

To: Hubbardston Board of Selectmen

From: Raeanne Siegel, Town Administrator

Date: December 12, 2016

Re: Town Administrator's Report

KP Law response to questions regarding former Tax Collector: Carolyn Murray with KP Law is currently working on the responses to questions that came about from the press conference. Items include placing lien on the property owned by the former Tax Collector, as well as possible legal action against the prior auditing firm. I anticipate that I will have this information for your next meeting.

Department Budgets: Department Heads and Committees have the deadline of submitting their FY 18 budget. The initial review with the BOS is scheduled for March, per the Town Charter. I will be looking to bring something preliminary to you prior to that, in the event cuts need to be addressed.

MRPC Assistance: I met with Glenn Eaton on Friday, in regards to MRPC assistance with the Complete Streets program. Glenn offered the MRPC services to write the letter requesting funding, which will allow the Town to complete the next steps. In addition, on Thursday, I attended an MRPC seminar on Land Inventory and Analysis. MRPC will be applying for funding to help communities identify properties for future commercial development. I have informed MRPC that Hubbardston would be interested, if the funding source comes through for the project.

Dedication to Town Report: It is time once again to start thinking of who the Board would like to dedicate the Town Report. The deadline for the printing will be February 16th. If the Board could come up with a few candidates, discussion and vote can take place at a future meeting. Final decision will be needed no later than the Boards February 6th meeting.

CHOP needs: Chief Dennis Perron met with school officials last week, in regards to the Community Outreach Program. They are way behind on food donations for the needy, as well as toys for the children. Deliveries will be made on December 21st. If anyone would like to donate, please contact the Police Department, at ext. 109.

Office hours during holiday weeks: With vacation days and holidays, the Town Offices will have a limited schedule. As soon as vacation days are finalized, we will issue a schedule for the last week of December. As of right now, the offices are closed on Monday December 26th and Monday January 2nd, in observance of Christmas and New Year's. There will be no BOS meeting on the 27th. The next BOS meeting will be January 9th.

Westminster Assistance: A note of gratitude is due to the Westminster Town Administrator Karen Murphy and Health Agent Wibby Swedberg. I reached out to them to request assistance in training our new BOH Clerk, and they responded overwhelmingly to the request. Cricket will be able to spend some time with Wibby, to get a better handle on her new position.