



***Town Administrator***

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To: Board of Selectmen

From: Ryan M. McLane  
Town Administrator

Date: April 27, 2020

Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending April 24, 2020.

1. **COVID-19 Information** – We continue to wait for information from the state regarding the closure of non-essential businesses. While the state continues to hint at possible changes to the stay-at-home order, nothing can be reported at this time. Our closure date remains May 4, 2020. As most residents are now aware, all schools and non-essential childcare services have been closed through the remainder of the school year (June 30). 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** – I am currently reviewing materials received from the Collins Center as part of upgraded human resources effort. The Center will provide the Board with HR recommendations in order to inform future planning. Additionally, they will provide me with a comprehensive set of new policies in order to maintain compliance with federal, state and local law. This will form a new employee handbook. We expect this project to be completed before the end of the fiscal year.
3. **Financial Management** – I am developing FY21 budget scenarios for your review. Due to sharp cuts in revenue projections and an unchanged QRSD assessment, we are facing a more than \$250k budget deficit in FY21. Scenarios will include options for drastic service cuts and/or use of one-time funds.
4. **Infrastructure Updates** – The Center School Roof Project continues to move forward. We have now agreed to both hard and soft costs for the roof repair/replacement. The project with contingencies, is now estimated at a little more than \$2.9 million.

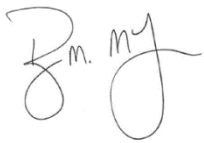
It's important to note that we received a 59 percent reimbursement rate from the MSBA, meaning the town cost, after reimbursements, will be closer to \$1.3 million. I will have a comprehensive presentation and further information about a debt exclusion vote at the budget public hearing in May.

Secondly, I have an update regarding the Gardner Road Communications Tower originally proposed by Rutland Dispatch in 2015. After some delays, we are happy to report that the state agreed to expand this project, constructing a larger tower that can support not only increased dispatch coverage, but also space for leasing to cellular companies. This should result in both increased revenue for our dispatch center and expanded cell service in Hubbardston. We are hopeful that this project will be completed by the end of the summer.

Lastly, our MVP Core Team started project workshops this week, focusing on assessing Hubbardston environmental and infrastructure vulnerabilities. Next week, the core team will finish the workshop process by assessing societal vulnerabilities. The end state of the MVP process will be a long-term plan for addressing climate change driven town vulnerabilities. This will bolster our long-term capital plan, inform the current Master Plan revision and make the town eligible for action grants.

5. **Employee Recognition** – This week I would like to thank Chris Barbera for her recent efforts in the Library Department. In just her first year as a Director, Chris inherited a very unique situation – the public closure of a library still expected to provide community services. Chris has risen to the challenge, helping to coordinate virtual story time for our children, responding to resident needs and when possible and safe, continuing to provide loan services to residents. The library is a very important part of our community, the main symbol on our seal, and I truly appreciate everything Chris has done to make sure the town has its library during this time of need.

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 "R" and a long, sweeping underline.

Ryan M. McLane  
Town Administrator