

**BOARD OF SELECTMEN
MINUTES
October 19th, 2015
Slade Building**

Members present: Daniel Galante, 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 6:33 p.m. by D. Galante

Open Session:

Community Compact Discussion

Ms. Scheipers informed the board that communities that have actually moved ahead and signed a community compact agreement with the state are eligible for more grants (dealing directly with items that you plan on establishing for best practices). Ms. Scheipers reviewed the documentation and the listing of the best practices that communities are considering. Several of the practices relate to the Selectboard's list of goals. The state allows you to apply to three areas of best practices (only one item in each of those areas can be chosen) and Ms. Scheipers recommends applying for the community compact grant within the following best practices:

- Financial Management section – Long Range Planning/Forecasting
- Housing Economic Development – Infrastructure
- Regional Shared Services

Ms. Scheipers informed the board that the process would be applying on line and the board would have to formally vote to authorize the chair to sign and to formally vote on the three best practices that she recommended.

Motion: M. Stauder

2nd: J. Williams

To authorize the chair to sign on behalf of the Selectboard the application for the Community Compact in the three areas of Regionalization, Long Range Planning and Housing Economic Development.

Vote: All in Favor

Town Administrator Report

Appointments

Appointments to Building Committee

Motion: M. Stauder

2nd: P. Girouard

To appoint members of Building Committee as presented

Vote: All in Favor

Appointment of Part-time Police Officer

Motion: J. Williams

2nd: M. Stauder

To waive the notification period for the hiring of Brent Carpenter

Vote: All in Favor

Appointment of Special Municipal Employee - Ms. Scheipers provided an overview of the Special Municipal Employee appointment whereas you make the appointment by the

committee not by the name of the individual. Three separate votes are required for each committee appointment.

Motion: M. Stauder 2nd: J. Williams
To approve the Special Municipal Employee to the Capital Committee Vote: All in Favor
Motion: M. Stauder 2nd: J. Williams
To approve the Special Municipal Employee Building Committee Vote: All in Favor
Motion: M. Stauder 2nd: J. Williams
To approve the Special Municipal Employee Town Center Committee Vote: All in Favor

Meeting Minutes Approved

Motion: M. Stauder 2nd:P. Girouard
To approve the meeting minutes of August 24th, 2015 as presented Vote: All in Favor

QRSD Task Force

Dan Galante provided a quick summary of the tours, the QRSD task force, has continued to make of local schools. Mr. Galante said that the principals (of Hardwick, Oakham and New Braintree) accompanied them during a very detailed tour of each and every classroom. Mr. Galante said that, as with the other schools, all the classrooms were being used as standard classrooms. Again, several of the classrooms were being used for special education, alternate programs, or in this instance there was more empty space. The information is still being analyzed and evaluated along with additional data being gathered throughout the process.

Facilities Resolution Discussion

The Council on Aging and Senior Building Committee met with the Board of Selectmen to discuss and resolve questions and/or concerns regarding the use of the future senior center/project facility. There was mutual agreement that the facility be used primarily by the senior groups. The facility would be available to other local organizations with the stipulation of adhering to a policy of rules and regulations. The rules and regulations will be developed at a later date as a group effort. Ms. Scheipers was assigned as the “facilitator” and would provide updates as they occur in regards to the project.

Motion: M. Stauder 2nd:P. Girouard
To adjourn the meeting at 8:25 p.m. Vote: All in Favor

Respectfully submitted,


Jeannette Elsevier
Town Secretary

Approved:

**Board of Selectmen
Meeting Agenda
Slade Building
October 19, 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 **Facilities Resolution Discussion**

Community Compact Application

Town Administrator's Report

**BoS Appointments: Building Committee; Special Municipal Employee
Town Administrator Appointments: Part-time Police Officer**

Minutes

Nov. 13th Pancreatic Cancer Awareness Day proclamation

Public/Press Question & Answer

Upcoming Events: **November 16th – BoS Pavement Management Workshop
(replaces regular meeting)**

Please note: All times are approximate and subject to change

Chair: Dan Galante

Posted: October 14, 2015 @ 11:32 AM

Revised: October 14, 2015 @ 1:05 PM

Revised: October 15, 2015 @ 8:35 AM



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CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

June 11, 2015

Dear Municipal Executive:

The Baker-Polito Administration is pleased to announce the opening of the inaugural round of Community Compact applications. For the past 5 months, Governor Baker and I have traveled the Commonwealth and met with municipal leaders. In partnering with our hardworking municipalities, we pave the way for better and brighter opportunities in our schools and communities.

Becoming a strong partner with our municipalities is a critical first step in the right direction for our Administration, and the Community Compact agreements are one way the state is being responsive to the needs of municipalities. The Compact spells out the commitments of the state and gives the municipal leader the flexibility to choose a best practice (or practices) that make the most sense for your community. The website includes a listing of the best practice areas to choose from.

To help inform you in considering entering into a Community Compact, the website includes a helpful Question and Answer section. There will be no cost to your community to enter into a Compact and the state will endeavor to provide you with resources toward implementing your chosen best practice (or practices). For more information and to apply please visit:
www.mass.gov/CCC .

You may access the application page, however to begin the application you will need a password. The password for your community is yuBuSP6w. Applications cannot be saved once they are started and should be completed all at once. Your community can only make one submission for this cycle. Applications are accepted on a rolling basis and will be reviewed within one month of submission.

