

**BOARD OF SELECTMEN
MINUTES
May 18, 2015
Slade Building**

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

Members absent: Jeffrey Williams, Clerk, Dave Simmerer

Staff present: Anita Schiepers, Town Administrator; Jeannette Elsevier, Town Secretary

Others present:

Meeting was called to order at 6:30 p.m. by M. Stauder

Open Session: Ed Blanchard opened a discussion regarding the need for a second ambulance. He suggested that rather than maintain two ambulances, the Town should establish mutual aid agreements with area towns, or look to regionalize with another town. M. Stauder said that at one time there was a discussion as to combining ambulances with another community. He stated that currently both ambulances are coming to the point of replacement (one more than the other), so the new ambulance being requested is a necessity. He further stated that when the second ambulance is no longer usable, we will fully evaluate the need for a second ambulance at that time.

Town Center Long Range Plan

M. Stauder recommends that a committee be formed, of town citizens, to be assigned the task of working on the town center. Ms. Scheipers was asked to research and develop a draft charge for the committee and the composition of its members.

Sign Election Warrant

Joyce Green, Town Clerk presented Election Warrants for signatures

Motion: D. Galante

2nd: R. Siegel

Motion to approve and sign Town Election Warrant

Vote: All in favor

Town Administrator Report- See attached

Board confirms that the Town Administrator has the authority to sign the MRPC traffic count forms on the Board of Selectmen's behalf.

Motion: D. Galante

2nd: R. Siegel

To approve the MRPC traffic count and authorize the Town Manager to sign forms on boards behalf

Vote: All in Favor

Healdville Road Bridge – MMI Recommendations

Ms. Scheipers reviewed an e-mail from Mike Gagnon of Milone and MacBroom regarding the modular bridge option. Ms. Scheipers asked the board if they wanted to continue with the modular bridge option and proceed with the modifications and bid specifications to go with a pre-engineered bridge.

Motion: D. Galante

2nd: R. Siegel

Motion to authorize Milone and MacBroom to modify specifications and rebid the project

Vote: All in Favor

2015 Chapter 90 Project Authorizations

Ms. Scheipers reviewed the Chapter 90 requests the DPW Director Tim Kilhart had discussed at a prior meeting. Each request requires a separate motion beginning with \$6,000 for solar illuminated stop signs on route 62 approaching route 68 in both directions. This is part of the intersection safety project that has been worked on for about 9 months. The second item is \$50,000 for hard packed graveling to be used on Mt. Jefferson, Root Road, Old Princeton Road, Birches and High Bridge. The last is \$50,000 for crack sealing to be used on New Templeton Road, New Westminster Road, Evergreen Drive, Mare Meadow Lane, Brigham Street, Amber Lane and Nestlewood Lane.

Motion: D. Galante

2nd: R. Siegel

Motion to approve the three Chapter 90 requests

Vote: All in Favor

Appointments and Authorizations

Motion: D. Galante

2nd: R. Siegel

To waive the notification period for the hiring of Detail Officer retired police officer William Homan

Vote: All in Favor

Motion: D. Galante

2nd: R. Siegel

To waive the notification period of step increase for police clerk Melissa Richards effective May 12th, 2015.

Vote: All in Favor

Motion: D. Galante

2nd: R. Siegel

Appointment of new constable Paul Sweeney to be appointed as of June 10th, 2015 with an term expiration of June 30th, 2018.

Vote: All in Favor

Motion: D. Galante

2nd: R. Siegel

To accept the request of the Police Department policy for the use of Nasal Narcan

Vote: All in Favor

Meeting Minutes Approved

Unable to approve until next meeting due to lack of quorum

Motion: D. Galante

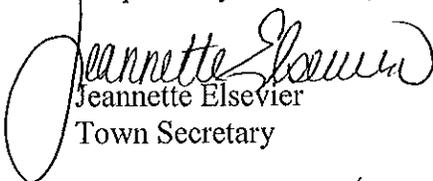
2nd: R. Siegel

To enter into Executive Session pursuant to MGL C30A, s. 21(a) 3 to discuss strategy with respect to collective bargaining not to return to open session at 7:20PM

Roll Call Vote: Mr. Galante – yes, Mr. Stauder – yes, and Ms. Siegel- yes

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

Respectfully submitted,


Jeannette Elsevier
Town Secretary

Approved: 07/13/15

**Board of Selectmen
Meeting Agenda
Slade Building
May 18, 2015**

6:30 PM **Open Session** (If we do not have Open Session items to discuss, other agenda items may be brought forward earlier.)

