



TOWN OF HADLEY
SELECT BOARD
January 4, 2012
Meeting Minutes

Meeting convened at 7:00p.m., Room 203, Town Hall.

Present: Joyce Chunglo, Gloria DiFulvio, Daniel Dudkiewicz, David Moskin and Brian West (Chair).

Absent: None

Also in Attendance: David Nixon (Town Administrator); Peg Jekanowski (Administrative Assistant); Richard Trueswell (TV-5); John Allen, Linda Sanderson, Glenn Clark, Howard Koski, Frank Aquadro (Finance Committee Members); Ben Storrow, (Daily Hampshire Gazette); Tom McGee, Peg Tudryn, Margaret Freeman, John Silvestri, Ginger Goldsbury, Marla Miller (Historic Commission); Josiah Neiderbach, PVPC, Robie Grant, (School Committee); Police Chief Hukowicz, Andrew Reid

Approval of Minutes: A motion made by Joyce Chunglo, seconded by Dan Dudkiewicz, to approve the Select Board minutes from 12/21/2011 passed unan. with a vote of 4-0-0. (David Moskin not present at time of vote.)

7:05 pm Appointment – Historic Commission

A discussion of the future of Town buildings was held. The Commission intends to apply for preservation funds but needs to know what the Board is thinking in order to be able to apply for funds. The Historic Commission wants to put a preservation plan together and intend to hire someone to do this type of plan. Chair West asked the Commission to clarify what they mean by a preservation plan. The Commission answered that a preservation plan assesses historical buildings and then implements a phasing of the work to be done according to the Secretary of Interior standard for preservation, which is essential if CPA funds are to be used. The Commission intends to put a proposal together for CPA to initiate this type of plan and hire a consultant, and they are hoping to learn from the Select Board what the plans are for historic buildings. They raised concern that they are often not kept in the loop about planning for historic buildings, and propose that the Town consider a building committee that include all departments that have a stake in the building. Chair West explained that he gave a mandate to the Select Board that by February 1, each member should have a plan for each of the historic buildings, Town Hall, North Hadley Town Hall, Russell Street School, and the Senior Center. He explained that the building infrastructure will be looked at now that there is money available in capital budget. Margaret Freeman stated that certain repairs are eligible for CPA funds so it can potentially save money. If we go by way of a preservationist, we may save money. Dan Dudkiewicz asked if certain buildings are not included in plans for the Town going forward. He cautioned the Board to move slowly in making decisions for use of the Town Buildings going forward. Further, he stated that in order to decide on proper funding, there needs to be plans not only for the maintenance and repair of the buildings, but the utilization of the building by various town departments. Mr. West stated that the cost to fix any town building is massive, but before one dollar is spent there needs to be a plan for what the building is going to be used for in the future. It is a multi-level process to look at the building itself, and then look to departments to see what there are needs of in terms of space utilization of space. The process will start at the end of the month and it will take some time. David Moskin clarified that a preservation plan helps to secure the building as an asset. Regarding North Hadley Hall Ms. Miller stated that the Commission had invited an architectural conservator confirmed that building is not ready for demolition. Joyce Chunglo was concerned with the safety issues of the building after having toured it. Ms. Miller stated that her point was that there can be misconceptions about buildings if proper disciplines are not consulted. She restated that she is hopeful that different departments can meet together at one time to discuss plans. Gloria DiFulvio stated that she hopes to have an open forum with Towns people in order to get their point of view. After some discussion, Mr. West stated that he envisions a plan from individual Select Board members as a first step, and then have a public forum and individual Town Departments. He further asked the Historical Commission to apply to CPA for a Preservation Study. Ms. Miller asked that the Historic Commission be kept in the loop, and was told that Gary Berg, as maintenance director, will keep the Historic Commission apprised of plans moving forward.



TOWN OF HADLEY
SELECT BOARD
January 4, 2012
Meeting Minutes

7:15 pm Appointment – Finance Committee

Brian West confirmed with the Finance Committee that there was progress in being able to access what they needed from the VADAR system. This was answered in the affirmative.

Mr. West then referred to a letter received from the Finance Committee, and stated that his understanding is that as of this date, the Free Cash is certified as 0.00, but we are in the budget process and we need to look at the estimated revenue total. Right now Mr. Nixon is estimating that there will be \$240,000.00 in Free Cash.

Mr. Koski stated that projecting to use Free Cash that we don't have defeats the purpose of the process we have been going through in the past few years. He stated that what they are trying to do is identify the revenues, if additional revenue is anticipated, it should be put on the table now in order to balance the budget. It is not a good practice to be using future revenues for operating expenses, and that Free Cash should be used for other expenses.

