

**BOARD OF SELECTMEN
MINUTES
August 24th, 2015
Slade Building**

Members present: Daniel Galante, Chair
Racanne Siegel, Vice Chair
Michael Stauder, Clerk
Patrick Girouard
Jeffrey Williams

Members absent: N/A

Staff present: Anita Schiepers, Town Administrator; Jeannette Elsevier, Town Secretary, Tim Kilhart, DPW Director

Others present: Darryl Sweeney, Electrical Inspector

Meeting was called to order at 6:32 p.m. by D. Galante

Open Session:

Ed Blanchard questioned if the amount to be borrowed on the Senior Center and Public Safety Building, if voted yes as separate buildings, would be within the budget. Mr. Blanchard asked if the intent was to keep to the original amount budgeted as two separate building would more than likely cost more. Ms. Scheipers stated that it was the intent to only spend what was needed and not to exceed the amount budgeted for the buildings.

Healdville Road Bridge Award and DPW Updates

Representatives from Milone and MacBroom were present to discuss and overview the status of the Healdville Road Bridge contract. Ms. Scheipers believed that Milone and MacBroom could clarify why the pricing exceeded the estimated amounts and explain what the Town's options were in terms of moving forward. Ms. Scheipers and Tim Kilhart provided an update to a meeting that took place with Johnathan Gulliver, Head of District 3 office for MassDot and State Representative Donnie Berthiaume and several individuals from the District 3 office. Tim Kilhart, DPW Director, stated that he provided a timeline of events with the first bid and the outcome of being too high (to which the majority agreed) then bidding out a prefab bridge (as recommended). The prefab bridge bids came back even higher than the original bids with the lowest bid actually being \$31,000 higher. Mr. Kilhart said members in the group meeting reviewed spreadsheets, the bids specs, costs and associated documents. Ms. Scheipers said that with a possible waiver from state prequalification the town may be able to provide work to reduce costs on the demolition portion of the bridge repair. Various recommendations were made to reduce the costs due to the current market. Ms. Scheipers and Mr. Kilhart recommend not awarding the bid contract and delaying the project until 2016 and breaking down the work.

Several residents on Healdville Road voiced frustration of the actual status to re-opening of the bridge. They questions the engineer estimates being incorrect and bids coming in too high and the ability to move forward. Mr. Williams recommended letters being sent to residents to update them on status on the bridge so as to keep them informed. Ms. Scheipers said that she will draft a letter, for the board to approve, to inform residents of status to include re-assurance of continued emergency response, safety issues etc.

Motion: M. Stauder

To not award the Healdville Road Bridge project

2nd: J. Williams

Vote: All in Favor

Solar Electrical Permit Fees-Recommended Modification-See attached

Ms. Scheipers reviewed the modifications to Solar electrical permit fees. Larry Brandt, Building Commissioner, had analyzed previous years of electrical permits issued and also researched the solar permit fees charged by towns in the local area. Darryl Sweeney, Electrical Inspector, also provided similar information based upon his experience as the inspector for Hubbardston and towns in the local area. Based upon this research a three part recommendation was made to revise the permit fees and fee structure.

Motion: M. Stauder **2nd: P. Girouard**
To modify electrical permits fee structure **Vote: All in Favor**
Motion: M. Stauder **2nd: P. Girouard**
Amend the revision to #3 to place a total annual single project cap **Vote: All in Favor**

Town Administrator Report- See attached

Motion: M. Stauder **2nd: J. Williams**
To approve the chair to sign Memorandum of Understanding (MOU) with Fire Chief
Hayes **Vote: All in Favor**

New Business

Appointments

Members of the Finance Committee were in attendance for the joint appointment of new members of the Finance Committee. The two individuals to be appointed were Susan Rayne and Jeff Anderson.

