

BOARD OF SELECTMEN
MINUTES
Special Meeting
February 8th, 2016
Slade Building

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

Members absent:

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

Others present:

Meeting was called to order at 6:30 p.m. by D. Galante. Mr. Galante announced that the meeting was the first live broadcasted Selectman's meeting on the Peg Access channel. Mr. Galante thanked the members of the Advisory Cable Committee; Tom Colyer, Al Afonso, John Nason and Lucinda Oates, the technical cable consultant Brittany Blaney and the staff for their hard work that took place over the last 16 months. As they helped make it possible to now have an active local public, educational and government cable TV program. Mr. Galante stated that there would be many opportunities to for the live or recorded broadcast of public meetings and town events moving forward and will be working with everyone to make this happen. Mr. Galante then made a formal announcement that tonight and every meeting in the future the meetings would be broadcasted live and/or digitally recorded for future broadcasts. Introductions were then made of the board members and staff present.

Open Session: A resident mentioned Pitcherville Sand and Gravel as it was listed on the meeting agenda as old business. Ms. Scheipers informed the resident that there wasn't a formal discussion scheduled but would address any questions. The resident was curious of the status of the gravel pit. Ms. Scheipers stated that the Planning Board is trying to determine if they are the appropriate permitting body for the permit that would be necessary for this project to take place. The Board of Selectmen is currently working with Town Council to make that decision as to is it the Planning Board or the Board of Selectmen providing the permit. The previous permit had been issued by the Board of Selectmen and it may take a few days to get a final answer. Ms. Scheipers said that once the permitting question is answered then she and the Board of Selectmen chairman will meet with the chairman of the Planning Board to discuss the next step (depending upon what Town Council recommends). Mr. Galante commented that there is a lot to factor as there is a great deal of history at that site. It was in operation for many years and old permits existed and were applicable when it was a gravel operation. Now things are changing and we need to ensure that we are going through the proper channels. Ms. Scheipers stated that additional information will be forthcoming and the public will be notified of future meetings.

Sign Warrant – Presidential Primary

Joyce Green, Town Clerk stated as a formality the board is required to sign 5 copies of the warrant for the Presidential Primary which needed to be posted by the following Tuesday. Ms. Green stated that Wednesday, February 10th, was the last day for voter registration for the

primary and her office would be open until 8:00 pm. A reminder was posted on Facebook and it will be re-posted just before the deadline.

FY2017 Budget Discussion

Ms. Scheipers presented an early draft of the FY2017 budget in order to provide the board with the current standing. Ms. Scheipers wanted to take the opportunity to explain why the budget was going to be slightly different this year compared to prior years. Not just to the board but also to the audience and viewers of the broadcast. Ms. Scheipers explained that she and the Treasurer met with the bonding company, Standard and Company, they now require the town to properly account for any capital related debt within the operating budget itself. The reason being is you obligate yourself for a bond, i.e.: taking out a loan, and they want assurance that the town is 100% certain it will be paying all the payments on that bond, i.e.: loan, as they consider it recurring revenue. This is money that the town guarantees it is going to have each year, versus one time money that we hope to be receiving and that would be adequate to cover the fund. Instead of taking free cash or any tax levy and put it into the capital stabilization fund and then pay for the bonded

2016 License Approval

Ms. Elsevier, Town Secretary presented the Pizza Palace's Common Victualer license for the board's signature. The license should have been included with previously signed licenses but it was overlooked. Ms. Elsevier then presented the Class I Auto Dealer license for Sterling Machine & Mold. The owners are closed for the winter and the process had to be completed via the mail.

Appointments

A joint appointment for the Cemetery Commission was postponed as members of the committee were unable to attend the meeting.

MMPO – Regional Representative

The Montachusett Metropolitan Planning Organization requested a regional representative from the board and has a set process in the selection. Ms. Scheipers reviewed the process and the board agreed to review and decide who would represent the board at the next selectmen's meeting on February 26th, 2016.

Town Center Committee

Ms. Scheipers reviewed potential changes to the Town Center Committee regarding individual's that were appointed but had not followed through with being sworn in as a member of the committee. One of the two individuals was recently sworn it which left a vacancy on the committee. Nir Cohen was interested in being appointed to the committee and as a main street resident would qualify as a member.

Motion: M. Stauder

To appoint Nir Cohen to the Town Center Committee

2nd: P. Girouard

Vote: All in Favor

Various Updates

Ms. Scheipers stated that a series of updates were to be provided:

- Town Center Committee - Mr. Galante re-capped the last committee meeting regarding a survey that was going to be sent out. The survey is for feedback from people on Main Street and the general public. Mr. Galante said that the first outreach was through the current broadcasted meeting. Later in the week a link to the google survey would appear on the electronic message board, the Town Facebook, Town

Website and sent to subscriber e-mails, Principal McComb is e-mailing it to their subscriber list, hard copies will be available in the town offices etc.

Mr. Galante also stated that the committee also voted to attend the Board of Selectmen meeting to request funding for a schematic design of Main Street. The request is part of the budget that was discussed earlier in this meeting. Mr. Galante stated that in 2014 Milone and McBroom had provided a cost estimate for a schematic design of the reconstruction of Main Street. The cost was \$15,000 and Milone and McBroom were asked if that schematic was still valid, they said it was however they would recommend requesting \$20,000 due to some engineering logistics. The Town Center Committee voted unanimously to request this amount in the budget.

- Healdville Road Bridge – Ms. Scheipers provided an update on the meeting that she and Tim Kilhart, DPW Director, at the end of January with the MassDot District 3 project managers. This was to find out the decision that was made to in regards to assisting us with rebuilding the Healdville Road Bridge. It had been over a year since they agreed to assist with the bridge but they had not been forthcoming with what assistance they would provide. Ms. Scheipers was informed that they decided to help us and would purchase and install a timber bridge to replace the bridge on Healdville Road. Components for the bridge should be delivered to the town around March 21st. The town is then responsible for the demolition of the bridge, additional guard rails, and paving over the bridge. MassDot will be sending out an engineer to oversee the demolition work when it begins. Not only will the bridge finally re-open in the spring/summer but having MassDot assist with the project has saved \$220,000 of Chapter 90 funds.
- Building Committee – Mr. Galante stated that the committee has been consistently meeting on Friday mornings and had recently agreed and voted on the size of the proposed Senior Center. Mr. Galante said that the committee scaled down the size of the Senior Center, from 6500 square feet to 5,000 square feet to 4,000 square feet, they still want to provide a functional facility. Mr. Galante stated that the committees charge is to get to 100% design and then develop a program which includes the safety regulations and other scopes of work.
- QRSD Taskforce – Ms. Scheipers provided an overview of the community compact grant that the state has developed. Ms. Scheipers stated that the Board of Selectmen had agreed to sign up to work on a five year financial forecast for the town, economic development and the development of additional regionalization opportunities. Ms. Scheipers said that the QRSD came across an issue in terms of working collaboratively amongst all five towns regarding the budget and budget projections. Hubbardston agreed to modify their compact grant application and take out the regionalization and instead put in this educational component. All four towns have agreed to it and the fifth has contacted the project manager to state they will be submitting their formal paperwork. According to Ms. Scheipers the QRSD has received verbal approval for the grant.

