

Present: Brian F. Moriarty, Chairman
Cindy Doty, Selectman
Marlene Michonski, Town Administrator

Selectman Jaworski not in attendance.

Also Present: Town Clerk Lydia Szych; Finance Committee Chairman Darryl Williams, Shawn Robinson, Paul Fisher, Edwina Palimisano and Betsy Rider; Town Accountant Derek Geser; Treasurer/Collector Laura Lee Bertram

Announcements

Chairman Moriarty provided the following:

- Former Center School was sold to Center School LLC on August 11th.
- Recently, an informational meeting for the Town's 350th Anniversary which will be marked in 2020, was held on August 14th. Selectmen will be appointing a Steering Committee. The Committee will meet on September 18th. Many towns' people are needed to help with the process.
- The Police Chief would like residents to know that they may can consider using the parking lot in front of the Police Station for purchases made on Ebay or Craigslist.
- Housing Committee is in need of members. Anyone interested or has questions, can contact the Town Administrator.
- Acknowledged the recent departure of Ki Eno who resigned from position of Executive Assistant to take a position with another municipality.

Public Forum – no one present.

Approval of Minutes: August 2, 2017 Executive Session Minutes tabled to 9/12-17 meeting.

Town Administrator's Report

Appointments

Request from Collector/Treasurer Laura Lee Bertram for the Board to approve the temporary employment of Joanne Petcen in the

Collector/Treasurer's office for 19 hours/week at \$14.42/hr. Motion made by Chairman Moriarty and seconded by Ms. Doty to approve the temporary hire. Vote: Unanimous

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School Representative Michael Paszek appointed to Capital Improvement Planning Committee. Motion made by Chairman Moriarty to appoint Mr. Paszek for the 2017/2018. Seconded by Ms. Doty. Vote: Unanimous

Emergency Management Planning Committee – A motion made by Chairman Moriarty and seconded by Ms. Doty to rescind the appointment of any previously appointed individual to the following and delete the Ambulance Alternate representative and appoint the following representative to the Emergency Management Planning Committee:

Selectmen Representative: Town Administrator Marlene Michonski

Police Representative: Police chief Dekoschak

Police Alternate Representative: Sgt. Clint Phillips

Animal Control Representative: Animal control Officer Scott Pomeroy

DPW Alternate – Water Supt. Anthony Lastowski

Ambulance Representative: Deputy Chief Robert Flaherty

Police Detail Rates

Referring to a written request from Chief Dekoschak referencing rates surrounding communities including the State Police pay for private detail work, the Chief recommends increasing the hourly rate from \$40.00 to \$50.00, effective 9/1/17. This would be with the exception of any town related and school details which would remain at \$35.00/hr. In addition, Chief Dekoschak requests authorization to raise or lower the rates in the future based on the rates of the State Police.

Chairman Moriarty stated he does not see a problem with the Chief adjusting the rates so long as he keeps the Board of Selectmen in the loop. Ms. Doty asked if the Chief is seeking to change the rules applicable to private detail jobs. She has knowledge that other municipalities pay the officer their regular rate for work within the community. For clarification, Town Administrator will contact Chief Dekoschak as to whether the \$35.00 rate is applicable to school events, road projects, etc.

Motion made by Chairman Moriarty to accept the detail rate as presented. Motion seconded by Ms. Doty. Vote: Unanimous

Right-to-Know Appointment

Motion made by Chairman Moriarty to approve Fire Chief Gaughan as Right-to-Know appointee. Motion seconded by Ms. Doty. Vote: unanimous

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IT Maintenance and Support

Referring to past discussions to seek other options for IT maintenance and support outside of the Hampshire Council of Government's IT Program, Ms. Michonski recommended that it would be in the Town's best interest to explore other options and to notify Hampshire Council of Governments as prepared in a written draft provided, of the Town's intention. Chairman Moriarty and Ms. Doty in agreement to explore other options, consented to send the letter presented.

