



**TOWN OF HADLEY  
MASSACHUSETTS**

**Town Administrator's Budget  
Fiscal Year 2017**

**For the Fiscal Year  
July 1, 2016 through June 30, 2017**

**January 20, 2016**

**Presented by**

**David G. Nixon  
Town Administrator**

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# Section I

Town Administrator's Letter to the People of the  
Town of Hadley

Organization Charts

Budget Book Guide

Town Administrator's Letter of Transmittal to  
Select Board



# The Town Administrator's Letter to the People of the Town of Hadley



January 20, 2016

To the People of Hadley:

Please accept this preliminary budget for the Fiscal Year 2017, July 1, 2016 through June 30, 2017, and thank you for taking the time to review the enclosed materials.

The budget is balanced, based on the revenue and fund transfer projections and the recommended revisions to expenses. The budget supports a municipal government that is focused on providing core services and aligns with the values and priorities of the community as expressed in the Master Plan and supported by community leaders.

The preliminary budget is submitted in advance of the release of financial information from regional and state agencies, and therefore it is composed from best estimates of future revenue and expenditures. In late January 2016, the Governor and the Legislature will make public their proposals on such matters as Local Aid, Local Assessments, Chapter 90 (roads and bridges), and Chapter 70 (education), and the financial outlook may change.

The budget statement is more than a summary of revenues and expenses. It is a description of the goals and priorities of the community and an operational manual for achieving those goals and for providing the high-quality services that residents, businesses, and visitors have come to expect.

- The budget should serve as a policy document.
- The budget should serve as a financial plan.
- The budget should serve as an operational guide.
- The budget should serve as a communication device.

Preparing a budget document of this complexity requires the effort of many departments. I thank all the staff and elected officials for their contributions to this report. In particular, Town Accountant Justine Cole of Bay State Municipal Accounting Group, Inc., Town Collector Susan Glowatsky, Assistant Collector Kim Peiffer, Licensing Coordinator Bridget Rodrigue, Town Treasurer Linda Sanderson, Assistant Assessor Daniel Zdonek, and Assistant Treasurer Joan Zuzgo deserve special mention for their efforts to provide me with information and insights. All errors and misinterpretations of law or facts are mine alone.

Here is a summary of the preliminary budget. Detailed information is enclosed in the body of this document. I recommend that the reader review the Table of Contents and the Budget Book Guide to navigate better to areas of interest.

TOWN OF HADLEY  
REVENUE AND EXPENDITURE SUMMARY  
1/20/2016

General Fund	
Revenues	\$ 16,228,489
Expenses	\$ 16,943,564
Revenues - Expenses	\$ (715,075)
Transfers from Other Funds	
Free Cash to Balance Omnibus Budget	\$ 711,703
Stabilization Fund	\$ -
MSBA Debt Fund Reserve	\$ 2,444
November 2014 Premium Balance	\$ 928
TOTAL:	\$ (0)

Enterprise Funds	
Revenues	\$ 1,939,235
Expenses	\$ 1,969,235
Revenues - Expenses	\$ (30,000)
Transfers from Other Funds	
Water Reserves	\$ 10,000
Sewer Reserves	\$ 10,000
Cable TV Reserves	\$ 10,000
TOTAL:	\$ -

The preliminary budget will be presented to the Select Board and the Finance Committee on January 20, 2016. Community leaders will then meet with department heads discuss proposed and recommended budget figures. A final budget will be developed from these discussions. All such meetings are open to the public. Updates and notices of meetings can be found on the Town Website at [www.hadleyma.org](http://www.hadleyma.org).

On **May 5, 2016**, Annual Town Meeting will vote on the final budget. Annual Town Meeting is always held on the first Thursday of May at Hopkins Academy at 7:00 p.m. A warrant with all matters of business to be enacted will be posted at least one week in advance of the date of Town Meeting. All voters registered in the Town of Hadley are eligible to cast votes on all town business presented on the warrant. All members of the public, whether registered voters of the Town or not, have a right to attend any town meeting.

Thank you for your participation in our community and our democracy. If you have any questions, please feel free to call me at (413) 586-0221.

Sincerely,



David G. Nixon

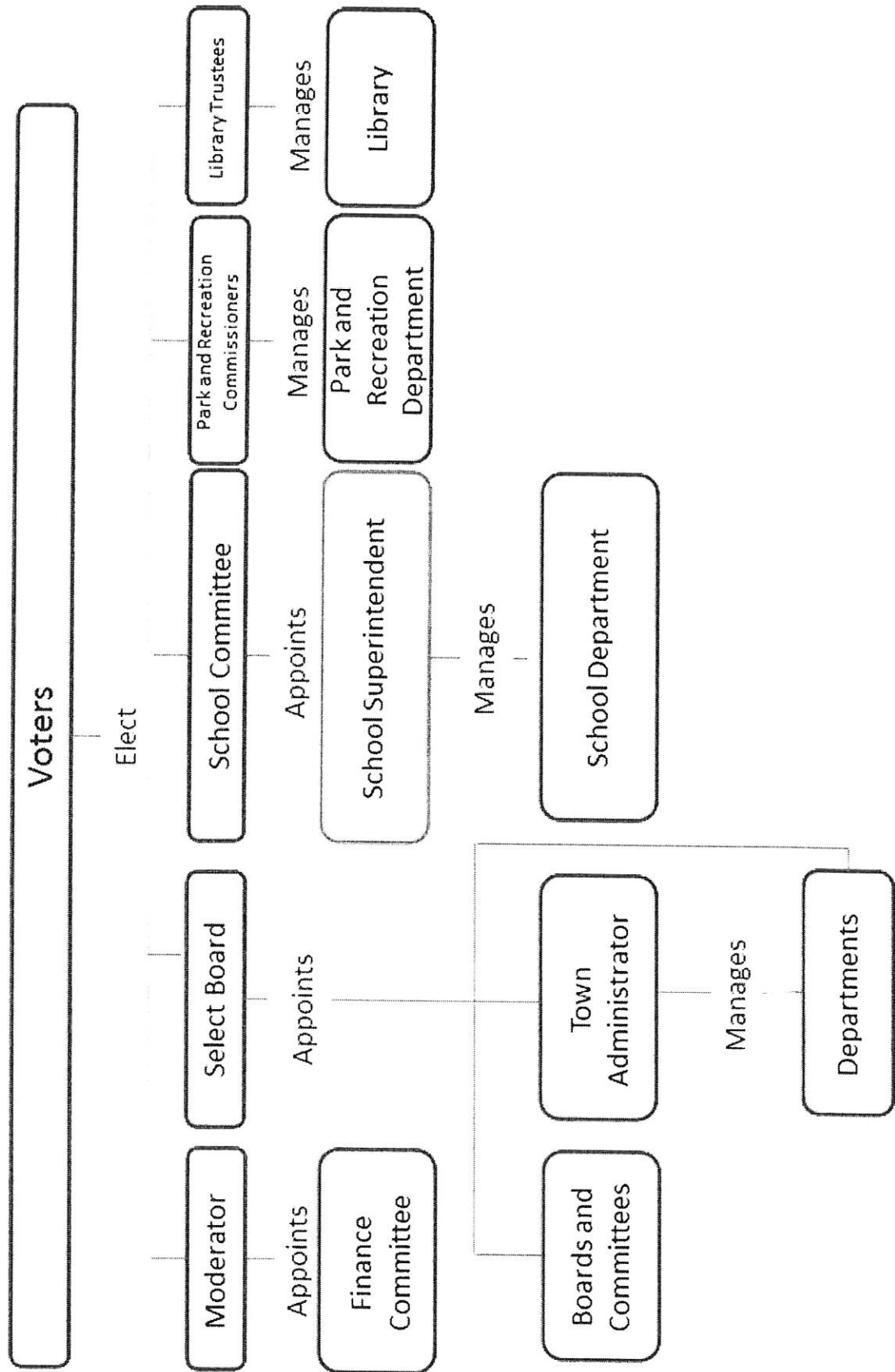
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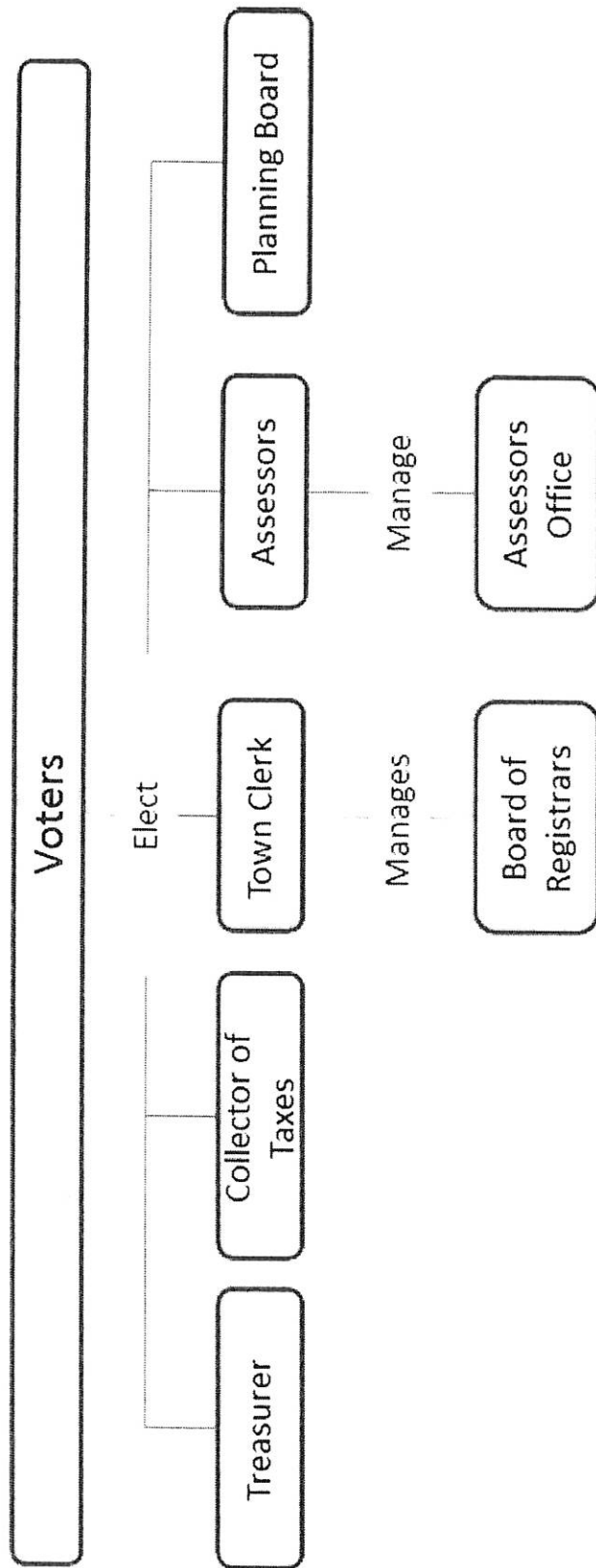
# ORGANIZATIONAL CHART

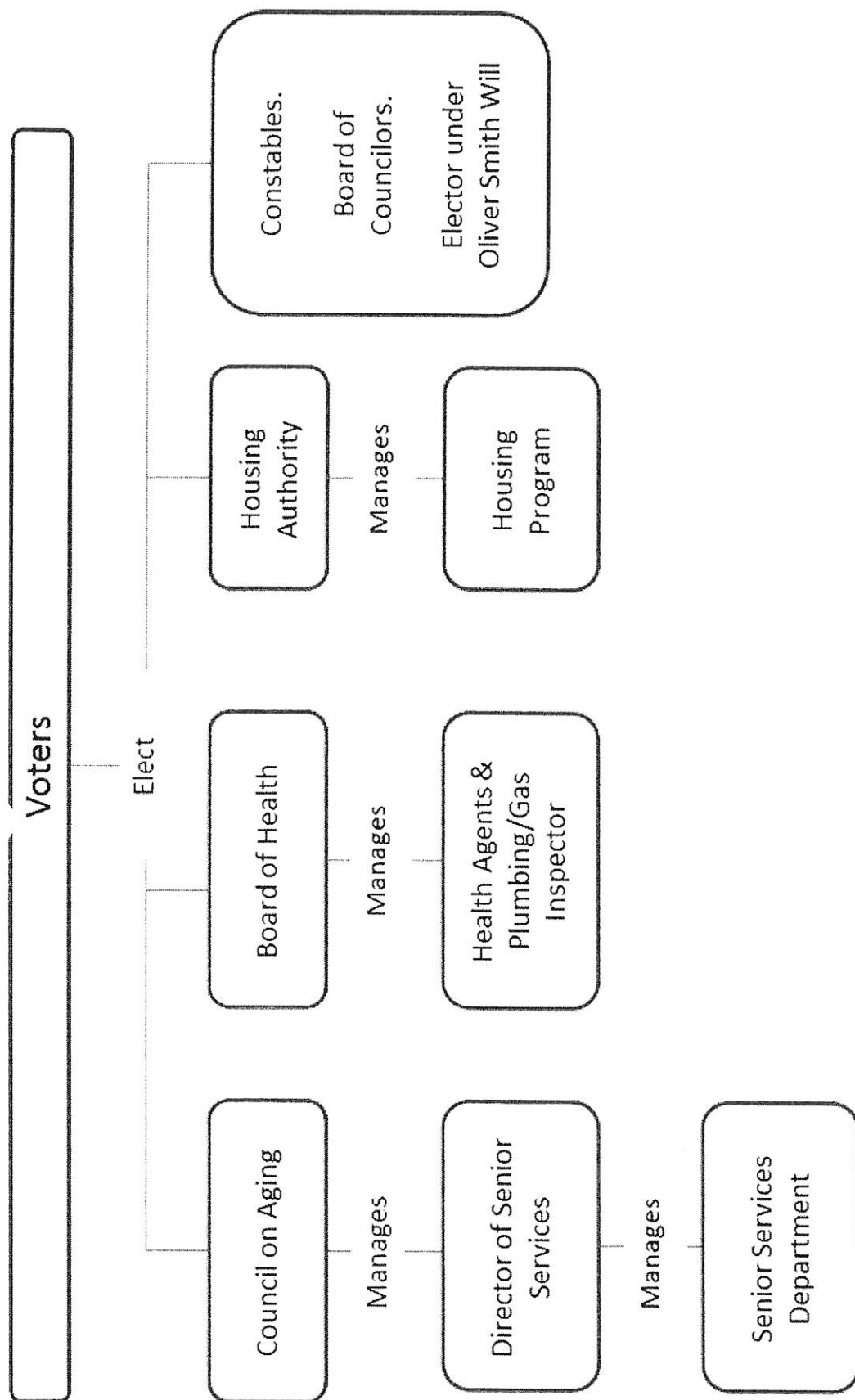
## Town of Hadley Government Mission Statement

The mission of town government is to serve the residents, businesses, and visitors in the Town of Hadley by providing high-quality services that enhance the quality of life by preserving the character of the community, encouraging commerce and prosperity, and providing stewardship to the community's resources.

The following chart outlines the organization of the Town of Hadley government.







# BUDGET CALENDAR

## July

- July 1<sup>st</sup>, Fiscal Year Begins.
- Conduct Departmental Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis.

## August

- Capital Plan Updated and sent to Capital Planning Committee.
- Warrant for Fall Special Town Meeting sent to Select Board and Finance Committee.
- Preliminary budget forecast is presented to Select Board.

## September

- Preparation for Fall Special Town Meeting.

## October

- Special Town Meeting held third or fourth Thursday.
- Financial Condition Trend Analysis presented to Select Board and Finance Committee.

## November

- Tax Classification Hearing and Tax Rate Set.

## December

- Select Board develops instructions for budget requests and distributes to departments.

## January

- Operating Budget prepared and distributed to Select Board and Finance Committee.
- Select Board opens the warrant for the Annual Town Meeting. Preliminary warrant and Capital Plan are prepared and distributed to Select Board and Finance Committee.

## February/March

- Select Board closes warrant for the Annual Town Meeting. Warrant distributed to Select Board and Finance Committee.
- Select Board and Finance Committee prepare for Annual Town Meeting.

## April

- Final Warrant is prepared and posted.

## May

- Annual Town Meeting is held on the first Thursday each May.

## June

- Fiscal year ends on June 30<sup>th</sup>.



# Budget Book Guide

This section is intended to serve as a guide to the reader in navigating the budget book. Together with the Table of Contents, this guide will help identify the location of information that may be of particular interest to readers. The following is a description of the major sections of the budget book.

Section I contains the Town Administrator's Letter of Transmittal.

Section II is the Budget Summary. This section contains an overview of the budget with condensed information about the budget as a whole. Revenue, expenditure and transfer projections are contained in this section.

Sections III, IV and V show budget details for each account.

Section III contains Town Government budget accounts (Budget Series 100, 200, 400, 500, 600, 700, and 900).

Section VI contains the educational account (Budget Series 300).

Section V contains the unappropriated accounts (Budget Series 800).

Section VI contains a community profile, information about the financial and budget policies of the Town, a glossary of terms, and list of sources.

Section VII contains a summary of the capital plan along with recommendations for spending in FY 2017.

Section VIII contains a proposal to support the Town's capital effort through a targeted exclusion from the provisions of Proposition 2½.

# Town Administrator's Letter of Transmittal



January 20, 2016

Select Board  
Finance Committee  
Capital Planning Committee  
Town of Hadley  
100 Middle Street  
Hadley, MA 01035

**Re: Letter of Transmittal of the Proposed Budget Fiscal Year 2017.**

To the Members of the Select Board, Finance Committee, and Capital Planning Committee:

Please accept this document as a Letter of Transmittal of the Preliminary Fiscal Year 2017 Budget. The budget is balanced based on the projected revenues, transfers, and recommended expenditures.

#### Fiscal Balance

The Fiscal Year 2017 budget represents a balanced budget.

The Select Board established principles by which to develop the FY 2017 budget. First, there shall be no general Proposition 2½ override. Second, budget shall level services where possible (allowing for higher increases in non-discretionary budgets [e.g., state assessments]). Third, salaries are to be presented in three ways: (1) level-funded from FY 2015 to FY 2016, (2) funded with a 1.5% COLA, and (3) funded with a 2% COLA. Fourth, in all areas of our control, government shall be set on a sustainable course. This means at a minimum that existing financial management practices and policies will be followed. Fifth, where a program is to be expanded, those costs are to be shown separately.

As per the instructions of the Select Board, the departments prepared budgets. Where departmental effectiveness is not compromised, I have provided the Town Administrator's recommendations for or against. Where departments have added services, I have presented these as program enhancements, and I have provided the Town Administrator's recommendations for or against.

#### Budget Schedule

In November, the Select Board established a budget schedule for the 2016 Annual Town Meeting. The budget should be reviewed by the Select Board, Finance Committee, Capital Planning Committee, and the Community Preservation Act Committee with a final recommended budget presented to Town Meeting **by May 5, 2016.**

## Financial Position

The Town of Hadley is in very good financial condition. Its credit rating are at a historic high; its reserves are high; its tax base is in solid condition; its tax rate continues to be among the lowest in the Commonwealth (in FY 2013, its average family tax bills remain 16% below the Hampshire County average and 30% below the state average); its uncollected property taxes are at historic lows; its debt is within optimal limits; and its overall fiscal position is positive. The Town is benefiting from the careful and responsible financial management of its professional staff and community leaders.

The Town of Hadley continues to be in a strong position with its reserves. The Stabilization Fund maintains a balance in excess of \$2 million, representing more than 14.27% of operating funds, which exceeds the Town's dollar target, and exceeds the state benchmark of 5% of operating funds. Wastewater reserves recently were used for emergency sewer line repairs on Laurana Lane, but remain at 87.88% of net operating revenues for the Wastewater Enterprise Fund. Water reserves are around 64.97% of operating funds.

## Budget Summary

Here is a brief summary of the budget. Additional details can be found in the Sections II through VI. The budget is balanced based on the projected revenues and recommended expenditures.

### TOWN OF HADLEY REVENUE AND EXPENDITURE SUMMARY 1/20/2016

General Fund	
Revenues	\$ 16,228,489
Expenses	\$ 16,943,564
Revenues - Expenses	\$ (715,075)
Transfers from Other Funds	
Free Cash to Balance Omnibus Budget	\$ 711,703
Stabilization Fund	\$ -
MSBA Debt Fund Reserve	\$ 2,444
November 2014 Premium Balance	\$ 928
TOTAL:	\$ (0)

Enterprise Funds	
Revenues	\$ 1,939,235
Expenses	\$ 1,969,235
Revenues - Expenses	\$ (30,000)
Transfers from Other Funds	
Water Reserves	\$ 10,000
Sewer Reserves	\$ 10,000
Cable TV Reserves	\$ 10,000
TOTAL:	\$ -

## Economic Outlook

According to the United States Bureau of Labor Statistics, the national unemployment rate was declined from 5.6% in November 2014 to 5.0% in December 2015. For the Commonwealth of Massachusetts, unemployment was 4.7 in November 2015. In Hadley, November 2015 unemployment was indexed at 3.3%.

Unemployment rates have been falling for several years and the Federal Reserve started tapering its asset-buying program. Markets and interest rates have increased slightly, and more increases are predicted within the next 12 months. Falling oil prices has triggered instability in energy markets, and Asian markets have sent US and European markets into decline.

Any instability in the market is likely to be short-lived, and the United States economy will continue to rise over the longer haul. In Hadley, the local economy is improving. Revenues from room occupancy taxes have increased, and meals tax revenue have risen in the first two quarters indicating that people are spending disposable income in higher amounts than last year. Building shows signs of improvement, and purchases of automobiles are keeping pace with last year's growth.

In Spring 2015, Berkshire Gas Company announced a moratorium on new natural gas connections and any expanded service, citing peak demand and limited pipeline capacity. A new natural gas pipeline is proposed, and under the most optimistic scenario, it will be completed and supplying Hadley with more gas in 2018. The proposed pipeline is controversial and faces stiff opposition in Franklin County, where the pipeline is to be built. Despite the shutoff, a number of large commercial developments proceeded, and more are planned. Commercial establishments have chosen alternate heating fuels until more natural gas can be supplied.

## Tax Rate

The Town of Hadley's tax rate remains among the lowest in the Valley. Similarly, the average family tax bill remains lower than the state average and lower even than that of many of the surrounding communities. In FY 2013, Hadley's average family tax bill was \$3,214, which is 16% lower than the average family tax bill in Hampshire County and 30% lower than the average state-wide<sup>1</sup>. Despite the low taxes, the quality of services remains high and is consistently provided year after year.

Here is how Hadley's tax rate compares with surrounding communities<sup>2</sup>.

---

<sup>1</sup>Department of Revenue. 2013, Town of Hadley Financial Management Review.  
<sup>2</sup>Department of Revenue, 2016, Tax Rate Approved Report.

<b>Town or City</b>	<b>FY 2015</b>	<b>FY 2016</b>
Hadley	\$10.86	\$11.15
Amherst	\$20.54	\$21.22
Northampton	\$15.80	\$16.16
Hatfield	\$13.17	Not Available
Easthampton	\$15.15	\$15.59
Granby	\$18.31	\$18.87
South Hadley	\$17.08	\$17.56
Pelham	\$20.79	\$21.21
Southampton	\$15.71	\$16.17
Sunderland	\$14.31	\$14.66
Williamsburg	\$17.99	\$18.75
Leverett	\$19.88	\$20.41
Shutesbury	\$21.53	\$22.08

The budget presented here does not propose a Proposition 2 ½ Override, in that recommended operating expenses are within statutory levy limits. The capital budget does include recommended expenses that should be funded through a debt exclusion override or a capital exclusion override. Such capital budget items include borrowing for major equipment, building and infrastructure improvements.

#### Town of Hadley Credit Rating

The Town of Hadley's credit rating remains strong. From FY 2005 to FY 2009, the Town earned a credit rating of A+ from Standard and Poor's. In FY 2010, the Town was able to upgrade its credit rating to AA from Standard and Poor's. In FY 2014, the Town was able to increase its credit rating again to AA+. The Town has maintained its current credit rating for 3 years, and that credit rating was re-affirmed during the most recent municipal borrowing in October 2014. A high credit rating allows the Town to borrow at more favorable interest rates.

<b>Fiscal Year</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
Hadley's Credit Rating (Standard and Poor's)	<b>A+</b>	<b>A+</b>	<b>A+</b>	<b>A+</b>	<b>AA</b>	<b>AA</b>	<b>AA</b>	<b>AA</b>

<b>Fiscal Year</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
Hadley's Credit Rating (Standard and Poor's)	<b>AA+</b>	<b>AA+</b>	<b>AA+</b>

#### Enterprise Funds

The Water Enterprise Fund continues to operate well. The enterprise fund operating position as measured in constant dollars has remained stable since FY 2008. Revenues are affected by weather patterns (e.g., wet years result in less water usage and hence fewer revenues), so revenues show volatility. Overall, actual revenues tend to fall short of budget revenue projections in wet years, whereas in dry years, revenue projections are exceeded. Careful budgeting and avoiding reliance on non-recurring revenues have effectively managed any shortfalls. This has resulted in water

enterprise fund operating surpluses for four of the past five fiscal years (FY 2010 showed a slight deficit of -3.62% and FY 2014 showed a slight deficit of -3.48% in net operating revenues). With new debt proposed for infrastructure improvements, the Town will need to raise rates. The Select Board is currently reviewing various proposals.

The Wastewater Enterprise Fund continues to operate well. The enterprise fund operating position as measured in constant dollars has remained stable or has increased since FY 2008. Like water, wastewater revenues are affected by weather patterns (e.g., wet years result in less water usage and hence less measured sewer usage), so revenues show volatility. Careful budgeting and avoiding reliance on non-recurring revenues have effectively managed any shortfalls. This has resulted in wastewater enterprise fund operating surpluses for three of the past five fiscal years (FY 2008 and FY 2009 showed slight deficits of -2.32% and -1.17% in net operating revenues respectively). With new debt proposed for infrastructure improvements, the Town will need to raise rates. The Select Board is currently reviewing various proposals.

#### Tax Delinquency Policy and Practice

The Town of Hadley experiences a high rate of tax collection. The Town of Hadley has collected between 97.33% and 99% of its taxes annually from FY 2008 through FY 2015. The Town of Hadley's uncollected property taxes stood in FY 2015 at 0.96% of total property tax commitment. The amount of uncollected taxes in FY 2015 was \$96,672, below the \$100,000 threshold for the first time.

According to the Town's financial management policy regarding uncollected property taxes as adopted in April 9, 2008, the annual level of uncollected property taxes will not exceed 1.7%; an aggressive policy of collecting property tax revenues will be followed; and a detailed list of outstanding property taxes should be prepared quarterly.

The Town's policy and practice of collecting back taxes is consistent with (and in fact exceeds) the best management practices established by both the International City/County Management Association (ICMA) and the Massachusetts Association of Town Finance Committees (MATFC). The MATFC's Finance Committee Handbook recommends that tax collection rate be higher than 95%. The ICMA's financial policy guide, Evaluating Financial Position, recommends keeping uncollected property taxes between 5% and 8% in order to avoid ratings firms to consider such uncollected taxes as a negative factor in their credit analyses. ICMA points out that an increase in the rate of delinquency for two consecutive years is also considered a negative factor.

The Town pursues efforts to make sure that people and businesses pay their property taxes on time. We work in partnership with banks, insurance agencies, and other financial institutions, as well as property owners to keep the amount of uncollected taxes low.

We offer assistance to property owners who may be struggling by entering into payment plans, in preference to engaging in enforcement actions. For most property owners, payment plans are an affordable arrangement, and we have renegotiated plans based on changing life circumstances of people who owe back taxes.

Unfortunately, from time to time, we encounter people and businesses that do not wish to enter into payment plans, or who do not adhere to the terms of our payments plans. For such people, we regretfully have to take an enforcement approach as allowed by law and according to the Town's policies (e.g., the Town's Administrative and Finance Management Policy).

## Hadley Public Access Television

A significant change to the overall budget is the creation of a new enterprise fund to manage the finances of Hadley Public Access Television (HPAT). The enterprise fund, known as the Hadley Public Access Television Enterprise Fund, is proposed to be established by Town Meeting vote in accordance with the provisions of MGL Chapter 44, Section 53F½ and would be a self-supporting fund. The budget amendment complies with new state-mandated regulations governing how public access television is approved for funding.

Two articles will be presented at the Annual Town Meeting. The first establishes an enterprise fund for the Hadley Public Access Television Department under the provisions of MGL Chapter 44, Section 53F½, and transfers a sum of money from the Cable Access Receipts account to support operations and capital expenditures. The second article appropriates monies to run HPAT operations and capital spending. The current budget assumes voter approval of both articles.

Formerly, Hadley's public access channel was funded largely from Charter Communications payments under the terms of the cable franchise agreement, as provided in MGL Chapter 166A. Most of these expenditures were made without Town Meeting appropriation and were entirely legal under the laws then in effect. In FY 2016, the Massachusetts Legislature, at the request of the Department of Revenue, enacted legislation that required all monies used by public access departments must be appropriated by town meeting vote, effective July 1, 2016. The Town of Hadley took an initial step toward implementing the new procedure by accepting the provisions of MGL Chapter 44, Section 53F¾ at the October 22, 2015 Special Town Meeting.

This present budget proposes to complete the new funding requirements by establishing a self-supporting enterprise fund for the Hadley Public Access Television Department (HPAT) with 100% of the operating funds being collected from Charter Communications cable franchise operating payments and provides a capital reserve from Charter Communications' separate payments for HPAT capital expenses. An operational reserve will be established from surplus cable franchise operating payments in excess of operating expenses.

This article also proposes to transfer all HPAT funds into the enterprise fund in order to provide sufficient funds for a full year's operation.

The current balances for HPAT funds are:

HPAT operational funds = \$151,238

HPAT capital funds = \$74,579

## Other Post-Employment Benefits (OPEB)

OPEB is a nation-wide accounting requirement that affects all cities, towns, regional districts, and states and is summarized under GASB45 accounting rules. Under these requirements, governments must report all current and future retiree benefits, except for pension. In Hadley, OPEB obligations are limited to health insurance and life insurance. The total for all such future costs is shown as an unfunded liability. In Hadley, the most recent reported unfunded liability is \$6,990,969.



Beginning in FY 2014, the Town of Hadley implemented an aggressive strategy to address the unfunded liability. Each year, the Town contributed ever-increasing amounts toward an OPEB irrevocable trust fund. At the last town meeting, the voters approved a \$245,000 annual payment to OPEB, which exceeds the actuarial pay-as-you-go amount of \$216,000/year. The Town is now in a position to amend its funding plan from an aggressive one to a more measured approach. The Town Treasurer and Town Administrator recommend that the Town increase its annual OPEB contributions by 2.5% annually. The previous strategy of arithmetic funding of \$80,000 annually is to be discontinued. Under the new plan, the Town is expected to exceed its 30-year pay-down target of \$269,000/year in FY 2020 (assuming a 7% rate of return on investments over the long run), and Hadley will be placed on a sustainable funding schedule for handling this obligation.