Motion: M. Stauder **2nd: J. Williams**
To appoint the two individuals as named to the finance committee **Vote: All in Favor**
FinCom **Vote: All in Favor**

Hay Lease – Mt. Jefferson

Motion: M. Stauder **2nd: P. Girouard**
Re-assign the current Hay Lease to the Laine children **Vote: All in Favor**

Appointments to Affordable Housing (ZBA)

Motion: M. Stauder **2nd: P. Girouard**
To approve the appointments as presented **Vote: All in Favor**

Appointments to Election Workers

Motion: M. Stauder **2nd: P. Girouard**
To approve the appointments as presented **Vote: All in Favor**

Motion: M. Stauder **2nd: P. Girouard**

To enter into Executive Session pursuant to MGL C30A, s. 21(a) 3 to discuss strategy with respect to litigation and not to return to open session at 8:20PM.

Roll Call Vote: Ms. Siegel- yes, Mr. Stauder – yes, Mr. Girourad- yes, Mr. Williams- yes, Mr. Galante- yes

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

Respectfully submitted,


Jeannette Elsevier

Town Secretary

Approved: 10/19/15

**Board of Selectmen
Meeting Agenda
Slade Building
August 24th, 2015**

- 6:30 PM** **Open Session** (If we do not have Open Session items to discuss, other agenda items may be brought forward earlier.)
- 7:00 PM** **Healdville Road Bridge Award & DPW Updates**
- 7:15 PM** **Solar Electrical Permit Fees – Recommended Modification**
- 7:30 PM** **Town Administrator’s Report**
- 7:45 PM** **New Business:**
- FinCom
 - Appointments
 - Finance Committee – Joint Meeting with Finance Committee.
Vote to Jointly Appoint New FinCom Members.
 - Affordable Housing (ZBA)
 - Election Workers
 - Inter/Intra Department Transfers
 - Hay Lease
 - **Executive Session Minutes Approval -**
January 12th, 2015
February 9th, 2015
- 7:50 PM** **Public/Press Question & Answer**
- 8:00 PM** **Executive Session – Pursuant to MGL C30A, s. 21(a) 3 – to discuss strategy with respect to litigation.**

Upcoming Events: Special Election September 9, 2015, 7:00AM – 8:00PM
Joint Boards Meeting (BoS meeting) September 21, 2015 7:00pm

Please note: All times are approximate and subject to change

Chair: Dan Galante
Posted: August 20, 2015 @ 11:00 AM
Revised: August 20, 2015 @ 11:30 AM

Revisions to Electrical Permit Fees and Fee Structure

1. Small Residential Solar Project: Change fee from the \$0.03 /DC Watt to \$130 (Assumes 2 to 3 inspections needed at most. If project exceeds normal residential limits Larry and Anita will define fee.)
2. Commercial Solar Project: Fees stay at the \$0.015/DC Watt rate but the % of fee paid to inspector changes FROM 80% of fee to a tiered payment rate as follows:

Project Fee Cost	Inspect. Share/Town Share	
\$1.00-\$15,000	75/25 split	(at \$15,000, Inspector gets, \$ 11,250.00)
\$15,001---\$30,000	70/30 split	(at \$30,000, Inspector gets, \$21,000)
\$30,000---\$46,165	65/35 split	(at \$46,165, Inspector gets, \$30,007.25 **)

Capping Solar payments at \$30,000 (see below)

**If the solar field takes 18 months to complete he is earning \$1667.07 per month, if the field is finished in 12 months he is earning \$2500.61 per month.

3. Place a total annual cap to Electrical Inspector's solar earnings at \$30,000; with provision that is a legitimate project fee comes in that would bring annual pay to greater than \$30K, Larry and Anita can waive this provision. The BoS will act as arbiter in the case of any disagreement regarding these waivers.)

