



TOWN OF HADLEY
SELECT BOARD
June 4, 2014
Meeting Minutes

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

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

Absent: Brian West

Also in Attendance: David Nixon (Town Administrator); Peg Jekanowski, (Admin. Assistant); Richard Trueswell, (TV-5); Damion Shanley (Police); Michael Spanknebel (Fire); Frank Aquadro, Howard Koski, Lynn McKenna (Finance Committee); Tim Neyhart (Building Inspector/Zoning Enforcement Officer); Willy Danylieko, David Waskiewicz, Andrew Klepacki, Gary Berg, Dan Regish (Building Committee); Thomas Hudock, Nathan Rabidoux, Daniel Waskiewicz, Ryan Johnson, Michael Romano (Police Department); Jo-Ann Konieczny, (Library)

Approval of Minutes: 05/21/2014: Motion: Chunglo Second: Waskiewicz Vote: 4-0-0

05/21/2014 Executive Session: Motion: Keegan Second: Chunglo Vote: 4-0-0

Approval of Warrants: 50-Z, 52-V: Motion: Chunglo Second: Waskiewicz Vote: 4-0-0

Approval of Payroll: Motion: Chunglo Second: Keegan Vote: 4-0-0

Appointments:

Acting Police Chief Damion Shanley: New Hires: Chief Shanley recommended the hiring of two new Special Police Officers. He stated that both had experience as campus police and are college educated. They have availability of hours to give. **Motion to appoint Nathan Rabidoux and Thomas Hudock as Special Police Officers to the Hadley Police Department: Chunglo Second: Keegan Vote: 4-0-0**

Chief Shanley reviewed a new hiring process that includes other police staff as well as the Fire Chief and Dispatchers in the interview process.

He also recommended promoting three Special Officers to the position of Part Time Patrol Officer. Six candidates applied for three available positions, and these men were unanimously agreed upon by the hiring committee, describing the candidates as haven proven themselves with excellent police skills. **Motion to promote Michael Romano, Ryan Johnson and Daniel Waskiewicz to Part Time Patrol Officer: Chunglo Second: Keegan Vote: 4-0-0**

Municipal Building Committee: Members of the Committee presented their finding thus far to the Select Board. A short-term critical list of needs was developed and is attached to these minutes for review. These needs were identified as the Committee realized the overall process will be long, and these repairs/preservations need to be made in the short term for safety and to maintain value. Mr. Klepacki stated that the committee will go back to CPA to reprioritize funding that was passed at Annual Town Meeting for the foundation to go to more urgent needs such as the cupola.

Ms. Keegan stated the need for a funding plan. The next step is for the Building Committee to share pricing information they have received with Town Officials. Mr. Nixon stated there are some funds available, that he should meet with the Building Committee to address as many critical needs as possible. The Building Committee have meetings coming up to determine cost.

Mr. Mooring expressed concerned about overextending (human) resources without proper coordination. Discussion ensued regarding Mr. Berg as the overseer of the projects, as he is the designated Building Maintenance Supervisor.

There was also discussion of encumbering building maintenance funds before July 1.

Regarding the Fall Town Meeting warrant: There was discussion regarding looking for a new site (land procurement) and building to house the North Hadley Fire Station (a remote satellite station.) Consensus was that determination of the future of North Hadley Hall is the next priority.



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Regarding Russell School, the Building Committee discussed the need to vacate that building as soon as possible due to code violations, and asked the Select Board to consider not renewing the lease when it runs out in 2015. **Motion to give notice to North Star not to renew the lease when it runs out: Chunglo Second: Waskiewicz** Discussion ensued regarding waiting on this vote until North Star representatives are present at a Select Board meeting. **Vote: 2-2-0 (Mooring and Keegan dissenting.)** This will be discussed further at the Select Board meeting on June 18 with representatives from North Star present.

Next steps include establishing future use of buildings in order to make determination.

Finally, for safety purposes the Building Committee recommended redirecting the traffic flow at the Library and Senior Center as follows:

- 1) The entrance to the parking lot should be made at the driveway closest to the Library and Route 9, or South side. It would be one-way in.
- 2) The parking should be angled to accommodate this change. The angled parking adds to the ease of parking. It provides for greater visibility of oncoming traffic when backing out.
- 3) The exit should be moved to the north side of the property, currently the entrance. With this being the new exit, it allows for more time to see oncoming traffic from Route 9 and provides more room to line up at the traffic light heading South on Route 47.

Motion to support the redirection of traffic as outlined by the Building Committee in their letter dated 04/24/2014: Keegan Second: Chunglo Vote: 3-1-0 (Mooring dissenting.)

