

Town Administrator's Weekly Report  
May 18, 2016

Each week, when the Select Board has a scheduled meeting, the Town Administrator provides a report to the Select Board members.

This report provides an overview of the Town Administrator's week and updates from Town Departments and Offices on various programs and initiatives. The weekly report also includes information about construction projects and a schedule of upcoming community events.

Here is the report for the week of May 18, 2016.

**Projects**

Bay Road Bridge: MassDOT held an evaluation meeting on May 10 to review the bridge condition during low water. Based on their observations, the scope of the work has expanded. An amended design and price estimates are being developed. Construction is estimated to occur in July and August with a completion date of early September.

Route 9 Widening: Utility Meeting Update: Representatives of MassDOT, Town of Hadley, E.T.&L. Corporation, and Berkshire Gas Company met on My 17 to review and coordinate underground utility work. Berkshire Gas Company is still replacing their main line and service connections along the project area. Water line work will commence on May 18 with preliminary testing and final design based on test results. Sidewalk work on the north side has commenced, and people should avoid using the north sidewalk as much as possible, even during the parade. The parade is still scheduled to go on as normal.

The Town is requested to provide a letter to allow night work on the water lines wherever and whenever that makes traffic congestion less of a problem. A letter has been prepared for the Select Board tonight.

The Town is also requested to provide Mr. Marlo Warner with the authority to make decisions (that does not result in a change order) in order to facilitate the project.

American Legion Parking Update: The contractor is performing pavement work at the American Legion and Russell School in partnership with their hosts. The contractor will clear out their equipment, Jersey barriers, and fencing a few days before the Memorial Day parade, in order to allow our customary parade staging, and the parade is expected to proceed normally on Sunday, May 29 at 2:00 p.m. In addition, the Legion is holding an event on May 22 (Relay for Life), we are working with the contractor to allow for additional parking for that event. Permission to allow parking on the Town property is requested.

The SRF funding application has been submitted, and we expect an answer from DEP in the first week of June. Thanks for the generous support by Senator Rosenberg.

Public Safety Complex HVAC Control: The project is out to bid again with a due date of June 6. We have sent out many packets.

Public Safety Complex Roof: The specifications are completed, vetted by the Municipal Building Committee, and the project is ready to go out to bid, except for the final funding piece. The Select Board schedule a ballot question date for Thursday June 16. Polling hours are Noon to 8:00 p.m., and the polling place is Hopkins Academy. The Select Board will sign the election warrant at tonight's meeting. The two ballot questions (backhoe and roof) will be posted on the website and posted in Town Hall according to law.

The estimated tax impact for the roof is \$4.18/ average single-family household (\$311,800 value) for 5 years. Supplemental funding already secured for \$150,000 in a previous article, but that amount was determined to be insufficient for this project.

Backhoe: The estimated tax impact is estimated to be \$11.40/average single-family household (\$311,800 value) for 5 years. The ballot question is up for a vote on June 16. Polling hours are Noon to 8:00 p.m., and the polling place is Hopkins Academy.

Owners Project Manager: Town Meeting approved the funding, and the qualifications from seven outfits have been sent to the evaluation team. The top three ranked submissions are scheduled to be presented to the Select Board on June 1. The Board will select a finalist from that list.

IT Upgrade: Northeast IT has issued work tickets for the IT upgrades in Town Hall, and work is expected to commence as soon as a part arrives. The project should help boost Internet and productivity. I am working with them to schedule a presentation. Their recommendations will be incorporated into capital plan update and the operational budgets for the future.

Wage and Classification Study: Statistic work on data gathered from comparable communities is proceeding. The data was gathered by Ms. Maura Shea, an intern from the University of Massachusetts. In process.

Commonwealth Compact: The Town was awarded technical support for two projects: (a) development of a financial management team and (b) a safe routes to school project. The Department of Revenue has notified us that the projects have been approved, and we will be notified of our next steps. I consulted with the Massachusetts Department of Revenue for an implementation schedule, and they advised that they are taking communities in sequence. Hadley is expected to be helped in late summer 2016.

