



Wednesday, February 1, 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; Linda Sanderson, Town Treasurer; Mike Spanknebel, Fire Chief; Alex Lamarche, Hadley Media; Dan Zdonek, Town Assessor; William Dwyer, Planning Board; Jim Maksimoski, Planning Board; Scott McCarthy, DPW Director; Susan Glowatsky, Town Collector; Tom Quinlan, Building Inspector; DeDe Dibrindisi, Building Inspections; Bob Martzel, Resident; and Linda LaDuc.

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 convened a hybrid meeting on Wednesday, February 1, 2023 at 6:00 p.m. at the Hadley Senior Center at 46 Middle Street, Hadley, MA 01035 and on Zoom Meeting ID: 863 3306 3842 there and then to act on the following agenda.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/86333063842?pwd=TXcwK2E0YjNGVzRPYytGUVlQaXBxUT09>

Meeting ID: 863 3306 3842

Passcode: 828904

One tap mobile

+13092053325,,86333063842#,,, *828904# US

+13126266799,,86333063842#,,, *828904# US (Chicago)

2. Public Comments

2.1 Public Comments

None.

3. Consent Agenda

3.1 Consent Agenda

Warrants	AP2330, AP2329, AP2329S, AP2330S, PR2313, PR2314, PR2311, PR2312
One Day All Alcohol License	Amherst Area Chamber of Commerce, Margarita Madness at the Pyramid Mall
Internal Transfer - DPW	Jebediah Johansmeyer to Wastewater Treatment Operator Rate of Pay 26.06 per hour Effective February 4th
Board of Health Public Health Nurse Appointment	Roxanne Dunn for 7.5 Hours a week Rate of Pay 25.00 per hour Effective January 30th
Declaration of Surplus Property	Sewer Flusher and Misc. Water Fittings

Motion to approve the Consent Agenda.

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

4. Old Business

4.1 Age and Dementia-Friendly Hadley Update

The Select Board voted on adopting the Community Assessment and Action Plan for the Age and Dementia Hadley. The Select Board discussed a regional Age and Dementia Friendly Resolution and Pledge. The documents for consideration were provided to the Select Board for review in advance.

Motion to accept the community Assessment and Action Plan and sign the Resolution and Pledge.

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

4.2 Hadley Housing Production Plan

The Select Board voted on the Hadley Housing Production Plan.

Motion to approve the Housing Production Plan.

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

4.3 Departmental Fees Update

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

Scott McCarthy spoke to the DPW fees. Tom Quinlan spoke regarding Building Inspections. DeDe spoke to Electrical fee increases. Board of Health fees were increased in November, 2022. Fire Chief Spanknebel reviewed fees for underground storage and safety and food truck inspections.

Motion to approve the new fees as presented.

Motion: Izer Second: Keegan

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

4.4 Private Way

The Select Board continued the discussion on private ways.

Randy Izer began the conservation by sharing that he and Scott McCarthy had visited Birch Meadow Lane, currently a private way. The Town currently maintains this street in the winter. Randy suggested reaching out in writing to property owners on private ways explaining that road maintenance is in the interest of public safety but that the private ways are still private ways. Randy also advocated reaching out to developers stating that private ways should also have signage indicating as such. The discussion ended without a resolution.

5. New Business

5.1 Select Board Schedule and Goals

The Select Board discussed their upcoming schedule and goals for the new year.

Proposed Select Board Schedule is as follows:

February 15th

March 1st

March 15th

April 5th

April 19th

May 3rd

May 4th Town Meeting

May 17th

June 7th

June 21st

Goals for the Select Board might include improving communications including improvement of the Town website and expanded utilization of social media and possibly more joint board meetings. Perhaps measurable goals will indicate success.

Housing and economic development could be resurrected at the committee level.

A review of committee charters and provided feedback and information to the Select Board should be reviewed.

Completing the classification of Town employees is already underway by the Town Administrator.

The Select Board may also be proactive in determining actions required based on the disposition of the Russell School by way of vote at the Town Meeting in May.

The Town employee handbook may need to be refreshed.

5.2 Entertainment Licenses

The Select Board discussed potential changes to entertainment licenses procedures and potential variances.

Randy Izer kicked off the conversation suggesting that oftentimes a business may think that an entertainment license or a food permit from the Board of Health permits all business activities including but not limited to entertainment. Randy further spoke of a possible checklist for the business owner indicating which boards or departments need to be contacted in an effort to be compliant in the Town.

It is sometimes construed by a business owner that a food permit approved by the Board of Health allows them to conduct business when there may be other steps necessary. The food truck concept is an example wherein a food permit alone may be misconstrued as permission to do business by the business owner.

There can sometimes be zoning issues or questions that need to be addressed by the Zoning Board.

Bill Dwyer mentioned that the Planning Board is anticipating a permitting guide from the PVPC.

Jim Maksimoski suggested that every new business come to the Planning Board of an early informal review of what the business owner is planning to do.

Motion to direct business owners to the Planning Board for an informal review before applying for a business license.

Motion: Parsons

Second: Keegan

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

5.3 Town Treasurer - Quarterly Financial Update

Linda Sanderson provided the Select Board with the quarterly financial update for the Town of Hadley with focus on the General Fund and the three Enterprise Funds. Revenue and expense results were displayed for the first 6 months of FY 2023.

