



**Wednesday, March 2, 2016
Select Board Meeting Agenda**

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TOWN CLERKS OFFICE
HADLEY, MA 01035

Hadley Town Hall - Room 203 7:00 pm

1. Call to Order

1.1 Call to order

2. Consent Agenda

2.1 Consent Agenda

3. Public Comments: 7:00 - 7:15 pm

3.1 Public Comments

4. Appointments

4.1 7:15 pm School Department FY17 Budget Discussion

4.2 7:45 p.m. -- Lake Warner Dam Reconstruction Project

4.3 8:00 pm - Fire Safety Study Update

5. Old Business

5.1 Request for Proposals: Owner's Project Manager and Land Purchase

5.2 Request for Proposals for Sale of North Hadley Village Hall Amendment

5.3 Review and Revision of Annual Town Meeting Warrant

5.4 Review of FY 2017 Budget Schedule and Requests

6. New Business

6.1 Technology Plan

6.2 Hadley Master Plan Update - Contract Extension Request

7. Other

8. Announcements

9. Executive Session

9.1 Executive Session

10. Adjournment

10.1 Adjournment



Wednesday, March 2, 2016 Select Board Meeting Agenda

Hadley Town Hall - Room 203 7:00 pm

1. Call to Order

Subject 1.1 Call to order
Meeting Mar 2, 2016 - Select Board Meeting Agenda
Category 1. Call to Order
Access Public
Type Procedural

Pursuant to notice duly filed with the Town Clerk, a meeting of the Select Board is being held at 7:00 pm in Hadley Town Hall, Room 203.

2. Consent Agenda

Subject 2.1 Consent Agenda
Meeting Mar 2, 2016 - Select Board Meeting Agenda
Category 2. Consent Agenda
Access Public
Type Action
Recommended Action Motion to approve

Minutes	February 24, 2016
Warrants	AP1636, PR1636
One Day All Alcohol Liquor License	Top fo the Campus - April 9, 2016 4:00 - 8:00 pm
Committee Resignation	Treasurer/Collector Advisory Committee - Joan Zuzgo
Chapter 90 Reimbursement Request	Pavement Management Report - \$6,000

File Attachments
[CONSENT AGENDA PROCEDURES.pdf \(151 KB\)](#)

3. Public Comments: 7:00 - 7:15 pm

Subject 3.1 Public Comments
Meeting Mar 2, 2016 - Select Board Meeting Agenda
Category 3. Public Comments: 7:00 - 7:15 pm
Access Public
Type Discussion

The public comment period is a time for the public to bring their concerns before the Select Board. The Board will hear public comments for 15 minutes.

In general, the Board will take all items and issues raised under advisement. Requests that can be addressed

administratively will be referred to the appropriate department head for action. Requests for public documents will be handled according to law.

If the Chair of the Select Board calls for public comments, and after all public comments are heard, and if there is still time available, the Chair may close that portion of the meeting agenda and move to other items on the agenda.

4. Appointments

Subject **4.1 7:15 pm School Department FY17 Budget Discussion**

Meeting Mar 2, 2016 - Select Board Meeting Agenda

Category 4. Appointments

Access Public

Type Discussion

The School Committee will present their FY 2017 budget request.

File Attachments

[FY2017 Budget.pdf \(550 KB\)](#)

[Meeting Schedule.pdf \(182 KB\)](#)

Subject **4.2 7:45 p.m. -- Lake Warner Dam Reconstruction Project**

Meeting Mar 2, 2016 - Select Board Meeting Agenda

Category 4. Appointments

Access Public

Type Discussion

The Friends of Lake Warner have completed their funding program to repair the dam located at Lake Warner. Their funding comes from three sources: privately-raised donations amounting to \$75,000, state funds amounting to \$125,000, and a Hadley Community Preservation Act contribution of \$100,000. Since the majority of the funds are public dollars, state procurement laws must be followed for public works (MGL, Chapter 30, Section 39M).

The Town Administrator has discussed the procurement and project management issues with Mr. Morris Root, and all the following matters appear to be properly addressed by The Kestrel Land Trust:

1. Preparing the bid documents and supervise the bid process.
2. Executing the contracts and ensuring that all documents are appropriately prepared.
3. Managing the public dollars while construction is underway.
4. Addressing any changes to the work, including change orders and resolving disputes.

