

**BOARD OF SELECTMEN
MINUTES
September 8th, 2015
Senior Center**

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

Members absent: N/A

Staff present: Anita Schiepers, Town Administrator; Jeannette Elsevier, Town Secretary

Others present:

Meeting was called to order at 6:35 p.m. by D. Galante

Open Session:

Ms. Scheipers reviewed the Citizens Petition dated July 17th, 2015 in regards to preserving the historic wooden bridge (Healdville Bridge) as it is the last wooden bridge to exist in town. The petition requests that the bridge be replaced with similar wooden charm. D. Galante asked Ms. Scheipers to contact MassDot to see if a wooden bridge is still feasible. Ms. Scheipers recommended sending a request to MassDot presenting it as a possibility not as a demand. All agreed that this is the best way to proceed with MassDot.

Senior Center/Public Safety Building – OPM & Architectural

Ms. Scheipers reviewed qualified proposals for the OPM (Owner Project Management) services. The OPM services are needed for the design phase and, if applicable, the construction phase for both the Senior Center and Public Safety building. State law requires that you hire an OPM before you begin the design phase as it assists you in ensuring that the design specifications are appropriate ie: meeting necessary codes, adequate consideration of value engineering so that it's a cost effective project. Seven firms submitted proposals, four firms were interviewed (by a review committee) and Cardinal, based out of Worcester, was unanimously agreed upon by the committee.

Motion: J. Williams

Move to accept the Town Administrators recommendation to contract Cardinal for OPM Services for the Senior Center and Public Safety Building.

2nd: P. Girouard

Vote: All in Favor

Town Administrator Report- See attached

Treasurers Report

Kristen Noel, Treasurer, provided an overview of the tax title status as the balances have been growing. Ms. Noel stated that the new tax title module has made a significant difference in providing detailed reports. The reports provide information on properties in tax title going back to 1982. Ms. Noel explained the process of working with a tax lien investment company such as Tallage. One of the advantages is that Tallage purchases the debt from the town and then collects the debt themselves. The disadvantage is that Tallage would purchase debts that the town would more than likely be able to collect easily themselves and would leave the town with more difficult properties. Ms. Noel stated that having the Softright tax title module is an amazing

tool to assist in tracking the tax title balances. She recommends that we continue internally and still consider possibly working with Tallage in the future.

Appointments

Appointments to 250th Committee

Motion: M. Stauder

To approve the appointments as presented, excluding Pamela Stauder, to be appointed on a separate motion that will allow M. Stauder to abstain

2nd: R. Siegel

Vote: All in Favor

Appointments to 250th Committee

Motion: R. Siegel

To approved appointment of Pamela Stauder to 250th Committee

2nd:P. Girouard

Vote: Four in Favor

M. Stauder abstained

Motion: M. Stauder

To amend make up of Citizens at Large on Town Center Committee to 5 members

2nd:J. Williams

Vote: All in Favor

Appointments to Town Center Committee

Motion: M. Stauder

To approve the appointments as presented

2nd: P. Girouard

Vote: All in Favor

Motion: M. Stauder

To approve the hiring a new Mart Driver and Mart Van Dispatcher

2nd: P. Girouard

Vote: All in Favor

Motion: M. Stauder

To approve pay rate changes Mart Driver and Police Officer

2nd: P. Girouard

Vote: All in Favor

Motion: M. Stauder

Amend the 250th Committee to 10 members

2nd:P. Girouard

Vote: All in Favor

Meeting Minutes Approved

Motion: J. Williams

To approve the meeting minutes of July 27th, 2015 as presented, with exception M. Stauder did not attend July 27th, 2015 meeting, abstained from vote

2nd:P. Girouard

Vote: Four in Favor

Country Hen Expansion – Neighborhood Discussion

Bob Beauregard, General Manager, of The Country Hen, owned by Hidden Villa Ranch out of California, presented an overview of the business and its history in the town. Mr. Beauregard reviewed how each particular property (owned by The Country Hen) has been updated and/or renovated. Mr. Beauregard discussed the future construction of three buildings at the 7 Williamsville Road property (the most recent purchase) and answered concerns from several abutters and/or residents in attendance.

Motion: D. Galante

To adjourn the meeting at 8:05 p.m.

