

Town Administrator's Weekly Report  
August 17, 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 August 17, 2016.

**Projects**

Bay Road Bridge: MassDOT gave me an update and reported that the final expanded design is completed, and the design is being used for construction estimates. The environmental permit process is underway. 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, has finished most of the water main work.

Paving of Route 9 from Whalley Street to the Route 47 intersection will occur in the next few days. The intersection and road surface to the east will be removed and a new subsurface will be placed. Paving of the second portion of the road is expected to be completed before winter 2016.

We continue to work with the University of Massachusetts to help mitigate the impact of the construction project on the return of students on September 2.

State Revolving Fund: 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: 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: 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 from Middle Street to East Street is scheduled for 2020. The anticipated costs for Hadley infrastructure upgrades is incorporated in the revised Capital Improvement Plan.

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. The Select Board is scheduled to meet with MassDOT on September 7<sup>th</sup>.

Public Safety Complex HVAC Control: Work is nearing completion.

Public Safety Complex Roof Update: The project has been redesigned, and the bids were released on July 21. Deadline is August 29 at 2:00 p.m.

Municipal Buildings Update: Capital requests for 5 municipal buildings were received in the capital planning process. The requests are being evaluated and incorporated into the Capital Improvement Plan with an eye toward affordability, need, and management capabilities. (i.e., how many major construction contracts can we manage at any one time).

Land Requests For Proposals Update: The two responses were received for the Center Hadley Requests for Proposal for land in the center of Town, and none were received for the RFP for land in North Hadley. The bids are being clarified and are not ready for presentation at this time.

Owners Project Manager: The Select Board accepted the recommended ranking of three finalists. A price has been negotiated, and the Board is asked to approve the contract at tonight's meeting.

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. More recently, DOR has stated that they will commence work with Hadley in the next two weeks.

Electricity Net Metering Credit Agreement (Phase 2): 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 45 days.

## **Departmental Functions**

Capital Improvement Plan Update: The updated five-year Capital Plan is being prepared, and will be presented to the Select Board, Capital Planning Committee and the Finance Committee at the next meeting.

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.

Start of the New Fiscal Year: The FY 2017 Massachusetts budget is now finished, and the final Cherry Sheet is available.

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, and I attended a PVPC orientation. The Town has applied for a new State Revolving Fund to pay for the cost of the new 5-year permit. There is another orientation meeting on Monday, October 3 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 September 7th.

Public Records Law Update: The state has passed a law reforming public records law with an effective date of January 1, 2017. We have attended training to help Hadley comply with the new requirements. I will encourage department heads to participate in further training, and I will be bringing action items to the Select Board in the coming months.

Municipal Modernization Act Update: The Governor signed into law a wide-ranging overhaul of municipal laws in an effort to aid cities and town perform their functions more efficiently and effectively. The new legislation covers municipal finances, operations, assessing functions, enforcement, and procurement – to name a few broad categories of what the act covers. There are many new tools to help town improve their functions, and I will be bringing action items to the select Board and Town Meeting in the coming months.

### **Upcoming Projects and Events**

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.