



TOWN OF HADLEY  
SELECT BOARD  
February 26, 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); Frank Aquadro, Howard Koski, Linda Sanderson, (Finance Committee); Andrew Klepacki, Cathy Zatyra, Diane Kieras-Ciolkos (Park and Recreation); Caryn Perley, Jo-Ann Konieczny, Noel Kurtz Jane Babcock (Library); Gail Weiss (Accountant); Damion Shanley (Police); Mike Klimoski (DPW); Michael Spanknebel (Fire); Marie Waechter (WGBY –PBS for Western New England); Karen Brearley (Ware Select Board)

**Appointments: 7:00 pm: Parks and Recreation Commission – FY 2015 Budget:** Members of the Park and Recreation Commission presented their FY 2015 Budget request, as attached to these minutes.

**Appointments: 7:15 pm: Attorney Tom Reidy representing Shiki Asian Fusion, Inc. Application for Transfer of All Alcohol (Restaurant) License – 48 Russell Street - Transfer from KCL Corporation dba Butterfly to Shiki Asian Fusion, Inc.**

Attorney Tom Reidy presented an application to the Board on the above referenced transaction. The proposed manager of record has been TIPS certified and his staff will be as well. It was noted that Police Chief Shanley has reviewed the application and has no objection, and the premise has passed fire and building inspections. ***Motion to approve the transfer of the all Alcohol (Restaurant) License at 48 Russell Street from KCL Corporation dba Butterfly to Shiki Asian Fusion, Inc.: Chunglo Second: West Vote: 5-0-0***

**7:25 pm: Marie Waechter, WGBY – Application to use Town Common:** Marie Waechter from WGBY – PBS was before the Board to discuss an application to use the Town Common for an “Asparagus Festival” to be held on June 1, 2014 from 10:00 AM until 8:00 PM (Date and time changed from original application.) Last year the festival was held at a different venue in town and they had approximately 1,800 people. The event will be held rain or shine. Ms. Waechter met with the Historic Commission and they expressed no objection. The event is free and open to the public. There will be farmers, value added producers, and restaurants. Ms. Chunglo expressed concern about parking on the comment, and suggested thinking about a shuttle, especially if it rains. They will be seeking a license for a one day special permit to sell beer and wine. Chief Shanley supports the idea overall but has concerns about traffic and wants a police presence due to the sale of alcohol. He also wants to involve the Fire Chief for accessibility for emergency vehicles. Ms. Waechter also stated she will speak to all the neighbors to address any concerns. There will also be a 150’ tent. Mr. Nixon stated that a tent of that size requires a building permit. ***Motion to allow use of the Town Common for an Asparagus Festival on June 1, 2014, subject to any orders of Chiefs of Police and Fire: West Second: Chunglo Vote: 5-0-0.***

**7:35 pm: Cultural Council (Passed over.)**

**New Business #6: Snow and Ice: Declaration of Emergency:** Mike Klimoski was before the Board representing the DPW. Due to harsh winter conditions the Town is in the snow deficit area of the budget. There is \$1,300.00 left in Snow Removal and \$25,000.00 left in Over Time. The problem is with the snow supplies budget. Mr. Klimoski is asking the Board to declare a snow and ice emergency for budget reasons so the DPW may continue to clear the roads and order more supplies, especially salt. ***Motion to declare snow emergency for FY 2014 Budget: West Second: Mooring Vote: 4-0-1 (Waskiewicz abstaining)***

**Old Business #1 FY 2015 Budget:** (Attachment #2)

**Accountant:** Town Accountant Gail Weiss was before the Board to present her budget as attached to these minutes. Discussion ensued regarding the cost for VADAR licenses, and whether departments are utilizing VADAR for their budget purposes. Mr. West stated he wants all departments to use VADAR licenses rather than depending on the Town Accountant to gather information for them.

