

Town Administrator's Report

February 15, 2011



Submitted by:

Paul Beecher
Town Administrator

116 Main Street
South Hadley, MA 01075
413-538-5017

Assessor

December 2010

Sale questionnaires and listings reviewed for data correction.

Boat excise commitment finalized.

Monthly building permits have been researched for missing or unclear information and the permit information has been entered into the real estate software.

Deed transfers have been entered based on what has been retrieved from the Hampshire County Registry of Deeds website.

Received approval of fiscal 2011 valuations from Department of Revenue. Held fiscal 2011 classification hearing.

Prepared necessary documents and submitted three tax recapitulation packets to Department of Revenue for approval. All were approved.

Prepared Granby share recap and sent necessary documentation to both the district Treasurer and Granby Assessors.

Prepared fiscal 2011 actual tax billing files for both real estate and personal property. Some issues arose with billing software. Once issues were resolved, the commitment was balanced and the warrants to collector and district treasurers were prepared. Billing file included applying 272 exemptions, 271 sewer liens, 52 rubbish liens, and 30 electric liens.

Payment in lieu of tax letters for Holyoke Gas & Electric, South Hadley Housing Authority and Hampshire Regional Housing Authority (issued to Granby housing Authority) for fiscal 2011 were crafted and issued.

Exemption certificates were printed, stuffed and mailed to all exemption holders.

480 Forms of List and 14 3ABC forms were mailed for personal property and charitable exemption filings.

Customer transactions occur continually.

Updated all fiscal 2011 documentation on website. This included all forms: What are property taxes, tax rate history, exemption brochure, fiscal 2011 abatement filing instructions and fiscal 2011 top ten taxpayers.

Prepared monthly reports to collector and accountant.

Updated all chapter land worksheets with fiscal 2011 information.

The following is a list of abatements processed during the month of December.

<u>Levy Year</u>	<u>Abatement Type</u>	<u>Number of Abatements</u>	<u>Abated Amt.</u>
2010	Motor Vehicle	15	\$ 716.08
2011	Boat Excise	<u>16</u>	<u>\$ 454.35</u>
		31	\$ 1,170.43

January 2011

Worked with software vendor to create static database for fiscal 2011 for counter terminal.

Saved all value information within assessment history portion of software for fiscal 2011 for both real estate and personal property.

Changed all ownership to reflect January 1, 2011 owners.

Worked with IT department on email merge. This had to be tested and finished with both Google and Outlook together as it cannot be done through Google itself. Task was completed.

Worked on comparing current assessor tax maps with maps provided by Pioneer Valley Planning Commission (PVPC) as part of the digital base map contract. All differences have been identified and submitted to both Town Planner and PVPC. Also worked with current tax map vendor to see what product they can provide with the digital base map from PVPC.

Monthly building permits have been researched for missing or unclear information and the permit information has been entered into the real estate software.

Deed transfers have been entered based on what has been retrieved from the Hampshire County Registry of Deeds website.

All staff trained on new telephone system within town hall.

Purged exemption application records from files in vault. Interfiled these applications in the archives.

Worked on interfiling fiscal 2009 property record cards into their respective archive folder as they are a permanent record.

Customer transactions occur continually. Worked with taxpayers on questions relative to tax bills, exemption filings, abatement filings, and forms of list.

Prepared monthly reports to collector and accountant.

Started working on first commitment of 2011 motor vehicle excise.

Continued data entry of old year excise abatements.

The following is a list of abatements processed during the month of January.

<u>Levy Year</u>	<u>Abatement Type</u>	<u>Number of Abatements</u>	<u>Abated Amt.</u>
2011	RE Exemptions	272	\$ 137,610.46
2011	Boat Excise	6	\$ 225.45
2010	Motor Vehicle	20	\$ 2,753.64
2009	Motor Vehicle	1	\$ 30.21
2008	Motor Vehicle	1	\$ 17.50
1999	Motor Vehicle	160	\$ 7,022.14
1997	Motor Vehicle	147	\$ 6,537.23
1995	Motor Vehicle	159	\$ 7,943.39
1994	Motor Vehicle	184	\$ 9,430.99
1992	Motor Vehicle	196	\$ 7,000.02
1990	Motor Vehicle	295	\$ 11,076.81
1986	Motor Vehicle	232	\$ 6,504.50
		<u>1,673</u>	<u>\$ 196,152.34</u>

Conversation

The winter months have been quiet with few new projects coming in the door, either because of the snow or the economy. Instead of spending time on permitting, we have been working on our wetland bylaw regulations, and ideas of ways to commemorate the 50th anniversary of the Conservation Commission this year. We are planning an exhibit on the 50th anniversary at the Firehouse Museum, and are considering events such as a photo contest, canoe/kayak trip and guided walks through conservation areas.

