



TOWN OF HADLEY  
SELECT BOARD  
November 20, 2013  
Meeting Minutes

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

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

**Absent:**

**Also in Attendance:** David Nixon (Town Administrator); Peg Jekanowski, (Admin. Assistant); Richard Trueswell, (TV-5); Caryn Perley, Alison Donta-Venman, Jo-Ann Konieczny (Library Trustees); Daniel H. Zdonek JR., Assistant Assessor; Sharron Gifford, Gary Girouard (DPW)

**Approval of Minutes: 10/30/13, 11/06/13, 10/29/13**

***Motion: Mooring Second: West Vote 5-0-0***

**Approval of Warrants: Vendor Warrants 22, 22-S and 22-A: Payroll 39 & 41**

***Motion: Chunglo Second: Mooring Vote 5-0-0***

**Appointment 7:05 pm: Library Trustees: Update from Trustees:**

The Library Trustees presented the Board the results of their recent survey and a copy of their most recent long range plan. The Library Trustees shared the results from the Survey they conducted over the summer of 2013. The survey stated that the main barrier to use of the library was inconvenient hours, and the top choices for future ideas were "open more hours" and "fully handicap accessible." They are looking at other similar Town libraries systems for ideas on how to improve systems. There is a Long Range Plan (5 year) that is available on line and that has been submitted to the Massachusetts Board of Libraries. This puts the library in line for grants and the trustees will have more information on this in the future. In 2014 they are applying for design and planning grant and may have something to put on the warrant for Annual Town Meeting.

7:15 pm: DPW Director Gary Girouard

- **Route 47 Bridge Culvert Replacement: CEI Engineering Services Agreement** – The Board reviewed an agreement with CEI for engineering services: ***Motion to sign the agreement with CEI for professional engineering services for the Route 47 Bridge Culvert Replacement: West Second: Chunglo Vote: 3-1-1 (Mooring dissenting, Waskiewicz abstaining)***
- **DPW Employee Realignment** – The Board reviewed a proposal from the DPW Director Gary Girouard for a realignment of staffing. The proposal is to replace the current full time DPW Laborer/Driver position with a full time, Licensed Water Operator/Laborer/Driver position. The recommendation included increasing the pay grade from a 5 to a 6. The requirements for this position would be a T1 Potable Water Treatment License, a D1 Potable Water Distribution License, a Commercial Driver's License/B and a front end Loader/Back ho, Hoisting Operator's License. The employees primary duties would be water related, but will occasionally assist other DPW Divisions when seasonal weather or other conditions warrant.  
  
Mr. Mooring asked if there is enough in the budget to cover this position, Sharon Gifford answered that she has worked the numbers and it should be okay. Mr. Mooring further stated that if an applicant is hired they are given provisional time, and they get incremental pay as goals are met. He suggested starting the employee at a grade level lower until they progress and obtain licenses. He also noted that it may take two years to get both licenses. ***Motion to support the DPW Director's proposal to realign employees at DPW: West Second: Mooring Vote: 4-0-1 (Waskiewicz abstaining.)***

- Wellhead Protection, Floor Draining Ordinance (Passed Over)

**Old Business: #1 FY2014 Recap Sheet** – The Board reviewed the FY 2014 Recap Sheet as presented by the Assessor's Office. Chair Dudkiewicz asked for explanation of the tax rate for this year going from \$10.44 to \$10.64. Assistant Assessor Dan Zdonek explained that the tax rate for this year is based on the budget that was



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proposed at Annual and finalized at Special Town Meeting. Mr. West stated that discussions will be for setting next year's tax rate. It was further noted that the Tax Classification was held prior to Fall Town meeting. It was decided that in future years the Tax Classification hearing will always be held after Fall Town meeting so the tax rate will be more clear.

**Old Business #2: Financial Position – Adopting policy recommendations:** The Board reviewed financially policies that are currently in place and adopted the following recommendations:

**Policy #s 1-7:** Keep currently policies in place but need to watch #4 (Intergovernmental Revenues) and #5 (One time revenues). **# 8 (Liquidity):** policy recommendations will be sent to Treasurer for comment and brought back to Select Board for final adoption. **#9-11 Policies** are okay and were kept in place.

**#12 (Water Debt Service):** Mr. Nixon recommended adopting the following policy:

- Total debt service for special revenue bonds will not exceed 30% of net operating revenues.
- Total debt service for special revenue bonds will not fall below 20% of net operating revenues.
- Before bonded long-term debt is issued the impact of debt service on total annual fixed costs will be analyzed.
- When a warning trend is observed, corrective analysis and actions should be brought forward to decision makers.

**Motion to adopt policy as recommended: Chunglo Second: West Vote: 4-0-1 Waskiewicz abstaining.)**

**#13 (Sewer Debt Service):** Mr. Nixon recommended adopting the following policy:

- Total debt service for special revenue bonds will not exceed 30% of net operating revenues.
- Total debt service for special revenue bonds will not fall below 20% of net operating revenues.
- Before bonded long-term debt is issued the impact of debt service on total annual fixed costs will be analyzed.
- When a warning trend is observed, corrective analysis and actions should be brought forward to decision makers.

