

**BOARD OF SELECTMEN
MINUTES
March 23, 2015
Slade Building**

Members present: Michael Stauder, Chair
Jeffrey Williams, Clerk
David Simmerer
Raeanne Siegel

Members absent: Daniel Galante, Vice Chair

Staff present: Anita Schiepers, Town Administrator; Jeannette Elsevier, Town Secretary;
Dennis Perron, Police Chief

Others present:

Meeting was called to order at 6:30 p.m. by Michael Stauder, Chair

Open Session: No open session required.

Police Chief Contract Signing

Ms. Scheipers informed the Board that a three year contract was reached with the Police Chief Dennis Perron. Ms. Scheipers thought it appropriate to have the signing of the contract with the Board of Selectmen at the meeting. The board thanked Chief Perron for all his work, and Chief Perron thanked the board for their confidence that was bestowed in him.

Motion: J. Williams

2nd: D. Simmerer

To authorize and sign 3 year contract for Police Chief

Vote: All in Favor

Appointments

Motion: J. Williams

2nd: M. Stauder

To waive the notification period for the hiring of John Nye as DPW Driver/Laborer effective April 2nd, 2015.

Vote: All in Favor

Motion: D. Simmerer

2nd: J. Williams

To waive notification period and retroactively appoint Dennis Lipka (Building Inspector for Town of Holden) as Temporary Acting Building Inspector. Ms. Scheipers stated the current Building Inspector, Larry Brandt, has work that needs to be performed on his residence and Mr. Lipka offered to fill in temporary at no charge.

Vote: All in Favor

Motion: J. Williams

2nd: R. Siegel

To be appointed as presented: a) William Fernekees – Board of Registrars, reappointment for one year, b) Marcel Chartier - animal Inspector reappointment for May 1st, 2015 – April 30th, 2016

Vote: All in Favor

Motion: D. Simmerer

2nd: J. Williams

To surplus DPW Vehicle 1993 Ford (being replace by new truck) Vote: All in Favor

Long Range Facilities Planning Committee Presentation

Susan Rayne, of 10 Williamsville Road, Citizen at Large Member of Committee, acting as speaker for the committee, summarized the LRFPC report regarding the documentation of the condition of the buildings. Key issues reviewed were as follows:

- The deficiencies in the town buildings have been well documented in numerous reports over nearly 20 years. The committee has confirmed that they continue to decline. The committee also has found during the same period that the needs of the town have increased and expanded.
- Laws governing accessibility and public safety have changed.
- The committee engaged in an objective analysis, scoring each building is in its current condition, it's uses to which each is put, as well as how those uses are impacted by building condition. They asked for input from town departments occupying and using those buildings as well as from the public.
- They hired architect Stephen Hale (present at meeting) for his independent assessment of all past buildings needs studies, and to update the costs of the myriad repairs needed in today's dollars. He also was asked to assist the committee in rating and prioritizing the various facility needs and proposed "fixes". the buildings.
- The results of these reviews showed these conditions to be so extreme that the town is now at a critical decision point. According to Ms. Rayne, the Town "can choose the status quo as it has for the last 20 years and these deficiencies and there intendant legal risks will continue to increase. Or the town can choose, finally, to face and solve these problems with safe up to date and attractive facilities that reflect a smart and fiscally responsible response. The committee recommends the latter and to do so that the town move forward with a three phase plan." In Phase One a new combined police and fire public safety building and a new senior center are proposed to be constructed on the 12 acre parcel to be conveyed to the town by DCR. In Phase Two the Slade building is renovated to house all town offices. In Phase Three the Library is renovated.
- Estimated net cost of the three phases in 2015 dollars are 6.1 million, 1.15 million and 2 million respectively. Assuming 2015 valuations and a 40 year borrowing term this plan will cost town residents less than \$300 per single family resident per year in property taxes. In conclusion the committee believes that this conservative multi-phase plan is reasonable and politically achievable. It is an opportunity for the town to move forward in a fiscally responsible way that is consistent with the town's history, character and values and the respect and pride that it has for itself, its residents and its public servants. The committee urges its adoption by the board.

Stephen Hale of Hale Architects, was introduced. He is licensed and registered in Mass and several other New England states established since 1981. He is no relation to Paul Hale. In last 25 years his firm has been involved in chapter 149 public bid/public works. The firm completed a study for the town library in 2011 and was listed in the roster of projects provided in a handout. Mr. hale summarized where the firm currently sees the buildings which were broken down and presented three simple graphs (available to view in Slade Building). Graphs were shown of 6 buildings, that were being studied, police, fire, library, DPW, town hall, council on aging. The

first item that they reviewed was a report done by the LPA Associate Architects completed in 2012. They looked very closely at comparisons of where each department was at and where it should be compared to current standards for public buildings. According to consumers report of deficiencies the Council on Aging is at the highest assists in deciding who is at a greater need. Pricing was broken down by department and needs in order of priority and based on square footage. Costs, if the projects are delayed, would increase by 3% per year (standard industry cost escalator percentage per year).

Mr. Stauder asked what the next step would be in proceeding. Ms. Scheipers explained that the committee is requesting a vote from the Board to place on the annual town meeting warrant an article to borrow the funds necessary for the construction of the senior center and the public safety building as a debt exclusion.

Motion: J. Williams

2nd: R. Siegal

Vote to put the article for construction of a public safety building and senior center on the warrant and the related question on the ballot.

Vote: All in Favor

FY2016 Budget Hearing

Ms. Scheipers informed the board that the charter requires that they have a budget hearing within a certain deadline and that tonight was the deadline. Ms. Scheipers wanted to preface the discussion that the board was looking at a draft budget; which she wished wasn't the case, but she still didn't have the final Quabbin regional school district assessment numbers. Ms. Scheipers reviewed the budget in general terms, and stated there would likely be numerous changes made to the budget once we receive the QRSD assessment figures.

Draft ATM Warrant Article List

Ms. Scheipers reviewed the warrant article list for the 2015 Annual Town Meeting. See attached.

Town Administrator Report- See attached

Old Business

Motion: J. Williams

2nd: No 2nd

Cemetery Commission Vote – To revisit the issue of seeking combined trust funds after the annual election. Vote: No Vote

Motion: J. Williams

2nd:R. Siegal

To waive of right of first refusal Pirner Property Vote – Notarized Letter

Joyce Green, Town Clerk joins session the board voted to not take the option to purchase the Pirner Property. Ms. Scheiper had thought it was fine in just noticing the vote but the Town Clerk needs a letter with signatures that will be notarized.

Vote: All in Favor

Motion: D. Simmerer

2nd:R. Siegal

**Vote to authorize moving ahead in contracting with MMI to do bidding and oversight work
Revise MMI Proposal for Healdville Bridge**

Vote: All in Favor

Meeting Minutes Approved

Motion: J. Williams

To approve the minutes of February 9th, 2015 as presented

2nd:D. Simmerer
Vote: All in Favor

Motion: J. Williams

To enter into Executive Session pursuant to MGL C30A, s. 21(a) 3 to discuss strategy with respect to collective bargaining and not to return to open session at 8:18PM

2nd: D. Simmerer

Roll Call Vote: Mr. Stauder – yes Ms. Siegel- yes, Mr. Simmerer- yes, Mr. Williams- yes

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

Respectfully submitted,


Jeannette Elsevier
Town Secretary

Approved: 06/01/2015



March 23, 2015

BY HAND
Town of Hubbardston
Board of Selectmen
7 Main Street, Unit # 3
Hubbardston, MA 01452

Ladies and Gentlemen:

Enclosed please find the Report of the Town of Hubbardston Long Range Facilities Planning Committee (the "Committee") dated March 23, 2015 (the "Report").

In accordance with its charge, the Committee has evaluated the condition of all (non-school) buildings owned by the Town of Hubbardston – namely:

- The Slade Building – housing Town Offices, the Police Department, and the Senior Center
- The Jonas Clark Library Building – housing Town Offices and the Town Library
- Fire Station 1 (located on Main Street) – housing certain equipment of the Fire Department
- The DPW Building (located on Route 68) – housing the Highway Department

and has developed what it believes is a politically achievable plan that identifies those buildings requiring renovation or replacement, sets the priority or phasing of those renovation or replacement projects, and provides estimates regarding cost and tax impacts of those projects.

The Committee hereby recommends the plan described in this Report to the Board of Selectmen and is also prepared to recommend this plan to both the Finance Committee and the Town.

We look forward to presenting this Report to you and discussing its contents at the meeting of the Board of Selectmen on March 23, 2015.

Very truly yours,

Paul Hale, Chairman
Long Range Facilities Planning Committee

Enclosure

TOWN OF HUBBARDSTON

**REPORT
OF THE LONG RANGE FACILITIES
PLANNING COMMITTEE**

March 23, 2015

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I. INTRODUCTION

A. Committee Charge

At its meeting on September 23, 2013, the SelectBoard of the Town of Hubbardston charged the Long Range Facilities Planning Committee (the "Committee")

- to evaluate the condition of all (non-school) Town-owned buildings,
- to develop a plan, or options of several plans, identifying those buildings requiring renovation or replacement, setting the priority or phasing of such renovation or replacement projects, along with estimates regarding cost and tax impacts, and
- to recommend the plan or plans to the SelectBoard, the Finance Committee and the Town.

This charge instructed the Committee to:

- Use a true civic engagement process to complete all phases of the review, deliberation and recommendation process.
- Establish key points throughout process for informing the public of the issues and needs, seeking public input and feedback and develop consensus-based recommendations.
- Gather and review all existing studies that detailed existing conditions of town-owned facilities, roadways and other existing or needed infrastructure.
- Gather and review all existing studies reports, if any, which detailed the current and future programmatic needs of all town departments to ensure effective provision of municipal services.
- Interview town staff to gather data, if none exist, or to verify that existing studies reflect current and future needs.
- Complete an assessment to determine the problems or issues that need to be resolved regarding the Town's facilities.
- Through the Town Administrator, seek assistance as needed to clarify technical issues regarding building conditions, cost estimates, etc.
- Use the departmental programmatic needs as guides, and establish a prioritized list of all facility and infrastructure needs, along with options, if any exist, for the resolution of existing needs.
- Establish two to three scenarios in which the various necessary facility improvements can be approached and phased, with consideration given to phasing of various projects or determining the pros and cons of combining two or more departmental needs in shared spaces.
- Work with the town administrative and financial staff to prepare recommendations regarding funding of facility improvements and to estimate the cost of such projects to the average homeowner.
- After seeking public feedback on possible scenarios, develop a recommendation on a

long range plan (timeframe TBD) for addressing all facility needs.

B. Committee Members

Consisting of eight members, the Committee was constituted to include representatives of the decision making committees (SelectBoard and the Capital Improvement Committee) as well as major user groups (public safety, senior center and town offices) and at-large members representing the diverse nature of the Town's residents (young families, singles, multi-generational family units, and seniors):

- SelectBoard representative – Jeff Williams
- Capital Improvement Committee representative – Bill Murray
- Senior Center representative – John Nason
- Public Safety representative – Police Chief Dennis Perron
- Citizen At Large – Susan Rayne
- Citizen At Large – Sanda Barry
- Citizen At Large – Paul Hale (Committee Chair)
- Town Administrator – Anita Scheipers (Ex Officio)
- Library Director – Jayne Arata (Ex Officio)

C. Town Buildings

The buildings under evaluation consist of the following:

- The Slade Building – housing Town Offices, the Police Department, and the Senior Center
- The Jonas Clark Library Building – housing Town Offices and the Town Library
- Fire Station 1 (located on Main Street) – housing certain equipment of the Fire Department
- The DPW Building (located on Route 68) – housing the Highway Department

II. EXECUTIVE SUMMARY

The deficiencies of the Town's buildings have been well documented in numerous reports over nearly 20 years, beginning with a review of the Jonas Clark Library's condition in 1997. While modest repairs have been attempted over the course of this multi-decade period – many at the hands of their occupants – the condition of the buildings has nonetheless declined precipitously. Meanwhile, the needs of the Town have grown and expanded, and laws governing accessibility and public safety have changed, during this same period. The Town is now at a critical juncture: it must decide whether it will accept the unacceptable legal risks presented by the continued and largely unmitigated decay of its buildings – including the Library, a building on the National Register of Historic Places – or whether it will move forward with safe, up-to-date, and attractive facilities that reflect not only the Town's history, character, and values but the respect and pride

that it has for its dedicated public servants -- and for itself.

This current state of affairs is particularly perplexing given the Town's affluence and youth: the median age of its residents is 41, and its median income is 23% higher than that of Massachusetts' residents statewide. The gap between the current state of the Town's buildings and the requirements of applicable law is outside the scope of the Committee's charge but has been documented elsewhere, and this documentation has not been ignored by the Committee in its analysis and recommendation. Aside from potential legal exposure this gap presents, the consequences of which could be devastating, the operation of these deficient buildings -- at a time where energy costs are volatile -- is expensive and wasteful. The only rational explanation for this penny-wise and pound-foolish approach is that the Town is unaware of the consequences of the *status quo*, and implicit in the SelectBoard's charge was a mandate that the Committee remedy this failing.

Following its extensive analysis, which included public comment as well as the engagement of an architect to review and validate its findings, the Committee has unanimously voted to recommend that the Town move forward with construction of a new combined Police and Fire Public Safety Building and a new Senior Center, both on the 12-acre parcel presently contemplated to be conveyed to the Town by the Massachusetts Department of Conservation and Recreation ("DCR"), as Phase I, after which the Slade Building would undergo renovation to house all Town Offices as Phase II, and finally after which renovation of the Library could proceed with full benefit of all available grants as Phase III. Construction of a new Town Hall to house the Town offices was seen by the Committee as not politically achievable at this time.

The total cost of the Phase I effort is estimated at approximately \$6.1 million in 2015 dollars, after application for grants and other cost-shifting and deferral strategies.¹ Costs for Phases II and III are estimated at \$1.15 million and \$2 million in 2015 dollars, respectively, again after application for grants and other cost-shifting and deferral strategies.² Based on 2015 valuations, the property tax impact to residents -- if all Phases are undertaken as a singly financed effort -- is anticipated to be less than \$300 per single family residence per year over the anticipated 40 year borrowing term. The Committee believes that this conservative, multi-phased approach offers a reasonable and politically achievable opportunity for cost savings in both the short and long term -- especially when the potential for attorneys' fees, fines, penalties, and damages are factored in.

After nearly 20 years, the time has come for the Town to move forward with this undertaking, not only for reasons of legal compliance and risk management, but for reasons of enlightened self-interest. Town buildings are the first indicium of a community's self esteem; they show to visitors what the Town thinks of itself, how it treats its public servants, and how it welcomes and attracts new residents, new businesses, and new investment. The face of the Town should be looking upwards with vigor and enthusiasm towards the future, not downwards in embarrassment from neglect. The current deplorable condition of its buildings is entirely inconsistent with the Town, its character and values, its history, and its best interests. The Town

¹ "Town of Hubbardston Building Needs Assessment", prepared by Hale Architects, March 23, 2015 (the "2015 Hale Assessment"), pp. 9-10.

² The 2015 Hale Assessment, *supra*, p. 10..

simply must do better -- and it can -- for the reasons and in the manner described in this report.

III. REPORT DETAILS

A. Demographic Analysis

The demographic information made available to the Committee is set forth below.

