

**BOARD OF SELECTMEN
MINUTES
JUNE 16, 2014
SLADE BUILDING**

Members present: Jeffrey Williams
David Simmerer
Daniel Galante
Raeanne Siegel
Michael Stauder

Staff present: Anita Scheipers, Town Administrator; Elaine Peterson, Town Secretary; Tim Kilhart, DPW Director; Larry Brandt, Building Commissioner

Others present: Tom Howlett, Ed Blanchard, Paul Sweeney, Library Trustees Laura Foley, Judi McArthur, Johanna Henning, Josephine Amato

Meeting was called to order at 6:30 pm

Mr. Stauder welcomed newly elected members Simmerer and Siegel.

Open Session-

Cemetery Commissioner Paul Sweeney came in regarding use of the cemetery commission funds by the DPW. He stated he was a little confused regarding how the DPW was using cemetery funding. He was informed that all the commission's expense accounts except trust funds have been turned over to DPW. He was looking for clarification on this. He reported there had been some question about how to pay for flags purchased for veterans graves; where that payment comes from. Ms. Scheipers stated she would check with the Town Accountant. Mr. Stauder stated according to the Town Charter the maintenance of the cemeteries and parks falls under the DPW. Monies that were previously in the cemetery accounts had been moved to DPW. Ms. Scheipers stated there apparently was a lack of communication during the creation of the FY 2015 budget regarding the use of the cemetery funds. She was not aware that the cemetery commissioners had not been informed on how the charter would impact the changes. The DPW would now be implementing policies developed by the cemetery and parks commissions. Ms. Scheipers and DPW Director Kilhart had met with the cemetery commissioners around four months ago about use of equipment and she was unaware even at that time that the commissioners were uninformed of the way the funding would be used.

Mr. Sweeney stated he was seeing a lot of mowing in the cemeteries. He thought things were going to slow down after Memorial Day. He asked Mr. Kilhart if he was on a schedule. Mr. Kilhart stated Chairman Newcomb had told him which ones to mow and how often. Some are mowed weekly and others every three weeks. Mr. Kilhart stated he is trying to follow what was requested but stated it is taking more man hours than estimated. The DPW is spending more than 40 hours per week for mowing the cemeteries. He will be generating a report on what is being done and the time involved.

Ms. Scheipers stated starting July 1st the town will be hiring two part-time seasonal workers to take over the mowing. There have been very high expenses for repairing equipment and the town also had to provide payout to retired Highway Superintendent Gauthier. Due to the union contract the seasonal workers can only work up to nineteen hours per week. Mr. Simmerer asked about the availability of Senior Tax Work Off program participants to work. There is some still working but most are nearing completion of their required hours.

Mr. Kilhart stated there was only \$154 left over in one of the cemetery accounts and he had to pay \$94 out of it to get an inspection sticker on a truck and make repairs to tractors. He didn't have the exact figure but he will also have a report at the end of the fiscal year on costs the DPW has inherited from Cemetery. Mr. Kilhart stated he is now spending DPW funding on cemetery equipment. Discussion ensued about painting the old fence on route 68 as the new donated fence beside it makes it look run down. There was an estimate of \$21,000 given to replace the old fence. Ms. Scheipers stated this should be a capital spending request. Mr. Blanchard stated he thought there was an estimated amount of \$300,000 in the trust funds. He wondered if the cemetery commission could use some of that funding to replace the fence rather than repainting an old fence every couple of years. Mr. Sweeney stated he had suggested that but had been voted down. Two issues that need to be addressed are communication between DPW and Cemetery Commissioners and capital spending needs and use of funding. Ms. Scheipers asked if all of the equipment that was stolen from Brookside Cemetery shed was replaced. Mr. Sweeney stated no. A meeting between Cemetery Commissioners, Selectboard and DPW Director will be scheduled for next Monday evening

Mr. Blanchard asked the Selectboard to revisit the agenda format and to return to the old format, stating no one has a chance to speak on an issue until it has already been discussed and voted on by the Board. Mr. Galante and Mr. Williams disagreed stating the format was clarified to allow persons present to be acknowledged during a discussion. Mr. Stauder stated if there was going to be limited public feedback it would be noted at the beginning at the discussion. It will be revisited at the June 30th meeting after the minutes are checked.

