

**BOARD OF SELECTMEN
MINUTES
June 1, 2015
Slade Building**

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

Members absent: 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: Ms. Scheipers presented a letter that Paul Hale created thanking Kraig Kaijala of Wide Angle Marketing Inc. for the sign "Future Home of Hubbardston Senior Center and Public Safety Building". Mr. Kaijala and staff created the sign free of charge and Mr. Hale created the thank you letter from both the Long Range Facility Planning Committee and Board of Selectmen to express their appreciation. M. Stauder signed the letter on behalf of the board.

Evaluation for Town Administrator

Mr. Stauder informed Ms. Scheipers that the evaluation for her position as Town Administrator had been processed and completed. Mr. Stauder explained that he had graded Ms. Scheipers as 9's - the highest in all categories. He didn't feel that there were any deficiencies in her performance as Town Administrator and stated that Ms. Scheipers was doing "a great job". Mr. Stauder stated that Ms. Scheipers was always on the ball, questions were always answered as they should be, there was always forward thought, and he only had good things to say about her and echoing back from folks that sent in comments were all very positive. Ms. Scheipers thanked the board. She stated her appreciation for their strong, positive review and for their trust in her.

Malone Road Land Purchase and Sale Agreement

Jassy Bratko submitted the changes made to the draft agreement to the lawyer, but stated the lawyer still did not make all the necessary changes. The realtor said that the changes could be handwritten in and then initialed, but Jassy expressed hesitation about this. Ms. Scheipers agreed and said that she had preferred it printed in the document. It was agreed that it while it would be more convenient to have the Purchase and Sale agreement completed prior to the Annual Town Meeting, it wasn't necessary or required, and should not affect the vote.

Town Administrator Report- See attached

Motion: D. Galante

2nd: J. Williams

To accept Memorandum of Agreement between the Town of Hubbardston and Teamsters Union Local #170 as presented and to give Anita Scheipers authorization to sign the agreement.

Vote: All in Favor

Review – Annual Town Meeting Preparation

Ms. Scheipers reviewed the Special Town Meeting Motions and the Annual Town Meeting Motions in regards to the individuals responsible for responding and reviewing each article.

Draft Places Associates Report

Ms. Scheipers reviewed the executive summary that provided a brief list of town owned parcels that may be suitable locations for solar facilities.

Breezy Hills Fire Station Lease

Ms. Scheipers asked the board to authorize her to negotiate a small increase to the lease that is up for renewal. Ms. Scheipers informed the board that the lease had not been negotiated in about 10 years and that she completed a comp study and that the amount of the increase isn't that much of a difference comparatively.

Town Center Committee

Ms. Scheipers presented a draft of the Town Center Committee the composition, the charge to the committee and the committee process. Mr. Stauder and Mr. Galante recommended a couple changes on the composition of the committee to include a Main Street business owner/ resident. With these edits, the Town Administrator will start publicizing the need for citizens to volunteer to serve on this committee.

QRSD Task Force

The Quabbin Regional School District is looking for the town to appoint a representative for their task force to reorganize the school district to improve financial efficiencies and educational programs, how to best utilize each school buildings. D. Galante volunteered as he has had some involvement with the consolidation of schools. Anita Scheipers will also attend the meetings.

FY2016 Selectboard Goals

The Board reviewed their previous year's goals, and added FY16 goals to a future agenda to discuss in further detail.

Minutes Approved

Motion: J. Williams

To approve the minutes of March 23, 2015 as presented

2nd:R. Siegel

Vote: All in Favor

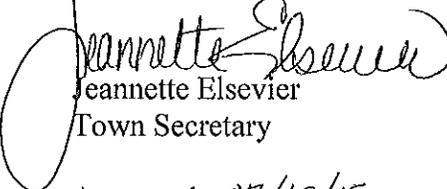
Motion: R. Siegel

To adjourn the meeting at 7:29 p.m.