**Historic Commission:** Level Funded, attached.





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**New Business# 4 Census Certification for ABCC:** *Motion to sign certification of estimated Hadley Census (population 5, 081 – no change) for the Alcoholic Beverage Control Commission: West  
Second: Chunglo Vote: 5-0-0.*

**New Business #5: Safety Committee:** The Town's insurer (MIAA) recommends establishing a safety committee made up of various Town employees. The committee should meet at least every 45 days. The Police Chief and DPW Director are members, there should be two union and two nonunion employees represented. *Motion to establish a Safety Committee for the Town of Hadley: West Second: Chunglo  
Vote: 4-0-1 (Waskiewicz abstaining)*

**Old Business #2: Executive Session Minutes review:** The Board reviewed a schedule of Executive Session Minutes from 2011 through October 2013, as well as a recommendation from the Town Administrator as to release or not release. The reasons not to release minutes include personnel issues, attorney client privileged information, and litigation that has not yet concluded. Going forward, the Board will have the release of Executive Session minutes on an ongoing six month schedule. *Motion to release minutes as recommended, with redactions to protected information: Chunglo Second: West  
Vote: 4-0-1 (Mooring abstaining from Executive Session minutes prior to 04/23/2013)  
Vote: 5-0-0 (Minutes from 04/23/2013 – 10/16/2013)*

**Announcements:** The Board offered congratulations to John and Elsie Waskiewicz on being named honorary chairs of the Hampshire County Relay for Life. This honor is for all their contributions to this event for the past several years.

The Board offered condolences to the families of Carolyn Majewski, Dr. William "Bill" Hutchinson, and William "Bill" Raposa who recently passed away.

Mr. Nixon announced that the Town of Hadley's Bond Rating has increased from AA to AA+. (This rating is from Standard and Poor's.)

**Adjournment:** At 9:05 PM a motion was made and seconded to adjourn: Vote: 5-0-0  
Meeting adjourned at 9:05 PM.

Respectfully submitted,

Margaret J. Jekanowski  
Administrative Assistant



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**Attachment 1:**

Park and Recreation Budget

**Hadley Park and Rec's Mission Statement:**

The Hadley Park and Recreation Department, operating under the direction of the elected board of Park Commissioners, is dedicated to providing leisure activities to enrich people's lives and contribute to the total development of our community. We excel to meet the needs of our customers and residents and the needs of the Town of Hadley through activities that are representative of the best practices of our profession. The mission of all our youth sports programs is to promote a fun, yet challenging environment in which participants are introduced to and taught the basics of a given sport. The program is strictly recreational in nature and emphasizes equal opportunity for involvement and participation.

**Requested Equipment Purchase Budget: \$ 4000.00**

**Breakdown:**

**\$ 1110.84 Replacement Copier (Lease)**  
**\$ 2598.00 Replacement Computers (Purchase)**  
**\$ 287.94 Office/DTP Software**  
**\$ 3996.78 Total**

- **Replacement Copier Lease (Sharp Model MX-M365N B/W)**
  - **Replacement for 10 y.o. machine**
  - **Essential piece of Department equipment**
  - **Adds connectivity, capability, capacity and productivity**
  - **Obsolescent unit to be dropped by service provider**
- **Annual Lease: \$1020.84 (60 month lease)**
- **Annual Toner cost (est): \$90.00**
  
- 1) **Two Office Desktop Computers**
  - **Replaces two 9 y.o. computers**
  - **Updated software, operating system and functionality**
  - **Increases and improves connectivity, BYOD environment**
  - **New functionality, updated desktop publishing**
  - **Operating systems no longer supported.**
- **Purchase price: 2 @ \$1299**
- **Backoffice and desktop publishing software: \$287.94**



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**Attachment #2**

**Accountant (Budget 135)**

**Mission Statement**

The Accountant is responsible for managing accounts payable, maintaining appropriate records and financial reports and complying with Massachusetts Department of Revenue Rules & Regulations and Audit Standards.

