



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: October 15, 2018

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending October 12, 2018.

1. Follow up items:

- a. Results of the IT Community Compact Grant are in and to be released on October 16, 2018. We do know at this time at the town is listed among the recipients of one of the awards. As soon as we have official information we will send information to the board.
- b. We continue to work through the procurement process for the fire department's vehicle exhaust removal system. Our bid opening is scheduled for Wednesday, October 17, 2018. Once the bid award process is completed, we will immediately establish a timeline to complete this project and present the information to the board.

- 2. **Evergreen Bridge Replacement Project** – Tuesday's Evergreen Bridge 25 percent design hearing is an important milestone in our effort to update the Board on all pending infrastructure projects delayed or postponed due to staff turnover. I am working on compiling a list, status, image and document audit of each project to update the board and create a continuity document to ensure each of these projects is properly tracked and executed.
- 3. **Continued Building Needs Investigation** – Next week I am meeting with an architect to discuss the status of Hubbardston municipal buildings and the need to update previous plans for current day costs. This meeting is in response to the board's goal

of continuing to investigate this issue. I plan to present the results of this meeting to the board to inform a future discussion about options for solving the municipal building space issues continuing to plague our seniors, our public safety officials, our town hall officials and our library employees.

4. **Employee Wage Study Update** – We are preparing a contract with Human Resources Services, Inc to complete a market analysis and update of our employee wage scales. This process is expected to take approximately 30 days and inform efforts to increase employee retention and create better wage parity. The results of this update will be presented to the Board at a later meeting.
5. **Five Year Financial Forecast** – Our town accountant recently completed the first draft of the town's five-year financial forecast. This document will form the basis of a presentation that will help the Board, Finance Committee and public understand the larger implications of coming budget decisions. Currently, the budget calendar projects this presentation to occur in December.
6. **Five Year Capital Plan** – We have been very impressed with the work completed by the Collins Center on our five-year capital plan. We have reviewed both the final draft of the town's capital project requests in addition to a first draft of the center's financial recommendations. Currently, the Collins Center is reviewing the document to make recommendations on the priority level of each submitted project. We will be presenting this plan to you no later than January 2019.
7. **Employee Recognition** – This week I would like to recognize Genny Daniels for her efforts to make our town offices more
8. **Upcoming Topics**
 - a. Town Administrator Entry Plan (Presentation)
 - b. Q1 Financial Report (Presentation)
 - c. FY20 Revenue Projections
 - d. Five-Year Financial Forecast
 - e. Five-Year Capital Plan

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

A handwritten signature in blue ink, appearing to read 'Rm. McLane', with a stylized flourish at the end.

Ryan M. McLane
Town Administrator