

David Nixon

From: Hadley BoS and Licensing
Sent: Monday, March 23, 2020 2:02 PM
To: David Nixon; Town Clerk
Subject: Select Board Meeting

Jennifer James is inviting you to a scheduled Zoom meeting.

Topic: Select Board Meeting
Time: Mar 25, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/514635951>

Meeting ID: 514 635 951

One tap mobile
+19292056099,,514635951# US (New York)
+13126266799,,514635951# US (Chicago)

Dial by your location
+1 929 205 6099 US (New York)
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US

Meeting ID: 514 635 951

Find your local number: <https://zoom.us/u/ag3Zp7ewl>

RECEIVED
2020 MAR 23 PM 2:55
TOWN CLERKS OFFICE
HADLEY MA 01035



**Wednesday, March 25, 2020
Select Board Meeting Agenda**

Hadley Town Hall - Room 203 at 5:30 pm

1. Call to Order

1.1 Call to order

2. Consent Agenda

2.1 Consent Agenda

3. Public Comments: 6:30 - 6:45pm

3.1 Public Comments

4. Town Administrator Report

4.1 Town Administrator Report

5. New Business

5.1 Rocky Hill Road Heavy Vehicle Exclusion and Traffic Study

5.2 Funding Request for Board of Health

6. Old Business

6.1 Public Health Planning -- COVID-19

6.2 Senior Center, Library, and Fire Substation Updates

6.3 Building Inspector Search Update

6.4 Town Administrator Recruitment

6.5 DPW Director Contract and Compensatory Time

7. Other Items Not Anticipated 48 Hours in Advance

8. Announcements

9. Executive Session

10. Adjournment

10.1 Adjournment



Wednesday, March 25, 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	Mar 25, 2020 - Select Board Meeting Agenda
Category	1. Call to Order
Access	Public
Type	Action, Procedural

The Select Board will convene a meeting on Wednesday, March 25, 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

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.

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

Topic: Select Board Meeting
Time: Mar 18, 2020 06:30 PM Eastern Time (US and Canada)
Join Zoom Meeting
<https://zoom.us/j/952703285>

Meeting ID: 952 703 285
One tap mobile
+19292056099,,952703285# US (New York)
+13126266799,,952703285# US (Chicago)
Dial by your location
+1 929 205 6099 US (New York)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US
+1 346 248 7799 US (Houston)

Meeting ID: 952 703 285
Find your local number: <https://zoom.us/u/ag3Zp7ewI>

File Attachments REMOTE PARTICIPATION POLICY.docx (18 KB)
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2. Consent Agenda

Subject	2.1 Consent Agenda
Meeting	Mar 25, 2020 - Select Board Meeting Agenda
Category	2. Consent Agenda

Access Public

Type Action (Consent)

Minutes	January 15, 2020; January 29,2020
Warrants	
Ch.90	Select Board approval
Administrative and Financial Policies	Select Board approval
Personnel Policies	Select Board approval
DPW Administrative Assistant Appointment	Jessica Perron
Treasurer Contract	Select Board signature
MassDOT Project 607886 Russellville Brook Culvert Replacement	Select Board approval to continue project
MassDOT Project 608089	Select Board approval of deactivation -- Project to be funded in another DOT project

**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
MassDOT Project Letters.pdf (145 KB)
Fraternization Policy.docx (87 KB)

3. Public Comments: 6:30 - 6:45pm

Subject 3.1 Public Comments

Meeting Mar 25, 2020 - Select Board Meeting Agenda

Category 3. Public Comments: 6:30 - 6:45pm

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 Mar 25, 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. New Business

Subject **5.1 Rocky Hill Road Heavy Vehicle Exclusion and Traffic Study**
Meeting Mar 25, 2020 - Select Board Meeting Agenda
Category 5. New Business
Access Public
Type Action

The Chief of Police and the Town Administrator will review numerous complaints received about heavy traffic on Rocky Hill Road. One possible solution is establishing a Heavy Vehicle Exclusion (HVE), which would eliminate heavy truck and bus traffic from traveling Rocky Hill Road from the intersection of River Drive and North Maple Street. Such an exclusion would be allowed by the Massachusetts Department of Transportation (MassDOT), if a traffic study demonstrates the need for such an exclusion.

