



**Wednesday, January 6, 2021**  
**Select Board Meeting Minutes**  
**Zoom Meeting ID: 981 9912 9856 at 5:30 pm**

**Zoom Meeting ID: 981 9912 9856 - 5:30 pm**

Pursuant to notice duly filed with the Town Clerk, a meeting of the Select Board was held at 5:30 p.m. via Zoom as a virtual meeting for the Town of Hadley.

Present were: David J. Fill, II., Chair; Christian Stanley, Clerk; Joyce Chunglo, Member; Jane Nevinsmith, Member; John Waskiewicz, Member

Also present were Carolyn Brennan, Town Administrator, Jennifer Sanders James, Assistant Procurement Officer; Linda Sanderson, Town Treasurer, Molly Kegan, Resident, Susan Glowatsky, Town Collector; William Dwyer, Planning Board, Chris Okafor, DPW Director; Jim Gnatek, Resident; Deb Radway, HR Director

**1. Call to Order**

**1.1 Call to order**

The Select Board will convene a meeting on Wednesday, January 6, 2021 at 5:30 p.m. on Zoom online Meeting ID#:981 9912 9856 there and then to act on the following agenda.

**ON-LINE AGENDA**

The Select Board agenda is posted on-line at [www.hadleyma.org](http://www.hadleyma.org)

1. Bring up the Town website using the URL above.
2. Select "Select Board" from the drop down menu.
3. Select "BoardDocs LT"
4. Click on "Meetings" tab.
5. Select the appropriate meeting from the dates offered.
6. Click "View Meeting" and you can follow the progress of the meeting.

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

Topic: Select Board Meeting

Time: Jan 6, 2021 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/98199129856?pwd=SE1IYnNPTTBRSmNtRHB3SFZaQWc4Zz09>

Meeting ID: 981 9912 9856

Passcode: 529047

One tap mobile

+19292056099,,98199129856#,,,529047# US (New York)

+13017158592,,98199129856#,,,529047# US (Washington D.C)



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**3/13/20 BOSTON** – The Baker-Polito Administration announced an emergency order temporarily modifying the state’s open meeting law in order to allow state, quasi and local governments to continue to carry out **essential functions** and operations during the ongoing COVID-19 outbreak.

This emergency order suspends the requirement for public access to the physical location where a public meeting is taking place, **provided there are other means of access available. This includes the use of a phone conference line for members of the public, social media or other internet streaming services, on-line meeting services, or methods of access.**

Both the federal Centers for Disease Control and Prevention (CDC) and the Massachusetts Department of Public Health (DPH) have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

Additionally, the order relieves the requirement that a quorum of members be physically present at a public meeting. During this period, members may all participate by remote or virtual means. This order is applicable to meetings of public bodies including commissions, boards, and committees that engage in policy making at the state, quasi and local level, and it **does not apply to Town Meetings** or judicial and quasi-judicial hearings. It follows Governor Baker’s declaration of a State of Emergency on Wednesday, March 11, and it will remain in place until rescinded or the State of Emergency is terminated.

The full text of the Governor's order may be found here: [https://41g41s33vxdd2vc05w415s1e-wpengine.netdna-ssl.com/wp-content/uploads/2020/03/OpenMtgLaw\\_ExecOrder\\_Mar32020.pdf](https://41g41s33vxdd2vc05w415s1e-wpengine.netdna-ssl.com/wp-content/uploads/2020/03/OpenMtgLaw_ExecOrder_Mar32020.pdf)

## **2. Consent Agenda**

### **2.1 Consent Agenda**

|  |  |
|--|--|
| Warrants   | PR2113, AP2126, AP2126S, AP2127, AP2127S, AP2127-2, AP2127S, AP2128, AP2128S |
| DPW Highway Laborer/Truck Driver<br>Appointment  | Jeffrey Askew  |
| DPW Highway Laborer/ Truck Driver<br>Appointment | Devon Glynn  |

Motion to approve the consent agenda.

