



TOWN OF HADLEY  
SELECT BOARD  
January 15, 2014  
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:** None

**Also in Attendance:** David Nixon (Town Administrator); Peg Jekanowski, (Admin. Assistant); Richard Trueswell, (TV-5); Mike Spanknebel (Fire Chief); Damion Shanley (Acting Police Chief); Wilfred Danylieko (Electrical Inspector);

**Approval of Warrant 30-V & Payroll:** *Motion: Chunglo Second: West Vote 5-0-0*

**Old Business #1 FY2015 Budget: Police, Dispatch and Fire Departments**

Acting Police Chief Damion Shanley and Fire Chief Michael Spanknebel presented their budgets for Police, Dispatch and Fire Departments (Attached to these minutes for review.) It was noted that the departments are collaborating to find cost saving whenever possible. Mr. Mooring also noted that some of the budget items in the Police Department Budget are in direct response to the Badgequest Study suggestions.

**Old Business #2 Establish Priority of Buildings:**

The Board discussed the need to set one more public forum to discuss remaining municipal buildings. It was decided to have another forum on Thursday, January 30<sup>th</sup> 2014 at 7:00 pm at the Senior Center. The DPW, Public Safety and Library will be discussed.

The Board also decided to call people interested in serving on a Building Committee. A mission statement will be generated for review at the January 22<sup>nd</sup> meeting. Interested parties should send letters of interest to the Select Board by January 31, 2014.

David Nixon gave Board Members information on a process of getting consensus on projects for review. He asked the Board to review it and take it under advisement as a possible tool for coming to consensus on Town Buildings.

**Old Business #3 – Communications Tower North Hadley:**

Verizon Wireless is proposing a new cell tower on a site at Montgomery Rose. There is the possibility of including emergency communication equipment on this tower without having to pay any rent. Mr. Nixon asked that the Select Board show support for this project by attending the Planning Board meeting on January 21<sup>st</sup>. *Motion to support a Verizon communication tower at Montgomery Rose site and endorse sending a letter of support to Planning Board: West Second: Chunglo Vote: 5-0-0.*

**New Business #1 – Referendum Vote re: Retiree Health Insurance(passed over.)**

**New Business #2 – Helping Hearts for Hadley Schools – Request to hang sign on Russell Street Fence**

*Motion to allow sign: West Second: Mooring Vote: 5-0-0*

**Announcements:**

The Board offered condolences to the family of Deborah Richardson who recently passed away.

**Adjournment: 9:10 pm**

Motion to adjourn: Chunglo Second: West Vote: 5-0-0

Meeting adjourned at 9:00 pm.

Respectfully submitted,

Margaret J. Jekanowski  
Administrative Assistant



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Attachment #1: Police Budget

**TOWN OF HADLEY**  
**DEPARTMENT OF POLICE**

15 EAST STREET  
HADLEY, MA 01035  
PHONE: (413) 584-0883 FAX: (413) 582-9053

**2015 BUDGET PROPOSAL**

**ACCOUNT # 01-210-5102-000**  
**NAME: FULL-TIME OFFICER WAGES**  
**CURRENT: 414,223.00**  
**PROPOSED: 516,166.00**

The proposal includes current wages for all full-time Police Officers, including shift differential incentives for each applicable shift. The formula also includes the addition of a supervisor position and an investigative officer position, both of which would be back filled with new officers. The changes would eliminate a moderate amount of overtime and reduce the part-time account considerably. It should be noted that the current funds allocated for this account do not support the staff actively in place, creating a projected short fall of approximately \$10,911.40.

The addition of the newly proposed positions will add stabilization to a poorly designed court officer position, which is currently in place, and an investigative position designed to create a proactive approach to law enforcement while ensuring adequate service for the community. These necessary positions are crucial for the future of the department, as we make an effort to establish a foundation and prepare for the future.

In a fifteen year period our call volume has increased more than 100%, while our staffing has only increased by 20%.

