



Wednesday, April 5, 2017
 Select Board Meeting Minutes
 Town Hall Room 203 - 6:30 pm

Pursuant to notice duly filed with the Town Clerk, a meeting of the Select Board was held at 6:30 p.m. in the in Room 203, Town Hall, 100 Middle Street, Town of Hadley.

Present were: Molly Keegan, Chair; Joyce Chunglo, Clerk; Gerald Devine, Member; Donald Pipczynski, Member; John Waskiewicz, Member - Absent

Also Present were: David Nixon, Town Administrator; Amy Fyden, Finance Committee; Tom Pitta, Finance Committee; Gabriel Owen, Finance Committee; Suzanne Travisano, COA Director; Jane Nevinsmith, Senior Center Building Committee; Marlo Warner, DPW Director; Michael Sarsynski, Resident; Susan Glowatsky, Town Collector, Linda Sanderson, Town Treasurer; Jessica Spanknebel, Town Clerk; Joan Zuzgo, Asst. Treasurer; Dan Zdonek, Asst. Assessor; Bill Dwyer, Planning Board; Michael Maksimoski, Planning Board

1. Call to Order

1.1 Call to order

Meeting was called to order at 6:30 pm by Molly Keegan, Chair.

2. Consent Agenda

2.1 Consent Agenda

Warrants	AP1741
CPA Agreement	Lake Warner Dam

Motion: Devine Second: Chunglo for discussion

Joyce Chunglo asks what information has been provided about Lake Warner Dam and where the money is coming from.

Gerry Devine responds that it has all been cleared up about the funding of the money for the project. Kristin DeBoer provided all additional finance materials in the addendums when she met with David last Thursday.

Vote: 4-0-0

3. Public Comments: 7:00 - 7:15 pm

3.1 Public Comments

Molly Keegan explains why the Select Board does not respond to questions during public comments and that is to ensure that the Select Board does not violate Open Meeting Law.

Donald Pipczynski announces April 22 for Hadley Clean Up Day and Michael Klimoski party was wonderful and it was a great time. And he wants to thank Katie Day, who own Judie's, she did all of the cooking and she was amazing.

All extra money will go to the American Legion for the Memorial Day festivities. So I am proud to donate this check to the American Legion in the amount of \$1,568.81.

The Select Board thanks Donald for all of his work, and thanks Joan Zuzgo for hard work in the kitchen.

4. Town Administrator Report

4.1 Town Administrator Report

5. Appointments

6. Old Business

6.1 Warrant

6.2 Senior Center and Fire Substation update



Wednesday, April 5, 2017
Select Board Meeting Minutes
Town Hall Room 203 - 6:30 pm

Suzanne Travisano states that we had a 2-day meeting with the designer and went over our program needs. We are on par with their estimates, preliminary findings that we can get 10,000 - 12,000 square ft. building. They will be coming back with a design to show us how everything will fit.

7. New Business

7.1 FY18 Human Services, Culture and Recreation Budgets

Molly Keegan asks for the Historical Commission to discuss their budget.

David Nixon states that it is a level funded budget.

Gerry Devine inquires if they are fully staffed.

Historical Commission Budget

Ginger Goldsbury states that they are not, but are working on recruiting new members because they are losing possibly 4 members. We are working with Marlo Warner on the buildings. I spoke to someone from Mass Historical today about the library and what they do is ask the interested parties to meet to mitigate the change to the historical building, but it is not stopping them from tearing down the building.

Veteran's Service Budget

Steven from Veteran's Services states that we are expanding a little but not a lot, our office hours are still at the Senior Center on Wednesday. We have helped a lot of veterans here in Hadley and we are currently assisting 13 for federal levels and more of the state level. We also have a small salary increase for staff, but that is part of the union.

Hadley Media Budget

Hadley Media presents their budget next.

John Allen presents the budget from Hadley Media. The income remains the same from the year before. The operating cost has risen by 10,000 dollars. Further discussion of the Hadley Media budget.

Donald Pipczynski states that he would like the board to discuss in the future of removing the revenues from Hadley Media from the general fund and have it go to Hadley Media only, because they are the ones paying for it, so it should benefit them.

John Allen then states that they would be happy to take a credit on the amount that they pay the town every year roughly 6,000 dollars. In addition, that Hadley Media now has a student from Hopkins that is working at Hadley Media for credit, so they are working on developing a lesson plan for them.

