

**BOARD OF SELECTMEN
MINUTES
July 28, 2014
Slade Building**

Members present: Michael Stauder, Chair
Daniel Galante, Vice Chair
Jeffrey Williams, Clerk
Raeanne Siegel

Member absent: David Simmerer

Staff present: Anita Scheipers, Town Administrator; Elaine Peterson, Town Secretary; Joyce Green, Town Clerk

Others present: Paul Sweeney, Paul Hale

Meeting was called to order at 6:33 PM

Open Session

Cemetery Commissioner Paul Sweeney presented a memo requesting permission for the Cemetery Commission to work with the Hubbardston Historical Commission in order to apply to the Massachusetts Historic Commission for designation of any or all Hubbardston cemeteries as historic landmarks. The town must provide all historical and photographic data as part of the application process.

Motion: D. Galante

2nd: J. Williams

To authorize the Cemetery Commission to work with the Historical Commission to apply for historical landmark status of town cemeteries to the MA Historical Commission

Vote: All in Favor

Mr. Sweeney reported the Cemetery Commission voted 2- 1 to paint the remaining fence rather than replace sections. Ms. Scheipers recommended inviting the Cemetery Commissioner to the August 25th meeting to discuss further. Mr. Sweeney exited the meeting.

Town Administrator Report: see attached

Regarding the dog kennel case; Ms. Scheipers reported she heard the town has received \$100 payment from Ms. Phillips. Attorney Winner is working with her to set up the requested payment plan of \$250 per month.

Hubbardston Center School well pump repair

QRSD Superintendent Maureen Marshall discussed this with Ms. Scheipers earlier today and the town will owe \$7500.00 for the main pump replacement. Center School is going forward with the repair now in order to be open before the first week of school in late August. Ms. Marshall is also recommending replacing the second water pump before it goes down as well.

Hubbardston is supposed to receive \$60,000 in reimbursement from Chapter 70. Ms. Marshall suggested getting the funding back over a three year period, approximately \$20,000 per year. The Town could pay for the well repair from that first year reimbursement.

As far as when school opens, Ms. Marshall may plan split sessions or bus the top three grades of Center School students to Barre classrooms temporarily. The Board requested Ms. Marshall's recommendations come in writing rather than her attending a Selectboard meeting. The Board decided to replace both well pumps. Ms. Scheipers will contact Ms. Marshall.

MassDOT has informed DPW Director Kilhart that they are not paving Burnshirt Road this year. They are still moving ahead to repair the Burnshirt Road bridge, but they feel they are running out of time to get the paving done after the bridge repair is completed. Mr. Kilhart is concerned as he spent approximately \$15,000 last year in pot hole repairs just on that road. He and Ms. Scheipers will be writing a letter to MassDOT in response.

Ms. Scheipers presented a letter to the Governor from the Board seeking the release of \$200,000 that is in the Transportation Bond Bill for repair of the Healdville Road bridge.

Motion: D. Galante

2nd: J. Williams

To authorize the Chair to sign the letter to the Governor requesting the release of \$200,000 from the transportation bond bill for repair of the Healdville Road bridge

Vote: All in Favor

Ramirez Property Acquisition

Ms. Scheipers is working with Kopelman & Paige, PC in the process of taking the property, either by eminent domain or by a donation of property.

Motion: D. Galante

2nd: R. Siegel

To authorize Ms. Scheipers to move ahead with the property acquisition process pursuant to June 10, 2014, Article 26 annual town meeting vote

Vote: All in Favor

The severe weather closing phone list was updated. Ms. Scheipers stated Code Red will be used to contact non-essential employees in case of cancelling town office time.

Mass Works Infrastructure Grant Program application period is open until August 29th. Ms. Scheipers stated Town Center design and engineering is eligible under this program. She asked the Board if they would be interested. The Board concurred. She will contact Milone & MacBroom for an estimate of this work.

Interdepartmental Transfer Requests

DPW has requested transferring

\$120.93 from Street Signs #001-422-5840-0001 to Highway Equipment & Outlay #001-422-5400-0000 and

\$236.73 from Street Signs #001-422-5840-0001 to Highway Equipment and Outlay #001-422-5400-0000.

