



TOWN OF HADLEY
SELECT BOARD
July 9, 2014
Meeting Minutes

Meeting convened at 7:00 pm, Room 107, Hadley Town Hall

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

Absent:

Also in Attendance: David Nixon (Town Administrator), Richard Trueswell, (TV-5), Damion Shanley, Police Chief, Michael Spanknebel, Fire Chief, Gary Girouard, DPW Director, Tony Torres, Teamsters Local 404 George W. Myers, Greg Stutsman (Game Over LLC dba Quarters); Armani George (Class II License ZG Motors);

Call to Order:

Approval of Minutes: 06/11/2014 & 06/18/2014: Motion: Chunglo Second: West Vote: 5-0-0

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

Approval of Payroll: Motion: Chunglo Second: West Vote: 5-0-0

New Business:

National Fragile X Foundation - Application for Charity Wine License: Denise Devine submitted this application for her annual event to raise money for the National Fragile X Foundation. The event is September 7, 2014 at the Courtyard Marriot, and will raise money for Fragile X research. The Board has granted this license to Ms. Devine in the past. Motion to grant the charity wine pouring license to the National Fragile X Foundation as presented: West Second: Chunglo Vote: 5-0-0

Conservation Commission Woodchuck Fund (Boisvert/Kelley APR – River Drive). A request for \$2,500 to complete a payment arrangement for and Agricultural Preservation Restriction. The Conservation Commission is working with the Department of Agricultural Preservation Restriction on property owned by Boisvert-Kelley on River Drive. The Town is requested to contribute an additional \$2,500.00 to make up the difference in revised appraisal values. The Conservation Commission voted separately on this matter to approve the additional funds.

The Woodchuck Nominee Trust gifted the Town \$410,000.

\$375,000 is to be used by Conservation for open space preservation. \$180,750 remains.

\$25,000 is to be used by Park and Recreation for related services. \$25,000 remains.

\$10,000 is to be used by the Planning Board for long range planning. \$8,272.26 remains.

Any expenditure from the Trust also requires a Select Board vote.

Motion to approve the expenditure of \$2,500.00 from the Woodchuck Nominee Trust for open space preservation as presented: Chunglo Second: West Vote: 5-0-0

New Common Victualer Application: Starbuck's Coffee, 354 Russell Street. The Board reviewed an application for a Common Victualer license, a required permit for serving food for the new Starbuck's Coffee establishment under construction. **Motion to grant Starbucks a common victualer license: West Second: Chunglo Vote: 5-0-0**

Library CPA Grant Agreement for \$110,000 as per Annual Town Meeting vote. A housekeeping measure required by law. At the May 1, 2014 Annual Town Meeting, the Goodwin Memorial Library received \$110,000.00 in Community Preservation Act Funds in two articles for improvements at the Library. Counsel has advised the Town that to transfer the money legally, the Trustees need to enter into an agreement with the Town. **Motion to sign the grant agreement with the Goodwin Memorial Library Board of Trustees for Community Preservation Act funds approved by Annual Town meeting: Chunglo Second: West Vote: 5-0-0**

7:05 pm Game Over LLC dba the Quarters, 8 Railroad Street: Application for Alteration of Premise (outdoor courtyard): Public hearing to decide on an expansion of the area in which alcoholic beverages may be served. Greg Stutsman and George Myers from Game Over LLC were before the Board requesting an expansion of their current licensed premise to include and outdoor enclosed courtyard area. Abutters have been notified and



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the Planning Board approved the plan already. Ms. Chunglo asked how they will control people wandering off the enclosed premise, answer was that there will the premise will be staffed at all times. ***There is no objection by Police or Fire or Building Departments. Motion to approve the application for alteration of premise to the enclosed courtyard as presented: Chunglo Second: West Vote: 5-0-0***

Review of Executive Session Minutes for potential release. Discussion of Minutes from November 2013 through June 2014. The Board reviewed the list of Executive Session Minutes to consider release to the public.

11/6/2013	Litigation	Damon v Town of Hadley	Release
	Personnel	Police Chief Contract Amendment	Release
11/20/2013	Litigation	Damon v Town of Hadley	Release
	Personnel	Chief Hukowicz's Absence: Chain of Command, Pistol Permitting Process and Canine Policy	Release
12/4/2013	Contract Negotiations	Acting Police Chief	Release
		Police Chief	Release
		Town Administrator	Release
12/18/2014	Litigation Contract Negotiations	Damon v Town of Hadley	Release
		Police Chief	Release
		Town Administrator	Release
1/8/2014	Contract Negotiation	Town Administrator	Release
	Litigation	MEGA Insurance Back Bill	Release
1/22/2014	Personnel	Discipline - Town Personnel	Do Not Release
3/26/2014	Personnel	Citizen Complaint against Town Personnel	Release
4/2/2014	Personnel	Citizen Complaint against Town Personnel	Release
5/21/2014	Litigation	Zoning Enforcement Dispute	Do Not Release
6/25/2014	Personnel	Library	Do Not Release

