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**Wednesday, December 6, 2023**

**Select Board Meeting Agenda**

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

Present were: Joyce Chunglo, Clerk; Jane Nevinsmith, Member; Randy Izer, Member; and Molly Keegan, Member.

Amy Parsons, Chair; - Remote

Also present were Carolyn Brennan, Town Administrator; Jennifer Sanders James, Licensing Coordinator; Troy Brin, HR Director; Scott McCarthy, DPW Director; Linda Sanderson, Town Treasurer; Police Chief Mike Mason; Police Lt. Mitch Kuc; Susan Glowatsky, Town Collector; Alex LaMarche, Hadley Media Director; Dan Zdonek, Town Assessor; DeDe DiBrindisi; Building Inspection; William Dwyer, Planning Board; Tom Quinlan, Building Inspector; Amy Fyden, Finance Committee; Ed Gralinski, Resident; Fred Ciaglo, Hopkins Academy Athletic Director; David Fill, Finance Committee; Chardool Parmar, Finance Committee; Andy Klepacki, Finance Committee; Humera Fasihuddin, School Committee; Anne McKenzie, School Superintendent; and Mike Spanknebel, Fire Chief.

 **1. Call to Order**

**1.1 Call to order**

The Select Board will convene a hybrid meeting on Wednesday, December 6, 2023 at 6:00 p.m. at the Hadley Senior Center at 46 Middle Street, Hadley, MA 01035 and on Zoom Meeting ID: 826 1770 8659  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: Dec 6, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://us06web.zoom.us/j/82617708659?pwd=HPMbOaTwLvmpkXLgN5fJI5eE52rg4k.1

Meeting ID: 826 1770 8659
Passcode: 229261

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 Amy Parsons announced that the meeting was being recorded and confirmed that nobody else stated that s/he was also recording the meeting.

**2. Appointments**

**2.1 Birch Meadow Drive - Public Hearing 6:00 PM**

The Select Board held a public hearing for the taking of Birch Meadow Drive which was approved at the Special Town Meeting on October 26, 2023.

Amy Parsons opened the public hearing.

Amy Parsons asked if there was anyone at the hearing to speak for or against the taking of Birch Meadow Drive.

Randy Izer reiterated that this taking was voted upon and accepted at the Special Town Meeting on October 26, 2023.

Amy Parsons closed the public hearing.

Motion:  I hereby move that the Select Board acquire by eminent domain, for municipal purposes, more specifically to complete the layout and acceptance of Birch Meadow Drive as a public way, as authorized pursuant to Article 14 of the October 26th, 2023 Session of the Hadley Special Town Meeting and further to authorize the Chair, Amy Parsons, to execute and enter into any and all documents necessary to effectuate the acquisition of said property:
A permanent easement for all purposes for which public ways are used in the Town of Hadley, including the installation and maintenance of utilities, over, in, under, through, and upon that parcel of land depicted as an unnamed way on the plan entitled “Birch Meadow Estates, Definitive Subdivision Plan of Land in Hadley, Massachusetts, Prepared for Kevin R. Michelson”, Scale 1” = 80’, dated June 4, 2002, last revised October 15, 2002, prepared by Harold L. Eaton and Associates, Inc., Registered Professional Land Surveyors, 235 Russell Street, Hadley, Massachusetts, and recorded with the Hampshire County Registry of Deeds in Plan Book 194, Page 62 and any appurtenant drainage, utility, or other easements related thereto.
And further, the Select Board award no damages for said eminent domain taking.

Motion: Keegan Second: Chunglo

Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

**2.2 Young Men's Club- Alteration of Premises 7:00 PM**

The Young Men's Club has applied for an Alteration of Premise for their Club License at 138 East Street.

Per Jennifer Sanders-James the Young Men's Club counsel requested a continuation till the Select Board meeting on December 20th.

Motion to continue the Young Men’s Club hearing regarding Alteration of Premises until December 20, 2023.

Motion: Keegan Second: Chunglo

Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

 **3. Finance Committee - Joint Meeting**

**3.1 Fiscal Year 25**

The Select Board and Finance Committee will hold a joint meeting to set the financial goals for the town for the upcoming budget cycle for FY25.

David Fill called the Finance Committee meeting to order. Also participating from the Finance Committee were Amy Fyden and Chardool Parmar (with Andy Klepacki joining shortly thereafter).

