

Town Administrator's Weekly Report
July 13, 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 July 13, 2016. (It's a less packed report, as I was on vacation for 6 days.)

Projects

Bay Road Bridge Update: MassDOT gave me an update today. The final expanded design is completed, and the design is being used for construction estimates. No specific word on when the project will commence. 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 water line project is about 70% done.

Once the water lines are completed then work will begin on the road surface. We anticipate that the new road surface will be laid before winter 2016-17.

Future Road Widening Update: On July 13, representatives of Hadley met with MassDOT at a Route 9 stakeholders meeting to plan for the next phases of the overall Route 9 widening project. A rotary is planned for the Northampton side of the Coolidge Bridge for 2018. The Route 9 widening east of Middle Street is scheduled for 2020.

MassDOT is exploring the concept of a three-lane road east of Middle Street (as opposed to a four-lane road). I have invited the engineers and project coordinators to meet with the Select Board. The Town has an opportunity to coordinate infrastructure improvements with either design.

Public Safety Complex HVAC Control: 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 rejected all bids due to insufficient funding. The project is being redesigned and will be rebid.

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 Select Board accepted the recommended ranking of three finalists. A price is being negotiated.

IT: Northeast IT has completed first-round IT upgrades in Town Hall as recommended. Internet capacity is expected to be greatly expanded. A public Wi-Fi 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.

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: This project is all set to go. A petition on behalf of Hadley will be submitted to the DPU.

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 was signed (with line item vetoes) by Governor Baker. The Legislature has an opportunity to override some or all of the vetoes. Of particular concern is funding for opioid treatment and prevention and cuts affecting education. I expect to see a final Cherry Sheet in late July.

MS4 Stormwater Permit: 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

Hadley Garden Tour: July 23, 2016.

Fire Association Chicken BBQ: September 16 at Young Men's Club.

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