



COMMONWEALTH OF MASSACHUSETTS
TOWN OF HUBBARDSTON

SPECIAL TOWN MEETING

MINUTES

June 4, 2013

Pursuant to the foregoing warrant, the voters of the Town of Hubbardston assembled at the Center School gymnasium to act on the articles in said warrant. Present were Moderator Edward Leonard; Board of Selectmen members Michael Stauder (Chair), Matt Castriotta and Christopher Norcross; Town Clerk Joyce Green; Finance Committee members Benjamin Prentiss (Chair), Edward Blanchard, Faye Zukowski, Philip Churchill and Raeanne Siegel; Town Administrator Anita Scheipers; and representative for Town Counsel, Joel Bard.

A total of 117 registered voters were checked in by Marcia Howlett and Lynn Wilkinson. A quorum of 50 voters was present throughout the meeting.

Moderator Leonard called the meeting to order at 7:07pm. The Moderator reviewed the procedures for Town Meeting and the following actions were taken on the articles presented in the aforesaid warrant:

ARTICLE 1. Motion, Matt Castriotta, that the Town vote to amend the Hubbardston General Bylaws by deleting Chapter III Vacancies & Appointments, Section 1; Chapter V Moderator, Section 2; Chapter VI Town Clerk, Section 1; Chapter VII Board of Selectmen, Sections 1 & 2; Chapter IX Finance Committee, Sections 1, 2 & 5; and XII Committee, Sections 1.1, 1.7 & 2.1 and replace them with the following:
[Changes are shown in BOLD]

Chapter III Vacancies and Appointments

SECTION 1. TOWN OFFICERS & ELECTION OR APPOINTMENT OF SAME:

ELECTIVE OFFICERS:

MODERATOR: for a term of three (3) years

BOARD OF SELECTMEN: to consist of **five (5)** members, **two to be elected in each of two years and one to be elected every third year**, for a term of three (3) years

ASSESSORS: to consist of three (3) members, one to be elected each year for a term of three (3) years

LIBRARY TRUSTEES: to consist of six (6) members, two (2) to be elected each year for a term of three (3) years

CEMETERY COMMISSION: to consist of three (3) members, one to be elected each year for a term of three (3) years

PLANNING BOARD: to consist of five (5) members, one to be elected each year for a term of five (5) years

FINANCE COMMITTEE: to consist of **five (5)** members, **two to be elected in each of two years and one to be elected every third year** for a term of three (3) years

BOARD OF HEALTH: to consist of **five (5)** members, **two to be elected in each of two years and one to be elected every third year**, for a term of three (3) years

QUABBIN REGIONAL SCHOOL COMMITTEE: to consist of three (3) members, one to be elected each year for a term of three (3) years

HOUSING AUTHORITY: to consist of five (5) members each for a term of five (5) years; four (4) members to be elected and one (1) member to be appointed as a State Appointee

PARKS COMMISSIONERS: to consist of five (5) members each for a term of **three (3)** years

OFFICERS TO BE APPOINTED BY THE BOARD OF SELECTMEN from among the residents of the Town:

AGRICULTURAL COMMISSION; 5 members for terms of 3 years

BOARD OF APPEALS; 5 members for terms of 5 years

BOARD OF REGISTRARS OF VOTERS; 4 members for terms of 3 years and the town clerk
CAPITAL IMPROVEMENT PLANNING COMMITTEE (3 of 5)
CONSERVATION COMMISSION; 5 members for terms of 3 years
COUNCIL ON AGING; 9 members for terms of 3 years
CULTURAL COUNCIL; 5 members for terms of 3 years
HISTORICAL COMMISSION; 5 members for terms of 3 years
HUMAN RESOURCES ADVISORY BOARD; 5 members for terms of 3 years
MONTACHUSETT REGIONAL TECHNICAL SCHOOL COMMITTEE REPRESENTATIVE

OTHER OFFICERS TO BE APPOINTED BY THE BOARD OF SELECTMEN

ANIMAL INSPECTOR; per MGL Ch 129, Sec 15
COMMUNITY PRESERVATION COMMITTEE: to consist of nine members each for a term of three years, **appointed as per Chapter XII, Section 2.2.**
CONSTABLES; 3 for staggered terms of 3 years
VETERANS' AGENT; per MGL Ch 115, Sec 3
ELECTION WORKERS; per MGL Ch 54, Sec 12
FIRE CHIEF
MONTACHUSETT REGIONAL PLANNING COMMISSION REPRESENTATIVE
PLANNING BOARD, ASSOCIATE MEMBER OF
POLICE CHIEF
TOWN ADMINISTRATOR
TOWN COUNSEL
VETERANS' GRAVES OFFICERS; per MGL Ch 115, Sec 3

OFFICERS TO BE APPOINTED/HIRED BY THE TOWN ADMINSTRATOR

BUILDING COMMISSIONER
COUNCIL OF AGING DIRECTOR
DIRECTOR OF PUBLIC WORKS
EMERGENCY MANAGEMENT/CIVIL DEFENSE DIRECTOR
HIGHWAY DEPT PERSONNEL
OFFICE PERSONNEL
PLUMBING/GAS INSPECTOR
TAX COLLECTOR
TOWN ACCOUNTANT
TOWN CLERK
TOWN SECRETARY
TREASURER
TREE WARDEN
WIRING INSPECTOR

Any other employee/appointee as per the Town Charter Section 3-4-1.