Linda Sanderson started the discussion by sharing actual YTD revenues and expenses as of 9/30/23 as follows:

General Fund: Revenues = $4,994,000; Expenses = $5,274,000

Water: Revenues = $369,000; Expenses = $343,000.

Sewer: Revenues = $270,000; Expenses = $117,000.

With regards to revenues for FY25, Linda Sanderson stated that there is a 2.5% increase in property tax coupled with a projection to increase additionally by $175,000 over FY24, totaling a year-over-year increase of $610,000. State aid has not yet been projected. Meal and lodging tax receipts are coming in higher than projected. Investment income is coming in higher than projected also. In summary, Linda Sanderson stated that the projection in increased revenue for FY25 is looking like $750,000 conservatively.

Linda Sanderson further stated that in priors Free Cash and ARPA were employed to balance the budget. Most recently Free Cash has been utilized as ARPA funds have dwindled. After the Special Town Meeting Free Cash currently totals $957,000, whereas in previous years Free Cash after Special Town Meeting might equate to $0.

Linda Sanderson shared with the Board that a few traditional capital expenditures are now captured within the annual budget (i.e. computers, the ambulance, and others).

Carolyn Brennan continued by explaining recently negotiated union contracts as well as what is anticipated as the result of the compensation/classification study being performed by a third-party consultant as well as other priorities. Carolyn Brennan also stated that regular meetings take place discussing revenues and spending priorities with a working group that includes susan Glowatsky, Dan Zdonek, Amy Fyden, and Molly Keegan. With this said, Carolyn Brennan walked the Select Board and Finance Committee the list of priorities for FY25 as compiled by the aforementioned working group as follows:

1. Bringing Town employee compensation up to at least market value incorporating findings of the compensation/classification study. This would be inclusive of beginning a succession plan in 2025 and cascading into 2027, retention and replacement costs of employees, contract negotiations for 2026-2029, and personnel contracts.
2. Transition positions are currently outsourced to in-house roles, including Accountant and IT roles with incremental financial impact.
3. New positions should be considered including Planner and Mental Health Resource for Police and the COA.
4. Costs associated with space for new employees while reducing space requirements by outsourcing scanning for Planning and the ZBA.

David Fill shared some priorities derived from the Finance Committee:

1. A request that the drafts of the warrants and budget be ready by February 1, 2024.
2. The Finance Committee would like to see a listing of employee positions, contract or not.
3. The Finance Committee is looking for some clarity around wage increases associated with what was approved on the Special Town Meeting warrant in October.
4. The Finance Committee is looking to reduce the reliance upon Free Cash.
5. Funding Capital Stabilization more so to avoid the need to Proposition 2 ½ overrides.
6. The Finance Committee has some concerns related to the number of Town employees wanted or needed and potential office space needs and potential unforeseen costs in the future.
7. The Committee wants to explore how Hadley Media might become more self-sufficient, with sustainable funding from advertising, donations, or possibly collaborating/combining with other towns. The concern is that the Hadley Media Reserve Fund is consistently drained.

Molly Keegan addressed the Finance Committee by stating that it might be helpful if there was a conversation with the Finance Committee before the budget and warrant are drafted.

 David Fill agreed that such a conversation might allow the Select Board and Finance Committee to get onto the same page regarding spending and hiring priorities.

Joyce Chunglo suggested that perhaps such a conversation with the Select Board and Finance Committee might also include the School Department.

Humera Fasihuddin of the School Committee responded to Joyce Chunglo by stating that a three-way conversation across the Select Board, Finance Committee, and the School Committee could be desirable, especially when considering (clean) energy alternatives including geothermal solutions and Eversource incentives.

Anne McKenzie added School Choice enrollments seem stable. Anne McKenzie further stated that increased grant revenue has been realized at Hopkins Academy.

Carolyn Brennan stated that she and Linda Sanderson had planned on a budget memo being distributed to the department heads on December 7 highlighting the current fiscal year as well as the challenges ahead, while asking while also asking about any foreseen goals initiatives. Carolyn Brennan stated further that the ask will be for the departments to submit their budget feedback by January 1, 2024.

Molly Keegan suggested a meeting in early January that would include the Select Board, Finance Committee, and School Committee with the School Department. Molly Keegan continued by asking that any additional position for FY 25 be supported by specifics around the role itself with an eye on ease and efficiency in day-to-day operations including but limited to possible process improvements or investments in technology, this eliminating some of the “busy work”.

Jane Nevinsmith added that it would be helpful to know what the Town is currently paying for outsourced work. Jane Nevinsmith also stated that it might help to consider any income that might result in hiring a Planner.

