

**BOARD OF SELECTMEN
MINUTES
November 14, 2016
Senior Center**

Members present: Daniel Galante
Mike Stauder
Jeff Williams
Pat Girouard
Richard Haddad

Staff present: Raeanne Siegel, Town Administrator; Tonya Martowska, Executive Administrative Assistant; Kristen Noel, Treasurer; Dennis Perron, Police Chief; Robert Hayes, Fire Chief; Tim Kilhart; DPW Director; Ryan Couture, Police Sergeant; Janet Baczewski,

Others present: Susan Rayne, Tim Hart, Christine Smith, Eric Ring, Denise Ring, Tom Bratko, Tom Robinson, Mary Robinson, Cathy Hansgate, Mark Kent, Vincent Ritchie, Albert Afonso, Bill Hansen,

Meeting was called to order at 6:32 p.m. by Daniel Galante. Mr. Galante announced that the meeting was being digitally recorded for the Peg Access channel.

Open Session:

No one approached.

33 Ragged Hill Road

Eric and Denise Ring approached the board. Raeanne stated the board has the estimate in their packets. The board reviewed the estimate. Jeff Williams had two questions:

- 1) Is he clear that this was something that was not caused by the Town?
- 2) Is this going to set a precedent for other residents?

Dan stated that we have spent 6 weeks or so gathering and reviewing data from the responsible parties, the engineer, the contractor and all the records we had, tried to bring the process to full fruition. The last thing was to get an estimate which Tim Kilhart acquired. Given the number of years since the work was completed and that the Rings signed off on the work, beyond an apron, there is not much the Town can do. Denise Ring stated that the re-grading needs to be done. She went on to say that it needs to be done due to not having the apron in the first place as well as them putting the drain in the wrong place. Denise Ring stated that they would just get their attorney involved. She stated she hates to have to go that route over drainage but she will. She also said that she would just have the easement taken off her property, that she was just doing the town a favor. They discussed the fact that they feel they were strong armed to sign off on the work. Mike stated that no notations were made about being forced to sign, and that the Rings did not come forward to the town 3 years ago. The Rings left the meeting stating that they would contact their attorney.

Winter parking ban for Slade Building parking lot

Would like to instill a winter parking ban for the Slade Building parking lot from November 15th to April 15th. We do have some overnight parking in the lot and if this continues to happen during the winter time we will be unable to clear the lot. Dan asked what the process is. Raeanne stated signage, towing and fines. Raeanne stated there is a by-law about streets which runs December 1st to March 31st. Jeff inquired who is using the lot overnight other than the Police. Discussion followed.

Motion: M. Stauder

2nd: J. Williams

To approve the winter parking ban as proposed.

Vote: All in Favor

Approval of Public Information Request Form

A Public Information Request Form. We are getting inundated with public records requests. Other towns use this form and we just modified it a little. The second page outlines the changes that will be going into effect January 1st. This will help to keep the requests more organized.

Motion: M. Stauder

2nd: J. Williams

To approve the Public Records Request Form as presented.

Discussion about why January 1st. The new public records law is effective January 1st. This form we can use tomorrow. Can do two approvals, one to approve the form as of now and then this is just for information.

Amended Motion: M. Stauder

2nd: J. Williams

Amend the Motion to approve the Request for Public Records Form effective immediately. Then the subsequent explanation of request for public records goes into effect January 1, 2017.

Vote: All in Favor

Appointments/Wage Authorizations

- a) Cultural Council – Tom and Laura Milko
- b) Election Workers – as presented (retroactive to November 7th)
- c) Christine Bolduc – Police Admin Assistant
- d) Kristen Noel – Tax Collector/Treasurer (retroactive to October 27th)

Motion: M. Stauder

2nd: J. Williams

To approve appointments/wage authorizations as presented.

Vote: All in Favor

Licenses

- a) Hubbardston Rod & Gun Club – Change of Manager for Liquor License
- b) Kent Brothers Sales & Service – Change of Name for Class II Auto Dealer License
- c) Big Ed's Kitchen – Common Victualer License

Motion: M. Stauder

2nd: J. Williams

Approve Licenses as presented.

Vote: All in Favor

5 Year Financial Forecast & Presentations

Raeanne turned the meeting over to Eric Kinsharf, CPA for the 5 Year Financial Forecast. Eric introduced himself and gave a brief history. He explained that the tool is meant for the Board of Selectmen, the Financial Advisory Committee and the Town Administrator so you can look at the big picture, and not just one year at a time. You can see how different variables change different outcomes. Discussion followed regarding growth of the Town, Education costs, Insurance and Regionalization.

