

**BOARD OF SELECTMEN
MINUTES
July 13, 2015
Slade Building**

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

Members absent: N/A

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

Others present: Bill Murray

Meeting was called to order at 6:30 p.m. by D. Galante

Open Session:

Town Sand Pit – Soil Testing Results

Bill Murray from Places Associates reviewed the report of the soil testing results for the Town Sand Pit. According to Mr. Murray 6 test holes were checked and only one test hole came back with good soils (Pitcherville Road). That particular result came back as course sample (actually courser than what was allowed) but Mr. Murray stated that it could easily be sifted down. An area that was along a tree line was not totally useless, it could be mined for the Towns own use for future or other town projects or sold commercially though Mr. Murray believed that there wasn't much value in selling it (not considered structural).

Special Town Meeting/Election

Ms. Scheipers reviewed the Special Town Meeting warrant. Mr. Stauder questioned the absence of the Public Safety building on the warrant as a separate item. Ms. Scheipers informed the board that it had not been voted on at the last meeting (only the citizen's petition had been presented). Ms. Scheipers stated that Public Safety building could be added to the warrant, with minor edits, prior to being signed by the Board members. Potential edits would be to the following:

- A. include the Public Safety debt exclusion question
- B. include any minor edits by bond council

Motion: M. Stauder

2nd: R. Siegel

Motion to approve and sign Town Election Warrant as presented by Town Administrator with minor edits.

Vote: All in favor

Ms. Scheipers reviewed the next article on the warrant for the \$50,000 to pay for the architectural design services to develop conceptual plans and other related documents for the proposed Public Safety building.

Motion: M. Stauder

2nd: R. Siegel

Motion to approve and sign Town Election Warrant as presented by Town Administrator for architectural design services and other related documents.

Vote: All in favor

Ms. Scheipers asked the Board to give strong consideration of Wednesday, September 9th, 2015 as the Special Election date based on the recommendation from the Town Clerk.

Motion: M. Stauder

2nd: R. Siegel

Motion to approve Wednesday, September 9th, 2015 as the Special Election date.

Vote: All in favor

Town Administrator Report- See attached

Signing Union Contracts (DPW and Police)

Board of Selectmen signed DPW and police department union contracts.

New Business

Motion: M. Stauder

2nd: J. Williams

To accept resignation of part-time police officer Robert Fagundes

Vote: All in Favor

Appointments

Motion: M. Stauder

2nd: R. Siegel

To waive the notification period for the hiring of Nicholas Garcia as part-time police officer and for the hiring two call firefighters Mitchell Marbardy and Anthony Ramsey

Vote: All in Favor

Treated Salt Bid Award

Ms. Scheipers reviewed the low bid from Carghill Deicing Technology at \$86.89 per ton which Tim Kilhart needed approved by July 22nd, 2015. Board agrees with recommendation as long as Mr. Kilhart provides an operations plan in terms of mixing the new treated salt as an "as needed basis" and not maintaining a large stockpile as has been done in the past. Ms. Scheipers also stated that Mr. Kilhart develop a contingency plan for how his department will deal with back to back storms similar to last winter.

Motion: M. Stauder

2nd: R. Siegel

To approved bid from Carghill Deicing Technology as presented

Vote: All in Favor

Pinecrest Lot

Ms. Scheipers presented a packet from the Town Treasurer of a request from a property owner from Pinecrest. The owner has two lots at Pinecrest that he would like to transfer the deeds to the Town lieu of tax payments as he can't afford to make the tax payments on the two lots. Ms. Scheipers reminded the board members that a similar request was made a few years prior and at that time it was discovered that any time the town takes over one of the association lots the town is liable to pay the association dues and costs. The Board decided to decline taking any action at this time.

Schedule 2015 Joint Board Meetings – September 21st

The key focus of the meeting on September 21st will be economic development.

Reviewed FY16 Bos Liaison Assignments

The Board reviewed the liaison assignments and member Patrick Girouard accepted assignment(s) of previous member Dave Simmerer.

Meeting Minutes Approved

Motion: J. Williams

2nd: R. Siegel

To approve the minutes of April 21st, 2015 as presented

Vote: All in Favor

Motion: M. Stauder

2nd: J. Williams

To adjourn the meeting at 7:19 p.m.

Vote: All in Favor

Respectfully submitted,



Jeannette Elsevier
Town Secretary

Approved: *September 21, 2015*

**Board of Selectmen
Meeting Agenda
Slade Building
July 13, 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 **Special Town Meeting/Election – review warrant; choose date for election**

7:30 PM **Town Sand Pit – Soil Testing Results**

7:45 PM **Town Administrator’s Report**

7:35 PM **Signing Union Contracts (Police and Fire)**

7:45 PM **New Business:**

- Resignation of part-time police officer
- Appointment of part-time police officer
- Appointment of two call firefighters
- Treated Salt Bid Award
- Pinecrest Lot – In Lieu of Tax Payment Request
- Schedule 2015 Joint Boards Meeting – September 21 (Economic Development, Enforcement, Etc.)
- FY16 BoS Liaison Assignments

Old Business:

-
- Mass. Community Compact

7:30 PM **Public/Press Question & Answer**

Minutes – April 21, 2015; May 4, 2015; May 18, 2015; June 1, 2015

Upcoming Events:

Please note: All times are approximate and subject to change



Places Associates, Inc.
Planning, Landscape Architecture, Civil Engineering and Surveying
Certified WBE

July 13, 2015

Mrs. Anita Scheipers
Town Administrator
Town of Hubbardston
7 Main Street, Unit #3
Hubbardston, MA 01452

Soil Evaluation of Town Pit Sand

Dear Mrs. Scheipers;

As requested, a member of our staff participated in the collection of soil samples at the Town of Hubbardston's Town Pit, Assessors Map 3, Parcel 57. Five separate soil test holes were investigated focusing along the access drive. A separate test hole was taken inside the existing pit (TH-6).

The test holes were logged and soil samples from each hole was taken and was forwarded to a geotechnical testing lab for a sieve analysis. A member of our staff took the in-field samples and we retained custody of the soils samples until they were delivered to the testing lab.

This analysis compared the soils to the Massachusetts Highway Department's standard specification for "winter sand". Six of the seven samples taken were tested

Results:

Please find attached the results of the sieve analysis. In general the fine to medium sand encountered is too fine a material to comply with the State's winter sand criteria. Test Hole # 3 indicated too coarse of a material to pass the sieve test. This material could be screened to comply with the standard. The too fine materials could only be made to pass the standard by washing the fine sand, silt and clay components out of the soils. There is no location on the site that currently has the ability to support a wash/screen set-up, though one area does exist on the pit to the rear of the town pit.

