



SELECT BOARD MEETING MINUTES

February 20, 2024

SLADE BUILDING

Attendance:

Members Present: Jeff Williams – Chair, Katie Young – Vice Chair, Heather Munroe – Clerk, Peter Walker–Member, Kris Pareago - Member

Staff Present: Nathan Boudreau – Town Administrator,

Members absent:

Additional Attendees – Mark Wigler, Charity Chaffee, Debra Chamberlain, Alicia Muck, Joseph Afonso

Session opened at: 6:30 pm Chair Williams reminded everyone that the meeting is being recorded.

Open Session: No

Announcements, Communications, Liaison Reports – Vice Chair Young stated that there is an Ice Fishing Derby being put on by the Hubbardston Rod and Gun this Saturday from 7 am – 2 pm at Sawyer's Pond. The fee is \$20.00 and for kids 12 and under it is \$10.00. You can register at the Rod & Gun Club. There will be food available to purchase. This Saturday, there is also a children's story time at the library at 10 am. On March 1st the Lion's Club will be hosting a meat raffle at the Rod & Gun Club. Door open at 6:30 pm and the event starts at 7:00 pm. Quabbin's Q-Drug is having their 2nd annual Purple for Prevention contest. It is a purple light decorating contest. Lights should be on from 5 pm – 8 pm and the contest runs from March 1st until March 8th. The contest has categories for business as well as residential. Registrations are due by February 28th and entry forms can be found on the QRSD website under Q-Drug or on their Facebook page. March 5th is the Presidential Primary from 7:00 am until 8:00 pm at the Hubbardston Center School. Friends of the Senior Center are having a St. Paddy's Day luncheon on March 16th, which is open to all, from 12:00 pm until 2:00 pm. The cost is \$7.00 per person and will be serving sandwiches as well as a baked potato bar and desserts. Sponge Bob the musical will be presented on March 15th by the Hubbardston Community Theater. There will be one show on Friday, two shows on Saturday, and one on Sunday. Scholarships for town students are available and will be due in April. If there are any students in town that are going to college, we encourage them to apply. Keep Hubbardston Beautiful will be held on April 20th from 8:00 am until 12:00 pm at the Hubbardston Rec Field. The Girl Scouts will be holding a bottle and can drive and the Boy Scouts will be holding a metal recycle drop off. They are looking for \$1.00 donation per item or \$10.00 for a truckload. Hubbardston Fair will be June 8th from 9:00 am to 2:00 pm at the Hubbardston Rec Field with a rain date of the 9th.

Election of Quabbin Regional School District School Committee Member - Chair Williams stated this is the Election/Appointment of a member to the QRSD School Committee. Chair Williams thanked the

Hubbardston School Committee members for being there as well as the two candidates. Chair Williams stated this is an appointment to complete a term which ends in June 2024 and whoever is appointed, will be encouraged to run for the position. The School Committee then joined the Select Board at the table. Alicia Muck, the first candidate for the position on the School Committee, spoke and told the Select Board and School Committee why she is interested in this appointment. Ms. Muck stated she has children in the district and has been involved in their schools. Mr. Afonso then came before the board and stated he also had children in the district and has been very involved in the community. Mr. Afonso also stated that he wasn't told he needed to be here this evening and had to leave. TA Boudreau stated that for the record, Mr. Afonso was notified by email at least two to three times. School Committee Member Deborah Chamberlain explained a little about the School Committee. Mr. Wigler also explained different aspects of the committee. The newest member of the School Committee, Ms. Charity Chaffee, explained what she has experienced on the committee so far. Chair Williams spoke to the School Committee and thanked them for all they do and also stated that although the School Committee is speaking for the children and parents, the Select Board speaks for the Town of Hubbardston and wants to continue to work together towards the same goals that would benefit everyone.

Motion made to move the vote by H. Munroe. 2nd by K. Young. Discussion: None. There are two candidates. Those in favor of Alicia Muck – 7. Those in favor of Joseph Afonso – 1. Alicia Muck has been appointed to the School Committee.

TA Boudreau stated that Ms. Muck would need to see the Town Clerk to be sworn in.

Consent Agenda – Chair Williams stated that there is a resignation from the Town Clerk/Assessors Clerk, Candace Livingston effective March 6, 2024.

Motion made to accept the Consent Agenda by K. Young. 2nd by H. Munroe. Discussion: K. Pareago asked that it be held for a comment. Member Pareago asked if there will be an exit interview and TA Boudreau stated that there would be. Member Pareago asked that the Select Board review it and TA Boudreau stated that they could All in favor. Yes – 5. No – 0. Motion Passed.

New Business:

Capital Improvement Plan Presentation - TA Boudreau stated that this is a five year plan that covers the fiscal years of 2025-2029. TA Boudreau stated that there is an outline of the Capital Improvement process included in this presentation. The members of the Capital Planning Committee are Charles Reed, Finance Committee Representative, William Murray, Community Representative, Peter Russell, Planning Board Member and Francois Steiger, Planning Board Member. The CIP requires making tough decisions with competing demands and finite resources. Community feedback on the plan is both welcomed and essential as the budget process advances. Capital projects are tangible assets or planning studies costing over \$10,000 with at least a 3 year useful life. This includes buildings, infrastructure, major renovations, land acquisitions, vehicles, equipment, and technology systems. Eventually TA Boudreau stated he would like to have a designated facility maintenance person to take care of the municipal buildings. TA Boudreau went over project evaluation criteria, the multi-year capital improvement plan and capital financing policies. TA Boudreau also went over the 2024 Capital Projects as well as the 2025-2029 Capital Proposal's. After the presentation, there were a few questions and

comments from the Select Board. All this information can be found online and his presentation can be watched on line as well.

