



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: August 17, 2018

Subject: Town Administrator's Report

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

1. **Capital Plan Update** – The Collins Center is engaging town staff, boards and commissions to finalize the list of capital projects for our updated five-year plan. The plan is very comprehensive, taking into account department requests, building needs and infrastructure projects. The next steps will be to finalize the project list, review all financial implications and complete the final report for January.
2. **Library Roof Update** – The Library Board of Trustees is moving forward with roof project, engaging an architect to help facilitate the procurement and timeline. The expectation is to start the procurement process in the fall with a possible project start date coming in late spring or early summer. Also, it is important to note that the town received funding in the state budget for no less than \$100,000. This funding was the result of advocacy by Senator Gobi. This may impact the need for the use of CPC money or the capital overlay and should be discussed at a future meeting.
3. **Employee Vacancies** – We have current vacancies for a planning board assistant and a library assistant. We are also continuing to offer an unpaid internship position for students looking to gain municipal experience. For more information or to apply, visit: <https://www.hubbardstonma.us/employment-volunteer-opportunities>.
4. **Fall Town Meeting** – Our finance team is reviewing the need for a fall town meeting in terms of meeting financial requirements. There are also a few outstanding items, like the Marijuana Sales Tax vote and savings goals; however, there is no specific need for a town meeting at this time. I am looking to get board's input on their desire to hold a town meeting for housekeeping purposes.

5. **Volunteer Vacancies** – We continue to have important vacancies throughout the town's volunteer boards and committees. Critical openings remain on the finance committee, capital improvement committee and economic development committee. Residents who are interested in volunteering should visit www.hubbardstonma.us/employment-volunteer-opportunities.
6. **Road Construction** – The Route 68 South paving project is complete and looks fantastic. This multi-million dollar project included sidewalks and drainage. Also concluded this week was the initial phase of our Chapter 90 investments on Prentiss Hill and Adams. Both road received a new base coat. In early September, New Westminster will be completed with all three roads receiving a final paving coat by the middle of the month. For more information, please see our FY19-20 Road Maintenance Plan here: https://www.hubbardstonma.us/sites/hubbardstonma/files/uploads/fy19-20_hubbardston_road_maintenance_plan.pdf
7. **Military Leave** – I will be away Saturday, September 8th to Sunday, September 23 for annual military duty. I will coordinate with the staff to appropriately cover my absence. Additionally, accounting has asked that 1-2 Select Board members be available to sign warrants and payroll after my remote review.
8. **Website Updates** – We continue to improve our e-government solutions. Our Web site now has a report-a-problem portal, greater access to e-alert subscriptions and revamped [Town Center Project](#) section. Residents are encouraged to access the Web site and take a tour: <https://www.hubbardstonma.us/>.
9. **Building Department Regionalization** – We continue to wait for the results of the Collins Center's investigation of regionalization with Gardner. I am also meeting with Barre Monday to discuss regionalization within their four-town agreement. All investigations, to include hiring our own inspector, are attempting to meet the needs of public office hours, increased inspections and zoning enforcement. We are being very proactive, but careful in our selection of the next business department service model, but are still on time to deliver a solution by the end of October.
10. **Employee Recognition** – I would like to acknowledge our special events coordinator Katie Young for organizing the first ever Town of Hubbardston Dingy Dash. More than a dozen cardboard regattas will race across Brigham Pond on August 25th to see whose science is the strongest. We cannot wait for the videos. For more information about the Dingy Dash, visit: <https://www.hubbardstonma.us/special-events>.

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



Ryan M. McLane
Town Administrator