A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Voted	FY 2013 Voted	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
135-5110	Town Accountant Salary	\$ 53,348	\$ 56,290	\$ 57,415	\$ 58,592	\$ -	\$ 58,592	\$ 1,177	2.05%
135-5113	Asst. Town Accountant	\$ 9,991	\$ 10,200	\$ 10,409	\$ 10,592	\$ -	\$ 10,592	\$ 183	1.76%
135-5250	Software Maint.	\$ 5,826	\$ 5,826	\$ 5,826	\$ 7,100	\$ -	\$ 7,100	\$ 1,274	21.87%
135-5300	Auditor Services	\$ 22,000	\$ 17,250	\$ 17,500	\$ 18,000	\$ -	\$ 18,000	\$ 500	2.86%
135-5303	Other Professional Srv	\$ 2,500	\$ 3,501	\$ -	\$ 3,150	\$ -	\$ 3,150	\$ 3,150	
135-5320	Tuition/Meetings	\$ 825	\$ 825	\$ 825	\$ 840	\$ -	\$ 840	\$ 15	1.82%
135-5420	Office Supplies	\$ 200	\$ 200	\$ 250	\$ 255	\$ -	\$ 255	\$ 5	2.00%
135-5710	Mileage/Meals	\$ 180	\$ 180	\$ 180	\$ 180	\$ -	\$ 180	\$ -	0.00%
135-5730	Dues	\$ 150	\$ 160	\$ 160	\$ 190	\$ -	\$ 190	\$ 30	18.75%
<b>Total Town Accountant</b>		<b>\$ 95,020</b>	<b>\$ 94,432</b>	<b>\$ 92,565</b>	<b>\$ 98,899</b>	<b>\$ -</b>	<b>\$ 98,899</b>	<b>\$ 6,334</b>	<b>6.84%</b>

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**Historical Commission (Budget 691)**

**Mission Statement**

The Hadley Historical Commission is the municipal body responsible for community-wide historic preservation planning. The HHC maintains an inventory of the town's historic buildings and landscapes, assists the Planning Board with design review, and undertakes projects that promote the appreciation of the town's historic resources. The Commission also helps preserve the town's historic records, though queries concerning these materials should be directed first to the Town Clerk.

A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
691-5300	Hist. Studies/Surveys	\$ 600	\$ 800	\$ 800	\$ 800	\$ -	\$ 800	\$ -	0.00%
691-5302	Programs/Lectures	\$ 350	\$ 350	\$ 350	\$ 350	\$ -	\$ 350	\$ -	0.00%
691-5420	Office Supplies	\$ 300	\$ 100	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.00%
<b>Total Historical Commission</b>		<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>\$ -</b>	<b>\$ 1,250</b>	<b>\$ -</b>	<b>0.00%</b>

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Goodwin Memorial Library (Budget 610)

Mission Statement

The Goodwin Memorial Library offers residents of all ages the means to meet their recreational reading, viewing, and listening needs; a place to meet and interact with others in their community; support for students enrolled in local schools; the materials and support to know and better understand their personal or community heritage.

The budget presented here conforms to the goals of the Goodwin Memorial Library Long-Range Plan.

