



**Hubbardston**  
Massachusetts

## **SELECT BOARD**

### **March 29, 2021- Meeting Minutes Virtual Meeting- 6:30pm**

**Location:** ZOOM Meeting

**Attendance:**

**Members Present:** Dan Galante- Chair, Jeff Williams- Vice Chair, Katie Young, Patrick Girouard- Clerk, Kris Pareago

**Staff Present:** David Nixon- Acting Town Administrator, Erin Caton- Executive Assistant

**Additional Attendees:** Laurie Reed- Town Clerk, Travis Brown- DPW Director, Bill Shea, Edward Blanchard, Francois Steiger

**Call to Order: 6:31pm by Chair Dan Galante**

**Virtual Meeting opener statement read by Acting Town Administrator David Nixon.**

**I. Open Session-**

- Bill Shea. Discussed how the Town was looking for seven members for a committee to show appreciation for those who served in Vietnam. There was an informal meeting discussing the other memorials on the Common. The **Vietnam Memorial Committee** wants to commemorate the men and women who served. Possible goals would be to have funding for the memorial by Veteran's Day 2021 and a dedication by Memorial Day 2022. They are awaiting a proper definition on who is a Vietnam Veteran to ensure that the memorial is all inclusive. Potential placement would be between the Civil War Memorial and the Spanish American WWI Memorial. Potential size would be similar to the WWII Memorial (9.5' long x 5' high). This memorial would qualify for matching funds up to \$20k.
  - Chair Dan Galante. Commented that it was a great time for the Memorial placement as the Town Center will be reconstructed. Noted the Select Board will want to see site plans and a rendering of the memorial.
  - Upon questioning, Bill Shea noted that there were members with experience in granite, but key features of the memorial would be to have the words Welcome Home, a listing of names, and be all inclusive.

**II. General Consent**

- Meeting Minutes approval- 15Mar2021

**Motion: Vice Chair Jeff Williams Second: Clerk Patrick Girouard.** The Select Board moves to approve the minutes as presented for 15Mar2021. Rollcall: Dan Galante? AYE. Jeff Williams? AYE. Katie Young? AYE. Patrick Girouard? AYE. Kris Pareago? AYE. **Motion carried (5/0).**

**III. Announcements**

- **ReOpening Plan.** Acting Town Administrator David Nixon. Provided a plan for reopening town offices that includes a face covering restrictions, cleaning guidelines, and limited capacities. When questioned, a fully reopened date would be in May. A link to the plan was added to the website.
- **Frozen Assets.** Katie Young. Commented it has fallen- official time 19Mar2021 @ 208pm. First Place guess: Galante family; Second: XXX, Third: Colleen Tiggin; Fourth: Denise Kemmitt.

- Upcoming Events. Katie Young Noted:
  - **Easter Egg Hunt with the Girl Scouts** at the Rec Field 3Apr2021 *Rain or Shine*- 11am.
  - **Electronic Recycling Day with the Boy Scouts** at the Rec Field 10Apr2021- 8am to 12pm.
  - **Town Wide Clean Up “Keep Hubbardston Beautiful”** and **Bottle Drive** 17Apr2021- 8am to 12pm.
  - **Hubbardston Fair** 12Jun2021 rain date 13Jun- 9am to 2pm
  - **Dinghy Dash** at Brigham Pond 28Aug2021 rain date 29Aug- 10am
  - **Field Day with Lions** at Rec Field 18Sep2021 rain date 19Sep- 9am to 3pm

#### IV. New Business.

- **004-** Board and Committee Nomination Papers. Town Clerk Laurie Reed. Announced nomination papers were available to pull, and listed the opened positions. Papers are due back by 5pm 4May2021.
- **005-** Appointment. Vietnam Memorial Committee. (7 candidates)

Sara Wyman	Steve Meagher	Tom Colyer	William Shea
Dolores Ordway	Edward Blanchard	William Withycombe	

**Motion: Vice Chair Jeff Williams Second: Clerk Patrick Girouard.** The Select Board moves to appoint the candidates to the Vietnam Memorial Committee as presented. Rollcall: Dan Galante? AYE. Jeff Williams? AYE. Katie Young? AYE. Patrick Girouard? AYE. Kris Pareago? AYE. **Motion carried (5/0).**

- **006-** Update. Vietnam Memorial placement.

**Motion: Vice Chair Jeff Williams Second: Clerk Patrick Girouard.** The Select Board moves to approve the placing of a Vietnam Memorial on town property by the Vietnam Memorial Commission. Rollcall: Dan Galante? AYE. Jeff Williams? AYE. Katie Young? AYE. Patrick Girouard? AYE. Kris Pareago? AYE. **Motion carried (5/0).**

- **007-** 5 Year Road Plan. Acting Town Administrator David Nixon. Presented a 2021- 2026 plan for resurfacing, reconstructing and rejuvenating the roads in town.
  - DPW Director Travis Brown. Noted the rejuvenating is done to roads that have been recently reconstructed and adds 5+ years to the road life at a significant savings. Commented that STRAP grants are available to small towns for reconstruction. Researching pothole permanent patch that can be used year round.
  - FY2022: Williamsville Road paving & basin work. Maintenance with restorative seal for Cross Street, New Templeton Road, Ragged Hill Road, Old Princeton Road and George Howard Road. If funding allows: Rubber application to Simonds Hill Road and Ed Clark Road.
  - FY2023: Thompson and Kruse Roads paving. If funding allows: Root Road.
  - FY2024: Elm Street and two sections of Brigham Street paving and rubber application. If funding allows: Barre, Barre Cut Off and Parsons Roads.
  - FY2025: Pitcherville and Birches Roads paving. If funding allows: Cross and Ragged Hill Roads.

- FY2026: Dogwood Road N, Laurel Street, and Geordie Lane reclamation, berms and drainage. If funding allows: Simonds Hill and Ed Clarke Roads.
  - Beyond 2026: Bickford, Tahanto, Forest, Brookside Drive; Dogwood South basins; Old Princeton Road Cut off; Old Princeton Road; Ed Clarke Road; Simonds Hill Road.
  - It was noted that Lombard Street is a very long road that needs attention. Expressed concern on where it may fit in the plans. DPW Director Travis Brown commented that Lombard is an expensive road and the town is working with TEC hoping to move it forward.
- **008- Phone upgrade- Letter of Agreement.**  
**Motion: Vice Chair Jeff Williams Second: Clerk Patrick Girouard** The Select Board moves to have the Acting Town Administrator sign the Letter of Agreement with TPX Communications upgrading the telephone system. Rollcall: Dan Galante? AYE. Jeff Williams? AYE. Katie Young? AYE. Patrick Girouard? AYE. Kris Pareago? AYE. **Motion carried (5/0).**
  - **009- Laserfiche and Copier.** Executive Assistant Erin Caton. Noted the project was begun by Ryan. Commented the new copier would be installed soon to allow for the scanning of documents moving forward.
  - **010- MRPC Grant Town Center Overlay/ Business Zoning By Law.** Town Administrator David Nixon. Commented the agreement had been signed and the Senior Planner would be reaching out to the Town.
  - **011- Country Hen Scholarship.** Executive Assistant Erin Caton. Stated the application was completely online. Chair Dan Galante. Commented it should be sent out to the schools.  
**Motion: Vice Chair Jeff Williams Second: Clerk Patrick Girouard** The Select Board moves to begin accepting applications for the Country Hen Scholarship set to close 30Apr2021. Rollcall: Dan Galante? AYE. Jeff Williams? AYE. Katie Young? AYE. Patrick Girouard? AYE. Kris Pareago? AYE. **Motion carried (5/0).**

#### V. Old Business

- **Center School Roof funding.** Town Administrator David Nixon. Certification has progressed and currently with the Senate Committee. Problems are not anticipated. Chair Dan Galante. Concerned as roofing prices are increasing.
- **248 Gardner Road.** Clerk Patrick Girouard. Noted the property has complaints with number of vehicles and trash. Questioned an update on the property location and zoning. Francois Steiger. Noted the complaint was previously brought to the Planning Board. Commented Roland previously had some confusion on whether or not there was an unregistered vehicle bylaw.

*[General By Law Chapter XVII Section 1- No person, except the holder of a license granted under Section 58 of Chapter 140 of the General Laws, or a junk dealer duly licensed under the Town bylaws, said license issued by the Board of Selectmen, shall keep or permit to keep exposed on his premises, more than one unused or unregistered motor vehicle. Such motor vehicle shall not be within one hundred-fifty (150) feet of a public way or within fifty (50) feet of a property line. ]*

#### VI. Town Administrator's Report

- As presented.

- Chair Dan Galante. Asked to have the Policies to Review section added to the agenda format.

VII. Matters not reasonably anticipated by the Chair

- **Band Stand Roof.** Kris Pareago. Stated the roof replacement was \$3,750 higher for a total of \$15,750. Questioned where additional funding could come from. Noted the contract is solid and could be accepted if funds were available.

VIII. Public/ Press Question and Answer

- Kathy Hurley via FaceBook. **Questioned if:** a. solar has been considered for town buildings; b. considered solar panels as a code for new construction similar to other towns. Chair Dan Galante. Noted it has been discussed previously. Commented that adding solar panels to Town buildings adds conditions for funding (restricts avenues). Commented that he was unsure if it had been considered for new construction.

