

Board of Selectmen Meeting Minutes

July 9, 2018

Slade Building

Members Present:

- Dan Galante
- Pat Girouard
- Jeff Williams

Members Absent:

- Michael Stauder
- Richard Haddad

Staff Present:

- Ryan McLane – Town Administrator
- Laurie Reed – Executive Administrative Assistant

Meeting was called to order at 6:30pm by Dan Galante. Mr. Galante announced that the meeting was being broadcast live and digitally recorded.

Open Session:

- None

Officer Blood Pinning Ceremony:

- Ryan wanted to recognize the newest Police Officer in the department, Donald Blood with a small but important pinning ceremony. Chief Perron explained the history of the pinning ceremony. Officer Blood was hired in 2015 as a part time officer and moved to full time in April 2017. In January 2018 Officer Blood went to the Police Academy which he graduated from in June 2018. Chief presented Donald Blood for his formal swearing in to the Town. Officer Blood was sworn in by Assistant Town Clerk Kelly Parker and pinned by his Wife.

Recognition – Lucinda Oates

- Ryan spoke about Lucinda's work history with the Town and thanked her for the years she served on the Board of Health and for her dedicated service to the community. In honor of her service the Selectboard wanted to recognize her with a nonesuch apple plaque. Tom Larson gave a speech about Lucinda and the plaque was presented by Dan.

MJTC Appointment (Montachusett Joint Transportation Committee)

- Travis Brown, DPW Director – MJTC

Appointments:

- Barbara Carpenter, Historical Commission – retro to 6/30/2018
- Barbara Carpenter, Community Preservation Committee – retro to 6/30/18
- Dennis O'Donnell, Emergency Management Director – retro to 6/30/18
- Judie O'Donnell, Emergency Management Asst. Director – retro to 6/30/18
- William Lipka, Council on Aging

Motion to appoint as presented by Laurie including Travis to the MJTC retroactive to June 30, 2018, 2nd: Jeff Williams, Vote all in Favor

Motion to appoint William Lipka to the Council on Aging effective July 9, 2018: Jeff Williams, 2nd: Pat Girouard, Vote: All in Favor

Board of Selectmen Reorganization:

- Tabled until next meeting due to two members not in attendance.

Year End Line Item Transfer:

- Ryan advised these should be the last 2 major transfers which have been approved by the Finance Committee. The item transfers included final funding for the reconstruction project and to cover the final legal bill for KP Law. Ryan will be tracking legal expenditures and utilizing free resources going forward to avoid this issue next year. The new contract with KP Law will also have controls in place for usage. Ed Blanchard questioned a legal retainer which was used in the past. Ryan advised KP Law bills hourly.

Motion to transfer \$3K from reserve fund to close out the fiscal year: Jeff Williams, 2nd: Pat Girouard, Vote: All in Favor

Motion to approve the year end line item transfers that were previously presented (reconstruction project): Pat Girouard, 2nd: Jeff Williams, Vote: All in Favor

Town Administrator Report:

- See attached, paused part way through for pole petition hearing

Pole Petition – New Westminster Road

- Attached notice to abutters read. Resident Michael John is present as a property abutter. National Grid's representative explained the current grid wire has failed. A standard purpose pole would need to be installed, National Grid is petitioning for the new location. The pole would be located 10-15' from current opening location for proposed driveway. Pole installation and electrical options were discussed.

Motion to approve the pole petition as presented: Pat Girouard, 2nd: Jeff Williams, Vote: All in Favor

Town Administrator Report Continued:

- See Attached. Future Town Hall expansion was discussed to include Breezy Hill and school space as options. A Capital Plan meeting will be held this Wednesday with town employees and board/committee members.

Vacation Leave Policy Amendment:

- Ryan advised the Board the accrual of vacation is unclear in the current vacation policy. The new proposed vacation leave policy amendment was reviewed, see attached.

Motion to approve vacation leave policy amendment with added wording (to include accrued time): Pat Girouard, 2nd: Jeff Williams, Vote: All in Favor

Budget and Town Meeting Lessons Learned:

- Ryan is asking for Board feedback with the past town meeting, budget and warrant process. Dan stated the order of the articles could have been better. Pat advised the town meeting had more items than usual which made this year more confusing than past years. Pat stated the budget process seemed to be better this year than previous years with the presentations and discussions. Ed noted the Moderator did not allow items to be tabled at town meeting. Ed questioned this with Council and was advised items can be tabled at town meeting. Fall meeting to be discussed. Pat questioned the board/committee open house prior to town meeting. The open house was low attendance however useful for inter-board interaction.

