

Board of Selectmen Meeting Minutes

July 23, 2018

Slade Building

Members Present:

- Dan Galante
- Pat Girouard
- Jeff Williams
- 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

Announcements:

- Tom Larson wanted to thank the Board for allowing the Lion's to hold the toll booth in Town. Tom stated it "went off without a hitch". Tom was present all day without any incidents. The toll booth brought in almost enough money to pay for two \$1,000.00 scholarships.

BOS Reorganization:

- Standard yearly procedure. The Board members are happy with their current positions and will continue serving on them for the upcoming year.

Motion for Dan Galante to continue as Chair: Michael Stauder, 2nd: Jeff Williams, Vote: All in Favor

Motion for Michael Stauder to continue as Vice-Chair: Jeff Williams, 2nd: Pat Girouard, Vote: All in Favor

Motion for Jeff Williams to continue as Clerk: Michael Stauder, 2nd: Pat Girouard, Vote: All in Favor

Michael Moriarty – RRECC

- Michael Moriarty, Director of Communications for the Rutland Regional Dispatch Center is present to discuss the current IMA with the Town. Michael Moriarty stated the IMA presented is the same IMA as previous years with the exception of the Town of Warren being added. All towns have been added to one agreement with one signature page. RRECC will add a dispatcher position to handle the influx in calls and are also in the process of looking at a new location for expansion. The Town of Warren approached RRECC directly with the Town of Palmer currently reaching out as well. Hubbardston is expected to save approximately \$18K per year with Warren being added to the services. Ryan spoke with Chief Perron and Chief Hayes and both are comfortable with the service. Michael Moriarty discussed the Hubbardston Tower in which he has visited the site and found the stakes on the property. The property should be marked then hole boring will start, RRECC is hoping to have the 160' steel tower constructed by winter. Spare pipes and a generator will be put in place if a building were to be built on the property in the

future. Lastly Michael wanted to discuss the new emergency alert system in town Swift911. RRECC has made the change from CodeRed to Swift911 which will offer additional benefits to the Town while saving the town approximately \$7K per year. The Town has the capability to send out emergency and non-emergency notifications. All land lines from CodeRed have transferred automatically; all cell phones will need to re-register.

Motion to sign IMA as presented: Pat Girouard, 2nd: Michael Stauder, Vote: All in Favor

Marijuana Establishments and Sales Tax:

- Ryan stated Chairman of the Planning Board, Tom Bratko is present to discuss further direction and sales tax on marijuana in the Town. Tom discussed where the Town stands now and is looking for feedback from the Board on which direction the Town should go. The 2016 election had an 85% voter turnout with 55% in favor of marijuana in Town. Selling/growing options were discussed in commercial and residential districts. The town currently does not have restrictions in place for number of licenses to be granted. Tom stated he would be willing to write a bylaw for the Selectmen to review regarding regulations. Sales tax on marijuana is another issue Tom advises the Board they should address. The Town would need to adopt a sales tax policy prior to an establishment coming to town.

Motion to announce the intention to pursue a 3% marijuana sales tax: Michael Stauder, 2nd: Jeff Williams, vote rescinded.

- Francois questioned if the state were to change the sales tax higher than 3% the town would be locked and would be unable to raise. He suggested making a motion to state "maximum amount allowed by law".

Motion to announce the intention as a town to pursue the maximum allowable marijuana sales tax as permitted by law: Michael Stauder, 2nd: Jeff Williams, Vote: All in Favor

Contract for Legal Services:

- Ryan advised the board that under the state procurement law 30B, legal services is exempt from procurement. Ryan still advises the town to protect themselves and put a contract in place. KP Law has drafted a contract which will expire at the end of next year with the understanding the town will RFP for legal services next year. The board discussed past experiences with RFP's for legal services. The town will utilize free State services moving forward to reduce legal costs. Contract retainers were discussed which will be discussed during the next RFP negotiation.

Motion to approve the Town Council services contract as presented: Michael Stauder, 2nd: Jeff Williams, Vote: All in Favor

Presentations:

- FY19 Department Goals: Attached presentation was reviewed and discussed.

Town Administrator Report:

- See attached. Town Administrator goals reviewed to include discussion about process of Ryan's 6 month review.

Space Utilization Discussion:

- Ryan stated it was evident from the capital plan the town needs more space. Current town buildings are to full capacity to include the Town Offices, Senior Center, Police, Library and Fire. The town currently spends an estimated \$21K a year in rental fees for the Fire Station at Breezy Hills. Ryan is looking to the Board for guidance to facilitate the next step. The Board discussed past survey results which expressed interest in supporting a public safety building. The town has a schematic design for a public safety building with estimates that ranged from 6-7 million dollars approximately 2-3 years ago. Ryan feels utilizing school space is a patch and suggests a unified plan to incorporate everything. The board agrees the town needs a solution to move the town forward and discussed various ideas. Past Planning Board survey results will be reviewed and put into a power point presentation for a future meeting. Ryan discussed the potential of a public hearing for feedback from residents.

