



Wednesday, April 5, 2023
Select Board Meeting Agenda

Present were: Jane Nevinsmith, Chair; Joyce Chunglo, Clerk; Randy Izer, Member; Amy Parsons, Member; and Molly Keegan, Member. Also present were Carolyn Brennan, Town Administrator; Jennifer Sanders-James, Licensing Coordinator; Jen Trovato, Human Resource Director; Linda Sanderson, Town Treasurer; Alex Lamarche, Hadley Media; Dan Zdonek, Town Assessor; William Dwyer, Planning Board; Susan Glowatsky, Town Collector; Mike Mason, Police Chief; Mike Spanknebel, Fire Chief; Scott McCarthy, DPW Director; John McLoughlin, attorney; Tom Quinlan, Building Inspector; Courtney Meyer, Russell School Building Committee; Dan Regish, Russell School Building Committee; Joan Zuzgo, Payroll and Benefits Coordinator; Carol Holstein, Russell School Building Committee; Dede Dibrindisi, Building Permitting Coordinator; Carolyn Croteau, Tim Neyhart, Resident; Ben Lipham, Health Inspector; Greg Collins, Resident; Hali'a Wymann, Police Dispatch; and Bruce Jenks, Hadley Scoop/Maple Valley Creamery.

1. Call to Order

The Select Board convened a hybrid meeting on Wednesday, April 5, 2023 at 6:00 p.m. at the Hadley Senior Center at 46 Middle Street, Hadley, MA 01035 and on Zoom Meeting ID: 846 3877 3787 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:

Time: Apr 5, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84638773787?pwd=aS9yVUVnNU5TNmEwa0lZMmZubjk5UT09>

Meeting ID: 846 3877 3787

Passcode: 089363

One tap mobile

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2. 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.

Someone from the public asked if there was somebody from outside of Hadley serving on the Housing and Economic Development Committee. Molly Keegan stated that there is a representative from UMass as the Town seeks to work in collaboration with the University. The person who asked the question suggested that UMass is a partial cause of a housing shortage in Hadley.

3. Consent Agenda

Warrants	AP2339S INS, AP2338, AP2339S, AP2239, AP2338S
Mosquito Opt-Out Committee Resignation	Shel Horowitz
Top of the Campus One-Day Liquor	Spring Football, April 29, 10:30 am to 4:30 pm
Hadley Police and Fire Department Request	No parking signs on April 21-22 on East, Maple and portion of Bay Road
Surplus Property Request-DPW	Snyder General Furnace, 1997 International 4900, Ariens Snowplow
Town Collector Contract Amendment	Approval

TOWN OF HADLEY 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.

Tim Neyhart, resident, inquired about his request to facilitate a block party on Koisor Drive during the time span the Grass is Greener event is underway at the Young Men’s Club on April 21 and 22. Additionally, Tim had offered to purchase and erect “no event parking” signs on Koisor Drive during event at the Young Men’s Club. Mr. Neyhart was advised that his request would be on the agenda of the April 12 Select Board meeting.

Motion to Approve Consent Agenda

Motion: Chunglo Second: Parsons

Voice Vote: 5-0 approved.

4. Old Business

4.1 Public Participation Policy

The Select Board discussed the proposed Public Participation at Meetings of Public Bodies Policy.

Motion: To approve the Public Participation at Meetings of Public Bodies Policy.

A motion was not made, but this item will remain on future meeting agendas allowing the Select Board time to read and review a proposed policy for Hadley.

Jane Nevinsmith stated that this proposed policy would be for all Hadley public bodies.

Molly Keegan asked where the policy language originated. Carolyn Brennan replied that Town Counsel had drafted the policy.

Joyce Chunglo asked about the intent off the proposed policy. Carolyn Brennan replied that Town Counsel crafted the policy in response to a recent court case and to promote compliance with open meeting laws and public comment at meetings. Carolyn further stated that additions could be made by the Select Board in compliance with open meeting laws.

4.2 Annual Town Meeting Warrant Review

Carolyn Brennan, Town Administrator presented the Annual Town Meeting Warrant to the Select Board for review.

Carolyn Brennan briefly explained each Article indicating which ones were not yet fully reviewed and recommended by the Finance Committee.

Carolyn Brennan took time to explain Article 18 which is an alternative of Article 19 relating to Russell School. Article 18 is to discuss appropriating \$30,000 from Free Cash or CCPA funds for a feasibility study to be conducted by an outside firm prior to spending additional CPA money as described in Article 19. Article 19 calls for the Town to transfer \$46,550 from the CPA Set-Aside Fund and \$1,189,450 from the CPA General Fund to the Hadley Select Board for planning and implementation of stabilization activities. Jane Nevinsmith further clarified that these two articles define where the Russell School project may or may not attain matching funds and thereby possibly be funded by property taxation. Molly Keegan stated that she preferred the two-article approach from the viewpoint of the voters. Amy Parsons added that the Russell School building was still be used in 1996 and beyond by the Hadley School for Performing Arts and North Star. Randy Izer stated that he agreed with spending the \$30,000 for the feasibility study before spending stabilization money.