Building Maintenance

With the current vendor contract expiring September 30, 2017, Ms. Michonski recommended looking at other options for cleaning and maintenance of the Town's building and offered to meet with the DPW Director and Chairman Moriarty liaison to the DPW to discuss potential possibilities and bring it back for discussion on a future agenda. Chairman Moriarty agreed to have a meeting.

Continued Old Business

Former Center School

Memorandum of Understanding with Center School LLC regarding the existence of boring holes and monitoring wells on the site of the former Center School resulting in an upgradient release identified by the Mass. Dept. of Environmental Protection, due to a release at 60 Main Street, Hatfield.

Motion made by Chairman Moriarty to approve the MOU. Motion seconded by Ms. Doty. Vote: Unanimous

Community Preservation Letter of Agreement

Citing the recommended project to preserve, rehabilitate and restore the Hampshire County Courthouse approved at the May Annual Town Meeting, a motion was made by Chairman Moriarty to approve Agreement between Community Preservation Committee and Hampshire Council of Governments. Motion seconded by Ms. Doty. Vote: unanimous

Town Hall Renovations Project

Town Administrator reported that she expected to have the final edits of the Design and Construction Administration Services Contract pending Town

Counsel's review. A result of a timing schedule has prohibited Town Counsel from submitting a response. Chairman Moriarty asked to communicate to the Architect the importance of having a timeline of the project and providing notification to the Departments, including the Council on Aging.

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Community Compact Update

Town Administrator reported that a meeting was held earlier in the day with representatives of Department of Revenue's Division of Local Services to discuss the Town's initiative through the Commonwealth Community Compact. Financial management staff will be working with a representative from the Technical Assistance Bureau to update and expand upon the Town's financial policies.

Executive Assistant Position Update

To date, several resumes expressing interest in the position have been received. A couple of candidates demonstrate strong experience with municipal background. Town Administrator is prepared to offer the position and hopes to have the position filled soon.

Future Topics

- Human Resources Manual remains to be updated
- Residents have expressed extending water service on Straits Rd.

6:25 p.m. Recess

6:35 p.m. Meeting resumed

Financial Management Review

A joint meeting with the Finance Committee, Town Accountant and Collector/Treasurer to review and evaluate progress of reconciling FY'17 with Baystate Municipal Accounting Group. Referring to the authorization to hire a temporary employee to assist on the Collector's side, interest in how things are progressing in the office since hiring an individual, Mrs. Bertram reported that she is working on the cash management side in Zobrio and the payroll, while Mrs. Palimisano is reconciling the manual reports. Currently, she is working payroll for the month of April and would like to get through that month later that evening. Receipts are reconciled up to October.

Accountant Mr. Geser reported that Mr. Cole from Baystate Municipal Accounting Group will be on site September 6th. A projected timeline has been put in place as follows:

September 22nd – FY'17 2nd quarter completed to forward to Accountant

October 6th – 2nd quarter posted to the General Ledger

October 30th – last half of the year completed and forwarded to Accountant

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November 10th – completed and posted to General Ledger by Accountant
End of October – FY18 should be current

Mr. Geser will send out an email with the schedule Mr. Cole has set up with him.

Finance Committee member Betsy Rider referring to a handout she came across while doing some research, questioned the Town's management style and the authority of town managers and town administrator. Speaking to a specific bullet in the handout on page 23, she feels the Town is lacking the supervision of staff and suggested the Town Administrator has a clear authority to supervise. Urging that there should be discussion of the role of the Town Administrator and evaluations of management should be done.

The Collector/Treasurer staff expressed uncertainty of the work Baystate Municipal Account Group is doing. Ms. Bertram has not had communication with Mr. Cole and does not feel he is working with her. Town Administrator will contact Mr. Cole to set up a conference call.

Recommendation was made that updates and timelines should go through the Town Administrator for distribution.

A follow up meeting with Finance Committee scheduled for September 13th
@ 6:30 p.m.

With no further business, motion to adjourn the meeting was made by Chairman Moriarty. Ms. Doty second the motion.

7:35 p.m. Meeting adjourned.

Respectfully,

Marlene Michonski
Town Administrator