The other request is to transfer

\$166.00 from Town Administrator Expense #001-135-5110-0000 to Parks & Recreation #001-945-5740-0000 for trash removal and

\$70.00 from Town Accountant Expense #001-135-5420-0000 to Other Insurance #001-945-5740-0000 for payment for a pre-employment physical.

Motion: J. Williams

2nd: D. Galante

To approve the interdepartmental transfer requests and authorize the Chair to sign the transfer request

Vote: All in Favor

The Finance Committee will be meeting tomorrow night to review these requests.

Charter Cable License Review Hearing

Ms. Scheipers recommended holding a license hearing during a Selectmen meeting. The cable advisory committee is reviewing major initiatives on increasing levels of service to the subscriber community. This will be a chance to relay our message to Charter/Comcast. The hearing will be scheduled for September 8th.

Review Appraisal Report

Ms. Scheipers reported Avery Associates does not recommend acceptance of the appraisal report performed by Foster Appraisal and Consulting Co, Inc. dated May 6, 2014 on both properties concerned in the land swap. Avery Associates believes there weren't enough discounts applied to the DCR land on Route 68. They also did not agree that the Mile Road property could only hold one house lot. This report was also sent to Senator Brewer's office and Representative Gobi's office for review. This could delay negotiations for the land swap. Town Clerk Green and Paul Hale entered the meeting.

September Primary Election Warrant

The Board signed the warrants for the 2014 state primary scheduled on September 9. Ms. Green thanked the Board and exited the meeting.

Other New Business

Ms. Peterson informed the Board of the Massachusetts Department of Agricultural Resources notification of Agricultural Preservation Restriction on land on George Howard Road. A public hearing will be scheduled for the next Selectboard meeting.

Ms. Scheipers reported a letter from Police Chief Perron informs the Board of a grant from CVS for a drug disposal box for residents of Hubbardston. Chief Perron is suggesting placing the box on the side of the police entrance to the parking lot allowing 24/7 surveillance. A cement foundation will be needed to be anchor the box.

He has also requested moving the handicapped parking spot to the pole closest to the Town Offices and Library building. This allows for parking for the cruisers due to the new storage shed being installed at the end of the building. Both of these tasks can be accomplished by the DPW. The Board concurred.

Mr. Stauder suggested setting goals as a board for the next meeting.

Minutes Approval

Motion: J. Williams

To approve the minutes of July 14, 2014 as presented

**2nd: D. Galante
Vote: All in Favor**

Appointment:

Motion: R. Siegel

**To appoint Tony Coppola to the Community Preservation Committee/Conservation
Commission Representative with a term to expire June 30, 2015**

**2nd: D. Galante
Vote: All in Favor**

Ms. Peterson reported Kori Stuart was hired as Assistant Tax Collector effective July 21, 2014.

Motion: D. Galante

2nd: R. Siegel

To waive the notification period of hiring of Asst. Tax Collector Kori Stuart

Vote: All in Favor

The Selectboard meeting schedule for the upcoming year was reviewed and amended.

Sale of Ragged Hill Road lots

Ms. Scheipers requested feedback from the Board regarding the town owned lots on Ragged Hill Road. She asked does the Board want to sell them as general lots or use for future affordable housing projects following presentations from MRPC Community Development Director Kevin Flynn about MEC, Inc. (Montachusett Enterprise Center, Inc.) and Planning Board Chair Vincent Ritchie being proactive about possible future Chapter 40B development, Mr. Williams stated he would like to sell them as general lots for funding to apply to the future senior center. Mr. Stauder reminded those present that the Selectboard had told the 2012 annual town meeting the sale of the lots would replace \$100,000 taken out of stabilization. Mr. Hale stated he would like to see the land sold in order to replace the \$100,000 back to stabilization. He stated there are other properties in town that could qualify for affordable housing sites. Ms. Scheipers stated she could work on an RFP or contact a local realtor and research associated costs and will report back to the Board. She will also contact Planning Board Chair Ritchie and inform him of the current situation. Mr. Hale exited the meeting.

