

**BOARD OF SELECTMEN
MINUTES
April 4, 2016
Slade Building**

Members present: Daniel Galante, Chair
Michael Stauder
Jeffrey Williams
Pat Girouard

Staff present: Anita Scheipers, Town Administrator; Raeanne Siegel, Interim Town Administrator; Jeannette Elsevier, Executive Administrative Assistant;

Others present: John Nason, Susan Rayne, Claudia Provencal, Thomas Robinson

Meeting was called to order at 6:31 p.m. by Dan Galante. Mr. Galante announced that the meeting was being live broadcasted on the Peg Access channel.

Open Session:

John Nason - Discussion regarding the sign that was taken down. Spoke of the senior room and how it is not a senior center, but a room. Hoping to raise enough money to develop enough programs for the seniors. Stated cable company should take a tour and see and/or record the Senior Center. Claudia Provencal inquired about possibility of an article for the Senior Center not being on the June ballot. M. Stauder had questioned about maybe waiting until the November election. D. Galante stated that the Building Committee is close to having the full plan to be able to present to the town. They feel it might be better to delay the vote until there is a complete plan and presentation to present to the town. J. Williams added how discouraged Paul is about the sign coming down. Everyone has worked so hard on this and seniors feel like it is sending the wrong message to the town and to the seniors, that it is a dead deal. He went on to say that the town needs a Senior Center. J. Williams strongly encourages the board to approve the minimal cost to have the sign re-worded and put back up.

Motion: M. Stauder

2nd: J. Williams

To spend no more than \$100 on a replacement sign

Vote: All in Favor

Tom Robinson – Inquiring as to what the question is for Town Council on documents from Brown. D. Galante stated that he believes it is whether or not the pit is closed. Correspondence related to escrow payments, letters, some signed, some not.

Ambulance Receivables Write-off Policy

Fire Chief Hayes wrote a proposal for the Write-off Policy. This policy is only for if and when the BOS determines that an account simply cannot be collected. Says that the billing company, Comstar, will put together a recommended write-off list for the department on an annual basis, the fire chief will review that for appropriateness and then would present it to the BOS for consideration for final approval for write-offs on certain accounts. 3-step review process. M. Stauder inquired about whether we balance bill. Ms. Scheipers indicated we do balance bill.

Motion: M. Stauder

2nd: J. Williams

To approve the Ambulance Receivables Write-off Policy as presented Vote: All in Favor

Appointments/Wage Authorizations

Selectmen Appointments –

- a) 250th Committee:
 - i. Remove voting member
 - ii. Appoint 2 new voting members: Karen Butland and Katie Young

Motion: M. Stauder

2nd: P. Girouard

Motion as such

Vote: All in Favor

- iii. Appoint John Nason to Memorial Day Committee

Motion: M. Stauder

2nd: J. Williams

To appoint John Nason to Memorial Day Committee

Vote: All in Favor

- b) Board of Registrars Marcia Howlett, 3 yr term beginning 4/1/16

Motion: M. Stauder

2nd: J. Williams

To appoint Marcia Howlett to a 3 yr term with the Board of Registrars beginning 4/1/16

Vote: All in Favor

Town Administrator Appointments/Wage Authorizations –

- a) Asst. Plumbing Inspector – Joseph Welch, paid as a contractor per the fee schedule
- b) Seasonal DPW employees to do the cemetery and parks clean up – Patrick James (re-hire) and Richard Poisson
- c) Police Department Clerk – Antoinette Walker, replacing Melissa Richardson
- d) Call Fire Fighters
 - i. New Hire – Michael Parker
 - ii. Wage Changes – Bennett Chadbourne, Jeremy Goscilla, Mitchell Mabardy

Motion: M. Stauder

2nd: J. Williams

To approve the appointments and wage authorizations as presented

Vote: All in Favor

Community Compact Grant – QRSD Project

No action. Fine with Hubbardston being the lead community.