Wage Authorizations:

- Benjamin LaFortune, DPW Full Time
- Leroy LeHane, Part Time MART Driver
- Gerard Dupuis, Part Time MART Driver
- Sharon Hardaker, Part Time MART Dispatcher
- Gerald Parker, Part Time Custodian

Motion to accept the wage authorizations as presented waving the notification period: Jeff Williams, Pat Girouard: 2nd, Vote: All in Favor

Committee Updates:

- **QEMP Task Force:** CMRPC requested a couple extra weeks to finish compiling their report. Next meeting will be held in September to discuss regionalization, shared use.
- **TCC Committee:** Spent time figuring out funding needed with the engineer and MassDOT. Received approval to change sidewalk originally from High Street to the Rec Field to Elm Street to the Rec Field. Surveying work has started, project anticipated on going out to bid in the fall. Next TCC meeting is scheduled in a few weeks however will most likely be cancelled due to the project is ongoing and money has been authorized.

Minutes to Approve:

- May 7, 2018 – Executive Session

Motion to approve executive session minutes from May 7, 2018: Pat Girouard, 2nd: Dan Galante, Vote: All in Favor, Jeff Williams: Abstain

- May 21, 2018

Motion to approve the minutes from May 21, 2018: Pat Girouard, 2nd: Jeff Williams, Vote: All in Favor

Public/Press Questions & Answer:

- None

Motion to Adjourn: Pat Girouard, 2nd: Jeff Williams, Vote: All in Favor

8:04pm

Respectfully submitted,

Laurie Reed

Approved 8/20/2018



**Board of Selectmen Agenda
Slade Building
July 9, 2018
6:30pm**

Open Meeting:

1. Open Session

(If we do not have Open Session items to discuss, other agenda items may be brought forward earlier)

2. Officer Blood Pinning Ceremony

3. Recognition – Lucinda Oates

4. MJTC Appointment (Montachusett Joint Transportation Committee)

5. Pole Petition – New Westminster Road

6. BOS Reorganization

7. Year End Line Item Transfer

8. Town Administrator Report

9. Vacation Leave Policy Amendment

10. Budget and Town Meeting Lessons Learned

11. Appointments:

- Barbara Carpenter, Historical Commission – retro to 6/30/2018
- Barbara Carpenter, Community Preservation Committee – retro to 6/30/18
- Dennis O'Donnell, Emergency Management Director – retro to 6/30/18
- Judie O'Donnell, Emergency Management Asst. Director – retro to 6/30/18
- William Lipka, Council on Aging

12. Wage Authorizations:

- Benjamin LaFortune, DPW Full Time
- Leroy LeHane, Part Time MART Driver
- Gerald Dupuis, Part Time MART Driver
- Sharon Hardaker, Part Time MART Dispatcher
- Gerald Parker, Part Time Custodian

13. Committee Updates:

- QEMP Task Force
- Town Center Committee

14. Minutes to Approve

- May 7, 2018 Executive Session
- May 21, 2018

15. Adjourn

Chair: Dan Galante

MEETING DATE

7/9/2018

BOARD OF SELECTMEN

PLEASE PRINT

NAME

ADDRESS

PHONE #

Ian Larson

131 Old Tavern

978-853-0759

Chance Viles

Gardner News

978-630-8000 X08

ED BLANCHARD

23 E CORNET POND ROAD

4797

**MONTACHUSETT JOINT TRANSPORTATION COMMITTEE (MJTC)
APPOINTMENT 2018 – 2019**

The Hubbardston Selectboard on 7/9/2018
COMMUNITY DATE

has officially appointed:

NAME:

ADDRESS:

TELEPHONE #:

EMAIL ADDRESS:

to represent us on the Montachusett Joint Transportation Committee for the year beginning July 1, 2018 to June 30, 2019.

