



Hubbardston
Massachusetts

TOWN ADMINISTRATOR'S REPORT

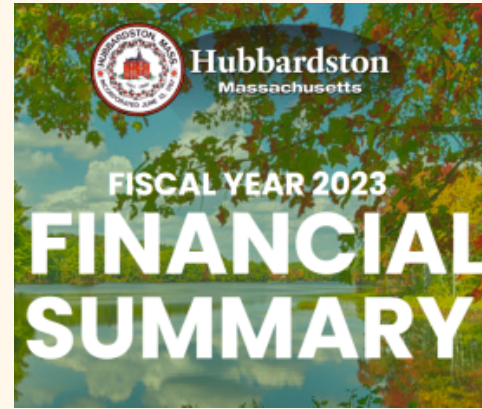
August 16, 2023 - August was a busy month of preparation for the upcoming budget season. The Financial Management Team released the town's first Annual Financial Summary (AFS) for Fiscal Year 2023. This report provides a clear and concise overview of the town's financial data. The AFS aims to help residents understand how their tax dollars are utilized and to provide insights into the town's financial priorities. In late 2024, the AFS will be updated into the town's first-ever Popular Annual Financial Report (PAFR). The PAFR will distill financial information into an easily digestible format, accessible to all residents.

The town also introduces the Capital Improvement Plan (CIP) Participatory Community Choice Capital Program. This program empowers residents to influence the allocation of capital improvement funds. Residents are invited to propose capital project ideas and attend CIP meetings to discuss proposed projects and provide feedback.

In addition, the town is seeking volunteers for the Structural Deficit Working Group. This group will comprise diverse residents, including various staff members, to address the town's long-term financial imbalance collaboratively.

We are grateful for the continued interest and support of residents. Your feedback is invaluable, and we encourage you to share your insights. Thank you for participating in Hubbardston's journey toward a prosperous and transparent future.

Reminder - The Town Center project is underway, but Hubbardston businesses are still open and ready to serve you! Our Main Street businesses have something for everyone. So come out and support your local community during this time of transformation. Your patronage means the world to these hardworking business owners.



Library

In the fiscal year spanning from July 1, 2022, to June 30, 2023, the **Hubbardston Public Library** experienced significant patron engagement, with a total of 15,932 items borrowed, resulting in substantial savings of \$225,919.02 for our community members who opted to borrow rather than purchase.

The top five most sought-after authors among our patrons during this period were Dav Pilkey, Mo Willems, Jerry Pallotta, Jeff Kinney, and Lincoln Pierce. Notably, the most frequently borrowed items consisted of "The Bad Guys" series, "Country Living Magazine," the "Wings of Fire" series, "Mother Earth News Magazine," and "The Ruins of Gorlan," reflecting diverse interests within our library's offerings. This data underscores the library's ongoing relevance and impact on our community's reading habits and access to valuable resources.

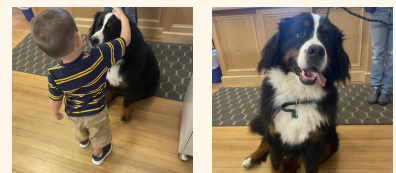


Hubbardston Town Administrator Nathan Boudreau, Templeton Town Administrator Adam Lamontagne, and Winchendon Interim Town Manager Bill McKenney met to sign an Intermunicipal Agreement (IMA) for the establishment and operation of a Regional Salt Brine Production System. This collaborative initiative aims to enhance snow operations and overall regional safety.

Approved with unanimous support from the respective Select Boards, this innovative agreement marks a pivotal step towards optimizing snow management techniques for the municipalities by pooling resources, expertise, and infrastructure. This tri-town partnership guarantees more efficient and effective snow removal processes, ultimately ensuring improved road conditions, accessibility, and safety during winter weather events.

Town Administrator Nathan Boudreau of Hubbardston expressed his enthusiasm about the collaboration: "This Intermunicipal Agreement demonstrates the power of unity and cooperation among towns. By harnessing our collective strengths, we're streamlining operations and bolstering our ability to serve our communities effectively, especially during challenging winter conditions. I want to thank Hubbardston DPW Director Travis Brown and his DPW colleagues for thinking outside the box on ways to work with other communities to save money and increase efficiency."

The Intermunicipal Agreement is set to remain in effect through June 30, 2026, allowing the towns to witness and evaluate the positive impact of their joint efforts over an extended period. For further information and updates on the Salt Brine Production System Intermunicipal Agreement, please get in touch with the Hubbardston Town Administrator's office or visit our official town website.



August brought a tail-wagging delight to our story time this week, with a special guest, the adorable Sophie, stealing hearts. The kids crafted charming puppy puppets and glittering microphones, adding extra fun to the event. The room echoed with their joyful tunes and laughter.

Meetings, Updates, and Discussions

Statewide Contract Best Practices : I recently attended a seminar on best practices for statewide contracts. This experience has increased my understanding of efficient procurement processes and will contribute to optimizing our town's acquisition of goods and services.

