



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane, Town Administrator

Date: September 6, 2019

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending September 6, 2019.

1. **FY20 Budget Update** – Both New Braintree and Hardwick voted for the revised Quabbin Regional School District certified assessment, meaning we finally have a FY2020 budget. This certified assessment leaves a deficit of \$14,293 from the August 22 approved budget. We will need to schedule another Special Town Meeting to vote the final budget reduction and move into FY20. Early cut targets include employee hours, human resource support, road repair money and reducing the FinCom reserve.
2. **Human Resources Updates** – Iris Rivera began working in the Assessing Department this week, filling our final vacancy. Sandy and I worked diligently this week to transfer accrual tracking responsibilities to my office. We are at a 95 percent solution and will meet our October 1 goals for 100 percent accrual liability tracking. Additionally, we have identified several aspects of our human resources guide to update during the next revision. I will be applying for grant money this year to continue to bolster our human resources efforts. Given our budget constraints, human resources and employee retention must be a number one priority.
3. **Financial Management** – Once we have an approved Budget calendar, we will begin to engage the Capital Improvement Planning Committee in order to update our five-year capital plan. Town departments will be asked to submit their capital budget requests and updates by the end of September. The Board will receive a full revision of the five-year capital plan to include budget forecast numbers in December. In other capital planning news, the QRSD completed the installation of their kitchen equipment and it came in under budget.

4. **Master Plan and Planning Board Updates** - I met with the Planning Board this week to discuss current Master Plan efforts and economic development topics. The first draft of the cultural and historical chapter was presented to the Planning Board on Wednesday with recommendations and revisions to take place in September and October. MRPC must complete this chapter by early December. We have also committed to two more grants that if received would complete the Master Plan within a two-year timeframe. We also discussed long term planning for economic development, bylaw revisions and benchmarking. I will be engaging with many of the topics discussed to include pit reclamation and economic development while Todd Miller will take on sign, solar and affordable housing recommendations.
5. **Department Changes** – We moved the Assessing Department this week to the Slade Building, occupying the former Executive Assistant’s office. This move will allow us to unify the finance team and better service residents. The Planning, Veteran Services and MART departments moved into the old Assessor’s office (none of them have lengthy public hours) and the Building Department now has more space for map and permitting work. We continue to have storage issues, but are looking into longer term solutions to alleviate this lingering concern. We appreciate everyone’s patience as we move files and personnel to their new homes.
6. **Employee Recognition** – I would like to recognize Detective Scott Chatigny for completing his Bachelor’s Degree in Criminal Justice this spring. It recently came to my attention that he complete this multi-year education investment while working full-time for the Hubbardston Police Department. His efforts further prove the professional commitment our public safety officers make.
7. **Upcoming Topics**
 - a. Community Benchmarking (pending)
 - b. Human Resource Policy Updates (CCC Grant)
 - c. Department Capital Budget Requests
 - d. Special Town Meeting (Oct)

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

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

Ryan M. McLane
Town Administrator