

**BOARD OF SELECTMEN
MINUTES
April 6, 2015
Slade Building**

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

Members absent:

Staff present: Anita Schiepers, Town Administrator; Jeannette Elsevier, Town Secretary; Tim Kilhart, DPW Director

Others present:

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

Open Session: No open session required.

DPW – 2015 C90 Road Maintenance Plan

DPW Director Tim Kilhart reviewed the Chapter 90 Proposed Road Maintenance Plan (see attached breakdown).

Motion: D. Galante

2nd: D. Simmerer

To approve \$85,579.00 proposed Chapter 90 Work plan as presented

Vote: All in Favor

Town Clerk – Annual Town Election Ballot

Ms. Green, Town Clerk informed the board that deadline for questions on the ballot is May 5th, 2015. The ballot questions must be provided to Ms. Green, once voted on by board, no later than that date. The question has to be put in the form that it is going to be on the ballot when submitted to Ms. Green. Mr. Stauder mentioned the Senior Center being on the ballot and Ms. Scheipers confirmed that there were also 2 debt exclusions, and the information was being reviewed by council. The information would be provided to Ms. Green by the deadline. Ms. Green also wanted to clarify that the board received a memo regarding the vacant positions on the ballot. It is a Mass General Law that the selectmen have to say that they want vacant positions to be on the ballot. Ms. Green reviewed the vacant positions and stated that historically all the positions have been on the ballots and there is a cost associated but it isn't a huge expense. Ms. Green feels that when vacant positions are on the ballot it provides an opportunity for a write in from an interested party and Ms. Scheipers confirmed that it would also make voters aware of the available positions.

Motion: D. Galante

2nd: D. Simmerer

To leave the vacant positions on the ballot

Vote: All in Favor

Rutland Regional Dispatch – New Radio Tower Presentation

Mark Cady, Consultant and Project Management for the Rutland Regional Emergency Communication Center (RECC) introduced himself. RECC implemented Rutland's radio systems that were deployed over the last year. Also were involved in the construction of the tower in the Town of Barre for their communication system. Currently working on the finishing projects on the Rutland tower behind the fire station as well work in the Town of Oakham.

Mark provided a proposal with slides for Hubbardston's Radio Coverage Assessment (see attached). Presented was an overview of the radio system and technology that is currently there to provide service for the Town of Hubbardston as part of the cooperative regional dispatch center. The overview included a description of each tower site and the equipment on the site. Mark provided several descriptive scenarios regarding the towns' implementation of the radio coverage assessment should the town choose to establish it with the Senior Center/Public Safety Buildings.

Motion: D. Galante

2nd: R. Siegel

To vote, on the condition that the land transfer occurs, that RECC, continue to pursue the study for a new radio tower

Vote: All in Favor

Planning Board – Update on Solar Farm and Gravel Pit Issues

Mr. Ritchie stated that he had a letter (see attached) for submittal to the board requesting a vote to continue the gating and locking of the entry way to the Town-owned gravel site. Mr. Ritchie provided an overview of the town owned access road including a map prepared for the town by Szoc Surveyors. Questions were raised regarding keys to the padlock (in numerous hands) and Mr. Ritchie stated that a new lock would be placed on the gate.

Motion: D. Galante

2nd: M. Stauder

To accept the April 6th, 2015 Planning Board letter regarding the Access Road to Town Owned Gravel Pit contingent upon attorney approval.

Mr. Ritchie updated the board on another situation the Planning Board was handling. Mr. Ritchie stated that during a March meeting the board voted to request the building inspector, Larry Brandt, to order a cease and desist order on the Seaboard Solar site on Williamsville Road. Mr. Ritchie stated that the company is generating power and putting power into the grid without complete authorization. Mr. Ritchie provided numerous violations and complaints. Mr. Ritchie informed the board that the planning board needed assistance as to what legal actions could transpire. Ms. Scheipers referred Mr. Ritchie to speak to Joel Baird, of Kopelman and Paige, as town council.

