

TOWN OF HUBBARDSTON

Acting Town Administrator's Report May 10, 2021

This report provides an overview of the Acting Town Administrator's work progress and provides updates from Town departments and offices on various programs and initiatives. The report also includes information about projects and a schedule of upcoming municipal and community events.

COVID-19 (UPDATE):

The latest guidance from the Commonwealth can be found here: www.mass.gov

Starting April 19, 2021, Persons 16 years of age or older became eligible for vaccination against COVID-19.

Starting May 10, 2021, the Commonwealth will reopen certain outdoor Phase 4 industries:

- Amusement parks, theme parks and outdoor water parks will be permitted to operate at a 50% capacity after submitting safety plans to the Department of Public Health.
- Road races and other large, outdoor organized amateur or professional group athletic events will be permitted to take place with staggered starts and other appropriate safety measures after submitting safety plans to a local board of health or the DPH.

Additionally, large capacity venues such as indoor and outdoor stadiums, arenas and ballparks currently open at 12% capacity as part of Phase 4, Step 1 will be permitted to increase capacity to 25%.

Youth and adult amateur sports tournaments will be allowed for moderate and high-risk sports.

Singing will also be permitted indoors with strict distancing requirements at performance venues, restaurants, event venues and other businesses.

Grocery stores and retail stores with a pharmacy department should consider dedicated hours of operation for seniors but will no longer be required to offer senior hours.

The Hubbardston Board of Health has allowed town committee members to meet in person. The public may attend remotely only. Zoom coordinates are posted on the official meeting notice.

Annual Town Meeting (UPDATE): The Finance Committee completed its work by providing their recommendations of all financial articles.

The Select Board are scheduled to review the warrant, make any adjustments, and sign the warrant at their May 10, 2021 meeting.

The warrant is scheduled to be posted on May 11.

Short-Term Projects

Center School Roof Replacement Project (UPDATE): The bids for the General Contractor were received, opened, and reviewed. The results are:

Bidder	Base Bid	Alternate 1	Bid Less Alternate 1
Capeway Roofing Systems	\$2,040,250	-\$277,400	\$1,762,850
MDM Engineering	\$2,098,997	-\$280,000	\$1,828,997
Greenwood Industries	\$2,484,000	-\$388,000	\$2,096,000
Titan Roofing	\$2,986,000	-\$394,000	\$2,592,000

The lowest bid is within budget, and the Select Board will sign contracts on May 17, 2021 after doing its due diligence.

Vietnam Memorial (UPDATE): A application for a grant was not funded. The committee is working on alternative funding sources for the project.

Bandstand Roof (UPDATE): The funding gap for this project of \$3,750 is being addressed by the Finance Committee and the Select Board. The Finance Committee approved a Reserve Fund transfer at their meeting of May 7, 2021. The Select Board will act on the transfer request at their May 10 meeting. The project (base bid only) will move forward pending the Select Board's action on the transfer request. Work to start in the Spring 2021.

Fire Station Exhaust Project: The contractor has received the equipment from the manufacturer and is proceeding with the installation. This project is nearing completion.

Police Vehicle Camera Project: The Police Department received a grant to supplement a town appropriation. Any remaining non-grant balance will be returned to the General Fund. Chief Perry is moving this project forward.

Marijuana: There are two sites and several host Community Agreements under review. The projects are a grow facility (indoor and outdoor) and a retail establishment under review by Planning Board.

Green Communities (UPDATE): Green Communities funds are covering lighting upgrades to the Slade Building. This project is substantially complete.

IT Upgrade (UPDATE): The Town received a grant through the Community Compact IT program. The project consists of acquiring and operating a document management program, Laserfiche. The University of Massachusetts is managing this project. The Town acquired new copier capable of scanning the kind of documents that need to be archived. Staff are trained in operating the Laserfiche system, and documents are being scanned. This project is under way.

The contract includes scanning 60,000 documents, and this work is nearing completion.

Human Resources Upgrade: The Town received a Community Compact grant to rewrite the Town's human resources policies. The project is on-going.

High Street: The Town is working with TEC, Inc. to develop plans for repairing and expanding High Street through a MassWorks Grant.

Evergreen Road Bridge: Senator Gobi has filed special legislation (SD 2064) to allow the Commonwealth to grant to the Town of Hubbardston certain easements associated with future repairs to the bridge over Mason Brook.

Right of Way Project: This project is now active. Notices of land taking are being distributed to abutters. Funding is provided by the State Transportation Improvement Program (TIP). Construction is expected to start in Summer 2022.

