



TOWN OF HADLEY
SELECT BOARD
January 22, 2014
Meeting Minutes

Meeting convened at 7:00 pm, Room 203, Hadley Town Hall

Present: Chair Daniel Dudkiewicz, Joyce Chunglo, Guilford Mooring, John Waskiewicz, Brian West

Absent: None

Also in Attendance: David Nixon (Town Administrator); Peg Jekanowski, (Admin. Assistant); Richard Trueswell, (TV-5); Gary Girouard, DPW; Joan Zuzgo (Treasurer's Office); Matthew Fuller (WMECO); Joseph Boisvert, Sean Barry, David Fill,

Approval of Minutes: 01/08/2014: Motion: Chunglo Second: Mooring Vote: 5-0-0

Approval of Warrants: 32, 32-S, 32-A: Payroll 59: Motion: Chunglo Second: West Vote: 5-0-0

New Business #2: Referendum Vote: Health Insurance for survivors of retirees: Assistant Treasurer Joan Zuzgo was before the Board requesting to place a question on the 2014 Annual Town Election ballot:

"Shall the town pay one-half of the premium costs payable by the surviving spouse of an employee or retired employee for group general, or blanket hospital, surgical, medical, dental or other health insurance?"

Ms. Zuzgo stated that presently if a retiree dies the surviving dependent is left to pay the entire health insurance premium. The current cost to the Town per year to pay one half of the premium for the surviving spouse amounts to approximately \$6,500.00 annually. ***Motion to place the above referenced question on the 2014 Annual Town Election Ballot: Chunglo Second: West Vote: 5-0-0.***

Appointment: 7:05 PM: Western MA Electric Co. Petition to install pole:

A representative from WMECO was before the Board to petition a new pole installation on the Easterly side of Middle Street / South from Bay Road. Currently there is no pole on this side of Middle Street. It will serve a home at 206 Middle Street. ***Motion to allow a pole installation for WMECO on the Easterly side of Middle Street / South from Bay Road: Mooring Second: West Vote: 5-0-0***

Old Business #1: Building Committee: Mission Statement:

Mr. Nixon presented the Board with language that may be adopted for a Building Committee mission statement. The Board will review and take it up at their next meeting on February 5, 2014. Mr. Nixon reviewed the upcoming important dates for the Town:

January 30th – Public Forum on DPW, Public Safety and Library buildings

January 31 – Letters of interest to serve on the Building Committee due

February 26 – deadline to submit questions for the Annual Town Election ballot

Appointment: 7:15 PM: Joseph & Michelle Boisvert - North Hadley Sugar Shack, LLC – Application for Off Premise Wine and Beer License at 181 River Drive, Hadley, MA:

Joseph Boisvert was presented an application to sell wine and beer for off premise consumption at a new general store that he will be opening at the location of the North Hadley Sugar Shack. This is a separate building and will have local produce, groceries, and he helps to have beer and wine from local brewers/wineries as well as some commercial wine and beer available. The hours of operation will be until early evening in winter and approximately 9-9:30 in the summer months. This is proposed as a convenience for people in North Hadley. Abutters and other interested parties voiced support for the project. Acting Police Chief Shanley had no objections, and there is an off premise wine and malt license available. ***Motion to approve the application for North Hadley Sugar Shack, LLC –Off Premise Wine and Beer License at 181 River Drive, Hadley, MA: Chunglo Second: West Vote: 5-0-0.***



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New Business #1 FY 2015 Budget: Department of Public Works

Mr. Nixon stated that the some state budget numbers were released today. Chapter 70 numbers came out and the required local contribution for schools is lower than expected (\$5.3 million). The Town funds the school above the minimum contribution. However, Mr. Nixon thinks that this is a very low number and subject to change. At this time the preliminary budget submitted by Mr. Nixon is still balanced.

DPW Director Gary Girouard reviewed his proposed budget with the Select Board (see attachment 1.) There was some discussion regarding the use of cemetery funds to offset some costs. Mr. Nixon will review current operations with members of the cemetery committee.

The Board took the DPW budget proposal under advisement.

Announcements

The Most Holy Redeemer CYO basketball league is holding their Chicken Dinner fundraiser Saturday, January 25th at the Most Holy Redeemer Parish Hall.

The next public forum on Town Building will be held on Thursday, January 30th at 7:00 pm at the Senior Center. DPW, Library and Safety Complex will be discussed.

Executive Session: 8:53 pm: Motion to move to Executive Session for the purpose of discussing a personnel matter and not to reconvene in open session: Chunglo Second: Mooring:

Chair Dudkiewicz stated "As Chair of the Hadley Select Board, I state that the Board has moved and seconded to enter into executive session, and I state that discussing the matter in open session will have an adverse effect on the Town of Hadley.

