



Town Administrator

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

To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: March 1, 2021

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending February 26, 2021.

1. **COVID-19 Information** – The Town of Hubbardston is now a “gray” community according to the state, continuing a trend of lower numbers. This means that we have less than 10 cases. The state report from February 25 cites Hubbardston as having 7 cases in the last 14 days and 133 since the COVID-19 outbreak. We are recommitting to COVID-19 safety and consistently updating employees with guidance about staying home when sick and what to do when they are a close contact. 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 to encourage social distancing. We will be considering the phased reopening of town offices if state trends continue.
2. **Department Report** – Adding Erin Caton to the team as the Executive Assistant has strengthened our connections between departments and should shore up some of the deficiencies found in the 2020 HR Report. She will be taking on HR assistance as a primary duty in addition to helping departments manage capital projects. The newest project engaging departments is the execution of our Community Compact IT Grant. This project will digitize most of the town office records, providing additional space for departments and making records retrieval/continuity much stronger. This project will begin in the executive offices and then move to assessing, finance, building, health and conservation. The end result will be a fully digitized online records system and the public facing portal for all street files.

3. **Financial Management** – We are now fully engaged with the FY22 Budget. My FY22 Town Administrator’s Budget will be presented to the public on March 1 and received by the Finance Committee on March 2. This balanced budget focuses on employee compensation, capital expenditures and continued reorganization/efficiencies in the town offices. It also accommodates several renegotiated contracts with union and non-union personnel. Lastly, the budget meets school obligations and finally removes the use of Free Cash from the Operating Budget. This was made possible with strong revenue gains (new growth from a finalized solar project) and a large decrease in the Monty Tech assessment.
4. **Infrastructure Updates** – The Hubbardston Center School Roof project continues to move forward with the submission of the 60 percent design. The Building Committee met last week to review and approve the submission. Next the project OPM and Architect will finalize the design and start the public bidding process. We should select a construction company in early May and start construction as soon as school is out for the year (early June). Work began on the Police Department ceiling and roof this week. After additional damage was found during the roof collapse last fall, we secured additional funding from Town Meeting to shore up additional sections of the department’s ceiling. This work should be completed by March 1.
5. **Employee Recognition** – This week I would like to recognize our dedicated Health Department team, spearheaded by Land Use Coordinator Mallory Seamon. Her efforts in conjunction with Judie O’Donnell and the Board of Health, appointed Vaccination Director Michael Stauder and regional partners resulted in more than 200 vaccinations for our most vulnerable populations. Although the state has rescinded our ability to provide vaccinations at the town level, this long-planned effort was extremely effective, relying on Mallory calling every recipient personally to fill every available seat. The follow up clinic is still on schedule for residents to receive their second vaccine. Mallory, who has been an absolute force during this process, continued to coordinate with regional partners like Gardner and Rutland to provide residents with updates on vaccine availability.

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

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

Ryan M. McLane
Town Administrator