

Town of Hawley
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Hawley, MA 01339
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Town of Hawley, Massachusetts
Minutes of Selectboard Meeting – October 18, 2016

Present: John Sears, Bob MacLean, Hussain Hamdan– Selectboard
Cass Nawrocki – Administrative Assistant
Virginia Gabert, Pam Shrimpton, Chris Tirone, Gary Mitchell, Mike Scofield,
Lloyd Crawford

The meeting was called to order at 7:35 p.m.

1. **Review and signing of treasury warrant.** Discussion regarding whether to pay Bart Bales his final 40%, considering that there may be requests by the state for changes to the Energy Reduction Plan. The Board will sign the warrant now paying Bart Bales, but the check will be released after Bales signs a letter attesting to his intent to fix any outstanding issues that the state may have regarding Bale's work. Lloyd will draft a letter from the Board to Bales, requiring Bales' signature. Hussain moved that John, as the Board Chair, can sign the letter for the Board; Bob seconded; all voted in favor.
2. **Review and acceptance of prior meeting minutes.** 10/4/16 Selectboard Meeting minutes were reviewed and signed.
3. **Special Town Meeting for highway sander expenditure.** Bob stated that a sander will not be hard to get quickly once the money has been authorized. The meeting will be set for November 15 at 7:00 pm, prior to the next Selectboard meeting and the warrant will include 3 articles: authorization to expend up to \$6500 on a highway sander, and two articles relative to providing funds for the Hawley Animal Control Officer to be vaccinated against Rabies – one to increase the expenditure limit on the Dog Fund and the second to transfer a sum from Free Cash to a new Animal Inspector expense account. Cass will draft the warrant for the Board's review.
4. **Equipment disposition procedure and small truck bid.** Cass explained her research into Chapter 30B regarding disposal of town equipment. A formal policy adopted by the Selectboard would enable the town to utilize a simpler method of disposing of items under \$10 thousand; in the absence of one, Hawley will need to follow the above \$10 thousand procedures. The Board supported Cass's proposal to advertise the sale of the GMC small truck, referring bidders to the website (or call for more information) for specifics instead of having to advertise all of it - this would minimize advertising cost. An equipment disposition procedure should be discussed and adopted soon. Cass will proceed now with the truck bid, with the bid opening to occur at the November 15th Selectboard Meeting. The reserve price will be decided at the November 1st Board Meeting. Gary stated that he has still not found a place to test the hydraulic hammer and will continue investigating.

5. **Review of Energy Reduction Plan (ERP) and Fuel Efficient Vehicle Policy (FEVP) for the Green Communities project.** The Board has been provided with copies of the final drafts and Lloyd is happy with the final rendition of these documents. The Selectboard needs to give its approval to these documents before it goes for submission for Green Communities. Lloyd has spoken with Greg Cox regarding a possible Fire Station expansion which likely would require a larger heating system. This is not an issue for the ERP because it would be too far into the future. Bob moved that the Board accept the ERP and FEVP; Hussain seconded; all voted in favor. Cass will inform Alyssa Larose of Franklin Regional Council of Governments, who has been working with us on Green Communities, of the Board's support.
6. **Another Bone Frog Cycling Race in late October.** Cass has been contacted about another Bone Frog Cycling Race to be held on October 29 at Berkshire East which intends to cross East Rd. Despite the increasing number of races this year, the town has not received any additional resident complaints. The Board assents to this race and Cass will notify Greg Cox, Emergency Manager.
7. **10/17 Special Town Meeting follow up.** No follow up is needed regarding the Green Communities effort; the well-attended special town meeting clarified certain issues for attendees, and the vote was unanimous NOT to repeal the Stretch Energy Code.
8. **Highway update – preparations for winter, computerization, office heat, security, extra help with winter plowing.** Gary stated that winter preparations are well underway. There was discussion of the problem of the invasive Cocklebur weeds which had been removed several weeks ago and are now on top of the salt pile in the salt shed. Gary will contact the Davenport Company, who was likely responsible for the weeds spread when working on that section of highway reconstruction, to request that they come and eliminate it in an environmentally safe way. The Highway Department may need access to salt very soon. A Hughes Net satellite has been installed on a pole off the left front corner of the highway building. Gary has used his personal laptop and the speed is good. Hussain and Cass will continue to collaborate on the purchase of computer equipment for the highway garage to be expended from Community Compact Information Technology grant money. Gary stated that he found a valve which may be the solution to the office heat problem. He has turned it, but it is too early to tell if this has fixed the heat. Mike Scofield stated that he is willing to do extra winter plowing with his own truck, with \$250 thousand liability coverage, for \$75.00/hour. Hawley's insurance company recommends \$1 million coverage which the Board feels is excessive. Bob felt that Mike's rate seemed reasonable and is the same as what he charged 2 years ago. Bob moved to accept Mike's offer to plow if needed as described; Hussain seconded; all voted in favor.
9. **Any other business not reasonably anticipated prior to posting this agenda.**
 - a. **Assessors' soft-wear conversion.** Virginia stated that Hawley's existing soft-wear support plan (which costs Hawley \$3100/year) will be obsolete within 2 years. The Massachusetts Office of Information Technology is presenting a new option for communities to consider which will cost each town approximately \$3700/year for the conversion process, ongoing support, and maintenance. Tyler Technologies won the competitive bid to contract with at least 40 communities

across the state. In order to commit, the Selectboard, Assessors, and Finance Committee would need to sign a letter of intent. The town needs to hold a Tax Classification Hearing which Virginia intends to set for the November 1 Selectboard Meeting. The Assessors will be meeting prior to this to discuss the soft-wear issue and will plan on attending the Selectboard Meeting as well. Hussain stated that he would like to do some research on the proposed system prior to the next meeting since it is cloud based and there are security issues to examine.

- b. Stationary paper.** The Board did not approve of any of the samples provided by Copy Cat; thus Cass will work with Copy Cat to find a paper which is most similar in weight, feel, and color as our present stationary and still economical.

There being no further business, the meeting was adjourned at 8:33 pm.

Respectfully submitted,
Cass Nawrocki, Administrative Assistant

Minutes accepted by Board of Selectmen:

John Sears

Hussain Hamdan

Robert MacLean

Appendix A - Relevant documents:

- Letter and information from the Massachusetts Office of Information Technology regarding Assessor soft-wear.