7:00 PM **Sign Election Warrant**

7:05 PM **Town Center Long Range Plan**

7:25 PM **Town Administrator's Report**

7:35 PM **New Business:**

- Healdville Road Bridge -- MMI Recommendations
- 2015 Chapter 90 Project Authorizations
- Authorizations: Hiring - Detail Officer
- Step Increase: Police Clerk
- Appointment: Constable (new)
- Police Department Policy on Use of Nasal Narcan

- **Minutes Approval - March 23rd, 2015**

7:45 PM **Public/Press Question & Answer**

7:50 PM **Executive Session – Pursuant to MGL C30A, s. 21(a) 3 – to discuss strategy with respect to collective bargaining.**

Old Business:

Upcoming Events:

- Town Meeting, Tuesday, June 2nd (2nd night - if needed - Wed, June 3rd)
- Candidates Night, Wed, June 3rd at 7pm, Sr. Center
- Town Election, Tuesday, June 9th

Please note: All times are approximate and subject to change

Chair: Michael Stauder

Posted Wednesday, May 13th, 2015 @ 11:10 am

Amended Wednesday, May 13th, 2015 @ 11:45 am

Amended Wednesday, May 13th, 2015 @ 1:45 pm

Amended Wednesday, May 13th, 2015 @ 3:40 pm



COMMONWEALTH OF MASSACHUSETTS

TOWN OF HUBBARDSTON

ANNUAL TOWN ELECTION

JUNE 9, 2015

WARRANT

Worcester, ss.

To either of the Constables of the Town of Hubbardston:

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the Town of Hubbardston who are eligible to vote in elections, to vote at the

HUBBARDSTON CENTER SCHOOL GYMNASIUM

on TUESDAY, the 9th of JUNE 2015,

from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the ANNUAL TOWN ELECTION on the foregoing questions and to choose the following officers:

Two Positions	BOARD OF SELECTMEN	3-Year Terms
One Position	BOARD OF ASSESSORS	3-Year Term
One Position	PLANNING BOARD	5-Year Term
One Position	PLANNING BOARD	4-Year Term
Two Positions	BOARD OF HEALTH	3-Year Terms
Two Positions	QUABBIN REG SCHOOL DISTRICT COMM	3-Year Terms
Two Positions	FINANCE COMMITTEE	3-Year Terms
One Position	FINANCE COMMITTEE	2-Year Term
One Position	FINANCE COMMITTEE	2-Year Term
One Position	FINANCE COMMITTEE	1-Year Term
One Position	CEMETERY COMMISSION	3-Year Term
Two Positions	TRUSTEES OF PUBLIC LIBRARY	3-Year Terms
One Position	HOUSING AUTHORITY	5-Year Term
One Position	HOUSING AUTHORITY	3-Year Term
One Position	HOUSING AUTHORITY	1-Year Term
One Position	PARK COMMISSIONER	3-Year Term

Question #1

Shall the Town of Hubbardston be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to purchase a new ambulance, and any related equipment, including all costs incidental and related thereto?

Yes ___ No ___

Question #2

Shall the Town of Hubbardston be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to purchase a fire truck, and any related equipment, including all costs incidental and related thereto?

Yes ___ No ___

Question #3

Shall the Town of Hubbardston be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to construct a new Senior Center facility and a new combined police/fire Public Safety facility, and any related equipment, including all costs incidental and related thereto?

Yes ___ No ___

You are hereby directed to serve this warrant by posting attested copies thereof at Hubbardston Center School, Town Office, U.S. Post Office, and Mr. Mike's Convenience Store at least fourteen (14) days prior to said election.

Given under our hands this ___ day of May, 2015

Hubbardston Board of Selectmen

A True Copy, Attest: (Town Seal)