Appointments:

- **Planning Board Associate Member:** The Planning Board received 3-4 applications for the open position. The Planning Board held a public meeting on July 5th where the interested candidates were interviewed. On July 11th the Planning Board voted with a 3-2 vote to recommend Scott Leblanc as the Associate Member. Jeff wanted to publicly thank Vin Ritchie for the time and years he dedicated to the Planning Board. Jeff is concerned with voting in Scott believing it would be going against what the town would want due to the recent election results. Jeff is impressed with Francois Steiger's resume and feels he would be a good candidate for the position. Richard advised the town voted in favor of Craig Boissoneau over Scott Leblanc in a previous election. The Board agrees Francois will be a good fit for the position believes that is what the Town would want. Francois thanked the Board and Planning Board and stated his intentions.

Motion to Appoint Mr. Francois Steiger as the Associate Planning Board Member: Michael Stauder, 2nd: Jeff Williams, Vote: All in Favor

Wage Authorizations:

- Chief Perron

Motion to approve the wage authorization as presented for Dennis Perron: Michael Stauder, 2nd: Jeff Williams, Vote: All in Favor

Committee Updates:

- **QEMP Task Force:** The Town received the 130 page draft copy of the Quabbin Education Municipal Partnership completed by CMRPC in conjunction with MRPC and QEMP. The report will be reviewed with all comments to be submitted by August 15th.
- **Town Center Committee:** Held a meeting last Thursday to discuss their capital improvement plan requests which are any requests over \$5K. The Committee has a few requests to include; beautification of the Town Center, Main Street lights, playground equipment and sidewalks on High Street, Brigham Street and Williamsville. Dan updated on TEC's current work status.

Minutes to Approve:

- June 18, 2018 – Executive Session

Motion to accept the Board of Selectmen minutes for June 18, 2018 Executive Session: Jeff Williams, 2nd: Pat Girouard, Roll call vote: Jeff: Yes, Dan: Yes: Michael: Abstain, Pat: Yes, Richard: Yes

New Business:

- Ryan advised the Board the Building Inspector/Commissioner update he was planning on presenting at this meeting is not ready to present. Ryan stated the Town's current Building Commissioner will be until October giving the Town more time to make decisions.

Old Business:

- Pat questioned if the Town has received any additional information from Kevin Brewer with AT&T regarding the cell phone tower. Dan has not received any updates.
- Michael questioned a letter from a resident submitted to the Board regarding a Perc Test. Ryan advised the Board of Health is taking care of the issue.
- Francois questioned the status of the mortgage subordination for James Largey. The Board advised it was approved at a previous Board of Selectmen meeting.

Sign Warrants for State Primaries:

- Selectmen to sign election warrant for State Primaries.

Motion to approve State Election Warrant as submitted: Michael Stauder, 2nd: Pat Girouard, Vote: All in Favor

Public/Press Question & Answer:

- None

Executive Session:

Motion to move into Executive Session Pursuant to G.L. c. 30A, Sec. 21(a), purpose number 2: To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel: Chief Robert Hayes Jr. with the intention not to return to public Session: Michael Stauder, 2nd: Jeff Williams, Roll Call Vote: Jeff: Yes, Dan: Yes, Michael: Yes, Pat: Yes, Richard: Yes

Respectfully submitted,
Laurie Reed

Approved 8/20/2018



**Board of Selectmen Agenda
July 23, 2018
Slade Building**

1. Open Session

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

2. Announcements

- Lions Club

3. Board of Selectmen Reorganization

4. Michael Moriarty – RRECC

5. Marijuana Establishments and Sales Tax

6. Contract for Legal Services

7. Sign Warrants for State Primaries

8. Presentations

- FY 19 Department Goals

9. Town Administrator Report

10. Space Utilization Discussion

11. Appointments:

- Planning Board Associate Member

12. Wage Authorizations:

- Chief Perron

13. Committee Updates:

- QEMP Task Force
- Town Center Committee

14. Minutes to Approve

- June 18, 2018 – Executive Session

15. New Business

16. Old Business

17. Public/Press Question & Answer

18. Executive Session: Pursuant to G.L. c. 30A, Sec. 21(a), purpose number 2: To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel: Chief Robert Hayes Jr.

