



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: January 17, 2019
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending January 18, 2019.

1. **FY20 Budget Update** – We received our Free Cash certification last week with a total \$401,513 certified as of July 1, 2018. While we target 5% Free Cash generation by policy, this amount will allow us to complete the bulk of our FY20 priorities pending any major changes and TM/BOS approval. A special thanks to our accounting team for completing this process in time for the FY20 budget season. We also received good news from the Worcester Regional Retirement System. Our assessment for FY20 dropped by 1 percent. The Finance Team saw a very rough draft of my budget as did the accounting team. I will present the budget to the staff at our meeting on January 30th and to you and the public on February 4th. This budget will include recommendations for the operating budget, debt, capital and town reserves.
2. **Hubbardston Library Roof Repair Procurement** – The Library Board of Trustees and Nault Architects held a well-attended pre-bid meeting on January 14, 2019. To date we have had 12 bidders register and there is no change to the January 23 bid opening date. We hope to have awarded the bid by your next meeting.
3. **Software Conversions** – This week we contracted with Vision Government Solutions for version 8 of their assessing software. This is scheduled for implementation in April in addition to the necessary hardware upgrades. We are continuing to demo building department software and will have an upgrade in place by the end of the fiscal year.
4. **Green Communities Grant** – Our progress towards becoming a green community continued this week when I met with a representative from the DOER and Karen Chapman from MRPC. We are on schedule to petition the state for our Green

Community status in the fall. This status will allow us to apply for green community grants that will help us implement our capital plan in town owned buildings.

5. **Fire Union Negotiations** – I am meeting with representatives from our Fire Union this week to begin FY20-22 collective bargaining.
6. **Monty Tech Tour** – I recently visited with Superintendent Sheila Harrity and Business Director Tammy Lajoie to discuss strengthening the relationship between my office and theirs in addition to reviewing the current budget and the FY20 projections. We also discussed enrollment and admission processes for Hubbardston students. Importantly, I was informed that we will receive a small reduction in our FY19 assessment to be realized in Q4. It is important to note that MT budgets much later than Quabbin or Hubbardston with their final numbers not coming until the fall. This year, they are behind schedule and yet to approve a FY19 budget. I also had the pleasure of touring the schools machinery, carpentry and cabinet making departments. Monty Tech is an impressive schools.
7. **Employee Recognition** – I would like to recognize our senior workers this week. The group, managed by our COA Director Claudia Provencal, works throughout the town departments, furiously helping us to organize our files, reduce our file reduction backlog and provide better service and information to our residents. Their dedication is impressive. This program is excellent for our town staff, introducing them to the many talented seniors in our community who lend their time and effort to help where employees need assistance. Without them we would not be able to continue moving forward at the pace we are.
8. **Upcoming Topics**
 - a. FY20 Budget Presentation
 - b. Fire Union CBA
 - 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', with a stylized flourish at the end.

Ryan M. McLane
Town Administrator