



Hubbardston
Massachusetts

TOWN ADMINISTRATOR'S REPORT

August 3, 2023 - As we approach the end of summer, I am writing to update you on the important work we have been doing to prepare for the upcoming busy seasons and ensure the continued success of our town.

In July, the Select Board held its annual goal retreat, during which we discussed crucial objectives for the coming year. Since then, I have worked closely with department heads to develop specific action plans aligning with these goals. I am excited to present these plans to the Select Board on August 7, 2023, and I am confident they will guide us toward a productive and prosperous year ahead.

Additionally, I have been diligently analyzing data and writing the financial obligations assessment. This comprehensive overview of our financial situation will be presented to the Select Board on the same date, August 7. It will help us identify potential risks and challenges, enabling us to make informed decisions for the betterment of our community.

I have begun collaborating with department heads to develop a streamlined budget and CIP process for the upcoming fiscal year. Furthermore, we have been actively seeking opportunities to enhance efficiency and provide training for our dedicated staff. Through careful assessment, we have begun identifying areas where process improvements can lead to cost savings, and we are developing tailored training programs to enhance their skills and knowledge further.

Executive Assistant Toni Walker has taken on the crucial task of reviewing all past and present contracts. Her meticulous work will give us a comprehensive understanding of our existing agreements and their expiration dates. This information will be organized and documented systematically on the Laserfiche platform, streamlining our contract management process and enhancing our efficiency and preparedness for future contractual matters.

In late July, we held our bi-monthly department meeting, discussing ways to better work with Town Accountant Pontbriand to track department budgets effectively. By setting up regular meetings with her to review budgets and gain feedback, we aim to use taxpayer money wisely and improve our budget tracking methods.

I want to express my gratitude for the Select Board's continued support and our hardworking staff's dedication. We will ensure a successful and productive year, benefiting the entire community.

WELCOME HUBBARDSTON SOLUTIONS



On July 20, 2023, Representatives of the Town, including Select Board Chair Jeff William, Select Board Vice Chair Katie Young, Select Board Member Peter Walker, Town Administrator Nathan Boudreau, Economic Development Committee Chair Whitney Friberg, residents, and members of the business community gathered with the Greater Gardner Chamber of Commerce. They proudly welcomed Hubbardston Storage Solutions to our community with a ribbon-cutting ceremony and an insightful facility tour.

Hubbardston Storage Solutions promises convenience, innovation, and reliability to cater to the diverse storage needs of our residents and businesses. Their state-of-the-art facility is equipped to meet any demands.

HUBBARDSTON FIRE DEPARTMENT

The Hubbardston Fire Department responded to 75 calls for service in July, including a structure fire, 39 medical emergencies, 15 alarm activations, ten service calls, four motor vehicle accidents, two electrical emergencies, one water rescue, one smoke investigation, one search for a missing person, and one mutual aid cover assignment. This brings the total number of calls for service to date to 463.

The department also conducted numerous inspections and held multiple training sessions in July. These efforts are part of the department's commitment to providing the highest level of service to the residents of Hubbardston.



**ROAD MAINTENANCE
NOTIFICATION**

ANTICIPATE DELAYS

PITCHERVILLE ROAD

Pitcherville Road Paving Project

The paving project on Pitcherville Road commenced on Monday, July 31, 2023, at 7:00 am. The project was expected to take one week to complete. During the project, there were delays on Pitcherville Rd. Drivers were advised to prepare for delays and to consider alternative routes. The project then shifted to Birches Rd. (paved section) and subsequently to Cross Rd. (between Ragged Hill Rd. and New Templeton Rd.)

Meetings and Discussions

Policy Review Working Group: The Policy Review Working Group met in early August and made significant progress in its mission to review and update the organization's policies. The group reviewed the goals and objectives for the working group, as well as the new draft credit card policy and digital document storage policy. The group also discussed the timeline for the comprehensive review of the personnel policies. The group will meet again in late August to begin the comprehensive review of the personnel policies.

Rural School Legislation: I attended a virtual briefing on July 20th at 10 am to learn more about H3567/S2388, a bill providing sustainable funding for rural schools. The bill addresses several issues that affect all school districts, including special education, transportation, shared services, and regionalization. This bill will be a step in the right direction for rural schools, and I hope it will be passed into law.

MEMA Introductions: Our new MEMA Representative, Ray Ferrin, met with Judie O'Donnell and me on August 3rd, 2023, to discuss emergency planning and preparation in Hubbardston. The meeting was productive, and Ray agreed to work with us to develop a comprehensive emergency plan and provide training on emergency preparedness and response.

Municipal Choice Aggregation: Francois Steiger and I met with several consultants to discuss municipal choice aggregation. We were pleased with the information we received and are now meeting to discuss which option seems best for Hubbardston. This initiative can save Hubbardston residents and businesses money on energy bills. Still, we want to ensure we choose the right option for the community. Due to a backlog at the Executive Office of Energy and Environmental Affairs (EOEEA), this project will likely take a few years. Still, we are committed to seeing it through.

Public Safety Building Committee: The Public Safety Building Committee is taking "field trips" to different Public Safety Facilities to gain valuable information on our wants and needs. The Committee is interested in learning about the latest technologies and innovations in efficient modular public safety facilities and seeing how other communities have designed their facilities to meet the needs of their law enforcement and fire departments. This information will be essential in helping us to design a new public safety facility that meets the needs of Hubbardston for the next 50 years. The Committee will likely use the allocated ARPA funds to conduct a feasibility study on the need and price for shovel-ready documents. This study will help us determine the feasibility of a new public safety facility and develop a project budget. I am collecting several of these studies from my colleagues in other municipalities, which will help inform our study. I am confident that the Public Safety Building Committee is progressing well in planning a new public safety facility. We are committed to working with the community to design a facility that meets their needs.