Roll Call Vote: Waskiewicz – Yes: Mooring – Yes: Dudkiewicz – Yes: Chunglo – Yes: West – Yes

A discussion was held regarding a personnel matter. ***Motion was made and seconded and vote taken. Waskiewicz – Yes: Mooring – Yes: Chunglo – Yes: West – Yes Dudkiewicz – No***

Adjournment: At 10:12 pm a motion was made and seconded to adjourn meeting – Roll Call Vote: Waskiewicz – Yes: Mooring – Yes: Dudkiewicz – Yes: Chunglo – Yes: West – Yes

Meeting adjourned at 10:12 pm.
Respectfully submitted,

Margaret J. Jekanowski
Administrative Assistant



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Attachment 1: Budget Series 400: Public Works

Public Works (Budget 422 through 490)

Mission Statement

The mission of the Hadley Department of Public Works is to provide and maintain the Public Services necessary for the continued growth and improvement of quality of life of the citizens of Hadley.

Budget Overview

The Department of Public Works was created in 2009 through authorization of Town Meeting and an enabling act of the Legislature. The Department consists of three divisions: Highway, Water, and Wastewater. The Highway Division is operated through the General Fund; the Water Division and the Wastewater Division are operated as enterprise funds (these are shown as separate budgets). The services provided by the Department include maintenance and repair of the Town's infrastructure, building maintenance, treatment and delivery of water, and collection and treatment of wastewater. The Department of Public Works is responsible for over 150 lane miles of roads, 60 miles of water mains, over 21 miles of sewer lines, 400 catch basins and 40 outfalls for stormwater management, 568 hydrants, 9 pumping stations, 2 water wells, 1 water treatment plant of 2 MGD capacity, and 1 wastewater treatment plant of .54 MGD capacity.

The Town of Hadley is enrolled in a 5-month pilot Municipal Performance Management Program as administered by the Collins Center for Public Management and funded by a grant through the Community Innovation Challenge Grant Program as administered by the Executive Office of Administration and Finance. The pilot program is being implemented in the Department of Public Works and the Fire Department, and early results indicate that the effort is worth supporting in FY 2015. Such a program was recommended by the Department of Revenue in their financial management report. A budget to support the extension of the performance management program will be explored and presented at a later date.

Budget Summary

The budget for snow and ice remains level-funded as per the requirements of MGL Chapter 44, Section 31D. Despite the legal requirement of maintaining level funding, the Department's recent change in snow and ice management shows promise of savings in (a) consumable materials, such as salt and sand – less salt and sand was used year-to-date than compared to the first half of the prior fiscal year; (b) less time spent on treating roads; (c) less anticipated spring cleanup time in terms of street sweeping; (d) less wear and tear on equipment, especially street sweepers; (e) less disposal costs for swept sand; and (f) less time spent on cleaning catch basins in the spring. These reduced costs are reflected in budget reductions in accounts not included in Snow and Ice (Budget Item 423). In addition, the Town expects to avoid the cost of purchasing a new/used street sweeper, as such equipment can be rented for the occasional use that is now all that is required for such equipment. The anticipated savings on a new street sweeper is \$85,000.

A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
<u>Series 400 Public Works</u>									
422	Highway	\$ 784,709	\$ 718,502	\$ 740,217	\$ 768,133	\$ (2,000)	\$ 766,133	\$ 25,916	3.50%
423	Snow & Ice	\$ -	\$ 162,734	\$ 168,222	\$ 168,222	\$ -	\$ 168,222	\$ -	0.00%
424	Street Lighting	\$ 17,500	\$ 18,300	\$ 17,500	\$ 18,025	\$ (300)	\$ 17,725	\$ 225	1.29%
490	Highway Bldg	\$ -	\$ 16,700	\$ 49,615	\$ 66,615	\$ (1,000)	\$ 65,615	\$ 16,000	32.25%
491	Cemetery	\$ 17,793	\$ 17,793	\$ 17,793	\$ 17,793	\$ -	\$ 17,793	\$ -	0.00%
Total Public Works		\$ 820,002	\$ 934,029	\$ 993,347	\$ 1,038,788	\$ (3,300)	\$ 1,035,488	\$ 42,141	4.24%



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Highway (Budget 422)

