



***Town Administrator***

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To: Board of Selectmen

From: Ryan M. McLane  
Town Administrator

Date: May 21, 2018

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending May 18, 2018.

1. **Memorial Day Activities** – Town employees and volunteers have been hard at work readying the town for its annual honoring of our military fallen. Special thanks to COA Director Claudia Provencal for her hard work with the parade, VSO Jared Sharp helping to document and organize the events and Cemetery Commissioner Paul Sweeney for his work with the Boy Scouts to ensure all veteran graves are marked in time for the holiday. Please note your invitation to the following:
  - a. Monday, May 28<sup>th</sup>
    - i. Parade Line Up: 1pm
    - ii. Parade: 2pm
    - iii. Ice Cream Social immediately following (Senior Center)
2. **Town Meeting Preparations** – Special and Annual Town Meetings warrants were mailed on May 17<sup>th</sup> giving residents time to review articles for the June 5<sup>th</sup> meetings. Additionally, we reserved the Center School for June 6<sup>th</sup> and June 12<sup>th</sup> in case there is a continuation of either meeting. We plan to have a conference call between myself, Town Counsel and the Moderator to ensure proper meeting flow. Additionally, I have placed in your packets a presentation for Town Meeting that will help guide discussions for residents. Remaining questions are:
  - a. Would you like to have an organizational meeting prior to STM/ATM?
  - b. Would you like to present a State of the Town?
  - c. Is there any additional information you would like to add for residents?
  - d. Are there any experts you would like us to invite to help facilitate conversation?

3. **Employee Vacancies** – We hired this week Peter Howard Jr. as our Recycling Center Assistant, filling our last non-seasonal vacancy. Through a concerted team effort, we now have a full staff in place for fiscal year '19. The DPW is still looking for summer cemetery help and we are actively recruiting these necessary positions.
4. **Union Negotiations** – We are continuing to work with our unions to complete the contract process. Once we have a contract in place, we will finalize the agreement with the Board. I will continue to update you on this process.
5. **Important Upcoming Dates** –
  - a. June 5: Special and Annual Town Meeting (Center School)
  - b. June 6: Candidate's Night (Senior Center)
  - c. June 12: Annual Town Election
6. **Upcoming Discussion Points** – Once we are completed with the budget season, we would like to have a few conversations about FY19 and beyond. In order to prepare for these discussions, we would like you to take note of the following topics:
  - a. Draft FY19 Selectmen's meeting schedule (attached)
  - b. Budget and warrant process lessons learned
  - c. Building department values
  - d. Office space utilization
7. **Employee Recognition** – This week I would like to highlight the joint efforts of Fire, Police and DPW to restore the Town Common Flag. Many residents noticed the flag was down, the result of a frayed rope and terrible winter weather. Our police department rescued the flag and stored it until it could be replaced. The DPW purchased a new rope and on two occasions attempted to put the flag back, only to fall short of the height with a bucket truck (and also soft land). Once the ground was hard enough, Chief Hayes contacted the Barre Fire Department for their ladder truck. The two departments worked together to place the new sturdier rope and eventually the flag. It was a true group effort and a priority heading into Memorial Day.

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 long, sweeping underline.

Ryan M. McLane  
Town Administrator