Randy Izer stated that he saw value in getting more minds together at the same time may result in better ideas/solutions more quickly.

Linda Sanderson asked if the Finance Committee would share the written list of FY25 priorities mentioned earlier in this meeting.

David Fill stated that he concurred with Molly Keegan in knowing the duties and responsibilities would be related to new positions. David Fill added that he would see the recruitment of a planner or professional engineer should take priority over recruiting an accountant as a planner might help with the generation of new revenues.

Amy Parsons suggested that the next meeting with the Finance Committee and School Committee (tri-board) to consider the FY 25 budget would be on January 3, 2024.

**3.2 Reserve Fund Transfer - Fire Department**

Chief Spanknebel requested a Reserve Fund Transfer for a ladder truck repair in the amount of $35,000.  Chief Spanknebel explained that the ongoing issue is with the aerial swivel.

Motion to transfer approximately $35,000 from the Reserve Fund to repair the aerial swivel on the ladder truck.

Motion: Fyden Second: Klepacki

Roll call vote: Fyden, aye; Klepacki, aye; Parmar, aye; Fill, aye.

Motion: To transfer approximately $35,000 from the Reserve Fund to repair the aerial swivel on the ladder truck.

Motion: Chunglo Second: Izer

Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

Motion to adjourn the Finance Committee from this meeting.

Motion: Klepacki Second: Fyden

Roll call vote: Fyden, aye; Klepacki, aye; Parmar, aye; Fill, aye.

**4. Public Comments**

**4.1 Public Comments**

Ed Gralinski asked the Select Board had taken any action after he had cited some alleged zoning violations at the meeting of November 15, 2023. Molly Keegan asked that the Town Administrator update the Board on this issue.

Fred Ciaglo offered a “shout out” to the Young Men’s Club particularly during the Hopkins Academy soccer season in light of the nearby athletic fields being currently under construction. The Young Men’s Club allowed the use of their fields for soccer practice. The Young Men’s Club also recently donated $25,000 for new basketball uniforms.

**5. Consent Agenda**

**5.1 Consent Agenda**

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| --- | --- |
| Warrants | AP2420S,AP2420,AP2419S,AP2419V,AP2419,AP2421, AP241S,PR2410, AP2422V |
| Minutes | April 19, 2023, July 5, 2023, November 15, 2023 |
| Assistant Treasurer Resignation | Sarah Fairbanks |
| DPW Laborer/Driver Resignation  | Ted Casey  |
| By-Law Committee Appointment  | Kayla Loubriel, Land Use Coordinator |

Motion to approve the Consent Agenda.

Motion: Keegan Second: Chunglo

Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

 **6. Old Business**

**6.1 Appointment - Human Resources Assistant**

The Select Board will appoint Shelby LaBumbard as the new Human Resources Assistant effective January 2, 2023.

Troy Brin provided some background information regarding Shelby LaBumbard. Troy Brin stated that there were several candidates who applied for the position.

Motion to approve Shelby LaBumbard as the new HR Assistant.

Motion: Chunglo Second: Nevinsmith

Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

**6.2 Russell School Feasibility Study Recommendation**

Amy Parsons stated that the Russell School Reuse Feasibility Study working group recommends awarding the contract to AHF Boston/ Allegrone Companies based upon second interviews between the two finalists.

Carolyn Brennan stated that two reference checks on AHF Boston/ Allegrone Companies came back as outstanding. With this said, Carolyn Brennan suggested that the Board invite the firm to speak at a future Board meeting to explain how the feasibility study might move forward. Carolyn Brennan also confirmed that she and Gary Berg would oversee the vendor and the feasibility study.

Motion to accept AHF Boston/ Allegrone Companies to complete the Russell School Reuse Feasibility Study.

Motion: Chunglo Second: Keegan
Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

**6.3 Town Hall Painting and Windows**

The Select Board will discuss the current condition of Town Hall siding and windows and discuss bringing forward a CPA article for Town Meeting.

Carolyn Brennan explained that she is looking for a vote on the scope of work related to exterior painting (or other options) and new windows as well as repairing the ramp at the Town Hall.

Motion to move forward with the Select Board presenting an article to the CPA for exterior painting, window replacements, and ramp (cement) repair.

Motion: Keegan Second: Chunglo

Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

**6.4 Cannabis Equity Policy**

The Select Board will vote to approve the Cannabis Social Equity Policy based on the new Municipal Equity Memorandum from the Cannabis Control Commission.

