

2

Wednesday, June 3, 2020

Select Board Meeting Agenda

Zoom Meeting 5:30 pm

**1. Call to Order**

**Subject**

**1.1 Call to order**

Meeting

Jun 3, 2020 - Select Board Meeting Agenda

Category

1. Call to Order

Access

Public

Type

Action, Procedural

The Select Board will convene a meeting on Wednesday, June 3, 2020 at 5:30 p.m. remotely from Town Hall, 100 Middle Street, Hadley, MA 01035 there and then to act on the following agenda.  The Select Board will be meeting remotely, using the coordinates listed below.  The Select Board will be meeting jointly with the Finance Committee and the School Department.

ON-LINE AGENDA

The Select Board agenda is posted on-line at [www.hadleyma.org](http://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:

Topic: Select Board / Tri-Board Meeting

Time: Jun 3, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/99720488181?pwd=U25NNUYwRHF6dmN5UXhvMnVRTHExdz09>

Meeting ID: 997 2048 8181

Password: 4RaNdK

One tap mobile

+13017158592,,99720488181#,,1#,255961# US (Germantown)

+13126266799,,99720488181#,,1#,255961# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 997 2048 8181

Password: 255961

Find your local number: <https://zoom.us/u/abm7pVYgQX>

**3/13/20 BOSTON** – The Baker-Polito Administration announced an emergency order temporarily modifying the state’s open meeting law in order to allow state, quasi and local governments to continue to carry out essential functions and operations during the ongoing COVID-19 outbreak.

This emergency order suspends the requirement for public access to the physical location where a public meeting is taking place, provided there are other means of access available. This includes the use of a phone conference line for members of the public, social media or other internet streaming services, on-line meeting services, or methods of access.

Both the federal Centers for Disease Control and Prevention (CDC) and the Massachusetts Department of Public Health (DPH) have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

Additionally, the order relieves the requirement that a quorum of members be physically present at a public meeting. During this period, members may all participate by remote or virtual means.

This order is applicable to meetings of public bodies including commissions, boards, and committees that engage in policy making at the state, quasi and local level, and it does not apply to Town Meetings or judicial and quasi-judicial hearings. It follows Governor Baker’s declaration of a State of Emergency on Wednesday, March 11, and it will remain in place until rescinded or the State of Emergency is terminated.

The full text of the Governor's order may be found here:  <https://41g41s33vxdd2vc05w415s1e-wpengine.netdna-ssl.com/wp-content/uploads/2020/03/OpenMtgLaw_ExecOrder_Mar32020.pdf>

**2. Tri-Board**

**Subject**

**2.1 Annual Town Meeting Warrant and FY 2021 Budget Review and Signing**

Meeting

Jun 3, 2020 - Select Board Meeting Agenda

Category

2. Tri-Board

Access

Public

Type

The Select Board will review the FY 2021 revised budget and the Annual Town Meeting Warrant for final approval.

The Select Board will set the date and time of the Annual Town Meeting, which is recommended to occur on Saturday, June 20, 2020 at 10:00 a.m. at the location of Hopkins Academy, 131 Russell Street, Hadley, MA 01035.

The Moderator will be in attendance to discuss logistics.

The Town Administrator has filed with the Division of Local Services a one-twelfth FY 2021 budget as a backup plan in case Annual Town Meeting cannot be held prior to July 1.  The Town Administrator has filed with the Division of Local Services an extension of Free Cash and Enterprise Fund Undesignated Balances as per the provisions of Section 6 of Chapter 53 of the Acts of 2020 as an additional precaution.

File Attachments

[ATM Warrant 2020 (FY 2021) DRAFT 052720 Articles and Motions and Talking Points.doc (381 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BQ2PGZ6285B0/$file/ATM%20Warrant%202020%20(FY%202021)%20DRAFT%20052720%20Articles%20and%20Motions%20and%20%20Talking%20Points.doc)

[FY2021 Preliminary Budget REVISED COVID-19 053120.xlsx (263 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BQ6KUY539A74/$file/FY2021%20Preliminary%20Budget%20REVISED%20COVID-19%20053120.xlsx)

[FY2021 HADLEY One Twelfth Budget COVID-19 053120.xlsx (218 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BQ6KXE53FD44/$file/FY2021%20HADLEY%20One%20Twelfth%20Budget%20COVID-19%20053120.xlsx)

**3. Consent Agenda**

**Subject**

**3.1 Consent Agenda**

Meeting

Jun 3, 2020 - Select Board Meeting Agenda

Category

3. Consent Agenda

Access

Public

Type

Action (Consent)

|  |  |
| --- | --- |
| Warrant |  |
| DPW Appointment Wastewater/Mechanic Position | Peter Clough |
| Human Resources Director Military Leave of Absence | Ed O'Connor |
| COVID-19 Town Building Safety Plan | Select Board Approval |
|  |  |

TOWN OF HADLEY, MASSACHUSETTS

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.

