Town Administrator's Weekly Report
December 7, 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 December 7, 2016.

Projects

Bay Road Bridge: 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 is working with MassDOT to set up the construction easements.

Route 9 Widening: Only punch list and cleanup items remain to be done. Project will be wrapped up in spring 2017.

Public Safety Complex Roof: The contract is complete. A Notice to Proceed has been sent. Work will be completed in 180 days. A pre-construction conference is scheduled for December 13.

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 are under consideration by the Select Board and were forwarded to the Municipal Building Committee.

Designer Selection (Senior Center and Fire Substation): The procurement for the design of the proposed new senior center and the fire substation is underway. Award of the contracts will be subject to the availability of funding. Deadlines are scheduled for mid-January.

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.

Zatyrka Park: The first phase of the Zatyrka Park Reconstruction Project (clearing and grubbing) is underway, and the park is closed to the public until further notice.

Annual 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 January 4, 2017. A countdown schedule and action list has been approved and disseminated. FY 2018 Budget instructions will be developed at tonight's meeting.

Significant elements of the Annual Town Meeting warrant include:

- Standard and required articles relating to the Town's annual operational needs;
- Municipal Modernization Act relating to OPEB, Section 111F funds, special permits, and other operational matters;
- Implementation of the recreational marijuana regulations;
- Solar PILOT agreements;
- CPA set aside funding; and
- Zoning bylaws under preparation by the Planning Board.

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 been awarded a MIIA risk management grant for $7,000 for emergency signaling for fire vehicles along Route 9. In light of the Town's excellence in loss control, MIIA has offered a 0% renewal for insurance rates for FY 2018.

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. The Town has also joined with a multi-town project to address stormwater requirements and to that end, the Town of Hadley has applied for a regional grant for technical assistance.

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.

An educational flyer is prepared and was reviewed by the Financial Management Team for accuracy. The flyer will be mailed with the tax bills in late December.

Public Records Act Update: The new public records law takes effect on January 1, 2017, and all state agencies, cities, towns, districts, and housing authorities must comply. A draft compliance plan has been drafted and is under legal review. The Select Board will address this matter on December 7. The Town is also working with the Hadley School District and the Hadley Housing Authority to help them become compliant by the deadline.

Audit Update: The FY 2016 audit is underway, and the auditors are going to be on-site in mid-December. We held a pre-audit conference for December 7, 2016. The audit needs to be completed in early spring 2017 in order to move forward with some of the borrowing projects.

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

Upcoming Projects and Events

Firemen's Association Christmas Tree Raffle:	December 10, 2016.
Debt Exclusion Ballot:	January 10, 2017.
Annual Town Meeting:	May 4, 2017.