Discussion of hires and Dispatch Supervisor position: Public Safety Departments: Chiefs Shanley and Spanknebel agree that dispatchers have always primarily reported to the Police Chief, but due to changes in technology and training as well as call volume, it may be important to designate a dispatch supervisor to manage the Dispatch department. They met with dispatchers and three full time dispatchers were interested, even knowing there is no payroll/benefit incentive offered. Additional responsibilities include assisting with hiring, assisting with scheduling, review and revise policies, monitor daily logs and act as liaison between departments. The position will report to both chiefs. The union is aware and did not indicate any objections, other than possible discipline issues down the road. The position will need to be a dayshift position.

Mr. Mooring stated that a new position requires a written job description. **Motion to proceed with implementation of Dispatch Supervisor position as presented, with written job description: Chunglo Second: Waskiewicz Vote: 4-0-0**

Old Business Chief of Police Search – initiating the process: Ms. Chunglo stated that she does not feel the need to formalize a search for a Chief of Police as she is pleased with the performance of Acting Chief Shanley and she supports hiring from within the department. Mr. Waskiewicz stated that he would like to see reorganization within the department with Chief and Lieutenant or Assistant Chief positions. Ms. Keegan stated that she is also pleased with the performance of the department currently, but due to the high level of the position feels a search committee is required in order to review all qualified candidates. She also wants to involve the community in the process and to review the current job description for possible revisions. Mr. Mooring stated that people want a total comparison of all qualified candidates. First, the job description needs to be updated.

Acting Chief Shanley spoke to his qualifications and what he has done for the department since being made Acting Chief of Police.

Motion to update the Chief of Police Job Description, form a search committee, place external advertisements of the position and proceed as warranted: Mooring Second: Keegan Vote: 3-1-0 (Chunglo dissenting.)

Next step is for the Select Board to define a search committee. This will be done at next meeting



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Hadley Corners Sewer Issue: Clarification of grandfathering of sewer impact charges. DPW Director Gary Girouard stated that a vote is needed by the Select Board to transfer the remaining 78, 308 square feet of retail space and associated 156 unused restaurant seats from Gator Pearson as approved in Permit 1109 to Milestone Associates and authorize a Sewer Connection Permit. This allows all retail locations to open without any connection or impact fees. (Commercial surcharges would apply if appropriate as per original permit and Milestone Associates have already paid this fee.) Anything other than retail would be treated as a change in use. Restaurants would not pay any additional charges until the 156 seats have been used up since this is how fees are charged. Any other type of business would pay impact fees if the difference between their Title V flow rates minus the retail flow rate, whichever is higher.

Motion: Sign agreement regarding sewer impact fees at Hadley Corners that what is remaining at this property under permit 1109, to be grandfathered, is 78,308 square feet of retail space and 156 restaurant seats, anything over or change of use would need to be paid as calculated: Chunglo Second: Keegan Vote: 3-0-1 (Waskiewicz abstaining.)

Debt Exclusion Election: DPW Capital Equipment Discussion for the special election on June 19. (Description attached to these minutes for review.) The impact on taxes per truck is \$2.77 per year for the average taxpayer for 10 year borrowing at 3%. The combined impact on all five questions is \$41.26 per year. The debt exclusion election is June 19, 2014 at Hopkins Academy from 12 Noon until 8:00 pm.

New Business - Wiring Services IFB: Award of bid: The Select Board reviewed bids received for Electrical Service for the Town of Hadley. ***Motion to award the contract for electrical services to Clark and Falcetti as the lowest responsible and responsive bidder: Chunglo Second: Keegan Vote: 3-0-1 (Waskiewicz abstaining.)***

New Business Plumbing and Gas Services IFB: Award of bid: The Select Board reviewed bids received for Plumbing and Gas Services for the Town of Hadley. Mr. Nixon stated that Corcoran Plumbing and Heating specified that their workday is from 7:00am to 3:30pm., whereas the bid specifies that the workday is from 8:00am to 5:00pm. "Given that our building maintenance personnel also work from 7:00 am to 3:30pm daily, I, acting as Chief Procurement Officer, declare that the discrepancy is a matter of form, rather than substance, and I recommend waiving the informality as provided for within the bid documents." ***Motion to award to contract for electrical services to Corcoran Plumbing and Heating Inc. as the lowest responsible and responsive bidder: Keegan Second: Chunglo Vote: 3-0-1 (Waskiewicz abstaining.)***

New Business: Special Town Meeting Countdown: The Board discussed establishing an action calendar for a proposed October 30, 2014 special town meeting. Ms. Keegan asked that all departments sign off on this schedule, making sure all departments are okay with these dates. Mr. Nixon stated that he provides a "preview" warrant on the date the warrant is open with critical items and narrative about why the article is there, so all Town departments and boards can begin decision making and recommendations on the Articles in July. ***Motion to implement schedule for Fall Town Meeting and notify other Boards of the schedule: Chunglo Second: Keegan Vote: 4-0-0***

