

## Board of Selectmen Meeting Minutes

April 9, 2018

Slade Building

### Members Present:

- Dan Galante – left at 8:35pm
- Jeff Williams
- Richard Haddad
- Pat Girouard
- Michael Stauder

### Staff Present:

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

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

### Open Session:

- None

### Public Budget Hearing:

- Budget was reviewed in full. Items affecting the budget this year include the possible addition of a Fire Fighter/Paramedic, a new dump truck and a COLA across the board for all non-union personnel.
- Travis Brown, DPW Director is in attendance to discuss his need for a new dump truck in this year's budget. Michael commended the DPW for their hard work as well as the excellent conditions of the road during the winter season. Travis advised the Board that this is the "sister truck" to the 1997 Ford that was replaced last year. Travis discussed the items listed under "FACTS" on the attached sheet. The Board asked Travis questions about the truck including if the truck has had electrical issues and if he felt the truck would last another season. Travis is concerned the longer he waits; the higher the price will be to purchase a new vehicle. The Board will take all of this into account when making their final decision with the budget.
- Bob Hayes, Fire Chief is in attendance to discuss multiple line items in the budget to include an additional Full Time employee, mitigation system, turnout gear, and new AED's. Bob states that it is hard to find volunteers to work nights and weekends and a full time position would help alleviate this issue. Bob advised the Board that he was able to move money to help fund the position and he would not look to have them start until September which is the reasoning for requesting \$18K for a \$41K position. The full salary would show on the FY20 budget. Due to the Fire Department not being staffed between the busiest call hours, the department is also losing potential revenue. Annual lost revenue is expected to cost \$15-\$20K which would fund approximately half of the position. There would also be a potential for more revenue by gaining mutual aid with increased staffing hours. Bob is requesting a mitigation system due to the gear currently being contaminated by exhaust. Approximately 70-80% of the system could be moved if a public safety building were to be built in the future. The Board questioned the possibility of installing one system this year and the other one next year however Bob believes it is cheaper to do both systems at the same time. He will look into this and let the Board know what

information he can obtain. Another line item he is requesting is Turnout Gear. The Turnout Gear at the Station is approximately 9+ years old. Bob advised the Board that after 10 years the gear should not be used and it cannot be used at the Academy for recertification's or training. The Board questioned if the gear could be refurbished? Bob advised the Board that the gear must be replaced and the cost is approximately \$2,400 per set which includes a coat and pants. Last item for the Fire Department on the budget is AED replacement. Bob is requesting to have the AED's replaced due to their age. He would be replacing 4, which include 1 in each ambulance and 1 in each fire truck. This item could be removed from the budget if the funding could come out of the Holden Hospital account. The Board discussed purchasing one for the Slade Building if additional funding was available. Ryan will look into the possibility of funding through the Holden Hospital Account.

- Tom Robinson is in attendance to discuss the replacement of the Library roof. The attached documents were reviewed. The projected life span of the building as well as the eligibility for grants were discussed. Tom advised the Board that the Library should be eligible for grants if the roof is replaced with Slate. The Library Trustees are also requesting \$6K for improvements to include interior and exterior lights, ceiling fans, furnace maintenance and a drip guard to help prevent water from dripping on the front steps.
- Budget discussion continued. A debt exclusion for the dump truck and library roof were discussed. The Board agrees the library roof is important however the Town budget has a lot of large items on it this year. The Town Center project cost was discussed. Judy McArthur is concerned about the condition of the roof and about the increase in materials by waiting. The Board agrees that adding a Fire Fighter/EMT is important for this year as well as installing a mitigation system for safety. The addition of a new Fire Fighter/EMT will increase revenue which will make the position less costly for the Town. The Board advised the Library and DPW to put their items on as debt exclusions items at Town Meeting. The Board agreed that if the items were not to pass at Town Meeting they would discuss adding them in as budget items for FY20.

#### **Review Draft Annual Town Meeting Warrant:**

- Warrant was reviewed in full, see attached. Changes included: Selection of dump truck exclusion Article 11A, Article 12; change to \$100K, Article 21; change from \$233K to \$133K from CPC, Article 26; change to \$20K, Article 28; Vin discussed, change from zoning bylaw to general bylaw, Article 31; to be removed. Article 32; includes all general bylaw changes. The sex offender bylaw was discussed. Article 32; includes marijuana guidelines. Vin discussed, Tom Bratko advised on the regulations and state procedures.

**Motion to send zoning board articles back to the Planning Board: Pat Girouard, 2<sup>nd</sup>: Jeff Williams,**

**Vote: All in Favor**

#### **Review Draft Special Town Meeting Warrant:**

- Items on the warrant were discussed at a prior Board of Selectmen meeting in length. The funds are due for work already completed. The Town will pay the bills to keep good standings with the businesses and will seek repayment from the debtor directly.

#### **Town Administrator Report:**

- See Attached

#### **Appointments:**

- Veteran Services Officer

**Motion to accept the waiver of notification for the new VSO: Richard Haddad, 2<sup>nd</sup>: Pat Girouard, Vote: All in Favor**

Motion to approve the regional contract for the VSO: Richard Haddad, 2<sup>nd</sup>: Jeff Williams, Vote: All in Favor

- Assistant Town Treasurer

Motion to temporary appoint the Town Administrator as Assistant Town Treasurer until such time a qualified candidate can be selected: Jeff Williams, 2<sup>nd</sup>: Pat Girouard, Vote: All in Favor

**Wage Authorization:**

- Nancy Perron – Police Administrative Assistant

Motion to waive the notification period for Nancy Perron: Pat Girouard, 2<sup>nd</sup>: Jeff Williams, Vote: All in Favor

**Open Meeting Law Complaint:**

- Letter has been received from the Attorney General that was sent to the complainant. The Town has not received anything to date from the Attorney General however the process is moving forward.

**Minutes to Approve:**

- March 26, 2018

Motion to approve the minutes of March 26th: Pat Girouard, 2<sup>nd</sup>: Richard Haddad, Vote: All in Favor

Motion to Adjourn: Pat Girouard, 2<sup>nd</sup>: Richard Haddad, Vote: All in Favor 9:31pm

Respectfully submitted,

*Laurie Reed*

*Approved 4/23/2018*

**Board of Selectmen Agenda**  
**Slade Building**  
**April 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. Public Budget Hearing
3. Review Draft Annual Town Meeting Warrant
4. Review Draft Special Town Meeting Warrant
5. Town Administrator Report
6. Community Compact Grant – Capital Improvement Plan
7. Appointments
  - Veteran Services Officer
  - Assistant Town Treasurer
8. Wage Authorizations
9. Net Metering Credits Agreement – Seaboard Solar
10. Open Meeting Law Complaint
11. Committee Updates:
  - QEMP Task Force
  - Town Center Committee
  - Bylaw Review Committee
12. Minutes to Approve
  - March 26, 2018
13. Old Business
14. Public/Press Question & Answer
15. Adjourn

Posted:



MEETING DATE 4/9/2018

BOARD OF SELECTMEN

**PLEASE PRINT**

NAME	ADDRESS	PHONE #
Susan Payne	10 Williamsville Rd	617 413 4253
Tim Huff	27 Morgan Rd	
Danielle Arakelian	36 High St	978-928-5433
MRT Robinson	5 Brigham St	
JOHANNA HENNING	22 NEW TEMPLETON RD.	
Kim & Robin	/ Ed Clark	
Jessy Brabio	es high st.	
Cannie Stintmarter	98 Old Westminster Rd	
Jayla L Barry	/ Nestlewood	928-4853
The Beest		
Audi McArthur	96 New Templeton	
Joyce Green	Town Clerk	

# *Hubbardston Department of Public Works*

Travis M. Brown  
DPW Director

68 Worcester Road Phone: 978-928-1408

*mailing address:*

7 Main Street – Unit #6

Fax: 978-928-1409

Hubbardston, MA 01452

Email: [highway@hubbardstonma.us](mailto:highway@hubbardstonma.us)

**To:** Select Board

**From:** Travis Brown

**Date:** April 09, 2018

**Re:** FY19 1998 Wing Truck replacement

## FACTS:

- Repairs spent on the 1998 Ford L8000 for the last 4 years is \$38,131.00
- 20 year old vehicle with heavy rust and rot repairs needed.
- 20 years of plowing with 1998 Ford L8000 under powered 300HP motor has taken its toll on it especially when loaded pushing snow and plowing up hills.
- Had a lot of down time this year with the sander chain breaking and had to lay a new piece of steel in the track to stop salt from spilling out.
- It's two trucks in one and takes care of Rt.68, Old Princeton Rd., Old Princeton Cut-off, Dogwood North and South and at times plows the school and Rec. field. It takes 2 hours for one cleanup from center of the road to the edge of the road on Rt.68 with the 1998 Ford Wing truck. When the 1998 Ford Wing truck goes down I have to take another truck away from its route and run tandem which then takes 3 hours to make one complete cleanup on Rt.68 and the other roads haven't been touched yet.
- With the 1998 Wing truck down Public safety service goes down and accidents go up. We would like to continue to keep our roads clear and safe with your help.