A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
422-5100	DWP Director Salary	\$ 26,056	\$ 27,000	\$ 28,520	\$ 30,120	\$ -	\$ 30,120	\$ 1,600	5.61%
422-5102	Salaries Laborers	\$ 217,347	\$ 236,546	\$ 224,597	\$ 237,853	\$ -	\$ 237,853	\$ 13,256	5.90%
422-5106	Clerical Salary	\$ 25,149	\$ 25,655	\$ 29,231	\$ 29,816	\$ -	\$ 29,816	\$ 585	2.00%
422-5107	Asst. Mechic Wage	\$ 10,404	\$ 11,733	\$ 11,726	\$ -	\$ -	\$ -	\$ (11,726)	-100.00%
422-5109	Mechnic Salary	\$ 31,132	\$ 31,132	\$ 31,755	\$ 32,390	\$ -	\$ 32,390	\$ 635	2.00%
422-5110	Salary Superintendent	\$ 34,149	\$ 37,505	\$ 36,780	\$ 36,800	\$ -	\$ 36,800	\$ 20	0.05%
422-5112	DPW Foreman	\$ -	\$ -	\$ 45,645	\$ 49,890	\$ -	\$ 49,890	\$ 4,245	9.30%
422-5115	Longevity	\$ 1,363	\$ 1,250	\$ 1,250	\$ 1,450	\$ -	\$ 1,450	\$ 200	16.00%
422-5120	Temporary Wages	\$ 5,832	\$ 5,831	\$ 5,948	\$ 6,067	\$ -	\$ 6,067	\$ 119	2.00%
422-5130	Overtime	\$ 59,726	\$ 11,878	\$ 18,000	\$ 18,000	\$ -	\$ 18,000	\$ -	0.00%
422-5200	Transfer Station Exp.	\$ 400	\$ 4,400	\$ 7,800	\$ 8,034	\$ -	\$ 8,034	\$ 234	3.00%
422-5210	Oil Highway Building	\$ 4,988	\$ 4,988	\$ 4,988	\$ 5,138	\$ -	\$ 5,138	\$ 150	3.01%
422-5211	Electricity Highway	\$ 4,968	\$ 8,798	\$ 5,751	\$ 5,924	\$ (1,000)	\$ 4,924	\$ (827)	-14.38%
422-5214	Electricity Traffic Control	\$ 5,492	\$ 4,847	\$ 5,500	\$ 5,665	\$ -	\$ 5,665	\$ 165	3.00%
422-5240	Highway Bldg Maint.	\$ 2,000	\$ 3,850	\$ 4,000	\$ 4,120	\$ -	\$ 4,120	\$ 120	3.00%
422-5242	Trash Removal	\$ 4,344	\$ 4,500	\$ 4,000	\$ 4,080	\$ -	\$ 4,080	\$ 80	2.00%
422-5243	Office Equip. Maint.	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	\$ 800	\$ -	0.00%
422-5244	Portable Radio Maint.	\$ 2,000	\$ 7,450	\$ 2,450	\$ 2,500	\$ -	\$ 2,500	\$ 50	2.04%
422-5246	Snow and Ice Vehicle Repair	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
422-5248	Highway Vehicle Maint.	\$ 12,000	\$ 15,000	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ -	0.00%
422-5270	Rental Equipment	\$ 4,100	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	0.00%
422-5300	Drug & Alcohol Testing	\$ 404	\$ 404	\$ 404	\$ 500	\$ -	\$ 500	\$ 96	23.76%
422-5301	Legal Services	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
422-5302	Engineering Services	\$ 5,864	\$ 7,000	\$ 4,700	\$ 4,841	\$ -	\$ 4,841	\$ 141	3.00%
422-5304	Police Services	\$ 1,500	\$ 1,500	\$ 2,500	\$ 3,500	\$ -	\$ 3,500	\$ 1,000	40.00%
422-5341	Telephone	\$ 3,150	\$ 3,200	\$ 3,500	\$ 3,900	\$ -	\$ 3,900	\$ 400	11.43%
422-5380	Tree Maint.	\$ 25,000	\$ 25,000	\$ 13,697	\$ 25,000	\$ -	\$ 25,000	\$ 11,303	82.52%
422-5381	Street Cleaning Services	\$ 10,600	\$ 10,600	\$ 4,298	\$ 4,298	\$ (1,000)	\$ 3,298	\$ (1,000)	-23.27%
422-5382	Vegetation Management	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	0.00%
422-5420	Billing/Advertising/Office Spl	\$ 1,300	\$ 1,500	\$ 1,500	\$ 1,545	\$ -	\$ 1,545	\$ 45	3.00%
422-5421	Safety Supplies	\$ 1,850	\$ 1,850	\$ 2,200	\$ 2,266	\$ -	\$ 2,266	\$ 66	3.00%
422-5481	Gasoline	\$ 44,235	\$ 61,929	\$ 61,929	\$ 63,786	\$ -	\$ 63,786	\$ 1,857	3.00%
422-5485	Vehicle Parts/Supplies/Tires	\$ 72,000	\$ 72,000	\$ 53,698	\$ 55,309	\$ -	\$ 55,309	\$ 1,611	3.00%
422-5485	Town Hall Car Repair	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	\$ 1,800	\$ -	0.00%
422-5531	Road Paint/Markings/Posts	\$ 21,000	\$ 21,000	\$ 26,250	\$ 26,513	\$ -	\$ 26,513	\$ 263	1.00%
422-5532	Road Signs/Posts	\$ 3,250	\$ 4,250	\$ -	\$ -	\$ -	\$ -	\$ -	-
422-5533	Snow Supplies Sand/Salt	\$ 88,399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
422-5534	Temporary Patch	\$ 11,250	\$ 3,000	\$ 3,000	\$ 3,090	\$ -	\$ 3,090	\$ 90	3.00%
422-5535	Pie/Drain/Basin Supplies	\$ 8,000	\$ 12,000	\$ 11,000	\$ 11,330	\$ -	\$ 11,330	\$ 330	3.00%
422-5585	Uniforms	\$ -	\$ 9,451	\$ 12,500	\$ 12,875	\$ -	\$ 12,875	\$ 375	3.00%
422-5730	Dues/Licenses	\$ 255	\$ 255	\$ 1,350	\$ 1,391	\$ -	\$ 1,391	\$ 41	3.04%
422-5731	Licenses	\$ 750	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	-
422-5815	Elem School Nursery Impr	\$ 1,200	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	-
422-5845	Sidewalk Maint.	\$ 3,100	\$ 3,100	\$ 3,100	\$ 3,193	\$ -	\$ 3,193	\$ 93	3.00%
422-5846	Ditch/Dike/Bridge Maint.	\$ 5,700	\$ 5,700	\$ 8,770	\$ 9,033	\$ -	\$ 9,033	\$ 263	3.00%
422-5847	Bridge Maint./Repair	\$ 1,570	\$ 1,570	\$ -	\$ -	\$ -	\$ -	\$ -	-
422-5848	Forestry Improvements	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,236	\$ -	\$ 1,236	\$ 36	3.00%
422-5891	Town Road Paving	\$ 18,581	\$ 18,580	\$ 18,580	\$ 18,580	\$ -	\$ 18,580	\$ -	0.00%
Total Highway		\$ 784,709	\$ 718,502	\$ 740,217	\$ 768,133	\$ (2,000)	\$ 766,133	\$ 25,524	3.50%



