

**BOARD OF SELECTMEN  
MINUTES  
JUNE 30, 2014  
SLADE BUILDING**

**Members present:** Michael Stauder, Chair  
Daniel Galante, Vice Chairman  
Jeffrey Williams, Clerk  
Raeanne Siegel  
David Simmerer

**Staff present:** Anita Scheipers, Town Administrator; Elaine Peterson, Town Secretary; Police Chief Dennis Perron; Det. Ryan Couture

**Others present:** Ed Blanchard, Jon Jonsson, Linda Jonsson, Francois Steiger, Tom Colyer  
Mary Ann DiPinto, Tom Robinson, Peter Jefits, Vincent Ritchie, Dennis O'Donnell,  
Catherine Ritchie

Meeting was called to order at 6:33 p.m.

**Open Session:**

Class II Auto Dealer Jon Jonsson came in because he had heard that his license was going to be revoked. Mr. Galante stated the Board had received an update on 26 Gardner Road from Building Commissioner Brandt at the last meeting and the Board had not taken any action. Mr. Jonsson asked if one or some of the Board would come and visit the site. Mr. Stauder entered the meeting. Linda Jonsson requested a copy of the minutes of the last meeting. Mr. Williams stated that the cleanup process is going on much longer than anticipated. Mr. Jonsson disagreed stating he was asked to do certain things which he did; a) get the car count down; b) bring in a parking plan and c) cleanup. He assumed when he met with Mr. Brandt on the 10<sup>th</sup> that the cleanup had been approved. He stated this was the main reason he has been trying to get Mr. Brandt to his place for months so if he was unhappy he could give Mr. Jonsson some pointers. He had asked Mr. Brandt if there was anything else he needed to do and Mr. Brandt had stated "just keep on doing what you are doing." Mr. Jonsson added he has cleaned up to what he considers what is satisfactory. If there is something you want me to do differently, point it out. Mr. Stauder suggested he and Mr. Galante visit the property along with Mr. Brandt. Other board members can go independently. Mr. Galante added there are also special permit conditions. Mr. Jonsson stated he heard there was also discussion about what he was parking up on the road; there has always been cars and trucks parked there and it has always been that way. A time will be arranged by Ms. Scheipers for all concerned before the July 14<sup>th</sup> meeting. The Jonssons exited the meeting.

Healdville Road resident Francois Steiger came in regarding the recent road construction and asked if there is any documentation regarding easements on the road in terms of the work being done. He would like to get a copy of that. Ms. Scheipers took Mr. Steiger's contact information. He stated the construction job was done very well on the road. Mr. Steiger stated there are certain grates on the road that do not fit the man hole covers. They are much too small. He stated

there is one as you head near the waterfall and another on 53. He stated a small child could fit in there. Ms. Scheipers will contact him.

**Town Administrator Report-** see attached

Ms. Scheipers wanted to thank John and Jane Frederico of The Country Trial for donating bark mulch to the Town. She has sent a thank you letter to them already. She also pointed out some of the other improvements to the building; Monty Tech students constructed a storage shed to hold police car washing equipment and the new Town Office sign at the parking lot entrance. They also repaired the shaky railing on the rear ramp and closed in the open gap at the end of the ramp for safety.

Regarding Paul Laine having his deceased brother's legal case against the town dismissed, Ms. Scheipers requested Mr. Stauder signed a letter of thanks to him, adding we will now be able to move ahead with the construction of the communication tower.

Mr. Galante asked Ms. Scheipers if DPW Director Kilhart has a backup plan to stabilize the Healdville Road bridge if the funding in the transportation bill is not released by the Governor. Ms. Scheipers stated she could check with him. She reported if there is no repair to the bridge before the snow season the bridge will have to be closed down to through traffic. It only has a 3 ton maximum weight allowance and even the smallest of the town trucks when fully loaded with sand and salt is over the maximum.