*Travis M. Brown*

*Hubbardston DPW*

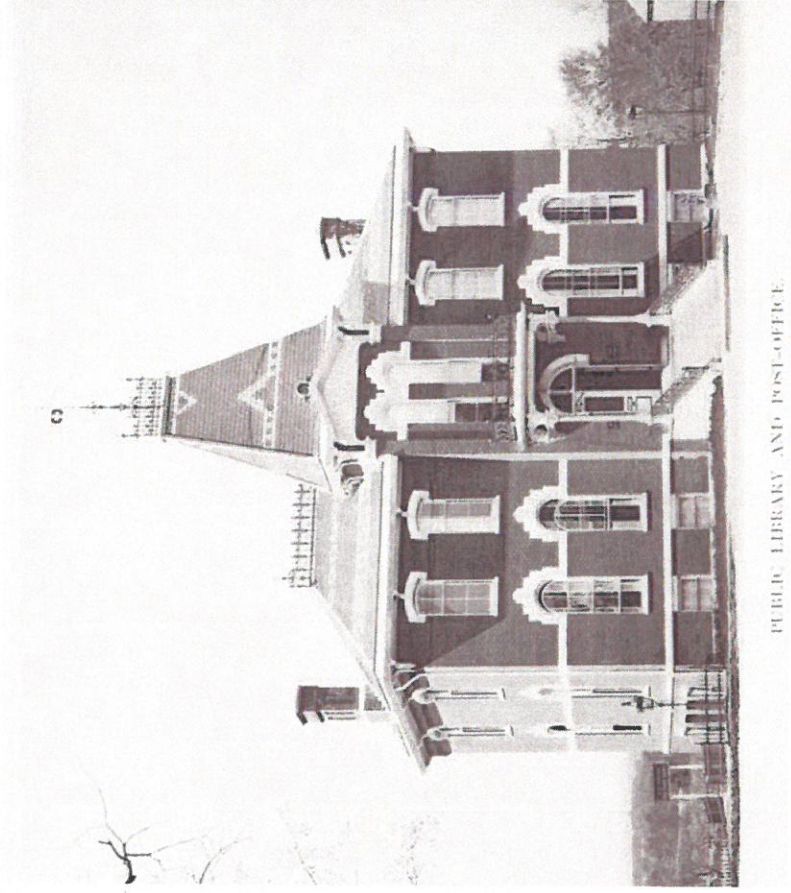


# Hubbardston Library

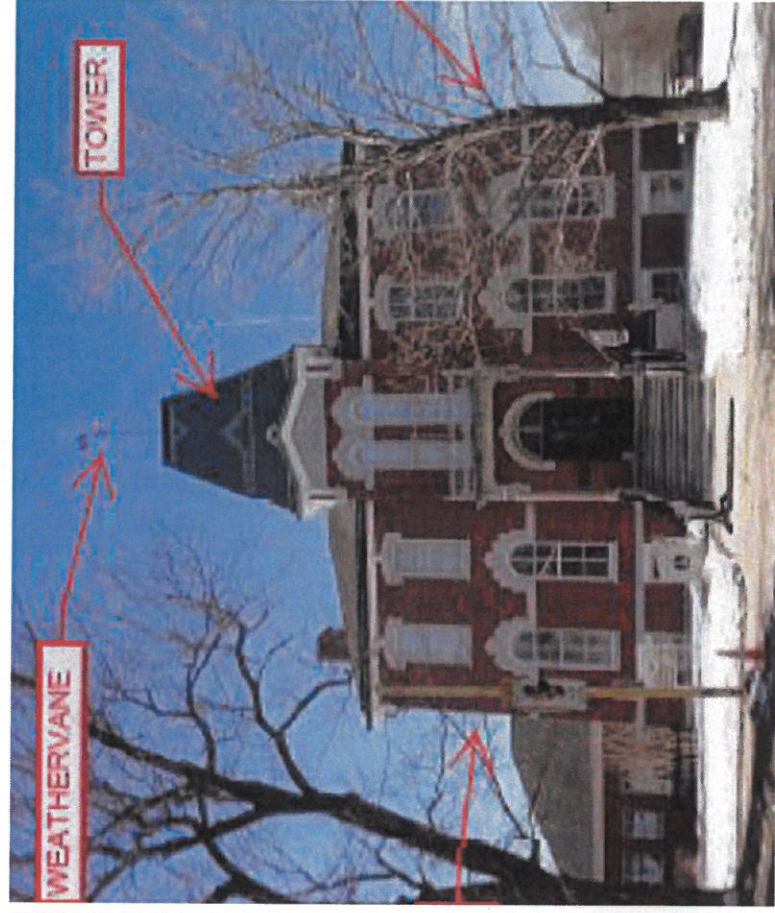
Hubbardston Public Library was originally designed by Worcester architect Elbridge Boyden and constructed in 1874-75 by Henry Mellen (mason) and Mann, Bigelow & Gosling (stonecutters).

The library was a gift from Hubbardston native Jonas Gilman Clark, who later, in 1887, founded Clark University.

The building is historically significant, and was accepted on the National Register of Historic Places on August 19, 1998.



PUBLIC LIBRARY AND POST-OFFICE



WEATHERVANE

TOWER

# **Library Project – Work Plan**

**Remove existing roof surface – 2 layers asphalt**

**Repair any rotted structure**

**Install new moisture barrier and heavy copper**

**Repair ‘tower’ slate and flashing**

**Install new slate in original configuration**

**Repair gutters and downspouts**

**Water runoff control – storm drains**

**Repair chimneys brickwork and vents**

Ref: Report by Nault Architects, June 13, 2017 for detailed work scope  
and cost estimates. Funded by 2015 CPC grant.

# Library Project- Cost Estimate

	Slate	Imit. Slate	Asphalt
<b>Estimated Cost</b> Design, Oversight, Materials, Construction, General, Contingency	\$ 233,000	\$ 144,000	\$ 86,000
<b>Estimated Life</b>	150 years	50 years New Product, Claimed, not proven	25-30 years Per experience
<b>Lifetime cost</b>	1 time \$ 233,000	~ 3 times ~ \$ 432,000	~ 5 times ~ \$ 430,000



# Library Project - Benefits

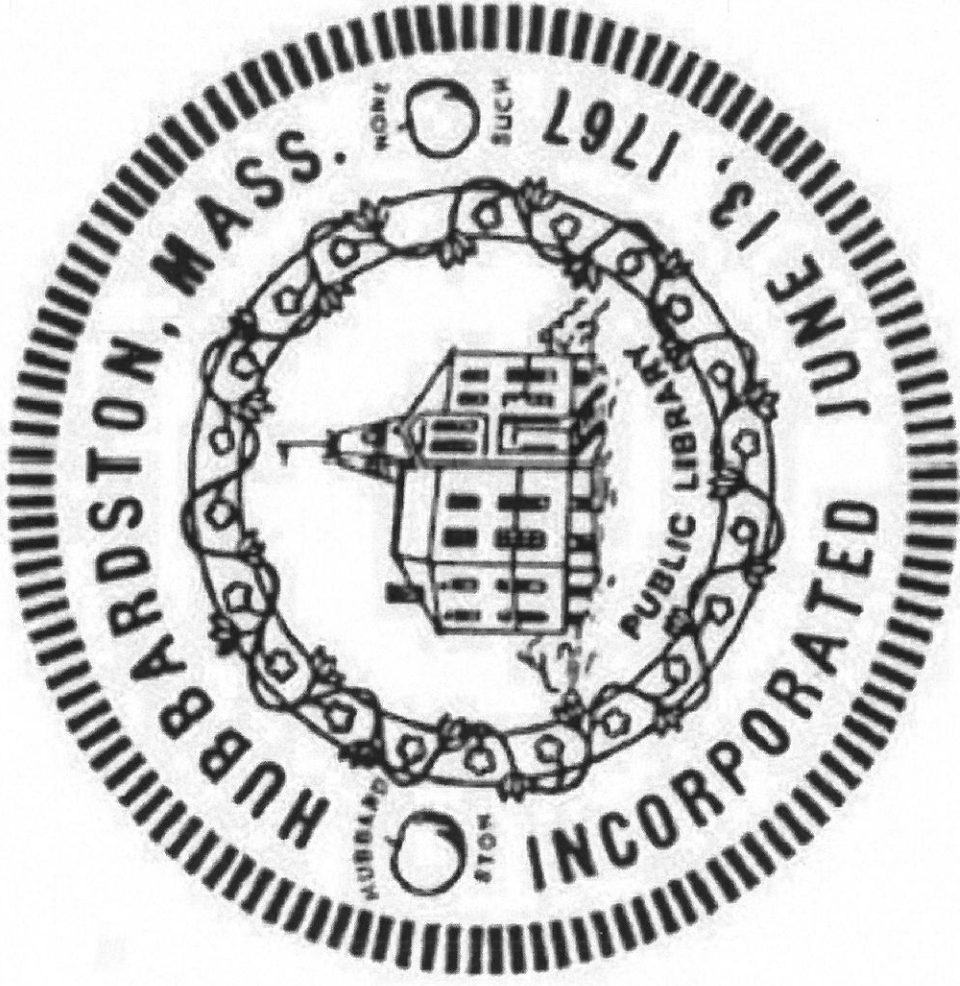
- Long life: Slate = 150 years
- Restore original slate materials
- Restore original configuration
- Preserve building
- Preserve Library contents - Fireproof
  - Town offices and files
  - Historical collection
  - Library content, books, etc.
- Lowest overall cost