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Snow and Ice (Budget 423)

A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
423-5107	Snow Removal	\$ -	\$ 10,404	\$ 10,404	\$ 10,404	\$ -	\$ 10,404	\$ -	0.00%
423-5130	Overtime	\$ -	\$ 53,169	\$ 58,169	\$ 58,169	\$ -	\$ 58,169	\$ -	0.00%
423-5533	Snow Supplies Salt/Sand	\$ -	\$ 87,551	\$ 88,399	\$ 88,399	\$ -	\$ 88,399	\$ -	0.00%
423-5534	Temporary Patch	\$ -	\$ 11,250	\$ 11,250	\$ 11,250	\$ -	\$ 11,250	\$ -	0.00%
Total Snow & Ice		\$ -	\$ 162,374	\$ 168,222	\$ 168,222	\$ -	\$ 168,222	\$ -	0.00%

Street Lighting (Budget 424)

A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
424-5211	Electricity	\$ 17,000	\$ 18,300	\$ 17,500	\$ 18,025	\$ (300)	\$ 17,725	\$ 225	1.29%
Total Street Lights		\$ 17,000	\$ 18,300	\$ 17,500	\$ 18,025	\$ (300)	\$ 17,725	\$ 225	1.29%

Highway Building Maintenance (Budget 490)

A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
490-5240	Town Hall Ext. Maint.	\$ -	\$ 1,300	\$ 1,300	\$ 6,300	\$ -	\$ 6,300	\$ 5,000	384.62%
490-5241	Town Hall Int. Maint.	\$ -	\$ 2,200	\$ 2,200	\$ 4,200	\$ -	\$ 4,200	\$ 2,000	90.91%
490-5430	Senior Center Maint.	\$ -	\$ 11,000	\$ 11,000	\$ 16,000	\$ -	\$ 16,000	\$ 5,000	45.45%
490-5430	Town Hall Maint.	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ (1,000)	-100.00%
490-5430	No Hadley Hall Maint.	\$ -	\$ 1,200	\$ 11,200	\$ 11,200	\$ -	\$ 11,200	\$ -	0.00%
490-5430	Public Safety Maint.	\$ -	\$ -	\$ 22,915	\$ 28,915	\$ (1,000)	\$ 27,915	\$ 5,000	21.82%
Total Building Maint.		\$ -	\$ 16,700	\$ 49,615	\$ 66,615	\$ (1,000)	\$ 65,615	\$ 16,000	32.25%

Cemeteries (Budget 491)

A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
491-5110	Salary Cemetery	\$ 5,000	\$ 5,337	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.00%
491-5200	Contracted Services	\$ 12,793	\$ 12,455	\$ 12,793	\$ 12,793	\$ -	\$ 12,793	\$ -	0.00%
Total Cemetery		\$ 17,793	\$ 17,792	\$ 17,793	\$ 17,793	\$ -	\$ 17,793	\$ -	0.00%