In FY 2020, the Town may assess the investment environment in order to maximize responsible investment of its OPEB monies, as well as evaluate the related issue of pension liability and determine prospects for diverting funds away from an amortized pension liability.

The effect of the new strategy is to relieve pressure from the Benefits (Budget Series 900), which have been strained in recent years to support the aggressive OPEB strategy.

#### Capital Budget (Section VII)

A companion piece to the FY 2017 budget is the five year capital plan. The Town of Hadley formally adopted a capital plan in 2007, and it has been updated annually. In FY 2011, the Town adopted the meals tax and dedicated 100% of that revenue to its capital program. Each special town meeting in fall, the Town places the meals tax revenue (about \$270,000 annually) into the Capital Stabilization Fund. Each spring, the Town expends monies from the Capital Stabilization Fund to fund capital projects (i.e., infrastructure, buildings, and equipment). We are fortunate that meals tax revenue has proven to be a reliable and strong source of funds for the Town's capital needs.

Most of a local government's wealth is invested in its capital facilities (e.g., streets, bridges, roads, buildings, utilities, and equipment). Local governments often find it easy in the short term to defer maintenance or upgrades to capital facilities, as that can be a relatively painless way to balance budgets during times of fiscal or economic constriction. Continued deferred investment in capital facilities, however, inevitably has a major long-term impact on a town's financial health. Failure to properly maintain capital assets often leads to (a) decreased usefulness of the assets, (b) increased maintenance or replacement costs, (c) increased risk for injury or liability from using deteriorating capital assets, (d) loss of efficiency in equipment, (e) increased the risk of building a huge future obligation created by a maintenance and replacement backlog, and (f) decreasing attractiveness of the town as a place to work, live, and do business.

The Town should pursue a strategy of combining meals tax revenue, CPA funds, enterprise funds, grants, and borrowing to advance its capital program in FY 2017. Interest rates, although trending upwards, remain at historic lows. The Town may take advantage of a historic moment to do a lot of good for buildings, infrastructure and equipment.

FY 2017 Recommended Capital Budget										
Department	Project	Cost	Capital Stabilization	Free Cash FY 2017	Stabilization	Water Reserves	Wastewater Reserves	Sewer Impact Fee	Debt	Community Preservation Act
Select Board	Records Archiving	\$ 17,000	\$ 17,000							
	Staff Vehicle	\$ 22,000	\$ 22,000							
Police										
	Cruisers	\$ 85,120			\$ 85,120					
	Utility Pickup Truck	\$ 10,000	\$ 10,000							
	Ballistic Vests	\$ 17,600	\$ 17,600							
Fire										
	Roof and Bay Expand	\$ 2,150,000							\$ 2,150,000	
Highway										
	Chipper	\$ 49,000							\$ 49,000	
	Skid Steer	\$ 56,000							\$ 56,000	
	Staff Vehicle	\$ 30,000							\$ 30,000	
	Light Truck	\$ 40,000							\$ 40,000	
	Dike Phase 2	\$ 132,000	\$ 132,000							
Wastewater										
	Electrical Impr.	\$ 550,000						\$ 50,000	\$ 500,000	
	Septage Receiving Impr.	\$ 260,000							\$ 260,000	
Water										
	Filtration Membrane	\$ 20,000				\$ 20,000				
	Hydrant & Valve Replace	\$ 60,000				\$ 60,000				
	Mt. Warner #2 Pump Test	\$ 20,000				\$ 20,000				
Library										
	Storm Windows	\$ 10,000								\$ 10,000
	Ext. Painting	\$ 12,000								\$ 12,000
	Split AC Basement	\$ 7,500	\$ 7,500							
	Furniture	\$ 5,000	\$ 5,000							
School										
	Computers HA & HES	\$ 73,550							\$ 73,500	
	IT Network Replacement	\$ 62,000							\$ 62,000	
	Grease Traps HA & HES	\$ 30,000	\$ 30,000							
	HA Playing Fields	\$ 1,300,000							\$ 1,300,000	
Council on Aging										
	Van Replacement	\$ 70,000							\$ 70,000	
Conservation Commission										
	Land Preservation	\$ 100,000								\$ 100,000
TOTALS		\$ 5,188,770	\$ 241,100	\$ -	\$ 85,120	\$ 100,000	\$ -	\$ 50,000	\$ 4,590,500	\$ 122,000

## Open Issues

Budgetary issues that still to be addressed by Town leaders to finish the budget include:

- Town Buildings – The Select Board will need to determine how it wants to address the renovations to Town-owned buildings as identified in the Facilities Plan and the Historic Building Preservation Plan. A funding plan has been developed for major work on all buildings in order to guide decisions among community leaders. In particular, the proposed relocation of the Goodwin Memorial Library requires coordination with other municipal departments housed in the Senior Center (the proposed new location of the library).
- Community Preservation Act Fund – The Community Preservation Act Fund has accumulated \$1,814,432 that is available for appropriation at the May 5, 2016 Town Meeting. At a time when the Town is contemplating many

major capital projects and how to fund them, the Community Preservation Act Committee must be an active partner in sustaining the Town's assets. A proposal to leverage over \$1 million of borrowing was presented to the Community Preservation Act Committee in August 2013, and the final decision concerning that proposal has yet to be made. If the proposal is not accepted, then an alternate spending plan to ensure that the taxpayers' dollars are wisely invested with Community Preservation Act funds should be developed.

- School Budget – The School Department is still developing its budget, and the School Department number presented here is based on a projection developed under a different school administration. The projected budget shows an increase of \$399,933 or 6.18% for the School Department. A final figure will be available after the School Committee holds its public hearing in March 2016.
- Collective Bargaining Agreements – All six collective bargaining agreements expired on June 30, 2015. At the time of this writing, two unions have settled contracts, three unions have reached tentative agreements (subject to ratification), and one contract is being negotiated. Funding for all union employees is shown as increased as per tentative agreements, and the remaining agreements need to be concluded.
- Water and Sewer Rates – As projects within the two enterprise funds are executed and debt is added to the rates, the Town will need to understand how well those rates match revenue requirements. Rate adjustments, in light of infrastructure improvements and increased OPEB expenditure requirements, are likely.

The Town of Hadley is fortunate to have a strong foundation on which to meet its challenges. Our local economy, although affected by the overall recession and fitful recovery, is resilient, and recovery is assured. We have built our reserves, even in these trying times. Our partnerships with strategic allies in state, regional, and local government, the educational system, and the business community remain strong and will deliver many opportunities in the future.

I sincerely thank department heads, elected officials, agents, committees, and commissions for their efforts to maintain quality municipal services at an affordable price. We are fortunate to have high quality, highly skilled and trained, hardworking government workforce and effective leadership to guide the community.

I look forward to discussing the budget with the town leaders. If you have any questions, please feel free to call me at (413) 586-0221.

Sincerely,



David G. Nixon  
Town Administrator

# Section II

## Budget Summary

## Section II:

### Budget Summary

#### REVENUES

This summary presents the projected revenues for Fiscal Year 2017. Revenues are projected to increase from FY 2016 to FY 2017 by \$575,110 or 3.26%.

TOWN OF HADLEY  
FY 2017 REVENUES (GENERAL FUND)  
1/20/2016

Account	Revenue Summary	FY 2014 Actual	FY 2015 Budgeted	FY 2015 Actual	FY 2016 Projected	FY 2017 Projected	FY 16 - 17 Change	
							\$	%
<b>Table 1: Property Tax Levy</b>								
	Tax Levy	\$ 8,677,000	\$ 8,988,144	\$ 8,988,144	\$ 9,359,333	\$ 9,718,621	\$ 359,288	3.84%
	Prop 2.5%	\$ 216,925	\$ 224,704	\$ 224,704	\$ 233,983	\$ 242,966	\$ 8,982	3.84%
	New Growth	\$ 94,219	\$ 146,485	\$ 146,485	\$ 125,305	\$ 142,275	\$ 16,970	13.54%
	Debt Exclusions	\$ 731,267	\$ 727,551	\$ 727,551	\$ 718,421	\$ 823,996	\$ 105,575	14.70%
000-4110-41	Subtotal	\$ 9,719,411	\$ 10,086,884	\$ 10,086,884	\$ 10,437,042	\$ 10,927,858	\$ 490,816	4.70%
<b>Table 2: State Aid</b>								
000-4621	Chapter 70	\$ 879,856	\$ 938,254	\$ 938,254	\$ 953,529	\$ 1,001,205	\$ 47,676	5.00%
000-4620	Charter School Reimbursement	\$ 94,741	\$ 45,951	\$ 45,951	\$ 76,916	\$ 50,000	\$ (26,916)	-34.99%
000-4670	Unrestricted General Government Aid	\$ 392,951	\$ 403,848	\$ 403,848	\$ 418,387	\$ 456,755	\$ 38,368	9.17%
000-4613	Abatements to Veterans' and Blind	\$ 13,638	\$ 13,425	\$ 13,425	\$ 13,250	\$ 13,425	\$ 175	1.32%
000-4667	Veterans' Benefits and Exemptions	\$ 33,996	\$ 61,829	\$ 61,829	\$ 56,854	\$ 60,000	\$ 3,146	5.53%
000-4699	PILOT	\$ 179,867	\$ 204,286	\$ 204,286	\$ 204,286	\$ 214,000	\$ 9,714	4.76%
000-4610-46	Offsets (School Choice, Lunch, Library)	\$ 393,729	\$ 452,102	\$ 452,102	\$ 595,973	\$ 557,741	\$ (38,232)	-6.42%
	Subtotal	\$ 1,988,778	\$ 2,119,695	\$ 2,119,695	\$ 2,319,195	\$ 2,353,126	\$ 33,931	1.46%
<b>Table 3: Local Receipts</b>								
000-4121	ProRataAssessment	\$ 6,988	\$ 5,000	\$ 5,912	\$ 7,000	\$ 7,000	\$ -	0.00%
000-4150	MotorVehicle	\$ 614,698	\$ 510,000	\$ 648,213	\$ 615,000	\$ 620,000	\$ 5,000	0.81%
000-4171-41	Interest&Penalties	\$ 30,726	\$ 27,000	\$ 31,517	\$ 30,000	\$ 30,000	\$ -	0.00%
000-4180	PILOT (Not from Cherry Sheet)	\$ 6,579	\$ 12,000	\$ 25,377	\$ 16,000	\$ 16,800	\$ 800	5.00%
000-4164	Boat Excise	\$ 3,012	\$ 3,500	\$ 2,916	\$ 3,500	\$ 3,500	\$ -	0.00%
000-4673	Motel Occupancy Tax	\$ 796,821	\$ 770,000	\$ 734,394	\$ 856,500	\$ 856,500	\$ -	0.00%
000-4165	Meals Excise	\$ 277,062	\$ 250,000	\$ 349,506	\$ 314,367	\$ 314,367	\$ -	0.00%
000-4350	PVTA	\$ 153,466	\$ 163,285	\$ 163,285	\$ 163,285	\$ 163,285	\$ -	0.00%
000-4695	Court/Local Fines	\$ 34,357	\$ 37,000	\$ 53,648	\$ 38,000	\$ 39,000	\$ 1,000	2.63%
000-4820	Investment Earnings	\$ 11,832	\$ 12,000	\$ 15,057	\$ 13,000	\$ 14,000	\$ 1,000	7.69%
000-4821	Bond Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
000-4840, 46	Miscellaneous (Incl. Medicare D)	\$ 21,920	\$ 69,500	\$ 45,433	\$ 69,000	\$ 69,000	\$ -	0.00%
000-4841	Prior Year Refund	\$ 4,626	\$ 1,000	\$ 1,665	\$ 1,000	\$ 1,000	\$ -	0.00%
32-198	Rental	\$ 725	\$ 100	\$ 844	\$ 500	\$ 500	\$ -	0.00%
000-4941	Spec/Assets-Timber	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
122	Select Board Receipts	\$ 73,332	\$ 70,159	\$ 89,769	\$ 92,000	\$ 115,000	\$ 23,000	25.00%
146	Collector Receipts	\$ 31,178	\$ 36,000	\$ 36,609	\$ 37,000	\$ 37,000	\$ -	0.00%
141	Assessor Receipts	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	0.00%
161	Clerk Receipts	\$ 18,908	\$ 17,000	\$ 15,692	\$ 20,000	\$ 20,000	\$ -	0.00%
171-176	ConCom/ZBA Receipts	\$ 9,704	\$ 1,000	\$ 4,001	\$ 2,000	\$ 2,000	\$ -	0.00%
175	Planning Board Receipts	\$ 975	\$ 2,700	\$ 7,421	\$ 4,000	\$ 4,000	\$ -	0.00%
210	Police Receipts	\$ 18,922	\$ 18,000	\$ 16,990	\$ 20,000	\$ 20,000	\$ -	0.00%
220	Fire Receipts	\$ 20,502	\$ 21,615	\$ 25,254	\$ 30,000	\$ 30,500	\$ 500	1.67%
241	Building Inspector Receipts	\$ 96,045	\$ 75,000	\$ 86,311	\$ 90,000	\$ 90,500	\$ 500	0.56%
243	Plumb/Gas Inspector Receipts	\$ 11,467	\$ 9,000	\$ 14,481	\$ 11,000	\$ 11,000	\$ -	0.00%
245-4451	Electrical Inspector Receipts	\$ 5,021	\$ 2,500	\$ 3,356	\$ 3,500	\$ 3,500	\$ -	0.00%
510	Board of Health Receipts	\$ 44,733	\$ 45,300	\$ 42,710	\$ 47,000	\$ 47,500	\$ 500	1.06%
491	Cemetery Receipts	\$ 70	\$ 50	\$ 175	\$ 50	\$ 50	\$ -	0.00%
610-4772	Library Receipts	\$ 12	\$ 23	\$ -	\$ 23	\$ 23	\$ -	0.00%
599-4840	TVS Receipts	\$ 80	\$ 75	\$ 94	\$ 75	\$ 75	\$ -	0.00%
	University of Mass Payment	\$ 50,000	\$ 60,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	0.00%
	Subtotal	\$ 2,343,761	\$ 2,218,807	\$ 2,475,630	\$ 2,539,300	\$ 2,571,600	\$ 32,300	1.27%
<b>Table 4: Enterprise Receipts</b>								
450	Water	\$ 751,508	\$ 1,073,615	\$ 925,125	\$ 995,752	\$ 1,045,966	\$ 50,214	5.04%
	Water Administration	\$ 174,793	\$ 214,006	\$ 214,006	\$ 217,164	\$ 188,327	\$ (28,837)	-13.28%
440	Wastewater	\$ 542,477	\$ 726,095	\$ 533,604	\$ 876,207	\$ 844,552	\$ (31,655)	-3.61%
	Wastewater Administration	\$ 142,547	\$ 153,868	\$ 153,868	\$ 162,581	\$ 168,341	\$ 5,760	3.54%
599	Hadley Public Access TV (HPAT)	\$ -	\$ -	\$ -	\$ -	\$ 48,717	\$ 48,717	
	HPAT Administration	\$ -	\$ -	\$ -	\$ -	\$ 19,237	\$ 22,822	
	Subtotal	\$ 1,611,325	\$ 2,167,584	\$ 1,826,603	\$ 2,251,704	\$ 2,315,140	\$ 67,021	2.82%
<b>Gross Revenues</b>		\$ 15,663,275	\$ 16,592,970	\$ 16,508,812	\$ 17,547,241	\$ 18,167,724	\$ 624,068	3.54%

## Description

**Property Tax Levy:** The FY 2017 property tax levy is expected to increase \$490,816 or 4.7% (NB: This does not mean that the tax rate or individual tax bills will increase by that percentage). The projected levy is a function of the FY 2016 levy limit increased by 2.5% as per Proposition 2½, plus an increment for new growth. The new growth is factored by the value of all construction activity in the calendar year. FY 2017 new growth is estimated to be \$142,275 based on information obtained by the Building Inspector, the Assistant Assessor, and a review of historical data. Property tax levy also includes debt excluded from the requirements of Proposition 2½, and such debt will increase from FY 2016 to FY 2017 by \$105,575 or 14.7% due to the new debt approved by the voters.

**Local Aid:** Local Aid, as reported on the Cherry Sheet, is expected to rise in the areas of Chapter 70 (Education) and Unrestricted General Government Account (UGGA - formerly the Lottery). Chapter 70 has increased each year, even in the toughest of economic times, so a 5% increase is shown. UGGA foundation is expected to rise by nearly the same percentage as the state Revenue Consensus Figure, which was released January 14, 2016 at 4.3%. The projected UGGA figure shows a 9.17% increase as a total amount, which includes expected first-time distributions of casino money added to the base.

The distribution casino gaming revenues is in accordance with Chapter 194 of the Acts of 2011, whereby the Commonwealth expanded gaming to allow casino resorts. The Plainridge Park Casino in Plainville started operations on summer 2015 and generated an estimated \$6 million of income in the first week. Subsequent performance, however, has fallen short of expectations. Future casinos are expected to be built in Everett and Springfield in calendar 2018. In consultation with the Department of Revenue and our Legislative Delegation, I am including a conservative \$30,000 increase to UGGA from gaming revenues.

The category of Veterans' Benefits and Exemptions is expected to remain stable at \$13,425. As part of its human services partnership with the Commonwealth, the Town is eligible to receive a 75% reimbursement for its eligible expenses. All other revenues listed on the Cherry Sheet are expected to remain level-funded. The cumulative effect of all increases is estimated to be \$33,931 or 1.48% from FY 2016 to FY 2017.

**Local Receipts:** FY 2017 projections of revenue from local receipts (revenues generated from a wide variety of local charges and assessments) show a conservative increase of \$32,300 or 1.27%.

**Revenue Offsets:** Revenue Offsets include Cherry Sheet receipts that are set aside for special purposes and are available for use without approval of Town Meeting. Revenue Offsets include School Lunch, School Choice, and Library Grants.

Revenue offsets are projected to remain level in FY 2017. With the release of the Governor's budget in January, better estimates will be available.

**Enterprise Revenues:** This category of revenues consists of water, wastewater, and cable television revenues obtained from user fees and billable services (e.g., grease trap inspections, deliveries of septage for treatment, backflow testing, and other services).

Enterprise revenues also consist of transfers from the Water Enterprise Fund, the Wastewater Enterprise Fund, and the Public Access Television Enterprise Fund to cover costs of indirect costs for operating the services. Such costs include

administrative support from town staff and facilities, as well as direct costs in benefits, insurance, and OPEB liabilities. The Town long ago decided that the Water Enterprise Fund and the Wastewater Enterprise Fund are to be entirely self-supporting, so annually transfers from the enterprise funds are made to the general funds to cover administrative costs. This year, I recommend creating an enterprise fund for the Hadley Public Access Television Department (HPAT, and administrative costs of HPAT personnel and operations are shown as a transfer from the Enterprise Fund to the General Fund.

The administrative expenses applied to the enterprise funds are estimated, and as more precise information is obtained, the administrative charges will be adjusted. The estimated administrative charges to the enterprise funds are a combined total of \$475,905. This represents a (\$3,840) or (1%) decrease, largely driven by personnel changes that reduced benefits costs, as well as a strategic change in the Town's plans to fund Other Post-Employment Benefits (OPEB).

Finally, each enterprise fund contains a special contingency reserve of \$10,000 to cover unforeseen costs within the fiscal year. Controlled by the Finance Committee, it serves as a Reserve Fund within each enterprise fund.

**Transfers from Other Funds:** The remaining monies consist of special transfers, Free Cash, appropriations from accounts dedicated for specific purposes, and transfers from funds available. The total from Transfers from Other Funds amounts to \$715,075. This figure consists of:

\$711,703 – Free Cash

2,444 – MSBA Debt Reserve

928 – November 2014 Hopkins Academy Premium Balance

The following are recommended for use for the FY 2017 budget:

- **Free Cash:** Free Cash is used to balance the budget. It is the goal of the Town to reduce the use of Free Cash to balance the budget. Based on available information, the Town will need to use \$711,703 of Free Cash to balance the budget.

An amount of Free Cash (equivalent to 100% of the annual meal tax revenue) shall be set aside for funding a portion of the FY 2016 capital program. The Town should transfer \$300,000 of Free Cash into the Capital Stabilization Fund at the Fall Town Meeting 2016.

- **MSBA Debt Reserve:** The Massachusetts School Building Authority overestimated their reimbursement for eligible school building renovations by about \$25,000. The Massachusetts Department of Revenue requires the Town to apply that excess reimbursement toward the school-related debt in annual amounts of \$2,444 for ten years. This is the third year of using these funds to underwrite our debt.
- **November 2014 Hopkins Academy Premium Balance:** A small balance remains after the Hopkins Academy roof project, and the Department of Revenue requires that the Town apply the balance toward school-related debt in annual amounts of \$928 for ten years. This is the second year of the program.



- Transfers from other accounts: From time to time, the Town has transferred money from miscellaneous accounts (such as Surplus Overlay Reserves) to fund one-time expenses. In FY 2017, I anticipate transferring funds to cover retroactive pay for the collective bargaining units. The precise amount will be known once the contracts are ratified.

## EXPENSES

Detailed expenditures are presented in Sections III, IV, and V. Presented below is a summary of requested and recommended expenditures for the General Fund and Enterprise Funds.

A	B	C	D	E	F	G	H	I	J	K
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	(I-F) Change \$	(I-F)/F Change %
<u>Series 100 General Government</u>										
114	Moderator	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.00%
122	Select Board	\$ 63,811	\$ 69,277	\$ 61,336	\$ 67,295	\$ 69,127	\$ -	\$ 69,127	\$ 1,832	2.72%
129	Town Administrator	\$ 83,093	\$ 89,637	\$ 88,477	\$ 91,370	\$ 92,737	\$ -	\$ 92,737	\$ 1,367	1.50%
131	Finance Committee	\$ 155	\$ 1,050	\$ 955	\$ 1,050	\$ 1,050	\$ -	\$ 1,050	\$ -	0.00%
132	Reserve Fund	\$ 13,475	\$ 50,000	\$ 13,475	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ -	0.00%
135	Town Accountant	\$ 93,870	\$ 94,149	\$ 89,987	\$ 95,609	\$ 91,652	\$ -	\$ 91,652	\$ (3,957)	-4.14%
141	Assessors	\$ 77,294	\$ 84,592	\$ 82,738	\$ 91,593	\$ 91,993	\$ -	\$ 91,993	\$ 400	0.44%
145	Treasurer	\$ 111,707	\$ 122,214	\$ 111,973	\$ 122,269	\$ 136,155	\$ -	\$ 136,155	\$ 13,886	11.36%
146	Tax Collector	\$ 97,318	\$ 107,284	\$ 105,447	\$ 108,310	\$ 109,093	\$ -	\$ 109,093	\$ 783	0.72%
151	Town Counsel	\$ 39,032	\$ 36,380	\$ 35,957	\$ 36,380	\$ 41,380	\$ -	\$ 41,380	\$ 5,000	13.74%
161	Town Clerk	\$ 64,859	\$ 74,194	\$ 69,201	\$ 80,614	\$ 80,614	\$ -	\$ 80,614	\$ -	0.00%
163	Registrars	\$ 15,602	\$ 16,120	\$ 15,530	\$ 12,620	\$ 17,420	\$ -	\$ 17,420	\$ 4,800	38.03%
171	Conservation	\$ 3,021	\$ 3,050	\$ 3,012	\$ 3,050	\$ 3,050	\$ -	\$ 3,050	\$ -	0.00%
175	Planning Board	\$ 15,061	\$ 11,780	\$ 11,609	\$ 12,030	\$ 12,030	\$ (2,300)	\$ 9,730	\$ (2,300)	-19.12%
176	Board of Appeals	\$ 1,700	\$ 3,665	\$ 1,254	\$ 3,665	\$ 3,665	\$ (1,310)	\$ 2,355	\$ (1,310)	-35.74%
182	Long Range Plan	\$ 1,000	\$ 2,500	\$ 1,822	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	0.00%
193	Insurance	\$ 105,572	\$ 111,000	\$ 109,094	\$ 103,400	\$ 109,100	\$ -	\$ 109,100	\$ 5,700	5.51%
192-199	Town Buildings	\$ 127,632	\$ 136,346	\$ 137,366	\$ 147,650	\$ 140,975	\$ -	\$ 140,975	\$ (6,675)	-4.52%
Total General Government		\$ 914,202	\$ 1,013,338	\$ 939,333	\$ 1,029,505	\$ 1,052,641	\$ (3,610)	\$ 1,049,031	\$ 19,526	1.90%
<u>Series 200 Public Safety</u>										
210	Police	\$ 902,116	\$ 994,776	\$ 974,124	\$ 1,036,761	\$ 1,126,951	\$ -	\$ 1,126,951	\$ 90,190	8.70%
220	Fire	\$ 235,564	\$ 337,633	\$ 310,502	\$ 332,404	\$ 371,900	\$ -	\$ 371,900	\$ 39,496	11.88%
222	Communications	\$ 286,187	\$ 268,160	\$ 262,549	\$ 274,792	\$ 297,132	\$ -	\$ 297,132	\$ 22,340	8.13%
230	Ambulance	\$ 120,000	\$ 125,000	\$ 125,000	\$ 130,000	\$ 135,000	\$ -	\$ 135,000	\$ 5,000	3.85%
241	Building Inspector	\$ 77,807	\$ 90,992	\$ 85,400	\$ 93,370	\$ 95,109	\$ -	\$ 95,109	\$ 1,739	1.86%
242	Gas Inspector	\$ 3,649	\$ 3,942	\$ 3,942	\$ 4,011	\$ 4,011	\$ -	\$ 4,011	\$ -	0.00%
243	Plumbing Inspector	\$ 6,240	\$ 6,390	\$ 6,390	\$ 6,496	\$ 6,496	\$ -	\$ 6,496	\$ -	0.00%
Total Public Safety		\$ 1,631,563	\$ 1,826,893	\$ 1,767,907	\$ 1,877,834	\$ 2,036,599	\$ -	\$ 2,036,599	\$ 158,765	8.45%
<u>Series 300 Education</u>										
301	Education	\$ 5,837,033	\$ 6,060,000	\$ 5,837,033	\$ 6,467,520	\$ 6,867,453	\$ -	\$ 6,867,453	\$ 399,933	6.18%
Total Education		\$ 5,837,033	\$ 6,060,000	\$ 5,837,033	\$ 6,467,520	\$ 6,867,453	\$ -	\$ 6,867,453	\$ 399,933	6.18%
<u>Series 400 Public Works</u>										
422	Highway	\$ 631,060	\$ 723,215	\$ 667,170	\$ 739,910	\$ 771,772	\$ (17,700)	\$ 754,072	\$ 14,162	1.91%
423	Snow & Ice	\$ 110,498	\$ 210,522	\$ 211,677	\$ 168,222	\$ 168,222	\$ -	\$ 168,222	\$ -	0.00%
424	Street Lighting	\$ 17,142	\$ 18,000	\$ 18,081	\$ 21,840	\$ 23,374	\$ (1,534)	\$ 21,840	\$ -	0.00%
490	Building Maint.	\$ 14,758	\$ 65,615	\$ 48,861	\$ 66,950	\$ 68,950	\$ (7,450)	\$ 61,500	\$ (5,450)	-8.14%
491	Cemetery	\$ 17,231	\$ 17,793	\$ 17,231	\$ 17,793	\$ 18,335	\$ -	\$ 18,335	\$ 542	3.05%
Total Public Works		\$ 790,689	\$ 1,035,145	\$ 963,020	\$ 1,014,715	\$ 1,050,653	\$ (26,684)	\$ 1,023,969	\$ 9,254	0.91%
<u>Series 440, 450 and 599 Enterprise Funds</u>										
440	Sewer	\$ 542,477	\$ 726,095	\$ 533,604	\$ 876,207	\$ 863,552	\$ (19,000)	\$ 844,552	\$ (31,655)	-3.61%
	Sewer Contingency	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%
450	Water	\$ 751,508	\$ 1,073,615	\$ 925,125	\$ 995,752	\$ 1,070,966	\$ (25,000)	\$ 1,045,966	\$ 50,214	5.04%
	Water Contingency	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%
599	Cable TV	\$ -	\$ -	\$ -	\$ -	\$ 68,276	\$ (19,559)	\$ 48,717	\$ 48,717	
	Cable TV Contingency	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	
Total Enterprise Funds		\$ 1,293,985	\$ 1,819,710	\$ 1,458,729	\$ 1,891,959	\$ 2,032,794	\$ (63,559)	\$ 1,969,235	\$ 77,276	4.08%
<u>Series 500 Human Services</u>										
510	Board of Health	\$ 33,694	\$ 34,995	\$ 33,290	\$ 36,535	\$ 36,535	\$ -	\$ 36,535	\$ -	0.00%
541	Council on Aging	\$ 70,859	\$ 75,526	\$ 75,526	\$ 79,386	\$ 80,311	\$ -	\$ 80,311	\$ 925	1.17%
543	Veterans' Services	\$ 73,000	\$ 104,200	\$ 100,855	\$ 100,000	\$ 110,122	\$ (3,000)	\$ 107,122	\$ 7,122	7.12%
590	Oliver Smith Will	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.00%
599	Cable TV	\$ 19,619	\$ 33,694	\$ 37,333	\$ 53,782	\$ -	\$ -	\$ -	\$ (53,782)	-100.00%
Total Human Services		\$ 197,272	\$ 248,515	\$ 247,104	\$ 269,803	\$ 227,068	\$ (3,000)	\$ 224,068	\$ (45,735)	-16.95%
<u>Series 600 Culture and Recreation</u>										
610	Library	\$ 185,439	\$ 201,441	\$ 191,037	\$ 200,684	\$ 203,892	\$ -	\$ 203,892	\$ 3,208	1.60%
630	Park Commission	\$ 14,134	\$ 56,602	\$ 52,513	\$ 58,917	\$ 60,576	\$ -	\$ 60,576	\$ 1,659	2.82%
691	Historical Comm	\$ 449	\$ 1,250	\$ 552	\$ 1,250	\$ 1,250	\$ -	\$ 1,250	\$ -	0.00%
Total Culture and Recreation		\$ 200,022	\$ 259,293	\$ 244,102	\$ 260,851	\$ 265,718	\$ -	\$ 265,718	\$ 4,867	1.87%
<u>Series 700 Debt</u>										
710	Principal	\$ 705,195	\$ 713,566	\$ 713,566	\$ 767,597	\$ 857,601	\$ -	\$ 857,601	\$ 90,004	11.73%
750	Interest	\$ 116,442	\$ 112,548	\$ 113,758	\$ 116,090	\$ 112,049	\$ -	\$ 112,049	\$ (4,041)	-3.48%
Total Debt		\$ 821,637	\$ 826,114	\$ 827,324	\$ 883,687	\$ 969,650	\$ -	\$ 969,650	\$ 85,963	9.73%
<u>Series 800 State and Other Assessments</u>										
820	State Assessments	\$ 825,659	\$ 814,801	\$ 901,319	\$ 947,053	\$ 939,831	\$ -	\$ 939,831	\$ (7,222)	-0.76%
840	PVTA Assessments	\$ 197,681	\$ 203,149	\$ 203,149	\$ 206,504	\$ 203,149	\$ -	\$ 203,149	\$ (3,355)	-1.62%
999	Overlay	\$ 78,199	\$ 79,412	\$ 79,412	\$ 72,932	\$ 80,000	\$ -	\$ 80,000	\$ 7,068	9.69%
999	Offsets	\$ 393,729	\$ 452,102	\$ 452,102	\$ 595,973	\$ 596,207	\$ -	\$ 596,207	\$ 234	0.04%
Total Assessments		\$ 1,495,268	\$ 1,549,464	\$ 1,635,982	\$ 1,822,462	\$ 1,819,187	\$ -	\$ 1,819,187	\$ 80	-0.18%
<u>Series 900 Benefits</u>										
911	Retirement	\$ 705,272	\$ 827,802	\$ 827,802	\$ 917,931	\$ 946,872	\$ (17,608)	\$ 929,264	\$ 11,333	1.23%
912	Workers' Comp.	\$ 100,302	\$ 111,000	\$ 46,778	\$ 65,594	\$ 72,000	\$ -	\$ 72,000	\$ 6,406	9.77%
913	Unemployment	\$ -	\$ 25,000	\$ -	\$ 12,946	\$ 27,000	\$ -	\$ 27,000	\$ 14,054	108.56%
914	Health Insurance	\$ 1,018,779	\$ 1,088,500	\$ 1,085,754	\$ 1,190,000	\$ 1,225,000	\$ -	\$ 1,225,000	\$ 35,000	2.94%
915	Life Insurance	\$ 2,360	\$ 2,500	\$ 2,154	\$ 2,300	\$ 2,500	\$ -	\$ 2,500	\$ 200	8.70%
916	Medicare	\$ 106,080	\$ 98,106	\$ 110,282	\$ 108,236	\$ 136,000	\$ -	\$ 136,000	\$ 27,764	25.65%
945	Police & Fire Accide	\$ 35,666	\$ 37,591	\$ 44,000	\$ 44,000	\$ 45,000	\$ -	\$ 45,000	\$ 1,000	2.27%
919	OPEB	\$ -	\$ 164,888	\$ 164,888	\$ 245,000	\$ 251,125	\$ -	\$ 251,125	\$ 6,125	2.50%
Total Benefits		\$ 1,968,459	\$ 2,355,387	\$ 2,281,658	\$ 2,586,007	\$ 2,705,497	\$ (17,608)	\$ 2,687,889	\$ 101,882	3.94%
TOTAL MUNICIPAL		\$ 15,150,130	\$ 16,993,859	\$ 16,202,192	\$ 18,104,343	\$ 19,027,260	\$ (114,461)	\$ 18,912,799	\$ 811,811	4.47%

TOWN OF HADLEY  
REVENUE AND EXPENDITURE SUMMARY  
1/20/2016

General Fund	
Revenues	\$ 16,228,489
Expenses	\$ 16,943,564
Revenues - Expenses	\$ (715,075)
Transfers from Other Funds	
Free Cash to Balance Omnibus Budget	\$ 711,703
Stabilization Fund	\$ -
MSBA Debt Fund Reserve	\$ 2,444
November 2014 Premium Balance	\$ 928
TOTAL:	\$ (0)

Enterprise Funds	
Revenues	\$ 1,939,235
Expenses	\$ 1,969,235
Revenues - Expenses	\$ (30,000)
Transfers from Other Funds	
Water Reserves	\$ 10,000
Sewer Reserves	\$ 10,000
Cable TV Reserves	\$ 10,000
TOTAL:	\$ -

# Section III

Town Government Budget Accounts:

Budget Series 100, 200, 400, 500, 600, 700,  
and 900

## SECTION III

### Town Government Budgets (Budget Series 100, 200, 400, 500, 600, 700, and 900)

#### Budget Series 100: Town Government

##### Mission Statement

The mission of town government is to serve the residents, businesses, and visitors in the Town of Hadley by providing high-quality services that enhance the quality of life by preserving the character of the community, encouraging commerce and prosperity, and providing stewardship to the community's resources.

