



TOWN OF HADLEY  
SELECT BOARD  
July 16, 2014  
Meeting Minutes

Meeting of Select Board, School Committee and Finance Committee, Meeting convened at 6:00 p.m., Room 203

Present: Guilford Mooring, Joyce Chunglo, Molly Keegan, John Waskiewicz Brian West (Select Board); Linda Dunlavy, Heather Klesch, Robie Grant (School Committee); Frank Aquadro, Howard Koski, Lynn McKenna, Linda Sanderson, Terry Yusko (Finance Committee)

Also in Attendance: David Nixon (Town Administrator), Peg Jekanowski (Administrative Assistant), Richard Trueswell (TV-5), Joan Zuzgo, (Treasurer's Office); Gail Weiss (Accountant); David Waskiewicz, Andy Klepacki, David Tudryn, Tim Neyhart, Gary Berg, Willy Danylieko, (Municipal Buildings Committee), Gary Girouard (DPW); Thomas C. Couture (Tighe & Bond)

**6:00 pm: Joint meeting of Select Board, School Committee and Finance Committee:**

**Open Mic – Comments:** Mr. Aquadro addressed the Board stating that distribution of information has been lacking and asked the Board to address this so accurate information is disseminated timely to all Boards and Committees. Mr. Mooring stated that the Board thought that at the last meeting he thought that everyone had the same numbers and was working off of the same page, but this was not true, there were in fact three sets of numbers. Mr. Aquadro referenced that the DOR Guide states what every department's role is, and everyone needs to read it and know their role. Discussion ensued as to the possible need to direct every employee to follow these guidelines, and if we stray from the guidelines there needs to be a good reason.

Further discussion was issues with reports and how they are set up, and whether directives on reports should be reflected in the Departmental Administration and Finance document.

Regarding VADAR, the licenses were recently reduced to one, and it is problematic for people to get on. It was agreed to reinstate another license as soon as possible. Mr. Mooring also suggested having VADAR representatives come in and present a tutorial with a planned agenda. Gail Weiss will make sure a license is turned on and email all the Boards when this has happened.

Transfer Requests – The Select Board voted the July 9 numbers that Mr. Nixon presented at the last Select Board meeting (07/09/2014). Mr. Aquadro stated that the Finance Committee will review them after the TriBoard meeting. They have received additional information on items they requested. Joan Zuzgo, Assistant Treasurer, offered information having to do with a miscalculation of the Medicare figures due to an administrative error. Schools will also look at their budget to make sure budgeting for Medicare is accurate as payroll increases.

The Boards discussed the Departmental Administrative and Finance Policy and Procedure document. Discussion ensued regarding whether different versions of the document exists. Mr. Aquadro suggest a subcommittee to review and evaluate the documents with members from Town Hall financial departments and various Boards, with the final document being returned to the TriBoard for final approval.

Mr. Koski stated the investment policy approved in 2008 by the Treasurer is a material part of the document and is not being met, which could open the Town up to liability.

Mr. Nixon stated that there are different documents that serve different functions that are being compared.

The Board decided to appoint a subcommittee comprised of Howard Koski, John Waskiewicz, a school committee member to be determined, the Treasurer, and Accountant.

Regarding a five year financial plan: Mr. Aquadro asked that the Town revisit having an outside consultant to assemble revenue and expense budget figures for a five year plan. He asked for a subcommittee to put out review a scope of services in a Request for Quotes. Members will be Brian West, and a School Committee and Finance member to be determined.



TOWN OF HADLEY  
SELECT BOARD  
July 16, 2014  
Meeting Minutes

Next TriBoard meeting will be August 6 at 6:00pm – An agenda will be developed, including a five year budget and a Full Time Equivalent Analysis for all Town Departments. Mr. West asked all Board members read current five year projection dated July 13, 2014 and become familiar with the numbers, especially as they are considering hiring an outside consultant and what is needed in this position.

**7:00pm Municipal Building Committee:** The Municipal Building Committee presented their most current list of buildings critical needs. (Attached to these minutes for review.) There was consensus to go forward with projects for Senior Center (aka Hooker School) which has funding in place. Discussion turned to need for an owner representative, as appropriate oversight is needed on these projects. Mr. Nixon will contact Town Counsel to investigate thresholds around projects requiring owner's representation. *Mr. West made a motion that if we need owner's representation to start the process to put out information for people to submit resumes, have the Building Committee review and recommend candidates to the Select Board. If the threshold is not met, appoint someone from Town to oversee projects. Second: Keegan Vote: 5-0-0.*

*Motion to move forward with scope of work for Russell School: West Second: Chunglo Vote: 5-0-0*

Discussion turned to North Hadley Hall. Mr. West asked the Building Committee for a scope of work on this building. There is some money in the building maintenance budget. The Committee will need to determine what the costs will be and then the Board can move forward with funding as appropriate.

