



Wednesday, February 15, 2023 Select Board Meeting Agenda

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

Also present were: Carolyn Brennan, Town Administrator; Jennifer Sanders James, Licensing Coordinator; Linda Sanderson, Town Treasurer; Alex Lamarche, Hadley Media; Dan Zdonek, Town Assessor; William Dwyer, Planning Board; Susan Glowatsky, Town Collector; Jen Trovato, Human Resources Director; Judy Roncalli, Resident; and Sue Oppenheimer, Resident.

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

1. Call to Order

1.1 Call to order

The Select Board will convene a hybrid meeting on Wednesday, February 15, 2022 at 6:00 p.m. at the Hadley Senior Center at 46 Middle Street, Hadley, MA 01035 and on Zoom Meeting ID: 876 5634 8777 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: Feb 15, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87656348777?pwd=aXRLV0dEKzFUVUFRekhCRXI1Tks2UT09>

Meeting ID: 876 5634 8777

Passcode: 340452

One tap mobile

+13052241968,,87656348777#,,,,*340452# US

2. Public Comments

2.1 Public Comments

Judy Roncalli states that there was an attempted suicide at Golden Court and raises concerns about how residents are being treated at Golden Court.

3. Consent Agenda

3.1 Consent Agenda

Warrants	AP2331, AP2331INS, AP2331V, AP2331S, PR2315, PR23
Cancellation of a Certificate of Flammable Fluids	Triangle Properties LLC at 13 Russell Street
Letter of Resignation	Stevie Gatto- Hadley Media Production Assistant
Contract Approval Town Treasurer and Financial Manager	Linda Sanderson
DPW Laborer/Truck Driver Hire Full-Time	Theodore Casey



Wednesday, February 15, 2023 Select Board Meeting Agenda

Hadley Media Production Assistant Hire Part-Time	Abigail Morton
Council on Aging Committee Member Appointment	Sarah Chadwick
Class II Auto Dealer's License	Z.G. Motors

Motion to approve the consent agenda.

Motion: Chunglo Second: Keegan

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

4. Old Business

4.1 Early Voting Opt-out or Opt-in

Postponed.

4.2 Subcommittee Updates

Jane Nevinsmith asked the Town Clerk for a list of existing subcommittees with related mission statements:

Agricultural Commission. A mission statement exists. Approved at Fall Town Meeting in 2004.

Cemetery Committee. Approved at Town Meeting in 1928.

Conservation Commission. Established in 1960.

Council on Aging. Adopted at Town Meeting in 1970.

Cultural Council. Established in 1968.

Hadley Historical Commission. Established in March 1976.

Municipal Building Committee. Established in February 2014.

Shade Tree Committee. No further information.

Ambulance Oversight. Established in 2018.

Hadley Media Advisory Committee. No further information. Not currently active. Molly will pursue.

Climate Change Committee. Established in March 2020.

Housing and Economic Development Committee. Established in March 2020.

Committee for Diversity, Equity and Inclusion. Established in August 2020.

Mosquito Opt Out Committee. Established in November 2021.

Community Preservation Act Committee. Established in 2008 with a mission statement.

Bylaw Committee. Established in December 2021.

River Bylaw Committee. Established in February 2021.

DPW Facilities Committee. Established in October 2022.

Russell School Building Committee. Established in October, 2019.

Capital Planning Commission. Established in 2006 with a mission statement.



Wednesday, February 15, 2023 Select Board Meeting Agenda

Disability Commission. Mission statement from the State, but not currently active.

Senior Center Building Committee. Established in 2016.

North Hadley Fire Station Building Committee. Established in 2016.

Discussion followed around clarification of roles and responsibilities of some of the committees and where there may be overlap. The Municipal Building and Russell School Building Committees will be invited to attend a future Select Board meeting to determine current roles and responsibilities and possible overlap. There may also be some redundancies with the committees as the DPW being responsible for facilities maintenance.

An effort will be made to recruit members to the Disability Commission, which would be helpful in securing grants.

An effort will be made to recruit people to join the Hadley Media Advisory Committee, as the contract with Charter Communications is coming upon renewal soon.

4.3 Town Administrator 360 Review and Select Board Evaluations

Jen Trovato facilitated the conversation with the aid of a PowerPoint slide deck:

1. Overview of the Process
 - a. 11 anonymous responses from department heads and boards
 - b. Select Board Chair and Human Resources compiled the results
2. Department Head 360 View
 - a. Valuing behaviors
 - b. Interdependent behaviors
 - c. Communication
 - d. Valuing diversity behaviors
 - e. Leadership behaviors
 - f. Free text feedback was also offered when asked what the Town Administrator should stop doing
 - g. Responses were provided when asked what behaviors and feedback does the Town Administrator provide that makes your job more meaningful and enjoyable.
 - h. Respondents also provided free, random feedback.
3. Select Board Feedback
 - a. Decision-making
 - b. Communication
 - c. Team player
 - d. Personal development
 - e. Planning
 - f. Conduct at meetings
 - g. Leadership
 - h. Understanding role
 - i. Ethics