Open Space Committee – Land Acquisitions/Available Grants

Ms. Bratko, Chair, provided an overview of the proposed purchase of land on Malone Road to add onto the current Malone Road conservation area. Ms. Bratko informed the board that she has an accepted offer on lots 1E and 2E which needed to be signed by May 1st because of the due diligence to be completed. Ms. Bratko needs to confirm that land will perk, that it is buildable (according to the wetlands/DCR) and to see the lot lines (currently covered with snow). Ms. Bratko requested the board's approval to pursue the purchase of the lots by applying for grants including the LAND grant and associated costs as stated in e-mail (attached).

Motion: D. Galante

2nd : R. Siegel

To continue pursuit of the four lots as presented by the Open Space Committee for purchase via the funding sources stated in e-mail.

Vote: All in Favor

Town Administrator Report- See attached

Appointments

Motion: D. Galante

2nd: D. Simmerer

To waive the notification period for the hiring of Margaret Greenlee as Assessors Clerk effective April 27th, 2015.

Vote: All in Favor

Motion: D. Galante

2nd: D. Simmerer

To waive the notification period for the re-hiring of Patrick James Seasonal DPW Laborer effective May 12th, 2015.

Vote: All in Favor

Motion: D. Galante

2nd: R. Siegel

To waive notification period and retroactively appoint Call Firefighters Bennett Chadbourne and Matthew Demalia effective March 1st, 2015

Vote: All in Favor

Motion: D. Galante

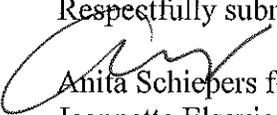
2nd: D. Simmerer

To enter into Executive Session pursuant to MGL C30A, s. 21(a) 3 to discuss strategy with respect to litigation 7:55PM

**Roll Call Vote: Mr. Stauder- yes, Ms. Siegel- yes, Mr. Simmerer- yes, Mr. Galante- yes
Finance Committee : Mr. Churchill- yes, Mr. Girouard- yes, Mr. Prentiss- yes**

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

Respectfully submitted,


Anita Schiepers for
Jeannette Elsevier
Town Secretary

Approved: June 15th, 2015

Chapter 90 Proposed Work

Assumed Available Funding

- **\$245,299.63** in existing FY 2015 Chapter 90 funds still available
- **\$181,404.00** will be available if Gov. Baker releases extra 100 million in FY 2015 Chapter 90 funds and will be used for Healdville Rd. bridge replacement
- **\$544,212.00** is the anticipated FY 2016 Chapter 90 funding amount if funded at 300 million
- **\$362,808.00** is the anticipated FY 2016 Chapter 90 funding amount if funded at 200 million
- **\$970,915.63** is the anticipated available Chapter 90 funds including FY 2016 at 300 million and the extra 100 million released by Gov. Baker
- **\$789,511.63** is the anticipated available Chapter 90 funds including FY 2016 at 200 million and the extra 100 million released by Gov. Baker

Proposed FY 2016 Chapter 90 Work

- **\$245,299.63** total available Chapter 90 funds from last year
- **\$181,404.00** additional Chapter 90 funding from 100 million released by Gov. Baker in Jan. 2015
- **\$426,703.63** new total of available Chapter 90 funds
- **\$191,600.00** estimated cost to replace Healdville Rd. bridge
- **\$235,103.63** remaining balance
- **\$121,533.00** to purchase 2015 John Deere Loader
- **\$113,570.63** remaining balance
- **\$85,579.00** to be used on 1 ½" overlay on portions of 8 roads in the Pinecrest area totaling approximately 1.55 miles of roadway including Apache Rd., Penobscott Ave., Cheyenne Dr., Mohawk St., Navajo St., Chippewa St., Muskogee Ave. and Bemis Rd. – **To be combined with \$54,421.00 of Pot Hole grant money for a total package of \$140,000.00**
- **\$27,991.63** remaining balance
- **\$362,808.00** is the anticipated FY 2016 Chapter 90 funding amount based on 200 million
- **\$390,799.63** new Chapter 90 balance