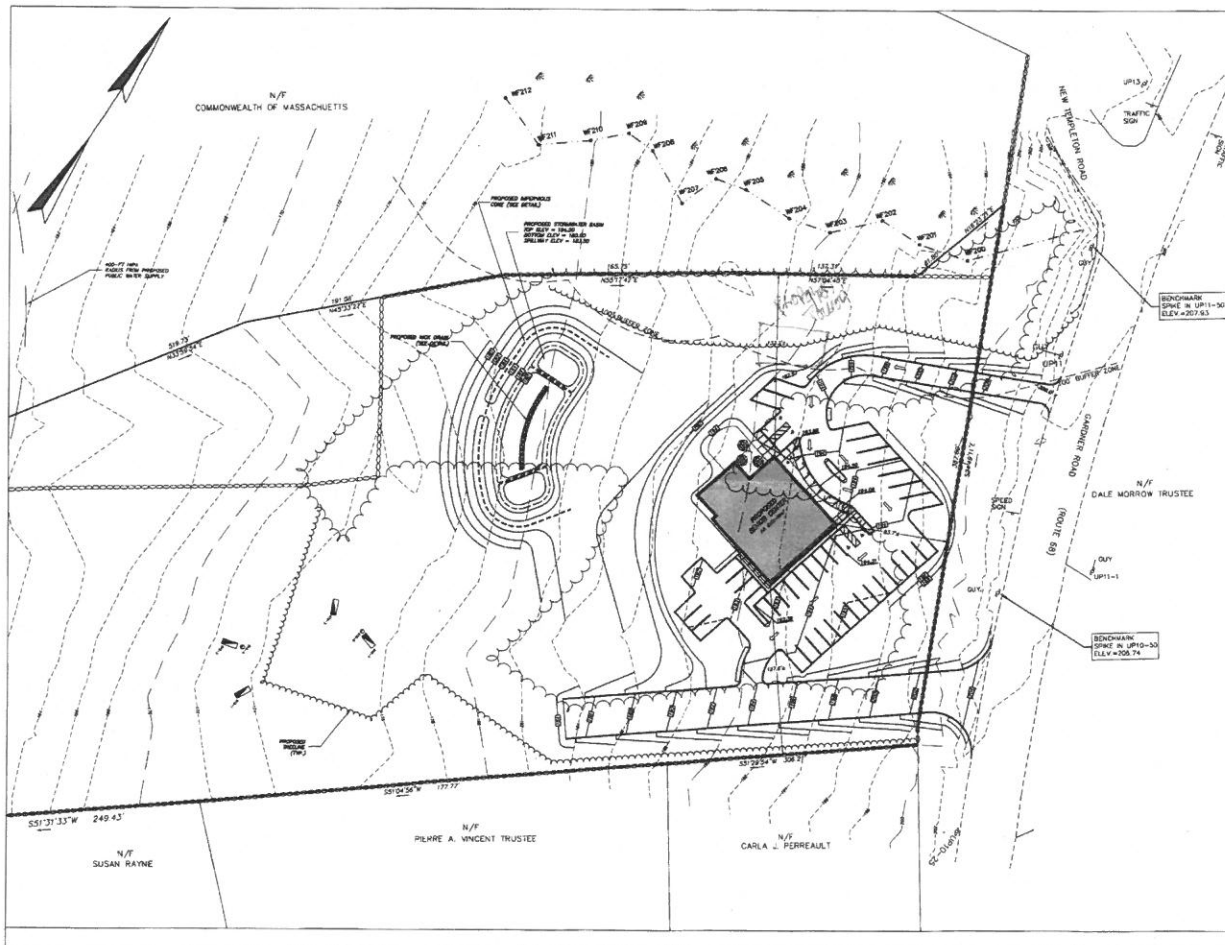
19. Adjourn

Chair: Dan Galante

BOARD OF SELECTMEN

PHONE #

Tom Blanks 281656 St



Catlin + Petrovich Architects PC

31 Railroad Street, Suite 100
 Salem, Massachusetts 01970
 (603) 552-2255

www.catlinpetrovich.com



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| <input type="checkbox"/> SURVEY | DATE: |
| <input type="checkbox"/> DESIGN | DATE: |
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| <input type="checkbox"/> PLANTING | DATE: |
| <input type="checkbox"/> EROSION CONTROL | DATE: |

WHITMAN BINGHAM
 ASSOCIATES
 REGISTERED PROFESSIONAL LAND SURVEYORS
 1000 Main Street, Suite 200
 Lowell, MA 01850
 TEL: 978.452.1234

| No. | Description | Date |
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HUBBARDSTON CENTER
 21 GARDNER RD
 HUBBARDSTON, MA 01542
SITE & GRADING PLAN