Electricity Aggregation: The Town has submitted the service agreement to counsel for review, and I expect to bring this matter to the Board in a few weeks. Town counsel has reviewed the service agreement, and I will schedule a meeting with the Board to move this project along.

## **Departmental Functions**

Capital Improvement Plan Update: The update for the five-year Capital Plan is being sent to the departments this week with a return date of August 5.

Borrowing: The Treasurer's Office is working with the Chief Financial Officer and bond counsel to borrow for a number of already-approved projects. The Select Board is scheduled to meet with Mr. David Eisenthal of Unibank on June 1 to proceed with the borrowing.

Revenues: The department heads have been asked to review their revenues to see if (a) fees are updated to cover more of the Town's issuance and administration expenses, (b) fees are in place to cover municipal services provided to selected populations (as opposed to services provide generally), and (c) practices are in place to ensure collection of fees already in place. A placeholder article has been prepared for the fall town meeting for any permit fee changes.

The Senate Ways and Means Committee has issued their state budget recommendations, and the full Senate is expected to debate the budget and issue their final budget next month. The Town of Hadley gained a little state aid (about \$1,000) compared with the House budget. The assessments have remained unchanged compared to the House budget.

Expenses: The department heads have been asked to watch their spending in the final two months of the fiscal year, and specific instructions about encumbrances were given at the last department head meeting and issued by memo shortly afterward.

End of the Fiscal Year: At the last department head meeting, specific deadlines were given for submittal of revenues (June 30 at noon) and the submittal of FY 2016 expenses (July 27 at noon). Instructions were given to process payroll, as the pay week straddles the fiscal new year. The Finance Committee has been alerted the final deadline for adjusting FY 2016 budgets (either through reserve Fund transfers or line-to-line transfers) is July 15. Encumbrances from FY 2016 will be closed out to Free Cash.

Collective Bargaining Units: With the approval of the three collective bargaining agreements by Town Meeting, we are processing the retroactive pay, the new pay rates, and all other provisions recently negotiated. We are keeping open communication with the unions in order to avoid any problems with implementation. The union personnel have been very patient waiting for the Annual Town Meeting to come up on the calendar, and they are understandably anxious to see their pay.

Implementation of Town Meeting Votes: The voters approved a number of projects and initiatives, and department heads are working on implementation.

Public Safety Complex Roof: On the ballot for June 16.

Backhoe: On the ballot for June 16.

Tiny House: Enforcement is proceeding. The house is scheduled to be removed Thursday, May 19.

PILOT: Filed with the Assessor's Office.

Financials (HPAT): The Accountant followed the votes, and he is setting up the accounts to be active July 1.

Library: The Library Trustees have developed a questionnaire to help with their efforts to assess their next steps, which is available at [www.hadley.ma.org](http://www.hadley.ma.org) under Town News. Please fill it out, it just takes a couple of minutes.

CPA: The Zatyarka Park is under design.

By-Law: The Town Clerk has issued the town meeting votes certifications, and the Attorney General has 90 days to approve the by-law change.

MS4 Stormwater Permit Update: I spoke with Pioneer Valley Planning Commission about joining the Connecticut River Stormwater Committee, and they would be pleased to have us. There is another orientation meeting on Monday, May 23 at 10:00 a.m., which I intend to attend. The purpose of the meeting would be to discuss how the coalition would best serve its client communities, now that the MS4 permit has been issued. There is an annual cost of \$2,000 that we need to explore and understand before Hadley joins.

### **Upcoming Projects and Events**

Special Town Meeting: The next town meeting is October 27, and a calendar of deadlines and action items is prepared for the Select Board.

Relay for Life: May 22 at the American Legion.

Memorial Day Parade: May 29 at 2:00 p.m. at the American Legion to the West Street Common.

Asparagus Festival: June 4, West Street Common

Craft Fair: June 11, West Street Common.

Debt Exclusion Ballot Vote: June 16, 2016, Noon to 8:00 p.m. at Hopkins Academy.