

**BOARD OF SELECTMEN
MINUTES
September 21st, 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 6:30 p.m. by D. Galante

Open Session:

Vincent Land Swap

Ms. Scheipers reviewed the history of the Vincent Family land swap (land off Route 68 for land on Ragged Hill Road) and also reviewed an outline of the concerns that the Vincent Family has in regards to the land swap. The agreement of the land swap would be based upon an engineer or contractor being permitted to go onto the Town property and perform two perc tests, cut any trees necessary move any stones, etc. The Vincent Family would absorb the cost of the two perc tests if the lot passes the tests. The next step would be submitting the petition to Donnie Berthiaume (State Representative) for filing the legislature on the Town's behalf.

Motion: M. Stauder

2nd: J. Williams

To approve the Vincent Family request on the land swap

Vote: All in Favor

Town Administrator Report- See attached

Alice Laine has confirmed that the second cutting for 2015 has been completed in regards to the Mt. Jeff and Malone Road Hay Lease agreement. Mr. Laine recently passed away and Mrs. Laine is asking the board for the opportunity for her children to fulfill the remainder of the five year hay lease established by her husband.

Motion: M. Stauder

2nd: J. Williams

To continue the Hay Lease Agreement with the Laine Family

Vote: All in Favor

Meeting Minutes Approved

Motion: M. Stauder

2nd:R. Siegel

To approve minutes of June 29th, 2015 as presented

Vote: All in Favor

Motion: M. Stauder

2nd:R. Siegel

To approve minutes of July 13th, 2015 as presented

Vote: All in Favor

QRSD Task Force

Dan Galante provided a quick summary of a tour that the QRSD task force attended of the Rutland and Hubbardston schools. Mr. Galante said that the principals (of each school) accompanied them during a very detailed tour of each and every classroom. The basis of the tour was to see how classrooms were being utilized. Mr. Galante said that it appeared that all the

classrooms were being used as standard classrooms but in actuality eleven were being used for special education, alternate programs, teachers using the space, etc. Mr. Galante believes this will more than likely be the norm in other district schools in which future tours are being planned. The information will be analyzed and evaluated along with additional data being gathered throughout the process.

Joint Board Meeting @ 6:56 PM

Daniel Galante opened the Joint Board meeting and introductions from each department and/or board were made. Mr. Galante stated that the meeting was all about contributions that each department wanted to offer and that everyone represented one committee at the meeting. Mr. Galante referred to Anita Scheipers the Town Administrator who provided an overview of the agenda and what the Board of Selectmen wanted to cover in regards to the economic development within the town. Ms. Scheipers stated that it was important, as town officials, to be open and honest so that they are in agreement on how to move ahead. Otherwise, it will be difficult for the board and Ms. Scheipers to make any headway to be effective in trying to identify new economic development opportunities for the town.

The following agenda and brief overview were reviewed:

1. Current Developments In Place
2. Other types of commercial and/or business is appropriate for the town (given the lack of infrastructure)
3. Given our lack of infrastructure, what options do we have for other incentives to entice business into the town
4. Do we need to modify our zoning/bylaw to allow for increased economic development
5. What options do we have to create and or acquire access to necessary infrastructure
6. What are the next steps
7. Board and Committee Updates of Current Issues

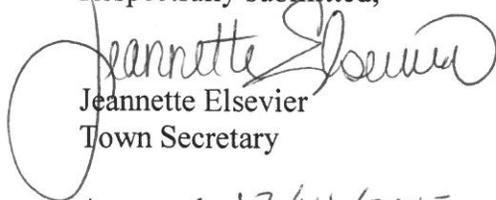
It was determined that the best course of action would be to meet and discuss economic development with a consultant from MRPC (Montachusett Regional Planning Committee) at a future Board of Selectman's meeting.

Motion: M. Stauder

To adjourn the meeting at 8:36 p.m.

Vote: All in Favor

Respectfully submitted,



Jeannette Elsevier
Town Secretary

Approved: 12/14/2015

**Board of Selectmen
Meeting Agenda
Senior Center
September 21, 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** **Vincent Land Swap**
- 7:05 PM** **Joint Boards Meeting**
- **Economic Development – If/How/When**
 - **Board and Committee Updates of Current Activities and Issues**
- 8:30 PM** **Town Administrator’s Report**
- 8:35 PM** **New Business:**
- 8:40 PM** **Minutes**
- 8:45 PM** **Public/Press Question & Answer**

Upcoming Events:

Please note: All times are approximate and subject to change

Chair: Dan Galante

Posted: September 16, 2015 @ 11:17AM

Revised: September 18, 2015 @ 8:20 AM

To: Hubbardston Board of Selectmen
From: Anita Scheipers, Town Administrator
Date: September 21, 2015
Re: Town Administrator's Report

