



TOWN OF HADLEY
SELECT BOARD
May 7, 2014
Meeting Minutes

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

Present: Guilford Mooring, Chair, Joyce Chunglo, Molly Keegan, John Waskiewicz, Brian West

Absent:

Also in Attendance: David Nixon (Town Administrator); Peg Jekanowski, (Admin. Assistant); Richard Trueswell, (TV-5); Damion Shanley (Police); Michael Spanknebel, Nicholas McKenna (Fire); Gail Weiss (Accountant); Gary Girouard, Mike Pequignot (DPW); Wilfred Danylieko (Elect. Inspector); Tim Neyhart (Building Inspector); Tanya Campbell, (Melanson & Heath); Carla Grabiec, Jessica Remillard, Lynn McKenna, Mark Grabiec, Blake Grabiec, Angelena Grabiec, Marie Waechter, Sarah Bernier, David Korash, Kishore Parmar, Paul Kozub

Approval of Minutes: April 16 & 23, 2014: *Motion: Chunglo Second: West Vote: 5-0-0*

Approval of Warrants: #89 Payroll: *Motion: West Second: Chunglo Vote: 5-0-0*

Appointments:

Fire Department – Introduction of Mr. Nicholas McKenna as New Full Time Fire Lieutenant/Fire Prevention Officer: Fire Chief Spanknebel introduced Nicholas McKenna as the new full time fire lieutenant for the Town of Hadley. Mr. McKenna is a lifelong Hadley resident and has been on the On Call force since 2009. He has worked at UMass in a similar capacity. There were 12 applicants in all for the position. The Board welcomed Mr. McKenna to the Department.

Melanson and Heath - presentation of FY 2013 Audit results: Ms. Tanya Campbell of Melanson and Heath reviewed the audit results for FY 2013. (see www.hadleyma.org/pages/HadleyMA_Accountant/FY2013Audit.pdf) Key numbers in financial statements were reviewed: unassigned fund balance that was not reserved for other purposes was \$1.1 million which is 8% of operating budget, which is within the recommended range. The stabilization fund is in good shape at 18% (\$2.5 million) Free Cash was certified at just over \$1 million and was used to increase reserves and for one time capital items which is what is recommended. Revenues were over budget for FY 2013 but were within recommended range, and expenses were under but also within range. Receivable balances are very small and tax title is being collected. OPEB liability at end of year was \$3.5 million which is similar to other towns. Melanson and Heath does not have guidance, there is no “set formula” to address this. The Town has \$36,000.00 currently in OPEB trust fund. A funding schedule to this fund is recommended. Ms. Campbell stated that in 2015, Hampshire County retirement system’s unfunded pension liability will need to be funded. It was clarified that it needs to be reported, it is not clear as to how it will be funded.

Ms. Campbell then reviewed the Management Letter. There is one repeat from the previous year which is the cash book reconciliation in the Treasurer’s Office. It is done manually (which is not recommended) and reconciliation control is a key concern. Ms. Keegan stated that there needs to be a deadline as to when this will be rectified, and requested discussion on a timeline and internal audits to put controls in place.

Another repeat concern is the need for improvement in documentation of approvals of school invoices. One recommendation is to establish an internal audit function, and have the Accountant visit department randomly to make sure policies are being followed. Also, student activity funds need to be monitored. Other issues from last year have been resolved.

Young Men’s Club of Hadley: All Alcohol License - Public Hearing for Change of Manager & New

Officers/Board of Directors: Sarah Bernier and David Korash of the Young Men’s Club of Hadley were before the Board with an application for Change of Manager and New Board Members/Directors as required by MGL Chapter 138. The Board reviewed the application and Chief Shanley stated he had no issues with the operations at the Young Men’s Club. Ms. Bernier stated she has been TIPS certified in the past and will be getting recertified. *Motion to approve Sarah Bernier as new manager for the liquor license of the Young Men’s Club of Hadley and approve the new officers/board members for the organization and holder of the license: West Second: Keegan Vote: 5-0-0.*



