



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: June 18, 2018

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending June 15, 2018.

1. **Hubbardston Library 5k** – I am officially entering the 21st Annual Hubbardston Library 5k on Saturday, September 8. I plan to win. The cost is \$22 if runners enter before Aug. 2. We encourage runners and supporters to compete and donate.
2. **Annual Report** – The 2018 Annual Report is now available. If residents would like a copy, they can get one at the Town Offices, the Library or they can contact my office and we will get one to them. Special thanks to Laurie Reed who coordinated this difficult, but important, annual task.
3. **Organizational Charts** – Attached are visual representations of our current staffing. There are two versions – one under the jurisdiction of the Selectmen and one visualizing elected and appointed boards and committees. These will change slightly based on the results of Town Meeting, but I wanted to share with you our efforts to continue to consolidate information and create products available to the public.
4. **New Website Launch** – Our new Web site goes live on June 20th. The site will increase our ability to share information with residents to include detailed sections on the Town Center Project, Economic Development and Special Events.
5. **Employee Vacancies** – We currently have an opening for a custodian to begin work July 2, 2018. We have advertised for this position.
6. **All Department Report** – Our staff fully committed to this monthly initiative aimed at sharing information about governmental activities. This report offers readers a quick but impactful look at previous and coming month activities. We plan to publish a monthly report beginning in July that shares information from volunteer boards.

7. **Volunteer Vacancies** – We currently have vacancies on our Finance Committee, School Committee, Board of Health and Council on Aging. These important boards help shape the future of Hubbardston and we are asking for residents with an interest in strong local government to volunteer.
8. **Election and Special Thanks** – I would like to congratulate our recent election winners. It takes a special resident to brave the rigors of local campaigns to help lead the activities of their town. I am looking forward to working with these resident volunteers to continue to improve Hubbardston's future. While we appreciate all of our volunteers, we believe a couple of recently retired volunteers deserve special recognition:
 - a. I would like to thank Lucinda Oates, member of the Hubbardston Board of Health, for her years of public service. Her dedication to public health, both paid and volunteered, helped to improve the quality of life in Hubbardston for years and years.
 - b. I would also like to thank Vin Ritchie for his more than 20 years of volunteer service in Hubbardston to include efforts on the School Committee, Finance Committee and Planning Board. His dedication to zoning bylaws and business development helped make Hubbardston what it is today and will be felt for decades to come.
9. **Public Safety Recognition** – Hubbardston Police and Fire were involved in a search for two runaway juveniles last week. The search involved the Massachusetts State Police Air Wing, two canine units as well as Rutland and Oakham Police. The juveniles were thought to be possibly armed with a bat. After four plus hours of intensive searching, the juveniles were located behind 115 Barre Rd. This was an excellent demonstration of the professionalism of our public safety officials and we are very pleased to report that no injuries were sustained during the effort.
10. **Employee Recognition** – I have two employee activities I would like to highlight in this report:
 - a. First, I would like to thank Laurie Reed for helping to organize the Open House prior to the Town Meetings. This was an excellent chance for peer boards to meet and for residents to see what volunteer opportunities exist.
 - b. Second, I would like to recognize DPW Team Leader Craig Boissoneau for achieving the rank of Roads Scholar in the Baystate Roads Scholar Program. This achievement required that Craig attend seven workshops (6 hours+) to further his professionalism.

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 "R" and a cursive "McLane".

Ryan M. McLane
Town Administrator