Within the General Fund, on the Revenue side, the Town is collecting what was anticipated, which translates into the fact that the correct methodology being used for budgeting purposes can be employed during the FY 2024 budgeting cycle. On the Expense side of the General Fund, spending has been tracking just under what was anticipated, also translating into the right methodology for FY 2024 budgeting.

ARPA funds will be depleted soon, which will necessitate utilizing some of the free cash available.

Linda continued to review the three Enterprise Funds, Water, Sewer, and Hadley Media. Revenues and expenses are trending as anticipated in total. However, the payment at year-end from Charter Communications may be impacted by fewer cable users in the Town, perhaps necessitating increased usage of reserves to balance the Hadley Media budget in the future.

Linda also reported that the FY 2024 should be ready in February for review/approval by the Finance Committee and the Select Board as scheduled.

Linda also mentioned that the Town may be looking at a bond unless some purchases are not executed. A bond would leverage long-term borrowing, spreading payments over 20 years, rather than utilizing more short-term borrowing, as short-term borrowing is limited.

5.4 Liaisons Assignment

The Select Board discussed and appointed a member of the Board to serve as the Hadley Media Liaison and the Climate Change Committee. Randy Izer will work with the Climate Change Committee. Jane Nevinsmith will work with Hadley Media.

5.5 MASSDEP Wetlands Program Administrative Consent Order

Scott McCarthy informed the Select Board of an administrative consent order for the resolution of the issues pertaining to the violations of the Massachusetts Wetlands Protection Act MGLc.131 Sec.40 located at Algonquin Drive - Wampanoag Drive.

Bob Martzel, resident, spoke regarding soil erosion and the culverted area on Algonquin Drive.

There is a question as to whether the Town is responsible for any repairs to the “ditch”. Scott McCarthy seems to think that the Town is responsible because it is water erosion that is impacting private property.

A number of design concepts are being prepared by MassDep.

5.6 Charter/ Spectrum Questionnaire

The Select Board discussed the proposed Charter questionnaire for the new Charter contract.

Alex LaMarche shared a draft of the proposed questionnaire. Carolyn Brennan provided some background information that led up to the drafting of an outbound questionnaire for cable customers.

With feedback from the Select Board, more residential areas were added while eliminating the questions regarding income bands, age, and veteran status.

The remainder of the survey will be forwarded to Carolyn Brennan for later review by Jane Nevinsmith.

5.7 Subcommittee Updates

The Select Board reviewed the appointed subcommittee's mission progress and reviewed the list to make sure it was complete and accurate. Further discussion will take place on February 15.

6. Other Items Not Anticipated 48 Hours in Advance

Scott McCarthy explained the desire to replace propane tanks at the Callahan Well and to purchase propane from another vendor as approved at the last Spring Town Meeting. Because of environmental regulations and drinking water safety, an idea to move the location of the tanks with a new concrete pad and retaining wall was initiated. While a vendor was onsite to view the anticipated project, it was discovered that a 100-foot pipe that goes to the liquid propane generator is in very poor condition and will likely break. Fire Chief Spanknebel is concerned about propane leakage, noting that this situation needs to be addressed immediately as this appears to be an emergency as a safety threat with no drinking water being pumped.. Subsequently, Karl's Site Work has developed a design with a related cost to remedy the current threat. The cost is not currently budgeted for.

Prior to this meeting, Chief Spanknebel did reach out to Mass Emergency Management regarding the current risk.

Karl's Site Work can complete the retaining wall within 2 weeks, weather permitting.

MassDEP is in favor of the proposed solution to the location and piping of propane tanks.

Motion to approve the recommendations by Chief Spanknebel to proceed with emergency remediation and emergency declaration of an emergency by the Select Board Chair (making the necessary funds available).

Motion: Keegan

Second: Parsons

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

7. Town Administrator Report

Carolyn Brennan presented her Town Administrator's Report.

8. Select Board Members Items for Future Discussion

Amy Parsons mentioned the Ukrainian flag displayed in front of the Town Hall.

9. Select Board Members Liaison Report

Amy Parsons reported that the Russell School Committee was still working on the options considered.

10. Executive Session

10.1 Executive Session - Contract negotiations -- Town Treasurer; 10.2 UMASS Contract Extension; 10.3 Litigation Britton v. Bombardier and HAP v. Hadley

Motion to enter into executive session for the following purposes: Per M.G.L. c.30A, 21(a)(2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel – Town Treasurer; Per M.G.L. c30A, 21(a)(7) University of Massachusetts Annual Agreement; Per M.G.L. c30A,21(a)(3) to discuss strategy with respect to pending litigation, namely Britton v. Bombardier, et al., Land Court Docket No. 21 MISC 000452 (DRR), and HAP Community Housing Services, Inc. v. Town of Hadley, Western Housing Court Docket No. 19H79CV000509 and not to reconvene in open session.

Motion: Keegan

Second: Chunglo

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

Meeting was adjourned to executive session at 8:27 pm.

Respectfully submitted,

Peter Lore and Jennifer Sanders James

APPROVED