



### ***Town Administrator***

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To: Board of Selectmen

From: Ryan M. McLane  
Town Administrator

Date: August 31, 2018

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending August 31, 2018.

**1. Follow up items from August 20<sup>th</sup> meeting –**

- a. I was able to research the National Register of Historical Places and placed an annotated FAQ in your packet. Essentially, this designation makes the church eligible for federal grants; however, it does not restrict future changes to the building unless the building receives a federal grant that carries restrictions.
- b. I will be away Saturday, September 8<sup>th</sup> to Sunday, September 23 for annual military duty. The board nominated Jeff Williams to sign necessary payroll and AP vouchers. In order to facilitate this, I will be requesting a remote copy of all warrants and will communicate with Jeff as to the process.

- 2. Special Event – Dingy Dash** – The town's first annual Dingy Dash was a huge success, drawing fourteen competitors to navigate Comet Pond and try not to sink. The day's big winners were: 1<sup>st</sup> - USS Battenkill, 2<sup>nd</sup> - The Patriot, 3<sup>rd</sup> - SS Time Machine....and Best Sink - Blue Bayou. The winner for the most creative vessel was the elaborate Moo-"Duck" Kwan. Competitors are already signing up for next Year!



3. **Current Invitations for Bids** – We have two open IFBs. These IFBs seek to procure construction services for the new Elm Street Sidewalk and install 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>.

4. **Route 62 Bridge Update** – Travis and I met over the past few weeks with officials from DOT and TEC (engineering firm) to discuss the failing bridge on Route 62. Concern continues to escalate with DOT estimating a partial or full closure necessary within the next year. TEC is looking at potential options/costs for keeping the bridge open until federal money is available to complete the \$2.2 million reconstruction.



5. **Borrego Solar Pilot** – Our assessors, Jeff and I met with officials from Borrego Solar to discuss a Payment in Lieu of Taxes Agreement (PILOT) for their upcoming project on the 147 Williamsville Road property. We will have a draft agreement at an upcoming meeting and updates from the planning board on the permitting process.
6. **Road Construction** – Travis informed me this week that reconstruction and paving on New Westminster Road will begin, weather depending, the week of September 10<sup>th</sup>. This is the last phase of the summer's Chapter 90 projects, completing with final paving coats for New Westminster, Prentiss Hill and Adams.
7. **Economic Development Meeting** – Our new Economic Development Coordinator, Todd Miller, will meet with the planning board next Wednesday to discuss the past, present and future of Hubbardston economic development. This meeting will help steer efforts to create a more coordinated economic development plan. Todd will then attend one of your upcoming meetings for similar discussions.
8. **Slade Building Sign Design** – I am working with the Special Events committee to solicit designs for a potential Slade Building sign. The current sign, while well loved, does not call attention to the town offices nor Mr. Willard A. Slade (a dedicated community volunteer). If any resident has more information on Mr. Slade or a picture, we would be happy to speak with them.



9. **Employee Recognition** – I would like to acknowledge our Board of Health Administrative Assistant Kelly Parker for her work on updating health department procedures. She really went the extra mile, researching local boards of health and meeting with peers to identify ways Hubbardston can improve. She has identified many ways her position can help the Board of Health and has begun documenting procedures that will provide some department continuity. Her work in this area has truly been a model effort.

10. **Upcoming Topics**

- a. FY20 Budget Calendar and Goals (Vote)
- b. FY19 Tax Title Plan (Presentation)
- c. Town Administrator Entry Plan (Presentation)
- d. Q1 Financial Report (Presentation)

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

Ryan M. McLane  
Town Administrator