Motion: M. Stauder

2nd: J. Williams

To adjourn at 7:40 p.m.

Vote: All in Favor

**Respectfully submitted,
Tonya Martowska**



HAKALA BROTHERS

910203

P.O. BOX 141 • 28 BARRE ROAD
HUBBARDSTON, MA 01452

(978) 838-7777 DEPARTMENT

CUSTOMER'S ORDER NO.

DATE

NAME

ADDRESS

CITY, STATE, ZIP

SOLD BY

CASH

C.O.D.

CHARGE

ON ACCT.

MDSE RETD

PAID OUT

QUANTITY

DESCRIPTION

PRICE

AMOUNT

1

- PAVING COMPANY SUGGESTS APRON

SHOULD BE INSTALLED WHEN

ENTIRE DRIVEWAY IS RAISED -

IF DONE SEPARATELY THEY WOULD

RIP OUT EXISTING APRON SO THEY

COULD DO A ONE PIECE INSTALLATION

- PAVING COMPANY WILL GRADE DRIVE

TO THEIR SPECS, EVEN IF DONE

BY TOWN BEFORE.

- LOWER SLOPE TO EXISTING BASIN

STILL HAS WASHOUT PROBLEM -

NEW CATCH BASIN WOULD HELP - BUT

HEAVY RAIN COULD STILL WASH

OUT THIS AREA.

- LOWER SLOPE COULD BE RAISED TO

DIRECT WATER TO LOWER CATCH

BASIN + ELIMINATE RIP - RAO

ON SLOPE

20

RECEIVED BY

5805

KEEP THIS SLIP FOR REFERENCE



HAKALA BROTHERS

910207

P.O. BOX 141 • 28 BARRE ROAD
HUBBARDSTON, MA 01452

CUSTOMER'S ORDER NO. (978) 928-1177 DEPARTMENT

DATE

NAME

ADDRESS

CITY, STATE, ZIP

SOLD BY

CASH

C.O.D.

CHARGE

ON ACCT.

MDSE RET'D

PAID OUT

QUANTITY

DESCRIPTION

PRICE

AMOUNT

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2	OPTION # 1		
3	INSTALL APPROX REGRADE		
4	DRIVE, INSTALL CATCH BASIN		
5	ROAD GRADINGS FOR GRADING		
6	CORE DRILL EXISTING BASIN		
7	RIP RAP LOWER SLOPE		
8	w/76' APPROX	- 8451.69	
9	w/2 APPROX, w/LOAM	- 7701.69	
10	CONNECTING		
11	OPTION # 2		
12	PAVING COMPANY GRADES ENTIRE		
13	DRIVE TO EXISTING BASIN, PAVES		
14	ENTIRE DRIVE TO EXISTING BASIN		
15	INCLUDING NEW APPROX (76'x6')		
16	ELIMINATE NEW BASIN		
17	OPTION # 2 w/NEW BASIN		
18			
19			
20			

RECEIVED BY

5805

KEEP THIS SLIP FOR REFERENCE



Town of Hubbardston

7 MAIN STREET, Unit #3
HUBBARDSTON, MASSACHUSETTS 01452

REQUEST FOR PUBLIC RECORDS

This request is made under Massachusetts Public Records Law (M.G.L. Chapter 66 § 10) and the Federal Freedom of Information Act. Applicant must complete and sign form in ink and submit request to the Records Custodian at the above address. Photocopies of materials are .05 cents per page. When the request is for materials that are not susceptible to ordinary means of reproduction, such as photographs, plans or computer tapes and diskettes, the actual cost of reproduction may be assessed to the requester. A reasonable fee, using the hourly rate of the lowest paid employee within that department, for the time spent in reproduction of the responsive record may be assessed, as well as the actual cost of postage if applicable. The Records Custodian shall provide a written, good faith estimate of the applicable copying, search time and segregation time fees to be incurred prior to complying with a public records request.

Disclaimer: Fees assessed may change according to any changes to the Public Records Law and/or Public Records Access Regulations 950 C.M.R. 32:00.