Michael S. Stauder

Joyce E. Green, Town Clerk

Daniel S. Galante

Date of Posting: ___
Method: By Hand

Racanne Siegel

By: ___
Constable

David W. Simmerer

Jeffrey L. Williams

To: Hubbardston Board of Selectmen

From: Anita Scheipers, Town Administrator

Date: May 18, 2015

Re: Bi-weekly Town Administrator Report

1. **DCR Land Update:** As part of the ENF filing process, we are scheduled to have a site visit with MEPA, DCR and DEP at the DCR lot on Friday May 22nd at 11am. Anyone is welcome to join me. Bill Murray and John Nason of the LRFPC will be attending with me. According to DCAM, the perimeter survey is still not completed and as a result the appraisals of the three parcels have not begun. Brian Ferrarese (of Sen. Gobi's office) and Rep. Bertiaume have been doggedly checking with the state to keep things moving along as quickly as possible. Rep. Bertiaume will be present at town meeting to discuss the status of the land swap if anyone expresses concerns about the process.
2. **Outsourcing Accounting Services:** Based on the informal feedback I have received, I have drafted a bid package for the outsourcing of Accounting Services for the 2016 Fiscal Year. I have a June 5th proposal deadline with the intent to have a contract in place for July 1. I am requesting that the Board select at least one member to be part of the Proposal Review Committee which will review all proposals during the week of June 8th, and make a recommendation for contract award.
3. **Curtis Recreation Field Basketball Court Procurement:** I have been working with the Parks Commission to put out to bid the CPA funded Basketball Court. Bill Murray of Places Associates has designed the facility and prepared the extensive bid plans and specifications. The estimated cost of the project is \$50,000. Bids are due on Friday, June 5th at 10am.
4. **Road Grader:** The DPW has advertised for bids for the purchase of a new used road grader. Bids will be accepted through Wed., May 27th at 11am at the DPW.
5. **Barre Cable:** I have been contacted by the Barre Town Administrator to see if Hubbardston would be interested in establishing a regional cable group to share equipment, technology, programming and technical assistance in pursuit of improved cable programming. The Cable Advisory Committee is reviewing this and will be prepared to make a recommendation to the Board in June.
6. **Assessors Overlay Release:** On Monday, May 11th I met with the Assessors to ask if they would release \$80,000 of the \$114,000+ available in the 2015 Overlay Account. After reviewing the facts that there are very few potential cases in which abatements would need to be made, they agreed to release \$85,000 of the overlay balance. This can be used to reduce the \$118,000 Snow and Ice deficit through article 4 of the STM warrant.
7. **Annual MRPC Counts:** We have received MRPC's annual form by which we can request additional traffic counts. Tim Kilhart coordinated with the Planning Board and the Police Department to determine which roads would require counts this year. The requested list includes Old Westminster, Gardner Rd (near Curtis Recreational Field, New Westminster at Muskogee, and Old Boston Turnpike at Barre Rd. Since these forms needed to be submitted prior to this May 18th meeting, I signed the forms for the Town. I ask the Board to vote to confirm that the Town Administrator has the authority to sign these MRPC traffic count forms on the Board's behalf.
8. **MIIA Participation Credits:** We have received notice that we have been issued \$11,560 in credits by MIIA, which may be used to reduce our FY16 insurance premiums. The FY16 insurance budget reflects this credit. I wish to thank all of our department heads who have been very active in taking advantage of many free training opportunities, and other loss control activities which help us reduce our annual insurance premiums.

State Publications and Regulations

William Francis Galvin, Secretary of the Commonwealth

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The following Goods and Services submission was successfully received.

Planned date of publish is 5/18/2015

Awarding Agency

Agency Name and Address:	<u>Town of Hubbardston 7 Main Street Hubbardston MA 01452</u>		
Bid Number:			

Contact Information

Name:	<u>Anita Scheipers</u>		
Title:	<u>Town Administrator</u>		
Phone:	<u>978-928-1400 x 200</u>	Fax:	
Email Address:	<u>admin@hubbardstonma.us</u>		
	<u>Notify email address listed when final publish date assigned.</u>		
Address: (if different from above)			

Description

The Town is seeking proposals from qualified firms or individuals to provide outsourced town accounting services.

Contract Information

Estimated Rate		Duration	
Bid Release Date		Release Time	
Bid Deadline Date	<u>6/5/2015</u>	Deadline Time	<u>11:30am</u>
Additional Information	<u>RFP packets available at the Office of the Town Administrator, Slade Building, 7A Main Street, Hubbardston MA 01452</u>		

This page can be printed for your records.

[Add Another](#)

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Anita Scheipers

From: Board of Assessors <assessors@hubbardstonma.us>
Sent: Wednesday, May 13, 2015 8:31 AM
To: Town Accountant
Cc: alphonzo33@msn.com; dpeterson@rrgsystems.com; homans778@gmail.com; johnprentiss1945@gmail.com; Town Administrator
Subject: Overlay Release
Attachments: 20150511 OVERLAY ACCOUNT RELEASE.pdf

Good Morning Amy,

On Monday, May 11, the BOA voted and approved the transfer of \$85,000.00 from the Overlay accounts to the Overlay Surplus Account. I have attached the document. If you could let me know when this is done, I will then adjust the Overlay Account.

Thank you,

Margaret Greenlee

Assessors Clerk

7 Main Street, Unit 1

Hubbardston, MA 01452

978.928.1400 Ext. 203

978.928.1402 Fax

Hours: Monday 2-8pm

Tues, Wed, Thurs 8am-2pm

Closed Friday



Great News: MIIA Board of Directors Approves an AWARD of \$5 Million in Participation Credits for MIIA Members

April 14, 2015

Dear MIIA Member:

It gives us great pleasure to write to you with great news from MIIA – we are contacting you and all MIIA members to inform you of your share of the \$5 million in MIIA participation credits that we announced earlier this year.

MIIA's participation credits are returned to members who belong to one or more MIIA program during the current fiscal year (ending June 30, 2015). These new credits are in addition to all other credits and discounts you will receive as part of your renewal pricing for July 1, 2015. Participation credits structured to recognize the long-term loyalty and commitment of MIIA's members. Because of MIIA's stability and strength, we have been able to distribute a total of \$27.5 million in additional participation credits since 2009! Below you will see the amount of the new participation credit granted to you by MIIA, and a credit note for that amount is included:

Hubbardston, Town of
Program Credit: \$(11,560.00)

While future distribution of these credits is not guaranteed, this latest participation credit is a reflection of the MIIA Board's ongoing practice of reviewing the program's financial position on a quarterly basis. With advice from its actuaries and management, the Board determines if additional credits can be provided to the members. The MIIA Board is comprised of local officials who undertake this process very seriously because they are keenly aware of the difficult financial conditions that cities and towns face.

