

Board of Selectmen Meeting:

Memorial Town Hall

Chairman:

Edmund E. Jaworski

August 15, 2018 @ 6:00pm

Approved: March 20, 2019

Present: Edmund Jaworski, Jr., Chair, Brian Moriarty, Selectman, Cindy Doty, Selectman  
Marlene Michonski, Town Administrator

Selectman Jaworski opened the meeting at 6:00pm.

Selectman Moriarty moved to accept the meeting minutes of 6-15-18. Selectman Doty seconded. The motion was approved.

Selectman Moriarty moved to accept meetings minutes of 6-7-18. Selectman Doty seconded. The motion was approved.

Selectman Moriarty moved to approve the 6-4-18 meeting minutes. Selectman Doty said Board of Health agent's hours were increased 4 hours, not decreased. Selectman Doty seconded. The motion was approved with one edit.

Bobby Betsold updated the Board on the 350<sup>th</sup> Anniversary Committee. Many events are planned for 2020 including the Luminarium with fireworks, gala and a re-enactment of coming across the river with reading the proclamation in traditional garb. There will be raffles and a photo book by Kyle Scott and a donated radio package from KIX. Everything is being done through subcommittees. Their next meeting is Sept. 6<sup>th</sup> and meetings are usually at the Fire Department training room. Selectman Jaworski suggested they televise 1 of their meetings.

Town Right of First Refusal – Chapter 61A Land off Cronin Hill Road

Selectman Moriarty moved to table this item. Selectman Jaworski seconded. The motion was approved.

Appoint Temporary Town Accountant

Selectman Jaworski read the following "Pursuant to G.L. c. 41, s. 40, I move that the Board appoint Justin Cole of Baystate Municipal Accounting Group to serve as the temporary town accountant of the Town of Hatfield effective immediately until another is duly appointed and has qualified according to law or until the absent Derek Geser resumes his duties." Selectman Moriarty seconded. The motion was approved.

One Day License – Food Bank

Selectman Moriarty moved to approve 1 Day Liquor License for the Food Bank of Western Massachusetts. Selectman Doty seconded. The motion was approved.

RFP for Town Counsel

Selectman Doty asked if this is an RFP Ms. Michonski has used in the past. Selectman Moriarty said it looks great. Selectman Moriarty asked if Attorney Mullen gave us an end date, Ms. Michonski said he has not but she will let him know we are seeking an attorney, as a courtesy. Ms. Michonski based it on what we have expected over the years. Selectman Doty said it is thorough and pertinent. Selectman Moriarty said as per the last page, previously we chose an attorney via their proposals, no interviews. Basically it was based on cost. Selectman Jaworski said Ms. Michonski could make a recommendation on whom the Board should choose. Selectman Doty said do research on line.

Steibel Meeting with Secretary Ash

Mr. Sullivan EDC was there, Steibel's vice president, and Diana Szynal. Selectman Doty apologized for not attending. Selectman Moriarty said Secretary Ash, Economic Development for MA, was there because

of Rick Sullivan and Hatfield DPW Director being from Westfield. This is about helping communities so that the State reaps benefits and town gets jobs. He's looking for new employers that will be creating positions. Mike Ohl, Comprehensive Environmental was also there. Selectman Moriarty said there will be more conversation about this. He noted the Town's proposal was very well written.

Selectman Jaworski asked to take a short break.

Darryl Williams, Paul Fisher, and Diane Brzowski, comprised a Finance Committee quorum. Finance Committee is meeting monthly to discuss town's financial situation. Today they are looking for an update for FY18 and FY19 for the Accountant and Treasurer.

The Accountant's been ill, and Justin Cole, of Baystate Accounting Group has just been appointed as temporary town accountant. He has been working for the town over a year. Ms. Palmisano and Ms. Strzegowski, in the Treasurer's office, are doing quite well. Ms. Michonski said they have reconciled FY18 and wrapping up the General Ledger for the 1<sup>st</sup> quarter.

Ms. Michonski forwarded a letter from Maryjane Handy saying the town is required to be audited.

Ms. Michonski will let Mr. Roselli know December 1 is still the target date. Selectman Moriarty feels good about the date given the progress that is being made. Mr. Williams commented on the situation a year ago. Mr. Williams suggested Mr. Cole meet for an overview in a month, with Ms. Strzegowski and Ms. Palmisano also in attendance.

The Board and Finance Committee briefly also discussed Mr. Cole's work with the school. Ms. Michonski said employees are adjusting to working with Baystate and she is hearing no complaints. Selectman Doty said the new system is good, alphabetical with copies of checks.