# Library Project- Funding

	Slate	Imit. Slate	Asphalt
<b>Estimated Cost</b> Design, Oversight, Materials, Construction, General, Contingency	\$ 233,000	\$ 144,000	\$ 86,000
<b>Estimated Life</b>	150 years	50 years New Product, Claimed, not proven	25-30 years Per experience
<b>Lifetime cost</b>	1 time \$ 233,000	~ 3 times ~ \$ 432,000	~ 5 times ~ \$ 430,000
<b>CPC funding</b>	\$ 133,000	\$ 133,000	\$ 133,000
<b>Cost</b>	\$ 100,000	\$ 299,000	\$ 297,000
<b>Mass Historical Commission Grant</b>	<b>Eligible, Reimburse</b>	<b>Not Eligible</b>	<b>Not Eligible</b>



# Hubbardston Town Seal



# Thank You

April 9, 2018




  
**COMMONWEALTH OF MASSACHUSETTS**  
**TOWN OF HUBBARDSTON**

ANNUAL TOWN MEETING      Tuesday, June 5, 2018 • 7:30 p.m.      CENTER SCHOOL

**Worcester, ss.**      To either of the Constables of the Town of Hubbardston in the County of Worcester:  
 In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Hubbardston, qualified to vote in elections and Town affairs, to meet at the **Center School in said Hubbardston on Tuesday, June 5, 2018, at 7:15 o'clock** in the evening, then and there to act on the following articles:

**ARTICLE 1.** To see if the Town will vote to appropriate the sum of \$6,217.20 by transfer from available funds to pay Places Associates, Inc. for costs associated with surveying of the Marinelli Gravel Pit, or take any action relative thereto.  
 (Submitted by Planning Board) (FinCom \_\_\_\_\_)

**ARTICLE 2.** To see if the Town will vote to appropriate the sum of \$2760.00 by transfer from available funds to pay KP Law, P.C. for legal costs associated with surveying of the Marinelli Gravel Pit, or take any action relative thereto.  
 (Submitted by Planning Board) (FinCom \_\_\_\_\_)



You are hereby directed to serve this warrant by posting attested copies thereof at the Place of Meeting, Hubbardston Center School, "Mr. Mike's" convenience store, the Town Office, and the Post Office fourteen days, at least, before the day of said meeting. Hereof, fail not, and make due return of this warrant with your doings thereon to the Town Clerk at the time and place of meeting as aforementioned.

Given under our hands this \_\_\_ day of May 2018:

BOARD OF SELECTMEN of HUBBARDSTON

\_\_\_\_\_  
 Daniel S. Galante

\_\_\_\_\_  
 Michael S. Stauder

\_\_\_\_\_  
 Jeffrey L. Williams

\_\_\_\_\_  
 Patrick R. Girouard

\_\_\_\_\_  
 Richard Haddad

A true copy, Attest:

\_\_\_\_\_  
 Joyce E. Green, Town Clerk

Date of Posting: \_\_\_\_\_

Method: \_\_\_\_\_

By: \_\_\_\_\_, Constable



## *Town Administrator*

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

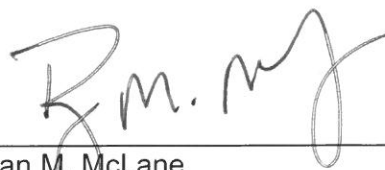
To: Board of Selectmen  
From: Ryan M. McLane  
Town Administrator  
Date: April 9, 2018  
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending April 6, 2018.

- 1. QEMP Economic Coordinator Discussions and Timeline** – I met with officials with CMRPC, Barre, Hardwick, New Braintree and Oakham to continue discussing the job description (attached) and IMA (attached) for this important position. Please note we were very careful to ensure this agreement is for only one year unless extended by all communities or outside funding continues. We do have tentative final drafts and are looking to start advertising this position in late May. The expectation is for the new hire to begin work on 1 August 2018. The general consensus from the group is a timeshare split equal to populations.
- 2. Capital Improvement Plan Grant** – We are pleased to announce we received a \$20,000 Community Compact Best Practices grant for creating a five-year CIP. We are finalizing a contract with the Collins Center (UMass Boston). The scope of the project includes a comprehensive inventory of vehicles, buildings and equipment in addition to a comprehensive look at creating a transparent replacement process. The goal of the final product will be to guide town expenditure and create a mechanism for our CIP committee to update the plan annually.
- 3. New Veteran Services Officer and Regional Agreement** – Attached is a final IMA between our town, Ashburnham and Westminster to share the services of VSO Jared Sharp. Mr. Sharp has a wealth of veteran services experience to include social work, partnerships with local veteran services officers and extensive experience with filing federal benefits claims. He has a Master's Degree (Education) from Montana State University and served two tours in Iraq. Jared is set to begin serving all three communities pending approval and will complete a minimum of four hours service time in Hubbardston weekly.

4. **Police Department Administrative Assistant** – Chief Perron, Laurie and myself met with three excellent candidates on Friday March 30, 2018, ultimately selecting Nancy Perron (no relation to Chief Perron) for her commitment to the community and her administrative and customer service experience at Stetson School in Barre.
  
5. **Other Employee Vacancies** – Efforts continue to fill vacancies in the Public Works, Town Clerk and Town Collector/Treasurer's offices. We have advertised all three positions and should have a comprehensive update and/or selections at your next regularly scheduled meeting.
  
6. **Assistant Town Treasurer Appointment** – After speaking with our Town Accountant, I am requesting you appoint me as the Assistant Town Treasurer until such time as a qualified candidate can be selected. This allows us to continue to distribute warranted checks when the Treasurer is out. This does not change our financial policies or warrant schedule, merely grants some additional flexibility.
  
7. **Green Hubbardston Clean Up Day** – We continue to work with officials from Green Hubbardston, assisting with permitting, clarifying insurance needs and advertising. The event is scheduled for Saturday, April 21, 2018. Residents are encouraged to clean their lot frontage and neighborhoods and then gather at Curtis Field to dispose of trash and celebrate a forgotten tradition. We will have gloves and bags available for interested residents in the Slade Building and the Library basement. For more information visit their Facebook site @GreenHubbardston.
  
8. **Employee Recognition** – This week I would like to highlight Town Clerk Joyce Green for her tireless efforts assisting the Bylaw review committee, assisting with the town election process, guiding the town meeting warrant creation and serving as an experienced member of the finance/budget team.

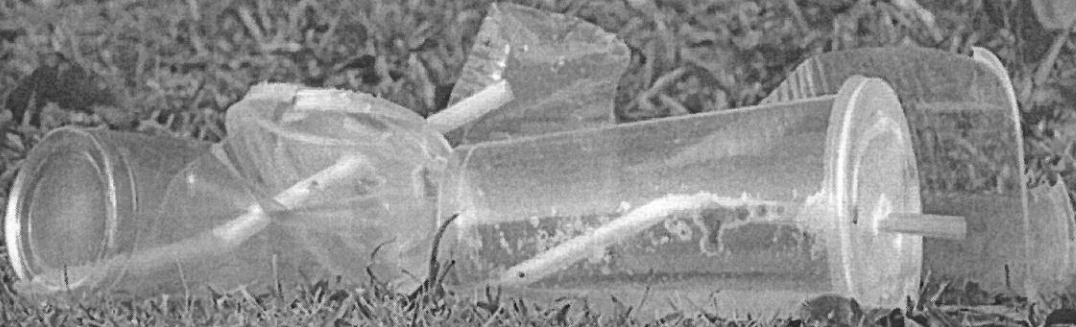
If you have any questions please contact me.