Project Number: 221000
 Drawn By: BPC
 Scale: 1"=50'-0"
 Print Date: 05/02/18

C3

| Dispatch | FY2019 | Dispatch | Warren Added | Difference |
|--------------------------|----------------------|--------------------------|----------------------|---------------------|
| Wages | \$ 572,940.16 | Wages | \$ 617,644.36 | |
| Purchase Services | \$ 131,707.24 | Purchase Services | \$ 131,707.24 | |
| Supplies | \$ 7,000.00 | Supplies | \$ 7,000.00 | |
| Total | \$ 711,647.40 | Total | \$ 756,351.60 | \$ 44,704.20 |
| Dental | | Dental | | |
| Basic Life | \$ 4,722.84 | Basic Life | \$ 5,582.61 | |
| Medical | \$ 345.60 | Medical | \$ 403.20 | |
| Retirement | \$ 105,225.84 | Retirement | \$ 122,388.81 | |
| Medicare | \$ 49,857.99 | Medicare | \$ 49,857.99 | |
| Facility Operations | \$ 7,640.12 | Facility Operations | \$ 8,489.03 | |
| Facility Fixed Costs | \$ 11,578.34 | Facility Fixed Costs | \$ 11,578.34 | |
| Temp. Borrowing Expenses | \$ 24,906.69 | Temp. Borrowing Expenses | \$ 24,906.69 | |
| | \$ 3,161.53 | | \$ 3,161.53 | |
| Total | \$ 207,438.95 | Total | \$ 226,368.20 | \$ 18,929.25 |

| | | | | |
|-------------------------------|----------------------|-------------------------------|----------------------|---------------------|
| Total Operating Budget | \$ 919,086.35 | Total Operating Budget | \$ 982,719.80 | \$ 63,633.45 |
|-------------------------------|----------------------|-------------------------------|----------------------|---------------------|

| Assessments (2019) | Population | Population % | Assessments (2019) | Population | Population % |
|-------------------------|----------------------|-----------------------|-------------------------|----------------------|-----------------------|
| Rutland | \$ 274,179.26 | 8,895 44.28% | Rutland | \$ 237,899.59 | 8,895 36.16% |
| Barre | \$ 154,427.07 | 5,009 24.94% | Barre | \$ 133,967.29 | 5,009 20.37% |
| Oakham | \$ 56,346.69 | 1,828 9.10% | Oakham | \$ 48,890.44 | 1,828 7.43% |
| Hubbardston | \$ 134,241.34 | 4,356 21.68% | Hubbardston | \$ 116,502.60 | 4,356 17.71% |
| Warren | | | Warren | \$ 120,567.89 | 4,508 18.33% |
| Total Assessment | \$ 619,194.35 | 20,088 100.00% | Total Assessment | \$ 657,827.80 | 24,596 100.00% |

| | | | | |
|---|----------------------|---|----------------------|---------------------|
| Support & Incentive Grant | \$ 274,892.00 | Support & Incentive Grant | \$ 274,892.00 | |
| Wireless Incentive Grant | \$ 25,000.00 | Wireless Incentive Grant | \$ 50,000.00 | |
| Total to be charged to E911 Grants | \$ 299,892.00 | Total to be charged to E911 Grants | \$ 324,892.00 | |
| Total to be assessed | \$ 619,194.35 | Total to be assessed | \$ 657,827.80 | \$ 38,633.45 |



Towns of Rutland, Barre, Hubbardston, Oakham, and Warren

Rutland Regional Emergency Communication Center



COPY

240 Main Street - Rutland - Massachusetts - 01543

INTERMUNICIPAL CONTRACT AGREEMENT

This contract made this ____ day of _____, 2018, between the Town of Rutland, and the Towns of Barre, Hubbardston, Oakham and Warren, under the provisions of Massachusetts General Law Chapter 40, Section 4A for joint operations of public activities.

GENERAL CONTRACT STATEMENT

1. Contract dates will be July 1st through June 30th of each year.
2. This contract will automatically renew each July 1st, unless notification is given by any member town as provided below and subject to funding by town meeting vote for a maximum of 25 years.
3. This contract is for the provision of emergency call answering and emergency communications of the police and fire departments of the contracted towns as part of Rutland's operations. The Rutland Regional Emergency Communications Center will also provide dispatch services for the member towns' Departments of Public Works and Animal Control Officers.

BASIS FOR CHARGES AND BILLING

4. Charges will be based on the population figures of each town, as certified by respective Town Clerks, as of January of each year, to be used for the July 1 fiscal year.
5. A budget estimate for the ensuing fiscal year based on Rutland's proposed operating budget and using the previous year's population figures shall be sent by April 1st of each year, subject to adjustment for certified population figures.
6. Payments to the Town of Rutland will be made as follows:
 - a. First half billed in July and due on or before September 30th.
 - b. Second half billed in January and due on or before March 31st
7. Certified January census results shall be due no later than March 1st to determine final contract amounts for the next Fiscal Year starting July 1st.
8. Any grant funding that may become available to the Rutland Regional Emergency Communications Center may be reviewed to reduce the respective towns contracted costs where possible, if for such purpose; otherwise it will be used for its intended granted purpose.