Mr. West asked Mr. Nixon how he derived his number of \$240,000.00 in Free Cash, and what adjustments would be made to get Free Cash to 0.00. Mr. Nixon stated there are two steps. First, he looked at what the projected expenditure of the Towns, compared with total expected revenues based upon 1% growth, and came up with a surplus: Half would be for capital budget; the other half was Free Cash. (Total surplus is \$480,000.00) Mr. Koski stated that if a surplus is projected, that is the number that should be in the process. Mr. Nixon further stated the way he came up with his numbers, specifically, he took the tax revenue from the DOR worksheet, took 90% of local receipts, estimated state aid as being flat except for a 5% increase in Chapter 70, and water and sewer receipts increase of 4%. By putting that all together, the total revenue increased 1%. Mr. Koski stated that these are the revenue numbers they would like to see in VADAR, projected for the year. Mr. Nixon stated that revenue projections will become more dependable in the coming weeks. Brian West asked if we could take the number that Mr. Nixon projects as overage, and place the estimated revenues in VADAR right now. Mr. Nixon replied he would do it. Dan Dudkiewicz inquired about the level of detail in the VADAR report and was told there are summary reports available to make things easier to work with. Mr. Koski asked if there are other items that will be coming in, if there are any other revenues. Mr. Nixon explained that under water and sewer, there are areas that will be at zero because it is one time revenue and cannot be counted on from year to year. Everything else to his knowledge is in VADAR. Mr. Aquadro asked about pass through numbers and wants to make sure things that should be excluded are excluded and including what should be included. There was further discussion having to do with numbers that are currently in as revenue that will be offset by expenditures when that piece is done. Brian asked Mr. Nixon to adjust the revenues to get to 0.00, and then people can address any further questions or concerns with David.

Mr. Nixon also stated that bids for the Senior Center are due in next week after the bids are tabulated both the Select Board and Financial Committee will need to sign the appropriate paperwork.

Old Business:

4: Trustee Land – Hopkins Academy (Taken out of order)

Friends of Hopkins Academy have raised a concern that we not be too hasty about the land transfer, as the School funding formulas are based in part on the amount of school acreage and if this is transferred as authorized by Town Meeting, it would be considered Town Control land that is available for school use. This may have adverse impact on school funding formula. Mr. Nixon is waiting to hear back from counsel on how to proceed. Robie Grant, Chair of the School Committee stated that the School cannot apply for grants until such time that the land is characterized under the control of the school.

1: Senior Center Roof

Mr. Nixon announced that bid packages went out to 16 Vendors, the bid opening will be on Tuesday, January 10, 2012 at 2:00 pm. There has been some interest in the project. The project was deemed an emergency by DCAM.



TOWN OF HADLEY
SELECT BOARD
January 4, 2012
Meeting Minutes

2: Regional Dispatch

Dan Dudkiewicz, Gloria DiFulvio and David Nixon met in Amherst with Town Manager John Musante and staff. Dan Dudkiewicz stated that he was disappointed that the Hadley Police Chief and Fire Chief were not there. He stated that he asked some hard questions, and they were answered to his satisfaction. However, he still wants the Department Heads to go to speak to the Amherst officials, and stated that his opinion is that the savings are not worth closing our current complex. In general, the meeting was characterized as positive, updates on numbers are expected and at that time another meeting will be held. Gloria DiFulvio stated that one point that needs clarification is to figure out how decisions get made, we are still waiting for a Memorandum of Understanding. Mr. Dudkiewicz stated that more questions need to be answered.

3: Select Board Liaison

Dan Dudkiewicz was concerned that he cannot serve effectively as the departments he is assigned to meet mostly during the day and he would not be able to get there. He thought that perhaps he could serve as a liaison to the current building committee that has been put into place. Chair West stated that the current building committee is an informal entity, but it would certainly be considered if there is an official committee in the future. Chair West also stated that not being able to attend meetings does not preclude someone from being a liaison. Not only can a liaison get information from a department/committee no matter when they meet, the assigned liaison function allows the department head or chair know who to call if they have a question or concern. Mr. Dudkiewicz stated if the Board believed he could best serve the Town by remaining on the current committees assigned to him he would do so; the Board agreed with the current liaison assignments.

New Business

1. Open Town Warrant

Joyce Chunglo made a motion, seconded by Gloria DiFulvio, to open the Town Warrant with a deadline for submission of articles by February 15th, 2012. Motion was passed unan. by a vote of 5-0-0.

2. Water Meter Tampering – 135 Mount Warner Road

Mr. West stated that Water Regulations have specific penalties for violations. *Joyce Chunglo made a motion, seconded by Gloria DiFulvio, that based on the evidence presented, the Board move forward and issue a penalty as allowed by Water Regulations.* Discussion included a question as to whether the party was notified of this agenda item; it was answered in the affirmative. *Motion passed by a vote of 5-0-0.*

3. Select Board – Mission Statement for Website

David Moskin offered to write a mission statement on behalf of the Select Board for posting on the new Web Site. He will draft a statement by next meeting for review by the Board.

