



**Wednesday, August 2, 2023
Select Board Meeting Agenda**

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

Present were: Amy Parsons, Chair; Joyce Chunglo, Clerk; Randy Izer, Member; and Molly Keegan, Member.

Jane Nevinsmith: Absent

Also present were Carolyn Brennan, Town Administrator; Troy Brin, HR Director; Scott McCarthy, DPW Director; Police Chief Mike Mason; Police Lt. Kuc; Police Lt. Green; Fire Chief Mike Spanknebel; Linda Sanderson, Town Treasurer; Susan Glowatsky, Town Collector; Alex Lamarche, Hadley Media; Dan Zdonek, Town Assessor; Greg at The Barn Out Back; DeDe Dibrindisi; Building Inspection; William Dwyer, Planning Board; Jim Maksimoski, Planning Board; Pam Hague, Resident; and Mike Spanknebel, Fire Chief.

1. Call to Order

The Select Board will convene a hybrid meeting on Wednesday, August 2, 2023 at 6:00 p.m. at the Hadley Senior Center at 46 Middle Street, Hadley, MA 01035 and on Zoom Meeting ID: 820 3360 8902 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:

Time: Aug 2, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82033608902?pwd=MUYrc0xTdDNDQ29pR3dEWmQrUUkwZz09>

Meeting ID: 820 3360 8902

Passcode: 614396

One tap mobile

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+19292056099,,82033608902#,,,*614396# US (New York)

Select Board Chair Parsons announced that nobody other than Hadley Media was recording this meeting.

2. Executive Session

2.1 Executive Session - Union Negotiations - UPSEU Hadley Municipal Unit MA DIV129

The Select Board entered into executive session to conduct strategy with respect to collective bargainingUPSEU Hadley Municipal Unit MA DIV129.

Motion to enter into Executive Session to conduct strategy with respect to collective bargainingUPSEU Hadley Municipal Unit MA DIV129.

Motion: Keegan Second: Izer

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

3. Public Comments

3.1 Public Comments

The public comment period is a time for the public to bring their concerns before the Select Board. The Board will hear public comments for 15 minutes. Please limit your comments to 3 minutes so that other members of the public may have an opportunity to speak.

In general, the Board will take all items and issues raised under advisement. Requests that can be addressed administratively will be referred to the appropriate department head for action. Requests for public documents will be handled according to law.

If the Chair of the Select Board calls for public comments, and after all public comments are heard, and if there is still time available, the Chair may close that portion of the meeting agenda and move to other items on the agenda.

The owner of The Barn Out Back announced the second annual Barn Fest wherein there will be 15 to 20 vendors participating on Sunday, October 1. The Police Department will be advised in advance.

4. Consent Agenda

4.1 Consent Agenda

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|-------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Warrants | AP2403S, AP2403, AP2400, AP2402-2, AP2400B, AP2355S, AP2355, AP2042S, AP2402 |
| Fire Department Fee Schedule | Update Effective July 24, 2023 |
| Class II Auto Dealer License - Change of Name and DBA | Jim and Ellen Boyle dba Northwest Auto Sales II |
| Intermunicipal Agreement the City of Northampton and the Town of Hadley | Municipal Hearing Officer |

Motion to approve the Consent Agenda with the exception of the Fire Department Fee Schedule.

Motion: Keegan Second: Chunglo

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

Molly Keegan asked Chief Spanknebel if there were any significant changes in the fee schedule.

Motion to approve the new Fire Fee Schedule.

Motion: Keegan Second: Chunglo

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

5. Old Business

5.1 Food Truck Regulations

The Select Board again reviewed feedback from the Planning Board and may vote to accept the Food Truck Regulations.

Carolyn Brennan mentioned that after initial review of the proposed regulations that Chief Spanknebel would like to have some input.

Chief Spanknebel stated that on November 1, 2018, the Select Board had approved language regarding food truck inspections. Chief Spanknebel asked that the same language be incorporated into the new regulations.

