



Wednesday, February 7, 2024
Select Board and Finance Committee Meeting Agenda

Hadley Senior Center at 46 Middle St., Hadley MA, 01035 at 6:00 pm

Present were: Amy Parsons, Chair; Joyce Chunglo, Select Board Clerk; Jane Nevinsmith, Member; Randy Izer, Member; and Molly Keegan, Member. Also present were Carolyn Brennan, Town Administrator; Jennifer Sanders James, Licensing Coordinator; Troy Brin, HR Director; Scott McCarthy, DPW Director; Linda Sanderson, Town Treasurer; Fire Chief Spanknebel; Police Chief Mason; Susan Glowatsky, Town Collector; Alex LaMarche, Hadley Media Director; Dan Zdonek, Town Assessor; William Dwyer, Planning Board; Tom Quinlan, Building Inspector; Sean Gould, Young Men's Club; Atty. Bill August; Richard Downie, Young Men's Club; David Fill, Finance Committee; Paul Benjamin, Finance Committee; Andy Klepacki, Finance Committee; Shardool Parmar, Finance Committee; and Amy Fyden, Finance Committee.

1. Call to Order

1.1 Call to order

The Select Board and Finance Committee will convene a joint hybrid meeting on Wednesday, February 7, 2024. at 6:00 p.m. on Zoom Meeting ID: 892 6604 8822 there and then to act on the following agenda.

The public may access the meeting remotely by using a computer or telephone and follow the instructions below:

Topic: Select Board and Finance Committee

Time: Feb 7, 2024 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89266048822?pwd=DXehU4JwFe5nCbautP5OfMPEiTrxp.1>

Meeting ID: 892 6604 8822

Passcode: 947958

One tap mobile

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2. Appointments

2.1 Finance Committee Joint Meeting - Fiscal Year 25 Budget and Annual Town Meeting Warrant Review

The Town Administrator and the Finance Manager/Treasurer presented to the Select Board and Finance Committee a preliminary draft Fiscal Year 25 budget and the individual articles on the Annual Town Meeting warrant.

Motion to open the Finance Committee meeting.

Motion: Benjamin Second: Fyden

Roll call vote: Benjamin, yes; Fyden, yes; Parmar, yes; Klepacki, yes; and Fill, yes.

Vote 5-0-0.

Linda Sanderson started by walking the Select Board and the Finance Committee through General Revenue Projections for FY 2024 and FY 2025 as follows:

GENERAL FUND REVENUES

	<u>FY2024</u>	<u>FY 2025</u>
Property Tax Levy	\$14.3 million	\$15.2 million
State Aid	\$ 1.0 million	\$.9 million
Local Receipts	\$ 3.8 million	\$ 4.3 million
Enterprise Receipts	\$.4 million	\$.5 million
Total	\$19.6 million	\$20.9 million

Linda Sanderson then presented the FY 2025 General Fund Budget as follows:

GENERAL FUND BUDGET

	<u>FY2024 VOTED</u>	<u>FY2025 REQUEST</u>	<u>FY2025 TOWN ADMIN</u>
General Government	\$1.8 million	\$1.8 million	\$1.8 million
Public Safety	\$3.7 million	\$3.9 million	\$3.8 million
Education	\$7.7 million	\$8.0 million	\$7.9 million
Public Works	\$1.5 million	\$1.7 million	\$1.6 million
Human Services	\$.4 million	\$.4 million	\$.4 million
Culture & Recreation	\$.3 million	\$.3 million	\$.3 million
Debt Payment	\$1.5 million	\$1.8 million	\$1.8 million
Benefits, Other	<u>\$3.8 million</u>	<u>\$4.3 million</u>	<u>\$4.2 million</u>
Total	\$20.8 million	\$22.3 million	\$21.7 million

Linda Sanderson stated that the FY 2025 budget book will have each function further broken down into greater detail by department. Linda Sanderson further stated that the difference between what was approved for FY 2024 and what the Town Administrator is recommending for FY 2025 is an increase of approximately \$900,000.

