

To: Hubbardston Board of Selectmen

From: Raeanne Siegel, Interim Town Administrator

Date: April 25, 2016

Re: Town Administrator's Report

- 1. Charter Cable License Renewal Negotiations:** The Cable Advisory Committee has met several times with Charter to work out the details of suitable terms and conditions for the 10 year cable license renewal. The Committee is ready to present their recommendations to the Board at your next meeting on May 2nd. Tom Cohan from Charter has been invited to answer any questions the Board may have. Unfortunately, Tom, as well as our legal counsel, were unavailable for this evening's meeting, therefore the need for the schedule change. You must make a decision regarding the license renewal prior to the end date of the current license on May 30th.
- 2. Bid awarded for Curtis Field Basketball Courts:** This week the Parks Commission made the decision to award the bid for the Curtis Field Basketball Courts to Paxton Lawn Maintenance, otherwise known as Busy Bee, out of Paxton. The contract should be finalized in the next two weeks. The courts are projected to be completed by July 30, 2016.
- 3. Five Year Financial Forecast:** Eric Kinsherf has been awarded the contract for the Five Year Financial Forecast of both revenues and expenditures for FY 2017 to FY 2021. Eric and I met on the 13th to discuss services to be performed as well as the time line for completion. Eric plans on having phase one of the plan available for your May 31th meeting, and to possibly distribute at Town Meeting on June 7th. I will ask that Eric be in attendance at the May 31th meeting, in the event that the Board has questions or concerns.
- 4. Senior Center/Public Safety Sign:** The revised sign for the "proposed" Senior Center/Public Safety Complex site ordered by Selectman Stauder has arrived. DPW has put it in place this morning. Due to the edges being small, one side of the sign has some of the letters covered by the posts. DPW chose to have the side entering the town as the most clear view.
- 5. Authorization of Person:** The town accountant needs authorization to approve the interim Town Administrator to sign accounts payable vouchers as well as payroll vouchers. This will require a motion to approve authorization papers as presented.
- 6. Community Compact Grant for QRSD Task Force:** With the grants approval, the Collins Center at UMASS has been contacted and discussion has begun to work on QRSD budget stabilization task force. Dan has signed the grant contract form, so this will need to be approved retroactively to April 11th.
- 7. Country Hen Scholarship:** We have received one application for the scholarship so far. Jeannette has reposted on Facebook, as well as circulating an email to Monty Tech for the Hubbardston students. The deadline for applicants is April 30th.
- 8. Town Administrator Report:** Our Town Clerk, Joyce Green, presented an idea to publically post the Town Administrator report once it is read at the BOS meetings. This would allow residents to stay informed, and be able to read the reports sooner, rather than waiting for minutes and backup to be approved and posted. I have asked that a link be added to the TA page of the website, and will begin posting the reports once it is up and running.