Where We Are: The Central Region - Hubbardston is located in the “Central region”³ and presently has a population of 4,514 according to the Town’s 2014 census.

Our Population is Growing - Continued population growth in the Central region over the next several decades is anticipated; total growth is projected to be 9.5% over 20 years. But growth will not be linear; by 2025 to 2030 the annualized rate is expected to slow to just below 0.2% percent per year.⁴

Who is Here in Terms of Age - The Central region population “bubbles” around the elderly and young families, with the young family population “bubble” in the Central region currently larger than that of the elderly.⁵ And the Central region continues to attract a steady stream of young families in their later twenties and thirties. Because the number of deaths is expected to rise with the aging of the population — coinciding with the aging of the resident population, particularly the sizable baby boom generation - the next elderly population “bubble” is not forecast until 2060.⁶

The median age of Hubbardston residents is 41.⁷ Of this population, 720 (16%) are 60 and older – a percentage substantially less than that of the Central region.⁸ This percentage is not predicted to increase substantially by 2030.

Who is Here in Terms of Financial Resources - Hubbardston residents’ median income is \$81,478 (as compared with \$66,519 for all Massachusetts residents and \$52,961 for all US residents) and their average net worth is \$667,098 (as compared with \$681,959 for all Massachusetts residents and \$495,893 for all US residents).⁹ Hubbardston residents’ median income exceeds that of Massachusetts’ residents by 22% and that of US residents by a whopping 53%. Their average net worth is only 2% below that of Massachusetts’ residents but nearly 35% higher than that of US residents.

Demographics Summary - Hubbardston is a young and relatively affluent town, demographically speaking.

³ *Long Term Population Projections for Massachusetts Regions and Municipalities*, Renski *et al.*, November 2013 (the “Donahue Report”).

⁴ The Donahue Report, *supra*.

⁵ *Ibid.*

⁶ *Ibid.*

⁷ http://www.realtor.com/local/Hubbardston_MA/lifestyle.

⁸ *Ibid.*

⁹ *Ibid.*

B. Committee Process and Decision Points

Beginning in 2013, the Committee reviewed the following reports containing previous assessments of the building and infrastructure needs of the Town:

1. Hubbardston Community Needs Assessment (MRPC, 2014).
2. Municipal Building Capital Needs Study (Lamoureux Pagano Associates, 2012).
3. Hubbardston Town Center Public Water and Sewer Feasibility Study, (MRPC/Weston & Sampson, 2011).
4. Slade Building Assessment of Veneer Brick Deformation (Chenot Associates Inc., 2009).
5. Hubbardston Industrial Development Committee Report (D. Simmerer, 2008).
6. Hubbardston Accessibility Plan (Mazik Consulting Services, 2007).
7. Municipal Facilities Needs Analysis (J. Stewart Robert & Associates, 1998).
8. Jonas Clark Library Feasibility Study (Mahon Wong Associates, 1997).

The Committee chose the 2012 Municipal Building Capital Needs Study (the “LPA Report”) as the most recent and complete source of information on the condition of Town-owned non-school buildings.¹⁰ The details of this report provided the Committee’s main reference points, with the other studies providing supplemental information.

After reviewing these reports, the Committee met with Town staff, the users of the buildings, to identify existing operational issues with the buildings as well as known programmatic needs not met by the buildings. From these discussions, the Committee decided that, because it is newer and better maintained, the DPW Building would be excluded from the Committee’s charge. The Committee therefore chose to focus its attention on the following buildings, housing the following departments and functions:

1. Slade Building – Senior Center, Police Department, Town Offices.
2. Jonas Clark Library – Town Library, Town Offices.
3. Fire Station 1 – Fire Department.

To ensure its objectivity, the Committee developed a scorecard evaluation tool (Appendix A) to measure the level of need for repairs or improvements to each building. Using this tool, the Committee’s priorities as of May 13, 2014 (Appendix B), were, in descending order:

1. Slade Building – Police Department.
2. Fire Station 1 – Fire Department.
3. Slade Building – Town Offices.
4. Slade Building – Senior Center.
5. Jonas Clark Library – Library.

The Committee agreed that any plan would require robust public input in order to be

¹⁰ Available on-line at http://www.hubbardstonma.us/pages/HubbardstonMA_Webdocs/munneeds.pdf.

accepted and supported by the Town. Historically, financial or capital planning meetings have had limited public attendance, so the Committee decided to use both a citizen survey and public meetings to gain as much public feedback as possible, using the citizen survey as the main tool. The citizen survey (Appendix C) asked Hubbardston residents

- Whether, and how well, they understood and agreed with the deficiencies of the Town buildings,
- In what order they felt repairs to or replacement of the Town buildings should be completed, and
- What funding mechanisms they thought the Town should use to pay for these repairs and improvements.

The survey was distributed at public meetings and at the Senior Center, Library, Police Station, and other Town offices, and was not mailed to all residents. The Committee received 94 usable responses (Appendix D). The majority of the respondents preferred a “repair-only” project for the Jonas Clark Library, the replacement of Fire Station 1, and the replacement of the Slade Building in the context of housing the Police Station and the Senior Center. The data was not clear when it came to Town Offices. In contrast to the Committee’s priorities, then, citizen responses established the following order for which projects should be undertaken:

1. Slade Building - Senior Center – Replacement.
2. Slade Building – Police Department – Replacement.
3. Fire Station 1 – Fire Department – Replacement.
4. Jonas Clark Library – Library – Repair.
5. Slade Building – Town Offices – Repair and/or Replacement.

Of the 94 respondents, 54 felt the repair and replacement efforts should be bonded within the limits of Proposition 2½, and 40 felt they should be bonded outside of Proposition 2½.

The Committee also held a public meeting on May 27, 2014 to inform attendees about the known building deficiencies, to answer any questions they had regarding known building needs, and to obtain feedback similar to that sought on the citizen survey. Approximately 50 people attended this meeting and heard presentations from various Town staff and officials regarding the structural and programmatic deficiencies of the Town buildings. Key points received as public feedback at this session included:

- Concerns that a lack of proper maintenance of Town buildings has led to the existing state of their disrepair and the need for now costly repairs.
- Claims that the population of elementary school age children is forecasted to be decreasing in the future, which might allow use of a portion of the Hubbardston Center School to be used by Town offices (but *cf.* Demographic Analysis, above).
- The desire that, since it appears likely that the Town will acquire the 12-acre parcel on Rt. 68 from DCR (the “DCR Parcel”), thanks to the efforts of the Council on Aging (“COA”) and the Senior Center Building Committee, the Town’s priority be the construction of a new Senior Center building on that parcel.

In September of 2014, based on the feedback received through the citizen survey and the May 2014 public meeting, the Committee met to re-evaluate its priorities and voted them as follows:

1. Construction of a new Senior Center Building on the DCR Parcel.
2. Construction of a new combined Police and Fire Public Safety Building on the DCR Parcel.
3. Renovation of the Slade Building to house all Town Offices.
4. Renovation of the Library, following the relocation of Town Offices to the renovated Slade Building.
5. Construction of a new Town Hall to house all Town Offices either on the DCR Parcel or at the site of the Slade Building following its demolition.

In March 2015 the Committee met again to re-evaluate its priorities and voted them as follows:

1. Construction of a new Senior Center Building and a new combined Police and Fire Public Safety Building on the DCR Parcel.
2. Renovation of the Slade Building to house all Town Offices.
3. Renovation of the Library, following the relocation of Town Offices to the renovated Slade Building.

Further information about this plan may be found in Sections V and VI of this report.

C. Department Reports of Existing Programmatic and Structural Deficiencies of Buildings

The following details the known deficiencies of each building as it relates to the structural issues and the programmatic issues faced by the Town department(s) and function(s) housed in that building.

1. Slade Building – COA and Senior Center

The Hubbardston Senior Center currently serves 253 seniors from around the region who participate in a diverse range of health, wellness and social services and other programs organized and operated by the COA such as cards, puzzles, bingo, Wii bowling, weekly card parties (cribbage and pitch), dinners, social events, meetings, trips to Foxwoods and Mohegan Sun, and bus trips to holiday entertainment. The Center is located in the Slade Building in a space measuring approximately 1,750 square feet that houses an open program and meeting area, the Director's office, the Mart Drivers' scheduling station, the kitchen, one restroom, storage shelves and lockers to hold the supplies used for programs, the utility panels for the Slade Building electricity and telephone, and the access door to the basement crawlspace. The active seniors in Hubbardston have expressed their desire for a facility that will

meet their needs and keep them in their homes and in their community.

a) **Applicable Criteria:**

None. However, the Director of the COA, in cooperation with the Senior Center Building Committee, studied what works for seniors in neighboring communities having senior centers around the Commonwealth, measured those results, and determined the needs of Hubbardston seniors and the resulting spatial requirements. The COA and the Senior Center Building Committee conveyed these results to an architectural consultant, Paul Lieneck of Ashby, MA, which resulted in his cost projections (Appendix E).

b) **Building Physical Deficiencies:**

- (i) Inadequate Bathroom Facilities – one unisex bathroom
- (ii) Inadequate Kitchen Facilities – too small
- (iii) Lack of Private Office and Meeting Space
- (iv) Lack of Space for Multiple Activities

c) **Resulting Operational Deficiencies:**

- (i) *Inability to Provide Suitable Bathroom Facilities* – The Center has only one unisex bathroom, inadequate when 30 – 40 seniors attend multi-hour programs. People have to wait to use a toilet, which is not always feasible when dealing with individuals with age or disease related intolerances. The current layout makes it difficult for senior center volunteers or caregivers to help an individual with a walker or wheelchair to use the bathroom.
- (ii) *Difficulty in Meal Preparation* – The kitchen is used to prepare the twice-weekly MOC congregate meals, daily coffees, and program refreshments. The MOC Meals require heating up in the oven or on the stovetop, and the space is not big enough to fit the three MOC staffers as they attempt to cook and access the refrigerator, sink or dishwasher. A small counter area makes food preparation and serving difficult.
- (iii) *Lack of Privacy* – When seniors use the Center to seek out information that can improve their lives, they need a quiet space in which to discuss sensitive and confidential information. Except for the bathroom or the rear exterior porch, there is no area in the Center in which people can shut a door and have a confidential discussion. The Director needs an office with a door to create such a private space for such discussion, as well as to store confidential documents in a secure location.
- (iv) *Inability to Offer Health Care Programs* – The lack of a private space to meet with health care providers for such events such as Blood Pressure

Clinics, Dental Care Clinics, Podiatry Clinics, and Flu Shot Clinics, means that the Town will be unable to provide such needed services until a larger, multi-room facility is found.

- (v) ***Inability to Offer More Programs*** – Demand for programs is increasing. The Center is unable to schedule concurrent programs within the Slade Building due to lack of square footage and for lack of walls to separate the various activities such as Wii Bowling and Chorus practices. The lack of square footage also limits the size of events the Center can host. A recent performance of the International Veterans Chorus was held at the Hubbardston Center School, but the refreshments were at the Senior Center, causing the crowd of seniors to walk between the buildings and squeeze into the Center for post-concert refreshments. When the Senior Center has a program that has a speaker scheduled for a particular time period, other activities cannot be conducted at the same time due to the space limitations. If the senior isn't interested in the program being held during that time period, his or her only option is to stay home. This restricts the numbers of seniors using the Senior Center on a regular basis.

2. **Slade Building – Hubbardston Police Department**

The Hubbardston Police Department is a full time department served by 7 sworn full time staff, 4 reserve and part time officers, and 1 part time civilian clerk, all occupying a space of approximately 1,758 square feet. The current manned coverage is 24 hours a day and 7 days per week. In addition to routine patrols, the Police Department conducts accident investigations, burglary and personal property damage investigations, speed monitoring and traffic safety, and preventative policing, and cooperates with state and other local and federal crime prevention operations. In addition to its standard police duties, the Police Department is mandated by Massachusetts law to maintain on-going in-service training for a variety of likely police responses including: domestic disturbance, drug control and responses, fire arms use and training, assistance and response to persons with mental health issues, general public safety concerns, crisis control and a responses to a wide variety of modern societal issues. Policing is no longer simply a patrol and response activity. Police departments are being asked to do more social interventions and community policing than ever before. In order to meet these modern and changing demands, a police department must have facilities to meet this variety of needs, which are constantly changing and increasing in responsibility and infrastructures.

a) **Applicable Criteria:**

In Massachusetts the local police department is responsible for more than simply keeping the peace. Existing laws and regulations as well as local needs establish what constitutes a police department and how that department is allowed to serve the public. It also dictates the manner of serving the public. These laws regulate the interaction between police officers and potential offenders, witnesses, and

victims of crime. These individuals have rights and are owed responsibilities by officers when taken into custody. Massachusetts General Laws and regulations, along with federal law and the United States and Massachusetts Constitutions, dictate many of these interactions. Examples of current law and regulations include:

- (i) Massachusetts regulations require that a town having a population greater than 5,000 have a secure lock up. Hubbardston's population is currently 4,514. The Town's population continues to grow and the Town should prepare now for this eventuality. The lack of a sufficient secure lock up places officers and detainees in close proximity. When this happens individuals are at risk of injury or worse. Absent a secure lockup, the Police Department will have no way to separate identified parties within the required parameters of Massachusetts law (male/female/juvenile) when it becomes applicable to the Town. And as it relates to interaction between witnesses and victims of crime, in most cases victims of crime are not supposed to interact with suspected perpetrators of crime.
- (ii) Federal and state rules of evidence require that controlled substances and evidence chains be handled through many levels of standards of access, holding and presentation. The Town's current facilities put the preservation and security of evidence at risk, which compromises the Commonwealth's ability to successfully prosecute accused criminals.
- (iii) The privacy of victims of crime must be preserved, while the rights of the accused must be equally maintained, under both the federal and state constitutions.

Currently, the condition of the Slade Building makes adherence to these and other applicable standards unachievable absent significant workarounds that are increasingly and unfairly burdensome on the officers and staff and, if litigation on these deficiencies were to be brought against the Town, could prove more costly than the building of a new facility. This is due, in part to the reasons as noted below:

b) Building Physical Deficiencies:

- (i) Lack of Space in General
 - Non-secure – inadequate office space, locker space, training space
 - Secure – no secure lobby, booking area, lock up, storage for evidence and files, due to inadequate doors and drop ceilings
- (ii) Building Condition
 - Failing Building Envelope
 - Electrical, Asbestos and Other Potential Hazards
 - Lack of Smoke and CO Detectors and Fire Suppression System

- Lack of Ease of Accessibility
- Inadequate Parking

c) Resulting Operational Deficiencies:

The following is a list of operational issues caused by building deficiencies:

(i) Lack of Space (secure and non-secure):

- Non-secure Space:
 - Lack of space requires that Sergeants share an office, leaving little room for officers to conduct sensitive interviews.
 - Lack of locker space means that officers cannot secure their belongings.
 - The lack of training space prohibits the Police Department from using the facility for training and allowing the Town's Police Department to act as "host" and thereby receive free or reduced rate training for staff. This lack of ability to host costs the Town training dollars that could be better spent on better, more regular, and on-site training.
- Secure Space: One of the foremost criteria for a police department is the ability to ensure a secure space. Secure space is needed for a variety of purposes:
 - Staff need to know that the space they are working in is secure and that the information that they are privy to will be kept confidential to protect the rights of the public, victims and the accused. In many cases some of these spaces are external to the Slade Building, where a staff member is coming in or off from duty and has the potential to interact with members of the public in a non-secure space (such as inside the Slade Building).
 - Witnesses need to know that the space they are interviewed in is private and secure from view or hearing of persons in public spaces.
 - The accused are innocent until judged by a court of law and are entitled to a right of privacy with legal counsel, right of privacy from public view, and a secure, safe space where they are not able to influence, assault or injure themselves or others.
 - A lack of private meeting space also affects the ability to have confidential conversations with victims, officers, and command staff.