**ACCOUNT # 01-210-5107-000**  
**NAME: PART-TIME OFFICERS WAGES**  
**CURRENT: 141,208.00**  
**PROPOSED: 102,665.00**

This proposal, which is clearly a significant reduction, is based on several factors in an effort to better balance the off-set from the above increase. The formula is based on a three year average of past spending, along with a projected need for increased part-time staffing. The addition of the two newly proposed full-time positions would allow for a reduction in the part-time account, which is currently used to pay a large



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amount of court coverage that would not be applicable any longer. The reduction also takes into consideration solutions and resolutions for unnecessary overtime, created by an inadequate court officer position and investigations currently causing a moderate amount of increased costs. Although the account is eligible for reduction, there is also need for additional "part-time officers", who typically require slightly more funding than "Special Officers", where they would be drawn from. This increase would include an hourly pay-rate change, a differential incentive and uniform costs which are not currently provided to Special Police Officers.

**ACCOUNT # 01-210-5110-000**

NAME: **POLICE CHIEF SALARY**

CURRENT: 86,447.00

**PROPOSAL: 88,175.94**

This proposal reflects a 2% increase to the current rate. \* HAS BEEN LEVEL FUNDED\*

**ACCOUNT # 01-210-5113-000**

NAME: **ANIMAL CONTROL**

CURRENT: 1200.00

**PROPOSAL: 1200.00**

The proposal reflects level funding for this account, as past figures vary and show no need to change at this time.

**ACCOUNT # 01-210-5120-000**

NAME: **FULL-TIME CLERICAL**

CURRENT: 40,135.00

**PROPOSAL: 42,199.00**

The proposal reflects a step change, per the listed wage scale and a 2% increase. It should be noted that the title of the account has been changed as this is/ and has not been a "part-time" position for several years.

**ACCOUNT #01-210-5130-000**

NAME: **OVERTIME**

CURRENT: 103,424.00

**PROPOSED: 156,612.54**

This proposal, although significantly higher than the past year, is temporary and anticipated to help with the transition earlier suggested in this report. Based on current figures, there is clearly a concern with the amount of overtime dispersed but a restructure of the staffing should solve a considerable amount of the short fall in the future. There is also room for improvement in this account by increased supervision and the promotion of accountability. The proposed number is a projected figure simply based on past years and trends within our agency. If /and when the proposed staff changes take place, an immediate recognizable decrease in this account should be recognized.



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With the addition of the newly proposed positions, listed earlier in this report, the town will ultimately see a significant reduction in overtime costs. The idea is that additional supervision, combined with a more adequate court/ investigative procedure and a structured administrative environment, will result in the reduction of unnecessary overtime. Although overtime is certain in this profession, there is a significant amount of money being spent on errors and a simple lack of communication due inadequate resources and a lack of proper structure within the department.

Although temporary, I have asked for an increase in the account due to a level of uncertainty going into the new fiscal year. I believe, if/ when we're allocated funding for the proposed positions and the personnel are finally in place, the necessary overtime funding will begin to decrease. Unfortunately, based on our current staffing situation and projected training needs, there will be a transition period before that can happen.

**ACCOUNT # 01-210-5140-000**

NAME: **TRAINING OVERTIME**

CURRENT: 17,859.00

PROPOSED: 20,859.00

This proposal includes a slight increase based on the fact that the department is growing rapidly and creating the need for additional funds when it pertains to training. The fact that, in past years, the account reflects unused funding should be considered irrelevant as it has been significant underused. Training is essential to our profession, reducing the risk of injury and potential legal action; while creating more professional and competent employees. It is also projected that this account will help off-set costs from the overtime account as we continue to move forward.

**ACCOUNT #01-210-5242-000**

NAME: **COMM/ RADIO REPAIR & MAINT**

CURRENT: 11,188.00

PROPOSED: 11,188.00

This proposal suggests level funding based on past years.

**ACCOUNT # 01-210-5243-000**

NAME: **OFFICE EQUIPMENT/ MAINTENANCE**

CURRENT: 13,559.00

PROPOSED: 14,559.00

This proposal is a slight increase based on expenses from previous years and projected needs, although costs may be off-set by pending improvements.

**ACCOUNT # 01-210-5246-000**

NAME: **POLICE VEH MAINTENANCE**

CURRENT: 24,000

PROPOSED: 24,000



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This proposal is level funded based on current projections and the status of our active fleet.

**ACCOUNT # 01-210-5300-000**

NAME: **ANIMAL CONTROL**

CURRENT: 0.00

**PROPOSED: 0.00**

This proposal is based on limited information and past expenses.

**ACCOUNT # 01-210-5301-000**

NAME: **LEGAL/ NEGOCIATOR SERVICE**

CURRENT: 3,000.00

**PROPOSED: 3,000.00**

This proposal is level funded based on previous trends and anticipated issues.

