



TOWN OF HADLEY
SELECT BOARD
June 18, 2014
Meeting Minutes

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

Present: Guilford Mooring, Chair, John Waskiewicz, Brian West

Absent: Joyce Chunglo, Molly Keegan

Also in Attendance: David Nixon (Town Administrator); Peg Jekanowski, (Admin. Assistant); Richard Trueswell, (TV-5); Damion Shanley (Police); Michael Spanknebel (Fire); Mitch Kuc (Animal Control Officer); Gail Weiss (Town Accountant); Frank Aquadro, Howard Koski, Lynn McKenna Terry Yusko, Linda Sanderson (Finance Committee); Willy Danylieko, (Electrical Inspector), Jo-Ann Konieczny, Caryn Perley, (Library); Gary Ritter, James S. Barstow, Heather Barstow, Anthony Rabida

Approval of Minutes: 06/04/2014: Motion: West Second: Waskiewicz Vote: 3-0-0

Approval of Payroll: Motion: West Second: Mooring Vote: 2-0-1 (Waskiewicz abstaining)

Appointments:

7:05pm: Public Hearing: Application of Apple New England LLC for Change of Beneficial Interest, Pledge of License and Pledge of Inventory – Alcoholic Beverage Restaurant License of Applebee’s Neighborhood Bar & Grill, 100 Westgate Center Drive: The Massachusetts Alcoholic Beverage Control Commission is allowing Apple New England LLC to submit an expedited application to change the beneficial interest, pledge the license, and pledge the inventory. Due to the magnitude of the transactions, the ABCC has allowed an “inverted process” that has forms being submitted directly to ABCC rather than individual Local Licensing Authorities. The change involves the interests of the upper tier of the LLC. There is no change to the local Applebee’s manager, operation, or physical structure of the Applebee’s in Hadley. ***Motion to approve the Application of Apple New England LLC for Change of Beneficial Interest, Pledge of License and Pledge of Inventory – Alcoholic Beverage Restaurant License of Applebee’s Neighborhood Bar & Grill, 100 Westgate Center Drive: West Second: Waskiewicz Vote: 3-0-0***

7:10pm: Robie Grant, Friends of Goodwin Memorial Library: Application for One Day Special Permit for wine tasting at the Goodwin Library: Robie Grant of the Friends of the Goodwin Library was before the Board to present an application for a one day special license to sell wine at a fund raiser at Goodwin Memorial Library on July 25th from 6:30pm – 8:00pm. The Fire and Police Chiefs have no objection to granting the license. ***Motion to approve Application for One Day Special Permit for wine tasting at the Goodwin Library: West Second: Waskiewicz Vote: 3-0-0***

Old Business 3: Police Chief Search update: The Board announced that they are continuing to search for community members who are interested in serving on the Police Chief Search Committee. Information is posted on the town website at www.hadleyma.org. Letters have also been sent to Police Chiefs of surrounding communities. Letters of interest are due in the Select Board office by July 9, 2014.

New Business 1: Authorization to sign for Town Administrator during vacation 7/1/ through 7/7: Mr. Nixon will be on vacation and not available for the first week of July. A staff member needs to be authorized to sign in his absence should something unexpected come up that requires a signature: ***Motion to appoint Peg Jekanowski, Administrative Assistant, to sign during Mr. Nixon’s vacation July 1, 2014 – July 7, 2014: West Second: Waskiewicz Vote: 3-0-0***

New Business 3: Show cause letter for Cleaning Services: The quality of the cleaning service with the company contracted with Town Hall and other municipal buildings has been unacceptable and below standards. Multiple attempts have been made to rectify the problem, but service continues to be below the bid specifications. A show/cause letter is official notice stating that their service is below expectations. ***Motion to sign show cause letter: West Second: Waskiewicz Vote: 3-0-0***

New Business 4 Letter to MassDOT: This is to provide comments on the draft plans for widening Route 9 from Whalley Street to about 200 feet past Town Hall. Construction is expected to begin summer 2015. Deadline for



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submittal of comments is 6/19. The Board asked Mr. Nixon to send a letter regarding questions about drainage, a water line and if it ties in with the environmental bond bill. ***Motion to send letter to MassDOT regarding widening Route 9 as discussed: Waskiewicz Second: West Vote: 3-0-0***