The operational issues caused by a lack of secure space include the following:

- The lack of a secure booking area places both the detainee and the officer in potential danger.
- The lack of a secure lobby (no commercial grade doors, drop ceiling)

requires the Police Department to keep it closed to the public when not monitored. Consequently, the Police Station cannot be a baby safe haven nor can it act as a safe, secure place for victims in need.

- The drop ceiling in the space creates a lack of secure space to house weapons and evidence because it could allow anyone in the building to reach them; this potentially compromises public safety, the safety of the Town's officers, and the ability of the Commonwealth to prosecute.
- The lack of secure storage for computer servers and documents and records as well as evidence and other necessary items needed to properly function as a police department permits unauthorized access.
- The lack of a secure lock up (to keep juveniles and adult females separate from adult males), which will be legally mandated once the Town's population reaches the statutory level.
- The lack of a secure exterior area to process vehicles and related evidence potentially compromises the ability of the Commonwealth to prosecute.

(ii) Building Condition related issues:

- Poor air circulation and poor heating and air conditioning make for an unpleasant atmosphere in which to work. Lack of a tight building envelope allows snow to accumulate around the windows and doors. Snow penetrates the windows and doors, as does cold and hot air. The air conditioning breaks down on a monthly basis and the heating and cooling are very uneven, making the building very uncomfortable. Both heating and air conditioning, when working, are uneven and extremely inefficient. This creates the dual condition where the town is spending money unnecessarily to heat a poorly insulated facility and one that does not support the infrastructural needs of the department.
- Numerous electrical hazards within the Police Station. Bare wires are sticking out of walls and electrical strips are overloaded due to the lack of outlets to service the multitude of computers and electrical devices.
- Worn and cracking asbestos tiles are cracking and wearing through to the sub-floor.
- Ceiling tiles and heat registers regularly fall from the ceiling due to their age and condition.
- There are no fire suppression systems or fire/smoke/carbon monoxide detectors in the building, which places staff, visitors and prisoners at risk.
- The ramps and railings are in poor condition, making it difficult to provide full services to any individual in a wheelchair or with other physical impairments without substantial workarounds that are difficult to execute and could expose the Town to liability.
- The heavy public use of the shared parking lot makes it difficult for the police to safely exit the parking lot when attempting to respond to emergency calls.

3. Hubbardston Fire Station One

The Hubbardston Fire Department provides fire protection and prevention services and emergency medical services (“EMS”) to the Town and assists nearby communities with mutual aid support. The Department is a combination department served by four full-time firefighters and paramedics, including the chief, and 12 on-call fire fighters and EMTs. The current manned coverage is 11 hours a day, 7 days per week. There is no in-house staff at either facility¹¹ between 6 pm and 7 am. The department operates four pumpers, two ambulances, a pickup with plow, a command vehicle and a brush truck to protect the 4,514 residents living across 41 square miles of the Town of Hubbardston. The department responds to an average of 500 fire, rescue, and EMS calls each year.

Fire Station 1 is located on Main Street (Rt. 68). Built in 1961, this 53-year-old, dilapidated building is responsible for protecting over \$2.5 million of fire-fighting apparatus and equipment. Due to the health and safety problems at Fire Station 1, listed below, the Town leases space at the Breezy Hill commercial facility located one mile from Fire Station 1 on a month-to-month tenancy at will to house the ambulance and EMS units, offices, crew space, and training room. This situation is unstable and potentially dangerous, because as a tenant at will the Town could be ordered to vacate out of this leased space at any time. Such an event would leave the Town with no place to house administration, training, EMS, and general department operations and threaten the existence of its Fire Department.

a) Applicable Criteria:

The Fire Department acts to enforce state laws under the auspices of the Fire Marshal’s office, providing permits and inspections for a variety of uses, activities and facilities.

Because its mission includes Emergency Medical Services at the Paramedic Level, the Department provides the Town with an increased level of service. This increased level of service requires that Department staff train and be updated on a regular basis to maintain quality of care.

b) Building Physical Deficiencies:

- (i) Lack of Ease of Accessibility
- (ii) Lack of Necessary Facilities (kitchen, dining, bunkrooms, full restrooms, decontamination areas)
- (iii) Lack of Floor Structural Support for Apparatus
- (iv) Porous Cinderblock
- (v) Lack of Adequate Space for Apparatus and Equipment
- (vi) Failing Overhead Doors

¹¹ Fire Station 1 and the rented facility at Breezy Hill.

- (vii) Inadequate HVAC
- (viii) No Vehicle Exhaust System
- (ix) No Functioning Emergency Alarm System

c) Resulting Operational Deficiencies:

There are numerous building deficiency issues that prevent the Department from utilizing the Station 1 building normally as a fire station, including the following:

- (i) Access to Station 1 is difficult for people with disabilities who have a right to meet with fire department personnel, conduct routine business or participate as volunteers. (Note: The Breezy Hill location has the same problem.)
- (ii) Station 1 has no kitchen or dining area, no bunkrooms, and no decontamination area. It has a cesspool septic system that is not adequately designed for the building, and the water (even after running through a filtration system) is not potable and leaves a heavy layer of iron residue on all fixtures. The Town has had to compensate for this lack of functionality by leasing the space at Breezy Hill. There is also no separate dressing area or other private area for female firefighters.
- (iii) Porous cinderblock walls: Water runs through the cinderblock walls when heavy rains occur, making it impossible to store any items along the walls at ground level.
- (iv) Lack of apparatus and equipment space: There is no room around the apparatus to work on them inside Fire Station 1 during the winter (one engine has a 3" clearance front to back), and there is no way to wash the road salt off during winter. Firefighters responding to motor vehicle accidents on the ambulance (housed at the Breezy Hill location) are without the protection of turnout gear, which is stored at Fire Station 1. Three vehicles are currently housed outside Fire Station 1 because of a lack of space in the bays; this leaves them subject to the harsh winters, unnecessarily increasing maintenance and repair costs.
- (v) Failing overhead doors: The overhead doors are old and must be manually raised and lowered. They have failed many times, causing injury to firefighters and increased cost to the Town due to those work related injuries.
- (vi) Inadequate HVAC: Even with the furnace running almost constantly, the apparatus bay still can barely be kept at 55 degrees F during the colder winter months, and the "living area" is not heated at all, causing pipes to freeze in the winter. Fire Station 1 cannot house an ALS ambulance and EMS supplies which need to be stored at specific temperatures. In FY2014 the Town spent over \$9,000 in heating oil and furnace repairs to Fire Station 1.
- (vii) There is no NFPA required vehicle exhaust system, so diesel exhaust fills the apparatus bay as well as the upstairs every time an apparatus is started, and the walls of the "living area" are blackened from the soot particles.

This exposes firefighting gear and equipment, and the firefighters, to the harmful exhaust.

- (viii) Ironically, there is no functioning fire alarm system and no sprinkler system to protect Fire Station 1 or the Town's firefighters.
- (ix) There is no automatic or permanent generator for emergency power supply; during the 2008 ice storm, the Department had to run a portable diesel generator inside Fire Station 1 intermittently for five days without power, to prevent it from overheating or filling the building up with too much carbon monoxide.
- (x) An ISO study revealed that the Town's full-time firefighter staff is not credited as providing fire protection because they are housed distant to the Fire Station 1. Currently, the full-time day staff firefighters must get in a vehicle and drive a mile from Breezy Hill to Fire Station 1 before being able to respond with a suppression piece on a fire call, leading to a significant delay in response as well as potentially higher homeowner and business insurance costs.

4. Jonas Clark Library

The Hubbardston Public Library was founded in 1872 and originally housed its collection of books in the local Mechanics Hall. In 1874, Jonas G. Clark, a native of Hubbardston and founder of Clark University in Worcester, purchased property on Main Street and funded the construction of a dedicated library building. A landmark and focus of community pride, the Jonas Clark Library is featured on Hubbardston's town seal. Designed by Elbridge Boyden and Son of Worcester, the Jonas Clark Library is in the Second Empire/Italianate style and is the Town's most important historic public building. It is listed on the Massachusetts and National Registers of Historic Places.

In addition to its intended purpose as a library, the Jonas Clark Library has housed town offices, a post office, a real estate office, a bank, various civic organizations as well as serve as a meeting place for community events. A gallery level was added to the adult reading room in 1929, remembered by many residents for its original, translucent, glass floor.

The Library provides standard library services to the public and is open 21 hours per week. It serves the Town's citizens as a meeting place, host of public events, and provider of materials and media. It allows patrons to borrow best-selling books, DVDs, audiobooks, magazines, and much more. Free internet access and full borrowing privileges on the C/WMARS online library catalogues are available to all patrons. The staff of 4 serves on average 150 to 200 people per week. The Library currently operates from only the first (main) floor of the Jonas Clark Library building.

a) Applicable Criteria:

The Town Library is certified by the Massachusetts Board of Library

Commissioners and operates pursuant to Board standards. The Town Library's mission statement is as follows:

The Hubbardston Public Library serves to inspire and educate the public with free access to a large collection of books, magazines, historic archives, video and audio media, and the Internet. Through our educational and social programs, we strive to bring people together in the welcoming spirit of community and friendship.

The Library is governed locally by the Hubbardston Public Library Board of Trustees, subject to the authority of the Massachusetts Board of Library Commissioners (the "MBLC"), the state agency statutorily charged to support, develop, coordinate, improve and promote library services throughout the Commonwealth.

The following are the minimum standards of service set forth by the MBLC and are calculated based on town population.

- (i) Open to all residents – M.G.L. Chapter 78, Section 19B (1); 605 CMR 4.01 (1)
- (ii) Make no charge for normal library services – M.G.L. Chapter 78, section 19B (2); 605 CMR 4.01 (2)
- (iii) Be kept open a minimum number of hours per week – M.G.L. Chapter 78, section 19B (3); 605 CMR 4.01 (3)
- (iv) Employ trained library personnel – M.G.L. Chapter 78, Section 19B (4); 605 CMR 4.01 (4)
- (v) Expend a reasonable portion of the library's total budget on library materials – M.G.L. Chapter 78, Section 19B (5); 605 CMR 4.01 (5)
- (vi) Lend books to other libraries in the Commonwealth – M.G.L. Chapter 78, section 19B (6); 605 CMR 4.01 (6)
- (vii) Report nonresident circulation – M.G.L. Chapter 78, section 19B (7); 605 CMR 4.01 (7) and 4.02

b) Building Physical Deficiencies:

The Jonas Clark Library's basic infrastructure is in critical need of upgrades in order to maintain its functionality as a library and as a Town focal point. In September 2011, based on public feedback via a Town survey and current library standards of service, the Hubbardston Library Board of Trustees commissioned an architectural study utilizing Community Preservation Commission funding to develop a strategic plan that would best preserve the historical aspects of the Jonas Clark Library while updating the building in compliance with applicable codes and addressing the needs of Town residents of all ages.

- (i) Lack of Ease of Accessibility
- (ii) Lack of Parking

- (iii) Building Envelope Deterioration
- (iv) Code Compliance and Safety Concerns
- (v) Failing and Inadequate Utilities and Infrastructure
- (vi) Lack of Space Due to Encroachments

c) Resulting Operational Deficiencies:

There are many issues the Library faces while operating under the constraints of a 140-year-old building with no current capacity for expansion:

- (i) Lack of Ease of Accessibility – The Library building’s multi-level structure requires an elevator to access all floors. The main and only public entry to the Library consists of 11 granite steps that can be slippery in the winter. The existing outdoor chair lift does not allow self-control of the unit and is limited to only certain types and sizes of wheelchairs. Additionally, the entrance door itself does not accommodate a person in a wheelchair. Persons requiring a bathroom with wheelchair accessibility must exit the building and go around the exterior of the building to use the restroom on the ground floor, where the Town Offices are located.
- (ii) Lack of Parking – Currently, Library visitors use the same limited parking area as do the Senior Center, Town Offices and Police Department, and parking spaces are very hard to find when Town Offices are open or when a COA event is in session. There is no designated handicap parking area, although there is a van-accessible parking space.
- (iii) Building Envelope Deteriorating – Various studies have identified structural and other issues with the masonry, gutters, roof, flashings, chimneys, and windows of the Library building. All are leaking and in need of repair or replacement. All the chimneys and brick exterior walls need to be repointed. The original wood windows have rotted and have air gaps that bring in cold air, wind, rain and snow to the interior of the building, contributing further to its decay. The original set of twelve granite steps were rebuilt in 2000, but are already settling out of alignment.
- (iv) Code Compliance and Safety Concerns – Other studies of the Library have detailed the deficiencies with the number and condition of egresses and railings and the presence of materials such as asbestos and lead paint. There is no fire or smoke detection or fire alarm system in the Jonas Clark Library building, potentially putting people at risk unnecessarily.
- (v) Utility Systems and Infrastructure –The electrical panel is fuse box and needs to be relocated and upgraded to handle the daily requirements of the Library. There are only three electrical outlets in each of the Library’s two rooms, for a total of six outlets, leading to the use of multiple extension

cords. This lack of electrical service prevents the Library from using multiple devices such as computers, the copier, scanner, printers, fans, etc. concurrently. Library staff must literally use only one or two devices at a time which leads to tremendous inefficiencies and prevents the Library from setting up technology stations for users to access electronic card files, data bases and the internet. The heating system, last updated in 2000, is inefficient and needs frequent repairs. There is no air circulation or air conditioning system in the Library.

- (vi) Inadequate Program and Collection Space – Currently, two-thirds of the Library building is being used by other Town offices, committees and departments. The Library's third floor currently holds the Historical Society Collection and is in a degraded condition. The ground floor is occupied by the Town Offices and has been altered to provide office space for various town departments. The Library itself currently uses only 2,100 square feet of the Jonas Clark Library building, well below the amount recommended for the Town's existing population. The lack of quiet study space, group meeting and program space limits collections and programming that can be offered to the Town to the detriment of its users.

5. Town Offices - Slade Building and Jonas Clark Library (Basement)

The Town offices that provide the administrative, financial, assessing, town clerk and land-use and permitting services are located in two buildings – the Slade Building and the Jonas Clark Library, in its basement. These offices house 14 full and part-time staff people as well as numerous town officials who serve on the Town's various elected and appointed boards and committees.

The square footage in the Slade Building is 1,117. The south west corner of the Slade Building houses office spaces as follows:

- (i) SelectBoard and Town Secretary.
- (ii) Town Administrator.
- (iii) Treasurer.
- (iv) Town Accountant.
- (v) One general meeting room.
- (vi) Furnace room.
- (vii) Filing and storage for the Cemetery Commission, Community Preservation Committee, Finance Committee, Historical Commission, and the Open Space Committee.

