



**Select Board Agenda**  
**June 1, 2016**  
**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 7:00 p.m. in the Hadley Town Hall, Room 203.

Present were: Molly Keegan, Chair; Joyce Chunglo, Clerk; Gerald Devine, Member; John Waskiewicz, Member arrived at 7:20 pm; Donald Pipczynski, Member

Also present were: David Nixon, Town Administrator; Jennifer Sanders James, Administrative Assistant; Richard Trueswell, HPAT Station Manager; Wilfred Danylieko, Electrical Inspector; Mike Mason, Chief of Police, Mike Spanknebel, Fire Chief; Marlo Warner, DPW; Linda Sanderson, Treasurer; David Eisenthal, UniBank.

**1-Call to Order:**

The Meeting was called to order at 7:00 pm by Chair Molly Keegan

**2- Consent Agenda:**

|  |                        |
|--|------------------------|
| Minutes  | May 18, 2016           |
| Warrants   | PR1648,AP1649T,AP1649S |
| Special Town Meeting: Open the Warrant                               |                        |
| Game Over LLC dba The Quarters grease trap inspections and cleaning. | Postponed until 6/29   |
| Accounting Services Agreement  |                        |
| Last Warrant for FY 2016 = July 27, 2016                             |                        |

The Select Board will vote to open the warrant for the Special Town Meeting, October 27, 2016 at 7:00 p.m. at Hopkins Academy. The warrant is scheduled to close on August 31 at 4:00 p.m. A preliminary warrant and introduction will be presented.

Game Over LLC's grease trap was recently inspected and the results showed that it had not been cleaned according to the quarterly schedule as agreed with the Select Board. The Board is asked to sign a letter to invite Game Over LLC to a meeting to discuss their grease trap cleaning.

The Board is asked to renew the accounting services agreement for FY 2017. This item was agreed in the budget process.

The Board is asked to set the date of the last warrant for Fiscal year 2016 as July 27, 2016.

Game Over, LLC will be deferred until  
 Motion to approve the Consent Agenda:

Motion: Chunglo

Second: Devine  
 Vote: 5-0-0

**3- Public Comments:**

The public is invited to make comments at this time.

Donald Pipczynski comments in reference to the parade a big thank you to 5 Star Bussing, Jean Baxter Dragon, John Karish for their hard work. A comment was made to me about the large turn out how they thought the whole town was there, and the 50 families barbecuing on the commons. Everything went great and I just wanted to say thank you.

Joyce Chunglo wanted to thank the Memorial Day Parade Committee, and the Legionnaires the reason why we have the parade. It is especially for our veterans who have passed, I think that is why everyone comes out to Hadley, it is not just for the barbeque. It is supporting those who died for our country. I would also



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like to thank the Police Department, I think that they did a wonderful job, escorting us and the Fire Department and their honor guard who came down to all of the cemeteries with us. They did a great job. And Eddie Koehler, moved to gate, and that Mass DOT for cleaning everything up before we got there. Thank you to 20 Acres Farm for doing such a great job decorating Town Hall, you did a great job and you always do. So thank you to Tom and Pat, and Tom and Joan Zuzgo. We appreciate it so much. Also a big thank you the people who take care of our cemeteries, you did a great job this year. They look very good, and we were very proud at each one we visited.

**4- Constructive Suggestions:**

Donald Pipczynski would like to call for an educational forum in October. Perhaps have the department heads give 5 minute presentations.

Molly Keegan- We already do that. We have a structural deficit and we need a game plan whether it is an override or cuts to services.

John Waskiewicz states our budget projections need to be more accurate, if we don't have actual numbers. Let's put it out to the people. – I recommend increasing water rates and sewer rates for .5 % over 4 years. And have a more comprehensive revenue review

**5- Town Administrator's Report:**

**Projects**

Bay Road Bridge: MassDOT held an evaluation meeting on May 10 to review the bridge condition during low water. Based on their observations, the scope of the work has expanded. An amended design and price estimates are being developed. Construction is estimated to occur in July and August with a completion date of early September.

Route 9 Widening Update: Work is progressing on utility work and will start in the street, soon. Traffic will be impacted, and people will be inconvenienced for the rest of the summer. The Town will allow night work on the water lines wherever and whenever that makes traffic congestion less of a problem, and in general, the contractor and MassDOT will do as much traffic mitigation as possible. The University of Massachusetts is advising attendants for sports events and special events to seek alternate routes of travel.

