

**BOARD OF SELECTMEN
MINUTES
March 10, 2014
Slade Building**

Members present: Matthew Castriotta, Chairman
Michael Stauder, Vice Chairman
Jeffrey Williams

Member absent: Daniel Galante

Staff present: Anita Scheipers, Town Administrator; Elaine Peterson, Town Secretary; Tim Kilhart, DPW Director; Cynthia W. Doane, Tax Collector; Joyce Green, Town Clerk; Jeannette Elsevier, Assessor's Clerk; Jayne Arata, Library Director; Kori Stuart, Police Admin. Asst.; Dennis Perron, Police Chief; Bob Hayes, Fire Chief; Larry Brandt, Building Commissioner

Others present: Tom Howlett, John Nason, Raeanne Siegel, Pat Girouard, Philip Churchill, Tom Larson, Paul Sweeney, Judi McArthur, Faye Zukowski, Ben Prentiss, Dennis O'Donnell, Sheril Basso, Barre Gazette

Meeting was called to order at 6:39 pm

No one was present for Open Session.

Fiscal Year 2015 Budget- See handout

Ms. Scheipers started with projected tax revenues and local aid. She thanked the Treasurer, Tax Collector and Assessors for providing the information. She stated projected tax revenues are still estimated numbers. Ms. Scheipers reported the local receipt number is conservatively low and costs are conservatively high. Total FY'15 revenues are estimated to be \$7,430,448.

Ms. Scheipers moved on to the FY'15 base budget proposal. The biggest change will be to the education budget with an estimated increase of \$626,866; a 14.7% increase from fiscal year '14. She stated the numbers from Quabbin and Monty Tech will be updated over the next few weeks. Public Works now includes cemeteries, parks and town facilities as well as roads maintenance. Ms. Scheipers explained the reason for the decrease in human services budget is that the MART Van program is now self-sufficient due to their revolving fund. Ms. Scheipers stated the key cost driver is the education budget with a .5% increase.

The only change to staffing is the addition of a part-time Assistant Town Clerk averaging 3 hours per week. Wages include a 1% cost of living allowance increase for non-union personnel, 2% increase for Police (union) and 3% increase for DPW (union). There will also be an adjustment to meet the cost of the newly formed fire union, so these numbers are likely to increase. Veterans' benefits need to be increased to meet the current demand. The group moved on to review the line account items.

Ms. Scheipers reported she has been working with the Town Accountant to streamline accounts more efficiently. Moderator, Finance Committee expenses and Finance Committee reserve fund accounts have all been moved to "Other."

Ms. Scheipers reviewed the general budget line items with the group, noting the increase or decrease for each department. She suggested increasing the Finance Committee reserve fund from \$25,000 to \$30,000. Ms. Scheipers reported additional funding will be placed into the Fire Department and Ambulance wages depending on union negotiations.

Ms. Scheipers stated the Rutland dispatch director is leaving and there is a need for a cushion for those wages due to a new hire. Other items of note are a decrease in wages in inspectional services due to recently hired clerks being paid lower hourly rates.

Ms. Scheipers stated there were numerous accounts in DPW and they are being condensed into more standardized categories. Cemetery Commission Clerk wages are being reduced due to DPW taking over some of those duties. Elderly Van wages have been zeroed out now that the program is self-sufficient, reducing that department's funding by \$32,698. Library accounts were increased according to state mandates. Ms. Scheipers covered the debt service stating Parks has not yet decided whether they will install tennis/basketball courts at Curtis Recreation Field. The grant they applied for was denied.

Insurance costs were then reviewed. Unemployment compensation was increased by \$1000 in the event of a claim. There may be a decrease to the insurance accounts line after discussing with the MIIA agent. In summary, the total cost of the operating budget is \$6,808,050, with an increase of \$637,092 due to education increases from fiscal year 2014.

Ms. Scheipers moved on to the Ambulance Enterprise Budget, adding that the town splits the budget between the fire and ambulance departments. Currently 60% of calls are ambulance/ems related and 40% are fire related calls. Wages will likely be increased depending on union contract negotiations. Ms. Scheipers reported the town is carrying over \$102,822 from FY'14. There is a small balance being carried over to FY'15 and based on the call volume and expenses the ambulance service will not be self-sustaining by FY'16. Mr. Stauder stated it was not a surprise to hear this as it was not anticipated to be self-sustaining when it was conceived.

Warrant Articles

Ms. Scheipers moved on to the possible warrant articles to date. There is a request from the Senior Tax Work Off Committee to increase funding from \$11,500 to \$15,000. There will also be a request from the ad hoc bylaw enforcement committee for \$5,000 for additional staff to assist the Building Commissioner on enforcement of various bylaws.

There is a projected payment into the Capital Stabilization account of \$295,195 based on the CIP policy. There's potential there may be funding to transfer into free cash.

Ms. Scheipers reported there is a discrepancy in the cash balances that were held for both the treasurer's and accountant's offices. It is currently being researched by both offices, as well as the accountant's consultant and our auditing firm to track exactly where that stands.

That number has been consistent over the past few years. If the cash balance differential stays the same through the end of fiscal year 2014, DOR will let us wipe it off the books and start with a clean slate for next fiscal year. It is likely we will need the free cash to do that. So there may not be funding available to place in free cash.

