



**SELECT BOARD MEETING MINUTES
November 1, 2022
SLADE BUILDING**

Attendance:

Members Present: Jeff Williams – Chair, Katie Young – Vice Chair, Peter Walker–Member, Kris Pareago – Member, Heather Munroe- Clerk

Staff Present: Sandra Nason – Interim TA,

Members absent:

Additional Attendees:

Session opened at: 6:32 pm

Open Session : None

Announcements: In the interest of keeping this short, Vice Chair Young spoke about the following events which had just happened.

STM was last week and the budget can now be set. The Haunted Hay ride which was put on by the Lion's Club was a great event and Member Pareago stated he's looking forward to next year's event. The Halloween Parade was well attended and ended over at the Hubbardston Center School. There was a block party and trick or treat last night with a lot of kids, old and young, attending. The Lion's Club gave out chips, cocoa and cider and the Police Department handed out hot dogs which were donated by Rietta Ranch. There are a lot of events coming up and Vice Chair Young will speak on those at the next meeting.

Minutes and Consent Agenda: Minutes for August 15, 2022 and September 6, 2022, Waiving the waiting period for the wage authorization for Lauren Wright the Veteran's Service Officer and appointment for Bill Shea to the Cultural Council from November 1, 2022 through June 30, 2023. Chair Williams asked if there were any questions. There were none.

Motion made to accept the Consent Agenda as is with wage authorization waiting period waived by K. Young. 2nd H.Munroe. Discussion: None. All in favor: Yes - 5, No – 0. Motion Passes.

New Business:

Keep Hubbardston Beautiful: Laura Foley is looking to disincorporate this committee. Ms. Foley and Vice Chair Young met to discuss this. Ms. Foley is discouraged that she hasn't been able to get enough interest in this committee. This will now be taken under Special Events.

Motion made to disband Keep Hubbardston Beautiful as a Town Committee by H Munroe. 2nd by K Young. Discussion: None. All in favor. Yes – 5, No – 0. Motion Passes

OLD BUSINESS:

Appraisal of 60 Gardner Rd: ARPA Funds were allocated for this and the appraisal was put out for bid. Howard Dono and Associates won the bid and have been trying to contact Mr. Jonsson who owns 60 Gardner Road to be able to see the whole property, inside and out. Mr. Jonsson is in Iceland currently and has not been able to be reached. Mr. Dono asked if the Select Board would want them to just do an appraisal of the outside or if their company should wait until they are able to do the full appraisal. The Select Board asked Clerk Munroe to see when Mr. Jonsson would be back in the states as she has a contact. Chair Williams, as well as Clerk Munroe and Vice Chair Young all stated that they would tell Mr. Dono to wait as the board would like a full appraisal. Interim TA Nason will let them know.

TA REPORT: None

Policies to Review: None

Matters not reasonably anticipated by the Chair: None

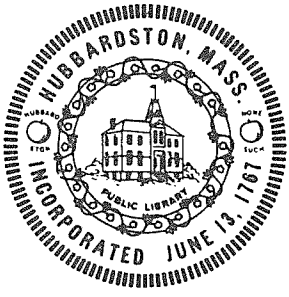
Public/Press Questions: None

Chair Williams stated that before the Board moved to go into Executive Session he would like to speak to how he hopes tonight's executive session will go. Mr. Williams would like to come out of the session with a package to be presented to Mr. Boudreau tomorrow night. Chair Williams is declaring the meeting to be a committee of whole which means that all five Select Board members are equal. Chair Williams asked Clerk Munroe to take the lead on this for this portion of the meeting only.

Motion to enter into Executive Session pursuant to M.G.L. Chapter 30A, Section 21(a) purpose 2 "to conduct strategy sessions in preparation for negotiation sessions with nonunion personnel and to conduct contract negotiations with nonunion personnel. The Board will meet to strategize and to negotiate a contract with a new Town Administrator by K. Young. 2nd H. Munroe. Discussion: None. Roll Call Vote: P. Walker – Yes, K. Pareago – Yes, H. Munroe – Yes, K. Young – Yes, J. Williams – Yes. Motion Passes.

Respectfully Submitted by:

Toni Walker
Executive Assistant



RYAN P. COUTURE
CHIEF OF POLICE

Town of Hubbardston

DEPARTMENT OF POLICE

7 MAIN STREET, UNIT #9
HUBBARDSTON, MASSACHUSETTS 01452
TEL. 978-928-1400 – FAX 978-928-5267

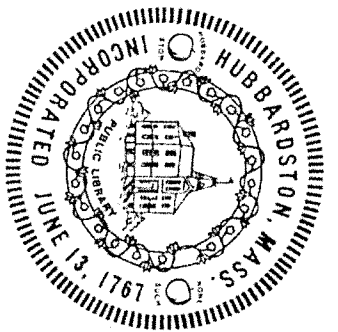
December 5, 2022

Nathan Boudreau
Town Administrator

I would like to request that we hire William Withycombe and William Homans for the open Civilian Traffic Control positions. William Withycombe and William Homans previously worked for the Hubbardston Police Department as patrolman. After they retired, they worked as detail officers. They have both completed the requirements set forth in the Civilian Traffic Control Policy and their appointment to this position will supplement filling traffic control openings when roadwork is being done in the Town of Hubbardston.