A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
610-5110	Salary Librarian & Staff	\$ 116,897	\$ 123,161	\$ 127,750	\$ 130,905	\$ -	\$ 130,905	\$ 3,155	2.47%
610-5200	Custodial Services	\$ 2,510	\$ 2,870	\$ 3,654	\$ 5,210	\$ -	\$ 5,210	\$ 1,556	42.58%
610-5210	Oil/Gas	\$ 2,385	\$ 4,500	\$ 4,500	\$ 4,725	\$ (225)	\$ 4,500	\$ -	0.00%
610-5211	Electricity	\$ 3,100	\$ 3,300	\$ 3,300	\$ 3,465	\$ (165)	\$ 3,300	\$ -	0.00%
610-5230	Water/Sewer Charges	\$ 410	\$ 410	\$ 410	\$ 410	\$ -	\$ 410	\$ -	0.00%
610-5240	Exterio Maint.	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,600	\$ -	\$ 2,600	\$ 300	13.04%
610-5241	Interior Maint.	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,750	\$ -	\$ 1,750	\$ 350	25.00%
610-5244	Computer Resource Srv.	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	0.00%
610-5247	Security System Maint	\$ 425	\$ 527	\$ 900	\$ 1,200	\$ -	\$ 1,200	\$ 300	33.33%
610-5300	Activites and Programs	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,750	\$ -	\$ 1,750	\$ 250	16.67%
610-5320	Tuition & Meetings	\$ 250	\$ 250	\$ 250	\$ 350	\$ -	\$ 350	\$ 100	40.00%
610-5341	Telephone	\$ 750	\$ 750	\$ 850	\$ 900	\$ -	\$ 900	\$ 50	5.88%
610-5420	Office/Book Processing	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,700	\$ -	\$ 1,700	\$ 200	13.33%
610-5510	Ed.Supplies/Books	\$ 35,357	\$ 37,617	\$ 39,171	\$ 40,866	\$ -	\$ 40,866	\$ 1,695	4.33%
610-5840	Building Improvements	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ -	\$ 2,500	\$ 500	25.00%
Total Public Library		\$ 176,784	\$ 188,085	\$ 195,485	\$ 204,331	\$ (390)	\$ 203,941	\$ 8,456	4.33%

Operation of Town Buildings (Budgets 192 through 199)

A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
192-5200	Custodial Services	\$ 11,510	\$ 9,000	\$ 11,600	\$ 11,100	\$ -	\$ 11,100	\$ (500)	-4.31%
192-5210	Oil	\$ 19,652	\$ 22,888	\$ 15,500	\$ 20,000	\$ -	\$ 20,000	\$ 4,500	29.03%
192-5211	Electricity	\$ 10,390	\$ 6,000	\$ 6,500	\$ 9,700	\$ -	\$ 9,700	\$ 3,200	49.23%
192-5230	Sewer/Water	\$ 700	\$ 700	\$ 700	\$ 770	\$ -	\$ 770	\$ 70	10.00%
192-5233	Alarm System	\$ 1,100	\$ 1,100	\$ 1,300	\$ 1,300	\$ -	\$ 1,300	\$ -	0.00%
192-5341	Telephone	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ -	\$ 2,500	\$ 500	25.00%
192-5342	On-Line Services	\$ 700	\$ 700	\$ 700	\$ 700	\$ -	\$ 700	\$ -	0.00%
192-5430	Building/Gounds	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
192-5450	Building Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
192-5850	Equipment	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0.00%
Total Senior Center		\$ 60,052	\$ 45,388	\$ 41,300	\$ 49,070	\$ -	\$ 49,070	\$ 7,770	18.81%



