



TOWN ADMINISTRATOR'S REPORT

NATHAN R. BOUDREAU

July 13, 2023

As we enter the summer months, I would like to provide you with an update on the recent activities and initiatives within the Town. It has been a busy season marked by hot and rainy weather, but our team has worked tirelessly to serve the community.

One significant accomplishment is the release of the Laserfiche web portal. This innovative platform will enhance our administrative processes and improve accessibility to important documents and information for town staff and residents. We are excited about the potential of this program and look forward to its growth and continued integration within our operations.

With the summer season in full swing, it is natural for many to take vacations and enjoy some well-deserved time off. We encourage everyone to make the most of this time but rest assured that our office remains dedicated to providing continuous service and support to the community.

We have engaged with various vendors to discuss potential partnerships in line with our commitment to exploring regional and money-saving initiatives. These discussions aim to identify opportunities for collaboration and cost-effective solutions that benefit our Town and residents.

I had the privilege of attending the annual meeting of the Small Town Administrators of Massachusetts. This gathering provided a valuable platform for knowledge sharing, networking, and staying updated on best practices in municipal administration. The meeting included the State Auditor, Inspector General, and Massachusetts Municipal Association presentations.

I am currently taking a course on municipal accounting. This educational endeavor aims to enhance my skills and knowledge in financial management and administration, ultimately allowing me to serve our Town better.

As always, we remain dedicated to transparency, accountability, and continuous improvement in our operations. We value your feedback and encourage you to contact my office with any questions or concerns.

Budget / Finance

During the fiscal year closeout, the Administration and Finance team has been diligently engaged in various activities to ensure a smooth transition into the new fiscal year. With the end-of-year budgetary report approaching, I have been meticulously reviewing financial data and preparing comprehensive reports that will be released in the coming weeks. This report will provide an in-depth analysis of the town's financial performance, highlighting expenditures, revenues, and any significant budgetary changes during the fiscal year.

In addition to the closeout tasks, our office has been actively working alongside staff members to track the budget for the upcoming fiscal year, FY24. Collaborating with department heads and personnel, we are training to closely monitor expenditures and revenues, ensuring that the budget remains on track and aligns with the town's priorities and financial goals.

My office is already taking steps to get an early start on the FY25 budget. Recognizing the importance of long-term planning and financial stability, our office has initiated the budgeting process for the next fiscal year well in advance. This proactive approach allows for careful consideration of various factors and ensures that the budgetary decisions are well-informed and well-prepared, ultimately benefiting the town and its residents.

On August 7, 2022, I will present an override proposal during the Select Board meeting. This presentation will outline additional funding needed to support essential services, infrastructure improvements, or other identified priorities. We encourage all residents to attend and engage in this important discussion that may help shape the town's future.

We remain committed to maintaining transparency and accountability throughout the budgeting process, and we appreciate our residents' ongoing support and participation. Your input and involvement are crucial as we strive to make informed financial decisions to impact the community positively.

Public Safety Building Committee

The first meeting of the Public Safety Building Committee was a productive and engaging session. The committee members had wonderful conversations, delving into various topics related to the project. They carefully reviewed previous plans and explored ways to move forward effectively in the future.

Kari Sacramone was elected the chair of the committee. Kari brings valuable experience and leadership skills to the role, and her commitment to the project will be instrumental in guiding the committee's work.

Communications

The next episode of Hubbardston Headlines will showcase our Town Clerk, Candace Livingston. We'll explore how she ensures smooth administrative processes, preserves important records, and facilitates elections. Get a behind-the-scenes look at the Town Clerk's office and discover

the important work that goes on there. Don't miss it when the episode releases on Tuesday, July 18, 2023!

Fire Department

In early July the Fire Department provided a year-to-date update on their Facebook Page. Our department has responded to an impressive 409 calls for service, including 12 structure fires, 3 vehicle fires, 11 brush fires, 42 motor vehicle accidents, and 185 medical emergencies. As the demand for our services continues to increase, the strain on our staff, consisting of 5 full-time firefighters (including the chief) and 9 call firefighters, grows as well. Presently, we have two firefighter/paramedics on duty from Monday to Saturday, 7 am to 10 pm, and on Sundays from 7 am to 6 pm. During the overnight hours, we rely on our call staff responding from home. It is worth mentioning that we are on track to experience the busiest year in the department's history. We extend our heartfelt gratitude to our firefighters and call staff for their unwavering dedication in serving and protecting our community.

Department of Public Works

Over the past few weeks, the Hubbardston Department of Public Works (DPW) has been actively engaged in a range of maintenance tasks, including tree removal, pothole filling, mowing, and equipment repairs. They have also focused on road patching and addressing wiring and heating issues.

