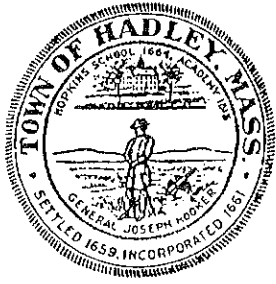


Special Town Meeting Warrant: The Select Board is asked to open the warrant for the October 22, 2015 special town meeting with a due date of August 26. A preliminary draft warrant is presented to show the core business to be conducted at the STM.

the

w.

ny



Town Administrator

TOWN OF HADLEY

100 Middle Street • Hadley, MA 01035

Telephone (413) 586-0221
Fax (413) 586-5661
email: admin@hadleyma.org

June 24, 2015

Select Board
Finance Committee
Capital Planning Committee
Community Preservation Act Committee
Moderator
Treasurer
Town Clerk
Town of Hadley
100 Middle Street
Hadley, MA 01035

Re: Special Town Meeting Warrant: Preliminary Draft.

Dear Municipal Officials:

Greetings. Please accept these documents as the preliminary draft warrant for the Special Town Meeting to be held on October 22, 2015. I am presenting this initial draft at the opening of the warrant, and I will present a complete version of the warrant at the closure date of August 26. The Select Board will make decisions as to which articles will remain, and which will not. My purpose in providing you with an early draft is to provide an outline of the essential business that needs to occur to finish the FY 2016 budget as well as several projects that are important to the Town of Hadley.

The articles presented below help advance the Town's ability to provide public services. Each of the articles presented below should be reviewed to ensure that the Town's core mission is supported.

The Proposed Articles

Article 1 (FY 2016 Budget Adjustment):

The first article makes the final adjustments to the FY 2016 budget.

The majority of the changes will relate to changes to pay rates that are being negotiated with union personnel and to pay rates to non-union personnel.

The Select Board seeks an increase of \$4,000 to install and operate web-based meeting management software as the next step in placing more of their meetings on-line and conducting their business more efficiently and transparently. Currently, the Select Board is examining the vendor BoardDocs, and their product BoardDocs LT. More information about the company and their products can be found here: <https://www.boarddocs.com/>

The increase covers a \$1,000 set up and training fee and an annual subscription of \$3,000 for BoardDocs LT.

The Finance Committee recommended restoration of funding for OPEB contribution, and I have included \$245,000 as a planning number to keep the Town on track with its OPEB contribution strategy, contingent on the availability of funds. Partial funding of the FY 2016 OPEB contribution was achieved at the Annual Town Meeting by the approval of the enterprise administrative charges amounting to \$31,649.

Better figures will be developed over the next few weeks.

Language ratifying the union contracts is also included. This language will be withdrawn, if the collective bargaining agreements are not ready.

Article 2 (Capital Stabilization):

The second article would place the FY 2015 meals tax revenue, amounting to \$300,000, into the Capital Stabilization Fund for later appropriation at the Annual Town Meeting to be held on May 5, 2016.

The Town's policy is to use the meals tax funds for the capital program. The Town's practice is to place the prior year's meals tax funds in a special capital stabilization fund in the fall town meeting, and then to allocate those funds for capital projects and purchases at the following annual town meeting. This practice ensures that budget decision makers are assured of the amounts available for capital projects where direct expenditures are needed.

The Select Board has begun discussing a change in policy to the effect that a certain percentage of the annual levy would be dedicated to the capital budget. At the time of this writing, this option is still being considered.

Article 3 (Capital Expenses)

This article is reserved for the Capital Planning Committee recommended capital projects. The revised capital expenses are due August 3, and the Committee will develop recommendations in August and September.

Article 4 (Route 9 Water Lines)

Several years ago, the Massachusetts Department of Transportation planned to widen Route 9 from Goffe Street to East Street, and the Town borrowed money to replace and upgrade the water lines in the project area. The Department subsequently decided to postpone the project, and the Town canceled the borrowing.

MassDOT held a public hearing on June 9, 2014, during which they described the project in detail and outlined an implementation schedule. Construction is expected to begin in summer 2016. The Town will need to borrow from water revenues to take advantage of the Route 9 project. Replacing water lines in conjunction with the road surface project will save costs in mobilization, construction, and engineering.

Massachusetts Department of Transportation has developed its 75% complete plans. The estimated cost for the water lines within the MassDOT project area is expected to be \$425,000 based on engineer's estimates.

In addition to replacing the water lines within the MassDOT project area, the Town is considering replacing the water lines to the east of the project area: from the vicinity of the Farm Museum to the East Street intersection. This is expected to cost an additional \$825,000.