IX. Adjournment.

**Motion: Vice Chair Jeff Williams Second: Clerk Patrick Girouard** The Select Board moves to adjourn. Rollcall: Dan Galante? AYE. Jeff Williams? AYE. Katie Young? AYE. Patrick Girouard? AYE. Kris Pareago? AYE. **Motion carried (5/0). 805pm.**

Respectfully submitted,

Erin Caton

Executive Assistant

Approved @ SB mtg 12 Apr 2021. (E)



## Select Board Agenda

Virtual Meeting Via Zoom  
March 29, 2021

### VIRTUAL MEETING INFORMATION

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 order imposing strict limitations on the number of people that may gather in one place, this meeting of the Hubbardston Select Board will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town Website. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via Zoom. In the event that we are unable to do so, despite best efforts, we will post on the town's website a comprehensive record of proceedings after the meeting.

### 6:30pm - Call Meeting to Order

- I. Open Session
  - Presentation- Vietnam Memorial (Bill Shea)
- II. General Consent
  - Meeting Minutes approval- 15Mar2021
  - Potential Action. Motion:** The Select Board moves to approve the minutes as presented in General Consent.
- III. Announcements
  - Reopening Plan (**revised 29Mar2021**)
  - Update. Frozen Assets
  - Update. Upcoming Events
- IV. New Business
  - 004-** Presentation. Board and Committee Nomination Papers. (Town Clerk Laurie Reed)
  - 005-** Appointment. Vietnam Memorial Committee. (7 candidates) **Potential Action.**
  - Motion:** The Select Board moves to appoint the candidates to the Vietnam Memorial Committee as presented.

Sara Wyman	Steve Meagher	Tom Colyer	William Shea
Dolores Ordway	Edward Blanchard	William Withycombe	

**006-** Update. Vietnam Memorial placement. **Potential Action. Motion:** The Select Board moves to approve the placing of a Vietnam Memorial on town property by the Vietnam Memorial Commission.

**007-** Presentation. 5 Year Road Plan.

**008-** Update. Phone upgrade- Letter of Agreement. **Potential Action. Motion:** The Select Board moves to have the Acting Town Administrator sign the Letter of Agreement with TPX Communications upgrading the telephone system.

**009-** Update. Laserfiche and Copier.

**010-** Update. MRPC Grant- Town Center Overlay/ Business Zoning By Law.

**011-** Discussion. Country Hen Scholarship. **Potential Action. Motion:** The Select Board moves to begin accepting applications for The Country Hen Scholarship with submissions set to close 30April2021.

- V. Old Business
  - Update. Center School Roof funding.
- VI. Town Administrator's Report
- VII. Policies to Review
- VIII. Matters not reasonably anticipated by the Chair
- IX. Public/ Press Question and Answer
- X. Adjournment

Zoom information

When: **Mar 29, 2021 06:30 PM** Eastern Time (US and Canada)

Topic: **Select Board -- Public Meeting**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89120667218?pwd=Z2JEWClRVmRLYmhiY2xyWGQvTDd0Zz09>

Passcode: 900421

Or One tap mobile :

US: +13126266799,,89120667218#,,,,\*900421# or  
+19292056099,,89120667218#,,,,\*900421#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1  
669 900 6833 or +1 253 215 8782

**Webinar ID: 891 2066 7218**

**Passcode: 900421**

International numbers available: <https://us02web.zoom.us/j/89120667218>



# Town of Hubbardston

## Reopening Plan

March 29, 2021

The public health crisis caused by the Covid-19 coronavirus is constantly changing and requires that municipal policies be dynamic and flexible. State or Federal laws and regulations supersede any conflicting procedure contained in this municipal plan.

Updates to regulations may be found here:

<https://www.mass.gov/info-details/covid-19-updates-and-information>

Overview

We recognize that returning employees to the workplace will not be as simple as announcing a reopening date and carrying on business as usual. To protect the health and safety of our employees and citizens, the Town of Hubbardston will implement a phased-in approach to return employees to the work environment, as well as a phased approach to its reopening of Town buildings to the public. It is our goal to ensure that staff feel comfortable and safe as we transition back into the workplace.

The purpose of this document is to guide officials and departments to implement methodically and safely a phased renewal of operations aligned with the State's reopening plan. The Baker-Polito Administration's data-driven approach to reopening the economy uses a framework that considers the public health risk and the economic benefit of reopening each of the closed sectors of our economy. The Town's five-phased plan will mirror this approach and be carefully implemented to ensure the health and safety of all Town employees and the public. Please note that this document and the recommended phases will continue to evolve and be refined as new guidelines and information is released by the State. Each State phase will last a minimum of three weeks and could last longer before moving to the next phase. If public health data trends are negative (meaning that case numbers increase), specific industries, regions, and/or the entire Commonwealth may need to return to an earlier phase.

#### Reopening Massachusetts in Phases:

<b>Current state: Stay at home</b>	<b>Phase 1: Start</b>	<b>Phase 2: Cautious</b>	<b>Phase 3: Vigilant</b>	<b>Phase 4: New normal</b>
Essential business and services only	Limited industries resume operations with severe restrictions	Additional industries resume operations with restrictions and capacity limitations	Additional industries resume operations with guidance	Development of vaccines and / or treatments enable resumption of "new normal"

Please refer to the State's Coronavirus [website](#) for updates and information.

## A. Definitions



### Social Distancing

Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home and in a public space. In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms' length) from other people,



- Do not gather in groups; adhere to state guidelines and phases, and
- If you cannot stay 6' feet apart, face coverings must be worn.



### Face Coverings

It is important to stress the 6' social distancing requirement. A face covering is designed to prevent droplets from reaching another person, and employees should be reminded not to touch their faces. Cloth face coverings should be used instead of medical grade masks (e.g., surgical or N-95), which should be reserved for health care workers unless told otherwise.

Cloth face coverings should:

- fit snugly but comfortably against the side of the face,
- be secured with ties or ear loops,
- include multiple layers of fabric, and
- allow for breathing without restriction.

### Exceptions

Exceptions for wearing a mask apply to those who: (1) cannot breathe safely for medical reasons; (2) have a “behavioral health diagnosis” (i.e., their mental condition does not allow them to manage this); (3) must communicate with another who relies on lip reading; (4) require supplemental oxygen; and (5) are exercising outdoors and able to keep a safe social distance from others.



### Gloves

Gloves should be limited to certain types of tasks and roles as recommended by public health professionals and senior managers. Public health officials suggest that gloves be disposable vinyl or nitrile, whereas latex should be avoided in case someone has a latex allergy. Some Town departments have developed specific protocols for the use of gloves. Please refer to your department's protocols or supervisor for guidance on the use of gloves.

Gloves should only be worn when employees are:

- handling or using cleaning products and disinfectants,
- disposing of or touching trash or other discarded products,
- handling documents or any materials produced by the public, such as cash or mail, and

- touching shared surfaces or equipment that have not been cleaned or disinfected between uses.

Gloves should be changed between different tasks or between different customers and discarded immediately after use. When discarding gloves, staff should remove them directly into the trash and not touch any clothes or parts of skin. Additionally, it is important that employees wash their hands or use hand sanitizer before donning a new pair of gloves. Staff should avoid touching their face, eyes, nose, and mouth when gloves are on or off.



### Handwashing

Handwashing is one critical step employees can take to prevent the spread of COVID-19. Employees should wash their hands often with soap and warm water for at least 20 seconds.

Employees can help maintain a healthy workplace by washing their hands often, especially during these key times when you are likely to get and spread germs:

- after leaving a communal space,
- after touching frequently touched surfaces, office equipment or amenities (e.g., door handles, printers, phones, televisions, coffee makers, or refrigerators),
- after blowing your nose, coughing or sneezing,
- after touching your face, nose, eyes, or mouth,
- before and after in-person meetings,
- after handling mail or packages,
- before and after eating,
- after using the restroom,
- before putting on or taking off gloves, and
- after touching garbage or discarding material.

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Please see the Center for Disease Control's [handwashing guide](#) for more information and for recommended handwashing instructions.

### B. Workplace Safety Protocols

When employees begin returning to the office, the following safety protocols will be put into effect until further notice:

## **1. Personal Protection Equipment (PPE) & Face Coverings**

### *Employees:*

- Employees will be required to wear a cloth face covering and gloves (if directed to), when working in close contact with other employees or citizens, or when entering a Resident's home or business.
  - Employees may wear their own personal face covering or one provided by the Town,
  - Personal face coverings should be professional and not display any inappropriate wording, images, or logos, and should be safely worn and cleaned daily, and
  - Employees required to wear gloves may wear their own gloves or gloves provided by the Town.

### *Visitors:*

- Visitors will be required to wear a face covering when entering a Town building.

## **2. Cleaning Procedures**

- The Town will provide cleaning supplies for employees to utilize before/after they use common spaces and contact surfaces.
- Employees should clean their workstation regularly using appropriate cleaning and disinfectant products provided by the Town.
- Employees should wash their hands frequently using soap and water for 20 seconds.
- If vehicles are used by multiple employees, each vehicle should be cleaned by each employee before and after each use. Please refer to your department head for cleaning instructions.
- In the event an active employee is diagnosed with COVID-19, cleaning and disinfecting must (and will) be performed.

## **3. Social Distancing Guidelines**

- All employees should avoid in-person meetings. Online conferencing, email or phone calls should be used when possible, even when employees are in the same building.
  - Unavoidable in-person meetings should be brief, in a large meeting room where people can sit at least six feet from each other, and employees should avoid shaking hands with people. Employees should be encouraged to set up virtual or phone meetings as much as possible.

