



Town Administrator

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To: Select Board

From: Ryan M. McLane
Town Administrator

Date: July 8, 2022

Subject: Town Administrator's Report

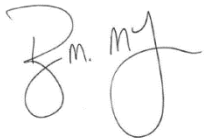
The following is the Town Administrator's report for the period ending July 8, 2022.

1. **Lombard Road Update** – DPW Director Travis Brown turned in the final report and invoice for Lombard Road showing the project came in at \$574k. This updates a previous report that asked the board to consider additional funding for the project due to the rising costs of liquid asphalt and materials. It is my opinion that Travis went above and beyond with this project, not only tracking the construction quality, but also the costs to keep firm with original estimates. This effort led to a successful project.
2. **Interim Chief Contract** – With Chief Perron's retirement pending, the Board must consider signing an Interim contract with SGT Ryan Couture. The Board has been provided with recommendations and should consider an executive session and/or final contract vote at their July 18th meeting. With this contract in place, all pay and allowances can be made retroactive to Interim Chief Couture's July 16th start date.
3. **ARPA Requests** – I will be filing ARPA requests on behalf of the staff and town for Round 2 funding. These requests include additional funds for Town Center Project Construction Management and funds for a new ambulance. If the Board has any additional requests they would like me to prepare, please let me know. I am also working next week on the town employee premium pay applications. I will have more information about this in the coming weeks with the pay deadline of August 1. I do not expect the cost for this program to exceed the ARPA request.
4. **Building Department Personnel** – One of my top priorities currently is stabilizing the Building Department after the closure of our contract with Gardner and the resignation of Land Use Coordinator Mallory Seamon. While Mallory is continuing to provide part-time assistance and training, we have advertised the Land Use Coordinator post and

will hire a qualified candidate immediately. Additionally, we have appointed Rich Breagy and confirmed his temporary Building Commissioner status with the state. We have retained the services of Daryl Sweeney as our wire inspector and appointed Ed Tonet as the plumbing and gas inspector. Once we have clarity with the FY23 budget, we will permanently hire a Commissioner and establish new department policies for efficient and quality inspectional services.

5. **Technology and Capital Planning** – In preparation for the coming FY24 budget season, I have worked with our IT provider to establish a new five-year technology plan that will be nested with the town capital plan. This included an assessment of all town hardware needs. We immediately addressed computer deficiencies in the Library and Council on Aging and upgraded the town's firewall. We also worked with Spectrum to upgrade the town's WIFI plan which actually saved the town on monthly costs long-term. The remaining technology projections will span five years to limit the annual impact. I have reached out to the Library and Schools per the CIPC's request to firm up projected long-term capital needs.
6. **Employee Recognition** – I would like to give special recognition to Chief Perron for his years of service to the Hubbardston community. While most saw his impact through his community policing and his involvement in town events, few officials and residents saw the impact he made on staff stability. His willingness to assist during periods of employee turnover and budget instability allowed the staff to remain together and focused. This is certainly not in the job description for a Chief of Police, but something that allows a town with limited resources to continue to improve resident services through continuity and historical perspective. Losing this level of institutional knowledge is definitely a step back, but by working with me to capture this knowledge and incorporate it into long term planning is a last service to Hubbardston where I am especially thankful. Enjoy your retirement Chief.

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

A handwritten signature in blue ink, appearing to read "Rm. McLane". The signature is stylized with a large, looped "M" and a trailing flourish.

Ryan M. McLane
Town Administrator