The Finance Committee and Board of Selectmen addressed the draft financial audit letter. Ms. Brzowski asked for prior years copies. Selectman Moriarty said many of the issues are repeated year after year. Selectman Moriarty said, regarding page 4, that the referenced individual has never had hands-on training but working with Baystate comprises training. Mr. Williams said Mr. Genovese had issues with things that broke and had no money to pay for them. There should be sufficient funds for things like water main breaks, even if it should happen in June. Mr. Williams said we have until January 1 to set a tax rate. Ms. Michonski noted we can have the tax classification hearing in December. She said Mr. Cole said there was no reason we couldn't go ahead with the tax classification. Mr. Williams said the recap was so far off that nobody could sign off on it. Schedule A is due November 1<sup>st</sup>. Ms. Michonski will be in contact with Justin Cole prior to the next meeting. The Treasurer's office is current with FY19.

Mr. Williams asked what our loans are going to be in preparation for the 2020 preliminary budgeting. Selectman Moriarty said we will be more comfortable with the numbers after Ms. Michonski's suggested meeting with the Treasurer for financial capacity. Ms. Michonski is to follow up with auditor regarding page 4, hands-on-training. Selectman Doty talked about the June date. Mr. Williams asked if it was appropriate for Mr. Roselli to talk about the accountant's training and suggested that portion be rewritten. Selectman Jaworski said this will be on hold until the next meeting. The Finance Committee left. Selectman Moriarty welcomed Ms. Brzowski.

#### HCOG Membership

Ms. Michonski explained that DPW has used HCOG services. A savings report using HCOG's figures was shown. Also shown was retail value of goods/services. Selectman Jaworski said if we had to do this work ourselves we would have to put together packages, put out bids, etc. Ms. Michonski said this is based on volume and buying power of several towns. Selectman Doty asked about highlighted items. Ms.

Michonski has highlighted the significant savings. Selectman Doty asked about the letter sent previously saying that towns are liable for their historical costs and the legislature sent a follow up letter saying they did not support this. Selectman Doty noted there are lots of things on the list 'to be determined' and wants to know what is going on with the \$1. fee. Selectman Jaworski said we are benefiting from not having to do procurement packages, and bids. Selectman Doty said we can't tell if we're benefitting without comparative prices.

The Board discussed the RFP proposal for IT with Ms. Michonski. The town's liability regarding HCOG's deficit was also discussed. HCOG was over \$400,000.00 in debt in the winter. It was suggested town counsel answer what the town's exposure would be if they go bankrupt. Selectman Doty noted we have to give them a year's notice if we are going to bring it up at town meeting. Selectman Moriarty said let's find the answers to these questions before giving any answer to HCOG. Selectman Jaworski asked Ms. Michonski to do that and bring it up at next meeting.

#### HR policy

Section 11.2 – the Treasurer recommended a copy of any resignation letter be dated and signed. Also, Section 11.5 – says pay period is beginning on Saturday and ending on Friday.

Responding to a question from Selectman Doty about item 11.6 Overtime #3, 'holiday hours,...weekly overtime', Ms. Michonski explained that overtime is calculated per day not per week. Selectman Moriarty said item 11.2 should be an approved resignation letter. Ms. Michonski believes it would be a department head delivering the letter. A letter of resignation should not be given to the treasurer but received from the department head.

Ms. Michonski will rewrite and bring this back. Selectman Doty gave an example of someone from the Water Department on vacation being called in for an emergency and asked if would get paid for vacation and overtime. Ms. Michonski is to check this.

#### Town Hall Renovations-

Selectman Jaworski noted a letter from the architect. Ms. Michonski said it is \$300,000.00 over budget. A flow test at School Street is recommended. Selectman Jaworski asked to bring this back to next meeting. Ms. Michonski would like to talk with Mr. Genovese. Kevin Shea will draft a letter to the AAB. We can prove we put the project out to bid and we're not in position to start construction. Selectman Doty said Our Lady of Grace, Father Coonan are looking for \$500/month.

Selectman Doty asked about bridge report. Ms. Michonski can touch base with Mr. Genovese and ask if he will update the Board.

#### Smith Academy Park PARC Grant Update-

Ms. Michonski said Annual Town Meeting authorized a reimbursable grant. The grant report was submitted and the Treasurer said the town has received the \$50,000.00 reimbursement for the DOE Green Community Grant. Selectman Doty asked if there will be replacement trees for the ones that were taken down. Selectman Moriarty asked if there is another grant for the gazebo. Ms. Michonski said the Board just signed for a CPC request. They are looking for construction of a gazebo in the fall of 2019. Selectman Doty said Jane Yolan offered to donate a gazebo for the school and the school didn't want it. There was an issue with a memorial dedication.

#### Memorandum of Understanding – Franklin County Waste Management

Selectman Jaworski moved to accept Franklin County Solid Waste Management District and Town of

Hatfield agreement for hauling. Selectman Moriarty seconded. The motion was approved. Two originals are to be signed.

Selectman Jaworski said the Board would convene in executive session Pursuant to MGL. Ch. 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. The Board will not be returning to public session. Selectman Moriarty seconded the motion. A roll call vote was conducted and with Moriarty voting aye, Selectman Doty voting aye, and Selectman Jaworski voting aye, the motion was approved. The regular session meeting ended at 7:00pm.

Respectfully submitted,

Ki J. Eno  
Executive Assistant