



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane, Town Administrator

Date: July 22, 2019

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending July 20, 2019.

1. **FY20 Budget Update** – The School Committee voted on July 16th to decrease our assessment to \$4,751,987.48. This represents a 6.31% increase from FY19 or just more than \$280,000. As you know Town Meeting approved a 5% increase in the QRSD assessment. This new certified assessment would increase the school assessment from our Town Meeting vote by \$58,000. Hubbardston has 45 days (from July 16) to respond to this new certified assessment with a Special Town Meeting vote. This requirement will be met if we hold a STM on August 22.
2. **Employee Vacancies** – We are happy to announce that Sara Wyman is our newest Veteran Service Officer, taking over for Jared Sharp under the parameters of our shared services agreement with Ashburnham and Westminster. She comes highly recommended, having served honorably in the United States Air Force and currently matriculating for a master's degree in human resources. Our veterans received their July benefit payments on-time and we expect Sara will be up to speed in very order time. This week we will also begin interviewing for the assistant assessor position, seeking to fill a shared services position with the Town of Rutland.
3. **Infrastructure Updates** – Our FY20 paving projects began with the milling of Morgan, Highbridge and Underwood Roads. Paving will start this week with the project moving swiftly over the next couple of weeks. Residents can expect traffic to slow, but not stop during construction on these roads. Additionally, as most can see, the library roof project is complete and awaiting approval from the Trustees and the architect to release the final funds. The roof looks great and everyone involved should be proud of their efforts.

4. **Town Inventories** – Last week, in conjunction with our department heads, I completed a full inventory of town vehicles, buildings and information technology. I believe we now have a 100 percent solution that can be used to finalize IT and Vehicle replacement plans. These reports will also inform the Capital Improvement Planning Committee's efforts this fall. Town inventories will be made public at an upcoming meeting and be shared on the town Web site.
5. **Military Leave** – I will be out of the country for military service from August 1 to August 18th. The Board will need to nominate at least one member to sign employee payroll and accounts payable warrants during my absence. We have plans in place to make sure all human resource matters are covered and to ensure we comply with local and state law for the proposed Special Town Meeting on August 22.
6. **Employee Recognition** – I owe a tremendous amount of thanks to members of our finance team for working to close FY19, start FY20 and implement our new VADAR software. Sandy, Kelli, Bobbie and Laurie Reed have worked hard to cross train and assist at levels and beyond their job descriptions. This has allowed for a relatively smooth transition that will result in a closed FY19 (Sept), new finance software (Jul) and revamped procedures for our town departments (Jul). Although difficult, these changes will advance the town's financial operations for years to come. Without our finance staff, we would be lost.
7. **Upcoming Topics**
 - a. Special Town Meeting (Aug)
 - b. Community Benchmarking (pending)
 - c. FY20 Goals Report (Aug)
 - d. Human Resource Policy Updates (Sept)
 - e. Department Improvement Reports (Sept)
 - f. FY21 Budget Calendar (Sept)
 - g. FY21 Department Capital Budget Requests (Sept)

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