Linda Sanderson walked through the balancing of budgets and revenues as follows:

	<u>FY2024 VOTED</u>	<u>FY2025 PROJECTED</u>
<u>Revenues to expenses</u>		
Revenues	\$19,627,837	\$20,895,835
Expenses	<u>\$20,750,736</u>	<u>\$21,698,013</u>
Revenue shortfall	\$ 1,122,899	\$ 802,178
<u>Transfer from other funds</u>		
Stabilization	\$ 0	\$ 55,000
Free cash	\$ 1,119,527	\$ 750,000
ARPA revenue replacement	\$ 0	\$ 0
Other: MSBA Reserve/Premium Bal.	<u>\$ 3,372</u>	<u>\$ 928</u>
Transfers to balance budget	\$1,122,899	\$ 805,928
 BUDGET BALANCED	 \$ 0	 \$ 3,750

Linda Sanderson stated that in summary the FY 2025 budget increase over what was voted for FY 2024 is recommended to be \$947,277.

Carolyn Brennan stated that the work and analysis done by Linda Sanderson was hard and time-consuming and expressed thanks.

Carolyn Brennan stated that some of the budget preparation focused on wage equity and market competitiveness in an effort to invest in incumbent employees but also attract and retain new people. Carolyn Brennan also stated that some union negotiations have already started.

Carolyn Brennan stated that she appreciated working with School Superintendent, Anne McKenize, during the budget preparation process.

Carolyn Brennan stated that the budget just shared with the Select Board and the Finance Committee is 3 weeks earlier than usual. With this said, Carolyn Brennan stated that more information and data may be forthcoming, including funding from the State.

Pending the receipt of more data and contract negotiations, Linda Sanderson and Carolyn Brennan shared the following breakdown of General Fund budget increases from FY 2024 to FY 2025:

Town's Fixed Budget Increases:

Benefits (Retirement, Insurance, OPEB)	\$416,073	
Debt & interest increases (paid from debt exclusion taxes)	\$265,740	\$681,813

Department Operations Budget Increases

Public Safety & DPW	\$126,234	
Other Town Departments	-\$ 6,691	
School Full Budget Increase	\$145,921	<u>\$265,464</u>

Total FY25 Budget Increases Recommended: \$947,277

Linda Sanderson and Carolyn Brennan stated that the budget presented no layoffs, level staffing, and no reduction in services provided. Carolyn Brennan expressed her appreciation to the Town staff for cooperation and flexibility.

Linda Sanderson proceeded with a rendering of the Enterprise Fund Revenues to Expenditures as follows:

SEWER DEPARTMENT

	<u>FY2024 VOTED</u>	<u>FY2025 PROJECTED</u>
Revenues	\$1,008,224	\$1,158,676
Expenditures	<u>\$1,130,412</u>	<u>\$1,190,034</u>
	-\$ 122,188	-\$ 31,358
Reserves Used To Balance	\$ 122,188	\$ 31,358

WATER DEPARTMENT

	<u>FY2024 VOTED</u>	<u>FY2025 PROJECTED</u>
Revenues	\$1,293,520	\$1,495,544
Expenditures	<u>\$1,543,513</u>	<u>\$1,619,705</u>
	-\$ 249,993	-\$ 124,161
Reserves Used To Balance	\$ 249,993	\$ 124,161

HADLEY MEDIA

<u>FY2024 VOTED</u>	<u>FY2025 PROJECTED</u>
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Revenues	\$ 71,212	\$ 74,773
Expenditures	<u>\$ 101,935</u>	<u>\$ 100,724</u>
	-\$ 30,723	-\$ 25,952
Reserves Used To Balance	\$ 30,723	\$ 25,952

Molly Keegan asked Carolyn Brennan to comment regarding “priority” positions that were not included in the FY 2025 budget as presented. Carolyn Brennan stated that any additional positions were not.

Molly Keegan then stated that she wanted to make everyone aware that a new IT position had been previously discussed to improve system security and operational efficiency while eliminating the cost associated with outsourcing to an outside vendor. Molly Keegan stated that there had been previous discussion around the creation of a Town Planner/Economic Development position to drive forward development in Hadley and seeking more grants alongside or instead of a part-time volunteer Planning Board. Molly Keegan cited the revenue needed to move these positions forward.

Joyce Chunglo stated that there are other priorities such as the DPW building that may supersede the expense related to new positions.

Linda Sanderson stated that the Land Use Coordinator as well as a full-time Health Director are new positions have been funded in 2023. Carolyn Brennan stated that an annual review of revenue takes place and that the departments that do generate revenue will be asked for estimates for FY 2025.