Town Administrator Report – See attached

Ms. Scheipers presented a draft copy of the annual report for 2015 for the board's approval

Motion: M. Stauder

2nd: J. Williams

To approve the 2015 annual report as presented

Vote: All in Favor

Mr. Stauder recommended the 2015 Annual Report be dedicated to Claudia Provencal and the Senior Building Committee

Motion: M. Stauder

2nd: P. Girouard

To dedicate the 2015 Annual Report to Claudia and the Senior Center Building Committee
Vote: All in Favor

Girl Scout Food Drive Approval

Motion: M. Stauder

2nd: R. Siegel

To approve a donation box at the Town Offices for the local Girl Scout Food Drive
Vote: All in Favor

250th Committee Raffle

Motion: M. Stauder

2nd: P. Girouard

Conditionally approve the 250th Committee fund raising effort for of a raffle
Vote: All in Favor

Meeting Minutes Approved

Motion: M. Stauder

2nd: J. Williams

To approve minutes of November 2nd, 2015
Vote: All in Favor

Motion: M. Stauder

2nd: R. Siegel

To enter into Executive Session pursuant to MGL C30A, s. 21, Exemption 2 to conduct contract negotiations with non-union personnel, and Exemption 3 to discuss strategy with respect to union collective bargaining and litigation and to adjourn not returning to open meeting.

Roll Call Vote:Mr. Galante –yes, Mr. Stauder– yes, Mr. Girourad- yes & Mr. Williams- yes

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

Respectfully submitted,


Jeannette Elsevier
Approved: May 16th, 2016

**Board of Selectmen
Slade Building
February 8, 2016
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. **FY17 Preliminary Budget Discussion**
3. **2016 License Approvals** – Sterling Machine & Mold – Class I Auto Dealer
4. **Sign Warrant – Presidential Primary**
5. **Appointments:**
 - **Cemetery Commission - Joint Appointment Mr. Weaver**
6. **MMPO – Regional Rep**
7. **Town Center Committee Changes** –new appointment – removal of members
8. **Various Road Updates**
 - **Town Center Committee**
 - **Healdville Road**
 - **Building Committee**
 - **QRSD Task Force**
9. **Town Administrator Report**
10. **Announce Town Center Survey**
11. **Girl Scout food drive – approval**
12. **Minutes – November 2nd, 2015**
13. **Old Business:**
 - a. **Pitcherville Sand and Gravel Proposal**
14. **Public/Press Question & Answer**
15. **Executive Session, pursuant to MGL C30A, Exemption 2 to discuss/conduct collective bargaining for non-union personnel, and Exemption 3 to discuss strategy with respect to union collective bargaining and for litigation.**
16. **Adjourn**

Chair: Dan Galante

Posted: February 4th, 2016 @ 3:03pm

Future Events: Feb 11 MBTA Fitchburg Line Improvements Meeting, Can-AM Machinery Fitchburg

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT
Worcester, SS.

PRESIDENTIAL PRIMARY

MARCH 1, 2016

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 said TOWN OF HUBBARDSTON who are qualified to vote in Primaries to vote at

HUBBARDSTON CENTER SCHOOL GYMNASIUM
on
TUESDAY, THE FIRST DAY OF MARCH, 2016,
from
7:00 A.M. to 8:00 P.M.

for the following purpose:

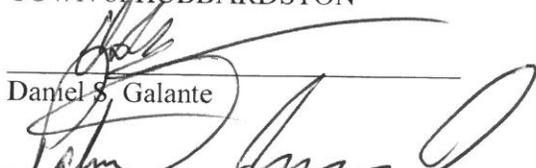
To cast their votes in the Presidential Primary for the candidates of political parties for the following offices:

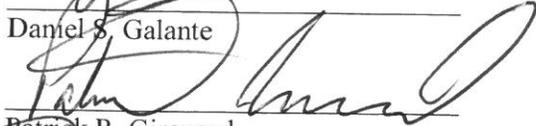
PRESIDENTIAL PREFERENCE FOR THIS COMMONWEALTH
STATE COMMITTEE MAN WORCESTER, HAMPDEN, HAMPSHIRE,
& MIDDLESEX SENATORIAL DISTRICT
STATE COMMITTEE WOMAN..... WORCESTER, HAMPDEN, HAMPSHIRE,
& MIDDLESEX SENATORIAL DISTRICT
TOWN COMMITTEES..... TOWN OF HUBBARDSTON

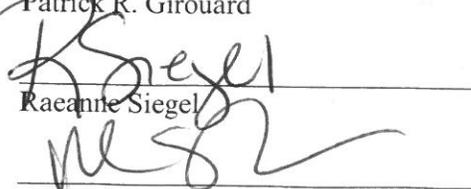
Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting. You are hereby directed to serve this warrant by posting attested copies thereof at: Hubbardston Center School, Town Office, U.S. Post Office, and Mr. Mike's Convenience Store at least seven (7) days before the time of said election.

Given under our hands this 8th day of February, 2016.

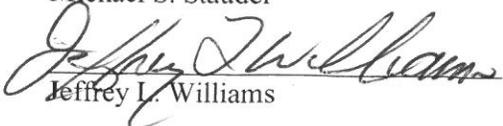
BOARD of SELECTMEN
TOWN of HUBBARDSTON


Daniel S. Galante


Patrick R. Girouard

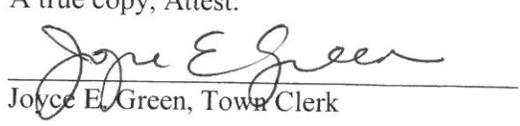

Raeanne Siegel


Michael S. Stauder


Jeffrey L. Williams

(Town Seal)

A true copy, Attest:


Joyce E. Green, Town Clerk

Date of Posting: _____

Method: By Hand

By: _____
Paul F. Sweeney, Constable

DRAFT

Category	\$ Amount	Comments
FY17 REVENUE		
PROPERTY TAXES		
Allowed Increase under Prop 2 1/2	\$ 6,267,018	FY16 Tax Levy (w/o NG or Prop 2.1/2)
Solar Pilot Revenues	\$ 156,675	
Add New Growth	\$ -	billed as personal property taxes per DOR placeholder number
Capital Exclusion (1 yr only)	\$ 35,000	
Debt Exclusion	\$ 275,000	ambulance/monitor & HCS fire panel (phase 2) 1 yr capital exclusion
Less Snow & Ice Deficit	\$ 21,978.60	Sch Ed Support Center
Less Reserve for Abatement	\$ (50,000)	placeholder number
Net Property Tax Revenue	\$ 6,705,672	
Free Cash	\$ 209,118	From the \$309,640 Certified Free Cash Balance
MCSA Transfer	\$ 130,000	
PROJECTED LOCAL AID		
Total Receipts	\$ 539,514	Gov's budget (4.3 % increase)
Less offsets/Assessments	\$ (18,844)	using FY16 numbers for now
Net Local Aid	\$ 520,670	
PROJECTED LOCAL RECEIPTS	\$ 1,098,220	placeholder number
Total Revenues	\$ 8,663,680	
FY17 APPROPRIATIONS		
Assumes Police, DPW and Fire dept reductions from FY16 funding, reductions in town officials stipends, and reduced Town Offices/Library hours. Assumes a 2% increase for QRSD and 3% for MT.		
FY17 Operating Budget	\$8,111,700.00	
General Stabilization Fund	\$ -	
Cash capital purchases	\$ 152,530.00	
Capital Exclusions	\$ 275,000.00	1 year impact on tax bill
Town Center Engineering	\$ 20,000.00	
Sr Tax Work-off	\$ 15,000.00	
Tax Levy Subsidy of Ambulance	\$89,450.00	
Total Appropriations	\$ 8,663,680	
Total Expenses	\$ 8,663,680	
Free Cash Surplus	\$ 100,522	surplus of free cash to save for future use