DPW Director Report

Mr. Kilhart started with the past winter. He stated he has looked at what the town pit has for sand. He presented two types of sand samples. One was from the town pit and the other was from Porter. The Porter sand was purchased after the town ran out of screened sand from the town pit. Porter sand has more stone and is more coarse than the town pit's sand. He stated there is very little gravel remaining in the town pit and it is of very poor quality. There is only a couple more years of use left. The road would have to be rebuilt to get more. Last year the town paid \$8.50 per screened yard out of the town pit. The town had to purchase an additional 2000 yards this spring. The Porter sand was \$11.25 per yard delivered totaling \$22,500. Mr. Kilhart is planning on transitioning to more salt with a ratio; 3:1 on the back roads and 1:1 mix on the main roads for next winter. He added there are only three trucks that can place the calcium chloride on the roads, others need repair work. He would like to buy the sand and the regular rock salt at around \$154,000. Treated salt is more expensive. He will reevaluate on the treating of the roads. He reminded the Board that he doesn't want to overspend because then you can't reduce it in order to deficit spend when needed. If you go down in the funding amount, you cannot deficit spend over that. It's better to go over and then not use it than to not budget it. Sand bids have not been advertised yet. Mr. Kilhart wants to deliver it directly to the highway yard during the summer to

save money. This avoids moving it twice and paying to move it twice. The Board concurred with Mr. Kilhart's recommendation.

Mr. Kilhart reported street sweeping is still in progress. They are starting to do all the neighborhoods now. Mr. Kilhart's goal is to get all the town roads swept this year. There are roads that have not been swept since 2005. Some of these roads look like dirt roads but there is pavement underneath and we need to see the pavement.

Mr. Kilhart stated he had taken a DOT bridge inspection class and part of the class is how to interpret the inspection reports. There are 113 bridges in the state that are classified at critical scour due to erosion on the bridge. He was invited to this class because Hubbardston has one of these bridges. The bridge on Route 62 over the west side of the Ware River is rated in the poor to serious range.

If the state goes to the new scour form they will mandate every time the National Weather Service issues a flood warning for that area. The town will have to monitor it every 6 hours. That is a 3 hour callout every time he sends a DPW worker out there. He will have to measure the water level in the culvert area and once it reaches 12 inches from the top of the culvert, we will have to close the road. Mass Dot will have to come and inspect the bridge in order to reopen the road. He was invited to go down to that bridge inspection last week. DOT has requested DPW replace a headwall between the two culverts. The inside of the culverts are rotted out. 100% of the pipe is gone. It is not on the state schedule to be repaired and is on a six month inspection schedule now. Mr. Kilhart is now working with public safety to have measures in place in case of flooding.

He will keep the Board informed. The Board thanked Mr. Kilhart for his report and he exited the meeting.

Class II Auto Dealers Status Report

Building Commissioner Larry Brandt came in to report on two Class II license holders' status. They are Second Shift Garage located at 107 Gardner Road and AAA Today, LLC located at 60 Gardner Road.

Mr. Brandt has been to AAA Today, LLC three times, twice in the last three weeks, and there hadn't been any further cleanup done at all. Mr. Brandt has been attempting to reach owner Jon Jonsson. Mr. Jonsson has been on the road due to work obligations. Mr. Jonsson has reduced the number of cars on site but there still has not been any cleanup of junk metal, bags of garbage etc. Mr. Jonsson did bring his original parking plan from 2005 from the special permit hearings to Mr. Brandt. Mr. Brandt stated the parking plan should be changed as it's designed for 108 vehicles. Mr. Brandt reported every time he talks to Mr. Jonsson he states he wants to get the number of vehicles increased as it is not enough to do business. Mr. Brandt stated part of the site approval was to install fencing to screen storage, repair areas and vehicles from general public view, but this has never happened.

