

Board of Selectmen Meeting:  
William Belden Training Room  
Chairman:

Edmund E. Jaworski

Nov. 7, 2018 @ 6:30pm  
Approved: February 12, 2019

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

Selectman Jaworski opened the meeting at 6:30pm. The Smith Academy Park pavilion winner was announced. No one was present for public forum.

Minutes –

Selectman Moriarty moved to approve the Board of Selectmen meeting minutes of Jan.17, 2018. Selectman Jaworski seconded. Selectman Doty was ok with an additional line by Ms. Michonski.

Selectman Moriarty moved to approve the Board of Selectmen meeting minutes of July 31, 2018.

Selectman Jaworski seconded. Selectman Doty requested one edit on page 4 regarding the Emergency Management Director. She said the Fire Chief's job description says the Emergency Management Director works with, not for, the Fire Chief. She asked the minutes be amended to reflect that. The minutes were approved with 1 edit.

Selectman Moriarty moved to approve the Board of Selectmen meeting minutes of August 28, 2018.

Selectman Doty seconded. The motion was approved.

Selectman Jaworski said no questions will be allowed until after the Finance Committee and Board of Selectmen talk with Mr. Cole. He thanked Mr. Cole for attending.

Mr. Darryl Williams opened the Finance Committee meeting with committee members present: Mr. Paul Fisher, Ms. Dianne Brzozowski, and Ms. Betsy Rider

The Finance Committee approved their meeting minutes of September 19 on motion of Mr. Fisher seconded by Ms. Rider.

Justin Cole -

Mr. Cole said he is now a week behind his anticipated schedule but it won't impact the first week of December deadline. The audit will still be around December 10th. Mr. Williams asked about the peer review which Mr. Cole explained as an internal review to be sure nothing is missed. Working with Ms. Strzegowski and Ms. Palmisano, as of June 30<sup>th</sup> we are out of balance by only \$165.30.

Phase 1 was important, and he has moved on to physically rebooking everything.

Mr. Cole said it may take 3-4 weeks to rebook an entire year of cash receipts and payroll but it should be straight data entry, and no problems are anticipated. If FY18 cash receipts are done and reconciled there can be an audit around the end of December. If draft financials are accepted by DOR, then 2018 can be filed the middle of January. There is a tremendous amount of work to be done in 4-5 weeks.

Mr. Cole said about 180 transactions were recorded wrong or not at all. He is hopeful problems will net each other out. FY18 should be wrapped up in December/January and once through with FY18, FY19 will be up to date, too.

FY19 budgets for all departments are loaded. Ms. Strzegowski has a sample of what a report looks like. October payrolls can be booked. July-October report can go out to departments. The General fund budgets and 3 enterprise are ready to go. He will do a summary with detail so people can have a physical copy.

After the first set of reports they can then be done biweekly or monthly. Mr. Williams asked about income reports. Mr. Cole said the 1<sup>st</sup> quarter revenue report will be done around the first week of December. Other FY19 issues – Mr. Cole said transactions are going fairly well. The Treasurer’s office is about 70% of the transactions and they are easy to work with. Accounts payable, paying bills is the stumbling block, so he is assigning a dedicated person for Hatfield, and changing the process. There are new account numbers, and problems setting up new vendors, an abnormal amount of things have gone wrong. He has hesitated to make widespread changes since Mr. Geser has been out on sick leave.

Mr. Cole sent contact information to the Town Administrator. Stephanie Gosselin will be handling FY19 going forward. Permanent staffing is assigned to the town and will reach out and make introductions. He wants to get FY19 reports going so people know where they are in their budgets. He spoke briefly about reports. The CPC report is due to the State in mid-September. The school report of revenues and expenditures took 3 weeks to get done, the school asked for an extension. Council on Aging and cultural council reports are standard for towns; they are straightforward and predicated on the ability to put your hands on your information. He said none of these things are a problem if you have your standard financials. The timeline addresses all these things.

Selectman Moriarty said we should not have this issue next year. Mr. Cole said everything has to get into a rhythm. Going forward reports will have new account numbers. Selectman Moriarty said the expectation is that department heads will go in and check their reports. A letter should go out under the Board of Selectmen or Town Administrator saying they need to go through their reports. Mr. Cole said there will be a form/notice to check this.

