



Town of Hadley  
Select Board Meeting Minutes  
December 9, 2015  
Hadley Town Hall – Room 203  
7:00 PM

Pursuant to notice duly filed with the Town Clerk, a meeting of the Select Board was held at 6:00 pm in the Hadley Town Hall, Room 203.  
Present were: Guilford Mooring, Chair; Joyce Chunglo, Clerk; Molly Keegan; Gerald Devine; and John Waskiewicz.

**Consent Agenda**

Minutes	November 18, 2015
Warrants	PR1620, PR1621, PR1622, PR1623, PR1624 AP1619, AP1620, AP1621, AP1622, AP1623, AP1624
Annual Licenses and permits	Approval of licenses received since 12/2.
Special One Day License Request	Top of the Campus 1.22.2015 4-9 PM
Authorize Chair to Award Surplus Property Bids	DPW surplus property for sale.
Water and Sewer Abatements FY2016	Authorize Chair to Approve – Admin. Adjustments subject to recommendation by Collector's Office
HPAT Production Assistant	Appointment of a part-time position.

***Motion to approve: Chunglo      Second: Devine      Vote: 4-0-1 (Waskiewicz abstained)***

**Public Comments: 7:00-7:15 - None**

**Appointment**

7:15 Texas Roadhouse Land License Amendment: Correction of a permit already granted 11/4/15.

Mix up on owner of the property for the Texas Roadhouse land use license. We had a public hearing that approved the land use license so this is just an amendment to change the owner of the land to Russell, LLC.

***Motion to approve amendment to license: Chunglo      Second: Keegan      Vote: 4-0-1 (Waskiewicz abstained)***

7:20 The Quarters Liquor License: Renewal of liquor license and appeal of the Sewer Impact Fee.

Mooring stepped out due to conflict of interest and Waskiewicz recused himself as a voter, but will remain if there are any questions regarding the sewer issue. Chunglo will run this scheduled appointment.

The Select Board has invited Mr. Greg Stutsman's to discuss overdue fees before issue any new licenses. Mr. Stutsman is looking for a reduction in his sewer impact fees since he disagrees with the way this impact fee is calculated. He states that The Quarters is not a typical business and is a quick service restaurant and should be billed as such.

Klimoski explains that Tighe & Bond calculated the sewer impact fee based upon square footage and number of tables. The Town has already reduced this amount for The Quarters and Mr.



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Stutsman has a signed agreement with the Town, dated May 22, 2013, to pay these sewer impact fees. Mr. Stutsman says this agreement was signed under duress. He says he is listed as a lounge/tavern for the sewer impact fees when he applied as a quick service restaurant. Devine says it is his understanding that The Quarters was originally listed as a quick service restaurant when they were planning to service the bike path but once they received a liquor license their status changed to a lounge/tavern. Devine does not understand how The Quarters can think they are a take-out restaurant. Devine would like to have a copy of the meals sales tax from The Quarters so they can see the volume they are servicing to better understand how they should be classified. Devine says he feels The Quarters is right where they should be at twenty.

Mr. Stutsman states the Town is estimating that The Quarters uses 960 gallons per day when in fact they are actually using 283 gallons per day.

Keegan says it is not uncommon for the Select Board to deal with grievances. However, she questions why Mr. Stutsman has ignored all the notices from the Town regarding this situation. Mr. Stutsman apologizes for this, but says he apologizes for the delay but is present tonight to discuss these issues. Mr. Stutsman has submitted an agreement based on his calculations of 10 gallons per seat based on a quick service restaurant.

Mr. Nixon states the Town came up with an agreement on May 22, 2013 that were signed by both parties. This was broken into four payments starting with issuance of occupancy. Each payment would be \$3,720. Multiple invoices and notices were sent, and phone messages were left with no response. Mr. Nixon feels this history needs to be taken into consideration when issuing a highly regulated liquor license. At this time, the Board can refuse to approve this license based on performance of the business or they could issue the license with the understanding that it can be revoked a year after non-payment (January 10, 2016).

