

Town Administrator's Weekly Report
June 1, 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 June 1, 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 Update: Work is progressing on utility work and will start in the street, soon. Traffic will be impacted, and people will be inconvenienced for the rest of the summer. The Town will allow night work on the water lines wherever and whenever that makes traffic congestion less of a problem, and in general, the contractor and MassDOT will do as much traffic mitigation as possible. The University of Massachusetts is advising attendants for sports events and special events to seek alternate routes of travel.

Representatives of ET&L, MassDOT, Town of Hadley, and Town of Amherst met to discuss emergency services, especially ambulance service. Plans are being further developed to ensure that ambulances can move through or around the project area.

American Legion Parking Update: The parade is over, and we will see the contractor button up the staging area in order to progress with the work. We are working with the American Legion to allow parking on the field and the Senior Center at times when the Legion has a special event. I have received a new calendar of events for June, so that we can coordinate with Park and Recreation, the Senior Center, and the contractor.

State Revolving Fund Update: The SRF funding application has been approved, and the documentation was received today. Thanks for the generous support by Senator Rosenberg.

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

Public Safety Complex Roof Update: The project is out to bid with a due date of June 20, contingent on funding. The Town has a scheduled ballot question date for Thursday June 16. Polling hours are Noon to 8:00 p.m., and the polling place is Hopkins Academy.

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.

Land Requests For Proposals Update: The two Requests for Proposals for land in the center of Town and in the North Hadley area have been released with a due date of July 26. This will give us time to include the proposed land purchases in the capital plan and the planning for the Special Town Meeting.

Owners Project Manager Update: The evaluation team is conducting interviews with the top three finalists, and the team will present their ranking to the Select Board on June 8. The Board will select a finalist from that list and negotiate a price.

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. Northeast IT is scheduled to present their recommendations on June 29.

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 Update: Town counsel has approved the service agreement, and a representative from Good Energy will meet with the Board on June 8 to discuss the next steps.

Departmental Functions

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

Borrowing Update: The Treasurer's Office and the Chief Financial Officer are scheduled to meet with the Select Board on June 1 to award the bids for 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.

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.

MS4 Stormwater Permit Update: Marlo Warner, Sharron Gifford, and I met with the Connecticut River Stormwater Coalition and the Pioneer Valley Planning Commission to discuss regional implementation strategies to address the new requirements of the MS4 Stormwater Permit. There is another orientation meeting on Monday, August 8 at 10:00 a.m., which we 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 will be further discussed at the August meeting.

Upcoming Projects and Events

Hopkins Graduation: June 3, Hopkins Academy. Best wishes with their future plans.

Asparagus Festival: June 4, West Street Common.

Craft Fair: June 11, West Street Common.

Ron Beretska Tribute and ALS Fund Raiser: June 12, Hadley Young Men's Club.

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

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