



Town Administrator

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To: Board of Selectmen
From: Ryan M. McLane, Town Administrator
Date: June 24, 2019
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending June 21, 2019.

1. **FY20 Budget Update** – With New Braintree and Hardwick voting to reduce their Quabbin Regional School District assessments, the School Committee now has 30 days to review their budget and submit a new one for town consideration. Once this action is taken, each town will need to consider the new certified assessment at a Special Town Meeting. This STM needs to occur 45 days from the school's recertification, meaning August or September. This process comes directly from [603 CMR 41.00](#). I will continue to communicate the status of this process as changes occur. Below is the amounts approved by each Town Meeting in the QRSD:

Barre – Voted to approve the QRSD assessment certified on 6.6.19

Hubbardston – Voted to reduce the QRSD assessment to 5%

New Braintree – Voted to reduce their QRSD assessment by \$15,200.

Hardwick – Voted to reduce their QRSD assessment by \$45,000. This would mean an approximate 5.8% increase for Hubbardston

Oakham – Voted to approve the QRSD assessment certified on 6.6.19

2. **Employee Vacancies** – We are currently have a tentative agreement with the Town of Rutland to combine our assessing assistant positions. This would offer a more attractive full-time position to potential candidates and is a budget neutral change. We are also proposing to move the assessing department next to the financial offices in the Slade Building. This would allow for more customer service time. We continue

to work with Ashburnham and Westminster on the shared Veteran Services Officer hire and should have someone in place by the end of the month.

3. **Financial Management** – We received a positive audit from Scanlon & Associates for FY18. After reviewing all of the audit materials with our accountant and our treasurer/collector, we expect to have the final financial statements and management letter for your review in July. We will also schedule Scanlon & Associates to present the findings to you at an upcoming meeting.
4. **IT Updates** – We have replaced five town computers and project to replace another two using FY19 funds. Once this is complete, we will be working through the recently approved capital budget to replace all town office computers. We expect to complete the five year computer replacement in FY21 under current projections. We are also continuing to implement the VADAR Tax and Accounting Software in anticipation of going live for FY20. Our Vision software conversion is now completed and we expect to purchase new software for the building department in early FY20 (grant money).
5. **Infrastructure Updates** – Our DPW Director has been in contact with MassDOT regarding the status of our two large bridge projects. The Evergreen Bridge Project will be advertised in September with an expected Notice to Proceed issued within six months. The Route 62 Bridges (culverts) will be advertised in October with a NTP issued within six months. This bridge project will be completed over two seasons, starting with the failing culvert in 2020 and completing the second culvert replacement in 2021.
6. **Employee Recognition** – I would like to thank Laurie Reed for organizing the second annual Board and Committee Open House prior to Town Meeting. I would also like to thank the many volunteers who represented their groups and passions to interested residents. We are very close to capacity with our elected and volunteer positions.
7. **Upcoming Topics**
 - a. Community Benchmarking (pending)
 - b. Human Resource Policy Updates (July)
 - c. FY20 Goals (July)

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

A handwritten signature in blue ink, appearing to read 'Rm. McLane', with a stylized flourish at the end.

Ryan M. McLane
Town Administrator