The town is also looking at additional Soft Right modules for use by the Treasurer office for tax title functions and payroll services. That amount may be reduced to \$6,000 from the proposed \$35,000 which was originally planned for the tax collector office.

Fire pond maintenance funding in the amount of \$7,000 was not encumbered in FY'13 so that money was returned to the general fund. A request of \$5,000 for the maintenance was submitted.

Tax title expense of \$10,000 has been requested; this will fund moving five properties at \$2,000 each. The town will recoup that amount once the properties are sold as a lien will be placed on each.

There is a request from QRSD to upgrade the Center School fire panel and smoke alarms.

The total requests to date for funding amounts to \$483,195.

Ms. Scheipers reported the town is running a surplus of \$190,000 for additional warrant articles or to be placed in the reserve or stabilization fund. Ms. Scheipers stressed this is an initial budget, working off estimated numbers and subject to change. We do not have final numbers from QRSD.

The Board thanked the department heads and Ms. Scheipers for her report.

Ms. Scheipers stated the Selectmen will review the FY'15 budget and at their March 24th meeting revisions will be made, vote to approve and pass off to the Finance Committee for their review.

Motion: M. Stauder **2nd: J. Williams**
To approve the following appointments as listed:
Ernest Newcomb to Historical Commission as Associate-term to expire June 30, 2014
Tom Colyer- Cable Advisory Committee-term to expire June 30, 2014
Tomas Larson to Conservation Commission-term to expire June 30, 2015

Vote: All in Favor

Motion: J. Williams **2nd: M. Stauder**
To accept the resignation of Tom Howlett from the Bylaw Review Committee

Vote: All in Favor

Motion: M. Stauder **2nd: J. Williams**
To appoint Anita Scheipers as MART Advisory Board Representative with a term to
expire June 30, 2014

Vote: All in Favor

Ms. Scheipers volunteered to serve on the MART Advisory Board until needed.

Motion: M. Stauder **2nd: J. Williams**
To appoint Ms. Scheipers to the MART Advisory Board, term to expire June 30, 2014

Vote: All in Favor

Liquor Violation Letter

Ms. Peterson presented the letter to be sent to Global Montello Group Corp. Inc. regarding a liquor violation (sale of beer to a minor) on December 27, 2013.

Motion: M. Stauder

2nd: J. Williams

To authorize the Chair to sign the liquor violation letter to Global Montello Corp. Inc

Vote: All in Favor

Ms. Peterson presented a common victualer license application for Stone Bold Pizza, Inc. located at 32 Main Street.

Motion: M. Stauder

2nd: J. Williams

To sign the license application from David Melvin for Stone Bold Pizza

Vote: All in Favor

The letter from the Dartmouth Selectboard was passed over until the March 24th meeting.

Ms. Scheipers directed the Board to the letter from MassDOT regarding the Inspector General proceeding on allegations that Mohammed. Khan is receiving compensation in addition to a pension. She will know more after attending the MART meeting on March 25th.

Ms. Scheipers moved on to a letter from the Planning Board regarding their review of the draft Low Impact Development bylaw. The LID Committee needs to meet again in order to review the Planning Board's response and to determine their next steps.

Town Administrator Report- see attached report

Ms. Scheipers reviewed her report with the Board.

Ms. Scheipers asked which of two dates was better for the multi-board meeting in May. May 5 was preferred.

Minutes Approved:

Motion: M. Stauder

2nd: J. Williams

To approve the minutes of February 24, 2014 as presented

Vote: All in Favor

Order of Taking

The Selectboard signed the "Order of Taking," necessary for the transfer of real property shown as" Lot 2 and certain easements upon Lot 1A," to the First Parish Unitarian Church of Hubbardston. This is the last legal step to take for the transfer.

Motion: J. Williams

2nd: M. Stauder

To approve and sign the Order of Taking as presented

Vote: All in Favor

Ms. Scheipers requested authorization for conducting appraisals on the town owned land located on Mile Road and the DCR land on Gardner Road necessary for the land swap.

Motion: M. Stauder

To authorize the Town Administrator to proceed with appraisal of lands involved in the DCR land swap

2nd: J. Williams

Vote: All in Favor

Motion: J. Williams

To enter into Executive Session for Reason # 3- to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect and the Chair so declares and to adjourn at end of session

2nd: M. Stauder

Vote: Mr. Castriotta- yes, Mr. Stauder-yes, Mr. Williams- yes

*****Executive Session Minutes are Separate*****

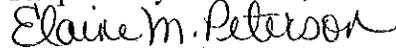
Motion: J. Williams

To adjourn the meeting at 8:16 P.M.