In answer to a question raised by Jane Nevinsmith and Randy Izer regarding revenue realized by the Town from a single cannabis operation, Jennifer Sanders-James stated that the revenue is $85,000. Randy Izer stated that his concern is that an open (unused) license potentially results in lost revenue. Linda Sanderson stated that the current projection for FY 25 does not include any cannabis revenue due to the uncertainty of the industry.

Carolyn Brennan offered to do more research on this topic and will present her findings at the next Select Board meeting.

**6.5 Code of Conduct - Select Board**

The Select Board will review the Code of Conduct and discuss the current concerns raised at the previous meeting on November 15, 2023.

Amy Parsons shared her interpretation of the Code of Conduct. Amy Parsons stated that Select Board members cannot comment on social media as representing the entire Board. Amy Parsons also stated that in meetings other than Select Board meetings, Select Board members seemingly are not active participants other than to provide information and/or to bring back actionable information to the Select Board itself. Amy Parsons expressed the need for the Select Board members to retain the confidence of Town employees in Town government including supporting and not undermining the Town Administrator.

Joyce Chunglo followed relating to a perceived Code of Conduct violation by a fellow Select Board member, including the lack of mutual respect. Joyce Chunglo cited such violations were committed at the last Board of Health meeting. With this said, Jane Nevinsmith apologized to Joyce Chunglo. Joyce Chunglo accepted the apology by Jane Nevinsmith.

All Select Bord members have signed off on the Code of Conduct except for Jane Nevinsmith. Jane Nevinsmith stated that she will follow up to get that document signed.

**7. New Business**

**7.1 MIIA Update**

Susan Glowatsky, Town Collector and Risk Manager provided an update on the town property & casualty insurance. Susan Glowatsky started by defining the role of Risk Manager.

Susan Glowatsky then covered Risk Management grants awarded.

Susan Glowatsky next shared the MIIA Member trainings that have been conducted for groups of Town employees and the rewards received for each training delivered and related credit history totaling $33,000 since 2014.

Suan Glowatsky covered all of the types of property and casualty coverages that the Town has including the budgeted premiums and the anticipated premiums for FY 25.

**7.2 Building Inspector Compensation and Request for Contract**

Tom Quinlan, Building Inspector requested a contract and a change in compensation beginning in an Executive Session.

Jane Nevinsmith commented that she was surprised that this topic was not being discussed in an Executive Session.

 Carolyn Brennan explained why this topic was not yet in Executive Session with advice from Town Counsel.

Randy Izer stated that in his opinion this topic could be discussed in Executive session as it may be considered to be non-union negotiation as per MGL.

Molly Keegan clarified with Tom Quinlan that he is requesting a contract.

Carolyn Brennan explained that Tom Quinlan is asking for a discussion concerning his compensation in addition to an employment contract.

Jane Nevinsmith sought clarification around the process of granting a contract and then discussing compensation.

Motion to grant Tom Quinlan’s request for a discussion relating to granting a contract and compensation in Executive Session at the next Select Board meeting. (Tom Quinlan did request that the Board meet on this item during the week of December 11, to which the Board responded that a time and date will be considered.)

Motion: Keegan Second: Nevinsmith

Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

**7.3 Public Comment Policy Discussion**

The Select Board reviewed the Town's Public Comment Policy.

Joyce Chunglo asked why the Board was now viewing Public Comment Policies from other towns. Amy Parsons responded this is the result of complaints received.

Randy Izer further explained why he wanted this topic to be discussed. Randy Izer stated that sometimes limiting a speaker to 3 minutes may not be enough. If there is only one individual addressing the Board under Public Comments, s/he should be able to speak longer than 3 minutes at the discretion of the Board Chair.

Jane Nevinsmith stated that she understands that in other towns if there is a group speaking together on the same topic, there should be one spokesperson representing the group.

Molly Keegan clarified that the current Public Comment policy for Hadley is 15 minutes as an agenda item and 3 minutes per speaker up to the 15 minutes if nobody else speaks. Joyce Chunglo concurred.

Motion to amend the current policy calling for a full 15 minutes available to the Public Comments agenda item, with a 3-minnute minimum per speaker at the discretion of the Board Chair.

Motion: Chunglo Second: Izer

Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

**7.4 2024 License Renewals**

Jennifer Sanders James, Licensing Coordinator requested that the Select Board review and approve the submitted lists of licenses for 2024.

