



TOWN OF HADLEY
SELECT BOARD
June 6, 2012
Meeting Minutes

Meeting convened at 7:01 p.m., Room 203, Town Hall.

Present: Joyce Chunglo, Gloria DiFulvio (Chair), Daniel Dudkiewicz, David Moskin, and Brian West.
Absent: None.

Also in Attendance: Gary Girouard (Director of DPW); Robie Grant (Chair, School Committee); Dennis Hukowicz (Chief of Police); David Nixon (Town Administrator); Judy Pelis; Joseph Pelis; Robert Fil; Louise Olbris; Jesse A. Ritter; Chris Bone, Tom Couture (Tighe & Bond); Connie Mieczkowski, Treasurer), Ben Storrow, Daily Hampshire Gazette

- I. Motion made and seconded to approve the minutes of the meetings of May 3, 2012, May 9, 2012, May 16, 2012 and the Executive Session minutes of April 18, 2012. Motion unan. approved 5-0-0.
- II. Motion made and seconded to approve the warrant. Motion unan. approved 5-0-0.

Appointment

- III. Tom Couture, Nat Norton, and xxx of Tighe and Bond gave a presentation about the municipal applications of GIS. Tighe and Bond has been hired to map the Hadley sewer system to fulfill a requirement of the Town of Hadley's latest NPDES permit that was issued by the Environmental Protection Agency. Tighe and Bond strongly recommended that the sewer system be mapped using GIS. The main purpose of the presentation was to show that GIS is useful for many other municipal functions, such as assessing, public works, public safety, general administration, and others. The members expressed interest in moving forward with GIS mapping and broadening its application to more than the wastewater division. The members agreed to review the information contained within the presentation and to discuss it at a future meeting.
- IV. The members met with people who have been working informally on the 350th anniversary of the founding of Hopkins Academy. Ms. Constance Mieczkowski presented Joseph Pelis, Judith Pelis, Robert Fil, and Louise Olbris, who volunteered to serve on the proposed committee. They also requested permission that the Select Board create a special account so that the 350th Committee could receive funds. The 350th anniversary will be on 2014.

D. Dudkiewicz moved and J. Chunglo seconded to appoint Joseph Pelis, Judith Pelis, Robert Fil, and Louise Olbris to the Hopkins Academy 350th Anniversary Committee and further to create a special account as provided by law. Motion unan. approved 5-0-0.

Old Business

- V. Chair DiFulvio reported that the new budget format as presented to Town Meeting has created several problems in delivering services in FY 2013. She stated that the new format had been given to the Select Board very shortly before the Town Meeting, and the Town had not had enough time to review the details carefully. D. Nixon reported on the details that



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emerged after the Town Meeting budget presentation and pointed out that the budget needed adjustment:

Acct #	Acct. Name	Type	Problem	Steps Taken	Recommended Action
122-5120	Select Board	Salary	Employee got shorted \$136.	Accountant made an adjustment	<p>Short Term: Select Board ratifies the adjustment made by Accountant.</p> <p>Long Term: Adjust budget at Special Town Meeting.</p>
131-5300	Finance Committee	Salary	\$800 is now classified as payroll instead of "stipend". We must pay Medicare and OBRA unless corrected by Town Meeting.		<p>Short Term: Finance Committee should delay request for payment of stipend until after Special Town Meeting.</p> <p>Long Term: Special Town Meeting must adjust the account name.</p>
141-5106	Assessor	Salary	Employee got shorted \$66.	Accountant made an adjustment	<p>Short Term: Select Board ratifies the adjustment made by Accountant.</p> <p>Long Term: Adjust budget at Special Town Meeting.</p>
210-5190	Police	Salary	\$13,750 for uniforms was grouped together with salaries and needs to be listed as an expense. Contractual obligations for uniforms cannot be met.		<p>Short Term: If payment of uniforms must be made, then it could be taken (underfunded) out of expenses (210-5580), and then the expense line could be backfilled at the town meeting.</p> <p>Long Term: Adjust budget at Special Town Meeting.</p>
220-5190	Fire	Salary	\$2,300 for uniforms was grouped together with salaries and		<p>Short Term: If payment of uniforms must be made, then it could be taken (underfunded) out of expenses (220-5700), and</p>



