



### ***Town Administrator***

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To: Board of Selectmen  
From: Ryan M. McLane, Town Administrator  
Date: April 22, 2019  
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending April 19, 2019.

1. **FY20 Budget Update** – The Finance Committee will meet again on April 25<sup>th</sup> to start their recommendation process for the FY20 budget. This is in anticipation of a budget vote on April 29, 2019.
2. **Town Center Project** – We are happy to report that the Montachusett Metropolitan Planning Organization (MMPO) is currently taking public comments on a Transportation Improvement Program list that schedules the Town Center Project for 2023. This would be the first step in a process that would fund the project and completely revitalize the town's main corridor.
3. **Exhaust Mitigation System Procurement** – Chief Hayes and I will be working together to resubmit an invitation for bid to secure this important safety system. We expect the IFB to be released early next Month.
4. **Monthly Reports** – Last month's All Department and All Board reports are now available. To see the reports, [click here](#).
5. **Bridge Grant Updates** - Hubbardston will receive grant money this year to repair small bridges on Williamsville Road (over Natty Brook Pond) and Ragged Hill Road (over Templeton Brook). Construction will begin in July with the projects completing no later than November. Traffic will continue on these roads during construction, but will be limited to one lane. We are also continuing to work on the Evergreen Bridge project with MassDOT. That project is expected to go out to bid in the fall.

6. **Library Roof Construction** – As most are now aware, construction has begun on the Hubbardston Public Library Roof. This project, approved at last year's town meeting, will restore the historically accurate slate tile. Crews are working diligently to complete this project by early June.
7. **Employee Vacancies** – We will be advertising and hiring for several positions in the near future – Town Clerk, Library Director, Assessing Assistant and Veteran Services Officer. The VSO position is already advertised with several candidates scheduled for interviews the first week in May. The Town Clerk and Assessing Assistant positions will be advertised in late May. After speaking with the Library Trustees, we are happy to announce long-time assistant Christine Barbera was appointed as the interim Library Director (for a period of no longer than two years). They plan to begin an extensive search for a new director sometime in the coming year.
8. **Employee Recognition** – I would like to thank Chief Perron and SGT Couture for their work on securing and installing new cameras for the Slade Building. Cameras were installed to cover important counters in the Slade Building/Library in addition to exterior coverage to lower liabilities and protect town property. Our police department was able to secure these cameras at a fraction of their installation cost and volunteered their time to install them for the town.
9. **Upcoming Topics**
  - a. Community Benchmarking
  - b. Q3 Financial Report
  - c. Human Resource Policy Updates
  - d. Annual Town Meeting

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

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

Ryan M. McLane  
Town Administrator