**Affordable Housing Presentation-Impact of MGL Chapter 40B** -- see attached

Planning Board Chair Vincent Ritchie introduced consultant Dick Heaton of H & H Associates, 178 Ballville Road, Bolton, MA and the other ad hoc committee members. He presented Tom Robinson, Planning Board Associate; Peter Jefts and Mary Ann DiPinto, new Planning Board members; Dennis O'Donnell, Housing Authority and Catherine Ritchie, member at large, to the Board. Due to the large amount of undevelopable state owned land, around ten years ago the Planning Board had attempted to research a 1 ½ % exemption regarding affordable housing requirements. After no conclusive information was reached, the project was transferred to a ZBA subcommittee and with the assistance of an outside consultant an affordable housing plan was created. As part of the Madison Green and Moosehorn residential housing permits, the Planning Board required them to dedicate two affordable units each. However, the state did not recognize those units in the town's quota for affordable housing due to necessary deed restrictions being recorded. Last fall the Madison Green developer asked to be released from the covenant on their property. As part of the negotiations a \$10,000 payment was paid to the town and placed in an affordable housing special account. Mr. Ritchie turned over the presentation to Mr. Heaton. Mr. Heaton reported he only works for cities and towns in assisting to develop affordable housing plans and/or projects. MGL 40B requires towns to have 1 ½ % of the land area to be designated for affordable housing. The Board has identified some parcels that have potential. Does the Board want the ad hoc committee to continue on or can wait for a developer to come to town and offer to build affordable housing units when building. Mr. Ritchie added what they are trying to do avoid becoming the object of unfriendly affordable housing. They are recommending the Board be proactive. Mr. Stauder asked if the land needs to be town owned to meet the required housing compliance ratio. Mr. Heaton replied no. Mr. Blanchard stated as Chair of the ZBA he agreed with the proactive concept. The 40B affordable housing plan that

was developed a few years back was never executed. He asked what the planning board's opinion is of that plan. Mr. Heaton stated one of the points of the plan was to go out and be proactive. Mr. Ritchie stated the plan does have a limited lifespan. Mr. Ritchie asked if the Board wants the ad hoc committee to continue working and to create a proposal for the Board. Mr. Blanchard pointed out even if the town goes ahead with the proposal it does not prevent a developer from coming in with a 40B plan in another area of town. We can only turn down plans if we have enough already in progress. Mr. Ritchie invited the Selectboard to continue the conversation at a Planning Board meeting.

**Motion: D. Galante**

**2<sup>nd</sup>:J. Williams**

**To support the continuation of the affordable housing process**

**Vote: All in Favor**

Mr. Ritchie reported there is approximately \$5,000 remaining in the affordable housing fund with \$10,000 coming when Madison Green sells more units. Ms. Scheipers stated the town needs to update the affordable housing plan periodically. If the Board approves of the plan as is, the only thing that needs updating is the demographics. The group thanked the Board and exited the meeting.

#### **Special Town Meeting Required-**

Ms. Scheipers reported the town meeting votes in June gave the town the authorization to spend funding for the new DPW truck and Police cruiser but did not authorize the treasurer to borrow according to bond counsel. A STM needs to be scheduled, specifically for July 29<sup>th</sup> to correct this.

**Motion: M. Stauder**

**2<sup>nd</sup>:D.Simmerer**

**To set a July 29<sup>th</sup> special town meeting for two articles to authorize borrowing by the Treasurer**

**Vote: All in Favor**

The Board requested a statement clarifying the need for borrowing *for already approved articles* to be placed somewhere on the mailing.

The Board signed the town meeting warrants. Ms. Scheipers pointed out the introductory Senior Center letter from the Council on Aging and their request to include it with the mailing. The Board concurred. Ms. Peterson reported the warrant will be printed and prepared for mailing in house in order to save expenses. It will be mailed out July 8<sup>th</sup>.

#### **Library Road Race**

Ms. Peterson presented a request for permission to hold the library road race on Saturday, September 6, 2014 at 9:00 a.m. All public safety departments have been contacted concerning logistics.

**Motion: M. Stauder**

**2<sup>nd</sup>:D.Simmerer**

**To approve the 17<sup>th</sup> Annual Hubbardston Library Road Race/Walk**

**Vote: All in Favor**

#### **Fiscal Year 2015 Selectboard Meeting Dates**

Meeting dates were reviewed. December 29, 2014 will be cancelled.

#### **Liaison to Departments/Boards list**

The Board reviewed the list and reassigned liaisons.

**Interdepartmental transfer request**

Ms. Peterson presented a transfer request of \$116.00 from Account #001-145-5110-0001 to Account 001-122-5110-0001 to fund 7.25 hours as town secretary for fiscal year '14.