Date of Request: _____

Circle One:

Examine records

Request for copies of records

Specific Records Requested (If requesting minutes, include date of meeting and name of Board):

Name of individual/organization making request: _____

Phone: _____ Email: _____

Circle your preferred method of receipt:

Paper copies (mail/pickup/Fax)

Electronic: Email or Disk?

Signed: _____ Date: _____

Office Use Only:

Date received: _____ By: _____ Payment received: _____

Forwarded to (Dept Name): _____ Date: _____

Request: Approved: Conditions: _____

Denied: _____

By: _____ Copy sent via (mail) (fax) (email) (in person)



Town of Hubbardston

7 MAIN STREET, Unit #3
HUBBARDSTON, MASSACHUSETTS 01452

REQUEST FOR PUBLIC RECORDS

As of January 1, 2017, the following new provisions in the Public Records Law will be followed:

1. The Record Custodian for the Town of Hubbardston will be Joyce Green, Town Clerk.
2. Electronic Records will be used to provide public records to a requestor *unless* the record is not available in an electronic format or the requestor does not have the ability to receive or access the records in a usable electronic format.
3. The Records Custodian will respond to a request for records in writing within 10 calendar days.
4. The Records Custodian must permit inspection or furnish a requested public record with **10 business days** following receipt of the request. The Records Custodian may petition the Supervisor of Records for an extension if they are unable to grant access to the requested public records in this time period.
5. The Supervisor of Records' Public Access Regulations allowing records custodians to charge **5 cents** for black and white paper copies of computer printouts of public records for both single and double-sided sheets.
6. The Town of Hubbardston has a population of less than 20,000 people, therefore, the Town is permitted to charge for the **entire amount of employee time** it takes to fulfill the information request. The fee will consist of the hourly rate of the lowest paid employee with the skills necessary to search for, compile, segregate, redact or reproduce a requested record.

TOWN OF HUBBARDSTON FINANCIAL FORECAST



Last Updated 10.26.2016

PURPOSE

- This project was funded by the State Community Compact Grant
- This forecast is meant to be a tool used by the Board of Selectmen, Advisory Finance Committee and Town Administrator to review trends and determine the effects of decisions that are made.
- Financial Forecasting is not meant to be an exact science and cannot include all possible scenarios or new costs that the town may face in the future.
- It also cannot predict economic downturns and/or major state aid reductions or increases beyond what can be estimated based on past trends.
- It does provide information regarding likely scenarios based on present knowledge and past trends.

QUESTIONS

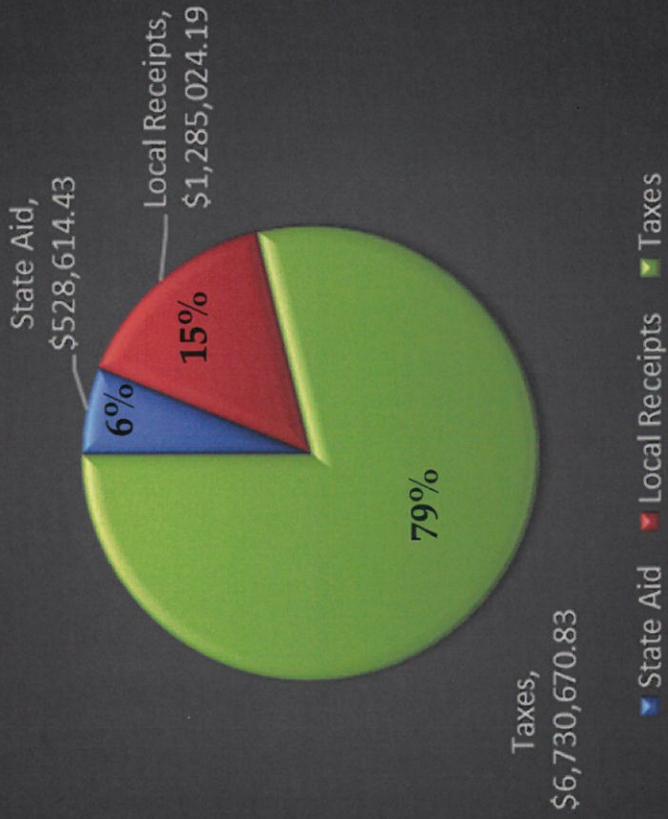
- Can we afford to sustain the current level of services in future years?
- What are the projected future revenues and expenses?
- How much can we afford in capital purchases?
- Should we borrow for capital purchases?
- Do we have a five-year budget forecast for both the operating and infrastructure needs?

