



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: April 20, 2020


Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending April 17, 2020.

1. **COVID-19 Information** - Our town officials continue to respond to the COVID-19 outbreak, implementing safety measures, handling known coronavirus cases and providing resident services. All indications point to decisions from the Governor's Office early next week. These important decisions include information about the remaining school year and continued social-distancing measures. The state has also started reporting county and town-by-town case numbers. Residents can find information about regional COVID-19 cases and cases in Hubbardston by [clicking here](#). For more detailed information about Hubbardston's COVID-19 response, [click on this page](#) prominently located on the town's Web site (emergency red banner).
2. **Department Report** – Remote works continues for all departments except public safety/DPW. While not remote, these departments are following recommendations for increased distancing when possible. I have attached a report detailing the long-term project plans for each town-office department. The projects are occupying employees when not engaged with daily operations and resident services. It is fair to say there has not been much of reduction in resident demand at the department level. We believe we have strong resident support processes in place, but if a resident or town officials is having difficulty reaching a department, they should feel free to contact me by email: admin@hubbardstonma.us. We have also received a preliminary report from the Collins Center offering human resource recommendations and updating our town human resource policies. There will be more information available on these critical updates later this spring.

3. **Financial Management** – My Q3 financial report indicates our revenues are on target through March; however, financial indicators demonstrate difficulties in meeting projections for Q4, especially if residents have difficulty paying taxes. This will mean a reduction in revenue and less free cash for FY21. The staff and I are also pouring over data for FY21 revenue and expense projections. We anticipate reductions in many revenue categories due to current COVID-19 measures and the corresponding economic decline. This is consistent with recent guidance from state and regional partners. This guidance warns that the COVID-19 impact might be felt for years. I have attached an analysis of FY20 expectations and will present a comprehensive recommendation for amendments to the FY21 budget at your meeting on April 27th.
4. **Infrastructure Updates** – We are now sure local road construction projects will continue on Route 68 North (Curtis Rec. Field to Gardner), Route 62 (culvert replacement) and the Evergreen Road Bridge. Our chapter 90 projects on Flagg Road will also continue in July/August. Future state-funded projects remain uncertain, but the Town Center Project continues to look ready for funding in 2022 based on recommendations made at the most recent MPO meeting. Town Counsel has also finalized the affordable housing RFP for the remaining Ragged Hill Lot. That draft is with the Planning Board and will be brought for your approval on April 27th.
5. **Employee Recognition** – This week I would like to recognize Chief Dennis Perron for his work directing public safety during the COVID-19 outbreak. Chief Perron was quick to act when state and federal guidance was uncertain, assisting me with developing measures to help protect the community and his department. He coordinated the town's initial Personal Protective Equipment (PPE) requests, ensuring our public safety departments had enough supplies to safely provide services. His focus on community policing during the outbreak has also been invaluable, directing officers in both compliant and compassionate techniques that balance public health with community service. And finally, I would like to give the Chief my sincere thanks for assisting with last week's Porch Sing Along and providing consistent messages through town social media accounts. Well done Chief, the town benefits from your experience during times like these.

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

A handwritten signature in blue ink, appearing to read "Rm. McLane".

Ryan M. McLane
Town Administrator