



TOWN OF HADLEY  
SELECT BOARD  
May 21, 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:** None

**Also in Attendance:** David Nixon (Town Administrator); Peg Jekanowski, (Admin. Assistant); Richard Trueswell, (TV-5); Damion Shanley (Police); Michael Spanknebel (Fire); Gail Weiss, (Town Accountant); Frank Aquadro, Howard Koski, Lynn McKenna (Finance Committee); Tim Neyhart (Building Inspector/Zoning Enforcement Officer); Jo-Ann Konieczny; Nathaniel Germain, John Prescott, Atty. Andrew Upton (Texas Roadhouse); Derek Gaveguano, Li Wen Ou (Shiki Asian Fusion);

**Approval of Minutes: 05/01/2014, 05/07/2014 & 2014: Motion: Second: Vote: 5-0-0**

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

**Appointments:**

**Girl Scout Gold Award** – Three Hadley Girl Scouts are receiving the Girl Scout Gold Award, the highest award achievable in Girl Scouting. Nora Gallo conducted a project titled, “Safe Hands, Safe Hearts: Educating Teens About Dating Violence”, which completed her requirements for the Gold Award. Allyson Huntoon conducted a project titled “Stroke Awareness: Know the Signs”. Mae Moskin conducted a project titled “Girl to Girl: A Resource Guide for Girls in the Pioneer Valley. The Board congratulated them on their achievements and will sign proclamations which will be presented at an award ceremony in June 2014

**Texas Roadhouse Holding LLC dba Texas Roadhouse – Application for New On Premise (Restaurant) All Alcohol License (MGL Ch. 138, Sec. 12) (Session Laws/Acts/2014/Chapter57):** This will be the first application for Hadley’s new quota of licenses. Atty. Andrew Upton, representing, Texas Roadhouse, reviewed the application with the Board and stated this is a family restaurant with revenues split between food and alcohol in a 90/10 split food to alcohol. The organization is very community oriented. Mr. John Prescott, also present, will be the manager and be training Mr. Nathaniel Germaine (also present) to be the permanent manager. (They will come back before the Board for change of manager when they are ready to make this change.) Both are TIPS trained. ***Motion to approve the application for the all alcohol (restaurant) license, as well as a common vicutaler license, subject to any conditions of the Planning Board: Chunglo Second: Keegan Vote: 5-0-0.***

**Leverett School PTO - Application for One Day Special Permit to sell/serve wine & malt:** - 06.07.2014, 6:30pm – 8:00pm at 181 River Drive, Outdoor Pavilion. Jo-Ann Konieczny was before the Board to present her application for this one day special license. Police Chief Shanley has no objections to this event. ***Motion to grant the one-day liquor license as presented: Chunglo Second: West Vote: 5-0-0***

**Central Hampshire County Veterans Services –application for Civil War Preservation Grant:** The Goodwin Memorial Library in partnership with the Central Hampshire County Veterans Services has prepared a grant application to restore Civil War related materials in observation of the 150<sup>th</sup> anniversary of the Civil War. The grant is for \$3,500.00 and requires a 50% cash match. The Library has agreed to provide the matching funds of \$1,750.00. Tom Geryk from Veterans’ Services discussed the scope of work that will include restoring the General Joseph Hooker portrait and rebinding 7 books in the Library collection that relate to Civil War history. The Library requests that the material, once restored, remain with the Library building. ***Motion that that the Town authorize the application to the Civil War Preservation Grant Program as presented, and that restored materials remain with the Goodwin Memorial Library: West Second: Chunglo: Vote: 5-0-0.*** The contact person for these financial transactions will be Town Accountant Gail Weiss.

**Shiki Asian Fusion: Application for Entertainment License & request for prorated license fee:** (Annual license fee is \$100.00; prorated amount for 7 months is \$58.31). Derek Gaveguano and Li Wen Ou, representing Shiki Asian Fusion, stated that the request for an Entertainment License will consist of events such as chamber music, comedy,



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karaoke music and recorded music. The application has been reviewed and approved by the Fire Chief, Police Chief and Building Inspector. No live bands will perform, and list of events will be emailed to the Police Chief.

Mr. West emphasized that when public safety is a concern the police department should be contacted immediately. He urged management to be proactive in their response to problems by reaching out to Public Safety Officials. Mr. Gaveguano also stated he has training as a crowd manager and other personnel will be trained as well. ***Motion to approve the application for an Entertainment License for Shiki Asian Fusion: Chunglo Second: West Vote: 5-0-0.***

**Town Accountant – discussion of VADAR revenue reporting:** Gail Weiss was before the Board regarding problems with Recap Revenue per a supplemental audit finding. Ms. Weiss noted the following from an audit finding:

“The Town Currently monitors actual receipts against estimated receipts using Excel spreadsheets, instead of the computer-generated revenue report which is integrated with the general ledger. This process is less efficient and increases the risk that errors could occur in the process. In addition, we found that the revenue tracked on the spreadsheet did not agree with the tax recap in all cases.

