

BOARD OF SELECTMEN
MINUTES
January 11th, 2016
Senior Center

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

Members absent: Michael Stauder

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: Scott Cullinane, of 6 Kruse Road of Hubbardston, addressed the board with concerns regarding the road conditions after the most recent winter storm. Mr. Cullinane stated his extreme displeasure with the condition of Route 68 and Kruse Road, after the recent snow fall, and said he felt it was a security issue. Mr. Galante informed Mr. Cullinane that the board is re-evaluating the winter operation guidelines and can't evaluate it based on one or two storms. Mr. Galante stated that the guidelines are a top priority for the board and will be under constant scrutiny. Mr. Galante stated with only a few storms having occurred and each one being different than the other it would be difficult to create a guideline at this moment in time.

Tax Collector Case Update

Mr. Williams questioned the status of the tax collector case and stated that several residents had asked him various questions regarding the case. Ms. Scheipers stated that a pre-trial hearing is scheduled for February 6th, 2016 and may have more information at that time. In the interim Ms. Scheipers stated that she would contact the attorney for advice as to what information should be released (if any). Mr. Galante recommended the board revisit this agenda item after the pre-trial hearing and with advice from legal counsel.

2016 Mileage Reimbursement Rate

Ms. Scheipers informed the board that each year the board voted to approve the mileage reimbursement rate that is used to reimburse town officials and town employees when they use their own vehicles for work related purposes. Last year's rate was 57.5 cents, per mile, in accordance with the IRS, and the 2016 rate dropped to .54 cents per mile.

Motion: P. Girouard

2nd: J. Williams

To set the 2016 mileage reimbursement rate at .54 cent

Vote: All in Favor

DCR Land Swap Title Certification

Ms. Scheipers stated that the Title Affidavit document is the last step in finalizing the deed for the DCR land swap. Ms. Scheipers requested the boards authorization for her to sign the form

Motion: P. Girouard

2nd: R. Siegel

To authorize Anita Scheipers signature on the title certification

Vote: All in Favor

2016 License Approval

The Class II Auto license for AAA Today, LLC was submitted by Jeannette Elsevier, Town Secretary for the board's approval.

Motion: J. Williams
To approve Class II Auto License as presented

2nd: P. Girouard
Vote: All in Favor

Appointments

Motion: P. Girouard
To appoint Gail Orciuch to Zoning Board of Appeals (approved by ZBA Chair) as presented

2nd: J. Williams
Vote: All in Favor

Town Administrator Appointment

Motion: J. Williams
To appoint Gerhard Fandryer as Alternate Electrical Inspector (on an as needed basis) and waive the notification period and to appoint David Cram as a Seasonal DPW Plow Driver and waive the notification period

2nd: P. Girouard
Vote: All in Favor

2020 Census

Ms. Scheipers stated that the government is preparing for the 2020 Census and it includes the verification of the bounds for every community before they actually start counting the residents. The government is looking for the names of the officials that are key contact people within the community. A communication list providing Mr. Galante, as Chair will be submitted and Ms. Scheipers requested the board vote to identify Ms. Scheipers as Town Administrator and Joyce Green, Town Clerk as part of the process.

Motion: J. Williams
So moved

2nd: R. Siegel
Vote: All in Favor

New Police Policy and Procedure

Ms. Scheipers presented a new policy created by the police department regarding recognitions of police officer citations and recognitions of service. Ms. Scheipers reviewed the policy and the policy criteria.

Motion: J. Williams
To accept the new policy and procedure no 4.10 for the police department in regards to recognition awards for their employees etc.

2nd: R. Siegel
Vote: All in Favor

Town Administrator Report- See attached

Home Rule Petition

Motion: J. Williams
To move ahead with the Home Rule Petition and file it as worded and presented by Anita Scheipers

2nd: P. Girouard
Vote: All in Favor

QRSD Task Force Update

Dan Galante provided quick summary of the most recent meeting he attended. A community compact request was filed but the task force filed a formal letter to amend the best practice request. In place of Regionalization they instead requested a best practice area for Education as a joint request with member towns of Barre, Oakham, Hardwick and New Braintree. The request would be for assistance on budget constraints, to identify opportunities for savings for developing additional revenues for a five year plan.

Motion: J. Williams
To enter Executive Session for Reason #3, to discuss strategy with respect to a) union collective bargaining and b) litigation strategy to adjourn immediately upon exiting.