- **\$50,000.00** to be used for crack sealing all or portions of 7 roads totaling approximately 6 miles of roadway including New Templeton Rd., New Westminster Rd., Evergreen Dr., Mare Meadow Ln., Brigham St., Amber Ln. and Nestlewood Ln.
- **\$340,799.63** remaining balance
- **\$50,000.00** to be used to buy hard pack gravel to be used on dirt roads
- **\$290,799.63** remaining balance
- **\$6,000.00** to be used for two 36" LED Solar Stop Signs on Route 62/68 intersection with DPW to install
- **\$284,799.63** remaining balance to be saved for future work

Estimated Cost for Future Roadwork

- **Old Princeton Rd.** - \$187,951.33 for FDR, 3" HMA, hard pack and tack coat
- **George Howard Rd.** - \$26,116.39 for FDR, 3" HMA, hard pack and tack coat which includes FDR only beyond railroad tracks out to last house
- **Old Westminster Rd.** - \$392,735.63 for FDR, 3" HMA, hard pack and tack coat from Greenwood Cemetery to Westminster Town Line
- **New Templeton Rd.** - \$190,652.44 for 2" milling and up to 2 ½" HMA and tack coat from near first swamp to Cross Rd.
- **New Westminster Rd.** - \$194,467.59 for 2" milling and up to 2 ½" HMA and tack coat

Estimated Cost for Proposed Work and Equipment purchases in FY 2016 - \$559,133.00

There is no costs factored in for culvert pipes or Police Details if required.



Joyce E. Green
Town Clerk

THE TOWN OF
HUBBARDSTON, MASSACHUSETTS
Office of the Town Clerk
7 Main St – Unit #12
Hubbardston, MA 01452
(978) 928-1400, Ext. 202 FAX (978) 928-1402
clerk@hubbardstonma.us

Hours
Mon 2-8pm
Tu-Th 8am-4pm

MEMORANDUM

Date: March 12, 2015
To: Board of Selectmen
Subject: Deadlines to place items on Annual Town Election Ballot for June 9

If the Board wishes to vote to place any questions on the ballot June 9, the deadline to notify this office in writing is Tuesday, May 5. The question must be voted exactly as it is to appear on the ballot. I would also like to remind you that any question placed on the ballot must be followed up by a Notice to Voters including the full text of the question, a fair and concise summary of each question, including a 1-sentence statement describing the effect of a yes or no vote prepared by Town Counsel and arguments for and against each question.

In addition to the officers whose terms are expiring this June, there are 5 vacancies on elected boards; 3 on Housing Authority, 1 on QRSD School Committee and 1 on Finance Committee. **You must notify this office prior to April 6 if you wish those offices to appear on the ballot June 9.**

The complete list follows:

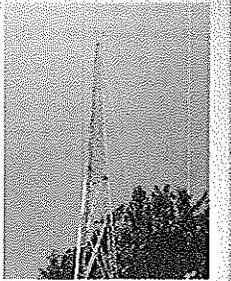
POSITION	TERM	OFFICIAL CURRENTLY SERVING
BOARD OF SELECTMEN (2 positions)	3-Year	Jeffrey L. Williams
	3-Year	David W. Simmerer
BOARD OF ASSESSORS (1 position)	3-Year	William J. Homans
	5-Year	Mark S. Dymek
PLANNING BOARD (2 positions)	4-Year	Thomas F. Robinson
	3-Year	Tomas R. Larson
BOARD OF HEALTH (2 positions)	3-Year	Lucinda D. Oates
	3-Year	William Hansen
QUABBIN REG SCHL DIST COMM (2 positions)	3-Year	VACANT (New Position)
	3-Year	Benjamin D. Prentiss
FINANCE COMMITTEE (4 positions)	3-Year	Phillip J. Churchill
	2-Year	VACANT (due to resignation)
CEMETERY COMMISSION (1 position)	1-Year	Patrick R. Girouard
	3-Year	Elaine M. Gauthier
TRUSTEES OF PUBLIC LIBRARY (2 positions)	3-Year	Thomas F. Robinson
	3-Year	Heather K. Bourque
HOUSING AUTHORITY (3 positions)	5-Year	VACANT
	3-Year	VACANT
	1-Year	VACANT
PARK COMMISSIONER (1 position)	3-Year	Kris Pareago

Thanks.