METHOD

- For the purpose of this report actual data was reviewed and collected for years 2013 to 2016 and forecasts were developed for both revenues and expenditures based on the trends.
- This data was then modified further to remove erratic increases caused by non-linear trends.
- Included are spreadsheets depicting the revenue and expense forecast for the next five years.
- Meetings were conducted with the Financial Team.

FY2017 REVENUE

FY2017



REVENUE FORECAST

REVENUES & TOTAL %:

FY 2018 FY 2019 FY 2020 FY 2021 FY2022

Tax Levy - 79%

2.50% 2.50% 2.50% 2.50% 2.50%

Local Receipts - 15%

1.02% 1.02% 1.02% 1.02% 1.02%

State Aid - 6%

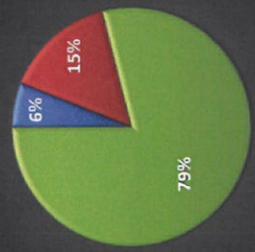
2.50% 2.50% 2.50% 2.50% 2.50%

REVENUE



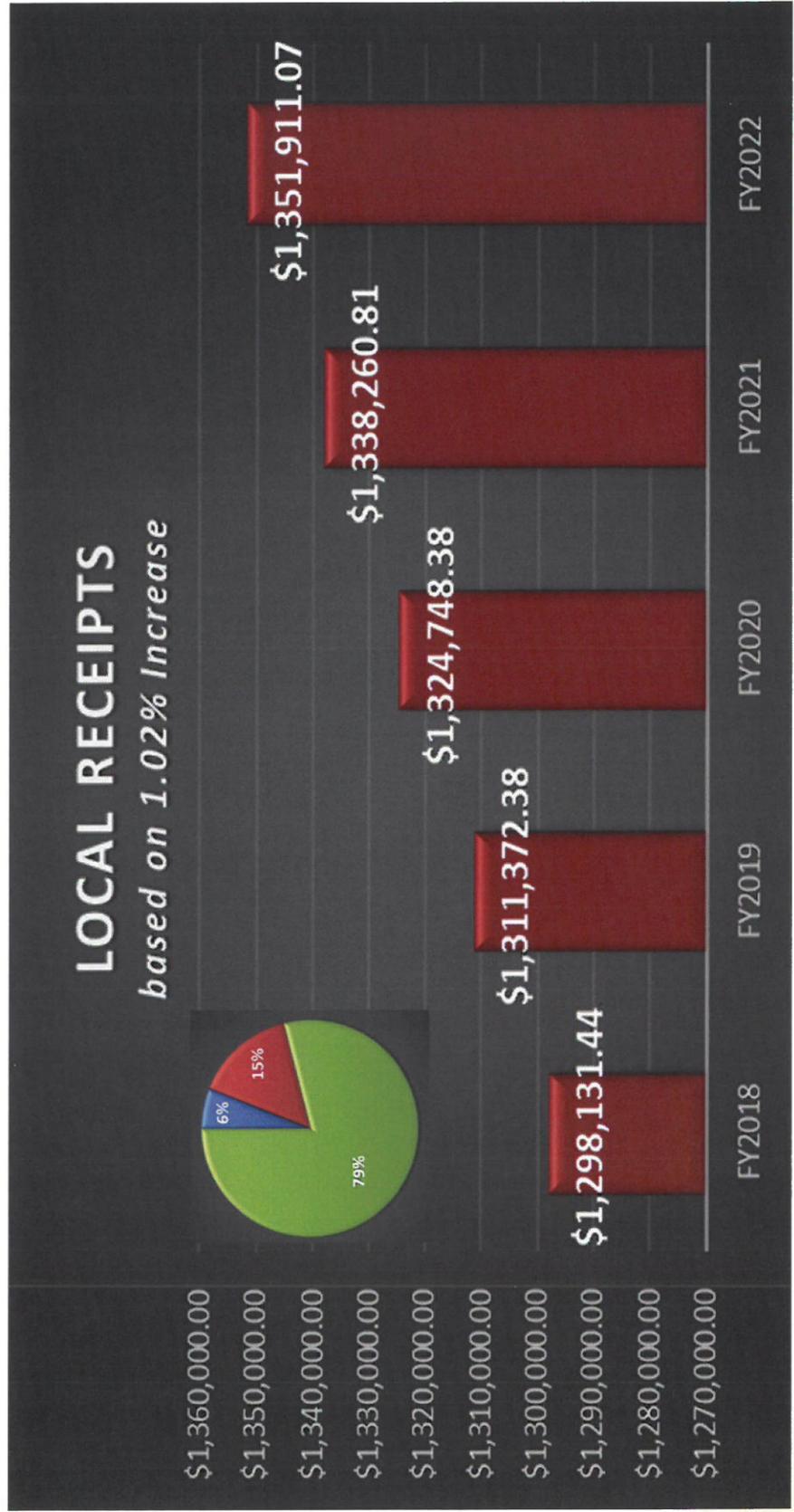
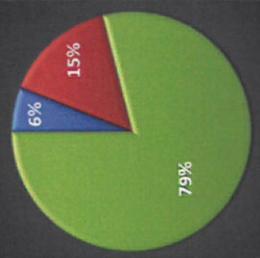
PROPERTY TAX