The square footage in the Jonas Clark Library basement is 1,579, in which are housed the following office spaces:

- (i) Town Clerk.
- (ii) Tax Collector.

- (iii) Building Department.
- (iv) Planning Board.
- (v) Board of Health.
- (vi) Conservation Commission.
- (vii) Board of Assessors.
- (viii) Filing and storage for each of these offices.
- (ix) One small general meeting room.
- (x) Furnace room.

a) Applicable Criteria:

There are numerous state, federal and local laws and mandates that dictate what services these Town offices and departments provide and how the Town must provide them, such as:

- (i) Open Meeting Law and Handicap Access - The Commonwealth requires that all public meetings of the Town's various boards and committees are open to the public in an accessible location. Town offices are also required to be accessible to all individuals requiring Town services.
- (ii) Confidentiality - There are many personnel and other discussions that take place regularly in Town offices that are required by law to be confidential.
- (iii) Voting - The Town Clerk's office is required to allow absentee ballots to be cast for all local elections. This process often involves individuals coming in to the Town Clerk's office to vote prior to the date of the election.
- (iv) Retention of Public Records - The Town cannot simply scan and then dispose of hard copy original documents; under law it must retain them. The Secretary of State regulates how long the Town must retain original paper documents prior to seeking permission to destroy or dispose of them. The length of time depends on the type of document. For example, a letter received from an outside agency may be able to be disposed of after 2 to 3 years (depending on the subject matter), and certain payroll records must be kept permanently.

b) Building Physical Deficiencies:

- (i) Lack of Ease of Access.
- (ii) Lack of Office Privacy.
- (iii) Inadequate Office and Task Lighting.
- (iv) Inadequate Heating and Cooling.
- (v) Aging and Inefficient Windows, Doors and Utility Systems.
- (vi) Overcrowded Site and Offices and Lack of Storage.
- (vii) Potentially Hazardous Conditions.

c) Resulting Operational Deficiencies:

- (i) Lack of Ease of Access –The walkways, doorways, office entrances, service counters, bathrooms, and other structures and features of the Slade Building do not permit ease of access by handicapped persons. In 2007, Hubbardston completed the required ADA Self Evaluation and Accessibility Plan, identifying perceived deficiencies to be corrected in the Town offices and proposing dates for the work to be completed. Most of those corrections have not been completed due to lack of funding authorized by the Town. Issues of lack of accessibility could result in fines or orders to re-hold meetings.

- (ii) Lack of Adequate Office Privacy –
 - In both locations, all but one office have partial walls or shared space. The noise and disruption this causes makes it difficult to get work done or to serve Town residents in an undisturbed, professional manner. Additionally, the partial walls in the Slade building and the shared and open office spaces in the Library basement make it difficult to have confidential discussions on sensitive and confidential matters such as: personnel issues, legal issues, requests for death certificates, or discussions on back taxes owed, because the lack of closed space means that these conversations can be overheard. When it is necessary, or preferred, to have confidential conversations with residents, Town staff is often forced to hold the conversations squeezed into corners, speaking in low volume, or going outside, no matter the weather. Town residents and staff deserve the ability to discuss difficult issues without a loss of confidentiality and personal comfort.
 - As for storage of sensitive records, while both the Slade Building and the Jonas Clark Library have security alarm systems, there is no individual control for each office, so once the alarms are deactivated, any vacant office is at risk for being accessed by unauthorized individuals; open counters, a simple drop ceiling system, and basic file drawer locks are no deterrent.
 - The Town Clerk’s office currently has no private space for a voter to fill out an absentee ballot, resulting in awkward work-arounds.

- (iii) Inadequate Office and Task Lighting - In the Slade Building, when the original classroom spaces were divided to create offices, the Town built spaces with 7/8th height walls to avoid having to redo the lighting and the heating sources for each space. As a result, offices lack adequate light where the rows of ceiling lighting are blocked by the partial walls. All lights are operated by one bank of light switches by the entrance door, and individual offices are not able to control lighting in their own spaces.

- (iv) Inadequate Heating and Cooling – Both locations of Town offices have inadequate heating and cooling:

- In the Slade Building, despite the original intent of not having to redo the heating sources for the space, the heating and cooling of the Town offices is compromised by the existence of the 7/8th height walls which block proper circulation of heated and cooled air, because these systems are operated with central thermostats that prevent modification of the offices' temperatures to adjust for the lack of proper circulation. The aging furnace in the Slade Building services the Town offices area, as well as the Police Department and the Senior Center.
 - In the Jonas Clark Library, the aging furnace services all three floors of the Library, but the single thermostat is located on the second floor, housing the Town Library which is opened at limited hours. Because the Town Library is not usually open when Town offices are open, Town staff have no way to increase or decrease the heat as needed. Air conditioning in these Library basement offices is done through the use of inefficient window air conditioners – which do not cover all of the office areas.
- (v) Overcrowded Site and Offices –
- The Town offices share a driveway and entrance with the Police Department, the Senior Center, the Library, Center School staff, and the transportation vans for the Center School special education program. As a result, parking spaces are limited when the Senior Center holds an event or when the Library is open.
 - Most of the Town's offices are overcrowded and do not contain adequate workspace for the multiple staff and Town officials assigned to the spaces. Even if the offices in the Library basement were rearranged, the spaces would still require substantial modification and repair and any changes to layout must be approved by the Library Board of Trustees.
 - Lack of secure storage space for necessary files and equipment is also an issue. As discussed previously in this report, the Town's paper records must be stored pursuant to the retention schedule maintained by the Commonwealth. Because there is insufficient storage space, many file cabinets line the hallways and meeting spaces, and many of the Town's old records are stored in the second floor of Fire Station 1; to retrieve them Town staff must drive over to the station and bring the heavy boxes back to their offices.. Consequently, record storage and retrieval is both burdensome and inconvenient, and as the number of records increases capacity becomes problematic.
 - A lack of meeting rooms forces many committees to meet in the Senior Center, which limits the Center's ability to use its own space.
 - A lack of storage for custodial and office supplies forces the Town to purchase small quantities of supplies at a time and makes it impossible to take advantage of discount pricing afforded through bulk purchasing.
- (vi) Adjacencies of Town Offices – Many of the Town's offices have only one person on staff at any given time. Most communities establish cross

training and collaboration between offices to allow an employee in one office to assist a resident seeking services from another office during those times that a staff person may be on vacation, out sick, or at a meeting. This is a sign of strong customer service, but it requires offices to be adjacent to each other. Because the Town's offices are split between two buildings, this level of coverage and service is simply not possible. Having all offices in the same building would allow for improved communication between offices and staff and allow for enhanced collaboration, improving and enhancing customer service.

(vii) Potentially Hazardous Conditions –

- Several of the office and meeting areas in both buildings have asbestos tile floors that are cracking and loose.
- Sections of broken tile have simply been removed (but not replaced) in some floor areas to eliminate the friable material, but full abatement will soon be needed.
- There is no fire alarm system.
- The electrical panels of both buildings are insufficient to support the use of the necessary office equipment and technology.

(viii) Aging and Inefficient Windows, Doors and Utility Systems – A lack of proper insulation and drafty windows and doors make it difficult to keep Town offices warm in cold weather. In the Slade Building, the old aluminum frame windows are in poor condition, allowing air leaks, and the double glass panes have lost their seals leading to windows appearing clouded. In the Library basement, the old wood sash windows are loose, rotten, and allow major air infiltration. Most Town personnel in both buildings are forced to use portable space heaters near their desks for warmth in the winter – which further burdens the electrical systems and causes circuit breakers to trip. During very cold weather, employees have to take turns using their space heaters to avoid overloading the electrical circuits.

D. Departmental Existing and Future Needs (Including Square Footage)

1. COA and Senior Center

The Senior Center space requirements have been identified by the Senior Center Building Committee in conjunction with the technical assistance of architect Paul Lieneck of Ashby, MA. The desired space groupings are as follows:

- a) Large Main Meeting and Activity Room – this space should be multifunctioning to allow diverse programs to use the space and, preferably, should be able to be broken up into smaller spaces by use of sliding, dividing walls to allow multiple

- events to take place concurrently.
- b) Commercial Kitchen – An efficiently designed commercial kitchen with adequate storage of food and serving supplies is needed to serve MOC meals and other meals and program refreshments.
 - c) Meeting Room and Library – this would be a quiet space available for activities such as reading, small meetings, and group discussion programs. This space could easily be made available to other town committees for evening meetings.
 - d) COA Director's office
 - e) MART Drivers Transportation Office
 - f) Wellness Office – a small space to be used for confidential discussions or for health clinic exams
 - g) Vestibule, Waiting, and Sign-In Area – many seniors rely on transportation by others and often need to wait for their rides.
 - h) Custodial Closet and Storage and Utilities Rooms
 - i) Cable TV Control Room

According to Mr. Lieneck, a minimum of 6,500 square feet is needed to house these activities, indicating that the construction of a Senior Center is necessary.

2. Police Department

In general terms a police station requires two distinct space groupings:

- a) Public Spaces: Public spaces are those that are open to the public and simultaneously provide a secure interface for staff and other public users to meet in a controlled environment. Modern police stations provide for public meeting spaces that can be used for meeting rooms, minor interactions between police and public (such as fire arms applications, finger printing (for identification purposes)), counseling purposes, community policing facilities, training facilities, and emergency operation centers (during times of weather, disaster, or social need).
- b) Secure Administrative and Operations Spaces: These spaces include the areas needed for:
 - (i) Command and Administration portions of the Police Department.
 - (ii) Dispatch and Communications
 - (iii) Investigations and Detectives
 - (iv) Armory and Evidence and Records all of which need to be located in a secure, limited access area.
 - (v) Locker Rooms for both male and female patrol staff.
 - (vi) Interview and pre-release
 - (vii) Maintenance facilities to support all areas of the facility.
 - (viii) Technology spaces
 - (ix) Mechanical rooms and spaces
 - (x) Prisoner processing and custody areas consisting of:

- Sally port - an enclosed garage that prevents prisoners from leaving a vehicle into an un-controlled space.
- Weapons Safes - to temporarily secure an officer's weapon, prior to prisoner processing
- Prisoner Booking and Processing areas - these areas usually include temporary holding cells, breathalyzer, evidence collection and temporary storage areas, prisoner wash-down areas and other standard booking activities.
- Detention Facilities - these facilities must meet the criteria of the Department of Public Safety and the Mass. Department of Public Health to protect the health, safety and welfare of prisoners. Detention facilities must:
 - Be monitored on a regular basis. While incarcerated no juvenile or person of the opposite sex can be incarcerated in the same area or within sight of or reach of someone of the opposite sex or juvenile.
 - Have specialized sinks and toilets within each cell that allow maintenance from outside the cell.
 - Provide a bench or bed.
 - Be secure to external conditions.

The total square footage needed to house these Police activities is a minimum of 6,700, indicating that the construction of a police station is necessary.¹² This square footage could be reduced if Police activities are housed within a combined Police and Fire Public Safety Building in which common spaces such as meeting and training rooms are shared.

3. Fire Department:

Unlike the Police Department, where much of the response is directed from the dispatch to cruisers in cars, Fire Department and EMS responses rely on the apparatus and the equipment in its building. As such, most responses are from a central location in the community. This permits on-call responders the ability to gain access to support vehicles and respond to accidents, fires and similar occurrences quickly with the gear and apparatus that they need. In general terms, a fire station requires five distinct space groupings:

- a) Public Spaces: Public spaces are those that are open to the public and simultaneously provide a separate interface for staff and other public users to meet in a controlled environment, away from apparatus and response areas. Modern fire stations provide for public meeting spaces that can be used for meeting rooms, public activity and training (CPR Classes, First Aid, Fire Prevention training facilities) and emergency operation centers (during times of weather, disaster, or social need).

¹² 2015 Hale Assessment, *supra*.

- b) Apparatus and Support Spaces:
 - (i) Spaces need to be sized for the equipment needed. Overhead doors are usually oversized to allow ease of backing or entry by fire trucks and equipment with large mirrors and tall heights. Large sized doors are usually automated for fast response and energy conservation.
 - (ii) Floors are designed to support the weight of the water-carrying pumper trucks.
 - (iii) Specialized ventilation is needed to prevent the accumulation of diesel fumes, Carbon monoxide and other noxious exhaust by-products. These by-products also coat and potentially contaminate gear.
 - (iv) Pumper fill-stations that can fill a pumper in a reasonable amount of time to permit rapid repeat responses.
 - (v) External and detachable communications and power to keep the equipment on the apparatus operational at all times.
 - (vi) Support spaces allow for the maintenance of apparatus and gear. This usually includes workspace for small engine repair. Turn-out gear is typically located between housing areas and apparatus bays.
 - (vii) A decontamination area is required for both the Fire Services and Emergency Medical Personnel responding to hazardous waste scenes or medical emergencies where gear and personnel become contaminated.
 - (viii) Secure medical supply areas for first aid and medicines used by the Advanced Life Support Staff in ambulances.
 - (ix) Compressor and SCBA rooms are specialized rooms for filtered and compressed air systems used by Fire Departments.
 - (x) Hose storage and drying: After use, hoses may need to be cleaned of contaminants, grit or other accumulations that would injure them or degrade their life. These routine activities include washing, rinsing, and drying used water hoses. Sometimes hose towers are made part of a fire station; usually they add a decorative element to them to make them seem more aesthetic, or may be combined with a multi-floor training tower. Hose drying systems are also available.
- c) Administrative and Command and Communications: These areas provide office space for administrative purposes, fire prevention and permit issuances, secure records and data storage, and command and communications functions for the maintenance and allocation of forces and staff during critical response times.
- d) House: Most fire stations have a “house” portion where on-duty training and meals and interactions occur. House portions of fire stations include common rooms, bunk rooms for overnight shifts, kitchens, locker rooms and related facilities. These portions of the station are not usually open to the public, but some are as they combine training areas with meeting areas.
- e) Exterior Spaces: As with all buildings, a fire station requires infrastructure to

support its function. However, there are some aspects of fire station site design and use that are unique. These include:

- (i) Large apparatus ramps: These ramps provide exiting apparatus a clear line of sight and travel path from the station to the street. Usually no parking or standing is allowed in front of apparatus areas.
- (ii) Large Turning Radii: Some fire equipment require large turning radii to enter and exit a site. Turning radii should be custom designed to accommodate current and future apparatus needs.
- (iii) Heavy duty pavement: As noted previously, modern firefighting apparatus is heavy and will impact and wear out standard pavement profiles.
- (iv) Parking and access. Call departments need parking in close proximity to the apparatus bay. This call staff parking is usually separated from regular fire station visitors or those having business with the fire station.
- (v) Training Areas: External space is usually required for training activities to be conducted on-site. These sometimes involve out-buildings such as fire towers, fire buildings, and repelling towers. An on-site source of water (hydrant and cistern) is usually required.

The total square footage needed to house these fire station activities is a minimum of 8,300, indicating that the construction of a fire station is necessary.¹³ This number may be reduced if fire station activities are housed within a combined Police and Fire Public Safety Building in which common spaces such as meeting and training rooms are shared.