SERVICES PROVIDED BY RUTLAND

9. Rutland will provide a facility in the Town of Rutland, equipment and manpower for 24-hour emergency call taking and dispatching services.

10. Operational procedures will follow a standardized format as established by the Rutland Regional Emergency Communications Center and the only exceptions will be for specific agreed-to cases.
11. Review of the dispatch center operations will take place semiannually with the respective member town's representative/s to a Board of Stakeholders; generally, the Police and Fire Chiefs. Reviews will also take place at any other time requested to address concerns regarding procedures or operations. The proposed budget for the upcoming fiscal year will be presented and reviewed in the regular budget timeframe process.

REQUIREMENTS OF TOWNS

12. Towns will provide and maintain all necessary telephone circuits, radio circuits, two-way radios and any related required equipment for the operation of their emergency networks, for connection with the Rutland Regional Emergency Communications Center facility. All charges and maintenance costs for the above are each Town's respective responsibility.
13. Each Town shall maintain a basic back-up communications point that may be manned by personnel from the Rutland Regional Emergency Communication Center in the event of an equipment break down situation, or abnormal emergency situation.

CHANGES TO OR TERMINATION OF THE CONTRACT

14. Changes to this contract may be requested with 90 days notice to all member towns. Changes are to be reviewed by the Rutland Regional Emergency Communications Center.
15. Termination of this contract is to be made in writing, with 240 days notice to all member towns. Other extraordinary circumstances may alter the number of days with agreement of the Towns.

NOTICES TO BE SENT TO

16. All official notices are to be sent as follows:

Town of Rutland - Board of Selectmen
Town of Rutland
246 Main Street
Rutland, MA 01543

Town of Barre - Board of Selectmen
Town of Barre
40 West Street Suite 697
Barre, MA 01005

Town of Hubbardston- Board of Selectmen
Town of Hubbardston
7 Main St. Unit # 3
Hubbardston, MA 01452

Town of Oakham- Board of Selectman
Town of Oakham
2 Coldbrook Rd
Oakham, MA 01068

Town of Warren- Board of Selectmen
Town of Warren
48 High Street
PO Box 609
Warren, MA 01083

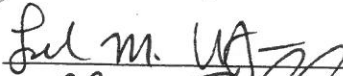
COST SHARING, REPORTS, DISPUTE RESOLUTION

17. Cost sharing. Contract Agreement member towns shall pay to the Town of Rutland, a share of the annual approved Rutland Regional Emergency Communications Center budget, which will provide for the cost of wages, purchased services, supplies, and a share of the benefits paid by the Town of Rutland for the department personnel, facility operations and fixed costs. The share shall correspond to a percentage based on the population figures, as indicated in section 4 of this agreement. Should the non-grant funded shared dispatch budget appropriation (Department # 299) need to be increased for necessary department operations, any deficiencies in the annual payment shall be included in the next year's payment. Should any funds remain in the Department # 299 budget at years end, said balance shall be deducted from the next year's payment, both in accordance with the cost-sharing formula established in section 4 of this agreement.
18. Reports. The Town of Rutland will provide contract agreement member towns one report annually of all expenditures and revenues for all wage, purchased services and supplies accounts, including grant funds applied to the services of the Rutland Regional Emergency Communications Center.
19. Dispute resolution. In the event any disputes or questions arise between the parties as to the interpretation of this agreement, the performance by any parties of the services, and other responsibilities provided for in the contract, the parties agree to try in good faith to settle the dispute through negotiation.

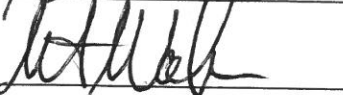
Whereas the Town of Rutland desires to enter into agreement with the Towns of Barre, Hubbardston, Oakham and Warren, for the efficient operation of an emergency dispatch center, the following agree to these terms in the best interest of each said town.