TOWN OF HUBBARDSTON
FY16 BUDGET

Account Number	Account Name	FY2015 Approved	FY2016 Approved	Dept Requests	FY17	2% REFERENCE		2/8/16 Version A
GENERAL GOVERNMENT					DRAFT PROPOSED			
001-122-5110-0000	Selectboard Salary	\$6,316	\$6,392	\$6,520.00	\$1,000.00	\$6,520	\$500/member	\$1,000.00
001-122-5110-0001	Town Secretary Wages	\$23,893	\$24,977	\$25,350.00	\$22,412.00	\$25,477	28 hrs/wk at FY	\$22,412.00
001-122-5700-0000	Selectboard Expense	\$10,000	\$9,000	\$9,000.00	\$8,500.00	\$9,180		\$8,500.00
001-122-5700-0001	Binding of Records	\$100	\$75	\$75.00	\$0.00	\$77		\$0.00
001-129-5110-0000	Town Administrator Salary	\$85,850	\$86,800	\$92,282.00	\$88,114.00	\$92,282	level funded at l	\$88,114.00
001-129-5110-0000	Town Administrator - Perf. Related Pay	\$1,275	\$1,314	\$0.00	\$0.00	\$0		\$0.00
001-129-5700-0000	Town Administrator Expense	\$3,000	\$2,500	\$3,000.00	\$2,000.00	\$3,000		\$2,000.00
001-161-5110-0000	Town Clerk Salary	\$35,131	\$36,264	\$36,989.00	\$35,055.00	\$36,989	29 hrs /wk at F	\$35,055.00
001-161-5190-0000	Town Clerk Certification	\$1,000	\$1,000	\$1,000.00	\$1,000.00	\$1,000		\$1,000.00
001-161-5700-0000	Town Clerk Expenses	\$3,850	\$3,625	\$3,705.00	\$3,705.00	\$3,698		\$3,705.00
001-161-5110-0001	Asst Town Clerk	\$3,015	\$2,750	\$2,806.00	\$0.00	\$2,805		\$0.00
Total Executive		\$173,430	\$174,697	\$180,727.00	\$161,786.00	\$181,026.45		-\$12,911
001-162-5700-0000	Elections & Registrations	\$8,775	\$7,495	\$10,335.00	\$10,335.00	\$7,644.90		\$10,335
001-162-5110-0000	Board of Registrars Wages	\$420	\$428	\$437.00	\$437	\$436.56		\$437.00
Total Election and Registration		\$9,195	\$7,923	\$10,772.00	\$10,772.00	\$8,081.46		\$2,849
001-135-5110-0000	Town Accountant Salary	\$37,774	\$0	\$0.00	\$0	\$0.00		\$0
001-135-5300-0004	Town Accountant Services (new)	\$0	\$35,000	\$35,000.00	\$35,000	\$35,700.00		\$35,000
001-135-5110-0001	Municipal Finance Clerk Wages	\$2,665	\$4,307	\$0.00	\$0	\$4,393.14		\$0
001-135-5420-0000	Town Accountant Expense	\$900	\$900	\$900.00	\$200	\$918.00		\$200
001-135-5300-0000	Annual Audit (FY15)	\$15,500	\$15,500	\$19,500.00	\$19,500	\$15,810.00		\$19,500
Total Accountant/Auditor		\$56,839	\$55,707	\$55,400.00	\$54,700	\$56,821.14		-\$1,007
001-141-5110-0003	Assessors' Salary	\$3,790	\$3,835	\$0.00	\$0	\$3,911.70		\$0
001-141-5110-0002	Municipal Office Clerk II	\$18,807	\$19,434	\$19,823.00	\$19,434	\$19,822.68		\$19,434
001-141-5420-0000	Assessors' Expenses	\$11,250	\$6,000	\$6,120.00	\$6,120	\$6,120.00		\$6,120
001-141-5300-0000	Assessors' Contracted Services	\$61,000	\$62,500	\$64,500.00	\$64,500	\$63,750.00		\$64,500
001-141-5400-0000	Assessors' Maps	\$0	\$0	\$0.00	\$0	\$0.00		\$0
Total Assessors		\$94,847	\$91,769	\$90,443.00	\$90,054	\$93,604.38		-\$1,715
001-145-5110-0000	Treasurer/Collector Salary	\$36,764	\$38,284	\$0				
001-145-5190-0000	Treasurer's Certification	\$1,000	\$1,000	\$0				
001-145-5110-0001	Municipal Finance Clerk Wages	\$2,666	\$2,154	\$0				
001-145-5700-0000	Treasurer's Expense	\$1,800	\$1,800	\$0				
001-145-5300-0000	Payroll Service	\$2,500	\$2,500	\$0				
001-158-5300-0000	Treasurer's Tax Title Expense	\$2,000	\$2,000	\$0				
Total Treasurer		\$46,730	\$47,738	\$0				
001-146-5110-0000	Asst. Tax Collector Wages	\$34,283	\$30,611	\$0				
001-146-5190-0000	Tax Collector Certification	\$1,000	\$0	\$0				
001-146-5700-0000	Tax Collector's Expenses	\$8,383	\$1,300	\$0				
001-146-5700-0001	Tax Collector Tax Title Expense	\$3,000	\$6,000	\$0				
001-146-5700-0002	Excise/Property Tax Bill Preparation & Mail	\$2,700	\$8,000	\$0				
Total Tax Collector		\$49,366	\$45,911	\$0				
001-147-5110-0000	Treasurer/Collector Salary	\$0	\$0	\$53,423.19	\$45,708		29 hr week	\$45,708
001-147-5190-0000	Treasurer/Collector Certification	\$0	\$0	\$1,000.00	\$1,000			\$1,000.00
001-147-5110-0001	Assist. Treasurer/Collector Wages	\$0	\$0	\$16,039.30	\$13,079.04		15 hr week	\$13,079.00
001-147-5110-0002	Treasurer/Collector Financial Clerk	\$0	\$0	\$3,660.07	\$694.40		1 hr week	\$694
001-147-5700-0000	Treasurer/Collector Expense	\$0	\$0	\$11,000.00	\$6,000		N/A combining	\$6,000
001-147-5300-0000	Treasurer/Collector Payroll Services	\$0	\$0	\$2,500.00	\$2,500			\$2,500
001-147-5700-0001	Treasurer/Collector Tax Title Expense	\$0	\$0	\$8,000.00	\$6,000			\$6,000
(NEW COMBINED) Total Treasurer/Collector		\$0	\$0	\$95,622.56	\$74,981	\$0.00		-\$18,668
001-151-5300-0000	Legal Services	\$45,000	\$40,000	\$35,000.00	\$35,000	\$40,800.00		\$35,000.00
Total Legal Services		\$45,000	\$40,000	\$35,000.00	\$35,000	\$40,800.00		-\$5,000
001-171-5110-0001	Conservation Comm. Salaries	\$984	\$996	\$996.00	\$500	\$1,015.72	\$100 each	\$500
001-171-5700-0000	Conservation Comm. Expenses	\$1,193	\$1,207	\$1,234.00	\$1,234	\$1,231.14		\$1,234
Total Conservation Commisson		\$2,177	\$2,203	\$2,230.00	\$1,734	\$2,246.86		-\$469
001-122-5210-0000	Town Office Utilities, Maintenance & Repairs	\$32,000	\$37,500	\$30,000.00	\$30,000	\$38,250.00	level funded	\$30,000
001-122-5210-0001	Town Building Repair and Maintenance (NEW)			\$7,500.00	\$7,500			\$7,500
001-122-5230-0000	Town Office Phone	\$7,000	\$7,250	\$7,395.00	\$7,395	\$7,395.00		\$7,395
001-122-5240-0000	IT (Computer) Maintenance	\$57,300	\$62,700	\$75,000.00	\$65,000	\$63,954.00		\$65,000
001-122-5400-0000	Copier Expense	\$5,000	\$5,000	\$5,000.00	\$4,500	\$5,100.00		\$4,500
Total Operations Support		\$101,300	\$112,450	\$124,895.00	\$114,395	\$114,699.00		\$1,945
001-176-5110-0000	Board of Appeals Clerk Wages	\$513	\$519	\$529.00	\$519	\$529.38		\$519
001-176-5700-0000	Board of Appeals Expense	\$675	\$675	\$675.00	\$675	\$688.50		\$675
001-195-5700-0000	Town Report	\$1,000	\$1,000	\$600.00	\$500	\$1,020.00		\$500
001-114-5110-0000	Moderator	\$334	\$338	\$345	\$200	\$200.00	\$100/mtg	\$200
001-131-5420-0000	Finance Committee Expenses	\$250	\$225	\$200.00	\$200	\$229.50		\$200
001-132-5700-0000	Finance Committee Reserve Fund	\$30,000	\$35,000	\$30,000.00	\$35,000	\$35,700.00		\$35,000
Total Other		\$32,772	\$37,757	\$32,349.00	\$37,094	\$38,367.38		-\$663
TOTAL GENERAL GOVERNMENT		\$611,656	\$616,154.60	\$627,438.58	\$580,516.44			

