



Town Administrator

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To: Board of Selectmen
From: Ryan M. McLane, Town Administrator
Date: December 13, 2019
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending December 13, 2019.

Happy Holidays Everyone!

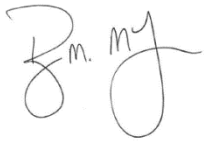


1. **FY21 Budget Update** – The Capital Improvement Planning Committee (CIPC) completed their work on the FY21-25 Capital Plan. I will present this recommendation with members of the CIPC at your January 6, 2020 meeting. This plan will help inform upcoming budget decisions. The Finance Committee reviewed revenue estimates and expense estimates at their meeting last week. This review helped shape the financial forecast presented Monday. All FY21 department requests will be returned to me by December 23 and I will start to create the FY21 Town Administrator's budget in January and February as assessments start to arrive.
2. **Department Report** – I worked this period with the Board of Health and Planning Board to support their efforts and initiatives. I am assisting the Board of Health with their permitting and budgeting processes and helping the Planning Board with their long range planning. In every instance I am encouraging the boards and committees to use their Board of Selectmen liaisons to provide updates and coordinate efforts. The results should form a strong economic development coordination for Hubbardston-appropriate revenue opportunities.
3. **Financial Management** – I met with various departments, boards and committees this week to continue to implement stronger financial policies/procedures and review all non-general fund accounts for continued efficacy. The goal is to clean up the chart of accounts and create a financial handbook that documents all funds and

source in town. Although our chart of accounts meetings all state standards, information about old accounts is not consolidated, making it less sustainable. Once this is complete, I will work with the Town Accountant to update the town's financial policies and procedures to match current practice.

4. **Capital Project and Infrastructure Update** – I am continuing to work through the town's capital plan – finalizing procurement on the library basement roof and the senior center kitchen. The Small Bridge Projects (grant funded) on Williamsville Road and Ragged Hill Road are now complete. These projects strengthened and widened the bridges while also making them safer with new and improved guard rails. Lastly, we received an update on the School Roof project. We expect an estimated cost by the end of the month with the feasibility study available in mid-February. Some positive early news is the hazardous materials inspection that found no major concerns. This should help reduce costs. I have put these reports in your folder and they are available as public documents for interested parties.
5. **Economic Development Updates** – Last week I finalized a grant application in conjunction with the Planning Board to study the town pit and adjacent lands. This grant would allow a third-party firm to complete a feasibility study for town pit uses and offer insight into pit reclamation. I am also continuing to work on our Ragged Hill Road properties. We received final documents from the Vincent Family for the pending land swap. We expect our lawyers to complete the process within the month. We also met with Habitat for Humanity officials to walk the Ragged Hill lots and are working with town counsel to create RFP drafts for your review in January.
6. **Employee Recognition** – I would like to recognize our senior workers this month, an invisible Army that assists our departments with filing, shredding, enveloping stuffing and administrative work that allows us to focus on resident concerns and other deadline specific items. Although we have many senior workers around town, in particular this fall I would like to recognize Patricia Woodward, Karen Wolfe, Rebecca Gosse and Patricia Lamoureux for their work in the town offices and Richard Hackett for his continuous volunteerism at the Senior Center.
7. **Upcoming Topics**
 - a. 5-Year Capital Plan (January 6)
 - b. Community Benchmarking (January 6)

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



Ryan M. McLane
Town Administrator