



Town of Hubbardston

All Department Report

August 2018

This report provides information to town officials, residents and departments to coordinate municipal functions and inform the public about department activities.

Executive Office

Town Administrator Ryan McLane

<https://www.hubbardstonma.us/town-administrator>



Completed a new contract for Information Technology Services with CM Geeks providing the potential for a level services IT Maintenance budget for the next three years. Initiated procurement process for a Source Capture Emergency Vehicle Exhaust Fume Removal System and construction services for the new Elm Street Sidewalk (to begin in September). Finalized the move from paper to online services for all Select Board meetings. Continued to revise town financial and human resource policies. Oversaw the first phase of the new five-year capital plan implementation. Continued updating the [town's new website](#).

Next Month

Primary focuses include procuring construction services for the new Elm Street sidewalk, finalizing the Q1 financial report and FY20 Budget Calendar, completing and presenting the Town Administrator's Entry Plan and finalizing the FY19 Tax Tile Plan with the Treasurer/Collector.

Department of Public Works

Director Travis Brown

<https://www.hubbardstonma.us/department-public-works>



Our focuses this month have been finishing our crack sealing project on Cross, Brigham, New Westminster, Evergreen and Williamsville Roads. The Worcester Road (Route 68 South) resurfacing project is nearly complete with final touches and line painting remaining. Our local paving projects for the year on New Westminster (from Mare Meadow Lane to Westminster Town Line) Adams and Prentiss Rd. has begun and will continue through September. We added millings to Parsons and Williamsville Cut-Off along with cleaning the ditch line. We hot patched New Templeton Road to help with pot holes and drainage. We also replaced two culverts on Birches Road along with adding material to help with the drainage and road condition. Line painting has begun for Gardner, Main Street, Brigham, New Templeton and Williamsville Roads in addition to Route 62 and Elm Street.

Next Month

Paving project for New Westminster, Adam and Prentiss Roads should be completed by the end of the month. Culvert replacement on Flagg Road will start and Highbridge Road will continue.

Library Department

Director Jayne Arata

<http://www.hubbardstonpubliclibrary.org/>



August is the time of year Library Directors complete the ARIS Report for the Massachusetts Board of Library Commissioners. The Annual Report Information Survey is a snapshot of the activities, staffing, collections and circulation of individual libraries over the past fiscal year. The second part of our annual state reporting is the Financial Report which is due in October. These two reports are required for public libraries in Massachusetts to apply for State Aid .

State Aid to Public Libraries is an annual, voluntary program administered by the MBLC that distributes local aid to municipalities. It encourages municipal support and improvement for public library service, bolsters reciprocal resource sharing among libraries, compensates for differences in municipal funding capacities, and offsets costs to libraries that circulate materials to patrons from other certified municipalities.

Requirements - A municipality and its library must be certified by the MBLC as meeting statutory and regulatory requirements to receive State Aid to Public Libraries funding. To be certified each fiscal year, a municipality and its library must:

- meet its [Municipal Appropriation Requirement](#)
- meet [Minimum Standards of Free Public Library Service](#)
- submit [annual reports and forms](#) to show compliance

The Hubbardston Public Library submitted the ARIS Report on August 8, 2018. You can view this report at <https://mblc.state.ma.us/programs-and-support/state-aid-and-arls>

Next Month

The **Twenty First Annual Hubbardston Library 5K Run/Walk** will be held at 9AM on Saturday September 8th. The race is an out and back course starting and finishing at the Hubbardston Center School. This years' race committee anticipates a field of over 130 runners and walkers. Applications for the road race will be available at the Hubbardston Library. The registration fee for the fundraising event is \$22 for applications submitted prior to August 2nd and \$25 for those submitted after that date. Long sleeve cotton race shirts will be provided to the first 100 registrants. Individuals that collect donations of \$25 or more for this event are allowed to enter without a fee.

