

Selectman Edmund Jaworski  
Selectman Brian Moriarty  
Selectman Cindy A. Doty  
Ms. Marlene Michonski, Town Administrator

Selectman Moriarty opened the meeting at 5:30pm. He congratulated and welcomed Selectman Doty to the Board. He announced the Memorial Day Parade this weekend and read the agenda. Also, anyone interested in serving as a member for the town's 350<sup>th</sup> please contact Ms. Michonski or Ki Eno. He said that the Housing Committee is looking for people to serve regarding affordable housing and for these people to also call Ms. Michonski or the Town Secretaries for information.

No one was present for Public Forum and no minutes were presented for approval.

#### Board Reorganization

Selectman Jaworski moved to nominate Selectman Moriarty as chair. Selectman Doty seconded. The motion was approved and Selectman Moriarty thanked the Board members. Regarding Board Liaisons, Selectman Moriarty said Board members will choose and let Ms. Michonski know.

#### Transfer of Liquor License Application - Hatfield Market (School Street Properties) to Naxog, Inc.

Selectman Jaworski excused himself from discussion of this topic as he is an abutter. Mr. Hamid Habib, appeared, on behalf of the applicant, who is his brother. Selectman Moriarty noted the Board preferred to have applicant present and moved to continue discussion at the next meeting. Selectman Doty seconded.

Selectman Moriarty announced the recent Daily Hampshire Gazette advertising campaign which was an art contest for students to create an ad for local businesses. The grand prize winner was Smith Academy student, Santana Dubois. From 13 awardees Smith Academy took 4 places. In addition to Ms. Dubois, Selectman Moriarty congratulated students Greta Cooper, Jason Archambault and Zane Wendolowski.

#### Hampshire Council of Governments - HCOG

Todd Ford, Executive Director, and Ellen Batchelder and Sinaid Coleman

Mr. Ford explained that the council is not a planning agency and does not receive federal grants nor DLTA money. Their funding comes from fees for services and 24k for dues.

Ms. Coleman spoke regarding HCOG's energy program, Hampshire Power, which is the only non-profit energy supplier in MA. She thanked the Town of Hatfield and Hatfield schools for their support and introduced an anaerobic digestion project which will produce 2.1 mil kilowatt hours/year at Luther Belden Farms through compost, with a guaranteed 15% savings for the town.

Selectman Moriarty these programs are becoming very popular so there is a lot of information for the Board to digest. He said the Board needs to go through this. Mr. Ford said the Council would handle billing, etc. to make sure everything is smooth. The projected 15% savings was briefly discussed.

Ms. Batchelder spoke about the coop purchasing program through HCOG. She drew the Board's attention to a worksheet showing Hatfield's past participation. The town orders diesel fuel and salt and hot mix asphalt. The town's schools participate in the general art/school supplies bids and Hatfield also uses Hampshire IT through Paragus. Selectman Jaworski asked if they are making headway regarding concerns with the IT services. Mr. Ford said he thought Ms. Michonski reported that things are improving. Selectman Doty expressed concern over their pricing and does not see a reported 6% savings. Mr. Ford said HCOG doesn't project savings with Paragus and the rate that HCOG is paying is competitive.

The gasoline multi-year contract was briefly discussed. Mr. Genovese noted that after this round the town will be caught up with our contract obligation. The estimate for next year is zero.

Mr. Ford also mentioned other possible HCOG services including a regional accounting program, cloud based applications through Hampshire Web and grant writing assistance. There is also an HR bid to allow towns to update personnel policies and perform disciplinary actions. Selectman Moriarty thanked HCOG representatives for coming in.

Tues., 6-27 is the election to vote on a debt exclusion to approve 740k for the water transmission project. This will cost the average home \$45 annually for a \$300k house for 10 years, or \$15 per 100k to continue the water main project to Gore Ave. Mr. Genovese said this is the most critical piece of the project as the pipe is exposed in the Mill River. He encouraged everyone to come out and vote.