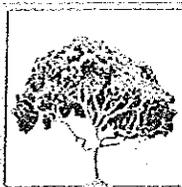
In general, the ridge line on the westerly side of the roadway has a veneer layer of material that could be screened to comply with the standards. Given that only one test pit found this material, we cannot estimate the volume that may be available.

Sincerely,
Places Associates, Inc.
By:

William E. Murray, ASLA, APA, CLARB
Massachusetts Certified Soils Evaluator, # SE 1723

Enc: Geotesting Express: Test Reports TH-1 to 6; Gravel Pit Plan; Soil Test Logs.

256 Great Road, Suite 4, Littleton, MA
(978) 486-0334 & (508) 829-0333
www.placesassociates.com



Places Associates, Inc.

Planning, Landscape Architecture, Civil Engineering and Surveying
Certified WBE

Soil Test Pits: Hubbardston Town Pit, Pitcherville Road
Hubbardston, MA 01452

Soil Testing performed on June 27, 2015

Soil Evaluator: Wm. Murray, Places Associates, Inc.
Excavation: Larson Construction, Thos. Larson- operator.

Soil Logs

TH-1, 8:00 AM

<u>Depth</u>	<u>Description</u>
0' -2'	Fill: Coarse to medium sand and gravel
2' - 17'	Moist, fine to medium sand, with stratified iron oxide layers; layers consistent from top to bottom. No refusal; no groundwater observed.

Soil Sample taken at 15'

TH-2, 8:25 AM

<u>Depth</u>	<u>Description</u>
0' -2'	Fill: medium sand
2' - 2'-6"	loam layer on western face of hole
2'-6" - 13'-6"	Stratified fine to medium sand, with stratified iron oxide layers; layers consistent from top to bottom. No refusal; no groundwater observed.

Soil Sample taken at 10'±

TH-3, 9:05 AM

<u>Depth</u>	<u>Description</u>
0' -3'	Coarse to medium sand, extremely pebbly: high oxide content
3' - 12'	Stratified layers of medium sand and layers of very fine sand
12' - 14'	Very fine sand, blocky in place. No refusal; no groundwater observed.

Soil Sample taken at 8'±

TH-4, 9:30 AM

Depth

0' -15'

Description

Stratified layers of medium sand and layers of very fine sand

Very fine sand in lenses almost clay-like.

No refusal; no groundwater observed.

Soil Sample taken at 9'±

TH-5, 9:50 AM

Depth

0' -14'

Description

Highly oxidized, stratified layers of fine to medium sand and layers of coarse sand with boulders. Likely good sand for roads in coarse layers.

No refusal; no groundwater observed.

Soil Sample taken at 7'±

TH-5, 10:30 AM

Depth

0' -14'

Description

Highly oxidized, layers of coarse to medium sand with stones and boulders.

Likely good sand for roads in medium layers.

No refusal; no groundwater observed.

Soil Sample taken at 8'±

Places Associates, Inc.