Motion made to approve the Capital Improvement Plan as proposed by K. Young. 2nd by H. Munroe. Discussion: None. All in favor. Yes – 5. No – 0. Motion Passed.

March 5, 2024 Election Warrant - Chair Williams stated that TA Boudreau needs a motion to approve and sign the Warrant.

Motion made to approve the Warrant and have TA Boudreau sign the March 5, 2024 warrant by K. Young. 2nd by H. Munroe. Discussion: None. All in favor. Yes – 5. No – 0. Motion Passed.

Contract Approvals and Execution Authorizations - Chair Williams stated that there needs to be some motions regarding contract approvals and execution authorizations.

FY24 Firefighter Equipment Grant –

Motion made to authorize the Town Administrator to accept the FY24 Firefighter Equipment Grant in the amount of \$12,500 on behalf of the town by K. Young. 2nd by H. Munroe. Discussion: None. All in favor. Yes – 5. No – 0. Motion passed.

IT Management Contract, CM Geeks (3 year) – Clerk Munroe asked about the contract and what the \$90 an hour would be for. TA Boudreau stated it would be for new projects. If the town was to take on a major tech project and it required more time than Hubbardston is allotted.

Motion made to approve and authorize the Town Administrator to enter into a three year IT Service Management contract with CM Geeks by K. Young. 2nd by H. Munroe. Discussion: None. All in favor. Yes – 5. No – 0. Motion passed.

Town Office Printer Lease, Kyocera (3 year) – TA Boudreau stated the printer lease was coming up and he contacted Kyocera and they are part of the state contract so we are able to work with them. TA Boudreau stated the town is content with the printer but asked them for a better rate and received a savings of \$80 per month to keep this printer and added the service on the printer in the other office.

Motion made to approve and authorize the Town Administrator to enter into a 36 month Kyocera Printer/Copier lease given the substantial cost and performance upgrade secured through negotiations by K. Young. 2nd by H. Munroe. Discussion: None. All in favor. Yes – 5. No – 0. Motion passed.

Assessing Services. Regional Resource Group (1 year) - TA Boudreau stated in the contract in the packet, it is a three year contract. TA Boudreau stated he needs to get it over to legal and make the changes as next year is the Town of Hubbardston's recertification year.

Motion made to approve and authorize the Town Administrator to enter into a 1 year assessing contract with Regional Resource Group by K. Young. 2nd by H. Munroe. Discussion: None. All in favor. Yes – 5. No – 0. Motion passed.

Mid-year Select Board Update - TA Boudreau stated that he wanted to provide an update on the goals that the Select Board sets annually in July. Things are going well. TA Boudreau provided the Select Board with an updated list of where each goal is. This list can be found on the town's website in a link on the February 20th agenda. TA Boudreau explained the status of each goal and what has been done to get to this point and he is continuing to move forward to complete as many of these goals as possible by the end of the fiscal year.

Annual Town Report Selections - These are items that need to be reviewed and voted on.

Annual Town Report Cover Photo Contest – TA Boudreau showed the Select Board the photos which were submitted for the Annual Town Report Cover Photo Contest. The Select Board decided that the water on the bridge is their pick for the cover.

Annual Town Report Dedication - Chair Williams stated that there is a motion needed to dedicate the report to Dennis O'Donnell.

Motion made to dedicate the 2023 Annual Town Report posthumously to Dennis O'Donnell by K. Young. 2nd by H. Munroe. Discussion: None. All in favor. Yes – 5. No – 0. Motion passed.

Annual Town Report Select Board Message – TA Boudreau asked the Select Board to look over the Select Board message he prepared and asked if there are any changes that they would like to see made. The Select Board agreed with what was written.

Old Business: None

TA Report- TA Boudreau stated that with respect to time he would go over this quickly. The Board and Committee meeting was an invaluable opportunity for the committee leaders to share insights and explore collaborative opportunities. The Structural Deficit Working Group has been diligently analyzing town finances and brainstorming revenue growth ideas. Public Safety Building Committee recently toured 60 Gardner Road which provided key insights to consider carefully together regarding future public safety infrastructure plans. Legal Awareness training was provided for some of the staff ensuring the town can navigate local rule and ordinance changes wisely as they arise. There has been good progress made with the Planning Board and master plan policies. At TA Boudreau's request, departments have submitted a 3% budget cut scenario for FY25 as requested. A good amount of those cuts will be necessary and TA Boudreau has balanced the budget with the school at an 8% increase. A 2025-2029 communications engagement plan is being developed which includes distributing a community survey to inform Town priorities. It will help the town pursue grants for technology, economic development and public safety. Another Coffee and Conversation was held at the Stars and Stripes Diner and two more are planned before transitioning to some outdoor and event based formats once the weather improves. There was an issue with the 2014 plow truck which required urgent repairs. Director Brown's sound budget management allowed fixing this \$30,000 problem without additional funds. This extends the 10 year old vehicle's service life 5+ more years.

TA Boudreau then went over the proposed schedule for the events leading up to the ATM 2024.

Policies to review - None

Matters not reasonably anticipated by the Chair – Clerk Munroe asked if there has been interest in the Town Clerk/Assessors Clerk position. TA Boudreau stated that right now there have been some hits but they are people seeing the work “clerk” and applying but there aren’t any who have municipal experience at this point. TA Boudreau stated that he will be keeping the position open for another week or so before calling them in for an interview.

Public/Press Questions – None

Motion to adjourn at 8:29 pm by H. Munroe. 2nd by K. Young. Disussion: None. All in favor. Yes – 5. No – 0. Motion Passed.

Respectfully Submitted by:

Toni Walker
Executive Assistant