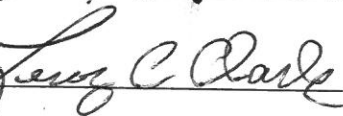
TOWN of RUTLAND
Board of Selectmen


Chairperson


Selectman

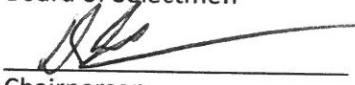

Selectman


Selectman


Selectman

Date: 6-4-18

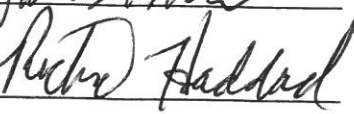
Town of Hubbardston
Board of Selectmen


Chairperson


Selectman


Selectman

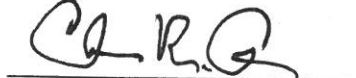

Selectman


Selectman

Date: 7-23-18

TOWN of BARRE
Board of Selectmen


Chairperson

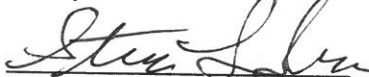

Selectman


Selectman

Date: June 4th 2018

Town of Oakham
Board of Selectmen


Chairperson


Selectman


Selectman

Date: June 11, 2018

Town of Warren
Board of Selectmen


Chairperson


Selectman


Selectman

Date: June 19, 2018

TOWN OF HUBBARDSTON, MASSACHUSETTS

AGREEMENT FOR TOWN COUNSEL SERVICES

THIS AGREEMENT made this 9 day of July, 2018 by and between the Town of Hubbardston, having a usual place of business at Hubbardston Town Hall, 7 Main Street, Unit # 3, Hubbardston, MA 01452, hereinafter referred to as the "TOWN", and KP Law, P.C., having a usual place of business at 101 Arch Street, 12th Floor, Boston, Massachusetts, hereinafter referred to as the "FIRM".

WITNESSETH:

Whereas, the FIRM currently serves as Town Counsel to the TOWN; and

WHEREAS, the FIRM desires to continue to serve as Town Counsel; and

WHEREAS, Town, by and through its Board of Selectmen, desires for the FIRM to continue to serve as Town Counsel.

NOW, THEREFORE, the TOWN and the FIRM agree as follows:

1. CONTRACT DOCUMENTS. The Contract Documents consist of this Agreement.
2. THE WORK. The FIRM shall perform legal services for the TOWN, including both general municipal and labor and employment services, as requested and needed and at the direction of the Town Administrator and Board of Selectmen.
3. TERM OF CONTRACT. This Agreement shall be in effect from July 1, 2018 and shall expire on June 30, 2019 ("TERM") unless sooner terminated, extended or amended pursuant to the terms hereof. In the event that this Agreement is not terminated, extended or amended prior to June 30, 2019, the FIRM shall continue to perform legal services to the TOWN under the terms hereof until such time as the Agreement is formally terminated, extended or amended ("EXTENDED TERM").
4. COMPENSATION. The TOWN shall pay the FIRM as full compensation for legal services rendered on billable matters at the rate of \$180/hour for attorneys and \$90.00/hour for paralegals. If the FIRM is reappointed for Fiscal Year 2020, beginning July 1, 2019 through June 30, 2020, the hourly rate for attorneys shall increase to \$185.00 and the hourly rate for paralegals to \$92.50.
 - a. At the request of the TOWN, the FIRM shall provide two free training sessions to TOWN boards and/or officials during the initial TERM and, if this Agreement is extended, two free training sessions in each fiscal year.
5. INVOICES. Invoices for services shall continue to be provided in their current format, provided, however, that the Town may request at any time that they take a different format.

6. PAYMENT OF COMPENSATION. The TOWN shall make payments within thirty (30) days after its receipt of invoices.
7. LIABILITY OF THE TOWN. The TOWN's liability hereunder shall be to make all payments when they shall become due, and the TOWN shall be under no further obligation or liability. Nothing in this Agreement shall be construed to render any elected or appointed official or employee of the TOWN, or their successors in office, personally liable for any obligation under this Agreement.
8. INDEPENDENT CONTRACTOR. The FIRM shall be considered an independent contractor for work and services rendered pursuant to this Agreement, and shall not be considered an employee or agent of the TOWN for any purpose, or entitled any benefits.
9. ASSIGNMENT. The FIRM shall not assign, or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the TOWN.
10. CONFLICTS. The TOWN is aware that the FIRM represents other public entities. The FIRM will not undertake to represent any client in a matter that is directly adverse to the TOWN without first seeking and obtaining the appropriate conflict waivers and consent from the TOWN and other relevant parties. If such a potential conflict is identified, the FIRM will advise the TOWN immediately and if deemed necessary by the TOWN, an appropriate mechanism to address the potential conflict will be implemented.
11. TERMINATION FOR CONVENIENCE.
The TOWN may terminate this Agreement at any time at its will and pleasure by providing the FIRM written notice specifying therein the termination date. Upon receipt of said notice and upon the termination date, the FIRM shall cease to incur additional expenses in connection with this Agreement. Upon such termination, the FIRM shall be entitled to compensation for all work completed prior to the termination date, and any work required or requested by the TOWN thereafter. The FIRM, at the request of the TOWN, shall stay on until a successor counsel is appointed. The FIRM may terminate this Agreement at any time at its will and pleasure by providing the TOWN written notice, specifying therein the termination date, provided however that such termination date shall not be sooner than 60 days from the date of such notice.
12. SEVERABILITY. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby.
13. GOVERNING LAW. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts.
14. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties with respect to the matters described. This Agreement supersedes all prior

agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

TOWN OF HUBBARDSTON by its
BOARD OF SELECTMEN

KP LAW, PC

Daniel S. Galante, Chairman

Lauren F. Goldberg, President



COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH
WARRANT FOR 2018 STATE PRIMARY



Worcester SS.