We at MIIA seek to embrace both the long-term financial health of the MIIA program *and* our members' need for high-quality coverage at the most affordable price. To that end, at each of its meetings, the MIIA Board reviews the pool's financial picture, looking at past and present performance to determine if additional credits can be provided. If sufficient contingency reserves are available, determined after a thorough review with MIIA's actuaries, the Board will release funds through participation credits.

For most members, these credits have typically offset all or a significant portion of any increase in premium contributions. Because losses have continued to increase in the workers' compensation area, particularly in more recent years, we recognize these additional participation credits may not fully cover the workers' compensation rate changes, which is why the members of the MIIA Board of Directors have implemented

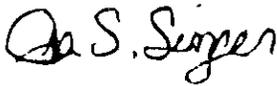
this strategy to review our ability to maximize credits on a regular basis throughout the entire year.

The bottom line and most important point is that MIIA's costs continue to be well below commercial insurance alternatives, and the announcement of this new \$5 million in participation credits enhances MIIA's value to you and the communities of Massachusetts!

We are extremely pleased to be able to offer these cost-saving measures and real-dollar savings. As always, your participation and commitment to MIIA is very much appreciated!

Thank you very much.

Sincerely,



Ira Singer
Chairman, MIIA
Town Administrator,
Town of Middleton



Geoffrey Beckwith
President, MIIA
Executive Director, MMA



Stanley J. Corcoran
Executive Vice President,
MIIA

Anita Scheipers

From: Mike Gagnon <mikeg@miloneandmacbroom.com>
Sent: Wednesday, May 13, 2015 10:29 AM
To: DPW Director
Cc: Town Administrator; Glenn Jarvis; Mark Arigoni; John Hoey
Subject: Healdville Road Bridge

Good morning Tim,

Glenn Jarvis from our office and I had a good productive meeting Theresa O'riorden from US Bridge to discuss a possible modular bridge option and how we could mitigate the cost of the project with respect to the bids that came in. Obviously, we must consider the public bidding requirements and not be overly specific with a proprietary option. That being said, we discussed the following ideas with Theresa that could be incorporated in a revised bid package that we believe would mitigate the cost and would also fit a US Bridge modular option:

- Use galvanized steel decking instead of treated timber. One thing to consider is typically membrane water proofing cannot be used with the corrugations of the panels. We will need to review this in detail.
- Specify only galvanized beams and components rather than galvanized and painted as currently included. We estimate a cost savings of approximately \$10,000.
- Specify highway guard at the approaches and galvanized steel bridge rail across the span. Again we believe there would be a significant costs savings here recognizing the pricing that came in for the timber rail.

We expect that we could incorporate the above in a revised bid package with minimal changes to the drawings and documents. We would prepare a revised bid package for a minimal fee but would like to entertain options such as appropriating some of the CA to cover this cost.

We understand that the Board of Selectman may also have to weigh in on any revisions considering they approved the current design. We also will contact MassDOT to get there concurrence with any revisions and with the modular option.

Thanks again,
-Mike

Michael R. Gagnon, P.E.
Senior Project Specialist, Civil Engineering



MILONE & MACBROOM.

1350 Main Street, Suite 1012, Springfield, Massachusetts 01103
413.241.6920 / 413.241.6911 (fax)
www.miloneandmacbroom.com



Please consider the environment before printing this e-mail.



CHAPTER 90 – ENVIRONMENTAL PUNCH LIST

City/Town Hubbardston MassDOT Highway District # 3

Proposed Work:

Construction _____ Resurfacing _____ X Improvement _____ Engineering _____ Other _____

NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

- | | | |
|--|--------------|-------------|
| 1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? | Yes _____ | No <u>x</u> |
| 2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? | Yes _____ | No <u>x</u> |
| 3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? | Yes _____ | No <u>x</u> |
| 4. Will more than 300 ft. of stone wall be removed or altered? | Yes _____ | No <u>x</u> |
| 5. Will the project involve construction of a parking lot with capacity of 50 cars or more? | Yes _____ | No <u>x</u> |
| 6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)?
If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).* | Yes _____ | No <u>x</u> |
| 7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)?
If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls. | Yes <u>x</u> | No _____ |
| 8. Have all necessary takings, easements, rights of entry, etc. been completed?
If a county Hearing is required, it must be held prior to starting work | Yes <u>x</u> | No _____ |
| 9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated?* | Yes _____ | No <u>x</u> |
| 10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)?* | Yes _____ | No <u>x</u> |
| 11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.* | Yes _____ | No <u>x</u> |
- * See Appendix K for a List of Environmental Agencies.

Validation

It is recognized that the purpose of this information is to assist the MassDOT Highway Division in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by MassDOT Highway Division on the basis of this information shall not legally or financially obligate MassDOT Highway Division to support or defend the municipality, and the municipality shall save harmless MassDOT Highway Division for any action.

