



Wednesday, April 12, 2023
Select Board and Finance Committee 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; David Fill, Finance Committee; Paul Benjamin, Finance Committee; Andy Klepacki, Finance Committee; Amy Fyden, Finance Committee; Shardool Parmar, Finance Committee; Linda Sanderson, Town Treasurer; Alex Lamarche, Hadley Media; Dan Zdonek, Town Assessor; William Dwyer, Planning Board; Diana West, Hadley Historical Commission; and Susan Glowatsky, Town Collector.

1. Call to Order

1.1 Call to order

The Select Board and Finance Committee will convene a hybrid meeting on Wednesday, April 12, 2023 at 6:00 p.m. at the Hadley Senior Center at 46 Middle Street, Hadley, MA 01035 and on Zoom Meeting ID: 845 3413 9154 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: Apr 12, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85164523031?pwd=VDRKaW9rUy94VmxBWhTMnRKSnVRZz09>

Meeting ID: 851 6452 3031

Passcode: 873817

One tap mobile

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2. Bi-Board

2.1 FY24

The Finance Committee made recommendations for the FY24 Budget.

David Fill shared what the Finance Committee is recommending for the FY24 Budget. The OPEB (Other Post Employment Benefits) has been set at \$180,000. The Employee Buy Back Fund would be seeded with \$10,000 initially.

The Finance Committee is supporting all warrant articles except for CPA articles 18 and 19 pending some anticipated changes.

Motion for the Finance Committee to accept the FY24 budget as presented with adjustments as outlined.

Motion: Fyden Second: Benjamin

Roll Call vote: Fyden: Aye; Benjamin: Aye; Parmar: Aye; Klepacki: Aye; Fill: Aye
Approved 5-0.

Motion to adjourn the Finance Committee meeting.

Motion: Fill Second: Fyden

Roll Call vote: Fyden: Aye; Benjamin: Aye; Parmar: Aye; Klepacki: Aye; Fill: Aye

Carolyn Brennan went on to discuss Articles 18 and 19, stating that she anticipates that Articles 18 and 19 will be merged into one single article for the Town Meeting relating to a feasibility study relative to the Russell School and CPA funding the feasibility study. It was decided by the Select Board that it would be best to add the CPA and the Russell School Committee to the agenda of the April 19 Select Board meeting to finalize the article to appear on the Town Meeting agenda.

2.2 1st Quarter Financial Update

Linda Sanderson, Town Treasurer and Finance Manager presented the 1st Quarter (March 31 YTD) Financial Update for the Town.

1. In the General Fund, the Collector has collected \$10.4 million in real estate and personal property taxes, or nearly 75% of what was anticipated for the entire FY. Local receipts totaled \$2.9 million, or 83.4% of what was anticipated for the FY. Net State aid was roughly \$773,000, or 77% of what was anticipated for the FY. Total YTD revenues of \$14.0 million are around 77% of what was projected for the FY. YTD expenses total \$14.1 million, or nearly 72% of what was anticipated for the FY. Free cash is currently at nearly \$1.5 million.
2. Water revenues have totaled nearly \$1.1 million against expenses of \$817,000 YTD.
3. Sewer revenues have totaled nearly \$678,000 against expenses of \$579,000 YTD. Cash reserves from Sewer equate to \$255,000.

3. Public Comments

3.1 Public Comments

None.

4. Consent Agenda

4.1 Consent Agenda

Warrants	AP2341S, AP2341, AP2340, AP2340S, AP2340V, PR2319
Minutes	January 4, 2023, January 18, 2023, February 15, 2023
Block Party Requests and No Parking Signs	Koisor Drive
Fire Department	Permit Fees Update
Town Administrator Contract Approval	Carolyn Brennan
Park and Recreation Director	Amy Jennings

Motion to approve the Consent Agenda.

Motion: Keegan Second: Parsons

Vote: 5-0-0

5. Old Business

5.1 Annual Town Report and Fred Oakley Award

Jennifer Sanders James reported that two nominations have been received for the dedication on the Town Report: Adolph Pipczynski and Joe and Shelly Boisvert. One nomination was received for the Oakley Award: Rosalie and Alan Weinberg.