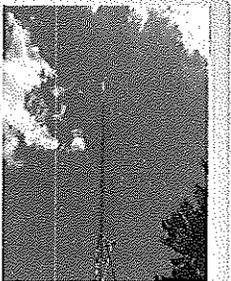


Rutland RECC
Communications Overview

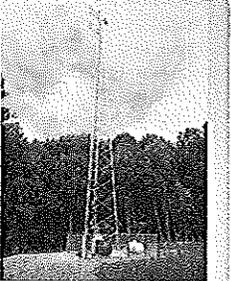
- **Rutland Tower Site**
 - 2 UHF Antennas
 - 2 PTP Microwave Links
- **LMR Equipment**
 - 2 Simoco UHF Repeater
 - 2 PTP Microwave Links



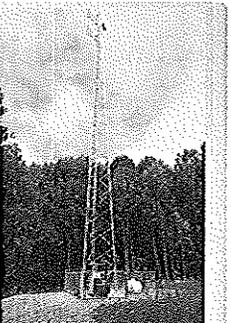
- **Oakham Tower Site**
 - 2 UHF Antennas
 - 1 PTP Microwave
 - 1 Low Band Antenna
- **LMR Equipment**
 - Outside Cabinet
 - 2 Simoco UHF Repeater
 - 1 UHF to Low Band Link



- **Barre Tower Site**
 - 3 UHF Antennas
 - 1 PTP Microwave
 - 2 Outside Cabinets
 - 1 Automatic Transfer Switch
 - 1 Generator
- **LMR Equipment**
 - 2 UHF Repeaters
 - 1 PTP Microwave Link
 - Fire Lowband Link



- **Hubbardston Tower Site**
 - 3 UHF Antennas
 - 1 PTP Microwave
 - 2 Inside Cabinets
 - 1 Automatic Transfer Switch
 - 1 Generator
- **LMR Equipment**
 - 3 UHF Repeaters
 - 1 VHF Antenna
 - 1 PTP Microwave Link



Current Channel Plan	Future Channel Plan
<ul style="list-style-type: none"> • Fire / EMS • 3 UHF Repeaters • 3 Site Simulcast 	<ul style="list-style-type: none"> • Fire / EMS • 4 UHF Repeaters • 4 Site Simulcast
<ul style="list-style-type: none"> • Location • Rutland • Oakham • Barre 	<ul style="list-style-type: none"> • Location • Rutland • Oakham • Barre • Hubbardston

FY 2015

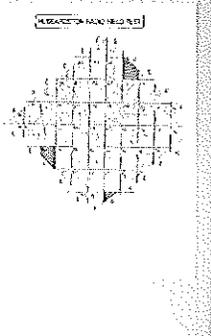
Current Channel Plan	Future Channel Plan
<ul style="list-style-type: none"> Police 3 UHF Repeaters 3 Site Simulcast Location <ul style="list-style-type: none"> Rutland Oakham Barre 	<ul style="list-style-type: none"> Police 4 UHF Repeaters 4 Site Simulcast Location <ul style="list-style-type: none"> Rutland Oakham Barre Hubbardston

FY 2015

Hubbardston Radio Coverage Assessment

Hubbardston Test

- 55 Test Grids
- 3 non tested grids
- Control Dispatcher in Rutland
- DAQ Scale 1-5



DAQ Scale -Voice Audio

- DAQ 1: Unusable. Speech present but not understandable.
- DAQ 2: Speech understandable with considerable effort. Requires frequent repetition due to noise or distortion.
- DAQ 3: Speech understandable with slight effort. Requires occasional repetition due to noise or distortion.
- DAQ 3.4: Speech understandable without repetition. Some noise or distortion present.
- DAQ 4: Speech easily understandable. Little noise or distortion.
- DAQ 5: Perfect. No distortion or noise discernible.