Representatives of ET&L, MassDOT, Town of Hadley, and Town of Amherst met to discuss emergency services, especially ambulance service. Plans are being further developed to ensure that ambulances can move through or around the project area.

American Legion Parking Update: The parade is over, and we will see the contractor button up the staging area in order to progress with the work. We are working with the American Legion to allow parking on the field and the Senior Center at times when the Legion has a special event. I have received a new calendar of events for June, so that we can coordinate with Park and Recreation, the Senior Center, and the contractor.

State Revolving Fund Update: The SRF funding application has been approved, and the documentation was received today. Thanks for the generous support by Senator Rosenberg.

Public Safety Complex HVAC Control: The project is out to bid with a due date of June 6. We have sent out many packets.

Public Safety Complex Roof Update: The project is out to bid with a due date of June 20, contingent on funding. The Town has a scheduled ballot question date for Thursday June 16. Polling hours are Noon to 8:00 p.m., and the polling place is Hopkins Academy.



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The estimated tax impact for the roof is \$4.18/ average single-family household (\$311,800 value) for 5 years. Supplemental funding already secured for \$150,000 in a previous article, but that amount was determined to be insufficient for this project.

Backhoe: The estimated tax impact is estimated to be \$11.40/average single-family household (\$311,800 value) for 5 years. The ballot question is up for a vote on June 16. Polling hours are Noon to 8:00 p.m., and the polling place is Hopkins Academy.

Land Requests For Proposals Update: The two Requests for Proposals for land in the center of Town and in the North Hadley area have been released with a due date of July 26. This will give us time to include the proposed land purchases in the capital plan and the planning for the Special Town Meeting.

Owners Project Manager Update: The evaluation team is conducting interviews with the top three finalists, and the team will present their ranking to the Select Board on June 8. The Board will select a finalist from that list and negotiate a price.

IT Upgrade: Northeast IT has issued work tickets for the IT upgrades in Town Hall, and work is expected to commence as soon as a part arrives. The project should help boost Internet and productivity. I am working with them to schedule a presentation. Their recommendations will be incorporated into capital plan update and the operational budgets for the future. Northeast IT is scheduled to present their recommendations on June 29.

Wage and Classification Study: Statistic work on data gathered from comparable communities is proceeding. The data was gathered by Ms. Maura Shea, an intern from the University of Massachusetts. In process.

Commonwealth Compact: The Town was awarded technical support for two projects: (a) development of a financial management team and (b) a safe routes to school project. The Department of Revenue has notified us that the projects have been approved, and we will be notified of our next steps. I consulted with the Massachusetts Department of Revenue for an implementation schedule, and they advised that they are taking communities in sequence. Hadley is expected to be helped in late summer 2016.

Electricity Aggregation Update: Town counsel has approved the service agreement, and a representative from Good Energy will meet with the Board on June 8 to discuss the next steps.

### **Departmental Functions**

Capital Improvement Plan: The update for the five-year Capital Plan is being sent to the departments this week with a return date of August 5.

Borrowing Update: The Treasurer's Office and the Chief Financial Officer are scheduled to meet with the Select Board on June 1 to award the bids for borrowing.

Revenues: The department heads have been asked to review their revenues to see if (a) fees are updated to cover more of the Town's issuance and administration expenses, (b) fees are in place to cover municipal services provided to selected populations (as opposed to services provide generally), and (c) practices are in place to ensure collection of fees already in place. A placeholder article has been prepared for the fall town meeting for any permit fee changes.

Expenses: The department heads have been asked to watch their spending in the final two months of the fiscal year, and specific instructions about encumbrances were given at the last department head meeting and issued by memo shortly afterward.



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End of the Fiscal Year: At the last department head meeting, specific deadlines were given for submittal of revenues (June 30 at noon) and the submittal of FY 2016 expenses (July 27 at noon). Instructions were given to process payroll, as the pay week straddles the fiscal new year. The Finance Committee has been alerted the final deadline for adjusting FY 2016 budgets (either through reserve Fund transfers or line-to-line transfers) is July 15. Encumbrances from FY 2016 will be closed out to Free Cash.