2nd: M. Stauder

Vote: All in Favor

Respectfully submitted,



Elaine M. Peterson

Town Secretary

Approved: March 24, 2014

TOWN ADMINISTRATOR
TOWN OF HUBBARDSTON
SLADE BUILDING
7A MAIN STREET
HUBBARDSTON, MA 01773
Office No. 978-928-1400 x 200
admin@hubbardstonma.us

MEMORANDUM

To: Board of Selectmen
Cc: Finance Committee
From: Anita M. Scheipers, Town Administrator *AS*
Re: FY 2015 BUDGET MESSAGE
Date: February 28, 2014

Submitted herein is the Fiscal Year 2015 recommended budget for the Town of Hubbardston. Because this budget is still based on preliminary numbers received from the Quabbin Regional School District and the Montachusett Regional Vocational School District, and because it is also relying on just the Governor's budget figures to determine projected revenues, this FY15 budget will be considered a draft until such time that final numbers are received. This budget report includes this memo detailing a summary of our current Revenue Projections and a summary of the current FY15 General Fund Budget Summary. The Appendices include: (1) Revenue Projections Detail, (2) FY15 General Fund Budget Scenarios Detail, (3) Ambulance Enterprise Budget, (4) Tentative FY15 Capital Improvement Program recommendations, and (5) Listing of possible warrant articles needing to be funded.

1. CURRENT REVENUE PROJECTIONS

Given that we have not received final Cherry Sheet numbers, the following revenue information should be considered a current model, and not final numbers. FY 15 non-restricted revenue is projected to increase by \$120,784. This is an increase of 2% from FY 14.

Property Taxes – Based on the numbers provided by the Board of Assessors, the net Property Tax Revenue is \$5,954,830. This reflects for the maximum allowed increase under proposition 2 ½, as well as new growth, and a reserve for abatement. Details regarding any projected increase to our rate and to the average tax bill will be determined once final education budget numbers are available.

Net Local Aid – The Governor has filed his House 1 budget for FY15, and reflects local aid to be level funded over FY14. However, at the recent annual Massachusetts Municipal Association Conference House Speaker Robert DeLeo announced the House's intent to propose a budget that will increase local aid. To be conservative, the budget as presented reflects level funding for now.

Estimated Local Receipts – Revenue from General Estimated Receipts is expected to increase by approx. \$90,000, but I have chosen to reflect a more conservative increase of \$70,000. All other local receipt numbers are estimated to be level funded to FY14. We will have ample opportunity to review these receipts over the remaining months.

2. FY15 BUDGET SUMMARY (EXPENDITURES) BY CATEGORY (\$6,808,050)

General Government – The General Government portion of the budget is expected to increase by some \$21,682.00, or roughly 4% for FY 15. Included in this number is the 1% COLA increase in all salary, wages and stipends. This number also reflects increasing the Reserve Fund to \$30,000 to provide more flexibility in handling mid-year issues. This General Government number does not take into account any adjustments to compensation that may be recommended as an outcome of the ongoing Wage and Classification Study. It is expected that the results of that study will not be ready until close to the date of Town Meeting, and as such cannot fully be taken into consideration at this time. Other changes include an increase in the Elections and Registration budget to reflect the requirements of the 2014 elections cycle.

Public Safety – Expenditures for the Public Safety are recommended to increase by some \$33,614, or roughly a 3%. A portion of this increase in this portion of the budget is centered in the Police Department caused by a projected payout of approx. \$9,748 to cover contract obligated accrued leave and sick-leave buyout for a senior officer who has expressed intent to retire in FY15; and an increase of \$4,554.00 to pay for the annual fee (per the state contract) for the Code Red system (reverse 911). The cost for this item had previously been included in the Capital budget, but it is more appropriately handled in the operating budget. The police budget reflects the 2% contractual increases for the full time sergeants and patrol officers, and the 1% COLA for the non-union staff. There is also a recommended slight increase in the training line to cover the cost of training a new full time officer who will be hired to fill a recently vacated slot, as well as catching up on some state unfunded mandated training. Also part of the public safety increase are increases in wage related lines covering compensation for the full-time fire fighters which may need further adjustment as we get closer to finalizing the compensation details of the union contract currently being negotiated. The numbers included some but perhaps not all of the increase which will be required to settle the new fire union contract. I will be updating these numbers as quickly as possible. A similar increase will also need to be made in the EMS Enterprise Fund budget.

The regional dispatch budget has been increased by \$5,188 which reflects a \$9,560 increase in our assessment from the regional center, balanced by a \$4,372 decrease in the expense line managed by our police department. It should be noted that the \$9560 increase in the assessment from Rutland most closely relates to FY14 actuals plus approx. \$4,600 to allow for any mid-year increase in assessment caused by upcoming contract negotiations in Rutland, and other unforeseen expenses that may get passed along to us during the year. Of recent concern is the announcement that the current Director is leaving her position as of March 31, 2014. It is unknown what the compensation level may be in FY15 and nor what any resulting additional assessment to Hubbardston may be.

FY15 is the second year of attempting to ensure the ambulance budget is fully funded by its own revenues within the EMS Enterprise Fund. You may recall in the last two years there were significant adjustments made in cost assignment to ensure ambulance service related expenses were charged against the enterprise fund. The current mix of ambulance calls to fire calls is a 60/40 split. The fire budget and the enterprise fund ambulance reflect this ratio of cost sharing. The enterprise fund carry-over balance from FY14 is \$102,822 and FY15 revenues are projected to be \$155,000 – providing available revenues of \$257,822 to cover FY15 expenses. The proposed ambulance budget currently stands at \$219,959; although may need to be adjusted to reflect the new union contract, as was mentioned above. At this time, the ambulance budget is fully funded, and provides a surplus of approximately \$37,863 to carry into FY16. It should be noted that given the current trend, it is highly likely that the enterprise fund may need a tax levy subsidy as early as FY16. We will be paying close attention to this as FY15 moves forward.