License/Permits Fees

Ms. Peterson presented amended license fee schedule that increased liquor license fees by a recommended minimum amount and added some other license categories such as taxi cabs, limos, hawker/peddler and lunch carts. She also presented an outline of what work is involved by town employees to process an application.

Motion: D. Galante

2nd: J. Williams

To approve the license fees as presented

Vote: All in Favor

Ms. Scheipers reported Erin Ryan from Sen. Brewer's office phoned regarding the \$1.5 million for the senior center is now in a third House committee. There are a few amendments made by committee and she was checking with counsel to make sure nothing has changed.

Mr. Galante will be available for Special Town Meeting tomorrow night for any questions directed to the Selectboard as Mr. Stauder cannot attend.

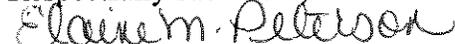
Motion: J. Williams

2nd: D. Galante

To adjourn the meeting at 7:52 pm

Vote: All in Favor

Respectfully submitted,



Elaine M. Peterson

Town Secretary

Approved: August 11, 2014

*Board of Selectmen
July 28, 2014*

To: Hubbardston Board of Selectmen

From: Anita Schelpers, Town Administrator

Date: July 28, 2014

Re: Bi-weekly Town Administrator Report

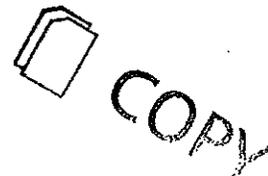
The following is a summary of key issues handled during the past weeks:

- 1. CDBG Grant Funded Housing Rehab Program:** We just received word that Hubbardston and Templeton were funded \$701,156 of late FY14 funds for additional housing rehabilitation funds, and also fuel assistance funds. This grant will cover the rehabilitation of five housing units in Hubbardston – which will bring our waiting list of residents needing assistance down to 18. The emergency cases will be given the highest priority. We also will have funds to provide residents with fuel assistance for the 2014/2015 winter heating season. The grant funded consultant, Communities Opportunities Group will continue to act as the program administrator.
- 2. Seaboard Solar:** Per the attached July 18th report from Places Associates, it appears there are still ongoing compliance issues with Seaboard completing all special permit conditions. Seaboard repeatedly is requesting to meet to discuss the PILOT, and I am deferring any action on this until I receive confirmation from the Planning Board, and now Conservation Commission, that all issues are resolved.
- 3. Phillips Dog Kennel Case:** As discussed at the last meeting of the Board, I am working with Atty. Winner of K&P regarding establishing a prompt and substantial payment plan to receive the \$2000 restitution from Ms. Phillips. I will keep you apprised of the process as this goes along.
- 4. Hubbardston Center School Water Pump:** Clare Barnes, QRSD Facilities Manager, contacted me regarding the main water pump at HCS needing to be replaced before the start of school. The secondary pump is still working but is not able to provide adequate water flow for when school is in session starting the last week in August. They have tried twice to repair the pump but it is not holding, so must be replaced at the tune of \$7000. With our lease agreement with QRSD, we own paying for any building repairs that cost \$5000 or more. I asked Clare to speak to Supt. Marshall to see if they could share the cost of this pump with us, as we obviously did not budget for it and our small \$30K Reserve Fund is already seeing potential demands with the AC repair. Since this obviously needs to be done, what will likely happen this week is that the school will go ahead and do the repair, and "invoice" the Town our share via an interdepartmental charge. I will keep you informed as we go along.
- 5. Mold Remediation:** All work has been completed on the remediation of the mold in the Slade Building basement. Air testing was done on the Senior Center on Monday, July 21st, and we are awaiting results. Once we receive notification that the area is able to be accessed, we will begin work on getting quotes for the replacement of the contaminated insulation.
- 6. United Way's Day of Carling:** We have received notice (see attached) that Hubbardston may be eligible for the Town to sign up a specific town improvement project for which, if approved, United Way volunteer teams will assist in making the project happen. Projects may be as simple as park or cemetery clean-ups, or more complex projects such as painting town buildings. We have until August 29th to submit a project request. Does the Board have any ideas of projects to consider?