Vote: All in Favor

Respectfully submitted,


Jeannette Elsevier

Town Secretary

Approved: 11/02/15

**Board of Selectmen
Meeting Agenda
Senior Center
September 8, 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** **Treasurer's Report on Tax Title Cases**
- 7:15 PM** **250th Committee – Membership Appointments**
- 7:20 PM** **Town Center Committee – Modify Membership List / Make Appointments**
- 7:25 PM** **Country Hen Expansion – Neighborhood Discussion**
- 7:50 PM** **Senior Center/Public Safety Building OPM & Architectural**
- 7:55 PM** **Town Administrator's Report**
- 8:00 PM** **New Business:**
- Appointments
 - New Hire – Mart Driver
 - Mart Van Dispatcher
 - Pay Rate Changes – Mart Driver & Police Officer
- 8:05 PM** **Minutes**
- 8:10 PM** **Public/Press Question & Answer**
- 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: September 2, 2015 @ 10:56 AM

Revised: September 3, 2015 @ 8:24 AM

Revised: September 8, 2015 @ 3:24 PM

To: Hubbardston Board of Selectmen

From: Anita Scheipers, Town Administrator

Date: September 8, 2015

Re: Town Administrator's Report

1. True Green (was Seaboard Solar) Tax Agreement: On Tuesday, September 2, 2015, the Town's team met with the True Green representative to begin negotiation of the PILOT/tax agreement. It went surprisingly well. There seems to be an early agreement as to the per KW rate to be charged, and the only remaining items may be adjustment to some of the clauses of the agreement, the 2.5 annual escalation rate, and the amount to pay the Town to cover all legal costs incurred during the negotiation process. We hope to have a final agreement in place for your review at the September 21st meeting.

2. Staff Training Through MIIA: We have an opportunity to receive free training for our town staff. In FY15 I polled the staff to see what areas of training they would like to see offered. As a in the areas of Communication, Coping with Conflict, and Performance Management. We will reach out to area towns to offer seats for their employees to attend also if seating capacity allows. We must have a minimum of 10 people registered to attend each session in order for it to be scheduled. This will be a great resource for our staff as the MIIA program offers many other topic areas we can take advantage of moving forward.

3. MMMA Executive Board: As of Dec 30th I will no longer be on the Managers Association Executive Board. I declined to be re-elected as I have been unable to attend their meetings on a regular basis. I find my time here on the job in Hubbardston to prevent attendance at meetings that are often scheduled at the last minute and located in the Boston/MetroWest area. I will still be actively involved in the Managers Association and also with STAM (Small Massachusetts Administrators of Massachusetts) and MAPPO (Massachusetts Association of Public Procurement Officials).

4. Country Hen Scholarship: As of the July 1, Bartholomew's trust fund balance report shows we have \$31,520.52 in the Country Hen Scholarship account. The report indicates we are now earning interest at the rate of approximately \$975 per year. As such, we are now at the point that we can begin offering an annual scholarship to a deserving Hubbardston high school senior. Attached are the parameters of the program as the Board originally established it when the original donation was received from George Bass (and then augmented by the new Country Hen owners). I recommend we move ahead with advertising the scholarship this fall to notify eligible students to apply this winter with a scholarship award planned for late winter of 2016.

5. Personnel Matters: I have been busy dealing with two personnel disciplinary issues during these past few weeks. Both cases have come to successful closure. Unfortunately, dealing with such cases is very time consuming, but I give credit to our department heads as they each have worked with me to make the confidential disciplinary process as smooth as possible.

6. County Jail Assistance: We have requested assistance from Sheriff Evangelidis for work crews to assist the Town this fall with two projects: a) cleanup of certain town roadsides (locations TBD), and b) interior painting of some town offices. We have been informed that we will likely receive assistance this fall (dates TBD).

7. Malone Road: The Board had previously considered formally voting to discontinue maintenance of Malone Road. This process had been tabled pending pursuit of the LAND grant. Does the Board wish to begin this process again for consideration at a future meeting?

The Country Hen Scholarship Fund

WHEREAS, Mr. George S. Bass of Chestnut Hill, MA donated \$15,000.00 to the Town of Hubbardston for the purpose of establishing a scholarship fund for Hubbardston students graduating from high school and intending to continue on to College or University; and

WHEREAS, The Country Hen of Hubbardston, MA has agreed to match this gift to add to the scholarship fund, and

WHEREAS, the Board of Selectmen , acting pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53A, did accept these moneys on behalf of the Town for use as The Country hen Scholarship Fund; and

WHEREAS, the Board of Selectmen does desire to set out the terms and conditions which will govern the dispersal of such moneys which may now or hereafter comprise said fund:

NOW, THEREFORE, the Board of Selectmen of the Town of Hubbardston do hereby establish THE COUNTRY HEN SCHOLARSHIP FUND, which will consist of such moneys as have heretofore been contributed for the purpose of establishing such Fund, and as may hereafter be contributed thereto, as a permanent endowment fund which shall be held and administered as follows:

1. The Fund shall be known as The Country Hen Scholarship Fund.
2. The principal of the fund shall be invested by the Treasurer of the Town, or such officer as shall succeed to her duties,) and may be commingled for investment purposes with the other funds of the Town.
3. One percent (1%) of the annual income of the fund shall be set aside and added to the principal each year. The remaining income after such set aside shall be used for the scholarship purposes herein below set out.
4. The income of the Fund shall be used to provide scholarships for one or more Hubbardston students graduating from high school that plan to attend, or do attend, accredited colleges or universities, who have resided in the Town of Hubbardston for at least three years.
5. The scholarship(s) to be provided in any year shall be awarded in the spring of each year out of the income of the Fund by the Board of Selectmen of the Town of Hubbardston, or by such committee as it shall establish and charge with the responsibility for awarding such scholarship(s). There shall be no requirement that scholarship(s) be awarded in every year. If in any year the expenditures for the scholarship awarded are less than the income available, the balance of the income shall be added to the principal of the Fund, or accumulated and carried over for use in succeeding year, as determined from time to time by the Board of Selectmen (or other said charged committee).
6. The records of the Fund shall be kept on a fiscal year ending December 31. The Treasurer of the Town shall annually file her report of the Fund with the Board of Selectmen within sixty days of the fiscal year end.