7:15pm: Vicious Dog hearing – Mr. James Barstow, 41 Old Mountain Road, dog owner, as per the provisions of MGL Chapter 140, Section 157: Chair Mooring swore in all parties who would give testimony. (Animal Control Officer Mitch Kuc, Mr. Gary Ritter, Mr. James Barstow) Officer Kuc reported that a dog owned by Mr. James Barstow is reported to have attacked a dog owned by Gary Ritter on April 27, 2014. The attack resulted in Mr. Ritter's dog receiving 40 stitches and 6 staples. Both parties are residents of Hadley residing on Old Mountain Road. He states that Mr. Barstow has been cooperative throughout this process. He has paid veterinary bills, but due to the seriousness of the attack, Officer Kuc felt he should bring this before the Board. Mr. Ritter stated that Mr. Barstow is a good friend and neighbor, has paid full restitution and is very cooperative. He states he regularly walks his dog past the Barstow residence, and on the day in question Mr. Barstow's dog broke its tether and attacked his dog, this is the second time it has happened. He states he wants to be able to walk his dog (on the street) without fear of another attack. Officer Kuc asked Mr. Ritter to describe the injuries: one bite, lower left quadrant of the dog's hindquarters. Mr. Ritter's dog was not aggressive toward Mr. Barstow's dog or any person prior to the attack, and did not breach any enclosure or structure owned by Mr. Barstow.

Mr. Barstow stated that the restraint device that he had used was old and rusted and thus the dog was able to break free. He has changed the restraint; it is on a new connector designed for a 300-pound dog. It does not reach the public way. Officer Kuc recommended that the Board define the dog as dangerous as defined by Massachusetts General Law and request the following stipulation:

(i) that the dog be humanely restrained; provided, however, that no order shall provide that a dog deemed dangerous be chained, tethered or otherwise tied to an inanimate object including, but not limited to, a tree, post or building;

(ii) that the dog be confined to the premises of the keeper of the dog; provided, however, that "confined" shall mean securely confined indoors or confined outdoors in a securely enclosed and locked pen or dog run area upon the premises of the owner or keeper; provided further, that such pen or dog run shall have a secure roof and, if such enclosure has no floor secured to the sides thereof, the sides shall be embedded into the ground for not less than 2 feet; and provided further, that within the confines of such pen or dog run, a dog house or proper shelter from the elements shall be provided to protect the dog;

Mr. Barstow agreed to these conditions. Mr. Ritter stated that his concern is tethers tend to give out. ***Motion to implement Officer Kuc's recommendations as outlined, that the dog be deemed dangerous and restrained as stated: West Second: Waskiewicz Vote: 3-0-0***

New Business 5: MA Dept. of Agricultural Resources: Agricultural Protection Restriction Project Name: Barstow, Project ID 14D02: The board made the announcement of the APR as stated above. ***Motion that the Select Board sign all documents associated with the state's announcement of its intention of placing property with the APR program, waiving the right of first refusal, and further to waive the 120 day waiting period for this project: West Second: Waskiewicz Vote: 3-0-0***

7:30pm: Debt Exclusion: Fire Department and School Department: June 19, 2014 is the date of the special election. Ms. Linda Dunlavy, Chair of the School Committee discussed the need to acquire and install two emergency generators at the schools. They would replace old generators at the school that are not providing basic emergency services during power outages. Discussion ensued regarding the size of the generators and whether the generators being sought are adequate for the Town's needs. The proposals were discussed at previous capital



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planning meetings as well as school committee meetings, Select Board meetings and voted on at Town Meeting. The price is \$135,000.00.

Chief Spanknebel discussed the need for a heavy rescue/pumper for the Fire Department. This will replace old rescue trucks that have both been in service since 1987. This was identified as a priority in the Fire Department Study. This equipment should get us through the next 30 years. The price is \$761,250.00.

The impact of the generators on taxes is approximately \$4.31 per year. The impact of the heavy rescue pumper is \$25.56 per year. The Board stated that this is a debt exclusion and at the end of 10 years, the increase comes off the tax rate. Also, there is debt coming off the taxes in the next fiscal year.

Old Business 4: Funding proposal for building renovations. Taken under advisement, information just received today. Mr. Nixon stated that he spoke with the Chair of the CPA Committee and there are concerns about reallocating funds that were voted on at Town Meeting. More information and discussion will be scheduled for a future meeting.