A	B	C	D	E	F	G	H	I	J	K
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	(I-F) Change \$	(I-F)/F Change %
<u>Series 100 General Government</u>										
114	Moderator	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.00%
122	Select Board	\$ 63,811	\$ 69,277	\$ 61,336	\$ 67,295	\$ 69,127	\$ -	\$ 69,127	\$ 1,832	2.72%
129	Town Administrator	\$ 83,093	\$ 89,637	\$ 88,477	\$ 91,370	\$ 92,737	\$ -	\$ 92,737	\$ 1,367	1.50%
131	Finance Committee	\$ 155	\$ 1,050	\$ 955	\$ 1,050	\$ 1,050	\$ -	\$ 1,050	\$ -	0.00%
132	Reserve Fund	\$ 13,475	\$ 50,000	\$ 13,475	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ -	0.00%
135	Town Accountant	\$ 93,870	\$ 94,149	\$ 89,987	\$ 95,609	\$ 91,652	\$ -	\$ 91,652	\$ (3,957)	-4.14%
141	Assessors	\$ 77,294	\$ 84,592	\$ 82,738	\$ 91,593	\$ 91,993	\$ -	\$ 91,993	\$ 400	0.44%
145	Treasurer	\$ 111,707	\$ 122,214	\$ 111,973	\$ 122,269	\$ 136,155	\$ (5,366)	\$ 130,789	\$ 8,520	6.97%
146	Tax Collector	\$ 97,318	\$ 107,284	\$ 105,447	\$ 108,310	\$ 109,093	\$ -	\$ 109,093	\$ 783	0.72%
151	Town Counsel	\$ 39,032	\$ 36,380	\$ 35,957	\$ 36,380	\$ 41,380	\$ -	\$ 41,380	\$ 5,000	13.74%
161	Town Clerk	\$ 64,859	\$ 74,194	\$ 69,201	\$ 80,614	\$ 80,614	\$ -	\$ 80,614	\$ -	0.00%
163	Registrars	\$ 15,602	\$ 16,120	\$ 15,530	\$ 12,620	\$ 17,420	\$ -	\$ 17,420	\$ 4,800	38.03%
171	Conservation	\$ 3,021	\$ 3,050	\$ 3,012	\$ 3,050	\$ 3,050	\$ -	\$ 3,050	\$ -	0.00%
175	Planning Board	\$ 15,061	\$ 11,780	\$ 11,609	\$ 12,030	\$ 12,030	\$ (2,300)	\$ 9,730	\$ (2,300)	-19.12%
176	Board of Appeals	\$ 1,700	\$ 3,665	\$ 1,254	\$ 3,665	\$ 3,665	\$ (1,310)	\$ 2,355	\$ (1,310)	-35.74%
182	Long Range Plan	\$ 1,000	\$ 2,500	\$ 1,822	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	0.00%
193	Insurance	\$ 105,572	\$ 111,000	\$ 109,094	\$ 103,400	\$ 109,100	\$ -	\$ 109,100	\$ 5,700	5.51%
192-199	Town Buildings	\$ 127,632	\$ 136,346	\$ 137,366	\$ 147,650	\$ 140,975	\$ -	\$ 140,975	\$ (6,675)	-4.52%
Total General Government		\$ 914,202	\$ 1,013,338	\$ 939,333	\$ 1,029,505	\$ 1,052,641	\$ (8,976)	\$ 1,043,665	\$ 14,160	1.38%

## Moderator (Budget 114)

### Mission Statement

The Moderator oversees all town meetings and is responsible for fairness, inclusiveness, and the orderly and proper conduct of town business within the town meeting. The Moderator also appoints the Finance Committee.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
114-5730	Moderator	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.00%
Total Moderator		\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.00%

## Select Board (Budget 122)

### Mission Statement

The members of the Hadley Select Board, in their roles as elected officials and citizens of the town, strive to create and sustain the highest achievable level of quality of life for the residents, employees and visitors in the Town of Hadley.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
122-5101	Select Board Salaries	\$ 5,900	\$ 6,200	\$ 5,185	\$ 6,200	\$ 6,200	\$ -	\$ 6,200	\$ -	0.00%
122-5106	Administrative Assist.	\$ 33,075	\$ 37,076	\$ 34,501	\$ 37,794	\$ 37,076	\$ -	\$ 37,076	\$ (718)	-1.90%
122-5120	Clerical Services	\$ 9,189	\$ 9,626	\$ 9,477	\$ 9,626	\$ 9,626	\$ -	\$ 9,626	\$ -	0.00%
122-5300	Interpreter	\$ 800	\$ 850	\$ 850	\$ 850	\$ 850	\$ -	\$ 850	\$ -	0.00%
122-5320	Tuition/Meetings	\$ 150	\$ 400	\$ 249	\$ 400	\$ 400	\$ -	\$ 400	\$ -	0.00%
122-5340	Town Reports	\$ 3,056	\$ 2,700	\$ 2,941	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.00%
122-5420	Office Supplies	\$ 799	\$ 3,500	\$ 2,521	\$ 3,500	\$ 3,000	\$ -	\$ 3,000	\$ (500)	-14.29%
122-5650	PVPC Smart Growth	\$ 1,061	\$ 1,000	\$ 788	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
122-5690	HCOG Membership	\$ 8,486	\$ 3,625	\$ 3,624	\$ 3,625	\$ 3,625	\$ -	\$ 3,625	\$ -	0.00%
122-5710	Mileage/Meals	\$ 224	\$ 200	\$ 246	\$ 200	\$ 250	\$ -	\$ 250	\$ 50	25.00%
122-5730	Dues	\$ 1,071	\$ 1,100	\$ 954	\$ 1,100	\$ 1,100	\$ -	\$ 1,100	\$ -	0.00%
122-5850	Equipment Purchase	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	BoardDocs Agenda	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	
Total Select Board		\$ 63,811	\$ 69,277	\$ 61,336	\$ 67,295	\$ 69,127	\$ -	\$ 69,127	\$ 1,832	2.72%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Administrative Assist.	1.5% COLA	\$ 37,632	\$ 556
Administrative Assist.	2% COLA	\$ 37,818	\$ 742
Clerical	1.5% COLA	\$ 9,770	\$ 144
Clerical	2% COLA	\$ 9,819	\$ 193

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Licensing Coordinator	5	8	No	1
Clerical Assistant	4	10	No	0.29

#### Town Administrator (Budget 129)

##### Mission Statement

The Town Administrator's office is committed to responsiveness, ethical conduct, and transparency and to providing high quality and effective services to all residents, visitors, and businesses. The Town Administrator is responsible for ensuring that the resources of the Town are utilized in an efficient and effective manner.

The Town Administrator's duties are listed in Chapter 6, Section 6-3 and Chapter 86, Section 86-7 of the Code of the Town of Hadley.

The Town Administrator adheres to the principles of the International City/County Managers Association Code of Ethics. The ICMA Code of Ethics can be found at:

[http://icma.org/en/icma/ethics/code\\_of\\_ethics](http://icma.org/en/icma/ethics/code_of_ethics)

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
129-5110	Town Admin Salary	\$ 80,434	\$ 86,637	\$ 86,637	\$ 88,370	\$ 90,137	\$ -	\$ 90,137	\$ 1,767	2.00%
129-5320	Tuition/Meetings	\$ 485	\$ 800	\$ 199	\$ 800	\$ 400	\$ -	\$ 400	\$ (400)	-50.00%
129-5710	Mileage/Meals	\$ 1,180	\$ 1,000	\$ 585	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
129-5730	Dues	\$ 994	\$ 1,200	\$ 1,056	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	0.00%
<b>Total Town Administrator</b>		<b>\$ 83,093</b>	<b>\$ 89,637</b>	<b>\$ 88,477</b>	<b>\$ 91,370</b>	<b>\$ 92,737</b>	<b>\$ -</b>	<b>\$ 92,737</b>	<b>\$ 1,367</b>	<b>1.50%</b>

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Town Administrator	Contract	Contract	No	1

#### Finance Committee (Budget 131)

The Finance Committee is established under the provisions of MGL Chapter 39, Section 16 and considers any and all municipal questions of a financial nature and makes recommendations to town meeting. The Hadley Finance Committee consists of five members, who are appointed by the Moderator for a three-year term.



A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
131-5300	Stipend	\$ -	\$ 800	\$ 625	\$ 800	\$ 800	\$ -	\$ 800	\$ -	0.00%
131-5320	Tuition/Meetings	\$ -	\$ -	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	
131-5730	Dues	\$ 155	\$ 250	\$ 155	\$ 250	\$ 250	\$ -	\$ 250	\$ -	0.00%
Total Finance Committee		\$ 155	\$ 1,050	\$ 955	\$ 1,050	\$ 1,050	\$ -	\$ 1,050	\$ -	0.00%

### Reserve Fund (Budget 132)

An amount set aside annually within the budget of the Town of Hadley (not to exceed 5% of the tax levy of the preceding fiscal year to provide a funding source for extraordinary and unforeseen expenditures. Appropriations from the Reserve Fund must be approved by the Finance Committee.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
132-5780	Reserve Fund	\$ 13,475	\$ 50,000	\$ 13,475	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ -	0.00%
Total Reserve Fund		\$ 13,475	\$ 50,000	\$ 13,475	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ -	0.00%

### Accountant (Budget 135)

#### Mission Statement

The Accountant is responsible for managing accounts payable, maintaining appropriate records and financial reports and complying with Massachusetts Department of Revenue Rules & Regulations and Audit Standards.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
135-5110	Town Accountant Salary	\$ 55,823	\$ 58,592	\$ 58,448	\$ 58,592	\$ -	\$ -	\$ -	\$ (58,592)	-100.00%
135-5113	Asst. Town Accountant	\$ 10,150	\$ 10,592	\$ 6,880	\$ 10,592	\$ 10,592	\$ -	\$ 10,592	\$ -	0.00%
135-5250	Software Maint.	\$ 5,826	\$ 5,100	\$ 5,070	\$ 6,060	\$ 6,250		\$ 6,250	\$ 190	3.14%
135-5300	Auditor Services	\$ 17,250	\$ 18,500	\$ 18,500	\$ 19,000	\$ 19,500	\$ -	\$ 19,500	\$ 500	2.63%
135-5303	Other Professional Srv	\$ 3,501	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ 55,000	\$ 55,000	
135-5320	Tuition/Meetings	\$ 794	\$ 800	\$ 706	\$ 800	\$ -	\$ -	\$ -	\$ (800)	-100.00%
135-5420	Office Supplies	\$ 312	\$ 255	\$ 213	\$ 255	\$ 150	\$ -	\$ 150	\$ (105)	-41.18%
135-5710	Mileage/Meals	\$ 59	\$ 150	\$ 60	\$ 150	\$ -	\$ -	\$ -	\$ (150)	-100.00%
135-5730	Dues	\$ 155	\$ 160	\$ 110	\$ 160	\$ 160	\$ -	\$ 160	\$ -	0.00%
Total Town Accountant		\$ 93,870	\$ 94,149	\$ 89,987	\$ 95,609	\$ 91,652	\$ -	\$ 91,652	\$ (3,957)	-4.14%

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Accountant	Contracted Service	Contracted Service	No	0
Assistant Accountant	5	2	No	0.29

The proposed budget continues the use of an accounting firm to perform this function.

#### Assessors (Budget 141)

#### Mission Statement:

The Board of Assessors must discover and list all property, maintaining accurate ownership and property information. The department establishes the "full and fair cash value" of each of the Town's approximately 3000 real estate parcels and business personal property accounts. The assessed valuations are the basis of the distribution of the Town's annual property tax levy. The department also administers the motor vehicle and boat excise taxes. The Board of Assessors works to deliver fair and equitable assessments on all real and personal property within the Town.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
141-5101	Assessors Salary	\$ 6,714	\$ 6,962	\$ 6,962	\$ 6,962	\$ 6,962	\$ -	\$ 6,962	\$ -	0.00%
141-5106	Clerical Wages	\$ 4,596	\$ 4,816	\$ 4,816	\$ 4,816	\$ 4,816	\$ -	\$ 4,816	\$ -	0.00%
141-5110	Asst. Assessor Sala	\$ 56,092	\$ 58,592	\$ 58,592	\$ 59,543	\$ 59,543	\$ -	\$ 59,543	\$ -	0.00%
141-5200	Book Binding	\$ -	\$ 300	\$ -	\$ 300	\$ 300	\$ -	\$ 300	\$ -	0.00%
141-5243	Office Equip Maint	\$ 53	\$ 132	\$ -	\$ 132	\$ 132	\$ -	\$ 132	\$ -	0.00%
141-5250	Software Maint.	\$ 4,300	\$ 6,900	\$ 6,639	\$ 12,450	\$ 12,700	\$ -	\$ 12,700	\$ 250	2.01%
141-5300	Reval Expenses	\$ 714	\$ 600	\$ 125	\$ 600	\$ 600	\$ -	\$ 600	\$ -	0.00%
141-5303	Mapping Services	\$ 2,688	\$ 3,000	\$ 3,010	\$ 3,200	\$ 3,300	\$ -	\$ 3,300	\$ 100	3.13%
141-5320	Tuition/Meetings	\$ 509	\$ 700	\$ 355	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
141-5420	Office Supplies	\$ 898	\$ 1,200	\$ 1,243	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	0.00%
141-5421	Deeds	\$ 292	\$ 650	\$ 443	\$ 650	\$ 650	\$ -	\$ 650	\$ -	0.00%
141-5710	Mileage/Meals	\$ 278	\$ 500	\$ 313	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
141-5730	Dues	\$ 160	\$ 240	\$ 240	\$ 240	\$ 290	\$ -	\$ 290	\$ 50	20.83%
Total Assessors		\$ 77,294	\$ 84,592	\$ 82,738	\$ 91,593	\$ 91,993	\$ -	\$ 91,993	\$ 400	0.44%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Asst. Assessor	1.5% COLA	\$ 60,436	\$ 893
Asst. Assessor	2% COLA	\$ 60,734	\$ 1,191
Clerical	1.5% COLA	\$ 4,888	\$ 72
Clerical	2% COLA	\$ 4,912	\$ 96

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Assistant Assessor	GE 4	10	No	1
Clerical Assistant	4	10	No	0.14

### Program Expansion

PROGRAM EXPANSION		
ACCOUNT	DESCRIPTION	FY 2017 Request
141-5250	GIS Upgrade	\$ 1,250
141-5106	Clerical	\$ 4,816
Total Enhancement		\$ 6,066

The Assessors plan to expand their GIS functions to make it available for the public and departments to use through the Town website. The upgrade will expand the data that is offered to taxpayers and will include password protected layers that can be utilized only by departments with authorization. The cost to upgrade is a one-time fee of \$300 and a \$900 annual increase in maintenance cost for the GIS function.

The change of clerical is a net zero adjustment to the current 20/week position. Presently, that clerical position is funded with the Select Board (10 hours/week), the Town Clerk (5 hours/week) and the Assessors (5 hours/week). The clerical position covers the three offices during staff absences (e.g., lunch hour, vacations, sickness). The proposal would adjust the weekly hours of the position:

Select Board: 0 hours/week  
Assessors: 10 hours/week  
Clerk: 10 hours/week

I recommend the first proposal, and I recommend against the second proposal.

### Town Treasurer (Budget 145)

### Mission Statement

Tax Title Administration, Banking & Investments, Payroll Processing, Benefits Administration.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
145-5101	Town Treasurer Salary	\$ 56,053	\$ 58,293	\$ 56,027	\$ 58,293	\$ 58,293	\$ -	\$ 58,293	\$ -	0.00%
145-5113	Asst. Treasurer Salary	\$ 30,451	\$ 31,771	\$ 30,128	\$ 37,626	\$ 42,992	\$ -	\$ 42,992	\$ 5,366	14.26%
145-5230	Borrowing Fees	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
145-5235	Bank Agent/Cont Disclose	\$ 3,000	\$ 3,000	\$ 500	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.00%
145-5243	Office Equip Maint	\$ 162	\$ 300	\$ 236	\$ 300	\$ 500	\$ -	\$ 500	\$ 200	66.67%
145-5250	Software Maint.	\$ 2,100	\$ 2,310	\$ 2,380	\$ 2,310	\$ 2,500	\$ -	\$ 2,500	\$ 190	8.23%
145-5300	Payroll Service	\$ 11,080	\$ 12,600	\$ 12,273	\$ 13,000	\$ 14,500	\$ -	\$ 14,500	\$ 1,500	11.54%
145-5301	Tax Foreclosure	\$ 5,779	\$ 3,500	\$ 1,901	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -	0.00%
145-5303	Other Professional Srv	\$ -	\$ 7,130	\$ 6,703	\$ 830	\$ 7,000	\$ -	\$ 7,000	\$ 6,170	743.37%
145-5320	Tuition/Meetings	\$ 50	\$ 250	\$ 160	\$ 250	\$ 500	\$ -	\$ 500	\$ 250	100.00%
145-5420	Office Supplies	\$ 930	\$ 750	\$ 649	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
145-5710	Mileage/Meals	\$ 850	\$ 1,000	\$ 798	\$ 150	\$ 150	\$ -	\$ 150	\$ -	0.00%
145-5730	Dues	\$ 152	\$ 160	\$ 218	\$ 160	\$ 220	\$ -	\$ 220	\$ 60	37.50%
145-5740	Bond	\$ -	\$ -	\$ -	\$ 850	\$ 850	\$ -	\$ 850	\$ -	0.00%
145-5747	Certification Fee	\$ 100	\$ 150	\$ -	\$ -	\$ 150	\$ -	\$ 150	\$ 150	0.00%
Total Town Treasurer		\$ 111,707	\$ 122,214	\$ 111,973	\$ 122,269	\$ 136,155	\$ -	\$ 136,155	\$ 13,886	11.36%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Treasurer	1.5% COLA	\$ 59,167	\$ 874
Treasurer	2% COLA	\$ 59,459	\$ 1,166
Assist. Treasurer	1.5% COLA	\$ 43,637	\$ 645
Assist. Treasurer	2% COLA	\$ 43,852	\$ 860

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Treasurer	GE 4	10	No	1
Assistant Treasurer	5	10	No	1

I recommend that the Town leaders look toward developing a human resources director position in the short term.

#### Collector of Taxes Budget 146)

#### Mission Statement

It is the mission of the Collector's Office to provide the taxpayers and all constituencies with the highest level of professional and courteous service. We continue to persevere to treat all taxpayers equitably, answer inquiries in a timely manner, and are committed to our fiduciary responsibility of collecting all taxes and fees.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
146-5101	Tax Collector Salary	\$ 52,308	\$ 58,300	\$ 58,300	\$ 59,174	\$ 59,174	\$ -	\$ 59,174	\$ -	0.00%
146-5120	Asst. Tax Collector	\$ 32,050	\$ 35,828	\$ 35,809	\$ 37,655	\$ 37,655	\$ -	\$ 37,655	\$ -	0.00%
146-5200	Book Binding	\$ -	\$ 200	\$ 1	\$ 200	\$ 200	\$ -	\$ 200	\$ -	0.00%
146-5243	Office Equip Maint	\$ 35	\$ 100	\$ 48	\$ 100	\$ 400	\$ -	\$ 400	\$ 300	300.00%
146-5250	Software Maint.	\$ 7,250	\$ 5,880	\$ 5,774	\$ 5,880	\$ 6,063	\$ -	\$ 6,063	\$ 183	3.11%
146-5303	Banking Services	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.00%
146-5320	Tuition/Meetings	\$ 260	\$ 1,200	\$ 350	\$ 1,300	\$ 1,500	\$ -	\$ 1,500	\$ 200	15.38%
146-5344	Advertizing	\$ 720	\$ 800	\$ 936	\$ -	\$ -	\$ -	\$ -	\$ -	
146-5420	Office Supplies	\$ 1,081	\$ 800	\$ 842	\$ 800	\$ 850	\$ -	\$ 850	\$ 50	6.25%
146-5421	Forms	\$ 1,976	\$ 2,050	\$ 1,931	\$ 2,050	\$ 2,100	\$ -	\$ 2,100	\$ 50	2.44%
146-5422	Tax Titles	\$ 825	\$ 1,000	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	
146-5710	Mileage/Meals	\$ 161	\$ 200	\$ 44	\$ 225	\$ 225	\$ -	\$ 225	\$ -	0.00%
146-5730	Dues	\$ 110	\$ 150	\$ 120	\$ 150	\$ 150	\$ -	\$ 150	\$ -	0.00%
146-5744	Public Officials Bond	\$ 542	\$ 576	\$ 542	\$ 576	\$ 576	\$ -	\$ 576	\$ -	0.00%
146-5925	Real Estate Int. Abate	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.00%
Total Tax Collector		\$ 97,318	\$ 107,284	\$ 105,447	\$ 108,310	\$ 109,093	\$ -	\$ 109,093	\$ 783	0.72%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Tax Collector	1.5% COLA	\$ 60,062	\$ 888
Tax Collector	2% COLA	\$ 60,357	\$ 1,183
Assist. Collector	1.5% COLA	\$ 38,220	\$ 565
Assist. Collector	2% COLA	\$ 38,408	\$ 753

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Tax Collector	GE 4	10	No	1
Assistant Tax Collector	5	10	No	1

#### Program Expansion

PROGRAM EXPANSION		
A	B	C
ACCOUNT	DESCRIPTION	FY 2017 Request
146-5243	Office Equipment	\$ 300
146-5250	Software	\$ 183
146-5320	Tuition/Meetings	\$ 200
146-5420	Office Supplies	\$ 50
146-5421	Forms	\$ 50
Total Enhancement		\$ 783

The Tax Collector requests new chairs, upgrades for Point Software, and training for recertification. I recommend the request.

### Town Counsel (Budget 151)

The Town employs Kopelman and Paige, PC for most of its legal services. Other legal firms are employed occasionally for specific tasks as needed.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
151-5300	Litigation	\$ 14,532	\$ 15,880	\$ 16,832	\$ 15,880	\$ 20,880	\$ -	\$ 20,880	\$ 5,000	31.49%
151-5301	Town Counsel Serv	\$ 20,125	\$ 16,000	\$ 15,261	\$ 16,000	\$ 16,000	\$ -	\$ 16,000	\$ -	0.00%
151-5344	Legal Notices	\$ 921	\$ 1,000	\$ 2,056	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
151-5515	Legal Subscriptions	\$ 3,454	\$ 3,500	\$ 1,808	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -	0.00%
Total Legal		\$ 39,032	\$ 36,380	\$ 35,957	\$ 36,380	\$ 41,380	\$ -	\$ 41,380	\$ 5,000	13.74%

Increased activity for litigation reflects an on-going suit.

### Town Clerk and Registrars (Budget 161 and 163)

#### Mission Statement

The mission of the Town Clerk's Office is to uphold the integrity of the Town's democratic process, to maintain and preserve public records and to act in the best interest of the community by providing efficient and quality service. This office strives to work cooperatively and in coordination with all Town Departments to maintain and achieve established goals of the Town and comply with the By-laws of Hadley and the Commonwealth of Massachusetts.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
161-5101	Town Clerk Salary	\$ 48,800	\$ 54,408	\$ 54,408	\$ 57,183	\$ 57,183	\$ -	\$ 57,183	\$ -	0.00%
161-5120	Temporary Wages	\$ 13,717	\$ 13,836	\$ 12,973	\$ 14,781	\$ 14,781	\$ -	\$ 14,781	\$ -	0.00%
161-5190	Recording Fees Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
161-5200	Book Binding	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
161-5243	Office Equip Maint	\$ 399	\$ 600	\$ 211	\$ 600	\$ 600	\$ -	\$ 600	\$ -	0.00%
161-5244	Software Maint.	\$ 1,396	\$ 2,800	\$ 1,195	\$ 2,800	\$ 5,500	\$ -	\$ 5,500	\$ 2,700	96.43%
161-5311	Bylaw Codification	\$ -	\$ -	\$ -	\$ 2,700	\$ -	\$ -	\$ -	\$ (2,700)	0.00%
161-5320	Tuition/Meetings	\$ -	\$ 1,000	\$ 26	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
161-5420	Office Supplies	\$ 447	\$ 750	\$ 267	\$ 750	\$ 750	\$ -	\$ 750	\$ -	0.00%
161-5710	Mileage/Meals	\$ -	\$ 100	\$ 11	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.00%
161-5730	Dues	\$ 100	\$ 200	\$ 110	\$ 200	\$ 200	\$ -	\$ 200	\$ -	0.00%
Total Town Clerk		\$ 64,859	\$ 74,194	\$ 69,201	\$ 80,614	\$ 80,614	\$ -	\$ 80,614	\$ -	0.00%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Town Clerk	1.5% COLA	\$ 58,041	\$ 858
Town Clerk	2% COLA	\$ 58,327	\$ 1,144
Temporary Wages	1.5% COLA	\$ 15,003	\$ 222
Temporary Wages	2% COLA	\$ 15,077	\$ 296

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Town Clerk	GE 4	9	No	1
Assistant Town Clerk	5	10	No	0.14
Clerical Assistant	4	6	No	0.29

The software license cost increased for maintaining the on-line Code of the Town of Hadley. This cost is incurred from time to time whenever updates to the bylaws are approved by town meeting.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
163-5110	Salaries- Bd of Registrars	\$ 4,031	\$ 4,920	\$ 4,920	\$ 4,920	\$ 4,920	\$ -	\$ 4,920	\$ -	0.00%
163-5119	Poll Worker Wages	\$ 4,030	\$ 3,200	\$ 3,200	\$ 2,200	\$ 4,000	\$ -	\$ 4,000	\$ 1,800	81.82%
163-5307	Automark	\$ 1,222	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	0.00%
163-5342	Printing	\$ 5,895	\$ 5,500	\$ 7,133	\$ 3,000	\$ 6,000	\$ -	\$ 6,000	\$ 3,000	100.00%
163-5420	Office Supplies	\$ 198	\$ 750	\$ 116	\$ 750	\$ 750	\$ -	\$ 750	\$ -	0.00%
163-5710	Mileage/Meals	\$ 226	\$ 250	\$ 161	\$ 250	\$ 250	\$ -	\$ 250	\$ -	0.00%
Total Board of Registrars		\$ 15,602	\$ 16,120	\$ 15,530	\$ 12,620	\$ 17,420	\$ -	\$ 17,420	\$ 4,800	38.03%

The Registrars' budget varies from year to year depending on election cycles. In FY 2017, this account will increase by about \$4,000 to take into account federal and state elections.

#### Conservation Commission (Budget 171)

##### Mission Statement:

Conservation Commission administers the state Wetlands Protection Act and local Wetlands Bylaw, works to preserve open space, and helps preserve farmland through Agricultural Preservation Restrictions (APRs).