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Ryan M. McLane  
Town Administrator

Someone should do something about this.



How about YOU?

GREEN



HUBBARDSTON

# Green Hubbardston Clean-up Day

Saturday, April 21, 8:00 am – 12:00 pm

(Rain Date April 22)

Curtis Recreation Field, Rt. 68, Hubbardston

**Join your friends and neighbors as we clean up Hubbardston! Here's how:**

- 🍃 On Clean-up Day, come to the Rec Field to get trash bags, gloves and hand sanitizer. You can also pick these up at the Slade Building from April 16–20.
- 🍃 Pick up trash in your neighborhood or on a local trail. **Be safe: wear bright colors and stay alert for traffic.**
- 🍃 Bring your collected trash to the Rec Field to be disposed of properly.
- 🍃 Donate any redeemable bottles and cans to Girl Scout bottle and can drive at the Rec Field.

**Participants will receive a free tree sapling\*, a free coupon good for one seedling\*, and a chance to win a gift basket filled with local items valued at approximately \$350!**

\* While supplies last

Green Hubbardston would like to thank the following sponsors

Pleasant View Waste Removal  
and Trucking  
RS Clapham Tree Service  
Ladybug Farm  
Heywood Healthcare

Hi-De Liners  
Hands Down Massage Therapy  
Gardner Agway  
Baystate Concrete Construction

Hubbardston Candle  
Giacomo's Gourmet Granola  
June's Bakeshop  
The Anchor Christian Books

Handy Lou's  
Hubbardston Pizza  
Leah Robinson  
Hair 4 You

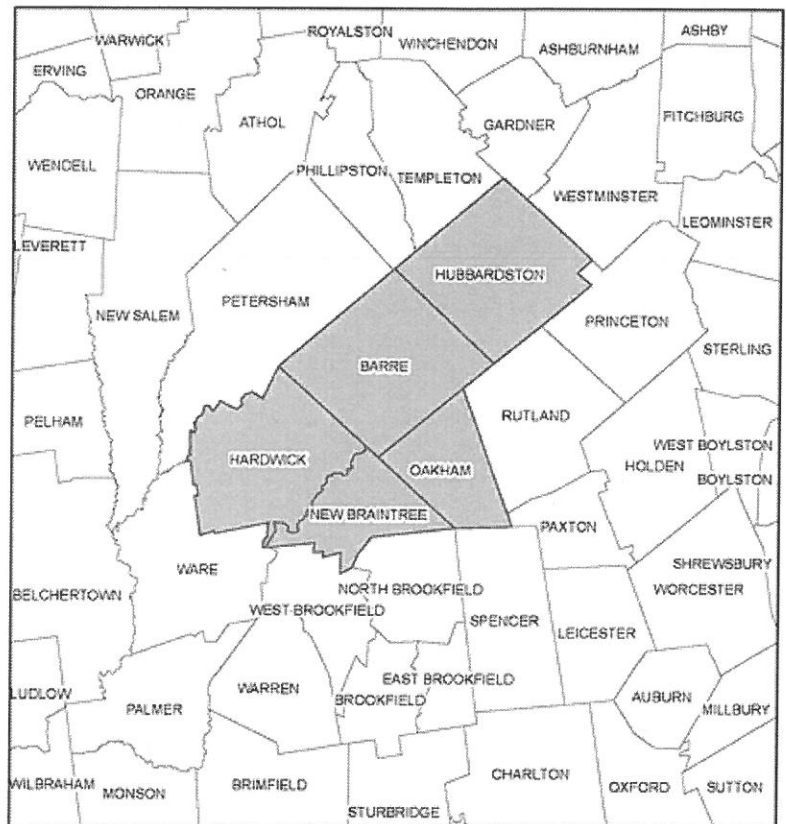


**Find us on Facebook!** [facebook.com/GreenHubbardston](https://facebook.com/GreenHubbardston)

*The activity announced here is not sponsored or approved by the Quabbin Regional School District. It is offered by a private agency.*

# JOB DESCRIPTION

## Economic Development Coordinator for the Quabbin Region



The Towns of Hardwick, Barre, Hubbardston, New Braintree, and Oakham

In Partnership with:

Quabbin Educational and Municipal Partnership (QEMP)  
Central Massachusetts Regional Planning Commission (CMRPC)  
Montachusett Regional Planning Commission (MRPC)



# Job Description

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## **General:**

The Quabbin Region is seeking a professional Economic Development Coordinator to serve as a full time staff person and provide economic development services to the five-town region. The qualified individual would help set the stage for community-wide, cross-border approach to addressing the region's needs.

The Region is comprised of Hardwick, Barre, Hubbardston, New Braintree, and Oakham. With an approximate population of over 15,000, these are bucolic communities with economic development assets that are chronically under-promoted.

The position was created when the five towns came together in an effort to make their region more economically vibrant. This spirit of collaboration is evident in the Quabbin Educational and Municipal Partnership. The Partnership began in 2017 as a continuation of the Quabbin Consolidation Task Force, which explored school closures and other paths to increasing efficiency in a school district with decreasing enrollments and increasing costs. All five communities are currently involved with the Central Massachusetts Regional Planning Commission (CMRPC), Quabbin Regional School Administration, Quabbin Regional School Committee and the Consolidation Task Force to evaluate and consider strategies for improving the sustainability of the Quabbin Regional School District. Educational and Municipal efficiencies are being explored through four overlapping components: Building Reuse Scenario Planning, Regional Shared Service Strategies, Inter-School District Shared Services, and Economic Development. The Coordinator will be an employee of the Town of Hardwick and will report to a committee that represents all five towns. The Coordinator will be responsible for facilitating community development initiative planning and implementation; identifying and fostering new growth opportunities; promoting the region; and securing funding that supports economic development activities and programs.

## **Responsibilities:**

- Seek direction and report to the Quabbin Economic Development Committee.
- Support efforts to retain, expand and attract business investment & job creation
- Serve as the business community liaison and first point of contact for both existing business owners as well as owners of businesses who wish to locate to the Region, providing a general overview of the respective steps involved in starting a business in the region - including explaining prospective towns' permitting processes for tenant build-outs and special permits;
- Work with local leadership to analyze any proposed economic development projects;
- Apply for and receive grants for the purpose of carrying out the duties described herein;
- Represent the Region at various governmental levels (regional, state, federal) to assist in formulation of economic development policies and legislation;
- Collaborate with local municipal boards/committees regarding economic development and zoning policy and regulations - prepare preliminary analytical research reports and make recommendations regarding policy, regulation and ordinance changes;

## JOB DESCRIPTION: Economic Development Coordinator

- Work with the Central Massachusetts Regional Planning Commission using any available resources that will help with economic development goals;
- Perform other related duties as required.

### Skills:

- Able to demonstrate unquestioned integrity in interactions with officials and residents;
- Able to communicate effectively and build consensus;
- Able to work cooperatively with the Selectboards and Administrators of each of the municipalities - updating them on progress, and actively participating in discussions related to economic growth opportunities;
- Knowledge of small rural communities;
- Able and willing to play a visible role in the community. The ideal candidate must participate broadly across the leadership structure and town borders, and be a champion of the Quabbin Region;
- Familiar with highly participative local government environments;
- Self motivated, goal oriented person;
- Ability to network with communities, economic development professionals and a wide variety of other organizations;
- Comfortable and effective at public speaking and making presentations;
- Effective production of marketing materials;
- Able to devise and deliver persuasive arguments and mobilize supportive parties;
- Demonstrable understanding of land use planning, real estate development, zoning and municipal infrastructure;
- Strong understanding of state and local government;
- Able to be a vocal and positive spokesperson for the Quabbin Region in public forums to advance the region's economic development interest;
- Availability and willingness to work flexible schedule including evenings and weekends.

### Qualifications:

The Economic Development Coordinator must fulfill the following qualifications or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job:

- Bachelor's degree with a concentration or specialization in economic and community development or related field.
- Three or more years' experience in an economic development, business attraction and/or development research, community development planning, or a related field.
- Or any equivalent combination of education, training, and experience to provide the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Salary Range, Schedule, and other related information**

Salary range for this benefited fulltime position is \$45,000 to \$60,000 annually depending on qualifications and experience. The typical work week is Monday through Friday. The desired start time for this position is July 1, 2018.

This position is funded for one year (July 1, 2018 through June 30, 2019) through a state grant made available by the Massachusetts Executive Office of Administration and Finance. Throughout the grant year, the participating Towns will be seeking to allocate local resources to sustain the shared cost for this regional position beyond the grant period, starting July 1, 2019.

The qualified candidate will be contracted for employment with the Town of Hardwick (the Host municipality of the regional agreement) and supervised by its Town Administrator with direction from Quabbin Economic Development Committee.

