



TOWN OF HADLEY
SELECT BOARD
November 6, 2013
Meeting Minutes

Meeting convened at 7:00 pm, Room 203, Hadley Town Hall

Present: Chair Daniel Dudkiewicz, Guilford Mooring, John Waskiewicz, Brian West

Absent: Joyce Chunglo

Also in Attendance: David Nixon (Town Administrator); Peg Jekanowski, (Admin. Assistant); Richard Trueswell, (TV-5); Howard Koski, Linda Sanderson (Finance Committee), Molly Keegan, (School Committee); Jerry Rybczynski

Approval of Minutes: 10/09/13, 10/16/13, 10/29/13

Motion: West Second: Mooring Vote 4-0-0

Appointments:

Jerry Rybczynski: Applicant for "Easy Ride" Class 2 (Sale of Used Motor Vehicles) License (MGL Ch. 140 Sec.58) @ 26 Russell Street, Hadley Ma

Mr. Jerry Rybczynski presented his Class II license to the Board. This has been reviewed and signed off on by the Planning Board, Zoning Enforcement Officer and Police Department. The dealership will be mainly used for motorcycles and only be open seasonally (Spring through Fall). ***Motion to grant Class II License to Jerry Rybczynski dba East Ride, with restrictions as noted by Zoning Enforcement Officer: West Second: Mooring Vote: 4-0-0***

7:15 pm: Fire Chief Spanknebel report-Route 9 Fire October 27-28, 2013: The Board thanked Chief Spanknebel and his department for their response to the devastating fire at 206 Russell Street. Chief Spanknebel reported that a total of 25 cities and towns assisted with the event. He thanked the following: Hadley Police Department, especially Officers Kuc, Fernandes, and Sargent Shanley. He thanked the Fire Departments of the following Towns: Northampton, Amherst, South Hadley, Hatfield, Easthampton, Granby, Holyoke, Sunderland, Belchertown, Pelham, North Brookfield, Charlton, Sturbridge, Brookfield, Dudley, Warren, Spencer, Southbridge and Ware. Also Dispatcher Jeff Kristek and Todd Ensaldo, the rehab truck from the Department of Fire Services, the Red Cross, Westover Fire Department, Sherriff's Department, WMECO, the Gas Company, John Waskiewicz and his equipment for digging out the gas company's main shut offs; Karl's site work, the State Fire Marshall's office, and MEMA. He also thanked the Hadley DPW for their assistance, specifically Gary Berg, Brian Waskiewicz and Ray Russell. He announced that Hadley Fire Department is completely back in service and will have a debriefing for all Department Heads in the near future. One South Hadley Fire Fighter had minor injuries. The State Fire Marshall states the fire started in the area of the laundromat in the vicinity of the dryers.

The BOH has a letter out to the owners of the property regarding clean up. Mr. Nixon stated that he met with the owner earlier in the day and he (Mr. Thatcher) is moving forward with clean up. The Board commended Chief Spanknebel, the Hadley Fire Department and all the mutual aid efforts in went in to this event.

Chief Spanknebel then stated that he has received word that the Fire Department will be receiving a grant through the Department of Conservation and Recreation (DCR) for more brush fire turnout gear. They are requesting that Hadley FD host their presentation at the Hadley Fire Department. The event will be sometime in December 2013.

Mr. Nixon thanked all participants who responded to the October 27th fire, and also mentioned Hadley Inspections Services, area legislatures, Amherst Area Chamber of Commerce and the Hampshire County United Way. He also stated that he has learned that the Small Business Administration can offer disaster loans if a declaration of disaster is made. ***Motion to declare the October 27 & 28, 2013 fire at 206 Russell Street as an economic disaster: West Second: Mooring Vote: 4-0-0***

Old Business #1: Municipal Performance Management Grant: Motion to authorize Select Board chair to sign Performance Management Grant: West Second: Mooring Vote: 4-0-0