Gerry Devine asks about the changes that are being made.

Donald Pipczynski states that they are creating a studio in the Senior Center and that will provide more room and etc..

Molly Keegan wishes David Moskin a Happy Birthday.

COA Budget

Suzanne Travisano then presents the COA budget; we cannot provide information on what will change on both state and federal programs because of the uncertain time. These services may change and that will be detrimental to our seniors. We asked to have our budget increased in the amount of 3,936 to augment the 19 hour position for our program coordinator and that is the only shift in our budget. She has been there since February 1 and has been great. She is able to cover all our additional hours, increased in training, because she is here.

Park and Recreation Budget

Cathy Zatyryka from Park and Recreation states that we are level funded and then further states that if we are going to discuss air conditioning in the planning boardroom that is right next door and I need air conditioning too.



Wednesday, April 5, 2017
Select Board Meeting Minutes
Town Hall Room 203 - 6:30 pm

And, that we having a Easter Party this Saturday at 10 am at Hadley Elementary. We are looking at space for events and programs. We are looking at a free space at the Hampshire Mall, because we are working with them to set up a Farmer's Market. It will be on May 24 and every Thursday until September.

Donald Pipczynski asks for an update on Zatyryka Park.

Cathy Zatyryka states that we are still working on Phase 1 but we will be finishing up on that. We had some monies coming in from CPA, but that is on hold now due to a hold up with the CPA and the Planning Board. We think that it will be about 3 years to finish it.

Goodwin Memorial Library Budget

Patrick Borrezo presents the budget for Goodwin Memorial Library, this a level service budget, there are not to many changes although the bottom line budget decrease. That is actually misleading because most of these items are actually going to DPW . The computer services budget has gone up a little bit because of the CW Mars computer budget. We will get our notification in July about the grant and how much they are offering.

7.2 FY18 General Government Budget

Assessor's Budget

Dan Zdonek presents the Assessor's budget is a basically level funded, and points out that there was a transfer from the fall town meeting so we were level funded there. The other item that I would like to point out is the clerical budget, we had submitted to change that position for 5 hours to 10 hours this year, it is not additional spending because it is funded between the assessor's office, the town clerk and the Select Board's Office, we are looking at taking 5 hours from the Select Board budget and adding them to ours. This in case Janice retires in the next fiscal year, we need to hire someone for 10 hours instead of 5 hours.

Gerald Devine ask do you not think that if she does retire we would hire someone for the same position?

Dan Zdonek states that Janice spends more time working on assessing than in the town clerk's office, it would be a reallocation of the hours.

Molly Keegan states that we need to step back on the whole 5 hours here and there. If we do have turn over this would be a good time to look at what we really need here in Town Hall, and look at Town Hall as whole.

Jessica Spanknebel states that she is also my assistant clerk, so we cannot just replace her.

Molly Keegan ask that we put this on hold and look at what we need.

Dan Zdonek states that we recently added in password protection on the GIS, and it is a staff site. We will be adding the layers on in June. Any staff that wants layers added on GIS get them to us for June.

Town Collector Budget

Sue Glowatsky states that there are 3 changes, one is a decrease of \$200 for book binding, that is because of the Municipal Modernization Act, we are no longer required to bind books. The other is an increase in my office equipment maintenance budget for \$1,000 dollars and that is for 2 new computers. Our computers are 8 years old, we are very slow, and we do not if this due to how old they are or if it is because of IT issues. The other increases in my budget are due to going quarterly with water and sewer; I have spoken to David because he took out the additional hours in my budget for doing that. I am uncertain of why they were removed, but David said we could discuss it this evening.

David Nixon state that in January when we were working on the budget, we were uncertain if we were going to have quarterly billing and using the instructions for the Select Board that we should keep the personnel costs at level funding, and then we could make adjustments. Now that we have made the commitment that we are going to quarterly we can address this.



Wednesday, April 5, 2017
Select Board Meeting Minutes
Town Hall Room 203 - 6:30 pm

Molly Keegan ask that we look into what goes into the quarterly billing, and utilizing our computer resources before we make a commitment to more hours.

Susan Glowatsky most of what we are doing reviewing the computer printouts.

