



## Town of Hubbardston

# All Department Report

### June 2018

This report provides information to town officials, residents and departments to coordinate municipal functions and inform the public about department activities.



### **Executive Office**

*Town Administrator Ryan McLane*

<https://www.hubbardstonma.us/town-administrator>

Prepared and executed the 2018 Special and Annual Town Meetings. This included Executive Assistant Laurie organizing an open house for volunteer boards and committees to solicit new members. Hosted the 2018 Town Election Candidate's Night. Finalized three-year contracts with the DPW and Police unions. Prepared and presented the FY19-20 Road Maintenance Plan (see the plan here: [https://www.hubbardstonma.us/sites/hubbardstonma/files/uploads/fy19-20\\_hubbardston\\_road\\_maintenance\\_plan.pdf](https://www.hubbardstonma.us/sites/hubbardstonma/files/uploads/fy19-20_hubbardston_road_maintenance_plan.pdf)) . Assisted in end of year procedures with the town accountant. Revised job descriptions and initiated hiring procedures for the town custodian and planning assistant. Assisted in rolling out the new town Web site [www.hubbardstonma.us](http://www.hubbardstonma.us).

### **Next Month**

Primary focuses include initiating the five-year capital plan, continuing to work on department structure for the health and building departments, redesigning the town Web site and finalizing department goals for FY2019.



### **Department of Public Works**

*Director Travis Brown*

<https://www.hubbardstonma.us/department-public-works>

As summer begins, so too does the department's focus on road maintenance. The DPW started FY19 crack sealing and are targeting: New Templeton, Cross, Brigham, New Westminster, Evergreen, Ragged Hill and Williamsville. The Worcester Road (RTE 68) resurfacing is on-going and will continue through the summer. We added millings to Old Colony, strengthening the road surface and cleaned the ditch. Hot-patching work was completed on Elm and Brigham.

## Next Month

We will begin our Chapter 90 paving projects on New Westminster, Adams and Prentiss Hill (see the FY19 Road Maintenance Plan: [https://www.hubbardstonma.us/sites/hubbardstonma/files/uploads/fy19-20\\_hubbardston\\_road\\_maintenance\\_plan.pdf](https://www.hubbardstonma.us/sites/hubbardstonma/files/uploads/fy19-20_hubbardston_road_maintenance_plan.pdf)). We also plan to hot mix patch numerous trouble roads throughout town. Millings from the RTE 68 project will strengthen numerous roads throughout town. Lastly, culvert replacement will commence on Flagg, Lowell and Highbridge.



## Library

*Director Jayne Arata*

<http://www.hubbardstonpubliclibrary.org/>

As you can imagine in June we were very focused on getting the word out on our potential roof replacement project. This project was and remains a true community effort. The Library staff and trustees would like to thank the Community Preservation Committee, Town Administrator Ryan McLane, the Board of Selectmen and of course, the Hubbardston voters. We are so excited to move ahead with this project. We are so appreciative of all the support we received. Thank you one and ALL!

## Next Month

July is all about Summer Reading at the library! Each week during our 8- week summer reading program we will celebrate an Epic Story. Here's what's going on.

June 25 -	Harry Potter
July 2 -	Adventures of Tom Sawyer
July 9 -	Little Mermaid
July 16 -	Percy Jackson and the Olympians
July 23 -	Back to the Future (not a book but still EPIC!)
July 30 -	Oney Judge, Runaway Slave (Community One Read Program)
Aug 6 -	Wizard of Oz
Aug 13 -	Charlie and the Chocolate Factory



## Treasurer/Collector

*Treasurer Sandy Nason*

<https://www.hubbardstonma.us/tax-collector>

Over 2,400 Preliminary Real Estate Tax bills for FY19 were printed and mailed. Continued working on balancing cash with the town accountant through March 2018 in preparation for the end of the year. Additionally, our office sent letters to outstanding FY16 taxpayers, resulting in 13 payments in full. Ten properties will be advertised in July for Tax Title taking. Received preliminary Audit Report for FY17.

## Next Month

We will be entering FY19 employee pay rates in Harper's for payroll. We will continue to balance FY18 cash with the Accountant to close out the year. Additionally, we will put tax liens on properties with outstanding FY16 taxes.