256 Great Road, Suite 4, Littleton, MA

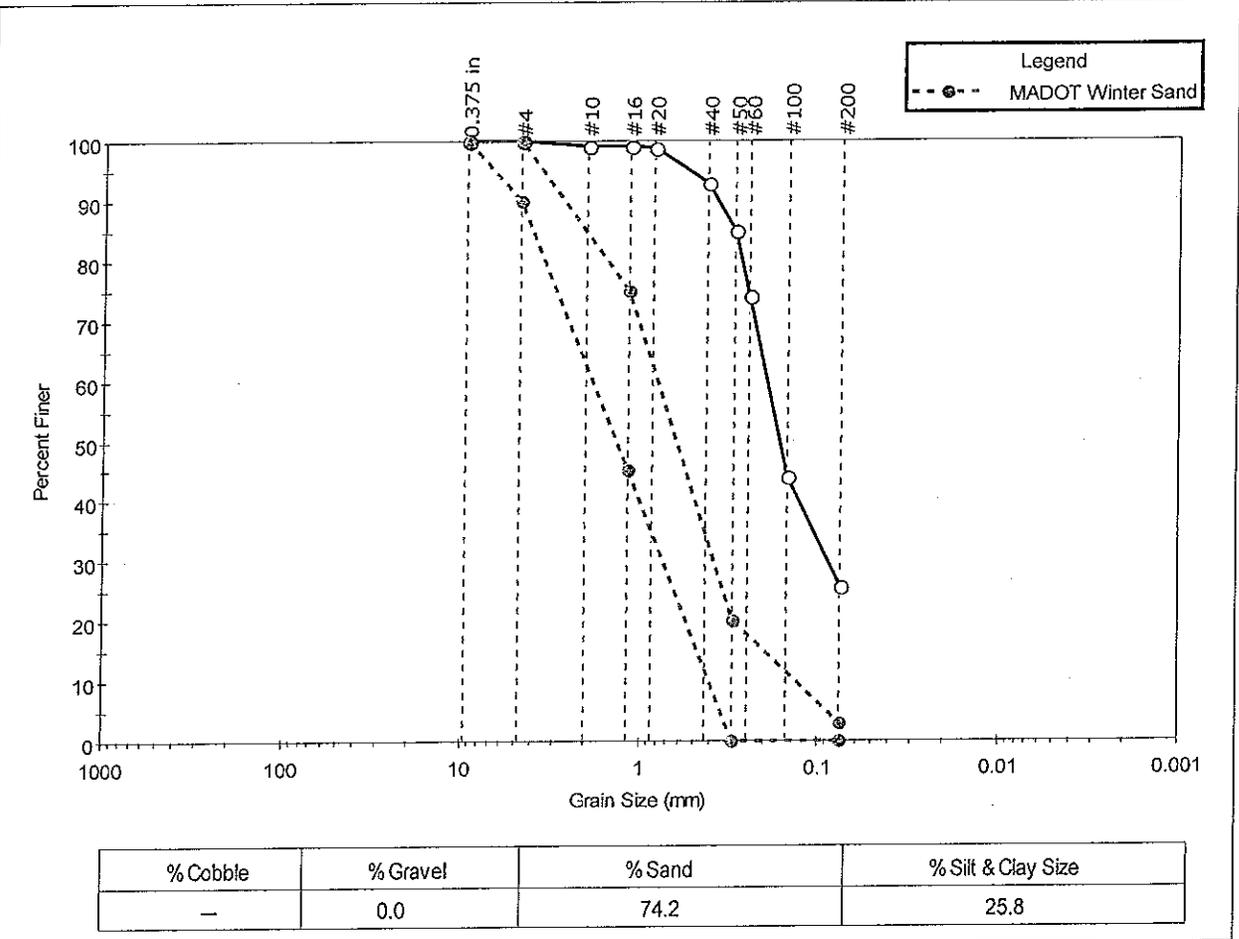
(978) 486-0334 & (508) 829-0333

www.placesassociates.com



Client: Places Associates, Inc.	Project No: GTX-303406
Project: Town of Hubbardston Pit	
Location: Hubbardston, MA	
Boring ID: ---	Sample Type: bag
Sample ID: TH-1-A	Test Date: 07/09/15
Depth: ---	Test Id: 338247
Test Comment: ---	Tested By: jbr
Sample Description: Moist, yellow silty sand	Checked By: jdt
Sample Comment: ---	

Particle Size Analysis - ASTM D422



Sieve Name	Sieve Size, mm	Percent Finer	Spec. Percent MADOT Winter Sand	Complies
0.375 in	9.50	100	100 - 100	YES
#4	4.75	100	90 - 100	YES
#10	2.00	99		
#16	1.18	99	45 - 75	NO
#20	0.85	99		
#40	0.42	93		
#50	0.30	85	0 - 20	NO
#60	0.25	74		
#100	0.15	44		
#200	0.075	26	0 - 3	NO

Coefficients	
D ₈₅ = 0.3000 mm	D ₃₀ = 0.0880 mm
D ₆₀ = 0.1970 mm	D ₁₅ = N/A
D ₅₀ = 0.1661 mm	D ₁₀ = N/A
C _u = N/A	C _c = N/A

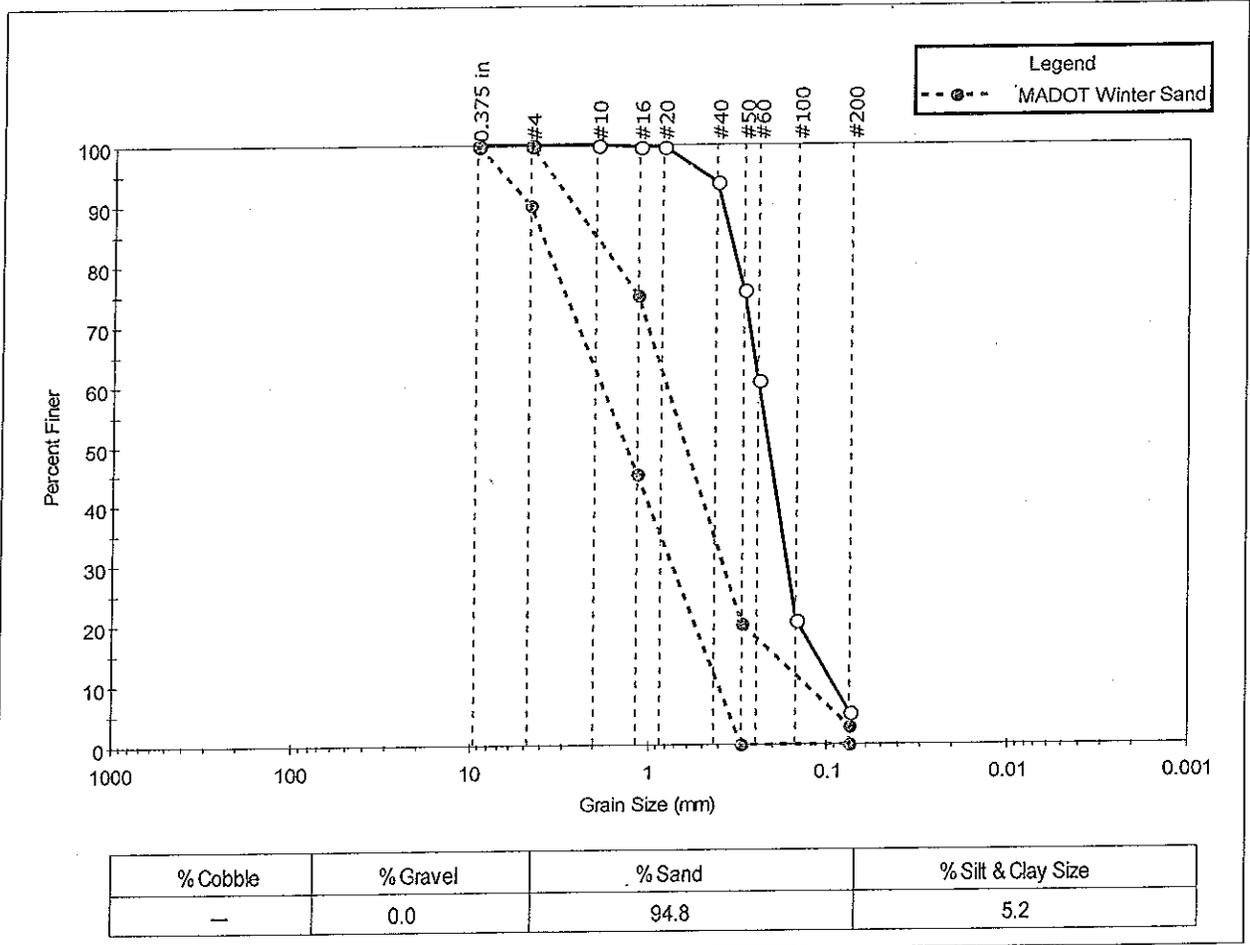
Classification	
ASTM	N/A
AASHTO	Silty Gravel and Sand (A-2-4 (0))

Sample/Test Description	
Sand/Gravel Particle Shape	: ---
Sand/Gravel Hardness	: ---



Client: Places Associates, Inc.	Project No: GTX-303406
Project: Town of Hubbardston Pit	
Location: Hubbardston, MA	
Boring ID: ---	Sample Type: bag
Sample ID: TH-2-A	Test Date: 07/09/15
Depth: ---	Test Id: 338248
Test Comment: ---	Tested By: jbr
Sample Description: Moist, pale yellow sand with silt	Checked By: jdt
Sample Comment: ---	

