

**BOARD OF SELECTMEN  
MINUTES  
OCTOBER 21, 2013  
SLADE BUILDING**

**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; Larry Brandt, Building Commissioner

**Others present:** Tom Howlett, Jon Jonsson, Linda Jonsson, Ed Blanchard, Peter LaPierre, Morgan Brinker, Debbie Chamberlain, Ray LaJoie, Paul Hale, Richard Green, Jassy Bratko, Donna Edwards, Keith Edwards, Betty Ann Sharp, John Nason

Meeting was called to order at 6:34 p.m.

**Lapsed Auto Dealer License – Jon Jonsson, 60 Gardner Road**

Jon Jonsson came in to request reconsideration from the Board of his lapsed Class II Auto Dealer's license. He stated he had received the October 15<sup>th</sup> letter from the Building Commissioner concerning the violation of the Hubbardston General Bylaw Article XV, Storing Unused Motor Vehicles. Mr. Jonsson added that all his taxes were paid in full as of this evening. He asked how he should proceed from here. Zoning Enforcement Officer Brandt reported that the town has been trying to resolve the bylaw violation since December 2010 and that the property must be cleaned up as there is no active auto dealer's license. According to Mr. Jonsson, there are 61 unregistered vehicles total on the property. Mr. Brandt stated the previous owner's license had been granted a 100 car limit, but he believed this was too many for the property. Mr. Jonsson stated the nature of his business has changed due to the economy. He is currently driving a truck to make ends meet. Mr. Brandt asked Mr. Jonsson how long it would take him to do an inventory of the property. The Board requested a plan of action and a timetable for getting the property cleaned up. Mr. Brandt will meet with Mr. Jonsson tomorrow and present an update at the November 4<sup>th</sup> Board meeting. The Jonssons and Mr. Brandt exited the meeting.

**Open Agenda-** Peter LaPierre of 49 Hale Road had a concern about the paving of his road. He stated he had met with the road construction contractor and the Milone and McBroom engineer John Hoey regarding placing a berm at the top of his driveway to prevent water runoff onto his property. John Hoey has not returned his phone calls. Ms. Scheipers stated she would follow up and get back to him.

**Quabbin Regional School Agreement-** Sub-Committee member Deb Chamberlain reported the district has been working off an agreement since 1985. The agreement is pretty obsolete now. She came tonight to get some input regarding what the Board wants to see regarding certain

issues or points they would like brought forward. Some topics include allocation of proportional weighted votes for members, assessments to the towns, and transportation. She presented enrollment data for the Board. The Board will email their concerns to Ms. Chamberlain. The next sub-committee meeting is Wednesday, October 30<sup>th</sup>.

Ray LaJoie came regarding his lapsed class II auto dealer license and the letter he had received from Building Commissioner Brandt. He would like to get a better working relationship with the Board. Mr. LaJoie will contact Larry Brandt regarding his presenting a timeline plan as well.

#### **Special Town Meeting Warrant**

Ms. Scheipers reported the warrant articles have been reduced from eight to five. She stated the other three requests will be resolved in a different manner.

**Motion: J. Williams**

**2<sup>nd</sup>: C. Norcross**

**To approve the Special Town Warrant as presented with amendments**

**Vote: All in Favor**

Town Administrator Report was reviewed. (See attached)

#### **Domestic Violence and Domestic Violence by Police Employees Policies**

Ms. Scheipers reported that these are revised policies that Chief Perron has been working on. He is looking for signoff from the Board tonight.

**Motion: M. Stauder**

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

**To accept both policies as presented**

**Vote: All in Favor**

#### **Memorandum of Understanding**

Ms. Scheipers presented the Hubbardston Community Development Needs Assessment and Action Plan (FY 2012 CDBG) agreement with the Town of Templeton. She stated we did receive a grant to help the town do some housing and community planning. Templeton will be the host community.

**Motion: M. Stauder**

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

**To authorize the Chair to sign the agreement**

**Vote: All in Favor**

#### **Emergency Contact Numbers**

Ms. Peterson requested the Board double check the listed numbers for the Board numbers and get back to her. CODE Red will be used for snow emergency and other instances.

#### **Declaration of Surplus Property- Mile Road Land Swap**

Ms. Scheipers explained that the town owned land needs to be declared surplus before going to Special Town Meeting on November 19th.

**Motion: M. Stauder**

**2<sup>nd</sup>: C. Norcross**

**That the Board vote to declare the 17 acre town owned parcel of land on Mile Road (Map 1, parcel 47) as not being required by use for the Town of Hubbardston for any special or general municipal purpose, and to be declared to be surplus property, available to be disposed of in a manner as may be approved by a future town meeting vote**

**Vote: All in Favor**

### **Healdville Road Bridge Repair Change Order**

Ms. Scheipers reported she and the Town Accountant are reviewing the amount remaining in Chapter 90 funding. Because the Chapter 90 funding came in lower than anticipated, the bridge repair was not added to the E.H. Perkins contract. She stated we are at the point now where a decision needs to be made as whether or not we have adequate funds and are we willing to consider doing a change order to the E. H. Perkins contract. Some planks of the bridge are breaking down now. A temporary steel plate has been placed there. This is contingent on E. H. Perkins coming in with a reasonable amount on a change order. They would subcontract out to a company qualified to perform bridge repair.