- Employees should not congregate in work rooms, pantries, break rooms, copier rooms or other areas where people socialize. Keep six feet apart when possible.
- Where appropriate, supervisors should stagger employee shifts and lunch/rest breaks.
- Employees should eat lunch at their desk or away from others (avoid crowded breakrooms).
- Vehicular occupancy should be one person or as low as possible. If you must have more than one person in a vehicle, people should maximize spacing as much as possible, wear face coverings and gloves (discarding them after each use), open windows when appropriate, provide hand sanitizer, and each employee will disinfect vehicle surfaces after each use.

#### **4. Facility Considerations & Service Delivery**

- The Town will review floorplans and remove or reconfigure seats, furniture and offices as needed to preserve recommended physical distancing in accordance with guidelines.
- The Town has installed a secure drop-box for departments and Town buildings.
- In coordination with department heads, the Town will install partitions (sneeze guards) and hand sanitizer stations where appropriate.
- Appropriate signage, soft barricades and floor taping will be installed in Town buildings and facilities where appropriate.
- Create single access and exit points at each building so that the flow of traffic is going one way (where possible).
  - Adequate signage will be installed at all building access points.
  - Accommodations will be made to ensure ADA accessibility to all public buildings.

#### **5. Wellness/Temperature Checks**

- Employees who are physically coming into work will be required to self-check their temperature each morning or before starting their shift at home or prior to entering the workplace or starting their work duties. Employees entering Town buildings and facilities will self-certify that they followed the wellness and temperature check protocols and that they are wearing the required PPE and face covering. Proper signage will be installed in Town-owned parking lots and at the entrances of all Town facilities reminding employees of these requirements.
- Employees must stay home or work from home at the first sign of illness; employees exhibiting symptoms should report to their supervisor and should not report to work.

- Employees exhibiting at least one or more of the following symptoms should **not** report to work or should leave once a symptom begins to occur:
  - Fever (measured or subjective),
  - Cough,
  - Shortness of breath or difficulty breathing,
  - Chills,
  - GI symptoms (e.g., nausea, vomiting, diarrhea),
  - Muscle aches or pains,
  - Headache,
  - Sore throat, and/or
  - New olfactory and taste disorder(s) such as loss of the senses of smell and taste.

If an employee's temperature is below 100.0F / 37.7C, they are permitted to work that day. In the instance where an employee's temperature reads above 100.0F/ 37.7C, the employee should notify their supervisor immediately for additional guidance. The employee will be unable to return to work until they have consulted with their health care provider and have been screened for testing. If health providers determine testing is not required, employees must provide a doctor's note indicating they are clear to return to the workplace. If an employee has been diagnosed with a positive COVID-19 test through standard nasopharyngeal swab and PCR test methods, they must be cleared by the local Board of Health in the jurisdiction where they live or their health care provider before they may return to work and must notify their supervisor when they are cleared to return to work. Employees will also need to continue to self-monitor symptoms of COVID-19 and communicate to their supervisor if they are exhibiting any symptoms.

Any employee that is notified by their local Board of Health or state contact tracer that they have been identified as a close contact of a confirmed case is mandated by the state to be tested as soon as possible. Any employee in this category must notify their supervisor and remain in quarantine for 14 days if they test negative or remain in isolation until cleared by their local board of health or health care provider if they test positive.

Any employee that tests positive for COVID-19 should notify the Hubbardston Board of Health or Hubbardston Public Health Nurse for the purpose of contact tracing. Hubbardston health officials will coordinate with MDPH and the local board of health where the employee and close contacts reside. Case clusters will be determined in consultation with MDPH and local health officials. The Hubbardston Board of Health will coordinate with the Town Administrator or Select Board to share information as indicated and investigate reported exposures.

## 6. Leave & Travel Guidance



Decisions regarding employees returning to work from vacation leave will be determined on a case-by-case basis by the department head and the Town Administrator along with current travel advisories from the CDC

(<https://wwwnc.cdc.gov/travel/page/travel-information-centers>). Governor Baker has revised the August 1 travel restrictions. The latest updates may be found here(<https://www.mass.gov/info-details/covid-19-travel-advisory>).

## C. Phased Reopening

The Town's phased reopening plan will apply to Town employees currently working in Town buildings.

The Town's phases are designated A-E to distinguish them from the phases designated by the Governor.

Governor Baker's Phases for Re-Opening		Town of Hubbardston's Phases for Re-Opening
Pandemic Begins		A
1	"Start"	B 
2	"Cautious"	C
3	"Vigilant"	D
4 	"New Normal"	E

The Governor has declared that the Commonwealth is in Step 1 of Phase 4 as of March 22, 2021.

The Town of Hubbardston is in Phase B as of March 28, 2021.

Current Status	Governor Baker's Phased Re-Opening Plan	Town of Hubbardston's Phased Re-Opening Plan
As of March 22, 2021	<b>Phase 4, Step 1</b>	<b>Phase B</b>

### Phase A: Staff Begin to Return to Work

When the Governor lifted the stay-at-home order, Town employees returned to the workplace in a phased manner or as instructed by their department head. Department managers would have worked with their staff to develop an appropriate and specific plan for their department and staff prior to the start of this phase. At this time, all workplace safety protocols were put into effect.

- Department heads have developed a schedule for all employees who returned during this phase while complying with the state's 25% occupancy limitation per office space. During this time, some employees remained teleworking, and some staff may have had staggered or rotating work schedules. Employees who were eligible for and were taking FMLA+ under the Emergency Family and Medical Leave Expansion Act (EFMLEA), Emergency Paid Sick Leave (EPSL), or other approved leave, were exempt from returning while on such leave. Employees who had documented underlying health conditions should have contacted the Town Administrator to discuss options available to them.
- Staff were required to work remotely (as allowed and/or appropriate) when not in their respective building.
- Town offices were closed to the public during Phase A.
- During this phase, the Town explored the possibility of improving ventilation and other air purifying equipment.
- All shipping and deliveries were be limited to designated areas for each of the Town buildings.
- Staff received the appropriate training on social distancing and hygiene protocols.
- All public programming and public meetings continued to be delivered virtually.

#### Phase B: Town Facilities Reopen- Appointments only

When it is determined appropriate to do so, the Town offices will reopen to the public for appointments only with the exception of the Library. At this time, employees will continue to work the same schedule as they did in Phase A. Staff who are not in the building will continue to work remotely.

- Safety protocols regarding "PPE & Face Covering, Cleaning procedures, social distancing, etc. will remain in place and in effect.
- Restrooms will be limited to staff and members of the public conducting official business during this time.
- Where appropriate, implement curb-side services.
- Residents will schedule appointments with Town Staff.

#### Phase C: Town Facilities Open with Reduced Hours and Limited Capacity

As advised by state and local health officials, during Phase C all Town facilities (except schools) will be open to the public. Some buildings will operate with reduced hours and limited capacity, contingent on the guidance of public health professionals. During Phase C, residents will still be encouraged to make appointments with Town employees.

- Safety protocols will remain in effect.
- If they haven't done so already, all employees will return to their respective buildings. However, employees who are eligible for and are taking some form of sick leave are exempt from returning in Phase C. Employees who have documented

underlying health conditions should contact the Town Administrator to discuss options available to them.

#### Phase D: Town Facilities Open with Regular Hours

The introduction of Phase D will be dependent on local and state health assessments and recommendations. However, if permitted to do so by the state, the majority of Town services may be reintroduced, and regularly scheduled building hours will resume.

- All safety protocols will remain in effect.
- All bathrooms will be open to the public with no restrictions.
- Some departments and buildings will continue to provide virtual programming. Where appropriate, departments can offer in-person programs and services while maintaining social distancing guidelines.

#### Phase E: Town Facilities Open to the Public with No Restrictions

At this point, with the authorization from State and local public health officials, all safety protocols will be suspended until further notice. The Town is not expected to reach Phase E until all other Phases are satisfactory.

- Public meetings will be allowed to resume.
- All department programming will continue.

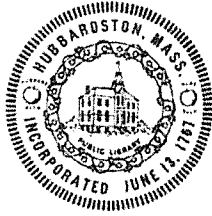
#### Additional Information

Any employees or members of the general public may make complaints directly to MA Department of Labor Standards (DLS) at (508) 616-0461 x9488 or by sending an email to [safepublicworkplacemailbox@mass.gov](mailto:safepublicworkplacemailbox@mass.gov).

Any employee or members of the public who have questions about the health and safety in Town facilities can contact the Board of Health or Public Health Nurse. The Hubbardston Board of Health and the Hubbardston Select Board will work closely with MA DLS officials to review and investigate complaints.

Employees who fail to comply with the Workplace Safety Protocol, including failure to truthfully report symptoms, maintain physical distance, or wear the appropriate and required PPE, may be subject to discipline, up to and including dismissal.





THE TOWN OF  
HUBBARDSTON, MASSACHUSETTS  
Laurie J. Reed, Town Clerk  
7 Main Street, Unit #12  
Hubbardston, MA 01452  
PHONE: 978-928-1400, Ext 202 FAX: 978-928-1402  
EMAIL: [tclerk@hubbardstonma.us](mailto:tclerk@hubbardstonma.us)

### PUBLIC ANNOUNCEMENT

**Nomination papers are available Monday, March 29<sup>th</sup> – Tuesday, April 20<sup>th</sup> for the Annual Town Election to be held June 8, 2021.**

Nomination papers may be picked up at the Town Clerk's office by appointment. Please call 978-928-1400 x202 or email [tclerk@hubbardstonma.us](mailto:tclerk@hubbardstonma.us) to schedule.