DRAFT

TOWN OF HUBBARDSTON
FY16 BUDGET

Account Number	Account Name	FY2015 Approved	FY2016 Approved	Dept Requests	FY17	2% REFERENCE	2/8/16 Version A
PUBLIC SAFETY							
001-210-5110-0000	Police Chief Salary	\$91,800	\$90,989	\$92,715.96	\$92,715.96	\$92,808.51	\$92,715.96
001-210-5110-0002	Police Wages	\$428,185	\$399,697	\$425,746.50	\$394,368.85	\$407,690.94	reduce by one c \$380,326.50
001-210-5110-0003	Police Training Wages	\$13,799	\$13,799	\$12,054.85	\$12,054.85	\$14,074.98	\$12,054.85
001-210-5110-0001	Police Department Clerk	\$14,939	\$16,504	\$15,284.36	\$15,284.36	\$16,833.62	\$15,284.36
001-210-5700-0000	Police Dept. Maintenance	\$11,290	\$11,790	\$12,490.00	\$11,990.00	\$12,025.80	\$12,490.00
001-210-5240-0000	Police Dept. Vehicle Maintenance	\$9,100	\$9,100	\$7,290.00	\$7,290.00	\$9,282.00	\$7,290.00
001-210-5850-0000	Police Dept. Equipment & Outlay	\$14,075	\$24,075	\$14,225.00	\$13,725.00	\$24,556.50	\$13,125.00
001-210-5340-0000	Code Red	\$4,554	\$4,560	\$4,561.00	\$0.00	\$4,651.20	paid through RF \$0.00
	Total Police Department	\$587,742	\$570,513	\$584,367.67	\$547,429.02	\$581,923.56	-\$23,084
001-220-5110-0000	Fire Chief Salary (Inc Hol)	\$36,007	\$37,229	\$37,974.00	\$37,229.00	\$37,973.58	\$37,229
001-220-5110-0001	Fire Department FT Wages	\$88,051	\$94,308	\$95,308.00	\$95,308.00	\$96,194.16	\$95,308.00
001-220-5190-0000	Fire Department Other Wages	\$43,952	\$44,479	\$44,363.00	\$22,500.00	\$45,369.01	\$22,500.00
001-220-5430-0000	Fire Department Maintenance	\$13,600	\$14,600	\$13,600.00	\$13,600.00	\$14,892.00	\$13,600.00
001-220-5240-0000	Fire Department Vehicle Maint.	\$18,500	\$18,500	\$19,700.00	\$19,700.00	\$18,870.00	\$19,700.00
001-220-5500-0000	Fire Department Equipment & Outlay	\$27,750	\$27,750	\$27,750.00	\$13,875.00	\$28,305.00	\$13,875.00
001-220-5700-0000	Misc. Expense	\$4,900	\$3,900	\$3,900.00	\$3,900.00	\$3,978.00	\$3,900.00
	Total Fire Department	\$232,760	\$240,766	\$242,595.00	\$206,112.00	\$245,581.75	-\$34,654
001-299-5110-0000	Rutland Regional Dispatch Fee	\$98,189	\$106,495	\$123,373.00	\$122,000.00	\$123,373.00	\$122,000.00
001-299-5700-0000	Dispatch Maintenance & Equip.	\$5,961	\$8,541	\$8,475.93	\$5,000.00	\$8,711.82	\$5,000.00
	Total Dispatch Department	\$104,150	\$115,036	\$131,848.93	\$127,000.00	\$132,084.82	\$11,964
001-192-5110-0000	Building Commissioner Salary	\$26,619	\$27,734	\$28,289.00	\$27,734.00	\$28,288.68	\$27,734.00
001-192-5700-0000	Building Department Expense	\$2,351	\$2,398	\$2,898.00	\$2,898.00	\$2,445.96	includes extra \$# \$2,898.00
001-519-5110-0000	Animal Inspector Salary	\$820	\$830	\$847.00	\$830.00	\$846.60	\$830.00
001-519-5700-0000	Animal Inspector Expense	\$300	\$650	\$663.00	\$663.00	\$663.00	\$663.00
	Total Building Inspection	\$30,090	\$31,612	\$32,697.00	\$32,125.00	\$32,244.24	\$513
001-175-5700-0000	Planning Board Expenses	\$909	\$1,000	\$1,020.00	\$1,500	\$1,020.00	\$1,500
001-175-5700-0001	Montachusett Reg. Planning District	\$1,375	\$1,520	\$1,550.00	\$1,424	\$1,423.54	final \$1,424
	Total Planning Board	\$2,284	\$2,520	\$2,570.00	\$2,924	\$2,443.54	\$404
001-510-5110-0000	Inspectional Services Asst. (BOH, Conservat	\$11,328	\$11,484	\$11,714.00	\$11,509	\$11,713.68	17 hr week \$11,509
001-192-5110-0001	Build.Dept./Planning Brd Clerk Wages	\$10,924	\$11,843	\$12,080.00	\$11,509	\$12,079.74	17 hr week \$11,509
	Total Inspectional Services Support	\$22,252	\$23,327	\$23,794.00	\$23,018	\$23,793.42	-\$309
001-510-5110-0001	Board of Health Salaries	\$2,875	\$2,910	\$0.00	\$500	\$2,968.20	200 each \$500