FY17 Budget Hearing

Met again with major department heads to see where we can create some additional savings. Ms. Scheipers created the Version C budget which addresses the Finance Committee’s concern of trying to minimize as much as possible the use of free cash for the operating budget. She will be leaving the town with 3 different budget scenarios. Only change from Version A to B & C is pulling in some money from the Municipal Capital Stabilization Fund. Most of projections are the same, but some impacts are major reductions to Police, Fire & DPW. Also reduces town hall office hours. Relies also on FY16 wage rates, no increases in wages.

Town Meeting Warrant Review

Same warrant except town accountant requested add another article for a new revolving account to cover the fees and expenditures associated with the new DPW temporary driveway permit process.

Motion: J. Williams

2nd: M. Stauder

To re-open the warrant for the sole purpose of adding this new article from the town accountant and then to close the warrant again.

Vote: All in Favor

Reviewed Special Town Meeting Warrant

Discussion about charging at Rietta Ranch, no contact has been made yet.

Reminded of several citizens petitions.

Discussion around Charter, possible changes and how to amend it. The way the Charter is written it requires a Charter Review Committee.

1 Article Special Town Meeting Warrant, this is just to revise the FY16 Community Preservation numbers to reflect what actually happened during the year. Beginning of year numbers are estimated, this is just to finalize the numbers.

Suburban Coalition

95 Municipalities and a bunch of regional school districts have ratified this. More money for the school district and ultimately for our town, to not have to do the cuts we are proposing here.

Motion: M. Stauder

2nd: P. Girouard

Motion to have our chair sign the foundation review recommendation Vote: All in Favor

Town Administrator Report – See attached

New Templeton Rd Culvert – brought up letter from resident about a culvert on New Templeton Rd that was put on his property. No real records of past work and where culverts were located. Supposed to have been just replacements and no new locations. Resident said there was no culvert there previously. Could it possibly be diverted to another location? Possibly, but we don't know whether another location could handle the extra water.

Ron Burton Training Village – Ron Burton reached out to see if the town would have any work to available for the camp kids to do as community service projects. Great opportunity, just need to think of appropriate projects for wide age ranges, etc.

DEP – annual sustainable materials recovery program grant. We received notice of the 2016 program. They provide grants for any kind of recycling related projects or equipment needs. Reach out to Board of Health and try to coordinate what the town should apply for this year. Deadline to apply is June 15th.

Health Insurance opt out program – Police and DPW have signed off program, just waiting to hear back from Fire.

Charter Cable License Renewal – Cable Advisory Committee has met several times with Charter official. Should be ready for April 19th meeting.

Town Administrator Transition

Overview from Anita on the TA transition. Raeanne shadowing Anita this week.

Committee Updates

250th – no updates

Building Committee – meeting was cancelled. Reviewing plan sets.

QRSD Task Force – Hubbardston lead town, Collins Center is willing to work with us, state agency, will not have to go through procurement process. Several parts Collins Ctr will work with us on but also several parts town and schools should be working together.

Town Center Committee – Two WPI students chose us. Dan is meeting with them and the DPW Director Monday afternoon to go over the scope. A lot of plans of how they can contribute to this project.

Minutes

Motion: M. Stauder

2nd: J. Williams

To approve the January 25th minutes.

Vote: All in Favor

Old Business

21 Gardner Rd – sign removal and new language – already discussed.

J. Williams inquired about Rt. 68 project. Ms. Scheipers updated on easements from DCR. Mallone and McBroom and MassDOT working on with DCR.

Public/Press Questions & Answer

Monty Tech handout given by two representatives of their school board. The major increase to Hubbardston was the addition of 10 students. They believe it is as valuable to send out the information to the town administrators in addition to each school district.

Motion: M. Stauder

2nd: J. Williams

To enter into Executive Session pursuant to MGL C30A, s. 21, for exemption 3 with no intent to coming back to open session.

Vote: All in Favor

**Role Call Vote: M. Stauder – Yes; Mr. Galante – Yes; Mr. Williams – Yes;
Mr. Girouad - Yes**

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

**Respectfully submitted,
Tonya Martowska**