Mr. Brandt stated Mr. Jonsson parks his car trailers on the top part of the property near the road but this use is not part of the special permit. It is Mr. Brandt's opinion that all of that should stop. He added this is the area that should be displaying nice cars for sale. He is not sure that business will ever return to its original purpose. But Mr. Brandt does not see that happening because Mr. Jonsson is always on the road. Mr. Brandt stated every time he goes there nothing has changed. The special permit can be enforced after consulting with town counsel. The Board discussed what their next action should be. Mr. Brandt stated one of the options available is for the town to

institute a cleanup and place a municipal lien on the property in order to be reimbursed once the property is sold. Mr. Brandt stated the town has never done this because Mr. Jonsson agreed to clean up the property but other than reducing to 40 vehicles nothing else has happened. He added Mr. Jonsson's attitude has been difficult due to Mr. Jonsson believing the Board is "taking it to him." Mr. Brandt stated that Mr. Jonsson now has not complied with the conditions of the class II auto dealer license. The more time the Board gives Mr. Jonsson, the more time he is going to take so it's not going to go anywhere. The next step to take is to take him to court and institute the ticketing process. Mr. Brandt is not sure there is any business happening in the garage. Mr. Brandt advised consulting with Town Counsel on the actual steps to take but he does have the special permit than can be enforced. The Board agreed to revoke the Class II license and check with town counsel about forcible cleanup. The Board will make a formal motion at the June 30th meeting after checking with Town Counsel.

Mr. Brandt moved on to Second Shift Garage. Mr. LaJoie appears to be working on cleaning up the property. He still needs to clean up around the front of the garage. He has made progress but it's slow. Mr. Brandt recommended giving him a little more time.

Mr. Brandt will research on what it would take to get a ticketing program started. Ms. Scheipers is communicating with Gardner Mayor Hawke about their ticketing and hearing procedures. The Board thanked Mr. Brandt and he exited the meeting.

Library Trustees Vacancy

Ms. Peterson reported she had advertised the vacancy for the required time period of one week but no other applicants other than Tom Robinson had come forward. Tom Robinson had expressed interest in being appointed as he had been a trustee previously. Chair McArthur stated the trustees would like to appoint him.

Motion: D. Galante

2nd: J. Williams

To appoint Tom Robinson to fill the Library Trustee vacancy until the next annual election

Vote: D. Galante- yes, J. Williams- yes, M. Stauder-yes, R. Siegel- yes, D. Simmerer- yes

Motion: J. McArthur

2nd: Laura Foley

To appoint Tom Robinson to fill the Library Trustee vacancy until the next annual election

Vote: J. McArthur- yes, L. Foley- yes, J. Amato- yes, J. Henning- yes

The Library Trustees thanked the Board and exited the meeting.

Town Administrators Report- see attached.

The Board took no action regarding the sale of the Evangelical Congregational Church.

Ms. Scheipers reported on Friday COA Director Provencal had heard from the Gardner News that Senator Brewer's office announced the inclusion of \$1.5 million in the Senate's version of a Capital Bond Bill for the senior center's construction. It is not a done deal yet but looks very hopeful.

Ms. Scheipers reported she had received the final report this afternoon from Milone and MacBroom, Inc. on the Mt. Jefferson Road culvert study. They are recommending replacing the existing stone box culvert with a 30 inch culvert slightly downhill from the original location.

Ms. Scheipers reported the Planning Board has been working with affordable housing consultant Dick Heaton and they would like to come to the next meeting to present on some of the issues they are seeing in town.

Town Administrator Performance Evaluation

Ms. Scheipers reported outgoing Chairman Castriotta has recommended that Ms. Scheiper's performance evaluation be approved as presented.

Motion: D. Galante

2nd: J. Williams

To approve the performance evaluation as presented

Vote: All in Favor

Mr. Stauder thanked Ms. Scheipers for the great work she is doing; Ms. Scheipers stated she is enjoying working in Hubbardston.

Board Reorganization-

Motion: J. Williams

2nd: D. Galante

To appoint Michael Stauder as Chairman

Vote: All in Favor

Motion: M. Stauder

2nd: J. Williams

To appoint Daniel Galante as Vice Chairman

Vote: All in Favor

Motion: D. Galante

2nd: M. Stauder

To appoint Jeff Williams as Clerk

Vote: All in Favor

License/Permit Fees Survey

Ms. Peterson reported all departments were asked to research surrounding communities for their fees and they were compiled by a senior tax program work off person. Ms. Scheipers has recommended a range of proposed changes based on what other communities had and where the town's fees were quite low she recommended a mid-range fee. She suggested not taking action tonight. Ms. Peterson reported the fees have not changed in at least eight years. This will be revisited at another meeting.