July 18, 2014

Mr. Vincent Ritchie, Chairman
Hubbardston Planning Board
7 Main Street, Unit #7
Hubbardston, MA 01452

Re: Site Visit, July 16, 2014
Seaboard Solar-- Solar Farm,
Williamsville Road, Hubbardston, MA
Places Associates, Inc. Project No. 6004

 COPY

Dear Chairman Ritchie;

As requested, a member of our staff visited the above listed site at approximately 10 AM on Wednesday, July 16th to meet with representatives of Seaboard Solar and Bertin Engineering. Our assignment for this meeting was twofold: First were to observe the status of the site in relation to the issued permit and presentations made by the Applicant. Secondly, we reviewed the status of the limits of tree clearing that exist along the project periphery.

As noted during previous site inspections and reports, there are existing trees that due to the previous tree clearing operations appear to be "hazard trees" which have a likelihood of falling into the solar field as a result of poor tree health, unstable roots or leaning, and/or the tree clearing operations. It is the opinion of our office that the likelihood of trees falling on the solar fields would require an emergency response from the Public Safety Departments of the town at a time when their resources would be needed elsewhere. As such, we have recommended to the Planning Board that, if possible, these trees should be removed at this time.

We were met on site by Mr. Michael Loin from Bertin Engineering, Inc., Kevin, the Site Superintendent and Mr. Jim McConville, Director of Project Management-Prime Solutions, Inc.-Energy Engineering

Hazard Tree Marking: Mr. Loin accompanied our staff member on the site walk which lasted from 10:00 am to 11:15 AM

Mr. Loin and I walked the periphery of the site and flagged (with blue flagging around trunks and branches) those trees that have a reasonably high likelihood of falling into the site if their roots are undermined, during a snow or ice storm or other condition. We flagged some 40- 50 trees on the periphery of the site that in our combined opinion were potential hazard trees.

Mr. McConville noted that the number of trees to be cut seemed to be large and might be overly expensive. I explained that it was the goal of my office to ensure that the solar farm is protected from reasonably foreseeable problems caused by falling trees. I noted that the trees that were flagged were jointly agreed to by the Applicant's representative and our firm. I noted further to Mr. McConville that it was in the applicant's best interests to remove these trees, but that neither my office nor the Planning Board has the independent authority to make them remove these trees. I also noted that all trees to be removed within the 100' buffer must also be approved by the Conservation Commission, not just the Planning Board.

Places Associates, Inc.

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Erosion Controls:

At the time of our site walk rain started to fall from light rain at 10:00 am to a downpour at 11:00 am. The national weather service noted that approximately 1/8" of rain fell during that time period. The prior three days have seen extensive rainfall with a record daily rainfall of 2.59" being set in Worcester the prior day. (<http://www.nws.noaa.gov/climate/getclimate.php?wfo=box>). The site and its environs were saturated at the time of our site visit.

As previously noted on our July 4th site visit report, silted water is continuing to leaving the drainage basin at the center of the site and was flowing through the adjacent bordering vegetated wetlands to the adjacent intermittent stream under Williamsville Road. Water travelling in the stream thread contained silt and silty sand accumulation was observed on the northerly side of the roadway.

In addition, silty water was flowing down the southerly gutter of Williamsville Road to the west. Approximately 200' to the west of the site, the silty water crossed the road to occupy both gutters. This silty water was observed entering both of the catchbasins at the top of the hill on Williamsville Road. The source of this silty water is the driveway of the solar farm. Its presence was noted to Messrs. Loin and McConville.

We recommend the following actions be initiated immediately:

1. Drainage Basin: The drainage basin is located in the center of the site on its westerly side. It is built and functioning to control runoff rate; however the area tributary to the basin has not been planted and silty water is entering the basin and flowing through the drainage structures, through the silt fence, across and through the wetlands and working its way to the intermittent stream that flows under Williamsville Road.
 - a. The surface inlets of the basin (northerly and southerly sides adjacent to the solar panels) need to have a clearly defined catchment swale created and these swales need to be lined to prevent their erosion.
 - b. The tributary area to the basin (and site-wide) need to be planted so that surfaces are not subject to erosion. These planted areas need to include the interior and exterior slopes of the basin itself.
 - c. The outlet of the basin needs more erosion control measures to be placed and additional filtration systems added to prevent water from flowing through the basin and out to the stream.
 - d. Prior to acceptance or close-out of this site, the drainage basin and drainage structures should be cleaned of accumulated sediments.
2. Construction Entrance: The ultimate low drainage point for the construction entrance is the Williamsville Road gutter. As discussed on the site, a low point needs to be created to collect the runoff from the site and portions of the construction entrance such that the roadway is not the low-point. We recommend a shallow "V" shaped depression be created 10 -20' off the edge of the pavement and that this depression direct the flow onto a shallow catchment basin to the immediate west of the site driveway. This catchment area would need supplemental erosion and sedimentation controls to prevent addition siltation of the adjacent wetlands and intermittent stream.