Education – The projected assessments for both QRSD and Monty Tech are still estimated numbers. The proposed increase in Education, at this time, is \$626,866 with QRSD's increase being \$578,132 and Monty Tech's being \$52,443. From attending QRSD budget meetings I am aware that due to the state changing, yet

again, Hubbardston's Net School Spending requirement, we would see an increase in our assessment even if QRSD approves a level funded budget. QRSD has presented their preferred budget, which these numbers reflect, but they have indicated that they are aware there will likely not be adequate support to continue with the preferred budget, and it is likely our QRSD will be less than is currently listed. I should have more details on this after their budget hearings are completed. As for Monty Tech, in speaking with Supt. Sharek, most of our increase is due to an increase in the number of students attending from Hubbardston. Should state aid numbers be higher than currently listed in House 1, it is likely our Monty Tech assessment will be decreased; but not substantially.

Public Works -- This year you will see a rearrangement and consolidation of the myriad line items into seven accounts for the purpose of more appropriately assigning costs to the industry standard account lines. For the purpose of easing year-to-year comparison, this year I am leaving the sub lines and totals on the sheet, but future budgets will reflect only the core account totals. Overall, expenditures for Public Works are recommended to decrease by \$3,294.00 or roughly 0.5%. This budget fully funds the new DPW Director position, as well as the 3% COLA for the union wages per the standing contract. Wages reflect a \$5,842 savings due to the loss of some senior employees who were replaced with new employees who will be paid at the lower probation rate of pay for most of FY15. In FY16, we will lose this one-time savings. It should be noted that the wage line allows for funds to establish a foreman back into the department in one of two ways: hire an additional person as Foreman halfway through the fiscal year, or to use the allocated funds to pay existing staff "out of grade" pay when they work in the capacity of foreman when needed (e.g. when Director is on vacation, on sick leave, etc.) While last year's budget was prepared with the expectation that a Foreman would be hired to bring the department back up to full staffing, our new Director has not yet had time to fully evaluate which option is needed. The funds placed in the wages will allow him the flexibility to make a recommendation which he feels will be most appropriate for the department.

Human Services, Culture and Recreation - It is important to note here that the \$19,623 reduction in this cost center is due to a \$32,792 decrease in the MART van program account now that the program is finally self-funded under their revolving account. This decrease is balanced by a \$13,021 increase in the Veterans Services to reflect the current actual expenses we must bear in providing mandated veterans' benefits. The Library budget's minor increase reflects 1% COLA wage increases, as well as the CWMARS mandated percentage of funds for books and materials.

CONCLUSION

The total General Fund Budget currently stands at \$6,808,050. The overall increase over FY14 is \$637,093, of which \$626,866 is assigned to the Education cost center, and \$10,226 from the municipal side of the budget; which indicates the considerable effort of our municipal department heads and committee members working with me to minimize the budget impact as much as possible. I wish to thank all departments for their careful work in preparing the three budget scenarios (level funded, 2% increase and 2% decrease). With the exception of the education numbers, this draft budget that I present reflects my consideration of each department's true needs, and my best judgment for FY15 funding. I look forward to working with the Board of Selectmen, the Finance Committees and interested citizens to produce a finished budget that meets the needs of our community.

Revenue Projections

INITIAL FY15 REVENUE PROJECTIONS

REVENUE

PROPERTY TAXES	\$ 5,759,909	Levy Limit w/o New Growth or Allowed Increase under Prop 2 1/2
Allowed Increase under Prop 2 1/2	\$ 143,998	
Debt Exclusion	\$ 105,923	(Sch Ed Support Center & HS/Mid Sch Construction)
Less Reserve for Abatement	\$ (95,000)	
Add New Growth	\$ 30,000	estimated based on FY14
Net Property Tax Revenue	\$ 5,944,830	

LOCAL AID		
Total Receipts	\$ 455,123	Level Funded from FY14
Less offsets	\$ (4,008)	Level Funded from FY14
Less assessments	\$ (12,497)	Level Funded from FY14
Net Local Aid	\$ 448,618	

FREE CASH	\$ 35,000	for MCSA - still have not rec'd DOR determination if available
Other Revenues	\$ 35,000	

LOCAL RECEIPTS \$ 1,117,000 conservatively low / may still need to be adjusted to reflect new PILOT income

Total Revenues \$ 7,239,499

EXPENSES

GENERAL FUND APPROPRIATIONS		
FY15 Budget Article	\$ 6,789,304	NOT FINAL NUMBER!!!! Place holder only.
Senior Work Off Article	\$ 35,000	Increased from FY14
General Stabilization Fund	\$ 50,000	Build GSF
Capital Stabilization Article	\$ 295,195	Tax Levy Allocation
Capital Stabilization Article	\$ 35,000	Use free cash allocation to build MCSA
Enforcement Assistance Pilot Funding	\$ 5,000	Add! help to aid Bldg Comm. with enforcement action
Tax Collector Software modules	\$ 35,000	May not be ready to acquire in FY15
Tax Title Expense	\$ 10,000	? Needed
Fire Pond Maintenance	\$ 5,000	
Total Appropriations	\$ 7,239,499	

Total Expenses \$ 7,239,499

Surplus/ (Deficit) \$ 305,949 Does not reflect Amulance Enterprise Fund revenues or expenses