Particle Size Analysis - ASTM D422



Sieve Name	Sieve Size, mm	Percent Finer	Spec. Percent MADOT Winter Sand	Complies
0.375 in	9.50	100	100 - 100	YES
#4	4.75	100	90 - 100	YES
#10	2.00	100		
#16	1.18	100	45 - 75	NO
#20	0.85	100		
#40	0.42	94		
#50	0.30	76	0 - 20	NO
#60	0.25	61		
#100	0.15	21		
#200	0.075	5.2	0 - 3	NO

Coefficients	
D ₈₅ = 0.3576 mm	D ₃₀ = 0.1688 mm
D ₆₀ = 0.2479 mm	D ₁₅ = 0.1159 mm
D ₅₀ = 0.2181 mm	D ₁₀ = 0.0927 mm
C _u = 2.674	C _c = 1.240

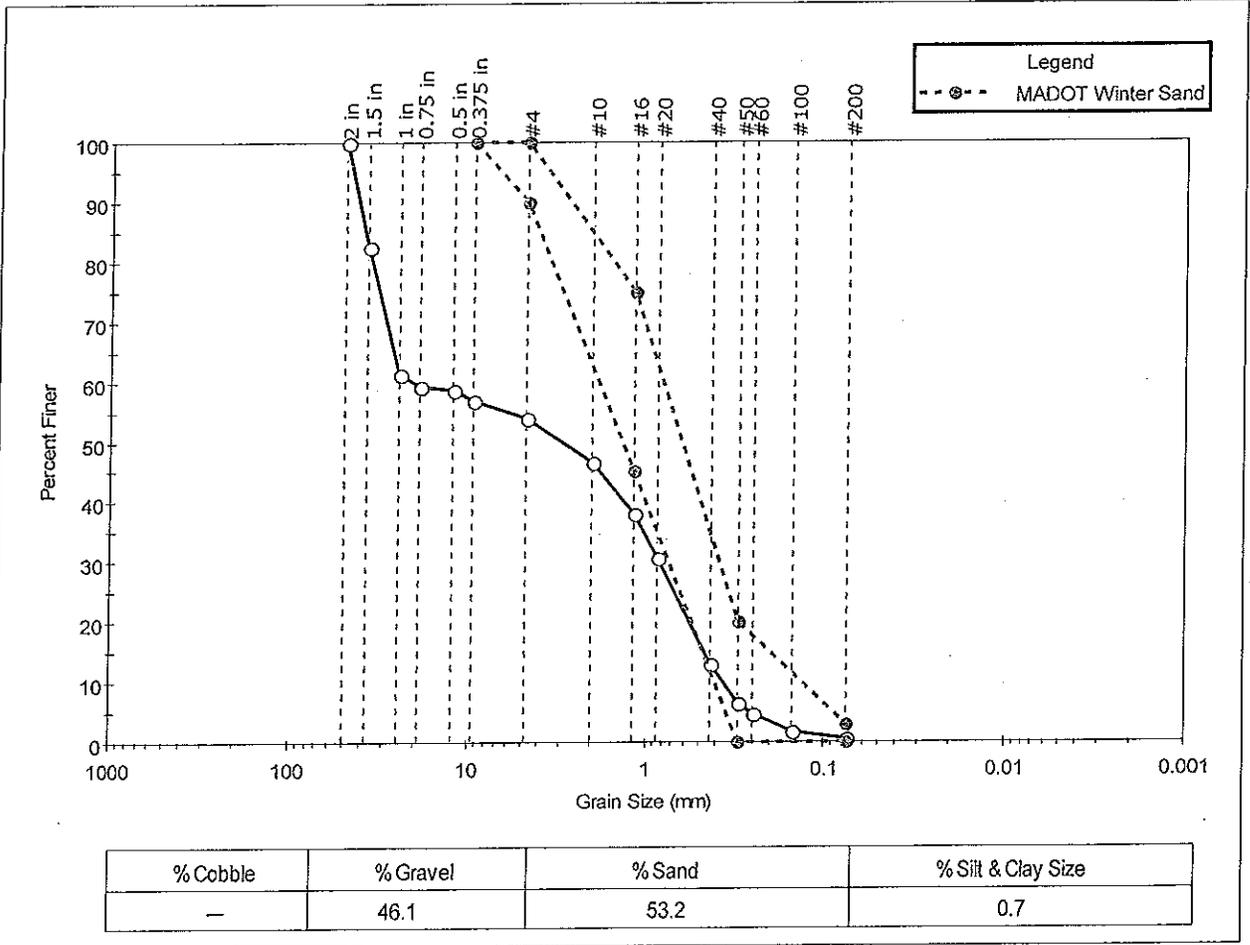
Classification	
ASTM	N/A
AASHTO	Fine Sand (A-3 (1))

Sample/Test Description
Sand/Gravel Particle Shape : ---
Sand/Gravel Hardness : ---



Client: Places Associates, Inc.	Project No: GTX-303406
Project: Town of Hubbardston Pit	
Location: Hubbardston, MA	
Boring ID: ---	Sample Type: bag
Sample ID: TH-3-A	Test Date: 07/09/15
Depth: ---	Test Id: 338249
Test Comment: ---	Tested By: jbr
Sample Description: Moist, brownish yellow sand with gravel	Checked By: jdt
Sample Comment: ---	

Particle Size Analysis - ASTM D422



Sieve Name	Sieve Size, mm	Percent Finer	Spec. Percent MADOT Winter Sand	Complies
2 in	50.00	100		
1.5 in	37.50	83		
1 in	25.00	61		
0.75 in	19.00	59		
0.5 in	12.50	59		
0.375 in	9.50	57	100 - 100	NO
#4	4.75	54	90 - 100	NO
#10	2.00	47		
#16	1.18	38	45 - 75	NO
#20	0.85	31		
#40	0.42	13		
#50	0.30	7	0 - 20	YES
#60	0.25	5		
#100	0.15	2		
#200	0.075	0.7	0 - 3	YES

Coefficients

D ₈₅ = 39.0518 mm	D ₃₀ = 0.8241 mm
D ₆₀ = 20.8237 mm	D ₁₅ = 0.4596 mm
D ₅₀ = 2.9810 mm	D ₁₀ = 0.3609 mm
C _u = 57.699	C _c = 0.090

Classification

ASTM Poorly graded sand with gravel (SP)

AASHTO Stone Fragments, Gravel and Sand (A-1-a (1))