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			needs to be listed as an expense. Obligations for uniforms cannot be met.		then the expense line could be backfilled at the town meeting. Long Term: Adjust budget at Special Town Meeting.
222-5190	Communi-cation Center	Salary	\$2,300 for uniforms was grouped together with salaries and needs to be listed as an expense. Contractual obligations for uniforms cannot be met.		Short Term: Try to defer this expense as long as possible. If payment of uniforms must be made, then it could be taken (underfunded) out of expenses (222-5430), and then the expense line could be backfilled at the town meeting. Long Term: Adjust budget at Special Town Meeting.
422-5190	Highway Construct-ion	Salary	\$9,450 for uniforms was grouped together with salaries and needs to be listed as an expense. Contractual obligations for uniforms cannot be met.		Short Term: If payment of uniforms must be made, then it could be taken (underfunded) out of expenses (422-5850), and then the expense line could be backfilled at the town meeting. Long Term: Adjust budget at Special Town Meeting.
422-5102	Highway Construct-ion	Salary	Salaries were underfunded by \$16,814. This shortfall takes into account a 0% COLA.	Spend for wages and salaries for workers with the assumption that funds will be restored.	Short Term: Ratify the decision to spend in the short term. Long Term: Adjust budget at Special Town Meeting.
422-5130	Highway	Over-time	All overtime was transferred to the Snow and	Accountant will set the value of this	Short Term: Select Board ratifies the adjustment made by Accountant.



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			<p>Ice Budget. The Town cannot pay for any overtime not directly related to a snow event (e.g., building checks, line painting, Chapter 90 paving, special events [parades and graduations], job completions and emergencies associated with tree damage, flooding, bad accidents, road closures, utility pole replacement). We estimate that non-snow and ice related overtime should amount to \$18,000 (not adjusting for a COLA).</p>	<p>account at \$1.00, and Highway will deficit spend.</p>	<p>Long Term: Adjust budget at Special Town Meeting.</p>
422-5534	Highway	Temporary Patch	<p>All Temporary Patch expenses were transferred to the Snow and Ice Budget. The Town cannot fund and temporary</p>	<p>Spend for temporary road repairs with the assumption that funds will be restored.</p>	<p>Short Term: Ratify the decision to spend in the short term. Long Term: Adjust budget at Special Town Meeting.</p>



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			road repairs that are not directly related to snow and ice (e.g., pot holes, catch basins, and berms). We estimate that non-snow and ice related temporary road repairs will cost \$3,000.		
429-5246	Highway	Vehicle Maintenance	Reduced by \$3,000. Used to repair Highway aging fleet.	Spend for repairs with the assumption that funds will be restored.	<p>Short Term: Ratify the decision to spend in the short term.</p> <p>Long Term: Adjust budget at Special Town Meeting.</p>
429-5270	Highway	Rental Equipment	Reduced by \$1,900. Used for renting equipment to maintain dirt roads.	Spend for dirt road repairs with the assumption that funds will be restored.	<p>Short Term: Ratify the decision to spend in the short term.</p> <p>Long Term: Adjust budget at Special Town Meeting.</p>
440-5190	Wastewater	Salary	\$5,800 for uniforms was grouped together with salaries and needs to be listed as an expense. Contractual obligations for uniforms cannot be met.		<p>Short Term: If payment of uniforms must be made, then it could be taken (underfunded) out of expenses (440-5851), and then the expense line could be backfilled at the town meeting.</p> <p>Long Term: Adjust budget at Special Town Meeting.</p>
450-5190	Water	Salary	\$4,050 for uniforms was		<p>Short Term: If payment of uniforms must be made,</p>