Randy Izer asked who was compiling the new proposed regulations and feedback/input. Jim Maksimoski stated that the Planning Board has been compiling the input/feedback. The Planning Board has since met with Town Counsel who is drafting the rewrite and is in favor of the latest draft. Mr. Maksimoski stated that the Bylaw Committee has also been satisfied with the latest draft by Town Counsel.

Randy Izer asked Jim Maksimoski about the Purpose (Section 2) within the food truck regulation draft specifically regarding the Select Board approving food trucks on public and private property. Town Counsel has recommended that the Select Board can approve or deny a food truck on private property for sales to the public.

Randy Izer further asked regarding the need for public hearings regarding the placement of a food truck. Jim Maksimoski responded by stating that the intention is to make sure that the food truck applicant has properly notified abutters prior to the next scheduled Select Board meeting rather than the typical notification requirements inclusive of public notice in the local newspaper. With this said, Mr. Izer suggested that the regulations should spell the requirements out clearly.

Amy Parsons asked about the need for a public hearing for a food truck to be present at a multi-day event. Jim Maksimoski responded by stating that any food truck presence that would be greater than 14 days in a calendar year would require a full-blown public hearing.

Molly Keegan added that at a recent Hadley Business Council meeting a question was raised regarding taking the level of effort in serving and preparing food into consideration in light of proposed regulatory requirements inclusive of Board of Health inspections within State regulations. Molly Keegan will email Ben Lipham of the Board of Health to ensure that Board of Health requirements are considered in these proposed food truck regulations.

5.2 Veterans Banners

The Select Board discussed the Mission Statement and the potential committee members.

Joyce Chunglo asked about the proposed number of committee members. Pam Hague responded by commenting that the makeup and diversity of proposed committee members may aptly match the mission statement.

Motion to approve the list of proposed committee members.

Motion: Chunglo Second: Izer

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

Randy Izer asked if the Town had the authority to allow such banners on Route 9.

Chief Spanknebel responded by stating that he recently reached to Verizon for feedback, as Verizon owns the utility poles. However, respective of Route 9, the Chief is waiting for feedback from MassDOT, but he believes that the Town will be ultimately OK placing the banners facing the nearest sidewalk.

5.3 Employee Appointments

The Select Board was asked to appoint the submitted list of employees for the current fiscal year.

Carolyn Brennan started by clarifying that who gets appointed varies by town, as each town does it differently. Troy Brin added that following extensive research into the matter, his recommendation to the Select Board would be going forward for those positions who are covered by Mass. General Law, Town Bylaw, or by contract upon term expiration, they should all be reappointed. Other new hires would be appointed upon commencement of employment.

Motion to Approve those listed currently for appointment.

Motion: Keegan Second: Chunglo

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

5.4 Code of Conduct, Guidelines for Town Board, Commissions and Committees

Troy Brin, HR Director presented the Code of Conduct, Guidelines for Town Boards, Commissions and Committees for review and approval.

Motion to Approve the Code of Conduct and the Guidelines for Town Boards, Commissions, and Committees.

Motion: Keegan Second: Chunglo

Before voting, Bill Dwyer asked a question regarding the applicability of the Code of Conduct. Specifically, Bill Dwyer asked if the proposed Code of Conduct applies to elected boards or should elected boards apply their own version of the Code of Conduct. Bill Dwyer pointed out that the Code of Conduct drafted mentions only appointed boards, commissions, and committees

and not those that are elected. Those that are elected include members of the Planning Board, Board of Health, Library Trustees, Park & Rec Board, and Board of Assessors.

Joyce Chunglo responded to the question posed by stating that the Code of Conduct is intended to apply to all committees.

Carolyn Brennan suggested that all elected Boards should adopt the Code of Conduct.

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

6. New Business

6.1 Mt. Warner Wells - Update

Scott McCarthy, DPW Director and Tony Horton, Chief Water Operator discussed the Water Asset Management Plan and the refurbishing of Mt. Warner Wells.