Sample/Test Description

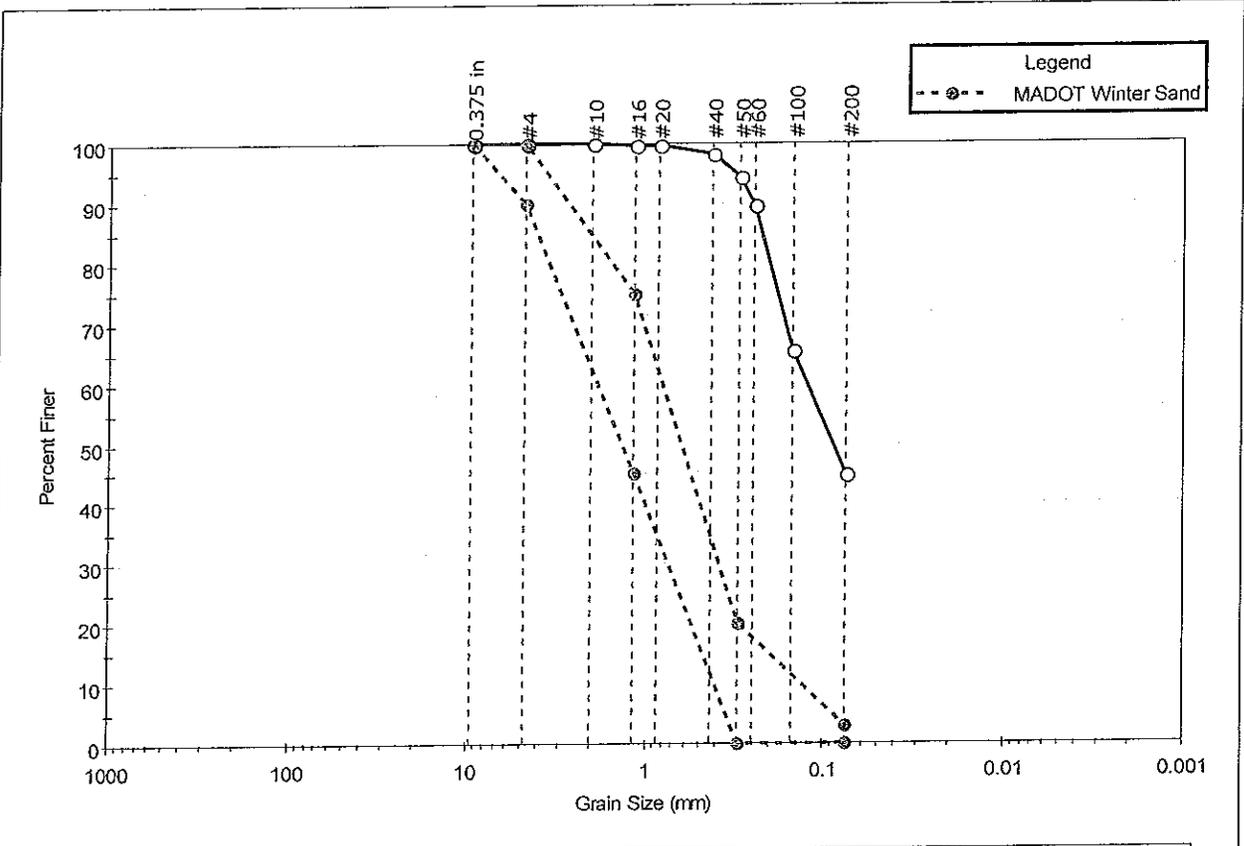
Sand/Gravel Particle Shape : **ROUNDED**

Sand/Gravel Hardness : **HARD**



Client: Places Associates, Inc.	Project No: GTX-303406
Project: Town of Hubbardston Pit	
Location: Hubbardston, MA	
Boring ID: ---	Sample Type: bag
Sample ID: TH-4-A	Test Date: 07/09/15
Depth: ---	Test Id: 338250
Test Comment: ---	Tested By: jbr
Sample Description: Moist, pale yellow silty sand	Checked By: jdt
Sample Comment: ---	

Particle Size Analysis - ASTM D422



% Cobble	% Gravel	% Sand	% Silt & Clay Size
—	0.0	55.2	44.8

Sieve Name	Sieve Size, mm	Percent Finer	Spec. Percent MADOT Winter Sand	Complies
0.375 in	9.50	100*	100 - 100	YES
#4	4.75	100	90 - 100	YES
#10	2.00	100		
#16	1.18	100	45 - 75	NO
#20	0.85	100		
#40	0.42	98		
#50	0.30	94	0 - 20	NO
#60	0.25	90		
#100	0.15	65		
#200	0.075	45	0 - 3	NO

Coefficients	
D ₈₅ = 0.2270 mm	D ₃₀ = N/A
D ₆₀ = 0.1252 mm	D ₁₅ = N/A
D ₅₀ = 0.0893 mm	D ₁₀ = N/A
C _u = N/A	C _c = N/A

