



***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: January 24, 2020

Subject: Town Administrator's Report

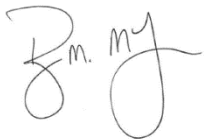
The following is the Town Administrator's report for the period ending January 24, 2020.

1. **FY21 Budget Update** – We are starting to receive FY21 regional assessments and should have a stronger handle on revenue numbers once the Governor releases his budget next week. We are facing a significant deficit if we fully fund all department requests. meaning our free cash reduction goals may be postponed in addition to my budget reflecting prioritized cuts. My budget will be publicly available at your March 2, 2020 meeting. Before releasing this budget I will be meeting with every requestor and incorporating priorities into the budget book.
2. **Department Report** – The staff is currently completing their self-assessments in order to inform the annual evaluation process. These evaluations measure employee performance and help identify strengths and improvements. All evaluations are completed collaboratively and when applicable, use feedback from town committees and boards. This week we started human resources project with the Collins Center (CCC grant funded). In addition to a published package of revised personnel policies, the Collins Center will provide town officials with recommendations about the strengths and weaknesses of our human resources. The project will conclude before Annual Town Meeting. And finally, the Building Department will soon go live with ViewPoint Cloud, allowing for online permit applications and direct interaction between applicants and our inspectors.
3. **Financial Management** – Our finance team met with Scanlon & Associates to finish the FY19 town audit. Representatives from Scanlon will be at your February 3, 2020 meeting to present their findings. Overall, the town received a clean finding with no material weaknesses. The management letter did identify some areas for our finance team to improve include reconciliation procedures, expense monitoring (health insurance) and capital asset tracking. We have already addressed these issues and will continue to incorporate third-party findings to strengthen our procedures. This

month we submitted the District Local and Technical Assistance (DLTA) for the final Master Plan Chapter and also completed our initial application for the Massachusetts Vulnerability Program (MVP). The MVP program will engage the staff and town volunteers for a planning exercise designed to assess town vulnerabilities related to climate change. This work, when completed, will result in access to state funds to address some long-term issues like culvert replacement and disaster planning.

4. **Capital Project Updates** – Several projects continue to move forward as we execute the approved FY20 Capital plan. I am working with CM Geeks and Dell to complete our FY20 computer replacement. This will include 14 computer replacements in our DPW, public safety and town departments. We will also replace two town servers, leaving only our public safety vehicles needing updating in FY21. I assisted the Library Board of Trustees with a review of their building's electrical systems to help inform a long-range report linked to our capital plan. The low library roof is complete except for replacing the skylight. We also had two large issues surface this week. The electrical system failed in the Slade Building and Police Cruiser 2 has a significant engine problem that needs immediate attention. Both costs were unexpected and I will continue to provide the board with updates.
5. **Economic Development Update** – Members of the Economic Development Committee and I toured two more Hubbardston businesses this month. We visited Jahan at Edward Jones Investing and Kelli from Go Green Manufacturing. These informal meetings provide us with great information for addressing challenges faced by existing and new Hubbardston businesses. This information will help shape decisions and recommendations about town bylaws, planning and expenditures.
6. **Employee Recognition** – I would like to recognize Laurie Reed and Bobbie Thibault for completing their first six months in new positions of greater responsibility. Laurie has taken to the Town Clerk role and is highly engaged with her professional development, informing our election processes in this busy year. Bobbie is also thriving as our Executive Assistant, balancing two very different responsibilities. She has allowed our collection processes and times to expand while continuing to support myself and the Board of Selectmen. Job well done!
7. **Upcoming Topics**
  - a. Human Resource Policy Updates (CCC Grant)
  - b. Town Administrator Budget Presentation

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

A handwritten signature in blue ink, appearing to read "Rm. McLane".

Ryan M. McLane  
Town Administrator