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
171-5300	Prof. Conservation Services	\$ 2,600	\$ 2,000	\$ 2,240	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0.00%
171-5420	Office Supplies	\$ 201	\$ 830	\$ 452	\$ 830	\$ 780	\$ -	\$ 780	\$ (50)	-6.02%
171-5730	Dues	\$ 220	\$ 220	\$ 320	\$ 220	\$ 270	\$ -	\$ 270	\$ 50	22.73%
Total Conservation		\$ 3,021	\$ 3,050	\$ 3,012	\$ 3,050	\$ 3,050	\$ -	\$ 3,050	\$ -	0.00%

#### Planning Board (Budget 175)

The Planning Board is a five member elected body that acts on building and land use plans that are subject to the Commonwealth's Zoning Act (MGL Chapter 40A).

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
175-5101	Salaries Planning Board	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 4,600	\$ (2,300)	\$ 2,300	\$ -	0.00%
175-5300	Planning Services	\$ 10,411	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	\$ 7,500	\$ -	0.00%
175-5320	Training & Meetings	\$ -	\$ -	\$ -	\$ 250	\$ 500	\$ -	\$ 500	\$ 250	100.00%
175-5344	Advertising	\$ 2,125	\$ 1,000	\$ 1,421	\$ 1,000	\$ 1,500	\$ -	\$ 1,500	\$ 500	50.00%
175-5420	Office Supplies	\$ 225	\$ 900	\$ 388	\$ 900	\$ 900	\$ -	\$ 900	\$ -	0.00%
1175-5730	Dues	\$ -	\$ 80	\$ -	\$ 80	\$ 80	\$ -	\$ 80	\$ -	0.00%
Total Planning Board		\$ 15,061	\$ 11,780	\$ 11,609	\$ 12,030	\$ 15,080	\$ (2,300)	\$ 12,780	\$ 750	6.23%

#### Board of Appeals (Budget 176)

The Zoning Board of Appeals is established and operates according to the provisions of MGL Chapter 40A, Sections 12 through 16. The Hadley Board of Appeals consists of 5 members and 2 alternate members, who serve three year terms and are appointed by the Select Board. The Board of Appeals issues variances from local zoning, serves as the special permit granting authority in some cases, and hears appeals to decisions made by the Building Inspector or Zoning Enforcement Officer.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
176-5110	Salary Board of Appeals	\$ 810	\$ 1,135	\$ 1,135	\$ 1,135	\$ 1,135	\$ -	\$ 1,135	\$ -	0.00%
176-5120	Clerical services	\$ -	\$ 1,310	\$ -	\$ 1,310	\$ 1,310	\$ (1,310)	\$ -	\$ (1,310)	-100.00%
176-5343	Postage	\$ -	\$ 160	\$ -	\$ 160	\$ 160	\$ -	\$ 160	\$ -	0.00%
176-5344	Advertising	\$ 890	\$ 900	\$ 119	\$ 900	\$ 900	\$ -	\$ 900	\$ -	0.00%
176-5420	Office Supplies	\$ -	\$ 160	\$ -	\$ 160	\$ 160	\$ -	\$ 160	\$ -	0.00%
Total Board of Appeals		\$ 1,700	\$ 3,665	\$ 1,254	\$ 3,665	\$ 3,665	\$ (1,310)	\$ 2,355	\$ (1,310)	-35.74%

#### Long Range Plan Implementation Committee (Budget 182)

The Long Range Plan Implementation Committee was formed by Town Meeting vote in October 2005 and is charged with implementing the recommendations found in the 2005 Master Plan.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
182-5300	Expenses	\$ 1,000	\$ 2,500	\$ 1,822	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	0.00%
Total Long Range Plan Cmt		\$ 1,000	\$ 2,500	\$ 1,822	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	0.00%



### Insurance (Budget 193)

The Town maintains insurance coverage for a wide range of activities, offices, and programs. The Town has recently switched its coverage to the Massachusetts Interlocal Insurance Agency.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
193-5741	Expenses	\$ 105,572	\$ 111,000	\$ 109,094	\$ 103,400	\$ 109,100	\$ -	\$ 109,100	\$ 5,700	5.51%
Total Property Insurance		\$ 105,572	\$ 111,000	\$ 109,094	\$ 103,400	\$ 109,100	\$ -	\$ 109,100	\$ 5,700	5.51%

### Operation of Town Buildings (Budgets 192 through 199)

The Town operates four municipal buildings in the Budget Series 100: Town Hall, Senior Center, North Hadley Village Hall, Russell School Building. Other building operations are found within their comparable budget series (e.g., the Public Safety Complex operational expenses are to be found within Budget Series 200).

This budget assumes that the Town will continue to operate North Hadley Village Hall. The sale of that property could remove \$20,300 from the budget.

Building maintenance budgets are found in Budget 490.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
192-5200	Custodial Services	\$ 11,050	\$ 11,100	\$ 4,946	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	0.00%
192-5210	Oil	\$ 18,421	\$ 20,000	\$ 22,732	\$ 21,000	\$ 22,000	\$ -	\$ 22,000	\$ 1,000	4.76%
192-5211	Electricity	\$ 7,400	\$ 9,700	\$ 7,562	\$ 9,700	\$ 8,000	\$ -	\$ 8,000	\$ (1,700)	-17.53%
192-5230	Sewer/Water	\$ 769	\$ 770	\$ 754	\$ 900	\$ 900	\$ -	\$ 900	\$ -	0.00%
192-5233	Alarm System	\$ 1,332	\$ 1,300	\$ 66	\$ 1,350	\$ 1,350	\$ -	\$ 1,350	\$ -	0.00%
192-5341	Telephone	\$ 2,549	\$ 2,500	\$ 2,963	\$ 2,650	\$ 2,650	\$ -	\$ 2,650	\$ -	0.00%
192-5342	On-Line Services	\$ 677	\$ 700	\$ 687	\$ 700	\$ 700	\$ -	\$ 700	\$ -	0.00%
192-5430	Building/Grounds	\$ -	\$ -	\$ 265	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
192-5450	Building Supplies	\$ 1,123	\$ 1,000	\$ 953	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
192-5850	Equipment	\$ 860	\$ 2,000	\$ 1,782	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0.00%
Total Senior Center		\$ 44,181	\$ 49,070	\$ 42,710	\$ 47,300	\$ 46,600	\$ -	\$ 46,600	\$ (700)	-1.48%

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
196-5200	Custodial Services	\$ 8,250	\$ 9,276	\$ 3,818	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	0.00%
196-5210	Heat-Gas	\$ 3,319	\$ 3,300	\$ 3,667	\$ 3,800	\$ 3,800	\$ -	\$ 3,800	\$ -	0.00%
196-5211	Electricity	\$ 8,129	\$ 8,000	\$ 9,343	\$ 9,000	\$ 9,300	\$ -	\$ 9,300	\$ 300	3.33%
196-5228	Printing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
196-5230	Sewer/Water	\$ 420	\$ 450	\$ 517	\$ 450	\$ 525	\$ -	\$ 525	\$ 75	16.67%
196-5233	Alarm System	\$ 189	\$ 200	\$ 198	\$ 260	\$ 200	\$ -	\$ 200	\$ (60)	-23.08%
196-5240	Ext. Maint.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
196-5241	Int. Maint.	\$ -	\$ -	\$ 280	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
196-5242	Equipment Maint.	\$ 23	\$ 600	\$ 120	\$ 600	\$ 400	\$ -	\$ 400	\$ (200)	-33.33%
196-5243	Postage Machine Sr	\$ 1,431	\$ 2,300	\$ 1,832	\$ 2,200	\$ 2,000	\$ -	\$ 2,000	\$ (200)	-9.09%
196-5244	Computer Maint.	\$ 11,946	\$ 12,000	\$ 22,201	\$ 17,000	\$ 17,000	\$ -	\$ 17,000	\$ -	0.00%
196-5245	Copier Maint.	\$ 4,240	\$ 4,200	\$ 5,303	\$ 4,200	\$ 4,200	\$ -	\$ 4,200	\$ -	0.00%
196-5341	Telephone	\$ 3,816	\$ 3,500	\$ 3,619	\$ 3,800	\$ 3,800	\$ -	\$ 3,800	\$ -	0.00%
196-5342	On-Line Services	\$ 2,280	\$ 2,300	\$ 4,796	\$ 2,300	\$ 2,400	\$ -	\$ 2,400	\$ 100	4.35%
196-5343	Postage	\$ 14,852	\$ 15,000	\$ 16,183	\$ 15,000	\$ 16,000	\$ -	\$ 16,000	\$ 1,000	6.67%
196-5420	Copier Supplies	\$ 781	\$ 1,000	\$ 1,174	\$ 1,000	\$ 1,100	\$ -	\$ 1,100	\$ 100	10.00%
196-5421	Fax Supplies	\$ 78	\$ 100	\$ 33	\$ 100	\$ -	\$ -	\$ -	\$ (100)	-100.00%
196-5422	Computer Supplies	\$ 2,129	\$ 1,000	\$ 93	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
196-5430	Building Maint.	\$ -	\$ -	\$ 23	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
196-5450	Supplies	\$ 2,089	\$ 2,100	\$ 1,217	\$ 2,100	\$ 2,100	\$ -	\$ 2,100	\$ -	0.00%
196-5850	Equipment Purchase	\$ -	\$ 500	\$ -	\$ 440	\$ 500	\$ -	\$ 500	\$ 60	13.64%
Total Town Hall		\$ 63,972	\$ 65,826	\$ 74,417	\$ 71,250	\$ 72,325	\$ -	\$ 72,325	\$ 1,075	1.51%

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
198-5200	Custodial Services	\$ 7,800	\$ 8,200	\$ 4,904	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	0.00%
196-5210	Oil	\$ 7,347	\$ 7,500	\$ 10,553	\$ 7,500	\$ 7,500	\$ -	\$ 7,500	\$ -	0.00%
198-5211	Electricity	\$ 2,690	\$ 2,900	\$ 2,919	\$ 2,900	\$ 2,900	\$ -	\$ 2,900	\$ -	0.00%
198-5233	Alarm System	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	\$ 300	\$ -	0.00%
198-5341	Telephone	\$ 1,342	\$ 1,500	\$ 1,563	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	0.00%
198-5450	Custodial Supply	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.00%
Total North Hadley Hall		\$ 19,479	\$ 20,500	\$ 20,239	\$ 20,300	\$ 20,300	\$ -	\$ 20,300	\$ -	0.00%

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
199-5213	Coop Oil Purchasing	\$ -	\$ 600	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ (3,500)	
199-5341	Telephone	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
199-5210	Oil	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
199-5211	Electricity	\$ -	\$ -	\$ -	\$ 900	\$ 900	\$ -	\$ 900	\$ -	
199-5230	Water/Sewer	\$ -	\$ -	\$ -	\$ 550	\$ -	\$ -	\$ -	\$ (550)	
199-5240	Repairs	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ (3,000)	
199-5233	Alarm System	\$ -	\$ 350	\$ -	\$ 350	\$ 350	\$ -	\$ 350	\$ -	
Total Russell School		\$ -	\$ 950	\$ -	\$ 8,800	\$ 1,750	\$ -	\$ 1,750	\$ (7,050)	-80.11%

The large decrease for the Russell School reflects the end of the lease for the tenant, North Star, which has occupied the building for many years. Formerly, rental income paid for all building expenses, except for utilities, which were paid by the tenant. Beginning in FY 2016, the Town will have the responsibility of maintaining the building. The requested budget reflects a shuttered building.

## Budget Series 200: Public Safety

### Introduction

In FY 2016, Sergeant Chief Michael Mason was promoted to the position of Chief of Police and together with Fire Chief Michael Spanknebel, they have prepared the budgets shown here. Chief Spanknebel and Chief Mason's work supports the strengths of the organizations built by their predecessors. If improvements in operations, equipment, and facilities are achieved, it is because the basics within each organization are solid. Their budgets are consistent with the recommendations of the Police Department management review and the Fire Department management review.

### Budget Summary

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
<u>Series 200 Public Safety</u>										
210	Police	\$ 902,116	\$ 994,776	\$ 974,124	\$ 1,036,761	\$ 1,126,951	\$ -	\$ 1,126,951	\$ 90,190	8.70%
220	Fire	\$ 235,564	\$ 337,633	\$ 310,502	\$ 332,404	\$ 371,900	\$ -	\$ 371,900	\$ 39,496	11.88%
222	Communications	\$ 286,187	\$ 268,160	\$ 262,549	\$ 274,792	\$ 297,132	\$ -	\$ 297,132	\$ 22,340	8.13%
230	Ambulance	\$ 120,000	\$ 125,000	\$ 125,000	\$ 130,000	\$ 135,000	\$ -	\$ 135,000	\$ 5,000	3.85%
241	Building Inspector	\$ 77,807	\$ 90,992	\$ 85,400	\$ 93,370	\$ 95,109	\$ -	\$ 95,109	\$ 1,739	1.86%
242	Gas Inspector	\$ 3,649	\$ 3,942	\$ 3,942	\$ 4,011	\$ 4,011	\$ -	\$ 4,011	\$ -	0.00%
243	Plumbing Inspector	\$ 6,240	\$ 6,390	\$ 6,390	\$ 6,496	\$ 6,496	\$ -	\$ 6,496	\$ -	0.00%
Total Public Safety		\$ 1,631,563	\$ 1,826,893	\$ 1,767,907	\$ 1,877,834	\$ 2,036,599	\$ -	\$ 2,036,599	\$ 158,765	8.45%

## Police (Budget 210)

### Mission Statement:

The goal of the Hadley Police Department is to provide effective policing services and to maintain a safe and secure environment that will facilitate the quality of life our citizens have grown to expect. We will continually work to achieve and maintain the respect and cooperation of the community we serve.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
210-5102	Wages Full Time Officers	\$ 406,065	\$ 473,274	\$ 455,535	\$ 493,791	\$ 534,850	\$ -	\$ 534,850	\$ 41,059	8.32%
210-5107	Wages Part Time Officers	\$ 53,816	\$ 102,665	\$ 120,554	\$ 117,968	\$ 117,968	\$ -	\$ 117,968	\$ -	0.00%
210-5110	Salary Police Chief	\$ 82,774	\$ 50,000	\$ 30,211	\$ 90,000	\$ 96,000	\$ -	\$ 96,000	\$ 6,000	6.67%
210-5113	Animal Control	\$ 195	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	0.00%
210-5120	Full Time Clerical	\$ 37,918	\$ 42,199	\$ 42,366	\$ 42,199	\$ 42,991	\$ -	\$ 42,991	\$ 792	1.88%
210-5130	Overtime	\$ 164,435	\$ 123,424	\$ 165,745	\$ 103,424	\$ 133,384	\$ -	\$ 133,384	\$ 29,960	28.97%
210-5140	Overtime Training	\$ 8,551	\$ 17,740	\$ 18,255	\$ 30,404	\$ 32,840	\$ -	\$ 32,840	\$ 2,436	8.01%
210-5242	Radio Repair & Maint.	\$ 10,043	\$ 11,188	\$ 3,475	\$ 9,188	\$ 9,188	\$ -	\$ 9,188	\$ -	0.00%
210-5243	Office Equip. Maint.	\$ 14,196	\$ 13,559	\$ 14,463	\$ 14,959	\$ 20,116	\$ -	\$ 20,116	\$ 5,157	34.47%
210-5246	Police Cruiser Maint.	\$ -	\$ 15,000	\$ 12,703	\$ 23,000	\$ 20,000	\$ -	\$ 20,000	\$ (3,000)	-13.04%
210-5301	Legal Services	\$ 2,853	\$ 3,000	\$ 2,083	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.00%
210-5320	Tuition & Meetings	\$ 5,040	\$ 7,325	\$ 8,173	\$ 10,500	\$ 16,225	\$ -	\$ 16,225	\$ 5,725	54.52%
210-5341	Telephone	\$ 8,159	\$ 10,500	\$ 11,317	\$ 8,430	\$ 11,866	\$ -	\$ 11,866	\$ 3,436	40.76%
210-5343	Postage	\$ 550	\$ 800	\$ 561	\$ 600	\$ 600	\$ -	\$ 600	\$ -	0.00%
210-5344	Advertising	\$ -	\$ 350	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
210-5420	Office Supplies	\$ 1,656	\$ 500	\$ 3,390	\$ 3,500	\$ 4,200	\$ -	\$ 4,200	\$ 700	20.00%
210-5481	Gasoline	\$ 41,848	\$ 43,700	\$ 44,888	\$ 45,000	\$ 40,000	\$ -	\$ 40,000	\$ (5,000)	-11.11%
210-5580	Other Police Supplies	\$ 14,755	\$ 20,688	\$ 18,360	\$ 13,508	\$ 13,508	\$ -	\$ 13,508	\$ -	0.00%
210-5585	Uniforms	\$ 11,843	\$ 13,750	\$ 14,931	\$ 17,275	\$ 19,225	\$ -	\$ 19,225	\$ 1,950	11.29%
210-5710	Mileage/Meals	\$ 240	\$ 300	\$ 247	\$ 400	\$ 940	\$ -	\$ 940	\$ 540	135.00%
210-5730	Dues	\$ 1,531	\$ 1,665	\$ 1,272	\$ 6,665	\$ 7,100	\$ -	\$ 7,100	\$ 435	6.53%
210-5780	Dog Officer Expenses	\$ 128	\$ 200	\$ -	\$ 250	\$ 250	\$ -	\$ 250	\$ -	0.00%
210-5851	Office Equip. Purchase	\$ -	\$ 6,070	\$ 5,595	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
210-5870	Police Cruiser	\$ 35,520	\$ 35,679	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Police		\$ 902,116	\$ 994,776	\$ 974,124	\$ 1,036,761	\$ 1,126,951	\$ -	\$ 1,126,951	\$ 90,190	8.70%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Clerical	1.5% COLA	\$ 43,636	\$ 645
Clerical	2% COLA	\$ 43,851	\$ 860

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Chief	Contract	Contract	No	1
Sergeant	Per Collective Bargaining Agreement	4	Yes	1
Patrol Officer (full time)	Per Collective Bargaining Agreement	10	Yes	1
Patrol Officer (full time)	Per Collective Bargaining Agreement	10	Yes	1
Patrol Officer (full time)	Per Collective Bargaining Agreement	5	Yes	1
Patrol Officer (full time)	Per Collective Bargaining Agreement	4	Yes	1

Patrol Officer (full time)	Per Collective Bargaining Agreement	1	Yes	1
Patrol Officer (full time)	Per Collective Bargaining Agreement	1	Yes	1
Patrol Officer (full time)	Per Collective Bargaining Agreement	1	Yes	1
Patrol Officer (full time)	Per Collective Bargaining Agreement	1	Yes	1
Patrol Officer (part time)	Per Collective Bargaining Agreement	1	Yes	0.44
Patrol Officer (part time)	Per Collective Bargaining Agreement	1	Yes	0.49
Patrol Officer (part time)	Per Collective Bargaining Agreement	1	Yes	0.2
Patrol Officer (part time)	Per Collective Bargaining Agreement	1	Yes	0.69
Patrol Officer (part time)	Per Collective Bargaining Agreement	1	Yes	0.23
Patrol Officer (part time)	Per Collective Bargaining Agreement	1	Yes	0.2
Patrol Officer (special)	N/A	1	No	As needed
Patrol Officer (special)	N/A	1	No	As needed
Patrol Officer (special)	N/A	1	No	As needed
Patrol Officer (special)	N/A	1	No	As needed
Patrol Officer (special)	N/A	1	No	As needed
Patrol Officer (special)	N/A	1	No	As needed
Patrol Officer (special)	N/A	1	No	As needed
Patrol Officer (special)	N/A	1	No	As needed
Patrol Officer (special)	N/A	1	No	As needed
Clerical	5	10	No	1
Custodial	N/A	N/A	No	0.29

#### Program Expansion

The Police Chief requests funding for three full-time patrol officers in accordance with the proposals negotiated in the police collective bargaining agreement. The net increase to the departmental budget is \$48,478 with reduction of overtime mitigating the expenses of the new hires. The proposed budget amendment is:

PROGRAM EXPANSION		
ACCOUNT	DESCRIPTION	FY 2017 Request
210-5102	Wages, FT	\$ 115,194
210-5017	Wages, PT	\$ (59,532)
210-5130	Overtime	\$ (29,960)
210-5140	OT Training	\$ 5,211
210-5320	Tuition & Meetings	\$ 11,565
210-5585	Uniforms & Equip	\$ 6,000
		\$ -
Total Enhancement		\$ 48,478

One-time expense for Academy Training  
\$2400 is a one-time expense

I recommend the program expansion as proposed.

#### Fire (Budget 220)

#### Mission Statement:

We, the members of the Hadley Fire Department, are dedicated in our efforts to provide for the safety and welfare of the public through timely response to all emergencies as well as fire prevention practices including: inspections, fire and life safety education and all hazard preparedness and training. It shall also be our mission to train continually and to maintain our equipment in order to be efficient and unwavering in our goal to preserve life, property and the environment and to ensure that safety of our members.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
220-5102	Wages Full Time	\$ 54,704	\$ 48,500	\$ 47,358	\$ 53,880	\$ 49,778	\$ -	\$ 49,778	\$ (4,102)	-7.61%
220-5106	Office Manager	\$ 10,914	\$ 12,675	\$ 13,436	\$ 13,852	\$ 14,549	\$ -	\$ 14,549	\$ 697	5.03%
220-5110	Salary Fire Chief	\$ 6,779	\$ 73,936	\$ 76,320	\$ 80,050	\$ 91,000	\$ -	\$ 91,000	\$ 10,950	13.68%
220-5113	Officer Wages	\$ 7,200	\$ 7,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
220-5120	Temp. Wages	\$ 49,172	\$ 50,000	\$ 43,952	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ -	0.00%
220-5128	Inspection/Station Duty Wages	\$ 20,163	\$ 30,500	\$ 26,051	\$ 30,500	\$ 30,500	\$ -	\$ 30,500	\$ -	0.00%
220-5130	Overtime	\$ 4,569	\$ 1,000	\$ 375	\$ 1,022	\$ 1,073	\$ -	\$ 1,073	\$ 51	4.99%
220-5210	Oil - No Hadley Station	\$ 1,371	\$ 1,200	\$ 2,297	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	0.00%
220-5224	Fire Prevention Supplies	\$ 1,001	\$ 1,250	\$ 1,398	\$ 1,250	\$ 1,250	\$ -	\$ 1,250	\$ -	0.00%
220-5242	Radio Repair and Maint.	\$ 4,296	\$ 4,000	\$ 3,424	\$ 8,000	\$ 9,000	\$ -	\$ 9,000	\$ 1,000	12.50%
220-5243	Bldg Maint. Center and North	\$ 1,843	\$ 3,000	\$ 2,290	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.00%
220-5245	Fire Extinguisher Maint.	\$ 406	\$ 1,200	\$ 1,293	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	0.00%
220-5246	Fire Vehicle Repair/Maint.	\$ 5,692	\$ 6,400	\$ 7,724	\$ 6,400	\$ 7,500	\$ -	\$ 7,500	\$ 1,100	17.19%
220-5300	New Firemen Physical	\$ 600	\$ 750	\$ 807	\$ 750	\$ 750	\$ -	\$ 750	\$ -	0.00%
220-5303	Emergency Medical Supplies	\$ 1,434	\$ 1,500	\$ 1,494	\$ 1,500	\$ 4,000	\$ -	\$ 4,000	\$ 2,500	166.67%
220-5320	Tuition/Meetings/Training	\$ 3,683	\$ 3,500	\$ 3,839	\$ 3,500	\$ 4,500	\$ -	\$ 4,500	\$ 1,000	28.57%
220-5341	Telephone	\$ 4,113	\$ 4,000	\$ 5,223	\$ 4,000	\$ 6,500	\$ -	\$ 6,500	\$ 2,500	62.50%
220-5343	Postage	\$ 35	\$ 125	\$ 77	\$ 125	\$ 125	\$ -	\$ 125	\$ -	0.00%
220-5346	CTY Emergency Broadcast	\$ 4,376	\$ 5,000	\$ 4,840	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.00%
220-5420	Office Supplies	\$ 2,587	\$ 1,250	\$ 833	\$ 1,250	\$ 2,250	\$ -	\$ 2,250	\$ 1,000	80.00%
220-5481	Gasoline/Deisel	\$ 6,482	\$ 8,400	\$ 9,353	\$ 8,400	\$ 9,400	\$ -	\$ 9,400	\$ 1,000	11.90%
220-5485	Engine Ladder Test & Maint.	\$ 8,344	\$ 32,422	\$ 36,649	\$ 23,300	\$ 32,000	\$ -	\$ 32,000	\$ 8,700	37.34%
220-5585	Uniforms	\$ 796	\$ 2,500	\$ 1,266	\$ 2,490	\$ 2,500	\$ -	\$ 2,500	\$ 10	0.40%
220-5585	Fire Chief Uniforms	\$ -	\$ 1,000	\$ 842	\$ 1,010	\$ 1,000	\$ -	\$ 1,000	\$ (10)	-0.99%
220-5610	Civil Defense Supplies	\$ 784	\$ 1,000	\$ 535	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
220-5700	Fire Supplies	\$ 13,807	\$ 9,700	\$ 11,098	\$ 9,700	\$ 10,000	\$ -	\$ 10,000	\$ 300	3.09%
220-5710	Mileage	\$ 421	\$ 500	\$ 193	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
220-5730	Dues	\$ 2,716	\$ 2,000	\$ 2,650	\$ 2,000	\$ 3,000	\$ -	\$ 3,000	\$ 1,000	50.00%
220-5830	Grant Matching Funds	\$ 2,093	\$ 1,325	\$ -	\$ 1,325	\$ 1,325	\$ -	\$ 1,325	\$ -	0.00%
220-5840	Computer Hardware Purchase	\$ 691	\$ 1,500	\$ 1,857	\$ 1,500	\$ 7,800	\$ -	\$ 7,800	\$ 6,300	420.00%
220-5850	Firefighting Equipment	\$ 3,778	\$ 3,500	\$ 953	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -	0.00%
220-5851	Airpack Replacement	\$ 5,115	\$ 5,600	\$ 47	\$ -	\$ 5,500	\$ -	\$ 5,500	\$ 5,500	
220-5870	Air Pack Maint.	\$ 2,194	\$ 5,300	\$ 1,829	\$ 5,300	\$ 5,300	\$ -	\$ 5,300	\$ -	0.00%
220-5871	Radio Repair Maint.	\$ 3,405	\$ 3,400	\$ -	\$ 3,400	\$ 3,400	\$ -	\$ 3,400	\$ -	0.00%
220-5872	Repair/Replacement Hose	\$ -	\$ 2,500	\$ 199	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	0.00%
Total Fire		\$ 235,564	\$ 337,633	\$ 310,502	\$ 332,404	\$ 371,900	\$ -	\$ 371,900	\$ 39,496	11.88%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Clerical	1.5% COLA	\$ 14,767	\$ 218
Clerical	2% COLA	\$ 14,840	\$ 291
Lieutenant	1.5% COLA	\$ 50,525	\$ 747
Lieutenant	2% COLA	\$ 50,774	\$ 996

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Fire Chief	Contract	Contract	No	1
Fire Lieutenant	7	5	No	1
Clerical	5	7	No	0.43
22 On-Call	N/A	N/A	No	As needed

Many of the changes proposed in the Fire Department budget are consistent with the top recommendations contained within the Fire Department management study. I recommend supporting the budget as amended.

Program Expansion

PROGRAM EXPANSION		
A	B	C
ACCOUNT	DESCRIPTION	FY 2017 Request
220-5102	Wages Full Time	\$ (1,278)
220-5106	Office Manager	\$ 14,551
220-5120	Temp/Part Time Wages	\$ 85,500
220-5128	Inspection Duty/Wages	\$ 5,000
220-5130	Overtime	\$ (73)
220-5300	New Firemen Physical	\$ 1,600
220-5420	Office Supplies	\$ 250
220-5481	Gasoline/Diesel	\$ 2,000
220-5585	Uniforms	\$ 2,000
220-5730	Dues	\$ (1,000)
Total Enhancement		\$ 108,550

The Fire Department requests the addition of 4 part-time positions at 25 hours/week. The positions are: 2 firefighters/EMT-Basic with inspection certifications (Level 2), 1 inspector (Level 1), and 1 firefighter. In addition, the Officer Manager's job description would be changed to include firefighter/EMT-Basic and to increase office hours to 30 hours/week.

Communication (Budget 222)



A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
222-5102	Groundskeeper	\$ 937	\$ 1,200	\$ 465	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	0.00%
222-5107	Custodial Wages	\$ 5,343	\$ 7,380	\$ 5,194	\$ 7,380	\$ 8,550	\$ -	\$ 8,550	\$ 1,170	15.85%
222-5110	Salaries Dispatchers	\$ 124,035	\$ 133,033	\$ 129,992	\$ 133,144	\$ 140,394	\$ -	\$ 140,394	\$ 7,250	5.45%
222-5120	Temp. Wages	\$ 57,609	\$ 57,427	\$ 67,933	\$ 57,427	\$ 69,061	\$ -	\$ 69,061	\$ 11,634	20.26%
222-5130	Overtime	\$ 18,111	\$ 20,000	\$ 12,220	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	0.00%
222-5133	Wages Training	\$ -	\$ 4,240	\$ 3,104	\$ 5,061	\$ 5,427	\$ -	\$ 5,427	\$ 366	7.23%
222-5210	Heat - Gas	\$ 9,208	\$ 10,000	\$ 10,857	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%
222-5211	Electricity	\$ 26,521	\$ 26,000	\$ 28,214	\$ 31,000	\$ 31,000	\$ -	\$ 31,000	\$ -	0.00%
222-5230	Water/Sewer	\$ 1,048	\$ 1,200	\$ 931	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	0.00%
222-5240	Exterior Maint.	\$ 2,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
222-5241	Int. Maint.	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
222-5242	Equipment Maint.	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
222-5301	Legal Services	\$ 333	\$ 2,000	\$ 280	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0.00%
222-5320	Seminar/Training	\$ -	\$ 500	\$ 958	\$ 1,000	\$ 2,500	\$ -	\$ 2,500	\$ 1,500	150.00%
222-5430	Building Maint Supplies	\$ 742	\$ 2,000	\$ 1,118	\$ 2,600	\$ 2,600	\$ -	\$ 2,600	\$ -	0.00%
222-5450	Custodial Supplies	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
222-5585	Uniforms	\$ -	\$ 1,600	\$ 346	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	0.00%
222-5840	Building Improvements	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
222-5850	Equipment Purchase	\$ 1,000	\$ 1,580	\$ 937	\$ 1,580	\$ 2,000	\$ -	\$ 2,000	\$ 420	26.58%
Total Communications		\$ 286,187	\$ 268,160	\$ 262,549	\$ 274,792	\$ 297,132	\$ -	\$ 297,132	\$ 22,340	8.13%

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Dispatcher (full time)	5	9	Yes	1
Dispatcher (full time)	5	9	Yes	1
Dispatcher (full time)	5	9	Yes	1
Dispatcher (part time)	4	9	Yes	0.46
Dispatcher (part time)	4	9	Yes	0.23
Dispatcher (part time)	4	9	Yes	0.23
Dispatcher (part time)	4	9	Yes	0.23
Dispatcher (part time)	4	9	Yes	0.23
Dispatcher (part time)	4	4	Yes	0.23
Dispatcher (part time)	4	3	Yes	On call
Dispatcher (part time)	4	3	Yes	On call

#### Ambulance Service

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
230-5380	Ambulance Service	\$ 120,000	\$ 125,000	\$ 125,000	\$ 130,000	\$ 135,000	\$ -	\$ 135,000	\$ 5,000	3.85%
Total Ambulance		\$ 120,000	\$ 125,000	\$ 125,000	\$ 130,000	\$ 135,000	\$ -	\$ 135,000	\$ 5,000	3.85%

Ambulance service is provided by the Town of Amherst. The amount of increase shown is by contract.

