



Town Administrator

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

To: Board of Selectmen
From: Ryan M. McLane, Town Administrator
Date: March 29, 2019
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending March 29, 2019.

1. **FY20 Budget Update** – I met with the QRSD Superintendent last week. She assured me and wanted to let this board know that the final school budget will not exceed Hubbardston's ability to pay. This relies heavily on the state increasing revenue projections. Further advocacy is necessary to make sure the increased QRSD FY20 assessment does not fully consume the municipal budget. The Finance Committee will next take up the budget at their April 4th meeting.
2. **Exhaust Mitigation System Procurement** – We officially terminated our contract with Murphy Specialty, Inc. After awarding the bid in late 2018, we received notification from the vendor that installing the system would require a significant change order. After lengthy discussions, both parties agreed to terminate the contract. I am continuing to discuss procurement options with Chief Hayes.
3. **Quabbin Country Web site** – Our Economic Development Coordinator Todd Miller completed a soft launch of the new "Quabbin Country" Web site, part of a joint venture with our neighboring EDC towns. Residents can see the Web site here: <https://www.quabbincountry.com/>. Todd is working with our newly reformed economic development committee to improve the site's quality and work towards making Hubbardston part of a larger economic destination. This project owes special thanks to Katie Young and Whitney Friberg for their vision, assistance and ideas.
4. **Benchmarking Discussion** – The Finance Committee and Planning Board have completed discussions and presentations about Hubbardston municipal benchmarks and are ready for a joint meeting in May. This discussion will lay the foundation for a

tool that allows us to compare Hubbardston to similar and aspirational towns. I would like to suggest that the Board of Selectmen bring a visioning statement or comparable list of towns to the meeting to help facilitate the discussion.

5. **Building Renderings** – As part of our agreement with Helene-Karl, we have the ability to create renderings of the proposed municipal buildings for use in upcoming meetings and open houses. I am look for Board of Selectmen guidance on what renderings to create and potential presentation dates.
6. **Master Plan Grant** – This week MRPC awarded Hubbardston a District Local Technical Assistance (DLTA) award of services for a historical and natural resources Master Plan chapter. I will be working with the Planning Board and the Historical Commission to scope this chapter and continue moving our Master Plan forward.
7. **Hay License Award** – This week we awarded the Mount Jefferson Hay License to Lance Laine for an award amount of \$47 per cutting. This is the same family that is currently haying these fields. We have a contract ready for signature that has been vetted by the awardee and Town Counsel.
8. **Employee Recognition** – It is bittersweet for me to officially announce that Jayne Arata has officially given her retirement notice. Jayne was hired by the Library Board of Trustees on July 1, 2000 and is the longest serving Hubbardston employee. We are very happy for Jayne in her retirement but also know full well she cannot be replaced.
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 blue ink, appearing to read "Rm. McLane".

Ryan M. McLane
Town Administrator



March 29, 2019

Ryan McLane, Town Administrator
7 Main Street, Unit 3
Hubbardston, MA 01452

Re: Hubbardston's District Local Technical Assistance Program Request

Dear Mr. McLane:

The Town of Hubbardston submitted a request for District Local Technical Assistance (DLTA) service from the Montachusett Regional Planning Commission (MRPC). Your community's request was for the following: Historic and Natural Resources Master Plan Chapter. This request for DLTA was conditionally awarded by MRPC. All awards are subject to conditions (See Attachment). It should be noted that all activities in some applications may not be awardable under the DLTA program: MRPC staff reserves the right to negotiate an awardable detailed scope of services and the amount of staff hours spent per project to ensure an equitable distribution of DLTA services per community.

Over the next week, an MRPC staff person will be in contact with you, to initiate work on a mutually agreeable detailed scope of services and a schedule for the completion of the tasks identified in the scope of services. Upon completion of the aforementioned, a Memorandum of Understanding (MOU) will need to be executed between the MRPC and the Town of Hubbardston prior to work commencing on a detailed scope of services.

