



Town Administrator

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To: Board of Selectmen
From: Ryan M. McLane, Town Administrator
Date: November 21, 2018
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending November 23, 2018.

1. **Happy Thanksgiving** – On behalf of the town staff and volunteers, we wish the board and town residents have a Happy Thanksgiving holiday with friends and family.
2. **QRSD Communication Update** – I have been in contact with the regional school district in an attempt to get on their agenda to review Hubbardston's 5-Year Financial Forecast and outlook for the FY20 budget season. I would like to make this an annual part of our budget process so the district better understands our financial situation.
3. **Financial Management** – Our finance team will continue reviewing the second half of our financial policy updates in addition to fielding and receiving department budget requests. I will be asking the finance team to weigh in on budget decisions in preparation for preparing the Town Administrator's FY20 budget.
4. **FY20 Budget Update** – Department request forms will be distributed to the staff on November 26th with a due date of December 20th. Starting in early January, each department will meet with me to go over any budget changes. We hope to have the final draft of the five-year capital plan in place for mid-January. Once all of these items are finalized, I will present my budget to you on February 4, 2019.
5. **Staff Holiday Hours and Party** – We are planning to hold the staff holiday party on Thursday, December 20, 2018 at 4pm. Members of the board are more than welcome to attend. I am asking the board's support in closing Town Hall on Christmas Eve with an additional early release of 4pm on New Year's Eve. Both days fall on a Monday, a traditionally late night for town employees.

6. **Military Leave and Professional Development** – I will be away from the office November 27-29 for military training and December 4-6 for professional development (MCCPO class). I am looking for the board to designate a representative to sign financial warrants if the need arises.
7. **Employee Recognition – Veterans Day** – This week I would like to recognize our Veteran Services Officer Jared Sharp for completing his state certification. This is an important milestone for a VSO, certifying expertise in MA Chapter 115 benefit delivery and knowledge of state/federal benefits for our veterans. While this certification was obtained some time ago, Jared recently invested time at the annual state certification conference, further improving his benefit knowledge. Congrats to Jared and keep up the good work.
8. **Upcoming Topics**
 - a. Military leave policy
 - b. Five-Year Financial Forecast (Presentation and Discussion)
 - c. Five-Year Capital Plan (Presentation and Discussion)
 - d. Updated Road Maintenance Plan (Hearing and Presentation)

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 trailing flourish.

Ryan M. McLane
Town Administrator