Field Data

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Testing Overview

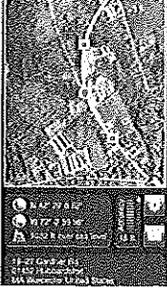
- Three portables tested at DAQ of 5 - 30 Grids - 58%
- Three portables tested at DAQ of 4- 16 Grids -31%
- Three portables tested at DAQ of 3.4- 5 Grids- 10%
- Three portables tested at DAQ of 3- 1 Grid- 1%

Potential Public Safety Lot - Tower

- Increased Radio Coverage for Town
- Improved In-building Coverage In center of town
- Improved coverage in North Area of town
- Communications Equipment will be located shelter
- Generator will provide back up power

2015-04-06 10:00 AM

Potential - Public Safety Lot



25 Gardner Road Hubbardston MA



2015-04-06 10:00 AM



Office of
The Planning Board
7 Main Street, Unit #7
Hubbardston, Massachusetts 01452
Telephone (978) 928-1400 Ext. 209
FAX (978) 928-1402

April 6, 2015

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

RE: Access Road to Town-Owned Gravel Pit

Dear Board of Selectmen

On Wed. April 1, 2015, the Planning Board voted to request the Board of Selectmen to continue the gating and locking of the entry way to the Town-owned gravel site.

We have found a map prepared for the Town by Szoc Surveyors, which shows that the Town owns the access road currently in place. The Right of Way to the property behind the Town-owned gravel pit is to the East of the Town roadway. It is impassable in its current form. Due to the fact that there are no gravel operations in that area with legal permits to operate, there is no reason for any of the land owners to use that roadway to access their land.

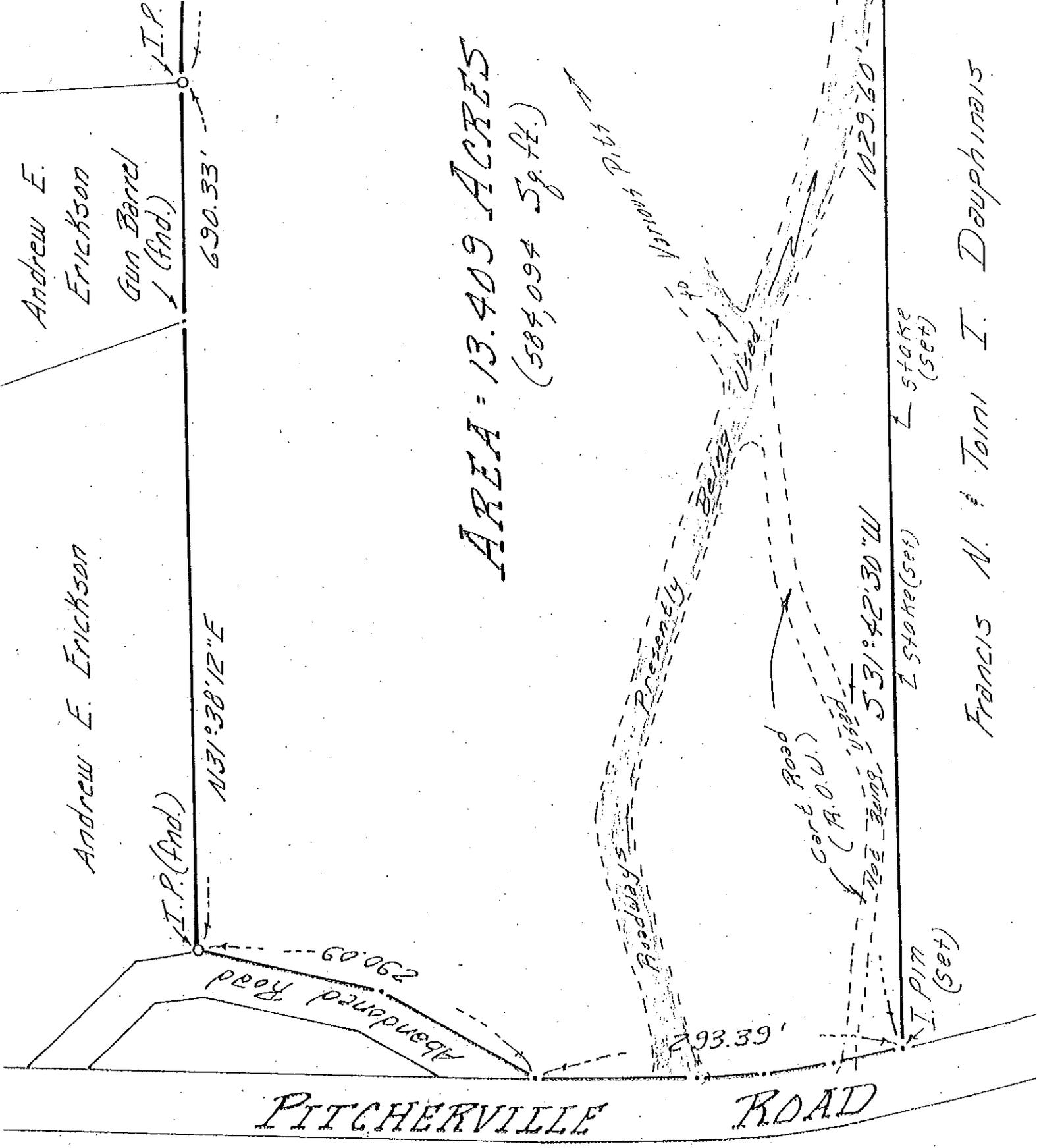
We would request that the Town also post notice on the bar way indicating no trespassing over the roadway, and officially send notice to the abutters to the North of the Town-owned gravel pits, that their access will be denied until they have received the proper permits under the Town's Gravel Bylaw.