Congratulations on your DLTA Award and please do not hesitate to contact me at (978) 345-7376 Ext. 302 or jhume@mrpc.org should you have any questions, comments or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Hume", is written over a light blue horizontal line.

John Hume
Planning and Development Director

Enclosure – Conditions of DLTA Award

CONDITIONS OF DISTRICT LOCAL TECHNICAL ASSISTANCE AWARD

1. The services to be delivered to the communities will be completed commencing no earlier than a fully executed Memorandum of Understanding (MOU) between the subject (lead) community and the MRPC.
2. Services will be delivered to the subject community(ies) during the implementation of the District Local Technical Assistance (DLTA) program year (2019).
3. The award of services from the MRPC is subject to the:
 - a. Funding available to the MRPC during the program year (2019);
 - b. Successful negotiation of a detailed scope of services, schedule for the completion of the tasks identified in the scope of services, and budget utilizing DLTA and other funds, if available and eligible for the aforementioned project;
 - c. Execution of a Memorandum of Understanding (MOU) between the MRPC and the community(ies); and,
 - d. The MRPC's receipt of a letter from the Chief Elected Official (CEO) of all of the affected communities indicating agreement to this proposal and willingness to participate in this analysis. (Communities may agree to participate in this analysis after the full execution of the MOU between the subject (lead) community and the MRPC but must agree to participate in order to receive the results of the report.)
4. Where and when possible the MRPC will deliver the tasks related to "analysis, preparation and presentation ... report(s) ..." as indicated above. The MRPC and the community requesting services will "outsource" consulting services only when absolutely deemed to be necessary by both the lead community and the MRPC.
5. This is an award of services from the MRPC to the applicable community(ies). This is not a cash award.
6. If at any time DHCD determines that the project is ineligible, the award of services will be null and void.
7. The municipality and all municipal departments shall provide MRPC with cooperation/access/assistance to public data applicable to the DLTA project including the provision of such materials. Related costs associated with this (data collection, photocopying, etc.) will be at the expense of the municipality(s).



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NOTICE OF AWARD

Lance Laine
376 South Road
Templeton, MA 01468

Project Description:

The Town of Hubbardston acknowledges receipt of your bid for the FY20-24 Mount Jefferson Hay License. The license will be authorized, pending Town Meeting vote, from FY20-FY24.

As authorized by the town charter, the Town Administrator (Chief Procurement Officer) has awarded the bid to Lance Laine of Templeton, MA for a total amount due of \$47 to the Town of Hubbardston per acre of land cut. This award is subject to the execution of a final Contract and receipt of all outstanding documents including bonds, insurance certificates etc., as outlined in the bid package.

You are required to execute and return the attached Contract within ten (10) calendar days from its receipt for final approval by the Hubbardston Board of Selectmen on April 29, 2019. Please keep one copy of the contract for your records.

Dated this 28th day of March 2019.

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

Ryan M. McLane
Town Administrator

[illegible]

Attachment A – Bid Response Sheet

Mt. Jefferson Hay Field License

The undersigned hereby agrees to provide the Town of Hubbardston with management of hay crops in accordance with the Bid Specifications with said service to commence upon the execution of the contract and to be in effect for five (5) years.

Annual License Value to be paid to the Town:

Year 1 \$ 47.00 per acre per cutting

Year 2 \$ 47.00 per acre per cutting

Year 3 \$ 47.00 per acre per cutting

Year 4 \$ 47.00 per acre per cutting

Year 5 \$ 47.00 per acre per cutting

Contractor Signature: _____

Lance W. Laine

Contractor Printed Name: _____

Lance W. Laine

Address _____

376 South Rd Templeton MA 01468

Office Phone Number _____

978-939-8453

Mobile Phone Number _____

978-580-4126

E-mail Address _____

Signature of
Authorized Agent _____

Typed Name of
Authorized Agent _____

Social Security or
Federal Identification
Number _____



Note: This page must be completely filled out and returned with bid.