



**Wednesday, January 4, 2023
Select Board Meeting Agenda**

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

Also present were: Carolyn Brennan, Town Administrator; Jennifer Sanders James, Licensing Coordinator; Jessica Spanknebel, Town Clerk; Stevie Gatto, Hadley Media; Dan Zdonek, Town Assessor; William Dwyer, Planning Board; Scott McCarthy, DPW Director; Mike Mason, Police Chief; Jen Trovato, Human Resource Manager; and Kathleen Nelson, Recycling Coordinator; Kishore Parmar, Resident; Chris and John Sibley, residents; and Linda LaDuc, Climate Change Committee.

1. Call to Order

1.1 Call to order

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

Topic: Select Board Meeting

Time: January 4, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83357141243?pwd=ckJJdHJjMGI4UXQxQlFaaVJBemJpQT09>

Meeting ID: 833 5714 1243

Passcode: 452778

One tap mobile

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Meeting was called to order at 6:00 pm by Jane Nevinsmith, Chair.

Jane Nevinsmith, Chair asks that it be noted that no party other than Hadley Media recorded this session.

2. Public Comments

2.1 Public Comments

John and Chris Sibley state that they had participated in the Planning Board meeting the night before to request that their road, Birch Meadow Road, be approved for snow plowing. They were seeking advice or feedback in terms of initiating possible action. Joyce Chunglo suggested that the starting point maybe with the DPW. Randy Izer mentioned that there needs to be a placeholder on the Town Warrant, with Carolyn Brennan confirming that action has been



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completed. Formal discussion on this topic will take place during the Select Board meeting on January 18th as an agenda item.

3. Consent Agenda

3.1 Consent Agenda

Warrants	AP2325, AP2326, AP2326S, AP2326S, AP2327, AP2327V
Minutes	

Motion to accept the Consent Agenda.

Moved: Chunglo

Second: Keegan

Vote: 5-0-0

4. New Business

4.1 Recycle Grant

Kathleen Nelson, Recycling Coordinator, presents the use of the Re-Tract grant. Hadley has received \$2100 based on points earned thus far. A sum of \$54.60 has been spent shortly by Hadley for ten Earth machine compost bins from the Northampton DPW on January 5. These bins are then sold to Hadley residents for \$25.00 each. There is also a possible effort to promote composting with a grant from the Cultural Committee. There will be a future purchase of 10 more compost bins.

4.2 Early Voting Opt-out or Opt- in

Jessica Spanknebel, Town Clerk, presented the options for early voting both in person and by mail. Due to the Voter's Act, early voting by mail for local and special elections will be automatic unless the Select Board opts out and early voting in person is not required unless the Select Board opts in. This has to be decided at least 45 days before the election.

The Board of Registrars' recommendation is:

Select Board opts out of early voting by mail and the Select Board opt into early voting in person. The reasons to opt out of early voting by mail are the additional time it takes to create and track the packets and the cost of mailings. It cost the Town \$1500 to mail out ballots for the 2022 primary and general elections.



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The reason to opt into early voting in person is that the Town Clerk's office is already open so no additional expense would be incurred and the Town would still provide convenience to the voters for up to 17 days of voting. Additionally, nothing gets lost in the mail and errors requiring another mailing are avoided.

Regarding opting out of early voting by mail, Randy Izer reported that emails have been received regarding voters in nursing homes, increased covid cases may keep people from coming into the Town Hall to vote early, as well as people who have mobility issues. There was also a line of questioning with regard to who are the Registrars, when they meet, and are their meetings recorded and later posted by Hadley Media.

The Town Clerk shared that the Board of Registrars does not meet regularly, only in advance of an upcoming election. Meetings are not recorded by Hadley Media.

Additionally, per the Town Clerk, absentee ballots are always readily available for people with mobility issues, or are in nursing homes, or are fearful of elevated covid cases.

To allow for public comment on this topic action by the Select Board will take place at the next meeting on January 18th.

4.3 Town Administrator Goals and Achievements and Performance Evaluation

Carolyn Brennan, Town Administrator presented her achievements and goals in a draft letter to the Select Board, which she read aloud for this meeting. A clear focus has been on improved financial management and reporting inclusive of a streamlined budgeting process, operational excellence and accuracy, and DPW project management. An over-arching theme has been improvement in human relations and management with leveraging cross-training opportunities. Collective bargaining efforts have been on-going but successful. Community and business relations have improved with timely and thoughtful responses as well as public appearances.

Carolyn also shared short-term goals for achievement during FY 2024 including but not limited to compensation review and succession plans, an update of organizational charts and the employee handbook, an employee recognition program, exploring other options in terms of IT and accounting services (in-house as well as outsourcing), improved long-term financial management and capital planning, as well as an eventual upgrade to Town facilities.