- Chapter V Moderator
SECTION 2.
The Moderator shall appoint all committees except as otherwise provided by law, **by Town Charter** or by vote of the meeting within thirty (30) days after the passage of the vote creating the committee, and in choosing a committee by nominations from the floor, no person shall nominate more than one member of such committee.
- Chapter VI Town Clerk
SECTION 1.
A Town Clerk shall be **appointed as per the Town Charter, Article 3-4-1.**
- Chapter VII Board of Selectmen
SECTION 1.
A Board of Selectmen consisting of **five** members shall be elected at the Annual Town Election for three years, overlapping terms.

SECTION 2.

All executive powers of the Town, except as provided by the General Laws **or Town Charter** shall be vested in the Board of Selectmen. The Board shall exercise control over Town affairs and recommend major courses of action by establishing policies to be carried out by other officers, boards and commissions. The Board shall have the power to enact rules and regulations relating to the conduct of Town elections and for the establishment of town policies, not otherwise governed by General Laws, **Town Charter** or these bylaws.

➤ Chapter IX Finance Committee

SECTION 1.

There shall be a Finance Committee consisting of **five** members. Any registered voter may serve on the Finance Committee. Said Committee shall choose its own officers and shall serve without pay. Said Committee shall meet regularly.

SECTION 2.

The Finance Committee shall be elected at Annual Town Election **as per Chapter III of these bylaws.**

SECTION 5.

The Committee shall furnish a report of the matters so considered by it, with the recommendations or suggestions relative thereto, and the same shall be printed and **included in the posting and mailing of the warrant for** Annual Town Meeting.

➤ Chapter XII Committees

SECTION 1.1.

All committees except as otherwise provided by law, **Town Charter** or by vote of the meeting shall be appointed by the **Board of Selectmen** within thirty days after the passage of the vote creating the committee.

SECTION 1.7

All appointed committees shall establish a set of operational procedures that shall allow for the establishment of officer positions and any reasonable rules by which they wish to govern their committee. **(remainder of Section 1.7 deleted)**

SECTION 2.1

A Capital Improvement Planning Committee shall **consist of 5 members appointed as per the Town Charter, Article 4, Section 4-2-3.** The Committee shall develop policies and procedures for submission and evaluation of requests for proposed capital outlays involving major non-recurring tangible assets (facilities, vehicles, equipment, and infrastructure) that have a useful life of at least three years and have a total cost of over \$10,000. The Committee shall **submit a capital plan annually to the Town Administrator in accordance with the Town Charter, Article 5, Section 2.**

Second: Chris Norcross

Vote: Motion carries; majority affirmative vote

ARTICLE 2. Motion, Matt Castriotta, that the Town vote to amend the action taken at the June 5, 2012 Annual Town Meeting, Article 21, in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2013, based on final local assessments, with each item to be considered a separate appropriation.

Appropriations:

From FY13 estimated revenues for Committee Administrative Expenses (5%) \$2,877.38

Reserves:

From FY13 estimated revenues for Historic Resources Reserve (10%)	\$5,754.75
From FY13 estimated revenues for Community Housing Reserve (10%)	\$5,754.75
From FY13 estimated revenues for Open Space Reserve (10%)	\$5,754.75
From FY13 estimated revenues for Budgeted Reserve (65%)	\$37,406.84
(No Report from Fin Com)	

Second: Chris Norcross

Vote: Motion carries; unanimous in favor

ARTICLE 3. Motion, Matt Castriotta, that the Town vote to transfer the amount of \$25,000.00 (Twenty Five Thousand Dollars and Zero Cents) , said amount from the FY 12 Certified Free Cash to the Stabilization Account. (Fin Com Recommends) **2/3 Vote Required**

Second: Chris Norcross

Vote: Motion carries; unanimous in favor

ARTICLE 4. Motion, Matt Castriotta, that the Town vote to transfer the amount of \$281,517.00.00 (Two Hundred Eighty One Thousand Five Hundred Seventeen dollars and zero cents) said amount from the FY 12 Certified Free Cash to the Municipal Capital Stabilization Account. (Fin Com Recommends) **2/3 Vote Required**

Second: Chris Norcross

Vote: Motion carries; Yes-116, No-1, Abstain-0

Seeing no further business before the meeting, the Moderator adjourned the Special Town Meeting at 7:15pm and stated the Annual Town Meeting would begin at 7:30pm.

Respectfully Submitted,

Joyce E. Green
Town Clerk

(seal)