



### ***Town Administrator***

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To: Board of Selectmen

From: Ryan M. McLane  
Town Administrator

Date: May 26, 2020

Subject: Town Administrator's Report

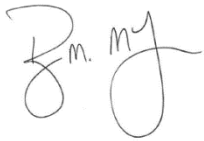
The following is the Town Administrator's report for the period ending May 22, 2020.

1. **COVID-19 Information** – The state this week issued detailed guidance for Reopening Massachusetts. To find more information about the plan to include detailed information about reopening Hubbardston businesses, [visit this page](#). I will present information to the Board on Tuesday regarding the reopening of Hubbardston public spaces. This phased-approach will mirror guidance from federal and state officials and aims to protect Hubbardston residents and employees. Feedback from the Board, Public Safety Officials, the Parks Commission, the Library Trustees, the Council on Aging and Board of Health will inform the final reopening plan. 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 beginning to communicate with town office employees about the reopening plan and will adjust schedules based on individual needs. The phased approach to reopening will allow employees the best chance at success in transitioning from remote to in-person status. As the reopening plan progresses, we will open more offices to public hours. We believe we have strong resident support process in place during this time of town hall closure, 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](mailto:admin@hubbardstonma.us).
3. **Financial Management** – We received guidance from the state regarding the Cares Act and its impact on our FY20 and FY21 budget. This monetary allotment will allow for non-FEMA approved reimbursement and should help cover the COVID-19 costs incurred in FY20 and expected in FY21. A detailed report will be made available to the Board at your next meeting. This monetary allotment includes, but is not limited to, funds to defray staffing costs, sanitation costs, workspace restructuring and remote-

work IT needs. Our finance team continues to monitor the progress of the FY21 budget and offer recommendations to town officials. Next week we will file for a 1/12<sup>th</sup> budget with the state to ensure we have an adequate budget in case of town meeting cancellation. As of now, we expect town meeting to continue with our “interim” budget voted on by residents with interim numbers from the QRSD.

4. **Virtual Coffee Hour** – I have been hosting virtual coffee hours this month and plan to continue them through June from 1030-11 every Wednesday. To join the meeting, [follow this ZOOM link](#). To set up a virtual appointment, email me at [admin@hubbardstonma.us](mailto:admin@hubbardstonma.us) and we can set up a time outside of the coffee hour to discuss town business and resident concerns.
5. **MVP Grant Progress** – Our Massachusetts Vulnerability Planning (MVP) team completed the initial process for creating our climate change vulnerability plan. A public information session will be announced later this week. This session will allow residents to comment on the plan. Our priorities for grant application include:
  - a. Culvert design (flooding) – Brigham Street
  - b. Town Center Vulnerability Plan
    - i. Water
    - ii. Sewer
    - iii. Redundancy
  - c. Emergency Shelter Design and Considerations (Center School)
6. **Employee Recognition** – I’d like to recognize this week Paul Sweeney from the Cemetery Commission for his dedication to our cemetery spaces and Sara Wyman for her work with our veteran population. Not only does Paul help coordinate cemetery services for Hubbardston residents, he also spearheads the annual veteran grave flagging (special thanks to our scouting community)! This year, due to the cancellation of the parade, Paul and Sara assisted in creating a special tribute to our fallen veterans on the Town Common (special thanks to Katie and Hunter Young for placing the flags and doing the hard work)! Sara works daily to assist our vulnerable veterans, providing financial assistance and helping veterans access state and federal benefits. As a veteran, I truly appreciate our community volunteers and dedicated staff who not only honor the Memorial Day remembrance, but also work to keep our promise of never forgetting those who served.

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



Ryan M. McLane  
Town Administrator