A minimum of 20 signatures of registered voters in Hubbardston are required.  
Papers must be **returned by 5pm on Tuesday, May 4<sup>th</sup>**.

Please call the office with any questions at 978-928-1400, Ext 202.

The following offices will be on the ballot:

<b><u>POSITION</u></b>	<b><u>TERM</u></b>	<b><u>Currently Serving</u></b>
BOARD OF SELECTMEN	3-Year	Patrick R. Girouard
BOARD OF SELECTMEN	3-Year	Jeffrey L. Williams
BOARD OF ASSESSORS	3-Year	Jeffrey Young
PLANNING BOARD	5-Year	John DeMalia Jr.
PLANNING BOARD	5-Year	Kristofer Munroe
BOARD OF HEALTH	3-Year	Vincent Ritchie
BOARD OF HEALTH	3-Year	Katherine Saab
QUABBIN REG SCHL DIST COMM	3-Year	David Correia, II
QUABBIN REG SCHL DIST COMM	3-Year	William Hansen
FINANCE COMMITTEE	3-Year	Maria Tourigny
CEMETERY COMMISSION	3-Year	Pamela Henning
TRUSTEES OF PUBLIC LIBRARY	3-Year	Thomas F. Robinson
TRUSTEES OF PUBLIC LIBRARY	2-Year	Connie Strittmatter
HOUSING AUTHORITY	5-Year	VACANT
HOUSING AUTHORITY	4-Year	VACANT
HOUSING AUTHORITY	3-Year	VACANT
HOUSING AUTHORITY	2-Year	VACANT
PARK COMMISSIONER	3-Year	Eric A. Gemborys

**Nomination papers are available Monday, March 29<sup>th</sup> – Tuesday, April 20<sup>th</sup>**



THE TOWN OF  
HUBBARDSTON, MASSACHUSETTS

Laurie J. Reed, Town Clerk

7 Main Street, Unit #12

Hubbardston, MA 01452

PHONE: 978-928-1400, Ext 202 FAX: 978-928-1402

EMAIL: [tclerk@hubbardstonma.us](mailto:tclerk@hubbardstonma.us)

**Nomination papers are available Monday, March 29<sup>th</sup> – Tuesday, April 20<sup>th</sup> for the Annual Town Election to be held June 8, 2021**

Nomination papers may be picked up at the Town Clerk's office by appointment. Please call 978-928-1400 x202 or email [tclerk@hubbardstonma.us](mailto:tclerk@hubbardstonma.us) to schedule.

A minimum of 20 signatures of registered voters in Hubbardston are required. Papers must be **returned by 5pm on Tuesday, May 4<sup>th</sup>**.

The following offices will be on the ballot:

<b><u>POSITION</u></b>	<b><u>TERM</u></b>
BOARD OF SELECTMEN	3-Year
BOARD OF SELECTMEN	3-Year
BOARD OF ASSESSORS	3-Year
PLANNING BOARD	5-Year
BOARD OF HEALTH	3-Year
BOARD OF HEALTH	3-Year
QUABBIN REG SCHL DIST COMM	3-Year
QUABBIN REG SCHL DIST COMM	3-Year
FINANCE COMMITTEE	3-Year
CEMETERY COMMISSION	3-Year
TRUSTEES OF PUBLIC LIBRARY	3-Year
TRUSTEES OF PUBLIC LIBRARY	3-Year
HOUSING AUTHORITY	5-Year
HOUSING AUTHORITY	4-Year
HOUSING AUTHORITY	3-Year
HOUSING AUTHORITY	2-Year
PARK COMMISSIONER	3-Year

**Nomination papers are available Monday, March 29<sup>th</sup> – Tuesday, April 20<sup>th</sup>**

Questions or Concerns? Please contact the Town Clerks office directly via phone at: 978-928-1400 x202 or by email at: [tclerk@hubbardstonma.us](mailto:tclerk@hubbardstonma.us)

Committee or Board on which you wish to serve:

Is this a request for a new appointment or reappointment?

New   X   Re-appointment           

If a new appointment, please tell why you want to be appointed and any background information you feel is relevant.

I am interested in this project because my husband is a disabled Veteran and I would like the town to show some recognition for the men and women who served our country.

Name: Dolores Ordway Date: 03/15/2021  
(Please print)  
Address ( P O Box also please): \_\_\_\_\_  
Phone: \_\_\_\_\_ Email : \_\_\_\_\_  
Best time/method to contact you: mornings/afternoon

Date appointed: \_\_\_\_\_ Board of Selectmen initials: \_\_\_\_\_



**TOWN OF HUBBARDSTON  
REQUEST FOR APPOINTMENT TO A TOWN BOARD/COMMITTEE**

Committee or Board on which you wish to serve:

VIETNAM MEMORIAL COMMITTEE

Is this a request for a new appointment or reappointment?

New ✓

Re-appointment \_\_\_\_\_

If a new appointment, please tell why you want to be appointed and any background information you feel is relevant.

I SERVED IN THE ARMY DURING THE  
VIETNAM ERA. I HAVE ACCESS TO GRANITE,  
BRONZE PLAQUES AND DO GRANITE ENGRAVING.  
I'M RETIRED AND STILL LIKE TO  
VOLUNTEER.

Name: EDWARD H. BLANCHARD Date: 3/23/21  
(Please print)

Address ( P O Box also please): \_\_\_\_\_

Phone: 603-888-8888 Email: \_\_\_\_\_

Best time/method to contact you: ANYTIME

All applicants will be contacted.

Committee for Appointment Review/Comments: \_\_\_\_\_

Date appointed: \_\_\_\_\_ Board of Selectmen initials: \_\_\_\_\_



~~Admission~~

**TOWN OF HUBBARDSTON**  
**REQUEST FOR APPOINTMENT TO A TOWN BOARD/COMMITTEE**

Committee or Board on which you wish to serve:

Is this a request for a new appointment or reappointment?

New

X

Re-appointment

If a new appointment, please tell why you want to be appointed and any background information you feel is relevant.

Veteran of Vietnam War.

Name: William Witherly Date: 3-23-21  
(Please print)

Address ( P O Box also please) \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Best time/method to contact you: \_\_\_\_\_

Any.

All applicants will be contacted.

Committee for Appointment Review/Comments: \_\_\_\_\_

Date appointed: \_\_\_\_\_

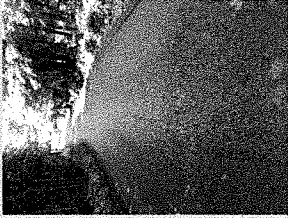
Board of Selectmen initials: \_\_\_\_\_





DPW Director Travis Brown

Public Works Department  
Hubbardston, MA  
February 2023



## Summary

- The purpose of this report is to inform town officials and residents of the Hubbardston road maintenance plan for the next five fiscal years
- Town officials aggressively seek federal and state funding sources for road maintenance projects. This year, alternative funding sources will power the Gardner Road, Evergreen Bridget and Route 62 Culvert Projects.
- Annual road funds, commonly called Chapter 90, assist in the management of Hubbardston roads, but are not enough to maintain the 87 miles of town surfaces (80 miles paved)
- This year, Hubbardston will receive \$354,416 in Chapter 90 money from the state for road repairs.

## Considerations

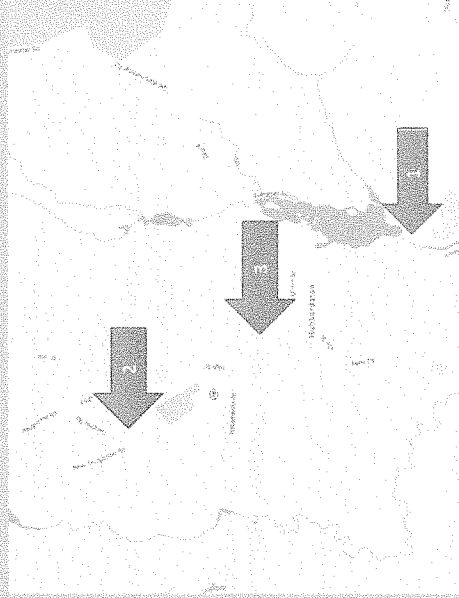
- The goal of the comprehensive road maintenance plan is to maximize limited resources through cost-effective pavement management
- The town is committed to using Chapter 90 funds for road maintenance only, a practice not always adhered to by small towns
- While the plan addresses problem areas, projects are "clustered" in order to save money when bidding paving projects. This may result in some "trouble roads" not being prioritized despite obvious need
- A reserve of Chapter 90 money is maintained each year as a best practice against unforeseen costs and problems

## State-Funded Maintenance

- Town Center Project (\$4.3 million)
  - Estimated FY 2024 (subject to change)
- STRAP Grant – High Street (\$1 million)
  - Spring/Summer 2022
- STRAP Grant – New Templeton/Williamsville Roads (\$750k)
  - Spring/Summer 2024