Respectfully submitted,

Vincent K. Ritchie

Chair

Hubbardston Planning Board



Andrew E.
Erickson
Gun Barrel
↓ (And.)

Andrew E. Erickson

I.P.
690.33'

N 31° 38' 12" E

I.P. (And.)

Abandoned Road
290.09'

AREA = 13.409 ACRES
(584,094 Sq. Ft.)

to various pits

Roadway
Presently Being Used

Court Road
(R.O.W.)

531° 42' 30" W

293.39'

1029.60'

I stake (set)

I stake (set)

I.P. (Set)

PITCHERVILLE ROAD

Francis N. & Toini I. Dauphinais



TOWN OF WESTMINSTER
11 SOUTH STREET
WESTMINSTER, MASSACHUSETTS 01473
(978) 874-7461
VETERANS' SERVICES OFFICER

4 March 2015

Board of Selectmen
Town of Hubbardston
7 Main Street
Hubbardston, MA 01452

Dear Lady and Gentlemen,
I would like to offer you my services to serve as your Veterans Services Officer (VSO) beginning in FY 16 (starting 1 July 2015).

In speaking recently with Mr. Phil Buso, he mentioned that he would like to focus on the Town of Gardner and divest of servicing the Veterans in Ashburnham and Hubbardston. He wanted to make sure I was comfortable taking on additional cases since I became the VSO for Westminister in July 2014. I believe I am fully capable of taking on this additional duty beginning July 1st, 2015.

My intent would be to make myself available to the Veterans of Hubbardston by having them visit me in my office in the Westminister Town Hall. My current hours are Wednesdays 10am to 2pm but I plan to add Thursdays 10am to 2pm as well. In reality, I do spend more time than that but I want to be able to promise all Veterans that I will be in my office both Wed and Thu from 10am to 2pm.

Please let me know if this arrangement is amenable to you.

Sincerely,


Thomas E. Maeder
Veterans Services Officer

CF: Phil Buso
Karen Murphy

Thomas Maeder, Lt. Colonel, U.S. Army (Retired)

Mr. Maeder is a Department of Defense Contractor serving as a Senior Military Science Instructor on the campus of WPI and UMass-Lowell. He has over 30 years of uniformed service, beginning with his enlistment in the Marine Corps in 1975. He has ten years enlisted service in the Marine Corps, Marine Corps Reserve, Air National Guard and Army National Guard. He is a 1985 Army ROTC Distinguished Military Graduate from Oregon State University where he earned his MBA. He also has an MA in National Securities and Strategic Studies from the Naval War College in Newport, RI and a BS in Wood Science Technology from UMass, Amherst. His enlisted service was in Artillery and Aviation and his officer service was in the Infantry with a focus in Operations and Training. In 2006, he retired from active federal service and became an ROTC Contract employee. He was recalled to Active Duty in 2011 and served for two years as the Military Operations Officer for the Army and Air Force Exchange Service (AAFES) in Afghanistan, Kyrgyzstan, Oman, Qatar and United Arab Emirates. He and his wife Kathy have three grown children and reside in Westminister, MA.