Select Board members provided feedback related to possible completion timetables and prioritization of some of the goals Carolyn had outlined.

Jen Trovato discussed the evaluation process and timeline. Included in the evaluation would be a 360-degree evaluation by department heads and those who work most frequently with Carolyn.



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There is a question regarding the period of time that will be used to measure Carolyn's performance and when the evaluation will be completed. It seems that having the evaluation done before the execution of a renewed contract should take place.

The Select Board will discuss on February 1st the goals that they feel should be included for Carolyn going forward. Jen will begin soliciting feedback from department and board heads relating to Carolyn's performance.

4.4 Hadley Housing Authority Appointment

The Select Board discusses the open State position on the Hadley Housing Authority. The DHCD was notified on September 7, 2022, of the opening. It has been 120 days since the notification and if no appointment has been made the Select Board may appoint a resident to the opening. David Moskin submitted a letter of interest which was sent to the DHCD for review. Governor Baker appointed David Moskin last week.

4.5 Annual Town Meeting Warrant 2023

The Annual Town Meeting will be on May 4, 2023.

Motion to open the Annual Town Meeting Warrant.

Moved: Chunglo

Second: Izer

Vote: 5-0-0

4.6 Shyla Davis, Conservation Agent resignation

Motion to accept the resignation of Conservation Agent, Shyla Davis.

Moved: Chunglo

Second: Keegan

Vote: 5-0-0

5. Old Business

5.1 License Renewals 2023

Jennifer Sanders James, Licensing Coordinator requests that the Select Board review and approve renewals for the 2023 calendar year as follows:

Common Victualler: Inspired by Opportunity dba Wendy's

Class II Auto Dealer: Northwest Auto Sales II

Motion to approve both renewals.

Moved: Keegan

Second: Parsons

Vote: 5-0-0



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5.2 Departmental Fees Update

Carolyn Brennan provided the Select Board with the fees update and recommendations from departments to better align their fees with surrounding communities.

The Select Board will review the fee schedules that have been submitted.

5.3 Hadley Business Council Formation

The Select Board discussed the formation of a Hadley Business Advisory Council. Molly began by sharing the vision/mission of such a body once formed, with the primary goal of improving communication with the business community. Kishore Parmar, a business owner in Hadley, spoke in support of the concept of a Hadley Business Advisory Council. Joyce Chunglo, Jane Nevinsmith, and Randy Izer spoke in support of the concept. This body would not supplant nor replace membership in the Amherst Chamber of Commerce. The next step is to get the word out among the business community to garner interest and potential membership.

5.4 Police employee status change discussion

Chief Mason shared with the Select Board updated information regarding MPTC requirements. Officer candidates can now be trained at the academy or what is now known as the "bridge" academy per new reform legislation. One officer is currently enrolled in the bridge academy and completing training online and in person while working part-time for the Hadley Police. A second officer cannot attend until July because his waiver has expired. By way of appeal by Chief Mason and Lieutenant Kuc, reconsideration is being given and legal counsel for the Commonwealth is being engaged in the appeal regarding the expired waiver. Both officers have waivers that expire months down the road. If the decision by the Commonwealth is that the waivers have expired for both officers before the 270 days usually allowed, neither one of these officers will be able to be considered full-time. Consequently, both officers would have to be demoted to part-time status.

Motion to allow the Town Administrator and the Police Chief to designate the two officers in question as part-time upon receipt of the Commonwealth's final decision on waiver expiration.

Moved: Parsons

Second: Chunglo

Vote: 5-0-0

5.5 9 Algonquin Drive Abatement

Motion to approve the application for a water abatement in the amount of \$48.55 for 9 Algonquin Drive.

Moved: Chunglo

Second: Keegan

Vote: 5-0-0



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6. Other Items Not Anticipated 48 Hours in Advance

Joyce Chunglo states that Walmart struggled to replace single-use plastic bags in compliance with the Town's bylaw that went into effect on January 1st. Paper bags of seemingly low quality are now offered.

Jane Nevinsmith states that a public forum on the subject of the deferment application process related to compliance with the new single-use plastic bag bylaw will take place on Monday, January 9th at 7:00 in the Senior Center (in-person and on Zoom) facilitated by the Board of Health, the Climate Change Committee, and Jane.

7. Select Board Member's Items for Future Discussion

8. Select Board Member's Liaison Report

9. Executive Session

10. Announcements

Joyce Chunglo announced the passing of Eileen Paulson, Adolph Pipczynski, Josephine Kostek, Alex Mokrzecki, and Charlie Malek.

11. Adjournment

11.1 Adjournment

Motion to adjourn.

Moved: Chunglo

Second: Keegan

Vote: 5-0-0

Meeting was adjourned at 7:36 pm.

Respectfully submitted,

Peter Lore and Jennifer Sanders James