



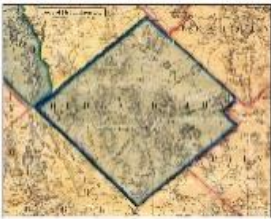
Town of Hubbardston  
**All Department Report**  
July 2018

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>



Published and presented [FY19 Department Goals](#) to the Board of Selectmen to include the personal [goals of the Town Administrator](#). Assisted in end of year procedures and prepared finances for FY19. Reviewed goals, budget spending plans, evaluation criteria and support requests with several departments. Initiated the creation of the Hubbardston 5-Year Capital Plan (grant funded) with The Collins Center and department heads. Continued to update human resource and financial policies.

**Next Month**

Primary focuses include completing the initial phase of the 5-year capital plan, updating town financial policies, continuing to update the new town Web site and completing the IT Services RFP process and contract.

**Department of Public Works**

*Director Travis Brown*

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



Our focuses this month have been hot patching on New Templeton Rd. and Elm St. and also adding millings from the Route 68 project to Flagg Road, Williamsville Cut-off Road and Old Colony Road. This helps with pavement preservation. Additional tasks included mowing Cemeteries, the recreation field and town conservation areas. Department highlights from July include awarding our crack sealing project superior seal coat for New Templeton Road, Cross Road, Brigham Road, New Westminster Road, Evergreen Road, Ragged Hill Road and Williamsville Road. The Worcester Road (RTE 68) resurfacing project continues with paving beginning this month. Our Chapter 90 paving projects for the year are New Westminster Road (from Mare Meadow Lane to Westminster town line) Adams Road and Prentiss Hill Road. All three will start the beginning of August.

## Next Month

Bids for materials this year will be opened on August 1<sup>st</sup>. We will finalize our STRAP Grant for the Flagg Road Pavement Project. We will continue to add millings to numerous roads throughout town while supplies last. Parsons Road, Dogwood South and High Bridge Road are some of the roads scheduled for roadwork.

## Library

*Director Jayne Arata*

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



The Little Mermaid visited the library on Saturday, July 14. She read a story, sang some songs and did face painting. The children who attended dressed up as their favorite princess. Adults, kids and mermaid all had a wonderful time. This event was funded by the Hubbardston Cultural Council. We also hosted Jungle Jim: 80's Rock the Library who performed a magic, comedy balloon show on July 26. It was a relatively small crowd but a high energy performance. Our Director met with Sarah Concannon from The Collins Center on July 26 to discuss the library's capital needs for the next 5 years and how best to prioritize and fund them.

## Next Month

August 1, Mike the Bubble Man will perform at the library at 2pm. Gwendolyn Quezaire-Presutti will perform at the library as Oney Judge, George and Martha Washington's run-away slave. Trustees, Connie Strittmatter and Josephine Amato and myself have been and will continue to meet weekly to develop the Library's Strategic Plan and Community Survey. Our goal is to have the community survey element available to the public in September. The survey results will help the library to set priorities for services and programs over the next 3 to 5 years.

## Treasurer/Collector

*Treasurer Sandy Nason*

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



Collection of Preliminary Tax Bills due August 1<sup>st</sup>. Updated all pay rates in the Harper's system. Combined personnel files with those in Executive Administrative Assistant's and began cross-training Laurie for processing payroll. Monthly highlights included working with accounting to balance cash through May, 2018. Updating and reorganizing tax title records.

## Next Month

Continue to work on balancing cash through June. Work on Statement of Indebtedness as part of process to set FY19 tax rate. Our Treasurer/Collector will attend MA Treasurer/Collector Association School at UMass from Aug. 15-17.