New Business 6: Select Board approval of FY 2015 pay rates as funded by the Annual Town Meeting. This is a routine vote that is recommended by the auditors: *Motion to approve the FY 2015 pay rates as funded by Annual Town Meeting: West Second: Waskiewicz Vote: 3-0-0*

New Business 2: Appointments of Town Officials and Committee Members. The Board reviewed a list of Town Officials, Boards and Committees whose terms are expiring and are seeking reappointment. Mrs. Rita Bishko of the Council on Aging asked not to be reappointed. She has served as a member since 1996 and should be recognized for her years of service. Ms. Marla Miller asked not to be reappointed to the Historical Commission. Also, Damion Shanley and John Robitaille are listed under the police department in their "acting" roles as Chief and Sergeant as well as Sergeant and Full time Police Officer. This is for insurance purposes and to preserve their positions with the union. Move that the Select Board appoint or assign the slate of officers, board members, committee members, commission members, department members, and agents as presented at the meeting (attached to these minutes.) West: Second: Waskiewicz Vote: 3-0-0 (Waskiewicz abstaining as indicated on Attachment 1.) Mr. Waskiewicz asked that the Board discuss legal service appointment at a future meeting, stating it is time for a change.

Old Business 1: Line Items Transfers (Town Accountant): The Board and the Finance Committee reviewed end of fiscal year budgets that have extended beyond the authorized appropriation. (Attachment #2). This is a discussion and a vote will take place at the July 9, 2014 Select Board meeting. Town Accountant Gail Weis was present to answer questions regarding the various accounts and fund requests. Discussion ensued and the following items were requested for further analysis:

- Will the state reimburse for snow and ice
- Savings going to all salt snow strategy
- Excel spreadsheet of department expenses at year end
- Breakdown of police numbers having to do with payroll (over time, private duty details)
- Provide justification as to how police payroll fits reserve fund transfer criteria
- Breakdown of Medicare and provide justification as to how police payroll fits reserve fund transfer criteria
- Breakdown of the health insurance administrative shortfall - Water Reserve Enterprise Fund

Departmental Administration and Finance Policies and Procedures - annual update. The Select Board will be asked to ratify the approved operating procedures for departments. (Passed over until the TriBoard meeting on July 16, 2014.)

Other:



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Future Agendas – The Board will meet on Wednesday, June 25 for a presentation from Boarddocs on a paperless (online) document system.

Announcements: Congratulations to the Hopkins Boys Baseball team on a winning Western Mass and going to the State Finals. First State finalist team since 1985.

East Hadley Road will be closed on June 20th for chip sealing.

There will be a Community Shredding day at the Hadley Senior Center on Friday June 20th from 11-2:00. This is a free event.

Don't forget to vote on June 19th from Noon until 8:00pm

Adjournment

At 8:50pm, a motion to adjourn was made (West) and seconded (Waskiewicz): Vote 3-0-0.
Meeting adjourned 8:50 pm.

Respectfully submitted,

Margaret J. Jekanowski
Administrative Assistant
Hadley Select Board

Approved 07.09.2014



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(Attachment 1)