Signed By:

NAME

TITLE

YOUR CURRENT REPRESENTATIVE TO
THE MJTC IS:

Travis Brown

CHECK THIS BOX TO RE-NOMINATE
THE CURRENT REPRESENTATIVE

✓

PLEASE MAIL, EMAIL OR FAX THIS FORM TO:

MONTACHUSETT REGIONAL PLANNING COMMISSION
464 ABBOTT AVENUE
LEOMINSTER, MA 01453
ATTENTION: Linda Parmenter
lparmenter@mrpc.org
(978) 348-2490 (FAX)

THANK YOU FOR YOUR PROMPT ATTENTION TO THIS MATTER.

Laurie Reed

From: Ryan McLane
Sent: Monday, May 07, 2018 10:34 AM
To: Laurie Reed
Subject: FW: MJTC Appointment
Attachments: Hubbardston Selectboard.doc

Please put this on an upcoming agenda....maybe first one in June?

From: Brad Harris [mailto:bharris@mrpc.org]
Sent: Monday, May 07, 2018 9:58 AM
To: Hubbardston Administrator admin@hubbardstonma.us <admin@hubbardstonma.us>; Hubbardston Select bos@hubbardstonma.us <bos@hubbardstonma.us>
Cc: Hubbardston DPW Travis Brown highway@hubbardstonma.us <highway@hubbardstonma.us>
Subject: MJTC Appointment

MEMO

TO: Mayors and Select Boards, Montachusett Region
FROM: Brad Harris, Transportation Project Director
DATE: May 2, 2018
RE: Appointment to the **Montachusett Joint Transportation Committee (MJTC)**

The Montachusett Joint Transportation Committee (MJTC) is a subcommittee of the Montachusett Regional Planning Commission (MRPC) that provides public input to the transportation planning process in the Montachusett Region. Each community can appoint two (2) representatives to the Committee; one to represent the Mayor or Board of Selectmen; and one to represent the Planning Board.

As part of the ongoing transportation planning process in the region, it is important to have active participation from our member communities. The MJTC plays an important role in the development of the Transportation Improvement Program (TIP), the long range Regional Transportation Plan (RTP) and the continued flow of information between the MRPC and its communities regarding various issues of importance. In addition, information sharing between towns is a key aspect of the Committee.

Appointees are at the discretion of the local community and their boards and as such they do not have to be a board member or employee. The individual appointee is responsible to the board or office and therefore should be someone who can actively provide communications to and from the municipality.

Attached please find the annual MJTC Appointment Form for your board and/or community. Included on the form, where applicable, is the name of your current appointee. The appointment will begin July 1, 2018 and terminate on June 30, 2019. Please either re-nominate the individual listed or appoint someone else if desired and return the form to the MRPC before June 29, 2018. Many of the positions are currently unfilled, so we strongly encourage you to consider making an appointment of someone who can commit to participating with the MJTC. This will only benefit the community in the long run. Any questions related to the MJTC and its process, please contact Brad Harris at (978) 345-7376 ext. 311 or bharris@mrpc.org.

Please complete and return the attached form to the Montachusett Regional Planning Commission via email at lparmenter@mrpc.org, fax at (978) 348-2490 or regular mail at MRPC, 464 Abbott Avenue, Leominster, MA 01453.

Thank You!

Sincerely,

Brad Harris
Transportation Project Director
MRPC
464 Abbott Avenue
Leominster, MA 01453
Email: bharris@mrpc.org
Tel. (978) 345-7376 ext. 311
Fax (978) 348-2490

Please note the MRPC's new address above.

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.



The COMMONWEALTH of MASSACHUSETTS
TOWN of HUBBARDSTON
978-928-1400 x 201
bos@hubbardstonma.us

NOTICE TO ABUTTERS

June 20, 2018

To All Interested Parties:

In conformity with the requirements of Section 22 of Chapter 166 of the General Laws (Ter. Ed.), you are hereby notified that a public hearing will be held at the Office of the Board of Selectmen, 7 Main Street, Unit 3 (Slade Building) of the Town of Hubbardston, Massachusetts on **Monday, July 9, 2018 at 7:00 PM** upon petition of **National Grid and Verizon New England, Inc.** for permission to erect or construct, and a location for, a line of wires, poles and such other fixtures as may be necessary to sustain or protect the wires of the line, for the transmission of electricity, upon, along, across, or under the following public ways of said Town:

New Westminster Road

National Grid to install 1 JO Pole and anchor on New Westminster Road. National Grid to install pole, down guy, and anchor with and 8ft lead across from pole 60 New Westminster Road. Pole and anchor will be located on town property on the south side of New Westminster Road. Pole will be labeled 60-84.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – New Westminster Rd – Hubbardston – Massachusetts.