FY 2017 represents the final year of a three-year contract, and the Town of Hadley will need to renegotiate service with the Town of Amherst.

### Inspection Services

#### Mission Statement:

The mission of The Inspection Services Department is to ensure the health, safety and welfare of the Town's residents and visitors through the enforcement of state and local codes, laws, bylaws and regulations.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
241-5106	Wages - Clerical	\$ 16,135	\$ 20,735	\$ 17,918	\$ 20,735	\$ 20,735	\$ -	\$ 20,735	\$ -	0.00%
241-5107	Wages - Part Time	\$ 1,635	\$ 7,460	\$ 5,760	\$ 7,460	\$ 7,460	\$ -	\$ 7,460	\$ -	0.00%
241-5110	Salary Building Inspector	\$ 56,092	\$ 58,592	\$ 58,592	\$ 60,885	\$ 60,885	\$ -	\$ 60,885	\$ -	0.00%
241-5300	Alt. Building Inspector	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
241-5320	Tuition/Meetings	\$ 390	\$ 750	\$ 405	\$ 750	\$ 750	\$ -	\$ 750	\$ -	0.00%
241-5340	Printing	\$ -	\$ 250	\$ 54	\$ 200	\$ 200	\$ -	\$ 200	\$ -	0.00%
241-4341	Telephone	\$ 22	\$ 400	\$ 151	\$ 400	\$ 400	\$ -	\$ 400	\$ -	0.00%
241-5420	Office Supplies	\$ 1,195	\$ 1,000	\$ 835	\$ 1,000	\$ 2,739	\$ -	\$ 2,739	\$ 1,739	173.90%
241-5710	Mileage/Meals	\$ 67	\$ 250	\$ 251	\$ 250	\$ 250	\$ -	\$ 250	\$ -	0.00%
241-5730	Dues	\$ 80	\$ 180	\$ 195	\$ 180	\$ 180	\$ -	\$ 180	\$ -	0.00%
241-5851	Computer Maint.	\$ 1,191	\$ 1,375	\$ 1,239	\$ 1,510	\$ 1,510	\$ -	\$ 1,510	\$ -	0.00%
Total Building Inspector		\$ 77,807	\$ 90,992	\$ 85,400	\$ 93,370	\$ 95,109	\$ -	\$ 95,109	\$ 1,739	1.86%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Building Inspector	1.5% COLA	\$ 61,798	\$ 913
Building Inspector	2% COLA	\$ 62,103	\$ 1,218
Clerical	1.5% COLA	\$ 21,772	\$ 1,037
Clerical	2% COLA	\$ 21,150	\$ 415

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Building Inspector	GE 4	10	No	1
Clerical	5	2	No	0.5

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
242-5110	Salary Gas Inspector	\$ 3,254	\$ 3,292	\$ 3,292	\$ 3,341	\$ 3,340	\$ -	\$ 3,340	\$ (1)	-0.03%
242-5320	Tuition/Meetings	\$ 295	\$ 400	\$ 400	\$ 410	\$ 410	\$ -	\$ 410	\$ -	0.00%
242-5710	Mileage/Meals	\$ 100	\$ 250	\$ 250	\$ 260	\$ 260	\$ -	\$ 260	\$ -	0.00%
Total Gas Inspector		\$ 3,649	\$ 3,942	\$ 3,942	\$ 4,011	\$ 4,010	\$ -	\$ 4,010	\$ (1)	-0.02%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Gas Inspector	1.5% COLA	\$ 3,390	\$ 50
Gas Inspector	2% COLA	\$ 3,407	\$ 67

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Gas Inspector	N/A	N/A	No	As needed

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
243-5110	Salary Plumbing Inspector	\$ 5,740	\$ 5,740	\$ 5,740	\$ 5,826	\$ 5,826	\$ -	\$ 5,826	\$ -	0.00%
243-5300	Asst Plumbing Insp.	\$ 400	\$ 400	\$ 400	\$ 410	\$ 410	\$ -	\$ 410	\$ -	0.00%
243-5710	Mileage/Meals	\$ 100	\$ 250	\$ 250	\$ 260	\$ 260	\$ -	\$ 260	\$ -	0.00%
Total Plumbing Inspector		\$ 6,240	\$ 6,390	\$ 6,390	\$ 6,496	\$ 6,496	\$ -	\$ 6,496	\$ -	0.00%

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Plumbing Inspector	N/A	N/A	No	As needed

## 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.

#### 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. 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	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
<u>Series 400 Public Works</u>										
422	Highway	\$ 631,060	\$ 723,215	\$ 667,170	\$ 739,910	\$ 771,772	\$ (17,700)	\$ 754,072	\$ 14,162	1.91%
423	Snow & Ice	\$ 110,498	\$ 210,522	\$ 211,677	\$ 168,222	\$ 168,222	\$ -	\$ 168,222	\$ -	0.00%
424	Street Lighting	\$ 17,142	\$ 18,000	\$ 18,081	\$ 21,840	\$ 23,374	\$ (1,534)	\$ 21,840	\$ -	0.00%
490	Building Maint.	\$ 14,758	\$ 65,615	\$ 48,861	\$ 66,950	\$ 68,950	\$ (7,450)	\$ 61,500	\$ (5,450)	-8.14%
491	Cemetery	\$ 17,231	\$ 17,793	\$ 17,231	\$ 17,793	\$ 18,335	\$ -	\$ 18,335	\$ 542	3.05%
Total Public Works		\$ 790,689	\$ 1,035,145	\$ 963,020	\$ 1,014,715	\$ 1,050,653	\$ (26,684)	\$ 1,023,969	\$ 9,254	0.91%

#### Highway (Budget 422)

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
422-5100	DWP Director Salary	\$ 26,975	\$ 30,120	\$ 26,441	\$ 30,120	\$ 30,120	\$ -	\$ 30,120	\$ -	0.00%
422-5102	Salaries Laborers	\$ 232,130	\$ 237,853	\$ 220,707	\$ 241,397	\$ 252,345	\$ -	\$ 252,345	\$ 10,948	4.54%
422-5106	Clerical Salary	\$ 27,136	\$ 29,816	\$ 30,049	\$ 30,450	\$ 30,450	\$ -	\$ 30,450	\$ -	0.00%
422-5107	Asst. Mechnic Wage	\$ 11,793	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
422-5109	Mechnic Salary	\$ 30,345	\$ 32,390	\$ 33,677	\$ 32,390	\$ 33,859	\$ -	\$ 33,859	\$ 1,469	4.54%
422-5110	Salary Superintendent	\$ 36,044	\$ 36,800	\$ 31,275	\$ 37,352	\$ 37,352	\$ -	\$ 37,352	\$ -	0.00%
422-5112	DPW Foreman	\$ -	\$ 49,890	\$ 48,706	\$ 52,385	\$ 52,385	\$ -	\$ 52,385	\$ -	0.00%
422-5115	Longevity	\$ 1,250	\$ 1,450	\$ 1,450	\$ 1,450	\$ 2,100	\$ -	\$ 2,100	\$ 650	44.83%
422-5120	Temporary Wages	\$ 261	\$ 6,067	\$ 212	\$ 6,067	\$ 6,128	\$ -	\$ 6,128	\$ 61	1.01%
422-5130	Overtime	\$ 6,344	\$ 18,000	\$ 7,225	\$ 18,000	\$ 18,180	\$ -	\$ 18,180	\$ 180	1.00%
422-5200	Transfer Station Exp.	\$ 4,386	\$ 7,400	\$ 6,818	\$ 7,400	\$ 7,400	\$ -	\$ 7,400	\$ -	0.00%
422-5210	Oil Highway Building	\$ 3,629	\$ 3,500	\$ 4,893	\$ 3,605	\$ 3,605	\$ -	\$ 3,605	\$ -	0.00%
422-5211	Electricity Highway	\$ 7,547	\$ 4,924	\$ 8,241	\$ 6,350	\$ 6,350	\$ -	\$ 6,350	\$ -	0.00%
422-5214	Electricity Traffic Control	\$ 4,915	\$ 3,000	\$ 3,558	\$ 3,870	\$ 3,870	\$ -	\$ 3,870	\$ -	0.00%
422-5240	Highway Bldg Maint.	\$ 3,447	\$ 4,000	\$ 3,169	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	0.00%
422-5242	Trash Removal	\$ 3,177	\$ 4,000	\$ 3,526	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	0.00%
422-5243	Office Equip. Maint.	\$ -	\$ 800	\$ 2,440	\$ 3,200	\$ 3,200	\$ -	\$ 3,200	\$ -	0.00%
422-5244	Portable Radio Maint.	\$ 8,706	\$ 2,450	\$ 2,160	\$ 2,535	\$ 2,535	\$ -	\$ 2,535	\$ -	0.00%
422-5246	Snow and Ice Vehicle Repair	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
422-5248	Highway Vehicle Maint.	\$ 9,652	\$ 25,000	\$ 16,373	\$ 26,250	\$ 26,250	\$ (5,000)	\$ 21,250	\$ (5,000)	-19.05%
422-5270	Rental Equipment	\$ 3,600	\$ 6,000	\$ 3,488	\$ 6,180	\$ 6,180	\$ -	\$ 6,180	\$ -	0.00%
422-5300	Drug & Alcohol Testing	\$ 490	\$ 500	\$ 733	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
422-5301	Legal Services	\$ 88	\$ 500	\$ 350	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
422-5302	Engineering Services	\$ 9,980	\$ 4,000	\$ 2,600	\$ 4,000	\$ 5,250	\$ -	\$ 5,250	\$ 1,250	31.25%
422-5304	Police Services	\$ 3,472	\$ 3,000	\$ 3,795	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.00%
422-5341	Telephone	\$ 3,921	\$ 3,500	\$ 4,730	\$ 3,850	\$ 3,850	\$ -	\$ 3,850	\$ -	0.00%
422-5380	Tree Maint.	\$ 13,928	\$ 15,000	\$ 16,211	\$ 15,000	\$ 17,000	\$ -	\$ 17,000	\$ 2,000	13.33%
422-5381	Street Cleaning Services	\$ 5,267	\$ 3,000	\$ 304	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.00%
422-5382	Vegetation Management	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0.00%
422-5420	Billing/Advertising/Office Spl	\$ 1,189	\$ 1,500	\$ 1,817	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	0.00%
422-5421	Safety Supplies	\$ 2,148	\$ 2,200	\$ 1,536	\$ 2,200	\$ 2,200	\$ -	\$ 2,200	\$ -	0.00%
422-5481	Gasoline	\$ 46,508	\$ 63,786	\$ 37,287	\$ 65,700	\$ 65,700	\$ (10,000)	\$ 55,700	\$ (10,000)	-15.22%
422-5485	Vehicle Parts/Supplies/Tires	\$ 64,670	\$ 55,309	\$ 75,114	\$ 55,309	\$ 55,309	\$ -	\$ 55,309	\$ -	0.00%
422-5485	Town Hall Car Repair	\$ 633	\$ 1,800	\$ 1,344	\$ 1,800	\$ 1,800	\$ -	\$ 1,800	\$ -	0.00%
422-5531	Road Paint/Markings/Posts	\$ 19,808	\$ 25,250	\$ 24,507	\$ 25,250	\$ 25,250	\$ -	\$ 25,250	\$ -	0.00%
422-5534	Temporary Patch	\$ 3,000	\$ -	\$ 3,366	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	0.00%
422-5535	Pipe/Drain/Basin Supplies	\$ 9,706	\$ 7,830	\$ 7,347	\$ 8,220	\$ 8,220	\$ -	\$ 8,220	\$ -	0.00%
422-5585	Uniforms	\$ 8,507	\$ 8,000	\$ 10,538	\$ 8,000	\$ 12,000	\$ -	\$ 12,000	\$ 4,000	50.00%
422-5730	Dues/Licenses	\$ 903	\$ 2,000	\$ 1,593	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0.00%
422-5845	Sidewalk Maint.	\$ -	\$ 3,000	\$ 2,754	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.00%
422-5846	Ditch/Dike/Bridge Maint.	\$ 7,450	\$ 8,000	\$ 11,343	\$ 8,000	\$ 13,600	\$ -	\$ 13,600	\$ 5,600	70.00%
422-5848	Forestry Improvements	\$ 939	\$ 1,000	\$ 527	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
422-5891	Town Road Paving	\$ 7,116	\$ 8,580	\$ 4,966	\$ 8,580	\$ 11,284	\$ (2,700)	\$ 8,584	\$ 4	0.05%
Total Highway		\$ 631,060	\$ 723,215	\$ 667,170	\$ 739,910	\$ 771,772	\$ (17,700)	\$ 754,072	\$ 8,558	1.91%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Superintendent	1.5% COLA	\$ 37,912	\$ 560
Superintendent	2% COLA	\$ 38,099	\$ 747
Foreman	1.5% COLA	\$ 53,171	\$ 786
Foreman	2% COLA	\$ 53,433	\$ 1,048
Clerical	1.5% COLA	\$ 30,907	\$ 457
Clerical	2% COLA	\$ 31,059	\$ 609

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
DPW Director	Contract	Contract	No	0.33
Superintendent	GE 5	10	No	1
Foreman	8	9	No	1
Laborer	5	9	Yes	1
Laborer	5	6	Yes	1
Laborer	5	7	Yes	1
Laborer	5	9	Yes	1
Laborer	5	9	Yes	1
Laborer	5	9	Yes	1
Mechanic	6	9	Yes	1
Clerical	5	10	No	1

#### Expanded Program

The Department of Public Works requests funds to contract brush cutting on the dike. Currently, this is done with a mixture of Town personnel and an outside firm. In addition, DW requests funding to comply with the expected new regulations concerning storm water to be issued by the U.S. Environmental Protection Agency. EPA regulations have been expected for several years.

PROGRAM EXPANSION		
A	B	C
ACCOUNT	DESCRIPTION	FY 2017 Request
422-5846	Contract Dike Brush Cutting	\$ 13,600
422-5302	Engineering Service	\$ 5,250
422-5302	Engineering Service (Storm)	\$ 150,000
Total Enhancement		\$ 168,850

#### Snow and Ice (Budget 423)

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
423-5107	Snow Removal	\$ 1,286	\$ 10,404	\$ 3,994	\$ 10,404	\$ 10,404	\$ -	\$ 10,404	\$ -	0.00%
423-5130	Overtime	\$ 31,474	\$ 48,830	\$ 55,240	\$ 58,169	\$ 58,169	\$ -	\$ 58,169	\$ -	0.00%
423-5533	Snow Supplies Salt/Sand	\$ 75,386	\$ 140,038	\$ 146,727	\$ 88,399	\$ 88,399	\$ -	\$ 88,399	\$ -	0.00%
423-5534	Temporary Patch	\$ 2,352	\$ 11,250	\$ 5,716	\$ 11,250	\$ 11,250	\$ -	\$ 11,250	\$ -	0.00%
Total Snow & Ice		\$ 110,498	\$ 210,522	\$ 211,677	\$ 168,222	\$ 168,222	\$ -	\$ 168,222	\$ -	0.00%

This account is used to clear streets and municipal parking lots of snow and ice. Municipalities are allowed to expend in excess of available appropriations, so long as the amount raised at town meeting equaled or exceeded the amount raised for snow and ice in the previous fiscal year. The Town's long-standing practice is to level fund this account.

#### Street Lighting (Budget 424)

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
424-5211	Electricity	\$ 17,142	\$ 18,000	\$ 18,081	\$ 21,840	\$ 23,374	\$ (1,534)	\$ 21,840	\$ -	0.00%
Total Street Lights		\$ 17,142	\$ 18,000	\$ 18,081	\$ 21,840	\$ 23,374	\$ (1,534)	\$ 21,840	\$ -	0.00%

The increase is due to higher electricity prices which took effect in October 2014. The Town has entered into a fixed price agreement for electricity, so these costs should remain stable through October 2019 (FY 2020).

#### Highway Building Maintenance (Budget 490)

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
490-5240	Town Hall Ext. Maint.	\$ 838	\$ 6,300	\$ 799	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ -	0.00%
490-5241	Town Hall Int. Maint.	\$ 2,037	\$ 4,200	\$ 2,692	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.00%
490-5430	Senior Center Maint.	\$ 10,653	\$ 16,000	\$ 12,365	\$ 18,000	\$ 18,000	\$ -	\$ 18,000	\$ -	0.00%
490-5430	Town Hall Maint.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
490-5430	No Hadley Hall Maint.	\$ 1,230	\$ 11,200	\$ 7,057	\$ 7,450	\$ 7,450	\$ (7,450)	\$ -	\$ (7,450)	-100.00%
490-5430	Public Safety Maint.	\$ -	\$ 27,915	\$ 25,948	\$ 30,000	\$ 32,000	\$ -	\$ 32,000	\$ 2,000	6.67%
Total Building Maint.		\$ 14,758	\$ 65,615	\$ 48,861	\$ 66,950	\$ 68,950	\$ (7,450)	\$ 61,500	\$ (5,450)	-8.14%

Maintenance for North Hadley Village Hall is eliminated in anticipation of selling the property within the next 6 months.

#### Cemeteries (Budget 491)

The budget funds maintenance of the five Town-owned cemeteries. Burial costs are funded through a revolving fund.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
491-5110	Salary Cemetery	\$ 5,338	\$ 5,340	\$ 5,338	\$ 5,340	\$ 5,505	\$ -	\$ 5,505	\$ 165	3.09%
491-5200	Contracted Services	\$ 11,893	\$ 12,453	\$ 11,893	\$ 12,453	\$ 12,830	\$ -	\$ 12,830	\$ 377	3.03%
Total Cemetery		\$ 17,231	\$ 17,793	\$ 17,231	\$ 17,793	\$ 18,335	\$ -	\$ 18,335	\$ 542	3.05%

### Budget Series 440, 450 and 599 : Enterprise Funds (Wastewater, Water, and Public Access Television)

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
<u>Series 440, 450 and 599 Enterprise Funds</u>										
440 Sewer		\$ 542,477	\$ 726,095	\$ 533,604	\$ 876,207	\$ 863,552	\$ (19,000)	\$ 844,552	\$ (31,655)	-3.61%
Sewer Contingency		\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%
450 Water		\$ 751,508	\$ 1,073,615	\$ 925,125	\$ 995,752	\$ 1,022,008	\$ (25,000)	\$ 997,008	\$ 1,256	0.13%
Water Contingency		\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%
599 Cable TV		\$ -	\$ -	\$ -	\$ -	\$ 68,276	\$ (19,559)	\$ 48,717	\$ 48,717	
Cable TV Contingency		\$ -	\$ -	\$ -	\$ -	\$ 10,000		\$ 10,000	\$ 10,000	
Total Enterprise Funds		\$ 1,293,985	\$ 1,819,710	\$ 1,458,729	\$ 1,891,959	\$ 1,983,836	\$ (63,559)	\$ 1,920,277	\$ 28,318	1.50%

### 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 are supported in this budget. It is in the Town's long-term interest to eliminate extraneous water sources to the wastewater collection system. Extraneous water is expensive to treat and reduces the wastewater treatment plant's capacity. Annual investigations of the collection system and follow remediation of cracked and broken sewer pipes will help maintain the system in proper working order for many years.



The Town is examining wastewater rates with an eye toward maintaining a sustainable enterprise fund. Annual variations in rainfall result in higher revenues in dry, hot years and lower revenues in wet, cold years. Taken altogether, however, increasing costs (especially in energy, personnel, and debt) are squeezing the wastewater enterprise fund. Wastewater rates have remained unchanged since 2007 when the last increase was voted by the former Sewer Commission.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
440-5102	DWP Director Salary	\$ 26,975	\$ 30,125	\$ 26,442	\$ 30,125	\$ 30,125	\$ -	\$ 30,125	\$ -	0.00%
440-5106	Clerical Salary	\$ 22,747	\$ 28,750	\$ 27,412	\$ 29,181	\$ 29,181	\$ -	\$ 29,181	\$ -	0.00%
440-5107	Salary Mechanic/Operator	\$ 39,957	\$ 45,750	\$ 45,427	\$ 45,750	\$ 47,825	\$ -	\$ 47,825	\$ 2,075	4.54%
440-5110	Salary Chief Operator	\$ 59,847	\$ 64,175	\$ 63,575	\$ 64,175	\$ 67,085	\$ -	\$ 67,085	\$ 2,910	4.53%
440-5113	Assist. Chief Operator Sal	\$ 51,460	\$ 57,200	\$ 56,279	\$ 57,200	\$ 59,794	\$ -	\$ 59,794	\$ 2,594	4.53%
440-5155	Longevity	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,400	\$ -	\$ 1,400	\$ 150	12.00%
440-5120	Wages Part Time Labor	\$ 9,933	\$ 16,200	\$ 12,440	\$ 16,200	\$ 16,935	\$ -	\$ 16,935	\$ 735	4.54%
440-5130	Overtime	\$ 35,327	\$ 39,250	\$ 40,523	\$ 39,250	\$ 41,030	\$ -	\$ 41,030	\$ 1,780	4.54%
440-5210	Oil Sewer Treatment	\$ 5,892	\$ 8,000	\$ 7,767	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	\$ -	0.00%
440-5211	Electricity	\$ 54,594	\$ 66,500	\$ 61,646	\$ 76,640	\$ 76,000	\$ (5,000)	\$ 71,000	\$ (5,640)	-7.36%
440-5320	Water/Sewer Charges	\$ 2,685	\$ 3,000	\$ 2,734	\$ 3,800	\$ 3,800	\$ -	\$ 3,800	\$ -	0.00%
440-5240	Sewer Facility Maint.	\$ 60,274	\$ 84,000	\$ 21,524	\$ 84,000	\$ 84,000	\$ (4,000)	\$ 80,000	\$ (4,000)	-4.76%
440-5242	Trash Removal	\$ 1,926	\$ 2,400	\$ 2,164	\$ 2,400	\$ 2,800	\$ -	\$ 2,800	\$ 400	16.67%
440-5244	Meter Replacement Prog	\$ 6,216	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ -	\$ 6,600	\$ -	0.00%
440-5246	Sewer Vehicle Maint.	\$ 3,914	\$ 3,000	\$ 2,698	\$ 3,000	\$ 2,000	\$ -	\$ 2,000	\$ (1,000)	-33.33%
440-5301	Legal Services	\$ 280	\$ 4,800	\$ 297	\$ 4,800	\$ 4,800	\$ -	\$ 4,800	\$ -	0.00%
440-5302	Engineering Services	\$ 9,561	\$ 55,000	\$ 8,076	\$ 55,000	\$ 55,000	\$ (10,000)	\$ 45,000	\$ (10,000)	-18.18%
440-5303	Laboratory Fees & Service	\$ 5,240	\$ 1,000	\$ 3,367	\$ 10,000	\$ 11,000	\$ -	\$ 11,000	\$ 1,000	10.00%
440-5304	Manhole Cleaning	\$ -	\$ 5,000	\$ 7,044	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.00%
440-5306	Inflow and Infiltration	\$ 1,294	\$ 12,500	\$ 3,904	\$ 12,500	\$ 12,500	\$ -	\$ 12,500	\$ -	0.00%
440-5341	Telephone	\$ 6,451	\$ 10,000	\$ 7,395	\$ 10,481	\$ 10,750	\$ -	\$ 10,750	\$ 269	2.57%
440-5380	Sludge Removal/Treatment	\$ 111,749	\$ 110,000	\$ 72,821	\$ 122,853	\$ 105,000	\$ -	\$ 105,000	\$ (17,853)	-14.53%
440-5420	Office Supplies	\$ 4,226	\$ 7,000	\$ 4,342	\$ 7,000	\$ 5,000	\$ -	\$ 5,000	\$ (2,000)	-28.57%
440-5421	Police Services	\$ 176	\$ 500	\$ 1,188	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
440-5481	Gasoline	\$ 7,040	\$ 7,800	\$ 6,972	\$ 7,800	\$ 7,800	\$ -	\$ 7,800	\$ -	0.00%
440-5485	Vehicle Supplies Parts	\$ 1,299	\$ 5,000	\$ 4,998	\$ 5,500	\$ 5,000	\$ -	\$ 5,000	\$ (500)	-9.09%
440-5536	Sewer Chemicals	\$ 4,433	\$ 6,000	\$ 2,143	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.00%
440-5537	Chlorination Supplies	\$ 1,432	\$ 6,000	\$ 957	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ -	0.00%
440-5585	Uniforms	\$ 3,630	\$ 7,500	\$ 4,924	\$ 7,500	\$ 9,000	\$ -	\$ 9,000	\$ 1,500	20.00%
440-5730	Dues/Licenses/Training	\$ 2,560	\$ 5,000	\$ 1,409	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.00%
440-5851	Office Equipment	\$ 65	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
440-5852	Internet/Cable/GPS	\$ 44	\$ 900	\$ 749	\$ 900	\$ 1,000	\$ -	\$ 1,000	\$ 100	11.11%
440-5910	Principal Long Term Debt	\$ -	\$ -	\$ -	\$ 91,031	\$ 88,806	\$ -	\$ 88,806	\$ (2,225)	-2.44%
440-5930	Interest Long Term Debt	\$ -	\$ 24,895	\$ 24,537	\$ 49,271	\$ 47,321	\$ -	\$ 47,321	\$ (1,950)	-3.96%
Total Wastewater		\$ 542,477	\$ 726,095	\$ 533,604	\$ 876,207	\$ 863,552	\$ (19,000)	\$ 844,552	\$ (31,655)	-3.61%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Clerical	1.5% COLA	\$ 29,619	\$ 438
Clerical	2% COLA	\$ 29,765	\$ 584

ACCOUNT	DESCRIPTION	FY 2017 Request
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
Total Enhancement		\$ -

Position	FY 2015 Grade	FY 2015 Step	Union	FTE
DPW Director	Contract	Contract	No	0.33
Chief Operator	8	9	Yes	1
Asst. Chief Operator	7	9	Yes	1
Operator	6	9	Yes	1
Clerical	5	10	No	0.71

#### 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 is 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 1,073 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.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
450-5102	DWP Director Salary	\$ 26,975	\$ 30,120	\$ 26,441	\$ 30,120	\$ 30,120	\$ -	\$ 30,120	\$ -	0.00%
450-5107	Salaries Laborers	\$ 157,603	\$ 175,300	\$ 173,034	\$ 177,750	\$ 170,000	\$ -	\$ 170,000	\$ (7,750)	-4.36%
450-5109	Mechanic Salary	\$ 8,071	\$ 9,130	\$ 9,042	\$ 9,130	\$ 9,545	\$ -	\$ 9,545	\$ 415	4.55%
450-5110	Salary Superintendent	\$ 35,092	\$ 36,800	\$ 31,698	\$ 37,355	\$ 37,355	\$ -	\$ 37,355	\$ -	0.00%
450-5111	Water Resource Coor	\$ 37,487	\$ 39,800	\$ 39,718	\$ 40,400	\$ 40,400	\$ -	\$ 40,400	\$ -	0.00%
450-5112	DPW Foreman	\$ -	\$ 12,250	\$ 12,193	\$ 12,865	\$ 12,865	\$ -	\$ 12,865	\$ -	0.00%
450-5113	Clerical Water	\$ 7,126	\$ 7,955	\$ 7,913	\$ 8,075	\$ 8,075	\$ -	\$ 8,075	\$ -	0.00%
450-5115	Longevity	\$ 850	\$ 625	\$ 625	\$ 625	\$ 700	\$ -	\$ 700	\$ 75	12.00%
450-5120	Temporary Wages	\$ 1,390	\$ 4,300	\$ 154	\$ 4,300	\$ 4,500	\$ -	\$ 4,500	\$ 200	4.65%
450-5130	Overtime	\$ 28,353	\$ 37,710	\$ 43,519	\$ 37,710	\$ 39,000	\$ -	\$ 39,000	\$ 1,290	3.42%
450-5210	Oil - Shared	\$ 1,382	\$ 2,270	\$ 2,097	\$ 2,340	\$ 2,340	\$ -	\$ 2,340	\$ -	0.00%
450-5211	Electricity	\$ 90,843	\$ 100,000	\$ 103,051	\$ 109,280	\$ 125,000	\$ (5,000)	\$ 120,000	\$ 10,720	9.81%
450-5214	Shared Electricity	\$ 2,900	\$ 2,600	\$ 3,484	\$ 3,350	\$ 3,500	\$ -	\$ 3,500	\$ 150	4.48%
450-5240	Water Facility Maint.	\$ 15,593	\$ 16,500	\$ 12,819	\$ 16,500	\$ 16,500	\$ -	\$ 16,500	\$ -	0.00%
450-5241	Shared Building Maint.	\$ 912	\$ 1,700	\$ 375	\$ 1,700	\$ 1,700	\$ -	\$ 1,700	\$ -	0.00%
450-5242	Water Equip Maint.	\$ 10,572	\$ 36,500	\$ 26,076	\$ 30,000	\$ 36,000	\$ (5,000)	\$ 31,000	\$ 1,000	3.33%
450-5243	Meter Repair & Maint.	\$ 27,955	\$ 55,000	\$ 56,855	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	0.00%
450-5244	Radio Maint.	\$ 892	\$ 1,082	\$ 775	\$ 1,120	\$ 1,120	\$ -	\$ 1,120	\$ -	0.00%
450-5246	Water Vehicle Maint.	\$ 2,834	\$ 3,350	\$ 1,174	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -	0.00%
450-5270	Rental Equipment	\$ 840	\$ 3,976	\$ 11,779	\$ 4,120	\$ 12,000	\$ -	\$ 12,000	\$ 7,880	191.26%
450-5301	Legal Services	\$ 2,104	\$ 2,500	\$ 2,532	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.00%
450-5302	Engineering Services	\$ 13,896	\$ 49,800	\$ 32,483	\$ 50,796	\$ 50,796	\$ (5,000)	\$ 45,796	\$ (5,000)	-9.84%
450-5303	Drug and Alcohol Test	\$ 55	\$ 417	\$ 137	\$ 420	\$ 420	\$ -	\$ 420	\$ -	0.00%
450-5341	Telephone	\$ 7,971	\$ 9,640	\$ 7,687	\$ 11,200	\$ 11,200	\$ -	\$ 11,200	\$ -	0.00%
450-5344	Advertising	\$ 424	\$ 1,200	\$ 236	\$ 1,320	\$ 1,320	\$ -	\$ 1,320	\$ -	0.00%
450-5420	Billing/Advertising/Office Spl	\$ 6,292	\$ 12,700	\$ 5,922	\$ 12,700	\$ 12,700	\$ -	\$ 12,700	\$ -	0.00%
450-5421	Police Services	\$ 1,469	\$ 3,090	\$ 3,201	\$ 3,155	\$ 3,500	\$ -	\$ 3,500	\$ 345	10.94%
450-5481	Gasoline	\$ 17,109	\$ 27,245	\$ 12,543	\$ 28,000	\$ 28,000	\$ (10,000)	\$ 18,000	\$ (10,000)	-35.71%
450-5484	Vehicle Parts/Supplies	\$ 5,346	\$ 16,000	\$ 5,721	\$ 16,800	\$ 16,800	\$ -	\$ 16,800	\$ -	0.00%
450-5530	Water Supplies/Pipe	\$ 13,005	\$ 46,257	\$ 43,765	\$ 46,069	\$ 45,000	\$ -	\$ 45,000	\$ (1,069)	-2.32%
450-5536	Water Chemicals/Analysis	\$ 21,011	\$ 32,000	\$ 32,019	\$ 32,000	\$ 35,000	\$ -	\$ 35,000	\$ 3,000	9.38%
450-5585	Uniforms	\$ 3,294	\$ 5,800	\$ 4,588	\$ 5,800	\$ 6,400	\$ -	\$ 6,400	\$ 600	10.34%
450-5730	Dues/Licenses	\$ 1,429	\$ 6,695	\$ 2,531	\$ 6,700	\$ 6,700	\$ -	\$ 6,700	\$ -	0.00%
450-5850	Water Equip Purchase	\$ 1,143	\$ 7,000	\$ 1,307	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ -	0.00%
450-5870	Water Vehicle	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
450-5890	Water Proj. Construction	\$ 8,777	\$ 15,450	\$ 12,229	\$ 21,300	\$ 21,300	\$ -	\$ 21,300	\$ -	0.00%
450-5910	Principle Long Term Debt	\$ 142,715	\$ 153,623	\$ 153,623	\$ 130,304	\$ 176,229	\$ -	\$ 176,229	\$ 45,925	35.24%
450-5930	Interest Long Term Debt	\$ 47,798	\$ 42,230	\$ 41,779	\$ 38,948	\$ 41,381	\$ -	\$ 41,381	\$ 2,433	6.25%
Total Water		\$ 751,508	\$ 1,073,615	\$ 925,125	\$ 995,752	\$ 1,070,966	\$ (25,000)	\$ 1,045,966	\$ 50,214	5.04%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Superintendent	1.5% COLA	\$ 37,915	\$ 560
Superintendent	2% COLA	\$ 38,102	\$ 747
Foreman	1.5% COLA	\$ 13,058	\$ 193
Foreman	2% COLA	\$ 13,122	\$ 257
Water Resources Coordinator	1.5% COLA	\$ 41,006	\$ 606
Water Resources Coordinator	2% COLA	\$ 41,208	\$ 808
Clerical	1.5% COLA	\$ 8,196	\$ 121
Clerical	2% COLA	\$ 8,237	\$ 162

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
DPW Director	Contract	Contract	No	0.34
Treatment	9	4	Yes	1
Distribution	9	4	Yes	1
Distribution	7	4	Yes	1
Clerical	5	10	No	1

#### Hadley Public Access Television Enterprise Fund (Budget 599)

#### Mission Statement

Hadley Public Access Television (HPAT) was established to foster the democratic use of electronic media by providing the residents and organizations of Hadley, Massachusetts with access to cable television for the purpose of non-commercial communication within the community.