To: Hubbardston Board of Selectmen
From: Anita Scheipers, Town Administrator
Date: August 24, 2015
Re: Town Administrator's Report

1. Hubbardston-Ware River Nature Club: In early June we received correspondence from Wendy Howes, President of the Hubbardston-Ware River Nature Club. This was in the correspondence file, and the Board has not discussed the correspondence or the attached information. While the letter does not request a response, Ms. Howes was quite upset that she has not received a response to her letter. **Does the Board wish to take any action in responding to her letter?**

2. Cable TV Technical Consultant/System Upgrades: The Cable Advisory Committee is reviewing proposals from qualified consultants to provide technical assistance in the design, purchase and set-up of the additional hardware needed to allow the Town to tape or live broadcast meetings and local events. You may recall you previously approved the Committee to purchase such assistance at a not-to-exceed price of \$13,000 per year. We hope to make a decision on which consultant to use at our September 3rd meeting, and should implement an agreement and get started with this work during the month of September. **Do you wish to review and approve the list of necessary equipment prior to the Cable Advisory Committee making the necessary purchases?**

3. FEMA Reimbursements: EMD Dennis O'Donnell has completed the lengthy application to FEMA for the reimbursement of funds to cover the JUNO storm plowing and sanding. The qualified expenses that are eligible for reimbursement total \$42,681.65. We expect to receive 75% reimbursement which should bring the receipts to be approximately \$32,000. This will offset the remaining snow and ice deficit we had at the end of FY15.

4. MOU with Fire Chief: Chief Hayes has reviewed and agrees to sign the attached MOU. **I request that the Board vote to authorize the Chair to sign the agreement.**

5. Accounting Services: Attached is the August Action Plan that we use to identify and track the status of all of the moving parts associated with the outsourced accounting services. At the August 18th staff meeting, all senior staff were pleased with how the service is running.

6. Vincent Land Swap: I met with John Vincent on August 13th to review again the lot of land on Ragged Hill that the Town voted to approve seeking legislative permission to swap for the Vincent parcel on Rt.68. He stated his is trying to decide if they wish to request permission from the Board to complete a perc test (at their own expense) on the property prior to our filing the legislative petition; much in the same way that we completed a perc test on the DCR parcel. He expressed his family's appreciation for the Town's proposal, and promises to get back to us as quickly as possible as to whether they will be requesting a perc test. Until that time, I have the draft petition language on hold, and will bring it to the Board once I know which direction the Vincent family wishes to take.

7. Senior Tax Work-off Program: The committee met to review the program details and to update the public notice and application forms. The FY17 program begins October 1st and will allow a qualified homeowner to earn up to \$1000 under the program. The next earnings (after FICA and Medicare deductions are made) will be applied to their 3rd quarter FY17 tax bill.

Town: Hubbardston	Updated: 8.31.15
Participant: Amy DeLaRoche, Carol McCoy, Eric Kimsherf	Action Plan Focus Dates: FY16

Monthly Action Plan – August 2015

SMART GOAL: (specific, measurable, achievable, realistic, timely)

Regional: Phase 2 – 60 day roll out of processes in accounting & treasury including but not limited to scanning, approving, and reconciling remotely. Year-end closing activities continue and successful training and roll out of tax module begins.

Assigned Accountant: Carol McCoy

Action Steps	Person Responsible	Due Date	Date Completed	Results/Comments
Approve Tax Module timeline and schedule training	RR, KN/Treasurer, KS/Collector	8/7/15		
Book FY16 Sewer Betterment and RE Preliminary sent week ending 7/3	HQ Accountant	8/7/15		
Year End Month Tax Reconciliation for FY15 (June)	HQ Accountant & KS/Tax Collector	8/14/15		*Still need back up from Tax Collector.
Review STM 8/10/15 results	HQ Accountant	8/14/15		
Tax Recon Excel Sheet created for FY16 w/initial balances	KS/Tax Collector	8/17/15		
Train Accounting Clerk to scan and upload by packet the corresponding receipts	Audrey, RR	8/21/15	in progress	95% Completed
LCC Account Form (Due Sept. 1 st)	HQ Accountant	8/21/15		
Statement of Indebtedness review (due on 9/30 - DOR)	KN/Treasure, HQ Accountant	8/21/15		
Tax Title Balances Review	HQ Accountant, KN/Treasurer, RR	8/21/15		
Cross Check account #'s and create links for Tax Module to properly hit accounting	RR, HQ Accountant	Ongoing		*will vary depending on Tax Module timeline
Attend Finance Meeting	RR	TBD		