Duly Authorized Municipal Officials	Reviewed and Approved for Transmittal by:
	DPW Director
	Highway or Conservation Officer's Title
Signatures	Signatures
Date <u>5/18/15</u>	Date <u>5/14/15</u>

This form should be submitted in duplicate with original signatures to the MassDOT Highway District Office.
This form should accompany the Project Request Form.

CHAPTER 90 – PROJECT REQUEST

8/2012

updated

***2 Original Signed Project Request Forms are to be submitted.**

CONTRACT

50843

Classification: Hard Pack Graveling

Primary Road: _____

Local Road: _____

City/Town: Hubbardston

Location(s): Mt. Jefferson Rd., Root Rd., Old Princeton Rd., Birches Rd. and High Bridge Rd.

Length: 11,000 feet Width: 20 feet

PROJECT TYPE

Construction: Resurfacing: Engineering: Equipment:

Other: _____

TYPICAL SECTION DETAILS: Indicate depths, special treatments, etc... Also please include sketch for Construction/Improvement Projects.

Surface:	<u>Adding 1 1/2 inch hard pack gravel to existing roadway.</u>
Base Course:	_____
Foundation:	_____
Shoulders/Sidewalks:	_____

SCOPE OF WORK:

The DPW will be adding 1 1/2 inch hard pack gravel to the existing road to improve the roadbed due to loss of existing gravel to weather events.

WORK TO BE DONE:

Force Account: Advertised Contract: Other: _____

Estimated Cost (Please attach estimate and list funding source(s)): \$ 50,000.

****These funds will pay 100% of Local Road Project costs to the limit of this assignment****

CERTIFICATION

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering and construction methods. I/We herby certify under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Reviewed by:	
Signed:	_____
State Aid Engineer	Date
Road Classification Verified: _____	
Approved for \$ _____	@ 100%
District Highway Director	Date

Signed:	
<u>[Signature]</u>	_____
DPW Director	5/14/15
Highway Official's Title	Date
<u>[Signature]</u>	5.11.15
Accounting Official's Title	Date
5/18/15	<u>[Signature]</u>
Date	Duly Authorized Municipal Officials



CHAPTER 90 – ENVIRONMENTAL PUNCH LIST

City/Town Hubbardston MassDOT Highway District # 3

Proposed Work:
 Construction _____ Resurfacing _____ Improvement X Engineering _____ Other _____

NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? Yes _____ No x
 2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? Yes _____ No x
 3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? Yes _____ No x
 4. Will more than 300 ft. of stone wall be removed or altered? Yes _____ No x
 5. Will the project involve construction of a parking lot with capacity of 50 cars or more? Yes _____ No x
 6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)?
 If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).* Yes _____ No x
 7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)?
 If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls. Yes _____ No x
 8. Have all necessary takings, easements, rights of entry, etc. been completed?
 If a county Hearing is required, it must be held prior to starting work Yes x No _____
 9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated? Yes _____ No x
 10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)?
 If your answer is YES, you must file the project with your local Conservation Commission prior to starting work. Yes _____ No x
 11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.* Yes _____ No x
- * See Appendix K for a List of Environmental Agencies.

Validation

It is recognized that the purpose of this information is to assist the MassDOT Highway Division in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by MassDOT Highway Division on the basis of this information shall not legally or financially obligate MassDOT Highway Division to support or defend the municipality, and the municipality shall save harmless MassDOT Highway Division for any action.

Duly Authorized Municipal Officials	Reviewed and Approved for Transmittal by:
	DPW Director
	Highway or Conservation Officer's Title
Signatures Date 5/18/15	Signatures Date 5/14/15

This form should be submitted in duplicate with original signatures to the MassDOT Highway District Office.
 This form should accompany the Project Request Form.

CHAPTER 90 – PROJECT REQUEST

updated

8/2012

*2 Original Signed Project Request Forms are to be submitted.

CONTRACT

50843

Classification: Signage Improvement

Primary Road: _____

Local Road: _____

City/Town: Hubbardston

Location(s): Old Boston Turnpike at Worcester Rd.

Length: N/A feet Width: N/A feet

PROJECT TYPE

Construction: Resurfacing: Engineering: Equipment:

Other: _____

TYPICAL SECTION DETAILS: Indicate depths, special treatments, etc... Also please include sketch for Construction/Improvement Projects.

Surface:	_____
Base Course:	_____
Foundation:	_____
Shoulders/Sidewalks:	_____

SCOPE OF WORK:

The Mass DOT suggested upgrading our 36 inch stop signs to 36 inch illuminated stop signs on Rt. 62 approaching Rt. 68 in both directions due to multiple serious MVA's in the area. It will include a police detail.

WORK TO BE DONE:

Force Account: Advertised Contract: Other: _____

Estimated Cost (Please attach estimate and list funding source(s)): \$ 6,000.

