



Town Administrator

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To: Board of Selectmen
From: Ryan M. McLane, Town Administrator
Date: March 25, 2019
Subject: Town Administrator's Report

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

1. My number one focus for the past two weeks has been coordinating the town's response to the COVID-19 outbreak. This includes interpreting federal and state orders while implementing our own local procedures. We have consolidated COVID-19 information on an emergency banner on the town Web site. We will continually update this information sheet with the town's latest COVID-19 response measures. This will give residents a one-stop information access point.


[Hubbardston COVID-19 Information](#)

2. **FY20/21 Budget Update** – We are continually analyzing our current budget for potential deficiencies based on the COVID-19 break. At this point we are expecting additional costs based on necessary sanitizing and additional police coverage. We are recommending the town declare a local state of emergency in order to enable local actions to include spending above town meeting appropriation (emergency powers). The largest COVID-19 impact to the FY20/21 budget process will be revenue loss. With the current stay-at-home order in place, we will not meet our revenue projections. The FY21 budget process is currently stalled. At this point, the missing pieces are the FY21 QRSD assessment and the status of public meetings moving forward. We do not expect the budget process to continue in earnest until the fate of the 19/20 school year is decided.
3. **Department Report** – We have moved the town staff to a remote work environment to protect employees and continue government functions during the shutdown. Our public safety employees continue to operate as normal. We have halted non-essential DPW functions until the state further clarifies the stay-at-home order length. If the stay-at-home order continues past April 7th, we will continue to provide DPW services, but in a more limited capacity (2-3 man shifts). Residents should expect prompt services from our town staff. Staff members are regularly answering

phones, responding to emails, processing mail and meeting all required deadlines. If a resident is having difficulty reaching a department, they should feel free to contact me by email: admin@hubbardstonma.us

4. **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 the ability to process payroll, pay bills and monitor the status of the town's finances. Once our operations stabilize, we will continue working on long-term financial planning and updating our financial policies.
5. **Infrastructure Updates** – The status of many of our capital projects is unknown at this time. Once the full extent of the Governor's stay-at-home order is understood, we will provide the Board with a better picture of how our road, building and vehicle projects will continue. I have included in your packets updated information about the Town Center Project from the Montachusett Planning Organization. The Town Center project is listed as a 2022 project on both TIP amendment scenarios. If the MPO needs to adjust the TIP, it looks like our project might move up to 2022. We will continue to push this project and remind all stakeholders that we are ready. Lastly, we had our first core team meeting as part of the Massachusetts Vulnerability Planning (MVP) program. This core team will work in the coming months to help assess Hubbardston's vulnerabilities and create an action plan to help the town plan for the impacts of climate change over the next several decades. Once complete, this plan should allow for grant applications to help fund recommendations.
6. **Employee Recognition** – Normally I try and make my employee recognition very specific so the town can see our town staff's hard work in action. However, given everything I have asked the staff to do in response to the COVID-19 outbreak, I think it makes sense to recognize everyone as a group. Our police and fire continue to keep people safe despite great risk of exposure. Our DPW not only continues to operate, but also provided excellent snow removal in the middle of a stay-at-home order. Town Hall staff has met every deadline, returned every phone call/email and processed everyone of my requests all while being asked to move their workstations to their homes. We are demonstrating the type of resilience that makes local government innovative, efficient and responsive. I want to thank everyone of my employees for caring about their profession, for taking care of residents and for doing way more than they were asked in one of the worst of situations possible. They will continue the functions of government and I will continue to be thankful for them.

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

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

Ryan M. McLane
Town Administrator