| TOWN OFFICIALS | Name of Appointee | Position | Current Appointment Term |
|--|---------------------------|--|---------------------------------|
| Town of Hadley | Margaret Jekanowski | Admin Assistant/ Licensing Coordinator | July 1, 2014 - June 30, 2015 |
| Town of Hadley | Kopelman & Paige* | Town Counsel | July 1, 2014 - June 30, 2015 |
| Building Inspector | Tim Neyhart | Building Inspector | July 1, 2014 - June 30, 2017 |
| Building Inspector | David J. Waskiewicz* | Alternate | July 1, 2014 - June 30, 2017 |
| Building Inspector | Karl Dietz | Alternate | July 1, 2014 - June 30, 2017 |
| Cemetery Committee | Merle Buckhout | Hockanum | July 1, 2014 - June 30, 2017 |
| Cemetery Committee | James Freeman | North Hadley | July 1, 2014 - June 30, 2017 |
| Civil Defense | Michael Spanknebel* | Director, Emergency Manager | July 1, 2014 - June 30, 2015 |
| Conservation Commission | James A. Hafner | Member | July 1, 2014 - June 30, 2017 |
| Conservation Commission | Edwin Matuszko | Member | July 1, 2014 - June 30, 2017 |
| Conservation Commission | Gordon Smith | Member | July 1, 2014 - June 30, 2017 |
| Council on Aging | Marguerite Wilson | Member | July 1, 2014 - June 30, 2017 |
| Council on Aging | Marjory Pratt Townsend | Member | July 1, 2014 - June 30, 2017 |
| Cultural Council | Susan Norris | Member | July 1, 2014 - June 30, 2017 |
| DPW-Highway Division | Michael Klimoski* | Superintendent | July 1, 2014 - June 30, 2017 |
| DPW-Water Division | Michael Klimoski* | Superintendent | July 1, 2014 - June 30, 2017 |
| Disability Commission | James Jackson | Member | July 1, 2014 - June 30, 2017 |
| Electrical Inspector | Wilfred Danylieko | Inspector | July 1, 2014 - June 30, 2015 |
| Electrical Inspector | Douglas Rae | Alternate Inspector | July 1, 2014 - June 30, 2015 |
| Forest Fire Warden | Steven Barstow II | Warden | July 1, 2014 - June 30, 2015 |
| Forest Fire Warden | Vacancy | Deputy Warden | July 1, 2014 - June 30, 2015 |
| Hamp. Regional Emergency Planning | Michael Spanknebel* | Delegate | July 1, 2014 - June 30, 2015 |
| Hamp. Regional Emergency Planning | Vacancy | Alternate | July 1, 2014 - June 30, 2015 |
| Hamp. Regional Emergency Planning | Rick Bramucci | Alternate | July 1, 2014 - June 30, 2015 |
| Historical Commission | Vacancy | Member | July 1, 2014 - June 30, 2017 |
| Historical Commission | Margaret Freeman | Member | July 1, 2014 - June 30, 2017 |
| Historical Commission | Thomas McGee | Member | July 1, 2014 - June 30, 2017 |
| Mt. Holyoke Range Advisory | Merle Buckhout | Member | July 1, 2014 - June 30, 2015 |
| Mt. Holyoke Range Advisory | Raymond Spezeski | Member | July 1, 2014 - June 30, 2015 |



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|---|-------------------------|------------------------|-----------------------------------|
| Mt. Holyoke/Mt. Tom Task Force | Dina Friedman | Representative | July 1, 2014 - June 30, 2015 |
| Pioneer Valley Planning Commission | David Moskin | Representative | July 1, 2014 - June 30, 2015 |
| Pioneer Valley Transit Authority | David Moskin | Representative | July 1, 2014 - June 30, 2015 |
| Police Department | Damion Shanley | Acting Chief | March 7, 2014 - September 3, 2014 |
| Police Department | Damion Shanley | Sergeant | July 1, 2014 - June 30, 2015 |
| Police Department | Michael Mason | Sergeant | July 1, 2014 - June 30, 2015 |
| Police Department | John M. Robitaille | Acting Sergeant | March 7, 2014 - September 3, 2014 |
| Police Department | John M. Robitaille | Full Time Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Douglas W. Costa Jr. | Full Time Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Jesse Green | Full Time Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Mitchell Kuc Jr. | Full Time Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Kenneth Hartwright | Full Time Officer | July 1, 2014 - June 30, 2015 |
| Police Department | David F. Isakson | Full Time Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Mark Ruddock | Full Time Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Daniel P. Fernandes | Full Time Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Joseph Lafond | Part Time Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Gary Thomann | Part Time Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Mark C. Shlosser | Part Time Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Mitchell J. Kuc Jr. | Animal Control Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Daniel J. Clark | Special Police Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Daniel A. Warner | Special Police Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Thomas E. Harding | Special Police Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Jesse A. Ritter | Special Police Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Christopher M. Roeder | Special Police Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Alan Ash | Special Police Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Kayla Reuss | Special Police Officer | July 1, 2014 - June 30, 2015 |
| Police Department | Nomar | K-9 Member | July 1, 2014 - June 30, 2015 |
| Recycling | David Dudek | Coordinator | July 1, 2014 - June 30, 2015 |
| Sewer Commission | Joyce Chunglo | Member | July 1, 2014 - June 30, 2015 |
| Sewer Commission | Molly A. Keegan | Member | July 1, 2014 - June 30, 2015 |
| Sewer Commission | Guilford B. Mooring, II | Member | July 1, 2014 - June 30, 2015 |