**Motion: J. Williams**

**To authorize the change order**

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

**Vote: All in Favor**

Ms. Scheipers reported the public hearing for the **Burnshirt Road Bridge Repair** is being held by MassDOT on November 19<sup>th</sup>, the same night as the Special Town Meeting. Ms. Scheipers will check with MassDOT to change the location and time of the meeting to just before the Special Town Meeting or change the hearing date. The bridge will be repaired before the road is repaved.

### **Mt. Jefferson Hay License Agreement**

Ms. Scheipers presented a draft bid package for invitation to bid for the license to hay at Mt. Jefferson Conservation Area. Generally, it is a standard award of one type of contract to the highest bidder who meets certain minimum bid qualifications. She also presented a letter from the Hubbardston Nature Club requesting there be a two bid option; set up as follows 1) enter a bid on the required two cuts with the option to cut anytime; 2) enter a bid on the required two cuts with a first cut delayed to July 20<sup>th</sup> or after. Ms. Scheipers stated she contacted the Inspector General's office that controls Chapter 30B procurement regarding this request. The IG's office stated technically it is not possible to present as a two bid option. The Town's obligation is to provide fair notice to bidders as to what the bid conditions are going to be and the Town has to provide them a "rule for award" which tells bidders how the bid is to be awarded. It is up to the Town's discretion as how to present the bid for all of the fields. Currently the license allows for a cutting date compromise for fields #5 and #7 only, to be hayed after July 1<sup>st</sup> to allow young birds to leave the nests that may be on the ground. Ms. Scheipers asked the Board for guidance on the new wording for the invitation to bid. The Board noted that this topic had already been voted on annual town meeting with the majority deciding to keep the cutting dates to be determined by the farmer.

**Motion: M. Stauder**

**To accept the invitation to bid as presented**

Discussion: Open Space Chair Jassy Bratko stated Mr. Laine, the previous licensed farmer, had cleared field #8 located on Malone Road in 2011; she asked that he be given consideration and allowed to hay that field for the next five years to recoup his investment on field #8. Mr. Williams asked if it was possible to give field #8 to Mr. Laine to continue haying.

**Mr. Stauder withdrew his motion.**

**Motion: M. Stauder**

**To approve the invitation to bid with the exception of field #8**

**2<sup>nd</sup>: C. Norcross**

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

**Vote: All in Favor**

**House Bill 59, An Act Providing Retiree Health Care Benefits Reform**

Ms. Scheipers reported Governor Patrick has filed legislation to reform the system for providing other post-employment benefits, mainly health insurance, to retired state and municipal employees. The bill is currently in committee discussion. When she attended a Massachusetts Municipal Association Legislative breakfast in Shirley, she heard discussion suggesting the legislature provide a three year grace period to towns and cities not offering this in order to build it into their budgets. She presented a draft letter suggesting a grace period for towns not offering this benefit in order to build costs into their budgets. She requested the Board’s approval before sending the letter.

**Motion: M. Stauder**

**To endorse the letter as presented**

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

**Vote: All in Favor**

**Montachusett Regional Planning Commission and Town of Hubbardston Affordable Housing Project Collaboration**

Ms. Scheipers reported that she and Housing Authority member Dennis O’Donnell had met with Kevin Flynn of MRPC regarding MRPC’s interest in acquiring town owned land for affordable housing units. They were looking at the five contiguous lots on Ragged Hill Road. MRPC should be sending a formal letter shortly regarding their interest in the land. There is a non-profit subsidiary group to MRPC that would own and maintain these proposed rental units. They typically work with Montachusett Regional Technical Vocational School that assists with the building of the units.

**Legal Case Updates**

Legal case updates were presented to the Board for review. Ms. Scheipers reported from 2009 to present, the Town has spent \$28,000 on the Phillips dog case. The Town has spent \$39,000 to date on the church property transfer since 2007. The First Parish Unitarian Church’s legal representative has still not filed the necessary Massachusetts Historical Preservation agreement. The Board requested Ms. Scheipers send a letter to the church stating they have 90 days to file the paperwork or the agreement is null and void with no renegotiation.