#### Introduction

HPAT provides up to three channels for local programming related to public, educational, and governmental programming (PEG). HPAT is funded from grants from the cable companies that use public rights of way to provide services to cable TV and cable-based Internet users. Such grants are negotiated in franchise agreements as per the provisions of the Cable Communications Policy Act of 1984, and the Town of Hadley executed a franchise agreement with Charter Communications Entertainment I, LLC on March 19, 2014. A copy of Hadley's current license may be found here:

<http://www.mass.gov/ocabr/government/oca-agencies/dtc-lp/competition-division/cable-tv-division/municipal-info/cable-television-licenses.html>

Starting in FY 2017, Charter Communication grants, which used to be available for expenditure without town meeting appropriation, will require town meeting approval. The Department of Revenue raised their concerns that cable franchise grant monies were not properly being accounted in municipal ledgers across the Commonwealth, and sponsored a new law that requires town meeting approval before cable franchise grant monies can be expended (see MGL Chapter 44, Section 53F¾). The new law takes effect in cities and towns on June 30, 2016.

The Town of Hadley has carefully and responsibly managed its cable franchise monies to support public access television, and our finances are audited annually. Nonetheless, the Town of Hadley must comply with the new state requirements and appropriate public access television funds to run Hadley Public Access Television. I recommend that the Town establish a new enterprise fund for the Hadley Public Access Television Department under the provisions of MGL Chapter 44, Section 53F½, and transfer the balance in Cable Access Receipts account to the new enterprise fund to support operations and capital

expenditures. The enterprise fund is to be self-supporting in that (1) no tax payer funds will go to direct and indirect expenses associated with PEG television, (2) a total costs will be accounted whereby cable subscriber fees will pay for all "hidden" expenses (e.g., benefits, property insurance, and utilities), and (3) HPAT revenues will transfer to the enterprise fund and not be automatically diverted to the General Fund at the end of each fiscal year.

An enterprise fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Revenues and expenses are segregated into a fund with financial statements separate from all other governmental activities. In the case of HPAT, cable television subscribers pay a fee, which is transferred to the Town to support public access television. An enterprise fund for HPAT would identify total service costs, provide better management information, and allow HPAT to retain income and surpluses.

To adopt the enterprise fund, Annual Town Meeting must vote affirmatively to establish the Hadley Public Access Television Enterprise Fund and then appropriate an operating and capital budget. Once established, the enterprise fund must be maintained for three years before it may be rescinded. Further details may be found in the Department of Revenue's publication, Enterprise Funds G.L. c.44 § 53F½, which may be found at this link:

<http://www.mass.gov/dor/docs/dls/publ/misc/enterprisefundmanual.pdf>

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Estimated	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
599-5110	Station Manager	\$ 13,664	\$ 15,285	\$ 32,819	\$ 35,134	\$ 35,134	\$ -	\$ 35,134	\$ -	0.00%
	Production Assistant	\$ -	\$ -	\$ -	\$ 9,005	\$ 9,005	\$ -	\$ 9,005	\$ -	0.00%
599-5243	Equipment Repair	\$ 369	\$ 600	\$ 569	\$ 600	\$ 1,000	\$ -	\$ 1,000	\$ 400	66.67%
599-5320	Tuition/Meetings	\$ 50	\$ 70	\$ 32	\$ 70	\$ 150	\$ -	\$ 150	\$ 80	114.29%
599-5400	Supplies	\$ 329	\$ 350	\$ 259	\$ 350	\$ 500	\$ -	\$ 500	\$ 150	42.86%
	Dish TV (satellite)	\$ 597	\$ 543	\$ -	\$ 248	\$ 248	\$ -	\$ 248	\$ -	0.00%
	Charter Internet	\$ 275	\$ 325	\$ -	\$ 330	\$ 330	\$ -	\$ 330	\$ -	0.00%
	Benefits	\$ 3,653	\$ 3,654	\$ 3,654	\$ 4,045	\$ 4,045	\$ (4,045)	\$ -	\$ (4,045)	-100.00%
	Legal Fees	\$ -	\$ 9,620	\$ -	\$ 3,000	\$ 2,000	\$ -	\$ 2,000	\$ (1,000)	-33.33%
	Equipment	\$ 682	\$ 3,247	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ (1,000)	-100.00%
	Administrative Fees	\$ -	\$ -	\$ -	\$ -	\$ 15,514	\$ (15,514)	\$ -	\$ -	-
	Trade Organization Fees	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ 350	\$ 350	-
	Extraordinary/Unforeseen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Cable TV		\$ 19,619	\$ 33,694	\$ 37,333	\$ 53,782	\$ 68,276	\$ (19,559)	\$ 48,717	\$ (5,065)	-9.42%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Station Manager	1.5% COLA	\$ 35,661	\$ 527
Station Manager	2% COLA	\$ 35,837	\$ 703
Production Assistant	1.5% COLA	\$ 9,140	\$ 135
Production Assistant	2% COLA	\$ 9,185	\$ 180

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Station Manager	5	8	No	1
Production Assistant	N/A	N/A	No	0.42

Cable franchise funds consist of three components: The first is a subscriber fee of \$0.50 subscriber (a rate set by statute [MGL Chapter 166A, Section 9]). The Town of Hadley has 1,684 subscribers, which results in an annual payment of \$842. This money is placed in the General Fund.

The second source of funds is an annual payment of a percentage of the gross revenues generated in Hadley for all cable services. According to the terms of the franchise agreement, Hadley will receive the following:

Year One	3.0% of Gross Revenues
Year Two	3.5% of Gross Revenues
Years Three through Ten	4.0% of Gross Revenues

On June 16, 2015, the Town received a payment of \$59,204.24. Based on this first year payment, the Town expects to receive an estimated minimum of \$65,000 in June 2016, and \$68,250 in June 2017. The exact amount will be determined by market conditions.

The third source of funds is support for capital equipment to operate the Hadley cable station. The Town will receive \$150,000 for capital expenses in two lump sum payments of \$75,000 each: the first by 90 days from the effective date of the agreement; and the second on the fourth anniversary of the agreement.

#### Administrative Charges for Enterprise Funds

In addition to the operational and capital costs for water, wastewater, and public access television, each enterprise fund supports the indirect costs of personnel not assigned to the Department of Public Works or Hadley Public Access Television Department (HPAT), yet whose work contributes to and supports operations (e.g., the Treasurer who handles all water, wastewater, and HPAT funds), and the indirect costs for the supporting functions that make the enterprise funds possible (e.g. legal and insurance costs). 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.)

In 2014, Hadley's administrative charges were reviewed by the Department of Revenue and found to be reasonable and allowed by the Department's guidelines for enterprise funds.



TOWN OF HADLEY  
WATER, SEWER AND HPAT ENTERPRISE FUNDS  
DIRECT AND INDIRECT ADMINISTRATIVE CHARGES  
12/11/2015  
FY 2017

**Indirect Costs**

**Salaries**

Amount	Percentage		
\$ 9,959,226.24	100.00%	Budget amount of salaries and employee benefits for all departments (including School)	} Current Fiscal Year
\$ 487,025.29	4.89%	Budget amount of salaries and employee benefits for Water Department	
\$ 382,282.41	3.84%	Budget amount of salaries and employee benefits for Sewer Department.	
\$ 58,359.00	0.59%	Budget amount of salaries and employee benefits for Hadley Public Access TV (HPAT)	

Application of percentages to Salaries and Employee Benefits of:

\$ 118,338.19	Town Administrator	} Current fiscal year
\$ 85,134.18	Town Accountant	
\$ 61,868.90	Assistant Accountant/Treasurer	
\$ 74,580.66	Town Collector	
\$ 55,435.30	Assistant Collector	
\$ 82,422.33	Town Treasurer	
\$ 477,779.55	TOTAL	

Calculation of indirect Costs for Administrative Services -- Salaries

	Total Administrative Salaries	x	Percentage Enterprise Salaries	=	Indirect Cost Allocation for Administrative Services Salaries	Special Adjustments	=	
Water	\$ 477,779.55		0.0489		\$ 23,364.34			\$ 23,364.34
Sewer	\$ 477,779.55		0.0384		\$ 18,339.45			\$ 18,339.45
HPAT	\$ 477,779.55		0.0059		\$ 2,799.69	\$ (494.06)		\$ 2,305.63
				Expenses				

Amount	Percentage		
\$ 5,679,937.19	100%	Budget amount of expenses for all departments (including school)	} Current fiscal year
\$ 738,482.41	13.00%	Budget amount of expenses for Water Department	
\$ 519,287.58	9.14%	Budget amount of expenses for Sewer Department	
\$ 18,833.46	0.33%	Budget amount of expenses for HPAT	

Application of percentages to Expenses of:

\$ 3,000.00	Town Administrator	} Current fiscal year
\$ 181,034.48	Buildings	
\$ 24,535.95	Town Accountant	
\$ 13,717.60	Town Collector	
\$ 25,774.53	Town Treasurer	
\$ 26,380.00	Legal	
\$ 127,596.00	Insurance (less 111F)	
\$ 402,038.56	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	\$ 402,038.56		0.1300		\$ 52,271.42			\$ 52,271.42
Sewer	\$ 402,038.56		0.0914		\$ 36,756.33			\$ 36,756.33
HPAT	\$ 402,038.56		0.0033		\$ 1,333.07	\$ (45.27)		\$ 1,287.81
Total Indirect Water Charges		=			\$ 75,635.76			
Total Indirect Sewer Charges		=			\$ 55,095.78			
Total Indirect HPAT Charges		=			\$ 4,087.50			

**Direct Costs**

Water Department Benefits	=	\$ 94,756.00
Sewer Department Benefits	=	\$ 98,253.00
HPAT Benefits	=	\$ 14,219.75

	Water	Wastewater	HPAT
Health Ins.	\$ 26,937.00	\$ 31,304.00	\$ 4,428.00
Life Ins.	\$ 51.00	\$ 41.00	\$ -
Medicare	\$ 4,279.00	\$ 1,727.00	\$ 431.75
Workers' Comp	\$ 12,465.00	\$ 8,241.00	\$ 1,000.00
Retirement	\$ 51,024.00	\$ 56,940.00	\$ 8,360.00
<b>TOTAL</b>	<b>\$ 94,756.00</b>	<b>\$ 98,253.00</b>	<b>\$ 14,219.75</b>

**OPEB Costs**

Annual Required Contribution	=	\$ 804,708.00
FY 2017 contribution	=	\$ 251,125.00
Water	= 7.14% of total payroll	\$ 17,930.33
Sewer	= 5.97% of total payroll	\$ 14,992.16
HPAT	= 0.37% of total payroll	\$ 929.16

from most recent actuarial report

GRAND TOTAL INDIRECT, DIRECT & OPEB CHARGES (Water)	\$ 188,322.09
GRAND TOTAL INDIRECT, DIRECT & OPEB CHARGES (Sewer)	\$ 168,340.94
GRAND TOTAL INDIRECT, DIRECT & OPEB CHARGES (HPAT)	\$ 19,236.41

## Budget Series 500: Human Services

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
<u>Series 500 Human Services</u>										
510	Board of Health	\$ 33,694	\$ 34,995	\$ 33,290	\$ 36,535	\$ 36,535	\$ -	\$ 36,535	\$ -	0.00%
541	Council on Aging	\$ 70,859	\$ 75,526	\$ 75,526	\$ 79,386	\$ 80,311	\$ -	\$ 80,311	\$ 925	1.17%
543	Veterans' Services	\$ 73,000	\$ 104,200	\$ 100,855	\$ 100,000	\$ 110,122	\$ (3,000)	\$ 107,122	\$ 7,122	7.12%
590	Oliver Smith Will	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.00%
599	Cable TV	\$ 19,619	\$ 33,694	\$ 37,333	\$ 53,782		\$ -	\$ -	\$ (53,782)	-100.00%
Total Human Services		\$ 197,272	\$ 248,515	\$ 247,104	\$ 269,803	\$ 227,068	\$ (3,000)	\$ 224,068	\$ (45,735)	-16.95%

## Board of Health (Budget 510)

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
510-5101	Salary Board of Health	\$ 4,950	\$ 4,950	\$ 4,950	\$ 4,950	\$ 4,950	\$ -	\$ 4,950	\$ -	0.00%
510-5110	Nurse Salary	\$ 8,385	\$ 8,385	\$ 8,398	\$ 9,800	\$ 9,800	\$ -	\$ 9,800	\$ -	0.00%
510-5113	Animal Inspector	\$ -	\$ 1,300	\$ -	\$ 1,300	\$ 1,300	\$ -	\$ 1,300	\$ -	0.00%
510-5301	Inspections	\$ 18,806	\$ 18,350	\$ 18,951	\$ 18,350	\$ 18,350	\$ -	\$ 18,350	\$ -	0.00%
510-5303	Flu Clinic	\$ 565	\$ 425	\$ 243	\$ 425	\$ 425	\$ -	\$ 425	\$ -	0.00%
510-5320	Tuition/Meetings	\$ 730	\$ 500	\$ 16	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
510-5343	Postage	\$ -	\$ 125	\$ 6	\$ 250	\$ 250	\$ -	\$ 250	\$ -	0.00%
510-5344	Advertising	\$ -	\$ 110	\$ -	\$ 110	\$ 110	\$ -	\$ 110	\$ -	0.00%
510-5420	Office Supplies	\$ 173	\$ 500	\$ 566	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
510-5710	Mileage/Meals	\$ -	\$ 150	\$ -	\$ 150	\$ 150	\$ -	\$ 150	\$ -	0.00%
510-5730	Dues	\$ 85	\$ 200	\$ 160	\$ 200	\$ 200	\$ -	\$ 200	\$ -	0.00%
Total Board of Health		\$ 33,694	\$ 34,995	\$ 33,290	\$ 36,535	\$ 36,535	\$ -	\$ 36,535	\$ -	0.00%

## Council on Aging (Budget 541)

### Mission Statement

The Council on Aging is a municipally appointed volunteer board authorized under Massachusetts General Laws. Major responsibilities of this Department include setting local policy for the administration of elder programs and services; identifying the total needs of the community's elder population; developing, promoting, and implementing services to meet these needs; serving as an advocate for elders; and educating the community-at-large about these needs and the available

resources. Our ultimate goal is to improve the quality of life of Hadley's residents 60 years of age and over and to enable them to remain active and independent within their own community.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
541-5106	Part Time Wages	\$ 6,356	\$ 9,449	\$ 5,174	\$ 7,873	\$ 3,700	\$ -	\$ 3,700	\$ (4,173)	-53.00%
541-5107	Salaries Drivers	\$ 2,081	\$ 3,966	\$ 4,167	\$ 3,966	\$ 3,666	\$ -	\$ 3,666	\$ (300)	-7.56%
541-5110	Salary Director	\$ 50,996	\$ 49,338	\$ 49,385	\$ 52,910	\$ 52,910	\$ -	\$ 52,910	\$ -	0.00%
541-5133	Community Outreach Coord	\$ 5,970	\$ 8,838	\$ 12,865	\$ 10,702	\$ 15,175	\$ -	\$ 15,175	\$ 4,473	41.80%
541-5243	Office Equip. Maint.	\$ 463	\$ 450	\$ 450	\$ 450	\$ 450	\$ -	\$ 450	\$ -	0.00%
541-5246	Van Maint. And Repair	\$ 1,331	\$ 600	\$ 687	\$ 600	\$ 700	\$ -	\$ 700	\$ 100	16.67%
541-5320	Tuition/Meetings	\$ -	\$ 60	\$ 20	\$ 60	\$ 60	\$ -	\$ 60	\$ -	0.00%
541-5343	Postage	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ -	\$ 700	\$ -	0.00%
541-5350	Recreational Services	\$ 762	\$ 600	\$ 796	\$ 600	\$ 800	\$ -	\$ 800	\$ 200	33.33%
541-5420	Office Supplies	\$ 914	\$ 700	\$ 446	\$ 700	\$ 700	\$ -	\$ 700	\$ -	0.00%
541-5481	Gasoline	\$ 1,076	\$ 450	\$ 450	\$ 450	\$ 900	\$ -	\$ 900	\$ 450	100.00%
541-5710	Mileage/Meals	\$ 210	\$ 300	\$ 314	\$ 300	\$ 300	\$ -	\$ 300	\$ -	0.00%
541-5730	Dues	\$ -	\$ 75	\$ 72	\$ 75	\$ 250	\$ -	\$ 250	\$ 175	233.33%
Total Council on Aging		\$ 70,859	\$ 75,526	\$ 75,526	\$ 79,386	\$ 80,311	\$ -	\$ 80,311	\$ 925	1.17%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Director of Senior Services	1.5% COLA	\$ 53,704	\$ 794
Director of Senior Services	2% COLA	\$ 53,968	\$ 1,058
Outreach Coordinator	1.5% COLA	\$ 15,403	\$ 228
Outreach Coordinator	2% COLA	\$ 15,479	\$ 304
Part-Time Wages	1.5% COLA	\$ 3,774	\$ 74
Part-Time Wages	2% COLA	\$ 3,756	\$ 55
3 Drivers	1.5% COLA	\$ 3,721	\$ 55
3 Drivers	2% COLA	\$ 3,739	\$ 73

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Director	GE 3	5	No	1
Outreach Coordinator	5	8	No	0.06
Office Mgt. Assist.	3	5	No	0.14
Clerical	3	5	No	0.17
Clerical	2	5	No	0.4
Driver	2	6	No	On call
Driver	2	6	No	On call
Driver	2	6	No	On call
Driver	2	6	No	On call

Grant funding available for the Community Outreach Coordinator was reduced in FY 2015. The Town now funds 70% of this position; 30% funding is provided by a grant.

### Program Expansion

PROGRAM EXPANSION		
ACCOUNT	DESCRIPTION	FY 2017 Request
541-5106	Asst. Office Manager	\$ 3,640
	\$14 x 5 hr x 52 wks	\$ -
Total Enhancement		\$ 3,640

In order to address the backlog of statistical and office work, the Council on Aging requests refunding of the Assistant Office Manager position. Previously held by a long-time employee, the funding was redeployed to make the Outreach worker a permanent part-time position, which has enabled the Council to have better oversight of the Senior Center during peak hours. However, the Council is still lacking in on-going statistical managing of data and tracking of information.

### Veterans' Services (Budget 543)

The Town provides veterans' services through a contract with the Central Hampshire Veterans' District.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
543-5110	Salary Veterans	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
543-5240	Memorial Day Expenses	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
543-5400	Burial Expenses	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
543-5770	Vet Benefits	\$ 64,530	\$ 88,700	\$ 80,433	\$ 88,700	\$ 88,700	\$ (3,000)	\$ 85,700	\$ (3,000)	-3.38%
543-5780	Other Expenses	\$ 7,470	\$ 13,500	\$ 19,422	\$ 9,300	\$ 19,422	\$ -	\$ 19,422	\$ 10,122	108.84%
Total Veterans' Services		\$ 73,000	\$ 104,200	\$ 100,855	\$ 100,000	\$ 110,122	\$ (3,000)	\$ 107,122	\$ 7,122	7.12%

I recommend a small decrease in this budget to reflect our recent history.

### Oliver Smith Will (Budget 590)

The Elector for the Oliver Smith Will is elected in the Annual Town Election to represent Hadley on the Board of Electors of Smith Charities. Other electors are selected by the voters of Amherst, Deerfield, Easthampton, Greenfield, Hatfield, Northampton, Whately, and Williamsburg. Smith Charities, established in 1848, annually provides gifts of \$300 for widows with children under the age of eighteen, a one-time gift of \$100 for brides, and \$600 for tradespersons, nurses, and licensed practical nurses. Additional monies may be disbursed to the trade and nurse categories as determined by the Trustees. Certain requirements such as residence and age apply. The Smith Charities office is in Northampton at 51 Main Street.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
590-5101	Oliver Smith Elector	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	- \$	100	\$ -	0.00%
Total Oliver Smith Will		\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	- \$	100	\$ -	0.00%

## Public Access Cable Television (Budget 599)

### Mission Statement

Hadley Public Access Television (HPAT) was established to foster the democratic use of electronic media by providing the residents and organizations of Hadley, Massachusetts with access to cable television for the purpose of non-commercial communication within the community.

### Introduction

HPAT provides up to three channels for local programming related to public, educational, and governmental programming (PEG). HPAT is funded from grants from the cable companies that use public rights of way to provide services to cable TV and cable-based Internet users. Such grants are negotiated in franchise agreements as per the provisions of the Cable Communications Policy Act of 1984, and the Town of Hadley executed a franchise agreement with Charter Communications Entertainment I, LLC on March 19, 2014. A copy of Hadley's current license may be found here:

<http://www.mass.gov/ocabr/government/oca-agencies/dtc-lp/competition-division/cable-tv-division/municipal-info/cable-television-licenses.html>

Starting in FY 2017, Charter Communication grants, which used to be available for expenditure without town meeting appropriation, will require town meeting approval. The Department of Revenue raised their concerns that cable franchise grant monies were not properly being accounted in municipal ledgers across the Commonwealth, and sponsored a new law that requires town meeting approval before cable franchise grant monies can be expended (see MGL Chapter 44, Section 53F¾). The new law takes effect in cities and towns on June 30, 2016.

The Town of Hadley has carefully and responsibly managed its cable franchise monies to support public access television, and our finances are audited annually. Nonetheless, the Town of Hadley must comply with the new state requirements and appropriate public access television funds to run Hadley Public Access Television. I recommend that the Town establish a new enterprise fund for the Hadley Public Access Television Department under the provisions of MGL Chapter 44, Section 53F½, and transfer the balance in Cable Access Receipts account to the new enterprise fund to support operations and capital expenditures. The enterprise fund is to be self-supporting in that (1) no tax payer funds will go to direct and indirect expenses associated with PEG television, (2) a total costs will be accounted whereby cable subscriber fees will pay for all "hidden" expenses (e.g., benefits, property insurance, and utilities), and

(3) HPAT revenues will transfer to the enterprise fund and not be automatically diverted to the General Fund at the end of each fiscal year.

An enterprise fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Revenues and expenses are segregated into a fund with financial statements separate from all other governmental activities. In the case of HPAT, cable television subscribers pay a fee, which is transferred to the Town to support public access television. An enterprise fund for HPAT would identify total service costs, provide better management information, and allow HPAT to retain income and surpluses.

To adopt the enterprise fund, Annual Town Meeting must vote affirmatively to establish the Hadley Public Access Television Enterprise Fund and then appropriate an operating and capital budget. Once established, the enterprise fund must be maintained for three years before it may be rescinded. Further details may be found in the Department of Revenue's publication, Enterprise Funds G.L. c.44 § 53F½, which may be found at this link:

<http://www.mass.gov/dor/docs/dls/publ/misc/enterprisefundmanual.pdf>

HPAT budget is presented in the Enterprise Fund section (Budget Series 440, 450, and 599) of this book.

#### Administrative Charges for HPAT

In addition to the operational and capital costs for HPAT, the enterprise fund supports the indirect costs of personnel not assigned to HPAT, yet whose work contributes to and supports operations (e.g., the Treasurer who processes revenues and prepares payroll), and the indirect costs for the supporting functions that make the enterprise funds possible (e.g. legal and insurance costs). 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.)

In 2014, Hadley's administrative charges were reviewed by the Department of Revenue and found to be reasonable and allowed by the Department's guidelines for enterprise funds.

## Budget Series 600: Culture and Recreation

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
<u>Series 600 Culture and Recreation</u>										
610 Library		\$ 185,439	\$ 201,441	\$ 191,037	\$ 200,684	\$ 203,892	\$ -	\$ 203,892	\$ 3,208	1.60%
630 Park Commission		\$ 14,134	\$ 56,602	\$ 52,513	\$ 58,917	\$ 60,576	\$ -	\$ 60,576	\$ 1,659	2.82%
691 Historical Comm		\$ 449	\$ 1,250	\$ 552	\$ 1,250	\$ 1,250	\$ -	\$ 1,250	\$ -	0.00%
Total Culture and Recreation		\$ 200,022	\$ 259,293	\$ 244,102	\$ 260,851	\$ 265,718	\$ -	\$ 265,718	\$ 4,867	1.87%

### Goodwin Memorial Library (Budget 610)

#### Mission Statement

The Goodwin Memorial Library offers residents of all ages the means to meet their recreational reading, viewing, and listening needs; a place to meet and interact with others in their community; support for students enrolled in local schools; the materials and support to know and better understand their personal or community heritage.

#### Introduction

The budget presented here conforms to the goals of the Goodwin Memorial Library Long-Range Plan.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
610-5110	Salary Librarian & Staff	\$ 121,704	\$ 130,905	\$ 121,813	\$ 127,946	\$ 129,001	\$ -	\$ 129,001	\$ 1,055	0.82%
610-5200	Custodial Services	\$ 2,625	\$ 5,210	\$ 4,146	\$ 4,000	\$ 5,500	\$ -	\$ 5,500	\$ 1,500	37.50%
610-5210	Oil	\$ 3,361	\$ 4,500	\$ 2,304	\$ 4,500	\$ 4,000	\$ -	\$ 4,000	\$ (500)	-11.11%
610-5211	Electricity	\$ 2,650	\$ 3,300	\$ 3,732	\$ 5,212	\$ 4,500	\$ -	\$ 4,500	\$ (712)	-13.66%
610-5230	Water/Sewer Charges	\$ 127	\$ 410	\$ 140	\$ 410	\$ 325	\$ -	\$ 325	\$ (85)	-20.73%
610-5240	Exterio Maint.	\$ 2,339	\$ 2,600	\$ 2,519	\$ 2,600	\$ 2,600	\$ -	\$ 2,600	\$ -	0.00%
610-5241	Interior Maint.	\$ 1,443	\$ 1,750	\$ 2,404	\$ 1,750	\$ 1,800	\$ -	\$ 1,800	\$ 50	2.86%
610-5244	Computer Resource Srv.	\$ 4,512	\$ 6,000	\$ 6,034	\$ 6,000	\$ 8,000	\$ -	\$ 8,000	\$ 2,000	33.33%
610-5247	Security System Maint	\$ 1,192	\$ 1,200	\$ 657	\$ 1,200	\$ 800	\$ -	\$ 800	\$ (400)	-33.33%
610-5300	Activites and Programs	\$ 1,250	\$ 1,750	\$ 1,853	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.00%
610-5320	Tuition & Meetings	\$ 23	\$ 350	\$ 107	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
610-5341	Telephone	\$ 882	\$ 900	\$ 1,040	\$ 1,000	\$ 1,200	\$ -	\$ 1,200	\$ 200	20.00%
610-5420	Office/Book Processing	\$ 1,540	\$ 1,700	\$ 1,811	\$ 1,700	\$ 1,800	\$ -	\$ 1,800	\$ 100	5.88%
610-5510	Ed.Supplies/Books	\$ 39,791	\$ 40,866	\$ 42,477	\$ 40,866	\$ 40,866	\$ -	\$ 40,866	\$ -	0.00%
610-5840	Building Improvements	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Public Library		\$ 185,439	\$ 201,441	\$ 191,037	\$ 200,684	\$ 203,892	\$ -	\$ 203,892	\$ 3,208	1.60%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Librarians	1.5% COLA	\$ 129,881	\$ 880
Librarians	2% COLA	\$ 130,526	\$ 1,525

Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Director	Contract	Contract	No	1
Librarian	5	7	No	0.77
Librarian	5	8	No	0.51
Librarian	4	2	No	0.28
Librarian	4	1	No	0.28

#### Park and Recreation Commission (Budget 630)

#### Mission Statement

The Hadley Park and Recreation Department, operating under the direction of the elected board of Park Commissioners, is dedicated to providing leisure activities to enrich people's lives and contribute to the total development of our community. We excel to meet the needs of our customers and residents and the needs of the Town of Hadley through activities that are representative of the best practices of our profession.