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Budget Series 440 and 450 : Enterprise Funds (Wastewater and Water)

A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
<u>Series 440 and 450 Enterprise Funds</u>									
440	Sewer	\$ 652,798	\$ 663,107	\$ 709,625	\$ 716,200	\$ (16,000)	\$ 700,200	\$ (9,425)	-1.33%
	Sewer Contingency	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%
450	Water	\$ 1,133,443	\$ 1,023,218	\$ 1,380,125	\$ 1,003,358	\$ (16,000)	\$ 987,358	\$ (392,767)	-28.46%
	Water Contingency	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%
Total Enterprise Funds		\$ 1,806,241	\$ 1,706,325	\$ 2,109,750	\$ 1,739,558	\$ (32,000)	\$ 1,707,558	\$ (402,192)	-19.06%

Wastewater Enterprise Fund (Budget 440)

The Wastewater Division is supported by an enterprise fund. As per the Town’s policy, 100% of operations (including indirect administrative costs and direct costs borne by other budgets [e.g., benefits] are funded by the Wastewater Enterprise Fund. Capital costs are also funded by the enterprise fund. All future wastewater-related debt is expected to be funded through the enterprise fund and wastewater reserves, and the Sewer Impact Fee Account.

The Wastewater Division has complied with the United States Environmental Protection Agency’s National Pollutant Discharge Elimination System (NPDES) permit requirements – the permit that governs wastewater collection and treatment. In particular, the Town was able to operate its wastewater treatment plant in such a manner as to remain within nitrate discharge limits, thus avoiding expensive capital upgrades to the wastewater treatment plant. The budget conforms to the operating, reporting, staffing, and maintenance requirements of the NPDES permit.

Inflow and infiltration investigations revealed a large source of rain water entering directly into the wastewater collection system. The source of inflow was capped by the responsible party, and thereby reduced the amount of extraneous water entering the collection system and requiring treatment by an estimated 600,000 gallons annually. Further efforts to identify and repair sources of inflow and infiltration are supported in this budget.



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								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
440-5102	DWP Director Salary	\$ 26,000	\$ 27,000	\$ 28,520	\$ 30,125	\$ -	\$ 30,125	\$ 1,605	5.63%
440-5106	Clerical Salary	\$ 25,307	\$ 26,425	\$ 28,105	\$ 28,750	\$ -	\$ 28,750	\$ 645	2.29%
440-5107	Salary Mechanic/Operator	\$ 41,509	\$ 40,110	\$ 44,750	\$ 45,750	\$ -	\$ 45,750	\$ 1,000	2.23%
440-5110	Salary Chief Operator	\$ 60,435	\$ 60,448	\$ 62,900	\$ 64,175	\$ -	\$ 64,175	\$ 1,275	2.03%
440-5113	Assist. Chief Operator Sal	\$ 53,722	\$ 53,724	\$ 55,900	\$ 57,200	\$ -	\$ 57,200	\$ 1,300	2.33%
440-5155	Longevity	\$ 1,200	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ 1,250	\$ -	0.00%
440-5120	Wages Part Time Labor	\$ 14,500	\$ 14,500	\$ 15,100	\$ 16,200	\$ -	\$ 16,200	\$ 1,100	7.28%
440-5130	Overtime	\$ 33,000	\$ 33,000	\$ 38,000	\$ 39,250	\$ -	\$ 39,250	\$ 1,250	3.29%
440-5210	Oil Sewer Treatment	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ (1,000)	\$ 8,000	\$ (1,000)	-11.11%
440-5211	Electricity	\$ 81,500	\$ 81,500	\$ 81,500	\$ 81,500	\$ (15,000)	\$ 66,500	\$ (15,000)	-18.40%
440-5320	Water/Sewer Charges	\$ 2,500	\$ 2,500	\$ 2,600	\$ 3,000	\$ -	\$ 3,000	\$ 400	15.38%
440-5240	Sewer Facility Maint.	\$ 64,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ -	\$ 84,000	\$ -	0.00%
440-5242	Trash Removal	\$ 1,600	\$ 1,600	\$ 1,800	\$ 2,400	\$ -	\$ 2,400	\$ 600	33.33%
440-5244	Meter Replacement Prog	\$ -	\$ 6,000	\$ 6,000	\$ 6,600	\$ -	\$ 6,600	\$ 600	10.00%
440-5246	Sewer Vehicle Maint.	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,000	\$ -	\$ 3,000	\$ 1,000	50.00%
440-5301	Legal Services	\$ 4,800	\$ 4,799	\$ 4,800	\$ 4,800	\$ -	\$ 4,800	\$ -	0.00%
440-5302	Engineering Services	\$ 10,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	\$ -	0.00%
440-5303	Laboratory Fees & Service	\$ 7,500	\$ 7,500	\$ 8,000	\$ 10,000	\$ -	\$ 10,000	\$ 2,000	25.00%
440-5304	Manhole Cleaning	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.00%
440-5306	Inflow and Infiltration	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ -	\$ 12,500	\$ -	0.00%
440-5341	Telephone	\$ 12,000	\$ 12,000	\$ 12,000	\$ 10,000	\$ -	\$ 10,000	\$ (2,000)	-16.67%
440-5380	Sludge Removal/Treatment	\$ 82,000	\$ 82,000	\$ 108,000	\$ 110,000	\$ -	\$ 110,000	\$ 2,000	1.85%
440-5420	Office Supplies	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -	0.00%
440-5421	Police Services	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
440-5481	Gasoline	\$ 8,000	\$ 8,000	\$ 8,000	\$ 7,800	\$ -	\$ 7,800	\$ (200)	-2.50%
440-5485	Vehicle Supplies Parts	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.00%
440-5536	Sewer Chemicals	\$ 2,400	\$ 2,400	\$ 3,000	\$ 6,000	\$ -	\$ 6,000	\$ 3,000	100.00%
440-5537	Chlorination Supplies	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	0.00%
440-5585	Uniforms	\$ -	\$ 5,801	\$ 6,500	\$ 7,500	\$ -	\$ 7,500	\$ 1,000	15.38%
440-5730	Dues/Licenses/Training	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.00%
440-5851	Office Equipment	\$ 750	\$ 750	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
440-5852	Internet/Cable/GPS	\$ 800	\$ 800	\$ 900	\$ 900	\$ -	\$ 900	\$ -	0.00%
440-5910	Principle Long Term Debt	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
440-5930	Interest Long Term Debt	\$ 2,275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Wastewater		\$ 652,798	\$ 663,107	\$ 709,625	\$ 726,200	\$ (16,000)	\$ 710,200	\$ 575	0.08%