Moving Massachusetts Forward  
**massDOT**

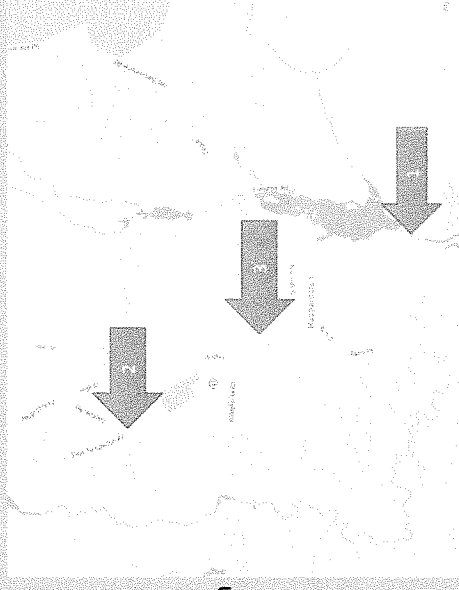
## Route 68 Reconstruction Project



The Route 68 reconstruction project is three-part project:

- 1.) Rutland Line to Brigham St. (completed 2018)
- 2.) Curtis Rec Field to Gardner Line (Summer 2020)
- 3.) Town Center Project (EST spring 2022-23)

## Route 68 Reconstruction Project – Phase 1

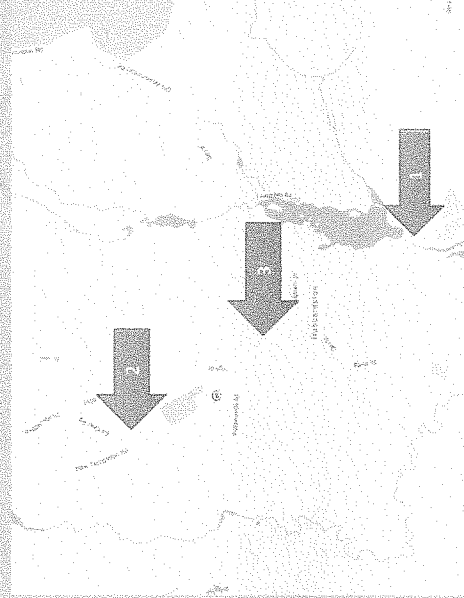


**RUTLAND LINE TO BRIGHAM ST.**

**COMPLETED**

**WHAT:** Two-inch mill and fill with curbs and drainage reconstruction

## Route 68 Reconstruction Project – Phase 2



**CURTIS REC. FIELD TO GARDNER LINE**

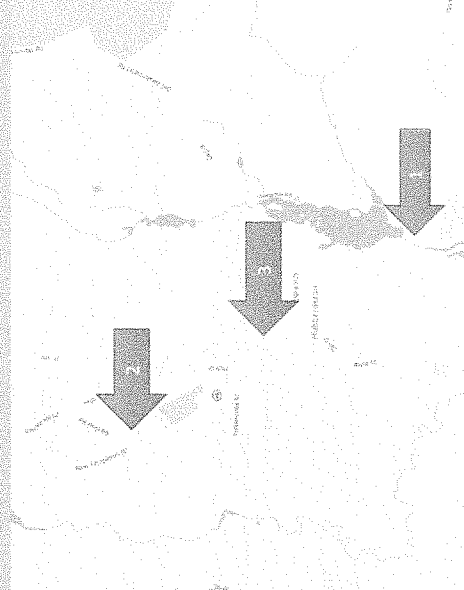
**STARTS:** Summer 2020

**COMPLETES:** Summer 2020

**FUNDING:** STIP

**WHAT:** Two inch mill and fill with curbs and drainage reconstruction

## Route 68 Reconstruction Project – Phase 3



**TOWN CENTER PROJECT**

**STARTS:** Estimated to begin summer of 2023 (2022 possible)

**COMPLETES:** Estimated to complete summer 2023

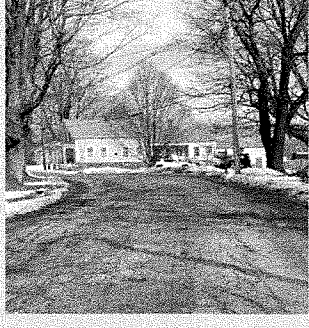
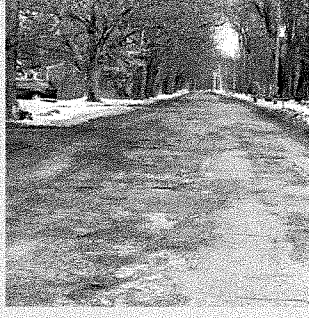
**FUNDING:** STIP

**WHAT:** Full service project to include road work, sidewalks, multi-use lane and additional signage

## MassWorks STRAP Grant – Summer 2021/22

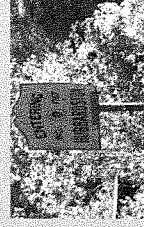
- Every year the town is able to apply for a competitive Massworks STRAP Grant. These grants are essential for larger town road projects and are generally used for projects exceeding Chapter 90 capabilities
- This year, the DPW is applying for a \$1 million grant to reconstruct High Street and surrounding area projects
- Potential future STRAP Grant targets include New Templeton and Williamsville Road
- These grants represent 1-3 years worth of Hubbardston Chapter 90 funds

## High Street



## Chapter 90 Road Maintenance Plan

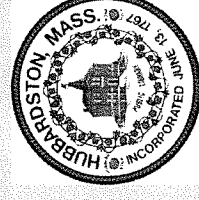
- This plan is projected over five years to give residents an idea of timing and costs for necessary road maintenance projects
- The plan assumes current level of Chapter 90 funding
- The plan assumes the introduction of annual capital
- Projects are “grouped” in order to limit paving mobilization costs and make more attractive projects for potential bidders



## Completed FY21 Chapter 90 Plan

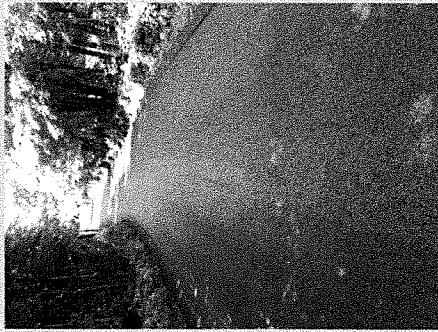
- Total paving project – 2.28 miles, \$431,742.17

- Flagg Road
- Hale Road Extension
- Williamsville Road
- Mount Jefferson Road
- Mount Jefferson Road





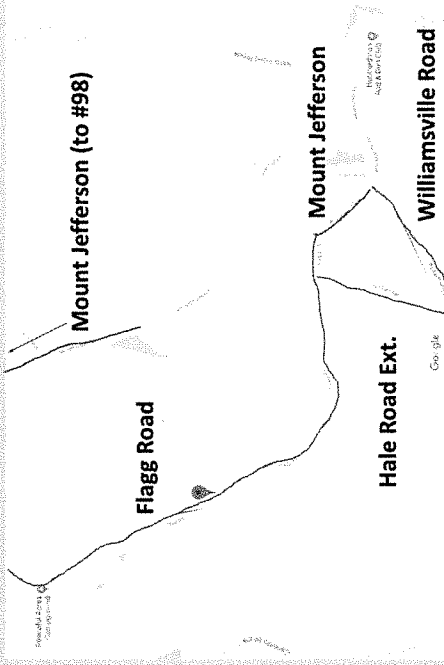
## FY21 Chapter 90 Road Project



The Flagg Road, Hale Road Extension, Mount Jefferson and Williamsville Road Paving Project provided much needed resurfacing and maintenance to one of the more troubled surface areas in town. Additionally, the town maintained

<b>Total Feet Paved:</b>	12,017' (2.28m)
<b>Cost</b>	\$431,742.17
<b>Total Feet of Restorative Maintenance:</b>	23,654.4' (4.48m)
<b>Cost</b>	\$70,658.50
<b>Total Project:</b>	35,671.4' (6.76m)
<b>Total Cost</b>	\$502,400.67

## Proposed FY2021 Chapter 90 Road Plan



## Completed FY21 Chapter 90 Projects (Maintenance)



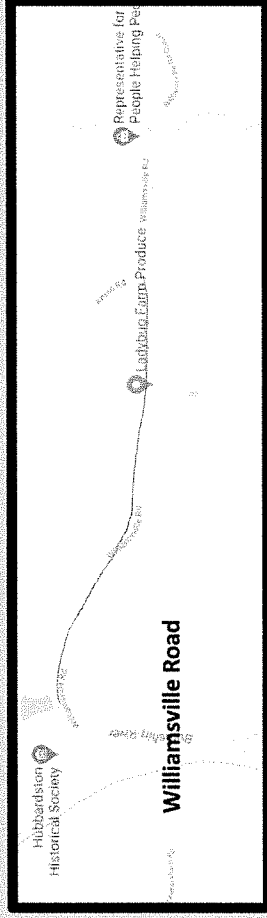
- New Templeton Road
- Hale Road
- Healdville Road
- Old Princeton
- Total maintained surface of 4.48 miles, total cost \$70,658.50