The total combined costs for the expanded project are expected to be \$1,250,000.

The Town has requested that this project be listed in the FY 2015 Environmental Bond Bill, and as of the time of this writing, several attempts were made to ask Governor Patrick to release the bond money. I recommend that the Town contact Governor Baker and renew our request.

The impact on the Water Enterprise Fund needs to be thoroughly reviewed and understood. Currently, debt service within the water enterprise fund is about 15% of net operating revenues. There is room for growth of water debt service, but only consistent with adopted policy and taking into account overall capital needs within the water enterprise fund.

	Fiscal Year				
	2010	2011	2012	2013	2014*
Self Supporting Debt Service	\$ 201,047	\$ 174,612	\$ 173,969	\$ 170,513	\$ 190,065
Net Operating Revenues	\$ 1,073,180	\$ 1,243,630	\$ 1,148,966	\$ 1,238,977	\$ 1,142,210
Self Supporting Debt Service as a Percentage of Net Operating Revenues	18.73%	14.04%	15.14%	13.76%	16.64%

Water Enterprise Fund Debt Service
POLICY
(ADOPTED 11/20/13)

- Total debt service for special revenue bonds will not exceed 30% percent of net operating revenues.
- Total debt service for special revenue bonds will not fall below 20% percent of net operating revenues.
- Before bonded long-term debt is issued, the impact of debt service on total annual fixed costs will be analyzed.
- When a warning trend is observed, corrective analysis and actions should be brought forward to decision-makers.

Debt service for the water line project within the MassDOT project area may result in the following debt schedule and impact on the Water Enterprise Fund.

TOWN OF HADLEY																							
BORROWING SCENARIO -- WATER CAPITAL IMPROVEMENTS -- WATER ENTERPRISE FUND																							
NOT A BUDGET PROPOSAL -- FOR DISCUSSION PURPOSES ONLY																							
Interest = 2%																							
Capital Project	Cost of Project	Max. Allowable Borrowing (Year)	GASB84 Life Expectancy	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
EXISTING CALLAHAN WELL DEBT				169,052	168,652	169,249	167,838	157,418	166,991	165,554	166,109	165,655	165,191	164,719	164,237								
Route 9 Water Lines (Project Area Only)	424,100	30	50	29,687	28,839	28,415	27,991	27,567	27,142	26,718	26,294	25,870	25,446	25,022	24,598	24,174	23,750	23,326	22,901	22,477	22,053	21,629	21,205
Totals	424,100			198,739	197,491	197,664	195,829	194,985	194,133	193,272	192,403	191,525	190,637	189,741	188,835	187,914	186,979	186,036	185,083	184,122	183,153	182,176	181,191
Percentage of Debt To Water Fund Revenues				18.35%	18.42%	18.43%	18.26%	18.18%	18.11%	18.03%	17.94%	17.86%	17.78%	17.70%	17.61%	2.25%	2.21%	2.18%	2.14%	2.10%	2.06%	2.02%	1.98%

Debt service for the water line project extended to East Street beyond the MassDOT project area may result in the following debt schedule and impact on the Water Enterprise Fund.

TOWN OF HADLEY																							
BORROWING SCENARIO - WATER CAPITAL IMPROVEMENTS - WATER ENTERPRISE FUND																							
NOT A BUDGET PROPOSAL - FOR DISCUSSION PURPOSES ONLY																							
Interest - 2%																							
Capital Project	Cost of Project	Max. Allowable Borrowing (Years)	GASB84 Life Expectancy	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
EXISTING CALLAHAN WELL DEBT				169,052	168,652	169,249	167,838	167,418	166,991	166,554	166,109	165,655	165,191	164,719	164,237								
Route 9 Water Lines (Project Area Plus Extension to East Street)	1,250,000	30	50	87,500	85,000	83,750	82,500	81,250	80,000	78,750	77,500	76,250	75,000	73,750	72,500	71,250	70,000	68,750	67,500	66,250	65,000	63,750	62,500
Totals	1,250,000			256,552	253,652	252,999	250,338	248,668	246,991	245,304	243,609	241,905	240,191	238,469	236,737	235,000	233,250	231,500	229,750	228,000	226,250	224,500	222,750
Percentage of Debt To Water Fund Revenues				23.93%	23.66%	23.60%	23.35%	23.19%	23.04%	22.88%	22.72%	22.56%	22.40%	22.24%	22.08%	6.64%	6.53%	6.41%	6.30%	6.18%	6.06%	5.95%	5.83%

The exact costs will be determined by bidding and the results of bonding.

Article 5 (Laurel Drive)

Laurel Drive is presented as a private way to be accepted by Town Meeting as a public way. The Select Board is working to address the legal requirements to make this vote valid.