MS4 Stormwater Permit Update: Marlo Warner, Sharron Gifford, and I met with the Connecticut River Stormwater Coalition and the Pioneer Valley Planning Commission to discuss regional implementation strategies to address the new requirements of the MS4 Stormwater Permit. There is another orientation meeting on Monday, August 8 at 10:00 a.m., which we intend to attend. The purpose of the meeting would be to discuss how the coalition would best serve its client communities, now that the MS4 permit has been issued. There is an annual cost of \$2,000+ that will be further discussed at the August meeting.

**Upcoming Projects and Events**

Hopkins Graduation: June 3, Hopkins Academy. Best wishes with their future plans.

Asparagus Festival: June 4, West Street Common.

Craft Fair: June 11, West Street Common.

Ron Beretska Tribute and ALS Fund Raiser: June 12, Hadley Young Men's Club.

Debt Exclusion Ballot Vote: June 16, 2016, Noon to 8:00 p.m. at Hopkins Academy.

Special Town Meeting: The next town meeting is October 27, and a calendar of deadlines and action items is prepared for the Select Board.

**6- Appointments:**

**6.1- Public Safety Presentation:**

The Chief of Police and the Chief of Fire will present information concerning public safety management in the community.

Chiefs are trying to combine everything with public safety in this town to help keep cost down. However, we have decided to present separately tonight.

Chief Mason approached his report as a more goals and objective format. The personnel issue is top of the list, with the building constrictions as second. They are looking to fill these open positions.

He would like to remove the Lieutenant position from union so there can be a true 2<sup>nd</sup> command.

There is not enough manpower - this causes morale issues and lack of initiative.

There are so many calls that the whole force must respond and some officers must remain there until the end of the investigation. When the whole force responds that leaves no one to respond to other calls in town.

Once the open positions are filled, Chief Mason does not project needing more staffing in the next 3-5 years.

There will mostly be expenses in equipment.

Part time should be supplementing.

Molly Keegan inquires if Chief Mason talking about enhanced budget.

Chief Mason responds that this should cut overtime in half, over enhanced to help support less overtime.

Donald Pipczynski asked When all officers are busy – do we use mutual aid?

Chief Mason responds Yes, we have a full Western Mass Mutual Aid.

Joyce Chunglo stated that the presentation was very well explained. Thank you.

Fire Chief Spanknebel stated that the fire department needs to phase in staffing.

Phase 1- Initial apply for the Federal Safer Grant- If received 2 years of full funding of 550,000, 4 full time firefighters, this includes salary and benefits. They would be for daytime staffing either 6 am – 6pm, or 7 am – 7 pm, - 69 % of calls occur during this time.

Phase 1 Alternate – for 4 part time firefighters at 25 hours. This is for if we do not received the grant. The cost of this will be 100,00 dollars that will be needed to fund those positions.



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Molly Keegan asked what is the actual staff of the fire department.

Chief Spanknebel stated that there are 2 full time firefighters, Mike Spanknebel, and Taryn Harriman will also respond if she is in the station.

Chief Spanknebel this lack of support brings up a morale issue, hiring 4 fulltime firefighters will help build. They will be able to complete the daily tasks and allow for more training.

Phase II – Creating an ambulance service

North Hadley Fire Station – We need to know where we stand, there is a new fire truck coming in October.

Molly Keegan there is an October issue because the new truck coming so we need to make a decision.

Joyce Chunglo says need for ambulance service is here now and we can support it now.

Chief Spanknebel stated that we are sending out a truck out with only one firefighter on it and not meeting OSHA standards. We are going to be on groups in July, this will allow our call force know when they are on duty. When the new truck comes in there will be 6 months of training on the new truck.

Chief Spanknebel states that we can support an ambulance and that we can purchase an used ambulance for 15,000 dollars right now. We do not have to purchase a brand new ambulance but we can start with a used ambulance.

Molly Keegan stated that we are coming up on our contract with the Amherst Ambulance. I recommend revitalizing the Ambulance committee.

Chief Spanknebel states that Amherst receives all insurance payments.

Molly Keegan says that we need to move this conversation forward.

Further general discussion about needs of the fire department, and the storage requirements for the trucks.

John Waskiewicz states that the need is there for a full time fire force.

