



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: April 20, 2018

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending April 20, 2018.

1. **Capital Improvement Plan Grant** – We are continuing our work the Collins Center to discuss creating and implementing a new five-year capital plan with special emphasis on sustainability practices. We will continue to incorporate these findings into our review of town financial policies and our economic forecast.
2. **Economic Forecasting** – I am working on three fronts to provide the board with a larger picture of our financial situation and help guide the FY20 budget process. I am meeting with our Town Accountant next week to update the financial forecast. In addition to our work on capital with the Collins Center, the town's finance team is beginning a comprehensive review of our financial policies.
3. **Increasing Veteran Services** – Our new VSO Jared Sharp has added electronic capabilities to our federal benefits application process. He is also scheduled to attend several trainings in the next month and has completed an aggressive outreach plan looking to increase benefit visibility and event programming. He will begin office hours in Hubbardston once his training is complete.
4. **Senior Tax Work-Off Program** – Our finance team met with COA Director Claudia Provencal to discuss updating the Senior Tax Work-Off Program. Although we currently have 10 invaluable volunteers working in various town departments, the meeting focused on increasing the individual benefit to \$1500 annually in exchange for 135 hours of volunteerism. The measure is going before the Council on Aging and will come to this board for final approval as part of the FY19 budget process. This measure would not change the budget or warrant as currently constructed.
5. **Employee Vacancies** – Efforts continue to fill vacancies in the Public Works, Town Clerk, Recycling and Town Collector/Treasurer's offices. Candidates for these

positions will begin interviews on Friday and conclude on Monday. We are hoping to complete the processes by end of next week.

6. **Union Negotiations** – We have completed two meetings with the police union and will begin negotiating again with the DPW union next week. All negotiations to date have been productive and respectful, keeping the goals of employee retention and fiscal responsibility at the forefront of discussions.
7. **Town Resident/Employee Recognition Awards** – In an effort to continue to the board's tradition of resident outreach, Laurie has five prototypes for your review as an award the board could grant to residents who have gone above and beyond in service to the community. An example of such an award will be given Monday night to our retired Building Inspector Larry Brandt who served the town of Hubbardston for 17 years. We are also suggesting you consider a "Resident of the Year" type award to be given at the Annual Town Meeting.
8. **Employee Recognition** – This week I would like to highlight Detective Scott Chatigny for his relentless and professional work on behalf of the Town of Hubbardston. According to his leadership, his recent police work has gone above and beyond and is worthy of recognition. Recently, Detective Chatigny found a small piece of broken taillight at the scene of a busted mailbox and through incredibly detailed police work, was able to identify the owner of the vehicle and facilitate restitution. Such dedication to work is hard to find. We are lucky to have an abundance of this professionalism in our Police Department.

If you have any questions please do not hesitate to contact me.

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

Ryan M. McLane
Town Administrator