1. **Workshop to Prioritize Road Improvement Projects:** Now that DPW Director Tim Kilhart has completed his full inspection of all town roads and has established a list of necessary improvements and the associated costs (in today's dollars), it would be helpful to have a focused discussion about the prioritization and phasing of these projects. I recommend that the Board take one of the regularly scheduled BoS meetings and hold, instead, a workshop for the sole purpose of having this review and prioritization session. I offer the date of November 2nd to aim to hold this session. I can work with the Chair to adjust the agendas of the meeting before and after this date to ensure all normal business is handled.
2. **Winter Season Pre-planning:** The September 17th MIIA conference on winter planning was very helpful. WCVB's Meteorologist Harvey Leonard confirmed that this past winter season was the third worst on record for the Worcester area since records first began in 1972. Other panelists included DPW, police, fire and administrative staff from various communities explaining their best practices for winter snow operations. The session was very information and has spurred me to schedule a pre-planning meeting that includes DPW, police, fire, emergency management, and schools to review the snow removal policies and procedures that have been revised over the past years. This will be a good opportunity to refine the policies and related protocols as needed. We can also plan for appropriate information to be distributed to the public well before (and during) snow operations. It is important for the public to know that we are being proactive in preparing for the winter season, and to remind them of policies and procedures the Town will follow. I am aiming to hold this planning session in the third week of October (exact date TBD.) I request that the Board assign a member to be part of this session.
3. **Mt. Jeff & Malone Road Hay Lease:** Paul Laine's widow, Alice Laine, has requested that she and her children be allowed to finish out the remainder of the 5 year hay lease established with Paul Laine. Mrs. Laine stated it is the children who have been involved in the work, and that they have completed the two cuttings for this 2015 season in full compliance with the lease agreement. She stated she is a Hubbardston landowner/taxpayer, and has been actively involved in Hubbardston since she was eight years old. The lease was set to expire at the end of the haying season in 2018. Please advise if you wish to continue the existing lease with the Laine family, or choose to consider the lease with Mr. Paul Laine voided, and conduct another procurement process.
4. **FY17 Budget Planning Calendar:** Per the Town charter, I am obligated to establish the next fiscal year planning calendar by October 1st. Attached please find the FY17 calendar. This proposed calendar involves having departments submit their budget requests to me by January 15th at the latest. In this document, I propose that the Board open the warrant for possible articles on January 25th and close the warrant by March 7th. The schedule also calls for Town meeting to be held on Tuesday, June 7th.
5. **New Solar Farms:** The Planning Board has been notified that Borego Solar will be proposing two new solar projects in town, with construction proposed to start before the end of this calendar year. It will be helpful to gain early communication with Borego as early as possible to determine if they will request tax agreements, as we will need to request town meeting approval of these agreements at the next town meeting. I will provide the Board with more details as soon as they are presented.
6. **Police Activity:** Attached is a graph that shows the increasing level of activity by our police officers. Chief Perron is very pleased with the increasing effectiveness and professionalism of his officers. It is important to note that many of the car stops, citations and arrests involve non-residents, and that the department has received no complaints about policing activity since the start of 2015.

2016 Annual Town Meeting Planning Calendar (FY17)

By Charter requirements, by October 1st of each year, the Town Administrator must establish the town meeting/budget development schedule:

<u>Date</u>	<u>Required Action Item</u>
October 16, 2015	Dept. Heads/Committees to submit their FY17 Capital requests to Town Administrator
November 1, 2015	Town Administrator shall estimate the FY17 revenue projections
November 30, 2015	Board of Selectmen shall establish FY17 budget general guidelines
January 15, 2016	Dept. Heads/Committees to submit their FY17 budgets to Town Administrator
January 25, 2016	Selectmen Vote to Open the Warrant/ Set Article Deadline
February 22, 2016	Town Administrator Presents Draft Budget to Selectmen (FinCom invited)
March 7, 2016	Initial Budget Review by Selectmen
March 7, 2016	Warrant Closed (Article Deadline)
March 21, 2016	Budget Hearing /Selectmen vote on Budget (FinCom invited)
March 22, 2016	Warrant and Budget Forwarded to Finance Committee
May 2, 2016	Warrant Finalized / Selectmen sign warrant
May 2, 2016	Deadline for Selectmen to place questions on Ballot
May 12, 2016	Warrant to Printer
May 12, 2016	ATM Warrant Posted
May 23, 2016	Warrant Mailed (minimum of two weeks prior to ATM)
June 7, 2016	Town Meeting
June 14, 2016	Town Election

Police Activity- August 2015



Board of Selectmen's Joint Boards Meeting

September 21, 2015

7:05 PM (to approximately 8:30 PM)

Agenda

- 1. Introduction of all present**

- 2. Group discussion about economic development:**
 - a. Current development taking place (solar)**
 - b. What other types of commercial or business/limited business do we feel are appropriate for the Town given the current lack of infrastructure?**
 - c. Given our lack of infrastructure, what options do we have for other incentives do we have to entice business into town?**
 - d. Do we need to modify our zoning/bylaw to allow for more economic development?**
 - e. What options do we have to create/acquire access to necessary infrastructure?**
 - f. Next Steps...**

- 3. Board and Committee Updates of Current Issues**

- 4. Adjourn**