Keegan asked if there are other businesses in Town on payment schedule and Mr. Nixon said yes. All of those businesses are paying. A similar business is Shelbourne Falls Coffee Roaster and they are paying their sewer impact fee in installments.

Devine asked about the grease trap cleaning. Mr. Stutsman says he is cleaning the grease trap twice a year. Mr. Waskiewicz says he made a recommendation to clean this quarterly. When Waskiewicz inspected the inside trap, the contents were similar to a jar of peanut butter. Mr. Stutsman appreciates the insight and will clean quarterly. Mr. Waskiewicz says the grease coming out of this business is an amount similar to a fast food restaurant. These grease traps were installed to help the Town not have clogged sewer mains. The Town has fifty customers with 78 tanks. Of these 78 tanks, three are recommended to be done quarterly. The Quarters is a large grease producer and is not cleaning their tank properly.

Chunglo says she is disappointed by the lack of communication from The Quarters and complete disregard for the payment schedule that was put in place to help The Quarters. Keegan has an issue with the equity and fairness with other businesses in Town. She feels this is not a unique scenario, and she is not inclined to walk away from the sewer impact fee. Mr. Stutsman says he has some concerns about equity and fairness and feels it would benefit the Board to continue this discussion and work with business owners to address this fee. Keegan agrees that this discussion should be continued.



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***Motion to approve license renewal with the notice that a hearing will be held to revoke license if payment reaches twelve months overdue: Keegan                      Second: Devine  
Vote: 3-0-0 (Waskiewicz and Mooring recused themselves)***

**New Business**

1. Fire Chief Part-Time Hires. Proposal by the Fire Chief.

Chief Spanknebel worked out the numbers and he can afford part time help of 19 hours per week for 27 weeks. He is hoping to have this help during grant application time. The department spends an average of \$3500 per month on calls. This leaves just enough to fund this part time position at a rate of \$16.25 per hour, as long as the average expenditure of \$3500 does not change.

This part time job would be multifaceted. The person hired would have qualifications for inspections, be firefighter 1-2 certified, and have EMT certification.

Keegan asks what would happen to this position after this budget cycle. Spanknebel said he would like to increase the Fire Department budget to cover two part timers next budget cycle. This would be a \$50,000 increase. However, the current budget can fund \$8000 of this \$50,000.

At a minimum, Chief Spanknebel would like to see one part time person next budget cycle if the Town is unable to fund two. Only other possible cost associated with this position, is for new turnout gear at \$2500. Spanknebel would like to look into risk to department if part time hire is injured on the job. He is requesting to have this person in place for January 1<sup>st</sup> and already has candidates in mind for this position. Chief Spanknebel is also willing to drop down to 15 hours per week if needed to stay within current budget.

***Motion to allow hire pending 1-11F risk: Chunglo      Second: Devine      Vote: 4-0-1  
(Waskiewicz abstained)***

2. Select Board Schedule – January, February and March.

January	6, 13 (all board meeting @ Hopkins), 20
February	3, 10, 24
March	2, 9, 23

3. Annual Report – Select Board. Discussion of composition of annual message.

Mr. Nixon has a proposal due date of mid-February. The Select Board is required by law to submit a message for the Annual Report. Mooring offered to write the report and pass around for review by the Select Board members. Chunglo also reminded everyone to start thinking about the dedication section of the Annual Report.

**Old Business**

1. Potential survey questions during the budget process.

Keegan is not in favor of conducting another survey but feels it would be better to hold a public forum. She would prefer to hold this in advance of Town Meeting.



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2. FY17 Budget and Capital Plan: Review of budget calendar and integration of the operational budget with the capital plan.

Mooring says we need to figure out how to spend the least amount of money at the Fall Town Meeting to carry most of it over to the Annual Town Meeting.

Waskiewicz also states that residents would like to see a Saturday meeting. Mr. Nixon states the Town by-law states it needs to be held the first Thursday in May. Devine has no issues with holding the Annual Town Meeting on a Saturday if that is what residents prefer.