4. Town Library

Until the Town Offices in the Jonas Clark Library basement are relocated, the Library is unable to move forward with the recommendations of the 2011 Facility Needs Assessment conducted by Stephen Hale, Architect. These recommendations were reviewed and supported by the 2012 Capital Needs Study prepared by Lamoureux and Pagano. The existing and future Library needs are as follows:

- a) Renovation of the Building Envelope
- b) Accessible Entrance and Elevator – Full access to all three floors of the Library will be a mandatory part of any renovation project.
- c) Technical System Upgrades – The electrical, HVAC, plumbing, data and fire suppression systems all require significant repair or replacement.
- d) Programmatic Spaces - The list of programmatic spaces needed is as follows:
 - (i) Space to house collections for adults, young adults and children.
 - (ii) Meeting rooms for conference or quiet study.
 - (iii) General user seating.
 - (iv) Staff work area.

¹³ 2015 Hale Assessment, *supra*.

- (v) Special use areas for items such as map files, microfilm cabinets, and newspaper racks.

The total square footage needed to house these activities is 9,144. The existing available square footage of the entire Jonas Clark Library building is only 6,250; thus an addition would be needed to satisfy these needs of the Library.

5. Town Offices

The required space groupings are as follows:

- a) Lobby and Waiting Area
- b) Meeting Rooms (three preferred, of varying sizes)
- c) File Storage
- d) Vault
- e) Adequate office spaces for the following:
 - (i) Town Clerk
 - (ii) Treasurer
 - (iii) Tax Collector
 - (iv) Town Accountant
 - (v) Board of Assessors
 - (vi) Planning and Building Dept.
 - (vii) Board of Health and Conservation
 - (viii) Town Secretary and SelectBoard
 - (ix) Town Administrator
- f) Technology Room (Servers and other equipment)
- g) Cable TV Equipment Room
- h) Staff Break room
- i) Handicap Accessible Men's and Women's Restrooms
- j) Mechanical Room
- k) Electrical and Phone Room
- l) Custodial and Supplies
- m) Parking for a minimum of 30 vehicles (including accessible spaces)

The total square footage that would be required to properly house all functions of the town offices is estimated to be 5,109. The entire existing Slade Building offers 4,941 square feet, leaving a deficit of 168 square feet. Relative to size needs, use of the entire Slade Building exclusively for all Town offices appears feasible.

IV. DISPOSITION OF REPLACED BUILDINGS

The Committee recommends that at such time as their use is discontinued both Fire Station 1 and the Slade Building be considered for re-use or removal as follows:

A. Fire Station 1:

1. Use as a possible centralized site for storage of DPW's facility maintenance equipment (such as Parks and Cemetery mowers and other equipment). This use would require little modification to the building other than maintaining the building envelope.
2. Demolish the building and use the land to enlarge the existing adjacent park area.
3. Sell the building and land as is for appropriately zoned uses.
4. Demolish the building and sell the vacant land as is for appropriately zoned uses.

B. Slade Building:

1. Short- and mid-term use: Until such time that the Town is able and willing to construct a new Town offices facility, the immediate best use of the Slade Building is to house all Town offices together in one location. This would require modification of the existing interior spaces to establish efficient offices, meeting, and storage spaces, and would require the construction of a vault for the mandated archival storage of Town documents. It should be noted that the LPA Report suggests the building has a limited future useful life due to construction methods and age.
2. Once Town office are relocated to another facility:
 - a) Demolish the building to allow for expanded Library or school parking.
 - b) Demolish the building and maintain ownership of land for future town or school needs.

V. RECOMMENDATIONS

Following its extensive analysis, the Committee engaged Hale Architects to review and validate its findings; their report, "Town of Hubbardston Building Needs Assessment", dated March 23, 2015 (the "2015 Hale Assessment"), is attached as Appendix F. After reviewing this report, which largely validated many of its findings, the Committee has unanimously voted to recommend that the Town move forward with a plan that anticipates building in phases in the following order:

1. Construction of a new combined Police and Fire Public Safety Building and a new Senior Center on the DCR Parcel.
2. Renovation of the Slade Building to house all Town Offices.
3. Renoyation of the Library, following the relocation of Town Offices to the renovated Slade Building.

VI. PROJECT COSTS AND FUNDING MECHANISMS

The 2015 Hale Assessment has estimated the total cost of a single construction effort for all

Town buildings, including the DPW building, to be approximately \$15 million in 2015 dollars, reduced to approximately \$11 million after application for grants and other cost-shifting and deferral strategies. However, the Committee does not see this undertaking as politically achievable, and so separate construction budgets for the priority buildings are estimated as follows:

- Construction of a combined Police and Fire Public Safety Building and a Senior Center – approximately \$6.1 million in 2015 dollars, after application for grants and other cost-shifting and deferral strategies.
- Renovation costs for Slade Building – approximately \$1.15 million in 2015 dollars.
- Renovation costs for Library – approximately \$2 million in 2015 dollars, after application for grants and other cost-shifting and deferral strategies.

Based on 2015 valuations, the property tax impact to residents – if these Phases are undertaken as a singly financed effort – is anticipated to be less than \$300 per single family residence per year over the anticipated 40 year borrowing term. The Committee believes that pursuing these construction projects in this conservative, separately phased approach and in this order offers a reasonable and politically achievable opportunity for cost savings and risk mitigation in both the short and long term.

Respectfully submitted,

Jeffrey Williams
Member, Long Range Facilities Planning
Committee
Board of Selectman Representative

William Murray
Member, Long Range Facilities Planning
Committee
Capital Improvement Committee
Representative

John Nason
Member, Long Range Facilities Planning
Committee
Senior Center Representative

Dennis Perron
Member, Long Range Facilities Planning
Committee
Public Safety Representative

Susan Rayne
Member, Long Range Facilities Planning
Committee
Citizen At Large

Sanda Barry
Member, Long Range Facilities Planning
Committee
Citizen At Large

Paul Hale
Member and Chairman, Long Range Facilities
Planning Committee

Anita Scheipers
Town Administrator
Ex Officio Member, Long Range Facilities
Planning Committee

Jayne Arata
Library Director
Ex Officio Member, Long Range Facilities
Planning Committee

APPENDIX A Facilities Need Evaluation Score Card

Hubbardston Long Range Planning Committee Review Form

Project Name: _____ Project Reviewer: _____

Major Considerations		Score Range
1	Does current facility have health code or other code compliance issues? a. Totally non code compliant/known health issues b. Facility requires extensive repairs and upgrades c. Requires some upgrades d. No known code/health issues	10 7 4
2	Does current facility have adequate square footage to meet operational and public service needs? a. Facility size drastically inhibits ability to provide necessary services b. Facility size inhibits ability of some services to be provided c. Facility size mildly inhibits ability to provide expanded services d. Facility size does not impact ability to provide services	10 7 5 2
3	Does current facility have adequate storage to meet occupational and regulatory needs? a. Facility has extremely limited storage space for mandated documents, necessary equipment, etc b. Facility provides storage for frequently used files and most equipment; all other stored off-site c. Facility size provides storage for all needed files and equipment; storage of older files, etc must be stored off-site d. Facility has unlimited storage space	10 7 5 2
4	Does current facility have adequate parking and accessibility for public use? a. Extremely limited parking exists; frequent complaints regarding lack of parking b. Limited parking exists when multiple departments are open c. Limited parking exists when one or more department is hosting a meeting or event d. Parking appears to be adequate	10 7 4
5	Does existing infrastructure exist for the facility (water, sewer, electrical, communications)? a. Infrastructure exists and meets needs b. Infrastructure exists but needs improvement c. Infrastructure exists but needs radical improvement d. No infrastructure exists	2 5 7 10
6	Town Department Priority Classification a. Mandatory b. Maintenance c. Improve Efficiency d. New Service	10 7 5 2
7	Project's Useful Life a. 20+ years b. 10 - 19 years c. 5 - 9 years d. temporary accommodation	2 5 7 10
8	Effect on Operating & Maintenance Costs a. Reduce cost b. Cost unchanged c. Increase Cost	2 5 10
9	Existing Liability a. Yes b. No	5

TOTAL SCORE

APPENDIX B
Prioritized List of Projects (Committee) – May 13, 2014

1. Slade Building – Police Department
2. Fire Station 1 – Fire Department
3. Slade Building – Town Offices
4. Slade Building – Senior Center
5. Jonas Clark Library – Library

APPENDIX C
Citizen Survey

TOWN OF HUBBARDSTON
LONG RANGE FACILITY PLANNING COMMITTEE BUILDING QUESTIONNAIRE

- 1) Please check (✓) if you visited the following buildings:
 - a) Library _____
 - b) Library basement (Town Offices) _____
 - c) Slade Building (Town Offices) _____
 - d) Slade Building (Senior Center) _____
 - e) Slade Building (Police Department) _____
 - f) Main Street Fire Station _____

- 2) Please check (✓) if you viewed the presentations made for the following buildings:
 - a) Library _____
 - b) Library basement (Town Offices) _____
 - c) Slade Building (Town Offices) _____
 - d) Slade Building (Senior Center) _____
 - e) Slade Building (Police Department) _____
 - f) Main Street Fire Station _____

- 3) Would you support replacement of any of the following buildings with new construction (yes/no)?
 - a) Library _____
 - b) Library basement (Town Offices) _____
 - c) Slade Building (Town Offices) _____
 - d) Slade Building (Senior Center) _____
 - e) Slade Building (Police Department) _____
 - f) Main Street Fire Station _____

- 4) If you wouldn't replace the buildings, would you support repair of the buildings (yes/no)?
 - a) Library _____
 - b) Library basement (Town Offices) _____
 - c) Slade Building (Town Offices) _____
 - d) Slade Building (Senior Center) _____
 - e) Slade Building (Police Department) _____
 - f) Main Street Fire Station _____

- 5) In what order would you want to repair or replace the buildings (1 - 6)?
 - a) Library _____
 - b) Library basement (Town Offices) _____
 - c) Slade Building (Town Offices) _____
 - d) Slade Building (Senior Center) _____
 - e) Slade Building (Police Department) _____
 - f) Main Street Fire Station _____

- 6) Would you vote to borrow money to achieve a facility (repair or replace) plan (yes/no):
 - a) At Town Meeting (within the limits of Proposition 2 ½) ? _____
 - b) At Ballot (outside the limits of Proposition 2 ½) ?? _____

- 7) Would you like to be notified of future LRFPC meetings regarding facility improvements?
Yes _____ No _____ (If yes, please provide your name and contact information below.)

If you would like to be entered in a raffle to win a \$50 gift certificate to the Gardner Ale House, please complete below:

Your Name _____
Your Phone _____
Your Email _____

THANK YOU FOR YOUR PARTICIPATION.

APPENDIX D
Data Points from Citizen Survey

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.

APPENDIX E
Senior Center Cost Projections of Paul Lieneck

Report of the Long Range Facilities Planning Committee, March 23, 2015

APPENDIX F
Report of Hale Architects



Post Office Box 128
 10 Common Road
 Ashby, Massachusetts 01431-0128
 (978) 386-2473
 (978) 386-2474 (facsimile)

**Statement of Probable Cost
 Conceptual Design**

March 4, 2014

**Architect's Project 12021
 Hubbardston Senior Citizens Center
 Gardner Road
 Hubbardston, Massachusetts**

COST	UNITS	QUANTITY	UNIT COST	DESCRIPTION
196000				GENERAL CONDITIONS
84000		1400000	6%	Overhead and profit
112000		1400000	8%	General requirements
235150				SITE WORK
75000	ITEM			Public water supply well
4000	LF	500	8	Underground water service from well
60000	ITEM			On-site sewage disposal system
4000	ITEM			Grease trap
10000	LF	500	20	Underground service
5000	LF	500	10	Underground communications service
5000	CY	500	10	Excavation; exterior bulk footings and structural fill layer
5500	CY	550	10	Excavation exterior; trenching for utilities
1000	CY	100	10	Excavation interior; trenching for utilities
2500	ITEM			Earthwork, regrading
2500	ITEM			Soils testing, compaction testing
9000	CY	225	40	Structural fill at slab on grade, compacted, borrow
9250	CY	925	10	General backfill, trench backfill
4800	SF	400	12	Concrete masonry pavers
15000	SF	15000	1	Bituminous paving
1000	ITEM			Painted lines
10000	ITEM			Lawn construction, landscaping
1600	CY	40	40	Landscape stone at roof drip areas
10000	ITEM			Miscellaneous
68825				CONCRETE
9625	CY	35	275	Footings; strip perimeter, spread interior
2200	CY	8	275	Footings; columns
14000	CY	35	400	Foundation walls
39000	SF	6500	6	Interior slab on grade
2000	SF	400	5	Exterior slab on grade
2000	ITEM			Concrete testing

COST UNITS QUANTITY UNIT DESCRIPTION
COST

77645

ROUGH CARPENTRY

4500	LF	375	12	Exterior wall framing
7500	EACH	30	250	Framed openings, exterior walls
5800	LF	725	8	Fascia and rake blocking
11000	LF	275	40	Laminated veneer lumber beams
3750	LF	250	15	Built up vertical posts
7275	SF	4850	1.5	Plywood exterior wall sheathing
5750	LF	575	10	Interior partitions
7000	EACH	35	200	Framed openings; interior walls
2375	EACH	475	5	Anchors, framing connectors
16930	SF	8465	2	Plywood roof sheathing
765	SF	510	1.5	Plywood floor sheathing; mechanical loft
5000	ITEM			Miscellaneous

50075

PREFABRICATED WOOD TRUSSES

15300	EACH	45	340	Gable roof trusses: 30 foot span, 5:12 pitch
4750	EACH	19	250	Gable roof trusses: 22 foot span, 5:12 pitch
11000	EACH	44	250	Shed roof trusses: 24 foot span, 3:12 pitch
2625	EACH	15	175	Shed roof trusses: 15.5 foot span, 3:12 pitch
7200	EACH	36	200	Shed roof trusses: 17.75 foot span, 3:12 pitch
800	EACH	8	100	Shed roof trusses: 8.5 foot span, 3:12 pitch
2000	ITEM			Temporary bracing
6400	LF	800	8	Permanent bracing

99905

FINISH CARPENTRY

3700	LF	370	10	Synthetic trim water table, two piece
480	SF	60	8	Synthetic panel wall surface: exterior wall
7250	LF	725	10	Synthetic exterior trim: fascia and rakes
7250	LF	725	10	Synthetic exterior trim: corners, casings: windows, doors
3000	EACH	6	500	Synthetic trim: columns
4750	SF	950	5	Medium density overlay plywood: exterior soffits
14000	EACH	40	350	Base cabinets: per 18 inch unit
1600	EACH	8	200	Upper cabinets: per 18 inch unit
22000	LF	55	400	Countertop with backsplash; stainless steel
12000	LF	40	300	Countertop with backsplash; solid polymer
3500	SF	100	35	Stainless steel wall panels on furring channels
10000	ITEM			Display cabinets
3000	LF	500	6	Interior trim: casings: windows
2000	LF	200	10	Shelving
375	LF	15	25	Clothes rod, hat shelf
5000	ITEM			Miscellaneous

12785

MOISTURE PROTECTION

3150	SF	6300	0.5	Vapor retarder: concrete slab on grade
1820	SF	3640	0.5	Air barrier: exterior walls
1820	SF	3640	0.5	Vapor retarder: exterior walls
3495	SF	1165	3	Waterproofing membrane at roof eaves and penetrations
1000	LF	500	2	Waterproofing membrane: windows and doors: perimeter
1500	SF	500	3	Waterproofing membrane: water table