Mr. Cole said every department, Board and Committee has to be custodian of their own budgets but that’s impossible to do until we give them reports. He will circle back with department heads after the reports go out. Ms. Brzozowski asked about the budget. Mr. Cole will make changes based on department feedback but needs to have authorization to move things in accounts. He said he will want backups for changes other than fixing obvious mistakes.

The necessity of a December meeting was discussed with Mr. Cole. Another meeting around the second week of January was mentioned. Mr. Cole said as soon as the auditor has draft financials done then he will start the free cash process. Ms. Rider said you won’t know about major variances until FY18 is rebooked. Mr. Cole said if something major shows up that will affect the tax rate then we will need to meet immediately. Mr. Williams asked about past practice of the Board of Selectmen and Finance committee sending a letter regarding Fiscal Year Budgeting with options, etc. and asked about waiting until the end of December.

Mr. Cole needs cash receipts booked to do the recap. He is hoping to have 1<sup>st</sup> real year of receipts, and said the results of FY18 remediation should yield tools. Ms. Szych asked about a staff member under Mr. Cole’s supervision. Mr. Genovese thanked Mr. Cole for his signature of Chapter 90 turnarounds. He wants to go back to Annual Town Meeting articles for what’s left in accounts as he is sure there are mistakes. Deficit accounts present a lot of money potential. An amount of \$800,000 was part of free cash received this spring and was all applied before the audit started. FY18 items not addressed or left over are being addressed via due diligence, a lot of the work will happen after the tax rate, audit and free cash. Mr. Cole said he will look at where things are wrong in 17. He said for example, 2 projects were named the same thing, so some historical research will need to be done. If money is moved from one place, it may set off a chain of events affecting other areas. Mr. Cole said allow 18 to close, then any result of investigation will affect 19. A forensic reconstruction of an entire year might be involved. The management letter will include carry over from FY17.

Selectman Jaworski closed the discussion, thanked Mr. Cole and announced the Board would take a 5 minute break.

Mr. Genovese explained Chapter 90 funds usages to Ms. Rider. These must be used for projects such as Straits Road, which has to all be approved by the Board of Selectmen and the State. Chapter 90 money cannot be transferred into the operating budget. Mr. Genovese said that the tree work is for take downs, when storms come through, and stump grinding.

The Finance Committee will meet in December for budgeting. There was brief discussion regarding when to send the budgeting letter. Mr. Williams noted that last year's letter was sent out but then new information blew it out of water. Ms. Michonski suggested sending an email requesting departments beginning to think about budgeting and the Board will send a letter. The Finance Committee adjourned at 7:50pm.

Treeworks – MacKae Freeland, Milo Childs-Campolo, Tim Kane

Ms. Michonski said this is the first time the Board has had an opportunity to review a draft copy of the Treeworks host community agreement, pursuant to Chpt 94MGL. She would like to review some items with the Board and have town counsel also review the host agreement. The State allows municipalities to impose a tax of up to 3% on products sold. Ms. Michonski said town meeting passed the tax already. The Planning Board has given a conditional approval and will revisit in a year for a review. The Board of Health involvement is necessary also, for septic concerns. Mr. John Mark, Mr. Kane's uncle, is helping them. Mr. Freeland noted the application can't be submitted until the host agreement is complete. They will provide a completed application before it's submitted to the state. Mr. Freeland said we've been waiting, legal still needs to review.

Selectman Moriarty suggested having legal counsel review the host agreement, talk with the Planning Board and get rolling on it. The Board's next meeting will be Nov. 28<sup>th</sup>. Selectman Jaworski said it comes down to what our attorney says. Selectman Moriarty said to get in touch with the town attorney tomorrow, get the draft to him, and he thinks the Board's job is done; it's not a town application it's a state application. Selectman Doty requested screen shots, and a checklist. Ms. Michonski is the point of contact. Ms. Michonski has downloaded an agreement from Easthampton.

The department update for Inspection Services topic was deferred.

Recreation Committee Appointment

Selectman Moriarty moved to appoint Danielle Stanisewski to the Recreation Committee. Selectman Jaworski seconded. The motion was approved.

Property Release from 61A

Ms. Michonski has not yet received input from the Planning Board/Conservation Committee. Ms. Michonski recommends deferring this topic to the next meeting.