Molly Keegan states that we cannot ignore the staffing need that these gentlemen have stated.

Gerry Devine stated that the building committee want to direction for the Select Board, to help them develop recommendations about where the money is going.

Donald Pipczynski states that he is always a little leery of grants, and would like clarification that we need the 4 firefighters no matter grant or ambulance.

Motion to Approve North Hadley Village Hall- AD- Hoc committee

Motion: Devine

Second: Chunglo

Vote: 5-0-0

Members at this time-

John Mieczkowski, Sr.

Myron

Frank Aquadro

Marjorie Pratt- Townsend

Municipal Building Committee Member

Donald Pipczynski

Michael Mason (Advisory)

Michael Spanknebel (Advisory)

Motion to establish Ambulance Ad- Hoc Committee

Motion: Pipczynski

Second: Devine

Vote: 5-0-0

John Waskiewicz questions Chief Mason if they had contacted the people on Route 9.

Chief Mason responds that we are talking to them but everything is not ok.

John Waskiewicz is concerned about crosswalk.



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**6.02- Borrowing Bid Award:** Linda Sanderson and David Eisenthal

\$387,900.00 Borrowing

Move to hear the results of the bid process and accept the recommendation of the Treasurer and Chief Financial Advisor.

Town Treasurer, Linda Sanderson, and Chief Financial Advisor, David Eisenthal of Unibank, will present documents showing the bid results of borrowing and will recommend to award the bids for borrowing that has already been approved.

|                          |           |
|--------------------------|-----------|
| Town Hall Asbestos       | \$100,000 |
| Town Hall Roof           | 65,000    |
| DPW Roof                 | 90,000    |
| School bus               | 65,000    |
| Cruiser                  | 42,000    |
| Public Safety Renovation | 25,900    |

Linda Sanderson reported that we had 5 bids come in under 1%. Easthampton Savings Bank was the winner with .74%.

Motion to accept bid from Easthampton Savings Bank for 387,900 dollars for 1 year with .74% financing.

Motion: Chunglo

Second: Devine

Vote: 5-0-0

**7. Old Business**

**7.01 Code of Conduct**

The Select Board will review and decide on the Code of Conduct.

John Waskiewicz states that all of this is covered in the Selectman handbook and Mass General Laws.

**7.02 Use of Town Common Fee**

The Select Board will discuss implementing a fee for use of the West Street Town Common. A summary of the direct and indirect costs for holding an event on the West Street Common is presented.

**8. New Business**

**8.01 Go Green Hadley Committee Proposal**

Select Board member Donald Pipczynski will propose the formation of a new committee: "Go Green Hadley".

Donald Pipczynski is asking for members

Gerry Devine would like to make sure that it doesn't fall under Board of Health

Donald Pipczynski will bring in a Mission Statement

**8.02 Annual Appointments**

The Select Board will appoint the committees and positions as listed.

Motion to approve with change to Conservation Commission Paulette Kuzdeba.

Motion: Chunglo

Second: Devine

Recommend a change to the municipal building committee by making municipal employees non-voting members. Recommend removing municipal building committee from appointment list. Defer Shade Tree and the TV-5 Advisory Committee for discussion.

Vote: 5-0-0



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**8.03 Select Board Summer Meeting Schedule**

The Select Board's summer meeting schedule should be revised to avoid a prolonged gap between meetings.

The new schedule proposal is:

June 1

June 8

June 29

July 13 (Tri Board)

July 20

Aug 1

Aug 17

Aug 31 (Closure of Special Town Meeting Warrant)

Motion to approve Summer Schedule

Motion: Keegan

Second: Devine

Vote: 5-0-0

**8.04 Town Employee Evaluation Schedule**

The Select Board will set a schedule to establish goals and objectives and any evaluation for the following positions:

Town Administrator- Review evaluation July 20th

Chief of Police-

Fire Chief – Review in July

Building Inspector- Establish Goals

DPW Director- Propose goals and will be evaluated in 1 years' time

Molly Keegan states that she will send out the review for self- assessment and board review.

Adjournment:

Motion to adjourn:

Motion: Devine

Second: Chunglo

Vote: 5-0-0

Meeting adjourned at 9:39 pm.

Respectfully Submitted,

Jennifer Sanders James