

**BOARD OF SELECTMEN**  
**Special Meeting/Workshop**  
**MINUTES**  
**November 2<sup>nd</sup>, 2015**  
**Senior Center**

**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:**

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

**Open Session:**

**Town Clerk – Increase in License Fees**

A memorandum from Joyce Green, the Town Clerk, was presented with a proposal for the online fees for dog licenses and vital records to be increased by one dollar to offset the cost of postage and supplies used to mail requested documents.

**Motion: M. Stauder**

**2<sup>nd</sup>: J. Williams**

**To approve a one dollar increase to the on-line license fees of the Town Clerks office**

**Vote: All in Favor**

**Brown Gravel Pit Proposal**

Norman Brown and his consultants were in attendance to present a proposal for using the Pitcherville Sand and Gravel pit for soil reclamation. Ms. Scheipers explained that the concept of the proposal is that there are site developers and contractors in the Boston area looking for safe and appropriate places to replace gravels that are taken out of construction sites. If this proposal moves ahead it would be completed with the approval of DEP through an administrative consent order (which would be between Mr. Brown and DEP). The town's involvement in this is that DEP will not approve this unless the Board of Selectmen is in approval of the concept of this project. The process does allow for the town to set up side agreements (so to speak) with Mr. Brown in terms of the funding that may come to the town to assist with impacts, mitigation type funds, tipping fees. If the board approves of this, in concept, then additional conversations would need to be established with Mr. Brown and his team in terms of what that might look like if we move ahead.

Mr. Brown introduced his consultants and gave a brief summary of their professional background and presented an overview of the gravel pit. He reviewed the gravel pit location, work that has been previously completed and the current condition of the gravel pit. Mr. Brown indicated that the proposal is preliminary but wanted the opportunity to present it to the town because of the shared revenue potential. Mr. Brown, Ms. Scheipers and Mr. Galante, addressed questions and concerns regarding the process, type of contaminates impact on the community, revenue and long term affect. As the project is at a preliminary stage the board agreed that it should be an ongoing discussion and several board members opted to further investigate and research the project as part of the process.

**Motion: J. Williams**

**2<sup>nd</sup>: M. Stauder**

**Move to continue further discussion with Norman Brown and consultants regarding the Brown Gravel Pit Proposal**

**Vote: All in Favor**

**Fire Department**

Chief Hayes presented the board with the opportunity of obtaining a military-surplus multi-purpose vehicle (i.e.: personal carrier, tow truck) at no charge (excluding the cost associated with retrieving it).

**Motion: M. Stauder**

**2<sup>nd</sup>: P. Girouard**

**Motion to approve the military surplus truck purchase**

**Vote: All in Favor**

**Economic Development Discussion**

Glenn Eaton, Director of the Montachusett Regional Planning Commission, MRPC was in attendance to continue the ongoing discussion regarding Economic Development for the town. Mr. Eaton stated that there were several hurdles, in Hubbardston it would be water and sewer, to overcome when planning the development of the community. Mr. Eaton indicated that the rail road ability is promising for potential industrial and or manufacturing locales. Mr. Eaton stated that it is important when establishing an economic development plan to: create and economic policy, use local resources (DLTA) and perform a market study, etc. Mr. Eaton indicated that in this type of community the town should encourage home occupations and/or services. Ms. Scheipers requested Mr. Eaton's recommendation and guidance regarding the masterplan being updated and potential grants available to establish an economic development plan for the town. Mr. Eaton said he would research the grants and contact Ms. Scheipers.

**Winter Operations**

Ms. Scheipers updated the board in regards to the recommendation made to Tim Kilhart, DPW Director from an expert of Bay State Roads. The recommendation is to give serious consideration to modification of the salt calibrations (the ratio of sand to salt) that we have been using. In the previous year the board approved the sand to salt ratio of 3 to 1, in all sections of town. The information (provided by the expert) to Mr. Kilhart basically was recommending the board give serious consideration to change to a 50/50 mix. The board agreed that this ratio should be discussed in detail. Ms. Scheipers asked that the discussion become an action item at the workshop planned at the next meeting involving the winter operations.

**FY17 Revenue Projections**

Ms. Scheipers presented a draft FY17 Revenue and Expense Projections sheet (required by the Charter) and advised the board that it is place holder numbers as it is still in process.

**Reorganization of the Treasurer/Collector Offices**

Ms. Scheipers reviewed a memo to the board that outlines her recommendation for the reorganization of the treasurer/collectors office.