No. 26273303 June 19, 2018

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of the petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Laurie Reed

Executive Administrative Assistant

Questions contact – Prasand Nair 774-275-4761

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To the Board of Selectmen
Of Hubbardston, Massachusetts

NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

New Westminster Road - National Grid to install 1 JO Pole and anchor on New Westminster Road. National Grid to install pole, down guy, and anchor with an 8ft lead across from pole 60 New Westminster Road. Pole and anchor will be located on town property on the south side of New Westminster Road. Pole will be labeled 60-84.

Location approximately as shown on plan attached

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – New Westminster Rd - Hubbardston - Massachusetts.

No. 26273303 June 19, 2018

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

NATIONAL GRID
BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.
BY _____
Manager / Right of Way

NGRTP

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen - Hubbardston, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED:

that NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 19th day of May, 2018.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked - New Westminster Rd - Hubbardston - Massachusetts.

No. 26273303 Dated June 19, 2018. Filed with this order

There may be attached to said poles by NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

New Westminster Road - National Grid to install 1 JO Pole and anchor on New Westminster Road. National Grid to install pole, down guy, and anchor with an 8ft lead across from pole 60 New Westminster Road. Pole and anchor will be located on town property on the south side of New Westminster Road. Pole will be labeled 60-84.

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
of the City/Town of _____, Massachusetts held on the _____ day of _____ 20 ____.

Massachusetts

City/Town Clerk.
20 ____

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
City/Town Clerk

I hereby certify that on 20 , at o'clock, M
at a public hearing was held on the petition of
NATIONAL GRID and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and
that we mailed at least seven days before said hearing a written notice of the time and place of said
hearing to each of the owners of real estate (as determined by the last preceding assessment for
taxation) along the ways or parts of ways upon which the Company is permitted to erect
poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

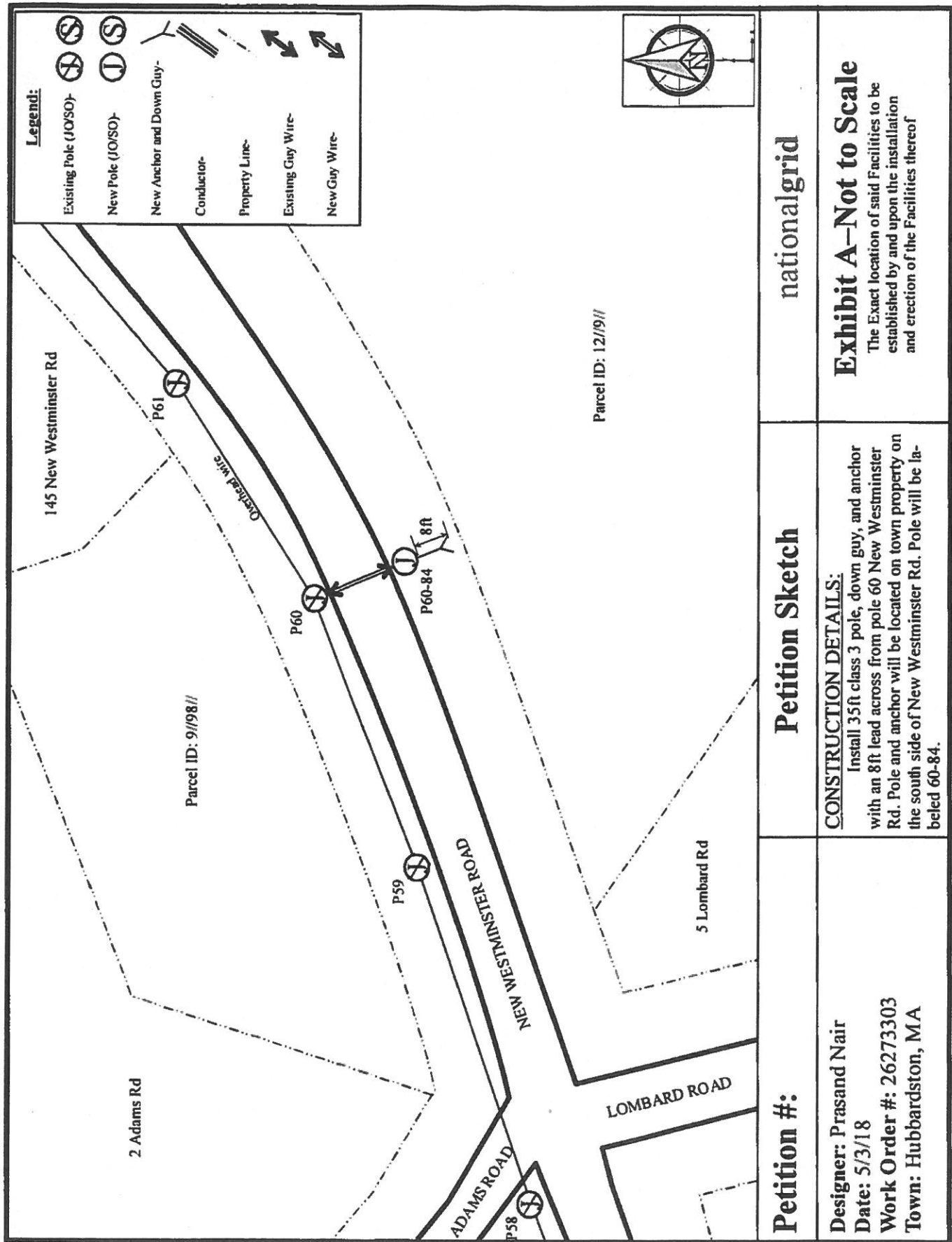
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Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of
hearing with notice adopted by the of the City of
Massachusetts, on the day of 20 , and recorded with the
records of location orders of the said City, Book , Page . This certified copy
is made under the provisions of Chapter 166 of General Laws and any additions thereto or
amendments thereof.