The mission of all our youth sports programs is to promote a fun, yet challenging environment in which participants are introduced to and taught the basics of a given sport. The program is strictly recreational in nature and emphasizes equal opportunity for involvement and participation.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
630-5101	Salary Park Commission	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050	\$ -	\$ 1,050	\$ -	0.00%
630-5100	Coordinator Salary	\$ 4,562	\$ 33,409	\$ 32,781	\$ 35,724	\$ 35,724	\$ -	\$ 35,724	\$ -	0.00%
630-5106	Part Time Clerical	\$ -	\$ 11,978	\$ 12,595	\$ 11,978	\$ 13,637	\$ -	\$ 13,637	\$ 1,659	13.85%
630-5107	School Use Custodial	\$ 2,302	\$ 4,500	\$ 1,877	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ -	0.00%
630-5300	School Use Expense	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
630-5320	Tuition & Meetings	\$ 75	\$ 500	\$ 300	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
630-5420	Office Supplies	\$ 1,327	\$ 1,440	\$ 710	\$ 1,440	\$ 1,440	\$ -	\$ 1,440	\$ -	0.00%
630-5710	Mileage	\$ -	\$ 225	\$ 223	\$ 225	\$ 225	\$ -	\$ 225	\$ -	0.00%
630-5850	Equipment Purchase	\$ 1,318	\$ 3,500	\$ 2,977	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -	0.00%
Total Park Commission		\$ 14,134	\$ 56,602	\$ 52,513	\$ 58,917	\$ 60,576	\$ -	\$ 60,576	\$ 1,659	2.82%

#### WAGE AND SALARY ADJUSTMENT

Position	Adjustment	Amount	Additional \$
Coordinator	1.5% COLA	\$ 36,260	\$ 536
Coordinator	2% COLA	\$ 36,438	\$ 714
Clerical	1.5% COLA	\$ 13,842	\$ 205
Clerical	2% COLA	\$ 13,910	\$ 273



Position	FY 2016 Grade	FY 2016 Step	Union	FTE
Director	GE 2	10	No	0.71
Clerical	3	1	No	0.54

#### Program Expansion

The park and Recreation Commissioners request funds to rent space for their operations, assuming that North Hadley Village Hall is sold in the next 6 months. Funds for rental and utilities are requested:

PROGRAM EXPANSION		
A	B	C
ACCOUNT	DESCRIPTION	FY 2017 Request
630-5100	Coor Dir 5 hour increase	\$ 6,386
	Building Rental	\$ 24,000
	Utilities for Rental	\$ 12,000
Total Enhancement		\$ 42,386

I recommend the request, as adequate space for their program is unavailable in existing municipal facilities.

#### Historical Commission (Budget 691)

#### Mission Statement

The Hadley Historical Commission is the municipal body responsible for community-wide historic preservation planning. The HHC maintains an inventory of the town's historic buildings and landscapes, assists the Planning Board with design review, and undertakes projects that promote the appreciation of the town's historic resources. The Commission also helps preserve the town's historic records, though queries concerning these materials should be directed first to the Town Clerk.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
691-5300	Hist. Studies/Surveys	\$ 300	\$ 800	\$ 500	\$ 800	\$ 800	\$ -	\$ 800	\$ -	0.00%
691-5302	Programs/Lectures	\$ 124	\$ 350	\$ -	\$ 350	\$ 350	\$ -	\$ 350	\$ -	0.00%
691-5420	Office Supplies	\$ 25	\$ 100	\$ 52	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.00%
Total Historical Commission		\$ 449	\$ 1,250	\$ 552	\$ 1,250	\$ 1,250	\$ -	\$ 1,250	\$ -	0.00%

## Budget Series 700: Debt

### Debt (Budgets 710 and 750)

#### TOWN CREDIT RATING

The Town of Hadley's credit rating remains strong. From FY 2005 to FY 2010, the Town earned a credit rating of A+ from Standard and Poor's. In FY 2011, the Town was able to upgrade its credit rating to AA from Standard and Poor's. In FY2 014 the Town again increased its bond rating to AA+. The Town has maintained its current credit rating for 3 years, and in the most recent borrowing of October 2014, the Town's credit rating was re-affirmed. A high credit rating allows the Town to borrow at more favorable interest rates.

Fiscal Year	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
Hadley's Credit Rating (Standard and Poor's)	A+	A+	A+	A+	AA	AA	AA	AA
Fiscal Year	FY14	FY15	FY16					
Hadley's Credit Rating (Standard and Poor's)	AA+	AA+	AA+					

The Town's debt service continues to decline from a high in FY 2005 of over 14% of net operating revenues to where it now stands at 5.62% of net operating revenues – slightly below the lower end of the Town's recommended debt burden. Long-term debt similarly shows a decline. The Town remains well within its statutory debt limits.

Water debt service holds steady at 16.52% of net operating revenues for the enterprise fund – actually lower than the 20% minimum adopted policy limit. Sewer debt service has risen from zero in FY 2014 to 3.10% in FY 2015. All sewer enterprise fund debt was retired in FY 2012, but more has been added with the Pump Stations 1 and 4 upgrade project. For both water and sewer, the Town is pursuing infrastructure improvements that will require borrowing from enterprise funds.

The Town has authorized no debt from Community Preservation Act revenues, and currently, there is a proposal to fund some of the historic building renovation CPA

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
710-5910	Principal Long Term Debt	\$ 705,195	\$ 713,566	\$ 713,566	\$ 767,597	\$ 857,601	\$ -	\$ 857,601	\$ 90,004	11.73%
750-5915	Interest Long Term Debt	\$ 116,442	\$ 112,548	\$ 113,758	\$ 116,090	\$ 112,049	\$ -	\$ 112,049	\$ (4,041)	-3.48%
<b>Total Debt</b>		<b>\$ 821,637</b>	<b>\$ 826,114</b>	<b>\$ 827,324</b>	<b>\$ 883,687</b>	<b>\$ 969,650</b>	<b>\$ -</b>	<b>\$ 969,650</b>	<b>\$ 85,963</b>	<b>9.73%</b>

## Budget Series 900: Benefits

### Benefits (Budget Series 900)

Mission: To provide high quality benefits to active employees and retirees in order uphold a high standard of living and work place productivity.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
911-5177	Retirement	\$ 705,272	\$ 827,802	\$ 827,802	\$ 917,931	\$ 946,872	\$ (17,608)	\$ 929,264	\$ 11,333	1.23%
912-5171	Workers Comp.	\$ 100,302	\$ 111,000	\$ 46,778	\$ 65,594	\$ 72,000	\$ -	\$ 72,000	\$ 6,406	9.77%
913-5173	Unemployment Ins.	\$ -	\$ 25,000	\$ -	\$ 12,946	\$ 27,000	\$ -	\$ 27,000	\$ 14,054	108.56%
914-5175	Health Insurance	\$ 1,018,779	\$ 1,088,500	\$ 1,085,754	\$ 1,190,000	\$ 1,225,000	\$ -	\$ 1,225,000	\$ 35,000	2.94%
915-5174	Life Insurance	\$ 2,360	\$ 2,500	\$ 2,154	\$ 2,300	\$ 2,500	\$ -	\$ 2,500	\$ 200	8.70%
916-5184	Medicare	\$ 94,345	\$ 116,975	\$ 110,282	\$ 128,605	\$ 136,000	\$ -	\$ 136,000	\$ 7,395	5.75%
919-5170	OPEB Contribution	\$ -	\$ 164,888	\$ 164,888	\$ 245,000	\$ 251,125	\$ -	\$ 251,125	\$ 6,125	2.50%
Total Benefits		\$ 1,921,058	\$ 2,336,665	\$ 2,237,658	\$ 2,562,376	\$ 2,660,497	\$ (17,608)	\$ 2,642,889	\$ 80,513	3.14%

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
945-5740	Police/Fire Volunteer Accident	\$ 3,951	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.00%
945-5748	Police Accident	\$ 12,000	\$ 13,000	\$ 13,000	\$ 13,500	\$ 13,500	\$ -	\$ 13,500	\$ -	0.00%
945-5749	Fire Accident	\$ 21,640	\$ 26,000	\$ 26,000	\$ 26,500	\$ 26,500	\$ -	\$ 26,500	\$ -	0.00%
Total Insurance Benefit		\$ 37,591	\$ 44,000	\$ 44,000	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	0.00%

Employee Benefits consist of the following:

1. Retirement Assessment: The amount shown here is the assessment from the Hampshire County Retirement System that the Town is required to pay to finance a portion of retirement benefits of Town and non-teaching school employees. This assessment is pursuant to MGL Chapter 32 and is based on an actuarial valuation of the long-term funding obligations of the Hampshire County retirement System. Employees must contribute toward their retirement up to 11% of their base pay, depending on the date of hire. If the Town can pay the assessment in one lump sum, then a 2% discount is available. I recommend the one payment and securing a discount of \$17,608.
2. Health Benefits: The Town must contribute annually to finance (1) the cost of health insurance for active and retired employees; (2) the cost of life insurance for active and retired employees; and (3) the Town's 1.45% share of Medicare tax for all employees hired after 1986.

Health insurance costs are divided between known and unknown costs.

**Known Costs:** Hadley's health plan year with the Hampshire-Franklin Group Insurance Trust runs from April 1 through March 31. Hadley's fiscal year runs from July 1 through June 30. The first nine months of Hadley's fiscal year is collinear with the health plan year of the Hampshire-Franklin Group Insurance Trust, and therefore the insurance costs for that nine months are known. Budgeting is a simple matter of calculating the rates and number of plans and inserting a number.

**Unknown Costs:** There are three unknown costs that also need to be budgeted. The first is the remaining three months of the Hadley fiscal year (April through June). The insurance premiums will be set each February by the Hampshire-Franklin Group Insurance Trust. At budget time, the Town will not know the rates for the final three months of the fiscal year and must make an educated guess 12 months in advance.

The second unknown costs stem from open enrollment season (February) when every employee is allowed to make changes with their health plan. Some years the overall impact of open enrollment is minimal; other years it can be significant. The impact of open enrollment must be budgeted.

The third unknown costs arise from changes in employment and life circumstances whereby an employee may change their health insurance plan at any time in the fiscal year. Examples of qualifying events include, new hires, birth of a first child, and a spouse losing benefits in another place of employment. Such life experiences can drive an employee's health insurance costs up. The impact of allowed health plan upgrades must be budgeted.

The Town pays 65% of the health insurance premium for active employees working at least 20 hours per week, and 50% for qualifying retired employees. Part-time elected officials elected after 2010 are ineligible to receive this benefit.

3. **Workers' Compensation:** The medical costs incurred by employees who are injured on the job, except for most public safety workers (see Police and Fire Accident Insurance below).
4. **Unemployment Insurance:** The Town has opted for a reimbursable status, as opposed to a contributing status, and the Town sees considerable savings (estimated to be well over \$100,000) as a result. The Town formerly paid unemployment claims out of a special article that was replenished by town meeting vote from time to time. Starting in FY 2015, the Town added an unemployment insurance line to its benefits in order to budget more precisely unemployment payments. The existing balance in the unemployment article will be drawn down and not replenished. This new line item will cover costs of unemployment.
5. **Other Post-Employment Benefits (OPEB):** OPEB refers to any post-employment benefit other than pensions. OPEB is a national accounting requirement that affects all municipalities, districts, and state governments. In the case of Hadley, these benefits are limited to present and future retirees, and the benefits consist of health insurance and life insurance. In FY 2013, the Town of Hadley developed an aggressive six-point strategy to address its OPEB liability and

launched it in FY 2014. The main part of the strategy was to add ever-increasing annual amounts to an OPEB irrevocable trust (a special account set up to receive and hold OPEB funds) until the Town achieved a sustainable level of funding that would pay down the unfunded liability. The Town identified \$80,000 as the initial annual contribution, and each year that amount would be increased by an additional \$80,000. In FY 2014, the voters approved \$80,000. In FY 2015, the voters approved \$164,888, and in FY 2016, the voters approved \$245,000. With this most recent contribution, the Town exceeded its actuarial annual pay-as-you-go amount of \$216,000, and this means that (with all other variables remaining steady) the unfunded liability will not grow faster than the pay down rate. Auditors and bond rating agencies will regard the Town's effort very favorably.

The Town's next targets to meet are (1) annual payments of \$269,061 to its unfunded liability, which is identified in the most recent actuarial report as an amount sufficient to pay down the unfunded liability over a 30 year period with a 7% investment return and (2) annual payments of \$340,000, which is estimated by our actuarial as an amount sufficient to pay down the unfunded liability over a 30 year period with a 4% investment return.

The Financial Management Team, in consultation with our chief financial advisor, actuarial advisor, and OPEB investment advisor, recommend amending the Town's present OPEB funding plan to include the following: (1) exploring an investment strategy for the OPEB irrevocable trust that balances the principles of yield, security, and liquidity to achieve a 4% investment return over the long run, and (2) a gradual funding approach to achieving the next targets, so as to lessen the strain on other areas of the budget. Future funding efforts are recommended to grow by 2½% to exceed the first target in 4 years (FY 2020) and to exceed the second target in 14 years (FY 2030). The payment schedule is summarized below:

TOWN OF HADLEY  
OPEB FUNDING PLAN

Fiscal Year	Annual OPEB Contribution	2.5% Increase	TOTAL	Target Annual Contribution
2016	\$ 245,000			
2017	\$ 245,000	\$ 6,125	\$ 251,125	
2018	\$ 251,125	\$ 6,278	\$ 257,403	
2019	\$ 257,403	\$ 6,435	\$ 263,838	
2020	\$ 263,838	\$ 6,596	\$ 270,434	\$ 269,061
2021	\$ 270,434	\$ 6,761	\$ 277,195	
2022	\$ 277,195	\$ 6,930	\$ 284,125	
2023	\$ 284,125	\$ 7,103	\$ 291,228	
2024	\$ 291,228	\$ 7,281	\$ 298,509	
2025	\$ 298,509	\$ 7,463	\$ 305,971	
2026	\$ 305,971	\$ 7,649	\$ 313,621	
2027	\$ 313,621	\$ 7,841	\$ 321,461	
2028	\$ 321,461	\$ 8,037	\$ 329,498	
2029	\$ 329,498	\$ 8,237	\$ 337,735	
2030	\$ 337,735	\$ 8,443	\$ 346,179	\$ 340,000

6. Police and Fire Accident Insurance: Police and Fire personnel are exposed to greater risks than many other municipal employees, and they are not covered by Workers' Compensation. Special insurance is provided to cover claims that might arise from public safety personnel performing their duties.

The Affordable Care Act, better known as "ObamaCare", took effect in Calendar Year 2014. Most of the provisions either are currently already in effect in Massachusetts communities, as the Commonwealth enacted health insurance reform under the Romney Administration many years ago.

Savings due to employees switching from the town's health insurance plan as administered by the Hampshire Franklin Group Insurance Trust are unlikely to materialize. Currently, an employee receiving insurance through the Trust pays a premium, which is excludable from income for Federal income tax purposes. Also that employee's health insurance premium is matched by a contribution from the Town of Hadley. If that employee chooses to purchase health insurance from the marketplace, then the employee loses both the employer contribution, and the health insurance premium is no longer excluded from income for Federal income tax purposes. Combined, these lost perquisites will most likely deter employees from purchasing other health insurance plans.

Costs for maintaining benefits are distributed between the General Fund and the three Enterprise Funds.

## SECTION IV

Education: Budget Series 300

## SECTION IV

### Education: Budget Series 300

#### Education (Budget Series 300)

This section contains information about the FY 2017 Operating Budget and Financing Plan for education. It includes costs for the Hadley Elementary School and Hopkins Academy.

#### Mission Statement

We are guided by the mission to provide a safe and supportive environment that fosters cooperation, critical thinking, creativity, and integrity; and educating students to contribute to a global society.

#### Budget Overview

The budget presented here is a preliminary estimate prepared by the School Department for budget forecasting purposes. The School Committee has not held their public hearing on the proposed budget and is not expected to do so until March 2016. In addition, the Massachusetts Department of Elementary and Secondary Education has not released information concerning Chapter 70 spending requirements, and it is not expected to do so until late January 2016. A best guess estimate of the FY 2017 Required Local Contribution (the minimum amount that the Commonwealth requires to be raised at Town Meeting) is \$5,518,544. The Town of Hadley has historically funded education well above the minimum requirement, and the current budget maintains that tradition by exceeding the minimum by \$1,348,909.

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
300	Education	\$ 5,837,033	\$ 6,060,000	\$ 5,837,033	\$ 6,467,520	\$ 6,867,453	\$ -	\$ 6,867,453	\$ 399,933	6.18%
Total	School	\$ 5,837,033	\$ 6,060,000	\$ 5,837,033	\$ 6,467,520	\$ 6,867,453	\$ -	\$ 6,867,453	\$ 399,933	6.18%

It is important to understand that the proposed budget is a preliminary planning number developed under a different administration. I recommend a discussion about the amount of increase being requested.

The School Committee is scheduled to adopt a budget on or shortly after their public hearing in March 2016. The requested budget will be posted at <http://www.hadleyschools.org/Pages/index>



The Hadley School District financial policies can be found at:

[http://www.hadleyschools.org/pages/hadleyDistrict\\_Webdocs/District/policies](http://www.hadleyschools.org/pages/hadleyDistrict_Webdocs/District/policies)

# Section V

Unappropriated Expenses: Budget Series  
800

## SECTION V

### UNAPPROPRIATED EXPENSES

#### Unappropriated Expenses (Budget Series 800 and 999)

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
820-5630	School Choice Assessment	\$ 401,071	\$ 383,076	\$ 392,567	\$ 385,346	\$ 385,000	\$ -	\$ 385,000	\$ (346)	-0.09%
820-5631	Charter School Assessment	\$ 420,119	\$ 426,945	\$ 504,216	\$ 556,876	\$ 550,000	\$ -	\$ 550,000	\$ (6,876)	-1.23%
820-5634	Motor Vehicle Assessment	\$ 2,600	\$ 2,920	\$ 2,676	\$ 2,920	\$ 2,920	\$ -	\$ 2,920	\$ -	0.00%
820-5640	Air Pollution Assessment	\$ 1,869	\$ 1,860	\$ 1,860	\$ 1,911	\$ 1,911	\$ -	\$ 1,911	\$ -	0.00%
840-5663	PVTA Assessment	\$ 197,681	\$ 203,149	\$ 203,149	\$ 206,504	\$ 215,189	\$ -	\$ 215,189	\$ 8,685	4.21%
<b>Total State Assessments</b>		<b>\$ 1,023,340</b>	<b>\$ 1,017,950</b>	<b>\$ 1,104,468</b>	<b>\$ 1,153,557</b>	<b>\$ 1,155,020</b>	<b>\$ -</b>	<b>\$ 1,155,020</b>	<b>\$ 1,463</b>	<b>0.13%</b>

A	B	C	D	E	F	G	H	I	J	K
									(I-F)	(I-F)/F
ACCOUNT	DESCRIPTION	FY 2014 Actual	FY 2015 Voted	FY 2015 Actual	FY 2016 Voted	FY 2017 Request	Admin Add/(Delete)	FY 2017 Admin Rec'd	Change \$	Change %
999-5771	School Choice Offset	\$ 386,736	\$ 443,532	\$ 443,532	\$ 589,766	\$ 590,000	\$ -	\$ 590,000	\$ 234	0.04%
999-5772	School Lunch Offset	\$ 2,612	\$ 2,694	\$ 2,694	\$ -	\$ -	\$ -	\$ -	\$ -	-
999-5773	Library Offset	\$ 4,381	\$ 5,876	\$ 5,876	\$ 6,207	\$ 6,207	\$ -	\$ 6,207	\$ -	0.00%
999-5998	Overlay	\$ 78,199	\$ 79,412	\$ 79,412	\$ 72,932	\$ 80,000	\$ -	\$ 80,000	\$ 7,068	9.69%
<b>Total Offsets and Overlay</b>		<b>\$ 471,928</b>	<b>\$ 531,514</b>	<b>\$ 531,514</b>	<b>\$ 668,905</b>	<b>\$ 676,207</b>	<b>\$ -</b>	<b>\$ 676,207</b>	<b>\$ 7,302</b>	<b>1.09%</b>

The Commonwealth of Massachusetts assesses all cities and town for general services and special accounts, and these charges are not subject to town meeting appropriation. In addition, the Commonwealth requires municipalities to maintain overlay accounts -- established annually to fund anticipated property tax abatements and exemptions in that year. The overlay reserve is not established by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet.

The Commonwealth also provides offset receipts that must be shown as an expense. These offsets include certain education programs and the aid to libraries program which are designated on the Cherry Sheet as offset items. These amounts can be spent without appropriation but must be spent only for these specific programs.

The budget presented here is preliminary, as the Commonwealth has not released any information regarding Local Aid and Local Assessments. A best guess estimate is that state assessments and other unappropriated expenses (i.e., expenses not enacted by Town Meeting vote) will remain level with prior year's estimates.

# Section VI

Community Profile

Financial Policies of the Town of Hadley

Glossary of Terms Used

Sources Consulted

## Section VI

### TOWN OF HADLEY COMMUNITY PROFILE

Socioeconomic	
County	HAMPSHIRE
School Structure	K-12
Form of Government	OPEN TOWN MEETING
2013 Population	5,271
2015 Labor Force	3,016
2015 Unemployment Rate	3.40
2012 DOR Income Per Capita	26,895
2009 Housing Units per Sq Mile	83.78
2013 Road Miles	81.49
EQV Per Capita (2014 EQV/2013 Population)	186,007
Number of Registered Vehicles (2012)	5,767
2012 Number of Registered Voters	3,894
Bond Ratings	
Moody's Bond Ratings as of December 2015*	
Standard and Poor's Bond Ratings as of December 2015*	AA+
Fiscal Year 2016 Estimated Cherry Sheet Aid	
Education Aid	1,620,211
General Government	698,984
Total Receipts	2,319,195
Total Assessments	1,153,557
Net State Aid	1,165,638

Fiscal Year 2016 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	611,874,600	6,822,402	11.15
Open Space	0	0	0
Commercial	275,989,000	3,077,277	11.15
Industrial	25,261,500	281,666	11.15
Personal Property	22,583,978	251,811	11.15
Total	935,709,078	10,433,156	

# Fiscal Year 2016 Revenue by Source

Revenue Source	Amount	% of Total
Tax Levy	10,433,156	52.28
State Aid	2,319,195	11.62
Local Receipts	5,516,872	27.65
Other Available	1,686,591	8.45
Total	19,955,814	

# Fiscal Year 2016 Proposition 2 1/2 Levy Capacity

New Growth	125,305
Override	
Debt Exclusion	512,375
Levy Limit	10,434,760
Excess Capacity	1,604
Ceiling	23,392,727
Override Capacity	13,674,106

## **FINANCIAL POLICIES**

### **General Fund**

#### **Operations:**

- All current operating expenditures will be paid for with current operating revenues.
- Budgetary procedures that fund current expenditures at the expense of future needs, such as postponing expenditures, accruing future revenues, or rolling over short-term debt, will be avoided.

#### **Revenues (General):**

- All revenue forecasts shall be conservative.
- Regular reports comparing actual to budgeted revenues will be prepared and presented to the Board of Selectmen and Finance Committee.
- Meet quarterly with Assessors to review tax revenue projections.

#### **Intergovernmental Revenues:**

- All potential grants shall be carefully examined for matching requirements. The funds necessary to match intergovernmental grants shall not exceed 5% of net operating revenues.
- Intergovernmental revenues used for operating purposes shall not exceed 25% of net operating revenues.
- Intergovernmental assistance shall be used for capital improvements that are consistent with the capital improvement plan and local governmental priorities, and whose operating and maintenance costs have been included in operating budget forecasts.

#### **One-Time Revenues:**

- One-time revenues will be used only after an examination determines whether they are subsidizing an imbalance between operating revenues and expenditures and then only if a long-term forecast shows that the operating deficit will not continue.
- One-time revenues will be used only for one-time expenditures.
- One-time revenues should be placed in a stabilization fund by town meeting vote, if not used for one-time expenditures.

#### **Elastic Revenues:**

- A balance will be sought in the revenue structure between the proportions of elastic and inelastic revenues. New sources of revenue will be sought to achieve the desired balance.
- Each time a new revenue source or a change in the rate of an existing source is considered, the effect of this change on the balance of elastic and inelastic revenues will be thoroughly examined.
- Meals tax revenue will be placed in a capital stabilization account.

#### Uncollected Taxes:

- The annual level of uncollected property taxes will not exceed 1.7%.
- An aggressive policy of collecting property tax revenues will be followed.
- A detailed list of outstanding property taxes should be prepared quarterly.

#### Debt Service:

- Total debt service for general obligation bonds will not exceed 10 percent of net operating revenues.
- Total debt service for general obligation bonds will not fall below 6 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.

#### Long Term Debt:

- Proceeds from long-term debt will not be used for current, ongoing operations.
- Long-term borrowing will be confined to capital improvements too large to be financed from current revenues.
- Bonds will be paid back within a period not to exceed the expected useful life of the capital project.
- Where possible, special assessment, revenue, or other self-supporting bonds will be used instead of general obligation bonds.
- Good communication with bond rating agencies will be maintained, and a policy of full disclosure on every financial report and bond prospectus will be followed.
- Long-term debt issuance will have a level debt service with a life no greater than the expected life of the capital improvement being financed and no greater than twenty years.

#### Debt Limits:

- Meet annually with Assessors to discuss total property valuations.
- Meet with Financial Team before incurring new debt.

#### Expenditures:

- Reports comparing actual revenues and expenditures to budgeted amounts will be prepared regularly.
- Where possible, performance measures and productivity indicators will be integrated into the budget.



Investments:

**I. The Investment of General Funds, Special Revenue Funds, and Capital Projects Funds**

**A. Scope:** This section of the policy applies only to short term operating funds such as general funds, special revenue funds, and capital project funds. Section two will deal with trust funds, bond proceeds, and any other funds with special circumstances such as stabilization funds. Hampshire County Retirement Board is responsible for the investment of the pension funds.

**B. Objectives:** Massachusetts General Laws, Chapter 44, Section 55B requires the Treasurer to invest all public funds except those required to be kept available for purposes of immediate distribution. Modern banking systems enable the Treasurer to maintain even these funds in interest bearing form until the date a disbursement order clears through the banking system.

The state law further requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking account of safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of securing the highest return that is consistent with safety of principal while meeting the daily cash requirements for the operation of the entity's business.

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital through the mitigation of credit risk and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of the security will fall due to changes in general interest rates.

Liquidity is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the Treasurer shall carry out investment activities in a manner that provides for meeting unusual cash demands without the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.

Yield is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.

**C. Investment Instruments:** Public investments in Massachusetts are not protected through provisions in State law. Therefore, they are largely uncollateralized. Many banking institutions are willing to put up collateral, albeit at a cost to the entity of a lower interest rate. The Treasurer negotiates for the highest rates possible, consistent with safety principles.

The Treasurer may invest in the following instruments:

1. Massachusetts State pooled fund: Unlimited amounts(Pool is liquid)The Massachusetts Municipal Depository Trust(MMDT), an investment pool for state, local, county and other

independent governmental authorities, is under the auspices of the State Treasurer and currently managed by Fidelity Investments. It invests in Bankers Acceptances, Commercial Paper of high quality, Bank Certificates of Deposit (C.D.), Repurchase Agreements (Repos), and U.S. Treasury Obligations. It has Federal Deposit Insurance Corporation (F.D.I.C.) pass-through insurance on the C.D.'s and takes delivery on the Repos and Treasuries. Under Government Accounting Standards Board Regulation (GASB III), it is not considered an uncollateralized product.

2. U.S. Treasuries that will be held to maturity: Unlimited amounts (Up to one year maturity from date of purchase)
3. U.S. Agency obligations that will be held to maturity: Unlimited amounts (Up to one year maturity from date of purchase)
4. Bank accounts or C.D.'s (Up to one year) which are fully collateralized through a third party agreement: Unlimited amounts
5. Bank accounts or C.D.'s (Up to one year) fully insured by F.D.I.C. and in some cases also Depository Insurance Fund of Massachusetts (D.I.F.M.): \$100,000 limit **all** bank accounts and C.D.'s in one institution are considered in the aggregate to receive the \$100,000 insurance coverage.
6. Unsecured bank deposits of any kind such as other checking, savings, money market, or Certificates of Deposit accounts at Banks that do not fit the above categories. These investments are subject to the following limitations: These investments will be limited to no more than 5% of an institution's assets and no more than 10% of a municipality's cash. Their credit worthiness will be tracked by Veribanc, Sheshunoff, or other bank credit worthiness reporting systems. They will be diversified as much as possible. C.D.'s will be purchased for no more than three months and will be reviewed frequently.
7. Repurchase Agreements (Repos). U.S. government securities or securities of U.S. government agencies purchased under an agreement with a trust company, national bank or banking company to repurchase at not less than the original purchase price of the security, not to exceed ninety days.

**D. Diversification:** Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities as well as concentration in a specific institution. With the exception of U.S. Treasury obligations or investments fully collateralized by U.S. Treasuries or agencies, and State pools (MMDT), no more than 10% of the Town's investments shall be invested in a single financial institution.

**E. Authorization:** The Treasurer has authority to invest municipality funds, subject to the statutes of the Commonwealth cited above.

**F. Ethics:** The Treasurer (and any Assistant Treasurers) shall refrain from any personal activity that may conflict with the proper execution of the investment program or which could impair or appear to impair ability to make impartial investment decisions. Said individual(s) shall disclose to the Select Board any material financial interest in financial institutions that do business with the town. She (He)

shall disclose any large personal financial investment positions or loans that could be related to the performance of the town's investments.

**G. Relationships with Financial Institutions:** Financial institutions should be selected first and foremost with regard to safety. Municipalities should, when feasible, use one or more of the recognized bank rating services, such as Veribanc or Sheshunoff. Brokers should be recognized, reputable dealers.

The Treasurer shall require any brokerage houses and broker/dealers, wishing to do business with the Town, to supply the following information to the Treasurer:

- Audited financial statements
- Proof of National Association of Security Dealers Certification
- A statement that the dealer has read the Town's investment policy and will comply with it
- Proof of credit worthiness(minimum standards: at least five years in operation and a minimum capital of 10 million dollars)

**H. Reporting Requirements:** On a semi-annual basis, a report containing the following information will be prepared by the Treasurer and distributed to the Select Board and Finance Committee. The semi-annual report will include the following information, as a minimum requirement:

- A listing of the individual accounts and individual securities held at the end of the reporting period.
- A listing of the short-term investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines established in the "Diversification" section of this Investment Policy.
- A summary of the income earned on a monthly basis and year to date basis shall be reported.
- The Treasurer shall include in the report a brief statement of general market and economic conditions and other factors that may affect the Town's cash position.
- The report should demonstrate the degree of compliance with the tenets set forth in the Investment Policy.