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Old Business #2: Municipal Buildings: Time Frame: The Board discussed a time frame for moving forward on municipal buildings. It was decided to have public forums on Monday evenings at the Senior Center beginning December 2, 2013 at 7:00 pm featuring North Hadley Hall and the Senior Center. Mr. Nixon also suggested the Board go out to Town Boards and Civic Organizations to get their input and different points of view. There was also discussion as to how to present the information at the meetings, whether to do all buildings at once versus particular building(s) at each meeting. The agenda will be set up so as to present information from DRA and other reports on 2 buildings per meeting, get feedback and answer questions as to current and future use, and the dollars to renovate the particular buildings. Additional meetings will be the 9th and 16th of December.

Copies of the facilities plan are available on line at hadleyma.org, two hard copies available at the library and one at Town Hall.

Mr. Nixon stated that he gave the Board information on the necessity of an Owner's Project Manager due to the cost of the building project. This will be the first step the Board will need to take as it is a requirement of Massachusetts General Law. Also, regarding the costs of the project, Mr. Nixon stated that by combining projects some discounts might be available to the Town. Mr. Mooring stated the need to think about whether or not to establish a building committee. Chair Dudkiewicz stated that this can be discussed at a future meeting once we see the interest.

Old Business #3: Well Reconditioning Bid: The Board reviewed a bid tabulation for the Water Well Reconditioning IFB. Layne Christenson of Dracut, MA came in as the lowest responsive and responsible bidder, and Mr. Nixon recommended awarding the project. ***Motion to award the Water Well Reconditioning project to Layne Christenson of Dracut MA for the cost of \$23,932.00: Mooring Second: West Vote: 3-0-1 (Waskiewicz abstaining.)***

Old Business #4: IFB for Financial Consultant: Mr. Mooring stated that the subcommittee of the TriBoard met and came up with a Scope of Services as follows:

Scope of Services

Financial Consultant

The purpose of this contract is to review the financial management reporting system for the Town of Hadley. The consultant shall review existing financial data, evaluate existing reporting system, present recommendations to the Tri-Board (Select Board, School Committee and Finance Committee).

1. Review existing financial data and data collection process.
2. Review existing financial reports and verify financial data
3. Evaluate the existing reporting system and recommend possible changes to the Towns financial reports utilizing the existing software system(s).
4. Identify strengths and weaknesses of the current system and reports. Using best management practices propose alternatives and/or changes to address any identified weaknesses in the management reports packet. Provide examples of any alternatives and/or changes.
5. Present recommendations to the Tri-Board.
6. Project to be completed no more than 3 weeks from the issuance of a Notice to Proceed.

Motion to go out for bid (quotes) for a financial consultant: West Second: Mooring Vote: 3-1-0 (Dudkiewicz dissenting.)

Also, it was agreed that the subcommittee would review the proposals that come back and make a recommendation of the award of the contract.



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New Business # 1: Town Meeting (a.) Financial Position: Chair Dudkiewicz stated that he would like to see a level service as well as level funded budget from Department Heads and asked how the Board would like to proceed. Discussion ensued and Mr. West stated that he would like to take the level service budget and analyze them financially. The Board will then meet with each department head and discuss why there are increases or decreases in line items, as well as review budgets historically for turnbacks. Mr. Mooring stated that the Board has level service budgets from Department Heads and needs explain about increases in their budgets, that the budget from Town meeting is essentially level funded. Chair Dudkiewicz stated concern for taxpayers who are on fixed incomes. It was decided to ask departments for level service budget with explanation for increases. Mr. Nixon summarized the following points: No override, continue with VADAR system and ask for Level Service Budget with bullet points explaining increases. Department Heads will meet with the Select Board as the budget season continues. Deadline for department heads to submit budgets is December 31st.

The Board also reviewed policy recommendations from Town Administrator David Nixon that the Board has not taken an official position on. Mr. Nixon stated the crucial need right now is for managing debt within the enterprise funds. He would like the Select Board to review the suggested guidelines and adopt policies as appropriate. This will be an agenda item at the November 20, 2013 Select Board meeting.

