

**BOARD OF SELECTMEN
MINUTES
NOVEMBER 4, 2013
SLADE BUILDING**

Members present: Christopher Norcross, Clerk
Daniel Galante
Jeffrey Williams

Members not present: Matthew Castriotta, Chairman
Michael Stauder, Vice Chairman

Staff present: Anita Scheipers, Town Administrator; Elaine Peterson, Town Secretary; Jeannette Elsevier, Assessors' Clerk; Cynthia W. Doane, Tax Collector

Others present: Board of Assessors: John Prentiss, William Homans, Al Afonso, Regional Assessors Harald Scheid, George Bourgault; Rutland DPW Director Gary Kelleher, Ed Blanchard, Tom Howlett, Jon Jonsson, Keri O'Brien

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

Tax Classification Hearing 6:30 PM

Selectmen Norcross read the hearing notice: "The Board of Selectmen, acting under the provisions of Chapter 369 of the Acts of 1982, will hold a public hearing at 6:30 pm on Monday, November 4, 2013 in the Slade Building, 7A Main Street, for the purpose of determining percentages of the local tax levy to be borne by each class of property: residential, commercial, industrial, open space and personal. Interested taxpayers will be allowed the opportunity to present their views orally or in writing at said hearing."

Regional Resource Assessor Harald Scheid and Assessor Chair John Prentiss came before the Board regarding setting the tax rate for Hubbardston. Mr. Scheid stated historically the town has a single tax rate. He stated he had polled the Board of assessors before this meeting and they are recommending a single tax rate. They are projecting a tax rate of \$14.51 per thousand pending Department of Revenue approval. Last year's tax rate was \$13.64 per thousand. He pointed out the Assessors have reduced property valuations by about 3% this year.

Motion: C. Norcross

To approve a single tax rate of \$14.51 per thousand

2nd: D. Galante

Vote: All in Favor

Mr. Scheid stated he will present the LA5 report for signatures at the next Selectboard meeting. The Board thanked Mr. Scheid and the Assessors as they exited the meeting.

Lapsed Auto Dealer License

Resident Jon Jonsson returned to the Board to report he had met with the Building Inspector regarding cleaning up his property. Mr. Jonsson stated he is in a Catch-22 situation and needs to get his Class II license in order to reduce the number of cars on his property. Mr. Jonsson stated

if he had his Class II auto dealer license he would reduce the number of cars on the property from 61 to 50 in a few days. He could clean up the property and add new stock. He suggested getting the license and meeting with the Board in half a year. He said it is unrealistic to think anything under 50 cars would keep him in business between repairs and towing. Mr. Galante stated it doesn't feel like a 15% reduction seems too high. He reminded Mr. Jonsson about the plan to reduce and cleanup the property to be in compliance with local bylaw. Mr. Jonsson stated this is not realistic for him. Mr. Galante suggested reducing the number to 25 cars. Mr. Jonsson did not believe this was feasible. Mr. Norcross asked Mr. Jonsson if he could get rid of 20 cars in two months. Mr. Jonsson reiterated he could but that is not reasonable. He stated it did not make any sense to him. He added there could be some cleanup as well that did not have anything to do with cars. Ms. Scheipers asked for clarification. He stated getting rid of abandoned property and tool boxes. He stated there will always be cars; it is the nature of the business. Mr. Galante stated there should be some stated goal within two month period. Discussion ensued about giving a temporary two-month license. Ms. Peterson stated she needed to do further research about the process of auto dealer license application. After reviewing the application and the requirement of a \$25,000 bond, the Board decided to wait until a full membership was present to discuss and take action. They asked Mr. Jonsson to come back to the Board with a completed license application as well as proof of bond coverage. The Board suggested Mr. Brandt check out the property before the next Selectboard meeting.

Community Innovation Challenge Grant; Regional Forestry Maintenance

Rutland DPW Director Gary Kelleher reported he had applied for a Community Innovation Challenge Grant through Central Massachusetts Regional Planning Commission in the amount of \$188,675.00. Participating towns are Rutland, Oakham, Barre, Paxton, Hubbardston and Auburn. The purpose of the grant is to purchase a bucket truck and provide any available training for the operators. Each town would provide a certain amount of funding on an annual basis for upkeep and repair issues. Insurance would be split between the involved towns. It would be garaged in Rutland.

Motion: C. Norcross

2nd: J. Williams

To approve the CICG grant application and authorize the acting Chairman to sign the application on behalf of the Town

Vote: All in Favor

Mr. Kelleher thanked the Board and offered any help in the Hubbardston DPW Director transition as he exited the meeting.

Town Administrator Report

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

License Fee Schedule Review- Ms. Scheipers reported she and Ms. Peterson requested fee schedules from all departments for review in comparison to other communities and will be coming back with recommendations for license fee increases to be in effect for fiscal year 2015. Ms. Scheipers asked if anyone has any concerns or questions to contact Ms. Peterson or herself.