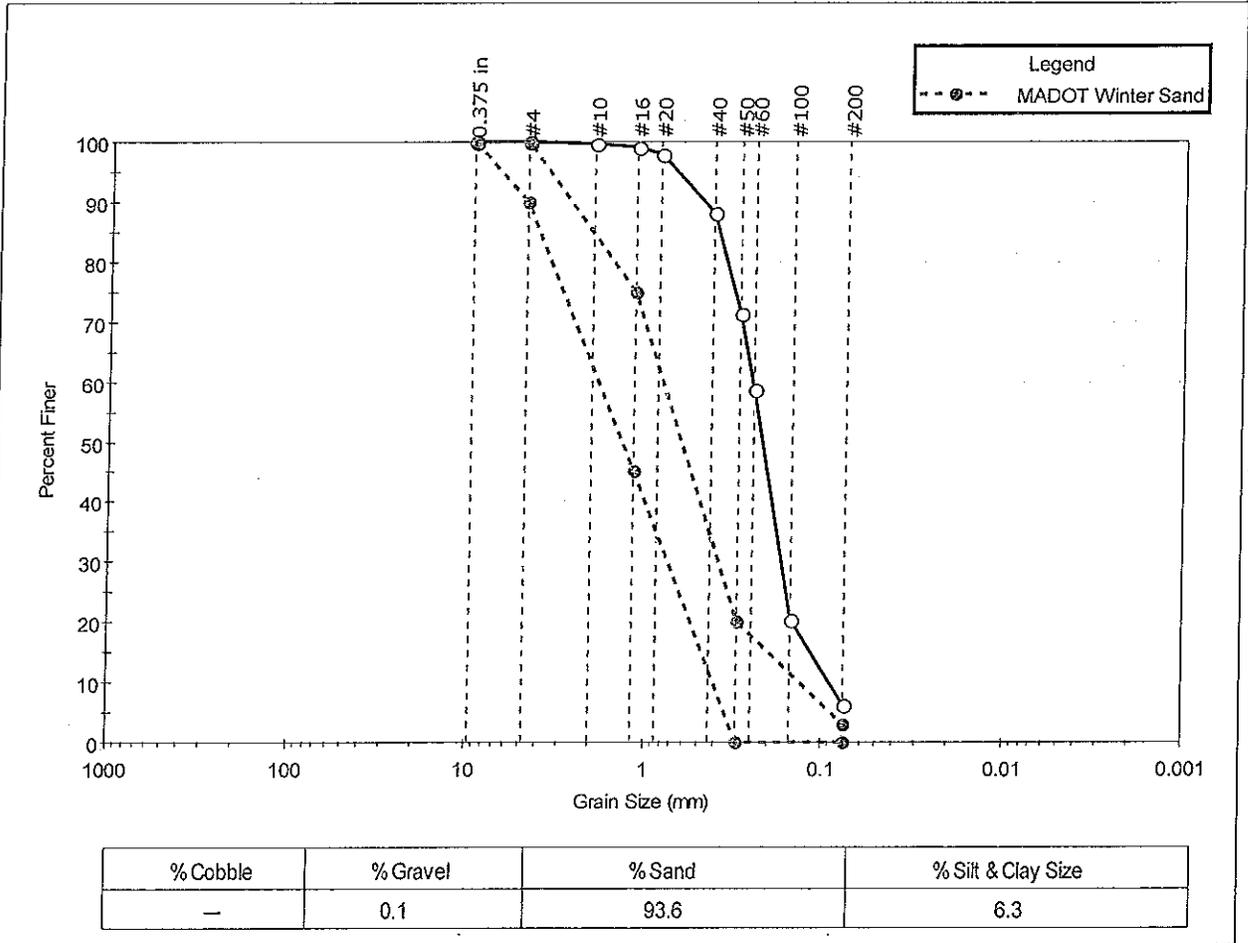
Classification	
ASTM	N/A
AASHTO	Silty Soils (A-4 (0))

Sample/Test Description
Sand/Gravel Particle Shape : ---
Sand/Gravel Hardness : ---



Client: Places Associates, Inc.	Project No: GTX-303406	
Project: Town of Hubbardston Pit		
Location: Hubbardston, MA		
Boring ID: ---	Sample Type: bag	Tested By: jbr
Sample ID: TH-5	Test Date: 07/09/15	Checked By: jdt
Depth: ---	Test Id: 338251	
Test Comment: ---		
Sample Description: Moist, brownish yellow sand with silt		
Sample Comment: ---		

Particle Size Analysis - ASTM D422



Sieve Name	Sieve Size, mm	Percent Finer	Spec. Percent MADOT Winter Sand	Complies
0.375 in	9.50	100	100 - 100	YES
#4	4.75	100	90 - 100	YES
#10	2.00	100		
#16	1.18	99	45 - 75	NO
#20	0.85	98		
#40	0.42	88		
#50	0.30	71	0 - 20	NO
#60	0.25	59		
#100	0.15	20		
#200	0.075	6.3	0 - 3	NO

Coefficients	
D ₈₅ = 0.3981 mm	D ₃₀ = 0.1704 mm
D ₆₀ = 0.2542 mm	D ₁₅ = 0.1151 mm
D ₅₀ = 0.2223 mm	D ₁₀ = 0.0900 mm
C _u = 2.824	C _c = 1.269

Classification	
ASTM	N/A
AASHTO	Fine Sand (A-3 (1))