Intermunicipal Agreement with CMREC regarding the regional bucket truck- Ms. Scheipers reported the document is not ready for this meeting. This item will be placed on another agenda.

Seaboard Solar- Ms. Scheipers reported Planning Board is recommending the Board take no action at this time.

Resignation of DPW Truck Driver

Motion: D. Simmerer

2nd: J. Williams

To accept resignation of R. J. D'Amato effective June 17th

Vote: All in Favor

Motion; J. Williams 2ⁿ: D. Galante

To waive the notification period of the following all wage authorizations:

Travis Brown- DPW Mechanic-6 month probationary period increase- \$19.56/hour-effective
June 9, 2014

Tim Kilhart- DPW Director- \$73,587.50/year effective May 18, 2014

Judith Vacarelo – Library Assistant-\$12.64/hour

Vote: All in Favor

May 19, 2014 Minutes Approval

Motion: D. Galante 2nd: M. Stauder

To approve the minutes of May 19, 2014 as presented

Vote: D. Galante- yes, M. Stauder- yes, D. Simmerer- abstain, R. Siegel- abstain,
J. Williams- abstain

Appointment

Motion: J. Williams

2nd:D. Galante

To appoint Richard Student to Council on Aging –term to expire June 30, 2014

Vote: All in Favor

A meeting between Cemetery Commissioners, Selectboard and DPW Director will be scheduled for next Monday evening

Motion: M. Stauder

2nd:D.Galante

To adjourn the meeting at 8:07 pm

Vote: All in Favor

Respectfully submitted,



Elaine M. Peterson

Approved: June 30, 2014

To: Hubbardston Board of Selectmen

From: Anita Schelpers, Town Administrator

Date: June 16, 2014

Re: Bi-weekly Town Administrator Report

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

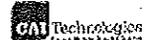
1. **Evangelical Congregational Church of Hubbardston:** Glenn Kunsts, the pastor at the church at 2 Williamsville Road, approached Claudia Provencal asking if there would be any interest in the Town purchasing the church for municipal use. According to Claudia, the asking price \$75,000. According to our Assessors records, the church is a two story building of 5656 sf, sitting on a 7/10 acre lot. Not knowing the condition of the building, it is difficult to predict the feasibility of municipal use of the building. I ask the Board to give thought to whether you wish me to look into this offer to further define the viability. We can add this topic to a future agenda.
2. **Long Range Facilities Planning Committee:** The LRFPC completed the tabulation of the survey conducted at both their May 27th meeting and at the annual town meeting. The results of the tabulation show that the respondents feel that if a new construction project was to be undertaken, it should be first for the senior center, with police and fire being the next supported for replacement.
3. **DCR Update:** As discussed at the last meeting, I have contracted with Avery Associates of Acton to conduct the peer review of The Foster Company appraisals of the DCR parcel on Rt. 68 and the Town parcel on Millie Road. He states the review should be completed by July 7th. The Senate Bonding Committee will be reviewing the Hubbardston bill this week, and reaching out to DCAMM and the Inspector General's office as part of their review. Senator Brewer hopes the Bonding Committee will release the legislation in the next week.
4. **Mt Jeff Culvert:** MMI has completed their quick review of the culvert. They recommended doing additional cleaning of silt buildup caused by the dam overflow – which has been done – and suggest replacement of the old stone culvert with a new box culvert just downhill of the existing. DPW is looking into the permitting and costs of this work – to be done in-house if at all possible. Date TBD.
5. **MRPC Projects:**
 - a. **Grant-funded Hubbardston Community Needs Study:** This CDBG funded study involved conducting a local survey, and studying current statistics for our community. The 43 question public survey mailed to every household; covering topics such as education, income, employment, health issues, social services and housing. We had 182 survey responses (9.34%), and the survey results seemed to relate very closely to the demographic information obtained through MRPCs research of available current statistics. At the meeting, MRPC presented a draft community resources booklet (attached). On Monday June 9th we held a public meeting to discuss the MRPC findings for their community needs study. Not a single resident attended the meeting. The PowerPoint handouts for the meeting are attached. Copies are also placed on the Town website. The next steps for this project are:
 - i. MRPC will work with me to identify key areas of concern based on the study findings, and to develop related action items to address these areas of concern
 - ii. MRPC will prepare the final report consisting of the data research results, survey results and findings, and action plan identifying key areas of concern with suggested action items, and the final version of the Resource Guide
 - iii. MRPC will give a brief presentation to the BoS at our July 14th meeting.
 - b. **Hazard Mitigation Study:** The Montachusett Regional Planning Commission was awarded a Hazard Mitigation Planning Grant from the Federal Emergency Management Agency (FEMA) in conjunction with the Massachusetts Emergency Management Agency (MEMA) that will allow MRPC to prepare an Updated Hazard Mitigation Plan for each their 22 communities. This study is being completed and MRPC will be coming to the July 14th meeting to present the findings for Hubbardston.



