



***Town Administrator***

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To: Board of Selectmen

From: Ryan M. McLane  
Town Administrator

Date: June 12, 2020

Subject: Town Administrator's Report


The following is the Town Administrator's report for the period ending June 12, 2020.

1. **COVID-19 Information** – The state this week updated guidance for Reopening Massachusetts and local businesses. To find more information about the plan to include detailed information about reopening Hubbardston businesses, [visit this page](#). Hubbardston playgrounds, athletic courts and the skate park opened this week based on guidance from the Board of Selectmen, the Board of Health, the Parks Commission and Public Safety Officials. While we encourage all residents to continue to enjoy these and other open spaces, social distancing guidelines continue including the use of masks, frequent handwashing and spacing. Additionally, visitors should note the town is not disinfecting equipment and is not liable for any exposures. 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** – Departments are beginning planning for public appointments at the town offices. The public can start meeting with town employees on a limited schedule beginning in phase three of the Massachusetts Reopening Plan. All visitors and staff members will be required to wear masks during these interactions.
3. **Financial Management** – Our finance team finalized Round One of our CARES Act application, requesting funding from the state to cover unbudgeted COVID-19 related expenses. This application included reimbursement requests for additional public safety shifts, remote-working expenses, sanitation expenses and more. The next round of funding is expected in FY21 Q2 and will capture unplanned expenses resulting from COVID-19 safety measures. The CARES Act funds work in conjunction with FEMA grant applications with the town expected to receive reimbursement for COVID-19 related expenses from March 2020 to December 2020. Additional budget news includes unexpected savings in the dispatch and insurance line items for the

Town Meeting Recommended budget, adding more resilience to a budget that we expect will change as we move towards the fall.

4. **Town Pit Usage Exploration** – Members of the planning board and I will be meeting with officials from the state to get opinions on town pit land usage. The goal of this meeting is to inform a site readiness application. This site readiness grant would further define potential land uses. As this was a Board directive during our goal planning sessions, I invite members of the Board to join us on Thursday to provide input. Possible uses include mix-use land, senior affordable housing and commercial applications. The long-term goal for this exploration is to tie this land-usage to the resilient town center study proposed by the MVP group and land-use recommendations in the Master Plan.
5. **Additional Center School Roof Information** – We are projecting the average Hubbardston household will see a tax increase of \$87 assuming a 10-year borrow for the Center School Roof project. This \$87 increase would run approximately 10 years until the loan is paid in full. Based on a flurry of questions from residents, we have placed the schematic design and roof findings on our town Web site in addition to a question and answer sheet completed by our Project Manager. We encourage residents to review these materials and ask questions about this important project as they will be asked to support it at Town Meeting and the Town Election.
6. **Employee Recognition** – I have several employees to thank in this time period, but before I get into specifics, I would like to thank the entire staff and our many volunteers for helping to cover my responsibilities while I served on State Active Duty last week. The timing is never good for those activations, but the staff stepped up in a big way to make sure we hit all deadlines for Town Meeting, the Town Election and end-of-year financials. I'd like to thank our Police Department for their recent work assisting our neighboring towns during a difficult time in our nation. I'd also like to thank Kelli Pontbriand for working diligently with me over the phone to make sure we did not miss any opportunities with the CARES Act. Finally, I'd like to thank Christina Sutcliffe for her meticulous attention to detail during the tax bill process that helped identify a deficiency and more importantly, her willingness to go above and beyond to correct the issue. Our staff is tremendous, all of them.

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

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

Ryan M. McLane  
Town Administrator