based on 2.50% Increase



LOCAL RECEIPTS

based on 1.02% Increase



STATE AID

based on 2.50% Increase



WHAT WE KNOW ABOUT REVENUE

- Property tax is 79% of the revenue and new growth is projected to have minimal growth of 35K each year
- Local Receipt revenue is 15% with two key drivers - Motor Vehicle and Payment in Lieu of Taxes
- State Aid only accounts for 6%
- Revenue increases range from 1% to 2.5% year over year

FY2017 EXPENDITURE



EXPENDITURE FORECAST

EXPENDITURES:	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Salaries	2.50%	2.50%	2.50%	2.50%	2.75%
Education-Quabbin	6.00%	6.00%	6.00%	6.00%	6.00%
Education-Monty Tech	3.00%	3.00%	3.00%	3.00%	3.00%
Health Insurance	9.00%	9.00%	9.00%	11.00%	11.00%
Retirement- Worcester County Retirement System	4.00%	4.00%	4.00%	4.00%	4.00%
Debt Service to Remain at FY 2017 Level *Enter Changes Directly	0.00%	0.00%	0.00%	0.00%	0.00%
General Insurance	8.00%	8.00%	8.50%	9.00%	9.25%
Operating Expenditures (Expenses)	2.00%	2.00%	2.10%	2.20%	2.25%
No Change/FY2020 Change	0.00%	0.00%	0.00%	0.00%	0.00%
Police/Fire	2.50%	3.00%	3.25%	3.25%	3.25%
DPW	2.50%	2.50%	2.50%	2.50%	2.50%

EXPENDITURES

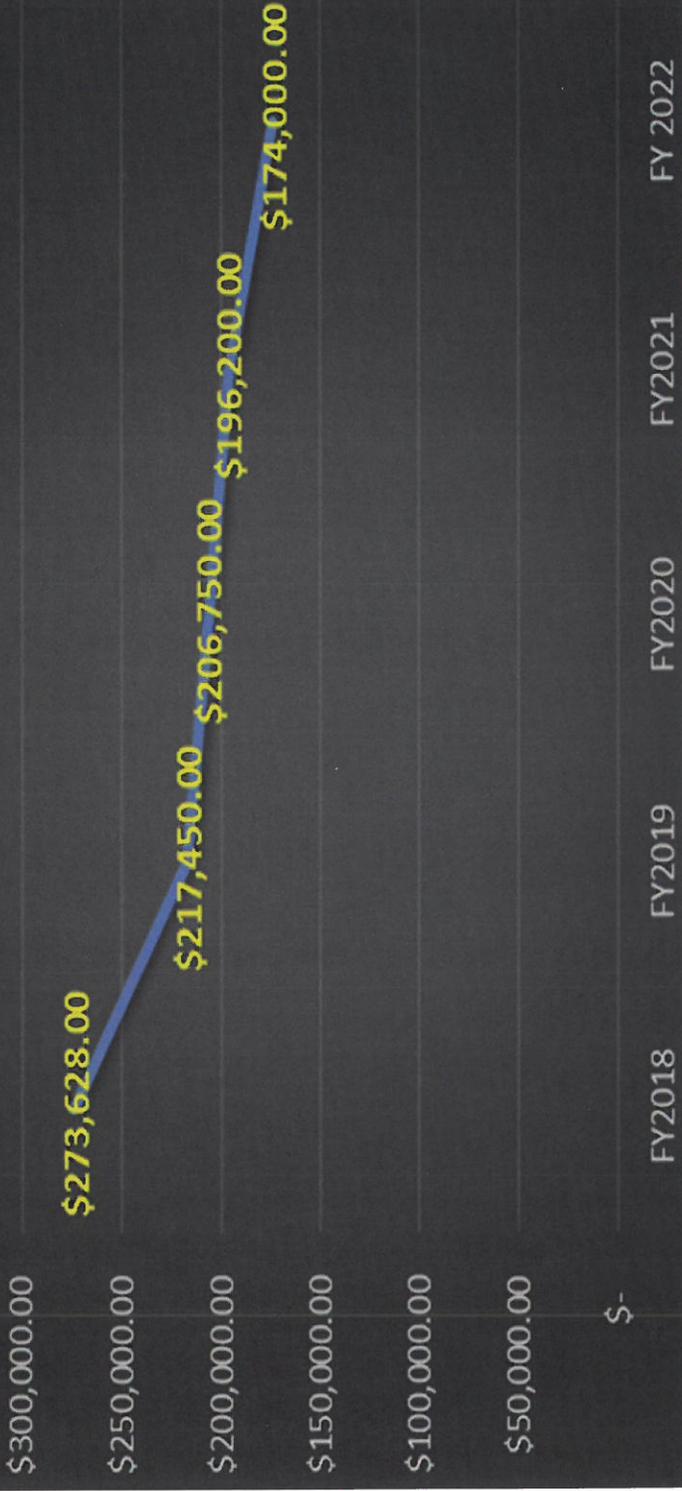
12000000
10000000
8000000
6000000
4000000
2000000
0



