

Town Administrator's Weekly Report
November 16, 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 November 16, 2016.

Projects

Bay Road Bridge Update: The environmental permit is still in process, but funding for the bridge has been secured. The contractor has been authorized to order materials, which will take 6 to 8 weeks for delivery. The Town has been working with MassDOT to set up the construction easements.

Route 9 Widening: Only punch list and cleanup items remain to be done.

Public Safety Complex Roof: The contract for the projects were sent to the contractor for signatures, certificates of insurance, and performance and payment bonds. A Notice to Proceed has been sent. Work will be completed in 180 days. A pre-construction conference is being scheduled for December.

Land Requests For Proposals: The two responses were received for the Center Hadley RFP 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. A designer selection procurement process is under review by the OPM as required by law.

Designer Selection (Senior Center and Fire Substation): The procurement for the design of the proposed new senior center and the fire substation is underway. The Owners' Project Manager is required by law to review the procurement documents, which will be advertised on November 18, 2016. Award of the contracts will be subject to the availability of funding.

Wage and Classification Study: In process.

Commonwealth Compact: 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 conducted a site visit and a series of interviews with key town officials. We expect a report in time for the FY 2018 budget process.

The Town is preparing a second application, which will be presented to the Select Board shortly.

Electricity Net Metering Credit Agreement (Phase 2): The second solar installation on Mill Valley Road is now complete and was made operational on October 25, 2016. The developer, Nexamp, is implementing 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.

Electricity Aggregation Project: Good Energy and several towns, including Hadley, held a conference call with an attorney representing the Massachusetts Department of Public Utilities. Hadley's application was reviewed and found to be in order. A hearing with DPU is the next step. Once, DPU gives their approval, 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.

Annul Town Meeting Update: Work is beginning on the May 4, 2017 Annual Town Meeting. A preliminary warrant is being developed and will be presented to the Select Board and Finance Committee on December 7. A countdown schedule and action list is under development.

Departmental Functions

Safety Committee: 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 has applied for a MIIA risk management grant application for \$15,000 for emergency signaling for police and fire vehicles along Route 9.

MS4 Stormwater Permit: The Town Meeting passed the borrowing for our compliance effort, and now it goes to the ballot for final approval. Marlo Warner and I are working with our engineers to implement the town's compliance efforts.

Ballot Election January 10, 2017: Nine ballot questions will be decided by Hadley voters on Tuesday, January 10, 2017. Polling hours are Noon to 8:00 p.m., and the polling location is Hopkins Academy.

Audit: The FY 2016 audit is underway, and the auditors are going to be on-site in mid-December. We have scheduled a pre-audit conference for December 7, 2016.

OPEB Actuarial: The biannual OPEB actuarial will be conducted in FY 2017, and preparations are underway for that work.

Upcoming Projects and Events

Mothers' Club Holiday Festival: November 19, 2016

Craft Fair at Hadley Farms November 27, 2016

Debt Exclusion Ballot: January 10, 2017.

Annual Town Meeting: May 4, 2017.