**Motion: J. Williams**

**2<sup>nd</sup>: R. Siegel**

**To approve the transfer and authorize Chair Stauder to sign the form**      **Vote: All in Favor**

**Minutes Approved**

**Motion: J. Williams**

**2<sup>nd</sup>: M. Stauder**

**To approve the minutes of June 2, 2014 as presented**      **Vote: Mr. Williams- yes, Mr. Stauder- yes, Mr. Galante- yes, Mr. Simmerer- abstain, Ms. Siegel- abstain**

**Motion: M. Stauder**

**2<sup>nd</sup>: J. Williams**

**To approve the minutes of June 16, 2014 as presented**      **Vote: All in Favor**

**Motion: J. Williams**

**2<sup>nd</sup>: D. Simmerer**

**To approve the minutes of June 23, 2014 as presented**      **Vote: Mr. Williams- yes, Mr. Stauder- abstain, Mr. Galante- yes, Mr. Simmerer-yes, Ms. Siegel- yes**

**Fiscal Year 2015 Appointments**

Ms. Scheipers asked the Board take the police department appointments first.

Chief Perron informed the Board he was recommending the promotion of Detective Ryan Couture to Sergeant effective July 14, 2014. He has proven through his quality of work over the years that he deserves this opportunity.

**Motion: M. Stauder**

**2<sup>nd</sup>: J. Williams**

**To waive the notification period of the appointment to Sergeant for Ryan Couture**

**Vote: All in Favor**

The Board congratulated Detective Couture. There will be a swearing in ceremony on July 10<sup>th</sup> at 6:00 pm at Center School for Detective Ryan and Officer Luke Dezago.

The next item was a recommendation of DPW Director Kilhart of DPW Mechanic Travis Brown to Group Leader as specified in the union contract under article 35.1. This is an "as needed" position for when the DPW Director is not available and deems it necessary. Mr. Williams asked what the criteria are for this position. Ms. Scheipers stated it is an individual who is able to maintain the control and respect of the other employees to the capacity of acting as the supervisor when Kilhart is not available. Mr. Williams stated another DPW employee contacted him over the weekend and was upset about not getting the appointment. Mr. Galante pointed out that those decisions by superintendents are not based on loyalty or longevity but trust and execution. He speculated it was not a personal decision. Mr. Stauder cautioned on discussion of personnel in open session. Mr. Williams reiterated he wanted to know what the criteria are. Ms. Scheipers stated the criteria is someone who can run the department in absence of DPW Director; someone who can manage the administrative aspects of the job, who can interface with the public, who can schedule the work to be done with the best use of manpower and equipment and someone who has shown really strong leadership ability. There were three applicants and Mr. Kilhart chose Travis Brown based on his experience working with him.

**Motion: M. Stauder** **2<sup>nd</sup>: R. Siegel**  
**To waive the notification period of appointment as Group Leader for Travis Brown**  
**Vote: All in Favor except Mr. Williams and Mr. Simmerer voting no.**

Ms. Peterson moved on to the new DPW Truck Driver/Laborer hire of Kenneth Normandin effective July 8, 2014.

**Motion: D. Simmerer** **2<sup>nd</sup>: J. Williams**  
**To waive the notification period of Kenneth Normandin as DPW Truck Driver/Laborer**  
**Vote: All in Favor**

**Motion: M. Stauder** **2<sup>nd</sup>: R. Siegel**  
**To waive the notification period of two seasonal workers, Cody Chick and Andrew Churchill effective July 1, 2014** **Vote: All in Favor**

Mr. Stauder moved on to the remaining board and committee appointments.  
Ms. Peterson requested adding the ad hoc affordable committee members and Jeff Williams as the Selectboard representative for Long Range Facilities Planning Committee and Dave Simmerer as the Senior Tax Work Off Program/ Selectboard representative. Mr. Blanchard requested adding a ZBA member to the ad hoc affordable housing committee.