This agenda item was tabled.

6.2 Year End Transfers

Linda Sanderson, Finance Manager presented the year- end transfers. The year-end transfers are among departments that spent more than budgeted and those that spent less than budgeted in the previous fiscal year.

Molly Keegan asked a question regarding the overage in spending at the Public Safety Complex for electricity. Linda Sanderson responded by stating that the electric bill came in higher as rates increased dramatically. Both Molly Keegan and Randy Izer asked if the Town should be explore using solar energy on the Public Safety Complex for the future.

Motion to approve the year end transfers.

Motion: Chunglo Second: Keegan

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

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6.3 Vote to Determine Useful Life of DPW Equipment

Linda Sanderson kicked off this conversation with background information regarding short-term borrowing in September totaling \$1.8 million. Related to borrowing for capital items approved by the Town and recently purchased by the Town, a Select Board Vote was needed to determine the useful life of the following departmental equipment, to be financed with Bond proceeds: DPW Vactor Truck (\$500,000), DPW Plow Truck (\$400,000) and DPW 5 Ton Sander Truck (\$310,000). Linda Sanderson suggested a maximum useful life of 20 years for the aforementioned pieces of equipment.

Motion to Recommend a maximum useful life of 20 years for the Vactor Truck, Plow Truck, and 5 Ton Sander.

Moved: Keegan Second: Chunglo

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

6.4 Police Department MOU's and Appointments

Chief Mason requested that the Select Board approve the Memorandum of Understanding for Lt. Kuc, Lt. Green and Dispatch Supervisor Cahill and the promotion of Acting Sgt. Jacob Marini to permanent Sgt.

Chief Mason clarified that there are no changes from last year respective of the positions under MOUs.

Chief Mason also spoke to a draft policy regarding special voluntary assignments for events, incorporating a higher pay rate most likely funded by the Community Policing Fund..

Motion to approve the MOUs for LT. Kuc, Lt. green, and Dispatch Supervisor Cahill.

Motion: Keegan Second: Chunglo

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

Motion to approve the draft special assignment policy.

Motion: Chunglo Second: Izer

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

Motion to promote Jacob Marini to permanent Sgt.

Motion: Chunglo Second: Izer

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

6.5 Clear Gov

Linda Sanderson and Carolyn Brennan discussed the Clear Gov budgeting software.

Linda Sanderson started the discussion on the recommendation of utilizing Clear Gov budgeting software. The initial set up cost is \$7000 for the 3 modules being pursued plus an annual use fee of \$26,000. The cost would potentially be covered by a grant.

Linda Sanderson that currently the budgeting process facilitated by the Finance department is done mostly with use of MS Excel which does not promote ease of use and 100% accuracy when copying data from one fiscal year to the next. Using Excel makes the process more time-consuming than it should be.

Linda Sanderson feels that Clear Gov as an application it is logically engineered and user-friendly. The modules being pursued would also include a module for personnel management

for the Human Resources Department including functionality for labor time recording and payroll.

Linda Sanderson summarized the request to purchase Clear Gov by stating that accuracy, flexibility, and productivity are extremely important.

Motion to approve further exploration of the Clear Gov application as well as personnel management software.

Motion: Chunglo Second: Keegan

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

6.6 Open Meeting Complaint - May 17, 2023

The Select Board responded to an Open Meeting Law (OML) complaint received on May 17, 2023.

Joyce Chunglo kicked off this discussion by reading aloud the Open Meeting Law complaint. The complaint cites two items that were discussed at the Select Board meeting of May 17, 2023 that were not on the posted agenda. The resolution recommended by the person who filed the complaint is that the Select Board and the Town Administrator comply with OML.

Amy Parsons read the response to the Attorney General's office regarding the complaint. This response has not yet been discussed for submission to the resident who filed the complaint. The complaint centering around discussion related to Route 9 construction issues raised by residents (Item 6.3) as well as the MassDOT bicycle lane safety signage grant with a specific deadline (Item 6.4) were both listed on the posted and dated agenda.

