



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane
Town Administrator

Date: April 3, 2020

Subject: Town Administrator's Report


The following is the Town Administrator's report for the period ending April 3, 2020.

1. **COVID-19 Information** - Our town officials continue to respond to the COVID-19 outbreak, implementing safety measures, handling known coronavirus cases and finding ways to remotely provide resident services. All town buildings will remain closed until May 4, 2020. This is consistent with the Governor's continued stay-at-home advisory and closure of non-essential businesses. We will continue to provide regular public safety and DPW services; however, we are implementing additional distancing and safety measures to protect our staff. For more information about Hubbardston's COVID-19 response and safety measures, [click on this page](#) centrally located on the town's Web site (emergency red banner).
2. **Department Report** – Our departments continue to build remote-work capacity and find innovative ways to continue resident services. We are holding weekly remote staff meetings and communicating daily to ensure operation continuity. All departments are developing long-term project plans and writing recommendations based on federal, state and local guidance. These reports will be presented at your next meeting. Some currently available virtual programs include Virtual Storytime every Wednesday and Friday, remote inspections conducted via FaceTime and virtual payment processing on the town Web site. If a resident is having difficulty reaching a department, they should feel free to contact me by email: admin@hubbardstonma.us. The staff is continually monitoring emails and phone calls and is ready to assist residents.
3. **Financial Management** – Our finance team started building remote work capacities last week, ensuring we could continue to operate regardless of mandates from the

federal and state level. We have remotely processed payroll and check warranting, demonstrating an ability to continue town finances. We continue to interpret guidance from the state regarding FY20 and FY21 budgets. We are certain there will be a need to adjust projected revenues and state aid. There is a conference call next week with state officials where state revenue projections are likely to be adjusted downward. Once this information is available, we will adjust our budget accordingly. FY21 budget discussions should begin again in April. I will be presenting my Q3 financial report to the Board of Selectmen and Finance Committee in April. It will contain recommendations about the current year's budget and what we can expect in terms of lost revenue, COVID-19 expenses and free cash impacts.

4. **Infrastructure Updates** – The status of many of our capital projects continue to be unknown, but we do expect the Gardner Road North (state) and Flagg Road paving projects (local) to begin on time. The low-library roof project is now complete and includes a new roof surface and skylight. We also expect to open the Ragged Hill Road lot sale bid proposals on time. The opening is scheduled for Monday, April 13, 2020 at 4pm. There has been a significant amount of interest in these properties so we are hopefully to have a successful bid process for you to review. And finally, we are continuing the application process for the DOER, MVP and Green Community grants. Although each is a separate program, we are leveraging them in total to attack short-term and long-term capital projects such as culverts, building upgrades and energy efficient solutions.
5. **Employee Recognition** – I would like to recognize Town Custodian Gerry Parker for his increased efforts to keep our town buildings sanitized and safe. Since the start of the outbreak, Gerry has been focused on touch points and other hazard areas, working within the library, town offices, police department and DPW. This effort, combined with our deep cleaning, is allowing staff to complete essential functions with less risk of exposure. Obviously, this type of work increases Gerry's risk, making us acutely aware of his dedication and place on our team. The continued effort of our staff during these difficult times is impressive. Few stand out more than Gerry. My thanks and many thanks from all the staff.

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

A handwritten signature in blue ink, appearing to read "Rm. McLane".

Ryan M. McLane
Town Administrator