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Marie Waechter, WGBY-TV 57: Application for one day license to sell/serve wine and beer: (MGL Ch. 138, Sec 14): 06/01/2014, 10:00am – 8:00pm: Asparagus Festival – Hadley Town Common: Ms. Waechter reviewed the plans for the upcoming Asparagus Festival including the fact that she has met with Hadley Fire and Police officials about safety concerns. Chief Shanley stated he has met with organizers and put requirements in place. In regard to parking in inclement weather, alternate parking and shuttle service will be provided. No cars will be allowed to park on the Common if conditions are unfavorable. Ms. Waechter also requested permission to place a temporary banner on the Common. ***Motion to approve one day special permit and placement of temporary banner on Town Common: Chunglo Second: West***
Vote: 5-0-0 Ms. Waechter stated she is aware of the need to pull a permit for a tent with the Building Inspector.

Frank Zabawa, Hadley American Legion #271 Application for one day license to sell/serve wine and beer: (MGL Ch. 138, Sec 14) 05/25/2014, 1:00pm – midnight: Outdoor Block Party – 162 Russell Street: Motion to allow one day license as presented: Chunglo Second: West Vote: 5-0-0

Kishore Parmar, Hadley Farms Meeting House, Application for Live Entertainment License (Annual) (MGL 140, Sec. 183a) 41 Russell Street: The Board reviewed an application for live entertainment that has been signed off on by the Building Inspector, Fire Chief and Police Chief. Management will send a list of scheduled entertainment to the Police Chief. ***Motion to approve Annual License for Live Entertainment to Hadley Farms Meeting House: West Second: Chunglo Vote: 5-0-0.***

Paul Kozub, Valley Vodka - Request for driveway easement – 146 Russell Street: Mr. Kozub is the owner/president of Valley Vodka and is seeking to purchase what is known as the former St. John's Church at 146 Russell Street in Hadley. The purpose would be to house office space for that manage the importation of business, Valley Vodka to United States wholesale distributors. Up until recently he has been operating from a home office on Maple Avenue in Hadley. The purpose for this meeting is to see if the Board will grant access to the back of the property to configured parking spaces for approximately three employees. Mr. Neyhart, Building Inspector and Zoning Enforcement Officer stated this would be a low impact use. It was also identified that this is the first in a number of steps that will need to occur to move forward. It was also stated that alcohol would not be sold from or stored in the facility. The issue is access to parking for the building which would be through Town Property. David Nixon stated the current Senior Service Director has no objection to the proposal. ***Motion to place an article on Fall Town Meeting warrant to grant an easement to Paul Kozub, Valley Vodka for parking access on property at 146 Russell Street: West Second: Keegan Vote: 4-0-1 (Waskiewicz abstaining.)***

Old Business: Discussion of future use of Sewer Impact Fees: Mr. Pequignot and Mr. Girouard from the DPW were in front of the Board to discuss Sewer Impact Fees. Chair Mooring stated he asked them to be here to explain what the Sewer Impact Fee is, how it is structured and applied. Mr. Pequignot gave the Board an overview of the history of the Fee. May 2007 Town meeting unanimously voted to petition the state to allow to bill impact fees, and this was approved at the State level. The law contains a description of how to compute the rate. Title V flow rates are a part of the calculation process and established by the State, these numbers are uniform throughout the State. Also, Tighe and Bond had put a capital plan together for the wastewater department and extracted what number of projects could be assigned to the impact fee rate. Also, Title V includes definitions of new construction which are new construction of a building on a new lot, adding on to an existing structure, or change of use of a location. A calculation was developed taking the total capacity of the Sewer Treatment Plant and dividing by the total number from the wastewater capital plan. Impact Fees for residences are based on number of bedrooms, for restaurants is total seating capacity, for hotels is number of hotel rooms, and retail is based on square footage. Right now the Town is running at approximately 70/72% capacity. Tighe and Bond recommends that the Town is in line (in terms of fees) with other towns, and recommend we keep the current fee in place. Use codes (for buildings) are set by the Building Inspector.

Discussion ensued as to the need for clear and concise communication of the fees to the general public. This information needs to be disseminated in terms of what the fee is for and how it is calculated.



