



RECEIVED

2019 JUL 15 PM 3:01

Wednesday, July 17, 2019
Select Board Meeting Agenda

TOWN CLERKS OFFICE
HADLEY, MA 01035

Hadley Town Hall - Room 203 at 6:30 pm

1. Call to Order

Subject 1.1 Call to order
Meeting Jul 17, 2019 - Select Board Meeting Agenda
Category 1. Call to Order
Access Public
Type Action, Procedural

The Select Board will convene a meeting on July 17, 2019 at 6:30 p.m. at Hadley Town Hall, 100 Middle Street, Hadley, MA 01035 there and then to act on the following agenda. The Select Board will be meeting jointly with the Finance Committee.

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.

2. Consent Agenda

Subject 2.1 Consent Agenda
Meeting Jul 17, 2019 - Select Board Meeting Agenda
Category 2. Consent Agenda
Access Public
Type Action (Consent)

Minutes	April 3, 2019, April 10, 2019
Warrants	
Charity Wine Tasting	Fragile X
Surplus Property under \$500.00	HP Laser JEt 4015
One Day Liquor	Most Holy Redeemer

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
FRAGILE X WINE TASTING.pdf (280 KB)

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

Subject	3.1 Public Comments
Meeting	Jul 17, 2019 - Select Board Meeting Agenda
Category	3. Public Comments: 6:30 pm - 6:45 pm
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	Jul 17, 2019 - 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

Subject **5.1 6:45 pm Pole Hearing - Huntington Rd. #1A3L0RB, Roosevelt St. #1A3L0QE, Westgate Center Dr. # 6A822352, Comins Rd. #1A3L0NT**

Meeting Jul 17, 2019 - Select Board Meeting Agenda

Category 5. Appointments

Access Public

Type Action

Verizon and Eversource applied for multiple pole hearings for the following locations. Abutters have been notified and all applications have been approved by the Chief of Police, Fire Chief and DPW Director.
Joint poles: Huntington Rd.

File Attachments

VERIZON ROOSEVELT STREET.pdf (198 KB)
1A3L0QE ROOSEVELT STREET(1).pdf (37 KB)
1A3L0QE ROOSEVELT STREET.pdf (16 KB)
VERIZON COMINS ROAD.pdf (211 KB)
1A3L0NT COMINS ROAD.pdf (44 KB)
6A822352 WESTGATE CENTER DRIVE(1).pdf (12 KB)
EVERSOURCE WESTGATE CENTER DRIVE.pdf (301 KB)
6A822352 WESTGATE CENTER DRIVE.pdf (29 KB)
VERIZON HUNTINGTON ROAD.pdf (196 KB)
1A3L0RB HUNTINGTON ROAD.pdf (28 KB)

Subject **5.2 7:00 pm Public Hearing Transfer of License from Fonzies Beer and Wine to Bottle & Brew dba Valley Wine & Craft**

Meeting Jul 17, 2019 - Select Board Meeting Agenda

Category 5. Appointments

Access Public

Type Action

The Select Board is requested to vote on a transfer of an off premise wine and malt license - 00053-PK-0482 currently issued to Fonzie's Beer and Wine to Bottle & Brew, Inc., d/b/a Valley Wine & Craft.. The premise location at 103 Russell St. will not change.

Subject **5.3 7:15 p.m. FY 2018 Audit Presentation**

Meeting Jul 17, 2019 - Select Board Meeting Agenda

Category 5. Appointments

Access Public

Type

Tanya Campbell of Melandson Heath will present the results of the FY 2018 audit.

File Attachments

18 FS - Hadley - signed final.pdf (393 KB)

Subject **5.4 7:45 pm Kestrel Trust Mt. Holyoke Range Project**

Meeting Jul 17, 2019 - Select Board Meeting Agenda

Category 5. Appointments

Access Public

Type

Ms. Kristen DeBoer of Kestrel Trust will meet with the Select Board to address the Mount Holyoke Range Landscape Partnership Project.

Subject **5.5 Classification/Compensation Plan Update**

Meeting Jul 17, 2019 - Select Board Meeting Agenda

Category 5. Appointments

Access Public

Type Action

Mr. Don Jacobs will present the Classification and Compensation Plan results.

File Attachments

- Class and Comp Study Final Report Overview.ppt (753 KB)
- Comp & Classification Plan General Government.pdf (65 KB)
- Comp & Classification Plan Police.pdf (44 KB)
- Comp & Classification Plan Fire.pdf (73 KB)
- Copy of Copy of Proposed Salary Hiring and Market Equity Range Plan Fire Non Union Positions.xls (124 KB)
- Copy of Copy of Proposed Salary Hiring and Market Equity Range Plan Non Union Positions.xls (151 KB)
- Copy of Copy of Proposed Salary Hiring and Market Equity Range Plan Police Non Union Positions.xls (118 KB)
- Copy of General Government Proposed Employee Compensation Plan.xls (59 KB)
- Copy of Public Safety Employee Compensation Plan July 9 2019.xls (77 KB)
- Fire Department Non-Union Positions Characteristic Chart April 25 2019.doc (47 KB)
- General Government Positions Draft Classification Plan Characteristic Chart May 10 2019.doc (45 KB)
- Police Department Non-Union Positions Characteristic Chart April 25 2019.doc (45 KB)
- Proposed Fire Classification.xlsx (9 KB)
- Proposed General Government Grades.xlsx (10 KB)
- Proposed Police Classification.xlsx (9 KB)

6. New Business

Subject **6.1 Resignation -- Senior Services Director**

Meeting Jul 17, 2019 - Select Board Meeting Agenda

Category 6. New Business

Access Public

Type Action

Ms. Suzanne Travisano, Senior Services Director, submits her resignation, effective September 9, 2019. Ms. Travisano will be on hand to discuss.