39780

BUILDING INSULATION

3000	SF	1500	2	Foundation insulation: 2 inch, perimeter
7280	SF	3640	2	Exterior walls: 6 inch fiberglass
3640	SF	3640	1	Exterior walls: rigid board
25440	SF	6360	4	Roof: fiberglass, two layers staggered
420	SF	140	3	Mineral wool insulation at stainless steel faced wall

	COST	UNITS	QUANTITY	UNIT COST	DESCRIPTION
88935					METAL ROOFING
	4235	SF	8470	0.5	Membrane underlayment: 15 pound felt
	84700	SF	8470	10	Standing seam metal roofing
11220					METAL FLASHING
	2920	LF	730	4	Drip edge
	1920	LF	240	8	Rising wall
	4000	EACH	10	400	Pipe penetrations, duct penetrations
	940	LF	235	4	Window heads, door heads
	1440	LF	360	4	Water table
14780					VINYL SIDING
	10920	SF	3640	3	Horizontal vinyl siding, vertical vinyl siding
	1860	SF	620	3	Soffit
	2000	LF	1000	2	Installation accessories
4900					JOINT SEALERS
	2500	LF	500	5	Exterior caulking
	2400	LF	600	4	Interior caulking
12750					PRESSED METAL FRAMES
	1500	EACH	3	500	Exterior door frames with thermal break
	7350	EACH	21	350	Interior door frames
	900	EACH	3	300	Sidelight frames
	3000	EACH	10	300	Vision panel frames
8400					WOOD DOORS
	8400	EACH	21	400	Interior doors, solid core
1900					CLAD WOOD DOORS
	1500	EACH	3	500	Exterior doors, insulated
	400	EACH	1	400	Exterior sidelight, insulated
9500					ROLL UP DOORS
	5000	SF	50	100	Coiling counter shutters, manual, track, hood
	4500	SF	75	60	Storage room door, manual , track, hood
47400					METAL CLAD WOOD WINDOWS
	27000	EACH	27	1000	Double hung
	20400	EACH	34	600	Fixed transom

	COST	UNITS	QUANTITY	UNIT COST	DESCRIPTION
17200					HARDWARE
	2200	EACH	22	100	Hinges sets
	2000	EACH	4	500	Locksets: mortise
	4500	EACH	15	300	Locksets: cylindrical
	2800	EACH	8	350	Closers
	600	EACH	12	50	Stops
	450	EACH	18	25	Silencers
	2000	EACH	10	200	Thresholds
	500	EACH	5	100	Kick plates
	800	EACH	4	200	Weatherstripping
	150	EACH	2	75	Surface bolts
	1200	EACH	4	300	Exit devices
3750					GLAZING
	3000	SF	200	15	Interior vision panels
	750	EACH	10	75	Interior doors, per door
29100					GYPSUM BOARD
	29100	SF	19400	1.5	Vertical surfaces
23800					CERAMIC TILE
	700	LF	140	5	Base tile
	11900	SF	1190	10	Floor tile
	3360	SF	1120	3	Backer board
	7840	SF	1120	7	Wall tile
28350					SUSPENDED CEILINGS
	28350	SF	6300	4.5	Suspended ceiling, 24x24, fissured tiles
3460					ACOUSTICAL INSULATION
	3460	SF	1730	2	Selected interior partitions
22820					ENTRY MAT TILE
	1500	ITEM			Floor preparation
	18800	SF	4700	4	Carpet
	2520	SF	420	6	Entry mat carpet tile
33100					PAINTING
	4000	LF	2000	2	Exterior trim
	2500	ITEM			Exterior wall panels, soffits, columns
	19400	SF	19400	1	Interior wall surface
	1000	LF	500	2	Interior trim
	3700	EACH	37	100	Door frames, vision panel frames
	2500	ITEM			Miscellaneous

	COST	UNITS	QUANTITY	UNIT COST	DESCRIPTION
2000					FIBERGLASS REINFORCED PANELS
	2000	SF	500	4	Wall panels at custodian mop sink and kitchen walls
1400					SPECIALTIES
	1200	EACH	3	400	Fire extinguisher cabinet
	200	EACH	1	200	Privacy screen
2500					TOILET PARTITIONS
	2500	EACH	5	500	Door and panels, per stall
1500					LOUVERS
	1500	EACH	2	750	Exterior wall louvers
1750					SIGNAGE
	500	EACH	2	250	Exterior sign on post
	125	EACH	1	125	Exterior wall
	1125	EACH	15	75	Interior
36900					ACCORDION FOLDING PARTITION
	35100	SF	585	60	Accordion folding partition
	600	LF	60	10	Steel track
	1200	LF	60	20	Hanger system
6150					TOILET ACCESSORIES
	1000	EACH	5	200	Mirror
	600	EACH	6	100	Soap dispenser
	200	EACH	2	100	Towel dispenser
	600	EACH	6	100	Tissue dispenser; dual roll
	600	EACH	3	200	Trash receptacle
	900	EACH	6	150	Grab bars
	2250	EACH	3	750	Electric hand dryer
29000					KITCHEN EQUIPMENT
	5000	EACH	1	5000	Oven
	2000	EACH	1	2000	Grille
	6000	EACH	1	6000	Range: 6 burner cooktop, broiler, oven
	5000	EACH	1	5000	Dishwasher
	6000	EACH	1	6000	Freezer, reach in upright
	5000	EACH	1	5000	Refrigerator, reach in, upright

COST	UNITS	QUANTITY	UNIT COST	DESCRIPTION
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80825

PLUMBING

750	EACH	1	750	Well booster pump
2000	EACH	1	2000	Well expansion tank
8750	LF	350	25	Waste piping, underground
1875	LF	125	15	Waste piping
2100	LF	175	12	Vent piping
4700	LF	470	10	Water piping; insulated
3000	LF	300	10	Natural gas piping
12000	LF	24	500	Roughing, per fixture
10500	EACH	6	1750	Fixtures: water closet, wall mounted flush valve
1500	EACH	1	1500	urinal
7500	EACH	5	1500	lavatory in counter
1000	EACH	1	1000	custodian's sink
900	EACH	1	900	preparation sink in counter
900	EACH	1	900	pre-rinse sink
1700	EACH	1	1700	3 bin sink
900	EACH	1	900	hand washing sink, kitchen
1400	EACH	2	700	sink in counter
1200	EACH	1	1200	drinking fountain
5000	EACH	25	200	Valves
4800	EACH	8	600	Floor drain, trap primer; clean out
900	EACH	3	300	Hose bib
1200	EACH	2	600	Wall hydrant
1250	EACH	1	1250	Water heater, gas fired, 60 gallon
5000	ITEM			Miscellaneous

150940

HEATING, VENTILATING, AND AIR CONDITIONING

20000	EACH	1	20000	Gas fired air handler, senior citizens center
5000	EACH	1	5000	Gas fired air handler, public meeting room
5000	EACH	1	5000	Gas fired make up air handler, kitchen
9000	LF	2	4500	Exterior condensing unit
20000	EACH	1	20000	Energy recovery ventilator
3000	EACH	4	1250	Motor operated dampers
11200	LF	320	35	Ductwork: main, sheet metal, insulated
5000	LF	250	20	Ductwork: branch, sheet metal, insulated
1050	LF	70	15	Ductwork: flexible, insulated
7000	EACH	70	100	Manual volume dampers; duct take offs
14000	EACH	80	175	Diffusers and grilles
2250	EACH	3	750	Combustion air vent and fresh air intake through roof
500	EACH	2	250	Condensate drain pan
640	LF	80	8	Condensate drain piping
1800	EACH	150	12	Refrigerant piping, insulated
3000	EACH	3	1000	Exhaust fans, exhaust duct, wall cap, time clock
17500	ITEM			Kitchen exhaust hood, gas shut off, suppression system
5000	ITEM			Balancing
10000	ITEM			Thermostatic controls
10000	ITEM			Miscellaneous

COST	UNITS	QUANTITY	UNIT COST	DESCRIPTION
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161825

ELECTRICAL

5000	LF	200	25	Underground service, 400 ampere, 3 phase
2000	LF	200	10	Underground communications service
2000	ITEM			Main panel, 36 circuits, 6 future; emergency panel
3000	ITEM			Telephone system
21600	EACH	36	600	Power and lighting distribution wiring, per circuit
1200	EACH	6	200	Communication distribution wiring, per jack
2000	LF	400	5	Fire alarm wiring, conduit
7500	EACH	50	150	Wiring devices: Duplex receptacles
4500	EACH	30	150	Light switches
400	EACH	2	200	Exterior weatherproof duplex outlets
375	EACH	5	75	Communication jacks
3000	EACH	15	200	Equipment connections
2000	EACH	8	250	Disconnect switches
16500	EACH	60	275	Light fixtures: Recessed fluorescent glare control
9000	EACH	45	200	Recessed fluorescent
2000	EACH	10	200	Recessed accent down lights
2000	EACH	8	250	Wall mounted fluorescent against ceiling
2700	EACH	9	300	Exterior canopy lights
1200	EACH	8	150	Exterior dual flood light with photocell
400	EACH	2	200	Time clocks
750	EACH	5	150	Egress lighting: lighted exit signs
3000	ITEM			Fire alarm system: Control panel, annunciator panel
3000	EACH	20	150	Detection devices
2000	EACH	10	200	Signaling devices, including exterior beacon
6000	EACH	30	200	Wiring, per device
200	EACH	1	200	Key lock box
3500	ITEM			Notification hardware
50000	ITEM	1	1750	Emergency generator, power transfer switch, annunciator
5000	ITEM			Miscellaneous

1616320

CONSTRUCTION COST

80000	1600000	5%	CONTINGENCY
112000	1600000	7%	PROFESSIONAL SERVICES FEE

1808320

PROJECT COST

INVOICE

Hampshire Council of Governments
 (413) 584-1300
 99 Main Street
 Northampton, MA 01060

Questions ? Melissa Szumski (413) 584-1300 Ext. 163

Invoice Date	Invoice Number	Rev.
10/15/2014	126	0
Customer P.O. Number		
Retirement Percentage		
Reference		
Geoffrey Rogers		

Bill To :

Town of Hubbardston
 7 Main St
 Unit 3
 Hubbardston, MA 01452

Attn: Accounts Payable

Phone: Fax: Project: Unassigned

Qty	Unit	Product#	Description	Unit Price	Extended	Tax	Freight
1.00	EA		Geoffrey Rogers portion of Retirement-July, August, September and October 2014. Health \$737.82 and Life \$6.28. Town of Hubbardstons portion is 5.1206%=\$38.09 monthly	152.36	152.36	0.00	0.00

*978-928-1400 OK 200
 town admin Anita
 treasurer
 Kristen 207*

- 978-928-1400

NOTES:

Make all checks payable to Hampshire Council of Governments, Finance Department: Terms 8% charge after 30 days

Sub-Total:	152.36
Freight:	0.00
Tax:	0.00
Total Amount:	152.36

2nd COPY

March 23, 2015

BY HAND

Town of Hubbardston
Board of Selectmen
7 Main Street, Unit # 3
Hubbardston, MA 01452

Ladies and Gentlemen:

Enclosed please find the Report of the Town of Hubbardston Long Range Facilities Planning Committee (the "Committee") dated March 23, 2015 (the "Report").

In accordance with its charge, the Committee has evaluated the condition of all (non-school) buildings owned by the Town of Hubbardston – namely:

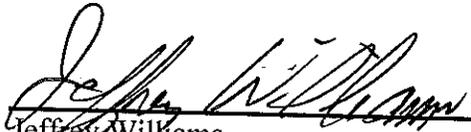
- The Slade Building – housing Town Offices, the Police Department, and the Senior Center
- The Jonas Clark Library Building – housing Town Offices and the Town Library
- Fire Station 1 (located on Main Street) – housing certain equipment of the Fire Department
- The DPW Building (located on Route 68) – housing the Highway Department

and has developed what it believes is a politically achievable plan that identifies those buildings requiring renovation or replacement, sets the priority or phasing of those renovation or replacement projects, and provides estimates regarding cost and tax impacts of those projects.

The Committee hereby recommends the plan described in this Report to the Board of Selectmen and is also prepared to recommend this plan to both the Finance Committee and the Town.

We look forward to presenting this Report to you and discussing its contents at the meeting of the Board of Selectmen on March 23, 2015.

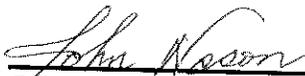
Very truly yours,



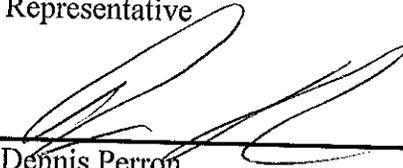
Jeffrey Williams
Member, Long Range Facilities Planning
Committee
Board of Selectman Representative



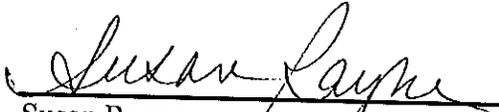
William Murray
Member, Long Range Facilities Planning
Committee
Capital Improvement Committee
Representative



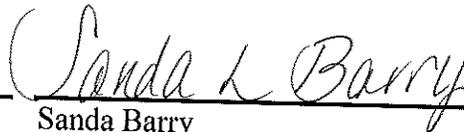
John Nason
Member, Long Range Facilities Planning
Committee
Senior Center Representative



Dennis Perron
Member, Long Range Facilities Planning
Committee
Public Safety Representative



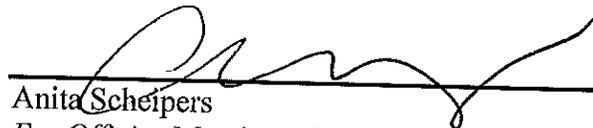
Susan Rayne
Member, Long Range Facilities Planning
Committee
Citizen At Large



Sanda Barry
Member, Long Range Facilities Planning
Committee
Citizen At Large



Paul Hale
Member and Chairman, Long Range Facilities
Planning Committee
Citizen At Large



Anita Scheipers
Ex Officio Member, Long Range Facilities
Planning Committee
Town Administrator

Jayne Arata
Ex Officio Member, Long Range Facilities
Planning Committee
Library Director