Open Meeting Law Training Opportunity: In September, KP Law will be providing training opportunities for all board and staff members related to Open Meeting Law (OML). This ensures that our practices remain compliant, transparent, and conducive to meaningful community engagement.

Public Web Portal: Our team is diligently working on the Laserfiche and retention projects, which are crucial to enhancing our environmental sustainability. The Laserfiche project involves the digitization of our town's records, making them more accessible and secure. This will improve efficiency and transparency, and it will also help us to reduce our environmental impact by reducing the need to print and store paper documents.

The retention project involves developing a system for managing our town's records in accordance with legal and regulatory requirements. This will ensure that we retain the records we need for as long as necessary, and that we dispose of them properly when they are no longer needed. By digitizing our records and developing a sound records management system, we are making our town more efficient, transparent, and sustainable.

Office of the Treasurer Collector: Treasurer Collector Markowski and Assistant Treasurer Collector Thibault attended Treasurer Collector School to enhance their knowledge and skills in the field. They learned about modern tax collection methodologies and effective data management techniques.

The Office of the Treasurer Collector is planning to implement a drop box-based tax collection and data input system and a third-party billing system. These initiatives will streamline the payment process, reduce administrative overhead, and improve overall efficiency.

Senior Center Deck: The Senior Center Deck project is currently on hold. The bids submitted for the project exceeded our estimated and budgeted costs. This is disappointing news, and we apologize for any inconvenience it may cause. We are committed to providing a safe and accessible space for our seniors to enjoy, and we are actively reassessing our options to ensure that we can proceed with this important project while maintaining fiscal responsibility. The Friends of the Senior Center are exploring the possibility of raising funds for the project.

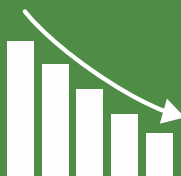
Special State Senate Election: A Special Election is scheduled for the Worcester and Hampshire District in Massachusetts State Senate, set to be held on November 7, 2023, with a preceding primary on October 10, 2023. The vacancy emerged following Anne Gobi's resignation on June 4, 2023, as she assumed the role of Massachusetts Director of Rural Affairs. Visit the Town Clerk's Webpage for more!

FY24 STRATEGIC OBJECTIVES



Investing in Hubbardston's future

Explore ways to bring in new revenue for the Town of Hubbardston.



Deficit-free Hubbardston

Support and implement measures to eliminate the town's systematic deficit over time.



Your voice matters in Hubbardston

Increase civic engagement in the town by creating a more accessible and transparent town government.



Building a strong team for Hubbardston

Attract and retain talented staff by implementing measures that support their professional development, compensation, benefits, and work-life balance.



Building a better Hubbardston for tomorrow

Support measures that update town facilities, systems, services, and capital to ensure the long-term sustainability of the town.



Hubbardston: Open for business

Support measures that increase opportunity for appropriate rural / agricultural friendly businesses and development in the town.

FY2025 Budget Process

July

- New Fiscal Year begins
- Finance Department closes out FY24

September

- Select Board & Finance Committee establish FY 2025 Budget Goals.
-  • Departments, Boards, and residents submit all capital requests for consideration in the Five-Year Capital Plan.

November

- Departments and Committees submit budget requests to the Town Administrator.
- Town Administrator estimates FY 2025 revenues.


January

- Presentation Five-Year Capital Plan to Select Board and Finance Committee

March

- Draft Budget submitted to Select Board.
- Select Board opens the Annual Town Meeting warrant.
- Budget sent to the Finance Committee.

May

- Warrant completed and signed
- ATM Youtube / Cable Access Video
-  • ATM Public Hearing


TERMS

CIP - Capital Improvement Plan
 ATM - Annual Town Meeting
 FY - Fiscal Year
 DLS - MA Division of Local Services


August

- CIP Process Begins
- Annual Financial Summary Released
- Budget Calendar Finalized

October

- Budget request forms are sent to all departments and committees.
- Annual Comprehensive Financial Audit Initiated.
-  • CIP Public Info Meeting
- DLS Certifies Free Cash


December

- Presentation of Five-Year Financial Analysis to Select Board and Finance Committee.
-  • Tax Rate Public Hearing
- Tax Rate Set

February

-  • Pre Budget Release Public Hearing

April

- Deadline for all articles. Warrant closed.
- Warrant draft review (Finance Committee invited)
-  • Public Budget Hearing (Joint meeting with Finance Committee).

June

- Annual Town Meeting
- Annual Town Election
- Fiscal Year 24 Ends

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.

STAY CONNECTED



HUBBARDSTONMA.US



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[@whpatv](https://www.youtube.com/@whpatv)

VOTE OCTOBER 10, 2023
VOTE NOVEMBER 7, 2023



**SPECIAL WORCESTER & HAMDEN 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



**WE ARE
HIRING**

TRUCK DRIVER / LABORER

- Full Time Hours
- Work Outside
- Paid Time Off
- Seasonal Overtime

FOR MORE INFORMATION:
WWW.HUBBARDSTONMA.US