**Minutes Approval**

**Motion: M. Stauder**

**To approve the minutes of October 7, 2013 as presented**

**2<sup>nd</sup>: C. Norcross**

**Vote: All in Favor**

**Motion: M. Stauder**

**To approve the minutes of September 26, 2013 as presented**

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

**2<sup>nd</sup>: C. Norcross**

**Motion: D. Galante**

**To approve the minutes of October 16, 2013 as presented**

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

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

**Cultural Council Resignation**

**Motion: M. Stauder**

**To accept the resignation of Renee Malowitz effective October 15, 2013**

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

**Vote: All in Favor**

**Appointments**

**Motion: J. Williams**

**To approve the following appointments:**

**Richard Hackett – Council on Aging- term to expire June 30, 2016**

**Thomas Milko- Cultural Council – term to expire June 30, 2016**

**Joyce Green- Bylaws Review Committee- term to expire June 30, 2014**

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

**Vote: All in Favor**

**Seasonal Drivers Hired**

Ms. Scheipers reported that James Higgins and Jacob Hakala had been hired as seasonal snowplow drivers.

James Higgins will be paid \$16.00 per hour and Jacob Hakala will be paid \$15.00 per hour contingent on passing the preemployment physical.

She noted that a third will be hired as a backup.

**Motion: M. Stauder**

**To confirm the notification of the seasonal snowplow drivers**

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

**Vote: All in Favor**

Ms. Scheipers reported Police Administrative Assistant Kori Stuart has had to reduce her hours due to loss of daycare. Chief Perron has requested the administrative assistant position be split between two people as Ms. Stuart is trained and he does not want to lose her. After some discussion, it was decided not to hire another individual. Ms. Scheipers will consult with Chief Perron about other options.

**Motion: M. Stauder**

**To adjourn at 8:15 pm**

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

**Vote: All in Favor**

Respectfully submitted,



Elaine M. Peterson

Town Secretary

Approved: November 4, 2013



To: Hubbardston Board of Selectmen

From: Anita Scheipers, Town Administrator

Date: Oct. 21, 2013

Re: Bi-weekly Town Administrator Report

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

1. DPW Director Position: By the end of the Oct 4<sup>th</sup> deadline, we had received 29 resumes. The screening committee met last Tuesday morning to review the applications, and narrowed down the pool of applicants to a group of 7 semi-finalists. These applicants will be interviewed by the screening committee on Tues Oct 22<sup>nd</sup> and Thursday Oct 24<sup>th</sup>, and the committee will have a slate of two to three finalists for the Selectmen to interview at a special Selectboard meeting on October 28<sup>th</sup>.
2. Mt. Jefferson Hay Lease: Besides the work associated with preparing the bid documents for the Mt. Jefferson Hay lease, I was contacted by Wendy Howes to see if I would be willing to meet with a representative of the Mass Audubon Society to discuss options our town may wish to take to study the impacts of haying on nesting birds. This may be information could be helpful in the upcoming Open Space Plan update, so I will hold that meeting on Friday Oct 25<sup>th</sup>, and will report back to the Board on my findings.
3. Financial Policies: The Finance Staff continues to prepare the draft financial policies. A draft set should be ready in two weeks for review with the FinCom representatives who have volunteered to help with this project.
4. Interior and Exterior Painting of Town Offices: While the future of the use of the Slade Building is being considered by the LRFPC, we must still maintain our offices and buildings as best we can. The Slade Building requires some exterior painting of the wood siding, doors and railings, as well as some sections of interior painting. Chief Perron has contacted the local prison to see if we might be able to obtain the help of inmates in completing this work, as well as to assist with touch-ups of Town Offices located in the Library Basement (if approved by the Library Board). If feasible, this work will likely occur in the spring, and the Town will pay only for materials and for lunches for the work crews. This work will improve the appearance of our professional offices as well as completing the necessary maintenance of the buildings.
5. Monty Tech Projects: Last week I met with a representative from Monty Tech to review various projects which the students might be able to help us with over this school year. Such projects include: a) Repair of the metal railings at the Slade Building. This will include adding one extra section at the end of the elevated platform just outside of the Town Secretary's office. This section is an unsafe condition noted several times by our property insurer as needing to be addressed. b) Repair of some rotted exterior siding wood panels on the Slade Building. c) Construction of a new Town Offices Sign to be placed at the driveway entrance. d) Construction of a small shed to be placed outside of the Police Station staff entrance to store the misc. seasonal supplies used by that department which currently rest against the building. e) Repair of the COA door. These projects will be done by students as part of their required school year projects, and will the Town will pay only for the cost of the materials.
6. Six-month Performance Evaluation: Amazingly, we will soon be at the end of my six-month probationary period. Per the requirements of my employment contract, I am due to receive a performance evaluation by the Selectboard. While I have received some very helpful informal feedback from the Board throughout these first few months, I am looking forward to receiving a formal review, of which the townspeople can be made aware, so that the community as a whole can determine the effectiveness of this new strong town manager position, as well as my performance in this role. Please advise how you wish to proceed.