These funds will pay 100% of Local Road Project costs to the limit of this assignment

CERTIFICATION

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering and construction methods. I/We herby certify under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Reviewed by:
Signed: _____
State Aid Engineer Date
Road Classification Verified: _____
Approved for \$ _____ @ 100%
District Highway Director Date

Signed:
<u>[Signature]</u> _____
DPW Director 5/14/15
Highway Official's Title Date
<u>[Signature]</u> _____
Accounting Official's Title Date
5/18/15 <u>[Signature]</u>
Date Duly Authorized Municipal Officials



CHAPTER 90 – ENVIRONMENTAL PUNCH LIST

City/Town Hubbardston MassDOT Highway District # 3

Proposed Work:
 Construction _____ Resurfacing _____ **X** Improvement _____ Engineering _____ Other _____

NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? Yes _____ No x
 2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? Yes _____ No x
 3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? Yes _____ No x
 4. Will more than 300 ft. of stone wall be removed or altered? Yes _____ No x
 5. Will the project involve construction of a parking lot with capacity of 50 cars or more? Yes _____ No x
 6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)?
 If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).* Yes _____ No x
 7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)?
 If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls. Yes x No _____
 8. Have all necessary takings, easements, rights of entry, etc. been completed?
 If a county Hearing is required, it must be held prior to starting work Yes x No _____
 9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated? Yes _____ No x
 10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)?
 If your answer is YES, you must file the project with your local Conservation Commission prior to starting work. Yes _____ No x
 11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.* Yes _____ No x
- * See Appendix K for a List of Environmental Agencies.

Validation

It is recognized that the purpose of this information is to assist the MassDOT Highway Division in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by MassDOT Highway Division on the basis of this information shall not legally or financially obligate MassDOT Highway Division to support or defend the municipality, and the municipality shall save harmless MassDOT Highway Division for any action.

Duly Authorized Municipal Officials	Reviewed and Approved for Transmittal by:
	DPW Director Highway or Conservation Officer's Title
Signatures Date <u>5/18/15</u>	 Signatures Date <u>5/14/15</u>

This form should be submitted in duplicate with original signatures to the MassDOT Highway District Office.
 This form should accompany the Project Request Form.

CHAPTER 90 – PROJECT REQUEST

updated

8/2012

*2 Original Signed Project Request Forms are to be submitted.

CONTRACT

50843

Classification: Crack Sealing

Primary Road: _____

Local Road: _____

City/Town: Hubbardston

Location(s): New Templeton Rd., New Westminster Rd., Evergreen Dr., Mare Meadow Ln., Brigham St., Amber Ln. and Nestlewood Ln.

Length: 31824 feet Width: 24 feet

PROJECT TYPE

Construction: Resurfacing: Engineering: Equipment:

Other: _____

TYPICAL SECTION DETAILS: Indicate depths, special treatments, etc... Also please include sketch for Construction/Improvement Projects.

Surface:	<u>Crack Sealing road cracks</u>
Base Course:	_____
Foundation:	_____
Shoulders/Sidewalks:	_____

SCOPE OF WORK:

The DPW will hire a contractor to apply crack sealer to cracks on various roadways in Hubbardston to prevent further deterioration. It will include Police details.

WORK TO BE DONE:

Force Account: Advertised Contract: Other: _____

Estimated Cost (Please attach estimate and list funding source(s)): \$ 50,000.

These funds will pay 100% of Local Road Project costs to the limit of this assignment

CERTIFICATION

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering and construction methods. I/We herby certify under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Reviewed by:
Signed: _____ State Aid Engineer Date
Road Classification Verified: _____
Approved for \$ _____ @ 100%
District Highway Director Date

Signed: <u>[Signature]</u>
DPW DIRECTOR <u>5/14/15</u> Highway Official's Title Date
<u>[Signature]</u> <u>0.11.15</u> Accounting Official's Title Date
<u>5/18/15</u> <u>[Signature]</u> Date Duly Authorized Municipal Officials

Hubbardston Crack Sealing Estimates

Road Name	Length	Width	Total Sq. Yds.	Crack Intensity	Total Lin. Ft.	Yield	Estimated Gallons	Cost per Gallon	Bid Estimate	Microsurface per Gallon	Bid Estimate
New Templeton Rd.	3,725	24	9,933	0.5	4,967	25	199	\$ 13.00	\$2,583	\$ 5.00	\$49,667
	860	24	2,293	1.3	2,981	25	119	\$ 13.00	\$1,550	\$ 5.00	\$11,467
	5,525	24	14,733	1.2	17,680	25	707	\$ 13.00	\$9,194	\$ 5.00	\$73,667
New Westminster Rd.	12,700	25	35,278	1	35,278	25	1411	\$ 13.00	\$18,344	\$ 5.00	\$176,389
Evergreen Dr.	3,800	22	9,289	1.1	10,218	25	409	\$ 13.00	\$5,313	\$ 5.00	\$46,444
Mare Meadow Ln.	1,020	25	2,833	3	8,500	25	340	\$ 13.00	\$4,420	\$ 5.00	\$14,167
Brigham St.	3,060	25	8500	1	8,500	25	340	\$ 13.00	\$4,420	\$ 5.00	\$42,500
Amber Ln.	500	22.5	1250	0.7	875	25	35	\$ 13.00	\$455	\$ 5.00	\$6,250
Nestlewood Ln.	634	24.5	1726	3	5,178	25	207	\$ 13.00	\$2,692	\$ 5.00	\$1,731
TOTAL WORK	31,824						3767		\$48,972		\$422,281

NOTE: New Templeton Rd. 3725 feet is from Gardner Rd. to pole #19.