## Proposed FY22 Chapter 90 Plan

- Williamsville Road\*
    - Estimated \$300k, reclaim and pave 4 inches of hot mix asphalt with berm and tack coat from Kruse Rd. to the bridge at pole #149. This project cost includes basin work.
  - Road Maintenance (4.2 miles)\*\*
    - Estimated \$62.3k, adds restorative seal with sand mix in order to extend road life 5-7 years. These roads will include Cross Street, New Templeton Road (Cross to Templeton), Ragged Hill Road, Old Princeton Road (newer) and George Howard Road
  - Simmonds Hill Road \*\*\*
    - Estimated \$108k, 20% crumb rubber application on the entire Road with a 1" hot mix asphalt leveling coat
  - Ed Clark Road
    - Estimated \$41k, 20% crumb rubber application from Rt 62 to Simmonds Hill rd, and reclaim with 3" hot mix asphalt from Simmonds Hill Rd. intersection to the last house.
- \* Change Williamsville Road from 3" to 4" of pavement to have the surface last longer
- \*\* Adding maintenance plan to rejuvenate roads that are starting to decline
- \*\*\*Simmonds Hill removed from the plan due to costs and no additional funding in capital plan

## Proposed FY2022 Chapter 90 Road Maintenance Plan



## Proposed FY23 Chapter 90 Plan

### Thompson Road

- Estimated \$237k, reclaim and pave with 3 inches of hot-mix asphalt, add berm

### Kruse Road

- Estimated \$204k, reclaim and pave with 2 inches of hot-mix asphalt, add berm

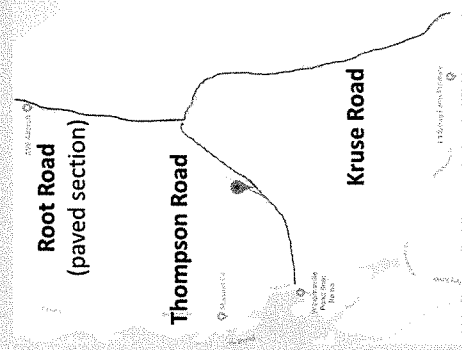
### Root Road

- Estimated \$83k, full road

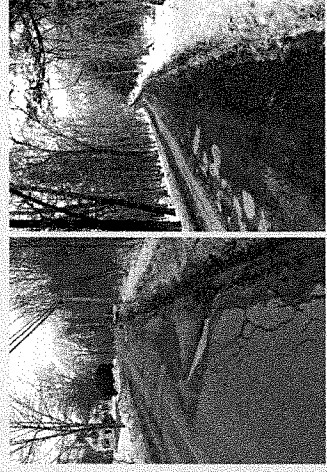


\*\*\*The previous FY23 plan included Brigham and Elm Streets with additional associated work (with additional funding). This plan was flopped with Thompson and Kruse Road projects to accommodate the STIP Bridge Replacement – Williamsville Road Bridge. It also allows another year for the Town Center Project to complete.

## Proposed FY2023 Chapter 90 Road Plan



### Thompson Road

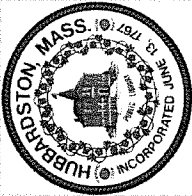


### Kruse Road

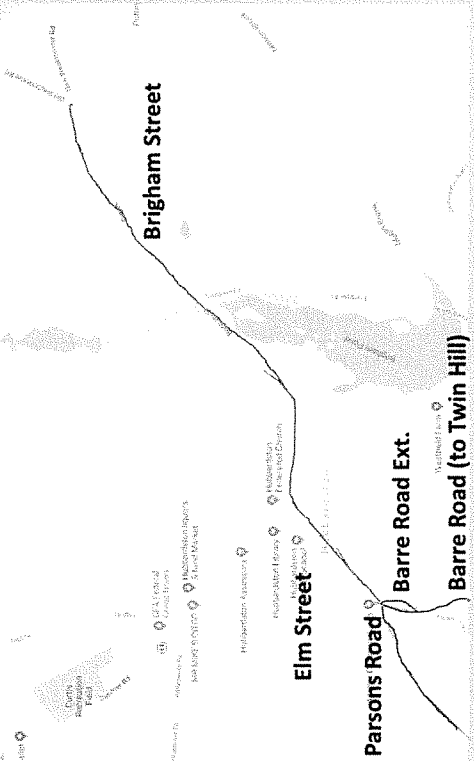


Proposed FY24 Chapter 90 Plan

- **Elm Street**
  - Estimated \$100k, reclaim and pave 4 inches of hot mix asphalt to the entire road w/basin work.
- **Brigham Street**
  - Estimated \$193k, reclaim and pave 4 inches of hot mix asphalt from Main St. to the bridge with berm and basin work.
- **Brigham Street**
  - Estimated \$50k, 20% crumb rubber from the bridge to New Westminster Rd.
- **Barre Road**
  - Estimated \$77k, from Twin Hill Road to Elm Street
- **Barre Road Cut Off**
  - Estimated \$11k, from Twin Hill Road to Elm Street
- **Parsons Road**
  - Estimated \$24k, full road



Proposed FY2024 Chapter 90 Road Plan

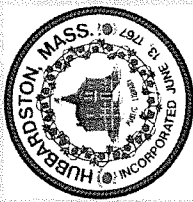


Brigham Street      Barre Road Cutoff      Parsons Road



Proposed FY25 Chapter 90 Plan

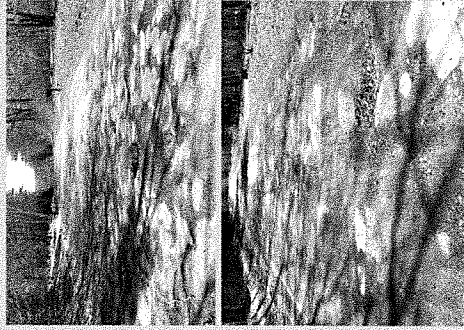
- **Pitcherville Road**
  - Estimated \$231k, full road
- **Birches Road**
  - Estimated \$94k, (paved section, add berm)
- **Cross Road**
  - Estimated \$106k, (New Templeton to Ragged Hill)
- **Ragged Hill Road**
  - Estimated \$11k, (Birches to Templeton Line)



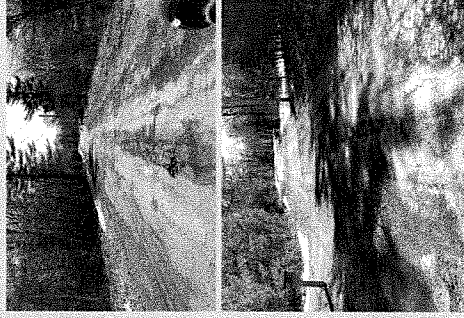




## Dogwood Road North



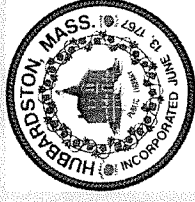
## Laurel Street



## Beyond 2026

- Bickford, Tahanto, Forest, Brookside Drive
- Dogwood South with basins
- Old Princeton Road Cutoff
- Old Princeton Road
- Ed Clark Rd.
- Simonds Hill Rd.

\* *This is not in priority order*



## Ongoing Road Maintenance Projects

- **DIRT ROAD GRADING:**
  - The DPW grades town dirt roads twice annually, once at the conclusion of the winter season and once in preparation for plowing season
- **POT HOLE REPAIR:**
  - The DPW systematically addresses town pot holes, focusing on known road issues and responding to community concerns when possible
- **CRACK SEALING:**
  - In order to prevent damage to road bases, the DPW bids out crack sealing annually. Crack sealing extends road life in a cost-effective manner. The funding for this important road maintenance measure comes from Chapter 90 funds.
- **LINE PAINTING:**
  - The DPW spends more than \$30,000 annually to update road lines and markings

## Crack Sealing – New Westminster (Example)





## Final Considerations

- While there is much work necessary to complete the comprehensive road plan, the DPW is attempting to maximize local revenues by bundling projects and leverage state and federal grants
- Connectivity is an important goal of the comprehensive road plan, attempting to finish quadrants of Hubbardston roads to minimize costs
- The comprehensive road plan will be updated annually prior to the budget season conclusion to facilitate funding discussions





**VALLEY**  
COMMUNICATIONS SYSTEMS  
*Celebrating 70 Years*

**413.592.4136**

20 1st Avenue  
Chicopee, MA 01020

## QUOTE

Quote Date: 2/23/2021

Valid Thru: 5/24/2021

Customer Name: **Town of Hubbardston**  
Address Line 1: 7A Main Street  
City/State/Zip: Hubbardston, MA 01452  
Contact Name: Ryan McLane  
Contact Number: 978-928-1400 x200  
Contact Email: [admin@hubbardstonma.us](mailto:admin@hubbardstonma.us)

## SCOPE

Proposal for an NEC SV9100 Telephone System Migration to be installed at Hubbardston Town Hall location, configured as follows:

- Support up to 2 CO Ports
- Support 10 SIP Trunks
- Support up to 24 Digital Sets
- Support InMail Voice Mail with 29 mailboxes

This quote also includes:

- Full 1st Year Parts and Labor Warranty coverage.
- Full 5 Year Parts Warranty on starred items
- Provide 5 Year SWA
- Database gathering, installation & programming and training.