For additional information on this event, interested runners/walkers or potential sponsors can contact Mark Wigler, Race Director at (978) 928-5120 or MTWigler@gmail.com. The 2017 Race/Walk raised over \$7,500 for support of the library's activities. Proceeds from the first twenty years of the event are approaching the \$65,000 mark. All race proceeds are directed to the operation of the Hubbardston Library. Applications for the Road Race are available at the library or you can download one at: <http://www.hubbardstonpubliclibrary.org/>

Treasurer/Collector's Office

Treasurer Sandy Nason

<https://www.hubbardstonma.us/tax-collector>



Our office started collection of September Motor Vehicle Excise taxes. Excise taxes are due September 9. Our Treasurer/Collector completed MA Treasurer/Collector Association School to include taking the MA certification exam. Continued to develop the FY19 Tax Title Plan and placed all 2016 delinquent taxes into tax title. Our office is continuing to transfer payroll responsibilities to the executive office.

Next Month

Our Finance Administrative Assistant will attend staff school in September to continue her professional development. Motor vehicle excise taxes are due September 9th and will be a primary focus.

Health Department

Health Assistant Kelly Parker

<https://www.hubbardstonma.us/board-health>



Public Health
Prevent. Promote. Protect.

Scheduled and completed an interview between a potential town health agent and the Board of Health. Assisted in the preparation of an intermunicipal agreement between the Montachusett Public Health Network and the town for public nursing services. This agreement was recommended by the board of health. Continued to organize the office and file information. Attended an Open Meeting Law workshop and handled three resident complaints.

Next Month

Begin preparing letters and packets for the coming year's permits. Create and execute a new budget tracking spreadsheet. Continue to organize the office and look for efficiencies.

Town Clerk

Joyce Green

<https://www.hubbardstonma.us/town-clerk>



Our office prepared for the coming state primary on September 4th. For more information about voting and elections, please visit: <https://www.hubbardstonma.us/town-clerk/pages/voting-elections>. Seen on the picture to the right is Town Clerk Joyce Green testing voting machines in preparation for the primary.

Next Month

More election-related work including certification of the Primary results and reporting requirements to the Secretary of State. Then the cycle begins again for the General Election on November 4th. The Town clerk plans to attend at least one day of classes at the Massachusetts Town Clerks' Association Fall Conference at the end of the month.

Building Department

Inspection Assistant Pati Burke

<https://www.hubbardstonma.us/building-department>



The focus in August was organization. I was able to identify 80% of the Pinecrest documents that were miscellaneous filed in a large box. This paperwork was identified with a street number when possible and filed in the corresponding street file for that property. In those cases when a street number was not assigned (for unbuildable lots), I located the lot number and created a separate file drawer for these non-buildable lots.

I have started to organize the Madison Green file, organizing the contents by street number and unit number, instead of by building number. This will make it easier to find the any archived paperwork (if needed). There are 50 units at Madison Green so it organizing this paperwork will help save time in the future.

Fourteen permits were processed in August:

7 Building	\$97,959 value	\$861 fees received
5 Electric		\$526 fees received
1 Gas	\$2,000 value	\$108 fees received
1 Plumbing	\$2,000 value	\$108 fees received

I have started to use the inspection portion of my Windoware permitting software to help track all inspections completed for Electric, Building, Plumbing and Gas. I am currently tracking all inspections in an excel spreadsheet, but have also begun utilizing the inspection tracking portion of my permit software, which should enable me to run better inspection reports. Identified 2 new street numbers for new construction in town; and notified the appropriate authorities such as police, fire, postmaster, and 911. (35 Simond Hill Rd and 6 Malone Rd) .

Reviewing features and getting price quotes for new permitting software. I am currently looking at 2 products: Viewpoint and Munilogic. Looking into options such as permitting /inspection scheduling/full reporting capability being the priority, as well as the ability to port all of our old permitting data from our current database to new format.

Reviewed various requests to find out if certain lots in Pinecrest and other advertised lots in town are “buildable”, this entails of looking up deeds , lot sizes, DCR and conservation history to ascertain whether the lots are buildable or not. Coordinated several inspections for the building inspector, closed out several permits, issued several certificates of completion and one occupancy permit for 5 Burnshirt Road (approx. 15 misc. building inspections). Ran reports for the assessors notifying them of new construction and new renovation projects for August 2018.