Courtney Meyer, Chair of the Russell School Building Committee, stated that she was not invited to this Select Board meeting the upcoming forum on April 27 and advocated for better communication regarding meetings involving the Russell School.

Joyce Chunglo stated that Article 19 should be removed from the warrant and that Article 18 is what should be presented at Town Meeting. Randy Izer and Molly Keegan expressed concerns related to confusing voters at Town Meeting with two articles on the same subject with hopes that further defining discussions can be held with CPA before Town Meeting.

Greg Collins, resident, was recognized by the Chair. Mr. Collins stated that he agreed with including Article 18 for consideration at the Town Meeting.

Dan Regish, member of the Russell School Building Committee, was recognized by the Chair. Mr. Regish appreciated the inclusion of Article 18 on the Town warrant. Mr. Regish further spoke to the stabilization of the Russell School once the feasibility study has been completed if approved.

Carolyn Brennan and Linda Sanderson, Town Treasurer, clarified Article 21 as a methodology to fund employee buyouts when leaving Town employment with unused vacation and sick time. Funds would be reserved and placed with the Human Resources budget.

4.3 Inspector Fees Increase

Tommie Quinlan presented a fee increase request for all Plumbing and Electrical Inspectors.

Motion to approve the inspectors' compensation effective March 1, 2023.

Motion: Keegan Second: Izer

Voice Vote: 5-0 approved.

4.4 Maple Valley Creamery - Entertainment License

The Select Board discussed the Entertainment License for Maple Valley Creamery.

Jennifer Sanders-James, Licensing Coordinator, provided the background and context on this subject. The owner of Maple Valley Creamery, Bruce Jenks, did appear before than Planning Board at which time the Planning Board expressed approval of the entertainment application. The location of the venue is within an agricultural/residential zone.

Representing the applicant, Atty. John McLoughlin stated that the Planning Board had approved the recommendation for the entertainment license at their most recent meeting. Atty. McLoughlin stated that the only issue that came up at the Planning Board meeting was that the property is on APR land. Written approval by the Commissioner was obtained on April 4.

Motion: Approve the entertainment license for Maple Valley Farm with operating hours from 11:30 AM to 8:30 PM.

Motion: Chunglo Second: Parsons

Voice vote: Approved 5-0.

4.5 Russell School Non-Binding Question

The Select Board was to discuss the Russell School Non-Binding question.

This topic was already discussed during the Annual Town Meeting Warrant Review, item 4.2 of this meeting's agenda.

5. New Business

5.1 Hands Across the Valley Quilters Guild Quilt Show - Sign Request

The Hands Across the Valley Quilters Guild Quilt Show is returning after a four year absence due to Covid on April 22 and 23 at a new venue -- Hampshire College. This is the 18th show put on by members of the guild of which many reside in Hampshire, Franklin, and Hampden Counties. The Hands Across the Valley Quilters Guild was formed 40 years ago and has grown to over 100 members. There are a number of members from Hadley.

Carolyn Croteau, Hadley resident and member of the Hands Across the Valley Quilters Guild, provided background and context related to the Guild. A request was made to place a sign on/near the chain link fence on the corner of Russell and Middle Streets advertising the Show on April 22 and 23.

Motion: To approve the placement of the sign with guidance from the Police Department.

Motion: Chunglo Second: Parsons

Voice vote: Approved 5-0.

5.2 Police Department Appointments and Resignations

Chief Mason asked the Select Board to approve the following 3 items:

The promotion of Hali'a Wymann from Part- Time Dispatch to Full Time Dispatch.

The appointments of 6 Traffic Control Officers as listed below:

Alex Lavigne
David Fenton
Michael Ulmer
Gary Hebert
Robert Waskiewicz
Dawn Ubelaker

The resignations of Alex Lavigne (Police) and Karlee Hamelin (Dispatch).

Motion: To accept all recommendations made by Chief Mason related to the personnel changes described.

Motion: To approve the placement of the sign with guidance from the Police Department.

Motion: Chunglo Second: Parsons

Voice vote: Approved 5-0.

5.3 DPW Mechanic/ Laborer

Scott McCarthy, DPW Director recommended the hiring of Patrick Bemben as the DPW Mechanic/Laborer.

Jen Trovato, HR Director, requested the Select Board's approval to hire Patrick Bemben as the new DPW Mechanic/Laborer.

Motion: To hire Patrick Bemben as the new DPW Mechanic/Laborer.

Motion: Chunglo Second: Izer

Voice vote: Approved 5-0.

5.4 Hampshire County Retirees COLA Request

Patrick Brock, Chairman of the Hampshire County Retirement Board, discussed the Chapter 269 of the Acts of 2022 and requests that the Select Board vote to approve the Chapter 269 so that the Hampshire County Retirement Board can increase the COLA for retirees by not more than \$260.00 annually per retiree for FY23. This will impact 56 Hadley Town retirees.

