



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: March 23, 2018

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending March 23, 2018.

1. **Budget Calendar and Process** – I have attached the FY2019 Budget Calendar as amended March 18, 2018 for continued planning purposes. Also Monday's meeting will see representatives from the Finance Committee and the Quabbin Regional School District. These invitations will help set the stage for what I expect to be a collaborative and productive FY2019 budget process.
2. **Quabbin Educational and Municipal Partnership (QEMP) Extension** – I met with officials with CMRPC to discuss the status of our Efficiency and Regionalization grant in contract with MA Executive Office of Administration and Finance. CMRPC representatives are asking for a no-cost extension to complete their outreach, focus groups and public survey. The new contract will complete on June 20, 2018. Additionally, CMRPC has set a tentative date of April 24, 2018 for a public meeting as part of their outreach process. They are looking for confirmation and publicizing help.
3. **Veteran Services Officer Vacancy** – I took part in three collaborative interviews this week and will conduct two more on Monday. While we are trying to move as efficiently as possible through this hiring process, we also want to make sure we hire the right candidate with the right regional structure. I will continue to update the board as this recruitment progresses.
4. **Building Inspector Appointment** – Larry Brandt, who served the community very well for years as the Building Inspector, officially retired last week. We are planning something to officially thank Larry for his service. In the interim, we are contracting Hubbardston resident and Templeton Building Inspector Rich Breagly to handle our inspectional services until the end of the fiscal year. His first day will be Tuesday, May 27th and he has already synced with our land-use clerk to make the transition smooth.

5. **MART** – Interim Town Administrator Brian Bullock was serving as your MART representative. I am looking to see if you would like to appoint me as his replacement so I can attend their regional meetings on behalf of the town.
6. **Town Web site** – Laurie coordinated a meeting with Virtual Town Hall to upgrade our Web site. The goal of this redesign is to make the Web site more accessible to our residents and employees and extend the reach our town hall services and information. For residents, the Web site will be easier to read, easier to navigate, provide a more robust calendar and integrate social media. For our staff, the new design provides easier uploading, planned publishing and a one-step update process to improve efficiency. We expect the Web site to go live in June or July.
7. **Tax Title Plan** – Sandy Nason and I met with our tax title counsel to start the creation of a long-term plan to clear tax title properties and recoup back taxes. Our productive conversation included a request for guidance from counsel on a five year plan that will reduce our current tax title list.
8. **Employee Recognition** – This week I would like to highlight Executive Assistant Laurie Reed for her work above and beyond on several projects this week to include coordinating our Web site redesign, auditing our town insurance, managing our MART bus. Her role continues to expand and she has embraced every challenge.
9. **Social Media** – Please follow us on social media for immediate updates and town information. Our sites include
 - a. Town Twitter @hubbardstonma
 - b. HFD Twitter @hubbfire
 - c. HPD @hubpd
 - d. Town Facebook Town of Hubbardston
 - e. DPW Facebook Town of Hubbardston DPW

If you have any questions please contact me.

Ryan M. McLane
Town Administrator