MBC Chair Tudryn asked the Select Board for assistance with the following:

- Need survey of all the Town Properties
- Need to have departments complete long term space needs survey
- If Pioneer Valley Planning Commission can help with a plan for Public Safety Complex and needs for North Hadley Fire Station.

The Select Board thanked the Building Committee for their work.

**7:30 pm: Dispatch Supervisor Discussion:** Acting Chief Shanley was before the Board to discuss a new position of Dispatch Supervisor. This position is not currently funded in the budget. Discussion ensued regarding impact and union concerns. The Board discussed next steps, all agreed on the need for the position. Mr. Nixon will contact the Union representative for their comments. The Select Board and Police and Fire Chiefs were in agreement with the following three points: (1.) Evaluate the draft of the job description, (2.) consider taking the position out of the union and make it managerial, (3.) pay range / impact on the budget. Mr. Waskiewicz stated that there is a possibility of hiring a new position somewhere else in the department after a new chief is hired, and assigning the dispatch supervisory duties to this position. Chair Mooring will meet with the Fire and Police Chiefs to review a range of options to consider.

**New Business: Sewer Pump Station #1 – variance required and set a mobilization date.** Construction to the Sewer Pump Station needs to move forward toward the road. The relocation is a public need, but moving the building triggers a process that requires a ZBA hearing. The buildings are on Town property and will remain on Town property. *Motion to support mobilization of pump station number 1 at 203 Middle Street: West Second: Chunglo No one has information that the ZBA will vote against this. Vote: 4-0-1 (Waskiewicz abstaining.)*

**Old Business: #3 Goals and Objectives for Contracted Employees (Town Administrator, Fire Chief, and DPW Director) – Follow up discussion;** The Town Administrator, Fire Chief and DPW Director had the opportunity to responded to the goals the Select Board proposed for them. Chair Mooring stated that in regard to the Fire Chief's goals, he wants to make sure the ambulance study committee moves forward. Discussion ensued regarding the need to evaluate ambulance service including number of calls by source. Services need to be reviewed as contract negotiations with the Town of Amherst are coming up and we need to be prepared with the proper language we want to see in the contract if it is to be extended.



TOWN OF HADLEY  
SELECT BOARD  
July 16, 2014  
Meeting Minutes

Chair Mooring stated that as everyone is in agreement with goals, they will be written up and formalized for vote at the next Select Board meeting. Ms. Keegan cautioned against goals for the Town Administrator that may be blended with other elected officials performance.

**New Business: UMass -Top of the Campus: Application for one day special permit to sell alcoholic beverages at BBQ for football alumni: July 26, 2014, 11:30am-3:30pm, Warren McGuirk Stadium (new facility): Motion to approve application: Chunglo Second: Keegan Vote: 5-0-0**

**Old Business Shattuck Road – sign contract: Motion to sign the contract for the State Grant for Shattuck Road project: Chunglo Second: West Vote: 4-0-1 (Waskiewicz abstaining.)**

**Other Business not anticipated prior to posting agenda:**

**Franklin County Solid Waste Solution Sludge Hauling and Disposal: Contract received – Motion to sign contract: Chunglo Second: West Vote: 4-0-1 (Waskiewicz abstaining.)**

**Boisvert/Kelley APR – River Drive: Motion to approve Agricultural Preservation Restriction and sign co-holders agreement for Boisvert/Kelly on River Drive: West Second: Chunglo Vote: 4-0-1 (Waskiewicz abstaining.)**

**Kopelman and Paige – Legal services discussion.** Mr. Waskiewicz stated that due to rising legal costs it would be wise for the Board to investigate some new bids for legal services. The Board discussed going out to bid at the end of the calendar year. Advantages with staying with Kopelman and Paige is continuity, they have been with the Town for decades. However, going out to bid might find good legal service at a lower price. Discussion ensued that it is good business practice to investigate options. It was decided to invite Kopelman and Paige in to talk about services they provide.

**Special Town Meeting – Review of proposed articles:**

The Board reviewed the preliminary draft of the Warrant for Special Town Meeting on October 30, 2014. The following is a summary of articles:

- #1 Budget Adjustment
- #2 Capital Stabilization
- #3 Transfer to Stabilization
- #4-7 Placeholders for Municipal Building Committee
- #8 Capital Expenses
- #9 Route 9 Water Lines
- #10 Middle Street Easement
- #11 Private Hydrant Maintenance Fees
- #12 License Fees
- #13 Sealer of Weights and Measures
- #14 Bylaws for Medical Marijuana
- #15 CPA Land Preservation

**Adjournment: Motion made (Chunglo) and seconded (West) to adjourn at 9:20 pm. Vote 5-0-0**

Respectfully submitted,

Margaret J. Jekanowski  
Administrative Assistant