Attest:
City/Town Clerk





Town Administrator

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

To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: July 9, 2018

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending July 5, 2018.

1. **End of Year Financials** – The staff is diligently working through their end of year procedures for the FY18 budget. These activities will continue and conclude this week, resulting in a great foundation for FY19 operations and budgeting.
2. **FY19 Goals** – I plan to present the FY19 goals from each department at your next meeting. This will include my personal goals. I recommend a similar session for the Board of Selectmen in order to guide our progress in the coming fiscal year.
3. **Organizational Charts** – I have updated the town's organizational charts on our Website to reflect changes made at Town Meeting.
4. **Employee Vacancies** – We have filled our open town custodian position with Gerald Parker. He begins working on Monday. In addition to assisting town staff, this hire will alleviate custodial and work order responsibilities from the Department of Public Works. We will also be advertising our Planning Assistant position this week.
5. **Town Reports** – The June 2018 All Department Report is available and will be shown at your meeting Monday. All reports created by my office will be available to the public on my homepage. Discussion point - what reports would the board like to see this year and at what frequency? Below is a list of reports in progress for FY19.
 - a. All Department (Monthly)
 - b. All Board (Monthly)
 - c. FY19 Goals
 - d. FY19 Tax Title Plan
 - e. Five-Year Financial Forecast
 - f. Five Year Capital Plan
 - g. Zoning Enforcement

6. **Volunteer Vacancies** – We will have an updated list of appointment vacancies at you meeting on Monday. We would like to start an aggressive campaign to fill these positions in order to make more robust committees and boards. Additionally, I am asking you to consider each board and committee appointed by the Selectmen to ascertain their continued necessity and/or update their structure/mission. If you would like, we can place this task on an upcoming agenda.
7. **Department Updates** – We continue to refine procedures/structure for the Planning, Building and Health departments. I would like to give a special thanks to the planning board for their assistance in improving accounting and payment procedures and for their assisting with the planning assistant hire. Additionally, the Health department, under the direction of the Board of Health, continues to seek ways to create more sustainable procedures for a proactive approach. We will be prepared to present choices for the Building Department structure at your next meeting.
8. **IT Services RFP** – We have an open Request for Proposals for IT Services. The request seeks responsive and responsible firms to provide IT consultation and email support to our town offices and public safety departments. The RFP is available at: <https://www.hubbardstonma.us/town-administrator/pages/procurement>
9. **Upcoming Discussions** – At your next couple meetings, we will be seeking input and direction from the Board on the following topics:
 - a. Town Office Space
 - b. Building Department Structure
 - c. Financial Goals
10. **Employee Recognition** – I would like to commend the Fire Department for their work last week responding to a call for a woman in labor. During the transport, our professionals assisted the mother with a successful delivery of a baby girl. Chief Hayes and Firefighter/EMT James Ares assisted in delivery while Firefighter/EMT Mike Parker handled the driving. In addition to making us proud, this amazing work garnered interest across social media and the local press.