Stabilization Fund Balance	\$ 239,168.22	as of Dec 4, 2013
Capital Stabilization Fund Balance	\$ 427,961.42	as of Dec 4, 2013

General Fund Budget Scenarios Details

TOWN OF HUBBARDSTON
FY14 BUDGET

Account Number	Account Name	FY 2014 APPROVED	FY2014 REQUESTED	% COLA	Notes
001-100-5700-0000	Building Commissioner Salary	\$26,351	\$26,618.55	1%	
001-100-5700-0000	Building Department Expenses	\$2,351	\$2,351.00	0%	
001-100-5700-0000	Build Dept Planning Bd Clerk Wages	\$0	\$0	0%	
001-200-5700-0000	Gas Insp Salary	\$820	\$820.00	0%	
001-200-5700-0000	Plumbing Insp Salary	\$900	\$900.00	0%	
001-200-5700-0000	Water Inspector	\$300	\$300.00	0%	
001-200-5700-0000	Animal Inspector Salary	\$1,400	\$1,400.00	0%	
001-200-5700-0000	Animal Inspector Expense	\$200	\$200.00	0%	
001-200-5700-0000	Planning Board Expenses	\$1,200	\$1,200.00	0%	
001-200-5700-0000	Monumental Rec Planning District	\$1,200	\$1,200.00	0%	
001-200-5700-0000	Professional Clerk Wages	\$1,200	\$1,200.00	0%	
001-200-5700-0000	Total Personnel Services Support	\$73,420	\$73,420.00	0%	
001-500-5700-0000	Board of Health Salaries	\$9,900	\$9,900.00	0%	
001-500-5700-0000	Landscape Monitors	\$2,335	\$2,335.00	0%	
001-500-5700-0000	Board of Health Expenses	\$15,112	\$15,112.00	0%	
001-500-5700-0000	Total Health Services	\$27,347	\$27,347.00	0%	
001-500-5700-0000	Town Warden Wages	\$4,000	\$4,000.00	0%	
001-500-5700-0000	Town Warden Overtime	\$1,015	\$1,015.00	0%	
001-500-5700-0000	Emergency Planning Director	\$1,485	\$1,485.00	0%	
001-500-5700-0000	Emergency Planning Expenses	\$15,225	\$15,225.00	0%	
001-500-5700-0000	Animal Control Officer Services & Benefits	\$24,107	\$24,107.00	0%	
001-500-5700-0000	Total Other Public Safety Services	\$45,832	\$45,832.00	0%	
001-500-5700-0000	Quabbin Required Not School Spending	\$4,312,350	\$4,312,350.00	0%	
001-500-5700-0000	Quabbin Above Minimum Contribution	\$471,453	\$471,453.00	0%	
001-500-5700-0000	Quabbin Transportation	\$271,757	\$271,757.00	0%	
001-500-5700-0000	School Maintenance Rep. Voc. Tech.	\$27,602	\$27,602.00	0%	
001-500-5700-0000	Quabbin Ed Support CTR (OE)	\$32,030	\$32,030.00	0%	
001-500-5700-0000	GRSD Middle/HS Const Bonds (DE)	\$79,597.47	\$79,597.47	0%	
001-500-5700-0000	GRSD Middle/HS Roof First Asmt. FY14	\$2,493	\$2,493.00	0%	
001-500-5700-0000	TOTAL EDUCATION	\$5,469,665.47	\$5,469,665.47	0%	