I recommend reductions in energy-related items in the Wastewater Enterprise Fund, as the town is expected to receive discounts for energy credits for its participation in net metering credit programs.



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Water Enterprise Fund (Budget 450)

The Water Division is supported by an enterprise fund. As per the Town's policy, 100% of operations (including indirect administrative costs and direct costs borne by other budgets [e.g., benefits] are funded by the Wastewater Enterprise Fund. Capital costs are also funded by the enterprise fund with the notable exception of the debt water lines along Route 9 and West Street and for the Hadley Water Treatment Plant, which is shared with the General Fund and the Water Enterprise Fund. The debt for the water lines is scheduled for final payment in FY 2020, and the final debt payment for the water treatment plant is FY 2026. All future water capital debt is expected to be funded through the water enterprise fund.

Meters

Starting in FY 2012, the Division purchased integrated E-coder remote reader water meters and implemented a program of replacing the older water meters (manual read) with new tamper-proof meters that can be read by radio receivers. The program has begun reducing the amount of time needed for meter reading, and because the new devices are more accurate, they reduce unaccounted water usage. To date, the Division has installed approximately 700 E-Coders. The budget proposal supports the continuation of this program.

As part of the meter replacement program, the Town has been conducting an inventory of water meters, and in the process discovering unread meters. Invoices for the estimated unbilled water usage are then prepared and sent to the responsible water users. In FY 2013, the Town recovered approximately \$20,000 in associated water and wastewater revenues. The budget proposal continues this inventory effort.

Master Plan

The current water master plan was composed in 2003, when the Town relied almost exclusively on the Mount Warner Wells for its water supply. Water from the Callahan Wells was used to supplement the water supply from time to time, but the Callahan Wells water tested high in manganese. Shortly after the water master plan was completed, one of the wells at Mount Warner tested positive for perchlorate and was shut down. In response, the Town built a new ultra-filtration water treatment plant at Callahan Wells, which now supplies all of the Town's water. In so doing, the Town changed many of the features and operations of the water supply system, and much of the 2003 Water Master Plan information became obsolete. The Massachusetts Department of Environmental Protection has mandated that the Town compile a new water master plan. The new plan is supported in the Capital Budget.



