

TOWN OF HADLEY
SELECT BOARD
SEPTEMBER 17, 2014
MEETING MINUTES

Pursuant to notice duly filed with the Town Clerk, a meeting of the Select Board was held at 6pm in the Room 203, Hadley Town Hall

Present were Guilford Mooring, Chair; Joyce Chunglo, Clerk; John Waskiewicz; Brian West; and Molly Keegan.

Also present was David Nixon, Town Administrator; Gail Weiss, Town Accountant; Municipal Building Committee; and the Finance Committee.

Mr. Mooring called the meeting to order and announced that it is being recorded.

Tri-Board Discussion:

1. OPEB (Other Post-Employment Benefits):

Included in post-employment benefits are health and life insurance. OPEB is the future cost of our retirees. Current balance is \$123,567 set aside for the OPEB irrevocable trust. This trust did not start until nearly two years ago. Last year the town contributed approximately \$84,000. The town is proposing to add another \$168,000 this year. This is a future obligation that we need to pay attention to. FY14 set an aggressive goal of +10% per year. If we maintain this course, we should meet the "stop the bleeding mark" of \$276,856 in FY17. Money should come from the general fund plus two enterprise funds should also be contributing. We are shooting for 20% in FY15 and would like to keep this pace for as many years as possible. In 2020 we will see a scaling back of contribution to unfunded liability in pensions. Going up 8% right now but could be scaled back to 4%. Gap could be used as funding mechanism for OPEB allowing us to make headway on our OPEB contribution.

2. VADAR:

Provided with examples of VADAR reporting. VADAR is less number of pages and can be easily changed to provide you with the data you would like to see. Board thinks this is something they could see themselves working with.

3. 5YR Budget Discussion:

Finance Committee feels Hadley is growing at a faster rate than property taxes. As budget increases, more items are being classified as capital items. They feel that meals tax revenue plus 5% from another revenue source should be placed into Capital Stabilization Fund. This will make it easier for people to understand and approve at the annual town meeting.

Old Business #2 TV-5 Production Assistant: Richard Trueswell recommended hiring Erika Civitarese for the position of Production Assistant for the Hadley Public Access Television (HPAT). He states Erika worked as an intern in the spring of 2014 and feels that she is the best candidate due to her familiarity with HPAT's operations. **Motion to appoint Erika Civitarese as Hadley Public Access Television Production Assistant: Chunglo Second: West Vote: 5-0-0**

Old Business #1 Tighe and Bond: Change Order Pump Stations 1 & 4: Tighe and Bond discussed a substantial change in the scope of work for Pump Stations 1 & 4. Tighe and Bond found unforeseen situations (i.e. wet wells, Verizon control box conduit location not marked so building had to be shifted, etc.) once project was underway causing the duration to lengthen and Tighe and Bond to provide more documents than originally budgeted. Thereby increasing their time spent on this project by \$46,000. Tighe and Bond are asking for these out of scope items and additional construction observation for \$46,000 to be approved for payment. Board discussed the fact unforeseen problems often arise when you are involved in large projects. **Motion to approve this change order: Keegan Second: Chunglo Vote: 3-0-2 (Waskiewicz and Mooring abstain)**

New Business #4 Sewer Pump Station 1 & 4 Requisition for Payment #2: This is the second requisition for the Sewer Pump 1 & 4 project. W.M. Schultz Construction Inc. submitted application for payment #2. Project contract price is \$1,776,000 of which \$192,850 was paid during the first requisition. This requisition is asking for \$125,575. **Motion to approve this requisition: Chunglo Second: West Vote: 4-0-1 (Waskiewicz abstained)**

Old Business #3: Special Town Meeting Warrant Discussion: Articles 5 through 13 (Municipal Buildings). Municipal Building Committee was present to go over their recommendations and put a plan in place to move forward.

Article 5 Discussion: Municipal Building #1 – Critical Needs (see attached MBC Critical Needs Matrix). The Hadley Municipal Building Committee spent a lot of time determining the critical needs of all the municipal building in town. They came up with a matrix that determined the critical need cost estimate for Town Meeting Warrant is \$710,630. Of this estimate, some money has already been set aside but may be restricted in its usage. Tabled for further discussion.

Article 13 Discussion: Municipal Buildings #9 – CPA Restoration: Russell School Chimney
The present chimney structure at the Russell School has deteriorated to the point that there are safety considerations at play here. It will cost \$9,800 for the repair and the funds will come from the CPA.

Motion to approve this article for Town Meeting: West Vote: 5-0-0

Article 12 Discussion: Municipal Buildings #8 – Senior Center Doors
Asking for \$17,147 from Free Cash for the preservation and/or rehabilitation of doors the historic Senior Center. Discussion centered on need to fix drainage and roof at the Senior Center. If money is left over from these projects, then it can go towards other rehabilitation projects at the center. So for right now, this should be passed over.

