



Office of the Town Administrator

December 12, 2022

Dear Hubbardston department heads, board, and commissions,

I look forward to working with you on the FY2024 Town Administrator's Recommended Budget. Within this message, you will find the budget submittal instructions and an outline of the process we will follow this year. Please return your response to my attention by end of business on **December 29, 2022**. As with every year, our guidance is in adherence with the [Town of Hubbardston Financial Policies](#).

In developing your FY2024 budget request, please adhere to the following directives:

- All non-personnel line items shall be level funded from FY23, where applicable. This is not ideal; however, we must focus on providing the highest level of service while keeping the overall budget in mind. It is understood that many increases are contractual or necessary. Filers shall justify anything requested above-level funding in writing. Consider reorganizations to improve programs and services.
- FY24 personnel line items shall include a 2% COLA for Non-union and Non-contracted employees equal to that of union employees. If additional funds are sought, filers are encouraged to include organizational staffing proposals or comments on specific employee merit. Further increases will be evaluated during the budget season if feasible.
- Commit to meeting debt, capital expenditure, and savings goals to maintain town services and protect the Town's bond rating.

Please address the following in your budget submittal:

- As we are in a period of sizeable transition, please provide a one-to-two-page report regarding Department Achievements, FY23 Goals/Initiatives, and a department organizational chart to be included in the budget proposal packet.
- Continue to develop a plan to replace/repair/restore municipal building space.
- Prioritize road maintenance by committing to large and small repair projects as outlined in the [FY21-25 Road Maintenance Plan](#).

I look forward to working with the entire Hubbardston team toward our first successful budget season and further discussing our shared goals and priorities. If you have any additional suggestions or want to discuss this further, please reach out at any time.

Thank you,

Nathan R. Boudreau, MPA
Town Administrator