To: Hubbardston Board of Selectmen

From: Anita Scheipers, Town Administrator

Date: April 6, 2015

Re: Bi-weekly Town Administrator Report

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

1. Bond Rating Process: On Tuesday, March 31st, Treasurer Kristen Noel and I went to Boston to meet with several bond analysts to discuss the financial stability of our community, which is measured by a clear set of criteria to assign a bond rating. Since this is the first time Hubbardston has applied for a bond rating, the process is intense and involves much documentation and explanation of the Town's financial status. Standard & Poor's appeared to be very impressed with the improved set of financial policies and procedures we adopted last year. Many questions came up regarding the on-going investigation of the prior Tax Collector's activity, as well as with the status of the capital program and the plans for ongoing maintenance and funding of our infrastructure and buildings. Prior to this actual meeting, we worked with our financial advisor to attempt to guess what a likely bond rating might be. A "double A" (AA) bond rating seems possible. The next step is to have a phone conference on Wed., April 8th with the legal firm representing the company with whom we have negotiated the \$1.6M bond sale. This due diligence call is purported to typically be as intense as the meeting with Standard & Poor's, and we have been preparing for this session to ensure we can answer any possible question or concern that they have during this next discussion. The bond rating review committee plans to meet on April 10th and we should know by the end of that day what the assigned rating will be. Once the bond rating is assigned, the interest rate for the new bond will be determined and the final issuance of the bond will take place.

2. Veterans Services Officer (VSO): Phil Buso, our current VSO, wishes to step down from his position of Hubbardston's VSO effective July 1. He has recommended we work with Westminster's new VSO, retired Lt. Colonel Thomas Maeder. Attached is a brief bio for Maeder. He has been the Westminster VSO for less than one year, but has been working closely with Phil Buso to familiarize himself with the role. I met with Lt. Col. Maeder to discuss under what terms he might be willing to take on the role as VSO for Hubbardston. He stated he would be very willing to act as Hubbardston's VSO effective July 1; and is willing to be paid the same amount as is budgeted for Phil Buso. He states he wishes to serve our veterans in his Westminster office, and is willing to travel to the home of any veteran who is unable to travel to the Westminster location. He asks that we reduce his stipend by ten percent, and pay that percentage to the Town of Westminster, to compensate them for the use of their office facility and equipment/supplies used in the course of providing veterans' benefits services to Hubbardston veterans. This amount equates to \$100/year. He states he has discussed this with his Board of Selectmen and they are agreeable to such an arrangement. This seems very fair, as the Town of Westminster should not be burdened with costs related to Hubbardston services. To do this, an intermunicipal agreement (IMA) must be established between the Town of Hubbardston and the Town of Westminster. I have drafted such an agreement and will send this to Westminster's Town Administrator, Karen Murphy, if you agree tonight that this is an appropriate way to proceed. Once the IMA is signed, I will move to appoint Maeder.

3. Staffing Changes: We have been busy reviewing applications for the Assessors Clerk position. A decision has been made to appoint Margaret Greenlee of Westminster to that position. I wish to have the new Town Secretary, Jeannette Elsevier, begin to work her full hours in this office as quickly as possible, but she must still fulfill her hours in the Assessor's office until her replacement is on board on April 27th.

4. 2014 Annual Report: Due to the staff changes in the Town Secretary's office, the annual town report will be delayed this year. Town Secretary Jeannette Elsevier will begin work on this as her first project. I am drafting the Selectmen's report and will submit the draft to each of you for review prior to our April 21st meeting. If there are specific items that you wish to see mentioned in this report, please send those along to me by Friday, April 10th.