To the Constables of the Town of Hubbardston:

GREETINGS:

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:

TUESDAY, SEPTEMBER 4, 2018

from

7:00 A.M. to 8:00 P.M.

at

**Hubbardston Center School Gymnasium
8 Elm St**

for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

| | |
|--------------------------------------|---|
| SENATOR IN CONGRESS..... | FOR THIS COMMONWEALTH |
| GOVERNOR..... | FOR THIS COMMONWEALTH |
| LIEUTENANT GOVERNOR..... | FOR THIS COMMONWEALTH |
| ATTORNEY GENERAL..... | FOR THIS COMMONWEALTH |
| SECRETARY OF STATE..... | FOR THIS COMMONWEALTH |
| TREASURER AND RECEIVER GENERAL..... | FOR THIS COMMONWEALTH |
| AUDITOR..... | FOR THIS COMMONWEALTH |
| REPRESENTATIVE IN CONGRESS..... | SECOND DISTRICT |
| COUNCILLOR..... | SEVENTH DISTRICT |
| SENATOR IN GENERAL COURT..... | WORCESTER, HAMPDEN, HAMPSHIRE AND MIDDLESEX DISTRICT |
| REPRESENTATIVE IN GENERAL COURT..... | FIFTH WORCESTER DISTRICT |
| DISTRICT ATTORNEY..... | MIDDLE DISTRICT |
| CLERK OF COURTS..... | WORCESTER COUNTY |
| REGISTER OF DEEDS..... | WORCESTER DISTRICT |

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 fourteen (14) days before the time of said election. Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of August 2018

Board of Selectmen

A True Copy, Attest:

Daniel S. Galante

Joyce E. Green, Town Clerk

(Town Seal)

