



Wednesday, January 19, 2022
Select Board Meeting Minutes
Zoom Meeting ID: 857 6383 1927

Pursuant to notice duly filed with the Town Clerk, a meeting of the Select Board was held at 6:00p.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; Dan Zdonek, Assessor; William Dwyer, Planning Board; Dede Dibrindisi, Resident; Chris Okafor, DPW Director; Randy Izer, Town Moderator; Michael Mason, Chief of Police, Michael Spanknebel, Fire Chief; Susan Glowatsky, Town Collector; Wade Vandoloski, Resident; Iris Tang, Resident; Andy Blajda, Resident; Linda Sanderson, Town Treasurer

1. Call to Order

1.1 Call to order

The Select Board will convene a meeting on Wednesday, January 19, 2022 at 6:00 p.m. on Zoom Meeting ID: 857 6383 1927 there and then to act on the following agenda.

ON-LINE AGENDA

The Select Board agenda is posted on-line at 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 19, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85763831927?pwd=REM1NmVUeXJxWGV0UGkyb0ZMeTRwQT09>

Meeting ID: 857 6383 1927

Passcode: 129719

One tap mobile



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+13126266799,,85763831927#,,, *129719# US (Chicago)

+19292056099,,85763831927#,,, *129719# US (New York)

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

This meeting is being recorded and all votes will be taken via roll call vote.

2. Town Administrator Report

2.1 Town Administrator Report

The Town Administrator will report on special projects, departmental functions, and community events.

Carolyn Brennan explains why the water/ sewer rates are not on the agenda this week, we wanted to make sure that we had all of the information before presenting the rates to you.

Carolyn then offers the following reminders:

Warrant Articles are due February 16th

Annual Reports are due February 18th and we still need dedications for the Annual Report and the Fred Oakley Award.



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3. Consent Agenda

3.1 Consent Agenda

| | |
|----------------------------|-----------------------------------|
| Warrants | AP2228S, AP2228, AP2228V, AP2229S |
| Minutes | January 5, 2022 |
| 2022 Mileage Rate Approval | .585 |

Motion to approve the consent agenda.

Motion: Chunglo Second: Nevinsmith

Roll Call Vote: Fill: Aye, Nevinsmith: Aye; Chunglo: Aye; Waskiewicz: Aye; Parsons: Aye

4. Public Comments

4.1 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.

No public comments.

5. New Business

5.1 Human Resources Manager

Carolyn Brennan, Town Administrator will present the new job description for the HR Manager position and ask for authorization to advertise the position. The Select Board will also appoint hiring committee based on recommendations from the Town Administrator.

Carolyn Brennan states that Deb Radway was only a short-term consultant and that Deb has created this job description for the position. It is now an HR Manager not director because it is not a supervisory position.

Carolyn Brennan further asks for authorization to post the position and to appoint a committee.

Motion to authorize posting of HR Manager Position and to have an overlap between the new hire and Deb Radway.

Motion: Chunglo Second: Nevinsmith

Roll Call Vote: Fill: Aye, Nevinsmith: Aye; Chunglo: Aye; Waskiewicz: Aye; Parsons: Aye

Carolyn Brennan asks that the Select Board appoint the following hiring committee: Carolyn Brennan, Michael Mason, Michael Spanknebel, Joan Zuzgo, Linda Sanderson and Susan Glowatsky.



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Motion to appoint the hiring committee for the HR Manager position consisting of the following members: Carolyn Brennan, Michael Mason, Michael Spanknebel, Joan Zuzgo, Linda Sanderson and Susan Glowatsky.

Motion: Chunglo

Second: Nevinsmith

Roll Call Vote: Fill: Aye, Nevinsmith: Aye; Chunglo: Aye; Waskiewicz: Aye; Parsons: Aye

5.2 COVID-19 Leave Guidelines

The Select Board will discuss and advise on a town employee COVID leave policy.

