

**To: Hubbardston Board of Selectmen**

**From: Raeanne Siegel, Interim Town Administrator**

**Date: May 16, 2016**

**Re: Town Administrator's Report**

- 1. Remote Participation for Boards and Committees:** It has come to my attention that there are several boards and committees that are using remote participation, which is currently in violation of open meeting law. Use of remote participation must first be approved by the Selectboard. The minimum requirements for remote participation are that a physical quorum be physically present, and one or more factors must be present to allow remote participation, including personal illness, personal disability, emergency, military service or geographic distance. Remote participants may vote, and shall not be deemed absent. All voting during use of remote participation shall be done by roll call. Does the board wish to allow remote participation going forward?
- 2. Protocol for contact with town council:** Based on recent issues with boards contacting town council directly, it would be in the best interest of the Selectboard to discuss and issue a protocol for other boards and committees to follow. Past protocol has been that if a board or committee would like legal counsel on an issue, contact with town council would be through the Town Administrator. If the TA determines that direct contact between the board and counsel is warranted on a particular item, then it would be allowed, for that particular item only. Does the board want to make any changes to this protocol?
- 3. Information request to Planning Board/Town Counsel Access:** The Planning Board has received a freedom of information request from Attorney Norman Brown regarding Pitcherville Sand and Gravel. Per Joel Baird from Kopelman & Paige, the Planning Board should have access to Town Counsel in dealing with this request. The request will be approved, so that the Planning Board can cooperate fully with this request.
- 4. Meeting on June 1<sup>st</sup> to change to public hearing:** This meeting was initially going to be canceled, due to candidates night at 6:30 in the senior center on the same evening. However, due to there being an article on the ATM warrant, calling for a charter change, the BOS is required to hold a hearing on this issue, not less than 7 days prior to town meeting. Therefore, we can use the June 1<sup>st</sup> date for the hearing. What time would you like to post this hearing for, seeing as there are two members currently up for re-election, who have been asked to attend candidates night?
- 5. Assessment Services:** The contract for Assessment services has been awarded to Regional Resource Group (RRG). The Town and RRG have had a great working relationship, and we both are looking forward to continuing this for the next three years.
- 6. 2016 Hubbardston library Road Race/Walk:** Mark Wigler, the race director, is requesting authorization to hold 19<sup>th</sup> Annual Library Road Race/Walk on Saturday, September 10, 2016. They are requesting, as in the past, that Elm Street be closed from Main Street to Hale Road

from 8:45 to 9:45 in order to ensure race safety. A motion will be needed for the board to approve the road race/walk taking place this year.

7. **Auditing Firm:** It is good practice to change auditing firms every few years. The amount listed in the FY'17 budget is the one presented by Scanlon & Associates. It is recommended that the board look into changing the auditing firm for the FY'17. Audit firm fees can range from \$9k up to \$35k. Scanlon & Associates, with board approval, will be used for one more year, for the amount listed in the FY'17 budget of \$15,500.