Jane Nevinsmith asked that if there were a Town Planner who more actively sought to secure grants, could there be a salaried position for a Grant Manager (Coordinator) the expense of which offset by grants received?

Carolyn Brennan stated that an administrative person would coordinate any grants being sought.

David Fill asked about the increases in Retirement, Insurance, and OPEB. Linda Sanderson stated that \$190,000 of the \$416,000 is OPEB, with \$55,000 coming from the Stabilization Fund if approved. For FY2024, OPEB was approved at \$180,000.

Linda Sanderson stated that the next step is that the Finance Committee will be meeting with DPW on February 8. Linda Sanderson stated that the Budget Book would be available on or around February 14. David Fill stated that the Finance Committee would not be meeting with every department, but rather drill down on the ones that warrant greater focus.

Carolyn Brennan stated that the Articles on the Town warrant is within the package the Board and Finance Committee now have.

Motion to adjourn the Finance Committee.

Motion: Benjamin Second: Klepacki

Roll call vote: Benjamin, yes; Fyden, yes; Parmar, yes; Klepacki, yes; and Fill, yes.

Vote 5-0-0.

3. Consent Agenda

3.1 Consent Agenda

Warrants	AP2429S-2, AP2492S, AP2429, PR2414, AP2428, PR2413, AP2340S, AP2430, AP2430INS, AP2431V, AP2429
Minutes	April 27, 2023, May 4, 2023, June 21, 2023, July 19, 2023, August 2, 2023, October 13, 2023, October 25, 2023, November 27, 2023, December 6, 2023, December 20, 2023, January 3, 2024
One Day Liquor License Request	Friends of the COA - Art Opening Reception - March 8, 2024; May 10, 2024; July 12, 2024; September 13, 2024 and November 8, 2024
One Day Liquor License Request	V-1 Vodka - Newman Center at UMASS Open House- February 10, 2024
One Day Liquor License Request	Young Men's Club for 3 events -4/27/2024, 06/22/24, 10/19/24- Changes to the original Club Alcohol License are still pending ABCC Approval

Motion to approve the Consent Agenda with the exception for the one-day liquor licenses for the COA and the Young Men's Club..

Motion: Keegan Second: Chunglo

Vote: 5-0-0.

Molly Keegan stated that she believes that the liquor license fee has been waived in the past for COA fundraising events and wondered if the Select Board would like to . continue doing so.

Motion to waive the liquor license fee and approve the one-day liquor license requests for the upcoming COA fundraising events.

Motion: Chunglo Second: Keegan

Vote: 5-0-0.

Randy Izer asked how soon one needs to apply for a one-day liquor license.

Jennifer Sanders James stated that one can apply anytime within the calendar year as a normal practice. Jennifer Sanders James stated that the Young Men's Club wanted to obtain the licenses now so that they may begin booking entertainment for the 3 scheduled events in 2024. Jennifer Sanders James stated that the Young Men's Club expansion

request has not yet been approved by the ABCC. Therefore, the Select Board might approve the one-day licenses contingent upon expansion approval by the ABCC and conditions agreed upon previously by the Young Men's Club and Police Chief Mason, Fire Chief Spanknebel, and Building Inspector Quinlan.

Joyce Chunglo stated that a check-in should be conducted with any party who has been granted multiple one-day liquor licenses after the first event.

Randy Izer stated that the only difference is that the Young Men's Club is in a residential area with 2 events to attract 3500 guests and a third event to attract 5000 guests. Randy Izer further stated that he believes the Select Board does not have the authority to approve large events but can approve liquor licenses.

Joyce Chunglo stated that the Select Board does approve the event along with the liquor license.

Jane Nevinsmith stated that during a recent public hearing that discussion was undertaken relative to the size of events and perhaps the number of anticipated guests should be reduced. Amy Parsons stated that because the 3 events to take place at the Young Men's Club are outdoor events there can be no set limit unlike an indoor event which much comply with an occupancy limit. Joyce Chunglo stated that the Young Men's Club would have to comply with all conditions agreed upon during the recent public hearing. Sean Gould concurred.

Joyce Chunglo asked Sean Gould what anticipated size of each event might be. Sean Gould stated that the event in April would have 1200 to 1500 guests. Sean Gould stated that the event scheduled for June would have roughly 2000 guests. Sean Gould stated that the event scheduled for October would have 1200 to 1500 guests.