Sincerely,

Ryan Couture
Chief of Police



LICENSE # 2023-20

THE COMMONWEALTH OF MASSACHUSETTS

FEE \$ 100.00

TOWN OF HUBBARDSTON

THIS IS TO CERTIFY THAT LINDA JONSSON, D.B.A. AAA TODAY, LLC, LOCATED AT
60 GARDNER ROAD, HUBBARDSTON, MA IS HEREBY GRANTED A LICENSE FOR

CLASS II AUTO DEALER

THIS LICENSE IS GRANTED IN CONFORMITY WITH THE STATUTES AND ORDINANCES RELATING THERETO,
AND EXPIRES DECEMBER 31, 2023 UNLESS SOONER SUSPENDED OR REVOKED.

November 21, 2022



OFFICE OF

The Board of Selectmen

7 Main St. Unit #3 HUBBARDSTON, MA 01452
(978) 928-1400 x 201 FAX (978)928-3392

2023 LICENSE APPLICATION

TYPE OF LICENSE BEING REQUESTED: **Class II Auto Dealer**

DATE: 11-20-2022

FEE: **\$100.00**

APPLICANT NAME: LINDA JONSSON

APPLICANT ADDRESS: 60 GARDNER RD., HUBBARDSTON, MA.

PHONE: ~~978-870-8506~~ (978) 352-0222

NAME OF BUSINESS: **AAA Today, LLC**

978 728 3448

ADDRESS: **60 Gardner Road, Hubbardston, MA 01452** PHONE: ~~978-227-5455~~

ZONING DISTRICT WHERE PROPERTY IS LOCATED: **Commercial**

MAP # **5** PARCEL # **81**

NATURE OF BUSINESS & LOCATION IF DIFFERENT FROM ABOVE:

(Please describe the activity that will be conducted under this license/permit)

N/A
Signature of BUILDING COMMISSIONER

N/A
Signature of FIRE CHIEF

Pursuant to the provisions of M.G.L. Chapter 40, Section 57, certification that no debt is owed to the Town of Hubbardston by the applicant or owner of record must be obtained from the Tax Collector before said license may be issued by the Selectboard.

Sandra Naxon
TAX COLLECTOR

12/15/2022
DATE

Linda Jonsson
Signature of APPLICANT

OWNER
TITLE

270303698
SOCIAL SECURITY NUMBER or
FEDERAL IDENTIFICATION NUMBER

**CLASS II AUTO DEALER APPLICANTS
MUST PROVIDE COPY of \$25,000
DEALER'S BOND or CERTIFICATE of
DEPOSIT or IRREVOCABLE LETTER of
CREDIT EQUAL to BOND AMOUNT.**



OFFICE OF

The Board of Selectmen

7 Main St. Unit #3 HUBBARDSTON, MA 01452
(978) 928-1400 x 201 FAX (978)928-3392

2023 LICENSE APPLICATION

WORKERS COMPENSATION INSURANCE

Pursuant to M.G.L. c. 152 §25A, I certify that (check one)

I have submitted a copy of current Insurance certificate

I have completed and submitted the enclosed affidavit confirming that no coverage is required as per above law.

DEPARTMENT of REVENUE

I hereby certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under the law.

AAA TODAY, LLC
* Signature of Individual or
Corporate Name (mandatory)

Linda Jonsson
By: Corporate Officer
(Mandatory, if applicable)

270303698
** Social Security # (Voluntary) or
Federal Identification Number

* A license will not be issued unless all certification clauses are signed by the applicant.

**Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. Chap. 62C §9A.

BOARD OF SELECTMEN FINANCE COMMITTEE LIAISON LIST FY 2020

| Select | FinCom | Board/Committee/Department | Contact | Email | Office number | Home number |
|------------|---------------|-----------------------------|---------------------------------|------------------------------|--------------------|--------------|
| Katie | | Animal Control Officer | Gardner Animal Control | ksalerno@gardner-ma.gov | 978-630-4950 | |
| Katie | | Animal Inspector | Gardner Animal Inspector | ksalerno@gardner-ma.gov | 978-630-4950 | |
| Pat | | Board of Assessors | Christina Sutcliffe - Assistant | assessors@hubbardstonma.us | 928-1400 x203 | 978-928-4058 |
| Kris | | Board of Health | Mallory Seamon _ assistant | health@hubbardstonma.us | 928-1400 x209 | |
| Dan | | Board of Registrars | Laurie Reed - Town Clerk | telrk@hubbardstonma.us | 928-1400 x202 | |
| Town Admin | | Building Commissioner | Mallory Seamon - Assistant | inspect@hubbardstonma.us | 928-1400 x209 | |
| Katie | | CIPC | Ryan McLane | admin@hubbardstonma.us | 978-928-1400 x200 | |
| Katie | | Cemetery Commission | Paul Sweeney | sweeneypl@gmail.com | 978-928-4030 | |
| Dan | | Conservation Commission | Mallory Seamon - Assistant | concom@hubbardstonma.us | 928-1400 x209 | 978-502-5250 |
| Jeff | | Council on Aging | Claudia Provencal COA Director | coa@hubbardstonma.us | 928-1400 x211 | 978-928-1372 |
| Dan | | Community Preservation Comm | Danielle Arakelian | daniellearakelian@gmail.com | | |
| Jeff | | Cultural Council | Bill Shea | bill@heruptureduck.com | | |
| Katie | | Economic Development Comm | Whitney Friberg | hubb.edc@gmail.com | | |
| Kris | | Emergency Planning | Dennis O'Donnell | emcd@hubbardstonma.us | 978-928-4086 | 978-928-4086 |
| Kris | | Fire Department | Bob Hayes, Fire Chief | firechief@hubbardstonma.us | (978) 928-4423 | |
| Pat | | Dept. of Public Works | Travis Brown | highway@hubbardstonma.us | (978) 928-1408 | |
| Dan | | Historical Commission | Gary Kangas | garykangas@gmail.com | | |
| Jeff | | Library | Chris Barbera | library@hubbardstonma.us | (978) 928-4775 | |
| Dan | | Monty Tech Regional Voc. | Dr. Sheila Harrity, Supt. | harrity@montytech.net | (978) 345-9200 | |
| Katie | | Open Space Committee | Bob Hatch | openspace@hubbardstonma.us | 978-928-4852 | |
| Kris | | Park Commission | Sanda Barry | siams@gmail.com | 928-1400 x210 | |
| Dan | | Planning Board | Christina Sutcliffe - Assistant | plan@hubbardstonma.us | 928-1400 x100 | |
| Dan | | Police Dept. | Chief Dennis Perron | chiefperron@hubbardstonma.us | 978-355-4668 x8500 | |
| Jeff/Dan | | QRSD | Dr Sheila Muir | smuir@qrdsd.org | | |
| | | School Committee Member | William Hansen | sc-whansen@qrdsd.org | 978-928-5074 | |
| | | School Committee Member | Debra Chamberlain | sc-dchamberlain@qrdsd.org | 978-928-4427 | |
| | | School Committee Member | Mark Wigler | sc-nwigler@qrdsd.org | 978-928-5120 | |
| | | School Committee Member | Dave Correia | sc-dcorreia@qrdsd.org | 508-783-7430 | |
| Katie | | Special Events | Katie Young | hubbardston250@gmail.com | 978-549-0714 | |
| Town Admin | | Tax Collector/Treasurer | Sandy Nason | treas@hubbardstonma.us | 928-1400 x205 | |
| Town Admin | | Town Accountant | Kelli Pontbriand | lacci@hubbardstonma.us | 928-1400 x206 | |
| Town Admin | | Town Clerk | Laurie Reed | telrk@hubbardstonma.us | 928-1400 x202 | |
| Pat | | Tree Warden | Jeffrey Bourque | arboristjfb@yahoo.com | 978-928-3389 | |
| Town Admin | | Veterans' Agent | Sara Wyman | swyman@westminster-ma.gov | (978) 630-4017 | |
| Katie | | Zoning Board of Appeals | Laurie Reed | telrk@hubbardstonma.us | 928-1400 x202 | |
| Dan | Town Admin | Ryan McLane | admin@hubbardstonma.us | admin@hubbardstonma.us | 978-928-1400 x200 | 508-561-2797 |
| Town Admin | Exec. Assist | Bobbie Thibault | bos@hubbardstonma.us | bos@hubbardstonma.us | 978-928-1400 x201 | |
| | Selectmen | Daniel Galante | Chairman | hubselectman5@gmail.com | | 508-726-4086 |
| | | Jeffrey Williams | Vice Chairman | hubselectman1@gmail.com | | 978-257-7731 |
| | | Pat Girouard | Clerk | hubselectman2@gmail.com | | 978-375-2338 |
| | | Kris Pareago | Member | hubselectman4@gmail.com | | 978-729-8107 |
| | | Katie Young | Member | hubselectman3@gmail.com | | 978-549-0714 |
| Dan | Finance Commi | Susan Rayne | Chair | susanrayne@me.com | | 617-413-4253 |
| | | Joshua Lerner | Vice Chair | lerner.finance@gmail.com | | |
| | | Peter Russell | Member | peter.russell12@gmail.com | | |
| | | Maria Tourigny | Member | maria.tourigny@gmail.com | | |
| | | Chuck Reed | Member | CREED@hanover.com | | |



Office of the Town Administrator

December 15, 2022

To: Select Board
From: Nathan Boudreau, Town Administrator
RE: Process of Selecting Police Chief

Members of the Board,

At your November 21, 2022, meeting, the Board tabled discussion regarding the process to hire a new Chief of Police until December 20, 2022. Since that meeting, I have researched this topic by digging into past precedents, industry standards, consulting professional opinions, and our internal policies and procedures. With that, I wanted to provide additional pertinent information. I intend to frame this matter about the merits of an external versus internal hiring process, thus keeping potential or perceived candidates out of the discussion.