**All terms expire June 30, 2015 unless listed otherwise.**

**Legal Counsel – Kopelman & Paige PC**  
**Treasurer/ Acting Tax Collector/Parking Clerk-Kristen J. Noel**  
**Planning Board Associate- Tom Robinson**  
**Long Range Facilities Planning Committee**  
Susan Rayne  
Paul Hale  
Selectboard member-Jeff Williams  
Sanda Barry  
**Ad hoc Senior Center Building Committee**  
Paul Hale  
John Nason  
Claudia Provencal  
Richard Student  
**Asst. Animal Inspector-Kim Landry**  
**Historical Commission Alternate- Hilary Scott Jr.**  
**Cable Advisory Committee**  
Elaine Peterson  
John Nason  
Lucinda Oates  
Tom Colyer  
**MONTY Tech School Committee -term to expire June 30, 2018**  
Kathleen Airoidi  
**Historical Commission-term to expire June 30, 2017**  
Martha Holgerson  
Kenneth Green

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**Historical Commission Associate-term to expire June 30, 2015**

Ernest Newcomb

**Senior Tax Work Off Committee**

Claudia Provencal-COA Director

Albert Afonso- Assessors

Selectboard member-Dave Simmerer

COA member- Walter Scott

Kristen Noel- Acting Tax Collector

**Montachusett Joint Transportation Committee-Tim Kilhart**

**MART Advisory Board**

Anita Scheipers

**MRPC Representative Alternate-** Anita Scheipers

**MRPC Representative/Planning Board Rep-** Peter Jefts

**Building Commissioner/ Private Ways Trench Inspector-** Lawrence Brandt

**Community Preservation Committee**

Danielle Arakalien-Member at Large- term expires June 30, 2016

**Constable-** Bella Kaldera- term expires June 30, 2017

**Council on Aging-** term to expire June 30, 2017

Richard Cunningham

Bonnie Cunningham

**Agricultural Commission**

Tom Bratko- term to expire June 30, 2017

**250<sup>th</sup> Anniversary Committee**

Gary Kangas

Ernest Newcomb

**Open Space Committee-**

Jassy Bratko

**Emergency Management Planning Committee-**

Police Chief Dennis Perron

Fire Chief Bob Hayes, Jr.

Dennis O'Donnell- **Emergency Mgmt. Director**

Judith O'Donnell- **Asst. Emergency Mgmt. Planning Dir.**

Tim Kilhart- DPW

**Fire Chief/Hazardous Waste Coord./Central MA Emergency Medical Systems Corp. Rep**

Robert Hayes Jr.

**Town Clerk-** Joyce Green

**DPW Director/Public Ways Trench Inspector-**Timothy Kilhart

**Cultural Council-**

Carla Jones-term to expire June 30, 2017

**Tree Warden-** Jeffrey Bourque

**Veteran's Agent-** Phillip Buso

**Wiring Inspector-** Darrell Sweeney

**Plumbing/Gas Inspector-** Tom Monfreda

**Asst. Plumbing/Gas Inspector-** Anthony Hoffmann

**Memorial Day Committee**

Jeanine Como

Andrea Colyer

Tom Colyer

Ray LaJoie, Jr

Kevin Macomber

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**Zoning Board of Appeals**

Ed Blanchard-term to expire June 30, 2019

William Fernekees- Associate Member

**Police Officers-**

Scott Chatigny- Full-time Officer- term to expire June 30, 2017

Michael Amann- Full-time Officer- term to expire June 30, 2015

Luke Dezago-Full-time Officer- term to expire June 30, 2015

**Part-time Officers-term to expire June 30, 2015**

Scott Tibert

James Halkola

Kevin Mailman

Robert Fagundes

**Conservation Commission**

Larry Therrien- term expires June 30, 2017

**Ad hoc Affordable Housing Committee-**

Dennis O'Donnell

Vincent Ritchie

Katherine Ritchie

Peter Jefts

**Motion: M. Stauder**

**To approve appointments as presented**

**2<sup>nd</sup>: R. Siegel**

**Vote: All in Favor**

**Resignation**

**Motion: M. Stauder**

**To accept the resignation of Christopher Kusz effective July 3, 2014**

**2<sup>nd</sup>: R. Siegel**

**Vote: All in Favor**

**Intermunicipal Agreement for Central Massachusetts Regional Equipment Cooperative**

Ms. Scheipers presented the agreement for the Board to sign.

**Motion: M. Stauder**

**To sign the agreement as presented**

**2<sup>nd</sup>: J. Williams**

**Vote: All in Favor**

**Meeting Agenda Format Clarified**

Ms. Peterson presented the January 27 minutes clarifying the agenda format for Selectboard meetings. Mr. Stauder stated the open session will remain at the beginning of the meeting. Questions and comments from the audience are welcome but before any agenda item where discussion needs to be limited, it will be announced at the beginning of the item. Public and press questions time will be provided at the end of the meeting.