Article 6 (Hawley Road)

Hawley Road is presented as a private way to be accepted by Town Meeting as a public way. The Select Board is working to address the legal requirements to make this vote valid.

Article 7 (Community Preservation Committee)

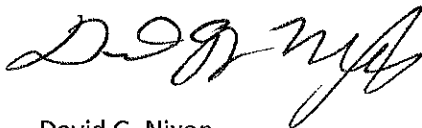
Space is reserved for any CPA articles that might be presented.

Article 8 (Planning Board)

Space is reserved for any zoning articles from the Planning Board.

I hope that this preview is helpful. I am available for your many anticipated questions.

Sincerely,



David G. Nixon
Town Administrator

SPECIAL TOWN MEETING WARRANT
October 22, 2015

Draft #2
June 24, 2015

Hampshire, ss.

To the Constable of the Town of Hadley in the County of Hampshire:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town qualified to vote in Elections and Town affairs to meet in Hopkins Academy on Thursday, the twenty second day of October 2015 at 7:00 p.m. to act on the following articles:

Article 1

To see if the Town will vote to amend the Fiscal Year 2016 Budget by amending the vote on Article 5 of the Warrant of the Annual Town Meeting held on May 7, 2015 by amending line items to be presented at town meeting, or take any action relative thereto.

	FROM	TO
122 Select Board Other salaries	45,449	+ wage increase
135 Town Accountant Salaries	69,184	"
141 Assessors Other Salaries	63,408	"
145 Treasurer Other Salaries	37070	"
146 Tax Collector Salary	58,300	"
Other Salaries	35,828	"
161 Town Clerk Salary	54,408	"
Other Salaries	13,836	"
210 Police Salaries	872,353	"
220 Fire Salaries	223,924	"
222 Communication Salaries	224,101	"
241 Building Inspector Salaries	86,787	"
422 Highway Construction Salaries	442,386	"
440 Wastewater Salaries	282,700	"
450 Water Debt and Interest	356,440	"
541 Council on Aging Salaries	71,879	"
610 Public Library Salaries	122,729	"
630 Park Commission Other Salaries	49,887	"
919 OPEB	0	245,000
	TOTAL	TOTAL
	15,914,790	

And further that the Town amend the appropriation as follows:

[Numbers subject to change]

Raise and appropriate the sum of \$ 13,660,256 _____,
and appropriate from Sewer Receipts \$ 1,023,383 _____,
and appropriate from Water Receipts \$ 1,201,707 _____,
and transfer from Water Reserves \$ 10,000 _____,
and transfer from Sewer Reserves \$ 10,000 _____,
and take from MSBA Debt Fund Reserve \$ 2,444 _____,
and transfer from a gift from the Friends of the Council on Aging \$ 7,000 _____,
for the maintenance and operation of the town in fiscal year 2016 as recommended by the
Finance Committee, including debt and interest, and to fix the salary of all elected
officials, including, if appropriate, Select Board, Town Clerk, Town Collector, Town
Treasurer, Town Assessors, Town Constables, Board of Health, Elector under the Oliver
Smith Will, Planning Board, and Park and Recreation Commission, and to provide a
reserve fund,

And further to fund the collective bargaining agreements for the Dispatch Union, Police
Union, and the Department of Public Works Union, or take any action relative thereto.

Select Board recommendation pending
Finance Committee recommendation pending

Article 2 (Capital Stabilization)

To see if the Town will vote raise and appropriate, transfer from Free Cash,
transfer from funds available, or otherwise provide \$300,000.00 to be placed in the
Capital Stabilization Account, or take any action relative thereto.

Select Board recommendation pending
Finance Committee recommendation pending
Capital Planning Committee recommendation pending

Article 3 (Capital Expenses)

[Insert capital projects here]

Or take any action relative thereto.

Select Board recommendation pending
Finance Committee recommendation pending
Capital Planning Committee recommendation pending

*This article may need to be presented as several independent articles, depending on the
sources of funding (e.g., capital stabilization, borrowing, and enterprise fund).*

Article 4 (Capital: Enterprise Funds: Route 9)

To see if the Town will vote to authorize the Treasurer to borrow \$ _____,
and to transfer from the Sewer Improvement Fee Account \$ _____ for capital
expenses associated with capital projects for town departments within the Wastewater
and Water Enterprise funds:

Capital Purchase	Department	Cost	Funding Source
Route 9 Water Lines	DPW (Water)	\$1,250,000	Borrow

Or take any action in relation thereto.