001-510-5300-0000	Landfill monitoring	\$7,445	\$9,000	\$9,180.00	\$9,180	\$9,180.00	\$9,180
001-510-5700-0000	Board of Health Expenses	\$2,335	\$2,363	\$2,410.00	\$2,410	\$2,410.26	\$2,410
	Total Health Services	\$12,655	\$14,273	\$11,590.00	\$12,090	\$14,558.46	-\$2,183
001-249-5110-0000	Tree Warden Wages	\$1,784	\$1,806.00	\$0.00	\$1,500.00	\$1,842.12	\$1,500.00
001-249-5700-0000	Tree Warden Outside Serv.	\$4,000	\$4,000.00	\$4,000.00	\$4,000.00	\$4,080.00	\$4,000.00
001-291-5110-0000	Emergency Planning Director	\$1,025	\$1,037.00	\$1,057.74	\$1,037.00	\$1,057.74	\$1,037.00
001-291-5700-0000	Emergency Planning Expenses	\$1,435	\$1,452.00	\$1,481.00	\$1,000.00	\$1,481.04	\$1,000.00
001-292-5110-0000	Animal Control Officer/Services & Expense	\$15,750	\$16,050.00	\$16,350.00	\$18,700.00	\$16,371.00	\$18,700.00
	Total Other Public Safety Services	\$23,994	\$24,345	\$22,888.74	\$26,237.00	\$24,831.90	\$1,892
	TOTAL PUBLIC SAFETY	\$1,015,927	\$1,022,392.60	\$1,052,351.34	\$976,935.02		
EDUCATION							
001-300-5700-0000	Quabbin Regional School Assessment	\$3,961,061	\$4,119,504	\$4,201,894.08	\$4,201,894	\$4,201,894.08	2% \$4,201,894
001-350-5700-0000	School: Montachusett Reg. Voc. Tech.	\$471,062	\$513,847	\$524,123.94	\$529,262	\$524,123.94	3% \$529,262
001-300-5700-0003	Quabbin Ed Support CTR (DE)	\$26,325	\$23,660	\$22,000.00	\$21,978.60	\$22,000.00	\$21,978.60
001-300-5700-0004	QRSD Middle/HS Const Bonds (DE)	\$79,597	\$0	\$0.00	\$0	\$0.00	\$0
001-300-5700-0005	QRSD Green Repair	\$0	\$0	\$38,000.00	\$35,783	\$38,000.00	check w?treasu \$35,783.04
	TOTAL EDUCATION	\$4,538,046	\$4,657,011.00	\$4,786,018.02	\$4,788,918.13	\$4,786,018.02	
PUBLIC WORKS							
001-421-5110-0000	DPW Director	\$75,056	\$76,557	\$82,056.15	\$76,557.00	\$78,088.14	\$76,557.00
001-422-5110-0001	DPW Wages	\$247,363	\$251,480	\$257,079.00	\$231,912.00	\$256,509.60	\$231,912.00
	Total DPW Wages	\$322,419	\$328,037	\$339,135.15	\$308,469.00	\$334,597.74	
001-424-5700-0000	Municipal Lights	\$5,000	\$5,060	\$5,161.00	\$5,161.00	\$5,161.20	\$5,161.00
	Total Municipal Lights	\$5,000	\$5,060	\$5,161.00	\$5,161.00	\$5,161.20	
001-422-5240-0000	Total DPW Road Maintenance	\$93,677	\$94,801	\$99,697.00	\$82,551.00	\$96,697.02	\$82,551.00
001-422-5700-0000	Total General Highway	\$22,327	\$27,995	\$28,556.00	\$27,995.00	\$28,554.90	\$27,995.00
001-422-5240-0001	Total Equip. and Machinery Repairs	\$107,000	\$115,000	\$117,300.00	\$107,500.00	\$117,300.00	\$107,500.00
001-423-5110-0000	Employee Overtime (Highway Winter Wages)	\$57,172	\$63,000	\$63,000.00	\$63,000.00	\$64,260.00	\$63,000.00
001-423-5120-0000	Highway Winter Outside Wages	\$0	\$3,750	\$3,750.00	\$3,750.00	\$3,825.00	\$3,750.00
001-423-5700-0000	Equip., Supplies & Materials	\$146,000	\$149,750	\$149,750.00	\$149,750.00	\$152,745.00	\$149,750.00
001-423-5290-0000	Plowing of Private Ways	\$3,500	\$3,500	\$3,500.00	\$3,500.00	\$3,570.00	\$3,500.00
	Total Highway Snow & Ice	\$206,672	\$220,000	\$220,000.00	\$220,000.00	\$224,400.00	
Cemetery							
001-491-5110-0001	Cemetery Commission Salaries	\$912	\$923	\$0.00	\$400	\$941.46	\$100 each \$400
001-491-5290-0000	Cemetery Maintenance & Improvement	\$500	\$500	\$500.00	\$500	\$510.00	\$500
001-491-5850-0000	Cemetery Equipment & Outlay	\$1,300	\$1,316	\$1,342.00	\$1,342	\$1,342.32	\$1,342
001-491-5700-0001	Veterans' Graves	\$500	\$500	\$500.00	\$500	\$510.00	\$500
	Total Cemeteries	\$3,212	\$3,239	\$2,342.00	\$2,742	\$3,303.78	
	TOTAL PUBLIC WORKS	\$760,307	\$784,132.00	\$812,191.15	\$754,418	\$0.00	