	FY2018	FY2019	FY2020	FY2021	FY2022
GENERAL GOVERNMENT	\$607,308.99	\$597,422.82	\$607,930.50	\$618,847.38	\$630,867.22
PUBLIC WORKS	\$763,255.48	\$772,870.46	\$782,725.82	\$792,827.57	\$803,181.86
UNCLASSIFIED/OTHER	\$1,040,882.18	\$1,090,595.22	\$1,145,286.05	\$1,215,097.64	\$1,292,629.78
PUBLIC SAFETY	\$1,252,890.44	\$1,283,746.42	\$1,317,898.65	\$1,353,282.76	\$1,390,006.38
EDUCATION	\$5,219,675.07	\$5,510,536.99	\$5,818,285.04	\$6,143,915.41	\$6,488,483.58
TOTAL	\$8,884,012.16	9255171.907	9672126.061	10123970.76	10605168.81

DEBT

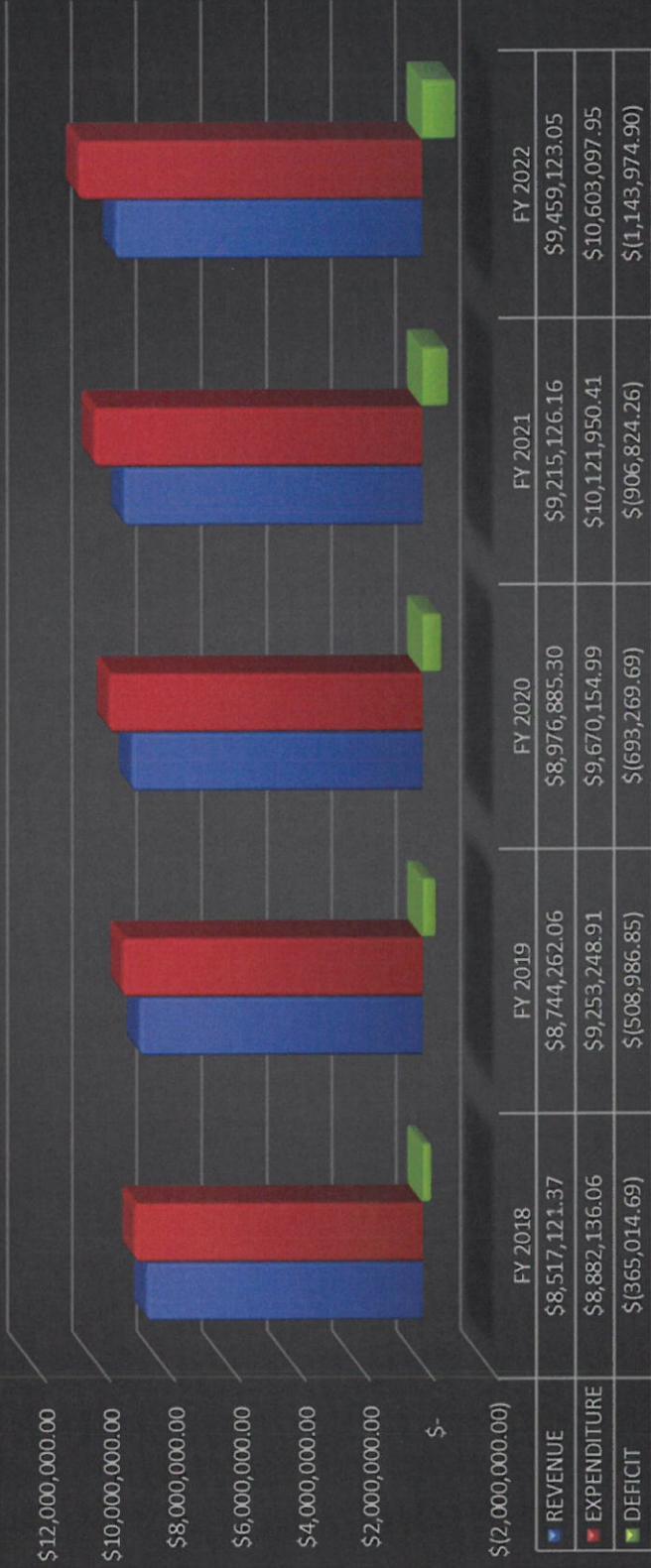
GENERAL FUND DEBT & LEASE:



