



**Hubbardston Select Board Meeting
November 20, 2023**

Notice is given as per the provisions of MGL Chapter 4, Section 27 that the Select Board of the Town of Hubbardston, Massachusetts, will convene a meeting at 6:30 p.m. November 20, 2023 at the Slade Building, 7 Main Street, Hubbardston, MA 01452 there and then to act on the following agenda:

- I. **Meeting Called To Order - 6:30 PM**
- II. **Open Session**
- III. **Communications, Announcements, Liaison Reports**
- IV. [Joint Meeting With Board of Assessors - Tax Classification Hearing](#)
- V. **Emergency Management Update - Emergency Management Director Judie O'Donnell**
- VI. [Winter Preparedness Update - DPW Director Travis Brown](#)
- VII. **Consent Agenda**
 - A. [Approval of Select Board Meeting Minutes of October 16, 2023](#)
 - B. Wage Authorizations

| Name | Department | Title | Rate |
|--|-----------------------|------------------------------|----------------|
| <u>Candace Linvingston</u> | Town Clerk / Assessor | Town Clerk / Assessors Clerk | H-5 (40-Hours) |

- VIII. **New Business**

A. Proposal Authorizations

- a. [Collins Center - Professional Development Strategy Grant Proposal](#)
- b. [Collins Center - Technological Efficiencies Grant Proposal](#)

B. [Administrative Clerk - Land Use / Cable Clerk](#)

- a. Review job descriptions
 - i. Administrative Clerk - Land Use
 - ii. Cable Clerk
- b. Appointments
 - i. Patricia Lowe, Administrative Clerk
 - ii. Patricia Lowe, Cable Clerk
- c. Wage Authorization
 - i. Patricia Lowe - Administrative Clerk - E4 (16-Hours Weekly)
 - ii. Patricia Lowe - Cable Clerk - E4 (2-Hours Weekly)

C. Annual License Renewal

Vote to approve the list of Licenses and then sign each license. Sign license for Linda Jonsson DBA/AAA Today, pending signed and approved paperwork (out of State and waiting on paperwork.)

- 1) Hubbardston Rod & Gun -Common Vic, Alcohol, Amusement devices
- 2) Hubbardston Market -Common Vic, Alcohol, Sunday sales of alcohol
- 3) Pizza Palace -Common Vic, Wine & Malt, Amusement devices
- 4) Rietta Flea Market - Common Vic, Alcohol
- 5) Hubbardston One Stop - Common Vic, Alcohol, Sunday sales of alcohol
- 6) Peaceful Acres - Common Vic, general on premises club, wine & malt
- 7) Stars & Stripes Diner - Common Vic
- 8) R & J Auto Sales - Class II auto
- 9) Ladybug Farm - Common Vic
- 10) AAA Today - Class II Auto

VI. Old Business

VII. [Town Administrator's Report](#)

VIII. Policies to review

A. Financial Policies

- a. [Financial Planning Policies](#)
- b. Upcoming:
 - i. Marijuana Host Community Agreement Application and Process / Social Equity Policy
 - ii. Annual Policies and Procedures Review Schedule

IX. Matters not reasonably anticipated by the Chair

X. Public/Press Questions

XI. Adjournment

Communications:

[November 15, 2023 - HERO ACT Press Release](#)

Upcoming Events:

November 22, 2023 - Town Offices Close at 12PM

November 23, 2023 - Town Offices Closed (Thanksgiving)

November 26, 2023 - Town Tree Lighting, 5PM Town Common

[November 27, 2023 - Rural Priorities Rountable w/ Anne Gobi](#)

December 4, 2023 - Five Year Financial Forecast

MEETINGS ARE RECORDED AND TELEVISED