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**TOWN OF HUBBARDSTON
FY16 BUDGET**

Account Number	Account Name	FY2015 Approved	FY2016 Approved	Dept Requests	FY17	2% REFERENCE	2/8/16 Version A
HUMAN SERVICES, CULTURE & RECREATION							
Human Services							
001-541-5120-0000	Elderly Van Wages	\$0	\$3,220	\$0.00	\$2,000	\$3,284.40	\$2,000
001-541-5240-0000	Elderly Van Expenses	\$100	\$100	\$100.00	\$100	\$102.00	\$100
001-541-5110-0000	Council on Aging Director	\$5,434	\$6,009	\$6,129.00	\$3,461	\$6,129.18	\$3,461
001-541-5240-0000	Council on Aging Expense	\$2,040	\$2,065	\$2,106.00	\$2,100	\$2,106.30	\$2,100
	Total COA	\$7,574	\$11,394	\$8,335.00	\$7,661	\$11,621.88	-\$3,733
001-543-5110-0000	Veterans' Agent Salary	\$1,056	\$969	\$1,506.00	\$1,506	\$988.38	\$1,506
001-543-5700-0000	Veterans' Agent Expenses	\$35	\$135	\$137.00	\$137	\$137.70	\$137
001-543-5700-0001	Veterans Training Expense (NEW)	\$0	\$0	\$350.00	\$350		\$350
001-543-5770-0000	Veterans' Benefits	\$19,000	\$47,500	\$45,000.00	\$45,000	\$48,450.00	\$45,000
001-491-5700-0001	Veterans' Flags	\$0	\$300	\$300.00	\$300	\$306.00	\$300
	Total Veteran's Services	\$20,091	\$48,904	\$47,293.00	\$47,293	\$49,882.08	-\$1,611
	Total Human Services	\$27,665	\$60,298	\$55,628.00	\$54,954.00	\$61,503.96	
Culture and Recreation							
001-610-5110-0000	Library Wages	\$34,177	\$37,065	\$37,806.00	\$34,000.00	\$37,806.30	\$34,000.00
001-610-5700-0001	Library Utilities & Maintenance	\$17,673	\$17,885	\$18,243.00	\$18,243.00	\$18,242.70	\$18,243.00
001-610-5400-0000	Library Books & Materials	\$16,800	\$17,002	\$17,342.00	\$17,342.00	\$17,342.04	\$17,342.00
	Total Library	\$68,650	\$71,952	\$73,391.00	\$69,585.00	\$73,391.04	
001-549-5700-0000	Agricultural Commission Expense	\$450	\$450	\$459.00	\$200.00	\$459.00	\$200.00
001-691-5700-0000	Historical Commission Expenses	\$500	\$500	\$510.00	\$200.00	\$510.00	\$200.00
001-950-5700-0000	Town Clock Maintenance	\$1,000	\$1,500	\$1,600.00	\$1,250.00	\$1,530.00	\$1,250.00
	Total Commission Expenses	\$1,950	\$2,450	\$2,569.00	\$1,650.00	\$2,499.00	
001-692-5700-0000	Memorial Day	\$1,600	\$1,600	\$1,632.00	\$750.00	\$1,632.00	\$750.00
	Total Celebrations	\$1,600	\$1,600	\$1,632.00	\$750.00	\$1,632.00	
001-699-5700-0000	Parks Services & Expense	\$3,020	\$3,100	\$3,450.00	\$3,100.00	\$3,162.00	\$3,100.00
	Total Parks	\$3,020	\$3,100	\$3,450.00	\$3,100.00	\$3,162.00	
	Total Culture and Recreation	\$75,220	\$79,102	\$81,042.00	\$75,085.00	\$80,684.04	
	TOTAL HUMAN SERVICES, CULTURE & RECREATION	\$102,885.00	\$139,400.00	\$136,670.00	\$130,039.00	\$142,188.00	
UNCLASSIFIED							
001-752-5925-0000	Interest Short Term Debt	\$0	\$5,000	\$5,000.00	\$2,000	N/A	\$2,000
	Total Debt Service	\$0	\$5,000	\$5,000.00	\$2,000		-\$3,000
Capital Budget							
001-710-5910-0000	2013 Roads Project (P)	\$0	\$0	\$165,000.00	\$165,000		\$165,000
001-751-5925-0000	2013 Roads Project (I)	\$0	\$0	\$33,000.00	\$33,000		\$33,000
001-710-5910-0001	Rt 68 Engineering (spent in 2014/2015) (P)	\$0	\$0	\$45,000.00	\$45,000.00		\$0.00
001-751-5925-0001	Rt 68 Engineering (spent in 2014/2015) (I)	\$0	\$0	\$900.00	\$900.00		\$0.00
001-710-5910-0002	DPW 6 wheel dump w plow (v'ted 2014) (P)	\$0	\$0	\$20,000.00	\$20,000		\$20,000
001-751-5925-0002	DPW 6 wheel dump w plow (voted 2014) (I)	\$0	\$0	\$3,400.00	\$3,400		\$3,400
001-710-5910-0006	HFD Engine 3 (P)	\$0	\$0	\$50,078.00	\$50,078		\$50,078
001-751-5925-0006	HFD Engine 3 (I)	\$0	\$0	\$717.12	\$717.12		\$717.12
001-710-5910-0007	Sgt SUV - bought in 2014 (P)	\$0	\$0	\$5,000.00	\$5,000.00		\$5,000.00
001-751-5925-0007	Sgt SUV - bought in 2014 (I)	\$0	\$0	\$550.00	\$550		\$550
					\$323,645.12		
	Ambulance (P&I) w cardiac monitor (capital e	\$0	\$0	\$250,000.00	\$0		\$0
	Center School Fire Panel Phase 2 (capital exclusion)			\$25,000.00	\$0		\$0
					\$0		\$0
	(NEW ACCOUNTS) Total Capital Budget	\$0	\$0	\$598,645.12	\$325,645.12		\$325,645.12
001-911-5690-0000	Worcester Regional Retirement	\$151,350	\$200,440	\$209,870.00	\$209,870.00	\$204,448.80	\$209,870.00
001-914-5150-0000	Ch. 32B (Health Insurance)	\$137,750	\$169,040	\$180,061.80	\$175,000.00	\$172,420.80	\$175,000.00
001-916-5150-0000	FICA Assessment (other employee benefits)	\$26,200	\$26,700	\$27,500.00	\$27,500.00	\$27,234.00	\$27,500.00
001-913-5780-0000	Unemployment Compensation Expense	\$2,000	\$3,000	\$2,000.00	\$25,000.00	\$3,060.00	\$25,000.00
001-945-5740-0000	General Insurance	\$118,133	\$137,500	\$140,000.00	\$130,000.00	\$140,250.00	\$130,000.00
	Total Insurance	\$435,433	\$536,680	\$559,431.80	\$567,370		\$30,690
	TOTAL UNCLASSIFIED	\$435,433	\$541,680.00	\$1,163,076.92	\$895,015.12		
	TOTAL OPERATING BUDGET	\$7,464,254	\$7,770,770.20	\$8,577,745.99	\$8,125,841.71		

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TOWN OF HUBBARDSTON
FY16 BUDGET

Account Number	Account Name	FY2015 Approved	FY2016 Approved	Dept Requests	FY17	2% REFERENCE	2/8/16 Version A
EMS ENTERPRISE FUND FY17 AMBULANCE BUDGET							
		FY2015 Approved	FY2016 Proposed	FY2017 Proposed			
Expenses							
652-231-5240-0000	Ambulance	\$0	\$0			\$0.00	
652-231-5240-0001	Vehicle Maintenance	\$3,000	\$3,000	\$3,000.00		\$3,060.00	
652-231-5290-0000	Lease of Space	\$16,380	\$16,380	\$18,000.00		\$16,707.60	
652-231-5300-0000	Prof. Expenses/Services	\$19,750	\$17,900	\$17,900.00		\$18,258.00	
652-231-5380-0000	EMT Physical Exams	\$700	\$700	\$700.00		\$714.00	
652-231-5380-0001	License Fees	\$3,000	\$3,000	\$3,000.00		\$3,060.00	
652-231-5430-0000	Station 2 Heat	\$0	\$0	\$2,500.00		\$0.00	
652-231-5430-0001	Equipment Maint. Contracts	\$4,800	\$4,950	\$4,950.00		\$5,049.00	
652-231-5500-0000	Medical Supplies	\$12,500	\$12,500	\$12,500.00		\$12,750.00	
652-231-5500-0001	Oxygen	\$2,000	\$2,100	\$2,500.00		\$2,142.00	
652-231-5850-0001	New Equipment	\$8,000	\$8,000	\$8,500.00		\$8,160.00	
	Total Expenses	\$70,130	\$68,530	\$73,550.00		\$69,900.60	
Personal Services							
652-231-5380-0002	Training (OT)	\$1,200	\$1,200	\$1,200.00		\$1,224.00	
652-231-5110-0000	Call Wages	\$16,000	\$16,000	\$14,500.00		\$16,320.00	
652-231-5110-0001	Weekend Coverage	\$10,696	\$10,824	\$5,000.00		\$11,040.48	
652-231-5110-0002	Chief Salary (now includes hol pay)	\$36,007	\$37,229	\$37,229.00	level funded from F	\$37,973.58	
652-231-5110-0003	Full Times Wages	\$82,451	\$80,008	\$80,008.00		\$81,608.16	
652-231-5110-0004	Holiday Coverage	\$3,500	\$4,900	\$5,500.00		\$4,998.00	
652-231-5110-0005	Vacation Expense	\$5,753	\$7,463	\$7,463.00		\$7,612.26	
652-231-5110-0006	Overtime	\$10,738	\$10,899	\$15,000.00		\$11,116.98	
	Total Personal Services	\$166,345	\$168,523	\$165,900.00		\$171,893.46	
	Total Ambulance Budget	\$236,475	\$237,053	\$239,450.00		\$241,794.06	
Ambulance Budget Financing Plan							
		FY15	FY16	FY17			
	Projected Balance Forward	\$131,044	\$41,797	\$0.00			
	Projected Ambulance Revenue	\$147,228	\$148,000	\$150,000.00	assume a slight increase via modification of rates		
	Tax Levy Subsidy	\$0	\$47,256				
	Total Available Revenue	\$278,272	\$237,053	\$150,000.00			
	Less Expenditures	\$236,475	\$237,053	\$239,450.00			
	Balance	\$41,797	\$0	-\$89,450			