**Motion: M. Stauder**

**2<sup>nd</sup>: P. Girouard**

**To approve the reorganization as presented**

**Vote: All in Favor**

**Town Administrator's Report**

**Motion: M. Stauder**

**2<sup>nd</sup>: J. Williams**

**To authorize Dan Gallant chair of the Board of Selectmen to sign the Cultural Council Grant contract on behalf of the town**

**Vote: All in Favor**

**Motion: M. Stauder**

**2<sup>nd</sup>: R. Siegel**

**To approve the 250<sup>th</sup> Anniversary Committee request to seek donations for a fundraiser**

Vote: All in Favor

Appointments

Appointments to the Building Committee of Bill Murray, representing the Capital Committee and Susan Rayne, representing the Finance Committee

Motion: M. Stauder

2<sup>nd</sup>: P. Girouard

To approve the appointments as presented

Vote: All in Favor

Appointment of Treasurer/Collector, Assistant Tax Collector, Finance Clerk, Assistant Town Clerk and approve the annual rate change for Melissa Richardson, Police Clerk

Motion: M. Stauder

2<sup>nd</sup>: P. Girouard

To waive the notification period for Margaret Greenlee

Vote: All in Favor

Motion: M. Stauder

2<sup>nd</sup>: R. Siegel

To waive the notification period for Melissa Richardson

Vote: All in Favor

Meeting Minutes Approved

Motion: M. Stauder

2<sup>nd</sup>: P. Girouard

To approve the meeting minutes of September 8<sup>th</sup>, 2015 as presented

Vote: All in Favor

Appointment

Appointment of Walter Scott to the Council on Aging and Dennis O'Donnell to Board of Registrars to replace Bill Fernekees

Motion: M. Stauder

2<sup>nd</sup>: P. Girouard

To approve the appointments as presented

Vote: All in Favor

Minora

Motion: M. Stauder

2<sup>nd</sup>: P. Girouard

To approve the purchase of a Minor (not to exceed \$500) per the Town Center Committees recommendation to coincide with the Tree Lighting Ceremony

Vote: All in Favor

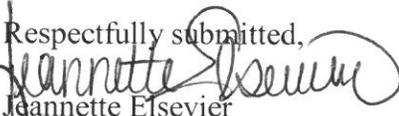
Motion: M. Stauder

2<sup>nd</sup>: P. Girouard

To adjourn the meeting at 8:26 p.m.

Vote: All in Favor

Respectfully submitted,

  
Jeannette Elsevier

Town Secretary

Approved: 02/08/2014

# Board of Selectmen

Meeting Agenda

Slade Building

November 2, 2015

6:30 PM

## Agenda Items:

1. **Open Session** (If we do not have Open Session items to discuss, other agenda items may be brought forward earlier.)
2. **Town Clerk – Increase License fees**
3. **Brown Gravel Pit Proposal – Norman Brown and Consultants**
4. **Economic Development Discussion – Glenn Eaton of MRPC**
5. **Winter Operations – Modification of Salt Calibrations**
6. **FY17 Revenue Projections**
7. **Town Administrator’s Report**
8. **Reorganization of the Treasurer/Collector Offices**
9. **A) BoS Appointments: Building Committee/Board of Registrars/COA**  
**B) Town Administrator Appointments/Personnel Actions: Treasurer/Collector; Asst. Tax Collector; Finance Clerk; Asst. Town Clerk; Police Clerk wage change;**
10. **Minutes:**
11. **Public/Press Question & Answer**
12. **Adjourn**

**Upcoming Events:            November 16<sup>th</sup> – BoS Pavement Management Workshop  
(replaces regular meeting)**

Chair: Dan Galante

Posted: October 29, 2015 @ 9:45AM

Revised: October 29, 2015 @ 10:05 AM



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

[tclerk@hubbardstonma.us](mailto:tclerk@hubbardstonma.us)

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

*MEMORANDUM*

Date: October 29, 2015  
To: Board of Selectmen  
Subject: Increasing Online Fees

I am proposing that the online fees for dog licenses and vital records be increased by \$1.00 each to offset the cost of postage and supplies used to mail the requested documents.

When residents mail in their dog license renewals, they are asked to send a self-addressed stamped envelope to facilitate mailing back their license. Of course, when they order online, they are not sending in an envelope.

Current fees FYI:

DOGS Spayed/Neutered	\$10
DOGS Intact	\$15
Vital Records	\$ 5
(Births, Deaths, Marriages)	

This minor increase should not cause a hardship and will help defray the costs incurred by this department.

Thank you for your consideration.

