



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: July 10, 2020

Subject: Town Administrator's Report


The following is the Town Administrator's report for the period ending July 10, 2020.

1. **COVID-19 Information** – The state this week updated guidance for Reopening Massachusetts to include more specific information about school reopening. We are now in Phase 3 of the Reopening Plan and will remain in this phase until there is a vaccine or treatment. Our Town Offices are now open for public appointments. We expect to resume limited office hours in August. The school reopening plan and the state budget remain the largest COVID-19 unknowns. Without these pieces, we are still unable to provide you with definitive details on governance and budgeting.
2. **Department Report** – Departments are now open for public appointments. Residents looking to meet with staff members should call to confirm times. Please remember for the safety of residents and staff, we are requesting that in-person appointments be for essential business only. We are continuing to provide additional shifts in the police department to ensure officer/resident safety due to the COVID pandemic and will be adding additional overnight shifts at the Fire Department. This is an authorized CARES Act expense and will not impact the FY21 budget. This week will see the implementation of Viewpoint Cloud software in the Building Department. This will fully automate our building permit process and allow for greater permit transparency/tracking. We will be providing computer access in the offices for any applicants that cannot apply from home or need additional assistance.
3. **Financial Management** – We received the first round of CARES Act funding to reimburse unexpected expenses related to COVID. This round covered most of the expenses incurred in FY20. I will be working with our EMD Director Dennis O'Donnell to apply for FEMA COVID reimbursement completing a cycle that clears most of the COVID related expenses from the operation budget. This has allowed us to overcome a large loss in revenue. A similar mechanism is in place for FY21, allowing us to expand public safety, add remote work capacity, add social distancing/sanitizing to

our public spaces and potentially cover school related expenses. Additionally, this month, our Finance Team applied to roll over our FY20 Free Cash (280k+) to use until we certify a new tax rate or close FY20. This will allow us flexibility to call a fall town meeting and address a FY21 deficit or fund our delayed FY20 capital plan.

4. **Infrastructure Updates** – Now that the new fiscal year is upon us, we have several infrastructure/capital updates.
 - a. **Evergreen Road Bridge** – This project is progressing on time and is expected to be completed in the expected 18-month time frame.
 - b. **Route 62 Culverts** – This project, delayed for environmental reasons, looks ready to begin in August. Our DPW Director attended a pre-construction meeting this week and reported the project ready to begin. Residents can expect Route 62 to be closed/detoured for more than 12 months.
 - c. **Route 68 Paving** – This project continues to move along as planned, adding tremendous value to the community. The project should complete by the end of August with the bulk completed (paving/marking) by mid-July.
 - d. **Chapter 90 Projects** – The Flagg Road Project will begin this week with a full reclamation of the heavily damaged road. This project will take approximately one week and will cause serious delays/closures in the area due to the width of the road, but should be completed by the end of the week.
 - e. **Computers Upgrades** – This month we will finalize our computer replacement program, upgrading hardware in all of our public safety vehicles and adding capacity in both town offices. This effort, a credit to Cm Geeks and our Staff, should ensure more than five years of hardware/software stability for all of our town departments.
5. **Employee Recognition** – This week I would like to recognize our DPW Director Travis Brown for his continued efforts on behalf of the community. He worries incessantly about the town's major infrastructure, juggling project oversight at several locations and always representing our town officials with contractors. Just this week, Travis is ensuring high-quality work on Route 68, Route 62, Flagg Road and Evergreen Road. This is invaluable and worthy of recognition as it helps us not only improve the town's driving surfaces, but also stretch our limited financial resources.

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

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

Ryan M. McLane
Town Administrator