

2

Wednesday, August 5, 2020

Select Board Meeting Agenda

Hadley Town Hall - Room 203 at 5:30 pm

**1. Call to Order**

**Subject**

**1.1 Call to order**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

1. Call to Order

Access

Public

Type

Action, Procedural

The Select Board will convene a meeting on Wednesday, August 5, 2020 at 5:30 p.m. in Town Hall, 100 Middle Street, Hadley, MA 01035 there and then to act on the following agenda.

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:

Zoom Meeting Information

Topic: Select Board Meeting

Time: Aug 5, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93045367876?pwd=d0VBOWg5anZBZ0lHN2V3UVA0NVpCUT09>

Meeting ID: 930 4536 7876

Passcode: Wym69A

One tap mobile

+13017158592,,93045367876#,,,,,,0#,,570573# US (Germantown)

+13126266799,,93045367876#,,,,,,0#,,570573# 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)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 930 4536 7876

Passcode: 570573

Find your local number: <https://zoom.us/u/adLHKRJ2t1>

**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. Consent Agenda**

**Subject**

**2.1 Consent Agenda**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

2. Consent Agenda

Access

Public

Type

Action (Consent)

|  |  |
| --- | --- |
| Minutes | March 4, 2020 |
| Warrants |   |
| DPW Completion Of Probationary Period | Wade Vandoloski  |
| Hadley Police Lieutenant MOU | Mitchell Kuc |
| Hadley Dispatch Supervisor MOU | Megan Cahill  |
| Historical Commission Resignation | Ginger Goldsbury |
| Municipal Building Committee Resignation | David Tudryn |
| Municipal Building Committee and Russell School Sub- Building Committee Resignation | Claire Carlson  |
| Texas Roadhouse Entertainment License  |   |
| Sewer and Water Commitments FY 2020 1st Quarter | Select Board signs |
| PermitLink Services Agreement | Select Board ratifies |
| Waiver of Fire Department fees associated with fund-raising event at Hampshire Mall for Whole Children August 14 | Select Board approves |

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

[Dispatch Supervisor MOU FY21.docx (18 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRKRGL69E66E/%24file/Dispatch%20Supervisor%20MOU%20FY21.docx)

[Completion of Probationary Period - Wade Vandoloski (1).pdf (487 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRKRHT6A2589/%24file/Completion%20of%20Probationary%20Period%20-%20Wade%20Vandoloski%20%281%29.pdf)

[Lieutenant MOU FY21.docx (19 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRKRJL6A59EF/%24file/Lieutenant%20MOU%20FY21.docx)

[Dispatch Supervisor MOU FY21 (1).docx (18 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRKRJN6A5B83/%24file/Dispatch%20Supervisor%20MOU%20FY21%20%281%29.docx)

[Meeting Minutes 03.04.2020.pdf (178 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRQSS8740A0D/%24file/Meeting%20Minutes%2003.04.2020.pdf)

[Sewer and Water Commitments First Quarter FY 2021.pdf (19 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRTN9A5DDD4A/%24file/Sewer%20and%20Water%20Commitments%20First%20Quarter%20FY%202021.pdf)

[TXRH Etertain application (1).pdf (181 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRTSCK720A22/%24file/TXRH%20Etertain%20application%20%281%29.pdf)

[PermitLink Services Contract (SIGNED).pdf (1,833 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BS5HW8495982/%24file/PermitLink%20Services%20Contract%20%28SIGNED%29.pdf)

[Claire Carlson Resignation.pdf (21 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BS5HXP4A1F4A/%24file/Claire%20Carlson%20Resignation.pdf)

[David Tudryn Resignation.pdf (12 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BS5HY24A2C4A/%24file/David%20Tudryn%20Resignation.pdf)

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

**Subject**

**3.1 Public Comments**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

3. 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.

**4. Town Administrator Report**

**Subject**

**4.1 Town Administrator Report**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

4. Town Administrator Report

Access

Public

Type

Information

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

**5. Appointments**

**6. New Business**

**Subject**

**6.1 Town Hall Re-Opening for Early Voting and Election Warrant**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

6. New Business

Access

Public

Type

The Town Clerk needs to allow people to vote in person for early voting for both the Primary (September 1) and the General Election (November 3).  Voting occurs in Town Hall.

Early voting for the Primary takes place Saturday August 22 through Friday, August 28.

Early voting for the General Election takes place Saturday October 17 through Friday October 30.

The Select Board will sign the election warrant.

