

**BOARD OF SELECTMEN  
MINUTES  
SLADE BUILDING  
OCTOBER 7, 2013**

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

**Staff present:** Anita Scheipers, Town Administrator; Elaine Peterson, Town Secretary, Joyce Green, Town Clerk; Cyndy W. Doane, Tax Collector; Jeannette Elsevier, Assessors' Clerk; Deb Bryant, Land Use Clerk; Claudia Provencal, Council on Aging Director; Bob Hayes, Fire Chief; Jayne Arata, Library Director

**Others present:** John Nason, Cathy Hansgate, Jassy Bratko, Tom Bratko, Tomas Larson, Lucinda Oates, Kathy Airoidi, Tom Howlett, Phil Churchill, Ben Prentiss, John Prentiss, Faye Zukowski, Raeanne Siegel, Johanna Henning, Judi McArthur, Laura Foley, Carla Jones, Vincent Ritchie, Ed Blanchard, Al Afonso, Kerry O'Brien, Gardner News

Meeting was called to order at 6:36 p.m.

**Common Victualer License**

Ms. Peterson presented a request for a common Victualer license from Bryan Bortle for his new business, Hubbardston Trading Post, to be located at 36 Main Street.

**Motion: C. Norcross**

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

**To approve the common victualer license for the Hubbardston Trading Post**

**Vote: All in Favor**

**New Hire Notifications**

Ms. Scheipers informed the Board that there were two new hires. Sarah Plant of the Fire Department has resigned and a Municipal Finance Clerk has been hired for the Accountant office. James Ares has been hired to full-time status with a pay rate of \$15.34/hour for a six month probationary period and Audrey Brooks has been hired as municipal finance clerk for the accountant office with a wage rate of \$13.00/hour.

**Motion: C. Norcross**

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

**To waive the 15 day appointment notice period and approve the new hires**

**Vote: All in Favor**

**Appointments**

Ms. Peterson reported Paul Sweeney and Tom Howlett have expressed interest in serving on the bylaw review committee.

**Motion: M. Stauder**

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

**To appoint Paul Sweeney and Tom Howlett to the bylaws review committee with a term to expire June 30, 2014**

**Vote: All in Favor**

Mr. Castriotta has volunteered to serve on the Long Range Facilities Planning Committee as the Selectboard representative.

**Motion: M. Stauder**

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

**To appoint Matthew Castriotta to the Long Range Facilities Planning Committee with a term to expire June 30, 2014**

**Vote: All in Favor**

**Minutes Approved**

**Motion: M. Stauder**

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

**To approve the minutes of September 23, 2013 as presented**

**Vote: All in Favor**

**Resignation**

**Motion: M. Stauder**

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

**To accept the resignation of Emily Langer from the Cultural Council with regret**

**Vote: All in Favor**

### **Multi-Board Meeting**

Mr. Castriotta welcomed everyone this evening for what the Board hopes will be a very productive and constructive discussion about how all of us working together can better serve the town. The Board believes the voters want and expect us to work in unison and in tandem to prevent or at least minimize problems, to maximize the use of precious tax dollars, and to collaborate when and where possible to make our community a better place to live. To this end we hope this meeting will usher in a new era where town government is more proactive, less reactive and more accountable to those who have entrusted us to make decisions on their behalf. He introduced Ms. Scheipers to those present and turned the meeting over to her.

Ms. Scheipers welcomed everyone and thanked them for coming out tonight. She asked everyone to share their name and the committee on which they served. Following this, Ms. Scheipers called for topics of discussion to discuss this evening.

The following topics were presented:

#### **DCR Land Swap - John Nason**

Mr. Nason stated he and Ms. Provencal are on the Senior Center Building Committee- he presented a brief history on how the committee came to obtaining the swap with DCR for land for a senior center. Currently, the town is swapping 12 acres on Mile Road for 12 acres on the corner of New Templeton Road and Route 68. The swap requires legislative action by the House and Senate as well as special town meeting votes (on November 19, 2013). Ms. Provencal added the committee was aware the town needs a fire station so they planned for room for a fire station or some other municipal use. A wastewater treatment plant and drinking water supply for multiple buildings will be required as well. Mr. Ritchie noted the Mile Road location is the primary location, out of three in town, designated by the state for an energy producing windmill. The town does not own the other two sites. Mr. Stauder stated it was a good point but wind energy is not a big priority currently. The group moved on to the next topic.

**Long Range Facilities Planning Committee-** Ms. Scheipers explained the charge of this committee is to assess what problems or issues exist regarding town facilities; explore all existing studies on building needs; town offices etc. and obtain public input and feedback. Volunteers are needed to serve on the committee. Ms. McArthur added as everyone knows the

library renovation is on hold due to town offices being in the basement. She would like the library to be considered in the overall package.

