



Town Administrator

7 MAIN STREET, Unit #3
HUBBARDSTON, MASSACHUSETTS 01452
(978) 928-1400 x 201 FAX (978) 928-3392

To: Board of Selectmen

From: Ryan M. McLane, Town Administrator

Date: July 29, 2019

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending June 26, 2019.

1. **FY20 Budget Update** – A Special Town Meeting set for August 22, 2019. The Board and Finance Committee will need to bring recommendations to the floor of town meeting for voter consideration. We are facing an approximate \$43k deficit with the current QRSD certified assessment of \$4,751,988. If that figure is approved, voters will need to cut approved budget lines in order to balance the budget.
2. **Employee Vacancies** – We interviewed three candidates for the shared Assessing Assistant (Rutland). We believe, pending reference checks, that we will fill the position by the end of the week. The hiring committee included myself, Michael Nicholson (Rutland TA), Harald Scheid (RRG) and Al Afonso (Hubbardston BOA). I am pleased to report that the quality of candidates was high and the decision difficult.
3. **Financial Management** – Our finance team met last week to discuss the pending Special Town Meeting, the FY20 budget, the upcoming tax rate calendar. We agreed to meet in early September in order to start the FY21 budget process and close out FY20 in order to set next year's tax rate. We will also have a conference call with Kinsherrf on Monday to set an ambitious timeline to close FY19.
4. **Infrastructure Updates** – Paving began on Highbridge, Underwood and Morgan Roads last week. These projects constitute the year's Chapter 90 commitments. The projects should be completed by the end of the week. Residents can find pictures of the work on all our official social media sites.
5. **Employee Recognition** – This week I would like to thank our newly appointed Town Accountant Kelli Pontbriand and Treasurer Sandy Nason for taking extra time to

ensure we met our deadlines for payroll and AP warrants as we transition our procedures and software. As always, Sandy went above and beyond to smooth our processes and Kelli met with nearly every employee to patiently explain procedures and help process warrants. Although we expect a few more glitches as we transition, I am pleased to report that our finance team is working as hard as possible to limit disruptions and continue moving into FY20.

6. **Upcoming Topics**

- a. Special Town Meeting (Aug)
- b. Community Benchmarking (pending)
- c. FY20 Goals Report (Aug)
- d. Human Resource Policy Updates (Sept)
- e. Department Improvement Reports (Sept)
- f. FY21 Budget Calendar (Sept)
- g. FY21 Department Capital Budget Requests (Sept)

Please do not hesitate to contact me if you have any questions.

A handwritten signature in black ink, appearing to read "Rm. McLane". The signature is stylized with a large, looped "M" and a distinct "J" at the end.

Ryan M. McLane
Town Administrator