**ACCOUNT # 01-210-5320-000**

NAME: **TUITION/ MEETING AND TRAINING, (ADD MEDICAL EVALUATIONS)**

CURRENT: 7,500.00

**PROPOSED: 7,500.00**

This proposal is based on projected availability of current funding and past expenses, along with the addition of language to cover medical expenses for new hires or specialized training

**ACCOUNT # 01-210-5341-000**

NAME: **TELEPHONE**

CURRENT: 7,500.00

**PROPOSED: 7,500.00**

This proposal is level funded based on past expenses, but we're currently working on ideas and solutions to reduce this account in the near future.

**ACCOUNT # 01-210-5343-000**

NAME: **POSTAGE**

CURRENT: 800.00

**PROPOSED: 1,000.00**

This proposal is based on past expenses and projected increases. \* LEVEL FUNDED



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**ACCOUNT # 01-210-5344-000**

NAME: **ADVERTISING**

CURRENT: 350.00

PROPOSED: 500.00

This proposal is level funded based on past expenses and future projections.

**ACCOUNT # 01-210-5420-000**

NAME: **OFFICE SUPPLIES**

CURRENT: 4,000.00

PROPOSED: 4,000.00

This proposal is level funded based on past expenses and projected needs.

**ACCOUNT # 01-210-5481-000**

NAME: **GASOLINE**

CURRENT: 42,000.00

PROPOSED: 43,699.86

This proposal is based on current expenses and past increase trends.

**ACCOUNT #01-210-5580-000**

NAME: **OTHER POLICE SUPPLIES**

CURRENT: 20,688.00

PROPOSED: 20,688.00

This proposal has been level funded based on pas expenses and anticipated needs.

**ACCOUNT #01-210-5585-000**

NAME: **UNIFORMS**

CURRENT: 13,750.00

PROPOSED: 15,750.00

This proposal is based on anticipated staffing increases and filling open positions. It is important for officers to have the necessary equipment in order to conduct their job effectively

**ACCOUNT # 01-210-5710-000**

NAME: **MEALS/ MILEAGE**

CURRENT: 600.00

PROPOSED: 1020.00

The proposal is based in staffing increases, union agreements and training needs.



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**ACCOUNT # 01-210-5730-000**

NAME: **DUES**

CURRENT: 1,665.00

**PROPOSED: 1,665.00**

This proposal is based on past expenses.

**ACCOUNT # 01-210-5780-000**

NAME: **DOG OFFICER**

CURRENT: 200.00

**PROPOSED: 325.00**

This proposal is based on necessary equipment and supplies.

**ACCOUNT # 01-210-5851-000**

NAME: **OFFICE EQUIPMENT & PURCHASE**

CURRENT: 2000.00

**PROPOSED: 2000.00**

This proposal is based on anticipated needs and other existing accounts.

**ACCOUNT # 01-210-5870-000**

NAME: **POLICE CRUISER**

CURRENT: 35,679.00

**PROPOSED: 69,499.00**

This proposal is based on the need for a traditional replacement vehicle and the addition of a administrative (unmarked) vehicle to the fleet. The department currently has a few vehicles with continuous problems and high miles, resulting in consistent repairs and a lack of availability. The department does not currently have an unmarked/ admin car for situations such as training out of town, going to and from court, undercover investigations etc...

Prepared by: Acting Police Chief  
Damion Shanley



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Attachment #2: Dispatch/Communications Budget

2014-2015 BUDGET

**ACCOUNT # 01-222-5102-000**

NAME: GROUNDSKEEPER

CURRENT: 1,200.00

**PROPOSED: 1,200.00**

This proposal is based on past expenses and projected needs

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**ACCOUNT # 01-222-5107-000**

NAME: CUSTODIAL WAGES

CURRENT: 7,380.00

**PROPOSED: 9,984.00**

This proposal is based on increased hours for custodial services, in an effort to remedy current cleanliness problems and create a more positive environment. Basic repairs and a consistently clean building will increase morale, resulting in a more professional attitude.

