



Town Administrator

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To: Board of Selectmen
From: Ryan M. McLane, Town Administrator
Date: November 9, 2018
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending November 9, 2018.

1. **Elm Street Sidewalk** – Borges Construction is nearly complete with the new sidewalk, conducting a preliminary walkthrough with DPW Director Travis Brown on Friday, November 9. The final walkthrough will be conducted on November 15 and board members are invited to attend to see the project's final stage.
2. **Hubbardston Light Fight** – Our Special Events department is hosting the Light Fight for the second straight year! The dates for this signature event will be December 7-9 and 14-16 from 5-8pm. Residents can vote for their favorite displays in addition to entering the contest for prizes. We are currently trying to organize transportation for interested residents to tour the light displays.
3. **Financial Management** – Our finance team will meet next week to review five financial policies in addition to reviewing drafts of the FY20 revenue projections and financial forecast. These items will be presented to you in late November and early December as important first steps in the FY20 budget process. This board will also hold the annual tax classification hearing at your next meeting.
4. **2018 Library Community Survey** – The Library is currently surveying residents to evaluate programs, facilities and services. This survey will help plan the library's direction for the next five years. Residents can find the survey here:
<https://www.surveymonkey.com/r/59MVYS2?fbclid=IwAR3ojTrkxzF6w1wEGVrAHoaGm4PqrEDrii8XXc9O6P7s-Q5-7hMZYgP-fA>
5. **Chapter 90 Increase** – We received word from the state that our Chapter 90 allotment for FY19 will increase by \$71,334 to a total of \$428,007. This is a significant

increase from last year's allotment. Travis and I are putting together a timeline for updating the town's road maintenance plan. The decision on future maintenance projects is heavily contingent on the town's receipt of a MassWorks Grant (STRAP) for the Flagg Road Project (includes surrounding roads). We would like to announce that we plan to hold a public hearing about town roads to get resident feedback about where to prioritize our limited resources. We expect this hearing to take place in January or February.

6. **Employee Recognition** –This week I would like to recognize for Veterans Day our employees who served in the U.S. Armed Forces.

Chief Dennis Perron	(U.S. Army)
SGT Ryan Couture	(U.S. Army)
Officer James Halkola	(U.S. Navy)
Officer Williams Withycomb	(U.S. Army)
FF/PM Dennis Hamel	(U.S. Army)
BC Rich Breagy	(U.S. Army)
Bella Kaldera	(U.S. Army)

I would also to thank Town Clerk Joyce Green and her team for their efforts during last week's MA State Election. I received several comments from residents about the efficiency of early voting and with a turnout percentage of 68 percent, we can't thank her team enough for their efforts.

7. **Upcoming Topics**

- a. Tax Rate Classification Hearing
- b. Town Administrator Entry Plan (Presentation)
- c. Military Leave Policy
- d. FY20 Revenue Projections (Discussion)
- e. Five-Year Financial Forecast (Presentation and Discussion)
- f. Five-Year Capital Plan (Presentation and Discussion)
- g. Updated Road Maintenance Plan (Hearing and Presentation)

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



Ryan M. McLane
Town Administrator