

Town Administrator's Weekly Report  
June 29, 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 29, 2016.

**Projects**

Bay Road Bridge Update: 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 has been developed. Construction is estimated to occur after the new design and construction estimates have been approved by MassDOT. I will provide an update on the construction schedule when it becomes available.

Route 9 Widening Update: ET & L Corporation, the contractor, is working on the Town's waterline replacement project in order to keep their crews working. The Town is coordinating with the contractor and our engineer to proceed with the waterline replacement.

The waterline replacement project will occur off the roadway, so traffic will not be as impacted as we had planned at this time.

Traffic Control Update: Representatives of ET&L, MassDOT, and the Town of Hadley worked on traffic control issues. After a series of discussions, the traffic management plan was expanded to allow private duty details to direct traffic to minimize overall impact and to enhance the ability of ambulances to traverse the project area as quickly as possible.

American Legion Parking: 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.

State Revolving Fund: The SRF funding application has received final approval, and the money is in place just in time for our first requisition. Thanks for the generous support by Senator Rosenberg.

Public Safety Complex HVAC Control Update: Notice to proceed has been issued. The contractor has 90 days to complete the project. Contract documents are being executed.

Public Safety Complex Roof Update: Six bids were received. The Select Board will award the bid at their June 29 meeting. Contract documents will be prepared and distributed shortly afterward. Project is expected to be completed 90 days from the notice to proceed.

Land Requests For Proposals: 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: The evaluation team is conducting interviews with the top three finalists, and the team will present their ranking to the Select Board in June. The Board will select a finalist from that list and negotiate a price.

IT Update: Northeast IT has completed first-round IT upgrades in Town Hall as recommended. Internet capacity is expected to be greatly expanded. A public wifi has been added for the public's benefit. A secure network is available for employees. 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: The Board has already signed the service agreement with Good Energy. Tonight, the Board is asked to authorize submittal of the aggregation plan to the Massachusetts Department of Public Utilities, so that the Town's application may proceed.

### **Departmental Functions**

Capital Improvement Plan: The update for the five-year Capital Plan was sent to the departments this week with a return date of August 5. The departments are asked to meet with me in July to review preliminary drafts of their capital plan.

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. At the next department head meeting, the departments are asked to present the results of their work.

Expenses: The department heads have been asked to watch their spending in the final week 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: Deadlines are: (1) submittal of departmental revenues (June 30 at noon), (2) 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.

Start of the New Fiscal Year Update: The FY 2017 Massachusetts budget is being decided in a conference committee, and the committee's work is complicated by the lowering of projected future revenue – mainly lower than expected capital gains taxes income due to stock market fluctuations. Normally, the conference committee completes its work at the end of June, and the Governor signs the budget in mid-July, and cities and towns receive their final Cherry Sheet numbers. This year with the lower revenue projection, the conference committee is expected to take another month, so I do not expect to see the final Cherry Sheet until August.

MS4 Stormwater Permit Update: Marlo Warner and I met with the Town of Amherst, PVPC, and a representative of the Massachusetts Department of Environmental Protection to continue coordinating a regional response to the MS4 stormwater permit. There is another orientation meeting on Monday, August 8 at 10:00 a.m. at PVPC, which we intend to attend.

Compliance will require a coordinated effort by the Town of Hadley, as many departments share responsibilities in meeting the requirements of the permit. A coordinating meeting involving most of Hadley's departments and board is being arranged for August or September.

### **Upcoming Projects and Events**

Independence Day Fireworks: McGuirk Stadium, UMass on Monday, July 4<sup>th</sup>.

Chicken to Go Fund Raiser: Hadley Senior Center, pick up tickets July 10<sup>th</sup>.

Special Town Meeting: The next town meeting is October 27, deadline for article is August 31 at 4:00 p.m.