**ACCOUNT # 01-222-5110-000**

NAME: SALARIES, DISPATCHER

CURRENT: 125,892.00

**PROPOSED: 133,033.00**

This proposal reflects negotiated salary increases for the full-time dispatchers

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**ACCOUNT # 01-222-5130-000**

NAME: TEMP WAGES (PART-TIME DISPATCH)- Change title to "PT dispatch wages"

CURRENT: 55,000.00

**PROPOSED: 57,427.00**

This proposal reflects an average of past expenses and a negotiated salary increase for part-time dispatchers

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**ACCOUNT # 01-222-5130- 000**

NAME: OVERTIME

CURRENT: 19,265.00

**PROPOSED: 22,625.00**

This proposal is based on an increase in hourly wages and an anticipated need for more additional training

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**ACCOUNT # 01-222-5133-000**

NAME: WAGES, TRAINING

CURRENT: 3,240.00

**PROPOSED: 4,240.00**

This increase is based on significant training needs and an increase in costs

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**ACCOUNT # 01-222-5210-000**

NAME: HEAT

CURRENT: 10,000.00

**PROPOSED: 10,000.00**

This proposal is level funded based on past expenses and a projected need

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**ACCOUNT # 01-222-5211-000**

NAME: ELECTIRICITY/ COMM CENTER

CURRENT: 25,000.00

**PROPOSED: 26,000.00**

This proposal is based on past expenses, anticipated costs and a projected need

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**ACCOUNT #01-222-5230-000**

NAME: WATER & SEWER

CURRENT: 1,600.00

**PROPOSED: 1,600.00**

This proposal is based on past expenses and a projected need

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*ACCOUNT # 01-222-5240-000*

*NAME: EXTERIOR MAINTENANCE /REPAIRS*

*CURRENT 2013: 2,800.00*

*ACCOUNT # 01-222-5241-000*

*NAME: INTERIOR MAINT/ REPAIRS*

*CURRENT 2013: 34,000.00*

*ACCOUNT # 01-222-5242-000*

*NAME: EQUIPMENT MAINTENANCE*

*CURRENT 2013: 1,000.00*

**These accounts had no listed funding for 2014**

**ACCOUNT # 01-222-5301-000**

NAME: LEGAL

CURRENT: 2,000.00

**PROPOSED: 2,000.00**

This proposal is level funded based on past activity and the importance of legal aid if necessary

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**ACCOUNT # 01-222-5320-000**

NAME: SEMINAR & TRAINING

CURRENT: 0.00

PROPOSED: 500.00

This proposal is based on the need for expenses due to increased training needs

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**ACCOUNT # 01-222-5430-000**

NAME: BUILDING MAINTENANCE SUPPLIES

CURRENT: 1,180.00

PROPOSED: 5,300.00

This proposal is based on the need for interior updates/ repairs, also taking into account past expenses; which includes combining 3 previous accounts together in order to make a more efficient system

- Combine accounts and create new figure
- 

**ACCOUNT # 01-222-5450-000**

NAME: CUSTODIAL SUPPLIES

CURRENT: 940.00

PROPOSED: 0.00

- Combine accounts with 01-222-5430-000
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**ACCOUNT # 01-222-5585-000**

NAME: UNIFORMS

CURRENT: 1,000.00

PROPOSED: 1,600.00

This proposal is based on the need for additional staff and a more professional appearance

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**ACCOUNT # 01-222-5840-000**

NAME: BUILDING IMPROVEMENTS

CURRENT: 1,500.00

PROPOSED: 0.00

- Combine accounts to # 01-222-5430-000
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**ACCOUNT # 01-222-5850-000**

NAME: EQUIPMENT PURCHASE

CURRENT: 1,000.00

PROPOSED: 5,000.00

This proposal is based on the need for a necessary update of our everyday equipment, telephones, fax machine, computers/ accessories etc... These upgrades are needed in order to effectively serve the community properly, and to continue developing professionally.

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Prepared by: Acting Police Chief  
Damion Shanley



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Hadley Fire Department Budget Worksheet-FY 2015

