

To: Hubbardston Board of Selectmen

From: Raeanne Siegel, Interim Town Administrator

Date: August 08, 2016

Re: Town Administrator's Report

1. **MIIA Grants:** The FY'17 MIIA grant application program is now available. Police, Fire and DPW will be looking at the available options that would be best for their departments. At this time, Chief Perron is looking into applying for body cameras, with DPW going for surveillance cameras at the barn.
2. **Economic Development Bill:** On Sunday the 31st, the Legislature enacted major bills, one of which is the Economic Development Bill. In addition to the \$500 million for the MassWorks Program which we benefit through this from the STRAP grants, the final bill also includes authority for cities and towns to establish Community Benefit Districts to help revitalize downtowns. It would allow for Main Street residents to have a more active role in the streets maintenance and management. I will be forwarding more detailed information to the Town Center Committee for review.
3. **Green Community Designation:** Over the next few weeks, I will be reviewing the steps the town would need to take to become designated a Green Community. This would allow the town to apply for Green Community Competitive Grant Awards. These grants would allow the town to look for improvements for energy efficiency in our aging facilities, as well as look for areas for solar power. As the process of becoming designated a Green Community, I will be coming back to the Board for approval as we try to meet each of the five criteria.
4. **DPW Safety Policies:** From discussions with DPW Director Tim Kilhart and other DPW employees, it was discovered that there is no manual for the safety policies that the DPW employees must follow. Tim will be reaching out through a listserv to see what other towns use for documentation of safety procedures, and we will be working on creating one for Hubbardston. Once finalized, we will present it to the Board for review and acceptance.
5. **Rietta Charge:** In March, it was suggested to look into charging a small surcharge per table per week to be used to help defray costs associated with Rietta. I have looked into both Grafton and Brimfield, as they both have similar flea markets in their communities. Grafton does not have a surcharge for their flea market, while Brimfield attempted to apply a charge a few years back. It was met with a potential lawsuit. Joel Bard from K & P is going to get in touch with the attorney at K & P that handled the Brimfield surcharge issue, to see if it would be a similar situation for our town as well.
6. **Town Administrator Search Committee:** The deadline for resumes for the Town Administrator position is the 8th at 5:00. The Search Committee will be reviewing applicants, and have tentatively scheduled interviews for the week of the 29th. The committee is looking to be able to present the three finalists to the Selectboard at their September 6th meeting, with the Selectboard conducting interviews with the finalists at their September 19th meeting.
7. **Country Hen:** Thank you to Bob Beauregard and his entire staff for welcoming Chairman Galante and me to tour their facilities. We were joined by Senator Anne Gobi, State Rep Donnie Berthiaume and Congressman Jim McGovern.