

Board of Selectmen Meeting:  
Memorial Town Hall Conference Room  
Chairman:

March 3, 2020 @ 5:30pm  
Approved: April 7, 2020  
Selectman Brian Moriarty

Present: Selectmen Brian Moriarty, Edmund Jaworski, Diana Szynal and Marlene Michonski, Town Administrator

Selectman Moriarty opened the meeting at 5:30pm.

There were no announcements.

Selectman Moriarty read the Board's public participation policy.

No one was present for public forum.

350<sup>th</sup> Anniversary Committee –

Cher Nicholas and Ed Lesko appeared before the Board to go over some of the activities planned for Hatfield's 350<sup>th</sup>. Activities discussed included an Incorporation Day Event, parade route and town meeting report request.

Cher Nicholas, Historical Society Rep for the 350<sup>th</sup> steering committee went through items in a packet and informing that the official incorporation date was May 31<sup>st</sup>, 1670.

A Save-the-date letter was sent to officials. Ms. Nicholas named some who had indicated they would attend official incorporation day events including Representative Lindsay Sabadosa, Senator Jo Commerford and Representative Jim McGovern, the Deerfield Board of Selectmen and Whately Historical society. Ms. Nicholas will also reach out to the Governor's office.

Other activities include a re-enactment of the 1660-1670 crossing of the river from Hadley to Hatfield. A team is building a yawl, which is similar to the boat used at that time. Some details were included in the packet about boat construction. There will be a Congregation church service at 10am, an hour of speeches, delivery of a citation, opening of the 325<sup>th</sup> time capsule, refreshments, and a meet & greet. Selectman Moriarty thanked them on behalf of the town.

Mr. Lesko said Huntington Rd, in Hadley was the original crossing to Bridge Lane. He asked Mr. Genovese to clean out a concrete pad area for a landing. Speeches will take place on the side lawn of the church, behind the library.

The Parade route will start at the Legion to Swazlowski's, with permission to use the C&S parking lot. Mr. Lesko said Elm Street is to be blocked off, and they are talking about a staging area. Mr. Lesko said parking and shuttling have not yet been worked out. The Police Department will shut down the road and redirect traffic. Side streets will be closed down. Mr. Lesko named several marching bands and said there would be Clydesdale horses.

Ms. Nicholas and Mr. Lesko will meet with Dave Nixon, Hadley Town Administrator, tomorrow. Ms.

Szynal said the float building workshop last week was well attended. Mr. Lesko said Eddie Forman will perform at the summer celebration. Ms. Szynal said there would be food trucks, 3 first aid stations, and port-a-potties. Parade attendance is anticipated at about 10,000. Security needs to be in place. Selectman Szynal thanked town departments for their help especially the police and fire chiefs. A member of the 350<sup>th</sup> should come to the department head meetings. Ms. Michonski is to get department head meeting information to Mr. Lesko. A command post will be the Memorial Town Hall parking lot. Mr. Paul Labbee will be an announcer at the reviewing stand. They are also looking at shuttles. There are a lot of moving pieces and details. Mr. Lesko thanked his 350<sup>th</sup> Committee. Selectman Szynal said Michael Paszek and Paul Labbee have taken the lead on this and she thanked Jim and Brenda Ryan of Northampton. Volunteers are being sought for parking cars, and monitoring so please get in touch with Mr. Lesko, Selectman Szynal, or Stephanie Slys.

The 350<sup>th</sup> Committee is asking for the front page, and a couple of pages inside the town report. Selectman Moriarty said the Board will discuss it. Selectman Szynal said there should be some information in this year and some in next year's report. Ms. Szynal noted that Senator Commerford helped us get a state grant of \$10,000. Selectman Moriarty thanked Ms. Nicholas, Mr. Lesko, Ms. Szynal and all the members of the committee. Mr. Lesko will give another report before the parade. Selectman Moriarty asked for a report before the Incorporation Day. Selectman Jaworski said there was an issue with the calendars. Mr. Lesko apologized and said anyone who didn't get a calendar can see him or come to town hall.

#### Housing Authority

Brenna Duquette, Director, member, Mike McGrath, and Dan Boulais, Tighe & Bond, Tom Boyer, Department of Housing and Community Development

Selectman Moriarty noted that the Housing Authority was here regarding changes to the proposed parking lot at Capawonk. He summarized that the Board had asked for clarifications and modifications for green space and crosswalks for safety. Mr. Boulais presented changes, including extra benches, and green space areas.