The Conservation Commission received the following new wetland applications for review in November:

Request for Determination

Two (Alvord Street parking lot expansion, River Road replacement septic system)

Request for Certificate of Compliance

One (New Ludlow Road warehouse)

The Conservation Commission issued the following:

Determination of Applicability

Two (East Street and Bachelor/Stony Brook conservation area)

Building Permits

One building permit (Foch Ave)

Other activities conducted by the Conservation Administrator this month are:

- Monitored active construction sites in town, including Stonybrook Village and Mountainbrook subdivision.
- Followed up on Enforcement Order requirements from Mountainbrook subdivision and DPW.
- Wrote thank-you letters to many people who participated in McCray APR fundraising and acquisition.
- Prepared, submitted and discussed next year's Conservation Commission budget.
- Provided comments on Route 47 Marketing Plan to Pioneer Valley Planning Commission.
- Provided comments to DEP on draft Consent Order for HG&E.
- Prepared new draft of wetland bylaw regulations.

Council on Aging

Holiday luncheon very successful and it was a pleasure to have Senator Stan Rosenberg, Representative John Scibak and 4 Selectboard members join the seniors.

As part of the Christmas Basket program 57 households received grocery gift cards and 40 households will receive a \$50 credit on electric bills in January.

Courtesy of the Anna Mae Parker memorial the Home Delivered Meals Clients received a box of brownies for the holiday

We are all saddened by the deaths of former Council on Aging Board members, Shirley Martin, Dr. Francis Nelen and Barbara Jean White.

Joanne Trybus successfully completed the two initial courses mandated by the University of Massachusetts UWW Program and earned A's in both of them.

Through the Community Options Volunteer Program the ceiling in the conference room was painted.

December Nutrition Statistics:

964 congregate meals

1,522 home delivered meals

Transportation: 429 Rides

Activities: Diabetic Support Group; Alzheimer's Caregiver's Support Group; Holyoke Mall Trip; Electric Safety Program

Department of Public Works

The following information provides the highlights of the work performed by the divisions within the Department of Public Works during the past month.

ADMINISTRATION AND ENGINEERING

Our Town Engineer, Yem Lip, has taken a new job with the Town of Longmeadow. Yem has been instrumental in obtaining a significant amount of funding for South Hadley road projects. He prepared and submitted 25% and 75% plans, specifications, and estimates to the Massachusetts Department of Transportation (MassDOT) that led to the approval of about \$1,100,000 in stimulus funding for the Hadley Street Road Resurfacing Project and the approval of about \$800,000 in Transportation Improvement Program (TIP) funding for the Morgan Street Road Resurfacing Project. Construction of the Morgan Street Project is scheduled to start later this year.

We wish Yem the best of luck at his new job.

The Town's landfill operations contractor, Interstate Waste Services (IWS), recently received approval of the Authorization to Operate Cell 2D. IWS will begin filling this cell with trash sometime this month.

Negotiations continue pertaining to a new Landfill Gas to Energy Project at the town's landfill. The town and Interstate Waste Services are discussing the details with a contractor. The project involves the installation of engines that will produce electricity through the use of landfill gas. The electricity will be sold and the town will receive a portion of the revenues from the sales.

The following table summarizes the Road and Trench Permits issued in January of 2011:

Date	Street	Work Description	Permit Holder
1/5/11	17 Hillside Ave	Repair Gas Leak	Bay State Gas
1/11/11	16 Foch Ave	Sewer Inspection	Coderre Development
1/11/11	192 Lathrop St	Sewer Connection	Coderre Development
1/19/11	19 Harvard St	Emergency Gas Repair	Bay State Gas
1/28/11	31 Lawn St	Emergency Gas Repair	Bay State Gas

CONSTRUCTION AND MAINTENANCE DIVISION

Sewers/Drainage Plowed sidewalks, plowed streets, sanded.

Signs/Line Painting: Plowed sidewalks, plowed streets, sanded.

Construction/Repairs: Plowed sidewalks, plowed streets, sanded, snow removal.

Vehicle Maintenance: Repaired plow vehicles, sanding vehicles.

