms. Scheipers requested a Selectboard meeting date as soon as possible for the order of taking of the Sessler property located on Hale Road, needed for a drainage easement. The property is abandoned and the owner has not responded back to the town. The appraisal value for the property is around \$2000.00 and is required for the order of taking. September 26th at 6:30 pm was set for the meeting.

Minutes Approval

Motion: M. Stauder

To approve the minutes of September 9, 2013

**2nd: J. Williams
Vote: All in Favor**

Appointments

Motion: M. Stauder

To approve appointments as submitted:

ZBA Associate- William Fernekees- term to expire June 30, 2014

Zoning Board of Appeals- William Homans- - term to expire June 30, 2018

Constable- Pamela Henning - term to expire June 30, 2016

Hazardous Waste Coordinator- Robert Hayes, Jr. -- term to expire June 30, 2014

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

Ad hoc health insurance committee- term to expire June 30, 2014

Cyndy Doane, Ryan Couture, Ernest Newcomb, Kristen Noel, Troy Casey

Agricultural Commission- Catherine Hansgate- term to expire June 30, 2016

Open Space Committee- Charles Clark- term to expire June 30, 2014

Susan Fox- term to expire June 30, 2015

Joe Cataldo- term to expire June 30, 2016

Detail Police Officer- William Withycombe- term to expire June 30, 2014

Vote: All in Favor

Old Business:

Ramirez property- Seminole Avenue, Map 12W, parcel 276:

Ms. Scheipers reported how the land of low value process works. It is the sale of tax title in lieu of foreclosure. In order for a property to qualify for this sale, it must have a value of less than \$19,970.00, and be offered at public auction at least twice with no bidders or a bidder fails to pay in full. The only other option other than foreclosure is to have the owners deed the parcel to the town only if all parties listed on the deed sign off, there is clear title to the property, apart from the tax lien and the town receives approval at town meeting. The Board did not want to take that route. Ms. Scheipers reported the Highway Superintendent believes that is a town drainage pipe might be on that property and it would be in the best interest of the town to acquire. She offered to look into the unique property acquisition process and report back.

The Fiscal year 2015 Budget Schedule was presented to the Board. It will be distributed to all departments and posted on the website.

Motion: M. Stauder

2nd: J. Williams

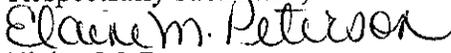
To enter Executive Session for reason # 2 to conduct strategy sessions in preparation to conduct collective bargaining sessions and to adjourn upon exiting

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

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

The meeting was adjourned at 8:01 p.m.

Respectfully submitted,



Elaine M. Peterson

Town Secretary

Approved: October 7, 2013



To: Hubbardston Board of Selectmen

From: Anita Scheipers, Town Administrator

Date: Sept. 23, 2013

Re: Bi-weekly Town Administrator Report

The following is a summary of key issues handled during the past two weeks:

1. **FY12 and FY13 Audits:** The FY12 audit is almost complete and we should have the management letter later this week. The FY13 audit will begin in December, and likely run through until after the holidays.
2. **DPW Director Position:** WE have now received 20 applications for the position. The screening committee will consist of me, Chief Perron, Paul Hale, Elaine Peterson and Rutland DPW Director Gary Kellaher. The screening committee will choose semi-finalists to interview in the first half of October and will then narrow the field to 2 to 3 finalists to be interviewed by eth Selectmen in late October.
3. **Staff Shortages Due to Sickness:** We have one police officer and one DPW employee who are currently out due to significant illness. I am working with the department heads to determine the best way to keep necessary work going. For DPW it may require bringing in a temporary hire of mechanic, or we may decide to do all equipment repairs through outsourcing. For Police it will require some rearranging of personnel to cover shifts until we get back to regular staffing levels later this year. I'll keep you informed as we go through the next few weeks.
4. **# 2 Heating Oil Bids:** We received 2 bids for heating oil. Low bidder was Brideau Oil Corp at \$3.429/gal. The contract has been awarded and executed.
5. **Code Red System:** Thanks to strong effort by Chief Perron, we have had many residents sign up in the system with additional contact info of cell phone and emails for broad distribution of emergency or high priority messages. This contact info augments the standard residential published telephone numbers provided by the phone companies. The system has been very effective – especially in notifying resident of the paving and other construction related work on the four affected roadways. The last Code Red message to Healdville Rd residents reached 94.4 % of the intended contacts. Thanks should also be given to Elaine Peterson for handling the data input of all town employee contact information into the system.
6. **Schedule:** I will be taking 4 hours vacation leave on Friday October 11th.

Mt. Jefferson Hay Contract
“License vs. Lease”
9/23/13

It would make good sense for the Town to go out to bid for this contract.

- **Revenue is likely to increase two or three fold.**
- **Contract for even 3 years would be significantly > \$5000 which should invoke Chapter 30B procurement laws.**
- **This opportunity is of general interest to more than one farmer and should be put out to bid. I would estimate that the present operator has taken > \$100K worth of hay off the fields since 2002.**
- **Currently it appears that the brush has grown out away from the walls extensively and is not in keeping with the requirements of the Hay Management Plant. The area of brush that has grown up around the perimeter of the fields is equal to more than 3 acres (loss of open field). This was roughly calculated figuring a 10 ft wide strip of trees/brush around perimeter. Some overgrown areas are much wider than 10ft.**
- **Lastly, the current contract extension being contemplated is too long. Three years is more reasonable. This duration would allow enough time to recoup costs from inputs to the soil and/or reseeded. Keeping the duration to three years would afford the town opportunity to increase revenue sooner. A three-year extension is also more in line with the 30B regs.**

Thanks,

Rick Green
Greenland Farm