Capital Planning Committee recommendation pending
 Finance Committee recommendation pending
 Select Board recommendation pending

Article 5 (Laurel Drive)

To see if the Town will vote to accept as a public way Laurel Drive, as heretofore laid out by the Select Board and described as follows:

Beginning at a concrete bound set at the intersection of the southerly sideline of Chmura Road and the easterly sideline of Laurel Drive, thence running;
 S 14°05'50" W a distance of five hundred seventy five and 86/100 (575.86) feet to a concrete bound set, thence running;
 Southeasterly, southerly, south westerly, westerly, and northwesterly along the arc of a curve to the left having a radius of fifty and 00/100 (50.00) feet an arc length of one hundred ninety one and 98/100 (191.98) feet to a concrete bound set, thence running;
 N 81°16'05" W a distance of one hundred twenty three and 60/100 (123.60) feet to a concrete bound set, thence running;
 N 82°50'14" W a distance of four hundred two and 25/100 (402.25) feet to a concrete bound set, thence running;
 N 81°23'17" W a distance of six hundred twenty five and 71/100 (625.71) feet to a concrete bound set, thence running;
 Southwesterly along the arc of a curve to the left having a radius of twenty and 00/100 (20.00) feet an arc length of nineteen and 71/100 (19.71) feet to a concrete bound set in the southeasterly sideline of Hockanum Road (Route 47), thence running;
 N 42°14'02" E along the said southeasterly sideline of Hockanum Road a distance of one hundred eight and 08/100 (108.08) feet to a concrete bound set, thence running;
 Southerly and southeasterly along the arc of a curve to the right having a radius of twenty and 00/100 (20.00) feet an arc length of forty three and 12/100 (43.12) feet to a concrete bound set, thence running;
 S 81°23'17" E a distance of five hundred forty nine and 01/100 (549.01) feet to a concrete bound set, thence running;
 S 82°29'51" E a distance of four hundred twenty and 09/100 (420.09) feet to a concrete bound set, thence running;
 N 07°12'07" E a distance of four and 99/100 (4.99) feet to a concrete bound set, thence running;
 S 79°03'47" E a distance of one hundred thirty five and 50/100 (135.50) feet to a concrete bound set, thence running;

Northeasterly along the arc of a curve to the left having a radius of fifty and 00/100 (50.00) feet an arc length of eighteen and 18/100 (18.18) feet to a concrete bound set, thence running;

N 14°05'50" E a distance of five hundred seventy nine and 69/100 (579.69) feet to a concrete bound set in the aforementioned southerly sideline of Chmura Road, thence running;

S 71°40'43" E along the said Chmura Road a distance of fifty and 14/100 (50.14) feet to the set concrete bound at the point of beginning.

Containing 2.1565 acres, more or less.

And, further to authorize the Select Board to acquire, by gift, purchase, and/or eminent domain, easements to use Laurel Drive for all purposes for which public ways are used in the Town of Hadley and any and all drainage, utility, access or other easements related thereto; or take any vote in relation thereto.

Select Board recommendation pending

Article 6 (Hawley Road)

To see if the Town will vote to accept as a public way Hawley Road, as heretofore laid out by the Select Board:

The land in Hadley, Hampshire County, Massachusetts, shown as the roadway of the subdivision on plan of land entitled, "Hawley Road, Definitive Plan for the Subdivision of Land in Hadley, Massachusetts" prepared by A. A. Solander, Engineer, South Hadley, Mass., dated March 2, 1070 and recorded in the Hampshire County Registry of Deeds in Plan Book 75, Page 118, more particularly bounded and described as follows:

Beginning at a gun barrel set on the Northerly side of Mt. Warner Road, which gun barrel marks the southeasterly corner of the premises to be conveyed and the southwesterly corner of land now or formerly of F. M. and E. L. Bielunis; thence N 18° 11' 10" W along the westerly sideline of said land now or formerly of F. M. and E. L. Bielunis a distance of 299.97 feet to a Gun Barrel set; thence on a curve to the right having a radius of 205' an arch length of 47.71 feet to a point; thence northerly a distance of 76.14 feet to a point; thence on a curve to the right an arch length of 26.76 feet to a point; thence N 71° 48' 50" E a distance of 107.44' to a point at land now or formerly of F. J. & H. M. & J. F. Kentfield, the last four courses being along Lot 15 as shown on said plan; thence northwesterly a distance of 50' to a point at the southwesterly corner of Lot 14 as shown on said plan; thence westerly a distance of 86.15' to a concrete bound to be set; thence on a curve to the right, an arch length of 35.57' to a concrete bound to be set; thence on a curve to the left having a radius of 125' and arch length of 66.84 feet to a concrete bound to be set; thence N 36° 55' 15" W a distance of 80.10 feet to a point, the last four courses being along Lot 14 as shown on said plan; thence continuing N 36° 55' 15" W a distance of 56.19' to a point; thence on a curve to the right having a radius of 300' an arch length of 69.16 feet to a point, the last two courses being along the westerly sideline of Lot 13 shown on said plan; thence continuing on a curve to the right having a radius of 300' an

