



Town of Hubbardston

All Department Report

May 2018

This report provides information to town officials, residents and peer departments for the purposes of coordinating municipal activities.
The reporting timeframe is May 1-31, 2018.

Executive Office

Key Tasks

Town Meeting was May's primary focus. The Town Administrator worked to share information about the FY19 budget, warrant articles and proposed bylaw changes. Other focuses included preparing end of year financial procedures.

Highlights

Highlights from May included the completion of the public-facing FY19-20 Road Maintenance Plan, finalizing department Organizational Charts and continuing to make the town Web site more accessible and transparent.

Next Month

June focuses will include finalizing the Fiscal 18 budget, continuing to coordinate staff activities to increase public awareness and reviewing all town fiscal and human resource policies.



Police Department

Key Tasks

Last month the Police Department focused on Hubbardston quality of life issues. Vandalism at the entrance to Madison Way created a flurry of activity and coordination. The community reached out in droves to donate effort and money to rebuild the entrance. This is an excellent example of what makes Hubbardston a wonderful place to live.

Highlights

The Police continue to monitor the crossing on Route 68 for the safety and security of school children. We also had the honor to march and remember those fallen on Memorial Day.

Next Month

June will be a busy month with the graduation of Officer Don Blood from the Police Academy on June 7th. The Department is also hosting a Woman's/Daughter's Self Defense seminar on June 10th beginning at 4pm at the Ron Burton Training Village. Donations from local businesses to include the Country Hen made this seminar possible.



Fire Department

Highlights

In May the fire department took delivery of four LIFEPAK 1000s AEDs. They replaced the 15-year old models on Ambulance 1 and 2 and Engine 1 and 2. We also installed the AED at the Senior Center. Funding for these devices came from the Holden Hospital account.

Next Month

In June the Fire Department we will be back flushing dry hydrants.



Library Department

Key Tasks

The Library is partnering with the Hubbardston Center School to support students reading over the summer. We are encouraging every HCS student to get their own library card this summer and to use the library for their reading needs.

Highlights

New to the library is a collection of DVDs featuring native species such as deer, moose, turkey, humming bird, crow, raccoon and beaver. All these titles and more are available for loan with a library card.

Next Month

We are preparing for 2018 Summer Reading. Our theme this year is WE BRING GOOD BOOKS TO LIFE. Summer Reading will run from June 25 through August 16. We have exciting performers and really cool activities scheduled each and every week.



Department of Public Works

Key tasks

May focuses included rebuilding failing catch basins along with replacing a culvert on New Westminster Rd. This culvert replacement will help with pavement preservation. Mowing commenced with a special emphasis on town offices, the Town Common, recreational fields and cemeteries to support Memorial Day activities.

Highlights

The department's crack-sealing project was awarded to Superior Seal Coat for the following roads:

New Templeton, Cross, Brigham, New Westminster, Evergreen, Ragged Hill. and Williamsville Rd. The Worcester Road (Route 68) resurfacing project is ongoing and will continue through the summer.

Next Month

Bid openings for town paving projects on New Westminster, Adams and Prentiss Hill Roads will occur in June. Also, the department will complete hot-mix patching on numerous roads. Millings from the Rt. 68 project will reinforce numerous roads throughout town.

Treasurer/Collector's Department

Key Tasks

Real Estate and Personal Property demand bills for FY2018 were printed and mailed to applicable residents. These bills are due June 7th. Balanced cash with the Accountant through January 2017.

Highlights

Continued to work on past tax title issues to include sending letters to 23 taxpayers who still owe for FY2016 real estate taxes. These letters notified residents them that their property would be put into tax title if not paid in full.

Next Month

Continued to reduce past tax title issues through a concerted effort to reach residents owing taxes. Balanced cash and reduced backlog.

Assessing Department

Key Tasks:

Completed the FY19 statutory exemption mailing packets. These will be mailed on July 2. Completed the FY20 Chapter 61A & 61B mailing packets. These will be mailed on August 1. Continued work with map conciliation. Finalized all real estate abatements for FY18.

Highlights:

All motor vehicle abatements have been completed and processed as of May 31, 2018. All Deeds for May have been updated and entered through department software. Finalized research on Unknown Owners for Tax Collector

Next Month:

The FY19 Preliminary Real Estate tax file will be completed. 2018-03 Motor Vehicle Commitment & Warrant will be approved and entered. Continuing field work for new construction and other building permits. Continuing research on mailing addresses for the owners whose mail was returned to the Tax collector/Treasurers office as undeliverable.

Accounting Department**Highlights**

Began distributing end of year accounting materials to all departments. Identified and processed end of year transfers for the Town Administrator. Assisted department heads and processed bi-weekly warrants.

Next Month

Traditionally the busiest time of year for the accounting department, June will see the completion of end of year transfers, the initiation of encumbrances and starting the FY19 budget.

Board of Health**Highlights**

Met with Westminster Board of Health to learn helpful hints on how to operate the department. Incorporated organizational items and worked on record keeping helping with inspection flow. Completed written procedures for BOH inspections and reports.

Next Month

Focuses include writing and publishing written procedures for department continuity.

Town Clerk**Key Tasks**

May's focuses included Town Meeting and Town Election preparations. Late invoices for unlicensed dogs were mailed.

Highlights

Appointed and trained the new Assistant Town Clerk – Kelly Parker!

Next Month

The annual Town Election is June 12 and includes a contest for the five-year Planning Board. The ballot also includes a one-year Capital Exclusion override question for a new slate roof for the library. Polling hours will be 7am to 8pm at Center School Gymnasium.



For Questions about the All Department Report, please contact the Town Administrator at admin@hubbardstonma.us.