

Board of Selectmen Meeting
Memorial Town Hall

11-15-17
5:30pm

Present:

approved 12/12/17

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

Also present: Ian Modesto, owner of Black Birch Vineyard, Treasurer Laura Lee Bertram, Sharon Strzegowski, Assistant Treasurer, Mike Cahill, Kerry Flaherty, Board of Heath Chair, Architecture E.L. representatives Kevin Rothchild Shea and Brendan Stratton, Jennifer Dawson, Assistant Assessor, Lydia Szych, Town Clerk, Phil Genovese, DPW Director, Tony Lastowski, DPW Highway/Water Superintendent, Finance Committee members Paul Fisher, Edwina Palmisano, Elisabeth Rider, Shawn Robinson and Darryl Williams

Selectman Moriarty opened the meeting at 5:30pm.

Announcements: Chairman Moriarty publicly thanked Buster Symanski and the American Legion for making sure all the flags were in place for Veteran's Day.

Ms. Doty commented that the Veterans' Day Ceremony held on Saturday, 11/11 saw the turnout larger than it has been in previous years.

Chairman Moriarty also mentioned that the town's Luminarium event will be held on 12/17/17.

Public Forum – none

Approval of Minutes Meeting minutes of 10/18/17 - motion to approve was made by Ms. Doty, seconded by Selectman Jaworski; the motion was approved by all. The motion passed.

Liquor License Fee Reduction Request - Ian Modesto from the Black Birch Vineyard asked the board to reduce the \$1000 yearly license fee because he felt that he would not be open during the winter months and he is only open Friday through Sunday in good weather. Ms. Doty explained that the yearly fee is the fee, whether you choose to open 2 days or 365 days. Selectman Jaworski and Chairman Moriarty agreed. Mr. Modesto accepted that explanation. No action taken.

Town Hall Phase II Renovations

Kevin Rothchild-Shea and Brendan Stratton gave an overview of the next phase in the Memorial Town Hall Renovations project. The renovations will cost 1.6 million dollars and include an elevator, fire suppression systems and updated ramps and steps. The discovery of environmental hazards will be captured; there will be an update to the water flow to accommodate the sprinkler design. 30% of the drawings to date are done, with 80% owed by the end of December. The project should be ready to go out to bid in mid to late January, with a March start to construction.

They noted that the Smith Academy Park project may be impacted by some of the work planned for the Memorial Town Hall, and it will be important to keep both parties in the loop. Chairman Moriarty mentioned that it was exciting that we have not one, but two construction projects going on in Hatfield at the same time.

DPW Sewer Abatement – 50 King Street – a homeowner had been charged the minimum \$75 for sewer, however the sewer had not been hooked up yet. Selectman Jaworski made a motion to grant the

abatement, Ms. Doty seconded the motion, all approved. The motion passed. The Treasurer will notify the customer in writing of the decision.

Routes 5 and 10 sewer extension update – While there are several businesses on Route 5 that want to expand, including Steibel Eltron, the lack of an adequate sewer system prevents them from expanding. The Scapes Building has also expressed an interest in expanding. There was some discussion regarding a Mass Works Grant that we may have qualified for, however Hatfield was locked out of that grant before we were made aware of it, according to DPW Director Phil Genovese. Chairman Moriarty suggested that the Board of Selectmen send a letter as to any additional or unused funds from projects that may not have qualified to our local and state representatives.

6:30pm – Tax Classification Hearing opened by Chairman Moriarty

- No discussion
- No public comments
- Hearing Closed
- **Motions:**
 1. Allocation of the Tax Levy – I move that the Board of Selectmen adopt a factor of 1.0000 for FY2018 to maintain a single tax rate for all classes in Hatfield, as recommended by the Board of Assessors. Chairman Moriarty approved, Selectman Jaworski seconded, all approved.
 2. Shift From Open Space to Residential Class – I move that the Board of Selectman not grant an Open Space Discount for FY2018, as recommended by the Board of Assessors. Chairman Moriarty voted to not grant an Open Space Discount for FY2018, Ms. Doty seconded the motion, all approved.
 3. Residential Exemption – I move that the Board of Selectmen not grant a Residential Exemption for FY2018, as recommended by the Board of Assessors. – Chairman Moriarty voted not to grant a Residential Exemption for FY2018, Ms. Doty seconded the motion, and all approved.
 4. Small Commercial Exemption – I move that he Board of Selectmen not grant a Small Commercial Exemption for FY2018, as recommended by the Board of Assessors. Chairman Moriarty voted not to grant a Small Commercial Exemption for FY2018, Ms. Doty seconded the motion, all approved.

Financial Review with Town Accountant and Treasurer/Collector – FY17 Justin Cole From Baystate Municipal Accounting Group reconciled the fourth quarter of 2017. There is \$442,000 in unapplied revenue, however in some of those blocks of transactions there may be one or two that is questionable and so the entire block is held back as unapplied. For instance, in July, there are only 2 transactions that need to be tracked down, and the Financial team is working to find the unapplied. The tax rate will be set in December as planned. The Financial Review team would like to meet again in December.

Town Administrator Marlene Michonski handed out the Financial Policy Manual to the Financial Team.

Town Administrator Report – The Mass Cultural Council granted the Town of Hatfield \$4400 to be given to the Hatfield Cultural Council. There was some conversation regarding applying for similar grants to assist in the 350th Anniversary Celebration. A motion was made by Ms. Doty to accept the grant, Selectman Jaworski seconded the motion, all approved.

Community Preservation and Open Space – A letter of agreement between the Hatfield Open Space Committee and the Town of Hatfield Community Preservation Committee regarding \$2,000.00 to become available to the Open Space Committee to cover legal costs as it pertains to the Horse Mountain project. A motion to approve the letter was made by Ms. Doty, Selectman Jaworski seconded the motion, all approved.

Keno to Go - The Hatfield Market notified the town, as required by the Massachusetts State Lottery Commission, that they were adding a new game called “Keno to go”, which enables players to purchase up

to 30 games and download them to a mobile app. If the town objects to this game within 21 days, they could inform the Hatfield Market that it was not allowed. Seeing no objection, there was no action on this subject.

Policy Review – this was Section 4 – Code of Conduct. In section 4.2 – Personal Integrity, which involves conflict of interests, a line was added that employees are required to complete on-line State Ethics Conflict of Interest Law Education and Training. – Motion to amend Human Resources Policy made by Chairman Moriarty, seconded by Selectman Jaworski, all approved, motion passed.

Server Upgrade – Majority of upgrade is complete, however the software applications navigation is incomplete.

OLD BUSINESS

An estimate for the damage to an employee's car that was caused by a contractor was brought to the meeting by Ms. Doty. A motion was made to pay the employee by Chairman Moriarty, seconded by Ms. Doty, all approved. The motion passed.

Selectman Jaworski made a motion to adjourn. Ms. Doty seconded the motion. All approved.

Meeting adjourned 8:30pm

Respectfully submitted,

Linda Sassi
Administrative Assistant