PARKS DIVISION

This past month, the Parks Division employees worked primarily on snow removal at the schools and other town-owned properties. After these duties were completed, the Parks Division employees helped with snow removal along town streets and sidewalks.

SOLID WASTE DIVISION

Recycling Center: The Recycling Center was forced to close once during January. The weight of the snow destroyed the electronics tent. The electronics collection will be housed in the Swap Shop trailer until Spring. Scrap metal brought in \$1,259.49 in January.

Compost Area: Remained open for residents despite the snow.

Unwanted Medications: The unwanted medications collected last May and November during the Household Hazardous Waste Collection days, along with the medications collected at the Police Department, were taken to the Covanta incinerator in Springfield for a witnessed burn. Three South Hadley police officers, Board of Health Director Sharon Hart and Solid Waste Coordinator Veronique Blanchard Smith witnessed the burning of the medications.

WATER POLLUTION CONTROL DIVISION

Routine compliance testing was conducted. Monthly reports for the WPC facility were prepared in accordance with permit requirements. Continued to address and follow up with the industry responsible for the soft sludge accumulation in the downstream sewer line. Additional monitoring was conducted to assess routine sulfate loadings, potential slug loadings, and a sludge sample was sent to a specialist for evaluation as follow-up to the plant upset. The Federal and State NPDES applications were completed and submitted. Routine reports were prepared, invoices were processed, and some data entry was done. Semi-annual and annual state reports were completed.

Plant and station inspections, sludge dewatering and hauling, snow removal, lab work, and monthly preventative maintenance operations were performed as required. Plant staff continued to evaluate alarm options and made a recommendation for a replacement system. Plant staff installed a new rotometer on the belt press, installed a rebuilt return activated sludge pump, and repaired the air bubbler system at the Main Street Station. Plant staff completed snow removal at the plant and pump stations as necessary. The plant operated effectively for the month of January with no reported violations.

Human Resources/Procurement

The following information provides the highlights of the work performed by the Personnel Officer/Chief Procurement Officer during the past month. Due to the confidential nature of my position many subject matters are not able to be shared.

- Administered workers' compensation & Injured on Duty (IOD) claims.
- Worked with the Town Administrator on various projects.
- Worked on FY12 budgets.
- Handled various personnel issues.
- Met with Mayor Pluta of Holyoke to discuss regionalization opportunities.
- Attended the Special Municipal Aid Forum.
- Attended a Regional Dispatch meeting.

Town Planner

Departmental Collaborations

- Library – continued working with the Town Administrator and the Library Director regarding acquisition of the preferred site for the new library; also worked with the Library Director pertaining to documentation needed for the grant application
- Economic Development – met with the Community and Economic Development Commission, continued mapping and analyzing the Assessor’s Office inventory of existing businesses, working to develop an inventory of available commercial/industrial buildings; and provided contact opportunities for the Holyoke High Speed Computing Center planning effort
- UMass collaboration – met with Town Administrator and UMass Dean John Mullins regarding possible projects involving UMass and the Town including the Design Assessment and various development planning projects
- Riverfront park projects – reviewed revisions to the Memorandum of Agreement pertaining to the demolition of the Texon Building by Holyoke Gas & Electric; monitored the status of the various interrelated projects
- Green Communities – worked with the consultants and the PVPC to initiate the Investment Grade Audit; also worked with the Town Administrator to have appointments made to the Sustainability and Energy Commission
- Zoning complaints – referred several allegations of zoning violations to the Building Commissioner (as the Zoning Enforcement Officer) and provided background information.
- New Developments – met with representatives of several potential developments; met with E Ink representatives regarding proposed expansions
- Development management – monitored the various project sites
- Community Development Block Grant (CDBG) projects – continued working with the PVPC staff to finalize the current CDBG projects, worked on reviewing materials for transfer of the property at 50-52 School Street to allow rehabilitation of the property, and continued coordinating activities regarding affordable housing efforts with the Housing Authority
- Digital Base Map – continued working with the Assessor’s Office and the PVPC staff regarding corrections to the draft new digital base map.