Cultural Council Agreement

Mr. Peterson presented the agreement between the Commonwealth of Massachusetts and the Town to release the local cultural allocation for the period from July 1, 2013 to June 30, 2014 to the Hubbardston Cultural Council.

Motion: J. Williams

2nd: D. Galante

To authorize the agreement and the Clerk to sign it for the amount of \$4250.00

Vote: All in Favor

Legal Services Costs Review- Ms. Scheipers presented a survey completed by Brian Bullock of seventeen communities on actual legal fees paid. Hubbardston came in as the middle town in the survey spending \$10.24 per capita (based on a population of 4,590). Discussion ensued about specific cases. Ms. Scheipers will research some estimates on how much it will cost to wrap up some of the cases.

ad hoc Zoning Bylaw Enforcement Committee

Committee member Galante reported they had met two weeks ago to get a further understanding on where the boards stand on this issue after it was resoundingly rejected at 2013 annual town meeting. Neither Planning Board members Ritchie or Jeffs had attended the Annual town meeting. The committee discussed the Planning Board issues and enforcement. The committee believes there is a need to have a full understanding on how it would be enforced. The committee wondered if revisiting and amending an existing bylaw would suffice. Another alternative could be to have a new bylaw that does not include motor vehicles. Discussion ensued on whether a Board of Health member should be added to the committee.

Motion: C. Norcross

2nd: J. Williams

To add a Board of Health member to the ad hoc zoning bylaw enforcement committee

Vote: All in Favor

Purple Heart Community Proclamation

Ms. Peterson reported she had been contacted by the Department of Massachusetts Military Order of the Purple Heart offering the Town the opportunity to become a Purple Heart Community. There is no cost to the town. All that is required is a proclamation honoring veterans who made the ultimate sacrifice and shed their blood defending our country in all wars from Hubbardston as well as honoring August 7 as Purple Heart Day each year. Ms. Peterson read the proclamation aloud;

“WHEREAS, the Citizens of Hubbardston have great respect and admiration for all who have selflessly served in our Armed Forces; and

WHEREAS, Veterans have paid a high price for freedom by leaving their families and communities placing themselves in harm’s way for the good of all; and

WHEREAS, the contributions and sacrifices of the men and women of Hubbardston who served in the Armed Forces have been vital to maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, many men and women have made the ultimate sacrifice serving our country; and

WHEREAS, Hubbardston has a proud tradition of military service;
NOW THEREFORE, be it resolved that we, the Hubbardston Board of Selectmen, do hereby proclaim the Town of Hubbardston as a Purple Heart Community honoring the service and sacrifice of our nation’s men and women in uniform that were wounded or killed by the enemy while serving to protect the rights and freedoms enjoyed by all Americans. Signed and Sealed on the fourth day of November in the Year Two Thousand and Thirteen.”

Motion: C. Norcross

2nd: J. Williams

To accept the proclamation to assign Hubbardston as a Purple Heart Community

Vote: All in Favor

Resignation- Peter Carmosino has submitted his resignation from the Capital Improvement Planning Committee/Planning Board representative effective immediately. Ms. Scheipers stated there is no longer an active committee. The remaining members will work with Ms. Scheipers on the Fiscal year 2015 capital plan.

Ms. Scheipers stated she had received a letter from Sharon Begley and Ed Ternosky requesting a closed meeting with the Town Counsel and Selectboard regarding their property boundaries on Streeter Road. There had been another letter sent in May asking if the town could confirm their survey documents were correct. The town was unable to respond as Streeter Road is a private way and there was no information on file to confirm or deny. Ms. Scheipers suggested inviting them to a meeting outside a regular Selectboard meeting with the new DPW Director present.

Motion: D. Galante **2nd: J. Williams**
To authorize Mr. Norcross to represent the Board in a meeting with Ms. Begley and Mr. Ternosky in case a regular Selectboard meeting time is not suitable **Vote: All in Favor**

Minutes Approved

Motion: J. Williams **2nd: C. Norcross**
To approve the minutes of October 21, 2013 as submitted **Vote: All in Favor**

Appointment

Motion: J. Williams **2nd: D. Galante**
To appoint William Murray to the Long Range Facilities Planning Committee contingent on Capital Improvement Planning Committee approval **Vote: All in Favor**

Ms. Scheipers stated she had received three resident names recommended by Mr. Castriotta to serve on the committee but all three are not interested. Members at Large are still needed to serve on this committee.

Notification of a third seasonal plow driver

Ms. Scheipers presented notification of hiring a third seasonal snow plow driver on an as needed basis, following the recommendation of Highway Superintendent Lyn Gauthier.

Motion: C. Norcross **2nd: J. Williams**
To confirm the notification of the seasonal snowplow driver Adam Bedau at the rate of \$15.00 per hour **Vote: All in Favor**

Motion: C. Norcross **2nd: J. Williams**
To adjourn at 7:45 pm **Vote: All in Favor**

Respectfully submitted,

Elaine M. Peterson
Town Secretary

Approved: November 18, 2013.