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								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
196-5200	Custodial Services	\$ 8,850	\$ 7,000	\$ 8,200	\$ 9,276	\$ -	\$ 9,276	\$ 1,076	13.12%
196-5210	Heat-Gas	\$ 3,900	\$ 3,500	\$ 3,000	\$ 3,300	\$ -	\$ 3,300	\$ 300	10.00%
196-5211	Electricity	\$ 8,000	\$ 8,850	\$ 7,850	\$ 8,000	\$ -	\$ 8,000	\$ 150	1.91%
196-5228	Printing Services	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
196-5230	Sewer/Water	\$ 590	\$ 590	\$ 590	\$ 450	\$ -	\$ 450	\$ (140)	-23.73%
196-5233	Alarm System	\$ 240	\$ 240	\$ 260	\$ 200	\$ -	\$ 200	\$ (60)	-23.08%
196-5240	Ext. Maint.	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
196-5241	Int. Maint.	\$ 2,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
196-5242	Equipment Maint.	\$ 800	\$ 800	\$ 800	\$ 600	\$ -	\$ 600	\$ (200)	-25.00%
196-5243	Postage Machine Sr	\$ 1,000	\$ 2,300	\$ 2,300	\$ 2,300	\$ -	\$ 2,300	\$ -	0.00%
196-5244	Computer Maint.	\$ 9,000	\$ 14,000	\$ 14,000	\$ 12,000	\$ -	\$ 12,000	\$ (2,000)	-14.29%
196-5245	Copier Maint.	\$ 3,500	\$ 3,500	\$ 3,500	\$ 4,200	\$ -	\$ 4,200	\$ 700	20.00%
196-5341	Telephone	\$ 3,500	\$ 3,500	\$ 3,300	\$ 3,500	\$ -	\$ 3,500	\$ 200	6.06%
196-5342	On-Line Services	\$ 1,400	\$ 1,400	\$ 2,300	\$ 2,300	\$ -	\$ 2,300	\$ -	0.00%
196-5343	Postage	\$ 13,500	\$ 13,500	\$ 13,500	\$ 15,000	\$ -	\$ 15,000	\$ 1,500	11.11%
196-5420	Copier Supplies	\$ 3,000	\$ 2,600	\$ 1,600	\$ 1,000	\$ -	\$ 1,000	\$ (600)	-37.50%
196-5421	Fax Supplies	\$ 200	\$ 200	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.00%
196-5422	Computer Supplies	\$ 1,000	\$ 700	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
196-5430	Building Maint.	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
196-5450	Supplies	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,100	\$ -	\$ 2,100	\$ (900)	-30.00%
196-5850	Equipment Purchase	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.00%
Total Town Hall		\$ 67,280	\$ 66,180	\$ 65,800	\$ 65,826	\$ -	\$ 65,826	\$ 26	0.04%

A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
198-5200	Custodial Services	\$ 7,950	\$ 5,000	\$ 7,950	\$ 8,200	\$ -	\$ 8,200	\$ 250	3.14%
196-5210	Oil	\$ 7,500	\$ 10,095	\$ 7,500	\$ 7,500	\$ -	\$ 7,500	\$ -	0.00%
198-5211	Electricity	\$ 3,530	\$ 2,900	\$ 2,900	\$ 2,900	\$ -	\$ 2,900	\$ -	0.00%
198-5233	Alarm System	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	\$ 300	\$ -	0.00%
198-5341	Telephone	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	0.00%
198-5430	Building Maint.	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
198-5450	Custodial Supply	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ 100	
Total North Hadley Hall		\$ 21,980	\$ 19,795	\$ 20,150	\$ 20,500	\$ -	\$ 20,500	\$ 350	1.74%

A	B	C	D	E	F	G	H	I	J
								(H-E)	(H-E)/E
ACCOUNT	DESCRIPTION	FY2012 Actual	FY 2013 Actual	FY 2014 Voted	FY 2015 Request	Admin Add/(Delete)	FY 2015 Admin Rec'd	Change \$	Change %
199-5213	Coop Oil Purchasing	\$ 600	\$ 600	\$ 600	\$ 600	\$ -	\$ 600	\$ -	0.00%
199-5233	Alarm System	\$ 350	\$ 350	\$ 350	\$ 350	\$ -	\$ 350	\$ -	0.00%
Total Russell School		\$ 950	\$ 950	\$ 950	\$ 950	\$ -	\$ 950	\$ -	0.00%



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The maintenance budgets for Town buildings should be increased to reflect growing maintenance efforts. I recommend reducing the request for maintenance to the Public Safety Complex, as maintenance funds are duplicated in the Fire Department operational budget.

If the Town leaders decide to renovate a building as per the Facilities Plan, then the maintenance budget for that particular building can be reduced.

Approved 03.12.2014