New Business: FY2014 Last Warrant will be July 11, 2014: ***Motion to set a deadline of July 11, 2014 for the submittal of final invoices due in fiscal year 2014: Keegan Second: Chunglo Vote: 4-0-0***

Fire Department Declaration of spare equipment to be surplus with a value less than \$500.00 - Required for disposal of obsolete surplus equipment under MGL Chapter 30B and in compliance with auditing procedures: ***Motion to declare the Fire Department equipment as identified and listed by the Fire Chief as surplus to be disposed and with a value of less than \$500.00. The equipment is to be offered to other Towns and Districts as is and with no representation of suitability as to how it is to be used. Chunglo Second: Keegan Vote: 3-0-1 (Waskiewicz abstaining)***

Evaluation and Goals/Objectives of Contracted Personnel: Initial discussion of goal setting and evaluation of the Town Administrator, Fire Chief, and the DPW Director – The Fire Chief, DPW Director and Town Administrator



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submitted goals for the Select Board to review. The Board will take them under advisement and will come back with a formal set of goals. Ms. Keegan stated that the goals should be consistently written and measurable, and roll up into a strategic plan for the Town.

Woodchuck Nominee Trust – Payment for Planning Services: A required vote conjointly with the Planning Board to pay for planning services with the Pioneer Valley Planning Commission: *Motion to approve the payment of \$967.42 from the Woodchuck Nominee trust for planning services: Chunglo Second: Keegan Vote: 4-0-0*

Liaison Updates: Mr. Mooring stated that the Asparagus Festival went well and the Police Department did a good job with crowd control and public safety. Mr. Nixon stated that the public safety committee will look at protocols for use of the Common going forward. Mr. Mooring invited public comment.

Next Agenda: The next Select Board meeting will be a TriBoard meeting on June 11, 2014 at 6:00pm. Topics include the 5-year budget projection, Departmental Administration and Finance Policy, Personnel Policies, Computers for the Select Board, goals and objectives for contracted employees, Special Town Meeting, and Chief of Police Hiring Committee.

Announcements:

The Board thanked everyone who participated in the Memorial Day parade.

The Board thanked the Zuzgo family from 20 Acres Farm (Joni, Pat and Tom) for the flowers at Town Hall.

The Town of Hadley received The Kay Sheehan Spirit of Community Award from the Hampshire County United Way for the response to the tragic fire that took place in October 2013.

Congratulations to the Class of 2014 at Hopkins Academy who will graduate on Friday.

Adjournment: At 9:50pm motion to adjourn was made and seconded, vote 4-0-0. Meeting adjourned 9:50 pm.

Respectfully submitted,

Margaret J. Jekanowski
Administrative Assistant

Approved 06.18.2014



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(Attachment 1:)

Short term, CRITICAL building needs recommended by the Municipal Building Committee,
Revised per May 22nd MBC meeting:

North Hadley Hall:

- **Cupola Repair:** Take measures to prevent water/leaks in cupola. Install welded Metal Screen or equivalent to prevent pigeons or other birds from entering and compromising the building;
- **South Gable Repair:** Cornice and board missing, allowing birds and water to enter building while increasing heat loss;
- **Roof repair:** Loose tin/metal shingles to be repaired to prevent rain water or snow from entering or being blown into attic space;
- **Guard Rail on Landing:** Install a removable guard rail system on the driveway side of the South door into the main structure to prevent falls while allowing for removal to load/unload on landing;
- **Window Repair:** Repair/replace missing or damaged window panes.

Senior Center/Hooker School Building:

- **Roof:** Repair the flat roof;
- **Traffic:** Reverse traffic flow around building;
- **Drainage:** Repair and implement drainage improvements to prevent water infiltration into the buildings foundation or walls;
- **Exterior walkways:** Repair front sidewalk, steps and railings;
- **Storage:** Partition the top floor rooms to promote, enhance and utilize storage area;
- **Stairwell:** Repair wall and wiring in North stairwell (includes live knob and tube);
- **Doors:** Repair/replace exterior doors.

Russell School:

- **Code Violations:** Refer to attached letter to address current code violations on file provided by T. Neyhart;
- **Roof:** Repair slate roof;
- **Chimney:** Repoint/caulk mortar and repair damaged bricks;
- **Building Site:** Install Telltale gauges and gather long term data to evaluate building site movement;
- **Sidewalks:** Repair/Replace sidewalks.