Michael S. Stauder

Date of Posting: _____

Jeffrey L. Williams

Method: By Hand

Patrick R. Girouard

By: _____
Paul F. Sweeney, Constable

Richard J. Haddad



Town of Hubbardston

FY19 Department Goals

Why Set Goals

Creates Unity of Effort
Empowers Department Staff
Ensures Accountability

FY19 Goal Structure

Professional Development

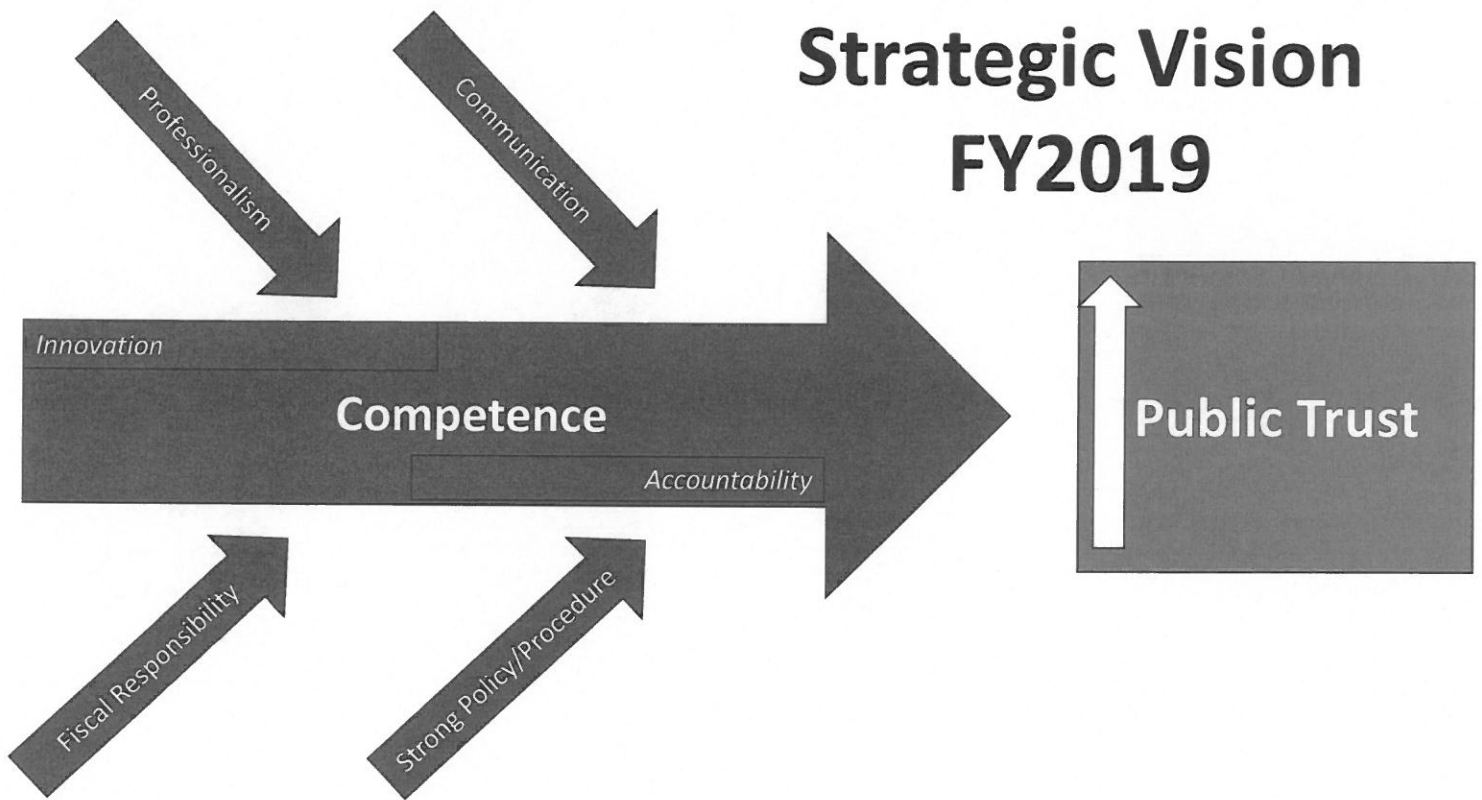
Overall Strategic Vision

Department Mission

Overall Strategic Vision

Increase and demonstrate department competencies in order to
increase public trust

Strategic Vision FY2019



SMART GOALS

Specific
Measurable
Achievable
Realistic
Time-Bound

Town Administrator

Ryan McLane

Professional Development

Complete three MCPPO courses by June 30, 2019 to solidify my standing as the town's chief procurement officer. Have executive assistant attend quarterly human resource classes to improve department operations.

Vision Goal

Review, edit and publish financial and human resource policies by November 1, 2018 to support the FY20 budget process and employee retention. Commit to regular staff development meetings and quarterly budget reviews.

Department Goal

Increase public transparency and communication by developing and reporting goals (individual and department) on the town Web site, in meetings and through social media. Additionally, increase office professionalism by developing and creating monthly, quarterly and annual reports that inform residents of town projects such as infrastructure, budget and department/board performance.

Town Clerk

Joyce Green

Professional Development

Assistant Town Clerk to attend one mentoring class within the next six months

Vision Goal

Update bylaws on website as they are approved by Attorney General
(within one week of AG approval)

Department Goal

Train the Assistant Town Clerk on five additional department tasks by the end of September; include basic election training and how to operate voting machine

Assessing

Diane Peterson

Professional Development

Assessing Administrative Assistant to attend two annual workshops; department to investigate the efficacy of assistant attending Assessment Administration 201.

Vision Goal

Increase communication with the public by holding Senior Citizen Abatement Workshops, outreaching to the Senior Work-Off Committee and supporting the Town Administrator's outreach goals.

Department Goal

Convert Assessing Software (Vision) to expand capabilities.

Veteran Services

Jared Sharp

Professional Development

Complete the VSO certification test by the end of the fiscal year

Vision Goal

Correct deficiencies of the past, expand (quantity and quality) client base, properly evaluate department for additional needs to include staffing and document all policies and procedures for sustainability.

Department Goal

Outreach to different veterans in the community. Visit veterans who are unable to travel and assist with claims.

Council on Aging

Claudia Provencal

Professional Development

Emphasize trainings on first aid and Shine.

Vision Goal

Expand and improve program offerings to include fuel assistance, food pantries, farmer's market coupons, senior tax-work off, SHINE and veteran benefits.

Department Goal

Renovate the existing Senior Center to create a space that provides a warm and welcoming space for seniors to meet, socialize, grow and actively participate.

Department of Public Works

Travis Brown

Professional Development

Schedule no less than quarterly trainings and seminars to improve managerial skills, knowledge and departmental function.

Vision Goal

Execute the FY19-20 Road Maintenance Plan. Continue to advocate regionally for Hubbardston's TIP and STRAP projects to leverage non-town funds for infrastructure improvement. Continue to provide successful and responsive winter operations.

Department Goal

Increase department cross-training so all employees have knowledge and experience to run all DPW equipment proficiently.