



Town Administrator

7 MAIN STREET, Unit #3
HUBBARDSTON, MASSACHUSETTS 01452
(978) 928-1400 x 201 FAX (978) 928-3392

To: All Town Officials and Residents

From: Ryan M. McLane, Town Administrator
Hubbardston Board of Health

Date: March 16, 2020

Subject: Updated Town of Hubbardston COVID-19 Response and Safety Measures

Due to the declaration of a Massachusetts State of Emergency and an abundance of caution necessary to assist in the containment and response to COVID-19, the Town of Hubbardston, is implementing and recommending the following:

Town Wide

Municipal Buildings in the Town of Hubbardston are closed to the public until March 31, 2020. Due to the Governor's restrictions enacted on March 16, 2020 and the closure of town buildings, the following updates are being made to the Town's COVID-19 response plan:

[Full details on the Governor's order are available here.](#)

- 1.) School has been cancelled through April 6, 2020. This is statewide.
- 2.) Most gatherings in town are limited to 25 people.
- 3.) Restaurants/bars are prohibited from providing on-premise consumption of food and drink until April 6, 2020. These establishments are limited to take-out services only.

Executive Office

The Town Administrator will be working normal hours, promoting the continuation of economic activities and working with staff to provide high-quality remote services.

Our local businesses depend on the patronage of Hubbardston residents. Many of them will face unprecedented challenges during this shutdown. Please make every attempt to assist our local businesses through take-out services or through gift-card purchases.

The Town of Hubbardston is committed to its employees and their safety. During this difficult time, employees are authorized to work flexible hours and remotely to ensure family support and the continuity of town business. Additionally, we are making every effort to engage our part-time employees to provide services and protect their wages.

Sanitation and employee safety are primary focuses of the Executive Office. The Town Administrator has authorized additional funding to expand town custodial hours and will be contracting with a third-party to sanitize town buildings and vehicles.

Public Safety

The Town of Hubbardston will continue to provide high-quality public safety services through the Police, Fire and Public Works departments. Please note that due to the amount of exposures faced by each department, all public safety employees are ordered to comply with social distancing norms unless there is an emergency. We continue to have a community first orientation with our public safety employees; however, during this pandemic, public access and interaction will be limited. No offense is meant!

All public safety departments are instituting additional internal sanitation procedures and coordinating with the Town Administrator for additional services when necessary.

Senior Services

The Hubbardston Senior Center is closed to the public. Town staff and volunteers will continue to provide the following services to ensure the safety and well-being of our Seniors. We are asking all residents to check on their neighbors and assist when necessary to support this vulnerable population

- a. One-on-one SHINE counseling will be suspended; however, Seniors and their families needing immediate counseling can call 508-422-9931.
- b. Seniors needing in home service delivery can participate in the Meals on Wheels program sponsored by [Making Opportunity Count \(MOC\)](#). To set up delivery, please call 978-345-8501 x2.
- c. Friends of the Hubbardston Senior Center are offering medication and grocery pick up for disabled residents or residents over 60 years old. To receive this assistance, please call Darlene at 774-242-7779.
- d. Senior Center volunteers and the Hubbardston Police Department have a list of vulnerable Seniors that will receive regular well-being calls and check ins.

- e. Distribution of Eggs from the Country Hen will continue at the Senior Center (outside) on Thursdays. Produce pick-up from Price Choppers will also continue (outside) on Wednesdays and Fridays.
- f. MART van services will continue for grocery shopping and medical appointments. To schedule MART services, call dispatch at: 207-710-1777.

Tax Collection, Permits and Other Payments

Although the town offices are closed to the public, town staff is responding daily to mail, email and phone calls. Please make every effort to [pay for town functions online](#); however, if you would like to make an in-person payment, please place all necessary paperwork in the town drop box or through regular post. If you would like a physical receipt, please make sure you include your contact information (phone, address or email). If you would like a receipt mailed, please include a self-addressed-stamped envelope.

Inspectional Services

Wherever possible, our inspectors will continue to provide services. Please note the following information from our Board of Health and Building Departments:

- a. Food inspection services will be postponed until March 23, 2020.
- b. Septic inspections will continue; however, residents can expect some delays.
- c. All building, wire and plumbing inspections will continue; however, residents can expect some delays

To schedule an inspection, call 978-928-1400 x209. Please note the following regarding our inspections:

- a. While we will make every effort to continue inspectional services, we reserve the right to amend this posture to protect employees and residents
- b. Residents can expect our inspectional staff to take extra precautions to include protective gear and limited interaction with residents – no handshakes!
- c. If you or your family are feeling ill, please postpone the scheduling of any inspections.

Library Services

The Library staff will continue to be available to residents for communication during their regular hours. Although the building will be closed to the public, services will continue.

The staff is currently working on the following options to be announced later this week:

- 1.) Virtual Storytime through social media outlets for kids who are home for three weeks
- 2.) Library book exchange (outside in front of the library and/or delivery)

Curtis Recreational Field

The Parks Commission is committed to providing open space for Hubbardston residents and families to use during this pandemic. However, residents should observe several cautions while enjoying Hubbardston's recreational spaces:

Gatherings of more than 25 people are prohibited

Parks equipment is not being sanitized at this time due to limited staff and materials. Please bring your own sanitization materials or use equipment at your own risk.

Visitors are asked to maintain proper social distancing of six feet or more.

For additional recreational opportunities, see the following links:

[Hubbardston Recreation Map](#)

[Massachusetts Department of Conservation and Recreation \(DCR\)](#)

Public Meetings

Governor Charlie Baker [issued an order](#) last week suspending certain aspects of the Open Meeting Law. This will allow boards, committees and commissions to meet remotely. More information about these meetings will be published as meetings are scheduled. The intent of these meetings will be to ensure the public has reasonable access to these meetings in a timely fashion to provide feedback and express comments/concerns.

All videos and audio recordings of meetings [can be found here](#).

Additional Information

The Town of Hubbardston will continue to monitor the situation at the federal, state and local level and will adjust these measures accordingly.

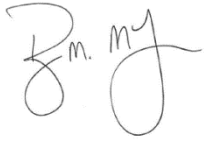
For official information about COVID-19, please visit:

[Official Federal Resource \(Center for Disease Control\)](#)

[Official State Resource \(Massachusetts Department of Public Health\)](#)

[Official Local Resources \(Board of Health\)](#)

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

A handwritten signature in black ink, appearing to read "R. M. McLane". The signature is stylized with a large "R" and "M" and a smaller "L" and "A" and "N" and "E".

Ryan M. McLane
Town Administrator