QTY	Part Number	Unit Name	Unit	Total
26	BE114042	Resource License-01	6.05	\$157.30
1	BE114053	SV9100 HW MIGRATION LIC	866.25	\$866.25
4	BE114065	SIP Trunk License-01	34.65	\$138.60
132	BE115105	SWA PSA SV9100 UNIT	7.80	\$1,029.60
17	BE119591	SV91 PRODUCTIVITY USER-LIC 01	\$24.75	\$420.75
1	* Q24-FR000000138730	SV9100E CP20 MIGRATION KIT B	1,963.50	\$1,963.50

## Project Summary

State	Equipment	\$4,576.00
MA	Professional Services - Standard Labor Rates	\$3,344.00
	Professional Services - Prevailing Wage Labor Rates	\$0.00
	Shipping	\$125.00
	<b>Grand Total</b>	<b>\$8,045.00</b>


Contractor: \_\_\_\_\_ 2/23/2021

DocuSigned by: \_\_\_\_\_  
Client: \_\_\_\_\_ 3/4/2021

Service is included in our proposal for the first year. Beyond this time, service is available either as an all-inclusive service contract or on a per-call-plus-parts basis.  
30% Payable on signing of Sales Agreement, 30% on project start date & 40% at cutover or in service date.

Ask us about our other services: Broadcasting & Public Access TV Systems, Cabling Installation - Voice and Data, Clocks Bells & Intercoms, Digital Signage Solutions, Digital Video Display Systems, Mass Notification Systems, Gunshot Detection Systems, Security & Surveillance Systems, SMART Classroom Solutions, Sound Masking Solutions, Sound Systems, Network Services - Phone, Internet & Data, Telephone Systems - Traditional & Hosted, Video Conferencing & More.... We are your SINGLE-SOURCE for Technology Integration

State Contracts: MA: OFF30, FAC64, ITT50; CT: 13PSX0090, B-05-019 | State Licenses: MA: #1350-C; CT: #CT-C5-192407; RI: #RI-TSC-46  
Affirmative Action / Equal Opportunity Employer

# Conditional Sales Agreement

The system guarantee does not cover damages to or failure of the system resulting from causes other than wear and tear from normal use, including, but not limited to misuse, negligence, accident, theft, or unexplained loss, abuse, connection to direct current, fire, lightning, flood, wind, Acts of God or the Public Enemy, or improper wiring, installation, failure of Telco facilities, repair or alteration by anyone other than VALLEY. Any repair, re-connection, or resetting of Valley Communications-supplied equipment due to a failure or fault of customer equipment or network including, but not limited to, Local Area Network (LAN), Wide Area Network (WAN), Network Interface Cards, Data Switches, Hubs, CSUs, Routers, PCs, and servers will be charged at time and material rates.

Minor programming adjustments may be made to the system by Valley Communications at no charge for up to 14 days following cutover.

VALLEY agrees to keep this equipment free from all liens, security interests, encumbrances, and in good working order and repair while VALLEY holds the title.

VALLEY will retain title to this equipment until full payment on the contract is received. Until such time as VALLEY receives full and final payment on this contract, buyer agrees to maintain adequate insurance coverage on the equipment under this contract sufficient to the amount of this contract. VALLEY may, upon notification to the buyer, enter his premises, remove the equipment and repossess same, if payment is not received as agreed.

## FOR A T-1/PRI IMPLEMENTATION

8 hours will be allocated for connection and testing to a vendor-supplied T-1 or PRI/ISDN facility. Additional hours required for implementation through no fault of Valley Communications will be charged at contract hourly rates. FOR USE OF CUSTOMER-OWNED CABLING

Where existing telephone cabling is being reused, it is assumed that cables can be reused by cross connection to the existing cross-connect panel. Any additional testing, re-jacking, re-termination, and re-cabling required by Valley Communications to facilitate the use of existing cables will be charged at time and material rates.

## FOR USE OF CUSTOMER-OWNED DATA CABLING (Cat 5, 5E, 6 Equivalent)

It is assumed that these cables have been terminated, tested and certified to standard data cabling specifications. Any termination and testing required by Valley Communications in order to use these cables will be charged at time and material rates.

Unless otherwise stated, installation will be performed during regular business hours (8:00 a.m. to 4:30 p.m.)

Unless authorized by Valley Communications, the buyer will not make hardware and software changes to the system prior to cutover and turn over of the system to them.

Payment to be made as follows:

A. 30% Payable on signing of Sales Agreement ; 30% on project start date; 40% at cutover or in service date .

B. FINANCING THROUGH LENDING INSTITUTION - Payment to VALLEY to be made in full on cutover. (When a financing arrangement is to be used, VALLEY must be contacted by lending institution stating their acceptance before ordering of equipment or commencement of system installation.)

C. VCS may add a 2% surcharge for credit card purchases where permitted by law.



**Letter of Agency (LOA)**

Only required when porting Local and/or Long Distance

Current Carrier(s) Verizon and AT&T

Company Legal Name (Customer)

HUBBARDSTON, TOWN OF

Service Address (Street, City, State, Zip)

7 Main Street Hubbardston, MA 01452

Billing Address (Street, City, State, Zip) ..

7 Main St Unit 11 Hubbardston, MA  
01452

Billing Telephone Numbers 978.928.1400, 978.928.1401, 978.928.1403, 978.928.1404, 978.928.1407,  
978.928.1410, 978.928.1411, 978.928.1414, 978.928.5244, 978.928.5294

☒ Customer Service Records

To: Current Carrier(s) Listed Above

Subject: The Customer identified above hereby authorizes TPx Communications to act as its agent in dealing with local companies listed above for porting telephone numbers or changing carriers.

☐ Service Change ☐ New Service

I authorize TPx to act as our agent with respect to the telephone number(s) listed above to (1) change our telecommunications carrier from current carrier(s) or (2) initiate new service.

Local Service, IntraLata (local toll) Carrier Verizon

InterLata (long distance) Carrier AT&T or

I want to retain my existing LD carrier on some or all of my telephone numbers

Specify Intra and InterLata PIC for each telephone number(s) provided to TPx

I understand that only one telecommunications carrier may be designated as my primary interexchange carrier for any one telephone number for each (a) IntraLATA Toll and (b) InterLATA Long Distance services. I also understand that if I select no primary interexchange carrier (NO PIC), I will be unable to make IntraLATA Toll and/or InterLATA long distance calls except by using casual dialing. I understand that any change in my primary carrier selection may involve a charge.

Contact Name (print) Erin Caton Title Executive Assistant

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

v091417 Acting Town Administrator  
David Nixon



# Country Hen Scholarship Application- 2021

The Select Board is now accepting applications for the 2021 Country Hen Scholarship!  
The deadline to apply is April 30th.

The Country Hen Scholarship Fund was established to provide one or more scholarships to Hubbardston students graduating from high school planning to attend an accredited college or university.

Applicants must have resided in the Town of Hubbardston for at least three years and should be able to demonstrate significant community involvement.

\* Required

1. Email address \*

\_\_\_\_\_



2. Name and Address \*  
First and last name, Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Phone number \*

9. Name and Address of College or University you plan to attend. \*

4. Email address (again) \*

5. How long have you lived in Hubbardston? (enter a Year- ex. 1767) \*

6. Parent/ Guardian Names \*

7. Name of High School \*

8. Type of High School attending \*

Mark only one oval per row

Type	Traditional HS	Vocational	Dual Enrollment	Home Schooled	Independent	Charter
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Has the applicant been accepted? \*

Mark only one oval.

☐ Yes

☐ No

☐ Other:

11. COMMUNITY INVOLVEMENT- List by Year and Activity the various community activities you have been actively involved in during your high school years, as well as the approximate number of hours per month of involvement. (Example: June 2018 – Dec 2018; Serving at St. Mary's Soup Kitchen; 4 hours per month)



12. MEMBERSHIPS- List by Grade Year and Name each organization in which you were an active member during your high school, as well as the approximate number of hours per month of involvement.(Example: 10th – 12th Grade; QRSD Girls Basketball Team; 35 hours per month)

13. WORK HISTORY- Please list any work position held during your high school years.  
(Employer, Position, Employment Dates, Number of hours worked per week)

14. **WRITTEN ESSAY-** An essay describing the applicant's community involvement during his/her high school years must be submitted with the application, and how this involvement has helped to prepare the applicant for a successful college career. This essay must be no more than 1000 words. \*

15. REFERENCES- You may include up to five (5) letters of reference from educators, clergy, employers and/or community leaders. Please email your references to [bos@hubbardstonma.us](mailto:bos@hubbardstonma.us) with the Subject line as your First Initial Last Name CountryHen ref (i.e. GPatel CountryHen ref) \*

Check all that apply.

I have emailed [BOS@HUBBARDSTONMA.US](mailto:BOS@HUBBARDSTONMA.US) my references

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## TOWN OF HUBBARDSTON

### Acting Town Administrator's Report March 29, 2021

This report provides an overview of the Acting Town Administrator's work progress and provides updates from Town departments and offices on various programs and initiatives. The report also includes information about projects and a schedule of upcoming municipal and community events.

#### **COVID-19 (UPDATE):**

The latest guidance from the Commonwealth can be found here: [www.mass.gov](http://www.mass.gov)

On March 22, Governor Baker advanced the Commonwealth to Phase IV, Step 1 of the re-opening plan. The Governor also revised the August 1 travel order to a travel advisory.

The Governor also amended the eligibility requirements to receive vaccines, and another amendment is planned to take effect April 5.

Vaccination clinics are happening throughout the Commonwealth, but many distribution problems persist. People seeking vaccines experience delays due to insufficient allocations of Federal vaccine doses and difficulty using the state's on-line registration system.