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A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
450-5102	DWP Director Salary	\$ 26,056	\$ 27,000	\$ 28,520	\$ 30,120	\$ -	\$ 30,120	\$ 1,600	5.61%
450-5107	Salaries Laborers	\$ 197,492	\$ 158,551	\$ 163,682	\$ 175,300	\$ -	\$ 175,300	\$ 11,618	7.10%
450-5109	Mechanic Salary	\$ 12,213	\$ 12,211	\$ 8,940	\$ 9,130	\$ -	\$ 9,130	\$ 190	2.13%
450-5110	Salary Superintendent	\$ 34,149	\$ 34,835	\$ 36,780	\$ 36,800	\$ -	\$ 36,800	\$ 20	0.05%
450-5111	Water Resource Coor	\$ 42,576	\$ 36,920	\$ 39,000	\$ 39,800	\$ -	\$ 39,800	\$ 800	2.05%
450-5112	DPW Foreman	\$ -	\$ -	\$ 11,824	\$ 12,250	\$ -	\$ 12,250	\$ 426	3.60%
450-5113	Clerical Water	\$ 7,351	\$ 6,845	\$ 7,910	\$ 7,955	\$ -	\$ 7,955	\$ 45	0.57%
450-5115	Longevity	\$ 1,363	\$ 850	\$ 850	\$ 625	\$ -	\$ 625	(225)	-26.47%
450-5120	Temporary Wages	\$ 3,800	\$ 3,800	\$ 4,100	\$ 4,300	\$ -	\$ 4,300	\$ 200	4.88%
450-5130	Overtime	\$ 30,904	\$ 30,904	\$ 36,192	\$ 37,710	\$ -	\$ 37,710	\$ 1,518	4.19%
450-5210	Oil -- Shared	\$ 2,138	\$ 2,138	\$ 4,990	\$ 2,270	\$ -	\$ 2,270	\$ (2,720)	-54.51%
450-5211	Electricity	\$ 114,000	\$ 104,000	\$ 104,000	\$ 106,000	\$ (6,000)	\$ 100,000	\$ (4,000)	-3.85%
450-5214	Shared Electricity	\$ 2,129	\$ 2,128	\$ 2,128	\$ 2,600	\$ -	\$ 2,600	\$ 472	22.18%
450-5240	Water Facility Maint.	\$ 15,000	\$ 15,000	\$ 21,000	\$ 16,500	\$ -	\$ 16,500	\$ (4,500)	-21.43%
450-5241	Shared Building Maint.	\$ 2,000	\$ 1,650	\$ 1,650	\$ 1,700	\$ -	\$ 1,700	\$ 50	3.03%
450-5242	Water Equip Maint.	\$ 19,000	\$ 19,000	\$ 54,000	\$ 36,500	\$ -	\$ 36,500	\$ (17,500)	-32.41%
450-5243	Meter Repair & Maint.	\$ 20,025	\$ 25,000	\$ 45,000	\$ 55,000	\$ -	\$ 55,000	\$ 10,000	22.22%
450-5244	Radio Maint.	\$ 2,500	\$ 1,050	\$ 1,050	\$ 1,082	\$ -	\$ 1,082	\$ 32	3.05%
450-5246	Water Vehicle Maint.	\$ 3,250	\$ 3,250	\$ 3,860	\$ 3,350	\$ -	\$ 3,350	\$ (510)	-13.21%
450-5270	Rental Equipment	\$ 3,860	\$ 3,860	\$ 3,860	\$ 3,976	\$ -	\$ 3,976	\$ 116	3.01%
450-5301	Legal Services	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	0.00%
450-5302	Engineering Services	\$ 49,800	\$ 49,800	\$ 49,800	\$ 49,800	\$ -	\$ 49,800	\$ -	0.00%
450-5303	Drug and Alcohol Test	\$ 404	\$ 404	\$ 404	\$ 417	\$ -	\$ 417	\$ 13	3.22%
450-5341	Telephone	\$ 9,640	\$ 9,640	\$ 9,640	\$ 9,640	\$ -	\$ 9,640	\$ -	0.00%
450-5344	Advertising	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	0.00%
450-5420	Billing/Advertising/Office Spl	\$ 12,700	\$ 12,700	\$ 12,700	\$ 12,700	\$ -	\$ 12,700	\$ -	0.00%
450-5421	Police Services	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,090	\$ -	\$ 3,090	\$ 90	3.00%
450-5481	Gasoline	\$ 44,235	\$ 26,541	\$ 26,541	\$ 27,245	\$ -	\$ 27,245	\$ 704	2.65%
450-5484	Vehicle Parts/Supplies	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	\$ 16,000	\$ -	0.00%
450-5530	Water Supplies/Pipe	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	\$ 35,000	\$ -	0.00%
450-5536	Water Chemicals/Analysis	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ (10,000)	\$ 32,000	\$ (10,000)	-23.81%
450-5585	Uniforms	\$ -	\$ 4,051	\$ 5,200	\$ 5,800	\$ -	\$ 5,800	\$ 600	11.54%
450-5730	Dues/Licenses	\$ 1,350	\$ 1,350	\$ 6,500	\$ 6,695	\$ -	\$ 6,695	\$ 195	3.00%
450-5731	Licenses	\$ 3,500	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	
450-5850	Water Equip Purchase	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -	0.00%
450-5870	Water Vehicle	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ (65,000)	-100.00%
450-5890	Water Proj. Construction	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,450	\$ -	\$ 15,450	\$ 450	3.00%
450-5910	Principle Long Term Debt	\$ 120,285	\$ 148,907	\$ 145,194	\$ 153,623	\$ -	\$ 153,623	\$ 8,429	5.81%
450-5930	Interest Long Term Debt	\$ 66,000	\$ 41,963	\$ 45,532	\$ 42,230	\$ -	\$ 42,230	\$ (3,302)	-7.25%
Total Water		\$ 964,420	\$ 911,048	\$ 1,067,547	\$ 1,013,358	\$ (16,000)	\$ 997,358	\$ (70,189)	-6.57%

I recommend reductions in energy-related items in the Water Enterprise Fund, as the town is expected to receive discounts for energy credits for its participation in net metering credit programs.