File Attachments

[COVID-19 Town Building Safety Plan.docx (85 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BQ2J8C4BDF9B/$file/COVID-19%20Town%20Building%20Safety%20Plan.docx)

[Ed OConnor Leave of Absence.pdf (169 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BQ2J8E4BE126/$file/Ed%20OConnor%20Leave%20of%20Absence.pdf)

**4. Public Comments: 5:30 - 5:45pm**

**Subject**

**4.1 Public Comments**

Meeting

Jun 3, 2020 - Select Board Meeting Agenda

Category

4. Public Comments: 5:30 - 5:45pm

Access

Public

Type

Discussion

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.

**5. Town Administrator Report**

**Subject**

**5.1 Town Administrator Report**

Meeting

Jun 3, 2020 - Select Board Meeting Agenda

Category

5. Town Administrator Report

Access

Public

Type

Information

The Town Administrator will report on special projects, departmental functions, and community events.

**6. New Business**

**Subject**

**6.1 COVID-19 Update, Re-Opening, and Grant Applications**

Meeting

Jun 3, 2020 - Select Board Meeting Agenda

Category

6. New Business

Access

Public

Type

The Select Board will review the Town of Hadley's response and plans for dealing with COVID-19.  The Unified Command provides regular situation reports, which are posted to [www.hadleyma.org](http://www.hadleyma.org)

The Select Board will act on applications for economic development under the CDBG-CV program and the CARES Act.

The Select Board will discuss how to support businesses and community health as the Commonwealth re-opens the economy.

**Subject**

**6.2 FY 2020 Line to Line Transfers and Adjustments, and Last FY 2020 Warrant**

Meeting

Jun 3, 2020 - Select Board Meeting Agenda

Category

6. New Business

Access

Public

Type

Action

The Select Board and the Finance Committee will review requests for line-to-line FY 2020 budget transfers and Reserve Fund transfers.

The Select Board will designate the last warrant in FY 2020.

**Subject**

**6.3 Sewer Abatement- Golden Court**

Meeting

Jun 3, 2020 - Select Board Meeting Agenda

Category

6. New Business

Access

Public

Type

Action

Golden Court has requested a sewer abatement due to a broken pipe between two of their buildings.  The broken pipe has been repaired.

The DPW has reviewed and approves this abatement request in the amount of $851.56.

Administrative File Attachments

[sewer abatement paper work (3).pdf (419 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BQ2LXS55F77E/$file/sewer%20abatement%20paper%20work%20(3).pdf)

[Golden Ct Sewer Abatement (1).pdf (257 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BQ2LXW55FB59/$file/Golden%20Ct%20Sewer%20Abatement%20(1).pdf)

[Sewer Abatement - Collector's Office Golden Court 06.03.20.docx (13 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BQ2LYL56116F/$file/Sewer%20Abatement%20-%20Collector's%20Office%20%20Golden%20Court%2006.03.20.docx)

**7. Old Business**

**Subject**

**7.1 Hadleaf Holistics Entrance Location**

Meeting

Jun 3, 2020 - Select Board Meeting Agenda

Category

7. Old Business

Access

Public

Type

Action

The Board will meet with Mr. Andrew Wielblad of Hadleaf Holistics to discuss the merits of an interior vs. exterior entrance to a retail marijuana store at Hampshire Mall.

**Subject**

**7.2 Town Administrator Search Update**

Meeting

Jun 3, 2020 - Select Board Meeting Agenda

Category

7. Old Business

Access

Public

Type

The Select Board is asked to appoint a screening committee to review applications to the position of Town Administrator and to offer three finalists to the Select Board for interviews.

Here is a proposed schedule and action plan:

1. Deadline for resumes is 6/1. Municipal Resources Inc. has received 39 resumes so far, with 12-13 qualified to receive the essay assignment.

2. May 20 the Select Board formed a screening committee, consisting of two Select Board members, the School Superintendent, either the Fire Chief or the Police Chief, and a member of the public.

3. June 3 the Select Board is asked to appoint people to the screening committee.

4. Screening committee receives any further qualified candidates’ applications with essays on June 18 and has an initial meeting with MRI.  The screening committee will be given the assignment of selecting 3 or 4 applicants for the Select Board to interview.

5. Screening committee interviews 6 or so applicants June 24-25.

6. July 8 the select Board interviews the 3-4 finalists and makes a decision that evening.

7. Background check and contract negotiations completed July 22.

8. Successful candidate gives 30 days’ notice (could be more or less time depending on circumstances).

9. New Town Administrator takes the position around the last week of August.

File Attachments

[Jane Nevinsmith letter of interest to be appointed to screenining committee.docx (13 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BQ2L8D539A8B/$file/Jane%20Nevinsmith%20letter%20of%20interest%20to%20be%20appointed%20to%20screenining%20committee.docx)

**Subject**

**7.3 Library, Fire Substation, and Senior Center Updates**

Meeting

Jun 3, 2020 - Select Board Meeting Agenda

Category

7. Old Business

Access

Public

Type

Action, Information

The Select Board will hear the reports of the building committees for the Senior Center, Library, and Fire Substation projects.  The Select Board will discuss and may take action on any change orders.

**8. Other Items Not Anticipated 48 Hours in Advance**

**9. Announcements**

**10. Executive Session**

**11. Adjournment**

**Subject**

**11.1 Adjournment**

Meeting

Jun 3, 2020 - Select Board Meeting Agenda

Category

11. Adjournment

Access

Public

Type

Action

Recommended Action Motion to adjourn.