

**BOARD OF SELECTMEN
MINUTES
DECEMBER 2, 2013
Slade Building**

Members present: Matthew Castriotta, Chairman
Jeffrey Williams
Daniel Galante

Members not present: Michael Stauder
Christopher Norcross

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

Others present: Tom Howlett, Ken Dobie, National Grid, Dennis O'Donnell; Kevin Flynn,
Montachusett Regional Planning Commission

Meeting opened at 6:30 p.m.

Pole Petition for Kruse Road

Mr. Castriotta read the hearing notice for the pole petition;

"In conformity with the requirements of Section 22 of Chapter 166 of the General Laws (Ter. Ed.), you are hereby notified that a public hearing will be held at the Office of the Board of Selectmen, 7A Main Street (Slade Building) of the Town of Hubbardston, Massachusetts on Monday, December 2, 2013 at 6:30 PM, upon petition of **National Grid and Verizon New England, Inc.** for permission to erect or construct, and a location for, a line of wires, poles and such other fixtures as may be necessary to sustain or protect the wires of the line, for the transmission of electricity, upon, along, across, or under the following public ways of said Town:

Kruse Road

National Grid to install 1 jointly owned Pole 12-25 and stub pole 12-84. The location begins at a point approximately 2230 feet north of the centerline of the intersection of Williamsville Road. (No. 15314600)"

National Grid representative Ken Dobie explained pole 12-25 for a new residence and stub pole 12-84 was a support pole to keep the lines straight and bear any additional weight. No abutters were present.

Motion: D. Galante

2nd: J. Williams

To approve the pole petition as presented contingent on DPW Director approval

Vote: All in Favor

Town Administrator Report was reviewed- see attached.

Mr. Castriotta asked if the transition from the previous Highway Superintendent to the DPW Director had been smooth. Ms. Scheipers reported Mr. Kilhart found some of the highway vehicles were not ready for the upcoming winter season. He has since been working to get those vehicles prepared.

Mr. Castriotta asked how much funding was available in the Charter Communications -Public Education Grant (PEG) account. Ms. Scheipers will check and email the Board. There was discussion on what those funds can be used for.

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Selectboard Meeting Format restructure- Ms. Scheipers presented a sample meeting agenda. Ms. Scheipers explained the reasoning for the new formalized format is to keep the meeting running efficiently. The new format sets aside a specific question and answer period at the end of the meeting for the attending public. If someone needs to leave the meeting before the question and answer period, they are welcome to email or call the Town Administrator or the Chairman.

Motion: J. Williams
To approve the new format for meetings

2nd: D. Galante
Vote: All in Favor

2014 Annual License Renewals

Ms. Peterson presented license renewals for 2014. She reported there were no alcohol violations in the past year. She presented a new larger license form that allows more room for description of premises and managers for alcohol licenses. All fees have been paid and some inspections need some follow up items addressed before they are issued. Building Commissioner Brandt is following up on these.

Rietta Flea Market-John Koziel, Jr., Executor

- Common Victualer
- All Alcohol- Restaurant

Netishen Home-Joseph Netishen

- Lodging House

Hubbardston Trading Post- Bryan Bortle

- Common Victualer

Hubbardston Market- Hany Tadrous

- Common Victualer
- All Alcohol – Package Store
- Sunday Sales of Alcohol

Global Montello Group Corporation- Mr. Mike's

- Common Victualer
- All Alcohol – Package Store
- Sunday Sales of Alcohol

Nicel, Inc. – Pizza Palace

- Common Victualer
- Wine & Malt- Restaurant
- Entertainment- Live Music
- Automatic Amusement Device

Peaceful Acres- Carol Curtis

- Common Victualer
- General On- Premises Club- Wine & Malt

P.J.'s Diner- Keven Jackson

- Common Victualer

Hubbardston Rod & Gun Club, Inc.

- Common Victualer
- Club- All Alcohol License
- Automatic Amusement Devices (3)

Motion: J. Williams
To approve the license renewals as presented

2nd: D. Galante
Vote: All in Favor

Quabbin Regional School District School Committee- Collective Bargaining Representative

Ms. Peterson reported QRSD will begin collective bargaining process and a Selectboard representative is requested to participate. Mr. Williams has volunteered to be the representative as long as they do not meet on Wednesday nights.