It was also decided that the next full TriBoard meeting will be January 29, 2014. The subcommittee will continue to meet in order to manage the Financial Consultant hiring process. The TriBoard meeting on the 29th will include the School budget on the agenda. It was also decided that the subcommittee will present a revenue figure for the Boards to operate the budget from.

New Business #1: Town Meeting (b) Follow Up: additional liquor license: *Motion to authorize the Select Board Chair to sign letter to Committee for additional Liquor Licenses beyond quota as voted on at Special Town Meeting: Mooring Second: West Vote: 4-0-0*

New Business #1: Town Meeting (c) Authorization to proceed with Capital Plan
Motion to authorize the Town to proceed with Capital Items as approved at Special Town Meeting: West Second: Mooring Vote: 3-0-1 (Waskiewicz abstaining.)

New Business #2: Set FY2014 pay rates: *Motion to approve pay raise for 2014: Mooring Second: West Vote: 4-0-0*

New Business #3: Surplus equipment: *Motion to declare equipment as surplus and less than \$500.00 value, authorize disposal of said equipment: West Second: Mooring Vote: 4-0-0*

(Equipment List: Dell Computers SN 4FP3131, 180R831, 8CQMX21; IOMEGA DITTO SN RPG; Printer Copier Brother MFC-8440 SN U61034E45265583 and Brother ML300 SN U53081A4E768056)

New Business #4: Game Over LLC dba The Quarters – Request for prorated 2013 License Fees: *Motion to grant prorated license fees for calendar year 2013 to Game Over LLC dba The Quarters in the amount of \$779.00 for Common Victualer, All Alcohol On Premise, and Automatic Amusement Licenses, subject to the establishment opening for business: West Second: Waskiewicz Vote: 4-0-0*

New Business #5: MEGA Assessment: This is regarding one of the Town's former insurers, MEGA. Former clients were back charged for the difference between what they should have charged and what they did charge. The Board did vote not to pay the back charges and to fight said charges. Municipalities including Hadley took this to the Insurance Commission, but the Commission sided with MEGA and requires all Towns must pay the back charges. This will require a Town Meeting vote.



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New Business #6: Middle Street Property and School athletic field: Mr. Nixon explained that School athletic fields have encroached on property at 107 Middle Street. The landowner has agreed to allow the Town to use the portion of the property, there is an easement for \$1.00. This does require Town Meeting vote.

New Business #7: Appointment to Cultural Council: Marilyn Judah: *Motion to appoint Marilyn Judah to the Hadley Cultural Council: Dudkiewicz Second: Mooring Vote: 4-0-0.*

Executive Session:

Motion to move to Executive Session for the purpose of discussing Litigation: Damon v. Town of Hadley and a contract amendment to the Police Chief contract, and not to reconvene in open session: Mooring Second: West

Chair Dudkiewicz stated "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 discussing the matter in open session will have an adverse effect on the Town of Hadley.

Roll Call Vote: Mooring – Yes: Dudkiewicz – Yes: Waskiewicz – Yes: West – yes

A discussion was held regarding litigation. A motion was made and seconded and vote taken.

Roll Call Vote: Waskiewicz – Yes: Mooring – Yes: Dudkiewicz – Yes: West – Yes

A discussion was held regarding an amendment to the contract of the Chief of Police. Motion was made and seconded and vote taken.

Roll Call Vote: Waskiewicz – Yes: Mooring – Yes: Dudkiewicz – Yes: West – Yes

Adjournment: At 10:10 a motion was made and seconded to adjourn meeting – Roll Call Vote:

Roll Call Vote: Waskiewicz – Yes: Mooring – Yes: Dudkiewicz – Yes: West – yes

Meeting adjourned at 10:10 pm.

Respectfully submitted,

Margaret J. Jekanowski
Administrative Assistant

Approved 11-20-2013