Planning Board Activity

- New Developments – the Planning Board held a public hearing on a new public safety building for Mount Holyoke College;

- Reviewed Approval Not Required (ANR) Plans
- Identified studies and plans which should be included in the Capital Plan pursuant to direction by the Town Administrator
- Met with Community and Economic Development Commission
- Master Plan
 - Continued efforts to have new committees/commissions appointed
 - Worked with VHB, Inc. to finalize the printing of the Master Plan

Other Activity

- Attended
 - PVPC Forum on Local Aid

Town Clerk/Treasurer

Month ending January 31, 2011

Trust Fund Account # 14957993 December 31, 2010 - January 31, 2010	Beginning Balance	\$895,922.06
	Income	\$234.92
	Deposits	\$8,131,165.00
	Withdrawals	-\$895,389.20
Asset Allocation 99.83% is in fixed Income \$8,120,671.08 .17% is in cash & equivalents (\$13,561.70)	Expenses	\$0.00
	Change in Market Value	\$2,300.00
	Ending Balances	\$8,134,232.78
Performance inception since 7/27/09 +1.44%		

Trust Fund Account # 14957907 December 31, 2010 - January 31, 2011	Total Deposits	\$853,666.26
	Income	\$174.64
	Withdrawals	-\$853,971.44
Asset Allocation	Expenses	\$0.00
	Change in Market Value	\$130.54
	Ending Balances	\$0.00
Performance inception since 7/28/09 + 5.20%		

Trust Fund Account # 14957709 December 31, 2010 - January 31, 2011	Total Deposits	\$6,382,139.20
	Deposits	\$1,749,665.12
	Income	\$558.75
	Withdrawals	\$8,131,165.00
	Withdrawals	-
Asset Allocation 100% is cash & equivalents	Expenses	\$0.00
	Change in Market Value	\$453.21
	Ending Balances	\$1,651.28
Performance inception since 7/28/09 + 3.18%		

Clerk Fish and Wildlife / January

DATE	F1 Fishing	F2 Fishing	F3 Fishing	F4 Fishing	F6 Fishing	F7 Fishing	F8 Fishing	F9 Fishing	H1 Hunting	S1 Sporting	S2 Sporting	S3 Sporting	S4 Sporting	W1 Resident Wildlife Stamp	W2 Non-Resident Wildlife Stamp	Fee	Municipal	M1 RESIDENT ARCHERY (5.00+.10 FEE)	N1 NON-RESIDENT ARCHERY (5.00+.10 FEE)	M2 RESIDENT WATERFOWL (4.75+.25 FEE)	N2 NON-RESIDENT WATERFOWL (4.75+.25 FEE)	M3 RESIDENT PRIMITIVE (5.00+.10 FEE)	N3 NON-RESIDENT PRIMITIVE (5.00+.10 FEE)	TOTAL
	22.00	6.00	10.75	0.00	32.00	18.00	7.00	6.00	22.00	39.50	19.50	0.00	7.50	5.00	5.00	0.50	1.00	5.10	5.10	5.00	5.00	5.10	5.10	
01/01/11																								0.00
01/02/11																								0.00
01/03/11	2	1								6	1	5		10		10	10	3				4		407.20
01/04/11	1			1						4		2		5		5	5	2		2		2		242.90
01/05/11	1			2						1	1	1		3		3	3	1				2		115.80
01/06/11	1									4	1	1		6		6	6	2		1				253.70
01/07/11				1						5		3		5		5	5	1				1		240.20
01/08/11																								0.00
01/09/11																								0.00
01/10/11	1			1						1				2		2	2	1						79.60
01/11/11				3						2	1	4		3		3	3					1		123.10
01/12/11																								0.00
01/13/11																								0.00
01/14/11										1		2		1		1	1							46.00
01/15/11																								0.00
01/16/11																								0.00
01/17/11																								0.00
01/18/11																								0.00
01/19/11				2					1			1		1		1	1							28.50
01/20/11	1									1		1		2		2	2	1						79.60
01/21/11	1											1		1		1	1							28.50
01/22/11																								0.00
01/23/11																								0.00
01/24/11	1			1						1				2		2	2	1		1		1		89.70
01/25/11	1											3		1		1	1							28.50
01/26/11	1								1	1				3		3	3					1		108.10
01/27/11				1																				0.00
01/28/11	4													4		4	4							114.00
01/29/11																								0.00
01/30/11																								0.00
01/31/11	1			1								3		1		1	1							28.50
TOTAL #	16	1	0	13	0	0	0	0	2	27	4	27	0	50	0	50	50	12	0	4	0	12	0	1,985.40
MTD Total \$	352.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	44.00	1066.50	78.00	0.00	0.00	250.00	0.00	25.00	50.00	61.20	0.00	20.00	0.00	61.20	0.00	2013.90