**Approved by the Hubbardston Board of Selectmen
On August 26, 2013**

The Country Hen Scholarship

Town of Hubbardston

General Information

- Scholarship Criteria:** The Country Hen Scholarship Funds has been established to provide scholarships for one or more Hubbardston students graduating from high school that plans to attend, or do attend, accredited colleges or universities, who have resided in the Town of Hubbardston for at least three years, and who has displayed significant community involvement during high school years.
- Amount of Annual scholarship(s):** The amount of scholarship(s) shall be between \$500 and \$1000 based on available funds.
- Application Requirements:** The application must be submitted to the Hubbardston Board of Selectmen by January 30th. The application form must be signed by the student and by a parent or guardian. An essay describing the applicant's community involvement during his/her high school years must be submitted with the application, and how this involvement has helped to prepare the applicant for a successful college career. This essay must be no more than 1000 words.
- Application Submittal:** Please be sure to staple all pages of the application form, essay and references together in the upper left corner. Please remember to sign the application form by both the student and parent or guardian. Please send the application packet to: Hubbardston Board of Selectmen, 7 Main Street, Unit #3, Hubbardston MA 01452 before January 30th.

The Town of Hubbardston Country Hen Scholarship

Application

Date: _____

Applicant Name: _____

Applicants Parents or Guardians Names:

Father: _____

Mother: _____

Guardian: _____

Applicant Home Address: _____

Applicant Email Address: _____

Applicant Phone Number: _____

Years Applicant has lived in Hubbardston: From _____ to _____

Name of Applicant's High School: _____

Name of College or University Applicant Plans to Attend: _____

Has Applicant Been Accepted?: Yes ____ (attach copy of acceptance letter)

No ____

Community Involvement:

List by Year and Activity the various community activities you have been actively involved in during your high school years, as well as the approximate number of hours per month of involvement. (Example: Sept 2014 – April 2015; Serving at St. Mary's Soup Kitchen; 4 hours per month) Please add extra sheet if needed.

1. _____
2. _____
3. _____
4. _____

5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Memberships:

List by Grade Year and Name each organization in which you were an active member during your high school, as well as the approximate number of hours per month of involvement. (Example: 10th – 12th Grade; QRSD Girls Basketball Team; 35 hours per month) Please add extra sheet if needed.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Work History:

Please list any work position held during your high school years

1. Employer: _____ Position: _____
 Period of Employment: _____
 Hours Worked per Week: _____
2. Employer: _____ Position: _____
 Period of Employment: _____
 Hours Worked per Week: _____
3. Employer: _____ Position: _____
 Period of Employment: _____
 Hours Worked per Week: _____
4. Employer: _____ Position: _____
 Period of Employment: _____
 Hours Worked per Week: _____

Please add extra sheet if needed.

Written Essay:

An essay describing the applicant's community involvement during his/her high school years must be submitted with the application, and how this involvement has helped to prepare the applicant for a successful college career. This essay must be no more than 1000 words.

References:

You may include up to five (5) letters of reference from educators, clergy, employers and/or community leaders. References should be attached to this application.

Signatures:

Applicant: _____

Parent or Guardian: _____

DRAFT



***Town of Hubbardston
Board of Selectmen***

7 MAIN STREET, Unit #3
HUBBARDSTON, MASSACHUSETTS 01452
(978) 928-1400 x 201 FAX (978) 928-3392

September 1, 2015

Resident of Williamsville Road
Williamsville Road
Hubbardston, MA 01452

RE: Proposed Expansion – Country Hen

Dear Property Owner:

Please be advised that the Board of Selectmen will meet with Bob Beauregard, General Manager of Country Hen at their next meeting, scheduled on Tuesday, September 8th, 2015 at approximately 7:20 PM. Mr. Beauregard will be providing an informational update in regards to the proposed expansion of the facility. As an abutter to this property location, we welcome you to attend this informative session as we anticipate that you may have questions or concerns for Mr. Beauregard to address. Please try to arrive earlier than the stated time as the stated agenda times are estimates.

If you have any questions or concerns about this session, please do not hesitate to contact our office at 978-928-1400 Ext 201 or the Town Administrator at Ext 200.

Sincerely,

Jeannette Elsevier
Town Secretary – Selectboard