



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: November 16, 2020

Subject: Town Administrator's Report


The following is the Town Administrator's report for the period ending November 13, 2020.

1. **COVID-19 Information** – The Town of Hubbardston is now a “grey” community according to the state. The formula was changed last week to account for case ratios in smaller towns. Hubbardston would need to see 25 active cases to be considered a red community. Currently we have 3.1 cases per 100,000 residents and less than five cases in the last 14 days. To see the new community level data report published every Thursday, [visit this site](#). At this time, I am recommending no change from our current Town Department posture of appointment-only services. Residents are asked to help mitigate the spread of this disease by maintaining social distancing, wearing masks and limiting gatherings.
2. **Department Report** – Our Dispatch Department recently completed the procurement process last week for a geotechnical company to conduct site borings. This will allow the engineering company to complete the design. RRECC will be scheduling the surveyor and geotechnical companies to complete their work within the next couple weeks. After that is complete, residents can expect to see the DPW starting to clear area for the tower work to commence.
3. **Financial Management** – Our finance team continues to work through the annual outside financial audit and the annual tax rate process. We are on schedule with the tax rate calendar and should have everything completed by the end of the month. I am working with Scanlon to schedule your annual financial review by the end of the year. My office will be working over the next two weeks to publish guidance to the departments about FY22 budget submissions. Based on your guidance, we will solicit department requests and start compiling the FY22 Budget at the end of the month.

Lastly, my office continues to work on our outstanding employee contracts. We hope to secure new contracts before the budget season begins in earnest.

4. **Infrastructure Updates** – Your Capital Improvement Planning Committee (CIPC) met last week and started to look at FY22 Capital Budget recommendations. In addition to year to year capital needs, the CIPC started discussions about recommendations for incrementally addressing the town's municipal building needs. The CIPC will continue to meet this fall with the goal of presenting to you in early January. We are very close to awarding the contract for our new Fire Station Exhaust Mitigation System with our engineers thoroughly looking over proposals to make sure the final system we procure protects our public safety staff.
5. **Employee Recognition** – This week I would like to recognize our Treasurer/Collector Sandy Nason for her efforts leading our financial team during the past few difficult months. Not only has she kept the town running, she also has worked without complaint to continue modernizing our payroll, tax collection and reporting systems. In just a few short years, Sandy has aggressively worked through financial audit findings to better situate our operations and has focused heavily on bringing the town up to date on tax title reporting and procedures. Despite limited resources and the challenges of FY20-21, Sandy continues to post very strong collection rates and works with residents to make the process as smooth as possible. Continued financial reports show Sandy is compliant with all financial best practices and her work with the Town Accountant has brought expertise and transparency to our finances. We are very lucky to have Sandy's level of dedication in this important position – it is very apparent daily work that she relishes the opportunity to go above and beyond.

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

A handwritten signature in blue ink, appearing to read "Rm. McLane". The signature is stylized with a large, looped "M" and a trailing flourish.

Ryan M. McLane
Town Administrator