Molly Keegan thinks that we should do a work through and see what we need.

Susan Glowatsky states that she has spoken to other collectors about their transition when they went to quarterly and across the board they said to hire another person. I do not think that is necessary, Kim and I have a really good system down, so what we are looking for is 5 hours additional a week. That is an additional .5 hour a day. You might want readdress going to quarterly because it is an exceptional amount of work.

Tom Pitta questions the number of computer needs to be replaced and if there is software compatibility questions. Molly Keegan wants to come up with a better plan, and David just submitted an IT grant and we are working on this program.

Susan Glowatsky states that they need to have more memory to ensure that they can comply with public records law, there is so many records that we need to maintain.

Molly Keegan asks that we put a flag on the extra hours for the Collector's Office.

Town Clerk Budget

Jessica Spanknebel states that the budget is level funded; the only increase is for equipment the voting machine is over 20 years old and it is working right now. I would wait until the last possible moment to move over and the trend throughout the state is to move to the new machine. As everyone is moving over I am afraid that they will no longer carry the parts to repair the old machine. That is what the increase is for.

Molly Keegan asks is that in the capital plan.

David Nixon responds no that we but it here because that is not something that can be deferred, but it is something that easily can be put in the capital plan.

Molly Keegan asks that the new voting machine go to the capital planning committee.

Gerald Devine states yes and how about the computers.

Susan Glowatsky says that it was in the capital planning for town hall computers.

Conservation Commission

Janice Stone states that there budget is basically the same but went up by \$60 dollars because of an increase in dues for a professional organization for conservation commission. I would also like to point out that even though the professional services line in our budget has not changed at the 2,000 mark, I do work more hours than that. There is a wetlands filing act where we collect a fee, which is split half-and-half between the town and the state. Our part goes into the wetlands fee account and that is where part of my salary comes in this fee. That will work as long as we continue to have new projects come in.

It is important that we keep that \$2,000 in our budget for classes, and programs that we can't pay through the wetlands fee account. I would also like to state that I have a very old computer and that I need a new one as well.

Molly Keegan asks about the Pride property.

Janice Stone states that they have a list of conditions, we have received a couple of complaints and have gone out to look over it and talked to the DEP about it. They are for the time being they are doing ok. We are reviewing the 3 solar projects. We will also have to some permitting over the bridge but we have not heard from them yet.

Donald Pipczynski inquired about the loam leaving the Pride site? Does the conservation having anything to do with that?

Janice Stone said that the Pride is planning on using their loam onsite.

Planning Board Budget

Jim Maksimoski states that it is a level funded budget, because we missed the deadline, however we would have liked to increase our advertising budget, for postings, mailings, postage.



Wednesday, April 5, 2017
Select Board Meeting Minutes
Town Hall Room 203 - 6:30 pm

We need to spend some money on the planning board we need a drawing size scanner, If Hooker School moves we are going to have to go somewhere, and we cannot put things in storage, we would like to scan a lot of this to make it more readily accessible. The cost is about \$8,000 dollars to purchase one.

Gerald Devine inquires about if there are other towns that could use it.

Jim Maksimoski responds yes, DPW, Building, Electrical, Plumbing, Assessors, all of them could use this.

Molly Keegan inquires about the amount in the reserve fund?

David Nixon states that we have not moved anything at this time.

Linda Sanderson states that there is about \$42,000.

David Nixon states that there might be some coming out for snow and ice.

Bill Dwyer states that the reason why they are doing their own IT planning is because they were completely left out of the IT plan.

Molly Keegan asks if the Select Board if they are amenable to purchasing a scanner, select board gives general consensus. And, the Finance Committee, would you be willing to discuss? General consensus from the finance committee.

Bill Dwyer then states that they have been working to learn their support needs, and he knows that the building inspector is providing clerical support to the ZBA, even though they do not have a budget for clerical support and he is not sure how that is working out, but that they need access to clerical support person.

Molly Keegan states that this goes back to the conversation about Janice's position and her reassessing her position with department's needs in mind. Bill, would the planning board like to be involved?

Jim Maksimoski states that they would need about 5 hours/week.

Gerry Devine questions the skill level of help that they are stating that they need, in the past they had referenced a need for higher skill level.

Bill Dwyer states that we do have a need for a planning director, office assistant, general office help.