Emergency Management Director Position Vacancy

Selectman Jaworski said previously the Fire Chief was appointed temporary Emergency Management Director, a position that requires 6 hours/week. In many communities the Fire Chief is the Emergency Management Director. The hours of the position were discussed. Selectman Moriarty said the conversation should be had with the Fire Chief and the Police Chief. Selectman Jaworski said we will have the Fire Chief come in to discuss this.

Emergency Management Planning Committee Meeting

Selectman Doty said that the Emergency Management Planning Committee feels it doesn't have the Board's support. Selectman Moriarty said he thought the conversation shouldn't continue when certain people are not present.

Special Town Meeting –Selectman Jaworski said this would be a good thing to have. Dave Prickett received official notification. Ms. Michonski said we don't want to pass on this. The Town would have to fund the \$480,000.00 in order to get a reimbursable \$200,000.00 grant. Ms. Michonski said the project has to be completed by June 2019. The Town has to sign it, but maybe can ask for a delay. Ms. Michonski asked if the Board would look at a Special Town Meeting for January. She said the delay would be to allow the town to have a Special Town Meeting. Selectman Moriarty said the ballot won't matter if the town doesn't vote for it. He said move forward and also ask if the town will support Phase 2 renovation.

Mr. Genovese said it's an energy grant for replacing parts. Mr. Prickett has already done work on this and it is part of the master plan. There was supposed to be a fall Special Town Meeting and that's why it wasn't brought to Annual Town Meeting, i&i wasn't supported for \$40,000.00. Selectman Moriarty said it's a project we know we have to do. Ms. Strzegowski noted we may not have the leeway to borrow. Selectman Jaworski suggested having a Special Town Meeting and letting people decide what they want to do.

Mr. Genovese said if a Special Town Meeting is scheduled for December, the State would extend it because we received the maximum grant amount. Dave Prickett said we have 23 days. Selectman Moriarty asked Ms. Michonski, Ms. Szych and the town moderator to pick a day and do this and the town hall renovation. Ms. Michonski said if the meeting is on the 27<sup>th</sup> then the warrant needs to be posted on the 14<sup>th</sup>. The posting is calendar days and not affected by holidays.

The Board discussed the order of Special Town Meeting articles with Ms. Michonski. Mr. Wagner acknowledged receipt of the town's application for an additional \$390,000.00. Selectman Jaworski said someone from Kevin Shea's office needs to be there. Mr. Prickett also needs to be there. Ms. Michonski reached out to Mr. Lavallee and town counsel. Ms. Szych responded the 27<sup>th</sup> or 28<sup>th</sup>, she has to figure out the ballot question. Selectman Moriarty moved to hold a Special Town Meeting the last week of November for questions regarding town hall renovation. Selectman Doty seconded. The motion was approved.

#### Open Meeting Law Complaint

Selectman Moriarty moved to rescind the vote of September 19 appointing Selectman Doty as Emergency Management Director. Selectman Jaworski seconded. Selectman Doty abstained.

Selectman Moriarty moved to rescind the motion accepting revisions to the Emergency Management Director job description. Selectman Jaworski seconded. Selectman Doty abstained.

Ms. Michonski is to contact the Fire Chief and ask him if he expects to remain Emergency Management Director.

#### IT RFP Update

Ms. Michonski reported last time that she was still reviewing responses. Two responses were from out of state. She recommended rejecting all the bids and look at rebidding. Selectman Jaworski moved to reject all bids and stay with HCOG for IT and rebid in future. Selectman Moriarty seconded. The motion was approved.

#### HR Policy Review – Section 15

Ms. Michonski asked if the Board would consider under holidays, adding the day after Thanksgiving. Under Section 15.5 bereavement leave, Selectman Doty asked about adding step child and foster child.

also under court leave the Board discussed an employee appearing in court as a plaintiff or a witness or on behalf of the town. Selectman Doty noticed there is no maternity leave. Selectman Moriarty moved to accept HR Policy Section 15 changes as discussed. Selectman Jaworski seconded. The motion was approved.

Selectman Jaworski moved Pursuant to MGL. Ch. 30A, Section 21(a), #3, to convene in executive session 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. Selectman Moriarty seconded. A roll call vote was conducted and with Moriarty voting aye, Jaworski voting aye and Doty voting aye, the motion was approved. The Board noted they would not return to open session.

The meeting ended at 8:55pm.

Respectfully submitted,

Ki J. Eno  
Executive Assistant