We recommend the Town incorporate budgeted revenue amounts, per the tax recap, in the accounting software system in order to utilize the automatic variance analysis function. This will provide a more efficient and accurate process to analyze monthly revenues to identify unexpected trends and variances.”

Ms. Weiss stated that she will enter in the FY14 approved recap figures into VADAR and from here on, after the recap has been approved, enter those numbers into the VADAR ledgers. Other items that were mentioned in the letter are being addressed and should be wrapped up in the next couple of business days.

Motion to authorize the Town Accountant to input the Tax Recapitulation revenue figures into the VADAR accounting system, once approved by the Department of Revenue: Keegan Second: West Vote: 5-0-0

**Old Business**

**Discussion of Debt Exclusion Ballot Question – Radio Equipment for Police/Fire Communication Center:**

Chiefs Spanknebel and Shanley presented the need for radio upgrades for the Fire and Police Department. A second dispatch console is necessary at \$62,000.00. An E911 grant will pay for furniture that is necessary to house the new console. Police and Fire Department radios need to be upgraded; the present equipment is at the end of its expected life span. Police request 20 radios at \$30,000.00, Fire Department will need more for the amount of \$59,250.00. Upgraded Pagers and mobile radios are also needed on the Fire Department side. If money is left, which is a not likely, antenna will be purchased. Current radios are marginal to poor. The debt exclusion election is scheduled for Thursday, June 19, 2014 at Hopkins Academy. The impact on taxed for an average home is \$5.85 per year for a 10 year period. This is the second item on the ballot.

Ms. Keegan asked about the status of regional dispatch, and whether it has any bearing on the need for this equipment. Chief Shanley stated the equipment is necessary whether or not the Town moves to regional dispatch.

The Chiefs also reported they are combining their radio maintenance budget to improve efficiency in purchasing and maintenance.



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**AMEC proposal for Levee Freeboard/Uncertainty Analysis:** DPW Director Girouard asked that the Select Board sign the contract and proposal with AMEC to conduct a free board survey of the Hadley levee. The project was approved by town meeting, and the Town needs to know the capacity and if it complies with insurance and FEMA regulations. Without the certification the Town could lose its flood insurance certification and residents would end up paying more for flood insurance. ***Motion that the Town sign the agreement with AMEC for a Levee Freeboard/Uncertainty Analysis as presented: Chunglo: Second: Keegan Vote: 4-0-1 (Waskiewicz abstaining)***

**Water Master Plan contracts:** The Water Master Plan currently in place is from 2003 and needs to be updated to reflect use of the Callahan Water Treatment Plant. The project was approved by town meeting. The plan will help the Town in its water operations and infrastructure management. ***Motion to sign the contract with Comprehensive Environmental Inc. to update the water master plan: Chunglo Second: West Vote: 3-1-1. (Mooring dissenting, Waskiewicz abstaining.)***

**Pump Stations 1 & 4:** (Added to agenda – contracts received today.) The Sewer Pump Stations contracts have been executed and are ready for signature. ***Motion to sign the contracts for Pump Stations 1 & 4: West Second: Chunglo Vote: 4-0-1 (Waskiewicz abstaining.)***

**New Business**

Line Items Transfers (Town Accountant). Mr. Nixon presented line item transfers to the Board for FY 2014 for the following accounts:

- a. Board of Health-payroll: Inspector is a contracted service, not an employee (\$650.00)
- b. Cemetery-mowing expenses-\$340.00
- c. Public Safety Accident Insurance-Workers' Compensation: Shortfall on insurance premium (\$614.00)
- d. Board of Appeals-Legal Advertisement (\$500.00)
- e.

There will be more requests next meeting, mostly having to do with buildings and fuel costs from the winter, as well as snow and ice. After some discussion with Finance Committee it was decided to wait until the June 18<sup>th</sup> meeting to address all budget adjustments.

**Old Business:**

**Capital Planning Process:** Mr. Nixon discussed a proposal to change the calendar by which the five-year capital plan is compiled. Currently, capital budgets start in November with a due date of December 1. With the new operating budget due date of December 31, all of the end-of-calendar-year business, and the holidays, departments are experiencing difficulty in meeting the deadline for the capital plan. Mr. Nixon recommends shifting the Capital Plan Budget preparation to summer with an eye toward producing a five-year capital plan in September or October. The current system of transferring meal tax revenues to the Capital Stabilization Fund at the fall town meeting, and then expending those funds on capital projects at the Annual Town Meeting will remain unchanged.

One note, the Building Committee is working on a projection of building needs and may need until August to make recommendations for capital projects. Also, a new school superintendent will be starting mid-summer and will need time to prepare a capital budget.

Also, a Select Board member has recommended changing how capital projects are funded, shifting from meal tax revenues to a percentage of revenues. What this does is helps establish goals and guidelines, and then amend as needed, but it was noted that a 3-5 year financial plan must first be developed.

Mr. Nixon addressed a capital bylaw with two large exclusions that need to be talked about. Schools were excluded from capital planning oversight, and he suggests incorporating schools into the bylaw for Planning. The Select Board endorses moving the Capital Planning forward.

Further discussion was to start TriBoard meeting the 2<sup>nd</sup> Wednesday of the month beginning at 6:00pm.