Town Hall:

- **Flooring:** Address asbestos tile flooring issues;
- **Abatement:** Complete asbestos abatement in basement;
- **Roof:** Replace roof;
- **Repair/paint fluted columns** (front pillars);
- **Doors:** Replace exterior doors

Public Safety Complex:

- **Roof:** Replace roof;
- **Air Quality:** Rework and install new doorway to Fire Bay;
- **Truss Work:** Install necessary bracing;
- **Insulate:** Install additional attic insulation;



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- **Doors:** Replace overhead bay doors;
- **Siding:** Repair;
- **Additional Heating Control:** Purchase and install new heating control system.

DPW/Highway:

- **Roof:** Replace roof;
- **Repair/replace trim and gutters;**
- **Replace windows;**
- **Install exterior passage doors** (3);
- **Insulate:** Install additional Attic Insulation;
- **Enclose Pole Barn**

Approved 06.18.2014



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(Attachment #2)

TOWN OF HADLEY
DEPARTMENT OF PUBLIC WORKS
230 MIDDLE ST, P.O. BOX 406
HADLEY, MA 01035-0406

Telephone: (413) 586-2390

Fax: (413) 586-5146

DPW

FY 2015

Highway Division Vehicle Replacement

The Highway Division of the Hadley, MA Department of Public Works, has proposed the trading of two existing Ford F-350 - 4 wheel drive – diesel powered Dump Trucks and be replaced with two new, 2014 Ford F-550 - 4 wheel drive – diesel powered Dump Trucks. The following is a brief description of each of the vehicles to be replaced as observed and described to me by the Town of Hadley's Motor Equipment Repair Mechanic, Brian Waskiewicz.

***Please Note: The existing F-350's have a GVWR "Total carrying capacity" of **13,300lbs**. This, as opposed to the proposed Ford F-550's that have a **GVWR of 18,000lbs**. Total difference in load carrying capabilities is **4,700lbs in GVWR**. The other differences are the snow plow attachment will be of a much more durable, heavy duty, road worthy snow removal system. The corresponding modular de-icing spreader system will be constructed of a stainless steel. This system is much more resistant to the corrosive effects of the road de-icing chemicals that are typically utilized during the winter months. It is important to know that these One Ton Dump Trucks are used daily. They are utilized on all applications from daily maintenance, grass cutting, pot hole patching to winter plowing & de-icing.





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To be replaced;

Truck #7 – Is a 1997 Ford F-350 diesel powered Dump Truck. This 17 year old vehicle currently has an odometer reading of 143,207 miles. On close examination this vehicle exhibits a high degree of rust. This is especially evident along the full rear of the truck. The rear bed dump body is basically shot. Heavy “rusted through” portions of the dump body rails and an all but failed and dangerous cab protecting head board. Mr. Waskiewicz informed me that the current/original engine reflects high mileage. Brian also informed me that the oil pan is rusting and will need replacing. Upon examining the existing plow system, it is not of the “heavy duty” type that is typically utilized in a “municipal” snow removal operation. The current plow system is of a lighter frame gauge/plow spring tripped variety. The plow system that is on both vehicles to be replaced is much more commonly utilized in a “residential” driveway type environment. The attaching plow’s light weight angle iron support frame system is rusted and thoroughly fatigued. Both existing plow systems has been welded & fish plated in an effort to elongate its useful snow fighting life.

Truck #9 - Is a 1996 diesel powered Ford F-350 Dump Truck. Truck #9 is 18 years old and currently has 101,080 odometer miles. Its physical condition is very similar to the recently described Truck #7. This vehicle exhibits large areas of “see through” rust along with numerous welded cracks and associated patches. The plow frame and snow plow attachments showing the same signs as #7 reflecting its age and structural deficiencies. Brian W. also told me that this vehicle has a “weak transmission”, that occasionally slips, when operated & under load. This will occur when snow plowing and or “hauling” as is typical for these vehicles.

Both existing modular, mild steel sanders have (for the most part) lived their useful life. Both existing slide in spreaders have time inherited structural fatigue & product induced rusted bodies.





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To be purchased;

To purchase two replacements, 2014 Ford "*heftier suspended*", F-550 four wheel drive, automatic, diesel powered dump trucks. Both trucks will be equipped with a heavy duty four way snow plow system, dump bodies and modular stainless steel hydraulically actuated spreader systems. The two to be purchased F-550's will be \$85,000 & \$83,000 totaling \$168,000. Brian Waskiewicz informed me that the difference of \$2,000.00 is the amount to be received & subtracted in total trade in vendor allowance.

Sincerely,

Gary E. Girouard
Director of Public Works
Hadley, MA
01035

Approved

