



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: July 31, 2020

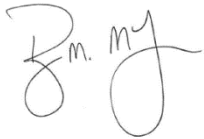
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending July 31, 2020.

1. **COVID-19 Information** – We are working on all phases of our town reopening plan to include the library opening to in-person services on August 4 and senior services returning on August 10th. We secured an outdoor tent for some socially-distanced senior services and activities. We are happy to announce that our senior can soon enjoy coffee hours, walking club and socially-distanced bingo. The Board of Health reviewed the Council on Aging plan and accepted it provided strict safeguards are maintained to include pre-registering smaller amounts of visitors (less than 10). For more information on the town's reopening plan and response to COVID-19, please visit: <https://www.hubbardstonma.us/home/urgent-alerts/covid-19-information>.
2. **Department Report** – We recently completed a full audit of employee accruals and are compliant heading into FY21. I am also finishing our revised HR policies and training plan. This project was completed with the assistance of the UMass Boston as part of our Community Compact Grant. I will be sending these policies to our staff for review and then bringing them to the Board for final review at the end of August. Additionally, I will be bringing information to the board about fully implementing online permitting to allow for increased remote services for our residents. We will also have that information for the board by the end of August.
3. **Financial Management** – We received good budget news this week with guidance from the state indicating a commitment to level-fund unrestricted aid and at least level fund Chapter 70 for the schools. Although the state budget will not be finalized until the end of the calendar year, this guidance allows us to finalize the FY21 budget pending final assessments from our school districts. Our finance team will also be looking to close our FY20 and prepare for our financial audit. We will have a final report for you by early September.

4. **Infrastructure Updates** – Paving work continues on Route 68 and the Flagg Road project. These final steps will add a protective top coat and bring all paving the to the drainage level. Additionally, our DPW is looking to move forward with plans for maintaining our existing road stock as was discussed this spring. We will have more details for you in this plan, but the board can expect us to reduce our Chapter 90 reserve by half in order to preserve our existing pavement. And finally, we have procured using best practices a contractor to repair the Police Department ceiling. This repair will secure the ceiling and add insulation to protect the roof in the winter months. Although the entire Police Department ceiling needs replacement, we are starting with the emergency section next week and will continue the project if additional funds can be secured at Town Meeting. We will be asking the Finance Committee to authorize a reserve fund transfer for this work.
5. **Employee Recognition** – This week I would like to recognize Claudia Provencal and our Council on Aging volunteers for their work on completing the Senior Center Reopening plan. The group was able to put together a safe and comprehensive plan by visiting local COAs and finding best practices for reopening in surrounding towns. This group also advocated for the senior population by not only securing safety measures, but also identifying safe programming that can increase the mental and physical health of our seniors during this difficult time. This type of dedicated and creative thinking is a great example of how municipal services are continuing to adapt to meet the needs of all residents. Thank you to Claudia and her team for all their hard work.

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

A handwritten signature in black ink, appearing to read "Rm. McLane". The signature is stylized with a large, looped "M" and a trailing flourish.

Ryan M. McLane
Town Administrator