NOTE: New Templeton Rd. 860 feet is from pole #19 to between poles #23 and 24.

NOTE: New Templeton Rd. 5525 feet is from Cross Rd. to Templeton Town Line.

NOTE: New Westminster Rd. is from Brigham St. to Mare Meadow Ln.

NOTE: Evergreen Dr. is the entire length of the road.

NOTE: Brigham St. is from Evergreen Dr. to New Westminster Rd.



DENNIS G. PERRON
CHIEF OF POLICE

Town of Hubbardston

DEPARTMENT OF POLICE

7 MAIN STREET, UNIT #9
HUBBARDSTON, MASSACHUSETTS 01452
TEL. 978-928-1400 – FAX 978-928-5267

To: Town Administrator Anita Scheipers/ Honorable Selectboard

From: Dennis G. Perron- Police Chief

Re: New Policy

The Officers of the Hubbardston Police Department in conjunction with the Hubbardston Fire Department have recently completed training in the use of Nasal Narcan.

This training satisfied the state requirements and have allowed us to purchase the nasal narcan as part of a partnership with Heywood Hospital.

The last component of putting these needed items in the hands of the officers is a policy, which is attached. I request it be approved so we can begin providing this life saving tool to our first aid kits.

Respectfully Submitted:

Dennis G. Perron (5/6/2015)

HUBBARDSTON POLICE DEPARTMENT

INTRANASAL NALOXONE (Narcan)

POLICY & PROCEDURE NO.	ISSUE DATE: _____
	EFFECTIVE DATE:
References: M.G.L. Chapter 111 Section 201 M.S.L Chapter 192 of the Acts of 2012 105 CMR 171.130(A) – Initial Training in First Aid Minimum Standards for 1st Responder Training in First Aid – AR/2/100 105 CMR 700.000 – Implementation of M.G.L. 94C/Opiate Overdose Crisis Massachusetts Treatment Protocol 2.14 – 1st Responder Standing Orders	All medical protocols completed; BOH Director/Heywood Hospital Dr. assigned.
	REVISION DATE: <i>DRAFT</i> _____

I) GENERAL CONSIDERATIONS AND GUIDELINES

In response to the growing public health problem of opiate drug overdose(s), police organizations have initiated guidance along with reactive interventions to reduce drug related deaths and combat this wide ranging substance abuse crisis through the use of Intranasal Naloxone (Narcan). The ultimate success to this on the rise epidemic is often based on the direct efforts of immediate police response, identification of the controlled substance encountered and swift counter measures engaged to reverse the effects of the ingredient confronted.

The purpose of this policy is intended to provide personnel with a clear overview of the departments Intranasal Naloxone Program, along with the strategies for the proper medical care required and after

action for patients who suffer from an acute opiate overdose emergency reported in a pre-hospital setting.

II) POLICY

It is the policy of this department to:

- A) To educate full and part-time sworn members on the initial training curriculum required and critical medical skills essential to respond to an acute opiate overdose emergency.
- B) Maintain a professional affiliation and partnership with the Town of Hubbardston's Board of Health Department defining a clear understanding of their directive within the Intranasal Naloxone program.
- C) Institute a good working relationship with the City of Gardner's assigned Medical Control Physician while incorporating their knowledge, training, experience and best practices into panoramic oversight of the Intranasal Naloxone program.
- D) To ensure proper Body Substance Isolation measures are in place and barrier devices are available to all members for anticipated contact with blood or other contaminated items.
- E) Supply an efficient, accountable and well-organized incident report documenting relevant facts encountered during in-field police response to an acute opiate overdose emergency.