Motion: D. Galante

2nd:J. Williams

To appoint Jeff Williams as the Selectboard collective bargaining representative on the Quabbin Regional School District Committee

Vote: Mr. Williams – yes, Mr. Galante- yes, Mr. Castriotta- abstained

Motion: J. Williams

2nd:D. Galante

To appoint Dan Galante as backup collective bargaining representative if Mr. Williams cannot attend the collective bargaining sessions

Vote: Mr. Williams – yes, Mr. Galante- yes, Mr. Castriotta- abstained

Country Hen Scholarship

Ms. Scheipers reported the Board previously had approved the basic policy for the establishment of the scholarship fund. She presented a draft general information sheet and application form for the scholarship. One initial criterion was that the student had to be a Hubbardston resident for at least three years. Ms. Scheipers stated she had added other criteria of displaying significant community involvement and submittal of an essay describing the community involvement as requirements for the scholarship. Discussion ensued of whether academic proficiency should be required. It was suggested to note that the scholarship was good for one year.

Motion: J. Williams

2nd:D. Galante

To accept the scholarship criteria and application form as presented with amendment

Vote: All in Favor

Open Agenda: Ragged Hill Road resident Paul Hale thanked the Selectboard, Town Administrator as well as Interim Town Administrator Brian Bullock, for pushing forward and acquiring funding for much needed road repair. Mr. Hale stated he was sure there were other people in town who were appreciative as well.

Legal Services Bid- Ms. Scheipers asked the Board, after reviewing Mr. Bullock's research on what other towns are paying for legal services, if they would still feel the need to go out for bid for legal services. It would be based on qualifications and other criteria, not the lowest bid. She requested input from the Board on what criteria they would require. After discussion it was decided not to request legal services bids, but to have a conversation with Kopelman and Paige.

Real Property Acquisitions – Ms. Scheipers reported on the request from a Seminole Avenue Property owner has offered to sell up his property to the town. She stated she had researched what is involved on real property transactions from the Inspector General's office. It does require town meeting approval. This particular property could assist with road drainage in the Pinecrest area. The Board suggested the DPW Director look at the property. The Board will wait to hear from DPW Director Kilhart.

Rte. 68 Engineering Award

Ms. Scheipers reported that the Board needs to decide how to award the contract for the engineering design of the north and south sections of Route 68, in preparation of the MassDOT resurfacing project. Engineering firm Milone & MacBroom has proposed two options; individual designs of north and south sections (Phase I and Phase II) or a combination of both. Ms. Scheipers reported the town is not mandated to put the project out to bid for road design projects according to procurement guidelines. Ms. Scheipers recommended staying with Milone & MacBroom as they have a good working relationship with the District 3 office. The Board concurred. Target date for design deadline is mid-March 2014.

Ms. Scheipers moved on to explain the Project Request for Route 68 to District 3 had only included the northern section, so she is putting together a Project Request for the southern portion. Ms. Scheipers requested approval, the Board concurred.

Police Mutual Aid Agreement with City of Worcester

Ms. Scheipers reported Police Chief Perron is requesting approval of a mutual aid agreement with Worcester. It would be helpful on those occasions that the town has to transport or detain people at any Worcester hospitals or courts; allowing Hubbardston Police to perform their jobs within the city limits. The agreement has been reviewed by Attorney Jack Collins of the MA Police Chief Association.

Motion: D. Galante

2nd:J. Williams

To authorizer the Town Administrator to sign the mutual aid agreement on behalf of the Board

Vote: All in Favor

Police Policies for Electrical Weapons and Vehicular Pursuit

Ms. Scheipers reported these two new policies had been submitted by the Police Chief.

Wage Authorizations for New hires

Ms. Scheipers reported two new people have been hired to Department of Public Works.

- Travis Brown as DPW Mechanic at \$18.56 per hour
- David Skamaracyz as DPW Truck Driver/Laborer at \$16.97 per hour
- Adam Bedau as seasonal plow driver at \$15.00 per hour
- Tom Larson as temporary backup plow driver as needed at \$16.00/hour
- Shelia Chicoine as CPC Clerk at \$11.93/hour

Motion: J. Williams

2nd:D. Galante

To confirm the Town Administrator's recommendations for hire

Vote: All in Favor

Meeting Minutes Approved

Motion: J. Williams

2nd: D. Galante

To approve the minutes of November 18, 2013 as presented

Vote: All in Favor

Appointments

Motion: D. Galante

2nd: J. Williams

To appoint Lynn Wilkinson- Bylaw Review Committee- term expires June 30, 2014

Elaine Peterson & Anita Scheipers - PEG Access/Cable Advisory Committee- term expires June 30, 2014

Vote: All in Favor

Motion: J. Williams

**To appoint Paul Hale- Long Range Facilities Planning Committee- Member At Large-
term to expire June 30, 2014**

2nd: D. Galante

Vote: All in Favor

MEC Affordable Housing Proposal

Ms. Scheipers reported that she and Housing Authority Dennis O'Donnell had met with MRPC representative Kevin Flynn regarding land in town for affordable housing; specifically the designated affordable housing on five town-owned Ragged Hill Road lots. Article 16 of the June 5, 2012 Annual Town Meeting had authorized the Selectmen to sell the property by auction, request for proposals, other legal means, or other action relative hereto.