**Master Plan**-has not been update since 1989. One question asked is what is the town going to do with its infrastructure (with no funding in place)? Ms. Bratko stated an update Master Plan should be a priority. Ms. Scheipers stated the town should update it. She added two interns from WPI have volunteered to update the Open Space Plan which includes a housing production plan. Mr. Blanchard asked how we tie in the financial part to the Master Plan. Ms. Scheipers stated a long range plan is only good with the residents' feedback and participation otherwise there will not be financial support for any of these projects.

**Road maintenance**- Cathy Hansgate lives on Williamsville Road and notices heavy traffic daily. She asked if there is a plan to maintain the town's roads. Ms. Foley asked if the town can determine what kind of traffic can go over certain roads. Ms. Scheipers stated the state determines speed limits and road weight limits. A new survey of current town road conditions is needed.

**Facilities Maintenance**- Ms. Scheipers stated this topic has been discussed to some degree already tonight. The architectural firm that did the building needs study last year outlined the deficiencies in each of the different areas. (this is on the town website under Reports and Documents/Municipal Buildings- Capital Needs Study). She advised everyone to double check their department's needs and amend if needed.

**Transition to DPW**- Dan Galante wanted to discuss because the screening committee is currently reviewing 28 applications for the DPW Director position. Their role is to narrow down to five to seven candidates and recommend to Selectboard for interviews. Hopefully the new person will be hired by December 1. The sharing of a DPW Director is not an option at this time but can be revisited in the future.

**Communication between Boards**- Mr. Castriotta asked what people thought about communication between the boards; if anyone had any problems with this. Ben Prentiss, Finance Committee Chair, asked the Selectboard to follow up when the committee makes recommendations to them. Mr. Nason suggested this meeting format be repeated periodically as it goes a long way toward improving communications.

**Other topics to share**- Ms. Oates asked if the town has been approached on this topic and have they considered placing a moratorium on medical marijuana facilities. There has been no one to date. Mr. Castriotta requested the Planning Board review this topic.

Ms. Airoidi, Monty Tech School Committee member, reported that Monty Tech is in good shape. Hubbardston's assessment by the state has gone down by \$4,800 and will show up in fiscal year 2015. The town should be getting a letter informing them next week.

Ms. Scheipers reported the QRSD subcommittee representative will be coming in to present changes to the regional school agreement.

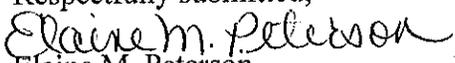
Mr. Blanchard stated every year during budget time the school comes in with higher numbers and it is a problem. He said he had no solution but noted it happens annually.

Ms. Scheipers reported the financial team is planning on creating stronger financial policies and procedures. This will improve the town's bond rating to take on larger financial projects in the future.

Mr. Castriotta suggested another meeting in six months and thanked everyone for coming.

**Motion: M. Stauder**  
**To adjourn the meeting at 7:31 p.m.**

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

Respectfully submitted,  
  
Elaine M. Peterson  
Town Secretary

Approved: October 21, 2013.



To: Hubbardston Board of Selectmen

From: Anita Scheipers, Town Administrator

Date: Oct. 7, 2013

Re: Bi-weekly Town Administrator Report

Due to the busy nature of our Oct 7<sup>th</sup> meeting, I offer this as a written submittal only. If you have any questions regarding any items listed below, please feel free to contact me.

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

1. DPW Director Position: We have now received 27 applications for the position. The screening committee will meet on Tuesday morning to begin review of the application, and plan to interview semi-finalists in the first half of October and will then narrow the field to 2 to 3 finalists to be interviewed by the Selectmen in late October.
2. Mt. Jefferson hay Lease: I have been contacted by Wendy Howes who wishes to have the board consider allowing the bid process to have alternate bids be accepted to allow for bidders who are willing to delay haying until after July 20 to provide a separate price for that. I explained that makes the "Rule for Award" statement required in the bid packet very difficult, but stated she could submit a request in writing for consideration. She also stated the group she is involved in may offer a "bonus" of approx. \$1000 to the winning bidder (outside of our Town process and Town funding) to incentivize the farmer to delay haying until after July 20<sup>th</sup>.
3. Housing Related Items: I have been working with the Chair of the Planning Board and with the sole member of our Housing Authority to look at the issues associated with our Subsidized Housing Inventory quota, and to gain consulting help in dealing with negotiations with developers at the Planning Board level to address developers requirements to provide affordable housing units. I'll continue to assist as needed in that, and will keep the Board informed of any specific outcomes of that process.
4. FY15 Capital Improvement Planning: Our three member CIP Committee met Tuesday morning to begin organizing for the FY15 planning season. Departments are required to submit capital requests by Oct 18<sup>th</sup>. Regarding facility requests, I plan to submit a placeholder request for the remediation of the mold in the Slade Building basement. Now that the architects have made us aware of the issue, in my opinion, we need to proactively attempt to address the issue to reduce any liability on the Town's part for potential health issues or claims of health issues. I will be contacting a qualified vendor to provide a quote for remediation to use as a basis for a FY15 funding request.