Molly Keegan stated that application from the Young Men's Club treasurer is looking for 3500 guests at a future 2024 event. Jane Nevinsmith stated that there is also an application for 5000 guests at a future 2024 event.

Molly Keegan asked Jennifer Sanders James if the 3 one-day licenses are approved and if one of the events does not comply with all of the conditions agreed upon, could the granted licenses for the remaining event(s) be revoked, to which Jennifer Sanders James responded in the affirmative.

Jane Nevinsmith asked if there was anything being done to reduce/control the volume of sound. Sean Gould stated that the entertainment stage is being repositioned away from the neighbors.

Richard Downie stated that he had spoken with the ABCC and that the ABCC advised that the liquor licenses being sought are not subject to the approval of the expanded physical plans submitted to the ABCC of which approval is pending.

Jennifer Sanders James stated that she too has had correspondence with the ABCC and that it appears that their approval will be forthcoming, so approval of the 3 requested liquor licenses with the appropriate contingency should be considered. Richard Downie

expressed concerns that the ABCC might not approve the physical expansion plans. Joyce Chunglo stated that she anticipates no issues with the ABCC as they typically affirm what the Select Board has approved.

Motion to approve the 3 one-day liquor licenses to the Young Men's Club contingent upon expansion approval by the ABCC and any and all conditions set forth by the Town.

Motion: Chunglo

Second: Keegan

Vote: 4-1-0.

4. Public Comment

4.1 Public Comments

There were no public comments.

5. Old Business

5.1 Review of Revised Public Comment Policy

Jennifer Sanders James stated that she had made available to the Select Board the Public Comment Policy. Jennifer Sanders James stated that Town Counsel recommends not allowing members of the public to share unused public comment minutes with others wishing to speak. Randy Izer stated that he concurred with Town Counsel.

Jennifer Sanders James stated that she will edit the draft policy document and present it for approval at the next Select Board meeting.

5.2 Charter Cable Renewal Contract Review

Atty. Bill August stated at the last meeting the revenue for Hadley Media was discussed and that the payment from Charter could increase to the maximum of 5% of total revenues from the current 4%. Atty. Bill August stated that this increased payment was agreed upon and that Carolyn Brennan and Alex LaMarche have been briefed. Atty. Bill August stated that the 5% will now be in place but the actual size of the payment may vary based upon the number of paying subscribers, which as been declining incrementally each year. Atty. Bill August stated that the agreement with Charter is good and fairly standard.

Atty. Bill August stated that Charter is applying for a State grant to build out Cemetery Road upon receiving a request from Carolyn Brennan and Alex LaMarche. Atty. Bill August stated that the local Charter people have received cost estimates to complete the work and are simply waiting for corporate approval to proceed with the work for currently unwired households on Cemetery Road.

Relative to the potential renewal of Charter contract that expires in March, Atty. Bill August stated that State law requires a public hearing with 2 weeks of legal notice within the local newspaper along with a copy of the proposed license within a public file.

6. New Business

6.1 190 Russell Street Property Drainage - DPW Director Scott McCarthy discussed water drainage issues located at 190 Russell Street.

Scott McCarthy stated that he had been approached by the property owner at 190 Russell Street regarding water drainage. Scott McCarthy stated that he has been approached by the property owner about possibly tying in the drainage system on East Street as water is currently flowing into the property owner's home. Scott McCarthy stated that he thinks if the property owner can hire an engineer to submit a project plan that is compliant with the Town, the Town could allow more water to enter into the East Street system.

Molly Keegan asked if 100% of the cost would be absorbed by the property owner. Scott McCarthy stated the property would have to absorb 100% of the cost.

Joyce Chunglo stated that the drain placed near the post office is challenged to handle all of the rainwater that sometimes flows in that area.

Randy Izer stated that the water table in that area is really high. Randy Izer also stated that the property at 190 Russell Street has a sump pump running frequently, with water flowing down the driveway into the Route 9 catch basin.

Motion to allow the property owner at 190 Russell Street at the owner's expense to tie into the East Street drainage system.

Motion: Nevinsmith Second: Chunglo

Vote: 5-0-0.

6.2 Employee Appointments and Resignations : Police Department Appointment of Dan Clark, Sergeant; Resignation of Jailinne Ruiz

Chief Mason introduced Dan Clark as a candidate for the position of Sergeant.

