



Town Administrator

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To: Board of Selectmen
From: Ryan M. McLane, Town Administrator
Date: February 19, 2019
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending February 15, 2019.

1. **FY20 Budget Update** – After the FY20 Town Administrator Proposed Budget presentation, budget documents will be forwarded to the Finance Committee for their first budget meeting on February 27. They plan to hold 2-3 meetings with departments heads to complete their recommendations in time for the Public Hearing on April 16. Your final vote on the budget is scheduled for April 29, 2019.
2. **Annual Town Meeting Warrant Update** – The warrant is now open for submissions. Please let me know if there is anything the Board would like to submit aside from the normal housekeeping articles. The current plan is to review a solid draft of the warrant on April 1. Every article submitted will be invited to speak with the board to ensure all information is available to you prior to final recommendations.
3. **Hubbardston Library Roof Repair Procurement** – Project construction will begin in earnest late this spring pending approval of the final contract. The project is expected to be substantially complete by the end of August.
4. **Fire Union Negotiation Update** – We have a tentative agreement with the fire union that fits within the recommendations made for the FY20 TA budget. We are waiting for final approval from the union before bringing a new CBA for your signature.
5. **Information Reports** – We continue to see strong readership with our Department and Board reports. These newsletters help inform town leaders and residents about the activities of Hubbardston government. We truly appreciate the efforts of our staff and our volunteer officials in helping to compile these useful documents.

- a. All Department (Jan) <https://www.smores.com/0snch>
- b. All Board (Dec and Jan) <https://www.smores.com/scbdz>

6. **Country Hen Scholarship** – As requested at your last meeting, we began advertising this scholarship opportunity last week. The deadline to apply is April 30th. The Country Hen Scholarship Fund was established to provide scholarships to one or more Hubbardston students graduating from high school with plans to attend accredited colleges or universities. Current college students may also apply. Applicants must have resided in the Town of Hubbardston for at least three years and demonstrated significant community involvement. Each scholarship is \$1000.
7. **Employment and Volunteer Vacancies** – We are currently advertising a full-time position in the Public Works department. Interested applicants should [follow this link to learn more about applying](#). With the finance committee now full, we continue to seek volunteers for our town positions to include vacancies on the Board of Health and the Capital Improvement Planning Committee. These are great opportunities for residents looking to give back to their community.
8. **Employee Recognition** – This week I would like to thank Bobbie Thibault for answering the call and assisting our assessing department with Genny Daniels officially out on leave (she had a beautiful girl by the way, Congrats Genny)! Bobbie is learning this new role while still managing her finance office post. She continually demonstrates her professional versatility and her commitment to Hubbardston.
9. **Upcoming Topics**
 - a. Community Benchmarking
 - b. Updated Road Maintenance Plan (Hearing and Presentation)
 - c. Human Resource Policy Updates

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



Ryan M. McLane
Town Administrator