



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: October 1, 2018

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending September 28, 2018.

1. Follow up items:

- a. Attached is a tentative schedule for the library roof project as compiled by Nault Architects, Inc. The current plan involves beginning procurement this winter with expected construction services to begin in the late spring.
- b. The Quabbin Regional School District (QRSD), as expected, lowered their assessment due to receipt of increased Chapter 71 (regional transportation) revenue. The impact on our budget is a reduced assessment of \$23,400.
- c. The Planning Board met Wednesday, September 26th and continued discussions about the town's Master Plan. I believe this effort is central to a coordinated town effort. I am giving my full support to helping the planning board meet its ambitious agenda for completing this document.

2. **Procurement** – We have one open Invitation for Bid (IFB). This IFB is seeking to procure construction services for the installation of the the Fire Department's approved Source Capture Emergency Vehicle Exhaust Fume Removal System. More information can be found here: <https://www.hubbardstonma.us/town-administrator/pages/procurement>.
3. **Increased Fire/Ambulance Services** – Chief Hayes recently hired a new firefighter paramedic (Taylor Wilkinson), allowing our Fire Department to offer full-time services

from 6am to 10pm Monday through Saturday and 6am to 6pm on Sunday. This is a four hour per day increase from current levels.

4. **Meeting with the QRSD** – As requested, the Select Board is scheduled to meet with the QRSD Superintendent, Business Director and School Committee on October 15. While this meeting serving as an introductory effort into stronger relationships with the district, the Superintendent has asked for the board's help in preparing a short agenda to help focus discussions.
5. **Road Construction** – Final paving coats for New Westminster, Adams and Prentiss Hill began yesterday and will continue into next week. Additionally, Borges Construction, who was awarded the Elm Street Sidewalk Project, has already begun site visits and should meet the project's completion deadline of November 15.
6. **Community Compact Grant Application** – We recently submitted the annual IT Community Compact Grant application, seeking funds to upgrade our computer hardware and software. This grant aims to modernize our information technology infrastructure in the building, assessing and public works departments in order to better serve the public.
7. **Employee Vacancy** – This week we interviewed and hired Christina Sutcliffe for the vacant Planning Board Assistant position. Christina possesses a wealth of administrative and technical experience. She will join the team on October 2. I would like to thank Pati Burke for continuing to serve in the Planning and Building assistant roles during the hiring process.
8. **Employee Recognition** – This week I would like to recognize Sandy Nason for completing the educational requirements for the Massachusetts Association of Collectors & Treasurers (MACT) Treasurer's Certification. This accomplishment is the culmination of more than 30 classes over three years, complementing demonstrated experience in the position.
9. **Upcoming Topics**
 - a. FY19 Tax Title Plan (Presentation)
 - b. Town Administrator Entry Plan (Presentation)
 - c. Q1 Financial Report (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