Hubbardston, MA
1 Inch = 117 Feet
June 10, 2014

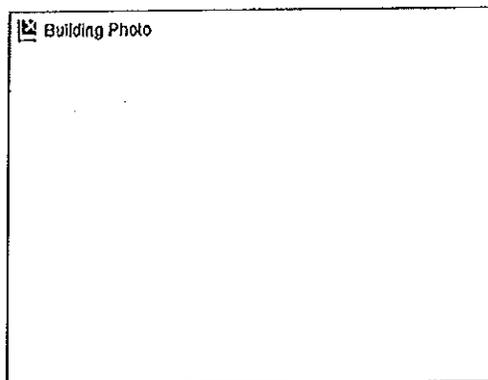


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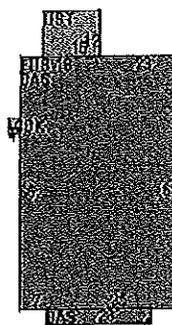
Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

Stories:	2
Occupancy	1
Exterior Wall 1	Clapboard
Exterior Wall 2	
Roof Structure	Gable/Hlp
Roof Cover	Asph/F GlS/Cmp
Interior Wall 1	Drywall/Sheet
Interior Wall 2	
Interior Floor 1	Hardwood
Interior Floor 2	
Heating Fuel	Oil
Heating Type	Forced Air-Duc
AC Type	None
Bldg Use	REST/CLUBS
Total Rooms	
Total Bedrms	00
Total Baths	0
1st Floor Use:	9034
Heat/AC	NONE
Frame Type	WOOD FRAME
Baths/Plumbing	AVERAGE
Ceiling/Wall	CEIL & WALLS
Rooms/Prtns	AVERAGE
Wall Height	14
% Conn Wall	0



(<http://images.vgsi.com/photos/HubbardstonMAPhotos//default.>)

Building Layout



Building Sub-Areas			Legend	
Code	Description	Gross Area	Living Area	
BAS	First Floor	2884	2884	
FUS	Upper Story, Finished	2772	2772	
UST	Utility, Storage, Unfinished	180	0	
WDK	Deck, Wood	12	0	
		5848	5656	

Extra Features

Extra Features				Legend	
Code	Description	Size	Value	Bldg #	
FPL3	2 STORY CHIM	1 UNITS	\$1,000	1	

Land

Land Use

Use Code 9060
 Description CHURCH ETC
 Zone
 Neighborhood 0060
 Alt Land Appr No

Land Line Valuation

Size (Sqr Feet) 30492
 Frontage 0
 Depth 0
 Assessed Value \$44,400
 Appraised Value \$44,400

Category

Outbuildings

Outbuildings						Legend
Code	Description	Sub Code	Sub Description	Size	Value	Bldg #
SHD1	SHED FRAME			64 S.F.	\$200	1
SGN2	DOUBLE SIDED			8 S.F.&HGT	\$300	1
SGN2	DOUBLE SIDED			4 S.F.&HGT	\$100	1

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2013	\$143,200	\$44,400	\$187,600
2012	\$143,200	\$47,000	\$190,200
2011	\$147,500	\$47,000	\$194,500

Assessment			
Valuation Year	Improvements	Land	Total
2013	\$143,200	\$44,400	\$187,600
2012	\$143,200	\$47,000	\$190,200
2011	\$147,500	\$47,000	\$194,500

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LRFPC Survey Tabulation - June 4 2014

- 1) Numbers of people having visited the following buildings:

a) Library 69	d) Senior Center 65
b) Town Offices (Lib Bsmt) 71	e) Police Department 63
c) Town Offices (Slade) 70	f) Main Street Fire Station 48