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|--|------------------------------------|---------------------------|------------------------------|
| Sewer Commission | John C. Waskiewicz, II | Member | July 1, 2014 - June 30, 2015 |
| Sewer Commission | Brian West | Member | July 1, 2014 - June 30, 2015 |
| Tree Warden/Moth Superintendent | Michael Klimoski* | Warden | July 1, 2014 - June 30, 2017 |
| Veterans' Services | Central Hampshire Veterans Service | Veterans Service Officer | July 1, 2014 - June 30, 2015 |
| Veterans' Services | Central Hampshire Veterans Service | Grave Officer | July 1, 2014 - June 30, 2015 |
| Water Commission | Joyce Chunglo | Member | July 1, 2014 - June 30, 2015 |
| Water Commission | Molly A. Keegan | Member | July 1, 2014 - June 30, 2015 |
| Water Commission | Guilford B. Mooring, II | Member | July 1, 2014 - June 30, 2015 |
| Water Commission | John C. Waskiewicz, II | Member | July 1, 2014 - June 30, 2015 |
| Water Commission | Brian West | Member | July 1, 2014 - June 30, 2015 |
| Zoning Board of Appeals | Andrew Bomabardier | Member | July 1, 2014 - June 30, 2017 |
| Zoning Board of Appeals | Richard J. Fydenkevez | Alternate | July 1, 2014 - June 30, 2017 |
| 350th Anniversary Hopkins Academy Committee | Joseph Pelis | Chairman | July 1, 2014 - June 30, 2015 |
| 350th Anniversary Hopkins Academy Committee | Judy Pelis | Vice Chairman | July 1, 2014 - June 30, 2015 |
| 350th Anniversary Hopkins Academy Committee | Robert Fil | Treasurer | July 1, 2014 - June 30, 2015 |
| 350th Anniversary Hopkins Academy Committee | Louise Olbris | Secretary | July 1, 2014 - June 30, 2015 |
| Agricultural Commission | Joseph Boisvert | Member | July 1, 2014 - June 30, 2015 |
| Agricultural Commission | Gordon Cook Jr. | Member | July 1, 2014 - June 30, 2016 |
| Agricultural Commission | Stephen Devine | Member | July 1, 2014 - June 30, 2017 |
| Agricultural Commission | Michael Docter | Member | July 1, 2014 - June 30, 2015 |
| Agricultural Commission | Will Handrich | Alternate Member | July 1, 2014 - June 30, 2016 |
| Agricultural Commission | William Kelley | Alternate Member | July 1, 2014 - June 30, 2017 |
| Agricultural Commission | Paul Kokoski | Member | July 1, 2014 - June 30, 2015 |
| Agricultural Commission | Allan Zuchowski | Member | July 1, 2014 - June 30, 2016 |
| Agricultural Area Incentive Comm | Peter Cook | Member | July 1, 2014 - June 30, 2015 |
| Agricultural Area Incentive Comm | | Vacancy (death J. Devine) | |
| Agricultural Area Incentive Comm | Edwin Matuszko | Member | July 1, 2014 - June 30, 2017 |
| Agricultural Area Incentive Comm | Philip Mokrzecki | Member | July 1, 2014 - June 30, 2015 |