Please do not hesitate to contact me if you have any questions.



Ryan M. McLane
Town Administrator



Town Administrator

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

To: Board of Selectmen
All Boards, Committees and Departments

From: Ryan M. McLane
Town Administrator

Date: July 9, 2018

Subject: Vacation Leave Policy Amendment

This memorandum addresses section 06 of policy series 500 in the Hubbardston Personnel Policies and Procedures manual dated June 2016. This memorandum will serve as a supplemental policy until such time as the Hubbardston Personnel Policies and Procedures manually is fully updated.

Accrual Clarification: Employees serving in their first year of employment with the Town of Hubbardston will accrue one week of vacation leave, pro-rated to service time, during their first year. The employee will be authorized use of that accrual after six continuous months of service or the end of their probationary period. On the anniversary of their hire (one year), they will be eligible to carry over vacation time not used during their first year of employment.

Explanation: Under the current manual, it was unclear as to whether employees accrued vacation during their first year. Several contradictions occurred in the manual. Furthermore, to keep with industry standards, it is reasonable to offer paid time off after the probationary period ends.

Accrued Annual Vacation: Employees completing one year of employment with the Town of Hubbardston shall begin accruing two weeks annual vacation per year, pro-rated. This amends the previous award of one week's vacation accrual for an employee serving in year one, but not yet hitting their two year anniversary. The award of two weeks annual vacation accrual, pro-rated, will begin at an employee's one year anniversary and not increase until five years of service where the award changes to five weeks, pro-rated. Here is the changes in visual form:

Annual vacation with pay will be granted to all eligible employees in the following manner:*

- Hire to 1 year of service 1 week**
- After 1 year of service: 2 weeks
- After 4 years of service: 3 weeks

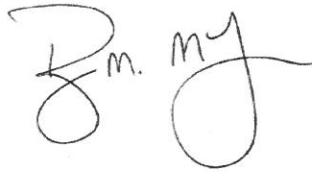
- After 8 years of service: 4 weeks

* this policy will not reduce vacation time; if a situation exists where this policy reduces an employee's vacation time, the employee will retain the greater time and be exempt from the policy change until the next "increase" or they have reached the maximum of four weeks

** accrued continuously, available after 6 months service time

Explanation: This change keeps with industry standards, to assist in the retention of quality employees and to help create greater parity among Hubbardston employees.

This policy is effective immediately, but subject to approval by the Board of Selectmen.

A handwritten signature in black ink, appearing to read "Rm. McLane". The signature is stylized with a large "R" and a cursive "m".

Ryan M. McLane
Town Administrator

COMMITTEE NAME	A/E	FIRST NAME	LAST NAME
ADA COORDINATOR, 1 MEMBER, 1 YEAR TERM			
ADA Coordinator	A		
AGRICULTURAL COMMISSION, 5 MEMBERS, 3 YEAR TERM			
Agricultural Commission	A		
ANIMAL CONTROL OFFICER, 1 YEAR TERM			
Animal Control Officer	A		
CAPITAL IMPROVEMENT PLANNING, 5 MEMBERS, 1 YEAR TERM/3 YEAR TERM			
<i>FinCom Member- Appt by Fincon-1 Year</i>	A		
<i>Planning Board Member-Appt by PB-1 Year</i>	A		
<i>Member- 3 Years</i>	A		
<i>Member- 3 Years</i>	A		
<i>Member- 3 Years</i>	A		
COMMUNITY PRESERVATION COMMITTEE, 9 MEMBERS, 3 YEAR TERM			
Community Preservation - Clerk - <i>Paid Employee</i>			
Community Preservation Committee - <i>Housing Authority</i>	A		
CONSERVATION COMMISSION, 5 MEMBERS, 3 YEAR TERM & 1 ASSOCIATE MEMBER, 1 YEAR TERM			
Conservation Commission	A		
Conservation Associate Member - <i>1 year</i>			
ECONOMIC DEVELOPEMENT COMMITTEE, 7 MEMBERS, 3 YEAR TERM & 2 EX-OFFICIO MEMBERS, 1 YEAR TERM			
Economic Development Committee	A		
Economic Development Committee	A		
Economic Development Committee	A		
Economic Development Committee	A		
Economic Development Committee - <i>PB Ex-Officio - 1 Year</i>	A		
Economic Development Committee - <i>BOS Ex-Officio - 1 Year</i>	A		
EMERGENCY MANAGEMENT PLANNING COMMITTEE, 11 MEMBERS, 1 YEAR TERM			
Emergency Mgt. Planning Committee - <i>Board of Selectmen</i>	A		
Emergency Mgt. Planning Committee - <i>Board of Health</i>	A		
Emergency Mgt. Planning Committee- <i>At Large</i>	A		
Emergency Mgt. Planning Committee- <i>At Large</i>	A		
Emergency Mgt. Planning Committee- <i>At Large</i>	A		
HISTORICAL COMMISSION, 5 MEMBERS, 1 ASSOCIATE MEMBER, 3 YEAR TERM			
Historical Commission	A		