## Economic Development in the Quabbin

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The Towns of Hardwick, Barre, Hubbardston, New Braintree, and Oakham have agreed to work together to plan for economic growth, providing a chance to look at economic development regionally. The Quabbin Region is rich in natural assets and open space that has never been adequately promoted. While it is ripe for agro- and eco-tourism, it also has limited access to internet/cell, town water, and town sewer. It is a rural area with a population around 15,500 with declining school enrollments and an aging demographic. The Commonwealth of Massachusetts recognizes the need to support small rural towns like these to help revitalize their economic health – the Governor's Office instituted the Community Compact Program, which the five towns signed on to share resources for efficiency and economic development. The successful candidate will need to capitalize on the momentum of existing businesses while promoting opportunities for growth including: outdoor activities, tourism, B&B's, restaurants, business services, agriculture, home businesses, senior services and youth activities.

## How to Apply

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Applications are preferred electronically. Please send resume with a cover letter and 3 professional references - addressing the job requirements to this email address: [crobichaud@cmrpc.org](mailto:crobichaud@cmrpc.org) . Submitted applications are to be to the attention of Connor Robichaud, 1 Mercantile Street – Suite 520, Worcester, MA, 01608. Please combine all your documents in a single PDF, if possible. **Quabbin Economic Development** and the applicant's **Last Name** must be included in the subject line. Closing date for all applications is May 25, 2018, 5:00 PM - position will remain open until filled.



JOB DESCRIPTION: Economic Development Coordinator

Members of the hiring committee will review applications immediately after submission deadline date. Should you have any questions regarding this opportunity, or a recommendation of a colleague, please contact: Connor Robichaud, at [crobichaud@cmrpc.org](mailto:crobichaud@cmrpc.org) or 508-756-7717 x 137.

## **GRANT AGREEMENT**

This Grant Agreement (“Agreement”) is made by and between the Commonwealth of Massachusetts, acting by and through the Department of Revenue Senior Deputy Commissioner for Local Services on behalf of the Secretary of the Executive Office for Administration and Finance (EOAF) and Town of Hubbardston [“Grantee”] acting through its Town Administrator.

### **PRELIMINARY STATEMENT**

The Grantee desires to obtain funding from EOAF in the amount not to exceed \$20,000 authorized under Chapter 47 of the Acts of 2017, Section 2, Item 1599-0026 [“Act”] to the Town of Hubbardston for costs associated with developing a Capital Improvement Plan. [“Project”].

EOAF agrees to make the funds [“EOAF Grant”] available to the Grantee for the Project, subject to the terms and conditions set forth in this Agreement and in compliance with all applicable state laws and regulations governing the disbursement and expenditure of state funds.

The Grantee shall exercise complete management and oversight responsibility of the Project and agrees that the Commonwealth’s provision of state funding under this Agreement shall not in any way be construed as assuming responsibility or liability for the completed Project by the Commonwealth.

### **SECTION 1. PROJECT SCOPE**

The scope of the Project to be funded under the EOAF to the Town of Hubbardston for costs associated with developing a Capital Improvement Plan including:

#### **1.1**

1. *Task 1: Kickoff meeting with Town Administrator and key financial staff*  
The Center project team will meet with the Town Administrator and key financial staff to to review project objectives, discuss the process to be followed, and to identify project liaison(s). This meeting will also be used to finalize milestones and schedules for completion of the project and to identify departments in need of one-on-one assistance in the preparation of their capital project requests.
2. *Task 2: Administer the Capital Improvement Project Request Form*  
The project team will meet with department heads to explain the capital planning process and their role and have a high-level discussion about departmental capital assets and needs. Each will be provided with an electronic copy of the Capital Request Form that they will use to describe the capital project(s) they propose, including timing, cost, and justification. These will be submitted to the project team by a prescribed deadline.
3. *Task 3: Direct assistance for to up to two departments*  
If requested, the project team can be available to provide additional assistance to up to two departments. This typically includes providing one-on-one support in assessing assets, identifying projects, and populating project forms.

4. *Task 4: Prioritize proposed capital improvement projects*

The project team will use a series of established criteria for prioritizing capital improvement that can be modified to meet Hubbardston's unique needs and preferences. Standard criteria are designed to capture best practices in capital investment. In addition, projects will be evaluated to determine if they contribute toward meeting the Town's policy goals in areas such as public safety, public health, economic development, etc. Discussion will be held with the Town Administrator to determine the policy areas to be considered and their relative weight. Once all of the policy criteria have been finalized, the project team will use the criteria to give a score to each proposed project. The rating system used will become a tool available to the Town for use with future CIPs.

5. *Task 5: Develop capital investment budget*

The project team will work with Town officials to develop a proposed budget for capital investment each year of the five-year plan by funding source. The project team will work the Town's financial advisor and bond counsel to review current and future year budget and debt projections, history of new growth, stabilization fund balances, free cash, etc. to determine what resources might be made available over the five years for investment in capital projects, either via debt, "pay as you go," or known grant opportunities. If adequate resources are not available within the operating budget and a debt exclusion will be required, the project team can develop various scenarios to help local officials determine the level of debt exclusion they are willing to consider. However, ultimately, the project liaison(s) or other local officials will need to make a determination of the funding expectations to be incorporated into the plan.

6. *Task 6: Develop the five-year capital improvement plan*

After funding has been confirmed, the project team will develop a preliminary list of projects for inclusion in the five-year CIP by funding source. An inflation factor will be applied to project costs where necessary. This prioritized listing will be refined over the course of up to three meetings with the Town Administrator and key staff. The final project listing will be used in the draft capital plan. The draft plan will include a description of the process taken by the project team in developing the five-year CIP, as well as an explanation of the criteria by which each project was evaluated. Once the draft CIP has been submitted to the Town Administrator and feedback received, the project team will prepare a copy for submission to the Council.

7. *Task 7: Training Town Administrator and key staff and Town officials*

The project team will provide in-person training and a User's Guide to all Town staff and officials who will play a role in the capital planning process in future years.

8. *Task 8: Transmission of final report*

After review with the Town Administrator, the project team will transmit the final report and associated tools, specifically:

1. A master spreadsheet listing all of the Town's identified capital needs including project details, year requested, departmental priority, and project score, among many other fields; and
2. A master spreadsheet providing details of the five-year project plan that can be manipulated to accommodate cost changes, timing changes, and funding changes.

If requested, the project team will attend a public meeting to make a presentation of the CIP.

**\*\*\*All project SCOPES must provide a deliverable document suitable for public consumption on the Mass.gov website, in addition to other relevant project documentation, that may contain sensitive content.**

## **SECTION 2. DISBURSEMENT OF EOAF GRANT**

**2.1** Disbursement of the EOAF Grant under this Agreement shall be made pursuant to Chapter 47 of the Acts of 2017, Section 2, Item 1599-0026; and any other information EOAF may require.

The full amount of the grant award, or \$20,000, will be disbursed to the Grantee within 45 days of execution of the grant contract.

Grantee report must be received by EOAF no later than two (2) years from the signing date of the contract.

**2.2** It is understood and agreed that the grant provided under this Agreement shall be used solely to pay for expenses associated with the Project. Expenses relating to project administration and management shall be assumed by the Grantee, including without limitation: **(i)** salaries and wages of Grantee staff; **(ii)** legal fees; **(iii)** travel, meal and entertainment expenses; **(iv)** overhead and supplies; **(v)** project costs incurred prior to the execution and subsequent to termination of this Agreement; and **(vi)** costs of any other service or activity not related to the Project.

**2.3** The Grantee shall keep detailed records of all activities associated with the Project, including without limitation all disbursements made pursuant to this Agreement. EOAF shall have the right to examine all records kept by the Grantee related to the Project.

**2.4** The Grantee shall be responsible for any cost overruns that occur during implementation of the Project.

**2.5** The grant funds must be spent by no later than June 30<sup>th</sup>, 2019. Grantee will forfeit any remaining award unused after no later than June 30<sup>th</sup>, 2019. The Executive Office for Administration and Finance shall give due consideration to any extenuating circumstances presented in writing by the applicant and may waive this restriction at its discretion.

## **SECTION 3. REPORTING**

**3.1** Once the Project is completed, the Grantee shall furnish to EOAF, in addition to a report certifying project completion, the following documentation: **(i)** copies of all permits and approvals issued in connection with the Project, unless this information was previously supplied; **(ii)** any outstanding vendors' invoices, certified payment vouchers, cancelled checks or other documentation verifying actual expenditures in connection with the Project; **(iii)** documentation evidencing commitment of funds to the Project from sources other than EOAF, including documentation associated with the issuance of bonds or notes to finance the cost of the Project; **(iv)** a certificate of occupancy of the Project or portions of the Project as applicable by law; and **(v)** a statement from the Grantee certifying to the best of his or her knowledge that the Project was undertaken in conformance with all applicable laws, rules and regulations.