Motion to approve the Fred Oakley Award to Rosalie and Alan Weinberg.

Motion: Keegan Second: Chunglo

Vote: 5-0-0

Motion to approve Adolph Pipczynski and Joe and Shelly Boisvert for dedications on the Town Report.

Motion: Parsons Second: Chunglo

Vote: 5-0-0

6. New Business

6.1 Police Department

Tabled.

6.2 Hadley Public Library- Update

Tabled.

6.3 Lead Service Line Inventory and Replacement Plan

MOTION: Whereas the Hadley Select Board, after thorough investigation, has determined that the work activity consisting of: Lead Service Line Inventory and Replacement Plan is both in the public interest and necessary to protect the public health, and that to undertake this activity, it is necessary to apply for assistance; and Whereas, the Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Clean Water Trust (the Trust) of the Commonwealth of Massachusetts, pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth ("Chapter 21" and "Chapter 29C") are authorized to make loans to municipalities for the purpose of funding planning and construction activities relative to Drinking Water Protection Projects; and Whereas, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a loan application. NOW, THEREFORE, BE IT RESOLVED by the Hadley Select Board as follows: 1. That the Director of Public Works is hereby authorized on behalf of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application; 2. That the purpose of said loan(s), if awarded, shall be to planning activities. 3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.

Scott McCarthy, DPW Director discussed the Lead Service Line Inventory and Replacement Plan. Scott stated that MassDEP wants the Town to investigate and lead service in the water system. Funding to fund a project assessment would be provided by a grant to which the Town needs to apply.

Motion: Keegan

Second: Izer

Vote: 5-0.

6.4 Historical Commission Sign Requests

Diana West mentioned projects undertaken including a video tour and walking tour wherein funding from CPA is being sought for the erection of the signs. Diana is seeking approval by the Select Board for the location of signage on public property in four locations for the walking tour. The Planning Board approved the placement of the signs in December 2022.

Motion to approve the placement of four walking trail signs on public property.

Motion: Keegan

Second: Chunglo

Vote: 5-0-0

6.5 Board and Committees Update- Open Meeting Law Information

The Select Board discussed the Town volunteer and elected boards and committees' responsibilities.

Molly Keegan stated there is a need to button up compliance with open meeting laws across boards and committees. She further stated that other municipalities and towns and committee handbooks that include open meeting law guidance.

Molly Keegan stated that she thinks a project wherein a committee handbook be produced for Hadley and a signoff procedure by committee members be implemented sometime this year. Molly Keegan will work with Carolyn Brennan in bringing forth a draft handbook to the Select Board at a future date.

Carolyn Brennan stated that she has emailed departments, boards, and committees an announced date for a webinar related to open meeting laws. Town Counsel will also provide related training for Town employees and volunteers.

7. Other Items Not Anticipated 48 Hours in Advance

None.

8. Town Administrator Report

Carolyn Brennan stated that she has been busy working on budgets and the Town warrant.

Carolyn Brennan stated that the Zoom meeting related to the introduction of the employee wage and compensation study has been executed, reiterating that she and the Select Board will have oversight over the process.

Carolyn Brennan stated that the bids are in for the Bay Road culvert work and the job will be awarded in April.

Carolyn Brennan stated that the email transition to .gov is underway.

Jennifer Sanders James stated that an upgraded phone system is being pursued for the Town.

9. Announcements

Joyce Chunglo stated that Henry Baj was recognized as the Telecommunicator for the Year for the State of Massachusetts with 48 years as a safety dispatcher for 48 years.

10. Executive Session

9.1 Litigation Britton v. Bombardier

Motion to enter Executive session to discuss strategy with respect to pending litigation, namely Britton v. Bombardier, et al., Land Court Docket No. 21 MISC 000452 (DRR), where an open meeting may have a detrimental effect on the litigating positions of the Town.

Motion: Keegan

Second: Parsons

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

APPROVED