



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: December 11, 2020

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending December 11, 2020.

1. **COVID-19 Information** – Hubbardston is a green community in the newest weekly public health report with a current case count of 12. In the last 14 days, 323 Hubbardston residents have been tested with 13 positives, giving the town a 4% positivity rate. This is a higher rate than the previous week. Towns bordering Hubbardston are seeing higher case totals with Westminster, Gardner, and Rutland in red statuses and Barre and Templeton in yellow statuses. We continue to be vigilant in our town offices, recommitting daily to COVID-19 safety and consistently updating employees with guidance about staying home when sick. We are requesting that residents only come to the town offices with an appointment and a valid in-person need. For now, all town departments remain open for appointments, but employees have been instructed to work from home when possible.
2. **Department Report** – My family I attended the Hubbardston Light Fight this weekend and enjoyed a meal from the Pizza Palace. This popular regional event is drawing guests from all around Massachusetts and was featured this week in the Boston Globe. We had to wait in line to see some of the larger displays and the Pizza Palace parking lot was full of hungry light hunters. I am excited to see who the winners are and once again must shamelessly plug our hard working Fire Department for their annual light display! Human resources continue to be an executive focus with improved leave accrual and benefit renewal procedures implemented this month. Next month we will ask the Board of Selectmen to review and vote on the annual Classification and Compensation plan to help prepare for the FY22 Budget Season. And lastly, the town's organizational charts have been updated to reflect current staffing. These charts can be found [here](#).

3. **Financial Management** – We are current receiving FY22 budget requests from our departments and working through FY22 contract negotiations. I started formal negotiations with the police union this week and as a town we have a tentative agreement with Chief Perron and the DPW Union. Our Finance Team worked hard this month to finalize and mail tax bills, an important effort that must be completed before the holidays. I will be presenting the 5-Year Financial Forecast to you on Monday and have worked with the Capital Improvement Planning Committee for the past two weeks to prepare the FY22-26 Capital Plan and recommendations for addressing the town's municipal building issues. The CIPC will present their findings to you at your January 4, 2021 meeting.
4. **Infrastructure Updates** – This month I met with the Hubbardston Center School Roof Building Committee and received an update on our important roof project. The town's Owner Project Manager (OPM) is working with the design team to assess the roof, review construction documents and revise cost estimates. The next step is finalizing all design documents for review by the MSBA. We expect the project to go out to bid in April and begin construction in May/June. I also worked with the Library Trustees and the DPW this month to coordinate an assessment of the library foundation. Our engineer will be providing a report on the foundation's status and recommendations for shoring up the building.
5. **Employee Recognition** – This week I would like to recognize our public safety departments for their holiday spirit. Despite the challenges of COVID-19, the Police Department is continuing their Community Holiday Outreach Program (CHOP), collecting toys of local children in need and raising money to support local families. The commitment of the department and the generosity of our residents and businesses is never more evident than during the holidays. The Fire Department will also continue to host a jolly, but socially distanced Santa for his annual parade and town gift giving. Residents are encouraged to decorate a spot for Santa's gifts and be on the lookout for the Fire Truck on December 19th and 20th.

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

A handwritten signature in blue ink, appearing to read 'Rm. McLane', with a stylized flourish at the end.

Ryan M. McLane
Town Administrator