



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: September 25, 2020

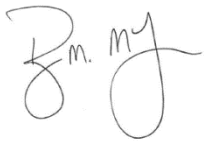
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending September 25, 2020.

1. **COVID-19 Information** – We continue to update our COVID-19 Town Web site to provide residents with information about current Hubbardston COVID-19 metrics and town response plans. [This Web site](#), provided by the state, details COVID-19 information from every town in the Commonwealth. This data is crucial for public administrators as they make decisions about town and school services.
2. **Department Report** – A full draft of our updated personnel policies is now available on the [Hubbardston HR Portal](#). Staff members are currently reviewing the policy updates and have been given two weeks to provide comments. After this comment period, revised policies will be redistributed to staff for additional review. The Board will be asked to vote on these policies in October. Additionally, UMass Boston will present their Human Resource findings to the Board in October in addition to describing the personnel policy update process. This week we received approval from the state to expand our HR Community Compact Grant to hire a part-time HR professional to assist with our HR compliance. Finally, on the HR front, we are working with KP Law to update our employees with required HR training. This is provided free of charge according to our legal contract. I would also like the board to know that the Police Department, this week, filed for an IT grant that would update police radios and video camera equipment to include body cameras.
3. **Financial Management** – Special Town Meeting voters, this week, approved the final FY21 Operating and Capital Budgets. Voters adjusted the Annual Town Meeting budget based on the financial impacts of COVID-19. To see the final version of the FY21 Operating and Capital Budget, [click here](#).

4. **Infrastructure Updates** – Last week I visited all current infrastructure projects with the DPW Director. Bridge work continues on Evergreen Road and Route 62 with major reconstruction closing these roads for the next year. For residents who have not seen these projects, work include diverting the waterways and a complete overhaul of the bridge and road structures. Maintenance work on Hale, New Templeton, Old Princeton and Healdville Roads is now complete. Our DPW Director oversaw the placement of a pavement application that fills roadway imperfections and adds more than five years of pavement life. The DPW added sand to the roadways to help fill cracks. This week all excess sand was removed from the roadways. Residents seeking more information about this project are encouraged to reach out to my office.
5. **Dispatch Regionalization Meeting** – Per the request of the Board, I am helping to organize the committee analyzing our current dispatch arrangement. This week we reviewed various Inter-Municipal Agreements (IMA) from across the commonwealth and compared them to our existing IMA. Discussions focused on district governance, roles and responsibilities, budget processes and financial oversight. Our next meeting will explore the assessment impacts of any changes to the assessment formula and the preferred governance structure for our district. The goal of this committee is to provide unified recommendations to each Board of Selectmen for a vote changing the current IMA.
6. **Employee Recognition** – This week I would like to recognize all of the stakeholders responsible for helping our youngest residents return to school. The efforts of our Superintendents, teacher/staff and School Committee members was nothing short of heroic, working to interpret state guidelines, keep students and their families safe and open the doors in time. In Hubbardston I would like to send a special thanks to Principal Jill Peterson for her efforts over the summer and her continual communication with our public safety officials. Additionally, I would like to thank Sergeants Couture and Forte and Officers Blood, Bergeron and DiPietro for their extra efforts resulting in smooth drop-off procedures for parents. Finally, I would like to thank Chief Perron and Travis for their foresight in reserving space, cones and signs capable of directing traffic and keeping Main Street moving and safe. This was an extraordinary effort with the end of result of allowing our students the best chance possible at a new normal.

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