As the Chair of the Community Compact Cabinet, I look forward to working with you in the coming weeks and months. If you have any questions, contact Sean Cronin, Senior Deputy Commissioner of Local Services, at croninse@dor.state.ma.us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Karyn E. Polito".

KARYN E. POLITO
LIEUTENANT GOVERNOR

To: Hubbardston Board of Selectmen

From: Anita Scheipers, Town Administrator

Date: October 19, 2015

Re: Town Administrator's Report

- 1. Employee Resignations:** Unfortunately we are losing two good employees by the end of this year. Toni Walker has been working as our BoH/Conservation Clerk for three years. Tom Manfreda has been our Plumbing and gas Inspector for seven years. He plans to retire effective December 31st. We wish them both well in their futures. We already have the BoH/Conservation Clerk position advertised and hope to have a decision on hiring Toni's replacement by the end of this month. We have several inspectors who are interested in applying for the Inspector position, and should have no problems with getting Tom's replacement lined up well before the end of the year.
- 2. Foundation Review Commission Preliminary Report:** The MMA released the attached preliminary report of the Foundation Review Committee at their Oct 2nd Legislative Breakfast. This early document identifies health insurance and special education costs as being key factors which caused the original foundation funding formula to become outdated. The report recommends adjusting the health insurance rate to a number that equals the average rate of the GIC plans. It also calls for establishing a "retired employee" category to the insurance portion of the budget. The special education related changes are recommended to include an increase in the assumed in-district special education enrollment, and to increase the out-of-district cost rate to capture the total costs a district must handle prior to any circuit breaker reimbursement.
- 3. Public Records Law Legislation:** The MMA has actively been lobbying for amendments to the existing House bill H3665 filed which will require cities and towns to comply with public record requests in a shorter time frame and with less ability to recover the cost of compliance.
- 4. Designer Services Procurement:** I am pleased to say that we have had a great response from our advertised Request for Qualifications for the architect services. So far we have sent out over 36 packets to interested architectural firms. I have fielded many emails from firms asking for background information, and the "pre-bid" conference was held on Oct 19th to answer any specific questions designers may have prior to submitting a proposal. Proposals must be submitted to my office by Thursday, October 29th. I hope to hold interviews for the top two or three finalists by November 11th, and to have a recommendation for contract award by the end of November.
- 5. Tax Collector Software Upgrades:** We are moving a bit behind schedule in getting the new tax collection software form SoftRight up and running. We had problems with converting the data from the old Point software system over to SoftRight, and actually had to purchase an upgrade of Point to allow that data conversion to happen. Despite that delay, the data conversion is completed and the software technicians are configuring the integration. At this point we hope to have the new system fully up and running by the end of the year.

Hubbardston Collections

| | start | end |
|---|----------|----------|
| Execution | 08/17/15 | 12/07/15 |
| Perform preliminary data conversion | 09/21/15 | 10/23/15 |
| Perform data conversion | 09/28 | 10/16 |
| Perform internal review of data conversion | 10/19 | 10/20 |
| Redo data conversion based on internal review | 10/21 | 10/22 |
| Install software and data on client's server | 10/23 | 10/23 |
| Create users | 10/19/15 | 10/22/15 |
| Create users | 10/19 | 10/22 |
| Install cash drawer | 08/17/15 | 10/16/15 |
| Install cash drawer | 10/12 | 10/16 |
| Conduct pre-live training | 10/26/15 | 10/30/15 |
| Training day #1 | 10/26 | 10/30 |
| Review preliminary data conversion | 11/02/15 | 11/20/15 |
| Review data | 11/02 | 11/06 |
| Get feedback on data from client | 11/09 | 11/13 |
| Redo data conversion based on client feedback | 11/16 | 11/19 |
| Install updated data on client's server | 11/20 | 11/20 |
| Configure integration with appraisal software | 09/21/15 | 10/23/15 |
| Get real estate file from client | 09/21 | 10/09 |
| Get personal property file from client | 09/21 | 10/09 |
| Configure real estate import | 10/12 | 10/23 |
| Configure personal property import | 10/12 | 10/23 |
| Configure real estate bill printout | 10/19/15 | 11/06/15 |
| Configure bill | 10/19 | 10/30 |
| Get sign-off on bill from client | 11/02 | 11/06 |
| Configure personal property bill printout | 10/19/15 | 11/06/15 |
| Configure bill | 10/19 | 10/30 |
| Get sign-off on bill from Client | 11/02 | 11/06 |
| Configure miscellaneous receipt codes | 10/19/15 | 10/22/15 |
| Create miscellaneous receipt codes | 10/19 | 10/22 |
| Perform final data conversion | 11/30/15 | 12/04/15 |
| Get data for conversion | 11/30 | 11/30 |
| Perform data conversion | 12/01 | 12/03 |
| Install data on client's server | 12/04 | 12/04 |
| Get sign-off on data from client | 12/04 | 12/04 |
| Execution complete | 12/07 | 12/07 |
| Control | 12/08/15 | 01/15/16 |
| Conduct post-live training | 12/08/15 | 12/18/15 |
| Training day #2 | 12/08 | 12/11 |
| Training day #3 | 12/14 | 12/18 |
| Invite users to SoftRight Support website | 12/08 | 12/11 |
| Configure integration with treasury | 12/08/15 | 12/18/15 |
| Configure collections links to treasury receipt codes | 12/08 | 12/18 |
| Configure integration with accounting | 12/08/15 | 12/18/15 |
| Configure collections links to chart of accounts | 12/08 | 12/18 |
| Control complete | 01/15 | 01/15 |

