



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane, Town Administrator

Date: January 3, 2020

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending January 3, 2020.



1. **FY21 Budget Update** – All FY21 department budget requests have been submitted. I will be meeting with each department this month to discuss their requests in detail in preparation for my recommendations to this board and the Finance Committee. Additionally, I am working with our outside departments to secure FY21 assessments. The FY21-25 Capital Plan is ready for presentation (Monday) and my Town Administrator's Budget is scheduled for presentation on March 2.
2. **Department Reports** – Patrolman Michael Amman will be leaving our police department, having served the community since 2014. Michael was recently hired by the Ashburnham Police Department and although we never like to lose a long-time employee, we are happy for his opportunity and wish him much success. I would like to personal thank Patrolman Amman for his Hubbardston service on behalf of the community.

I am also pleased to report that we are ready to award the Collins Center a contract for updating our human resources policies and procedures. This project is funded through the Community Compact.

3. **Financial Management** – Tax bills were mailed to residents on time. The new tax rate, certified by the Department of Revenue, is \$14.82, down from \$15.22 in FY19. The average home value in Hubbardston is now \$278,986 with this year's average

increase totaling \$215. The new tax bills are due on February 1, 2020. For more information on how to pay tax bills, please visit the [Treasurer/Collector's Web site](#). This month the finance team will work to complete the Q2 financial report and finalize the FY19 external financial audit.

4. **Capital Project Updates** – We received initial estimates for the Center School Roof. We expect, based on the current feasibility study, for the roof to cost \$2.16 million. The Massachusetts School Building Authority (MSBA) will reimburse the town for 59% of eligible costs, leaving the rest for the town to support. If funding this project is approved by town officials this spring, Annual Town Meeting voters will be asked to support borrowing funds to repair the failing roof. Construction would begin late spring of 2021. It will be the recommendation of the finance team to ask residents to support a debt exclusion for this project.

This month we also awarded contracts for repairing/replacing the low library roof and renovating the Senior Center Kitchen. Both contracts will be available for your review and vote at Monday's meeting.

5. **Employee Recognition** – I would like to heap praise on our DPW for the continued snow removal work. This last storm saw the crew working more than 35 hours, placing 180 tons of salt, 20 tons of 3-1 sand/salt mix (dirt roads) and expending 635 gallons of diesel fuel. Another three-day storm taxed our hard working crew, but again saw some of the best plowed roads in the region. A very special thank you to our DPW for their continued professionalism and a hopeful wish for a quiet January.

6. **Upcoming Topics**

- a. Community Benchmarking (January)
- b. Q2 Financial Report (January)
- c. FY21 Community Survey (February)
- d. Town Administrator's FY21 Budget Presentation (March)

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



Ryan M. McLane
Town Administrator