Joan Zuzgo presents the following options for the Town COVID -19 policy referencing both the state and federal guidelines –

TOWN OF HADLEY COVID-19 SICK LEAVE GUIDELINES OPTIONS

- Per CDC and EPSL, if employee tests positive:
 - Isolate for 5 days and Pay 100% wages for first five days. If quarantine needed for additional 5 days, pay at 100% wages.
 - Isolate for 5 days and Pay 40 hours (prorated if work schedule less than 40 hours); up to a maximum of \$850.00. Require employee to use Accrued Leave for anything beyond EPSL requirement.
- Per CDC and EPSL, if employee exposed to someone who tests positive and employee is NOT vaccinated or NOT up-to-date on COVID-19 vaccinations/booster:
 - Isolate for 5 days and Pay 100% wages for first five days.
 - Isolate for 5 days and Pay 40 hours (prorated if work schedule less than 40 hours); up to a maximum of \$850.00. Require employee to use Accrued Leave for anything beyond EPSL requirement.
- Per CDC and EPSL, if employee exposed to someone who tests positive and employee is up-to-date on COVID-19 vaccinations/booster or employee has had confirmed COVID-19 in the past 90 days:
 - No Isolation required.
 - Isolate for 5 days and Pay 100% wages for first five days.
 - Isolate for 5 days and Pay 40 hours (prorated if work schedule less than 40 hours); up to a maximum of \$850.00. Require employee to use Accrued Leave for anything beyond EPSL requirement.
- Per EPSL, if employee is unable to work because they need to Get or Recover from a COVID-19 immunization; because they need to care for a family member who must self-isolate; because they are under a quarantine order; because the need to care for a family member under a quarantine order, because they are unable to telework due to COVID-19 systems:



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- Employee stays home. Pay 100% wages for up to five days.
- Employee stays home. Pay up to 40 hours (prorated if work schedule less than 40 hours); up to a maximum of \$850.00.

David Fill states that he wants to pay for up to 10 days.

Motion to pay employees with positive test or close contact who are required to isolate for 5 days.

Motion: Chunglo Second: Waskiewicz

Roll Call Vote: Fill: Aye, Nevinsmith: Aye; Chunglo: Aye; Waskiewicz: Aye; Parsons: Aye

5.3 Unified Command - Town Building Recommendations

The Unified Command will present their COVID-19 procedure recommendations to the Select Board for town buildings.

Chief Michael Spanknebel offers the recommendation of the Unified Command meeting from Tuesday, January 18th. The Unified Command felt that town buildings should remain open for residents during cold weather. It was also decided that the town would provide KN-95 masks to town employees and residents who request them for business with in town buildings. The Unified Command does not recommend a vaccine mandate at this time.

Motion to accept the recommendations of the Unified Command.

Motion: Chunglo Second: Nevinsmith

Roll Call Vote: Fill: Aye, Nevinsmith: Aye; Chunglo: Aye; Waskiewicz: Aye; Parsons: Aye

5.4 Special Police Officer - Hadley Police Department

Chief Mike Mason is requesting an increase in pay rate of the Special Police Officers.

Chief Michael Mason request that the Select Board authorize a pay increase for Special Police Officers from 15 dollars per hour to 21 dollars per hour, stating that SPO's have not had a rate increase in a very long time, because traditionally they move through the ranks so quickly. However, with the new state police policy they are remaining SPOs longer. This pay increase will hopefully help them stay with the town and not move to other towns with higher rates of pay until we are able to make them part-time offices. This will not have an impact upon the police budget.

Motion to increase Special Police Officer pay to \$21.00/hour.

Motion: Chunglo Second: Nevinsmith

Roll Call Vote: Fill: Aye, Nevinsmith: Aye; Chunglo: Aye; Waskiewicz: Aye; Parsons: Aye

5.5 Knightly Road- Culvert Emergency Authorization

The Select Board will discuss the Knightly Road Culvert and emergency authorization for repairs.

Chris Okafor, DPW Director states that we had permission from Conservation Commission to repair the north wall and it took so long that now the south wall is failing. At a meeting we asked the Conservation Commission Chair to give an emergency authorization but they didn't



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discussion in open session would have a detrimental effect on the Town's litigation position and the chair so declares.

9. Adjournment

9.1 Adjournment

Meeting was adjourned to executive session at 7:00 pm.

Respectfully submitted,

Jennifer Sanders James

APPROVED