Montachusett Enterprise Center of "MEC" was established in 2003 as a non-profit affiliate of MRPC. MEC works with local community officials to create affordable housing opportunities. MEC has assisted with the development of six affordable housing units in Fitchburg and Athol, and providing down payment assistance to over 60 first time homebuyers. MEC might be interested in acquiring this property for rental units.

Ms. Scheipers asked the Board if they would be interested in selling the land at lower than fair market value in order to establish affordable housing. Mr. O'Donnell believed it was a positive move as this would show good faith on the town's behalf in raising the number of affordable housing units.

Mr. Hale expressed concern first as a resident of that area hearing that the property might be rented and the property owner not being on sight. He stated that when the property was purchased, it was decided to delay selling until the market rebounded; he believes the property should be sold at fair market value for the Town's benefit. If the town needed affordable housing homes, there are a number of foreclosed homes that could be rehabilitated and designated as affordable housing.

Mr. Flynn arrived late for his appointment (7:53 p.m.) due to attending another meeting so he will come back and meet again with the full Selectboard.

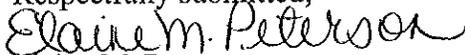
Motion: M. Castriotta

To adjourn the meeting at 7:54 p.m.

2nd: D. Galante

Vote: All in Favor

Respectfully submitted,



Elaine M. Peterson

Town Secretary

Approved: December 16, 2013.

*Board of Selectmen
December 2, 2013*



To: Hubbardston Board of Selectmen

From: Anita Scheipers, Town Administrator

Date: December 2, 2013

Re: Bi-weekly Town Administrator Report

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

1. STM: Much of my time in the week prior to the special town meeting was spent in finalizing motions, assisting with development of the presentation for the DCR land swap article, and in preparing for any possible questions that may be asked during the meeting.
2. DPW Transition: Tim Kilhart has been working to quickly get up to speed as to the immediate needs of the department; a bulk of which involved getting four vehicles repaired and ready for the snow season. Due to the department being short by several employees, Tim also had to re-design the sanding and plowing routes to work with the reduced compliment of staff and vehicles. Tim and I have been interviewing for the Mechanic and one Driver/Laborer position, and have found the two excellent candidates whose wage authorizations are part of the group you will be considering tonight. We will be holding off on filling the second driver/laborer position until late winter.
3. DCR Land Swap: Since the approval of the land swap by the STN voters, I have been in communication with Erin Ryan of Senator Brewer's office. Erin will be finalizing the language of the legislation and sending to us for review prior to its being filed. I will send that to you all as soon as it is received. I am also trying to set up a meeting with DCR to discuss next steps needing to be completed by both the Town and the state.
4. Healdville Road Bridge Repair: As you know I submitted a request to Senator Brewer to see if he could assist the Town in seeking funds from MassDOT for repair of the Healdville Road Bridge. It was mentioned by our engineer working on this summer's road project that MassDOT may have special project funds that could be allocated to the bridge project, and might allow the project to be completed faster than if we have to wait for our next C90 allotment. According to Aide John McNamara, MassDOT is reviewing the bridge project and will be conducting a site visit to determine the existing conditions of the bridge. He will inform us of that intended time so as to allow Tim Kilhart to be present when they conduct the inspection. I will keep you apprised of this progress.
5. Charter Cable Fees: We have received communication from Charter detailing the new rates they will charge effective January 2014. Basic service was \$14.91/month and will increase to \$15.99/month. Expanded service will decrease slightly in cost from \$52.08 to \$51.00. Other fee changes will be made. Existing customers will receive notice of these changes in their next bill.
6. Charter Cable License: We have received several communications from both Charter and from the Mass Dept. of Telecommunications and Cable regarding the need to begin discussion of the license renewal process. The license expires on May 30, 2016, but the re-licensing process set by the state has specific action steps and deadlines by which certain renewal activity must take place. Later in tonight's agenda you will be asked to appoint two more members to the Cable Committee so as to allow us to formally begin discussion the "ascertainment" required of a license renewal.
7. Mt Jeff Hay Leases: I have prepared the two hay licenses for the Mt. Jefferson fields. Both licenses are to be awarded to Mr. Paul Laine. The license for 1 through 7 uses the revised terms established by the recent bid. The license for Field 8 uses the previous terms of the old lease. These have been sent to Mr. Laine for signature.