TOWN OF HUBBARDSTON
FY15 BUDGET

Account Number	Account Name	FY 2014 APPROVED	FY 2015 REQUESTED
PUBLIC WORKS			
001-422-5110-0000	DPM Director	\$75,056	\$75,056
001-422-5110-0001	Highway Worker	\$247,263	\$247,263
001-422-5110-0002	Highway Foreman (additional camps for prep)	\$0	\$0
001-422-5110-0003	Highway Dept. Supervisor/Worker	\$0	\$0
001-422-5110-0004	Highway Superintendent Salary	\$0	\$0
001-422-5110-0005	Highway Worker	\$322,479	\$322,479
001-422-5110-0006	Municipal Licenses	\$5,000	\$5,000
001-422-5110-0007	Total Municipal Licenses	\$5,000	\$5,000
001-422-5110-0008	Oil patch	\$29,750	\$29,750
001-422-5110-0009	Hot mix/asphalt	\$12,060	\$12,060
001-422-5110-0010	Supplies	\$10,824	\$10,824
001-422-5110-0011	Hired equipment	\$3,500	\$3,500
001-422-5110-0012	line painting	\$18,543	\$18,543
001-422-5110-0013	police details	\$5,000	\$5,000
001-422-5110-0014	street signs	\$2,000	\$2,000
001-422-5110-0015	blades and rollers	\$500	\$500
001-422-5110-0016	Total DPM Road Maintenance	\$92,777	\$92,777
001-422-5110-0017	Utilities	\$6,000	\$6,000
001-422-5110-0018	building repairs	\$3,500	\$3,500
001-422-5110-0019	heating fuels	\$7,000	\$7,000
001-422-5110-0020	clothing allowance	\$4,827	\$4,827
001-422-5110-0021	Total General Highway	\$27,327	\$27,327
001-422-5110-0022	classifications	\$50,000	\$50,000
001-422-5110-0023	laborers	\$6,500	\$6,500
001-422-5110-0024	equipment/parts	\$29,500	\$29,500
001-422-5110-0025	repairs	\$21,000	\$21,000
001-422-5110-0026	Total Equip. and machinery Repairs	\$107,000	\$107,000
001-422-5110-0027	Employee Overtime (Highway Winter Work)	\$87,172	\$87,172
001-422-5110-0028	Highway Winter Outside Work	\$0	\$0
001-422-5110-0029	Equip. Supplies & Materials (Highway Work)	\$146,000	\$146,000
001-422-5110-0030	Flowers & Plants Work	\$3,500	\$3,500
001-422-5110-0031	Highway Winter Materials	\$0	\$0
001-422-5110-0032	Highway Winter Fuel	\$26,000	\$26,000
001-422-5110-0033	Total Highway Snow & Ice	\$206,672	\$206,672
001-422-5110-0034	Highway Tree Trimming	\$0	\$0
001-422-5110-0035	Street Signs	\$2,000	\$2,000
001-422-5110-0036	Highway Traffic Signs	\$4,827	\$4,827
001-422-5110-0037	Highway Traffic Signals	\$500	\$500
001-422-5110-0038	Highway Traffic Illumination	\$6,500	\$6,500
001-422-5110-0039	General Highway Expense	\$2,000	\$2,000
001-422-5110-0040	Highway Equipment & Supplies	\$3,000	\$3,000
001-422-5110-0041	Highway Equipment & Pump Maintenance	\$50,000	\$50,000
001-422-5110-0042	Total Highway Equipment & Pump Maintenance	\$57,800	\$57,800
001-422-5110-0043	Total Public Works	\$727,850	\$727,850

TOWN OF HUBBARDSTON
FY15 BUDGET

Account Number	Account Name	FY 2014 APPROVED	FY 2015 REQUESTED				
00-217-3090-0000	Insurance						
00-217-3090-0000	Worcester Regional Retirement	\$152,121	\$151,350	\$151,350	\$151,350	\$151,350	
00-217-3150-0000	Ch. 32B (Health Insurance)	\$140,473	\$137,750	\$137,750	\$137,750	\$137,750	combined all general tax into one tax
00-217-3150-0000	FICA Assessment (other employee benefits)	\$24,205	\$26,200	\$26,200	\$26,200	\$26,200	per Treasurer
00-217-3740-0000	Unemployment Compensation Expense	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
00-217-3740-0000	General Insurance	\$17,081	\$14,250	\$14,250	\$14,250	\$14,250	combined all general tax into one tax
00-217-3740-0000	Workers Compensation Int	\$26,996					per Treasurer
00-217-3740-0000	Insurance - Other	\$47,623					per Treasurer
00-217-3740-0001	Property & Casualty Ins	\$15,402					per Treasurer
00-217-3740-0002	Professional Liability Ins						per Treasurer
	Total Insurance	\$224,601	\$237,650	\$237,650	\$237,650	\$237,650	
	TOTAL UNCLASSIFIED	\$6,170,958	\$6,801,096	\$6,780,203	\$6,767,171	\$6,808,050	\$637,092
TOTAL OPERATING BUDGET							

Ambulance Enterprise Budget

Tentative FY15 Capital

Previously Obligated Capital Expenditures Needing Funds in FY15		
Rt 68 Engineering Principle (Nov 19 ST	\$115,000.00	\$0.00
Rt 68 Engineering Interest		\$6,000.00
		5 year borrowing
		FY15 will be interest only
Police Cruiser year 3 of 3 lease		\$11,000.00
		lease
Fire Dept Engine Principle Yr 6 of 10		\$50,078.00
Fire Dept Engine Interest Yr 6 of 10		\$5,258.00
OPSD Green Repair Yr 2 of 14		\$44,900
		Per Treasurer
2013 Road Project Principle		\$0
2013 Road Project Interest		\$54,000
Highway Truck w Plow Yr 2 of 2		\$35,000
Fire SCBA Tanks Yr 2 of 3		\$47,000
		lease
Computer System Upgrades		\$0
		take out of Capital now that we have reached "maintenance level"
Existing/Continuing Obligations Total		\$253,236
FY15 Funds Available to Use		
Note: CORRECTED Current Capital Stabilization Balance is:		\$427,961
Estimated Free Cash to Add to MCSA:		\$35,000
Estimated Tax Levy to Add to MCSA:		\$295,195
Available Capital Stabilization Funds for FY15 is:		\$758,156
Minus Existing Obligations of:		\$253,236
Available To Be Considered for FY15 NEW Expenditures		\$504,920
		Total FY15 Capital Obligation
		\$413,456

Proposed new FY15 Amount \$160,220

Available balance after FY15 \$344,700

Possible \$ Warrant Articles

TOWN OF HUBBARDSTON
FY15 BUDGET

Account Number	Account Name	FY 2014 APPROVED	FY 2015 REQUESTED
	Procedura Warrant Articles		
	Senior Tax W/Staff Funding	515,000 (transfer from 511,500)	
	Enforcement Assistance Pilot Program Funding	25,000	
	Print into MCSA	200,000 (This is a priority 2003 to 2009 to if surplus funds exist)	
	Print into MCSA from Prior Cash	500,000 (This is a priority 2003 to 2009 to if surplus funds exist)	
	Print into Gen Stabilization Account	500,000 (No may not be necessary purchase this in FY15)	
	Purchase of Tax Collector Soft Supply Materials	25,000	
	Fire Pond maintenance	20,000 ? needed	
	Tax Table Expenses	200,000 (MAY NOT BE NECESSARY)	
	MCSA Salario alarms and joint	200,000	
	TOTAL	2,000,000	