Treasurer Collector

The Office of the Treasurer Collector has successfully released the quarterly tax bills due on August 1, 2023. This vital initiative ensures that our residents receive timely and accurate tax notifications. The efforts of the Treasurer Collector's Office in coordinating this process deserve recognition, as they have diligently worked to ensure a smooth distribution of the bills. We encourage all residents to review their tax bills promptly and submit their payments by the specified due date. Should there be any questions or concerns regarding the tax bills, we kindly ask that individuals direct their inquiries to the Office of the Hubbardston Treasurer Collector, where dedicated staff members can provide assistance and clarification.

Personnel Recognition

I would like to applaud Land Use Clerk Mark Kresge for his outstanding dedication and attention to detail. Mark consistently goes above and beyond in his land use work, demonstrating a genuine passion for what he does. His commitment and meticulous approach have been invaluable to various projects and initiatives.

I want to express my gratitude to Town Clerk Candace Livingston for successfully overseeing the relocation of the Assessor's Office. Her excellent organizational skills and professionalism ensured a smooth and seamless transition. Candace's efforts have greatly benefited our assessors and improved their working environment.

A big note of thanks to Executive Assistant Toni Walker and Assistant Treasurer Collector Bobbie Thibault for their exceptional efforts in organizing the staff barbecue and ice cream truck event. Their planning ensured a wonderful and enjoyable time for all attendees. These types of events are a great opportunity for our hardworking staff to relax, bond, and strengthen their relationships outside of the regular work environment. Thank you for your continued support as we strive to foster a thriving and unified community.

Lastly, I would like to commend Treasurer Collector Mary Markowski and Kelli Pontbriand for their exceptional management of the end-of-year financials. Their meticulous analysis and attention to detail have resulted in accurate and transparent financial operations for our town.

Assessors Relocation

We are pleased to announce that effective July 12, 2023, the Assessor's Office has relocated to the office of the Town Clerk at 7 Main St #12, Hubbardston, MA 01452 (Library Basement). The Town Clerk, Candace Livingston, will now also serve as the Assessors Clerk alongside her regular duties. This change aims to streamline administrative functions, optimize resources, and improve the overall effectiveness of our town administration. All services previously offered by the Assessor's Office will be available at the new location, and the contact information will remain the same. We appreciate your patience and support during this transition as we strive to provide you with the best possible service.

Regional Dispatch Tower

The Dispatch Tower construction is now complete and awaits climbers to install a dish for ath the Dispatch Center. In a recent meeting with the Rutland Town Administrator and Communications Director, we discussed releasing an RFP for commercial vendors to create an income stream. However, our own telecommunications bylaws may slow down the process, and we are reviewing next steps with legal counsel. Updates will be provided as we navigate these challenges.

Tax Collector

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Human Resources / Volunteer Recruitment

We are thrilled to welcome Wendy Leblanc as our new DPW Administrative Assistant. Wendy joins us after a successful career as an educator, bringing a wealth of experience and skills to her new role. We are confident that her expertise and dedication will greatly contribute to the efficient and effective operations of our DPW department. Please join us in extending a warm welcome to Wendy as she begins this new chapter with us.

Immediate opening at Hubbardston DPW for a reliable, experienced applicant with CDL Class A or B license (air brake endorsement) and plowing/treating road experience to serve as Laborer / Truck Driver. Hydraulics 2A or 2B license required. Must be able to work in all weather conditions, shovel snow, operate equipment, and perform assigned tasks. Competitive salary, benefits, and union agreement. Job applications available on the Town Website. Submit completed applications with driving record to highway@hubbardstonma.us or drop off at Hubbardston DPW. For inquiries, call 978-928-1408.

A Reminder to all citizens that want to serve their community on boards and commissions. Please click [here](#) to view a list of current availabilities. To be considered, please fill out either the [Appointment Request Webform](#) or the [hardcopy paper form](#) and return it to the Office of the Select Board. Don't hesitate to contact the [Select Board](#), Chair of the entity you wish to serve, or [Town Administrator Nathan Boudreau](#) with questions.

Projects and Procurement

The highly anticipated DPW Roof project is set to commence, bringing much-needed improvements to our Department of Public Works facility. This project should run approximately a month once it begins.

I am releasing the Request for Proposal (RFP) for the Senior Deck Project and the Hubbardston Center School Boiler on Monday, July 17. Both projects should be ready to go by the end of the summer.

Upcoming Dates:

- Get Involved – Hybrid Office Hours, July 17, 2023
- Summer Concert Series - July 15th, July 22nd, August 5th, and August 19th from 5-8 pm with a rain date of the following night.
- Monday, August 7, 2023 Select Board Regular Meeting
- Dinghy Dash – August 26

THANK YOU