The Select Board will review and take action on a Town Hall and Senior Center re-opening plan that features a phased return to work.  The phases are based on data about the pandemic.

File Attachments

[2020.9.1 warrant.doc (30 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRZK4Y4F9944/%24file/2020.9.1%20warrant.doc)

[RTW document DRAFT CIRCULATED FOR COMMENTS 073020.docx (131 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BS5KET513821/%24file/RTW%20document%20DRAFT%20CIRCULATED%20FOR%20COMMENTS%20073020.docx)

**Subject**

**6.2 COVID-19 Update School Request for CARES Act Funds**

Meeting

Aug 5, 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.

Anne McKenzie, Superintendent of Schools, will present information about the plans to re-open Hadley Elementary and Hopkins Academy.  Dr. McKenzie will request funds from the CARES Act allotment for Hadley to conduct needed work to improve air circulation at Hopkins Academy.

The Board will discuss safety provision to protect the community.

**Subject**

**6.3 Snow Removal Proposal**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

6. New Business

Access

Public

Type

Christopher Okafor, DPW Director, will discuss a proposal to manage snow and ice on Town-owned properties, principally parking areas and access ways.

**Subject**

**6.4 Accounting Services and Audit Services**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

6. New Business

Access

Public

Type

The regional accounting services contract with Erik Kinsherf CPA (through the Pioneer Valley Planning Commission) was not renewed for FY 2021.

The Town Administrator and Town Treasurer recommend hiring Melanson Company to perform accounting.

Because Melanson Company formerly performed the Town of Hadley annual audit, another auditor is required to maintain the integrity of the Town's reporting of finances.  The Town Administrator and Town Treasurer recommend hiring Powers and Sullivan to perform the FY 2020 audit.  Powers and Sullivan are the Town's former auditors ca. 2005.

The schedule for the next five months includes:  Closing FY 2020, certifying Free Cash, performing the FY 2020 audit, completing the Schedule A report, preparing for the bond rating review, and supporting the Assessors work in preparing the tax recapitulation sheets.

File Attachments

[Hadley Engagement Letter.pdf (110 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BS5HZK4ABD82/%24file/Hadley%20Engagement%20Letter.pdf)

[MH Outsourced Accountant Contract - MH processes invoicces.docx (76 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BS5HZN4AC778/%24file/MH%20Outsourced%20Accountant%20Contract%20-%20MH%20processes%20invoicces.docx)

[MH Outsourced Accountant Contract - town processes invoices.docx (77 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BS5HZR4AC8FC/%24file/MH%20Outsourced%20Accountant%20Contract%20-%20town%20processes%20invoices.docx)

**Subject**

**6.5 Resolution Regarding the Holyoke Soldiers' Home**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

6. New Business

Access

Public

Type

The Central Hampshire Veterans Service District requests that the Select Board adopt a resolution calling for Governor Baker to support financially the Holyoke Soldiers' Home.

File Attachments

[Soldiers' Home Holyoke Resolution\_.docx (18 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRXQ6J67C6D8/%24file/Soldiers%27%20Home%20Holyoke%20Resolution_.docx)

**Subject**

**6.6 Route 9 Widening Project -- Town Property Land Takings**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

6. New Business

Access

Public

Type

The Massachusetts Department of Transportation requests that Town allow MassDOT to take Town-owned land (sidewalk) and create temporary easements in order to make room for an ADA compliant sidewalk as part of the Route 9 widening project.  The affected Town-owned properties are the North East corner of Middle Street and Route 9 and a strip of sidewalk in the vicinity of the American Legion and Coach property.

File Attachments

[MassDOT Route 9 Widening Map Library.pdf (535 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRSM8P5A0733/%24file/MassDOT%20Route%209%20Widening%20Map%20Library.pdf)

[MassDot Route 9 Widening Forms Library.pdf (60 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRSM955A19A0/%24file/MassDot%20Route%209%20Widening%20Forms%20Library.pdf)

[MassDOT Route 9 Widening Map Sidewalk.pdf (490 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRSMDE5A4380/%24file/MassDOT%20Route%209%20Widening%20Map%20Sidewalk.pdf)

[MassDOT Route 9 Widening Forms Sidewalk.pdf (57 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRSMDM5A52FA/%24file/MassDOT%20Route%209%20Widening%20Forms%20Sidewalk.pdf)

[MassDOT Notice of Land Affected Route 9 Widening.pdf (57 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRSQTC6A8FFD/%24file/MassDOT%20Notice%20of%20Land%20Affected%20Route%209%20Widening.pdf)

**Subject**

**6.7 Special Town Meeting**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

6. New Business

Access

Public

Type

The Select Board are asked to open the warrant and set the fall town meeting.  Target dates of Thursday October 22 or Saturday October 24 are suggested.

