



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: February 1, 2019
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending February 1, 2019.

1. **FY20 Budget Update** – I presented the first draft of my budget to the staff last Wednesday and can state, barring large unexpected changes, that I have a balanced budget to present to you on February 19th. This budget will include solid estimates for all departments except the Quabbin Regional School District. The schools will not commit to a number until at least April 1st. The recommended budget moves the town closer to many financial policy objectives and includes recommendations for more than 6% in capital expenditure. I would like to thank the staff for a collaborative budget process. I will be working next week to finalize a comprehensive budget book for your review.
2. **Hubbardston Library Roof Repair Procurement** – The Library Board of Trustees voted this week to accept a bid for the slate roof repair project. The bid award will become public once their architect completes reference checks. The roof project will likely begin this spring and complete later this summer.
3. **Green Communities Grant** – Our progress towards becoming a green community continued this week with MRPC submitting criterion 1 and 2 for state approval. We also met with QRSD representatives to include our schools in the grant opportunity, increase our capacity for funding capital projects.
4. **Fire Union Negotiations** – Negotiations with our firefighter union took place this week in between their many calls for medical and fire service. We were able to

conclude the negotiations relatively quickly with a final proposal available for your review on Monday.

5. **Infrastructure update** – Dan, Travis and I met with TEC Friday to discuss the many infrastructure projects planned for FY20 and beyond. We are continuing to work on the Route 68 North reconstruction, the Town Center Project, three bridge projects, local paving projects and several complete street efforts. The next important date for project advocacy is February 20. We are looking for volunteers to help us present the Town Center project to the Montachusett Metropolitan Planning Organization (MMPO) for potential placement on the STIP.
6. **Employee Recognition** – This week I would like to recognize our Assessing Assistant Genny Daniels. Unfortunately for us, she will be leaving the town to serve as a full-time Personal Property Specialist for RRG. During her time here, Genny demonstrated tremendous range, organizing finance team meetings, serving as the assistant collector, filling in as a finance clerk and of course, providing excellent customer service and professionalism in the Assessing office. We wish her the best of luck in her promising career.
7. **Upcoming Topics**
 - a. FY20 Budget Presentation
 - b. Municipal Building Replacement Assessment
 - c. Community Benchmarking
 - d. Updated Road Maintenance Plan (Hearing and Presentation)
 - e. Human Resource Policy Updates

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

A handwritten signature in black ink, appearing to read "Rm. McLane". The signature is stylized with a large, looped "M" and a trailing flourish.

Ryan M. McLane
Town Administrator