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			grouped together with salaries and needs to be listed as an expense. Contractual obligations for uniforms cannot be met.	then it could be taken (underfunded) out of expenses (450-5850), and then the expense line could be backfilled at the town meeting. Long Term: Adjust budget at Special Town Meeting.
510-5100	Board of Health	Other Salary	The Health Inspector is a private vendor, but \$18,350 of this expense was grouped with salary. There is not enough in the expense budget to fund this public service, so state-mandated health inspection services (e.g., restaurant inspections, food-borne communicable disease prevention and reporting) are unavailable on 7/1.	Short Term: Immediately in FY 2013 request a Reserve Fund transfer to fund health inspections. Spend out of \$2,010 expense line for health inspections. Long Term: Adjust budget at Special Town Meeting.

After a discussion, J. Chunglo moved and D. Dudkiewicz seconded to adopt the short term and long term recommended actions to address the problems of public service delivery. Motion approved 3-2-0 (Moskin and West dissenting).

- VI. Cleaning Bid: Chair DiFulvio reported that the cleaning bids had been taken under advisement at the last meeting pending clarification of the numbers and proposed scope of



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work. The members discussed whether to expand the scope of work to include other municipal buildings, notably the Public Safety Center. Chief Hukowicz stated that he was satisfied with the current cleaner at the Public Safety Complex. He stated that there is sometimes sensitive information, and he does not have to worry about the current cleaners talking about what they may see or hear.

B. West moved and J. Chunglo seconded to reject all bids and to revise the scope of work. Motion unan. approved 5-0-0. Item will be reconsidered at a future meeting.

- VII. Ambulance Contract: Chair DiFulvio reported receiving a revised agreement between the Town of Amherst and the Town of Hadley for the ambulance service. D. Nixon reported that he had met two additional times with John Musante, Town Manager, Town of Amherst. The new contract reflects the changes desired by the Hadley Select Board. A training agreement is being developed, and will be presented shortly.

D. Moskin moved and J. Chunglo seconded to sign the agreement. Motion unan. Approved 5-0-0.

- VIII. West Street Traffic: Chair DiFulvio reported receiving from Chief Hukowicz three prices for a portable radar sign. The members instructed the Chief to deploy patrol cars in that neighborhood and to catch speeders. The members agreed to forward this item to the Capital Planning Committee for their consideration.

- IX. Remote Participation Policy/Open Meeting Law: Chair DiFulvio reported that the Board had asked the Town Administrator to research policy concerning the Attorney General's regulations allowing for remote participation in open meetings. D. Nixon presented a recommended policy that would apply to all committees, commissions, and boards whether appointed or elected. D. Nixon stated that remote participation should be an infrequent event, and that the chairs of each committee, board and commission should interpret the regulations strictly and narrowly.

D. Moskin moved and B. West seconded to adopt the policy as presented and that the policy would apply to all Hadley public bodies, whether appointed or elected. Motion approved 4-1-0 (Chunglo dissenting).

New Business

- X. Pioneer Valley Planning Commission Agreements: Chair DiFulvio reported receiving from the Long Range Plan Implementation Committee an extension to the FY 2012 planning agreement and a new FY 2013 planning agreement with the Pioneer Valley Planning Commission. A. Eccelston of LRPIC reported that both agreements would help the Committee prepare several important zoning proposals for the fall special town meeting.

J. Chunglo moved and B. West seconded to approve the agreements. Motion unan. approved 5-0-0.



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- XI. Sidewalks: Chair DiFulvio reported receiving a list of proposed sidewalk repairs and associated costs from the DPW. G. Girouard explained that the DPW would repair sidewalks until the end of the fiscal year and whatever still needed to be done would be covered in the FY 2013 budget.
- XII. Land Preservation: Chair DiFulvio reported receiving requests for spending out of the Woodchuck Nominee Trust fund for open space preservation. Chair DiFulvio reported that \$4,000 was requested for the Thayer Property at Hockanum Meadows; \$6,500 was requested for the Hartsbrook School on Bay Road; and \$3,500 was requested for the Wanczyk property in the great Meadow. D. Dudkiewicz remarked that the \$4,000 for the Thayer property had already been approved at the May 16, 2012 meeting and therefore did not need a vote tonight.