External Posting

We would be committed to due diligence during the hiring process through posting externally. Looking external will allow the municipality to understand what is outside and inside of the Hubbardston Police Department. Hiring an outside candidate could bring a cultural shift to the department as organizational changes will be easier to accept due to not having any existing history. An external posting would also allow the Select Board to consider the potential ideas, standards, and experience an external candidate may bring to the position. An external process will also lead to the Board understanding the types and length of experiences external professionals may bring to the town. However, posting externally does not commit the municipality to hiring externally, as we could post externally, and the Board could determine an internal candidate is the best fit.

An external posting would involve a Police Chief Search Committee to pre-scan candidates and forward the finalists to the Select Board to be interviewed. A committee would provide an extra level of due process and additional community involvement.

Internal Posting

Posting the position internally would allow the town to maintain its position accepted within town personnel recruitment and selection policies by allowing internal candidates to interview for a new role within the organization. However, posting internally does not commit the municipality to hiring internally as the town could post internally, interview interested internal candidates and eventually

decide that the best option is to seek a different external opportunity. An internal posting would boost the morale of the departments as it would promote the Board's publicly stated support of internal promotion and succession planning per the town's personnel policies.

A large part of police work is teamwork; an internal candidate will bring established relationships and institutional knowledge to the role. Internal candidates deeply understand the roles and working relationships of the town and would likely be able to transition smoothly.

Recommendation

As Town Administrator, I am recommending we follow the suggestive guidance of our Town Personnel Policies and post the position of Police Chief internally before considering any external options. An internal hire could get to work much faster than an external hire in their new role. In addition, allowing internal candidates the first opportunity to be considered for the position increases engagement and positive work culture across the entire organization.

Several times within our policies, we speak to the positivity of succession planning and putting significant taxpayer dollars into training staff members for potential promotional opportunities. An internal posting would speak positively to employees about seeking training, working hard, and going above and beyond, as there are potential opportunities for growth here for them.

However, as previously stated, the Select Board should determine the qualities they want to see in their next Chief and keep them in mind during internal interviews. If internal candidates do not meet the Board's requirements, the opportunity to post externally is still available.

Sincerely,

A handwritten signature in black ink, appearing to read 'N. R. B.', with a stylized flourish at the end.

Nathan R. Boudreau, MPA
Town Administrator



Town of Hubbardston

7 MAIN STREET
HUBBARDSTON, MASSACHUSETTS 01452
(978) 928-1400 FAX (978) 928-3392

RECRUITMENT AND SELECTION

I. POLICY

The goal of the recruitment and selection process for the Town of Hubbardston is to fill vacancies with the most qualified candidates available and, in doing so, adhere to the principles of Affirmative Action and Equal Employment Opportunity. The Town supports the practice of, but does not guarantee, promotion or transfer of qualified current employees to fill vacancies and encourages professional development and succession planning that may facilitate its occurrence.

Every person, regardless of their race, color, religion, national origin, ancestry, sex, gender identity, age, handicap (disability), participation in discrimination complaint-related activities, sexual orientation, genetics, or active military or veteran status or any other basis prohibited under applicable law applying for employment in Hubbardston will receive fair and equal treatment. Persons shall be recruited from a geographic area as wide as necessary to assure that qualified candidates are attracted for various positions. The recruitment, selection, and promotion of candidates and employees shall be based solely on job related criteria as established in the position descriptions and in accordance with proper personnel practices and the principles and practices of Equal Employment Opportunity and Affirmative Action.

II. VACANCY

When a Town position becomes vacant, the appointing authority and/or the Town Administrator will review the job description and essential functions of the position. If the knowledge, skills and abilities of the position have changed, appropriate changes shall be made to the description.

III. RECRUITMENT

Recruitment of a position shall not begin until the job vacancy notice is approved by the Town Administrator. The Town Administrator shall determine if the position will be filled internally by promotion or recruitment. If recruitment is used, the following process will be followed.