4. The Massachusetts Department of Agricultural Resources (DAR)

The DAR is considering acquiring an interest in approximately 5.5 acres of land within the municipality of Hadley for inclusion in the Agricultural Preservation Restriction (APR) Program as an Agricultural Preservation Restriction as follows: Assessor Map 4G, Parcel /Lot 23 – Cemetery Road. Dan Dudkiewicz read a confirmation of the notice and certified that this agenda item was specifically described in the notice of the January 4, 2012 public meeting.



TOWN OF HADLEY
SELECT BOARD
January 4, 2012
Meeting Minutes

5. Hadley Conservation Commission

Chair West explained that on 12/13/2011, Ms. Alexandra Dawson resigned as Chair of the Conservation Commission as of 12/31/2011, and the Commission voted to appoint Paul Alexanderson as chair with Paulette Kudzeba as vice chair.

On Friday, December 30th, 2011, Ms. Dawson passed away. Chair West asked for a moment of silence to recognize all the work that she has done for the Town and the Conservation Committee over the years.

A motion made by Dan Dudkiewicz to appoint Paul Alexanderson as Chair of the Conservation Commission, seconded by Joyce Chunglo, passed unan. with a vote of 5-0-0.

A motion made by Joyce Chunglo, to appoint James Hafner as a member of the Conservation Commission, seconded by Gloria DiFulvio, passed unan. with a vote of 5-0-0.

The Select Board offered their condolences to the family of Ms. Dawson.

6. Hampshire Council of Government – IT Contract

Mr. Nixon explained that the Hampshire Council of Governments (HCOG) put out an RFP for an IT company to provide support to towns. Paragus won the bid; Paragus also is the company that Hadley currently uses for IT support. It will benefit the Town if we rehire Paragus under the bid; there would be better service and savings. *Joyce Chunglo made a motion to sign the contract with Hampshire Council of Government, contingent upon approval from legal counsel, seconded by Dan Dudkiewicz, and passed unanimously by a vote of 5-0-0.*

7. MMA Consulting Contract

This is regarding the contract for the MMA conducting a Compensation and Classification Study. *Joyce Chunglo made a motion to sign the contract with MMA, contingent upon approval from legal counsel, seconded by Dan Dudkiewicz, and passed unanimously by a vote of 5-0-0.*

8. Proposal by United States Postal Service to move Western Massachusetts mail out of the Springfield, MA facility -

Mr. West read a letter received from Timothy Hedge of Chicopee MA regarding the US Postal Service's proposal to move Western Massachusetts out of the Springfield facility. This is a Federal issue and was taken under advisement by the Board.

9. DPW Contract Amendment

There is a friendly amendment to language of the DPW contract for a change in winter weather protective garments. The current language calls for protective jump suits; bib overalls with a jacket are preferred. *Dan Dudkiewicz made a motion to change the language of the DPW contract from protective jumpsuit to bib overalls and jacket, seconded by Gloria DiFulvio, and passed unanimously by a vote of 5-0-0.*

Other: David Moskin stated that he would like to get together with Mr. West and Mr. Nixon to discuss items that he would like to see on upcoming Select Board agendas.



TOWN OF HADLEY
SELECT BOARD
January 4, 2012
Meeting Minutes

Announcements:

Mr. West stated that Hadley Town elections are being held on April 12, 2012.

Best wishes went out to Building Inspector Tim Neyhart for a speedy recovery.

Executive Session:

At 8:33 PM Dan Dudkiewicz made a motion to move to Executive Session for the purpose of discussing personnel, and not to reconvene in open session. Motion was seconded by Joyce Chunglo. Chair West read the following statement: "As Chair of the Hadley Select Board I state that the Board has moved and seconded to enter into Executive Session and I state that the discussion of the matter in open session would have an adverse effect to the Town of Hadley."

Roll Call Vote: DiFulvio=yes; Chunglo=yes; West=yes; Dudkiewicz=yes; Moskin=yes;

A discussion was held in regard to personnel: A motion was made and seconded, and passed by roll call vote: DiFulvio=No; Chunglo=yes; Dudkiewicz=yes; West=yes; Moskin=yes

At 9:12 PM Joyce Chunglo made a motion to adjourn Executive Session, seconded by Gloria DiFulvio and passed unan. by a Roll Call Vote: ***DiFulvio=yes; Chunglo=yes; West=yes; Dudkiewicz=yes; Moskin=yes;***

Executive Session adjourned at 9:12 PM.

Meeting adjourned at 9:12 PM

Respectfully submitted,

Margaret J. Jekanowski
Administrative Assistant