



***Town Administrator***

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To: Board of Selectmen

From: Ryan M. McLane, Town Administrator

Date: May 14, 2019

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending May 10, 2019.

1. **FY20 Budget Update** – The Senate Ways and Means Budget published their budget last week. The change in our municipal budget is minimal and it is still unclear how any changes might impact the Quabbin Regional School District Budget. We have published information about the FY20 budget in anticipation of Town Meeting. Residents can access the most [up to date information here](#).
2. **Employee Vacancies** – Interviews for our new Veteran Services Officer were held in Westminster last week. We will be making a decision on this important hire by the end of the month with almost no service interruption for our veterans. We will start interviewing for the Town Clerk vacancy (July 10) next week and will begin advertising the Assistant Assessor position in late May.
3. **Financial Management** – Our finance team will be reviewing the finalized warrant next week to offer suggestions and motions for Town Meeting in June. This was a recommendation from the BOS and Finance Team last summer – improving the budget process for a smoother and more transparent town meeting process.
4. **Complete Streets Application** – We submitted, in conjunction with our engineering firm TEC, the next application for the state's Complete Streets Program. If successful, this could result in a grant for a new sidewalk on High Street very similar to the project completed on Elm Street. While we remain hopeful, a second round of funding for Complete Streets is currently difficult to secure.
5. **Center School Roof** – I met with officials from the Massachusetts School Building Authority (MSBA) and the QRSD to tour the Center School Roof. This structure, nearly

three decades old, is ready for repair. The MSBA has a competitive round this year, meaning it might be difficult to get the project into their schedule, but if invited, the town will be asked to move quickly to secure funding. This funding request could go before town meeting voters as early as August.

6. **Memorial Day Parade** – I continue to liaison with the Memorial Day Committee in anticipation of the Parade on May 27<sup>th</sup>. This year the parade will begin at 11am followed immediately by a ceremony on the Town Common. We are encouraging all residents to take a few moments to remember those who sacrificed their lives.
7. **Employee Recognition** – I would like to Travis Brown and Neil Goguen (DPW), Laurie Reed (Executive Office), Katie Young (Special Events) and Detective Scott Chatigny (Police) for their assistance in placing the Town Center flags in time for the Memorial Day Holiday. It was a time intensive and team driven effort that greatly enhances the look and patriotism of the town's main thoroughfare.



8. **Upcoming Topics**
  - a. Community Benchmarking (June)
  - b. Human Resource Policy Updates (June)
  - c. Annual Town Meeting (June)

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

A handwritten signature in black ink, appearing to read "Rm. McLane".

Ryan M. McLane  
Town Administrator