



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: July 9, 2018

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending July 5, 2018.

1. **End of Year Financials** – The staff is diligently working through their end of year procedures for the FY18 budget. These activities will continue and conclude this week, resulting in a great foundation for FY19 operations and budgeting.
2. **FY19 Goals** – I plan to present the FY19 goals from each department at your next meeting. This will include my personal goals. I recommend a similar session for the Board of Selectmen in order to guide our progress in the coming fiscal year.
3. **Organizational Charts** – I have updated the town's organizational charts on our Website to reflect changes made at Town Meeting.
4. **Employee Vacancies** – We have filled our open town custodian position with Gerald Parker. He begins working on Monday. In addition to assisting town staff, this hire will alleviate custodial and work order responsibilities from the Department of Public Works. We will also be advertising our Planning Assistant position this week.
5. **Town Reports** – The June 2018 All Department Report is available and will be shown at your meeting Monday. All reports created by my office will be available to the public on my homepage. Discussion point - what reports would the board like to see this year and at what frequency? Below is a list of reports in progress for FY19.
 - a. All Department (Monthly)
 - b. All Board (Monthly)
 - c. FY19 Goals
 - d. FY19 Tax Title Plan
 - e. Five-Year Financial Forecast
 - f. Five Year Capital Plan
 - g. Zoning Enforcement

6. **Volunteer Vacancies** – We will have an updated list of appointment vacancies at you meeting on Monday. We would like to start an aggressive campaign to fill these positions in order to make more robust committees and boards. Additionally, I am asking you to consider each board and committee appointed by the Selectmen to ascertain their continued necessity and/or update their structure/mission. If you would like, we can place this task on an upcoming agenda.
7. **Department Updates** – We continue to refine procedures/structure for the Planning, Building and Health departments. I would like to give a special thanks to the planning board for their assistance in improving accounting and payment procedures and for their assisting with the planning assistant hire. Additionally, the Health department, under the direction of the Board of Health, continues to seek ways to create more sustainable procedures for a proactive approach. We will be prepared to present choices for the Building Department structure at your next meeting.
8. **IT Services RFP** – We have an open Request for Proposals for IT Services. The request seeks responsive and responsible firms to provide IT consultation and email support to our town offices and public safety departments. The RFP is available at: <https://www.hubbardstonma.us/town-administrator/pages/procurement>
9. **Upcoming Discussions** – At your next couple meetings, we will be seeking input and direction from the Board on the following topics:
 - a. Town Office Space
 - b. Building Department Structure
 - c. Financial Goals
10. **Employee Recognition** – I would like to commend the Fire Department for their work last week responding to a call for a woman in labor. During the transport, our professionals assisted the mother with a successful delivery of a baby girl. Chief Hayes and Firefighter/EMT James Ares assisted in delivery while Firefighter/EMT Mike Parker handled the driving. In addition to making us proud, this amazing work garnered interest across social media and the local press.

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