2nd: J. Williams

Vote: All in Favor

Respectfully submitted,


Jeannette Elsevier
Town Secretary

Approved: 07/13/15

**Board of Selectmen
Meeting Agenda
Slade Building
June 1, 2015**

6:30 PM Open Session – Thank you letter Kraig Kaijala

7:00 PM Malone Road Land Purchase and Sale Agreement

7:05 PM Town Administrator's Report

7:15 PM New Business:

- Review - Annual Town Meeting Preparation
- Draft Places Associates Report – Assessment of Siting Solar Facilities on Municipal Land
- Breezy Hills Fire Station Lease – Price Increases
- Town Center Committee – Charge and Committee Composition
- QRSD Task Force – Assign Community Representative
- FY15 Town Administrator Performance Evaluation
- FY16 Selectboard Goals
- Minute Approval – March 23rd, 2015

7:30 PM Public/Press Question & Answer

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

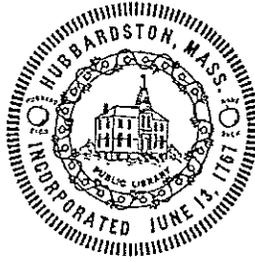
Please note: All times are approximate and subject to change

Chair : Michael Stauder

Posted Thursday, May 28th, 2015 @ 12:01pm

Amended Monday, June 1st, 2015 @1:35 pm

Amended Monday, June 1st, 2015 @ 4:36 pm



*Town of Hubbardston
Board of Selectmen*

7 MAIN STREET, Unit #3
HUBBARDSTON, MASSACHUSETTS 01452
(978) 928-1400 x 201 FAX (978) 928-3392

June 1, 2015

Mr. Kraig Kaijala
Wide Angle Marketing, Inc.
27D Old Colony Rd.
Hubbardston, Ma 01452

Dear Kraig,

The Hubbardston Board of Selectmen and Long Range Facility Planning Committee wish to thank you and your staff for the delivery of the "Future Home Of..." sign we are using to identify the location of our future Hubbardston Senior Center and Police & Fire Public Safety Building. This sign is positioned on Rt. 68 in front of the land where we anticipate these buildings to be constructed.

Your fast response in providing a very clear and quality sign is greatly appreciated. Thank you for sharing your time, expertise and materials, for this project.

Sincerely,

For the Hubbardston Board of Selectmen

cc: Paul Hale, Chair LRFPC

COPY

Executive Summary

Initially, a comprehensive list of parcels owned by the Town of Hubbardston was provided to Places Associates, Inc. as a basis for the assessment of Town –owned parcels.. The list contained the parcels the town owned (approximately 70) including general location, map and lot number. Each parcel was put into a spreadsheet format for ease of assessment and to allow for comparative criteria for suitable, commercial grade solar site development. The first step was to use a combination of GIS mapping and aerial images to locate the site, and eliminate parcels which were clearly unsatisfactory. After an assessment using aerial photos and GIS mapping review for existing structures, resource conservation areas, etc., the sites were placed into categories of bad, neutral or good. Approximately half of the parcels were considered not meeting the assessment criteria and placed into the “bad” category. Only three sites met all apparent criteria and were categorized as “good” sites with the remainder in the “neutral” category, having minor conflicts which required further review.

The final step was a site visit to examine the remaining acceptable parcels. Some of the sites were discounted for existing uses (buildings, cemeteries, residential lot, etc.) and others were not suitable due to tree cover, or inaccessibility. An additional site (DPW on Worcester Rd.) was added during the site visit. It was originally rejected due to an existing structure, but considered a good option for a roof mounted array and possible ground mounted options with space behind the building.

Final Assessment:

The highest rated site is the Hubbardston Highway site off of Worcester Road/ Rt 68. There is a good amount of space facing the correct direction on the two building roofs, and there is enough space for a ground display if sand piles and other stockpiles were moved. It is an existing site that would need minimal alteration, already graded level, with three phase power lines in the street and does not encroach upon protected uses.

Another preferred location is the Center School. The main problems with this location are that there is limited space for a ground mounted array. A roof option is possible, but the solar orientation and shape of the roof is not ideal, a portion of the flat roof- center of the building- may be useable. Much of the sloped roof portions of the building, are not large enough for commercial grade solar. Portions of the sloped roof may be available for a lesser style solar array, which if installed would likely be

Places Associates, Inc.

256 Great Road, Suite 4
Littleton, MA 01460
(978)486-0334

876 Salisbury Street
Holden, MA 01520
(508) 829-0333

-24-

useful for energy deferral for the operation of the building. Like any roof mounted solar array, the suitability of the underlying structure and roofing status need to be further assessed for load, additional orientation and other factors.

