



Town Administrator

7 MAIN STREET, Unit #3
HUBBARDSTON, MASSACHUSETTS 01452
(978) 928-1400 x 201 FAX (978) 928-3392

To: Select Board

From: Ryan M. McLane
Town Administrator

Date: May 19, 2022

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending May 19, 2022.

1. **Town Administrator Transition** – The staff bade farewell to Acting Town Administrator David Nixon with a small, but meaningful lunch where stories of the last year were shared and David expressed his gratitude for the staff's hard work. He will now fully transition to a remote consultant role, focusing on meeting the town's Route 68 Town Center Project filing deadlines and advising me on ongoing projects in the town. He has also agreed to attend the Annual Town Meeting on June 7th. As stated previously, I will be working on day-to-day operations, fire union negotiations, the Annual Town Meeting Warrant, and the FY23 Budget.
2. **FY23 Budget Annual Town Meeting Updates** - Monday's joint meeting with the Finance Committee will center on recommendations for the final Annual Town Meeting Warrant and adjustments to the proposed FY23 budget. While the School Committee plans to meet next Thursday to revise their assessments, I have little indication from the district that major cuts are coming. Other recommendations result from found New Growth and State Aid revenue and minor changes to FY23 staffing in the Land-Use and Executive Offices based on Select Board priorities. Detailed notes are available in your packets and will be presented Monday. All Town Meeting documents will be finalized next week and placed on the Town Website. Mailings will be sent to each home asking them to review these documents and subsequent changes as we near the Town Meeting.

3. **Capital Project Updates** – Lombard Road resurfacing will begin this week as the DPW is already working to assist our contractors with reclamation and associated repair projects. The entire effort is estimated to cost \$530,000. Even with contingencies, this project should come in under budget and return funds to the ARPA committee. I am working with each department to understand the status on all remaining FY22 capital projects. Many purchases, such as vehicles for the police and fire department, continue to face delays based on production shortages.
4. **Winter Recover Assistance Program (WRAP) Updates** – Our DPW Director continues to seek bids and exact costs for potential maintenance projects using the apportioned \$280,360 in [WRAP funding](#). Travis and I will review all potential projects and visit each site in preparation for an updated Road Maintenance plan to be presented to the Select Board in June.
5. **End of Year Budget Procedures** – Our Accountant continues to work with each department to understand any remaining budget challenges for FY22. At this time, the Select Board and Finance Committee will see limited End of Year Transfers based on committed budget performances by the Department Heads. The authorized snow and ice deficit (\$50,000) will settle at just under \$35k and be covered by unspent funds in the DPW.
6. **Memorial Day Updates** – Parade and Ceremony planning are a central focus for the Council on Aging and Vietnam Memorial Committee this week. The final Memorial Day meeting will take place next Wednesday. The Committee will review parade and ceremony details. The day will include a marching band, dozens of marching Hubbardston veterans, participating by our schools and the Massachusetts National Guard, and much more. The parade will begin at the Curtis Recreational Field at 11am followed by the ceremony on the Town Common at noon. The highlight of the ceremony will be the unveiling of the new Hubbardston Vietnam Veteran Memorial containing more than 200 names of Hubbardston residents who served in Vietnam and during the Vietnam era. It is my hope that residents will attend this day and help us honor this special generation of veterans for all their service and sacrifice.
7. **Employee Recognition** – I have struggled to identify specific names to thank for the hard work and focus of the staff during my absence because there are so many. Although they are more than capable of running the town without my direction, the staff took on many of the projects and duties I normally perform in order to continue the best practices of local government this Board has charged our employees to execute. It was a pleasure to watch each of them thrive and grow from afar and I am continually amazed at not only their talent, but their dedication. I have nothing but thanks for the work of the staff and the commitment of David during the last year. I am looking forward to continuing my meetings with each of them to engage with their energy and continue to work on improving our departments one step at a time.

Upcoming Important Dates

May 23: Public hearing on the budget. Select Board votes on and signs the budget and Annual Town Meeting warrant.

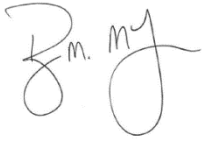
May 24: Warrant posting deadline. Notice of Annual Town Meeting mailed.

May 30: Memorial Day Parade (11am) and Ceremony (12pm)

June 7: Annual Town Meeting.

June 14: Annual Town Elections

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

A handwritten signature in black ink, appearing to read "R. M. McLane". The signature is stylized with a large, looped "R" and a cursive "McLane".

Ryan M. McLane
Town Administrator