Congress passed and the President signed the American Rescue Plan Act, which provides money to states and municipalities for lost revenue. According to the Massachusetts Municipal Association, Hubbardston is due to receive (a) a direct payment, and (b) since Worcester County was abolished, Hubbardston will receive its portion of funds dedicated to county assistance:

TOWN OF HUBBARDSTON		
UNOFFICIAL ALLOCATION OF AMERICAN RESCUE PLAN ACT		
3/14/2021		
ARPA Direct Payment to Hubbardston	Abolished Worcester County distribution to Hubbardston (Population x \$193.94)	TOTAL
\$ 476,408	\$ 936,555	\$ 1,412,963

Funds can be used for reduced or lost revenues due to the pandemic, fund COVID-19 related costs, support impacted households and businesses, invest in economic recovery and development, invest in water, sewer, and broadband infrastructure.

These funds will be distributed in two blocks: in 2021 and 2022. Funds must be used by 2024. The U.S. Treasury Department will issue guidelines, which are expected to be issued in late April.

**Annual Town Meeting (UPDATE):** A draft warrant is prepared featuring a General Fund Budget, separate school operational assessments, separate school debt service, capital plan article, CPA debt service, and required standard articles.

I expect that the Community Preservation Act Committee will submit articles. I also expect the Planning Board to submit several zoning bylaws relating to solar development, sign bylaws, and marijuana.

The Town Administrator is preparing motions and explanations for each article.

The Town Administrator and Moderator met to coordinate work on the Annual Town Meeting.

The town administrators of member towns of the Quabbin Regional School District will meet to discuss the FY 2022 school assessment.

### **Short-Term Projects**

**Center School Roof Replacement Project (UPDATE):** The Town has contracted Anser Inc. as the Owner's Project Manager and CSS Architects for design for the Center School roof replacement project. The project is still in design phase and will go out to bid in a couple of weeks. Construction is expected to start in July. The project is expected to be completed in late August or early September.

Governor Baker on behalf of the Town has filed a bill of special legislation to certify the town meeting that authorized funding for this project (See Senate Bill #24). The bill was referred to the Joint Committee of Election Laws on March 1, 2021, and then on March 25, the bill was advanced to the Senate Committee on Bills in the Third Reading. The Committee will review any legal matters and then will send the bill to the Senate for approval.

The OPM, Architect, Treasurer, Chief Financial Advisor, and Town Administrator met to review the cash flow projections and plan for any debt service (est. to be \$5,000 of excluded debt service) to be included in the FY 2022 budget. Debt service for principal and interest will be budgeted for FY 2023.

**Viet Nam Memorial:** A committee has formed, and meetings are happening. The Select Board will hear a presentation at their March 29, 2021 meeting.

**Gazebo Roof:** The project has been procured pending the successful execution of a roofer contract. Sanda Barry of the Parks Commission and Joyce Green of the Lions Club are coordinating this project. Work to start in the Spring 2021.

Fire Station Exhaust Project: The contractor is waiting for a Notice to Proceed. The Fire Chief and Town Administrator will follow up.

Police Vehicle Camera Project: The Police Department received a grant to supplement a town appropriation. Any remaining non-grant balance will be returned to the General Fund. Chief Perry is moving this project forward.

Marijuana: There are two sites and several host Community Agreements under review. The projects are a grow facility (indoor and outdoor) and a retail establishment under review by Planning Board.

Green Communities: Green Communities funds are covering lighting upgrades to the Slade Building. This project is on-going.

IT Upgrade: The Town received a grant through the Community Compact IT program. The project consists of acquiring and operating a document management program, Laserfiche. The University of Massachusetts is managing this project. The Town is working to acquire a copier capable of scanning the kind of documents that need to be archived. Once the new copier is in place, town staff will start entering documents into the system.

Human Resources Upgrade: The Town received a Community Compact grant to rewrite the Town's human resources policies. The project is on-going.

Police Ceiling Repair: This project is substantially complete.

Municipal Vulnerability Preparedness Grant (UPDATE): The Town applied for MVP implementation monies in FY 2020 for a well water assessment. The application was not funded. The next round of funding is open with applications due May 7, 2021. The town is working with TEC to develop an application to fund a culvert replacement plan.

High Street: The Town is working with TEC, Inc. to develop plans for repairing and expanding High Street through a MassWorks Grant.

Evergreen Road Bridge (UPDATE): Senator Gobi has filed special legislation (SD 1719) to allow the Commonwealth to grant to the Town of Hubbardston certain easements associated with future repairs to the bridge over Mason Brook.

Right of Way Project (UPDATE): This project is now active. Notices of land taking are being distributed to abutters. Funding is provided by the State Transportation Improvement Program (TIP). Construction is expected to start in Summer 2022.

Library Foundation: The Library Trustees are working to repoint and recondition the library foundation and walkways. Funding is in place from FY 2021 capital and Community Preservation Act.

Library Long Range Plan: Project is funded and is in the management of the Library Trustees.

Curtis Recreational Field Design (UPDATE): The project was bid but received no responses. A second round of procurement is on-going.

Rainbow's End Playground (UPDATE): Parks Commission has received a price proposal for new playground equipment. DPW is scheduled to remove the old equipment, and a contractor will install new equipment. Funding is secured through CPA funds and CPA borrowing. Work is expected to begin June 1.

The Treasurer, Chief Financial Advisor, and Town Administrator met to discuss cash flow and debt service. We are waiting for an updated cash flow analysis.

Cell Tower (UPDATE): The Town of Rutland and the Town of Hubbardston are collaborating to install a cell tower on land in Hubbardston. Hubbardston will supply the land; Rutland will build and operate the tower. The purpose of the cell tower is to enhance emergency communications by the regional dispatchers. Extra space on the tower should be leased to telecommunications companies to enhance civilian communications (e.g., cell phone service).

A geo-technical study of the site is complete and is under review by the Town of Rutland. The Town of Hubbardston is preparing an RFP for the civilian communications vendors, and the RFP will be delivered to Rutland.

Procurement: The Town is preparing the following procurement documents:

- A. The Town-contracted assessing services through Regional Resource Group, Inc. was amended to include an assessing assistant, and has triggered the need to procure assessing services for FY 2022.
- B. The lease for Fire Station #2 needs to be bid, as the total value of the contract exceeds the threshold of \$35,000.
- C. Bids for public construction and public works projects are being handled by consultants.

### **Long-Term Projects**

Master Plan: The Planning Board has contracted with Montachusett Regional Planning Commission to finish work on a Master Plan. Work is funded through a grant.

Affordable Housing Project: The Town has hired VHB to analyze the town pit for hazardous materials. The results of the study will inform the Town whether and how to proceed with a plan for developing affordable housing.

Economic Development (UPDATE): A Direct Local Technical Assistance grant will fund a study of a town center overlay district to promote business development. The Economic

Development Committee is also seeking to install “Welcome to Hubbardston” signs in select locations.

The Economic Development Committee held an informational session on March 25 to discuss a wide range of economic development possibilities for the town center.

Public Safety/Community Center Complex (UPDATE): Presentation to be made at ATM, describing a vision of a future project. A committee is working on a presentation.

### **Departmental Functions**

FY 2021 Revenues: Revenues to date for the fiscal year are trending slightly higher than our target and are within our expected range.

TOWN OF HUBBARDSTON REVENUES (ESTIMATED TO ACTUALS) February 3/14/2021				
A	B	A/B	C	C/B
FY 2021 Revenues (8 months)	FY 2021 Target Revenues (12 Months)	Percentage of Actual Revenues to Target Revenues	Target Revenues (8 months)	Percentage of Estimated Revenues to Target Revenues
\$ 6,669,174	\$ 9,883,451	67.48%	\$ 6,588,967	66.67%

FY 2021 Expenses: Expenses in the General Fund are slightly higher than expected, but they are within range.

TOWN OF HUBBARDSTON EXPENDITURES (ESTIMATED TO ACTUALS) February 3/14/2021				
A	B	A/B	C	C/B
FY 2021 Expenditures (8 months)	FY 2021 Target Expenditures (12 Months)	Percentage of Actual Expenditures to Target Expenditures	Target Expenditures (8 months)	Percentage of Estimated Expenditures to Target Expenditures
\$ 6,830,417	\$ 9,883,451	69.11%	\$ 6,588,967	66.67%

Tax Title: The Treasurer and Planning Board are working on resolving tax title lands. The Town is following legal requirements to proceed with foreclosures where necessary.

Department Head Meetings: On the first Wednesday of each month, department heads are invited to attend a meeting to share information and coordinate efforts and projects.

**Town Actions and Community Events:**

- April 3: 3<sup>rd</sup> Annual Town Cleanup Day.
- April 12: Select Board closes the Annual Town Meeting Warrant.  
Select Board reviews the warrant.  
Select Board holds a public budget hearing.
- May 10: Select Board votes on the warrant.  
Ballot question deadline.
- May 11: Select Board signs the warrant.
- May 12: Warrant is sent to the printers.
- May 17: Deadline for posting the warrant.  
Warrant is mailed to voters.
- June 1: Annual Town Meeting.
- June 8: Annual Town Elections.

Thank you for your attention. If there are questions, please feel free to contact me.

Respectfully submitted,

David G. Nixon  
Acting Town Administrator  
Town of Hubbardston  
7 Main Street  
Hubbardston, MA 01452



6:16



Town of Hubbardston's Post



Like



Comment



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61 people reached &gt;

**Boost Post****Most Relevant** ▾**Kathy Hurley**

Has Hubbardston considered solar on any town buildings?  
And, has the town considered this as a code for new construction as have other towns/states?

46m Like Reply