Mr. Blanchard thanked the Board for giving Mr. Jonsson patience in his license review.

He asked if the Cemetery fence is going to be a reality as he's getting close to "getting there" and it would be nice to have an attractive fence there.

He then asked if anyone had approached the Town about a triathlon at Comet Pond this year.

Ms. Peterson said no one had contacted her. His concern is the safety of the people who come to practice as there are motorized boats going around the pond. Mr. Blanchard stated no one has permission to swim at Comet Pond other than private owners or at the state beach area. Ms.

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Siegel stated if you have a triathlon membership, the lifeguards will give you permission to swim at Comet Pond. They will also follow you with a kayak if you request it. DCR governs the pond.

**Motion: J. Williams**  
**To adjourn the meeting at 8:29 p.m.**

**2<sup>nd</sup>: M. Stauder**  
**Vote: All in Favor**

Respectfully submitted,



Elaine M. Peterson  
Town Secretary

Approved: July 14, 2014.

**To: Hubbardston Board of Selectmen**

**From: Anita Scheipers, Town Administrator**

**Date: June 30, 2014**

**Re: BI-weekly Town Administrator Report**

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

**1. Animal Control Officer Contract with Gardner:** Gardner has informed us that Templeton has dropped out of the regional agreement, and now Winchendon and Westminster will be joining the mix. Our assessment for FY15 will stay at the budgeted amount, but moving forward our assessments will be increased by 2 ½ % each year. The past assessment was based on actual usage. Looking at what this usage has been, and how it is increasing, the new system of a set % increase will actually work in our favor, as we have been steadily increasing usage of the service/facility each month of over the past year. Absent any objection by the Board, I will continue to work with Gardner to finalize and execute a 1 year contract with options to renew for this regionalized service.

**2. Revised QRSD Regional Agreement:** We received confirmation from our new school committee member Debbie Chamberlain that all five towns approved the amendments to the regional school agreement. Once the Superintendent receives copies of the certified vote from each town, it will be forwarded to DESE for approval.

**3. Payment of Legal Services:** Mr. Paul Laine had called to request that the Town assist in payment of the roughly \$592 of legal fees he incurred as a result of dismissing the cell tower law suit against our Planning Board. Upon inheriting his brother's estate, Mr. Laine agreed to drop the suit, but this required paying counsel to file and submit the necessary legal documents with the court. Because the Town is not legally able to use Town funds to pay for non-municipal services, I called Mr. Laine to inform him that we cannot pay his bill. He confirmed that his attorney told him the same thing on June 25<sup>th</sup>. While we are not able to compensate him for his costs, I would ask the Board authorize the Chair to sign a letter (attached) to Mr. Laine thanking him for having dismissed the case. This action has not only saved the Town money that would otherwise have been spent on legal expenses in defending the case, but it also now allows the Town and the Regional Dispatch center to move ahead with the construction of the much needed cell tower adjacent to his deceased brothers property, as this will greatly improve the radio signal distribution for our public safety radio system.

**4. "Insurance Proceeds Under \$20,000" Account:** The Town Accountant has confirmed that we are able to use the cemetery (claim related) funds held in this account after July 1<sup>st</sup> to purchase either an additional segment of fence or a mower, as determined by the Board. The Historical Commission is meeting on the evening of July 3<sup>rd</sup> to discuss the issue of whether the new style fence should be erected at the front of the Rural Glen Cemetery. I will report back to the Board at our July 14<sup>th</sup> meeting.

**5. Curtis Field Recreation Park Status:** In response to ongoing concerns about the accessibility of the recreation field, on the 24<sup>th</sup> I met with DPW Director Tim Kilhart and Parks Chair Sanda Barry to review the status of improvements. The gravel placed by DPW at each side of the Main gate has held well, but should definitely be considered a temporary solution. Sanda Barry stated her Commission has agreed to move ahead this summer to pave one side of the gate with a fully accessible walkway to allow handicapped individuals a smooth access into the park, while still keeping the gate locked to prevent unauthorized vehicles from driving around the field. They are in the process of seeking quotes on this work now, to be paid out of their fund. Additionally, the handicapped accessible portable toilet has been delivered and set in a central spot behind the gazebo. Concerns regarding the conditions of the gazebo and nearby benches were also discussed. The Lions Club is still planning to work with an Eagle Scout candidate to make the necessary repairs to the gazebo later this summer. The Parks Commission will continue to monitor the structure during the season and address any immediate safety issues as needed prior to the main project beginning. The replacement of the wood benches will be completed by the Park Commissioners after July 1<sup>st</sup> provided FY15 funds to purchase the materials needed.

