

**To: Hubbardston Board of Selectmen**

**From: Raeanne Siegel, Interim Town Administrator**

**Date: June 13, 2016**

**Re: Town Administrator's Report**

- 1. Community Compact Grant:** After a revised scope of work from the QRSD Task Force, the state has committed to increase the amount of the Community Compact Grant from \$25,000 to \$70,000. This grant will allow the Task Force to work with the Collins Center in looking at developing short term and long term options for the school district. Superintendent Marshall has been working with the Collins Center to schedule the first appointment to being the process.
- 2. Amended contracts for Senior Center:** We heard from Anne Gobi's office last week that the grant will be extended to December 2016, and we have that amendment to vote on and approve this evening. In addition, due to the redesigning of the center, and the extension of time needed to work towards a fall Special Town Meeting, there are two contracts that need to be amended and approved. First for the designer services, and the other for the OPM.
- 3. Town Administrator Search Committee:** The board will need to begin the process of deciding the makeup and the charge of the search committee for the Town Administrator. The prior search committee was made up of 5 members from the public at large, and 4 members from a mix of boards and staff. There are a few people who have already expressed interest. Would the board like the makeup to be similar to the prior search committee, or change the makeup? The first meeting of the search committee should take place sometime in July.
- 4. Title change for Town Secretary:** The current Town Secretary does not feel that the title accurately portrays the duties of her position. Upon review, it was discovered that of the 13 comparable communities in the 50 mile radius of Hubbardston used for the class study, there is only one other Town Secretary/ The Bolton Town Secretary has similar duties, however, they also are the assistant to the Building Inspectors, issuing permits. In all the other towns, the person with duties most similar to our Town Secretary's duties have either the title of Executive Administrative Assistant, or Administrative Assistant. Most Administrative Assistants report to that towns Selectboard only. All Executive Administrative Assistants work with the Town Administrator as well as the Selectboard. The change to this positions title would only result in a minor cost of ordering new business cards.
- 5. Reappointments of committee members:** After the election in the 14<sup>th</sup> of June, the board will need to reappoint members to boards and committees. We are waiting until after the 14<sup>th</sup>, to see the results of the election, as this may have an effect on appointments. Currently, Jeannette is going through the listing of appointments, and contacting members to see if they are interested in being reappointed. We will have this listing for you at the next Selectboard meeting on June 27<sup>th</sup>.
- 6. Board of Selectmen meeting schedule:** The 2016-17 meeting schedule was sent out last week for review. If any members see a conflict at this time, especially with the summer months, please let us know, so that we can accommodate a change. We will have the final schedule available for the next meeting on the 27<sup>th</sup>.