#### Hatfield Housing Authority Parking Proposal

Mike Mendyk, Executive Director and Mike McGrath, Hatfield Housing Authority

Mr. Mendyk said parking at Capawonk is becoming more and more of an issue. The Board of Selectmen asked them to come up with alternatives for parking. He said the Authority owns land on the westerly side of the building with a narrow drive but engineers did not see it as a viable project because of runoff problems and a stream in the back. They presented the Board with alternatives for consideration and are asking the town to help with angle parking spots on the tree belt.

Selectman Jaworski said this would change the characteristics of Main Street. Some ideas were briefly discussed such as putting parking against the building or removing the picket fence to make a double row of parking. Selectman Moriarty acknowledged that the Board did ask the Housing Authority to come back. His suggestion is to keep this going, and meet with Mr. Genovese, the Police and Fire Chiefs to see if there is something else we can come up with collectively for a long term plan.

Selectman Moriarty said this needs more conversation. The Board asked several questions about the property and any possible sale or lease agreement for nearby property. Mr. Mendyk said they are state funded and wanted to see what the town might suggest before he proposed this to the state. Selectman Jaworski said they did what the Board asked and so their proposal is under discussion. He said the diagram is helpful. Selectman Moriarty said this will be presented to the fire and police departments and DPW to try to figure out what might work. Mr. Genovese asked how many spots they are looking for and the response was 11 spots though winter parking may still present a problem.

#### Financial Management Update - Mr. Derek Geser, Town Accountant

Ms. Michonski said she met with the Treasurer and the August reconciliation is still incomplete as a result of staff transition in the office. Ms. Bertram is away this week. Ms. Michonski will report back to the Board regarding a proposed work plan. Mr. Geser described some problems with proofing balances to the general ledger, inadequate description of taxes and some turnovers missing from prior to the use of Zobrio. He said he needs to sit down with the Treasurer and get a final analysis, need to do 3 balances to prove what we are putting on the books. Selectman Moriarty said the only month that has taken place from end to end is July 2016.

Selectman Moriarty said not having this completed in a timely fashion affects everything down the road. He said he is not planning on going through this next year and we should be much further along in having these reconciliations completed. Selectman Jaworski said we need temp support and we need to review how to keep this from happening again. Mr. Geser said he could not do anything until he gets answers. Ms. Michonski said the accountant and treasurer need to go over the outstanding issues. Selectman Jaworski said we've been playing catch up for over a year now. In response to Selectman Doty's inquiry

regarding the possibility of catching up by October, Mr. Geser said he thinks that is a lot as he would still have to reconcile all the funds and nothing is reconciled yet.

Selectman Moriarty said there is no doubt that the Treasurer/Collector office is busy and a person left abruptly but he is concerned that the additional temporary staff be qualified professional people. He said this is a very big deal and we need to show the DOR and the state that we will resolve this. Ms. Michonski was directed to look for professional staff. Selectman Moriarty said he did not want to be having this conversation in July.

#### DPW Director

Mr. Genovese presented 3 sewer/water abatement requests. One for King Street was double billed. Turf Care – Bridge Street was never hooked in to sewer. Selectman Jaworski asked about issuing a credit instead but Mr. Genovese said this is the cleanest way to do it. A request for abatement at Pine Edge Way does not meet the criteria.

Selectman Jaworski moved to abate \$150 total for 25 King Street. Selectman Doty seconded. The motion was approved.

Selectman Doty moved to abate \$6023.72 at 59 Dwight Street as the town was at fault. Selectman Jaworski seconded. The motion was approved.

As Pine Edge Way did not meet qualifications for abatement Selectman Doty moved to deny the abatement request. Selectman Jaworski seconded. The motion was approved.