Regional Trash Possibilities: I have begun discussions with Rutland and Princeton to explore regional trash and recycling options that would be cost savings for residents and better for the environment. Our current system cannot offer a pay-as-you-throw option or easily recycle certain materials, so that a regional program could address these challenges. I will keep you updated on the progress of this initiative.



Summer Concert Series is a Hit!

Thanks to the hard work of Hubbardston Special Events Member, the Select Board's Katie Young, and the Hubbardston Cultural Council, the Summer Concert Series has kicked off with a bang. The series features a diverse lineup of talented musicians, food, and activities for kids. It's the perfect way to spend a relaxing evening with friends and family.

Mark your calendars for the upcoming concerts, and don't miss out on the fun!

Communications

I recently had the pleasure of being interviewed by Gardner Magazine and WGAW to discuss the latest happenings in Hubbardston. I am grateful for the opportunity to share these updates with the community every two months.

In the most recent episode of Hubbardston Headlines, we spoke with our dedicated Town Clerk, Candace Livingston. Candace shared her insights on her role in serving our residents and her commitment to our town.

We are excited to announce that our next episode will feature the new Hubbardston Center School Principal, Erin Cook. Erin will discuss her vision for our school and its impact on our children.

Hubbardston Headlines is committed to celebrating our community. Your support and enthusiasm have been essential to the success of the show. I am grateful for the privilege of hosting it.

I value your input and welcome suggestions for future episodes or topics you want us to explore. Please feel free to reach out to me directly. Your feedback is invaluable and helps me create content that resonates with our community.

Thank you for being part of this journey, and stay tuned for more captivating episodes of Hubbardston Headlines!



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.

Treasurer Collector: Treasurer Collector Mary Markowski and Assistant Treasurer Collect Bobbie Thibault have been hard at work studying for their Treasurer Collector exams, which are scheduled to take place at the end of August. They will be out of the office for a few days in August to attend the school and take the exams.



Hubbardston Community Celebrates Start of Town Center Project

The Hubbardston community came together today to celebrate the start of the long-awaited Town Center Project. The project, which is expected to be completed in 2024, will revitalize and enhance the heart of Hubbardston.

The project aims to create a vibrant hub that will serve as a focal point for the community, fostering economic growth and community engagement. It will include improved infrastructure and enhanced amenities, making Hubbardston an inviting space for residents and visitors alike.

The town extends its gratitude to Representative Berthiaume, Select Board Chair Jeff Williams, Select Board Vice Chair Katie Young, Select Board Member Peter Walker, Former Select Board and Town Center Committee Chair Dan Galante, Town Center Committee Member Brett Duncan, as well as the many others who attended today's event. Their support has been instrumental in reaching this significant milestone.

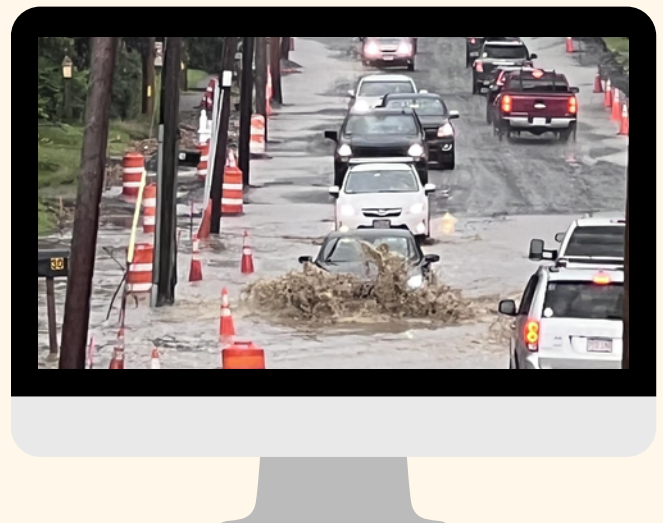
Thank you to Barry Lorion and Stephanie Boundy of MassDOT and the Office of the Town Administrator and Select Board, especially Executive Assistant Toni Walker, for working to assemble this event.

Thank You to Our First Responders

The recent flooding in Hubbardston was a challenging time for the community, but our first responders and public works team rose to the occasion.

The Hubbardston Fire Department, Police Department, and Department of Public Works worked tirelessly to keep the community safe and secure. They rescued stranded residents, managed traffic, and restored essential services.

We are grateful for their dedication and service. Thank you to our first responders for everything you do!





FY25-29

CAPITAL IMPROVEMENT PROCESS

Jul

- Town Administrator (TA) works with department heads to secure contracts for approved projects
- Department heads begin spending funds on the approved projects



Aug

- Capital asset inventories are updated
- Town Administrator(TA) releases CIP Request Packet



Sep

- Capital requests due
- Town Administrator meets with department heads to review requests
- Capital Improvement Planning Committee (CIPC) process begins



Oct

- TA presents a draft CIP to the CIPC
- CIPC delivers a recommendation to the TA
- TA finalizes the CIP



Nov

- CIPC gives final recommendation



Dec

- TA presents CIP & Financial Forecast to Select Board & Fin Comm
- SB & FC vote on recommendations



Jan

- Finance Team works throughout budget season to present balanced FY25 Budget and CIP to Town Meeting in the Spring of 2024

