



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane, Town Administrator

Date: October 29, 2018

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending October 26, 2018.

1. **FY19 IT Community Compact Grant:** This grant application resulted in \$28,500 for town information technology needs. We plan on using the grant to purchase upgraded software in the Assessing, Building and Public Works departments. These upgrades should occur in the early spring.
2. **Bid Award (FD Exhaust Mitigation System):** We are pleased to announce the winner of our Source Capture Emergency Vehicle Fume Removal System to Murphy's Specialty, Inc. We are working with the vendor to create a timeline for the installation of this system. Approved at the Annual Town Meeting, this system will enhance workplace safety for our firefighters.
3. **Elm Street Sidewalk** – Borges Construction began sidewalk replacement work this week with tree protection measures and initial excavation. The project will continue for the next two weeks with major construction beginning the week of November 5. Our police chief has been in constant contact with the schools and the vendor to ensure student, resident and vehicular safety during the construction.
4. **Financial Management** – We are continuing to review and improve our financial policies and procedures. Employee stability has allowed us to dig into processes and identify improvement areas. An important initial focus was reigning in employee accruals, not only to identify liabilities but to ensure employees are properly compensated for their hard work. We are very close to 100 percent accrual accountability and will begin reporting on this quarterly. We are bringing the first five policies to you on Monday and have another 20-25 coming in the months ahead. Additionally, we are working with the Finance Committee to develop a "market

basket” of communities for your review as a potential benchmarking tool. Finally, we are formalizing our Finance Team meeting schedule and checklist to create process/procedure sustainability.

5. **Employee Recognition – Storm Management and Public Safety** – This week we experienced a microburst storm, causing significant damage to the area of Evergreen Road, Brigham Street and Old Westminster Road. A microburst is an intense small-scale downdraft produced by a thunderstorm or rain shower. The area also experienced significant hail. Thankfully, no injuries were reported, but I would like to acknowledge the work of our public safety officials in an area of concern that included downed power lines and resulting fires. Work continued throughout the week to repair tree damage and restore services.

From Police Chief Dennis Perron - Detective Scott Chatigny and Officer Michael Amann responded with little regard for their safety, as wires were arcing. People who were trapped by the downed trees were guided to safety by the officers.

From DPW Director Travis Brown - Jacob Hakala, Craig Boissoneau, Ben LaFortune, and Eric Willoughby responded after hours, assisting police, fire and National Grid with the tree removal and cleanup.

From Fire Chief Bob Hayes - CPT Casey, LT Ares, LT Dixon, FF/AEMT Dixon, FF/EMT Goscila, FF/EMT Parker and Paramedic Wilkinson responded to the incident. LT J. Dixon and FF/AEMT T. Dixon brought their personal saws and equipment to assist with the opening on Old Westminster Road. The department cleared several trees to open Brigham Street and assisted the DPW with opening Old Westminster Road. Operations lasted from 16:30 to 21:00. During the incident, we also responded to a mutual aid ambulance request from Gardner and one medical in town.

6. **Upcoming Topics**

- a. Winter Operations Plan (Presentation)
- b. Annual Financial Audit Findings (Presentation)
- c. Town Administrator Entry Plan (Presentation)
- d. Military leave policy
- e. FY20 Revenue Projections (Discussion)
- f. Five-Year Financial Forecast (Presentation and Discussion)
- g. Five-Year Capital Plan (Presentation and Discussion)

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

A handwritten signature in blue ink, appearing to read "Rm. McLane".

Ryan M. McLane
Town Administrator