July Month Cash Reconciliation for FY16	HQ Accountant & KN/Treas	8/21/15		
July Month Tax Reconciliation for FY16	HQ Accountant & KS/Tax Collector	8/21/15		
All Warrants Reviewed, Scanned & Signed	RR, Accountant Clerk, Town Admin., HQ Accountant	8/31/15		
Cash Receipts scanned and validated	RR & HQ Accountant	8/31/15		
Revenue Report for Anita	RR & HQ Accountant	8/31/15 or 9/1/15		
Weekly Conference Call with HQ Accountant - Town Update	8/7, 8/14, 8/21, 8/28 with RR, HQ Accountant	Ongoing	Ongoing	Completed 8/7
Team Follow up notes for Hubbardston	RR, HQ Accountant, Eric, and KN/Treasurer Week Ending 8/7, 8/14, 8/21, 8/28	Ongoing	Ongoing	Completed 8/7
CLOSING				
Balance Sheet & Checklist: Two weeks after the close of a fiscal year, all accounts are closed out and the resulting balance sheet and supplemental documentation submitted to DOR.	HQ Accountant	8/31/15		
Notification of Total Receipts of Preceding Year: The total actual local receipts (e.g., motor vehicle excise, fines, fees, water/sewer charges) of the previous fiscal year must be included on Schedule A of the Tax Rate Recapitulation Sheet (Recap) which is submitted by the Assessors to DOR. On the Recap, the Accountant certifies the previous fiscal year's actual revenues, and the Assessors use this information to project the next fiscal year's revenues.	HQ Accountant	8/31/15		
Report Community Preservation Fund Balance: CP-2 and notice given to the Community Preservation Committee and other financial officers. FB may be appropriated any time after that report.	HQ Accountant	8/31/15		
Jointly Submit Community Preservation Surcharge Report: This report (CP-1) is a statement of the prior year's net Community Preservation. Surcharge levy, and is used to distribute state matching funds on November 15.	HQ Accountant	8/31/15		

<p>Jointly Submit Community Preservation Surcharge Report: This report (CP-1) is a statement of the prior year's net Community Preservation. Surcharge levy, and is used to distribute state matching funds on November 15.</p>	<p>HQ Accountant</p>	<p>8/31/15</p>	
<p>Submit Snow and Ice Report: This report is a statement of snow and ice expenditures and financing sources.</p> <p>Year-End Cash for the Previous Fiscal Year: (due upon submission of a balance sheet for free cash/excess and deficiency certification) A reconciliation is the process of comparing the Treasurer's accounts to the Accountant's. Auditor's or Schools Business Manager's ledger balance to determine if they are consistent, and for the officials to make any necessary corrections. When the reconciliation is complete, the Accountant/Auditor/School Business Manager should indicate agreement with the Treasurer's balances. Reconciliations are required annually, but communities and school districts should reconcile monthly for their own purposes. The year-end report as of June 30 must be completed and returned to DOR. Municipalities and school districts should also use monthly reports to monitor cash practices of the Treasurer's office. If the Accountant/Auditor/School Business Manager and Treasurer are not consistently reconciling cash accounts, or if the reconciliations indicate variances, the Mayor, Selectmen or School Committee should inquire as to the reasons.</p>	<p>HQ Accountant</p> <p>HQ Accountant/KN Treasurer</p>	<p>8/31/15</p> <p>8/31/15</p>	

Follow Up Comments: