



Hubbardston
Massachusetts

TOWN ADMINISTRATOR'S REPORT

OCTOBER 2, 2023

The crisp air and changing leaves mean fall is here, and in local government, fall also brings the start of **budget season**. The preparation for the fiscal year 2025 annual budget is ramping up. I am pleased to announce that the budget documentation and materials are now ready for release to all town departments and boards. Developing these materials is a key first step in the budget process. Over the past two months, I have been working diligently to update our budget worksheets, guidance documents, and calendar.

The goal is to provide departments everything they need to prepare thorough and accurate budget requests for next year. All the budget reporting forms have been revised to increase clarity and incorporate new reporting requirements passed at the last Annual Town Meeting. We want to gather consistent and transparent data. With these materials complete, I will be distributing the full budget packet this week with a submission deadline of November 15th.

Once I receive all departmental requests, my next task will be compiling the data into a consolidated draft budget document. I plan to have presentations ready to review with the Finance Committee in December. My goal remains having a balanced FY25 budget finalized in January, allowing sufficient time for thorough review and any necessary revisions prior to the budget vote at June's Annual Town Meeting.

Similarly, I am gathering information for the **FY2024 - FY2028 Capital Budget**. This will be a focus over the next month to have a draft capital plan ready for the Capital Program Committee.

A considerable amount of time was spent preparing the warrant for the upcoming **Special Town Meeting**. This involved collaborating with various departments to finalize articles and documentation to be presented to voters. My goal was to compile a thorough warrant that enables voters to make informed decisions on these timely issues. I look forward to presenting the details at the Special Town Meeting next month.

In late September, I attended the monthly **Planning Board** meeting to discuss potential grant opportunities and priorities for the Fiscal Year and beyond.

The first meeting of the **Structural Deficit Working Group** was held last Wednesday. We began reviewing the town's long-term fiscal projections and possible strategies to address recurring budget gaps. This group of staff, board members, and residents will be meeting biweekly as we work to develop solutions.

Public Works Update



During the two week period from September 10 to September 23, the DPW crew performed regular maintenance and repair work around town. This included replacing filters, making repairs from storm damage, mowing, opening drains, rustproofing trucks, installing signs, hot patching roads, and fabbing equipment. Notable tasks were repairing washouts on Lombard Rd. and providing mutual aid to Princeton for storm damage, removing and replacing the Rt. 62/68 town sign, fixing culverts and erosion on George Howard Rd., and fabricating a millings chute for the Oshkosh. The crew also attended an equipment show on September 20. Despite some storm cleanup, it appears to be a fairly typical period of general municipal maintenance and repairs for the department.

The Town of Hubbardston held its biennial **Board and Committee Summit** on September 14th. This event brings together municipal boards and committees to share updates, and receive Open Meeting Law training. This year's summit was well-attended, with members from the Select Board, Finance Committee, Planning Board, and more. Town Clerk Candace Livingston and Attorney Carolyn Murray led a training on complying with the Open Meeting Law requirements. The discussion allowed members to ask questions and learn best practices. Overall, the summit provided a valuable opportunity for Hubbardston's leadership to collaborate, gain knowledge, and ensure transparency. A reminder that citizens interested in serving should view current openings and apply. Contact the Select Board or Town Administrator Nathan Boudreau with any questions.



The **Hubbardston Lions Club** donated a new pavilion to the Town at the Curtis Recreational Fields on October 1st. The pavilion was funded through donations and a town ARPA grant. Over 40 Lions Club volunteers, led by Jason Guertin and Jason Gobar, built the pavilion over the spring and summer. At the dedication event, Lions Club President Kellianne Iacaboni presented the "key to the pavilion" to Select Board Members Katie Young and Kris Pareago. The pavilion will serve as a gathering place for community events and everyday use. The Select Board thanked the Lions Club for the impactful donation that builds on their legacy of service to Hubbardston.



Don't miss the latest episode of **Hubbardston Headlines!** This month, Hubbardston Special Events Coordinator and Select Board member Katie Young updates us on all the exciting festivals, events, and community happenings in Hubbardston. Tune in to learn more about the light fight, Dinghy Dash, Hubbardston Fair, Nonesuch Night, and more.

Stay up-to-date on all things Hubbardston and don't miss the action - tune into Hubbardston Headlines today!



Grants: We have been busy on the grants front lately. I am pleased to report we are submitting a Green Communities competitive grant application for new HVAC pumps in the library. Additionally, I am preparing a Community Compact Grant application that would help fund our 5-year municipal staff training plan and explore cost-cutting automation techniques. I also assisted the Council on Aging in a Community Preservation Act funding application to support renovations to the Senior Center deck area.

Procurement: On the procurement side, IT services proposals were due on September 28th and we are now checking references for the top two vendors. Thank you to Toni Walker and Bobbie Thibault for their help with the bid opening. The DPW roof replacement project will be starting in October. I am about to kick off the procurement process for a new boiler at Hubbardston Center School after an attempted cooperative purchase came in too high. Please let me know if you need any additional details on these active projects.

We are looking to hire a part-time **Land Use Clerk** for 19 hours per week at a pay rate of \$23.65 +/- per hour. This position will be responsible for providing administrative and clerical support to the town's Planning Board, Zoning Board of Appeals, and Conservation Commission. Key duties will include preparing agendas and meeting minutes, maintaining files, permits, and records, fielding inquiries from the public, contractors and developers regarding land use regulations and procedures, project management, and assisting with application intake and tracking. The ideal candidate will have strong organizational, communication and customer service skills along with familiarity with municipal land use policies and procedures.

A green-themed graphic for a job posting. At the top left is the Hubbardston, Massachusetts seal. To its right is the text 'Hubbardston Massachusetts'. In the center is a white sign with a black border that says 'NOW HIRING'. Below the sign are two white megaphone icons. The main title 'Land Use Clerk' is in large white font. Below the title is a list of six bullet points, each with a yellow circle: 'Flexible Schedule', 'Growth opportunities', 'Make a Difference', 'Hands-on training', 'Direct Impact', and 'Community focused'. At the bottom, it says 'Send Your resume to: bos@hubbardstonma.us'.

This position requires a high level of accuracy, attention to detail, excellent interpersonal skills, and analytical and problem-solving skills. This position is scheduled for 19 hours per week. Please submit resume and cover letter by e-mail to Executive Administrative Assistant, Town of Hubbardston, 7 Main St., Unit 3, Hubbardston, MA 01452 or by email at bos@hubbardstonma.us

Have Feedback?

Please contact the Town of Hubbardston via phone at 978-928-1400 or email us at admin@hubbardstonma.us with questions, comments or suggestions regarding the information in this report. Additionally, you may review the Town's other Reports on the Town website.

VOTE OCTOBER 10, 2023
VOTE NOVEMBER 7, 2023



**SPECIAL WORCESTER & HAMPSHIRE DISTRICT
STATE SENATE ELECTION**

Primary Registration Deadline - Saturday, September 30, 2023

Primary Vote by Mail Application Deadline - Monday, October 2, 2023

Special Election Registration Deadline - Saturday, October 28, 2023

Special Election Vote by Mail Application Deadline - Tuesday, October 31, 2023

 **CHECK YOUR REGISTRATION**



VISIT TOWN CLERKS WEBSITE FOR MORE



**Hubbardston
Massachusetts**

**TOWN OFFICES
SPIRIT WEEK 2023**

10/30 - 11/2

**MONDAY
CRAZY
HAT DAY**

**TUESDAY
HALLOWEEN**

**WEDNESDAY
FARMER DAY**

**THURSDAY
TYE DYE DAY**



STAY CONNECTED



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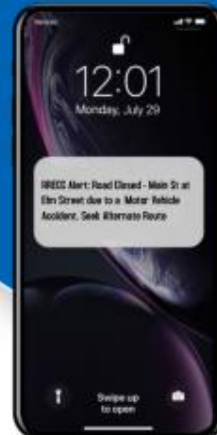
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Seconds Matter in an emergency
Protect your loved ones by signing
up for Rutland Regional Alerts to
receive important community and
weather alerts.



www.rrecc.us/alerts