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| Incentive Comm | | | |
| Agricultural Area Incentive Comm | Gordon Smith | Member | July 1, 2014 - June 30, 2016 |
| Municipal Building Committee | Gary Berg | Member | July 1, 2014 - June 30, 2015 |
| Municipal Building Committee | Wilfred Danylieko | Member | July 1, 2014 - June 30, 2015 |
| Municipal Building Committee | Andrew Klepacki | Member | July 1, 2014 - June 30, 2015 |
| Municipal Building Committee | Timothy Neyart | Member | July 1, 2014 - June 30, 2015 |
| Municipal Building Committee | Daniel Regish | Member | July 1, 2014 - June 30, 2015 |
| Municipal Building Committee | David Tudryn | Member | July 1, 2014 - June 30, 2015 |
| Municipal Building Committee | David J. Waskiewicz* | Member | July 1, 2014 - June 30, 2015 |
| Capital Planning Committee | Francis Aquadro | Member | July 1, 2014 - June 30, 2017 |
| Capital Planning Committee | Paul J. Mokrzecki | Member | July 1, 2014 - June 30, 2017 |
| Capital Planning Committee | Connie Mieczkowski | Member | July 1, 2014 - June 30, 2017 |
| Capital Planning Committee | David Nixon | Member | July 1, 2014 - June 30, 2017 |
| Capital Planning Committee | Richard Grader | Member | July 1, 2014 - June 30, 2017 |
| Capital Planning Committee | Linda Dunlavey | Member | July 1, 2014 - June 30, 2017 |
| Capital Planning Committee | Brian West | Member | July 1, 2014 - June 30, 2017 |
| Community Preservation | Andrew Morris-Friedman | Member | July 1, 2014 - June 30, 2017 |
| Community Preservation | Randall Izer | Member | July 1, 2014 - June 30, 2017 |
| Community Preservation | Edwin Matuszko | Member | July 1, 2014 - June 30, 2017 |
| Coor/Americans with Disabilities Act | David Nixon | Member | July 1, 2014 - June 30, 2015 |
| Long Range Plan Implementation Committee | | | |
| Long Range Plan Implementation Committee | Margaret Freeman | Member | July 1, 2014 - June 30, 2015 |
| Long Range Plan Implementation Committee | Shel Horowitz | Member | July 1, 2014 - June 30, 2015 |
| Long Range Plan Implementation Committee | James Maksimoski | Member | July 1, 2014 - June 30, 2015 |



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|---|------------------------|-----------|------------------------------|
| Long Range Plan Implementation Committee | Edwin Matuszko | Member | July 1, 2014 - June 30, 2015 |
| Long Range Plan Implementation Committee | Charles Wojewoda | Member | July 1, 2014 - June 30, 2015 |
| Long Range Plan Implementation Committee | William Dwyer | Alternate | July 1, 2014 - June 30, 2015 |
| Norwottock Rail Trail | Andrew Morris-Friedman | Member | July 1, 2014 - June 30, 2015 |
| Shade Tree Committee | Robert Laprade | Member | July 1, 2014 - June 30, 2015 |
| Shade Tree Committee | Marilyn Mish | Member | July 1, 2014 - June 30, 2015 |
| Shade Tree Committee | Dale Wenner | Member | July 1, 2014 - June 30, 2015 |
| Shade Tree Committee | John Edwards | Member | July 1, 2014 - June 30, 2015 |
| TV-5 Advisory Committee | Elsie Waskiewicz* | Member | July 1, 2014 - June 30, 2015 |
| TV-5 Advisory Committee | David Moskin | Member | July 1, 2014 - June 30, 2015 |
| TV-5 Advisory Committee | Patrick Serio | Member | July 1, 2014 - June 30, 2015 |
| TV-5 Advisory Committee | Sean Kinlin | Member | July 1, 2014 - June 30, 2015 |
| TV-5 Advisory Committee | Vacancy | Member | |

Approved



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(Attachment 2)

MEMORANDUM

Date: June 18, 2014

To: Select Board
Finance Committee

From: David G. Nixon, Town Administrator

Cc: Gail Weiss, Town Accountant
Gary Girouard, DPW Director
Damion Shanley, Acting Chief of Police
Michael Spanknebel, Fire Chief
Caryn Perley, Chair, Library trustees
Connie Mieczkowski, Treasurer
Planning Board
Board of Health
Cemetery Committee

Re: FY 2014 End-of-Year Transfers. **REVISED**

This memo is a revision to the information that I distributed on June 17, 2014. The revisions are shown **in bold and underlined**. Changes were made to Section 1 and Section 2 based on updated information and after consultation with the Town Accountant.

At the end of each fiscal year, we address budgets that have extended beyond the authorized appropriation.

Section 1: Below is a summary of the budget lines that need adjusting using line-to-line transfers as per the Municipal Relief Act of 2003.

The amount that can be transferred is 3% of the total appropriation for a line item or \$5,000, whichever is higher.