Board of Selectmen

From: Anita Scheipers <admin@hubbardstonma.us>
Sent: Friday, February 28, 2014 11:08 AM
To: Dan Galante; Jeff Williams; 'Matt Castriotta'; Michael Stauder
Cc: Town Secretary
Subject: FY15 Budget
Attachments: 20140228105629247.pdf

Attached pls find the initial FY15 budget with summary memo, and appendices including revenue projections, general fund budget details, the ambulance budget, the tentative capital recommendations, and a list of potential \$ warrant articles.

Hard copies of this will be presented at the BoS mtg, but I wanted to get this to you today to allow time to review prior to our mtg on March 10th. If you need a hard copy of this sooner, pls let me know.

Regards,

*Anita M. Scheipers
Town Administrator
7 Main Street – Box 3
Hubbardston MA 01452
978-928-1400 x 200*

To: Hubbardston Board of Selectmen

From: Anita Scheipers, Town Administrator

Date: March 10, 2014

Re: Bi-weekly Town Administrator Report

The following is a summary of key issues handled during the past weeks:

1. **ME4 PILOT Correction:** It came to the Assessors attention that the way they had structured their PILOT with Mission E4, Inc had inaccurate assessment numbers in it. Over the past two weeks I have been working with that office and ME4 to determine what corrections are needed. See my attached memo to ME4 (minus attachments). ME4 has agreed to our suggested corrections and is ready to proceed with payments.
2. **Burnshirt Road Paving:** As you are aware, MassDOT has agreed to repair the Burnshirt Road bridge this year, and repave the entire road next year. DPW has been spending much time and material trying to keep up with the potholes on that roadway this season. When attending the last MPO meeting in Fitchburg, DPW Director Tim Kilhart heard that a paving project slated to be done in Leominster this year is being delayed, so he called MassDOT to see if our Burnshirt Rd project could be done this year in its place thus completing all repairs to Burnshirt within the next 16 months. MassDOT stated it may indeed be possible, so I will be attending the MPO meeting on March 12th to formally request the scheduling change. I thank Tim Kilhart for being so diligent on the town's behalf.
3. **Snow and Ice Spending:** At their March 4th meeting, the Finance Committee met to discuss the second deficit spending authorization approved at our last meeting. After much discussion, the FinCom voted to keep this second approval of deficit to under \$25,000 and to re-evaluate spending needs at their March 25th meeting. They are aware that legally DPW can deficit spend beyond this if necessary but all agreed that a team approach is needed in such instances and DPW will work to abide by the \$25K limit as much as they are able.
4. **Rutland Regional Dispatch:** As you are aware, the current Director of the Rutland Regional Dispatch Center has given her notice and will be leaving to take a position in Worcester at the end of this month. Chief Perron and I have several concerns about what this transition may mean in regards to: (A) impact on the FY14 budget (Formal recruitment costs were not anticipated in the budget or assessments, (B) our desire to be part of the recruitment process to ensure a well-qualified candidate is chosen, (C) effectiveness of center operations until a replacement is found, (D) ability of the center to address current concerns voiced by other communities, and (E) the center's willingness to work proactively with member towns to prepare annual budgets in a timely manner. After submitting our list of concerns to Rutland, we received a memo from Rutland (attached) which states they will work with us to address most of our concerns. Chief Perron will continue to work to ensure these issues are being addressed as this process moves along.
5. **Legal Expenses Update:** Our January legal expenses came in under projections so the account is faring well thus far. Absent any unforeseen legal expenses, we should end the FY14 fiscal year with a modest balance. Please see attached tracking sheet.
6. **Country Hen Scholarship:** Effective March 3rd, we had only \$66.28 in accrued interest in the trust fund account. As such, we do not have adequate funds to consider awarding a scholarship this year. I will track this and come back to the Board at the end of the calendar year with an account update so that you can decide how much, if any, of a scholarship to offer in the spring of 2015.
7. **Second Multi-Board Meeting:** It was agreed at the October multi-board meeting that it would be helpful to hold a second meeting this spring prior to town meeting. If the Board still wishes to do this, I suggest we aim for one of the following dates: May 5th or May 19th. **Please advise how you wish to proceed.**



Anita M. Scheipers
Town Administrator
Town of Hubbardston
7 MAIN STREET, Unit #3
HUBBARDSTON, MASSACHUSETTS 01452

February 19, 2014

Scott Long, President
Mission E4, Inc.
39 Burnshirt Road
Hubbardston MA 01452

RE: ME4 PILOT

Dear Mr. Long,

I send this letter to inform you of errors we have found in either the steps taken by the Town, or in the PILOT language itself, as relates to section 5a and 5B of the enclosed PILOT agreement. The errors and the proposed corrections are as follows:

1. Section 5a - FY2012: The PILOT states "The Town agrees to process an abatement in the amount of \$8,572.34 for FY2012 taxes and CPA in the amount of \$126.79. However, the Town shall only issue an abatement check to Mission E4, Inc. in the amount of \$3,699.13 (Taxes of \$8,572.34 + CPA \$126.79 - \$5,000.00 PILOT Payment). Because the Town is retaining \$5,000.00 from the amount that would otherwise be abated, ME4, Inc. owes no further payment to the Town for its FY2012 PILOT or for the taxes attributable to the portion of the Property occupied by Dynatech Furnaces, which was not included in the FY2012 abatement amount."