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**Departmental Administration and Finance Policies and Procedures** - annual update. The Board requested more time to review and make revisions to this policy and it was table until next meeting on June 4, 2014. Mr. Nixon is to send copies to the Finance Committee for their comment. Ms. Keegan stated there is need for refinement and greater controls need to be articulated.

**Sealer of Weights and Measures and Fees:** The Town is working with City of Northampton to use a regional Sealer of Weights and Measures. At the Annual Town Meeting Hadley set up a revolving account to support the regional agreement without any further costs to the tax payers. The first order of business is to begin the process of establishing a fee structure that will support the program. Fees for weights and measures inspections are set by Town Meeting vote. ***Motion to approve posting an article on the Warrant for Fall Town Meeting to adjust the fees for the Sealer of Weights and Measures: Chunglo: Second: West Vote: 5-0-0***

The second order of business is to sign the inter-municipal agreement to establish a shared sealer of weights and measures service with the City of Northampton. However this agreement is not yet finalized, the lawyers are still working on coming to agreement on indemnification issues. This item will be placed on the next agenda.

**Senior Center Steps – Update.** Mr. Nixon reported that Building Inspector Tim Neyhart has received designs which he has reviewed and approved so the project can move forward. Left over funds from the article will be used for steps on the west side of the library.

**Sign Warrant for June 19, 2014 Special Election for debt exclusion.** ***Motion to sign election warrant: West Second: Chunglo Vote: 5-0-0***

**Comcast and Charter Reach Agreement on Divestitures and Request to Activate Another Channel:** Mr. Richard Trueswell stated that the Town has been told of a proposed sale of Charter Communications to Comcast. This means that Hadley will now have Comcast for cable service. The Cable Franchise agreement (10 year contract between Charter and the Town of Hadley) will be honored by Comcast. Mr. Trueswell, speaking on behalf of TV-5 requested permission to activate another channel to be used by TV5. There is no cost to the Town as the current server can handle a total of 3 cable channels. ***Motion to authorize the Public Access Coordinator to take action to petition Charter Communications and its successor to open an additional PEG Channel for use of Hadley Public Access Television: Keegan Second: Chunglo Vote: 5-0-0***

**Revised summer Select Board Meeting schedule:** The Select Board reviewed the upcoming meeting schedule for conflicts. Ms. Keegan has a work obligation on the 18<sup>th</sup> of June. At this time each scheduled meeting will be able to make quorum. The schedule will remain as is for the summer: June 4, 11 and 18; July 9, 16, 23; August 6, 13 and 27.

**Liaison updates: The liaisons will give updates on their work with departments:**

John Waskiewicz (Town Hall/General Government) – Three computers in Town Hall still function under Windows XP and will need upgrades, but there is no money in the budget for computer upgrades at this time.

Joyce Chunglo (Public Safety) – Commended the staff at the Public Safety Complex for all of their work, some on their own time, to clean and perform upgrades at the complex. She will meet with the Police Department and Dispatch on June 10.

Molly Keegan – Molly will meeting with the Council on Aging in June. She has had an informal meeting with Library and will reach out to Park and Rec.

Brian West – has met with Mr. Girouard and he (Mr. Girouard) will send the entire Board emails to keep them apprised of projects at DPW. The next big project is upgrades to Pump Stations 1 & 4. Mr. West will set up a meeting with DPW Union Steward.



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**Announcements:**

Hopkins Academy 350<sup>th</sup> Anniversary celebration is May 24<sup>th</sup>.

Pioneer Valley Planning Commission will have their annual meeting on June 19<sup>th</sup>.

The Board offered condolences to the family of Chet Konieczny who recently passed away.

Ms. Chunglo congratulated Vicki Martins of Hadley on all of her hard work to raise funds for a one of a kind playground designed to be totally handicapped accessible. There is a fund raiser challenge to get 500 people to donate \$100.00 and there will be a matching donation. Also, there is a Basketball Clinic being held by UMass, all proceeds will go toward the playground fund.

The Board reviewed a draft of the June 4<sup>th</sup> Select Board meeting agenda. No items were added.

Mr. Trueswell announced that the Town of Hadley did very well at a recent Fund Raiser for Meals on Wheels. The Hadley team raised the most money, had the highest number of representatives walking, and Mr. Trueswell was the top fund raiser.

Memorial Day Parade will be Sunday, May 25, 2014 at 2:00 pm.

**Executive Session: 8:45 pm: Motion to move to Executive Session for the purpose of discussing litigation and not to reconvene in open session: Chunglo Second: West**

Chair Mooring 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: Waskiewicz – Yes: West – Yes: Mooring – Yes: Chunglo – Yes: Keegan - Yes**

A discussion was held regarding the status of litigation having to do with a zoning enforcement issue.

**9:24 pm: Motion to adjourn: West Second: Chunglo**

**Roll Call Vote: Waskiewicz – Yes: West – Yes: Mooring – Yes: Chunglo – Yes: Keegan - Yes**

**Adjournment**

Respectfully submitted,

Margaret J. Jekanowski  
Administrative Assistant