

Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane

Town Administrator

Date: May 7, 2018

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending May 04, 2018.

- 1. Budget and Economic Forecast I held a meeting last week with our Town Accountant to review end of year procedures, complete the FY2019 budget and set a timeframe for updating the five-year financial forecast. We will complete the forecast in August and be ready for public presentation in September. The presentation will include the capital plan and updated financial policies (pending your approval). This plan will help form a solid foundation for the FY2020 budget.
- 2. **Building Department –** Meetings continued with Gardner and other area towns exploring potential regionalization. This work, facilitated by our best practices grant, is analyzing the entire department to look for efficiencies, service increases and potential savings. We are hoping to conclude these conversations by the end of the fiscal year. I am recommending we add a discussion item to your next agenda to determine building department goals and long-term service/revenue strategies.
- 3. Annual Audit Last week Scanlon employees visited the town for five days to conduct the annual audit. Our staff worked diligently to comply with requests for information and I am confident the audit will produce findings that will help solidify our financial practices and policies. We can expect to see preliminary findings within a month and the completion of the audit process by late summer.
- 4. **Employee Vacancies** We interviewed a candidate for the recycling assistant position this week, the last of our non-seasonal vacancies. In the past two weeks, we added Finance Administrative Assistant Roberta Thibault to our team in addition to selecting BOH Administrative Assistant Kelly Parker for the vacant Assistant Town Clerk position. We are very happy with the current talent in our town offices and will make employee retention as a top FY19 focus.

- 5. **Union Negotiations –** We have reached a tentative agreement with the DPW and Police unions. We will meet in executive session at your meeting on Monday to discuss and potentially approve these proposals.
- 6. **Boundary Markers** Robin Lehner is beginning his inspection of the town's boundary markers as approved by the Board of Selectmen. Please see the attached email for dates if you would like to join him on any of the excursions.
- 7. Important Upcoming Dates:

a. May 8: QEMP Public Info Session (Senior Center)

b. May 21: Proposed Bylaw Review Meeting (Selectmen)

c. June 5: Special and Annual Town Meeting (Center School)

d. June 6: Candidate's Night (Senior Center)

e. June 12: Annual Town Election

8. **Employee Recognition –** This week I would like to highlight our Treasurer/Collector Sandy Nason who went above and beyond during last week's important and intensive financial audit. While much of her attention was given to the audit team, she still managed to complete payroll, prepare for tax collection and assist in the hiring process of our new Financial Administrative Assistant. Her persistence led to successes on all fronts and her continued dedication to the position is a true demonstration of the effort and quality of your town department heads.

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

Ryan M. McLane

Town Administrator