Motion to approve all of the alcohol license renewals submitted thus far. Randy Izer disclosed that he would abstain for Wildwood Barbecue as they are a tenant of his property.

Motion: Keegan Second: Chunglo

Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

Motion to approve all of the common vic license renewals submitted thus far. Randy Izer disclosed that he would abstain for Wildwood Barbecue as they are a tenant of his property.

Motion: Keegan Second: Chunglo

Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

Motion to approve all of the Class I and Class II auto license renewals submitted thus far. Randy Izer disclosed that he would abstain for Spruce Hill Motors.

Motion: Keegan Second: Chunglo

Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

Motion to approve all of the entertainment license renewals submitted thus far.

Motion: Keegan Second: Chunglo

Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

Motion to approve all of the automatic amusement license renewals submitted thus far.

Motion: Keegan Second: Chunglo

Roll call vote: Keegan: Aye; Chunglo, Aye; Izer: Aye; Nevinsmith: Aye; Parsons: Aye.

**8. Other Items Not Anticipated 48 Hours in Advance**

**9. Town Administrator Report**

Carolyn Brennan stated that postings are up for an Accountant and a Hadley Media Assistant, while the HR Assistant position has been filled. Carolyn also stated that interviews have been conducted for the Dispatcher position.

Carolyn Brennan stated that the collective bargaining efforts with the municipal employees are moving forward.

Carolyn Brennan stated that the vendor engineering the compensation and classification plans could be ready to present something by end of month.

Carolyn Brennan stated that the DPW building feasibility study RFQ has been posted with bids due back by December 20, 2023.

Carolyn Brennan announced that park & Rec has requested a girls softball field behind the Public Safety Complex rather than behind the North Hadley Fire Station.

Carolyn Brennan stated that no party has bid on the potential solar energy construction project. Carolyn Brennan is seeking other options wherein the Town would benefit from clean energy.

Carolyn Brennan stated that she is working on her goals and related progress.

Carolyn Brennan stated that Town Counsel will provide an update on legal matters in Executive session on December 20.

**10. Select Board Members Items for Future Discussion**

Jane Nevinsmith that she is concerned about rental housing bylaws coming out of Amherst and how any of this might impact Hadley.

Molly Keegan stated that she would like to pursue a discussion around an eventual change in Hadley’s form of government. Carolyn Brennan stated that this topic is on the December 20 Select Board agenda.

Molly Keegan stated that she still wants to have a conversation around communication protocols.

Jane Nevinsmith asked if the Climate Change Committee needs permission from the Select Board to sign a letter relative to Mass. Clean Wood.

Carolyn Brennan responded that the Climate Change Committee will be on the December 20 Select Board agenda to discuss this.

**11. Select Board Members Liaison Report**

Jane Nevinsmith reported that the Senior Center has a new Director as of December 4.

Joyce Chunglo reported that the School Committee was meeting on December 6 to further discuss the transition to geothermal heating and cooling.

Jane Nevinsmith reported that the Board of Health would be reminding food establishments of the Plastic Reduction bylaw that went into effect on January 1, 2023 by way of its outbound email regarding the renewal of food permits for 2024.

**12. Executive Session**

**12.1 UPSEU Local 424 Unit MADIV 127 and Town Treasurer**

Motion to enter into Executive Session for the following purposes per M.G.L. Chapter 30A Section 21(a)(3) to conduct strategy session to conduct collective bargaining- UPSEU Local 424 Unit MADIV 127; per M.G.L. Chapter 30A Section 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel - Town Treasurer and not to reconvene in open session.

Motion: Chunglo Second: Keegan

Roll call vote: Keegan, aye; Chunglo, aye; Izer, aye; Nevinsmith, aye; Parsons, aye.

The Select Board will convene an executive session for the following purposes:

Per M.G.L. Chapter 30A Section 21(a)(3) to conduct strategy session to conduct collective bargaining- UPSEU Local 424 Unit MADIV 127;

Per M.G.L. Chapter 30A Section 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel - Town Treasurer

 **13. Announcements**

Joyce Chunglo offers the Select Board’s condolences to the families of Tom Tudryn.

Joyce Chunglo reminded everyone of the two Proposition 2 ½ override votes on December 12 from 12:00 to 8:00 at the Hadley Senior Center relating to a new ladder truck and improvements to be made on the locker rooms at Hopkins Academy.

**14. Adjournment**

The Select Board adjourned to executive session at 8:53 pm.

Respectfully submitted,

Peter Lore