## **SECTION 4. COMPLIANCE WITH ALL APPLICABLE LAWS/REGULATIONS**

**4.1** The Grantee and its consultants and contractors shall comply with any and all federal, state and local laws, rules and regulations, orders or requirements that apply to the Project, including but not limited to: **(i)** Executive Order 478 relating to nondiscrimination, diversity, equal opportunity and affirmative action in hiring and employment practices; **(ii)** the State Prevailing Wage Law (MGL. Ch.149, Sections 26 to

27H); Title VI of the Civil Rights Acts of 1964, as amended; (iii) Environmental Impact Requirements (MGL. Ch.30, Sections 61 to 62I); and (iv) Historic Preservation Requirements (MGL. Ch.9, Sections 26 to 28) and applicable regulations.

4.2 This Agreement shall in no way relieve the Grantee from the full force and application of any laws, rules, regulations and orders or requirements.

**SECTION 5. INTEREST OF MEMBERS OR EMPLOYEES OF THE GRANTEE**

5.1 No officer, servant, agent, or employee of the Grantee has participated or will participate in any decision relating to the development and implementation of the Project that affects directly or indirectly his/her personal interest or the interest of any corporation, partnership or proprietorship with which her/she is directly or indirectly affiliated. Furthermore, no officer, servant, agent or employee of the Grantee shall have any interest directly or indirectly in any contract in connection with the Project or shall in any way violate M.G.L. Chapter 268A.

**SECTION 6. AMENDMENTS**

6.1 No amendment to this Agreement or any significant modification of the scope of the Project funded under this Agreement shall be made by the Grantee without the prior written approval of EOAF.

**SECTION 7. SEVERABILITY OF PROVISIONS**

7.1 If any provision of this Agreement is held invalid by any court of competent jurisdiction, the remaining provisions shall not be affected thereby, and all other parts of the Agreement shall remain in full force and effect.

#####

**TOWN OF HUBBARDSTON  
WAGE AUTHORIZATION FORM**

**Employee Status:**

- X New Employee
- Current Employee - Annual or Six-Month Rate Change
- Current Employee - Change in Position or Pay Rate
- Current Employee - Contractual Wage Change

**Employee Name: Nancy Perron**

Department: Police

Employee's Anniversary Date (Date of Original Hire by Town): 4/11/2018

Current Wage Rate: **\$14.31** (if New Employee, enter Starting Rate)

New Wage Rate: \_\_\_\_\_ Effective Date: 4/11/2018

**Check applicable category:**

X If New Employee, copy of Offer of Employment Letter is attached for Town Administrator approval.

If Current Employee, Probationary Period has been completed satisfactorily. (Performance Review Attached)

If Change in Position or Pay for Current Employee, Wage Verification Letter is attached for Town Administrator approval.

**Department Head/Board Chairperson verifies that there are sufficient funds in department/board appropriation to fund this wage level.**

Dennis G. Perron  
**Name of Department Head/Board Chairperson:**

[Signature]  
**Signature of Department Head/Board Chairperson**

4/9/18  
**Date**

**Town Administrator Approval**  
1. \_\_\_\_\_ **Date:** \_\_\_\_\_

BOARD OF SELECTMEN NOTIFIED ON \_\_\_\_\_ DATE

Distribution: Original to Personnel; Copy to to Requesting Dept./Board; Town Accountant; Treasurer

# Hubbardston Department of Public Works

Travis M. Brown  
DPW Director

68 Worcester Road Phone: 978-928-1408

mailing address:

7 Main Street – Unit #6 Fax: 978-928-1409

Hubbardston, MA 01452 Email: highway@hubbardstonma.us

**To:** Eric Willoughby  
**From:** Travis Brown  
**Date:** April.09, 2018  
**Re:** Truck Driver/Laborer

I respectfully would like to offer Eric Willoughby the Full time position of Truck Driver/ Laborer at the rate of \$20.63 per hour for the Hubbardston DPW. In this case Eric agrees he will continue in the Mechanics position with Mechanics pay \$22.55 until the DPW fills the Mechanics position.

Eric Willoughby: \_\_\_\_\_



Date: \_\_\_\_\_

4/9/18

*Travis M. Brown*  
*Hubbardston DPW*



April 2, 2018

**Carolyn M. Murray**  
cmurray@k-plaw.com

Jonathan Sclarsic, Esq.  
Director, Division of Open Government  
Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

Re: Town of Hubbardston – Board of Selectmen  
Response to Complaint of Thomas Robinson dated February 18, 2018

Dear Mr. Sclarsic:

The law firm of KP Law, P.C., serves as Town Counsel to the Town of Hubbardston. The Town's Board of Selectmen (the "Board") is in receipt of an Open Meeting Law Complaint dated February 18, 2018, which the Board received on February 20, 2018, a copy of which is enclosed (the "Complaint"). Following receipt of the Complaint, the Board met on February 26, 2018, in open session to discuss this Complaint and consider its response.

The Complaint alleges that notice for the Board's January 22, 2018 meeting was in violation of the Open Meeting Law because the agenda did not state that the Board would first convene in open session and that such alleged violation was intentional. The Complaint further alleges that the circumstances in this instance are the same as those related to a prior complaint submitted by Mr. Robinson relating to the Board's July 5, 2017 meeting notice.

The Board asserts that its January 22, 2018 meeting notice complied with the Open Meeting Law and denies that it committed any intentional violation of the Law, as alleged. The Board does, however, acknowledge that the Complaint contains an allegation similar to that contained in Mr. Robinson's prior complaint, which the Attorney General determined violated the Open Meeting Law because the Board's July 5, 2017 meeting notice listed solely the executive session. However, for the reasons described below, the Board asserts that the facts in this instance are distinguishable from the prior complaint and Attorney General's determination.

The Open Meeting Law requires that a public body post notice of every meeting at least 48 hours prior to the meeting, excluding Saturdays, Sundays and legal holidays and the notice shall contain the date, time and place of the meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. G.L. c.30A, §20(b). "The list of topics shall have sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting." 950 CMR 29.03(1)(b).



Jonathan Sclarsic, Esq.  
Director, Division of Open Government  
April 2, 2018  
Page 2

The notice for the Board's January 22<sup>nd</sup> meeting was properly posted and listed the topics reasonably anticipated by the chair, including an executive session commencing at 6:00 p.m. The Complaint alleges that in addition to listing the topics for the meeting, the Board should have listed "open session" on the notice prior to the executive session topic.

The Attorney General's Office has advised that "[w]hen the only business to be discussed during an open session are the procedural requirements for entering executive session, . . . public bodies must list 'Open Session' on the meeting notice, as this is the only means by which members of the public are informed that a public body, will, in fact, hold an open meeting that they are permitted to attend." See OML 2018-30 (emphasis added). However, the Attorney General's Office has further advised that where additional open session topics are included in the meeting notice, the public body is not required to list "open session" as a distinct topic. See *Id.*

In this instance, the Board posted one meeting notice that included both the executive session, commencing at 6:00 p.m., as well as a number of open session topics to commence at 6:30 p.m. Unlike the notice for the Board's July 5, 2017 meeting, which was the subject of the previously referenced complaint, the procedural requirements for entering executive session were not the "only business to be discussed" in open session at the Board's January 22, 2018 meeting.

Furthermore, while the January 22, 2018 meeting notice did not specifically list "open session" prior to the executive session, in accordance with G.L. c.30A, §21, the Board did open the meeting in open session and then voted, by roll call, to go into executive session. At the end of the executive session, the Board voted to adjourn the executive session and recess the open session until 6:30 p.m., which was the time listed on the notice for open session items.

The Board acknowledges the Attorney General's suggestion that listing "open session" or "call to order" prior to an executive session makes it clear to members of the public that the public portion of the meeting begins prior to the executive session. In other recent Board meetings, the executive session topic was listed at the end of the notice, so this suggestion was inapplicable. See November 1, 2017 Board of Selectmen Agenda; October 2, 2017 Board of Selectmen Agenda (attached). However, as part of the review of this Complaint, the Town's new Town Administrator, who started in mid-February, 2018, has committed to work with the Board to ensure that moving forward, where an executive session is anticipated to be the first topic at a meeting, the notice lists a call to order in open session preceding the executive session and ensure notices reflect that the executive session is one topic in an otherwise open meeting.

