



TOWN ADMINISTRATOR'S REPORT

NATHAN R. BOUDREAU

June 14, 2023

The past month in the town administrator's office has been a flurry of activity, primarily focused on the upcoming town meeting preparations. With various proposals and initiatives on the table, the office has been diligently working to ensure that all necessary documents are in order and that the meeting ran smoothly. Amidst the preparations, I had the opportunity to attend a MAPPO (Massachusetts Association of Public Procurement Officials) procurement meeting, where I gained valuable insights into best practices for government purchasing. This gathering allowed me to exchange ideas and experiences with procurement professionals from other municipalities, fostering collaboration and knowledge-sharing.

In addition to the town meeting preparations, I had productive discussions with key stakeholders in the community. One such session was with the Gardner Chamber of Commerce, where we explored potential avenues for collaboration to promote economic growth and support local businesses. It was a fruitful discussion highlighting the mutual benefits of working together to enhance the business climate in Hubbardston. Furthermore, I met with representatives from the Wachusett Incubator, a business support organization, to discuss how we can leverage their resources and expertise to foster entrepreneurship and innovation in Hubbardston.

We held a staff meeting focused on year-end closeout activities. During this gathering, we reviewed the progress made throughout the year, discussed pending tasks, and strategized on how to ensure a smooth transition into the new fiscal year. It allowed the entire team to align their efforts and ensure that all financial and administrative matters were in order. This meeting served as a reminder of the importance of teamwork and collaboration within the office, setting the stage for a successful year-end closeout and a strong start to the upcoming fiscal year.

Town Meeting Wrap Up

As the annual town meeting season draws to a close, I am filled with gratitude and a sense of accomplishment as I reflect on my first experience. This year, we made significant strides in enhancing communication initiatives to ensure greater transparency and engagement among residents. From informative newsletters and regular social media updates to virtual meetings and interactive Q&A sessions, we prioritized effective communication channels to keep everyone informed and involved in decision-making. These initiatives fostered a stronger sense of community and encouraged active participation during the town meeting discussions.

I want to express my heartfelt appreciation to the dedicated staff, moderator, finance committee, and select board members who worked tirelessly to make this annual town meeting successful. Their hard work and commitment to our town were invaluable. Their dedication and willingness to listen to the concerns and ideas of our residents ensured that our town meeting season was a true reflection of the town's shared values.

As we wrap up this season, I am excited that early preparations for the Fiscal Year 2025 budget process are already underway. Building upon the success of this year's town meeting, I am eager to engage with residents, community organizations, and stakeholders to develop a budget that aligns with the town's priorities and vision. By continuing to foster open lines of communication and promoting active community involvement, I am confident that we can work together to shape a future that reflects the needs of all residents.

I look forward to the upcoming year and the opportunities it brings to strengthen our town further and make it an even better place to live, work, and thrive.

Recognition

I would like to extend our heartfelt appreciation to the **Memorial Day Committee** for their outstanding efforts in organizing a beautiful parade and ceremony that honored and paid tribute to our fallen heroes. The committee's meticulous planning and dedication ensured that the event was a respectful commemoration of those who made the ultimate sacrifice in service to our country. The parade showcased the spirit of unity and gratitude within our community, reminding us of the importance of remembering and honoring our brave men and women in uniform.

A special thank you also goes out to the **Lions Club** and the **Friends of the Senior Center** for their volunteer efforts in organizing the after-event activities. From coordinating refreshments to providing logistical support, their contributions played a crucial role in making the event a memorable and enjoyable experience for all attendees. We are immensely grateful for their generosity and selflessness in giving their time and energy to support our community's commemorative efforts.

The **Hubbardston Fair** was a resounding success, bringing joy and excitement to the community. I would like to extend our heartfelt appreciation to **Select Board member Katie Young** for her exceptional planning and coordination of this fantastic event. Katie's dedication and attention to detail ensured that every aspect of the fair was well-organized and executed flawlessly. From arranging vendors and attractions to coordinating logistics and ensuring a safe environment, her hard work was instrumental in making the fair a memorable experience for all.

Human Resources

In June, Treasurer Collector Markowski, Executive Assistant Walker, and myself met and discussed streamlining HR processes in Hubbardston based on a 2019 Collins Center document. Initiatives include expanding HR assistant responsibilities, fostering skill growth, streamlining

processes, and centralizing HR files. We're also updating employment policies and procedures. These initiatives aim to enhance efficiency and effectiveness in our HR department, ensuring we meet organizational needs and support employee success.

The Town of Hubbardston is currently seeking a Town Clerk and DPW Laborer to view these positions in their entirety please visit <https://www.hubbardstonma.us/employment-volunteer-opportunities/pages/employment-opportunities>

Green Communities

I recently had a productive meeting with energy consultants to discuss and strategize our green communities' projects. Our primary objective is to apply for funding during the upcoming October application period. The projects we are focusing on involve implementing heat pumps and energy efficiency initiatives at both the school and library. The consultants provided valuable insights and expertise, helping identify potential areas for improvement and recommending the most effective strategies to achieve our goals. By embracing these initiatives, we aim to enhance energy efficiency and create a more environmentally friendly community.

DLTA Grant

Currently, we are actively engaged in working on two initiatives: the Master Plan and the Complimentary Uses Bylaw. These projects aim to shape the future development and growth of our community in a strategic manner. We have made significant progress in both areas and are excited that action is anticipated in the coming weeks or months. Our dedicated team, in close coordination with MRPC, has been diligently conducting research, gathering community input, and formulating bylaws. We believe that these initiatives will provide a solid foundation for addressing our community's evolving needs.

Unfinished Project Update

In May, I sent correspondence to Department Heads asking for update on a capital project approved during the previous Annual Town Meetings. It is important that we work together to ensure all projects that are approved with taxpayer monies are completed in a timely fashion

Please find the list of projects below:

- 2016 CPA ATM Library Long Range Plan - \$2,500
- 2019 CPA ATM Curtis Rec Field - \$12,026.50
- 2019 CPA ATM Library Foundation - \$8,000
- 2020 CPA ATM Rainbow End Playground - \$4,409.17
- 2020 ATM Master Plan Consultant - \$6,000
- 2020 ATM Library Foundation Repair - \$5,000
- 2021 CPA ATM Library First Floor Rehab - \$19,362.78

- 2021 CPA ATM Library Brick Repair - \$20,000
- 2021 ATM DPW Exhaust Mitigation - \$26,000
- 2022 ATM Cemetery Backpack Blower - \$500.00
- 2022 ATM Recreational Basketball Court - \$8,000
- 2022 ATM Treasurer Tax Title Research - \$5,000
- 2022 ATM Environmental Study Map 03 Lot 57 - \$49,650.00

An update on this initiative will be provided as it progresses.

Upcoming Dates:

- June 15, 2023 – Town Administrator at STAM Annual Meeting
- June 19, 2023 – Juneteenth – Offices Closed
- June 21, 2023 – Employee BBQ (Town Offices Closed from 12-2)
- June 30, 2023 – End of Fiscal Year 2023
- July 4, 2023 – Independence Day – Offices Closed

THANK YOU