Subject **4.3 8:00 pm - Fire Safety Study Update**

Meeting Mar 2, 2016 - Select Board Meeting Agenda

Category 4. Appointments

Access Public

Type Discussion

The Fire Chief will present a progress report on the Fire Department's implementation of recommendations contained within the fire management study.

5. Old Business

Subject **5.1 Request for Proposals: Owner's Project Manager and Land Purchase**

Meeting Mar 2, 2016 - Select Board Meeting Agenda

Category 5. Old Business

Access Public

Type Action

Fiscal Impact Yes

Budgeted No

Budget Source Annual Town Meeting

Recommended Action Move to release the RFQ for the Owner's Project Manager, and move to release the RFP for the land purchase in central Hadley.

The RFQ for an Owner's Project Manager has been revised and is ready for dissemination. An OPM is required by law for any building project that exceeds \$1.5 million in cost as per MGL Chapter 149, Section 44A 1/2.

The RFP for land is required by law for any land purchase in excess of \$35,000 as per MGI Chapter 30B, Section 16. An RFP is under development and will be presented at the Select Board meeting.

File Attachments
[REQUEST FOR QUALIFICATIONS.docx \(51 KB\)](#)

Subject 5.2 Request for Proposals for Sale of North Hadley Village Hall Amendment

Meeting Mar 2, 2016 - Select Board Meeting Agenda

Category 5. Old Business

Access Public

Type Discussion

The RFP to sell North Hadley Village Hall is being revised, an addendum will be issued, and a new due date is set for April 4, 2016 at 4:00 p.m.

Subject 5.3 Review and Revision of Annual Town Meeting Warrant

Meeting Mar 2, 2016 - Select Board Meeting Agenda

Category 5. Old Business

Access Public

Type Action, Discussion

Fiscal Impact Yes

Dollar Amount \$435,797.00

Budgeted No

Budget Source To be raised from Community Preservation Act at Annual Town Meeting

Recommended Action Move to open the warrant, add an article relating to the CPA, and close the warrant.

The Select Board will review the draft warrant for the Annual Town Meeting to be held on May 5, 2016 at 7:00 p.m. at Hopkins Academy.

The Board will be asked to add a provisional article under the Community Preservation Act:

To see if the Town will vote to transfer \$435,797 from Community Preservation Act funds to create a recreational field adjacent to Hopkins Academy, or take any other action relative there.

The CPA Committee must vote to approve this article before it can be presented to the voters.

File Attachments
[Annual Town Meeting Warrant 022416.pdf \(5,505 KB\)](#)
[Introduction to the Annual Town Meeting Warrant 022416.pdf \(2,390 KB\)](#)

Subject 5.4 Review of FY 2017 Budget Schedule and Requests

Meeting Mar 2, 2016 - Select Board Meeting Agenda

Category 5. Old Business

Access Public
Type Discussion

The Select Board will develop a meeting schedule to review the FY 2017 budget proposal.

6. New Business

Subject **6.1 Technology Plan**

Meeting Mar 2, 2016 - Select Board Meeting Agenda

Category 6. New Business

Access Public

Type Discussion

The Board will review the recommendations of the Five-Year Strategic IT Plan. Immediate implementation of \$9,000 of upgrades is planned. Additional funds may be raised at the Annual Town Meeting, and the remainder of the recommended projects will be incorporated into the five-year capital plan.

Subject **6.2 Hadley Master Plan Update - Contract Extension Request**

Meeting Mar 2, 2016 - Select Board Meeting Agenda

Category 6. New Business

Access Public

Type Action

Fiscal Impact No

Recommended Move to approve the contract extension requested by the Pioneer Valley Planning Commission,
Action subject to approval from the Planning Board.

The Pioneer Valley Planning Commission requests a time extension to their contract to complete the Master Plan update. The Hadley planning Board will meet on March 1 to review the request and will make a recommendation.

File Attachments

[Executed Agreement.pdf \(440 KB\)](#)

[Contract Ext. Letter 2-25-16.pdf \(80 KB\)](#)

7. Other

8. Announcements

9. Executive Session

Subject **9.1 Executive Session**

Meeting Mar 2, 2016 - Select Board Meeting Agenda

Category 9. Executive Session

Access Public

Type

10. Adjournment

Subject **10.1 Adjournment**

Meeting Mar 2, 2016 - Select Board Meeting Agenda

Category 10. Adjournment

Access Public

Type Action

Recommended Motion to adjourn
Action