**6. Proposed Housing Emergency Storm Funds Housing Rehab Program:** You may recall we were working with C.O.G. to identify people who still have 2011 and 2012 storm related damage needing repairs. We had advertised the potential for the program as a basis to identify the level of need to justify an application for funding. Since we received only one resident expressing interest in the program, COG determined we did not have adequate need to justify applying for the funds, and we did not submit an application. We will be working with MRPC to determine what future housing rehab grant programs might be appropriate for us to work with.

**7. Charter Takeover By Comcast:** As previously discussed, we had received notice earlier this year that Comcast would be taking over the Hubbardston section of Charter's cable services, but no date had been provided. Last week we received notice from Comcast stating there are already beginning the internal restructuring to allow this transaction to take place. The transition will involve Charter setting up a separate LLC, which will then be assumed by Comcast as a subsidiary company. Comcast has provided us (in our correspondence file) relevant information regarding Comcast's financial, legal and technical qualifications for this takeover. If we feel this transition is acceptable to the Town, we need take no action. If we feel, however, that this requires approval of a license transfer by the Board, we have a period of 120 days to review their submittal and act upon their request for approval of the transaction. I would suggest the Board take to review the Charter submittal, and we can place this item on the July 14<sup>th</sup> agenda for discussion and a vote.

**8. Healdville Road Bridge:** On June 19<sup>th</sup> MassDOT conducted its 6 month inspection of the bridge. They started the inspection by stating they would likely be informing us at the end of the inspection that they would be declaring the bridge unsafe and force us to close it to through traffic. Luckily, at the end of their inspection, they determined that the bridge was safe enough to remain open at this time, but urged us to make various immediate improvements (such as replacing a few of the cross planks) and to mark the bridge with a cautionary reduced speed signage at both ends to encourage drivers to go more slowly over the bridge. They did state that we should expect that at the next inspection six months from now, that they would force the closure of the bridge, unless we were already underway with the bridge replacement project. The \$200,000 funds for the bridge project are part of the transportation bond bill sitting on the Governor's desk. None of our legislators are able to predict if he will allow the funding for our project to be released. It is hoped that we will have an answer on this by the end of the summer, as we are holding that amount of our C90 funds aside to pay for the project if the state does not provide the special funds. Our DPW Director would like to get the project out to bid this summer in anticipation of our moving forward with the replacement before the end of the calendar year. I will keep you updated on this as the summer progresses.

**9. Status of Legal Expenses:** Attached is the latest spreadsheet showing legal expenses to date. Please note that while the May invoice totaled \$9,740.32, the portion to be paid by the Town is only \$2,862.82.



# Hubbardston

## Impact of MGL 40B

Dick Heaton  
 H&H Associates  
 June 30, 2014

## What is MGL 40B

- State law requiring all communities to have 10% affordable housing or 1 ½ % of land area approved by DHCD
- Communities that do not meet criteria are subject to developer proposals that can negatively impact a small community.
  - Schools
  - Housing Prices
  - Conservation Land
  - Support Services (police, fire, etc)

Required Housing for Hubbardston to be in compliance with 40B

	% of Housing	Land Area Minimum
<b>Goal</b>	10%	1 ½ %
<b>Required Housing</b>	163 units	18.6 to 37 acres*
<b>Actual Affordable</b>	52 units (3.2%)	8.6 acres
<b>Housing Needed</b>	111 units	10 to 28.5 acres*

\*11,450 acres pending purchase by North County Land Trust

## What is the process?

- Developer requests a Project Eligibility letter from Boston
  - Selectmen given 30 days to respond
  - Project Eligibility letter is the ticket to Hubbardston ZBA 40B Process
- Developer applies to ZBA with Project Eligibility Letter
  - ZBA coordinates all Boards, Commissions and Departments in Town
  - ZBA has 6 months to review and decide on project
  - ZBA renders a decision
- Developer may appeal the decision of the ZBA to Housing and Appeals Committee (HAC) in Boston
  - HAC may over rule the decision of the Hubbardston ZBA
  - Town may appeal HAC decision to Superior Court