Library Foundation (UPDATE): The Library Trustees are working to repoint and recondition the library foundation and walkways. Funding is in place from FY 2021 capital and Community Preservation Act funds for FY 2022. The Library Trustees have begun the process of decommissioning a well as part of the project.

Library Long Range Plan: Project is funded and is in the management of the Library Trustees.

Curtis Recreational Field Design: The project is being reviewed by the Park Commissioners who are working with a contractor. Prevailing wages have been obtained, and project is moving forward.

Rainbow's End Playground: Parks Commission has received a price proposal for new playground equipment. DPW is scheduled to remove the old equipment, and a contractor will install new equipment. Funding is secured through CPA funds and CPA borrowing. A contract has been signed. Work is expected to begin June 1.

Recreational Field Fence Replacement (UPDATE): Bids were obtained, and the low bid is within budget. The Park Commission is reviewing the bid results, and they will award a contract after doing their due diligence.

Bidder	Amount
Girouard Fence Company	\$11,200
GA Fence Company, Inc.	\$12,102
GMH Fence Company	\$15,627
RAD Sports	\$18,880
Argus Construction	\$24,333

Cell Tower: The Town of Rutland and the Town of Hubbardston are collaborating to install a cell tower on land in Hubbardston. Hubbardston will supply the land; Rutland will build and operate the tower. The purpose of the cell tower is to enhance emergency communications by the regional dispatchers. Extra space on the tower should be leased to telecommunications companies to enhance civilian communications (e.g., cell phone service).

A geo-technical study of the site is complete and is under review by the Town of Rutland. The Town of Hubbardston is preparing an RFP for the civilian communications vendors, and the RFP will be delivered to Rutland.

Procurement (UPDATE): The Town has issued the following procurement documents:

- A. The Town-contracted assessing services through Regional Resource Group, Inc. was amended to include an assessing assistant, and has triggered the need to procure assessing services for FY 2022.

- B. The lease for Fire Station #2 needs to be bid, as the total value of the contract exceeds the threshold of \$35,000.

Long-Term Projects

Master Plan: The Planning Board has contracted with Montachusett Regional Planning Commission to finish work on a Master Plan. Work is funded through a grant.

Affordable Housing Project: The Town hired VHB to analyze the town pit for hazardous materials. VHB was on scene last week to perform soil tests. The results of the study will inform the Town whether and how to proceed with a plan for developing affordable housing.

Economic Development: A Direct Local Technical Assistance grant will fund a study of a town center overlay district to promote business development. The Economic Development Committee is also seeking to install “Welcome to Hubbardston” signs in select locations.

Public Safety/Community Center Complex: Presentation to be made at ATM, describing a vision of a future project. A committee is working on a presentation.

Departmental Functions

FY 2021 Revenues: Revenues to date for the fiscal year are trending slightly higher than our target and are within our expected range.

TOWN OF HUBBARDSTON				
REVENUES (ESTIMATED TO ACTUALS)				
March				
4/11/2021				
A	B	A/B	C	C/B
FY 2021 Revenues (9 months)	FY 2021 Target Revenues (12 Months)	Percentage of Actual Revenues to Target Revenues	Target Revenues (9 months)	Percentage of Estimated Revenues to Target Revenues
\$ 7,583,272	\$ 9,477,532	80.01%	\$ 7,108,149	75.00%

FY 2021 Expenses: Expenses in the General Fund are slightly lower than expected, and they are within range.

TOWN OF HUBBARDSTON				
EXPENDITURES (ESTIMATED TO ACTUALS)				
March				
4/11/2021				
A	B	A/B	C	C/B
FY 2021 Expenditures (9 months)	FY 2021 Target Expenditures (12 Months)	Percentage of Actual Expenditures to Target Expenditures	Target Expenditures (9 months)	Percentage of Estimated Expenditures to Target Expenditures
\$ 6,935,188	\$ 9,883,451	70.17%	\$ 7,412,588	75.00%

Tax Title: The Treasurer and Planning Board are working on resolving tax title lands. The Town is following legal requirements to proceed with foreclosures where necessary.

Town Actions and Community Events:

May 10: Select Board votes on the warrant.
Ballot question deadline.

May 11: Select Board signs the warrant.

May 12: Warrant is sent to the printers.

May 17: Deadline for posting the warrant.
Warrant notice is mailed to voters.

June 1: Annual Town Meeting.

June 8: Annual Town Elections.

Thank you for your attention. If there are questions, please feel free to contact me.

Respectfully submitted,

David G. Nixon
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