Wednesday, February 15, 2023 Select Board Meeting Agenda

- j. The Select Board also provided additional comments
- 4. Strengths
 - a. Hardworking
 - b. Trustworthy
 - c. Puts the needs of the Town first
 - d. Working diligently on pay equity and workload equity
 - e. Preparing for the future
- 5. Areas of Focus
 - a. Communication with the Select Board: early and often
 - b. Support: don't be afraid to ask for support and to delegate more
- 6. Summary
 - a. Ask for and secure more support
 - b. Involve the Select Board in decision-making
 - c. Care less about making everyone happy
 - d. Cares deeply about employees and the Town
 - e. Great judgment
 - f. Sets a great example with professionalism and work ethic

5. New Business

5.1 Flag Flying Policy

Molly Keegan states that a flag-flying policy was discussed at the recent MMA conference and that this is a policy that the town should consider implementing.

Jane Nevinsmith stated that one municipality typically allowed flags to fly based upon a resident's request seemingly without denial. Amy Parsons suggested that perhaps an approval process be put into place with a specific term assigned to the display of a requested flag on Town property.

The Select Board members will take some time to read information or cases provided from other towns and at a future meeting craft a related policy.

5.2 Oppenheimer - Housing Authority Request

Sue Oppenheimer stated that she is requesting the recall of the Hadley Housing Authority tenant member Rise Smythe-Freed due to what Sue feels are several examples of perceived aggression and less than favorable advocacy for residents.

Jane Nevinsmith shared with the other Board members the process to consider someone elected or appointed to a Housing Authority according to the Mass. General Laws are inclusive of a formal hearing. The Select Board discusses holding an open hearing with the tenant representative and legal counsel if she chooses along with all other Housing Authority Board members.



Wednesday, February 15, 2023 Select Board Meeting Agenda

Joyce Chunglo suggested that Town Counsel be contacted for advice on how to proceed.

5.3 Green Community Application

The Select Board will approve the Green Community Application hopefully at their March 1st meeting.

5.4 Surveyor Services Disclosure

Randy Izer will file a disclosure form with the Town Clerk on February 16 in regards to surveying services to be performed for the DPW Feasibility Committee as a member. Conflict of interest concerns will be avoided as such.

6. Other Items Not Anticipated 48 Hours in Advance

7. Town Administrator Report

7.1 Town Administrator

Carolyn Brennan mentioned that the next Select Board meeting is scheduled for February 22 primarily to meet with the Finance Committee to prepare for the Town Meeting warrant. The Finance team will also present a recommendation regarding the Sewer and Water rates.

Carolyn has also provided a copy of the agreement with the consultant working on job classification and succession planning. Additionally, there is a draft agreement for auditing services by Powers & Sullivan for 3 years as well as a draft contract for engineering services for the administrative consent order related to Algonquin Drive.

A draft of the Town Warrant will be presented at the March 1 Select Board meeting.

Related to accounting services, Melanson was recently purchased by Marcum. The contract price will still need to be negotiated.

Jane Nevinsmith that March 31 is the deadline for any questions that are to appear on the next Town ballot.

8. Select Board Member's Items for Future Discussion

8.1 Goals

The Select Board discussed the goals presented at the last meeting.

1. Communications- Molly Keegan has submitted suggestions and will meet with Carolyn Brennan to discuss further.
2. Entertainment Licenses -Randy Izer will meet with Jennifer Sanders James and DeDe Dibrindisi to create a working flow chart.
3. Joint Board Meetings- There will be several upcoming meetings with the Finance Committee.
4. Molly Keegan states that there are opportunities for revenue enhancement that will be created via the housing efforts. Carolyn Brennan suggested a small working group to explore other



Wednesday, February 15, 2023 Select Board Meeting Agenda

opportunities for enhanced revenue. The Select Board may also consider the recruitment of a municipal planner.

5. Classification Update – The contract documents need to be executed.
6. Russell School Plan – The Russell School Committee is preparing for a vote at the Annual Town Meeting to approve CPA funding.
7. Employee Handbook – The Handbook is being reviewed by Legal Counsel.

9. Select Board Members Liaison Report

10. Announcements

Joyce announced condolences to the families of Anthony Krost, Michael Kelch, and Tim Barstow.

Jane announced that there are still positions that will appear on the Town ballot in May and that papers can be taken out at the Town Clerk's office.

The Senior Center will have a fundraiser on March 19. A to-go roast beef dinner for \$25.00 is being prepared by the American Legion members.

11. Adjournment

11.1 Adjournment

Motion to adjourn.

Motion: Izer

Second: Chunglo

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

Meeting was adjourned at 7:35 pm.

Respectfully submitted,

Peter Lore and Jennifer Sanders James