A draft warrant is attached.

File Attachments

[STM Fall countdown.doc (25 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRXQZZ6BB1B4/%24file/STM%20Fall%20countdown.doc)

[STM Warrant FY 2021 DRAFT 080220.doc (228 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BS5KX453F11B/%24file/STM%20Warrant%20FY%202021%20DRAFT%20080220.doc)

**Subject**

**6.8 Capital Plan Update**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

6. New Business

Access

Public

Type

The Select Board will discuss updating the 10-year capital plan.

Recommended schedule:

July 8:         Departments started updating their FY 2021 through FY 2029 capital requests, and compose their FY 2030 requests.

August 19:    Department requests are due, and the Town Administrator and Town Treasurer compose the updated Capital Improvement Plan, FY 2021 - FY 2030.

August 24:  Capital Planning Committee starts meeting to develop recommendations.

Planning for capital expenses for FY 2021 and FY 2022 requires conservative capital budgeting.

File Attachments

[Capital Improvement Plan FY 2020-2029 060819.docx (3,787 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRBVJC80EEB2/%24file/Capital%20Improvement%20Plan%20FY%202020-2029%20060819.docx)

**Subject**

**6.9 Town Administrator Transition**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

6. New Business

Access

Public

Type

The Chair will provide an update on the search for a new Town Administrator.

Information about the transition will be discussed.

**Subject**

**6.10 Haikus Along the Dike**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

6. New Business

Access

Public

Type

The Hadley Cultural Council requests permission to install haiku signs along the Town-owned portions of the dike.

**7. Old Business**

**Subject**

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

Meeting

Aug 5, 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 Fire Substation and Library.

The Senior Center is completed.

The Fire Substation has received its Certificate of Substantial Completion.

The Library received bids for additional lanscaping.

Chris Okafor, DPW Director, will discuss the plans for interior and exterior maintenance.

File Attachments

[HFSS Cert of Substantial Completion (SIGNED).pdf (906 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BS5HZY4AED15/%24file/HFSS%20Cert%20of%20Substantial%20Completion%20%28SIGNED%29.pdf)

**Subject**

**7.2 Mount Holyoke Range Conservation Restriction**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

7. Old Business

Access

Public

Type

The State has approved the Conservation Restriction on the parcels on the Mount Holyoke Range.  The Select Board is asked to sign the attached document.

The State also designated the conserved land to be under Article 97 (permanently protected recreational land).

File Attachments

[Hadley CR 14 Ref 16814 EEA Approved for Local Signatures 7.17.2020.docx (8,286 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRLMVH5CF46D/%24file/Hadley%20CR%2014%20Ref%2016814%20EEA%20Approved%20for%20Local%20Signatures%207.17.2020.docx)

[Hadley CR 14 Ref 16814 EEA Acknowledgement Letter OK For Local Signatures 7.17.2020.pdf (109 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRLMVK5CF490/%24file/Hadley%20CR%2014%20Ref%2016814%20EEA%20Acknowledgement%20Letter%20OK%20For%20Local%20Signatures%207.17.2020.pdf)

**Subject**

**7.3 Cell Phone Agreement -- Building Inspector**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

7. Old Business

Access

Public

Type

The Select Board will review and take action on the cell phone for the Building Inspector.  The Building Inspector has requested a stipend.

**Subject**

**7.4 Diversity and Inclusion Committee: Name Change, Appointments, and Mission Statement**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

7. Old Business

Access

Public

Type

Action

The Select Board is asked to change the name of the former Diversity and Inclusion Committee to the "Committee for Diversity, Equality, and Inclusion".  The Committee submits a mission statement.

The Select Board is asked to appointment members to the Committee.

File Attachments

[Diversity Equity and Inclusion Mission Statement (2020-07-29).pdf (50 KB)](https://go.boarddocs.com/ma/hadleyma/Board.nsf/files/BRYLKR56D4D2/%24file/Diversity%20Equity%20and%20Inclusion%20Mission%20Statement%20%282020-07-29%29.pdf)

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

**9. Announcements**

**10. Executive Session**

**11. Adjournment**

**Subject**

**11.1 Adjournment**

Meeting

Aug 5, 2020 - Select Board Meeting Agenda

Category

11. Adjournment

Access

Public

Type

Action

Recommended Action

Motion to adjourn