Joyce Green



## Effective Date

This Interim Policy is effective on August 28, 2015. This Interim Policy will remain in effect until it is specifically rescinded or superseded by MassDEP regulations governing soil fill projects promulgated pursuant to Section 277 of Chapter 165 of the Acts of 2014, M.G.L. c. 21E, Section 6, and M.G.L. c. 111, Section 150A. While such future regulations will likely differ in scope and detail from this Interim Policy, the Department anticipates that regulations and policies developed to implement the final approach will specifically accommodate projects commenced under an Administrative Consent Order issued pursuant to this Interim Policy through the incorporation of transition provisions.

## Authority

This Interim Policy is implemented pursuant to Section 277 of Chapter 165 of the Acts of 2014<sup>1</sup>, M.G.L. c. 21E, § 6<sup>2</sup> and 310 CMR 40.0000, and M.G.L. c. 111, § 150A<sup>3</sup> and 310 CMR 16.00 and 19.000.

Section 277 of Chapter 165 of the Acts of 2014 directs the Department to “*establish regulations, guidelines, standards or procedures for determining the suitability of soil used as fill material for the reclamation of quarries, sand pits and gravel pits. The regulations, standards or procedures shall ensure the reuse of soil poses no significant risk of harm to health, safety, public welfare or the environment considering the transport, filling operations and the foreseeable future use of the filled land.*”

M.G.L. c. 21E, § 6 establishes the Department’s authority to “*specify reasonable requirements, applicable to sites and vessels where releases of hazardous material or oil might occur and to activities which might cause, contribute to, or exacerbate a release of hazardous material or oil, to prevent and control, and to counter the effects of, such releases. Such requirements may be prescribed... by order under section nine<sup>4</sup> for specific sites and vessels which the department has determined to... be conducting an activity which poses a threat of release of hazardous material or oil.*”

The placement, dumping, disposing or reuse of soil containing oil and/or hazardous material (OHM) into the environment is a “release” as that term is defined in M.G.L. c. 21E § 2<sup>5</sup>. Such dumping, disposing or unapproved re-use of soil is potentially a notifiable release (310 CMR 40.0300) requiring assessment and, where indicated, remediation. Depending upon site-specific conditions and the nature of the OHM present in the soil, such releases may have significant adverse human health and environmental effects. Examples of such effects include:

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<sup>1</sup> <https://malegislature.gov/Laws/SessionLaws/Acts/2014/Chapter165>

<sup>2</sup> <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter21E/Section6>

<sup>3</sup> <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section150A>

<sup>4</sup> <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter21E/Section9>

<sup>5</sup> <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter21E/Section2>

- contamination of the underlying aquifer through leaching of the OHM;
- human exposure through direct contact with the soil or inhalation of vapors or particulates emanating from the soil;
- degradation of wildlife habitats;
- degradation of neighboring properties, wetlands, and waterways through stormwater runoff; and
- exacerbation of localized flooding.

### **Applicability**

This Interim Policy is applicable to any quarry, gravel pit, or sand pit reclamation project that receives, or plans to receive greater than 100,000 cubic yards of soil for the reclamation/filling of said quarry, gravel pit, or sand pit after August 28, 2015 including:

- Reclamation projects that will begin to receive on site more than 100,000 cubic yards of soil after August 28, 2015;
- Reclamation projects that have commenced physically receiving soil on site on an “at risk” basis prior to August 28, 2015 subject to the regulations, policies and procedures in place prior to August 28, 2015 and which will receive more than 100,000 cubic yards after October 31, 2015;

To be eligible for MassDEP approval pursuant to this Interim Policy, the soil accepted by the quarry, gravel pit or sand pit can contain no more than de minimis quantities of Solid Waste (e.g. Municipal Solid Waste and/or Construction and Demolition Waste) as defined in 310 CMR 16.00 and 310 CMR 19.000.

Soil fill projects to which this policy applies and that are not managed in compliance with this policy may be found to have caused, contributed to, or exacerbated a release of OHM and may be subject to enforcement pursuant to Section 277 of Chapter 165 of the Acts of 2014<sup>6</sup>, M.G.L. c. 21E, § 6<sup>7</sup> and 310 CMR 40.0000, and/or M.G.L. c. 111, § 150A<sup>8</sup> and 310 CMR 16.00 and 19.000.

Fill projects that accept any amount of soil (whether pursuant to this Interim Policy or otherwise) must ensure that the filling does not create new, reportable releases of oil or hazardous materials to the environment pursuant to M.G.L. c. 21E and 310 CMR 40.0000, or will not violate M.G.L. c. 111, section 150A, 310 CMR 16.00, or 310 CMR 19.000.

Nothing in this Interim Policy eliminates, supersedes or otherwise modifies any local, state or federal requirements that apply to the management of soil, including any local, state or federal permits or approvals necessary before placing the soil at the receiving location, including, but not limited to, those related to placement of fill, noise, traffic, dust control, stormwater management, wetlands, groundwater or drinking water source protection.

