



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: August 23, 2019

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending August 23, 2019.

1. **FY20 Budget Update** – Town Meeting voters Thursday approved an amended FY20 budget totaling \$9,301,245, a 3.07% increase from FY19. This is a \$31,814 increase from the FY20 budget approved at the June Annual Town Meeting. The new budget still rejects the assessment certified by the QRSD on July 16, 2019. The difference between the town approved budget and the school's certified assessment is \$14,293. Per the QRSD regional agreement, another town (New Braintree or Hardwick) would need to reject the school budget or the new certified assessment would become binding. If another town rejects the budget, the QRSD School Committee will review the budget again. If both remaining towns approved the certified assessment, Hubbardston will need another town meeting to cut the remaining deficit.
2. **Employee Vacancies** – We are happy to announce that Iris Rivera is joining our team as the newest Assessor Assistant. Iris comes to us from Montachusett Home Care Corporation where she worked as an Executive Assistant. This position will be split between Rutland and Hubbardston as detailed in the recently approved IMA. She will serve 12 hours per week in Hubbardston and 20 in Rutland. Her first day will be September 3 and will begin with an intense training regimen led by RRG.
3. **Finance Management** – Our Finance Team is working diligently with Kelli (our new accountant) and the Kinsherrf team (old accountants) to close FY19 in a timely manner. We are nearly complete with the process which puts us in line for a timely FY19 audit conducted the first week in October. At that point, we will be fully transitioned from Softright to Vadar and from outsourced to regional accounting. I will continue to update the board on this important change.

4. **MassWorks Grant** – Travis and I worked with Mike from TEC to complete a full application for a \$1 million grant for Lombard Road. Submitted in August, this grant would allow for a complete reconstruction of this important road connecting residents with important recreation area. Additionally, Lombard serves as an entry point to the town from Princeton and needs updating in order to improve public safety for road residents and surrounding branch roads. We should hear about the Lombard Road grant results in October.
5. **Infrastructure Updates** – The FY2020 Town Paving Project recently completed. Overseen by our DPW Director, the project improved surfaces on Highbridge, Underwood and Morgan Roads. DPW crews have also been out in force this past month, working on patches for Lowell, Brigham and Pitcherville.
6. **Community Compact Grant** – The state recently opened its fifth year of Community Compact Grants. This year I will be applying for assistance with our Human Resources Policies and Employee handbook. Bringing this up to standards is my number one employee priority heading into the fall to clarify employee procedures, protect the town from liability and to ensure employee training and sustainability. The grant would allow us to contract with a Human Resources agency to enable the most current best practices from the HR field.
7. **Employee Recognition** – I would like to thank the finance team, the staff, the finance committee and the board for their work during my military leave. I had less connectivity than originally planned, but your hardworking staff was able to manage not only the day to day, but many complicated longer term projects that will pay dividends as we progress through the year. I truly appreciate all the hard work and support.
8. **Upcoming Topics**
 - a. Community Benchmarking (pending)
 - b. FY20 Goals Report (Sept)
 - c. Human Resource Policy Updates (CCC Grant – September)
 - d. Department Improvement Reports (Sept)
 - e. FY21 Budget Calendar (Sept)
 - f. FY21 Department Capital Budget Requests (Sept)

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



Ryan M. McLane
Town Administrator