



TOWN ADMINISTRATOR'S REPORT

NATHAN R. BOUDREAU

February 6, 2023

The weather outside has been cold, but things in Hubbardston continue to heat up. The last few weeks have been very busy, as I continue to acclimate and learn more about Hubbardston every single day.

Due to the extreme cold this weekend, we arranged for the Senior Center to be open on Friday 2/3/2023 and Saturday 2/4/2023 at the request of any resident. While the opening of this facility was not requested, it proved useful in meeting emergency needs. On Thursday, February 9, 2023, members of the Hubbardston Emergency Management Team will meet to discuss the completion of our Continuation of Operations Plan.

The COA Nativity Scene caused some confusion at the last meeting. The COA did not pay \$800 to keep the decorations at the church. They gave the church a donation of \$300.00. These facts had no bearing on their request to donate the nativity scene to the town; the main factor in the donation request was the physical demands of setting it up. The COA will house the nativity scene in their shed until it is time to take it out next year. With this, I am considering this issue complete.

Beginning today, February 6, 2023, I will hold open public hours every Monday from 4:00 p.m. to 5:30 p.m., and invite residents to come speak about any problems or concerns they may have, or to say hello and discuss Hubbardston ideas or happenings. Outside of these hours, appointments can be scheduled by calling 978-928-1400 x200 or emailing admin@hubbardstonma.us. In addition, on February 27, 2023, from 4:00PM to 6:00PM, we will hold an informal meet and greet with Veterans Agent Lauren Wright, Town Clerk Kristin Foster, and myself.

I attended the Economic Development Committee meeting in late January. This lively meeting was attended by the EDC's three new members. I gave them an update on our ongoing MRPC initiatives, and we talked about how we could collaborate on a joint Hubbardston Business Round Table this spring.

I attended my first Small Town Administrators of Massachusetts Legislative Affairs Subcommittee meeting as Hubbardston Town Administrator. We discussed important legislative issues confronting small and rural communities, such as rural school funding, the continuation of the Community Compact/One Stop Grant Programs, and state-level incentives for professional municipal training and service. This group meets on the second Tuesday of each month.

We held our first "All Hands-on-Deck" Department Meeting on January 18, 2023. These meetings are intended to keep all departments up to date on what is going on in their colleagues' worlds and to brainstorm ways we can work together to better serve Hubbardston's constituents.

I met with Hubbardston Moderator Renee Lafayette in late January to discuss the upcoming Town Meeting process. With winters end drawing near, it is hard to believe it is already Town Meeting season.

My predecessor, Carlisle Town Administrator Ryan McLane, came in for lunch with his former colleagues on January 26, 2023, and we had the opportunity to discuss a few transitional items. I appreciate Mr. McLane's previous service to our community and the opportunity to speak with him about a few issues.

On February 1, 2023, I met with Thomas Browne, the new Superintendent of Montachusett Regional Technical School. Although the budget is not finalized, Supt Browne believes noted that the biggest variable is what comes as part of the Healy Administration's first budget. Browne and I went over a number of new initiatives and talked about how the school is using grant money to expand its offerings without passing the financial burden to the municipalities.

I met with Gardner Mayor Michael Nicholson to discuss our Intermunicipal Agreement on Animal Control. On February 21, 2023, the new proposed agreement with a 2% COLA should be ready for Select Board review.

I attended the Hubbardston Board of Health meeting in February to give a presentation on the uses of Kyocera Laserfiche and to discuss a few ongoing issues. The Board appreciated the review of the new system because the initial training had been lost due to a year of high turnover. The Marijuana Host Community Agreements and the Holden Hospital Fund were also discussed.

I'm still meeting with the chairs of various boards and committees, and I'm hoping to have our first Chairs meeting in early March.

Finance

The Town of Hubbardston [Fiscal Year 2024 – 2028 Financial Forecast](#) is available here and will be presented at the Select Board meeting this evening, February 6, 2023.

I attended the Division of Local Statistics Municipal Finance Management: Resources and Tools Webinar on January 25, 2023. This webinar assisted new officials in discovering, navigating, and utilizing DLS tools and services.

The Hubbardston Capital Improvement Planning Committee will meet to review the FY24-2028 Capital Improvement Plan on February 13, 2023. The CIP should be available at the 2/21/2023 Select Board Meeting.

Public Safety

On February 2, 2023 the **Hubbardston Police Department**, along with the Gardner Police Department, North Worcester County Task Force, and the Massachusetts State Police Gang Unit executed a search warrant at 205 Gardner Rd. As a result of this, approximately 16 grams of suspected cocaine and \$3904 of cash was seized.

It was a busy month for the **Hubbardston Fire Department** who responded to 88 incidents in the month of January, including:

- 34 medical emergencies
- 19 service calls
- 13 motor vehicle accidents
- 11 electrical emergencies
- 3 alarm activations
- 2 vehicle fires
- 2 structure fires
- 2 carbon monoxide incidents
- 1 smoke investigation
- 1 mutual aid station coverage

For comparison we responded to 70 incidents in January of 2022. Department members also participated in 2 training sessions and performed multiple inspections

Procurement

We are seeking competitive proposals for its property and liability insurance coverage to be effective July 1, 2023. Opening the bidding process every three years is a best practice to ensure the municipality is paying the best prices for insurance.

Personnel Recognition

I'd like to thank the Hubbardston Police Department, Fire Department, and Department of Public Works for their hard work during the month of January. Despite the fact that this has been a mild winter, these departments have consistently gone above and beyond, working on occasion without power, in negative degree temperatures, and at all hours of the night.

Communications

In an effort to increase transparency and constituent engagement, we will be releasing a monthly YouTube / Cable Access short reviewing some of the exciting things going on in town. The first edition of "Hubbardston Headlines" features me and is available [here](#). On February 27, 2023 Town Clerk Foster and I will film the second episode discussing Town Election and Town Meeting Season.

Our social media reach has increased by 91% since December, this is something I hope to encourage across the entire municipality as a centralized part of the upcoming communications and social media plan.

Beginning in March we will be rejuvenating the Town of Hubbardston Newsletter. This bi-monthly publication will be available on the Town website and will highlight recent and upcoming municipal and community events in and ongoings.

Grants

We have applied for two District Local Technical Assistance Program (DLTA) grants: one for technical assistance to complete previous work on individual chapters of Hubbardston's Master Plan and compile each chapter into a complete Master Plan document. The other requests technical assistance in proposing zoning modifications that will enhance agritourism and ecotourism.

I attended Community One Stop for Growth training last week. This initiative offers a centralized application gateway and collaborative review process for community development grant programs. Draft proposals for this initiative are due at the end of March.

Upcoming Dates:

- Monday, February 20, 2023 – Presidents Day – Town Offices Closed
- Tuesday February 21, 2023 – Select Board Meeting – Capital Improvement Plan Submitted to Select Board
- Tuesday, February 27, 2023 – Open House for Town Administrator, Town Clerk, and Veterans Agent.
- Tuesday, February 27, 2023 – Select Board Meeting,
- March 20, 2023 – Town Administrator Budget Presentation

THANK YOU