- A. Notice of Vacancies. The job vacancy notice shall include: the job title, summary of duties, qualifications, salary level and range, a closing date for applications and application instructions.
- B. Posting and Advertisements of Job Vacancies. Notice of vacancies shall be concurrently posted in a conspicuous public place and advertised locally or on-line. Advertising should be adequate to ensure that a sufficient number of qualified applicants apply for available vacancies.
- C. Applications. All candidates applying for employment in Hubbardston shall complete an official Employment Application Form and a Release and Authorization for Investigation and Reference Check. Each applicant shall sign the form, and the truth of all statements shall be certified by the applicant's signature. All applications shall be filed at the office of the Town Administrator.
- D. Interviews. Standardized interviews of selected candidates shall be conducted by the department head, Town Administrator or an appropriate designee. To the extent possible, questions shall be standardized and asked of each candidate.
- E. Examinations. The Town Administrator or appointing authority may require an examination as one part of the selection process. Examinations may be written, oral, practical, or any combination thereof, and shall be relevant to the requirements of the position.
- F. References. A candidate's references from current and former employers, supervisors, and others are considered an important part of the selection process. Refusal to provide consent to contact references may result in the application being denied further consideration. References and other background investigations, such as credit checks when applicable, shall be documented and made part of the applicant's file. All reference checks and investigations shall be completed prior to the offer of employment.
- G. Employment Eligibility. All persons selected for employment with Hubbardston must meet employment eligibility requirements in accordance with applicable Federal and State laws and regulations. New employees must provide proof of authorization to work in the United States prior to beginning employment with the Town as mandated by Federal law. After making an offer of employment, Hubbardston will verify the candidate's eligibility to work in the United States, using the "Employment Eligibility Form" (I-9 Form).

Prospective employees must sign the I-9 Form and provide the appropriate documentation no later than the first day, and prior to beginning work. All offers of employment are contingent on the candidate's providing Hubbardston with the appropriate documentation prior to being placed on the payroll and beginning work.

H. Application Records. The application, reference checks, and related documents submitted shall be maintained by the Town Administrator or his/her designee for the period required by law. The Town shall make a reasonable effort to maintain the confidentiality of the application records.

IV. OFFER OF EMPLOYMENT

All offers of employment shall be made in writing by the Town Administrator or Appointing Authority. The written offer of employment shall include the salary, the starting date and any conditions of employment not covered in these personnel policies and procedures. All offers are conditional, subject to the satisfactory completion of pre-employment requirements set out in the offer letter. Such requirements may include a drug screen, a CORI check and a pre-employment physical.

V. SALARY INCREMENTS/BENEFIT LEVELS

Employees shall be employed at the minimum rate of their grade unless the Town Administrator authorizes a higher starting rate. Salary steps shall increase in the amount indicated by the pay schedule and shall be paid to employees each year on July 1 of each year of employment, upon approval of the appointing authority, until the maximum for their grade is reached.

VI. PRE-EMPLOYMENT PHYSICAL EXAMS

A physical examination shall be mandatory before the employment of any full-time or regular part-time person in any position covered by this Policy. The Town shall pay the fees for such examinations. The scope of the examination shall be appropriate to the work to be performed and shall be conducted by a physician designated by the Town.

VII. PROBATIONARY PERIOD

The first six months of employment is a probationary period. During the probationary period, the employee may be terminated for any reason or no reason, so long as it is not unlawful.

CHAPTER XXIX PERSONNEL

SECTION 1. Purpose and Authorization

The purpose of the personnel bylaw is to establish a system of personnel administration based on merit principles that ensures a uniform, fair and efficient application of personnel policies. It shall be the policy of the Town of Hubbardston to guarantee equal opportunity to all qualified applicants and to all employees with respect to initial appointment, advancement, compensation, and general working conditions without regard to age, race, creed, color, gender, national origin, sexual orientation, religion, or physical condition. This bylaw is adopted pursuant to the authority granted by Article LXXXIX of the Constitution of the Commonwealth and General Law, Chapter 41, §108A and §108C.

SECTION 2. Application

All Town departments and positions shall be subject to the provisions of the personnel system established pursuant to this bylaw except officials elected by popular vote, employees under the direction and control of the School Committee, employees covered by collective bargaining agreement, contract employees, Library personnel, and those who serve on voluntary boards and committees. All persons covered hereby shall receive the rate of pay and be subject to the provisions set forth in the personnel system established pursuant to this bylaw as determined to be applicable to them by the Human Resources Advisory Board hereinafter established. Nothing in this bylaw shall be construed to be in conflict with Chapter 31 of the General Laws relating to Civil Service, or with Chapter 150E of the General Laws relating to Public Employee Collective Bargaining, which shall prevail if there is any conflict.

SECTION 3. Human Resources Advisory Board

A. Composition, Mode of Selection, Term of Office, Qualifications

The Board of Selectmen shall appoint a Human Resources Advisory Board consisting of five persons for three-year overlapping terms. No member shall be an employee of or a paid elected or appointed official of the town. The board shall annually elect a Chairperson from its membership. Any three members of the board shall constitute a quorum for the transaction of business. The affirmative vote of three members shall be necessary for any official act of the board to be effective.

B. Powers and Duties

The board shall make recommendations for the establishment and maintenance of a personnel system based on merit principles, the classification and reclassification of positions, an annual compensation plan, and the development of personnel policies pursuant to Section 5 of this bylaw and Section 6-7-3 of the Town Charter.

SECTION 4. Personnel System

A personnel system shall be established by promulgation of policies pursuant to Section 5. The personnel system shall make use of current concepts of personnel management and shall include, but not be limited to the following elements:

A. Method of Administration

A system of administration that assigns specific responsibility for all elements of the personnel system, including: maintaining personnel records, implementing effective recruitment and selection processes, maintaining the classification and compensation plans, monitoring the application of personnel policies, including periodic reviews, and evaluation the personnel system.