**Motion to adopt policy as recommended: Chunglo Second: Mooring Vote: 4-0-1 Waskiewicz abstaining.)**

**#14 (Other Post Employment Benefits – OPEB):** Mr. Nixon recommends a six point strategy but pointed out that the legislature is meeting to discuss this, and policy may change depending on what happens. The Board concurred with the 6 point strategy and will table this policy for now. Mr. West stated that when a policy is adopted funding should become part of collective bargaining discussions.

**#15 (Expenditures per Capita):** The Board did adopt a policy in 2008 but current conditions warrant further review.

**#16 -26** are all similar in that they are expenditures by function. Mr. Nixon recommended the Board consider these as an entire unit, and adopt policy that apply to all as warranted by the budget. Mr. West asked for more time to review these and a policy will be discussed at the January 8, 2014 meeting.

**#27 – 34:** policies were adopted in the past and stable.

**Old Business #3: PVPC: Regional Sealers of Weights and Measures:** The Board reviewed a study from the Pioneer Valley Planning Commission regarding the Sealer of Weights and Measure issue. Since the population of Hadley is over 5,000 the State will no longer provide this service. The study looks at the pros and cons of Hadley doing the service themselves versus going with a regional service. The recommendation is to go with a regional Sealer of Weights and Measures program, the City of Northampton currently provides this service. There is a grant that will fund the first year of service, after that it will be self-sustaining as the merchants will pay a fee for the



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service that will fund the ongoing program. ***Motion to support the Regional Sealer of Weights and Measures through the city of Northampton, and support the grant: West Second: Chunglo Vote: 4-1-0 (Waskiewicz dissenting.)***

**Old Business #3: PVPC: Regional Sealers of Weights and Measures:** The Board decided on the following dates for public forums for the future of Town Buildings. Thursday, January 9, 2013 the North Hadley Village Hall and Senior Center will be discussed. Tuesday, January 14, 2013 Russell School and Town Hall will be discussed. Meeting will run from 7:00pm through 9:00pm at the Senior Center lower level.

**Old Business #4: PVPC: Hampshire Council of Governments: Hampshire Cloud:** Mr. Nixon explained that Hampshire Council of Government has an application for a grant that will improve IT service to the Town of Hadley. ***Motion to send a letter of support to HCog for the additional funding for the Hampshire Cloud: West Second: Chunglo Vote: 5-0-0.***

**New Business #1: Money Maker Inc. dba The Stables (new owners) 326 Russell Street, Common Victualer Application & Request for Prorated License fee for 2013 License:** This is a new owner of the Stables Restaurant, asking for a prorated license fee for 2013. ***Motion to approve a Common Vicutaler applicaton for MoneyMaker Inc. dba the Stables, and prorate the license fee for 2013: West Second: Chunglo Vote: 5-0-0.***

**Announcements**

The Hartsbrook School is having their annual holiday fair on November 23<sup>rd</sup> and is asking permission for signage. ***Motion to approve signage for Hartsbrook School Annual Holiday Fair: West Second: Chunglo Vote: 5-0-0.***

Mr. Nixon asked the Board approve a reserve fund transfer request for an accounting error in retroactive pay for the police chief in the amount of \$1,061.03. ***Motion to approve reserve fund transfer request in the amount of \$1,061.03: West Second: Chunglo Vote: 5-0-0.***

The Board offered condolences to the families of Clarence Babb, John Devine, Marie Kulas and Hank Drozdal, all whom have recently passed away.

The Board thanked Jeff Kristek and Daniel Barrett, as well as John Waskiewicz, for assistance in power washing the Hadley Safety Complex.

The Christmas Tree Festival to benefit the Hadley Fireman's Association is coming up on December 6<sup>th</sup> at the Hadley Farms Meeting House. Organizations can donate a tree up until December 5<sup>th</sup>.

Hadley Mothers' Club Vendor Fair will be at Hopkins Academy on Saturday November 23<sup>rd</sup> from 9:00-3:00.

Mr. West stated that the Devine family wanted to publicly acknowledge the service of the Hadley Police Department during the recent wake and funeral services for John Devine, they were very appreciative. Chair Dudkiewicz asked for a moment of silence for the people who have passed away. Moment of silence was observed.

**Executive Session: 8:47 pm:** ***Motion to move to Executive Session for the purpose of discussing Litigation: Damon v. Town of Hadley and personnel, 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.



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

A discussion was held regarding litigation.

A discussion was held regarding a personnel issue.

Motion was made and seconded and vote taken.

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

Motion was made and seconded and vote taken.

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

Meeting adjourned at 10:10 pm.

Respectfully submitted,

Margaret J. Jekanowski  
Administrative Assistant

Approved 12.04.2013