The area with the best exposure and open land is the Mount Jefferson Conservation Area (Map 2, lots 53,204,57,7,7A,12&13). The fact that this land was acquired by the Town, with State assistance, for open space and natural resource protection may complicate its availability to site a solar array on such land. Single Phase power lines in the street would add to the cost of connecting the project to the grid. If the proper permitting would allow the use of this land for solar (which will likely be very difficult) it would be the one of the best locations.

A fourth side for consideration is the Town Pit off of Pitcherville Road. This site is an already disturbed site and is adjacent to the existing Nexamp Solar site located to the east. It is likely that significant earthwork would be required to orient the site to the south. Title concerns may exist regarding rights-of-way and the use of adjacent land. Additional research (beyond the scope of this project) as to the line capacity of the power cables on Pitcherville Road would need to be conducted to ensure that capacity to connect to the overall grid is still available, given the proximity of the adjacent commercial solar array.

Recommendation:

Based on the information included in this report, Places Associates, Inc. recommends the DPW site on Worcester Road/Rt. 68 as the most favorable location for a photovoltaic solar facility. It has the best overall site characteristics (open, south facing, sufficient space) without encroaching on wetlands or other conservation areas. There are options for either a roof or ground mounted array with minimal alterations to the site. The site is in a relatively remote location with tree screening to the road, meaning the array will be discreet and mostly hidden from site.

Places Associates, Inc.

256 Great Road, Suite 4
Littleton, MA 01460
(978)486-0334

876 Salisbury Street
Holden, MA 01520
(508) 829-0333

places@placesassociates.com

Town Center Committee

Committee Composition (includes major stakeholders):

1. BoS representative
2. Open Space Committee representative - *delete (main st. Business owner-add)*
3. Historical Commission representative
4. Planning Board representative
5. Park Commissioner - *delete*
6. Library Trustee
7. Main Street Resident -
8. Citizen At Large (2)
9. Citizen At Large
10. Town Administrator (Ex Officio)
11. DPW Director (Ex Officio)
12. Police Chief (Ex Officio)
13. Fire Chief (Ex Officio)

Members to be appointed by the Board of Selectmen for 3-year terms beginning July 1.

Charge to Committee: The committee will be charged to study the public ways and spaces from Elm Street/Brigham Street north along Rt. 68 to the intersection with New Templeton Road, and to develop recommendations to the Board of Selectmen on the following:

1. Safety improvements on town grounds and roadways
2. Modification or reuse of vacant town buildings
3. Beautification of town grounds
4. Assess opportunities for generating revenues
5. Other modifications to town spaces within the defined geographic area

Sewerwater Considerations

Committee Process:

- 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 which detail existing conditions of town-owned facilities, roadways, and other existing or needed infrastructure. Complete an assessment to determine

what are the problems or issues that need to be resolved. Through the Town Administrator, seek assistance as needed to clarify technical issues regarding building conditions, cost estimates, etc.

- Work with the Town Administrative and Capital Committee to prepare recommendations regarding funding of facility improvements, and to estimate the cost of such projects to the average homeowner.
- After seeking public feedback, develop a Town Center Plan for necessary or advisable open space, facility or infrastructure improvements.
- Present the Town Center Plan recommendations to the Board of Selectmen.
- Assist/collaborate with any future committee tasked with overseeing construction or facility/infrastructure projects to ensure these projects mesh with the overall Town Center Plan.

DRAFT



QUABBIN REGIONAL SCHOOL DISTRICT

Dr. Maureen M. Marshall, *Superintendent of Schools*

872 South Street
Barre MA 01005
Phone: 978-355-4668
Fax: 978-355-6756
Web: www.qrsd.org

May 22, 2015

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

Dear Selectboard:

Due to the continuing declines in student enrollment and financial resources, the QRSD School Committee will be investigating how best to organize the school district to improve both financial efficiencies and educational programs.

This important work will include discussions regarding how best to utilize each school building so that students have access to the best possible educational opportunities. The Committee would like to involve members of the community in this work. Thus, the Chair would like the Selectboards in each district town to appoint a community member to serve on this important School Committee Task Force. We ask that you please provide us with the name of this appointee on or before June 15, 2015.

Thank you for your assistance in this matter.

Sincerely,

Maureen M. Marshall
Superintendent of Schools

MMM/jab

BARRE · HARDWICK · HUBBARDSTON · NEW BRAINTREE · OAKHAM

EOE: The Quabbin Regional School District does not discriminate on the basis of age, color, disability, national origin, race, religion or sexual orientation