Historical Commission - Associate Member	A			
HUMAN RESOURCES ADVISORY BOARD, 5 MEMBERS				
Human Resources Advisory Board	A			
Human Resources Advisory Board	A			
Human Resources Advisory Board	A			
Human Resources Advisory Board	A			
Human Resources Advisory Board	A			
MEMORIAL DAY COMMITTEE, 5 MEMBERS, 1 YEAR TERM				
Memorial Day Committee- <i>Legion Auxiliary</i>	A			
Memorial Day Committee- <i>American Legion</i>	A			
Memorial Day Committee	A			
MONTACHUSETT REGIONAL PLANNING, 2 MEMBERS, 1 YEAR TERM				
Montachusett Reg Planning - <i>Planning Board</i>	A			
Montachusett Reg Planning	A			
OPEN SPACE COMM, 9 MEMBERS, 3 YEAR TERM				
Open Space Committee - <i>Conservation Commission</i>	A			
Open Space Committee	A			
PLANNING BOARD, 5 MEMBERS, 5 YEAR TERM & 1 ASSOCIATE MEMBER, 1 YEAR TERM				
Planning Board Associate - <i>1 Year Term</i>	A			
RECORDS ACCESS OFFICER, 4 MEMBERS, 1 YEAR				
Records Access Officer - <i>Police</i>	A			
SENIOR WORK-OFF COMM, 5 MEMBERS, 3 YEAR TERM				
Senior Work-Off Program Committee- <i>COA Director</i>	A			
Senior Work-Off Program Committee- <i>COA Member</i>	A			
Senior Work-Off Program Committee- <i>Assessor</i>	A			
Senior Work-Off Program Committee- <i>Tax Collector</i>	A			
Senior Work-Off Program Committee- <i>Board of Selectmen</i>	A			
SEXUAL HARASSMENT OFFICER, 2 MEMBERS, 1 YEAR TERM				
Sexual Harassment Officer - <i>Female</i>	A			
TOWN CENTER COMMITTEE, 9 MEMBERS, 3 YEAR TERM				
Town Center Committee - <i>Library Trustee</i>	A			
ZONING BOARD OF APPEALS, 5 MEMBERS, 5 YEAR TERMS & 1 ASSOCIATE MEMBER, 1 YEAR TERM				
Zoning Board of Appeals Associate - <i>1 Year Term</i>	A			

TOWN OF HUBBARDSTON
REQUEST FOR APPOINTMENT TO A TOWN BOARD/COMMITTEE

Committee or Board on which you wish to serve:

Is this a request for a new appointment or reappointment?

New ✓

Re-appointment _____

If a new appointment, please tell why you want to be appointed and any background information you feel is relevant.

TO HELP IN ANY WAY POSSIBLE TO
CONTINUE THE EFFORTS OF THE SENIOR
CENTER AND TRY TO INCREASE ACTIVITY
AND ENROLLMENT.

Name: WILLIAM A LIPKA Date: 7-5-2018
(Please print)
Address (P O Box also please): 121 OLD WESTMINSTER RD
Phone: 978-549-6437 Email : WILLALIPKA@GMAIL.COM
Best time/method to contact you: _____

All applicants will be contacted.

Committee for Appointment Review/Comments: _____

Date appointed: _____ Board of Selectmen initials: _____