The Assessors have issued abatement only for \$3,699.13, so an additional abatement of \$5,000.00 must be formally issued, and the Tax Collector will post this amount and use this amount to refund the Town of Hubbardston for the PILOT for FY12. Please see details in Appendix A.

2. Section 5b – FY2013: The PILOT states "The Town agrees to process an abatement in the amount of \$16,578.12 for FY2013 taxes and CPA in the amount of \$246.75. However, the Town shall only issue an abatement check to Mission E4, Inc. in the amount of **\$13,824.87 (Taxes of \$16,578.12 +CPA \$246.75 - \$5,000.00 PILOT payment).**"

The bolded part of the language above should have read: "**\$11,824.87 (Taxes of \$16,578.12 +CPA \$246.75 - \$5,000.00 PILOT payment).** Before this math error was noticed, the Town issued an abatement in the amount of \$13,824.87; \$2000.00 thus issuing to ME4, Inc. more than should have been

issued. As such, that means that to satisfy the FY2013 payment of \$5000.00, ME4, Inc. will need to send a payment of \$2000.00 to the Town of Hubbardston. Please see details in Appendix B.

I suggest that by having an authorized agent of ME4, Inc. sign the bottom of this letter. We will consider the correction having been approved by both parties without the need to formally correct the PILOT document itself.

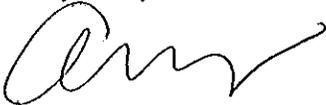
On behalf of the Town of Hubbardston I apologize for the errors in process of implementing the FY12 and FY13 abatements, and for in the math error found in the FY14 abatement calculations. I trust the attached detail will document what has been done and what needs to be done.

In addition to the above proposed corrections, I wish to propose a schedule by which the payment of the PILOT for FY2014, FY2015 and FY2016 will be made.

- A. We are in receipt of the \$2,773.43 payment made by ME4, Inc. towards the FY2014 PILOT payment. The remaining balance due for FY2014 is \$ 2,226.57 is payable now.
- B. FY2015 – The Town asks that payment on the FY2015 PILOT payment of \$5,000.00 be made on or before February 1, 2015.
- C. FY2016 – The Town asks that payment on the FY16 PILOT payment of \$5,000.00 be made on or before February 1, 2016.

Thank you for your consideration of these matters. I look forward to receiving your returned signature on this document affirming ME4, Inc is in agreement as to the correction of the math error found in the FY13 calculation payment for balances owed, as well as your payment for the balances owed for both the FY13 and FY14 PILOT payments. Should you have any questions, please feel free to contact me directly at 978-928-1400 x 200.

Very Truly Yours,



Anita M. Scheipers
Town Administrator

cc: Hubbardston Board of Assessors
Cyndy Doane, Tax Collector
Thomas W. McEnaney, Esq.

Accepted on behalf of Mission E4, Inc. by:

Signature

Printed Name/Title

Anita Scheipers

From: Donald Haapakoski, <policechief@townofrutland.org>
Sent: Tuesday, March 04, 2014 12:48 PM
To: Meghan Kellaher; administrator@townofbarre.com; william.storie@oakham-ma.gov; Town Administrator; Chief Perron; Erik Demetropoulos; Fred Gehring; firechief@oakham-ma.gov; Fire Chief; barrefire@gmail.com; WMDINO@aol.com; parbpemt@aol.com
Cc: Chief Brad Weber
Subject: Dispatch Director Replacemnet Process

To: All Regional Dispatch Members

As you know our Director will be leaving her position n March 21, 2014. The Rutland Board of Selectmen approved the replacement plan last evening. It is as follows;

Meghan will be working with us 5 hrs. per week to keep the State 911 reimbursement paperwork flowing, until a new Director is appointed.

Phyllis Chartier will handle all the day to day dispatch issues & schedules

I will handle all police related issues, grants and the State 911 folks. Chief Weber will handle all Fire/EMS issues, as well as, the overseeing the radio project.

The ads for the position will be going out on CJIS, Worcester Telegram and MMA Web this week. A thirty day turnaround will be used for resumes . The first week in April will be a review of the resumes with interviews starting on the second week of April. We are hoping to have a new Director appointed by late May early June.

Each town is invited to send a representative from Police, Fire & EMS to take part in the interview panel.

If anyone has specific questions or scenarios that they would like to include in the interview process, submit them to me within the next month. The intent is to secure the best qualified person for the position.

With everyone working together on the replacement Director, we should have a smooth transition.

If there are any question, feel free to contact me.

Chief Donald A. Haapakoski
Rutland Police Department
242 Main Street PO Box 242
Rutland, MA 01543
Tel. 508-886-4106
Fax. 508-886-4117