III) DEFINITIONS

- A) *Opiate*: An opiate is a narcotic analgesic that directly depresses the central nervous system. Natural opiates are derived from the dried "milk" of the opium poppy, while synthetic opiates are manufactured in chemical laboratories with a similar chemical structure. Natural and synthetic opiates are collectively known as opioids. The most commonly encountered opioids dealt with in police response include but are not limited to the following substances:

- 1) Heroin
- 2) Morphine
- 3) Oxycontin
- 4) Oxycodone
- 5) Percoset
- 6) Percodan
- 7) Codeine

-
- 8) Demerol
 - 9) Fentanyl
 - 10) Methadone
 - 11) Hydrocodone
 - 12) Levorphanol
 - 13) Tylenol 3
 - 14) Vicodin
 - 15) Darvocet
 - 16) Dilaudid
 - 17) Tylox

- B) *Board of Health:* A division of the Town of Hubbardston's local government that performs various critical duties related to the overall control of public health associated matters including protection, prevention and response activities.
- C) *Medical Control Physician:* The Medical Control Physician (MCP) shall be a licensed Medical Physician of the Commonwealth and officially designated as this departments point of contact through a Memorandum of Agreement (MOA), generated through the City's Board of Health Department. The purpose of this MOA is to define the working relationship between the MCP and members of this department for the preparation, training and standard of care undertaken by officers in response to address the opiate overdose crisis. The Chief of Police or his designee shall Periodically consult with the MCP to review overall training, equipment, procedures, changes to applicable laws and regulations and/or the review of specific medical cases. At his discretion the MCP may partake in training members of the Hubbardston Police Department.
- D) *Body Substance Isolation:* Measures taken by Medical First Responder Personnel to reduce the transmission of pathogens due to direct contact with mucous membranes and moist body surfaces (i.e. nitrile exam gloves, face shields).
- E) *Incident Report:* Informational work made with the specific intention of relaying information or recounting certain events in a widely presentable and structured format. Incident Reports shall include but are limited to the following benchmarks:
- 1) Identification of the individual(s) involved
 - 2) Aims and objectives of what took place
 - 3) Location of occurrence
 - 4) When the episode transpired

-
- 5) Why the incident occurred
 - 6) How the event emerged
 - 7) Action taken by responding officer(s)

IV) PROCESSES AND ACTIONS

A) Medical Control and Training Officer

- 1) The Chief of Police shall assign an officer as the departments Medical Control and Training Coordinator. This officer will be certified through the Municipal Police Training Committee as a qualified Intranasal Naxolone's Instructor and will exercise responsibility and supervision over all matters of the program. In addition, he will ensure that officers are issued a prescribed Intranasal Naloxone Rescue Kit, receive the properly training required to respond to an acute opiate overdose emergency, and conduct quality assurance on generated incident reports.

B) Medical Considerations in Opioid Overdose

- 1) Responding officers must be familiar with and able to identify the signs, symptoms along with the indicators of an acute opiate overdose emergency in a patient before administering Intranasal Naxolone. The most commonly encountered characteristics of an acute opiate overdose include but are not limited to:

- (a) Blue skin tinge
- (b) Pined pupils
- (c) Limp body
- (d) Pale face
- (e) Clammy skin
- (f) Slow or missing pulse
- (g) Deep snoring or gurgling from airway
- (h) Infrequent or lack of breaths (< 8 per minute)
- (i) Heavy
- (j) No response to stimulation

C) Strategies on Practical Application and Post Response

- 1) Officers responding to an acute opiate overdose emergency shall render care in accordance with the procedures governed through Massachusetts Department of Public Health, Office of

-
- Emergency Medical Services and ensure proper Body Substance Isolation precautions are commenced.
- 2) Strict medical response protocols are identified and defined in the following references:
 - (a) Minimum Standards for First Responder Training in First Aid (Version AR-2-100).
 - (b) Massachusetts Statewide First Responder Standing Orders 2.14 (treatment protocols 12.01).
 - 3) Officers shall ensure that used Nasal Naxolone Mucosal Atomization Devices along with ejected, damaged and or expired prescription ampules or syringes are properly disposed through the use of sharps containers or hazardous waste basins.
 - 4) Prior to departing the scene of a suspected acute opiate overdose emergency, officers will confirm that family members of the patient are offered assistance or provided with resources to cope with the effects of the medical emergency.
 - 5) Upon arrival back at the department officers will notify the on-duty shift supervisor of the overdose medical response, request a replacement Nasal Naxolone Rescue Kit and submit a incident report prior to the completion of their tour of duty.
 - 6) Shift supervisors will ensure copies of all incident reports involving response to acute opiate overdose emergencies are forwarded to the departments Medical Control and Training Officer.

v) LEGAL MATTERS

A) Good Samaritan Immunities to M.G.L. 94C

- 1) A person who, in good faith, seeks medical assistance for someone experiencing an acute opiate overdose emergency shall not be charged or prosecuted for possession of a controlled substance if the evidence for the charge of possession of a controlled substance was gained as a result of the seeking of medical assistance.
- 2) A person who experiences an acute opiate overdose emergency and is in need of medical assistance and, in good faith, seeks such assistance, or is the subject of such a good faith request for medical assistance, shall not be charged or prosecuted for possession of a controlled substance if the evidence for the charge of possession of a controlled substance was gained as a result of the overdose and the need for medical assistance.

B) Exclusion(s) to Good Samaritan Immunities

- 1) No provision in the Good Samaritan Immunities to M.G.L. 94C shall prevent anyone from being charged with trafficking, distribution or possession of a controlled substance with intent to distribute.