<sup>6</sup> <https://malegislature.gov/Budget/CurrentBudget>

<sup>7</sup> <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter21E/Section6>

<sup>8</sup> <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section150A>

## Sand and Salt Calibration Chart

**NOTE: 1 ton of salt = 1 cubic yard**

**1 ½ tons of sand = 1 cubic yard**

### **3 parts sand: 1 part salt**

- 8 cubic yards or 1 truck load of mix contains: 9 tons (6 cu. yds.) of sand or 82% of the load weight and 2 tons (2 cu. yds.) of salt or 18% of the load weight
- To put out the recommended 300 pounds of salt per lane mile we would need to spread 1,650 pounds per lane mile of 3:1 mix – this would put out 1,353 pounds of sand per lane mile

### **2 parts sand: 1 part salt**

- 8 cubic yards or 1 truck load of mix contains: 8 tons (5.34 cu. yds.) of sand or 75% of the load weight and 2.67 tons (2.67 cu. yds.) of salt or 25% of the load weight
- To put out the recommended 300 pounds of salt per lane mile we would need to spread 1,200 pounds per lane mile of 2:1 mix – this would put out 900 pounds of sand per lane mile

### **1 part sand: 1 part salt**

- 8 cubic yards or 1 truck load of mix contains: 6 tons (4 cu. yds.) of sand or 60% of the load weight and 4 tons (4 cu. yds.) of salt or 40% of the load weight
- To put out the recommended 300 pounds of salt per lane mile we would need to spread 750 pounds per lane mile of 1:1 mix – this would put out 450 pounds of sand per lane mile

### **1 part sand: 2 parts salt**

- 8 cubic yards or 1 truck load of mix contains: 4 tons (2.67 cu. yds.) of sand or 43% of the load weight and 5.34 tons (5.34 cu. yds.) of salt or 57% of the load weight

- To put out the recommended 300 pounds of salt per lane mile we would need to spread 525 pounds per lane mile of 1:2 mix – this would put out 225 pounds of sand per lane mile

**1 part sand: 3 parts salt**

- 8 cubic yards or 1 truck load of mix contains: 3 tons (2 cu. yds.) of sand or 33% of the load weight and 6 tons ( 6 cu. yds.) of salt or 67% of the load weight
- To put out the recommended 300 pounds of salt per lane mile we would need to spread 450 pounds per lane mile of 1:3 mix – this would put out 150 pounds of sand per lane mile

FY17 Revenue and Expense Projections - DRAFT

10/29/2015

Category	\$ Amount	Comments
<b>FY17 REVENUE</b>		
<b>PROPERTY TAXES</b>		
Allowed Increase under Prop 2 1/2	\$ 6,257,881	FY16 Tax Levy ( w/o NG or Prop 2 1/2 )
<b>New Solar Pilot Revenues</b>	\$ 156,447	
Add New Growth	\$ -	billed as personal property taxes per DOR
Debt Exclusion	\$ 35,000	placeholder number
Less Snow & Ice Deficit	\$ 23,660	Sch Ed Support Center
Less Reserve for Abatement	\$ (80,000)	placeholder number
<b>Net Property Tax Revenue</b>	<b>\$ 6,392,988</b>	
<b>PROJECTED LOCAL AID</b>		
Total Receipts	\$ 517,054	using FY16 numbers for now
Less offsets/Assessments	\$ (18,844)	using FY16 numbers for now
<b>Net Local Aid</b>	<b>\$ 498,210</b>	
<b>PROJECTED LOCAL RECEIPTS</b>	<b>\$ 1,098,220</b>	placeholder number
<b>Total Revenues</b>	<b>\$ 7,989,418</b>	
<b>FY17 APPROPRIATIONS</b>		
FY17 Operating Budget		
Tax Levy Subsidy of Ambulance		
<b>Total Appropriations</b>	<b>\$ -</b>	
<b>Total Expenses</b>	<b>\$ -</b>	
<b>Surplus</b>	<b>\$ 7,989,418</b>	
<b>CERTIFIED FREE CASH</b>		
General Stabilization Fund	\$ 250,000	estimated number - waiting for DOR certification
Capital Stabilization Article		
<b>Free Cash Surplus</b>	<b>\$ 250,000</b>	



*Anita M. Scheipers*  
*Town Administrator*  
*Town of Hubbardston*  
7 MAIN STREET, Unit #3  
HUBBARDSTON, MASSACHUSETTS 01452

October 27, 2015

To: Hubbardston Board of Selectmen

Re: Treasurer and Tax Collector Office Reorganization

With the resignation of our current Tax Collector, effective 11/3/2015, I am now proposing that we move to a combined Treasurer / Tax Collector position. You may recall we had previously reviewed this option last year, but had made the decision at that time that due to the lack of internal accounting software controls, and since we had not yet fully evaluated the impacts of the (alleged) fraud from the prior Tax Collector, I had made the recommendation to keep the two positions separate until such time that we felt we had the new software and fully implemented policies and procedures in place.

