

Town Administrator's Weekly Report  
July 20, 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 20, 2016.

**Projects**

Bay Road Bridge: MassDOT gave me an update July 13. 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. Pressure testing performed on July 19 and 20 resulted in at least 2 failed connections, and the contractor is performing corrective work.

Work has begun on the road surface. We anticipate that the new road surface will be laid before winter 2016-17.

State Revolving Fund Update: The Treasurer has been working with the Department of Environmental Protection to make payments. All current payments have been processed, and we anticipate the process to go smoothly.

Private Duty Detail Payments Update: The Town maintains a revolving fund to assist timely payments to private duty details associated with this (and any other project). The magnitude of the project's demands on our officers have strained the revolving fund. The Chief of Police, Treasurer, Assistant Treasurer, and I are working to make that process work more sustainably. Bottom Line: The fund has a small balance; all private duty detail officers will receive their money.

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: Contract documents are ready for the Select Board to sign. Work is proceeding.

Public Safety Complex Roof Update: The project has been redesigned, and the bids will be released on July 21. Deadline is August 29.

Municipal Buildings Update: I met with representatives for the Goodwin Memorial Library, Senior Center, and the North Hadley Fire Substation projects. We are coordinating information and cost projections for presentation to the Select Board, and we are integrating the information into the Capital Improvement Plan.

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.

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 Net Metering Credit Agreement (Phase 2) Update: The second solar installation on Mill Valley Road is nearing completion, and we are working with the developer, Nexamp, to implement the net metering credit agreement under SREC 2 for 30% of our municipal electrical load, resulting in a 16% discount. (We already have a net metering credit agreement under SREC 1 resulting in a 21% discount for 70% of our municipal electricity.) Future savings over 20 years is estimated to be \$150,000 to 300,000. We expect this project to go live in the next 60 days.

### **Departmental Functions**

Public Records Law Update: The state has passed a law reforming public records law with an effective date of January 1, 2017. Today, I attended training to help Hadley comply with the

new requirements. I will encourage department heads to participate in training, and I will be bringing action items to the Select Board in the coming months.

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 have been meeting 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 provided 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.

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: 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. The House and Senate are scheduled to vote on the veto overrides July 23 and 24. A final Cherry Sheet will be issued shortly after.

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.