The Town of Hadley is eligible to receive two free traffic studies by virtue of its membership with the Pioneer Valley Planning Commission. The Police Chief and the Town Administrator recommend that the first traffic count study be conducted on Rocky Hill Road and the other be conducted on Huntington Road (the likely alternate route, if Rocky Hill Road traffic is restricted).

The Board is asked to authorize the traffic studies to be conducted while the colleges are in session.

File Attachments

DOT Gulf Road Exclusion Approval 3-7-2019.pdf (256 KB)
FRCOG traffic study Gulf Rd.docx (884 KB)
Gulf Rd Heavy Veh exclusion sign permit.pdf (614 KB)
Gulf Rd Truck Exclusion summary.pdf (2,241 KB)
Northfield HVE endorsement.pdf (170 KB)

Subject **5.2 Funding Request for Board of Health**

Meeting Mar 25, 2020 - Select Board Meeting Agenda

Category 5. New Business

Access Public

Type

The Board of Health requests emergency funding from the Town of Hadley to respond to COVID-19. Budget requests are attached.

File Attachments

BOH.Health Dept - COVID Finance Requests 031720.pdf (208 KB)
Daily Needs of Health Dept - COVID-19 Response.pdf (107 KB)
Hadley - Board of Health needs assessment.docx (29 KB)
COVID Workload - Health Dept Coordinator.pdf (442 KB)
COVID19 031120.pdf (24 KB)
Dragon Hours COVID-19_.pdf (42 KB)
COVID-19 Positive SOP for LBOH_ver1.0_March18.pdf (452 KB)

6. Old Business

Subject **6.1 Public Health Planning -- COVID-19**

Meeting Mar 25, 2020 - Select Board Meeting Agenda

Category 6. Old Business

Access Public

Type

The Select Board will discuss the Town of Hadley's planning for the coronavirus COVID-19. The Emergency Management Director, Board of Health, School Superintendent, and Town Administrator have been meeting with department heads to plan for possible contagion by COVID-19. Planning includes possible closure of Town buildings to public access, if the outbreak worsens.

The Select Board is asked to adopt: (1) a telecommuting policy, (2) a sick bank policy (voluntary), and (3) a staggered shift policy.

Here is a link to the Town of Hadley website regarding COVID-19 with links to informational sites:
<https://www.hadleyma.org/home/news/town-hadley-covid-19-response>

Here is a link to the Hadley Media broadcast regarding Town of Hadley preparedness for COVID-19:
<https://youtu.be/STc6xhAKdRU>

File Attachments

Projected Elastic Revenues.pdf (50 KB)
COVID19 Announcement 031320.docx (17 KB)
PP FMLA.docx (177 KB)
Sick Bank Policy.docx (83 KB)
Telecommuting Policy.docx (90 KB)

Subject **6.2 Senior Center, Library, and Fire Substation Updates**

Meeting Mar 25, 2020 - Select Board Meeting Agenda

Category 6. Old Business

Access Public

Type Action

The Select Board will hear the reports of the building committees for the senior center, library, and fire substation as well as the Municipal Building Committee.

File Attachments
NSTAR Assignment (Sr. Ctr).docx (23 KB)
NSTAR Easement (Sr. Ctr).docx (24 KB)

Subject **6.3 Building Inspector Search Update**

Meeting Mar 25, 2020 - Select Board Meeting Agenda

Category 6. Old Business

Access Public

Type Action

The Select Board will discuss the report of the search committee for a new Building Inspector, and take appropriate action.

Subject **6.4 Town Administrator Recruitment**

Meeting Mar 25, 2020 - Select Board Meeting Agenda

Category 6. Old Business

Access Public

Type

The Select Board is asked to review and approve the job posting for the new Town Administrator.

File Attachments
TA Advertisement Hadley MA Draft 3.9.20.doc (29 KB)
Memo re Schedule for TA Recruitment 032120.docx (15 KB)

Subject **6.5 DPW Director Contract and Compensatory Time**

Meeting Mar 25, 2020 - Select Board Meeting Agenda

Category 6. Old Business

Access Public

Type

The Select Board will review the contract for the DPW Director and address issues of surplus compensatory time.

File Attachments Okafor Update.pdf (661 KB)
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7. Other Items Not Anticipated 48 Hours in Advance

8. Announcements

9. Executive Session

10. Adjournment

Subject **10.1 Adjournment**

Meeting Mar 25, 2020 - Select Board Meeting Agenda

Category 10. Adjournment

Access Public

Type Action

Recommended Action Motion to adjourn