Further general discussion of the planning board budget and their master plan.

Treasurer's Budget

Linda Sanderson presents the Treasurer's budget and that the Treasurer's office is covering the Finance Director position and the Human Resources position. So I am asking, that Joan's position to be changed from Assistant Treasurer to a Benefits Coordinator and for her to be moved up 1 grade to be a level 6 instead of a 5. I would like to revisit this in the future if we do not hire new people. I would also like to request that you put us on the list for the 5 hours for support staff. We are working on efficiencies in our office the first being the payroll, we will continue to work on other efficiencies.

Linda Sanderson then presents the debt services. The long term debt and long term principal for FY 18 is \$1,265,075 roughly. The department heads have been really great if they have the option to put off their purchase if they could, this an area where everyone understands that we get a better deal than if we purchase together.

Joan Zuzgo states that the health insurance the increase was 8% , we budgeted for 10%. The trust has lost money from the reserve because of the last couple of years they have used the reserves. There was no enrollment changes for this year, there have been lots of changes but they have balanced out.

Molly Keegan states that we have not Joe Shea in for a while from the Trust but we should have him come in and discuss the Trust.

Joyce Chunglo asks about the \$5,000 dollars into the stabilization fund. She is unsure if this is the year to do it.

Molly Keegan states that this not the year to add to the stabilization.

Further discussion of the health insurance and unemployment.

Molly Keegan also wants to have Terry Williams from DOR to discuss overrides.

7.3 FY 18 Budget Debt/ Assessments/ Unclassified



Wednesday, April 5, 2017
Select Board Meeting Minutes
Town Hall Room 203 - 6:30 pm

David Nixon states that the charts are assessments on the cherry sheets based on the governor's numbers and the offset from the school, library.

Further discussion of the overlay from the cherry sheets.

7.4 Steve Lewis Subaru

Molly Keegan states that Steve Lewis Subaru has requested that we extend the permission to park at the Seven Sisters and not enforce the April 15th deadline. The original request was to store over stock on the property until they were able to move it to the dealership. We gave them the deadline of April 15th to move the vehicles. Mr. Lewis has since submitted a letter reminding us of how generous he has been to the town and schools and ask to continue their rental at Seven Sisters.

David Nixon states that Steve Lewis needs to go before the planning board for a site plan review, and then come to the Select Board to change their class 1 license.

Bill Dwyer states that they will need to also revisit the site plan for Seven Sisters because they are not zoned for a parking lot in that location. The zoning by law states that as a business they must also store their stock on the premise that is licensed.

Joyce Chunglo states that we are very grateful to the generosity of Mr. Lewis but they must abide by the bylaws.

Motion for Mr. Lewis go to the planning board for reevaluation for site plan review and for the Seven Sisters property where the vehicles are being stored.

Motion: Chunglo Second: Devine

Vote: 4-0-0

7.5 Dept. of Agricultural Resources Notice of Proposed Acquisition of Land in Hadley West Farm, South Maple Street.

Motion that the Massachusetts Department of Agricultural Resources provides notice of the proposed acquisition of land in Hadley -- West Farm on South Maple Street. The proposed acquisition is 102.4 acres under the Agricultural Protection Restriction Program.

Motion: Chunglo Second: Devine

Vote: 4-0-0

8. Other

Donald Pipczynski continue discussing the HCOG and are finally understanding that they are having problems over there. They are planning to schedule 2 workshops for their employees. Hatfield is having problems now, as several other towns are now having problems. I think that we need to have something on the agenda for Town Meeting. Further discussion of the HCOG.

Motion to open the warrant and place an article to remove the Town of Hadley from HCOG

Motion: Chunglo Second: Devine

Vote: 4-0-0

Motion to close the warrant:

Motion: Devine Second: Chunglo



Wednesday, April 5, 2017
Select Board Meeting Minutes
Town Hall Room 203 - 6:30 pm

9. Announcements

There is an election on April 11th, please get out and vote.

Congratulations to Matt Parsons on your big yield of corn during a very dry year.

10. Executive Session

11. Adjournment

11.1 Adjournment

Motion to adjourn

Motion: Devine

Second: Chunglo

Vote: 5-0-0

Meeting was adjourned at 9:15 pm.

Respectfully submitted,

Jennifer Sanders James

APPROVED