**Public Health**  
Prevent. Promote. Protect.

## **Health Department**

*Health Assistant Kelly Parker*

<https://www.hubbardstonma.us/board-health>

The Board of Health convened for two meetings in June, requiring attendance and minutes. For meeting agendas, click here: <https://www.hubbardstonma.us/board-health/agenda/board-health-agenda>. Catalogued and responded to public complaints and requests for information about issues with Republic trash and recycling hauling. Completed paperwork for three new septic systems and four septic repairs. Continued to develop procedures for BOH. Prepared FY19 goals.

### **Next Month**

Will continue to prepare for the Republic Service public hearing in addition to continuing to develop procedures in conjunction with the Board of Health. Meeting with the new board chairman to discuss FY19.



## **Town Clerk**

*Joyce Green*

<https://www.hubbardstonma.us/town-clerk>

Prepared and executed to the 2018 Special and Annual Town Meetings. This included prepping the warrant, assisting with the volunteer board open house, executing the meetings and recording minutes. To watch the 2018 Annual Town Meeting, click here: <https://www.youtube.com/watch?v=NjUAhNCdlug>. Managed the 2018 Annual Town Election. Continued training Kelly Parker as the Assistant Town Clerk. Kelly covered the office for the last week of the month.



## **Building Department**

*Inspection Assistant Pati Burke*

<https://www.hubbardstonma.us/building-department>

Processed several building permits to include: one new residential home at 132 Old Westminster Rd and 10 building permits for various projects with an estimated value of 500,000 (Fees= \$4,213). Processed 13 Electric Permits (Fees=\$2,284), 5 Gas Permits (Fees=\$756) and 5 Plumbing Permits (Fees= \$1,384). Total values for June 2018 permits total \$523,368 (Fees= \$8,637). In addition to permitting, our office completed back payroll for plumbing/gas/wiring inspectors, coordinated 20 building inspections with the building commissioner and contractors, closed 17 Building permits and issued one new street number.

### **Next Month**

Working on updating forms with current and more helpful information. Creating instruction sheets to make the process more streamlined. Re-evaluate fee structure and propose new fees for FY19. Find and close old permits still pending.



## **Police Department**

*Chief Dennis Perron*

<https://www.hubbardstonma.us/police>

This month the department was busy with several incidents around town. We were involved in a major search for two runaway juveniles from the Stetson School. In conjunction with the Massachusetts State Police and Barre PD, we were able to locate them following a five-hour search. We also continued to monitor and assist the elderly at Madison Way with the rebuilding of the entrance and coordinating donations.

Detective Chatigny was also able to locate the suspicious white van that was reportedly approaching children in town. The male driver confessed to being in the area. It was determined that children were not his target. He was waiting for a coworker. This was great detective work by Detective Chatigny.

Additional department highlights included Officer Donald Blood graduating from the Police Academy. Myself and Sgt. Couture attended the graduation in New Bedford, MA. Detective Chatigny completed a presentation on fraud to the Seniors at the Hubbardston Senior Center. We also hosted a self-defense seminar at the Ron Burton Training Facility. Funding for this seminar came from The Country Hen.

### **Next Month**

We will continue to focus on community. Officers will be more visible at town parks while school is not in session and we will be planning a Teen Police Academy in July or August.



## **Assessing Department**

*Assessing Assistant Genny Daniels*

<https://www.hubbardstonma.us/board-assessors>

Imported and committed the FY19 Preliminary tax file totaling \$3,361,322.24 for Real Estate and \$29,458.48 for CPA. All motor vehicle abatements have been completed and processed. Two years of map reconciliation completed. All Deeds for June updated and entered into Vision. Unknown owner's research was completed for the Treasurer

### **Next Month:**

Continuing the field work for the 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.



## **Council on Aging**

*Director Claudia Provencal*

<https://www.hubbardstonma.us/council-aging>

Activities outside of the normal schedule including holding a CPR Program where a number of seniors received their certification. We received a grant for art classes, performed at the Highland Nursing home & the Barre Senior Housing, sponsoring candidate's night and conducting the town-wide yard sale.

Upgrades to our Senior Center included a new color printer purchased by Friends of the Seniors, a facelift for our bathroom, electrical work and a brand new coffee bar)

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For Questions about the All Department Report, please contact the Town Administrator at  
[admin@hubbardstonma.us](mailto:admin@hubbardstonma.us).