Administrative File Attachments

- Travisano ltr of resignation.pdf (31 KB)

Subject **6.2 Select Board Goals and Objectives**

Meeting Jul 17, 2019 - Select Board Meeting Agenda

Category 6. New Business

Access Public

Type

The Select Board will discuss goals and objectives for the fiscal year. In preparation for receiving the Departments' SWOT (Strength, Weaknesses, Opportunities, and Threats) updates, the Select Board will discuss major goals and objectives, including management of three major building projects and preparations for two major road projects.

Here are suggestions from Chair Stanley:

Continue to oversee the successful completion of the 3 municipal building projects: Senior Center, Library and Fire Substation.

2. Hire a full time Human Resources Director for the town.
3. Sign a host community agreement with at least one Adult Use Marijuana retail location.
4. Hire a new Senior Services Director
5. Sell North Hadley Village Hall prior to December of 2019.
6. Review DPW staffing levels and needs.
7. Create a plan to get Sewer Funding back on track and prepare for the large capital project we will be undertaking along Route 9 in 2021.
8. Plan for future transitions of key roles in town government, retaining as much institutional knowledge as possible.
9. The FY 2021 Budget Process should include plans to have a Town Planner, and be focused on improvements to the DPW.
10. Ensure compliance with new mandates including OSHA and MS4.
11. Continue to apply for grant funding that can help the town with Municipal Vulnerability and capital improvement projects.

7. Old Business

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

Meeting Jul 17, 2019 - Select Board Meeting Agenda

Category 7. 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.

The Library will discuss sidewalk relocation, off-site parking, and Handicapped parking for the library construction project.

The Senior Center Building Committee will discuss change orders for the project.

File Attachments

PCO 004 - Structural Fill @ Foundations.pdf (114 KB)

CCD 01 - Unsuitables at Legion Lot.pdf (113 KB)

PCO 005R2 - Water Service Changes.pdf (65 KB)

Subject 7.2 FY 2019 End-of-Year Transfers

Meeting Jul 17, 2019 - Select Board Meeting Agenda

Category 7. Old Business

Access Public

Type Action

The Select Board and Finance Committee will review and vote on any end-of-year transfers for FY 2019.

Subject 7.3 Sewer Operations and Capital Budget Options

Meeting Jul 17, 2019 - Select Board Meeting Agenda

Category 7. Old Business

Access Public

Type

The Select Board will discuss options for addressing the FY 2020 Sewer Enterprise Fund financial position.

Links to the various funding authorizations are provided here:

MGL Chapter 59, Section 21C relating to transferring sewer debt:

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIX/Chapter59/Section21C>

Capital Stabilization Exclusion: <https://www.mass.gov/files/documents/2016/08/ut/igr04-201.pdf>

MGL Chapter 44, Section 16(a) relating to CPA amendment: MGL Chapter 44, Section

16(a): <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44B/Section16>

Department of Revenue Enterprise Fund Manual:

[https://www.mass.gov/files/documents/2016/08/nn/enterprisefundmanual.pdf?](https://www.mass.gov/files/documents/2016/08/nn/enterprisefundmanual.pdf?_ga=2.40592737.254398483.1563196694-518953298.1522088720)

[_ga=2.40592737.254398483.1563196694-518953298.1522088720](https://www.mass.gov/files/documents/2016/08/nn/enterprisefundmanual.pdf?_ga=2.40592737.254398483.1563196694-518953298.1522088720)

File Attachments

Memo sewer funding options 071519.docx (119 KB)

8. Other

9. Announcements

10. Executive Session

Subject 10.1 Executive Session -- DPW

Meeting Jul 17, 2019 - Select Board Meeting Agenda
Category 10. Executive Session
Access Public
Type Action

The Select Board will enter into executive session as per the provision of MGL Chapter 30A, Section 21(a)(3) "To discuss strategy with respect to collective bargaining ... if an open meeting may have a detrimental effect on the bargaining ... position of the public body and the chair so declares..." -- DPW.

Administrative File Attachments
EXECUTIVE SESSION STATEMENT.pdf (54 KB)

Executive File Attachments
Proposed DPW Reorganization Staffing and Compensation July 2019.pdf (2,479 KB)
Reopening of My Compensation Package and Other Wage Recommendations.pdf (1,176 KB)
Chris Okafor Contract FINAL.pdf (164 KB)
Proposed Cost to DPW Compensation Package.docx (15 KB)

11. Adjournment

Subject 11.1 Adjournment

Meeting Jul 17, 2019 - Select Board Meeting Agenda
Category 11. Adjournment
Access Public
Type Action
Recommended Action Motion to adjourn

12. New Category