Motion to release Executive Session Minutes subject to redaction of protected information as allowed by law: Chunglo Second: West Vote: 5-0-0

Western MA Law Enforcement Mutual Aid Agreement: The Board reviewed an agreement that establishes a regional cooperative agreement among law enforcement agencies in Western Mass. Chief Shanley stated it benefits our community because we are small and tend to use mutual aid. ***Motion to authorize the Chair to sign the mutual aid agreement as presented: Chunglo Second: West Vote: 5-0-0.***

Appointments:

7:15 pm Armani George dba ZG Motors, 249 Russell Street: Application for Class II license. Public hearing to decide on the application of a new business selling used automobiles. The Planning Board has approved the site plan and zoning has allowed 3 cars. Fire and safety issues have been addressed. Chief Shanley addressed some concerns including inappropriate use of dealer plates in a neighboring community. Mr. George stated he placed a



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dealer plate on a vehicle as he did not know it was against the law, he now is very aware of the proper use and laws pertaining to dealer plates. He stated there was no charges, fines or penalties having to deal with the incident. In a background check some other interaction with law enforcement were found, but there were no citations issued. Chief Shanley recommended the Board not grant the Class II license to Mr. George, as there is an obligation to make sure that local businesses reflect the community, knowing the past history, he has concerns endorsing this application. Mr. Mooring stated that the Board can always revoke the license if any problems are identified. Mr. Spanknebel cited site plan restrictions; no repairs, no oil changes, no details. ***Motion to grant the Class II license to Armani George dba ZG Motors at 249 Russell Street on the condition that a business certificate is obtained from the Town Clerk and the \$150.00 license fee is paid: Waskiewicz: Second: Keegan*** Mr. Mooring restated that the Board will bring Mr. George back in if there are any problems.
Vote: 3-2-0 (Chunglo, Mooring dissenting.)

Special Town Meeting:

Motion to set the date of Thursday, October 30, 2014, 7:00pm at Hopkins Academy for Fall Special Town Meeting: West Second: Chunglo Vote: 5-0-0

Motion to open the warrant and set a date deadline for submission of articles of 4:00pm on August 27, 2014: West Second: Chunglo Vote: 5-0-0

Ms. Keegan asked for more detail or warrant articles be provided to the Board as it becomes available. The Board would also like to start discussing warrant articles at future Select Board meetings and not wait until after the warrant deadline.

Police Chief Search Committee selection. The Board reviewed several letters of interest that they received regarding interest in the Chief of Police Search Committee. Chair Mooring thanked everyone who submitted letters of interest. Discussion ensued regarding skills that would be valuable in participating in the search, and decided that those with law enforcement background and perspective are preferred. A member from the Police Union will be designated to serve, but only as far as development of the job description. **Fire Chief Spanknebel** will serve on the Committee as the Town Public Safety designee.

Motion to appoint Joyce Chunglo as Select Board member, Molly Keegan as alternate: West Second: Mooring Vote: 3-0-2 (Chunglo and Keegan abstaining)

Motion to appoint Mr. Livingstone and Mr. Hurley as members representing police chiefs, with Mr. Gould as alternate: Chunglo Second: West Vote: 2-3-0 (Waskiewicz, West, Keegan dissenting) Motion fails.

Motion to appoint Mr. Livingstone and Mr. Gould as members representing police chiefs, with Mr. Hurley as alternate: Waskiewicz Second: West Vote: 3-1-1 (Chunglo dissenting, Mooring abstaining.)

Motion to appoint Mr. Stevens and Mr. Banack as community representatives to the committee: Chunglo Second: West Vote: 5-0-0

The union will appoint a member. The applicants will be notified and must be sworn in by the Town Clerk prior to commencing with meeting deliberations.

Old Business:

FY2014 End of Year Transfers. Resolution of accounts showing a shortfall in FY 2014.

The Select Board and Finance Committee met to discuss transfers of funds from accounts/budgets to cover shortfalls in other areas. David Nixon described the process as follows: the Select Board will take a vote on the items for transfer, then turn it over to the Finance Committee for their vote. Ms. Keegan stated that there needs to be more discussion earlier, about why budget items are off; that there needs to be a process. Mr. Mooring stated



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that if a department identifies a need to over spend their budget, they need to come to the Select Board immediately. Discussion ensued regarding fire department transfers, the method for moving money, and steps that need to be taken leading up to Town Meeting. ***Motion to approve the figures as presented by Town Administrator: West Second: Chunglo Vote: 3-2-0 (Waskiewicz, Mooring dissenting.)***

The Finance Committee objected to the fact that they did not receive timely the most updated information that the Select Board had voted on. They agreed to place items on a TriBoard agenda meeting relating to process, disseminating information, and review of the Departmental Administration and Finance Policy and differences in the 2008 versus 2013 versions. Ms. Sanderson stated that part of their process going forward has to be review of the current budget on a regular basis. These items will be discussed TriBoard meeting on 07.16.2014.