## Health Department

*Health Assistant Kelly Parker*

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



**Public Health**  
Prevent. Promote. Protect.

Met with the Board of Health Chairman Cathy Hansgate and discussed ideas for the department in FY19. Completed packets for installers and maulers. Met with the Town Administrator to review goals and budget plan. Met with Terri from BOH Princeton to gather lessons learned to add to the department knowledge base. Handled 3 resident complaints. Attended board meetings and completed minutes. Completed paperwork for new and repaired septic systems

## Next Month

Continue to make packets for the coming year. Schedule a class to better prepare me for day to day encounters at the office. Prepare for interviewing a Health Agent. Meet with Tom Larson and Rick Green to get a better understanding of how a septic is done and why and how ConCom operations work in the town.

## Town Clerk

*Joyce Green*

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



Complete the swearing in of officials for new fiscal year 2019 appointments. Led office senior tax office workers who have been making great strides organizing and consolidating files in the Town Clerk's office. Non-criminal citations for "Failure to License" were sent to 40 dog owners. This is five less than last year.

## Next Month

Preparing for the September 4<sup>th</sup> State Primary.

## Building Department

*Inspection Assistant Pati Burke*

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



Processed several permits: One (1) new residential home at 20 West Comet Pond Rd and 12 Building permits for various projects: estimated value of 319,996 (Fees= \$5,226). Collected 13 Electric Permits (Fees=\$1,293), 2 Gas Permits (Fees=\$216) and 3 Plumbing Permits (Fees= \$309). Total values for June 2018 totaling \$402,546.00 (Fees= \$7,044). Coordinated 16 building inspections with the building commissioner and the contractors. Closed 5 Building permits and issued Certificates of Completion for each. Various calls and emails

answered regarding building code, by law questions, various calls by realtors asking if lots are buildable and researching past building permits for properties for sale. Sent out 16 letters to homeowners asking the status of their building project and scheduled inspections when appropriate.

## Next Month

Review new permitting software to try to find a replacement for our current WindowsWare permit software. Organize, identify and file a miscellaneous box full of unidentified Pinecrest paperwork.

## Police Department

*Chief Dennis Perron*

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



The HPD had the pleasure of officially welcoming Officer Donald Blood to the department at a formal ceremony on July 12<sup>th</sup> before the Board of Selectman. Rutland RRECC announced that the Regional Center will be changing over to Swift911 from CodeRed. This change will allow more customization as a town and save money on the overall product. Residents can find more information by visiting the [Swift911 Web site](#). The Community Holiday Outreach Program had the pleasure of donating \$1,000 to the Lions towards their mobile kitchen. This

kitchen is a great asset to the town and is at every event. CHOP was glad to help the Lions with this endeavor. Officers throughout July made 14 arrests and manned several detail posts on the Route 68 project.

## Next Month

The HPD in August will be assisting with public safety efforts in support of the Route 68 paving project and the town paving projects on Adams, Prentiss Hill and New Westminster Roads.

## Fire Department

*Chief Boy Hayes*

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



The department sent Engine Two for mutual aid to assist the towns of Sterling and Westminster with structure fires. The crew of 15A1 responded to a woman in labor and assisted with a successful delivery of baby girl.

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## Assessing Department

*Assessing Assistant Genny Daniels*

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



Finished all building permit inspections. Updated all personal property accounts. Reviewed all exemption applications for veterans and seniors. The office also assisted the Town Administrator is a detailed review of the town's financial policies.

## Next Month:

Periodic Inspections will begin in August. About 250 inspections will be done for the Department of Revenue Certification. Chapter land Applications will be mailed. Also, our office will finalize all of the values for FY2019 based off of prior year sales

## Council on Aging

*Director Claudia Provencal*

<https://www.hubbardstonma.us/council-aging>



Next month the COA Director will attend the COA Director's Meeting in Sterling. Continue to oversee the updating of the Senior Center. Hold a Senior Worker meeting. Work with a senior to help settle an estate. Hold a program with the assessor's office that will help seniors understand the abatement process. Schedule and work on a Christmas Trip to the White Mountains. Begin planning the October Yard Sale.

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For Questions about the All Department Report, please contact the Town Administrator at

[admin@hubbardstonma.us](mailto:admin@hubbardstonma.us).