



***Town Administrator***

7 MAIN STREET, Unit #3  
HUBBARDSTON, MASSACHUSETTS 01452  
(978) 928-1400 x 201 FAX (978) 928-3392

To: Board of Selectmen  
From: Ryan M. McLane, Town Administrator  
Date: September 20, 2019  
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending September 20, 2019.

1. **FY20 Budget Update** – We have identified several areas to cut the approved FY20 in order to meet the increase to the Quabbin Regional School District Assessment. This will include cutting road maintenance funds, cutting employee hours in the planning board, cutting human resource support and cutting into the Finance Committee Reserve. Over the next couple weeks, the Finance Committee will again meet about the budget in order to provide recommendations to Town Meeting.
2. **QRSD Assessment Meeting** – The Board identified as one of its goals to continue working with the other Quabbin towns in order to address assessment inequalities year to year. Oakham has invited the Board to attend their meeting on October 28, 2019 to begin a discussion about how to change the formula or the assessment approach moving forward. If this meeting is deemed successful by the board, we should continue to meet with each community.
3. **Economic Development Meet and Greet** – I has the pleasure of attending the Economic Development Meet and Greet last Friday. Several areas businesses attended and shared their unique businesses stories. I was able to deliver the Board's message about the desire for our town to be supportive to existing businesses and welcoming to new business. Several ideas surfaced as business owners shared their opinions on ways for us to improve. I will continue to attend these meetings to help inform our Master Plan and future actions.
4. **Center School Roof Project** – We were able to meet all filing deadlines for the MSBA thanks to a great effort by the QRSD staff. We will start forming the building committee necessary to guide this project moving forward. School officials are

suggesting that a member of the Board of Selectmen join the committee in order to help with the decision-making process.

5. **Infrastructure Update** – This week I was able to tour the Ragged Hill Road bridge project (now underway) with DPW Director Travis Brown. We met with our engineers in order to get an update on the project's progress and emphasized our desire for a safe and sound project completion. Work on Williamsville Road will start before the end of the month. Both projects are funded by a state grant and should be completed before Thanksgiving.
6. **Community Compact Grant** – We filed for a Community Compact Best Practice Grant on Thursday. This grant would allow us to contract with a consultant in order to update and organize our human resource policies and create an easy to understand handbook for our employees. This is a vital part of our human resource focus this fall, forming the foundation of our effort to take care of our employees and limit liability.
7. **Country Hen Tour** – I was fortunate to tour the Country Hen facility with Bob Beauregard as part of my goal to tour Hubbardston businesses monthly this year. From feed production to egg production, the educational tour was a fascinating lesson in large scale farming. I was able to meet thousands of chicks and see firsthand one of the best products Hubbardston has to offer. Pictures of my tour made their way to our Social Media sites. I encourage residents to reach out and see this tremendous facility for themselves.
8. **Employee Recognition** – I would like to recognize Director Michael Moriarty (Rutland Regional Dispatch) for securing a State 911 Development Grant totaling \$82,150 for the district. This will reduce greatly FY20 assessment costs and is a strong example of how our departments continue to look for ways to cut costs.
9. **Upcoming Topics**
  - a. Community Benchmarking (pending)
  - b. Human Resource Policy Updates (CCC Grant)
  - c. Department Capital Budget Requests
  - d. Special Town Meeting (Oct)

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