arch length of 31.91 feet to a point; thence N 17° 37' W a distance of 93.14 feet to a point, the last two courses being along the westerly sideline of Lot 12 shown on said plan; thence continuing N 17° 37' W along the westerly side of Lot 11 shown on said plan a distance of 125.00 feet to a point; thence continuing N 17° 37' W a distance of 31.86 feet to a concrete bound to be set; thence on a curve to the right having a radius of 275' an arch length of 74.23 feet to a concrete bound to be set; thence on a curve to the left having a radius of 40' an arch length of 19.57 feet to a point, the last three courses being along the westerly side of Lot 10 shown on said plan; thence continuing along the southerly side of a 4.248 acre parcel of land shown on said plan, on a curve to the left having a radius of 40' an arch length of 120.92 feet to a point; thence continuing on a curve to the left having a radius of 40' an arch length of 24.40 feet to a concrete bound to be set; thence on a curve to the right having a radius of 42' an arch length of 33.35 feet to a concrete bound to be set; thence southeasterly a distance of 27.03 feet to a concrete bound to be set; thence continuing southeasterly a distance of 58.82 feet to a point, the last four courses being along the easterly side of Lot 9 shown on said plan; thence continuing southeasterly along the easterly line of Lot 8 shown on said plan a distance of 132.25 feet to a point; thence continuing southeasterly a distance of 58.93 feet to a concrete bound to be set; thence on a curve to the left an arch length of 66.31 feet to a point; the last two courses being along Lot 7 shown on said plan; thence continuing on a curve to the left an arch length of 51.61 feet to a concrete bound to be set; thence southeasterly a distance of 73.52 feet to a point, the last two courses being along Lot 6 shown on said plan; thence continuing southeasterly a distance of 62.78 feet to a concrete bound to be set; thence on a curve to the right an arch length of 41.98 feet to a concrete bound to be set; thence S 4° 51' 07" E a distance of 23.69 feet to a point, the last three courses being along the easterly sideline of Lot 5 shown on said plan; thence continuing S 4° 51' 07" E along the easterly sideline of Lot 4 shown on said plan a distance of 125.00 feet to a point; thence continuing S 4° 51' 07" E a distance of 16.31 feet to a concrete bound to be set; thence on a curve to the left an arch length of 59.34 feet to a concrete bound to be set; thence southeasterly a distance of 50.21 feet to a point, the last three courses being along the easterly sideline of Lot 3 shown on said plan; thence continuing southeasterly along the easterly sideline of Lot 2 shown on said plan a distance of 125.01 feet to a point; thence continuing southeasterly a distance of 105.10 feet to a concrete bound to be set; thence on a curve to the right an arch length of 31.31 feet to a point marking the southerly most easterly point of Lot 1 shown on said plan, the last two courses being along the easterly sideline of Lot 1 shown on said plan; thence N 71° 31' E along the northerly sideline of Mt. Warner Road a distance of 69.89 feet to the Gun Barrel set at the point of beginning.

To convey a portion of the premises described in deed of G. R. & S. Corporation to Russell & Roberts Builders, Inc. (now known as Roberts Builders, Inc.) dated October 22, 1970 and recorded in the Hampshire County Registry of Deeds in Book 1583, Page 107.

And, further to authorize the Select Board to acquire, by gift, purchase, and/or eminent domain, easements to use Hawley Road for all purposes for which public ways are used

in the Town of Hadley and any and all drainage, utility, access or other easements related thereto; or take any vote in relation thereto.

Select Board recommendation pending

Article 7 (Reserved for Community Preservation Committee)

[Insert CPA article(s) here]

Article 8 (Reserved for Planning Board)

[Insert zoning article(s) here]

And you are hereby directed to serve this warrant by posting attested copies in the usual places: one at the Town Hall, one at the Hadley Post Office, and one at the North Hadley Village Hall, and in said Town, fourteen days at least, not including the day of posting, before the time of holding said meeting.

Given under your hands this _____ day of _____ 2015

Guilford B. Mooring, II, Chair

John C. Waskiewicz, II

Molly A. Keegan

Joyce A. Chunglo

Gerald T. Devine

HADLEY SELECT BOARD

A true copy attest:

Constable of Hadley

Date: _____