



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: April 9, 2018

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending April 6, 2018.

1. **QEMP Economic Coordinator Discussions and Timeline** – I met with officials with CMRPC, Barre, Hardwick, New Braintree and Oakham to continue discussing the job description (attached) and IMA (attached) for this important position. Please note we were very careful to ensure this agreement is for only one year unless extended by all communities or outside funding continues. We do have tentative final drafts and are looking to start advertising this position in late May. The expectation is for the new hire to begin work on 1 August 2018. The general consensus from the group is a timeshare split equal to populations.
2. **Capital Improvement Plan Grant** – We are pleased to announce we received a \$20,000 Community Compact Best Practices grant for creating a five-year CIP. We are finalizing a contract with the Collins Center (UMass Boston). The scope of the project includes a comprehensive inventory of vehicles, buildings and equipment in addition to a comprehensive look at creating a transparent replacement process. The goal of the final product will be to guide town expenditure and create a mechanism for our CIP committee to update the plan annually.
3. **New Veteran Services Officer and Regional Agreement** – Attached is a final IMA between our town, Ashburnham and Westminster to share the services of VSO Jared Sharp. Mr. Sharp has a wealth of veteran services experience to include social work, partnerships with local veteran services officers and extensive experience with filing federal benefits claims. He has a Master's Degree (Education) from Montana State University and served two tours in Iraq. Jared is set to begin serving all three communities pending approval and will complete a minimum of four hours service time in Hubbardston weekly.

4. **Police Department Administrative Assistant** – Chief Perron, Laurie and myself met with three excellent candidates on Friday March 30, 2018, ultimately selecting Nancy Perron (no relation to Chief Perron) for her commitment to the community and her administrative and customer service experience at Stetson School in Barre.
5. **Other Employee Vacancies** – Efforts continue to fill vacancies in the Public Works, Town Clerk and Town Collector/Treasurer's offices. We have advertised all three positions and should have a comprehensive update and/or selections at your next regularly scheduled meeting.
6. **Assistant Town Treasurer Appointment** – After speaking with our Town Accountant, I am requesting you appoint me as the Assistant Town Treasurer until such time as a qualified candidate can be selected. This allows us to continue to distribute warranted checks when the Treasurer is out. This does not change our financial policies or warrant schedule, merely grants some additional flexibility.
7. **Green Hubbardston Clean Up Day** – We continue to work with officials from Green Hubbardston, assisting with permitting, clarifying insurance needs and advertising. The event is scheduled for Saturday, April 21, 2018. Residents are encouraged to clean their lot frontage and neighborhoods and then gather at Curtis Field to dispose of trash and celebrate a forgotten tradition. We will have gloves and bags available for interested residents in the Slade Building and the Library basement. For more information visit their Facebook site @GreenHubbardston.
8. **Employee Recognition** – This week I would like to highlight Town Clerk Joyce Green for her tireless efforts assisting the Bylaw review committee, assisting with the town election process, guiding the town meeting warrant creation and serving as an experienced member of the finance/budget team.

If you have any questions please contact me.

Ryan M. McLane
Town Administrator