Project evolved because of comments/suggestions and while as much additional parking as possible was the goal, the only open space was in green space in front of the existing lot. New spaces, 3 on either side for a total of 6, were planned. Discussion centered on the turning radius and reduced green space. The existing tree and shaded spot were a concern. Mr. Boyer offered that if a tree has to be cut down, DHCD would plant a new tree. Crosswalks could have pedestrian activated flashers. New benches could be located near a tree at Main Street. The Board consulted a diagram provided by Mr. Boulais during the discussion. Ms. Szynal said it appeared that the changes fulfilled the requirements without removing the pole.

The flashers were not included in the original budget. Funding for the flashers was discussed and Mr. Boulais offered that the estimate was \$10-12,000 each and there are 2 of them. The flashers could be added as an alternate. Selectman Moriarty thinks the alternate to the bid is fair. Ms. Szynal perhaps town could find a way to fund the flashers even if not included at the beginning. The flashers would be considered a health & safety issue. Ms. Szynal would like to revisit the funding piece.

Selectman Jaworski thanked Mr. Boulais for incorporating all the ideas in his plan. Ms. Szynal said this plan allows for increased parking, increased safety and won't allow residents to not enjoy the property. Selectman Moriarty said we have to seize an opportunity when funding becomes available. One resident commented on the snow plow situation.

Ms. Szynal moved to approve the preliminary design as presented tonight for the Capawonk parking lot with crossing lights as a bid alternate. Selectman Jaworski seconded. All voting in favor. The motion was approved.

#### Abatement-

A meter misread at 26 North St resulted in a request for abatement.

Ms. Szynal moved to grant abatement for Cynthia Buchanan, of 26 North Street. Selectman Jaworski seconded based on the DPW recommendation. The motion was approved.

#### Town Administrator Report

Regarding the FY19 Financial update Ms. Michonski had a conference call with Melanson-Heath and Justin Cole. Mr. Cole will be uploading files to be submitted tomorrow.

The new accountant is to come to the Board meeting on Thursday. She is Laurie Dell'Olio from Melanson Heath. They will finish the closeout of FY19.

Copies of budgets are being made. The Board of Selectmen and Finance Committee will meet next Tues for the 1<sup>st</sup> budget session with departments. The Annual Town Meeting warrant continues to take shape.

The CIP budget may be a later discussion as free cash shapes up. Selectman Moriarty said next week is probably fine. Selectman Szynal said some projects maybe would have grant money. Perhaps have this discussion with the finance team. Ms. Szynal said the booster club is funding the dugouts.

Ms. Michonski is recommending a budget software plan to eliminate the excel spreadsheet. She is applying for a grant for \$11,000 for the 1<sup>st</sup> year. Ms. Szynal said updating software should be part of the operating budgets. Selectman Moriarty said we have tried that in the past, and there should be something built in but it's a grey area.

#### Memorial Town Hall Building Renovation Update-

Ms. Michonski informed that renovation work is coming to an end. The elevator installation is complete. The alarm system is to be tested on Friday when the building should be unoccupied. The pipes are mostly done. There is a change order #4. Selectman Jaworski went through the list noting some items such as a change to the space in room 105, and peeling wallpaper in room 203. He talked about a credit for the basement and also the drainage at side door, and the kitchen sink. The MCD Trap, a concrete containment area with a pump set up was a \$47,000 code issue. Also, a sewage pipe was cracked and broken.

Ms. Szynal asked about kitchen sink at \$9400. Ms. Michonski answered that this has to be handicapped accessible, and include a garbage disposal. She had discussion with the architect about this being so pricy. It was agreed that the Board deserved to see a detailed explanation about this item and a

breakdown of the cost regarding the sink from the architect. Ms. Michonski will get that information before the Board approves the change order.

Ms. Michonski said the elevator will be equipped with a telephone. We reached out to Normandeau, and there was some back and forth. Ms. Szynal asked why not just an alarm. The telephone shouldn't be a part of the Centrex phone, i.e. no dialing a 9 for an outside line. Ms. Michonski said the contractor thought it was just a matter of connecting a wire. Selectman Moriarty note the elevator company should be the one giving us direction; he pointed out that the elementary school has an elevator.

Ms. Michonski received a letter from the architect saying the project is pushed out to May 31<sup>st</sup>. Selectman Jaworski noted there is a difference between the wording in the contract and what we're hearing now. Selectman Moriarty said the Board would be holding on this for now.

Ms. Michonski said there have been inconveniences for all. The back door does not have a handicap push button so elections could not be held in Memorial Town Hall. The Fire Chief is looking into a new door.

Selectman Jaworski moved to adjourn. Ms. Szynal seconded. The motion was approved and the meeting ended at 6:55pm.

Respectfully submitted,

Ki J. Eno  
Executive Assistant