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Old Business: Route 47 Culvert – Update:

Mass DOT has agreed to take over the Route 47 Bridge Culvert replacement, saving the Town \$900,000.00, but the Town must pay for additional design work in the amount of \$18,600.00 (which the Town has already raised) and the Board must vote to approve the contract with MassDOT. *Motion to enter in to agreement with MassDOT for a 110% contract to perform work on Route 47 culvert: Keegan Second: Chunglo Vote: 5-0-0*
Motion to make a change order to the CEI contract in the amount of \$18,600.00: Chunglo Second: West Vote: 4-0-1 (Waskiewicz abstaining.)

Old Business: Shattuck Road – Update:

Mr. Nixon stated that the Conservation Commission had some issues concerning the work on Shattuck Road having to do with wetland issues. An investigation was done and there are no wetland issues. Cost estimates have increased but the Town is ready to move forward. At present the town is waiting on the State to send a contract so the project can move forward.

New Business: Resignation of Alan Eccleston from LRPIC:

The Board reviewed a letter of resignation from Mr. Alan Eccleston from the Long Range Plan Implementation Committee. He has served on this committee since 2006. The Board thanked Mr. Eccleston for his service to the Town. *Motion to accept Alan Eccleston's letter of resignation from the Long Range Plan Implementation Committee: West Second: Chunglo Vote: 5-0-0. (Regretfully.)*

New Business: Arizona Pizza – Common Victualer Application (New owner)

Motion to approve Common Victualer license for Phoenix Restaurant Concepts dba Arizona Pizza: West Second: Chunglo Vote: 5-0-0

Other Business: Discussion of ideas for Departmental Liaisons and Select Board Task Group Goals:

The Board discussed the liaison system for interaction with Town Departments. The purpose of a liaison is for a Board member to bring pertinent department issues back to the full Board for discussion, and to have someone in place for a department head to speak to and is someone who acts as a sounding board for that department head. The following liaisons were assigned:

- Joyce Chunglo – Public Safety (Police, Fire and Building Inspections)
- Molly Keegan – Library, COA, Veterans, Park and Recreation
- Guilford Mooring – Schools
- John Waskiewicz – General Government
- Brian West – DPW

Chair Mooring will also reach out to other Town Committees and Board not named (Historical, Cultural, Planning et al) to invite them to meet with Select Board as warranted. Liaison updates will be a standing item on Select Board agendas moving forward in order that any member may bring back an issue to the Board.

The Board also discussed their items to work on which include:

- Sewer Impact Fees
- Finishing items that need closure (Action Items)
 - Municipal Buildings
 - Update wage study/job descriptions/personnel policies
- Goal Setting for
 - Town Administrator
 - DPW Director
 - Fire Chief
 - Various Town Committees such as the Building Committee
- Develop 5 year Financial Plan (in conjunction with Finance and School Committees)
- Financial Management / Internal Controls
- Police Chief Search



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The Board then decided to schedule an additional business only meeting to address these topics separate from the regular Board business. The Board decided to implement this immediately by scheduling a meeting for May 14th to discuss setting up the Special Election for debt exclusion and review Sewer Impact Fee FAQ. It was also discussed that a meeting is needed to lay out the process for the Police Chief. June's meeting will be to set goals for Town Administrator, DPW Director and Fire Chief. Also, evaluations can be scheduled for June and July meetings.

Upcoming agendas include May 21st with Capital Planning Process (restructured), Master Plan; June 4th includes Building Committee, Police Chief Search and Fall Town Meeting.

Announcements:

The Memorial Day parade is scheduled for May 25, 2014 at 2:00pm. There will a special addition celebrating Hopkins Academy 350th Anniversary.

Congratulations to the Hopkins Academy drama club for their play, "The Importance of Being Earnest."

The Hopkins Academy bell and gazebo is now being installed in the front of Hopkins Academy.

Adjournment: 9:20 pm: Motion to adjourn: Chunglo Second: West Vote: 5-0-0

Respectfully submitted,

Margaret J. Jekanowski
Administrative Assistant

Approved 05.21.2014