Enclosure

Warrant Article List For the 2015 Annual Town Meeting

#	Article	Sponsor	Amount	Funding	Special Vote	Consent	General By-law	Zoning By-law
	Standard Annual Articles							
	Vote for officers							
	Hear reports of officers and committees							
	MassDOT annual C90 and grant acceptance	Town Clerk						
	Acceptance of misc. general municipal purpose grants for FY16	Selectmen						
	Acceptance of educational grants for FY15	Selectmen						
	Annual Holden Hospital Accounts annual authorization	Selectmen						
	Annual Reauthorization of Revolving Accounts (w edits to COA fund)	Selectmen						
	FY16 Budget	Selectmen						
	Ambulance Enterprise Budget/Tax Levy Subsidy	Selectmen						
	Department Articles							
	Sr Citizen Work-off Tax Abatement Program							
	Reauthorization of annual statutory tax exemptions	Selectmen	\$15,000					
	General Stabilization Fund							
	Transfer \$ into Gen Stab Acct	Selectmen						? Necessary
	Capital Improvement Program							
	Transfer (Free Cash) available funds into the MCSA	Selectmen			2/3rds			
	Transfer (tax revenue) funds into MCSA	Selectmen			2/3rds			
	Transfer remaining misc project balances back into MCSA	Selectmen			2/3rds			
	FY16 Municipal Cash Capital Fund Appropriations (chart)	Selectmen			2/3rds			
	Debt exclusion article for Fire Truck and Ambulance	Selectmen		MCSA				
	Debt exclusion article for Senior Center/Public Safety Building	Capital Planning Committee						
	Other \$ Articles							
	Authorization to purchase and Yr 1 payment of Tax Collector Software (w 2010 - 2012 Unemployment Comp. Claims payoff	LRPPC			2/3rds			requires ballot question
	FY16 CPA Fund allocations (listing including existing list of cert projects)	Selectmen	\$15,290.00		2/3rds			requires ballot question
	FY16 CPA FUND "set-aside" Allocations	Selectmen	\$31,000.00					
	General Articles							
	Authorization to do Vincent land swap	CPC						
	Authorization to acquire Mt. Jeff land	CPC						
	Authorization of BOH member to conduct inspections	Selectmen			2/3rds			
	Seaboard Solar PILOT	Brd of Health			2/3rds			
	Approve Police Union contract	Assessors			2/3rds			
	Approve DPW Union Contract							
	Bylaw or Zoning Articles							
	Change zoning to allow 2+ muni buildings on DOR lot	Selectmen			2/3rds			
	Change solar bylaw	Planning Board			2/3rds			
	Amend zoning bylaws to reflect small rural town	Planning Board			2/3rds			
	Petition Articles							
	Warrant Article List For the 2015 Special Town Meeting							
1	Transfer of funds from Hub's C71 to pay water pump invoices.	Selectmen						
2	Revote CPA \$ for the parish cem. restoration		\$ 7,000				X	(This may no longer be needed.)
3	transfer money from Stabilization to cover deficit in vet benefit acct		\$14,000+/-					(This may be included in the ATM CPA vote instead of this STM article.)
4								
5								

INITIAL FY16 REVENUE PROJECTIONS

3/17/2015

Category	\$ Amount	Comments
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REVENUE

PROPERTY TAXES		
Solar Pilot Revenues	\$ 6,123,542	FY15 Tax Levy (w/o FY15 New Growth or Allowed Increase under Prop 2.1/2)
Allowed Increase under Prop 2.1/2	\$ 77,022	billed as personal property taxes per DOR
Add New Growth	\$ 153,089	
Debt Exclusion	\$ 35,000	per RRG
Less Snow & Ice Deficit	\$ 23,660	(Sch Ed Support Center)
Less Reserve for Abatement	\$ (130,000.00)	\$150K authorized - placeholder number only
Net Property Tax Revenue	\$ 6,187,513	

LOCAL AID		
Total Receipts	\$ 522,430	
Less offsets/Assessments	\$ (18,844)	uses House Numbers
Net Local Aid	\$ 503,585	uses House Numbers

FREE CASH		
Other Revenues	\$ 236,143	
	\$ 236,143	

LOCAL RECEIPTS		
	\$ 1,096,312	
TOTAL REVENUES	\$ 8,023,353.55	

		\$8,023,353.55
		\$236,143.00
		\$7,787,210.55

		\$7,787,210.55
		\$7,719,953.60
		\$47,256.00
		\$20,000.95

		\$236,143.00
		\$231,290.00
		\$4,853.00

GENERAL FUND APPROPRIATIONS

FY16 Operating Budget	\$ 7,719,953.60	draft budget using placeholder numbers for QRSD and reg dispatch/includes some estimated contract costs
General Stabilization Fund	\$30,000.00	Build GSF
Capital Stabilization Article	\$0.00	Tax Levy Allocation to MCSA
Capital Stabilization Article	\$140,000.00	Use free cash allocation to build MCSA
Tax Collector Software	\$15,290.00	Yr 1 of 3 (Not Capital Eligible) (implementation fee built into IT Maint Acct)
Senior Tax Workoff Program	\$15,000.00	
Payment of 2010-2012 Unemployment t	\$31,000.00	
Tax Levy Subsidy of Ambulance	\$47,256.00	
Total Appropriations	\$ 7,998,500	

		\$24,854.00
		\$219,474.98
		\$344,796.15

Surplus/(Deficit)	\$ 24,854.00	to be used to cover any excess school assessment costs
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Stabilization Fund Balance	\$ 219,474.98	as of 2/18/2015
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Capital Stabilization Fund Balance	\$ 344,796.15	as of 2/18/2015
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TOWN OF HUBBARDSTON
FY16 BUDGET

Account Number	Account Name	FY2014 Approved	FY2015 Approved	FY2016 Proposed with Wage Adjustments w base 1.2% COLA	March 16	
GENERAL GOVERNMENT						
001-114-5110-0000	Moderator	\$330			DRAFT	
001-131-5420-0000	Finance Committee Expenses	\$250	see below			
001-132-5700-0000	Finance Committee Reserve Fund	\$26,000				
Total Legislative			\$0	\$0		
001-122-5110-0000	Selectboard Salary	\$6,263	\$6,316	\$6,371		
001-122-5110-0001	Town Secretary Wages	\$23,646	\$23,893	\$24,977		\$16.50/hr, <\$1k, less than grade 4 min
001-122-5700-0000	Selectboard Expense	\$10,000	\$10,000	\$8,500		reduced based on actuals
001-122-5700-0001	Binding of Records	\$100	\$100	\$78		
001-129-5110-0000	Town Administrator Salary	\$84,000	\$85,850	\$86,800		per contract
001-129-5110-0000	Town Administrator - Perf. Related Pay	\$0	\$1,276	\$1,304		per contract
001-129-5700-0000	Town Administrator Expense	\$3,000	\$3,000	\$2,000		reduces prof day meeting attendance
001-161-5110-0000	Town Clerk Salary	\$34,783	\$35,131	\$36,264		2% increase over std COLA, less than min grade 8
001-161-5100-0000	Town Clerk Certification	\$1,000	\$1,000	\$1,000		
001-161-5700-0000	Town Clerk Expenses	\$3,850	\$3,850	\$3,825		
001-161-5110-0001	Assl Town Clerk	\$0	\$3,016	\$2,500		\$16.50/hr, 161 hr, reduced hours/yr, less than grade 4 min
Total Executive		\$166,432	\$173,430	\$173,416		
001-162-5700-0000	Elections & Registrations	\$5,050	\$8,776	\$7,495		
001-162-5110-0000	Board of Registrars Wages	\$418	\$420	\$428		
Total Election and Registration		\$5,468	\$9,196	\$7,923		
001-135-5110-0000	Town Accountant Salary	\$37,400	\$37,774	\$38,228		1358 hrs/yr at rec'd grade/step (look to reg/outsrc)
001-135-5110-0001	Municipal Finance Clerk Wages	\$2,639	\$2,665	\$2,154	\$13.75/hr, 3 hrs/wk, reduced hours/yr, on target for step and grade	
001-135-5420-0000	Town Accountant Expense	\$900	\$900	\$900		
001-135-5300-0000	Annual Audit (FY15)	\$15,500	\$15,500	\$15,500		
Total Accountant/Auditor		\$56,439	\$56,839	\$56,782		
001-141-5110-0003	Assessors' Salary	\$3,762	\$3,790	\$3,835		
001-141-5110-0002	Municipal Office Clerk II	\$18,692	\$18,807	\$19,434	24 hrs/wk 15.13/hr - \$16.51/hr, on target for grade and step	
001-141-5420-0000	Assessors' Expenses	\$7,000	\$11,280	\$6,000		
001-141-5300-0000	Assessors' Contracted Services	\$59,500	\$61,000	\$62,500	per contract	
001-141-5400-0000	Assessors' Maps	\$8,165	\$0	\$0		
Total Assessors		\$95,099	\$94,647	\$91,769		
001-145-5110-0000	Treasurer's Salary	\$38,400	\$38,764	\$38,228	1358 hrs/yr at rec'd grade/step	
001-145-5190-0000	Treasurer's Certification	\$1,000	\$1,000	\$1,000		
001-145-5110-0001	Municipal Finance Clerk Wages	\$2,639	\$2,666	\$2,164	\$13.75/hr, 3 hrs/wk, reduced hours/yr, on target for step and grade	
001-145-5700-0000	Treasurer's Expense	\$1,800	\$1,800	\$1,800		
001-145-5300-0000	Payroll Service	\$2,500	\$2,500	\$2,500		
001-158-5300-0000	Treasurer's Tax Title Expense	\$5,000	\$2,000	\$2,000		
Total Treasurer		\$49,339	\$46,730	\$47,692		
001-148-5110-0000	Tax Collector Wages	\$33,944	\$34,283	\$30,611	27 hrs/wk, less than min GR 8 of \$21.95 (3.4% abv std COLA)	
001-148-5190-0000	Tax Collector Certification	\$1,000	\$1,000	\$0	not eligible this year	
001-148-5700-0000	Tax Collector's Expenses	\$7,125	\$8,383	\$1,300		
001-148-5700-0001	Tax Collector Tax Title Expense	\$8,150	\$3,000	\$5,000		
001-148-5700-0002	Excise/Property Tax Bill Preparation & Mail	\$2,700	\$2,700	\$8,000	re-arranged cost lines	
Total Tax Collector		\$52,919	\$49,366	\$44,911		
001-151-5300-0000	Legal Services	\$40,000	\$45,000	\$40,000		
Total Legal Services		\$40,000	\$45,000	\$40,000		
001-171-5110-0001	Conservation Comm. Salaries	\$974	\$984	\$996		
001-171-5700-0000	Conservation Comm. Expenses	\$1,193	\$1,193	\$1,207		
Total Conservation Commission		\$2,167	\$2,177	\$2,203		
001-122-5210-0000	Slade Building Utilities	\$28,000	\$32,000	\$37,500	assumes increase in utility and elec costs	
001-122-5230-0000	Town Office Phone	\$7,000	\$7,000	\$7,250		
001-122-5240-0000	IT (Computer) Maintenance	\$36,000	\$37,300	\$62,700	addl annual software maint. fees	
001-122-5300-0003	VTH Website Maintenance	\$2,225	\$0	\$0		
001-122-5400-0000	Copier Expense	\$5,000	\$5,000	\$5,000	2 copiers plus paper	
Total Operations Support		\$78,225	\$101,300	\$112,450		
001-176-5110-0000	Board of Appeals Clerk Wages	\$508	\$513	\$519		
001-176-5700-0000	Board of Appeals Expense	\$676	\$675	\$676		
001-195-5700-0000	Town Report	\$1,000	\$1,000	\$1,000		
001-114-5110-0000	Moderator	\$330	\$334	\$338		
001-131-5420-0000	Finance Committee Expenses	\$250	\$250	\$225		
001-132-5700-0000	Finance Committee Reserve Fund	\$26,000	\$30,000	\$35,000		
Total Other		\$27,763	\$32,772	\$37,767		
TOTAL GENERAL GOVERNMENT		\$573,849	\$611,656	\$614,893		

Account Number	Account Name	FY2014 Approved	FY2015		
PUBLIC SAFETY					
001-210-5110-0000	Police Chief Salary	\$88,244	\$91,800	\$90,989	removed longevity from here and placed in wages
001-210-5110-0002	Police Wages	\$407,720	\$428,185	\$399,697	assumes 1.2% COLA
001-210-5110-0003	Police Training Wages	\$12,527	\$13,799	\$13,799	
001-210-5110-0001	Police Department Clerk	\$14,792	\$14,939	\$16,504	
001-210-5700-0000	Police Dept. Maintenance	\$12,140	\$11,290	\$11,790	
001-210-5240-0000	Police Dept. Vehicle Maintenance	\$8,250	\$9,100	\$9,100	
001-210-5850-0000	Police Dept. Equipment & Outlay	\$18,376	\$14,075	\$24,075	includes some contract related costs
001-210-5340-0000	Code Red	\$0	\$4,554	\$4,550	
Total Police Department		\$562,048	\$687,742	\$670,613	
001-220-5110-0000	Fire Chief Salary (Inc Hot)	\$35,514	\$36,007	\$37,229	at min GR 12; 60% of total annual salary
001-220-5110-0001	Fire Department FT Wages	\$79,956	\$88,051	\$94,308	per contract
001-220-5190-0000	Fire Department Other Wages	\$40,187	\$43,952	\$44,479	
001-220-5430-0000	Fire Department Maintenance	\$12,900	\$13,600	\$14,600	
001-220-5240-0000	Fire Department Vehicle Maint.	\$18,025	\$18,500	\$18,500	
001-220-5500-0000	Fire Department Equipment & Outlay	\$27,760	\$27,760	\$27,760	
001-220-5700-0000	Misc. Expense	\$3,325	\$4,900	\$3,900	
Total Fire Department		\$217,657	\$232,760	\$240,766	
001-299-5110-0000	Rutland Regional Dispatch Fee	\$84,440	\$98,189	\$109,000	National, assumes 6% increase
001-299-5700-0000	Dispatch Maintenance & Equip.	\$14,522	\$5,961	\$8,541	

**TOWN OF HUBBARDSTON
FY16 BUDGET**

Account Number	Account Name	FY2014 Approved	FY2016 Approved	FY2016 Proposed with Wage Adjustments	March 16
	Total Dispatch Department	\$98,982	\$104,150	\$114,641 *	
001-192-5110-0000	Building Commissioner Salary	\$26,355	\$26,819	\$27,734	at approp mtd Grade
001-192-5700-0000	Building Department Expense	\$2,351	\$2,351	\$2,398	
001-519-5705-0000	Animal Inspector Salary	\$812	\$820	\$830	
001-519-5110-0000	Animal Inspector Expense	\$300	\$300	\$650	
	Total Building Inspection	\$29,818	\$30,090	\$31,612 *	

