



Town Administrator

7 MAIN STREET, Unit #3
HUBBARDSTON, MASSACHUSETTS 01452
(978) 928-1400 x 201 FAX (978) 928-3392

To: Board of Selectmen

From: Ryan M. McLane, Town Administrator

Date: February 28, 2020

Subject: Town Administrator's Report

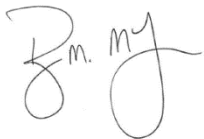
The following is the Town Administrator's report for the period ending February 28, 2020.

1. **FY21 Budget Update** – We now have all estimated budget requests and assessments excepting the Quabbin Regional School District. Their budget process is progressing with their public hearing scheduled for March 12. I have met with all departments, board, committees and regional partners to understand the requests and where necessary, assist in conforming to the board's budget guidance. We are facing a serious budget deficit with anything more than a 2% increase in the QRSD assessment. This holds all other services level. It appears as though the School Committee will present a budget containing an 8-10% budget increase. For a point of reference, this type of budget increase would necessitate \$300-400k in cuts from the budget I will present on Monday. Such a deficit would require a very large reduction in town services and staff.
2. **Department Report** – Now Firefighter/Paramedic Taylor Wilkinson graduated from the Massachusetts Department of Fire Services academy this week, continuing her professional development and adding additional capacity to our department. This month we promoted Christina Sutcliffe to a full-time position (28 hours), combining the assistant assessing position with her previously held planning board position. Given the nature of each job, we feel confident that we can extend customer service hours and afford Christina more time to complete planning tasks with the new arrangement. This is a temporary hire until August. We are no longer in a regional agreement for this position with Rutland after both Town Administrator's decided the partnership would not work as planned.
3. **Financial Management** – I am continuing to work with Board, Committees and Departments to identify potential free cash reserves within old accounts and unspent revolving funds. We anticipate recommending to the board that many old accounts and revolving funds be moved to the general fund pending town meeting vote to help assist with future capital needs or savings. Additionally, we have fully converted

the FY21 budget to the new Vadar Software to better assist town officials in understanding the budget process. This will also result in better budget presentations to the town. My budget presentation will be updated after the town completes its process and be available to voters before the Annual Town Meeting.

4. **Capital Project Updates** – Several projects continue to move forward as we execute the approved FY20 Capital plan. Our computer replacement project is now complete with all staff machines upgraded to avoid Windows 7 end of life issues. CM Geeks worked with the town to facilitate this project and reduced our labor costs in order to help us meet budget constraints. The only IT items needing upgrading in FY22 will be the mobile computers found in our public safety vehicles. Chief Hayes and I met with our engineers for the final Exhaust Mitigation System design walkthrough. We expect this project to go out to bid by the end of March. We continue to work with MRPC for the implementation of our Green Communities initiatives and will provide the board with a project update once the energy-saving measures are scheduled in the Library, Slade Building, DPW garage and Hubbardston Center School.
5. **Economic Development Update** – Members of the Economic Development Committee are moving forward with a plan to sell annual advertising on the new welcome to Hubbardston signs. This revenue will support the creation of a new economic development budget. EDC members requested the ability to continue to run the Quabbin Country Web site, pay a small stipend to help coordinate regional activities, publish Hubbardston advertisements and more.
6. **Employee Recognition** – There are many staff members to recognize for their hard work in the last month. Members of the police and fire departments deserve a tremendous thank you for their efforts to locate a missing teenager. This search saw regional cooperation at its finest as our local assets were supplemented with air, ground and volunteer support. A memo of recognition is attached to this report. Our Town Clerk and election workers also deserve a great deal of recognition for their early voting efforts. This work, paid for by supplemental grants from the state, allows residents to participate in the Presidential Election process early to work around their schedules. More than 100 residents voted early and sample interviews I conducted revealed a great deal of praise for the election staff. Three more elections (minimum) to go this calendar year. And as mentioned earlier, Taylor Wilkinson deserves praise for her fire services educational work in addition to other fire staff members who supported her and coverage hours during her training.

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 "R".

Ryan M. McLane
Town Administrator



DENNIS G. PERRON
CHIEF OF POLICE

Town of Hubbardston

DEPARTMENT OF POLICE

7 MAIN STREET, UNIT #9
HUBBARDSTON, MASSACHUSETTS 01452
TEL. 978-928-1400 – FAX 978-928-5267

To: Town Administrator Ryan McLane

From: Dennis G. Perron- Police Chief

Re: Job well done

Sir,

I would like to recognize the work of Sgt. Robert Forte ,Officer Kayla Fontaine and Fire Fighter Jeremy Goscila on the night of February 17th, 2020 while investigating a missing juvenile that ran into the woods near 25 Bemis Rd.

Officer Fontaine arrived on scene and immediately determined that this was a dangerous situation for the 15 yr old male juvenile. The temperature was dropping and night was coming. She acted fast and appropriately by requesting a K9 from Rutland and notifying Sgt. Forte. She then coordinated efforts of the Fire Department as well as requesting State Police Air Wing to respond and assist in the search. All of these actions highlighted Officer Fontaine's training and ability to act appropriately and maintain a difficult scene under stressful situations.

Sgt. Forte arrived shortly after and took command. He coordinated the arrival of Air Wing as well as coordinating arriving units from Barre, Westminster, Princeton and Rutland. He further identified the danger of the situation and requested the Petersham Bloodhounds to arrive as well. He also coordinated Hubbardston Fire's response and search units. His expertise in this search allowed us to find the youth unharmed and return him to his family.

Sgt. Forte also requested that Firefighter Goscila be recognized. His relentless energy and positive attitude searching the area on the ATV was invaluable to the positive outcome of this incident.

Respectfully Submitted:

Dennis G. Perron (2/20/2020)

*cc/ Personnel file
Sgt. Forte
Off. Fontaine
FF Goscila*