DPW Project Updates – Mr. Genovese talked to Ludlow Construction regarding the Chestnut Street paving. This will be done within the next 2 weeks. Both sides of the railroad tracks should be done by mid-June. Selectman Jaworski asked about the front steps. Ms. Michonski noted that projects funded from free cash can start any time. Mr. Genovese discussed taking some of that work in house. Responding to a question from Selectman Jaworski Mr. Genovese said project tracking is done on spreadsheets.

Selectman Jaworski asked that there be a link to a spreadsheet with status of projects on the town website. Mr. Genovese said we can do that and he said the priority is the front steps. We are waiting for the money. Ms. Michonski said she would still like to submit a grant request for community preservation funds.

Mr. Genovese said HCOG opened bids on pavement and blacktop. He met with Jim Houle regarding a Valley Street project and measured Bridge Street today. Mr. Genovese is working with Mike Ohl, consulting engineer.

Selectman Jaworski thanked Ms. Michonski for getting certification for purchasing for the Town of Hatfield. Mr. Genovese said anyone having a project going out to bid should talk to the procurement officer.

#### Town Administrator

Green Communities Technical Assistance – Ms. Michonski said she is waiting to hear back regarding approval. She welcomes PVPC's offer of technical assistance with grant preparation which is worth 5k. Selectman Moriarty said this fills a void for us.

Selectman Jaworski moved to have the Chair sign for the technical assistance. Selectman Doty seconded. The motion was approved.

#### Smith Academy Park Design Contract-

Selectman Jaworski moved to have Martha Lyons Landscape Design complete a design for the proposed Smith Academy Park. Selectman Moriarty seconded. The motion was approved.

#### New Business

Procurement Services/Supplies

Ms. Michonski and Selectman Jaworski had a discussion about following the best procedures for procurement of services and supplies. Ms. Michonski is to bring this up at the next department head meeting.

#### Assessors Office

Selectman Moriarty congratulated Mr. Scott McCoy and Mr. Ron Punska on their election to the Board of Assessors. Mr. Punska welcomed Selectman Doty to the Board. Ms. Dawson is working with Ms. Michonski and Jane Betsold on the senior citizen tax workoff. Guidelines were developed based on need and applicants would have to show financials. Mr. Pitchko explained that 1k was the cap but a limit can be set per person if there are more applicants. If the amount is kept at 500/family more people can take advantage of it.

Mr. Pitchko said in the past virtually anyone could apply for this but now they have to demonstrate need. Ms. Michonski said an application deadline was also added. The per hour rate is \$11. No paycheck is received just a voucher for a credit.

Selectman Jaworski moved to approve the senior tax work off application with the described amendment and cap at \$500 and follow up. Selectman Doty seconded. Selectman Jaworski thanked all who worked on it before making the vote. Ms. Michonski said the department head who the person would work for would submit copies of paperwork to the Assessors and to Ms. Michonski. The department head should also keep a copy.

#### Continued Old Business

##### Colonial Power Update

Ms. Michonski said the DPU did approve Town of Hatfield petition for municipal aggregation. She will have Colonial Power come in to speak to this. Customers will need to notify the town as they will be automatically enrolled.

##### PVPC Kick-Off Housing Projects update

Ms. Michonski met with the Planning Board and PVPC regarding a MOU for DLTA and identified some recommendations from the housing production plan. PVPC's Ashley Eaton said the town should have a round table discussion with developers about mixed use development for affordable housing. Ms. Michonski is to report back in July. A committee was created but only one person is currently on it.

##### Parking Clerk

Ms. Michonski asked the Board to appoint Ms. Bertram as Parking Clerk.

Selectman Jaworski moved to appoint Ms. Bertram as Parking Clerk. Selectman Doty seconded. The motion was approved.

Ms. Michonski asked the Board to rescind the appointment of Rick Martin. He has not submitted a resignation in writing.

Selectman Jaworski moved to rescind the appointment of Rick Martin to the Historical Commission. Selectman Doty seconded. The motion was approved.

Selectman Jaworski moved to adjourn. Selectman Doty seconded. The meeting ended at 7:30pm.

Respectfully submitted,

Ki J. Eno