WHAT WE KNOW ABOUT EXPENDITURES

- Expenditures are growing year over year at a faster rate than revenue.
- Education is 58% of the budget. Quabbin is forecasted to increase 6% each year and Monty Tech is forecasted to increase 3% each year.
- Health & General Insurance are the highest year over year forecasted increases ranging from 8%-11%.

REVENUE & EXPENDITURE DEFICIT



▾ REVENUE
 ▾ EXPENDITURE
 ▾ DEFICIT

REVENUE & EXPENDITURE

- Revenues and expenditures determine the ability to deliver services.
- The forecast continues to demonstrate a structural imbalance between current, available revenue and the cost of providing services.
- Minimal revenue growth and increased expenditures will not afford to sustain the current level of services in future years.
- Each year the deficit increases from \$365,014 in 2018 to \$1,143,974 in 2022.



CAPITAL

Capital Plan Projection



WHY IS CAPITAL IMPORTANT?

- Supports the long term infrastructure needs of the town.
- Ensures adequate public safety through the purchase and maintenance of police cruisers, fire engines, and ambulance.
- Provides adequate tools to perform vital public works services through the purchase of plow trucks, street sweepers, backhoes.
- Enables building improvements such as roof repair, handicap accessible facilities, expansions.
- Deferring capital purchases will result in a detrimental financial impact in the future.

RECOMMENDATIONS

- Revenue
 - New Growth
 - Override
 - Increase Fees
 - Grants
- Expenditure
 - Regionalize
 - Budget cuts

NEW GROWTH

Economic development plan will require a long term commitment by all partners involved to drive change and improve the overall wellbeing of the community.

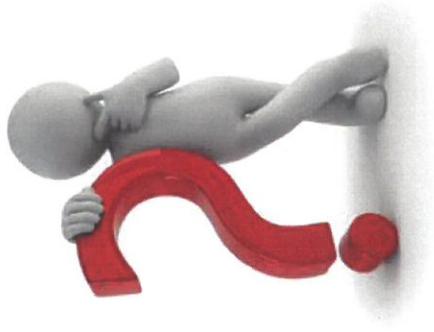
- Financial tools
 - Community Improvement plans
 - Tax relief programs
 - Business improvement
- Utilize planning tools
 - Review zoning bylaws
 - Site plan control
 - Standards and procedures
 - Potential projects and impact on new growth

TOOLS

- Financial Forecast Worksheet
 - Revenue
 - Expenditure
 - Effect on Tax Rate
 - Capital

SUMMARY

- Summarize key challenges.
- Reiterate key goals.
- Thanks



To Download this presentation go to:

http://www.hubbardstonma.us/pages/HubbardstonMA_Webdocs/5yrplanfy18