TOWN OF HUBBARDSTON
FY16 BUDGET

Account Number	Account Name	FY2014 Approved	FY2015 Approved	FY2016 Proposed with Wage Adjustments	March 10
001-176-6700-0000	Planning Board Expenses	\$900	\$909	\$1,000	
001-176-6700-0001	Monachusell Reg. Planning District	\$1,322	\$1,376	\$1,520	
	Total Planning Board	\$2,222	\$2,284	\$2,520	
001-510-5110-0000	Inspectional Services Asst. (BOH, Conservation)	\$11,215	\$11,328	\$11,484	on target for grade and min step
001-192-5110-0001	Buld.Dept/Planning Brd Clerk Wages	\$12,205	\$10,924	\$11,843	on target for grade and min step
	Total Inspectional Services Support	\$23,420	\$22,252	\$23,327	
001-510-5110-0001	Board of Health Salaries	\$2,847	\$2,875	\$2,910	
001-510-5300-0000	Landfill monitoring	\$9,930	\$7,445	\$9,000	state requires we still test twice
001-510-5700-0000	Board of Health Expenses	\$2,335	\$2,335	\$2,363	
	Total Health Services	\$16,112	\$12,655	\$14,273	
001-249-5110-0000	Tree Warden Wages	\$1,749	\$1,784	\$1,806.00	
001-249-5700-0000	Tree Warden Outside Serv.	\$4,000	\$4,000	\$4,000.00	
001-291-5110-0000	Emergency Planning Director	\$1,015	\$1,025	\$1,037.00	
001-291-5700-0000	Emergency Planning Expenses	\$1,435	\$1,435	\$1,452.00	
001-292-5110-0000	Animal Control Officer/Services & Expense	\$15,225	\$15,760	\$16,050.00	
	Total Other Public Safety Services	\$23,424	\$23,994	\$24,346	
	TOTAL PUBLIC SAFETY	\$97,653	\$1,016,927	\$1,021,898	**
EDUCATION					
001-300-5700-0000	Quabbin Regional School Assessment	\$3,734,218	\$3,981,061	\$4,079,893	pacor order in 3% increase (dun budget) 5% incr
001-350-5700-0000	School: Monachusell Reg. Voc. Tech.	\$418,737	\$471,062	\$513,847	actual number
001-300-5700-0003	Quabbin Ed Support CTR (DE)	\$27,602	\$26,326	\$23,660	
001-300-5700-0004	QRSD Middle/HS Const Bonds (DE)	\$82,036	\$79,597	\$0	
001-300-5700-0005	QRSD Middle/HS Roof (First Assmt. FY14)	\$0	MCSA	MCSA	
	TOTAL EDUCATION	\$4,262,693	\$4,538,046	\$4,617,400	**
PUBLIC WORKS					
001-421-5110-0000	DPW Director	\$50,000	\$76,058	\$78,657	
001-422-5110-0001	DPW Wages	\$278,261	\$247,363	\$251,480	* assumes 1.2% COLA
	Total DPW Wages	\$328,261	\$322,419	\$328,037	
001-424-5700-0000	Municipal Lights	\$4,000	\$5,000	\$5,060	
	Total Municipal Lights	\$4,000	\$5,000	\$5,060	
	cold patch		\$28,750		
	hot mb/asphalt		\$12,060		
	supplies		\$10,924		
	hired equipment		\$15,000		
	line painting		\$18,543		
	police details		\$5,000		
	street signs		\$2,000		
	bridges and railings		\$500		
001-422-5240-0000	Total DPW Road Maintenance	\$0	\$93,677	\$94,801	
	utilities		\$6,000		
	building repairs		\$3,500		
	heating fuels		\$7,000		
	clothing allowance		\$4,827		
001-422-5700-0000	Total General Highway	\$0	\$22,927	\$25,995	Includes \$3400 for some new contract items
	diesel/gas/repairs		\$50,000		
	tube/filters		\$6,500		
	equipment/parts		\$29,600		
	repairs		\$21,000		
001-422-5240-0001	Total Equip. and Machinery Repairs	\$0	\$107,000	\$116,000	
001-423-5110-0000	Employee OverTime (Highway Winter Wages)	\$50,172	\$57,172		
001-423-5120-0000	Highway Winter Outside Wages	\$7,000	\$0		
001-423-5700-0000	Equip., Supplies & Materials	\$12,000	\$148,000		
001-423-5290-0000	Plowing of Private Ways	\$3,500	\$3,500		
001-423-5400-0000	Highway Winter Materials	\$106,000	\$0		
001-423-5210-0000	Highway Winter Fuel	\$28,000	\$0		
	Total Highway Snow & Ice	\$206,672	\$206,672	\$220,000	signl increase
old Highway line item listing					
001-422-5700-0000	Street Signs	\$2,000			
001-422-5580-0000	Highway Uniforms	\$4,827			
001-422-5300-0000	Highway Bridges & Railings	\$500			
001-422-5240-0000	Highway Dept. Maintenance	\$62,500			
011-422-5430-0000	General Highway Expense	\$89,353			
001-422-5400-0000	Highway Equipment & Outlay	\$7,000			
001-422-5210-0000	Town Vehicle Fuel & Pump Maintenance	\$50,000			
		\$216,180	\$0	\$0	
Cemetary					
001-491-5110-0001	Cemetary Commission Salaries	\$903	\$912	\$923	
001-491-5110-0002	Cemetary Commission Clerk-Mun. Clerk I	\$1,214	\$0		
	Old Cemetary Expense	\$0	\$0		
001-491-5290-0000	Cemetary Maintenance & Improvement	\$0	\$500	\$500	
001-491-5290-0001	Evergreen Cemetary, New Lots	\$500			
001-491-5290-0002	Evergreen Cemetary (ATM Art #11)	\$500			
001-491-5850-0000	Cemetary Equipment & Outlay	\$1,300	\$1,300	\$1,316	
001-491-5700-0001	Veterans' Graves	\$500	\$500	\$500	
	Total Cemeteries	\$4,917	\$3,212	\$3,239	
	TOTAL PUBLIC WORKS	\$780,030	\$760,307	\$782,732	**

TOWN OF HUBBARDSTON
FY16 BUDGET

Account Number	Account Name	FY2014 Approved	FY2015 Approved	FY2016 Proposed with Wage Adjustments	March 10
HUMAN SERVICES, CULTURE & RECREATION					
Human Services					
001-541-5120-0000	Elderly Van Wages	\$32,782	\$0	\$3,220	we are responsible for paying for vacation and sick leave wages
001-541-5240-0000	Elderly Van Expenses	\$100	\$100	\$100	
001-541-5110-0000	Council on Aging Director	\$5,380	\$5,434	\$6,009	this is less than bottom step of new grade
001-541-5240-0000	Council on Aging Expense	\$2,000	\$2,040	\$2,065	
	Total COA	\$40,272	\$7,674	\$11,394	
001-543-5110-0000	Veterans' Agent Salary	\$1,035	\$1,058	\$1,069	
001-543-5700-0000	Veterans' Agent Expenses	\$35	\$35	\$35	
001-543-5770-0000	Veterans' Benefits	\$8,000	\$19,000	\$47,500	
001-481-5700-0001	Veterans' Flags	\$0	\$0	\$300	
	Total Veterans' Services	\$7,070	\$20,091	\$48,904	
	Total Human Services	\$47,342	\$27,865	\$60,298	
Culture and Recreation					
001-810-5110-0000	Library Wages	\$33,839	\$34,177	\$37,085	
001-810-5700-0001	Library Utilities & Maintenance	\$17,816	\$17,873	\$17,885	
001-810-5400-0000	Library Books & Materials	\$16,200	\$16,800	\$17,002	
	Total Library	\$66,854	\$68,850	\$71,972	
001-549-5700-0000	Agricultural Commission Expense	\$500	\$450	\$450	
001-691-5700-0000	Historical Commission Expenses	\$500	\$500	\$500	
001-950-5700-0000	Town Clock Maintenance	\$750	\$1,000	\$1,000	needs some degree of repair TBD
	Total Commission Expenses	\$1,750	\$1,950	\$2,450	
	Total Culture and Recreation	\$73,024	\$76,220	\$79,102	
	TOTAL HUMAN SERVICES, CULTURE & RECREATION	\$120,366.00	\$102,885.00	\$139,400.00	
UNCLASSIFIED					
Debt Service (Non Capital/Non CPA/Non School)					
246-710-5910-0000	HCS Playground principal retirement	\$15,000	\$15,000	\$0	
246-710-5910-0000	HCS Playground Interest	\$325	\$325	\$0	
	Non Capital Borrowing Expenses			\$5,000	
	Total Debt Service	\$15,325	\$15,325	\$5,000	
Capital Budget					
	See Capital article for proposed expenditures				
	Total Capital Budget	\$176,000	\$0	\$0	
Insurance					
001-911-5690-0000	Worcester Regional Retirement	\$162,121	\$181,350	\$200,440	30% increase
001-914-5160-0000	Ch. 32B (Health Insurance)	\$140,473	\$137,750	\$177,414	23.2% increase
001-918-5160-0000	FIGA Assessment (other employee benefits)	\$24,205	\$26,200	\$26,700	
001-913-5780-0000	Unemployment Compensation Expense	\$1,000	\$2,000	\$3,000	
001-945-5740-0000	General Insurance		\$118,133	\$121,877	3% increase
001-912-5740-0000	Workers Compensation Ins	\$17,081			
001-945-5740-0000	Insurance - Other (VFIS/bonds)	\$28,896			
001-945-5740-0001	Property & Casualty Ins	\$47,623			
001-945-5740-0002	Professional Liability Ins	\$15,402			
	Total Insurance	\$424,801	\$495,493	\$629,231	
	TOTAL UNCLASSIFIED	\$615,126	\$459,758	\$694,231	
	TOTAL OPERATING BUDGET	\$7,314,766	\$7,478,576	\$7,719,933.00	\$240,378

TOWN OF HUBBARDSTON
FY15 BUDGET

Account Number	Account Name	FY2014 Approved	FY2015 Approved	FY2016 Proposed With Wage Adjustments	March 16
EMS ENTERPRISE FUND					
FY15 AMBULANCE BUDGET					
Expenses		FY2014 Approved	FY2015 Proposed		
652-231-5240-0000	Ambulance	\$0	\$0		
652-231-5240-0001	Vehicle Maintenance	\$3,000	\$3,000		
652-231-5290-0000	Lease of Space	\$16,380	\$16,380		
652-231-5300-0000	Prof. Expenses/Services	\$20,950	\$19,760		
652-231-5380-0000	EMT Physical Exams	\$0	\$700		
652-231-5380-0001	License Fees	\$0	\$3,000		
652-231-5430-0000	Building Maintenance	\$0	\$0		
652-231-5430-0001	Equipment Maint. Contracts	\$4,600	\$4,800		
652-231-5500-0000	Medical Supplies	\$12,000	\$12,600		
652-231-5500-0001	Oxygen	\$1,100	\$2,000		
652-231-5950-0001	New Equipment	\$8,000	\$8,000		
	Total Expenses	\$65,930	\$70,130		
Personal Services					
652-231-5390-0002	Training (OT)	\$1,218	\$1,200		
652-231-5110-0000	Call Wages	\$15,733	\$16,000		
652-231-5110-0001	Weekend Coverage	\$10,826	\$10,698		
652-231-5110-0002	Chief Salary (now includes hot pay)	\$35,614	\$38,007		
652-231-5110-0003	Fuel Times Wages	\$69,020	\$82,461		
652-231-5110-0004	Holiday Coverage	\$2,842	\$3,500		
652-231-5110-0005	Vacation Expense	\$4,697	\$5,763		
652-231-5110-0008	Overtime	\$8,222	\$10,738		
	Total Personal Services	\$148,071	\$166,345		
	Total Ambulance Budget	\$214,001	\$238,476		
Ambulance Budget Financing Plan					
	Projected Balance Forward	FY14	FY15		
	Projected Ambulance Revenue		\$131,044		
	Projected Ambulance Revenue		\$147,228		
	Tax Levy Subsidy		\$0		
	Total Available Revenue		\$278,272		
	Less Expenditures		\$238,476		
	Balance	\$131,044	\$41,797		

To: Hubbardston Board of Selectmen

From: Anita Schelpers, Town Administrator

Date: March 23, 2015

Re: Bi-weekly Town Administrator Report

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

1. Opportunity For Free Civil Engineering Services: DPW Director Tim Kilhart was made aware of an opportunity provided by WPI and the Worcester County Highway Association to have WPI Students complete civil engineering and other technical projects for local communities – free of charge. Tim suggested we ask the students to develop draft engineering and design plans for the reconstruction of Main Street (Rt. 68) from Brigham Street to Williamsville Road – to include pavement, drainage, ADA compliant sidewalks and curb cuts, signage and lighting – complete with project cost estimates. The work will be supervised by their professors, and will meet all applicable federal, state or local requirements. Should this project be approved by WPI, it would begin in late August and be completed by May of 2016. It will result only in draft documents, but those drafts can be provided to a full service engineering firm when we are ready to do the actual project, and should result in some degree of reduced engineering costs for completion of the street design. In the meantime, we will have a realistic estimate to use for the planning of this roadwork. We should know within four to five weeks whether our application for these free student services has been approved.

2. Possible Funding for Pothole Repairs: Brian Ferrarese of Senator Gobi's office has contacted area towns to request information about estimated costs for pothole repairs this year. Given that this will be a huge issue and cost for all communities, the legislature is proactively attempting to develop a "pothole plan" to provide additional funding. This may be in response to the fact that so far Gov. Baker has stated he will only release \$200M in C90 funds for this year, not the \$300M expected.

3. Regional Dispatch Review of Hubbardston Radio Tower Options: I have been meeting with police and fire representatives, and the leadership of the Rutland regional dispatch center (RREC) to determine if a new radio tower is needed in Hubbardston. You may recall a tower was permitted for the Mt. Jefferson area, but was appealed by an abutter. That legal appeal was dropped, but given the new radio system technology being used, a tower is no longer needed at that location. According to RREC, the best site for a tower now is behind the Main Street Fire Station; replacing the existing small tower. According to Planning Board Chair Vin Ritchie, this location is possible via a special permit from the Planning Board. Testing is being done to determine if a tower is needed. I will keep the Board updated as this issue continues to be vetted.

4. Staffing Changes: Over the past weeks I have been busy with the DPW and Assessors Office looking for qualified candidates to fill a Driver/Laborer position, and the soon to be vacated Assessors Clerk position. We have been fortunate to have a small but qualified pool of candidates for each position. I have moved to appoint John Nye of Athol to the DPW position, to be reviewed later in this meeting, and we have a very qualified finalist to be presented to the Board of Assessors this week for consideration of appointment as their Clerk. I hope to be able to move ahead with her appointment in time for our next meeting.

5. MA Dept. of Transitional Assistance: We have been fortunate to have been able to work an arrangement with the Fitchburg office of the state's Dept. of Transitional Assistance to get a "volunteer" assigned to us for an indefinite amount of time to assist the DPW with custodial duties in our various municipal buildings. This qualified individual will provide us up to 20 hours per week of custodial assistance; the timing of which will be very helpful as we begin to move into the early spring clean-up season in our parks and cemeteries. We will look to see if we are able to obtain additional assistance via other volunteers to help with outdoor spring cleanup efforts.

WPI / WORC CTY HWY ASSOC.
STUDENT PROJECT

Exhibit A
MQP Project Proposal Form
Sponsored Projects

Sponsor Name	TOWN OF HUBBARDSTON	Faculty Advisor	
Sponsor Liaison	TIM KILHART, DRW Supt.	Department	
Address	7 MAIN ST, UNIT 6	Phone	
Phone	978-928-1408	Email	
Email	Highways@hubbardstonma.us		
Total Project Fee	Project Fee: \$ Materials Fee: \$ Travel Fee: \$ Other Fee: \$		

Project Title:

Description of proposed project:

USING COMPLETE STREET DESIGN CONCEPTS, CREATE A DRAFT ENGINEERING AND DESIGN PLAN(S) FOR RECONSTRUCTION OF MAIN STREET HUBBARDSTON (AT 68) FROM BRIGHAM STREET TO WILLIAMSVILLE RD TO INCLUDE PAVEMENT, DRAINAGE, FULL LENGTH SIDEWALKS ON BOTH SIDES, CURB CUTS, SIGNAGE AND LIGHTING; ALL MEETING FULL ADA REQUIREMENTS.

PROVIDE PROJECT COSTS (ESTIMATED)

Areas of project focus (i.e. Computer Science, MIS, Financial Math, Biomedical, robotics etc.)

CIVIL ENGINEERING

Desired outcomes

DRAFT ENGINEERING AND DESIGN PLANS FOR COMPLETE STREET RECONSTRUCTION WITH FULL ADA COMPLIANCE.