B. Classification Policy

A position classification plan for all employees subject to this bylaw based on similarity of duties performed and the responsibilities assumed so that the same qualifications may be reasonably required

for, and the same schedule of pay may be equitably applied to, all positions in the same class. No employee may be appointed to a position not included in the classification plan.

C. Compensation Plan/Policy

A compensation plan for all positions subject to this bylaw consisting of: 1. a schedule of pay grades including minimum, maximum and intermediate rates for each grade; and 2. an official list indicating the assignment of each position to specific pay grades.

D. Recruitment and Staffing Policy

A recruitment and staffing policy (employment, transfer and promotion) ensuring that reasonable efforts are made to attract qualified persons and that selection criteria are job related.

E. Personnel Records

A centralized record keeping system ensuring the maintenance of essential personnel records.

F. Personnel Policies

A series of personnel policies establishing the rights and benefits to which personnel employed by the Town are entitled and the obligations of said employees to the Town.

G. Other Elements

Other elements of personnel systems as deemed appropriate or required by law.

SECTION 5. Adoption and Amendment of Classification, Compensation and Personnel Policies

The Human Resources Advisory Board shall promulgate personnel policies defining the compensation, classification, rights, benefits and obligations of employees subject to this bylaw. Policies shall be adopted or amended as follows:

A. Initiation and Review

Any member of the Human Resources Advisory Board or any employee may suggest policies for consideration by the Human Resources Advisory Board. The Human Resources Advisory Board shall consider policies or amendments to policies. The Board need not consider any proposal already considered in the preceding twelve months. The Board shall post an agenda of all meetings.

B. Recommendation of Policies

The recommendations of the Human Resources Advisory Board shall contain the text of the proposed policy or amended policy, an explanation of the policy and the implications of the policy. The Board of Selectmen shall consider recommendations of the Human Resources Advisory Board and may adopt, reject or return recommendations to the Board for further action. Policies shall become effective upon the approval of the Board of Selectmen, unless some other date is specified or Town Meeting appropriation is required.

C. Time Requirements

The Human Resources Advisory Board shall transmit recommendations in writing to the Board of Selectmen within sixty (60) days of receiving a proposed policy or policy amendment for consideration. If the Human Resources Advisory Board fails to transmit a recommendation, the Board of Selectmen may adopt the policy amendment.

- (c) board of appeals – 5 members for terms of 5 years;
- (d) historical commission – 5 members for terms of 3 years;
- (e) council on aging – 9 members for terms of 3 years;
- (f) agricultural commission – 5 members for terms of 3 years;
- (g) human resources advisory board – 5 members for terms of 3 years; and
- (h) cultural council – 5 members for terms of 3 years.

4-2-2 The community preservation commission shall be appointed as provided by the General Laws and the town bylaws.

4-2-3 The capital improvement planning committee shall consist of 5 members; 1 of whom shall be a member of the finance committee appointed by the finance committee for a term of 1 year; one of whom shall be a member of the planning board appointed by the planning board for a term of 1 year; and 3 of whom shall be town residents appointed by the board of selectmen for terms of 3 years.

4-2-4 The town administrator shall serve as the town’s liaison to all boards, commissions and officers. Notwithstanding statutory duties, such boards, commissions and officers working with the town administrator shall seek to ensure effective and ongoing collaboration and cooperation among all entities serving the town to ensure regular communication and shared understanding of the town’s needs and priorities as determined by the board of selectmen.

4-2-5 Advisory committees may be created by bylaw, town meeting or majority vote of the board of selectmen for a specific purpose. Unless otherwise specifically provided, these committees shall be appointed by the board of selectmen and shall terminate upon completion of the respective charges.

Section 3. Appointed Officials

4-3-1 The board of selectmen shall appoint the chiefs of the police department and fire department, who shall have the authority set forth in section 97A of chapter 41 of the General Laws and sections 42, 43 and 44 of chapter 48 of the General Laws, respectively; provided, however, that said chiefs shall engage in ongoing communication and coordination with the town administrator on matters affecting their respective departments and shall meet with the town administrator, at the administrator’s request; and provided further, that sufficient notice is given for such a meeting.

4-3-2 The board of selectmen shall appoint 3 constables to staggered terms of 3 years.

4-3-3 The town administrator shall appoint other employees as described in article 3.

Section 4. Procedures Governing Boards, Committees and Other Multiple-Member Bodies

4-4-1 Except as otherwise provided by this charter, the procedure and conduct of multiple-member bodies shall be governed by the town bylaws and applicable General Laws, including the open meeting law, sections 18 to 25, inclusive, of chapter 30A of the General Laws, the



**Town of Hubbardston
Collector /Treasurer**

7 MAIN STREET, Unit #11
HUBBARDSTON, MASSACHUSETTS 01452
(978) 928-1400 x 207 FAX (978) 928-3392

December 15, 2022

Nate Boudreau
Town Administrator

Re: ARPA Funds

The Accountant and I have worked together to put together a spreadsheet of ARPA projects that have been approved, showing amounts allocated, amounts spent, and remaining balances.