Motion to appoint Dan Clark as Police Sergeant.

Motion: Chunglo Second: Nevinsmith

Vote: 5-0-0.

6.3 Fire Department - New Staff Introductions - LT./ Paramedic/ Training Officer Michael Minahan, Firefighter/EMT Michael Mazulis, Firefighter/EMT / IT Kyle Sodano, Firefighter/ EMT Jessica Merluzzi. Firefighter/Advanced EMT Dwight Gregorie; Probationary Call Force Firefighter Max Arvidson and Eliya Petrie and Call Force Junior Firefighters Tyler St. Hilaire

Tabled until the next meeting.

6.4 Massachusetts Municipal Association - Updated Select Board Handbook

Molly Keegan stated that the handbook would be made available to the public at MMA.org.

6.5 Strong Town Administrator - Proposal Scope of Work Review from the Collins Center

Carolyn Brennan encouraged the Select Board to ask any questions of the Collins Center regarding the scope of work.

Molly Keegan asked how the work outlined within the statement of work might be funded. Carolyn Brennan stated that the two payments that would need to be made to the Collins center might be satisfied by budgeted dollars with Administration and Human Resource budgets if the Select Board wanted to move forward.

Amy Parsons stated she thinks there are benefits in moving in the direction of Strong Town Administrator. Jane Nevinsmith stated that if the Town government wants to become more efficient and keep current with regulations, this may be best for the Town. Joyce Chunglo stated that the work proposed by the Collins Center may provide a best look into the future.

Carolynn Brennan stated that the Strong Town Administrator concept would have to be presented to the public at the Town Meeting.

Motion to approve the engagement with the Collins Center as outlined in the Statement of Work.

Motion: Keegan

Second: Chunglo

Vote: 5-0-0.

6.6 Softball Fields Bid Award - The Park and Recreation Commissioners recommended the awarding of Softball Field IFB

Motion to award the Softball Field IFB to Mountainview Landscaping as recommended by the Park & Rec Commissioners.

Motion: Keegan

Second: Izer

Vote: 5-0-0.

6.7 Personnel Contract Renewals and Compensatory Memorandum Approvals - Chief of Police, Building Inspector, Police Lieutenants, and Dispatch Supervisor

Motion to adjust the salary for the Building Inspector to \$105,000.

Motion: Chunglo

Second: Keegan

Vote: 4-1-0

Motion to approve the new contract for Chief Mason.

Motion: Chunglo

Second: Keegan

Vote: 5-0-0.

Motion to accept the compensatory memorandums for the Police Lieutenants and Dispatch Supervisor.

Motion: Keegan

Second: Chunglo

Vote: 5-0-0.

7. Other Items Not Anticipated 48 Hours in Advance

8. Town Administrator Report

Carolyn Brennan stated that there are 5 applicants for the open DPW position. Carolyn Brennan stated that the position of Assistant Treasurer is to be filled by a candidate through a temp agency. Carolyn Brennan stated that there will be appointments to the Police Department at the next Select Board meeting. Carolyn Brennan stated that the work that is being done on employee reclassification and compensation will be brought forward to the Select Board for more input. Carolyn Brennan stated that there was a meeting with Bill regarding fiber optics. Carolyn Brennan stated that the Town ambulance started operation the previous week. Carolyn Brennan stated that a grant has been awarded to Megan Cahill and the Police Department for more training and equipment. Carolyn Brennan also stated that the Annual Town Meeting is set for May 2.

9. Select Board Members Items for Future Discussion

Molly Keegan stated that she would like to talk about capital planning in the near future.

10. Select Board Members Liaison Report

11. Executive Session

12. Announcements

Jennifer Sanders James stated that she would like to receive all annual reports from Boards and departments by February 15. Jennifer Sanders James also stated that she would like to receive nominations for dedications for the annual Town report (book) by March 31.

Joyce Chunglo offers the Select Board condolences to the families of Christopher Dixon, William O'Neil, Jean Tudryn, and Heidi Allen.

13. Adjournment

13.1 Adjournment

Motion to adjourn.

Motion: Izer

Second: Chunglo

Vote: 5-0-0.

Meeting was adjourned at 7:45 pm.

Respectfully submitted,

Peter Lore