Next Month

Re-organize the maps in the planning board map cabinet, remove duplicates, label them and make better use of that space. Re-organize commercial property street folders and put them in one centralized location separate from residential street files. Find and attend a communication class.

Police Department

Chief Dennis Perron

<https://www.hubbardstonma.us/police>



With the addition of Officer Blood in July, and placing out staffing at 100 percent, we saw a marked increase in police activity. In August our citations issued rose from 33 in July to 65 in August. We also had an increase in incidents for the month. This is a result of aggressive patrols on the part of the officers. In August a total of 11 arrests were made.

On August 19th we co-sponsored the 2nd annual movie in the park. This year was Jurassic park and it was sponsored by Bill Shea of Ruptured Duck. We had 60-80 people in attendance on a beautiful summer night. Hubbardston Pizza Palace donated 5 large pizzas for the attendees and we had a visit from a group dressed in T-Rex costumes.



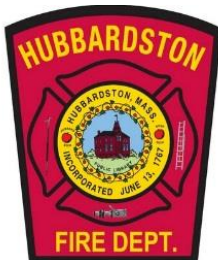
During the month, officers did an amazing job keeping traffic flowing safely through town during the construction and paving of Route 68. No accidents and no complaints.

On August 28th Chief Perron had the pleasure to welcome back the kids at the Hubbardston Center School. He gave out mood pencils, which have been an annual event and very much anticipated by the kids. Officers continue to man several detail posts on Route 68. We look forward to the completion of the project sometime in September.

Fire Department

Chief Boy Hayes

<https://www.hubbardstonma.us/fire-department>



August was very busy month for residential smoke/carbon monoxide detector home inspections with total of 15.

Next Month

The focus in September will be moving forward with the new hire process and adding a Firefighter/Paramedic to the department, increasing our full-time service capabilities from 6pm - 10pm Monday through Saturday.

Emergency Management

Director Dennis O'Donnell

<https://www.hubbardstonma.us/fire-department>



In August we started the Federal Emergency Management Agency (FEMA) process for receiving reimbursement for the March Nor'easter Storm. This process aims to return money to the town for service provided during that emergency.

Veteran Services

VSO Jared Sharp

<https://www.hubbardstonma.us/veterans-agent>



Assisted a Hubbardston veteran who received an increase in his disability claim. I was also invited and able to attend an event with a veteran in the community. Processed Chapter 115 benefit claims for eligible veterans. For more information on Massachusetts veteran benefits or to see if you are eligible, visit: <https://www.mass.gov/veterans-programs-and-services>

Next Month – Looking to start a social media page for the veterans of Hubbardston and continue to meet veterans in the community to assist with their benefit needs.

Accounting Department

Laurie Bartkus

<https://www.hubbardstonma.us/accountant>



In August we continued to work on closing FY18 as well as processing bi-weekly FY19 warrants. We have processed all FY18 Encumbrance requests. We balanced June cash with the Treasurer. We are continuing to work on FY18 Receivables and reconciling the last few accounts in preparation for the balance sheet submittal.

Next Month – Continuing to close FY18 and move through elements of the FY19 tax rate process.

Assessing Department

Assessing Assistant Genny Daniels

<https://www.hubbardstonma.us/board-assessors>



Completed all building permit inspections. Assisted the Treasurer with tax title research. Entered all June and July building permits and deeds. Submitted all veteran exemptions that have been sent to the office.

Next Month:

We will be giving a presentation on senior and veteran exemptions at the Senior Center on September 5 at 1pm. Periodic Inspections will begin. We plan to finalize sales review and set values for FY19 pre-certification with the Dept of Revenue.

Reminder letters will be sent out for FY20 Chapter 61A & 61B filings; Deadline is October 1st. Reminder letters will be sent out for FY19 Statutory Exemption Applications. The deadline is October 31st to be placed on the Actual Billing File of prior year sales.

For Questions about the All Department Report, please contact the Town Administrator at admin@hubbardstonma.us.