Motion: Chunglo                      Second: Nevinsmith

Roll Call Vote: Fill: Aye; Stanley: Aye; Chunglo: Aye; Waskiewicz: Aye; Nevinsmith: Aye



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**TOWN OF HADLEY, MASSACHUSETTS  
SELECT BOARD  
CONSENT AGENDA**

Items on a Consent Agenda are exceptions to the general process of the Select Board's Meeting. The Select Board identifies those business items that they believe should generate no controversy and can be properly voted without debate. These items are put on the Consent Agenda to allow motions under these items to be acted upon as one unit and to be passed without debate.

At the call of the Consent Agenda, the Chair of the Select Board will read out the business items, one by one. If one or more Select Board members object to any particular item being included in the Consent Agenda, they say "hold" in a loud voice when the item is called. The item will be removed automatically from the Consent Agenda and voted separately under the usual manner. After the calling of the individual items in the Consent Agenda, the Chair will ask for a motion that the Select Board pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Select Board Meeting more efficient by speeding up the handling of non-controversial items.

### **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.

#### Private Land Issue

Mr. Jim Gnatek shared a possible soil issue on private land he owns in Hadley. . David Fill offered to visit with Mr. Gnatek.

#### Thanks to Hadley Media

Jane Nevinsmith thanked Hadley Media for their assistance with Zoom meetings during the ongoing pandemic.



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**4. Town Administrator Report**

**4.1 Town Administrator Report**

Carolyn Brennan presents her town administrator report.

Cares Act Funding

For communities that have not spent their entire allocations for Cares Act funding, the deadline for submission and reimbursement has been extended until December 30<sup>th</sup>, 2021. This is not additional money; this only extends the time to incur unbudgeted expenses due to COVID. Our allocation is 471,345. We have submitted 174,348.00.

2021 Town Election Calendar

Jessica Spanknebel has posted the 2021 Election Calendar.

Town Election April 13, 2021

Town Meeting May 6<sup>th</sup>, 2021

She would like to remind candidates running for office that Friday February 19, 2021 is the last day to obtain nomination papers for Town Election and February 23, 2021 is the last day to submit nomination papers the Registrar's office for certification, with March 9<sup>th</sup>, 2021 being the last day to file nomination papers with the Town Clerk.

Jessica is sensitive to the challenges that candidates will have under COVID restriction to get signatures and is working on a way to safely provide a space and location to allow the public to sign nomination papers. Candidates should contact Jessica for more information and other suggestions on how to get signatures safely.

2021 Budget preparation in process:

The Town Treasurer and I are working together and Linda has prepared two separate budget templates for each department.

At the last Select Board meeting, members requested that a Level Service budget and a Level Funded budget be submitted by the appropriate Department Heads and Chairpersons. Linda will be sending each department two budgets reflecting these two scenarios. I have also asked that a narrative be included to explain the impact on their department.

As a clarification

- A Level funded budget may have increases in mandated contractual commitments, which may impact the cost of the operating budget. Bottom line stays the same as FY21.
- A Level Service Budget allows appropriations for programs and services to continue at their current year levels as well as the contractual commitments increases.

Mass Municipal Association Annual Meeting and Trade Show January 21-22

Due to COVID-19, the Annual Meeting will take place via Zoom and promises to be lively and interactive. This is considerably less expensive as well. If members of the Board would like to register, they can do so by going to this link. If you need assistance, please contact Jennifer.

<https://www.mma.org/annual-meeting/>



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**5. New Business**

**5.1 COVID-19 Update**

The Select Board will review the Town of Hadley's response and plans for dealing with COVID-19. More information on COVID go to [www. Hadleyma.org](http://www.Hadleyma.org). Dr. Susan Mosler of the Board of Health presented an update on local and regional statistics and answered Select Board question.

**5.2 Police Training at Russell School**

Request by Police Chief for the use of Russell School for one day police training.

Motion to approve the request.

Motion: Chunglo                      Second: Nevinsmith

Roll Call Vote: Fill: Aye; Stanley: Aye; Chunglo: Aye; Waskiewicz: Aye; Nevinsmith: Aye

**5.3 Select Board Meeting Schedule**

The Select Board is asked to approve the meeting calendar till the end of April and Annual Town Meeting May 6th.

