

Town Administrator's Weekly Report  
October 5, 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 projects and a schedule of upcoming community events.

Here is the report for the week of October 5, 2016.

**Projects**

Bay Road Bridge Update: The environmental permit process is underway. I will provide an update on the construction schedule when it becomes available.

MassDOT reports that they need some Rights of Entry for access to the underside of the bridge. The town layout appears to be 66' wide, and MassDOT may need Rights to enter onto private property (upstream of the bridge), or town property (downstream of the bridge). They ask for Town assistance.

Route 9 Widening: ET & L Corporation, the contractor, has finished most of the roadwork. Three courses of blacktop were laid down, and work will now focus on curbstones and sidewalks. The final course of road pavement is expected to be completed by November (conditions permitting).

Curbs and sidewalk work is progressing.

Public Safety Complex HVAC Control: Work is complete, except for punch list items.

Public Safety Complex Roof Update: The contract for the projects were sent to the contractor for signatures, certificates of insurance, and performance and payment bonds. A Notice to Proceed will be sent this week.

Municipal Buildings Update: The Capital Planning Committee is meeting with department heads to review building and other capital expense requests.

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). The Treasurer and Town Administrator met with the Town's Chief Financial Advisor to review prospective borrowing. A cash management plan associated with all proposed borrowings will be ready on October 7, 2016.

A final meeting of the Capital Planning Committee is scheduled for October 17.

The Municipal Building Committee has developed a list of projects, and I will assist with procurement.

Land Requests For Proposals: The two responses were received for the Center Hadley Requests for Proposal for land, and none were received for the RFP for land in North Hadley. The bids were disseminated to the Capital Planning Committee for their review.

Owners Project Manager: The OPM is working with the Council on Aging and the North Hadley Fire Substation Ad hoc Committee.

Wage and Classification Study: In process.

Commonwealth Compact Update: The Town was awarded technical support for two projects: (a) development of a financial management team and (b) a safe route to school project. The Department of Revenue has notified us that the projects have been approved, and we are now scheduling appointments with DOR for late October/early November.

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 on many municipal electrical accounts. (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.

Electricity Aggregation Project: The public notice period has concluded, and Good Energy will submit the Hadley electricity aggregation plan to the Massachusetts Department of Utilities. Once the DPU gives their approval, then Good Energy will conduct a bid process for electric rates. Assuming a favorable outcome, Hadley residential electricity users should start seeing a discount on their electricity bills.

Special Town Meeting Update: Capital Planning Committee is meeting next 10/17. Finance Committee is meeting 10/12. The Treasurer is working with our Chief Financial Advisor on money management, and we expect a report on 10/7. The Board is scheduled to sign and post the warrant on 10/12.

### **Departmental Functions**

Safety Committee Update: The safety Committee reviewed the insurance loss runs for FY 2016. The claims in all categories have dropped in number and the reserved exposure to the Town has also dropped compared to the prior year. The Committee is working on a MIIA risk management grant application for \$15,000, due 10/28.

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. 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 13 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.

Public Records Law: 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. A public records law compliance plan is in development. 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: 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**

5K Run for Farmland  
and Farmers Market:

October 16 at the West Street Common

Fall Festival:

October 22 at the First Congregational Church

Special Town Meeting:

The Warrant will be posted on October 13.

A preview of the warrant articles will be offered on  
October 19.

The town meeting is October 27.