DRAFT

To: Hubbardston Board of Selectmen
From: Anita Scheipers, Town Administrator
Date: February 8, 2016
Re: Town Administrator's Report

1. **2015 Selectmen's Annual Report:** The draft report, previously sent to you, needs to be finalized this week. Are there any additional edits the Board wishes to see in the report? Do we have any recommendations regarding who we should dedicate this 2015 report?
2. **Complete Streets Technical Assistance:** Tim Kilhart and I have met to review all of the Complete Streets Program FY17 requirements. It became readily apparent that we will be unable to proceed with any application for this year. The attached deadline schedule requires a very aggressive process, for which the Town would incur expenses at various stages, and we have no funds allocated to cover these expenses. However, we recommend that we still continue to review the benefits of developing a Complete Streets program as part of our pavement management plan, and to schedule a workshop in May to make some of the necessary early decisions.
3. **Healdville Road Update:** On Friday, Jan 25th Tim and I met with MassDOT to find out what they have decided to do regarding assisting with the new bridge. They have decided to purchase and install a timber bridge for the Town, as requested. The bridge is being designed/built now and should be ready to deliver to the DPW around March 21st. The Town will be responsible for installing temporary construction fence around the bridge, and then for the demolition of the old bridge – with the assistance of a MassDOT engineer on site to guide the work. This work will likely be scheduled for early April. We are also responsible for installing some guardrail and the paving after the bridge is installed. It is expected that the project will be completed well before July 1.
4. **MIIA Risk Management Award:** The Town of Hubbardston won an Excellence in Risk management Award at the last Months MMA Annual Conference. This award recognizes that in the 26 years that Hubbardston has been a member of the MIIA program, we have had only 68 claims which total only \$120,825 over this lengthy period. It is wonderful to gain the recognition and congratulations of our peers for maintaining a strict risk management program. In FY16 we continue to actively seek all possible improvement and training. Due to this careful diligence, we have achieved a large percentage of savings that can be applied to the FY17 insurance budget.

REPORT OF THE BOARD OF SELECTMEN

Board Organization (effective June 2015)

Daniel Galante – Chair

Raeanne Siegel – Vice Chair

Michael Stauder – Clerk

Jeffrey Williams – Member

David Simmerer – Member

2015 was a very busy year for the Selectmen and the Town Administrator. The following are a few of the key issues we addressed during the year:

1. Quabbin Task Force: As part of this Board's 2015 goals, and as part of our commitment to generate ongoing five year revenue and expense projections, we asked the other four Quabbin member towns to join us in a request to the Quabbin Regional School District (QRSD) administration to develop a five-year budget plan to provide each community with estimates as to what our annual assessment for the school budget will be over the next five years. The rationale for the request was that each member town needs this information in order to generate our own financial forecasts. Three of the four towns chose to join us in sending a letters to the QRSD school committee and superintendent asking for the development of a five-year budget plan. After several meetings with Supt. Marshall, it was agreed that a task force would be established by the School Committee, comprised of school committee members and representatives from each member town's local boards. This committee has been meeting monthly to begin the thoughtful process of identifying the key issues which drive the annual QRSD budget, as well as opportunities for savings, and for revenue generation with the regional system. To begin the process, the committee reviewed the recent student population projections study which show a steady decline in student enrollment for each member community. Additionally, the first few meetings of the task force included tours of each elementary school and of the middle and high school, to get a firsthand picture of how the school facilities are being used in the face of declining enrollments. Discussion about the potential closure of lightly populated schools will be a focus in 2016. In addition, we have identified a program within the Massachusetts Dept. of Revenue which could provide technical assistance to the task force and the QRSD in developing accurate revenue/cost projections. One thing that has already been determined is that this process will highlight some very difficult decisions that the district will need to make over the next few years. It is expected that the work of this task force will carry on well into 2016.

2. Town Roads Pavement Management Plan: Maintaining our town roads remains a top priority for the Town. In 2015 we reaped the benefits of the previous year's work in which Grimes, Healdville, Ragged Hill and Hale Roads were reconstructed with improved drainage, regarded and paved. In addition, in early 2015, the Town was awarded additional funds for road repair and used this money to resurface several severely distressed roads around town. In the spring, the Board asked our DPW Director Tim Kilhart, to survey all of our roads to identify what condition each is in, and to prepare a prioritized plan that identified which roads should be repaired or reconstructed moving forward. The proposed treatments include various levels of resurfacing and crack sealing projects. The analysis was completed and a Pavement Management Plan was submitted to the Board for review and adoption. As a result of this through pavement plan, the Town applied for a \$1 Million STRAP grant from the state. Thanks to the very careful development of Tim Kilhart's submitted grant application, the Town was awarded the \$1M grant for the total reconstruction of Old Westminster's and Depot Roads. Moving forward the Board approved a plan for the treatment, repair and reconstruction of a number of other roads using Chapter 90 funds in the next three years.

3. DCR Land Swap: What we thought would be a six month effort ended up being a long and complicated task of coordinating all of the legal and political machinations needed to effect a legal transfer of the 12 acre DCR parcel to the Town in exchange for 2 Town-owned wetland parcels to DCR. As a result of all of the hard work of Senator Brewer, Senator Gobi, and Representative Berthiaume, as well as many town officials and staff, we were finally rewarded with the acceptance of the official deed and title of land for the 12 acre site on Rt. 68. It is important to thank the members of the prior Senior Center Building Committee for their continued dedication to pursuing and supporting this land acquisition. Without their forethought and persistence, this land exchange would not have been achieved. We are grateful that the Town can now look ahead to the future use of this site for our town facilities. We were grateful to be able to culminate this process by holding a wonderful Land Swap Celebration on Jan 9, 2016, attended by many town officials, and the State Dept. of Capital Asset Management and Maintenance (DCAMM), and Dept. of Conservation and Recreation (DCR) representatives, as well as grateful residents. It was interesting to hear from DCAMM that this was the shortest land-swap transaction that has taken place between the state and a municipality.

4. New Committees: The Selectmen took action to form / reform several committees: A) The 250th Committee was re-started with additional membership to plan and fundraise for the numerous activities the Town will enjoy in 2017 as we celebrate the 250th anniversary of Town's official incorporation on June 13, 1767. The board wishes to thank all previous members of the 250th Committee who worked hard over the past three years to lay the groundwork of a comprehensive anniversary celebration. B) A Town Center Committee has been established to develop recommendations to the Board of Selectmen on the safety improvements on town grounds and roadways, modification or reuse of vacant town buildings, beautification of town grounds, assess opportunities for generating revenues, other modifications to town spaces within

the defined geographic area, and consideration of public water and sewer needs. C) A Building Committee was established to oversee the full design of a new Senior Center and a schematic design of a combined Police/Fire public safety building, as was approved at town meeting. The design work began in the fall and will be completed in April 2016, to help inform the Town as to the needs of these buildings, and the costs associated with the potential construction of these facilities on the newly acquired DCR lot on Rt. 68. If town meeting approves the funds for construction of one or both of these building, the Building Committee will continue to work to oversee that process on the Towns behalf. For now, the Committee is actively ensuring that the designs being prepared are appropriately sized and developed to ensure the most cost effective and efficient use of space for these facilities. The Board is extremely pleased that with each of these committees we have a lot of new members involved and the energy level of the groups is excellent.