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Administrative Charges for Enterprise Funds

In addition to the operational and capital costs for water and wastewater, each enterprise fund contains the indirect costs of personnel not assigned to the Department of Public Works, yet whose work contributes to and supports operations. Each enterprise fund contains the direct costs of benefits for enterprise fund personnel. The indirect and direct administrative costs are presented here. (NB: Indirect and direct administrative costs are not shown within the enterprise fund budgets as expenses; the administrative charges are shown as revenues.)

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TOWN OF HADLEY WATER AND SEWER ENTERPRISE FUNDS DIRECT AND INDIRECT ADMINISTRATIVE CHARGES PRELIMINARY ESTIMATES FY 2015										
Indirect Costs										
Amount	Percentage									
\$ 9,547,567.00	100.00%	Budget amount of salaries and employee benefits for all departments (including School)					}		Current	
\$ 445,332.00	4.66%	Budget amount of salaries and employee benefits for Water Department					}		Fiscal	
\$ 368,136.00	3.86%	Budget amount of salaries and employee benefits for Sewer Department.					}		Year	
Application of percentages to Salaries and Employee Benefits of:										
\$	114,508.40	Town Administrator				}		Current fiscal year		
\$	82,479.71	Town Accountant				}				
\$	60,260.17	Assistant Accountant/Treasurer				}				
\$	66,968.58	Town Collector				}				
\$	52,670.43	Assistant Collector				}				
\$	79,404.69	Town Treasurer				}				
\$	456,291.98	TOTAL				}				
Calculation of Indirect Costs for Administrative Services -- Salaries										
	Total Administrative Salaries	x	Percentage Enterprise Salaries	=	Indirect Cost Allocation for Administrative Services Salaries					
Water	\$ 456,291.98		0.0466		\$ 21,283.06					
Sewer	\$ 456,291.98		0.0386		\$ 17,593.75					
Expenses										
Amount	Percentage									
\$ 5,339,487.00	100%	Budget amount of expenses for all departments (including school)					}		Current	
\$ 806,398.00	15.10%	Budget amount of expenses for Water Department					}		fiscal	
\$ 494,036.00	9.25%	Budget amount of expenses for Sewer Department					}		year	
Application of percentages to Expenses of:										
\$	3,200.00	Town Administrator				}		Current fiscal year		
\$	177,815.00	Buildings				}				
\$	24,775.00	Town Accountant				}				
\$	13,326.00	Town Collector				}				
\$	28,111.00	Town Treasurer				}				
\$	35,380.00	Legal				}				
\$	125,906.00	Insurance (less 111F)				}				
\$	408,513.00	TOTAL				}				
Calculation of Indirect Costs for Administrative Services -- Expenses										
	Total Administrative Expenses	x	Percentage Enterprise Expenses	=	Indirect Cost Allocation for Administrative Services Expenses	Special Adjustments				
Water	\$ 408,513.00		0.1510		\$ 61,695.83	=		\$ 61,695.83		
Sewer	\$ 408,513.00		0.0925		\$ 37,797.66	=		\$ 37,797.66		
Total Indirect Water Charges					=	\$ 82,978.88				
Total Indirect Sewer Charges					=	\$ 55,391.41				
Direct Costs										
Water Department Benefits	=				\$ 107,279.00			Water		
Sewer Department Benefits	=				\$ 94,978.00			Wastewater		
								\$	\$	
								33,179.00	28,972.00	
								53.00	47.00	
								1,601.00	3,911.00	
								8,231.00	4,846.00	
								64,215.00	57,202.00	
								TOTAL	\$ 107,279.00	\$ 94,978.00
OPEB Costs										
Annual Required Contribution	=				\$ 804,708.00	from most recent actuarial report				
FY 2015 contribution	=	20%			\$ 160,941.60					
Water	=	9.07% of total payroll			\$ 14,597.40			Current		
Sewer	=	6.14% of total payroll			\$ 9,881.81			fiscal		
GRAND TOTAL INDIRECT, DIRECT & OPEB CHARGES (Water)								\$ 204,855.29		
GRAND TOTAL INDIRECT, DIRECT & OPEB CHARGES (Sewer)								\$ 160,251.23		