D. Dudkiewicz moved and B West seconded to authorize the expenditure of \$6,500 for the Hartsbrook School property and \$3,500 for the Wanczyk property as presented out of the Woodchuck Nominee Trust. Motion unan. approved 5-0-0.

- XIII. Restraint of Dogs and Appointment of Dog Officer: Chair DiFulvio reported receiving the annual restraint of dogs order and appointment papers for Mitch Kuc as Dog Officer. D. Nixon explained that the order required an annual vote of the Board, and the bylaws establishing the dog officer set the term to begin on May 1 of each year.

D. Dudkiewicz moved and J. Chunglo seconded to adopt the restraint of dogs order and to appoint Mitch Kuc as Dog Officer. Motion unan. approved 5-0-0.

- XIV. Special Police Officer: Chief Hukowicz introduced Jesse Ritter and recommended him for appointment as a special police officer.

J. Chunglo moved and B. West seconded to appoint Jesse Ritter as a special police officer. Motion unan. approved 5-0-0.

- XV. Wood Chip Bid: Chair DiFulvio reported receiving a bid for the wood chip pile at the DPW. D. Nixon reported that after the October snow storm, the Town spent months cleaning up tree limbs and branches and had to chip the wood. When faced with a sizable expense to remove the chip pile, the DPW decided to offer the pile for sale through Municibid, a national bidding web service. The low bidder offered less than \$50, but the Town avoids several thousand dollars of removal and disposal costs.

J. Chunglo moved and B. West seconded to award the bid to the highest bidder. Motion unan. approved 5-0-0.

- XVI. Malt and Wine Pouring Permits for Farmer/Brewers and Vineyards: D. Nixon reported that the Board would soon receive an application for a malt and wine pouring license under Section 12 of MGL Chapter 138 from a farmer-winery. D. Nixon explained that cideries, vineyards, and farmer-brewers could brew and distill alcoholic beverages that are part of the farming operation. The state, not the town, issues a permit to allow for farmer-brewers and farmer-wineries. The state license allows the farmer to sell their product to a licensed



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wholesaler. However, if a farmer-brewer wishes to offer glasses of their alcoholic product for sale, then the farmer-brewer is required to obtain a Section 12 on-premise pouring license from the town. D. Nixon reported that such pouring licenses do not affect a town's quota of alcoholic beverage licenses. D. Nixon also reported that the Town's fee structure for Section 12 licenses is geared toward the restaurant trade, where mark ups of 300% or more on alcohol is common. Farmer-brewers, however, do not have the same profit margins as do restaurateurs, and a new fee structure is advised. D. Nixon reported that farmer-breweries are becoming more common, and applications for pouring licenses by small-scale farmer-brewing operations will likely occur. D. Nixon touched on Hadley's right to farm bylaw and recommended that the fee be set to reflect the financial realities of farming. B. West suggested a fee of \$50. D. Dudkiewicz asked why the Town would grant such licenses. D. Moskin asked for more information. Item tabled pending the development of further information.

XVII. One Day Alcohol License: Chair DiFulvio reported receiving a one-day malt and wine license application for a Northampton Chamber of Commerce event at the Hampton Inn on July 11.

B. West moved and J. Chunglo seconded to grant the license as presented. Motion unan. approved 5-0-0.

XVIII. Proclamation for Dr. Young: J. Chunglo stated that the Board should issue a proclamation for Dr. Young.

D. Moskin moved and B. West seconded to issue a proclamation for Dr. Young on the occasion of his career advancement and to sign the proclamation at the Board's convenience. Motion unan. approved 5-0-0.

Meeting adjourned at 9:41 p.m.

Respectfully submitted,

David Nixon
Town Administrator