2nd: R. Siegel

Roll Call Vote: Mr. Galante –yes, Ms. Siegel - yes, Mr. Girouard-yes and Mr. Williams- yes

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

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,


Jeannette Elsevier

Approved: 3/28/2016

**Board of Selectmen
Special Meeting
Slade Building
January 11, 2016
6:30 PM**

Agenda Items:

1. **Open Session** (If we do not have Open Session items to discuss, other agenda items may be brought forward earlier.)
2. **Discussion Tax Collector Case**
3. **2016 Mileage Reimbursement Rate**
4. **DCR Land Swap Title Certification**
5. **2016 License Approvals – Class II Auto Dealer**
6. **Appointments:**
 - **BoS Appointments:**
Gail Orciuch– Zoning Board of Appeals (approved by ZBA Chair)
 - **Town Administrator Appointments:**
Alternate Electrical Inspector (as needed) – Gerhard Fandryer
Seasonal DPW Plow Driver – David Cram
7. **Census Bureau Request**
8. **New Police Policy and Procedure**
9. **Town Administrator Report**
10. **QRSD Task Force Update**
11. **Minutes**
12. **Old Business:**
 - a. Pitcherville Sand and Gravel Proposal – No active discussion expected. Discussion with residents has been postponed. New date TBD.
13. **Public/Press Question & Answer**
14. **Executive Session, pursuant to MGL C30A, Sec. 21, Exemption 3, to discuss a) union collective bargaining, and b) litigation strategy**
15. **Adjourn**

Chair: Dan Galante

Posted: January 7, 2016 @ 1:23 PM

Amended: January 11, 2016 @ 1:16PM

TITLE AFFIDAVIT

NAME OF SELLER: Town of Hubbardston
NAME OF PURCHASER: The Commonwealth of Massachusetts, acting by and through the Commissioner of its Division of Capital Asset Management and Maintenance
PROPERTY LOCATED AT: Mile Road, Hubbardston, MA

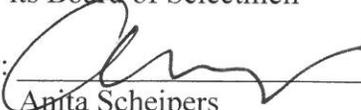
The undersigned Seller of the Property, does under oath depose and say that:

1. There is no person to whom a debt is due for labor or materials furnished in the erection, alteration, repair or removal of a building or structure upon said Property by virtue of an agreement with, or by the consent of the undersigned, or of a person having authority from or rightfully acting for the undersigned in performing or furnishing such labor or materials for work actually performed during the past 93 days, including the date hereof.
2. There are no tenants or other parties who are in possession of or who have the right to be in possession of the Property.

This Affidavit is made for the purpose of inducing the Purchaser to accept from the undersigned a deed of the Property and the undersigned agrees to indemnify and hold harmless the Purchaser, to the extent permitted by law, from any loss resulting from reliance upon the truth and accuracy of the statements contained herein.

Signed under the penalties of perjury as of the 6th day of January, 2016.

TOWN OF HUBBARDSTON,
By its Board of Selectmen

By: 
Anita Scheipers
By Its Town Administrator

To: Hubbardston Board of Selectmen
From: Anita Scheipers, Town Administrator
Date: January 11, 2016
Re: Town Administrator's Report

- 1. Home Rule Petition – Vincent Family Parcel Land Swap:** Town Counsel has reviewed and edited my draft legislative petition. Attached is the final recommended language to use for the Act. **I ask the Board to vote to accept the proposed language and to authorize me to submit this to Senator Gobi and Rep Berthiaume for filing as a legislative petition.**

- 2. Personnel Policy and Procedures Manual Update:** The existing Personnel Manual has not been updated since 2004. I have pulled together a team of staff including the Town Secretary, Treasurer, Town Clerk and others to assist in the review of the document and the development of appropriate revisions. Part of the process will include seeking feedback from employees on suggested revisions. Absent an active Personnel Board, I will be bringing this revised document to the Board for acceptance.

- 3. Unpaid Internship Program:** To augment the wonderful assistance our town offices receive from the Senior Tax Work-off Program “volunteers”, I will be working with local schools and will be placing notices on social media to let area students know that the Town is interested in working with high school and college age students through an unpaid internship program in which we will attempt to pair students looking to gain real-life experience with our town offices and departments that may be looking for assistance with specific tasks or projects. Areas of assistance may include office management, communications, civil engineering, statistical research, grant writing, etc. All students will be required to sign waivers of liability prior to their participation.