REPORT OF THE BOARD OF SELECTMEN
Annual Report 2015

Pursuant to MGL, Chapter 138, Section 10A, the following pertains to all alcoholic licenses granted in the year 2015.

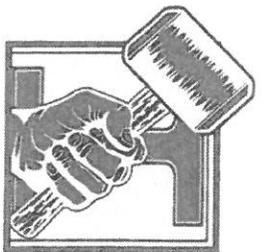
<i>Class of License</i>	<i>Fee</i>	<i># Issued</i>
Restaurant		
All Alcoholic	\$650.00	1
Wine & Malt Regular	\$300.00	1
Package Store		
All Alcoholic	\$600.00	2
General on Premises Club		
All Alcoholic	\$500.00	1
Wine & Malt Regular	\$270.00	1
Sunday Sale of Alcohol	\$10.00	2

The above fees are all alcohol related fees in place and collected to date. There were no violations

Complete Streets Program Timeline

- Complete Streets 101 Training
December - March 2016
- Complete Streets 201 Training
Spring 2016
- Final Program Guidance and Application Portal
late January 2016
- Tier 1 Rolling Policy Review and Scoring
February – Early June 2016
- Enter into Tier 2 Contract with MassDOT (4-8 weeks)
Early March 2016
- Tier 2 CS Prioritization Plan review begins
June - Nov 2016
- Tier 3 Project Review and Approval
Early June 2016
- Enter into Tier 3 Contract with MassDOT and Begin Process with District State Aid Office (4-8 weeks)
Early August 2016
- Projects under Tier 3 receive NTP (FY17)
(about 11 months to complete work)
Early August 2016





Full Service Steel Provider
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TIER 1

Must approve CS policy and score higher than 80 to move to TIER 2 - pp. 142

TIER 2

Question which option we want to pursue

TIER 3

Identify the project we are picking from the CS prioritization plan

Question if we need to fill out Project Needs Form and and Project Initiation Forms for each project we identify?

- we can receive an extra 4 pts each for Comp. Streets Policy and Community Compact

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Complete Streets Policy for the Town of Spencer

WHEREAS, the Town of Spencer has adopted a Master Plan that established a Transportation objective to provide a system of roads, sidewalks, and bridges that are safe and structurally sound; and

WHEREAS, the Town's Master Plan includes a Land Use goal to revitalize and beautify downtown Spencer that provides an objective to support efforts to move the downtown toward being more pedestrian friendly; and

WHEREAS, the Town is implementing plans to complete a major roadway reconstruction and downtown revitalization project on Main Street that will include complete street elements, such as bicycle accommodations, pedestrian sidewalk reconstruction inclusive of all necessary handicap accessibility upgrades, ramps and crosswalks and streetscape enhancements; and

NOW, THEREFORE, be it resolved by the Board of Selectmen of the Town of Spencer that the attached Complete Street Policy is hereby adopted.

I. VISION & PURPOSE

In 2003, the Town in its Comprehensive Master Plan, identified the importance of achieving a system of roads, sidewalks and bridges that are safe and structurally sound and having its Downtown pedestrian friendly. To support this vision, it is the intent of Town of Spencer to formalize the planning, design, operation, and maintenance of all streets so that they are safe for users of all ages and abilities as a matter of routine.

II. CORE COMMITMENT

A. Definition

"Complete Streets" are streets that are designed and operated to provide safety and accessibility for all the users of our roads, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial, freight providers and emergency vehicles and for people of all ages and of all abilities.

B. Scope of Applicability

- (i) Complete Streets practices will become a routine part of the everyday operations for the Highway Department and the Planning Board, and these agencies should approach every transportation project and program as an opportunity to improve public and private streets and the transportation network for all users.
- (ii) The Town of Spencer recognizes that all projects, new, maintenance, or reconstruction, are potential opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

- (iii) Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval by the Town of Spencer, as well as projects funded by the state and federal government, such as the Chapter 90 funds, City improvement grants, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding and other state and federal funds for street and infrastructure design shall adhere to (comply with) the Town of Spencer Complete Streets Policy. Private developments and related street design components or corresponding street-related components shall adhere to (comply with) the Complete Streets principles.
- (iv) In the event that the existing right-of-way does not allow for the accommodation of all users, alternatives will be explored such as obtaining additional right-of-way (if economically feasible), use of revised travel lane configurations, paved shoulders, signage, traffic calming, education or enforcement to accommodate all potential users.
- (v) Transportation projects may be excluded from application of Complete Streets elements when costs are excessively disproportionate to future use or would be inappropriate in light of the scope of the project, as determined by the Town Administrator in consultation with the Highway Department Superintendent.

III. BEST PRACTICES

A. Context Sensitivity

The implementation of this Policy should reflect and adapt to the context and character of the surrounding built and natural environments and enhance the appearance of such. This Policy recognizes that transportation needs vary and must be balanced in a flexible, safe and cost effective manner.

B. Design Standards

The Town of Spencer will utilize the latest design guidance and standards available in the implementation of Complete Streets, including:

- The Massachusetts Project Development and Design Guide (2006)
- The American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities (1999)
- The Architectural Access Board (AAB) 521CMR Rules and Regulations
- Plans created for the Town of Spencer, such as the Central Massachusetts Regional Bicycle/Pedestrian Plan and the Town of Spencer's Sidewalk Betterment Program Plan.

In recognition of context sensitivity, public input and the needs of many users, a flexible, innovative and balance approach that follows the above and other appropriate design standards may be considered, provided that a comparable level of safety for all users is present.

C. Performance Measures

This policy encourages the evaluation and regular reporting of progress on the implementation and maintenance of Complete Streets. The Town will consider providing an annual report to the Planning Board and Board of Selectmen on transportation projects undertaken within the prior year and planned within the coming year and the extent to which these projects meet the objectives of this policy. The preparation of this annual report will allow the Town of Spencer to meet the annual progress report requirements to the Commonwealth of Massachusetts under the Complete Streets Certification Program.

IV. IMPLEMENTATION

The Town views Complete Streets as integral to everyday transportation decision-making practices and processes. To this end:

- a. The Town of Spencer will make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.
- b. The Town shall review and either revise or develop proposed revisions to all appropriate planning documents (master plans, open space and recreation plan, etc.), zoning and codes, laws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Streets principles in all Street Projects on streets.
- c. The Town shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk and bikeway network.
- d. The Town will train pertinent town staff and decision-makers on the content of Complete Streets principles and best practices for implementing policy through workshops and other appropriate means.
- e. The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.
- f. The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies including by participating in the new Commonwealth of Massachusetts's Complete Streets Certification Program.

Issued as a Charge and Composition this 28th day of September, 2015.

BOARD OF SELECTMEN

Gary E. Woodbury, Chairman

John F. Stevens, Vice Chairman

Chris L. Woodbury, Clerk

Anthony D. Pepe, Member

Policy #97
Date Adopted" 9/28/15

Robert O "Bo" Fritze, Member