Article 11 Discussion: Municipal Buildings #7 – Town Hall Doors

Asking for a transfer of \$23,503 from Free Cash for the preservation and/or rehabilitation of the doors at the historic Town Hall. Mr. Nixon states that there is already money set aside for this project and the bid is under review by the Historic Commission. As of right now, this can be tabled.

Article 9 & 10 Discussion: Municipal Buildings #6 – North Hadley Hall Cupola, Roof and Gables
Board feels these two articles should be combined into one article and that this should go to the Capital Planning Committee first.

Article 7 Discussion: Municipal Buildings #3 – Project Consultant

The MBC would like the town to appropriate \$50,000 from Free Cash to be used to hire an on-call consultant for planning efforts with building renovations, construction, and improvements. Board discussed the fact that this might be helpful with all town projects. Tabled for further discussion.

Article 6 Discussion: Municipal Buildings #2 – Land Sale: North Hadley Village Hall

MBC recommends the town dispose of the North Hadley Village Hall located at 239 River Drive. The estimated cost to renovate this property is over \$3 million dollars. They feel the town has let it deteriorate to the point that renovating it is too costly. They recommend selling it with historic restrictions. **Motion to recommend this article for Town Meeting: Mooring Second: West Vote: 5-0-0**

Article 8 Discussion: Municipal Buildings #4 – Land Acquisition

If the North Hadley Village hall is disposed of, the fire department will need to be relocated. There are 700+ houses the North Hadley fire station services. The money from the sale of the Village hall can be used to purchase a new property. The fire chief should be present to discuss the requirements for placement of a new fire station. **Motion made to pass over this warrant article until more analysis: Mooring Second: Keegan Vote: 5-0-0**

Article 1 Discussion: Budget Adjustment FY14

Town needs to address shortfall in budget for FY14 due to an overrun on police department's part.

Motion to recommend approval: West Second: Keegan Vote: 5-0-0

Article 2 Discussion: Budget Adjustment FY15

Finance Board stated the budget in the spring was out of balance. Net impact is \$72,000 needed to cover this increase. Money would come from our Free Cash fund. Tabled for discussion at next Select Board meeting.

Article 3 Discussion: Capital Stabilization

The \$276,856 from the meal tax revenue (in the form of Free Cash) should be placed in the Capital Stabilization Fund to be appropriated at the annual town meeting. **Motion made to approve this for the annual town meeting: West Second: Keegan Vote: 5-0-0**

Article 4: Transfer to Stabilization Fund

Finance Committee would like to see \$84,688 transferred from Free Cash into the Stabilization Fund. The Finance Committee feels the Stabilization Fund needs to be replenished to preserve the AA+ bond rating. Select Board states that the bond rating looks for certain ratios and would like to find out if the amount in the Stabilization Fund impacts our bond rating at this time. The current balance is \$2.053 million in this fund. Finance Committee feels there is a need to prevent Free Cash infusion to balance the budget on a yearly basis. Departments need to work within the current budget and not expect an infusion of free cash. Tabled until next meeting.

Article 19 Discussion: Can be withdrawn.

Old Business #4 Police Chief Job Description and New Business #2 Police Chief Discussion: The Police Chief Search Committee was formed with the task of detailing requirements for the Hadley Chief of Police position. Acting Chief Shanley states this description looks consistent with the job function but his one concern is the fact that a hard line is drawn when it comes to education. He feels there should be some flexibility in the language to allow relevant work experience to compensate for education. Otherwise, he states you are limiting the applicant pool of a lot of qualified applicants. Board states that the special committee put a lot of time in this review and decided that the job requirements best serve the town of Hadley's needs. ***Motion to accept this document: West Second: Waskiewicz***
Vote: 3-0-2 (Chunglo and Mooring abstain)

New Business #1 Kestral Land Trust Application for One Day Special License to sell/serve wine and malt: 10.19.14, 11 am – 2 pm at Hadley Town Common. Kari Blood has requested a one day special license for the 5K for Farmland Farmer's Market Festival. Police Chief Shanley had no objections. ***Motion to grant this application: West Second: Chunglo Vote: 5-0-0***

New Business #3 Select Board and Board of Health coordination on health conditions of Maple Avenue property per MGL Chapter 139, Section 3: Two members of the Board of Health have a conflict of interest in regards to this property. It is recommended the Select Board invoke their ability to look into this matter. Board would like the Building Inspector and Fire Chief inspect property and report back with their findings. ***Motion to send Building Inspector with Fire Chief to inspect: Waskiewicz***
Second: Keegan Vote: 5-0-0

Adjournment: 9:28 pm

Motion to adjourn: Chunglo Second: West Vote: 5-0-0

Meeting adjourned at 9:28 pm
Respectfully submitted,

Bridget Rodrigue
Administrative Assistant