- 4. Employee/Town Official Training:** On January 6th, we held our first MIIA EAP Training to which all town employees (including school employees), and town officials were invited. The subject of the first training was Expert Communication. Additional trainings are scheduled for mid-February on Coping with Conflict, and in late March on Performance Discussions. Invitations to these additional trainings will be sent out again to staff and town officials.

- 5. DPW 2015 Grounds Maintenance Summary:** Attached are statistics generated by DPW for all of the cemetery and parks maintenance hours in 2015. Also attached is 2014's summary to use as a comparison. In almost each instance, the number of hours required was reduced. In addition to this maintenance work, the DPW provided 65 hours of heavy janitorial tasks such as furnace maintenance, moving furniture, installing/removing portable air conditioners and other projects as requested through our new work order system. All light janitorial services (vacuuming, cleaning restrooms, etc.) were completed via coordination with the Senior Tax Work-off Program.

2015 Cemetery and Parks Maintenance Hours

Cemetery Clean-Up in the Spring

- Worked 110 hours over a 3 week span from Apr. 33 thru May 1, 2015

Parks Clean-Up in the Spring

- Worked 12 hours over 2 week span from May 18 – 27, 2015

Parks Brush Cutting

- None done this year

Cemetery Brush Cutting

- None done this year

Park and Recreation Areas Mowing

- Worked 237 hours over a 22 week span from Apr. 27 thru Sept. 25, 2015 which averaged out to 10.8 hours per week

Cemetery Mowing

- Worked 529 hours over a 21 week span from May 4 thru Sept. 25, 2015 which averaged out to 25.2 hours per week

Cemetery Clean-Up in the Fall

- Worked 286 hours over a 6 week span from Oct. 19 thru Nov. 27, 2015
- Worked 6 hours spreading lime pellets in Brookside Cemetery on Dec. 28, 2015

Recreation Field Clean-Up in the Fall

- Worked 28 hours over a 1 week span from Nov. 30 thru Dec. 4, 2015

The real difficulty in this process comes in the early spring when I have roads to repair from winter damage and street sweeping that needs to be done. This is also the busiest time for cleaning up the Cemeteries and then to begin to mow them and the Parks in the same time frame.

All of the cemeteries and the recreation field were cleaned up before winter this year. We were only able to clean up 8 out of 12 cemeteries and nothing at the recreation field in 2014 before the snow came.

2014 Cemetery and Parks Maintenance Hours

Cemetery Clean-Up in the Spring

- Worked 200.5 hours over a 4 week span from Apr. 23 thru May 16, 2014

Parks Brush Cutting

- Worked 58.5 hours over a 2 week span from June 30 thru July 11, 2014

Cemetery Brush Cutting

- Worked 16 hours during the week of July 14 thru July 18, 2014

Park and Recreation Areas Mowing

- Worked 257 hours over a 24 week span from Apr. 25 thru Oct. 2, 2014 which averaged out to 10.7 hours per week

Cemetery Mowing

- Worked 689.75 hours over a 22 week span from May 5 thru Oct. 2, 2014 which averaged out to 31.4 hours per week

Cemetery Clean-Up in the Fall

- Work 214 hours so far thru Dec. 5, 2014

The real difficulty in this process comes in the early spring when I have roads to repair from winter damage and street sweeping that needs to be done. This is also the busiest time for cleaning up the Cemeteries and then to begin to mow them and the Parks in the same time frame.

Look at the week of May 5 – 9, 2014 with a total of 132 hours of work and the following week of May 12 – 16, 2014 with a total of 112.5 hours of work. During these two consecutive weeks we spent almost all of our time in the Cemeteries and Parks with very little if any road work being done.

Hubbardston Department of Public Works

Timothy B. Kilhart
DPW Director

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Mailing address:

7 Main Street - Unit #6

Fax: 978-928-1409

Hubbardston, MA 01452

Email: highway@hubbardstonma.us

Jan. 5, 2016

To Whom It May Concern,

The Hubbardston DPW performed 65 hours of janitorial type duties during the calendar year from Jan. 1 – Dec. 31, 2015. It included moving furniture, flushing the furnace, installing and removing air conditioners and other projects as requested by various people.



Tim Kilhart
Hubbardston DPW