Sample/Test Description

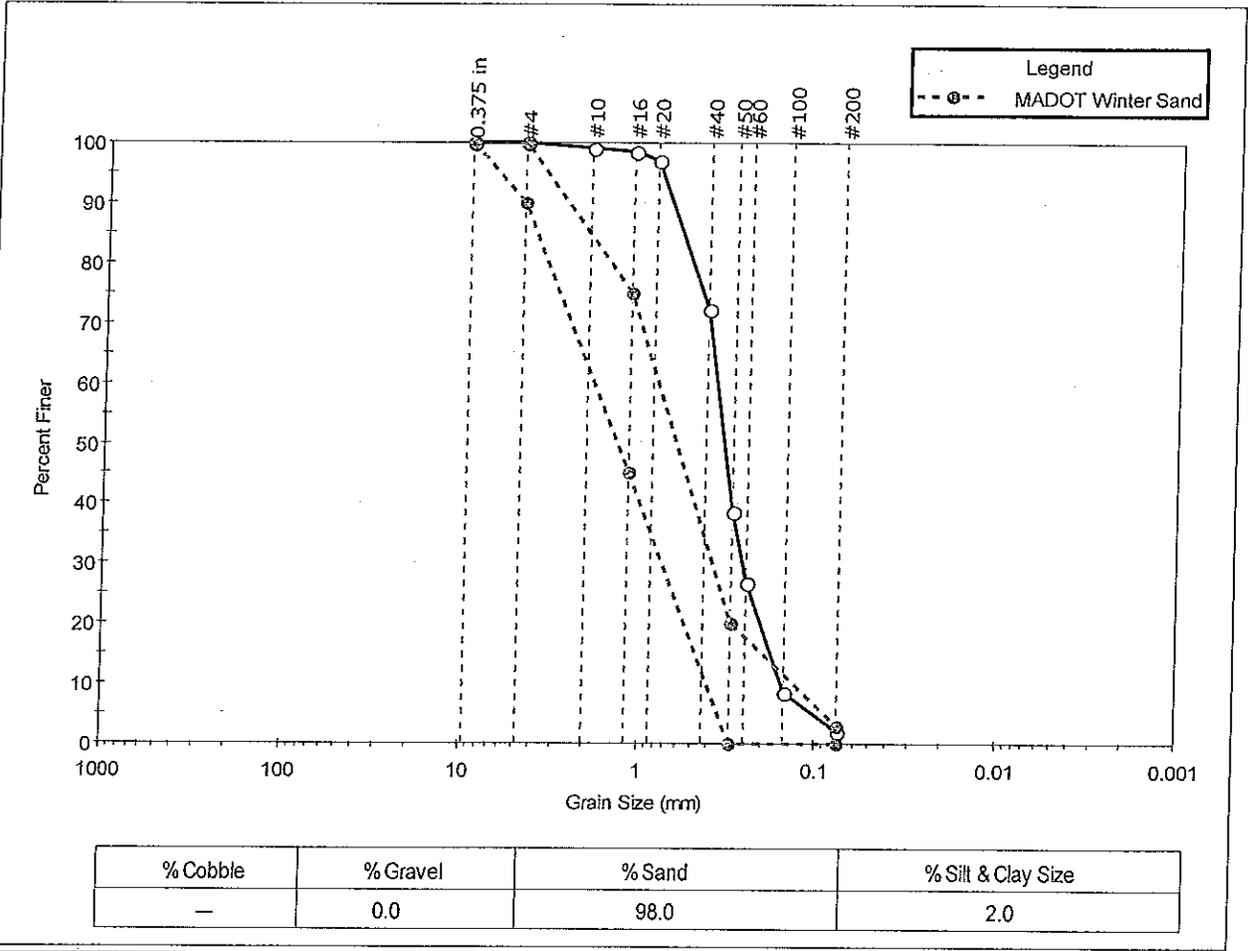
Sand/Gravel Particle Shape : ---

Sand/Gravel Hardness : ---



Client: Places Associates, Inc.	Project No: GTX-303406	
Project: Town of Hubbardston Pit	Location: Hubbardston, MA	
Boring ID: ---	Sample Type: bag	Tested By: jbr
Sample ID: TH-6	Test Date: 07/09/15	Checked By: jdt
Depth: ---	Test Id: 338252	
Test Comment: ---		
Sample Description: Moist, yellow sand		
Sample Comment: ---		

Particle Size Analysis - ASTM D422



Sieve Name	Sieve Size, mm	Percent Finer	Spec. Percent MADOT Winter Sand	Complies
0.375 in	9.50	100	100 - 100	YES
#4	4.75	100	90 - 100	YES
#10	2.00	99		
#16	1.18	98	45 - 75	NO
#20	0.85	97		
#40	0.42	72		
#50	0.30	39	0 - 20	NO
#60	0.25	27		
#100	0.15	9		
#200	0.075	2.0	0 - 3	YES

Coefficients	
D ₈₅ = 0.6072 mm	D ₃₀ = 0.2630 mm
D ₆₀ = 0.3747 mm	D ₁₅ = 0.1793 mm
D ₅₀ = 0.3378 mm	D ₁₀ = 0.1556 mm
C _u = 2.408	C _c = 1.186

Classification	
ASTM	Poorly graded sand (SP)
AASHTO	Fine Sand (A-3 (1))

Sample/Test Description	
Sand/Gravel Particle Shape :	---
Sand/Gravel Hardness :	---



TOWN GRAVEL PIT

LOCATION: FIDBURYVILLE ROAD
TOWN: HUBBARDSTON, MA
PREPARED FOR:

**TOWN OF
HUBBARDSTON**

SCALE: 1"=200' DATE: JUNE 18, 2013

PLACES ASSOCIATES, INC.
Professional Land Surveyors
Civil Engineers & Planners
255 GREAT ROAD, SUITE 100
LITTLETON, MA 01460
978.486.0444 Fax
placesassociatesinc.com
PROJECT No.: PL-5179 PLAN No.: 3124-01A/E



COMMONWEALTH OF MASSACHUSETTS
TOWN OF HUBBARDSTON

SPECIAL TOWN MEETING

August 10, 2015 • 7:00 p.m.

CENTER SCHOOL

Worcester, ss.

To either of the Constables of the Town of Hubbardston in the County of Worcester:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Hubbardston, qualified to vote in elections and Town affairs, to meet at the Center School in said Hubbardston on Monday, August 10, 2015, at 7:00 o'clock in the evening, then and there to act on the following articles:

ARTICLE 1. To see if the Town will vote to raise and appropriate the sum of \$2,273,250.00 (Two Million, Two Hundred and Seventy Three Thousand, Two Hundred and Fifty and 00/100 Dollars) by taxation, by transfer from available funds, by borrowing or any combination thereof, to construct a new Senior Center facility, including all costs incidental and related thereto, and to purchase any related equipment; and that to meet said appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow the full amount of such appropriation under General Laws Chapter 44 or any other general or special law or other enabling authority, and to issue bonds or notes of the Town therefor; provided, however, that the vote taken hereunder shall be expressly contingent upon approval by the voters of a ballot question to exclude the amounts required to pay for the bond or notes issued for such projects from the provisions of Proposition 2 ½, so called; or take any other action relative thereto.

(Submitted by Board of Selectmen)

Required Vote: 2/3rds vote

Note: Article 1 is asking voters to approve a debt exclusion which is a "temporary" Prop 2 ½ over-ride. This Prop 2 ½ over-ride would end when the bond is paid off (at the end of the term of the borrowing.) A debt exclusion requires this article to be approved and the successful passage of the ballot question at the special election to be held on within 90 days of the date of this special town meeting.

ARTICLE 2. To see if the Town will vote to raise and appropriate the sum of \$50,000.00 (Fifty Thousand and 00/100 Dollars) by taxation or by transfer from available funds, to pay for architectural design services to develop conceptual plans and related documents for the proposed Public Safety Building, including all costs incidental and related thereto; or take any other action relative thereto.

(Submitted by the Board of Selectmen)

You are hereby directed to serve this warrant by posting attested copies thereof at the Place of Meeting, Hubbardston Center School, "Mr. Mike's" convenience store, the Town Office, and the Post Office fourteen days, at least, before the day of said meeting. Hereof, fail not, and make due return of this warrant with your doings thereon to the Town Clerk at the time and place of meeting as aforementioned.

Given under our hands this ____th day of July 2015:

BOARD OF SELECTMEN of HUBBARDSTON

A true copy, Attest:

Daniel Galante

Joyce E. Green, Town Clerk

Raeanne Siegel

Date of Posting: _____

Michael Stauder

Method: _____

Jeffrey Williams

Patrick Girouard

By: _____, Constable

2015 Special Town Election Ballot Questions

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 construct a new Senior Center facility, and to purchase any related equipment, including all costs incidental and related thereto?