- 2) Numbers having viewed the presentations made for the following buildings:

a) Library 39	d) Senior Center 49
b) Town Offices (Lib Bsmt) 36	e) Police Department 41
c) Town Offices (Slade) 38	f) Main Street Fire Station 38

- 3) Numbers supporting replacement of the following buildings with new construction:

a) Library 12	d) Senior Center 61
b) Town Offices (Lib Bsmt) 30	e) Police Department 52
c) Town Offices (Slade) 43	f) Main Street Fire Station 45

- 4) Numbers supporting repair only of the following buildings:

a) Library 54	d) Senior Center 31
b) Town Offices (Lib Bsmt) 40	e) Police Department 26
c) Town Offices (Slade) 29	f) Main Street Fire Station 26

- 5) Numbers of people in what order would you want to repair or replace the buildings (1 - 6)?

	1 st	2 nd	3 rd	4 th	5 th	6 th
a) Library:	9	5	8	2	10	29
b) TOs – Lib:	4	14	10	21	15	6
c) TOs – Bsmt:	8	6	18	24	10	5
d) Senior Center:	34	8	8	9	8	6
e) Police Dept:	20	14	17	6	6	5
f) Main Fire St:	17	24	8	5	11	6

- 6) Numbers supporting borrowing money to achieve a facility (repair or replace) plan:

a) At Town Meeting (<u>within</u> the limits of Proposition 2 ½) ?	54
b) At Ballot (<u>outside</u> the limits of Proposition 2 ½) ??	40

- 7) List of people wishing to stay notified on meetings and developments is attached.

Avery Associates

Real Estate Appraisers – Counselors

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P.O. Box 834
Acton, MA 01720
Tel: 978-263-5002
Fax: 978-635-9435
jon@averyandassociates.com
www.averyandassociates.com

June 4, 2014

Anita M. Scheipers
Town Administrator
7 Main Street – Box 3
Hubbardston MA 01452

Re: Proposal for Appraisal Review Services
Land Exchange Between
Commonwealth of MA and Hubbardston
Gardner Rd. and Mile Rd. Hubbardston, MA

Dear Ms. Scheipers,

I have reviewed the information provided by you and made a preliminary read of the appraisal report prepared by Kenneth J. Croft, III of the Foster Appraisal & Consulting Co., Inc. pertaining to the above referenced properties. I am pleased to submit the following proposal for professional services.

SUBJECT OF THE APPRAISAL REVIEW

The subject of this appraisal review is a narrative appraisal report prepared for the Massachusetts Division of Capital Asset Management and Maintenance (DCAM) dated April 17, 2014. This appraisal report was prepared by Kenneth J. Croft, III of Foster Appraisal & Consulting Co., Inc. This is a single appraisal report presenting an estimate of the market value of 12± acres of vacant land on Gardner Road owned by the Commonwealth of MA and the 17± acres of vacant land on Mile Road owned by the Town of Hubbardston

The purpose of this appraisal is to provide an estimate of current market value as the Commonwealth of MA and the Town of Hubbardston considers acquisition/disposition of these properties – possibly by means of a land swap. Further, this appraisal is prepared in conformance with the Uniform Standards of Professional Appraisal Practice and Narrative Appraisal Report Specifications of the Commonwealth of Massachusetts Department of Energy and Environmental Affairs. In addition to the client, DCAM, intended users of the appraisal include MA Department of Conservation and Recreation and the Town of Hubbardston.

Page 2
June 4, 2014
Anita M. Scheipers
Town Administrator

SCOPE OF SERVICES

I propose to prepare an appraisal review report addressing the Foster Appraisal as it conforms to the Uniform Standards of Professional Appraisal Practice and the Narrative Appraisal Report Specifications of the Commonwealth of Massachusetts Department of Energy and Environmental Affairs. This appraisal review report will be presented in the Narrative Report Format. The appraisal will be prepared in conformance with the Uniform Standards of Professional Appraisal Practice, the Code of Professional Ethics of the Appraisal Institute and the Appraisal Report Requirements as issued by Massachusetts EEA.