Of the first round of ARPA funds, there is a total of \$37,555.79 remaining unused. These funds remain from Electronic Sign - \$141.00, Premium Pay- \$11,225.00, Lombard Road Reconstruction-\$1,189.00, and Habitat for Humanity- \$25,000. The Habitat for Humanity money was to be used only if funds were not approved at the annual Town Meeting using CPA.

There are still some unknown variables regarding the first round of ARPA projects. Route 68 improvements-several homeowners/mortgage companies have not submitted paperwork for monies allotted to them for takings. I spoke to Mass DOT and was told that there is no end date for the applications to be accepted. We have asked Town Counsel about this and are awaiting an answer.

The Feasibility Study for a Public Safety Building/Town Hall has begun with an appraisal of the property at 60 Gardner Road. Now we need ask the owner if he would be accepting of the appraisal amount in order to move forward with the study. If he is not interested in selling, then these funds would be put into the pool of available money as they would not be used.

I spoke with Chief Hayes and the radios for the fire department have been ordered but haven't arrived yet, but he assured me the entire amount will be used.

Until we receive more information from Town Counsel and Jon Jonsson, owner of 60 Gardner Road, We will not have a final amount of available ARPA money.

Very truly yours,

Sandy Nason

Sandra Nason
Treasurer/Collector

Total Federal Funds allocated \$ 1,443,421.00

Deposit #1 6/30/2021 \$ 252,722.23
 Deposit #2 8/31/2021 \$ 468,988.32
 Deposit #3 7/31/2022 \$ 252,722.23
 Deposit #4 9/30/2022 \$ 468,988.32
 Interest Earned to date \$ 320.39

Total Income \$ 1,443,741.49

| Applicant | Project | | Spent to 12/14/2022 | Remaining |
|----------------------------|--|---------------|---------------------|--------------|
| Hubbardston Lions Club | Lost Revenue | \$ 23,000.00 | \$ 23,000.00 | \$ - |
| Go Green Manufacturing Inc | Capital Investment Plan/Trailers | \$ 39,219.00 | \$ 39,219.00 | \$ - |
| Go Green Manufacturing Inc | Lost Revenue | \$ 50,781.26 | \$ 50,781.26 | \$ - |
| Hair 4 you | Lost Revenue | \$ 15,950.00 | \$ 15,950.00 | \$ - |
| HubbTown Diner | Hubb Town Diner Improvements | \$ 5,364.05 | \$ 5,364.05 | \$ - |
| HubbTown Diner | Lost Revenue | \$ 17,235.95 | \$ 17,235.95 | \$ - |
| DPW | Agri-Metal Blower | \$ 7,675.00 | \$ 7,675.00 | \$ - |
| Special Events | Electronic Sign | \$ 48,400.00 | \$ 48,259.00 | \$ 141.00 |
| Town Adminstrator | Premium Pay | \$ 60,000.00 | \$ 48,775.00 | \$ 11,225.00 |
| Habitat for Humanity | Ragged Hill Road | \$ 25,000.00 | | \$ 25,000.00 |
| Select Board | Lombard Road Recons | \$ 575,000.00 | \$ 573,810.21 | \$ 1,189.79 |
| Hubb Fire Dept | Communications (portable radios) | \$ 17,400.00 | | \$ 17,400.00 |
| Select Board | Route 68 Improvements | \$ 89,150.00 | \$ 84,427.07 | \$ 4,722.93 |
| Town Adminstrator | Public Safety Building/Town Hall Feasibility Study | \$ 65,500.00 | \$ 3,950.00 | \$ 61,550.00 |

Other Expenses

| | | |
|-----------------|--------------------------|-------------|
| Roselli & Clark | Lost Revenue Calculation | \$ 3,000.00 |
| Fidelity | Bank Fees | \$ 10.00 |

Total Allocated \$ 1,039,675.26

Total Spent to date \$ 921,456.54

Total Remaining From First Allocation \$ 121,228.72

Available for Second Allocation

| | |
|--|----------------------|
| Unallocated from First Round | \$ 404,066.23 |
| Projects that are closed | \$ 37,555.79 |
| Other Expenses that were not accounted for | \$ (3,010.00) |
| Total | \$ 438,612.02 |

Round 1 Project Balances Remaining \$ 83,672.93

Funds available for allocation \$ 438,612.02

Current Cash Balance in Fund \$ 522,284.95

| Vendor | Amount | Ck Date | Ck # |
|---------------|--------------|-----------|------|
| Howard Dono | \$ 44,650.00 | 3/31/2022 | 6251 |
| KP Law | \$ 340.00 | 3/31/2022 | 6255 |
| TEC | \$ 540.00 | 4/14/2022 | 6340 |
| TEC | \$ 2,177.07 | 4/28/2022 | 6396 |
| TEC | \$ 720.00 | 5/12/2022 | 6475 |
| KP Law | \$ 1,100.00 | 5/12/2022 | 6448 |
| Howard Dono | \$ 2,500.00 | 5/26/2022 | 6562 |
| KP Law | \$ 1,740.00 | 6/9/2022 | 6663 |
| TEC | \$ 3,680.00 | 6/9/2022 | 6682 |
| KP Law | \$ 1,480.00 | 6/23/2022 | 6733 |
| TEC | \$ 3,000.00 | 12/8/2022 | 7595 |
| Total Expenes | \$ 61,927.07 | | |

