



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: July 23, 2018

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending July 19, 2018.

1. **FY19 Goals** – Attached are my FY19 Town Administrator goals for your review. I broke them down into categories: community outreach, department improvement, human resources, budget and finance and infrastructure. I am looking to add or subtract from these goals based on your guidance.
2. **Town Administrator Evaluation** – The board sought in February to evaluate my job performance at six and twelve months of service. August 20th will mark my first six months of employment. Earlier this week I sent sample evaluation forms from previous administrators and surrounding towns. I am looking for guidance on how to the board would like to conduct the evaluation processes.
3. **Employee Vacancies** – We have current vacancies for a part-time position assisting the planning board and a full-time firefighter/paramedic position in the fire department. These positions will remain open until filled. For more information, visit: www.hubbardstonma.us/employment-volunteer-opportunities
4. **Professional Development Grant** – I was fortunate to be awarded last week with a grant from the Nancy Galkowki Leadership Fund (Massachusetts Municipal Association). This will fund my professional development goal of completing the state procurement certificate (MCPPO). In turn, I have offered the staff use of my professional development expenses. So far, three employees have taken up the offer to complete their professional development goals.
5. **Volunteer Vacancies** – We continue to have important vacancies throughout the town's volunteer boards and committees. Critical openings remain on the finance committee, capital improvement committee and economic development committee. Residents who are interested in volunteering should visit www.hubbardstonma.us/employment-volunteer-opportunities.

6. **Capital Plan Update** – As we discussed at your last meeting, the staff and many board representatives met with the UMass team to begin creating our new five-year capital plan. This comprehensive document will look at building, infrastructure and department needs totaling more than \$5,000 with a more than a five-year life expectancy. Goals for this document include completing the report in time for the FY20 budget discussion and using it to revamp an annual commitment from a capital improvement committee.
7. **STRAP Grant** – Travis and I worked together last week to complete the FY19 MassWorks STRAP Grant application you approved at your last meeting. This grant is seeking state funds to improve Flagg Road, Hale Street Extension and sections of Williamsville Road and Mount Jefferson Road. MassWorks grants are normally announced in January with funds available for the subsequent construction season.
8. **Swift 911 Emergency Alert Service** – The Rutland Regional Emergency Dispatch Center recently switched emergency notification providers from CodeRed to Swift 911. This service sends real-time emergency alerts to subscribing residents via text message, email, voice messaging, town social media pages and the Swift 911 app. The service also allows the town to send non-emergency messages and information to residents who subscribe to that feature. To subscribe, visit: www.rrecc.us/swift911.
9. **Employee Recognition** – I would like to acknowledge our DPW for the extensive work this construction season leveraging minimal funds to improve town road services. This past month, crews have focused on Mount Jefferson Road, Flagg Road and Old Colony Road, adding millings from the RTE 62 project, adding drainage and leveling the surface. These improvements help residents and plows navigate roads. We continue to inform residents of road maintenance projects and pictures on the town's social media sites.

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

A handwritten signature in black ink, appearing to read 'R. M. McLane', with a stylized flourish at the end.

Ryan M. McLane
Town Administrator