COST/PAYMENT

The fee for the preparation of this review appraisal is Three Thousand (\$3,000) Dollars. This fee will be due and payable upon delivery of the completed review appraisal report to you in duplicate. I anticipate delivery of this completed review appraisal to you no later than 30 days from the date of receipt of your written acceptance of this proposal. This fee is for preparation and delivery of the review appraisal. Post review appraisal services, including but not limited to, preparation for or appearance at formal or informal hearings proceedings or trials, will incur additional charges at a rate of \$300 per hour.

This proposal is valid for a period of 30 days from the date hereof and may be withdrawn at any time prior to your acceptance. If you have any questions regarding this proposal, please feel free to contact me.

If this proposal meets with your approval, please so indicate below and return your acceptance to me.

Respectfully submitted,



Jonathan H. Avery, MAI, CRE

JHA/j
By email only: admin@hubbardstonma.us

ACCEPTED BY:  _____

DATE: 6/5/14

Anita Scheipers

From: Mike Gagnon <mikeg@miloneandmacbroom.com>
Sent: Monday, June 02, 2014 11:52 AM
To: Town Administrator
Cc: John Hoey; Tony Ciriello; Mark Arigoni
Subject: Mount Jefferson Road Culvert

Anita,

As an update relative to the Mount Jefferson Road culvert, we have completed our initial hydrologic and hydraulic assessment of the drainage area and culvert. We understand Mount Jefferson Road and a few properties down gradient of the culvert recently experienced damage as a result of what appeared to be a sudden wave of flow from the impoundment. We also learned that there was a significant beaver dam in the vicinity of the spillway that perhaps was breached. That being said, a sudden release of even two inches across the impoundment would cause an inundation of approximately 200,000 gallons of water directed towards Mount Jefferson Road.

As you know, MMI conducted a site visit on May 13, 2014 to visually observe the existing upstream impoundment, culvert and contributing watershed area. The existing culvert is a 20±" wide by 18±" high stone culvert with what appears to be a reinforced concrete pipe insert. Both the inlet and outlet are full of sediment constricting approximately 90% of the effective opening area of the culvert, possibly deposited or exacerbated as a result of the recent overtopping event. The water level in the upstream impoundment is controlled by a weir that outlets into a channel and to the culvert inlet. A single timber weir board was observed on the impoundment side of the weir structure that can be removed as necessary to control the water level in the pond. We learned from speaking with an abutter that the impoundment was dug as a farm pond several years ago. The earth embankment on each side of the weir was lined with concrete masonry units. We also confirmed by our observations the evidence of recent beaver activity in the area. We understand the dam and spillway were recently inspected by others and it was determined the dam is classified as low hazard. We will contact DCR to confirm the hazard classification and to obtain a copy of the most recent inspection report.

We conducted a hydrologic analysis using the HydroCAD computer software based on the NRCS TR-20 hydrologic model. The entrance to the Mount Jefferson Road culvert was used as the analysis point to compute peak flows. The contributing watershed area is approximately 19 acres and was delineated based on MassGIS topographic mapping and ortho photos, and our observations during our site visit.

We analyzed the culvert for conveyance of the 10-year storm event in accordance with MassDOT Highway Design Guide for a local rural road. We assumed the equivalent of a 15" reinforced concrete pipe recognizing that we could not obtain an exact size the interior pipe. Independent of the restriction caused by the sediment, we determined that the culvert conveys the 10-year event without overtopping Mount Jefferson Road. We also checked the 25-year event that also shows adequate conveyance without overtopping the road. However, secondary flow from storms beyond the 10-year event appears to overtop the embankment at a low point between the abutter's gravel drive to the south and the spillway that appears to flow down along the drive and out to the roadway.

As an immediate measure, we recommend cleaning the existing culvert of sediment to resume conveyance capacity and to give you an opportunity to further access the condition of the inside of the culvert. ^{DONE} The long term recommendation is the installation of a new 15" or 18" RC pipe culvert (or equivalent) south of the existing crossing. The existing culvert would be maintained during construction to convey base flow and the in-kind replacement size should not trip any significant wetland permitting thresholds. In addition to a new culvert, a swale should be constructed from the low point in the embankment to direct any secondary flow towards the inlet of the culvert and away from the road. An easement will be required for the construction of the swale on private property.

We will follow with a letter report that includes our analysis and pertinent figures. In the meantime, please don't hesitate to contact me should you have any further questions.