



TOWN ADMINISTRATOR'S REPORT

NATHAN R. BOUDREAU

December 19, 2022

Town Administrator Transition

The last two weeks were full of exciting discussions, board and committee meetings, and further discussions with the town department heads. While a bit overwhelming, I am getting more comfortable daily, and the employees, volunteers, and board members have been a true asset from day one.

Discussions regarding Planning, Economic Development, and Montachusett Regional Planning Committee (MRPC) initiatives fueled many of my second and third weeks on the job. First, I met with the Planning Board to introduce myself and discuss various issues that needed attention. Next, I met with the Economic Development Chair on ways my office can further assist them in their goals and progress. Finally, on November 14, 2022, I met with the MRPC to discuss the status of our ongoing initiatives. The meeting was valuable in re-establishing points of contact with the town. There will be movement on Green Communities, Master Planning, Regional Transportation Planning, Ground Mounted Solar, the Town Overlay District, MVP, and more in the coming months. The meeting went well in establishing a path toward working together in the future.

I look forward to working with the Planning Board, Economic Development Committee, the MRPC, and the Select Board on these initiatives.

I want to thank the Hubbardston Police Department and Interim Police Chief Couture for inviting me to their department meeting and holiday get together. The session was incredibly informative, and it was great to get an update on the things that matter most to HPD and ways we can work together in the future.

Over the next two weeks, I will shift my attention to meeting and discussing short- and long-term goals with other boards and committees, budget work, and continued document analysis, including the review of essential documentation, such as town policies, financial documentation, town reports, and other relevant municipal and state documents, and much more. Of course, my door is always open to residents, staff, and volunteers alike, and I hope you and yours have a wonderful holiday season.

Budget

On December 8, 2022, Treasurer Collector Sandy Nason and I met with the Capital Improvement Planning Committee (CIPC) to begin a review of the town's FY24-FY29 Capital Improvement Plan. We discussed the various submissions, how they could fit into the plan, and what additional information was needed to move forward. The CIPC is meeting in the first week of January to move forward with Capital Improvement Plan recommendations.

On December 12, I sent instructions and an outline of the FY24 budget process to Department Heads. They were asked to return this document to my attention by the end of business on December 29, 2022. You can view the guidance in its entirety [here](#)

The Financial Management Team consisting of the Town Administrator, Town Accountant, Treasurer/Collector, Town Clerk, Assessor, Assessing Assistant, and Executive Assistant, will meet on January 4, 2023, at noon to have our kick-off meeting. I will invite the Finance Committee Chair or their liaison to attend the meetings for optimum collaboration.

The revised FY24 Budget Planning Calendar has been placed on the December 20, 2022, Select Board Meeting for consideration. You can view the calendar and other financial documents on our [Budget and Finance Webpage](#)

Human Resources / Volunteer Recruitment

We will interview potential part-time Land Use Clerk candidates on Tuesday and Wednesday. If all goes according to plan, the new employee should start shortly after the new year.

We have posted the position of Part-Time Assistant Librarian on Indeed and the Town Website. This position is responsible for performing essential library services and clerical work 9-12 hours per week in the library.

We sent a request for engaged citizens who 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.

Communications

I have begun working on a draft communications plan to increase transparency. The project will work with the Town's [Social Media Policy](#) and other relevant communications policies. The plan will coordinate departments under one communications umbrella. Bobbie Thibault has begun working two more hours with the Cable Advisory Committee and will assist with communication efforts starting in the new year, including the newsletter and social media. In addition, Bobbie will be part of the Communications Taskforce I am researching.

I met with Brittany Blaney-Anderson to discuss ways the Town could improve our transparency regarding the local access channel and Youtube without raising the budget. Brittany noted that the more groups that meet in the Slade Conference Room, the most cost-effective it would be, as other rooms require costly uploading times.

We also discussed having a monthly program, first introducing the new faces around Town and myself, then speaking on different topics such as the budget, town meetings, zoning, and ongoing initiatives with varying members of the community going forward. This will likely be well received as many people would have the time to view a short video versus reading a lengthy document.

Personnel Recognition

I would like to recognize Town Clerk Kristin Foster for her willingness to learn the different aspects of her job since being hired in October of 2022. Clerk Foster not only held a state election and early voting within her first weeks but is steadily learning processes and procedures regarding records access, the town election season, agenda and minute management, and the Commonwealth of Massachusetts Voter Information System. Clerk Foster has already begun attending training sessions held by the Worcester County Clerk's Association and will be sending out the Town Census next week.

The Select Board, various employees, and I took Monday afternoon to show a small sign of appreciation to the many volunteers that fill our boards, committees, and local non-profits. Our volunteers care so profoundly and step up to support their community time and time and time again. In 2023, we will continue to work together to make a difference in our community!

Thank you to Toni Walker, Bobbie Thibault, Sandy Nason, and Select Board Member Katie Young for putting this important event together. Special thanks to Donna Farmer from the Office of State Representative Berthiaume for attending the event with special citations for the volunteers.



Civic News

The Hubbardston Department of Public Works has released its 2022 - 2023 Public Winter Guidance. This release includes the department's [Winter Awareness Flier](#) and [Winter Operations Plan](#), which aims to address department operations for snow and ice control for town roads, sidewalks, public office parking lots, and school areas. Additionally, the plan will address potential police, fire, and school issues. Please note that these are general guidelines for regular winter events. Operations will change depending on the severity of the storm and equipment breakdowns.

The Hubbardston Town Offices will close at noon on Thursday December 22, 2022 and Thursday December 29, 2022 for the Christmas and New Year holidays. Additionally, the Hubbardston Town offices are to be closed:

- Friday, December 23, 2022 and Monday, December 26, 2022 in observance of Christmas
- Monday Jan 2, 2023 in observance of New Years
- Monday Jan 16, 2023 in observance of MLK Day

Upcoming Reports

In addition to the information included in this week's report, future editions will house updates regarding departments, procurement, grants, community and legislative relations, and more.