



## **TOWN ADMINISTRATOR'S REPORT**

*NATHAN R. BOUDREAU*

*December 2, 2022*

### **Town Administrator Transition**

My first four days were spent getting acclimated and being taught the ins and outs of Town Hall by your incredibly talented staff. Impromptu meetings and discussions with employees, board members, and constituents drove most of my first few days. Although the building blocks of my transition plan began this week, my main objective during this timeframe is to understand more about the community, gain a deeper understanding of the current conditions of the municipality, and identify areas for further study. In addition, I will focus on team building, ongoing initiatives, community partnerships, and day-to-day operations through actively engaging employees, elected officials, boards, and members of the community.

As stated in my webpage introduction, this plan will focus on Hubbardston's culture, strengths, challenges, and areas of opportunity and intends to be a chance to learn more about Hubbardston and have the community get to know me. This process reflects my core beliefs regarding municipal administration of transparency, honesty, respect, collaboration, relationship building, and prioritizing constituent services. Basing my first 100 days on these core objectives will allow us to create plans in the town's best interest.

I have included transition priorities for my first 45 days below:

- Conduct document analysis, including the review of essential documentation, such as town policies, financial documentation, town reports, and other relevant municipal and state documents
- Interview employees
- Develop a communications plan to increase transparency with the public, employees, and town officials
- Meet with both elected and appointed boards and committees to review their short and long-term goals

### **Budget**

Treasurer Collector Sandy Nason and I met mid-week to discuss the budget moving forward. I have attached an updated Fiscal Year 2024 Budget Planning Calendar that takes transition into consideration without making any changes to timeline goals. Department budgets will be

released following the establishment of budget guidelines with the Select Board and Finance Committee, and the Financial Management Team will hold its first budget season meeting on December 13, 2022.

### **Human Resources**

We posted the part-time position of Land Use Clerk on Indeed.com and the town website. As of writing, seven people have applied. We will review the applications with relevant parties and hold interviews in the coming weeks. This position will likely have a different title once presented to the board as we recently split the position into two different part-time roles.

### **Communications**

Both traditional and technological communication is going to be a pillar of my ideology as Town Administrator. I started this by introducing Town Clerk Kristin Foster and myself both on the Town Webpage/Email list and on social media. It is my plan to evolve this into a communications plan to ensure information is being spread as wide and effectively as possible. Using effective communication as a constituent service and marketing tool will be a benefit to the entire community.

### **Personnel Recognition**

I would be remiss to not acknowledge Treasurer Collector Sandy Nason for going above and beyond over the last few months as Interim Town Administrator. Sandy did so much more than “keep the wheel straight,” she rolled up her sleeves and did what needed to be done. It is obvious that all the employees, volunteers, and board members have a tremendous respect for Sandy, and I look forward to working with and learning from her here in Hubbardston.

### **Final Report of the Interim Town Administrator**

Thank you to the members of our community that have already taken the time to have open discussions with me. These conversations will prove to be invaluable. Next week is full of meeting with Department Heads, Elected Officials, and Board Chairs. I look forward to building on these meetings with facilities tours, staff meetings, and further discussions.

A HUGE welcome to our new Town Administrator, Nathan Boudreau! We have spent time this week discussing personnel, budgets, goals, and policies. His background, knowledge, and insight will be invaluable to our Town. I look forward to working with and learning from him in the weeks ahead.

A HUGE Thank You to our former Town Clerk, Joyce Green, for stepping in to help with our Special Town Meeting, state election, and training our new Town Clerk, Kristin Foster. We are so appreciative of her willingness to come out of retirement to help us out!

The appraisal for 60 Gardner Road, as part of the feasibility study, was completed last week. The final appraisal report will be sent next week.

We have entered a new contract with Constellation New Energy to receive reduced rates on our electric bills. This contract is for five years at \$0.16070 per kWh.

THANK YOU to Toni and Bobbie!!! I could not have done this without their encouragement, patience, and willingness to do whatever needed to be done! Both have gone WAY above and beyond to keep the Collector's office and Select Board office running smoothly in addition to taking on many additional tasks due to vacancies in positions and my trying to be Town Administrator. We have approved a one-time \$1,000 stipend for each of them for their extra duties and extra stress!

THANK YOU to our Select Board and former Town Administrator Ryan McLane for having faith in me to allow me to serve as the Interim Town Administrator. It has been quite the experience!! I am so appreciative of the all the support, patience, and encouragement I have received these past few months. Although it has been a great learning opportunity, I am looking forward to returning to the Treasurer/Collector position and passing the torch to Nathan!

### **Civic News**

- The Annual Hubbardston Police Department Community Outreach Program drive for toys and monetary donations is in full swing. Donations can be dropped off at the police station or given to any officer on duty until December 21st. If you would like to make a monetary donation, please provide a check made out to the Hubbardston Police Association and put Community Outreach Program in the memo.
- The Hubbardston Fire Department will be doing their annual Santa Run on Saturday, December 12, 2022. Santa will join HFD on their Fire Truck to bring the children on Hubbardston gifts and holiday cheer. The event will begin morning and run throughout the day into the evening hours. Residents interested in having receiving a visit should dropped wrapped and labeled gifts at Station 2 any time before December 10, 2022. A \$10 Donation to the Hubbardston Firefighters' Association is appreciated, but not necessary. Interested in setting up a delivery? Message FD Facebook page or email [hubbardstonfire@gmail.com](mailto:hubbardstonfire@gmail.com)
- The Hubbardston Light fight begins December 2, 2022 and will continue for the first three weekends of December from 5:00-9:00PM. Paper maps and listings are available at One Stop Shop (Mr. Mikes gas station) in the center of Hubbardston. Voting link and online map will be posted on the Town Website.

### **Upcoming Reports**

In addition to the information included in this week's report, future editions will house updates regarding departments, procurement, grants, community and legislative relations, and more. I look forward to working with everyone in the Town of Hubbardston!

## REVISED FISCAL YEAR 2024 BUDGET PLANNING CALENDAR

*December 2, 2022*

October 17, 2022	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 and Finance Committee establish FY 2024 Budget Goals.
December 20, 2022	Town Administrator estimates FY 2024 revenues.
December 12, 2022	Budget request forms are sent to all departments and committees.
February 6, 2022	Presentation of Five-Year Financial Analysis to Select Board and Finance Committee.
December 29, 2022	Departments and Committees submit budget requests to the Town Administrator.
Feb 6, 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