Pump Station Requisition: Passed over until 07.16.2014

Kopelman & Paige legal services: Passed over until 07.16.2014

Goals and objectives of contracted employees: Ms. Keegan summarized the purpose of goals, the need for goals to be clear, measurable and attainable. They should address an immediate concern of the Town and move the Town forward in some way. Establish no more than 4-6 goals for the Town Administrator, DPW Director, and Fire Chief. Goals help to make employees accountable.

Town Administrator Goals:

- 1) Develop a detailed framework for a Strategic Planning process that identifies key deliverables, a timeline, key participants and desired outcomes. With approval from BOS, carry out assigned responsibilities as identified in plan.
- 2) Develop and carry out a detailed action plan that implements all recommendations from the DOR report and audit Management Letter under purview of Town Administrator. Should any recommendation be deemed unnecessary or inappropriate for the town, provide a detailed explanation as to why it should not be implemented with an alternative plan of action to address the underlying concern.
- 3) Develop and implement a comprehensive financial reporting packet using the municipal accounting system as a source that includes but is not limited to:
 - monthly budget to actual reports by functional area
 - detailed revenue reports
 - accompanying quarterly "state of the union" reports that provide commentary regarding potential or actual variances from budget
 - capital plan update

(To avoid re-creating the wheel, involve the outside vendor to determine what canned reports already exist for this purpose, then, if not available, work with Town Acct to produce internally)

- 4) Conduct a review of personnel policies and procedures, including a legal review for compliance with all applicable laws, and develop and carry out a recommended action plan to address areas of risk, weakness, deficiency.
- 5) Complete wage study

Mr. Nixon is to provide the Select Board a breakdown of his proposed schedule for obtaining goals. This will be reviewed and voted on at next Select Board meeting. If he has any questions he should contact Ms. Keegan.



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DPW Director Goals:

1. Prepare monthly a report of what was accomplished the month before and what is scheduled for the upcoming month. The report should cover:
 - a. Work of Town Forces, contractor work and the progress of any consultants.
 - b. Employees that are scheduled to be off and for what reasons, (sick, vacation).
 - c. Major Equipment that is down.

The items listed in section a. should have enough information that they could be posted on the Town Web Page or released to the press.

2. Examine the existing water and sewer rates and prepare a summary of the enterprise systems with a goal of having a mythology, tool, that can be used to set the rates for the existing systems taking into account proposed expansion and the systems capital plan.
3. Using the DPW's Organizational chart show the interrelations of the existing Divisions. The primary functions of each Division and the equipment that is used. Also show the upcoming personnel changes that are known.
4. Prepare a list of the vehicles and trailers that are assigned to the DPW and other department vehicles that are stored at the facility.

Mr. Girouard is to provide the Select Board a breakdown of his proposed schedule for obtaining goals. This will be reviewed and voted on at next Select Board meeting.

Fire Chief Goals:

1. Prepare monthly a report of what was accomplished the month before and what is scheduled for the upcoming monthly. The report should cover:
 - a. Work of Town Forces, contractor work and the progress of any consultants.
 - b. Employees that are scheduled to be off and for what reasons, (sick, vacation).
 - c. Major Equipment that is down.
2. Formally identify and document areas of weakness/risk in current ambulance service. Identify alternative solutions and suggest action plan to resolve or mitigate any existing identified problems. Action plan should be comprehensive and include cost analysis for various scenarios. Working with the Ambulance Task Force develop a plan to evaluate the existing service provided by our contractor, identify shortfalls and pluses to the current system, identify potential changes that might be made and propose one or more courses of action that the Town should explore/pursue.
3. Complete the Departments Standard Operating Procedures/Guidelines with a goal of having the Draft complete by November 1, 2014.
4. Using the MRI study of the Fire Department Develop a course of action and milestones for implementing the study. Also identify areas that the study may need more attention. In your plan address the issue of developing an working group that could possible help with this task or implementing this plan.

Mr. Spanknebel is to provide the Select Board a breakdown of his proposed schedule for obtaining goals. This will be reviewed and voted on at next Select Board meeting.



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Future Agendas:

The next Select Board meeting will be July 16th beginning at 6:00 pm with a TriBoard meeting. Topics will include review of the investment policy featured in the Departmental Administration and Finance Policies and Procedures. Members of the Finance Committee contend that there are changes in the document from 2008 to the current document. Mr. Nixon stated he has been unable to identify any significant differences except for the new collection system regarding municipal liens.

Other agenda items will include a presentation from the Municipal Building Committee, Dispatch Supervisor Position, discussion of Special Town Meeting. Also, 5-year budget projections with department input. Mr. West asked a spreadsheet be developed with the actual end of 2014 numbers as compared with the original budgeted numbers, and then a comparison of 2015 budget numbers.

Motion to adjourn at 9:38: West Second: Chunglo Vote: 5-0-0

Respectfully submitted,

Margaret J. Jekanowski
Administrative Assistant

DRAFT