A member of our staff will plan on visiting the site mid-week next week prior to the forecasted rainfall which is currently anticipated to start on Wednesday or Thursday to confirm that supplemental erosion control responses have occurred. Unless there is an issue, evidence of continued erosion or a status indicated that no field changes have been made, there will be no charge for this visit and no report will be issued. If there is an "issue", we will contact the Board to confirm whether or not additional follow-through is needed.

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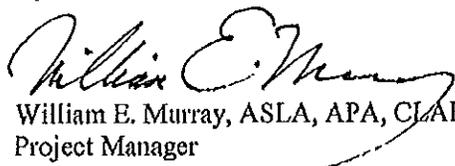
www.placesassociates.com

Should the Board require additional information or clarification of the above, please do not hesitate to contact the undersigned.

Thank you again for considering Places Associates, Inc. to provide you with professional planning and engineering services. Please do not hesitate to contact this office if you have any questions regarding this document or its contents.

Very truly yours,
Places Associates, Inc.

By:



William E. Murray, ASLA, APA, CLARB,
Project Manager

Cc: Matthew Longman - Seaboard Solar – Applicant’s Representative
Michael Loin – Bertin Engineering – Applicant’s Engineering Consultant
Anita Scheipers – Town of Hubbardston Administrator
Hubbardston Building Inspector
Hubbardston Conservation Commission

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Anita Scheipers

From: Murphy, Liz <LMurphy@fitchburgma.gov>
Sent: Friday, July 25, 2014 9:54 AM
To: mayor@gardner-ma.gov; dmazzarella@leominster-ma.gov; dbriggs@ashburnham-ma.gov; tadministrator@ashbyma.gov; ta@ayer.ma.us; hlemieux@townofbarre.com; selectmen@townofgroton.org; tbragan@harvard.ma.us; Town Administrator; opacheco@lancasterma.net; bergman@littletonma.org; jmoak@town.pepperell.ma.us; krocco@shirley-ma.gov; asheehan@townsend.ma.us; kmurphy@westminster-ma.gov; manager@town.winchendon.ma.us; townclerk@townofathol.org; Murphy, Liz
Subject: United Way's Day of Caring- community projects
Attachments: Agency Guidelines 2014.pdf

Good Morning,

My Name is Liz Murphy and I work for the City of Fitchburg, but I'm also working with the United Way's Day of Caring Steering Committee; which is why I'm writing to you. If you're not familiar with the Day of Caring, it's a day for folks to help Communities and Non-profits by volunteering to work on a project.

This can be a great way for communities to get some work done in town that they don't have the man power or time to complete. Communities often sign up projects like parks or trails clean ups, cemetery clean ups, town building painting, etc.

Projects should be from 9AM-2PM, there must be a staff person coordinating the volunteers and the community has to provide any required supplies as well as a light lunch for the volunteers. I've attached a more detailed Agency Guidelines document to help you in choosing and planning a project, and please feel free to email or call me to discuss project ideas or the logistics of signing up a project.

If this email should go to other folks or departments in town, please forward it to the appropriate people.

Communities can sign up projects at the United Way's website now, through August 29th. Here is a link to sign up your projects:

<http://www.community-builders.net/2014/07/07/day-of-caring-project-sign-up-for-organizations-is-active/>

Thank you and please contact me if you have any questions!

Liz Murphy
Program Manager
Division of Housing
978-829-1897
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Mail: City of Fitchburg
166 Boulder Drive
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