A full description of the line-item transfer guidelines can be found at <http://www.mass.gov/dor/docs/dls/mdmstuf/technical-assistance/best-practices/revenueandappropriationdeficits.pdf>

(see page 2)

| Account Contributing | Description | Amount of Contribution | Account Receiving | Description | Comments |
|----------------------|-----------------|------------------------|-------------------|--------------|--------------------------------------|
| 422 | Highway Payroll | \$10,700 | 423 | Snow and Ice | Heavy snows resulted in extra costs. |



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| <u>914</u> | <u>Health Insurance</u> | <u>\$6,379</u> | <u>210</u> | <u>Police Payroll</u> | <u>See comments in Section 2.</u> |
|------------|---------------------------------|----------------|------------|----------------------------------|--|
| 914 | Health Insurance | \$7,000 | 196 | Town Hall | Weather-related energy costs and IT virus eradication costs. |
| 914 | Health Insurance | \$6,000 | 192 | Senior Center | Weather-related energy costs. |
| 220 | Fire Dept. Payroll | \$5,000 | 220 | Fire Department Expense | Weather-related energy costs, building maintenance cost, gasoline/diesel costs from increased volume of calls, and unfunded contractual uniform expense. |
| 914 | Health Insurance | \$3,500 | 222 | Dispatch Center Expense | Weather-related energy costs. |
| 610 | Library Expense | \$1,400 | 610 | Library Payroll | Staff time to cover vacant shifts. |
| 914 | Health Insurance | \$1,100 | 175 | Planning Board Expense | Higher than expected legal advertising activity. |
| 422 | Highway Payroll | \$850 | 424 | Streetlights | Higher than expected energy costs. |
| 510 | Board of Health Payroll | \$700 | 510 | Board of Health Expense | Inspector is a contracted vendor. |
| 912 | Workers Compensation | \$614 | 945 | Public Safety Accident Insurance | Shortfall on insurance premium. |
| <u>176</u> | <u>Board of Appeals Payroll</u> | <u>\$500</u> | <u>176</u> | <u>Board of Appeals Expense</u> | <u>Legal Advertisement higher than expected.</u> |



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| <u>914</u> | <u>Health Insurance</u> | <u>\$350</u> | <u>198</u> | <u>North Hadley Hall Expense</u> | <u>Weather-related energy costs.</u> |
| 491 | Cemetery Expense | \$340 | 491 | Cemetery Payroll | Employee expenses for mowing. |
| | TOTAL | \$44,433 | | | |

Section 2: The Select Board and Finance Committee are asked to transfer funds from the Reserve Fund to address additional shortfalls. The current balance in the Reserve Fund is \$44,118.97.

| Account Contributing | Description | Amount of Contribution | Account Receiving | Description | Comments |
|----------------------|--------------|------------------------|-------------------|----------------|---|
| 132 | Reserve Fund | <u>\$34,621</u> | 210 | Police Payroll | Overtime costs due to filling shift vacancies to maintain command structure, additional payments for Acting Chief position, additional costs for special events such as funeral, parades, and town common events. |
| 132 | Reserve Fund | <u>\$7,600</u> | 916 | Medicare | Expenses associated with police overtime & private-duty details. |
| | TOTAL | <u>\$42,221</u> | | | |

Section 3: The Select Board and Finance Committee are asked to transfer funds from the Water Contingency Reserve to the Water Administrative Charges to cover a shortfall. The Water Contingency Reserve Fund is a special fund set up within the enterprise fund to provide for unanticipated or extraordinary expenses without going to the General Fund Reserve Fund. The contingency enterprise reserves were recommended by the Department of Revenue in their management review of the enterprise funds. Here is the link to that report: <http://www.mass.gov/dor/docs/dls/mdmstuf/technical-assistance/finmgtrev/hadleyhwywater.pdf> (see page 5)



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NB: The Department of Revenue made the same recommendation concerning the Sewer Enterprise Fund. Here is the link to that report:

<http://www.mass.gov/dor/docs/dls/mdmstuf/technical-assistance/finmgtrv/hadleysewer.pdf>

(see page 6)

| Account Contributing | Description | Amount of Contribution | Account Receiving | Description | Comments |
|----------------------|--------------------------------|------------------------|-------------------|------------------------------|---|
| 450 | Water Contingency Reserve Fund | \$10,000 | 450 | Water Administrative Charges | Health insurance premiums exceeded expectations in the Water Division after personnel reorganization. |

Approved 07.09.2014