To: Hubbardston Board of Selectmen

From: Anita Scheipers, Town Administrator

Date: November 4, 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: I want to thank Elaine Peterson, Paul Hale, Police Chief Perron and Rutland DPW Director Gary Kellaher for assisting in the screening of the 29 candidate applications. After the Selectmen's vote to recommend a finalist at your Oct 28th special meeting, I offered the position of DPW Director to Tim Kilhart of Athol MA. I am pleased to say he has accepted the position under the terms I offered, and his official start date will be Nov18th.
2. FY15 Revenue Projections: Attached please find the initial projections. I will be working with the Finance Team to update these numbers over the next few weeks. I would suggest we schedule a discussion with the Finance Committee at our next regular meeting to discuss the FY15 Budget Guidelines that we must issue to the departments.
3. Seaboard Solar has an application before the Planning Board for location of a solar facility on Williamsville Road. They have submitted the attached letter requesting the Town consider negotiation of a PILOT with them. Assuming the Board will be in favor of attempting to negotiate a PILOT that meets the same terms as the Nexamp agreement, I will schedule an initial meeting of the company representative to discuss the basic terms, and will bring the matter before the board as needed.
4. Mt. Jefferson Hay Lease: I have placed the haying license of Fields 1 – 7 out to bid. The bid opening will be on Nov. 14th. In addition, I have asked the Open Space Committee to provide a formal recommendation to the Board regarding allowing the hay license for Field 8 to be extended for Mr. Laine. On a related matter, on Tuesday, October 29th I met with resident Wendy Howes and Mass. Audubon's Liz Newlands regarding how the issue of grassland bird habitat might be considered in the upcoming update of the 5 year Open Space Plan. Ms. Newlands will be sending some helpful information for the Town to consider when establishing the five year plan moving forward. The updating of the Open Space Plan provides an appropriate opportunity for consideration of the issue in context with establishing the Towns open space management values.
5. Plowing of Private Streets: FYI Only - We have heard back from 90 percent of the Plum Tree Road residents and only 60 percent of the Streeter Road residents. We have sent second notice to those non-respondents on Streeter Road in an attempt to ensure we have buy-in from a large majority of the residents. That notice states that if we will be unable to have the Town plow the private road if we do not receive the waivers within two weeks.
6. Road Project Update: I have been working with the contractor, Joe Curtin of EH Perkins, and the engineer, John Hoey of Milone & MacBroom Engineering to review the project status and determine the exact value of additional funds that will be needed to complete necessary additional work. This is in conjunction with the account review being conducted with the Town Accountant.
7. Fire Union Negotiations: The first real bargaining session took place on Friday, October 25, at which the Union presented the list of items they wish to bargain over. I am in the process of reviewing and evaluating these requests and will bring several matters to the Board for discussion in executive session at our next meeting.

INITIAL FY15 REVENUE PROJECTIONS

Category	\$ Amount	Comments
PROPERTY TAXES		
Debt Exclusion	\$ 5,865,323.23	Levy Limit w/o new growth
Less Reserve for Abatement	\$ 109,632.00	FY14 #. Treasurer is working on FY15 #. (Sch Ed Support Center & HS/Mid Sch Construction)
Add New Growth	\$ (95,000.00)	
	\$ 48,000.00	estimated based on FY13
Net Property Tax Revenue	\$ 5,927,855.23	
LOCAL AID		
Total Receipts	\$ 465,123.00	Level Funded from FY14
Less offsets	\$ (4,008.00)	Level Funded from FY14
Less assessments	\$ (12,497.00)	Level Funded from FY14
Net Local Aid	\$ 448,618.00	
LOCAL RECEIPTS		
	\$ 1,060,972.00	Estimated at FY14 Level
Total Revenues	\$ 7,437,445.23	
GENERAL FUND APPROPRIATIONS		
FY15 Budget Article	\$ -	
Senior Work Off Article	\$ -	
Capital Stabilization Article	\$ -	
Total Appropriations	\$ -	
EXPENSES		
	\$ -	TBD
Total Expenses	\$ 7,437,445.23	
Surplus/(Deficit)	\$ -	
Stabilization Fund Balance	\$ 455,393.00	
Capital Stabilization Fund Balance	\$ 248,010.45	



October 25, 2013

Anita M. Scheipers
Town Administrator
7 Main Street, Unit #3
Hubbardston MA, 01452

RE: 91 Williamsville Road Solar Installation; Request For The Negotiation Of A PILOT Agreement

I, Matthew Longman, and authorized agent of Seaboard Solar Holdings LLC ("Seaboard"), the controlling interest in the project located at the above-mentioned address, formally request to begin the process of negotiation for a PILOT agreement between Seaboard and the Town of Hubbardston.

Please feel free to contact me at the below-listed contact information should you or the Board of Trustees have any questions you would like to ask or concerns you would like to mention. I appreciate your time and look forward to hearing back from you.

A handwritten signature in black ink, appearing to read "Matthew Longman", written over a horizontal line.

Matthew Longman
Project Manager
Seaboard Solar Operations, LLC
143 West Street
New Milford CT, 06776
(203) 417-8418