



Town Administrator

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To: Board of Selectmen
From: Ryan M. McLane, Town Administrator
Date: January 4, 2019
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending January 4, 2019.

1. **Hubbardston Light Fight** – The second annual Hubbardston Light Fight was a huge success with hundreds of social media views, comments and likes in addition to local business patronage and voting participation. As always, this was an excellent effort by Katie Young and the Special Events volunteers, bringing such positive attention to Hubbardston. Here are the winners from this year's event.

First Place -	1 Worcester Road – Handy Lou
Second Place -	80 Twin Hill Road
Third Place -	Hubbardston Fire Station.

2. **FY20 Budget Update** – The first draft of the FY20 Town Administrator's Budget will be reviewed by the Finance Team this week. Additionally, I will be holding meetings with select departments to discuss their requests in detail. We continue to have a structural deficit in the budget and will be looking for additional revenues or cuts to make sure the presented budget is balanced.
3. **Capital Plan Update** – The Collins Center (UMass) is scheduled to meet with you on January 22 to present our revamped capital plan. Additionally, we are looking for the board to select a representative to serve on the CIPC to analyze this year's requests in addition to establishing procedures for the CIPC moving forward.
4. **December Department Report** – Our latest department report is live! See the accomplishments of our hard working staff here: <https://www.smores.com/j208v>

5. **First Parish Roof Update** – The Community Preservation Act funds approved at your December meeting have already been put to use with the completion of the roof repair project in time for the holidays. I would like to thank everyone involved for their dedication, patience and hard work as the town pulled together to protect an important historical landmark.
6. **Hubbardston Library Roof Repair Procurement** – This week we advertised, in conjunction with Nault Architects, the library roof project as approved at Town Meeting. The bid opening is Jan. 23 with the project still scheduled for this summer.
7. **Wage Study** – I have been working with HRS to complete our wage study in time for FY20 budget recommendations. It has been a couple years since the town has approved a pay plan for non-union employees as required by the town charter. This is an important part of our employee retention strategies and provides the type of continuity that improves resident services. I will present the findings of this study at an upcoming meeting for the purposes of approving a FY20 pay plan. If updated properly, these plans, based on market surveys, last 4-6 years.
8. **Software Conversions** – I am currently working with the Assessing, Building and Public Works departments to implement updated software. Funding for this project will come mostly from the recently received FY19 IT Community Compact Grant. The purpose of these updates is to provide better information to our town decision makers and upgraded service to our residents.
9. **Employee Recognition** – I would like to thank members of the police, fire, DPW and other staff for their service during the holidays. It takes a special person to leave their families in order to ensure the safety and well-being of others, so I appreciate that we have so many willing to do it. Additionally, those who gave their time during the holidays to make sure the town continued to run, you are much appreciated.
10. **Upcoming Topics**
 - a. Military leave policy
 - b. Community Benchmarking
 - c. Five-Year Capital Plan (Presentation and Discussion)
 - d. Updated Road Maintenance Plan (Hearing and Presentation)
 - e. Human Resource Policy Updates
 - f. FY20 Budget Presentation

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 distinct "J" at the end.

Ryan M. McLane
Town Administrator