Motion to send the written response to the resident who filed the original OML complaint.

Motion: Chunglo Second: Keegan

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

6.7 DPW Feasibility Group - Oct. 14th Touch a Truck

The DPW Feasibility Study Committee is hosting a Touch A Truck at the DPW on Oct. 14th.

Jim Maksimoski explained that the purpose of the event is to engage residents by inviting them to see the current DPW facility and equipment in use. Refreshments will be offered to the public. Carolyn Brennan will be the point person for anyone willing to donate refreshments for this event.

Jim Maksimoski went on to state that a tri-fold brochure will be printed by Weston Associates and made available to the public detailing visually the current DPW facility. A section on the Town website will also be dedicated to the DPW feasibility effort with Hadley Media taking the lead for content.

6.8 Hadley Media Schedule Adjustments

Alex LaMarche, Hadley Media Director discussed changes to the Hadley Media Schedule.

Alex LaMarche announced that planned scheduling changes are the result of Alex beginning graduate school in the Fall. Hadley Media will be available for work On Mondays, Tuesdays, and Fridays from 10:00 AM to 7:00 PM. Wednesday hours will be 8:00 AM to 12:00 PM. Thursdays will be 8:00 AM to 11:00 AM. An additional person has been recruited to work for Hadley Media. Therefore, someone else will be recording the bi-weekly Select Board meetings. Alex will be available for Town Meetings.

Carolyn Brennan added that the scheduling changes in Hadley Media resources will be watched carefully during Alex's first semester of graduate studies.

Troy Brin announced that a new Production Assistant has been hired who has municipal government media experience.

6.9 Notice of Award for the Town's ADA Self-Evaluation and Transition Plan

The Select Board discussed and voted on the Notice of Award for the ADA Self-Evaluation & Transition Planning Project.

Carolyn Brennan explained that the Pioneer Valley Planning Commission (PVPC) has taken the lead in terms of working with Towns on this project.

Motion to authorize the selection of the outside resource recommended by the PVPC to work on this project with the Town.

Motion: Keegan Second: Chunglo

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

7. Other Items Not Anticipated 48 Hours in Advance

8. Town Administrator Report

Carolyn Brennan and Scott McCarthy recently met with MassDOT wherein they discussed a possible detour in the Fall and the bike path. There are no final details yet.

Carolyn Brennan shared that there was nothing new to report regarding the fiber optic effort.

Carolyn Brennan mentioned that the compensation and job classifications efforts are underway being spearheaded by Troy Brin.

Carolyn Brennan mentioned that there was feedback with concerns over some of the requirements within the solar project RFP.

Carolyn Brennan received feedback from Town Counsel with regards to advertising for a resource to complete the Russell School feasibility study.

Carolyn Brennan shared that the Green Community designation will be awarded at an upcoming event in Southwick.

Susan Glowatsky shared that the Town has been awarded a risk management grant in the sum of \$10,000 to purchase a drone with camera for building and water tank inspections as well as uses by the fire department. Grants have also been awarded for 3 thermal cameras and 7 ergonomic chairs.

9. Select Board Members' Items for Future Discussion

Update on the dike was suggested by Molly Keegan. Carolyn Brennan will offer an update of work being spearheaded by Scott McCarthy, Chief Spanknebel, and Carolyn Brennan.

Molly Keegan also suggested a future discussion regarding the form of government.

Molly Keegan would also like to check in on the Town Administrator's goals and related progress.

10. Select Board Members Liaison Report

11. Announcements

Joyce Chunglo offers the Select Board's condolences to the families of Tom Kusik, Nelson Pacquette, Ronald Duska, and Richard Fill.

12. Adjournment

12.1 Adjournment

Motion to adjourn.

Motion: Izer Second: Keegan

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

Meeting was adjourned at 7:50 pm.

Respectfully submitted,

Peter Lore

APPROVED