## **II. The Investment of Trust Funds and Bond Proceeds**

This section of the policy applies only to funds that could be invested long term, i.e. trust funds, stabilization funds and bond proceeds. For issues subject to arbitrage rebate, an arbitrage tracking system such as those available at banks and MMDT will be used to track expenditures of and interest earned on borrowed funds. Alternative tracking systems should be approved by and used under the advice of Bond Counsel.

**A. Arbitrage Regulations:** Tax free debt may be issued by cities, towns, and districts, which means that they are able to borrow at rates well below market rates. At the same time, the federal government has issued regulations to prevent them from issuing debt with the goal of investing the borrowed funds at a higher rate of interest than that at which money was borrowed, or committing arbitrage. If the federal regulations are not followed, there are fines and penalties, but even worse, the tax free status of the debt could be jeopardized.

Unless debt is issued as a "small issuer," that is, an entity issuing less than \$5 million of tax exempt debt in a calendar year, the proceeds shall be used within certain prescribed time frames, or be subject to fines and penalties as described above.

**B. Trust Funds:** Trust funds may be co-mingled and invested in any instruments allowed by the Legal List issued by the Banking Commissioner each July. Each trust fund must be accounted for separately.

**C. Stabilization Funds:** The Stabilization Fund shall not exceed ten per cent of the equalized valuation of the Town, and any interest shall be added to and become a part of the fund. The Treasurer may invest the proceeds in the following:

- National Banks
- Savings Banks
- Cooperative banks or trust companies organized under Massachusetts laws
- Securities legal for savings banks
- Federal Savings and Loan Associations situated in the Commonwealth
- MMDT.

## Enterprise Funds

Water Revenues:

- All revenue forecasts shall be conservative.
- Regular reports comparing actual to budgeted revenues will be prepared and presented to the Board of Selectmen and Finance Committee.

Water Fund Balances:

- A water reserve will be established to cope with emergencies. This reserve will be maintained at 100% of the enterprise operating fund.
- A contingency reserve fund will be established to provide for nonrecurring unanticipated expenditures, or to meet unexpected small increases in service delivery costs. This reserve will be maintained at 1% of the enterprise operating fund.
- A special stabilization fund will be established to provide for capital improvements and replacements. This special stabilization fund will be maintained at 10% of the enterprise operating fund.

#### Water Operations:

- All current operating expenditures will be paid for with current operating revenues.
- Budgetary procedures that fund current expenditures at the expense of future needs, such as postponing expenditures, accruing future revenues, or rolling over short-term debt, will be avoided.
- All fees and charges for each enterprise fund will be set at a level that fully supports the direct and indirect cost of the activity. Indirect costs include annual depreciation.

#### Water Debt Service:

- 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.

#### Wastewater Revenues:

- All revenue forecasts shall be conservative.
- Regular reports comparing actual to budgeted revenues will be prepared and presented to the Board of Selectmen and Finance Committee.

#### Wastewater Fund Balances:

- A sewer reserve will be established to cope with emergencies. This reserve will be maintained at 100% of the enterprise operating fund.
- A contingency reserve fund will be established to provide for nonrecurring unanticipated expenditures, or to meet unexpected small increases in service delivery costs. This reserve will be maintained at 1% of the enterprise operating fund.
- A special stabilization fund will be established to provide for capital improvements and replacements. This special stabilization fund will be maintained at 10% of the enterprise operating fund.

#### Wastewater Operations:

- All current operating expenditures will be paid for with current operating revenues.
- Budgetary procedures that fund current expenditures at the expense of future needs, such as postponing expenditures, accruing future revenues, or rolling over short-term debt, will be avoided.
- All fees and charges for each enterprise fund will be set at a level that fully supports the direct and indirect cost of the activity. Indirect costs include annual depreciation.

#### Wastewater Debt Service:

- 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.

# GLOSSARY

The glossary presented here is intended to cover terms used in this presentation, and therefore it is an abbreviated summary of financial terminology used in municipal finances. A complete financial glossary approved by the Massachusetts Department of Revenue can be found here:

<http://www.mass.gov/dor/docs/dls/publ/misc/dlsmfgl.pdf>

**Appropriation** – An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended. Only a town meeting, council, or the school committee can authorize money appropriated for one purpose to be used for another. Any amount which is appropriated may be encumbered (see Encumbrances). Any part of a “general” appropriation not spent or encumbered by June 30 automatically reverts to the undesignated fund balance which may result in Free Cash.

**Assessed Valuation** – A valuation set upon real estate and other property by a government as a basis for levying taxes. In Massachusetts, assessed valuation is based on “full and fair cash value” the amount that a willing buyer would pay a willing seller on the open market. Assessors must collect, record, and analyze information about the physical characteristics of the property and the market in order to estimate the fair market value of all taxable properties in their communities.

**Audit** – An examination of the systems, procedures and financial data by a certified accountant, reporting on the fairness of financial statements and compliance with statutes and regulations. (The audit is a valuable management tool for evaluating the fiscal performance of a community.

**Audit Report** – The product of an audit prepared by an independent auditor. The report often includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions; (d) financial statements and schedules; and (e) statistical tables, supplementary comments, and recommendations.

**Available Funds** – These are funds established through previous appropriations or results of favorable conditions. These may be appropriated to meet emergency or unforeseen expenses, large one-time or capital expenditures.

**Bond** – A written promise to pay a specified sum of money, called the face value (par value) or principle amount, at a specified date or dates in the future, called maturity date(s), together with periodic interest at a specified rate.

**Bonds Authorized and Unissued** – Bonds which a government has been authorized to sell but has not yet done so. Issuance at this point is only contingent upon action by the treasurer and select board.



**Budget** – A plan of financial operation embodying an estimate of proposed revenues and expenditures for a given period and the proposed means of financing them. A budget may be “preliminary” – the financial plan presented to Town Meeting, or “final” – the plan approved by that body. The budget should be separated into basic units, either by department program, or service. The format is important, because by classifying by service or department, the budget is clearly defined and more easily understood by both local officials and Town Meeting.

**Capital Budget** – An annual appropriation or spending plan for capital expenditures (tangible assets or projects that cost at least \$25,000 and have a useful life of at least five years). This budget should recommend the method of financing for each item recommended and identify those items which are recommended to be deferred due to scarce resources.

**Capital Stabilization Fund** – A special stabilization fund designated to receive money and disburse funds for capital purposes.

**Cash** – Currency, coin, checks, postal and express money orders, and bankers’ drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

**Cherry Sheet**—Named for the cherry-colored paper on which it was originally printed, the Cherry Sheet is the official notification from the Commissioner of Revenue of the next fiscal year’s state aid and assessments to communities and regional school districts. State aid to municipalities and regional school districts consists of two major types – distributions and reimbursements. Distributions provide funds based on formulas, while reimbursements provide funds for costs incurred during a prior period for certain programs and services. In addition, communities may receive “offset items” which must be spent on specific programs. Cherry Sheet assessments are advanced estimates of state assessments and charges and county tax assessments. Local assessors are required to use these figures in setting the local tax rate. (Because these figures are estimates, it should be noted that based on filing requirement and/or actual data information, the final aid or assessment may differ.)

**Cherry Sheet Offset Items** – Local aid accounts which may be spent without appropriation in the budget, but which must be spent for specific municipal and regional school district programs. Current offset items include School Lunch Programs, School Choice, and Public Library Grants.

**Consumer Price Index** – The statistical measure of changes in the overall price level of consumer goods and services based on prices of goods and services purchased by urban wage earners and clerical workers including families and single persons. The index is often called the “cost-of-living-index”. The Town of Hadley consumer price index is based on 1990 dollars.

**Debt Burden** – The level of debt of an issuer, usually as compared to a measure of value (debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden is used in referring to debt service costs as a percentage of the annual budget.



**Debt Exclusion** – This is a vote by a municipality at an election to exclude debt service payments for a particular capital project from the levy limit. The amount necessary to cover the annual debt service payment is added to the levy limit for the life of the debt only. A debt exclusion may temporarily increase the levy above the levy ceiling.

**Debt Limit** – The maximum amount of debt which a municipality may have authorized for qualified purposes under state and self-imposed ceilings.

**Debt Service** – The cost (usually stated in annual terms) of the principal retirements and interest of any particular issue.

**Enterprise Funds** – An accounting mechanism which allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion which is subsidized by the tax levy. With an enterprise fund, all costs of service delivery -- direct, indirect, and capital costs are identified. This allows the community to recover total service costs through user fees if it so chooses. Enterprise accounting also enables communities to reserve the “surplus” or retained earnings generated by the operation of the enterprise, rather than closing it out at year end. According to MGL Chapter 44, Section 53F the services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

**Equalized Valuation (EQV)** – The determination of the full and fair cash value of all property in the Commonwealth which is subject to local taxation. EQVs have historically been used as variables in distributing certain state aid accounts, and for determining county assessments and certain other costs. The Commissioner of Revenue, in accordance with MGL Chapter 58, Section 10C, is charged with the responsibility of biannually determining the equalized valuation for each town and city in the Commonwealth.

**Fiscal Year** – The Commonwealth and municipalities (as of 1974) operate on a fiscal year which begins on July 1 and ends on June 30. The number of the fiscal year is that of the calendar year in which the fiscal year ends; e.g., the 2014 fiscal year, July 1, 2013 to June 30, 2014, and can be written as FY14 or FY 2014.

**Free Cash** – Funds remaining from the operations of the previous fiscal year which are certified by the Department of Revenue’s Director of Accounts as available for appropriation. Remaining funds include unexpended free cash from the previous year, receipts in excess of estimates shown on the tax recapitulation sheet, and unspent amounts in budget line items. Unpaid property taxes and certain deficits reduce the amount of remaining funds which can be certified as free cash. The calculation of free cash is made based on the balance sheet, which is submitted by the community’s auditor, accountant, or comptroller.

Full Faith and Credit – A legal pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund – an accounting entity with a self-balancing set of accounts which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

General Fund – This non-earmarked fund is used to account for most financial resources and activity governed by the normal Town Meeting appropriation process.

General Obligation Bonds – Bonds issued by a municipality which are backed by the full faith and credit of its taxing authority.

Indirect Cost – Costs of a service not reflected in the service's operating budget. A determination of these costs is necessary to analyze the total cost of service delivery. (An example of an indirect cost of providing water service would be the health insurance costs for water employees.)

Interest – Compensation paid or to be paid for the use of money, including interest payable at periodic intervals or as discount at the time a loan is made.

Interest Rate – The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Levy Ceiling – The maximum tax assessed on real and personal property may not exceed 2.5 percent of the total full and fair cash value of all taxable property (MGL Chapter 59, Section 21C). Property taxes levied may exceed this limit only if the community passes a capital outlay expenditure exclusion, a debt exclusion, or a special exclusion.

Levy Limit – The maximum amount a community can levy in a given year. The limit can grow each year by 2.5 percent of the prior year's levy limit (MGL Chapter 59, Section 21(f,g...k)) plus new growth and any overrides. The levy limit can exceed the levy ceiling only if the community passes a capital outlay expenditure exclusion, a debt exclusion, or a special exclusion.

Local Aid – Revenue allocated by the Commonwealth to towns, cities, and regional school districts. Estimates of local aid are transmitted to towns, cities, and districts annually by the Cherry Sheet. Most of the Cherry Sheet aid programs are considered revenues of the municipality's or the regional school district's general fund and may be spent for any purpose, subject to appropriation. Offset items may only be spent for special purposes for which they are specifically intended.

Local Receipts – Locally generated revenues other than real and personal property taxes and excluding enterprise fund revenues. Examples include motor vehicle excise, investment income, hotel/motel tax, fees, rentals, and charges. Annual estimates are shown on the tax rate recapitulation sheet.

Minimum Required Local Contribution – The minimum that a town must appropriate from property taxes and other local revenues for the support of schools.

M.G.L. – Massachusetts General Law.

New Growth – the taxing capacity added by new construction and other allowable increases in the property tax base. New growth is calculated by multiplying the value associated with new construction by the tax rate of the previous fiscal year. For example in Hadley, FY 2015 new growth is determined by multiplying the value of new construction in fiscal year 2014 (as valued on June 30, 2014) by the FY 2014 tax rate. Originating in FY 1992, all increases in value that are not the result of revaluation or appreciation now qualify for inclusion in new growth figures.

Offset Receipts – includes certain education programs and the aid to libraries program which are designated on the Cherry Sheet as offset items. These amounts can be spent without appropriation but must be spent only for these specific programs.

Operating Budget – The plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlay (Overlay Reserve or Reserve for Abatements and Exemptions) – An account established annually to fund anticipated property tax abatements and exemptions in that year. The overlay reserve is not established by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet.

Price Index – A statistical measure of charges in overall prices. There are different indices, but they all compare the change in cost of a certain “bundle” of goods and services over a given period of time.

Principal – The face amount of a bond, exclusive of accrued interest.

Property Tax Levy – The amount a community can raise through the property tax. The levy can be any amount up to the levy limit plus exclusions.

Ratings – Designations used by credit rating services to give relative indications of quality. Moody’s ratings range from the highest Aaa down through Aa, A-1, A, Baa-1, Baa, Ba, B, Caa, Ca, and C. Standard and Poor’s ratings include AAA, AA, A, BBB, BB, B, CCC, CC, C, DDD, DD, and D.

Reserve Fund – An amount set aside annually within the budget of a town (not to exceed 5 percent of the tax levy for the preceding year) or city (not to exceed 3 percent of the tax levy for the preceding

year) to provide a funding source for extraordinary and unforeseen expenditures. In a town, the Finance Committee can authorize transfers from this fund for extraordinary and unforeseen expenditures. Other uses of the fund require budgetary transfers by Town Meeting. In a city, transfers from this fund may be voted by the city council upon recommendation of the mayor

Revolving Fund – Allows a community to raise revenues from a specific service and use those revenues to support the service without appropriation. For departmental revolving funds, MGL Chapter 44 Section 53E (stipulate that each fund must be reauthorized each year at annual town meeting or by city council action, and that a limit on the total amount which may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the town or city in the most recent fiscal year, and no more than one percent of the amount raised by taxation may be administered by a single department or board. No revolving fund expenditures shall be made for the purpose of paying any wages or salaries for full-time employees. Revolving funds for other programs as provided by statute are still allowed, and a departmental revolving fund may be implemented in addition to or in conjunction with other existing statutory revolving funds, provided that the departmental revolving fund does not conflict with provisions of other revolving funds.

Sewer Impact Fee – A one-time sewer connection assessment enacted by special legislation for the Town of Hadley that is reserved for the purpose of capital improvements to the wastewater treatment plant in order to manage capacity at the plant.

Stabilization Fund – An account from which amounts may be appropriated for any lawful purpose. Prior to FY 92, use of the Stabilization Fund was restricted to purposes for which towns and cities could legally borrow. Revisions to MGL Chapter 40 Section 5B removed this restriction, and amounts from the Stabilization Fund can now be appropriated for any legal purpose. Towns may appropriate into this fund in any year an amount not to exceed ten percent of the prior year's tax levy or a larger amount with the approval of the Emergency Finance Board. The aggregate of the Stabilization Fund shall not exceed ten percent of the town's equalized value, and any interest shall be added to and become part of the fund. A two-thirds majority vote of town meeting or city council is required to appropriate money into and from the Stabilization Fund

Tax Rate Recapitulation Sheet (also Recap Sheet) – A document submitted by a town or city to the Department of Revenue in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations which affect the property tax rate.

Undesignated Fund Balance – Monies in the various government funds as of June 30 that are neither reserves or encumbered and therefore are available for expenditure once certified as part of free cash.

Tax Rate – The amount of tax stated in terms of a unit of the tax base; for example \$10.64 per \$1,000 of assessed valuation of taxable property.

Valuation (100%) – Requirement that the assessed valuation must be the same as the market value for all properties; 100 percent valuation may offer greater equity in the redistribution of state aid to cities and towns based on local real estate values.

Warrant – A list of items to be acted on by Town Meeting. (A treasury warrant and the assessors' warrant authorize the treasurer to pay specific bills and the tax collector to collect taxes in the amount and from the persons listed, respectively.)

Wastewater Contingency Reserve -- A contingency reserve fund established within the wastewater enterprise fund to provide for nonrecurring unanticipated expenditures, or to meet unexpected small increases in service delivery costs. This reserve should be maintained at 1% of the enterprise operating fund.

Wastewater Surplus – Excess money within the wastewater enterprise fund that is undesignated for any purpose. Unlike departmental surplus funds that are returned to the General Fund at the end of the fiscal year, enterprise surpluses remain within the enterprise fund and are carried over to the next fiscal year.

Water Contingency Reserve -- A contingency reserve fund established within the water enterprise fund to provide for nonrecurring unanticipated expenditures, or to meet unexpected small increases in service delivery costs. This reserve should be maintained at 1% of the enterprise operating fund.

Water Surplus -- Excess money within the water enterprise fund that is undesignated for any purpose. Unlike departmental surplus funds that are returned to the General Fund at the end of the fiscal year, enterprise surpluses remain within the enterprise fund and are carried over to the next fiscal year.

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# Section VII

## Capital Plan Summary

# Section VI

## CAPITAL PLAN SUMMARY

A companion document to the FY 2017 budget book is the five year capital plan. Presented here is a summary of the capital projects for FY 2017 only.

### RECOMMENDED CAPITAL PROJECTS

The following capital projects are recommended for funding in FY 2017. The table below lists the projects, the amounts, and the funding sources.

FY 2017 Recommended Capital Budget										
Department	Project	Cost	Capital Stabilization	Free Cash FY 2017	Stabilization	Water Reserves	Wastewater Reserves	Sewer Impact Fee	Debt	Community Preservation Act
Select Board	Records Archiving	\$ 17,000	\$ 17,000							
	Staff Vehicle	\$ 22,000	\$ 22,000							
Police	Cruisers	\$ 85,120			\$ 85,120					
	Utility Pickup Truck	\$ 10,000	\$ 10,000							
	Ballistic Vests	\$ 17,600	\$ 17,600							
Fire	Roof and Bay Expand	\$ 2,150,000							\$ 2,150,000	
Highway	Chipper	\$ 49,000							\$ 49,000	
	Skid Steer	\$ 56,000							\$ 56,000	
	Staff Vehicle	\$ 30,000							\$ 30,000	
	Light Truck	\$ 40,000							\$ 40,000	
	Dike Phase 2	\$ 132,000	\$ 132,000							
Wastewater	Electrical Impr.	\$ 550,000						\$ 50,000	\$ 500,000	
	Septage Receiving Impr.	\$ 260,000							\$ 260,000	
Water	Filtration Membrane	\$ 20,000				\$ 20,000				
	Hydrant & Valve Replace	\$ 60,000				\$ 60,000				
	Mt. Warner #2 Pump Test	\$ 20,000				\$ 20,000				
Library	Storm Windows	\$ 10,000								\$ 10,000
	Ext. Painting	\$ 12,000								\$ 12,000
	Split AC Basement	\$ 7,500	\$ 7,500							
	Furniture	\$ 5,000	\$ 5,000							
School	Computers HA & HES	\$ 73,550							\$ 73,500	
	IT Network Replacement	\$ 62,000							\$ 62,000	
	Grease Traps HA & HES	\$ 30,000	\$ 30,000							
	HA Playing Fields	\$ 1,300,000							\$ 1,300,000	
Council on Aging	Van Replacement	\$ 70,000							\$ 70,000	
Conservation Commission	Land Preservation	\$ 100,000								\$ 100,000
TOTALS		\$ 5,188,770	\$ 241,100	\$ -	\$ 85,120	\$ 100,000	\$ -	\$ 50,000	\$ 4,590,500	\$ 122,000

The recommended capital projects are:

Records Archiving: Town Hall departments need the ability to scan and store large documents electronically. Many department lack adequate storage space, and in particular, the Inspection Services, Department of Public Works, Conservation Commission, and Planning Board receive many large plans that have overtaxed the Town's ability to store and retrieve the information. Funds are requested for conversion to electronic format.

Town Hall Staff Vehicle: Town Hall uses a used car for travel to events and meetings. Inspection Services uses it for daily inspections and visits to building sites. The current vehicle is scheduled for replacement.

Cruiser: The Police Department faces a backlog of cruiser replacements, and requests replacement of two cruisers in FY 2017 to address a backlog of road worthy patrol vehicles. Once these patrol vehicles are obtained, then the Police Department can maintain a schedule where one cruiser is replaced in FY 2018, then two cruisers in FY 2019, then one cruiser in FY 2020.

Utility Pickup Truck: The Police Department requests a replacement of the current utility truck used by the Animal Control Officer for animal calls. This is a scheduled replacement of a 21-year old vehicle.

Ballistics Vests: The Police Department requests scheduled replacement of ballistic vests, which are a requirement of state and federal regulations to promote officer safety. Vests need replacement every five years.

Central Station Roof and Bay Expansion: The Town intends to sell North Hadley Village Hall, and the Fire Department vehicles and equipment stored there need to be relocated to Central Station. Funds to extend the bay to the north at Central Station are requested through borrowing. This project will be coordinated with the roof replacement, already funded. There is possible grant support for this project.

Chipper: The Department of Public Works requests replacement of the chipper, which is used to remove and trim trees.

Skid Steer: The Department of Public Works requests replacement of the 1999 skid steer for heavy off-road work.

Staff Vehicle: The Department of Public Works requests scheduled replacement of the Crown Victoria that is used as a staff vehicle.

Light Truck: The Department of Public Works requests replacement of the 2001 Crown Victoria with a light truck to be used by the foreman

Dike Survey, Part 2: The Connecticut River Dike is currently undergoing an evaluation. The free board survey, showing the height of the dike compared to flood projections, has been completed. The second phase will consist of a subsurface evaluation of the structure and an analysis of slope stability.

Electrical Code Improvements to Sewer Pumping Stations: Sewer Pump Stations 1 and 4 have been upgraded with new electrical systems, pumps, and structures. The remaining 7 pump stations need upgrades, that will improve operations and enhance worker safety. This project is listed as a priority on the wastewater facilities capital plan.

Septage Receiving Improvements: The wastewater treatment plant receives septage from septic tank pumping companies, and the current septage receiving facilities require replacement and upgrades. This project is listed as a priority on the wastewater facilities capital plan.

Water Treatment Plant Filtration Membrane Replacement Project: The water treatment plant contains filtration membranes that have a use-life of ten years, and each year, the Town sets aside money for their eventual replacement. Formerly, the Town has set aside \$10,000 annually, but now that the Town approaches the 10<sup>th</sup> anniversary of the plant's start, a higher amount, \$20,000, is requested. This is the ninth year of saving money for this project. The current membranes are in good working order.

Hydrant and Valve Replacement Program: The Water Division of the Department of Public Works is engaged in an annual water hydrant and valve replacement program. Old and inoperable hydrants and water valves are replaced on a schedule. Approximately ten hydrants are replaced annually. This is the second year of this program.

Mount Warner Well #2 Prolonged Pump Test: As required by the Massachusetts Department of Environmental Protection the Town will conduct a prolonged pump test and water quality test of the Mount Warner Well #2. The results of the test will be used to decide whether to close the well permanently. Currently, the well is not being used, as it has been contaminated with perchlorate.

Storm Windows: Goodwin Memorial Library requests funds to install storm windows for insulation.

Exterior Painting: Goodwin Memorial Library requests funds to paint the exterior of the library building.

Split Air Conditioner: Goodwin Memorial Library requests funds for a modular air conditioning unit to help mitigate dampness in the basement.

Furniture: Goodwin Memorial Library requests funding to provide better furniture.

Hopkins Academy and Elementary School Computers: The School Department requests upgrades and replacement to existing computer for educational purposes.

School IT Network: The School Department requests upgrades to the existing IT network in order to improve connectivity and to enhance educational effectiveness.

Hopkins Academy and Elementary School Grease Trap Replacement: The existing sewer grease traps are in failing condition and require replacement. The traps prevent grease from entering into the sewer collection system and causing blockages.

Hopkins Academy Playing Field: The School Department requests funds to develop the newly-acquired playing field property. This project may be eligible for grant funding. Designs are being developed and will be presented before funding is sought.

Council on Aging Van: The Council of Aging requests funds to replace the existing van as scheduled. The proposed replacement will be a 12-passenger van with a wheel chair lift.

Conservation Commission Land Preservation: The Conservation Commission requests support to preserve farmland and environmentally-sensitive land. Funding is provided through the Community Preservation Act Committee.

#### CAPITAL PROJECTS ON HOLD PENDING FURTHER INFORMATION

At the time of this writing, Town leaders and the Municipal Building Committee are discussing seven major building renovation projects. The Select Board will be holding public hearings to gather input and offer the community information about the scale and timing of the projects.

Prices and scopes of work were developed by Drummey, Rosane, Anderson, Inc. and presented to the Select Board as a Facilities Plan in September 2013. A funding proposal was presented to the Select Board on October 31, 2013. All proposals are under review by the Municipal Building Committee. Final decisions about the proposed work are pending.

##### Municipal Buildings

Town Hall	\$1,010,202
Senior Center	\$2,340,389
Public Safety Complex	\$952,920
DPW Garage	\$2,092,973
Goodwin Memorial Library	\$1,875,479
Russell School	\$3,414,548
	-----
	\$11,686,511 (at least)

#### CAPITAL PROJECTS DEFERRED

The following projects have been deferred and are not recommended for FY 2017.

Mobile Sweeper	\$85,000 – Recommend Program Elimination.
Basic Ambulance	\$214,623 – Recommend review by Select Board.

# Section VIII

## Capital Exclusion Proposal

## Introduction

The Town of Hadley is committed to addressing capital needs in a systematic and comprehensive manner. One of the major challenges that the Town faces is the lack of reliable and adequate funding to make significant and sustained progress on multiple capital needs fronts.

The Commonwealth devised a funding mechanism through a dedicated override procedure to set up municipal capital stabilization accounts. Normally, funds placed into a stabilization account requires a 2/3 majority vote of town meeting, but through the Stabilization Fund Override process, monies would be placed annually into a special stabilization account automatically. Expenditures from this type of stabilization fund would still require a 2/3 majority vote of town meeting.

A stabilization fund override of sufficient size would go a long way to resolving many of the Town's needs for buildings and infrastructure. A full discussion of all the facts and impacts on the tax rate is recommended before pursuing this opportunity.

Below, please find an excerpt from the Division of Local Services Informational Guideline Release (IGR) No. 04-201, that provides details of the special capital stabilization fund. IGR (04-201) can be found at:

<http://www.mass.gov/dor/docs/dls/publ/igr/2004/igr04-201.pdf>

## II. STABILIZATION FUND OVERRIDES

### A. Presentation and Approval of Override Referendum

Cities and towns may ask voters to approve a Proposition 2½ levy limit override referendum for the purpose of funding any of the stabilization funds it establishes.

If approved, the additional levy capacity is earmarked for the same stabilization fund in the fiscal year the override is effective and subsequent years. G.L. Ch. 59 §21C(g). Therefore, the amount of any override for a stabilization fund must be clearly identified, preferably by presenting a separate override question for each stabilization fund being funded. For example:

Shall the city/town of \_\_\_\_\_ be allowed to assess an additional \$100,000 in real estate and personal property taxes for the purposes of funding the municipal capital stabilization fund for the fiscal year beginning July 1, \_\_\_\_?



Shall the city/town of \_\_\_\_\_ be allowed to assess an additional \$100,000 in real estate and personal property taxes for the purposes of funding the school capital stabilization fund for the fiscal year beginning July 1, \_\_\_\_?

If the amount is included in an override for multiple purposes, however, the exact amount allocated to the particular stabilization fund must be stated. For example:

Shall the city/town of \_\_\_\_\_ be allowed to assess an additional \$1,000,000 in real estate and personal property taxes for the purposes of funding the town and school operating budgets, the municipal capital stabilization fund (\$100,000) and the school capital stabilization fund (\$100,000) for the fiscal year beginning July 1, \_\_\_\_?

## B. Appropriation of Override in Future Years

### 1. Annual Appropriation Procedure

In the year the override is effective, the appropriation of the funds generated by the override to the particular fund is made by the usual appropriation procedure, i.e., a two-thirds vote of the legislative body.

Each year thereafter, however, the selectmen, town council or city council, with the mayor's approval if required by law, must decide whether to "appropriate" any of the additional capacity resulting from the override for the same stabilization fund purpose. A two-thirds vote is required to make any "appropriation".

### 2. Appropriation Amount

All or some of the additional levy capacity may be "appropriated." In the first year after the override is effective, the additional levy capacity that may be appropriated is 102.5 percent of the override amount. In subsequent years, it is 102.5 percent of the amount of additional levy

capacity appropriated in the last year it was appropriated.

For example, a \$100,000 override is approved for a school capital project stabilization fund for fiscal year 2005 and the legislative body appropriates the same amount from that year's tax levy for that purpose.

In FY2006, \$102,500 is available for "appropriation" by the selectmen, town council or city council, with the mayor's approval if required by law. That entire amount is "appropriated." In FY2007, \$105,062 ( $1.025 \times$  FY2006 appropriation of \$102,500) is available, but only \$80,000 is "appropriated." The amount available in FY2008 now becomes \$82,000 ( $1.025 \times$  FY2007 appropriation of \$80,000). No appropriation is made in FY2008, however. The amount available in FY2009 is \$82,000 ( $1.025 \times$  last appropriation made, i.e., FY2007 appropriation of \$80,000).

### 3. Tax Rate

The assessors must raise the amount "appropriated" in the tax rate. This "appropriation" is reported on page two of the tax rate recapitulation under "Other Amounts to Be Raised" and documented by a certified copy of the "appropriation" vote, as explained in the annual tax rate recapitulation instructions issued by the Bureau of Accounts.

### 4. Levy Limit Calculation

The municipality's levy limit for any year is increased by the amount of additional levy capacity that is appropriated for the stabilization fund purpose. The new limit must still be within overall levy ceiling of  $2\frac{1}{2}$  percent of the full and fair cash value of taxable property.

## C. Change in Override Purpose

### 1. Presenting Referendum

The selectmen, town council or city council, with the mayor's approval if required by law, may ask the voters to approve a change in the purpose of the override. This change can result in the additional levy capacity being allocated to another stabilization fund or to any other municipal purpose.

A two-thirds vote is required to place the referendum before the voters.

## 2. Referendum Form

The following question form should be used to present a referendum to change the override purpose:

Shall the city/town of \_\_\_\_\_ be allowed to change the purpose of a Proposition 2½ override referendum approved at an election held on \_\_\_\_\_, \_\_\_\_\_ for the (capital stabilization fund) to the following new purpose(s): \_\_\_\_\_ for the fiscal year beginning July 1, \_\_\_\_\_?

## 3. Referendum Approval

The referendum is approved if a majority of those voting on the question vote "yes."

## 4. Appropriation in Future Years

If the purpose of the override is changed to another stabilization fund, or other purpose, the additional levy capacity would have to be "appropriated" to the new purpose each year or the levy limit would be reduced. See Section II-B above.