As an additional matter, the Board acknowledges that the Open Meeting Law, G.L. c. 30A, §23(b) and regulations, 940 CMR 29.05, provide that within fourteen business days of receiving a complaint, a public body shall meet to review the allegations; take remedial action, if appropriate; and send a response. The Board endeavored here to adhere to the fourteen business day requirement

# KP | LAW

Jonathan Sclarsic, Esq.  
Director, Division of Open Government  
April 2, 2018  
Page 3

by promptly discussing the Complaint at its February 26, 2018 meeting. However, during this time there was transition in the Office of the Town Administrator with a new Town Administrator joining in mid-February 2018 and the Interim Town Administrator departing. As a result, there was some confusion as to the status of the response to the Complaint and thus, in an oversight, it was not submitted within fourteen business days.

Please do not hesitate to contact me with any questions.

Very truly yours,



Carolyn M. Murray

CMM/KRG/bp

Enc.

cc: Thomas Robinson  
Board of Selectmen

607413/HUBB/0001

→ Select Bd.



### OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

cc: Town Clerk

Please note that all fields are required unless otherwise noted.

**Your Contact Information:**

First Name: Thomas Last Name: Robinson

Address: PO Box 36

City: Hubbardston State: MA Zip Code: 01452

Phone Number: 928 3354 Ext. \_\_\_\_\_

Email: trobinson931@verizon.net

Organization or Media Affiliation (if any): \_\_\_\_\_

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?  
(For statistical purposes only)

Individual     Organization     Media

**Public Body that is the subject of this complaint:**

City/Town     County     Regional/District     State

Name of Public Body (including city/town, county or region, if applicable): Hubbardston Select Board

Specific person(s), if any, you allege committed the violation: D Galante, M Stoddard, P Girouard, J Williams, R Haddad

Date of alleged violation: January 22, 2018

RECEIVED  
FEB 20 2018  
Office of the Town Clerk  
Town of Hubbardston

## Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

Please refer to the Hubbardston Select Board meeting agenda posting for January 22, 2018. This agenda posting (Attachment 1) is in violation of the Open Meeting Law (OML) because the agenda did not state that the Select Board would first convene in open session as required by the OML. The Massachusetts Attorney General's OML guideline, page 7, states:

"Where there is no anticipated topics in open session other than the procedural requirements for convening an executive session, the public body should first list "open session" as a topic, in addition to the executive session, so the public is aware and has the opportunity to attend and learn the basis for the executive session."

The KPLaw website also declares OML and executive session guidance in their "Procedures for Convening Executive Session" as follows: "The meeting must be convened in an open posted session, with executive session listed on the agenda when reasonably anticipated by the chair."

This failure to properly post the agenda and inform the public of the required open session at which the public would have the opportunity to learn the purpose of the executive session has denied the public information about the functioning of their government and is, in my opinion, an intentional violation of the Open Meeting Law.

This is the same situation as, and directly related to, an earlier OML complaint, reference OML 2017 - 161, where the Attorney General, in a letter dated October 16, 2017 (Attachment 2) stated:

"...we find that the Board violated the Open Meeting Law. We order the Board's immediate and future compliance with the Open Meeting Law, and we caution that similar future violations may be considered evidence of intent to violate the law."

The posting of the Select Board January 22, 2018 meeting agenda is also, per the Attorney General's letter of October 16, 2017, a violation of the AG's "order" for compliance. The Select Board has failed to comply with this "order" from the chief law enforcement officer of the state.

In summary, this complaint focuses on the posting of this meeting. The public's business must be done in public with a clear invitation to the public to attend and have the opportunity to understand what is going on.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

The Select Board must participate in formal OML training conducted by the Attorney General or and AG-approved third party, not KPLaw.

For executive sessions between 2/1/17 and 1/22/2018, preserve and make publicly available, the Exec-Session-related correspondence, emails, and notes generated by all SB members, Town Administrator, and Admin Assistant, including all KPLaw attorneys involved in these Exec Sessions. Post Executive Session Mtg Mins on the Hubb Town website.

## Review, sign, and submit your complaint

### I. Disclosure of Your Complaint.

**Public Record.** Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

**Publication to Website.** As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

### II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

### III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Thomas J. Robinson

Date: February 18, 2018

For Use By Public Body

Date Received by Public Body:

For Use By AGO

Date Received by AGO:

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# HUBBARDSTON

## MASSACHUSETTS

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## Board of Selectmen

Monday, January 22, 2018 at 6:30 PM  
Slade Bldg.

[Printer-Friendly Version](#)[TOWN RESOURCES](#)**6:00pm****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.

**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. Street Light Reconfiguration

## 3. Personnel Policies

## 4. Town Administrator Report

## 5. Committee Updates:

- QEMP Task Force
- Town Center Committee
- Bylaw Review Committee

## 6. Minutes to Approve

- January 8, 2018
- January 8, 2018 - Executive Session
- January 9, 2017 – On behalf of Tonya Martowska

## 7. Old Business

## 8. Public/Press Question &amp; Answer

## 9. Adjourn

Chair: Dan Galante

Posted: 1/18/2018 @ 2:51pm

Amended: 1/18/2018 @ 3:44pm



THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL

One Ashburton Place  
Boston, Massachusetts 02116

TEL: 617-725-2000  
WWW.MASS.GOV/AG

October 16, 2017

OML 2017 - 161

Carolyn M. Murray, Esq.  
KP Law, P.C.  
101 Arch Street  
Boston, MA 02110

**RE: Open Meeting Law Complaint**

Dear Attorney Murray:

This office received a complaint from Tom Robinson, dated October 3, alleging that the Hubbardston Board of Selectmen (the "Board") violated the Open Meeting Law, G.L. c. 30A, §§ 18-25.<sup>1</sup> The complaint was originally filed with the Board on July 5, and the Board responded by letter dated July 20.<sup>2</sup> In his complaint, Mr. Robinson alleges that the Board failed to indicate on a meeting notice that it would convene in open session before entering executive session.<sup>3</sup>

We resolve this matter by **informal action**, in accordance with 940 CMR 29.07(2)(a), and we find that the Board violated the Open Meeting Law as alleged. The complaint concerns the Board's July 5 meeting. The meeting notice stated that the Board would enter executive session pursuant to G.L. c. 30A, § 21(a)(2), but it did not state that the Board would first convene in open session. When the only business to be discussed during an open session is the procedural requirements for entering executive session, public bodies must like "open session" or some other appropriate placeholder on the meetings in order to inform members of the public that the body will, in fact, hold an open meeting that they are permitted to attend. See OML 2017-80.<sup>4</sup> Without such notice, members of the public are essentially denied the opportunity to attend and learn the purpose for the executive session. See OMI 2013-195. Here, because the July 5


<sup>1</sup> Unless otherwise indicated, all dates in this letter refer to the year 2017.

<sup>2</sup> We note that the original complaint filed with the Board does not contain the complainant's signature. We remind the complainant that Open Meeting Law complaint forms must be signed.


<sup>3</sup> The request for further review contains allegations that were not part of the original complaint—specifically, that the Board failed to make meeting minutes available. Because these allegations were not part of the original complaint, we do not review them now. See OML 2017-134, Fn. 3.

<sup>4</sup> Open Meeting Law determinations may be found at the Attorney General's website: [www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting).

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MASSACHUSETTS



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## Board of Selectmen

**Wednesday, November 1, 2017 at 6:30 PM**  
**Senior Center**  
[Printer-Friendly Version](#)

**AGENDA** (Postponed from Monday, Oct 30)

**Open Meeting:**

1. Open Session *(If we do not have Open Session items to discuss, other agenda items may be brought forward earlier.)*
2. Town Administrator Report
3. Police Gift Presentation
4. Country Hen Crosswalk
5. Mile Rd/Streeter Rd Contractor Recommendation
6. Wage Authorization  
Tom Larson – Winter Seasonal Plow/Sander Driver
7. Committee Updates:
  - Building Committee
  - QRSD Task Force
  - Town Center Committee
  - Bylaw Review Committee
8. Minutes to Approve
  - October 2, 2017
  - October 2, 2017 – Executive Session
  - October 16, 2017
  - October 16, 2017 – Executive Session
9. Old Business
10. Public/Press Question & Answer

**Executive Session:**

11. **Executive Session:** Pursuant to G.L. c. 30A, Sec. 21(a)(3) "To discuss strategy with respect to...litigation if an open meeting may have a detrimental effect on the...litigating position of the public body and the chair so declares" with respect to the matters of [Commonwealth v... Cynthia Washburn Doane](#) ~and [Town v. Cynthia Washburn Doane](#), Worcester Superior Court C.A. No. WOCV2017-0845D, and the Chair declares that having such discussion in open session would have a detrimental effect on the Town's litigating position.
12. Adjourn

