



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: July 24, 2020

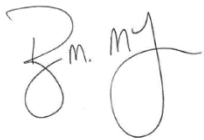
Subject: Town Administrator's Report

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

1. **COVID-19 Information** – We continue to prepare for the new normal of 2020, using CARES Act assistance to react to new requirements for public spaces, elections school and more. Based on recent information and due to the fact that our departments are often only manned by one person, we will continue to have appointment only visits to the town offices through August. Staff members are almost fully back to work and taking appointment times from members of the public when requested. If any resident is having difficulty reaching a staff member, they should contact me at admin@hubbardstonma.us.
2. **Department Report** – We will begin expanded hours for senior services, sanitation, library services, police and fire. These hours are authorized as part of the CARES Act for the additional times needed to comply with state regulations and local needs. I have been working with the Senior Center to create a plan for a resumption of in-person senior services. This cautious plan will take full advantage of outdoor spacing and activities in order to get seniors out of their homes and into helpful programming. Claudia and I visited the Rutland Senior Center to observe their safe practices and Mallory in the health department has researched senior reopening plans from other communities. We are also, this week, working to build up computer capacity in both town offices. By adding computers, we can increase the capacity for residents to apply for permits and interact with departments remotely. This is an additional step towards moving all government functions to the town Web site.
3. **Financial Management** – Our finance team is looking to close out FY20 in the coming weeks and start the annual audit process. I will have a full report of the FY20 financial situation by the end of August, complete with projections for free cash balances. This will hopefully align with FY21 information about state aid and school assessments, allowing us to plan for a fall town meeting to finalize the FY21 budget.

4. **Infrastructure Updates** – This year's Chapter 90 Project on Flagg, Mount Jefferson and Hale Road Extension is nearing completion. The base coats on all roads are now complete with a dramatic difference felt on each surface. This week, top coats will begin, thickening the pavement on these reclaimed roads to more than three inches. Due to savings found in the procurement process, Travis was able to extend the project to accommodate more driving surfaces to include a large piece of Mount Jefferson Road that shores up the intersection with Old Cross Road. Travis will also soon begin the previously discussed road maintenance courses on several road around town. Although these roads do not need new pavement, adding maintenance courses will extend their life and allow the town to focus on reclamation projects currently outlined in the five-year maintenance plan. Finally, a large piece of the Police Department ceiling (Slade Building) collapsed last week, requiring extensive repairs. We expect this project to need formal bidding and require significant use of the finance committee reserve fund.
5. **Town Pit Update** - This week, Jeff (BOS), Alice (Planning Board) and I met with consultants to review plans for the town pit. Based on guidance from the Board of Selectmen and the Planning Board, I have been seeking quotations for studies that would analyze the pit and the surrounding parcels for affordable housing, senior housing and light industrial applications. This year's goal will be to put studies in front of town officials to move forward an accrual plan for reclaiming and reusing this land.
6. **Employee Recognition** – This week I would like to recognize Mallory Seamon from our Land-Use Department for her versatile work on many important town projects. Like with most of our talented staff, I ask Mallory to take on more projects that she can handle. In addition to her regularly duties, Mallory has helped fully implement the new online building department software, assisted with Senior Center Reopening research, helped me secure information about online permitting for all departments and completed several timely research projects on town land. This type of professionalism and dedication allows us to leverage a small staff for large-town results. I am very grateful for Mallory's efforts and do not believe we would be as effective a team without her.

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