January 6, 2021

January 20, 2021

February 3, 2021

February 17, 2021

March 3, 2021

March 17, 2021

April 7, 2021

April 14, 2021

April 28, 2021 - Public Hearing

May 6, 2021 - Annual Town Meeting

Motion to approve the meeting schedule.

Motion: Chunglo                      Second: Nevinsmith

Roll Call Vote: Fill: Aye; Stanley: Aye; Chunglo: Aye; Waskiewicz: Aye; Nevinsmith: Aye

**5.3 License Renewals**

The Select Board is asked to approve the 2021 license renewals for the businesses listed below:

River Drive Auto Body - Class II Auto Dealer

Greggory's Pastry Shop - Common Victualler

Spectra Venue Management / Mullins Center - Entertainment, Skating Rink, Common

Victualler, Sunday Entertainment



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Motion to approve the license renewals.

Motion: Chunglo                      Second: Nevinsmith

Roll Call Vote: Fill: Aye; Stanley: Aye; Chunglo: Aye; Waskiewicz: Aye; Nevinsmith: Aye

#### **5.4 Fire Department Appointment**

Chief Spanknebel has appointed a replacement administrative assistant to fill an existing vacancy.

#### **6. Old Business**

##### **6.1 Library, Fire Substation, and Senior Center Updates**

Christian Stanley offers the update on the library stating that the lights are fixed.

Jane Nevinsmith offers the update on the senior center stating that there are no changes in the updates at this time.

Joyce Chunglo offers the update on the fire substation stating that there are no changes at the fire substation.

##### **6.2 Affordable Housing Trust**

The Select Board will discuss the use of the Housing Trust for Rental Assistance and whether a Town Meeting vote is required to use the funds.

##### **6.3 Driveway Request for 113 Middle Street**

The residents of 113 Middle Street are asking for use of town land for their driveway. This item was carried over from previous Select Board meeting.

Motion to approve the temporary use of town land as a driveway until an anticipated change in the property's ownership.

Motion: Nevinsmith                      Second: Chunglo

Roll Call Vote: Fill: Aye; Stanley: Aye; Chunglo: Aye; Waskiewicz: Aye; Nevinsmith: Aye

##### **6.4 Russell School RFP**

The Select Board is asked to approve the RFP for the Russell School Project.

The Select Board stated that they do not want to sell the property but that they would prefer a 99 year lease.

Motion to make the RFP for a lease only.

Motion: Nevinsmith                      Second: Chunglo

Roll Call Vote: Fill: Aye; Stanley: Aye; Chunglo: Aye; Waskiewicz: Aye; Nevinsmith: Aye

##### **6.5 Select Board Liaison updates**

The Select Board will offer updates on their liaison departments.

David Fill stated that the DPW is busy filling potholes and that Sharron Gifford is retiring,



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Joyce Chunglo thanks Sharron for her years of service to the town.

Michael Spanknebel offers the update on the fiber optic project.

**6.6 Hopkins Athletic Fields**

The Select Board will discuss the Hopkins Athletic Fields and their use. Concerns have been raised about using the town land during construction by snow mobiles.

Carolyn Brennan states that MIAA has ruled that the recreational land is use at your own risk.

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

**7.1 Russell School Use**

**8. Announcements**

Joyce Chunglo offers condolences to the families to Joyce Warner, David Logan, Edward Martula, Claire Maddage, Tara Tully, and Janine Giles.

Carolyn Brennan announces that the Zoning Board of Appeals is seeking an alternate member, please email [info@hadleyma.org](mailto:info@hadleyma.org) with letters of interest.

John Waskiewicz announces that nomination papers are available now.

**9. Executive Session**

**9.1 Executive Session -- Sale of Real Estate -- Select Board**

**9. Executive Session**

The Select Board will enter into Executive Session as per the provisions of MGL Chapter 40A, Section 21(2)(6): "To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body; "

**10. Adjournment**

**10.1 Adjournment**

Motion to adjourn.

Motion: Chunglo Second: Stanley

Roll Call Vote: Fill: Aye; Stanley: Aye; Chunglo: Aye; Waskiewicz: Aye; Nevinsmith: Aye

Meeting was adjourned at 7:10 pm.

Respectfully submitted,

Jennifer Sanders James

APPROVED