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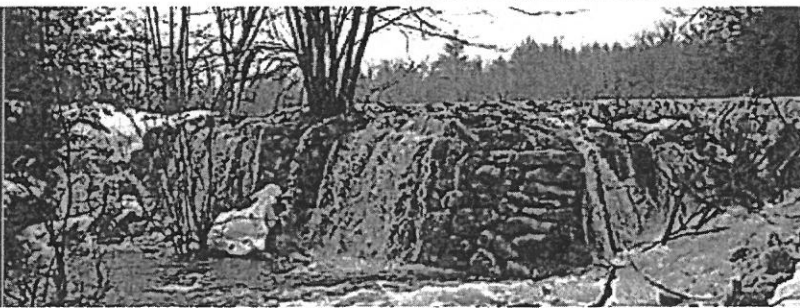
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## Board of Selectmen

**Monday, October 2, 2017 at 6:30 PM**  
**Slade Bldg.**  
[Printer-Friendly Version](#)

### Board of Selectmen Agenda

**Slade Building**  
**October 2, 2017**  
**6:30pm**

1. 6:30pm – Open Session
2. 6:40pm – Town Administrator Report
3. 6:50pm - Review Revised Warrant – Sign 5 original copies
4. 7:10pm - Committee Updates
  - Building Committe
  - QRSD Task Force
  - Town Center Committee
  - Bylaw Review Committee
5. 7:20pm – Pole Petition – New Westminster Road
6. 7:30pm – Minutes to approve:
  - September 18, 2017
  - September 25, 2017
  - May 30, 2017 – On behalf of Tonya Martowska
7. 7:40pm – Old Business
8. 7:50pm – Public/Press Question & Answer
9. 8:00pm – Executive Session - Pursuant to M.G.L. c.30A, Sec. 21, Exemption 3, To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body
- 10: 8:15pm – Adjourn

Chair: Dan Galante  
Posted 9/28/2017 1:51pm  
Amended 10/2/2017 2:25pm

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## Board of Selectmen Meeting Minutes

March 26, 2018

Slade Building

### Members Present:

- Dan Galante – left at 8:39pm
- Jeff Williams
- Richard Haddad
- Pat Girouard
- Michael Stauder - arrived at 6:34pm

### Staff Present:

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

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

### Open Session:

- None

### Streeter Road:

- Deb Reed, Streeter Road resident is present to discuss the Town accepting the Road as a public road. Deb advised the Board that there are 25 houses on the Road which pay over \$105K annually in taxes to the Town. The Town maintained Streeter Road years ago however stopped due to Bylaws and MA Laws. Deb explained that the Road should not cost the Town any money seeing once accepted; the Town would be available for grants. The plans and costs were reviewed, see attached. The estimated cost for the road to be accepted is a one-time fee which is expected to be between \$15K and \$20K with the Chapter Grant being an annual benefit to the Town. Questions of the items being listed separately on the warrant were discussed. One article would be to approve Streeter Road as a public Road and the other warrant article would be to approve the money to be spent.

**Motion to accept the concept article for the June 2018 meeting to accept Streeter Road as a Public Road pending lawyer review of the process: Michael Stauder, 2<sup>nd</sup>: Jeff Williams, Vote: All in Favor**

### Robin Langer – Town Boundaries:

- Robin is here to discuss walking the Town boundaries for the Town this year. State Law requires every Town to walk the boundaries and update the boundary markers with the current date. Once completed a document is to be filled out and filed with the State. Robin has not done this for the Town previously however is interested in walking them this year. Tom Bratko advised the Board he would also be interested in walking the boundaries with Robin.

**Motion to Authorize Robin Langer and Tom Bratko to walk the Town boundaries: Michael Stauder, 2<sup>nd</sup>: Jeff Williams, Vote: All in Favor**

#### **Quabbin FY19 Budget Presentation:**

- Superintendent, Dr. Maureen Marshall, Director of Administrative Services, Cheryl Duval and School Committee Member Mark Wigler are present to discuss the Quabbin FY19 Budget Presentation. Attached Documents were reviewed. Dr. Marshall discussed the budget being up 1.95% this year due to a loss in State Revenue in the Governor's budget. Various items were discussed including, declining school enrollment, sparsity aid, transportation reimbursement and special education reimbursement. Support increase costs were discussed due to the opioid epidemic which has increased the need for guidance counselors and support groups. Target share calculations were reviewed, see attached. As of April 19<sup>th</sup>, new numbers will be available which may change the current numbers. Dr. Marshall informed the Board that the State is not accommodating inflation or the cost of special education. Closing schools as well as using schools for shared services were discussed. QEMP is working on collecting data which will be used in a final report of suggestions that will be presented to each Town.

#### **FY19 Town Administrator's Budget Presentation:**

- See Attached. Solar dollars were discussed. The Board questioned the "healthy increase" in pay this year. Ryan advised the Board that small adjustments have not been made over the past few years, so it is not a "healthy increase" it is merely bringing employees up to where they should be. The Board questioned the increase in service hours. Ryan advised the Board it was to increase services to Residents. Sidewalk design was on the report however the Board advised the design was already pair for at last year's ATM. New dump truck request by the DPW was brought up and questioned. Mike stated during last year's ATM, Travis received approval for a new dump truck and felt it was too soon to be requesting another one. Ryan discussed office cleaning and the goal to switch to a cleaning service vs. using the DPW. Next steps will include a budget hearing on April 9<sup>th</sup> and final warrant draft presentation on April 23<sup>rd</sup>. Calendar is subject to change within the charter guidelines. Dan discussed Town Center costs stating they are requesting the money straight from capital instead of a warrant item due to the potential of the increase in materials.

#### **DCR Land Acquisition:**

- See attached request from DCR. The Town was previously offered this land however the Town did not want to move forward with the purchase. According to Tom Bratko, the land was previously owned by Shelter Island and it is protected by the Watershed Act. Years ago a recycling company started a business on the property however the owner did not want to complete a special permit and moved his business elsewhere. The land was listed for sale for years with no buyers.

**Motion to waive the 120 notification period from DCR: Michael Stauder, 2<sup>nd</sup>: Pat Girouard, Jeff: Yes, Dan: Yes, Richard: Opposed**

#### **Planning Board – Warrant Article Review:**

- The Planning Board is present to present their draft warrant articles for Town Meeting. Per the Planning Board the Board of Selectmen are required to review and return the articles in order for the Planning Board to hold public hearings. The attached draft By-laws were reviewed.

#### **Open Meeting Law Complaint:**

- Ryan misunderstood the process of how the Town handles open meeting law complaints. Ryan has contacted the State to explain why there has been a delay in response. Town Council is currently working on a response.

#### **CMRPC Contract Extension:**

- CMRPC is requesting a no-cost contract extension to complete the project. The project was delayed due to weather. New project completion date is set to be June 30, 2018.

**Motion to approve the contract extension until the end of the fiscal year: Michael Stauder, 2<sup>nd</sup>: Pat Girouard, Vote: All in Favor**

#### **Town Administrator Report:**

- See Attached.

**Motion to Appoint Ryan as the MART Representative for the Town of Hubbardston: Michael Stauder, 2<sup>nd</sup>: Pat Girouard, Vote: All in Favor**

#### **Appointments:**

- Kristen Salerno – Animal Inspector

**Motion to Appoint Kristen Salerno as Animal Inspector, Pat Girouard, 2<sup>nd</sup>: Jeff Williams, Vote: All in Favor**

#### **Wage Authorizations:**

- Eric Willoughby – Annual Rate Change DPW

**Motion to approve wage authorization for Eric Willoughby: Pat Girouard, 2<sup>nd</sup>: Jeff Williams, Vote: All in Favor**

- Richard Breagy – New Hire Building Department

**Motion to waive notification period for Richard Breagy: Pat Girouard, 2<sup>nd</sup>: Jeff Williams, Vote: All in Favor**

#### **Committee Updates:**

- **QEMP Task Force:** Previously discussed with CMRPC Contract Extension
- **Town Center Committee:** Previously discussed with FY19 Town Administrator's Budget Presentation

- **Bylaw Review Committee:** Joyce Green reviewed the proposed changes, see attached. Feedback is as follows. Question 1, Regional covers all schools in the district. Question 2, Remove last line of the paragraph. Question 3, Remove completely. Question 4, Remove completely.

**Minutes to Approve:**

- March 12, 2018

**Motion to approve the minutes as presented: Jeff Williams, 2<sup>nd</sup>: Richard Haddad, Vote: All in Favor**

**Old Business:**

- **Status on Toll Booth:** Ryan advised the Board that the request has been sent to Town Council for review. It is recommended the Toll Booth take place on Town land or on a sidewalk. Ryan will continue researching this matter and will inform the Lion's Club with any changes.

**Public/Press Question & Answer:**

- None

**Motion to Adjourn: Jeff Williams, 2<sup>nd</sup>: Pat Girouard, Vote: All in Favor 9:06pm**

Respectfully submitted,

*Laurie Reed*