## Definition of Hubbardston Affordable Housing

	Condo or Home		Apartment	
	3 ppl	4 ppl	1 per	2 ppl
<b>Price or Rent</b>	\$163,000.	\$182,000	\$1,118.	\$1,198
<b>Max Income</b>	\$57,550.	\$63,900	\$44,750	\$51,150
<b>Min Income</b>	\$50,200	\$56,000		
<b>% designated as affordable</b>	25%		25%	
<b>% count towards Town Goal</b>	25%		100%	

## Proactive Option for Town Build Affordable Housing on Town Land

- **Parcels under consideration**
  - Ragged Hill Road (13.4 acres map 2/217-210)
  - Old Princeton Road (28.8 acres map 11/29)
- **Town meeting vote to allow Selectmen option to lease or sell Town land**
- **Selectmen with help from Planning Board issue a Request for Proposal consistent with 30B purchase guidelines to request developer proposals**
- **Selectmen with advice from Planning Board will select developer**
- **Developer**
  - Designs to Town Specs
  - Obtains Permits
  - Finances the Construction
  - Constructs the Project
  - Operates

# RICHARD HEATON

178 Ballville Road, Bolton, MA 01740 • 978/779-2892 • [rhheaton@rhheaton.com](mailto:rhheaton@rhheaton.com)

## 40B CONSULTING

**H & H ASSOCIATES LLP, Bolton, MA** 2002 to Present  
Consultant offering a portfolio of services to assist towns with the evolution and development of affordable housing plans and projects. Services include development of affordable housing business plan and/or housing production plans, conducting lotteries, creation of a database for affordable housing inventory, selecting development partners to design, construct and operate projects, securing financing for projects, reviewing the pro forma, managing the ZBA review process, monitoring and auditing the comprehensive permit projects. Clients include 97 projects in 45 communities— See attached list.

## PUBLIC SERVICE

**DIRECTOR BOLTON CONSERVATION TRUST, Bolton, MA** 2011 to Present  
Leading an effort to purchase and clean up a Brownfield Site, secure funds and grants to build a town green, retail operation and related housing

**SELECTMAN, TOWN OF BOLTON, Bolton, MA** 2002 to 2005  
Supported the Town boards to introduce affordable housing to the community. Town received 2.0 Million from HUD to build senior housing.

**CHAIR OF BOLTON BOARD OF APPEALS, Bolton, MA** 1992 to 2002  
Responsible for zoning activities including review of special permits and site plans. Met with other Towns to understand the best practices to use for comprehensive permits

## CAREER EXPERIENCE

**H & H ASSOCIATES LLP, Bolton, MA** 1996 to Present  
Consultants specializing in starting up and raising funds for high tech businesses

**KEITHLEY INSTRUMENTS INC., Taunton, MA** 1994 to 1996  
**PRESIDENT, ACCULEX, INC/ GENERAL MANAGER, KEITHLEY METRABYTE, INC**  
Responsible for precision instruments and data acquisition equipment division

**DIGITAL EQUIPMENT CORP, Maynard, MA** 1967 - 1993  
**VP, GENERAL MANAGER, TECHNICAL OEM GROUP, Ston, MA**  
Managed a \$600 million world wide business selling and designing computers

**GROUP CORPORATE PROCUREMENT MANAGER, Maynard, MA**  
Managed 100 sub-contracting and purchasing professionals worldwide  
Approved procurement and construction of multiple plants and equipment

**PURCHASING AND MATERIALS MANAGER, San German, Puerto Rico**  
Built and expanded two manufacturing plants and several assembly lines.

**PROCUREMENT SUPERVISOR, Maynard, MA**  
Sub-contracted and supervised the construction of several assembly lines.

**TEXAS INSTRUMENTS INC., Attleboro, MA** 1966 - 1967  
Leader in development of semiconductor products and metal composites

**SUB-CONTRACTING PURCHASING MANAGER**  
Constructed a \$10 million building. Managed multiple construction projects

## EDUCATION

B.S., Industrial Distribution, Clarkson College, Potsdam, NY 1966  
Business Management Program, Harvard University, Cambridge, MA 1978  
Program for Senior Executives, MIT Sloan School, Cambridge, MA 1986