With the recent implementation of the Tax Collector module of SoftRight, the new fiscal policies and procedures having been in place for over 9 months, and the relocation of the Tax Collectors office, I feel confident that we can safely and effectively establish the combined Treasurer/Collector position as recommended by DOR. The resignation of the current Tax Collector makes this reorganization feasible at this time.

The new organization is proposed to be as follows:

**Treasurer/Collector: Kristen Noel**

Kristen is our current Treasurer, and was our acting Treasurer Collector for a short period after the termination of Cyndy Doane. Kristen is certified as both a Treasurer and Collector. Kristen currently works 26 hours per week, but will increase her hours to 32 hours (four 8 hour days; Monday through Thursday).

**Assistant Tax Collector: Audrey Brooks**

Audrey is our current Finance Clerk working approximately 12 hours per week. She will move from that position to this Assistant position and will be working 4 days per week (Monday through Thursday) for a total of 17.5 hours, at a slightly higher rate of pay than what she currently is earning as the clerk. Audrey has wonderful customer service skills and will be well able to handle the tax collection process.

**Finance Clerk: Mellissa Richardson**

Mellissa is our current Police Department Clerk working 19 hours per week. In addition to this work she will also work 10 hours per week as the new Finance Clerk at a lower Finance Clerk rate of pay. Mellissa

is already trained in SoftRight and other accounting procedures, and is a very efficient and effective employee.

The net results of these proposed changes are:

1. We will be able to provide a full 32 hours per week of Tax Collector coverage for the public; whereas we currently have only 27 hours of coverage.
2. There will be no increase in the number of benefit eligible positions.
3. The cost of this reorganization is less than what is currently budgeted for FY16.

I respectfully ask the Board to approve this reorganization as proposed, effective immediately.



Anita M. Scheipers

Town Administrator

Cc: Kristen Noel, Treasurer  
file

**To: Hubbardston Board of Selectmen**

**From: Anita Scheipers, Town Administrator**

**Date: November 2, 2015**

**Re: Town Administrator's Report**

1. **Healdville Road Bridge Update:** As of October 16<sup>th</sup>, the state is still preparing their plans for how to assist us in the rebuild of the bridge. The last comment from their engineer is that they are looking at a timber design, but that has not been confirmed. I spoke to the District Director and he is waiting to get more details from his staff. Once received, he will call Tim, Rep. Bertiaume and I into another meeting to review the plan and discuss action steps. I will keep the Board updated as I hear more information.
2. **Cultural Council Grant Contract:** In the signature file is the annual grant for the cultural programs for FY16. *I ask that the Board vote to authorize the Chair to sign on behalf of the Town.*
3. **Cable TV Equipment Purchases:** We have identified all of the components that need to be purchased to get the cable programming up and running. The attached list represents the new and used equipment we have authorized our technical consultant to purchase for the program. The amount of the purchases is a not to exceed \$65,000. We have \$88K currently in the account. We will be modifying the cable closet and a portion of my office to create the necessary space for the equipment setup. This modification will involve the installation of a small cooling unit specifically to cool the closet, as well as related electrical upgrades to our main panel. We expect all of this work to be done by the end of the calendar year.
4. **Ragged Hill Road Lot 33 Perc Test:** The Vincent family completed the perc test of the proposed lot. The lot did pass the perc test. The Vincent Family has formally agreed to have us proceed with filing the legislation which would authorize the Board to make the land swap. I have submitted a draft petition to Town Counsel for their review. Rep. Berthiaume will assist in filing the petition when it is ready. I will keep the Board informed of the progress on that filing.
5. **Mile Road Property Title Insurance:** We have been charged \$1,492.00 by the State for the purchase of title insurance and related land court research. We are now awaiting for the appraisal report to be reviewed by three State committees and then to have the deeds to be drawn up by the State. At this point I foresee the title exchange to occur in mid-November.
6. **250<sup>th</sup> Anniversary Committee Request:** We have a letter from the committee requesting permission to seek donations for a raffle fundraiser. If approved by the Board, I will assist the committee to prepare a request that is appropriate to the nature of the process. *Please advise if this is acceptable to the Board.*