Mooring feels we should stay with level services at this time. Finance Committee is meeting next Thursday so, hopefully they will have some revenue numbers for us.

3. SWOT Discussion. Review of department's needs for FY 20-17 and beyond.

Devine would like all department heads to know that the SWOT analysis meant something and we are heading in the right direction based on the concerns expressed by all departments. Devine says he felt there was some communalities in the SWOTS. The major one being IT development. Mr. Nixon states we have a consultant working on a five year technology plan that will be due in a few weeks. The Select Board will also be using BoardDocs, which will help with transparency. Keegan questions whether efficiency would increase with better technology since poor IT might be limiting departments. This is an important report that needs to be used during the budget process. Keegan feels it is also important to have someone maintain our IT system. Another major issue is not being on the same network, which makes it difficult to communicate with one another. Keegan reminds everyone that there is money in the budget for IT consultants since we are paying Paragus to support our IT at this time.

Mr. Nixon will be meeting with Paragus on Friday and will bring up some of these concerns. He says Paragus does a lot for us, but there are also things they are not doing. Devine recommends pulling up the numbers for Paragus for the last number of years to see what we are spending for IT support.

Keegan also says we need to pay close attention to Public Safety concerns this year. There should be a plan in place on where we are going with Police and Fire. Keegan feels Public Safety needs more money at this time to increase staffing. Mooring agrees with Keegan on this issue and we need to make headway on these issues. He is amazed at the level of service we provide to the community with such a small force, but this is not sustainable. Chunglo says this is long overdue. Mooring feels the fire department is a little more complicated and will require more than the police department.

One option would be to have full time staff during the day and part time during the evening. Keegan recommends reviewing the 2012 Fire Department Study. Devine thinks this would be good to review and see what we are doing versus what we need to be doing.

Mooring says the Board also needs to make a decision on the ambulance service. We need to let Amherst know if we are planning on contracting with them for another year or not. The contract with Amherst is for \$130,000 and will increase by \$5,000 each year.



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Keegan questions whether it would be helpful to have a functional analysis of departments. Mooring also feels we need to push harder on the building issues in Town. Devine agrees and feels we need to look to the future to determine the Town's needs.

3. North Hadley Village Hall RFP. Review of edits to evaluation criteria.

Devine completely agrees with the way this RFP has been set-up. Keegan also feels criteria is well laid out.

Mooring says he would like to take this draft and send out to Historic, Planning Conservation, Health, Fire, Park & Rec, and Building Commission to look over with comments due December 30<sup>th</sup>. If there are no comments, we can release this RFP during the first meeting of 2016.

***Motion to accept RFP and sending out for comments: Chunglo***

***Second: Keegan      Vote: 4-0-1 (Waskiewicz abstained)***

4. MassDOT Project #607886 Transportation Improvement Program Route 47 Resurfacing and Culvert Replacement Request to Schedule for FY18, if not earlier.

Klimoski sent a letter to MassDOT asking them to push project through faster. State is looking at FY2021. The Town had a recent scare with a bridge inspection and feel it would be better to move this project up to FY2018.

Mooring explains that there is a Joint Transportation Committee that reviews these types of projects and each Town usually has a representative on this committee. Devine states he has been this representative for Hadley in the past and says he would represent the Town again if needed.

***Motion: Chunglo***

***Second: Keegan***

***Vote: 4-0-1 (Waskiewicz abstained)***

**Announcements**

Chunglo would like to extend condolences to the family of James Dawson on his passing and to Frank Zabawa on his brother's passing.

Chunglo would like to Thank the Hadley Garden Center for the wreaths for Town Hall. These wreaths look beautiful on the new Town Hall doors.

Waskiewicz would like to remind everyone that the Hadley Boy Scouts are selling Christmas trees.

Happy Holidays everyone!

Meeting Adjourned at 8:55 pm.

Respectfully submitted,

*Bridget S. Rodrigue*  
Bridget S. Rodrigue - Administrative Assistant