YES

NO

Pursuant to Massachusetts law known as Proposition 2 ½, the Town is limited in the amount of money it may assess through the property tax. The law provides further, however, the voters may vote to authorize a temporary increase in the amount of money the Town can raise through taxation in order to pay for principal and interest on debt authorized by Town Meeting. Approval of this question, therefore is the first step in allowing the Town to raise, outside of the limits of Proposition 2 ½, the funds needed to pay for principal and interest on a borrowing for the construction of a new Senior Center facility. Such authority will be in place only until the debt is paid off. The question of whether to authorize the borrowing for the order to construct a new Senior Center facility, however, will be considered by the voters at the August 10, 2015 Special Town Meeting.

A **YES VOTE** will allow the Town to raise by taxation, outside the limits of Proposition 2 ½, the amounts required to pay principal and interest on a borrowing in order to construct a new Senior Center facility, and any related equipment for the limited time the loan is outstanding; provided, however, that in order for the Town to undertake the project, the August 10, 2015 Special Town Meeting would need to appropriate the necessary funds and approve the borrowing.

A **NO VOTE** would require the Town to fund amounts required to pay principal and interest on any borrowing in order to construct a new Senior Center facility; provided, however, that in order for the Town to borrow for such purposes, Town Meeting would need to appropriate the funds and authorize the borrowing. This would be an additional tax burden to the Town's taxpayers above what is allowed under the limits of Proposition 2 ½.

To: Hubbardston Board of Selectmen
From: Anita Scheipers, Town Administrator
Date: July 13, 2015
Re: Bi-weekly Town Administrator Report

1. Country Hen Expansion – Citizen Concerns: We have received an email from residents on Williamsville Road expressing strong concern about the proposed Country Hen expansion. The agricultural business is seeking conservation and other approvals to enlarge their operations. The citizen concerns relate to the potential of reduced property values for their property, and increased noise and odor associated with the expansion planned for the rear of their property. While the proposed expansion will not require any action by the Selectmen, the concerned residents are asking the Board to give this due consideration, and request an opportunity to meet to discuss all concerns. **Would the Board wish to schedule this for a future meeting, or would you prefer to request information from the involved boards and committees to determine if there is any relevant opportunity for Selectmen input on their decision making processes?**

2. Reduced Code Red (Emergency 911 system) Costs: Thanks to the efforts of the Rutland Regional Emergency Communications Center, the Center was able to negotiate a group package rate for the Code Red which will effect a substantial savings for the Town of Hubbardston. We are currently paying \$4,560 per year and any savings will greatly help the FY16 and future year budgets.

3. MIIA Loss Control Grant: Police Chief Dennis Perron had applied for a \$5000 grant from MIIA to cover the cost of replacing the CC video security system at the police station which has malfunctioned and is not repairable. We received news from Bob Marinelli that the grant application has been approved, and the Chief has received approval from MIIA to get the new system installed ASAP.

4. Start of Outsourced Accounting Services: Thanks to the efforts of our new accounting contractor and his staff, we achieved a completely smooth transition from having in-house accounting staff to using the outsourced accounting services. All technology changes that were needed have taken place, and departments are already having effective daily contact with the new accounting representatives to handle all end-of-fiscal-year closeouts, as well as the processing of our first FY16 payroll and payables warrant. A copy of the welcome letter from the firm is attached for your review.

~~**5. Seaboard Solar:** It appears that Seaboard Solar is very close to resolving all non-compliance issues, and will soon be receiving a letter of compliance from the Planning Board. As such, I have started working with the Assessor's office to develop a proposal for the tax agreement that Seaboard has requested we negotiate with them. You may recall a previous town meeting had authorized the Board to negotiate such an agreement with them, and the Board had previously voted to delay such negotiations until they were in full compliance. I anticipate that I will be asking the board to consider details on the new tax agreement at our July 27th meeting.~~

6. FY16 State Budget: We have received notice that the Joint Budget Conference Committee approved an FY16 budget that increases undesignated local aid by \$34M statewide. The budget also fully funds the special ed. Circuit breaker bill, and increases the regional school transportation funding, both of which should greatly aid the QRSD in meeting their FY16 budget needs.

—◀▶—
ERIC A. KINSHERF,

116 State Road #8
Post Office Box 791
Sagamore Beach, MA 02562
Phone (508) 833-8508
Fax (877) 262-0416

Welcome Town of Hubbardston!

Dear Departments, Committees, and Officials:

Effective on July 1, 2015 for fiscal year 2016 the Town of Hubbardston will be actively participating in our regional accounting program. We anticipate very little, if any, disruption in your normal day to day operations. The only visible change evident immediately will be the change in on site accounting office hours. The office hours and staffing will be as follows:

Accounting Clerk Hours

Monday & Tuesday 8:30 AM – 2:30 PM

Accountant Hours

(starting July 9, 2015)

Every other Thursday 9:00 AM – 5:00 PM

In addition to the schedule outlined above an offsite Accountant will be available and have remote access to Softright to assist you between the hours of 9:00 AM and 4:00 PM Monday thru Friday. All emails and phone calls will be responded to within the same business day. The current accounting email tacct@hubbardstonma.us will continue to be the only email for this office. All auto forwards have been set and the only difference you may notice is that responses to your emails may be from our Kinsherf email.

The following is a list of the Kinsherf staff that will be assisting you:

Contact List for Regional Accounting Services

Eric A. Kinsherf, CPA- Owner (508) 362-0582

—◆◆—
ERIC A. KINSHERF,

116 State Road #8
Post Office Box 791
Sagamore Beach, MA 02562
Phone (508) 833-8508
Fax (877) 262-0416

Amy DeLaRoche- Regional Director (978) 257-1770

Carol McCoy, CPA- Manager of Client Services (774) 836-2105

Richard Buffington- Financial Analyst (508) 833-8508

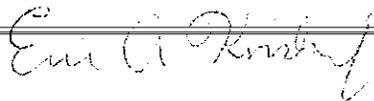
Amanda Kinsharf- Administrative Assistant (508) 833-8508

Moving forward some housekeeping items that will alter warrant processing are as follows:

- Please do not use staples when compiling your vouchers we will be scanning all warrants to our Regional site set up specifically for Hubbardston.*
- If you require copies of your invoices to be mailed with your check then please make copies and submit them with your voucher.*

During this transition we appreciate your courtesy and patience and with your continued cooperation we are confident that this will be a successful first year. Please do not hesitate to share any questions or concerns with our staff.

Best Regards,



Eric A. Kinsharf, CPA