Mr. Brock explained the accounting and actuarial work behind the increase in the COLA from 3% to 5% consistent with the informational packages previously provided to the Select Board.

Joan Zuzgo provided additional information and clarification related to the number of Hadley Town retirees affected. Joan also stated that out-of-pocket increases in retiree contributions to health insurance would outpace the current COLA.

Mr. Brock also clarified for the Select Board that the employees and the employers (Towns) share in the cost of retirement funding. Overtime, the employer share will decrease while the employee share will increase. Thus, any COLA or COLA rate increase does affect that Town's contribution. Joan Zuzgo added that the assessment for the Town of Hadley for FY 24 will be roughly \$1.8 million. For FY 26, the incremental increase in assessment will be roughly \$30,000 for the Town based upon the recommended COLA increase from 3% to 5%. Annual increases of roughly \$1000 will continue until 2032 based upon the request by Hampshire County.

Motion: To accept the Hampshire County Retirees COLA request.

Motion: Chunglo Second: Keegan

Voice vote: Approved 5-0.

6. Announcements

6.1 Town Report Dedication and Fred Oakley Award Nomination Requests

The Select Board is seeking nominations for the Town Report Dedication and the Fred Oakley Award.

Jennifer Sanders-James stated that only one nomination had been received for the Fred Oakley Award and none for the Town Report Dedication. Jennifer asked that the Select Board use a cutoff date of April 12 to accept nominations. Nominations can be sent to info@hadleyma.org.

6.2 ATM Public Forum Announcement

Jane Nevinsmith announced that the ATM warrant Review will be held at the Senior Center on April 27 at 7:00 PM in-person and via Zoom. The Zoom link will appear on the Town website.

7. Town Administrator Report

Carolyn Brennan stated that she is a part of a Division of Local Services (DLS) scholarship program. It is a fellowship program conducted by the DLS that will introduce the individual to town government and sound municipal financial management and accounting practices. Colin Earle of Hadley, who is a student at Holyoke Community College, will be transferring to the UMass Eisenberg School of Management and will intern with the Town of Hadley.

Carolyn Brennan stated that she is currently engaged with Town Counsel in reviewing the articles for the Town Meeting.

Carolyn Brennan also shared that she and Jane Nevinsmith on April 1 attended the Rural Mass. Legislative seminar. The Municipal Building Authority is being pushed forward by the Legislature which will help address efforts including but not limited to town safety and town halls. Senator Comerford was in attendance.

Carolyn Brennan stated that the kickoff for the compensation study and succession plan with the outside consultant is scheduled for April 12 with oversight being provided by Jen Trovato, Human Resource Director.

Carolyn Brennan stated that there are three separate procurement bids that are out include the Bay Road culvert, Goodwin Memorial, and the Town Hall Common.

Carolyn Brennan stated that at a recent event attended by Jane Nevinsmith, Tom Quinlan, Molly Keegan, Joyce Chunglo, Chief Spanknebel, and herself highlighted how well the Hadley Fire Department and the Building Inspection Department work so well together, which may not be the norm in other towns.

8. Other Items Not Anticipated 48 Hours in Advance

8.1 Use of the Town Commons

The First Church submitted an application for their Easter Sunrise Service on Sunday at 6:00 am.

Motion: To accept the request from the First Church to use the Town Commons for their annual Easter Sunrise Service.

Motion: Keegan

Second: Izer

Voice vote: Approved 5-0.

8.2 Right of Entry #10 Wampanoag Drive and #3 and #5 Algonquin Drive

The Select Board discussed to authorize Rights of Entry to the identified land owners to gain access for excavation and repair of an existing culvert , restoration of channel in and around the culvert and stabilization of the side slopes around the culvert using earth, vegetation and stone, parking vehicles and machinery.

Motion: To accept the recommendation for authorization of Rights of entry onto the land owner's respective properties.

Motion: Parsons

Second: Chunglo

Voice vote: Approved 5-0.

9. Select Board Members Items for Future Discussion

Molly Keegan requested that at a future meeting the need to have a discussion regarding open meeting laws, especially to educate residents and employees who volunteer to be on boards and committees. The Select Board plans to conduct such a discussion after the Annual Town Meeting. Carolyn Brennan stated that there is a webinar on April 25 facilitated by the MMA that is mandatory for Board and Committee members which was communicated via Town email.

10. Announcements

Joyce Chunglo announced the passing of Jesse [REDACTED].

Molly Keegan announced that on April 12 at 4:00 PM at the Hadley Public Library the Hadley Business Council will be hosting an informational forum with representatives from MassDOT and the Route 9 contractor, Baltazar, present to provide an update on the Route 9 project.

11. Executive Session

11.1 Executive Session - Contract negotiations -- Town Administrator

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 Administrator.

Motion: Parsons

Second: Izer

Roll call vote: Nevinsmith: Yes; Chunglo: Yes; Keegan: Yes; Parsons: Yes; Izer: Yes.
Approved 5-0.

The Select Board entered 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 – Town Administrator.

12. Adjournment

Motion to adjourn

APPROVED