



***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: May 4, 2020

Subject: Town Administrator's Report

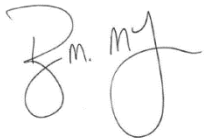
The following is the Town Administrator's report for the period ending May 1, 2020.

1. **COVID-19 Information** – Hubbardston residents are ordered by Governor Charlie Baker, beginning May 6<sup>th</sup>, 2020, to wear masks when in public and when social distancing is not possible. For more information about the Governor's order, [visit this Web site](#). Non-essential businesses, public spaces (excepting areas where social distancing is possible) and town offices remain closed through May 18<sup>th</sup>, 2020. I am working with department heads and staff to develop a plan for reopening Hubbardston and will present some early recommendations Monday to the Board. 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** – The Police Department completed their analysis of COVID-19 related coverage and will begin a second phase of enhanced shifts beginning this week. This will meet the demands of the Governor's stay-at-home order while lifting FY20 budget stress. Our payroll staff completed last week the move from paper paycheck stubs to a digit version. This will save money and time. And many thanks to our MART department for stepping up to the help the QRSD deliver meals to students and residents in need. This was spearheaded by Sharon. 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 continue to process information about projected revenues for FY20 and FY21. Currently, we have the reserves necessary to cover any shortfalls in FY20. We expect revenues to near the FY20 projection as our recent town policies have trended conservative. FY21 projection continue to drop as the

COVID-19 economic impact increases. We are closely monitoring the state budget process as state aid numbers will be key to our budget projections. The finance team believes our revenue projections are strong pending no reductions in the Governor's proposed state aid. To meet the town's projected \$260k deficit, we will need budget cuts and reserve fund transfers. This will stabilize FY21, but put us in an unstable position for the years to come.

4. **Virtual Coffee Hour** – I will be hosting a week “Virtual Coffee Hour” with the Town Administrator Starting this Wednesday. I had planned to begin weekly open meetings with residents on a rotating basis around town, but due to the shutdown, I have decided to try virtual meetings as a temporary solution. The first 30 minutes will be an open forum for anyone to join/listen/ask questions. There is no agenda, but topics can include the FY20/21 budget, town meeting proposals, infrastructure, resident concerns, and more. The last 30 minutes will be set aside for residents to meet with me one-on-one. Although I can meet virtually with residents any time day or night, scheduling a set block allows residents to plan. To join the meeting from 1030-11, [follow this ZOOM link](#). To set up a virtual appointment, email me at [admin@hubbardstonma.us](mailto:admin@hubbardstonma.us).
5. **Employee Recognition** – Although they are not formally staff, I would like to thank the Green Family (Rick and Joyce) for assisting Katie with the Hubbardston Fair and U.S Flag display in the Town Center. The flags were placed early this year to show support for our residents and front-line workers. The Green family is known for their volunteerism and involvement in Hubbardston, but their continued support of our local events and the effort they give to make Hubbardston special is noticed and appreciated. In a month that will not see the annual Memorial Day Parade, I appreciate their extra support and patriotism to mark the occasion and time with honor. Thanks again on behalf of the Hubbardston team.

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

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

Ryan M. McLane  
Town Administrator