Item	Account #	Description	Requested 2015	1 <sup>st</sup> Revision
Wages Full Time	220-5102	F.T. Fire Lieutenant/Fire Prevention	\$50,000.00	\$50,000.00
Office Manager/Clerical	220-5106	15 hours/week @\$	\$12,675.00	\$12,675.00
Salary – Full Time Chief	220-5110	New Full time Fire Chief(per contract)	\$73,936.00	\$73,936.00
<b>Officer's Wages</b>	<b>220-5113</b>	<b>Stipends for Officers Eliminated</b>		
Temp. Wages	220-5120	Call force payroll for incident response	\$59,000.00	\$59,000.00
Inspection/Station Duty Wages	220-5128	Station duties/hose testing/training/equipment repair	\$30,500.00	\$30,500.00
Overtime	220-5130	For full time Lieutenant @ 100 hours	\$3,900.00	\$3,900.00
Oil North Hadley	220-5210	North Hadley Fire House Heating Oil	\$1,300.00	\$1,300.00
Fire Prevention Supplies	220-5224	SAFE Program, Fire Prevention Training	\$1,250.00	\$1,250.00
Communication/Radio Maintenance contract	220-5242	Service Contract with Motorola increase in contract fees	\$4,500.00	\$4,500.00
Bldg. Maintenance North and Center Station	220-5243	Cleaning supplies, repairs to North and Center stations,	\$3,000.00	\$3,000.00
Fire Extinguisher Maint.	220-5245	Annual Inspection/Testing maintenance and purchase of new units	\$1,200.00	\$1,200.00
Fire Vehicle General Repair and Maintenance	220-5246	Engine 5, Brush 1, Brush 2, Tanker, Boat, Durango, Utility 1, Rescue 1, Saws, Pumps/Generators	\$6,400.00	\$6,400.00
New Firefighter Physical	220-5300	Initial exam for Firefighter I/return to work	\$ 900.00	\$900.00
Emergency Medical Supplies	220-5303	Defibrillator Batteries and Pads, EMS supplies and equipment	\$1,500.00	\$1,500.00
Tuition/Meetings/Training	220-5320	EMT Certifications and Trainings, Rope Rescue, Haz-Mat, Specialized Training not covered by Western Mass, Hampshire County or State grants or funding	\$3,900.00	\$3,900.00
Telephone	220-5341	Additional phone for full time	\$4,500.00	\$4,500.00
Postage	220-5343		\$225.00	\$125.00
CTY Emergency Broadcast	220-5346	Community Emergency Broadcast System	\$5,000.00	\$5,000.00
Office Supplies	220-5420		\$1,500.00	\$1,500.00
Gasoline/Diesel	220-5481		\$8,400.00	\$8,400.00
Engine/Ladder Testing and Maintenance	220-5485	Annual Pump/Ladder Test and Maintenance-Engine 1, Engine 2, Engine 3- Increases in maintenance, 4 new tires for Engine 3, Replacement ladder cable tray Engine 1	\$23,300.00	\$23,300.00
Uniforms	220-5585	For call force and full time Lt.	\$2,800.00	\$2,800.00
Fire Chief Uniforms	220-5585-010	Per Contract – Added FY 2015	\$1,000.00	\$1,000.00
Emergency Management	220-5610	Flyers, Copying, EOC Equipment and	\$2,200.00	\$2,200.00



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Supplies		training		
Fire Supplies-Bunker Coats and Pants	220-5700	Personal Protective Equipment-5 sets Returned to budget –taken out as capital item in FY 2014	\$9,700.00	\$9,700.00
Mileage	220-5710		\$500.00	\$500.00

Dues	220-5730	Hampshire County Fire Chiefs, Western Mass Fire Chiefs, Fire Prevention Associations, NFPA Renewal, WMLEC	\$ 0.00 Was not reflected in VADAR unsure why it was missing	\$2000.00 Needs to be budgeted
Grant Matching Funds	220-5830		\$1,325.00	\$1,325.00
Computer Hardware and Software	220-5840	Maintenance/Service	\$1,500.00	\$1,500.00
Firefighting Equipment	220-5850	Gloves, hoods, helmets, boots, flashlights, axes, Haligan, 1 new CO meters (\$738.00)	\$3,500.00	\$3,500.00
Air Pack Purchase/Replacement	220-5851	Bottle Replacements	\$5,100.00	\$5,100.00
Air Pack Maintenance	220-5870	Annual Testing and Repair of SCBA	\$5,300.00	\$5,300.00
Communications/Radio Purchases and repairs	220-5871	Radios, Pagers, batteries, equipment, vehicle radios and repairs not covered under contract	\$3,400.00	\$3,400.00
Repair/Replacement Hose	220-5872		\$2,500.00	\$2,500.00

FY 2014 Budgeted			
FY 2015 Requested Budget Total		\$335,711.00	
1 <sup>st</sup> Revision FY 2015 Budget Total			\$337,611.00

Represents Decrease of Line Item
Represents Increase of Line Item
Represents Discrepancy in VADAR