

Public Records Kept by Each Department

Town of Hubbardston

Department:	Records Kept Include but are not limited to:
Accounting	Financial Records
Animal Control	Animal Intake Forms
Assessors	Property Record Cards Assessors Maps
Board of Health	PERC Tests/ Soil Evaluations Septic Design Plans As Built Septic Installation Plans Title 5 Inspection Reports Certificate of Compliance; Septic Repairs Septic Pumping Records Well Installation Permits Permits issued: Food establishments, Residential Kitchen, Recreational Camps for Children, Swimming Pool Permits, Septic Haulers, Septic Installers, Residential Waste Collector Inspection Reports: Permitted Food Vendors, Residential Kitchens, Campgrounds
Board of Selectmen	Administrative Annual Reports Auditor reports Board/Committee Appointments Grants Licenses & Applications:

	Alcohol/liquor, Auto Amusement Class I & Class II Auto Dealer, Common Victualer, Meeting Minutes Personnel Records QRSD Annual Reports
Building Dept	Building Permits with Plans Wood Stove Permits Electrical Permits Gas Permits Plumbing Permits Certificates of Completion (Building & Wood Stove)
Council on Aging	Applications for Programs Meeting Minutes
DPW	Bid Documents Chapter 90 Projects with all paperwork Contract Copies of Awarded Bids Driveway Permits Equipment Information Road Documents, including Bridges Trench Permits
Finance Committee	Meeting Minutes
Fire	Fire/Ambulance Records
Library	All Library Related Matter
Planning Board	Special Permits ANR Forms and Plans

Police	All Police Related Matter
Treasurer/Collector	Real Estate & Personal Property Taxes Payroll records Motor Vehicle records Tax Title
Town Administrator	Contracts Procurement Records
Town Clerk	Annual Street List Annual Town Report Board/Committee appointments & oaths Business Certificates Campaign Finance Reports Conflict of Interest Disclosures Dog Owners, Annual List of Election Records Ethics - Compliance Documents General Bylaws with amendments Jury List Kennel Permits/Licenses Meeting Minutes Meeting Notices/Agendas Oaths of officers Planning Board; Plans, Subdivision Control Records Pole, Wire, Conduit Locations; Orders for Public Records Requests Raffle permits Resignations of officials Road files Town Charter Town Meeting / Election Warrants Town Meeting Minutes Vital Records; Birth/Death/Marriage Zoning Board; Decisions & Proceedings Voter Extracts Zoning Bylaws with amendments