Tax Taxing People

| | | | |
|--|--------------|-----------|------|
| Leading Edge Attachments | \$ 2,000.00 | 5/26/2022 | 6494 |
| Pamela Dobek | \$ 200.00 | 5/26/2022 | 6499 |
| Pamela Dobek | \$ 700.00 | 5/26/2022 | 6499 |
| Zaharenia Nikolaos and Demetra | \$ 100.00 | 5/26/2022 | 6504 |
| First Parish Unitarian Church | \$ 200.00 | 5/26/2022 | 6492 |
| Donna Thibault and Terri Adcock | \$ 1,400.00 | 5/26/2022 | 6491 |
| Lyn & Elaine Gauthier | \$ 1,100.00 | 5/26/2022 | 6496 |
| STGF 1 | \$ 400.00 | 5/26/2022 | 6501 |
| Hugh Richardson | \$ 100.00 | 5/26/2022 | 6493 |
| New England Telephone | \$ 400.00 | 5/26/2022 | 6498 |
| Tadrous Inc | \$ 2,000.00 | 5/26/2022 | 6502 |
| Nelson Living Trust | \$ 200.00 | 5/26/2022 | 6497 |
| Tammy and Edward Casey | \$ 400.00 | 5/26/2022 | 6503 |
| Richard and Lillian Ikonen | \$ 2,500.00 | 5/26/2022 | 6500 |
| Leonard Doane and Alice Lazure | \$ 400.00 | 5/26/2022 | 6495 |
| Bryan and Denise Bortle | \$ 1,200.00 | 6/23/2022 | 6707 |
| Ibrahim Ayse | \$ 3,100.00 | 6/30/2022 | 6788 |
| Carol Zambesi | \$ 800.00 | 6/30/2022 | 6787 |
| Workers Credit Union/Louis and Abigail | \$ 100.00 | 7/21/2022 | 6913 |
| Workers Credit Union/Peter Jefts | \$ 2,300.00 | 7/21/2022 | 6915 |
| Vande Mataram LLC | \$ 1,800.00 | 8/4/2022 | 6996 |
| Lance Hatstat and Michelle Leblanc | \$ 1,000.00 | 9/1/2022 | 7117 |
| Paul and Florance Pervier | \$ 100.00 | 9/1/2022 | 7127 |
| Total Takings | \$ 22,500.00 | | |
| Grand Total | \$ 84,427.07 | | |

| | |
|------------------------|------------|
| Ambulance | 250,000.00 |
| Laser Fiche | 13,611.05 |
| Senior Deck | 50,000.00 |
| Open Space-Trails | 16,100.00 |
| Police Software/Radios | 35,995.00 |
| TEC - Town Ctr. | 10,000.00 |
| | 375,706.05 |

Revised FISCAL YEAR 2024 BUDGET PLANNING CALENDAR

December 15, 2022

| <u>Date</u> | <u>Required Action Item</u> |
|---|--|
| October 17, 2022 | Draft Budget Calendar Finalized. |
| November 14, 2022 | Departments & Boards submit all capital items for inclusion in the Five-Year Capital Plan. |
| December 6, 2022 | Select Board & Finance Committee establish FY 2024 Budget Goals. |
| December 8, 2022 | Budget request forms are sent to all departments and committees. |
| December 20, 2022 | Revised Budget Calendar Finalized |
| December 29, 2022 | Departments and Committees submit budget requests to the Town Administrator. |
| January 10, 2023 | Town Administrator estimates FY 2024 revenues. |
| February 6, 2022 | Presentation of Five-Year Financial Analysis to Select Board and Finance Committee. |
| Feb 21, 2023 | Five-Year Capital Plan submitted to Select Board. |
| March 20, 2023 | Draft Budget submitted to Select Board (Finance Committee, QRSD invited). Select Board opens the Annual Town Meeting warrant. Budget sent to the Finance Committee. |
| ***** Finance Committee Departments Meeting ***** | |
| April 3, 2023 | Deadline for all articles. Warrant closed. Warrant draft review (Finance Committee invited) |
| April 18, 2023 | Public Budget Hearing (Joint meeting with Finance Committee). |
| May 1, 2023 | Warrant completed. Select Board signs warrant. |
| May 22, 2023 | Warrant posting deadline. Notice of Annual Town Meeting and link to warrant mailed (minimum 2 weeks before ATM). |
| June 6, 2023 | Annual Town Meeting |
| June 13, 2023 | Town Election |