

**SELECTBOARD MEETING
TUESDAY, AUGUST 16, 2016
SELECTBOARD MEETING ROOM – 7 P.M.
MINUTES**

Present were Members: Chair John R. Hine, Vice Chair Sarah Etelman, Clerk Bruce C. Forcier, Ira J. Brezinsky and Francis J. DeToma; Town Administrator Michael J. Sullivan.

At 7:01 p.m., Chair Hine called the meeting to order, noting that all members were present.

1. APPROVAL OF MINUTES

Mr. Forcier moved to approve the minutes of August 2, 2016. Ms. Etelman seconded. The motion carried 5:0.

2. ANNOUNCEMENTS

Chair Hine mentioned the presence of a life-sized model tiger in the front of the room. Model tigers will be appearing on various properties around town in the coming weeks, he reminded. Library trustees have agreed to host one at the Gaylord Library and a tiger purchased by District 1 will be on display at Buttery Brook Park, Mr. Sullivan confirmed. Money for this tiger was raised by Town Hall employees. Project coordinators have not raised all money necessary, so there is still an opportunity to donate, he related. Anyone interested in making a contribution can contact him.

The weather has been hampering Buttery Brook Park cruise nights but organizers will try again this Friday night, SB Member Forcier related. Sunday, the park will hold its third annual car show with music by the Skid Marks. Also, this Saturday there will be a ceremony to recognize Private Jewett Williams, a civil war survivor, on the town commons between 3 and 6:30 p.m., with a 21-gun salute and taps to take place somewhere around 4 p.m.

Friday, August 19th is the last day to register to vote or to change party affiliation for the state primary election to be held on Thursday, September 8th, SB Member Etelman announced. The primary will decide races for the Hampshire County Sheriff's office and the governor's council. The Clerk's office will open at 8 a.m. and stay open until 5 p.m. to accommodate the public.

Also, registration is open for the Book It 5k race and walk for the South Hadley Public Library (SHPL) on Saturday, September 17th. Those interested can register on line from a link on the SHPL website.

Know Your Town (KYT) will host a 'Meet the Candidates' night on Thursday, August 25th at the South Hadley High School library, Ms. Etelman continued. And, the South Hadley Farmer's Market is on the town common Thursday, from 2 to 6 p.m. Anyone using an EBT card at the market will get a matching \$10 gift card to use for anything edible.

SB Member Brezinsky urged residents to 'save the date' Sunday, October 16, 2016 for a Music and Arts South Hadley jazz festival at a location to be determined. The concert will be either at Town Hall, South Hadley High School or PVTA. This indoor event will be free and open to the public from approximately 10 a.m. to 6 p.m. and will feature educational activities for both adults and kids. Artists will perform in the morning and give talks in the afternoon. One of the headliners is Tom Bergeron, a mid-30's musician with a Master's degree from Yale who is the principal trumpet in the Springfield symphony. Mr. Brezinsky thanked event sponsors, particularly Gerry's music, for making this a free event.

The South Hadley Falls Neighborhood Association will host a block party at Fred M. Smith Park on September 18, 2016.

Mr. Sullivan introduced South Hadley's newest municipal employee, Kelly Lempke. Ms. Lempke started as a temporary employee covering for an employee out on sick leave and has been brought on as a full-time senior clerk at the DPW.

She has lived in South Hadley all her life and is raising her own family here, so she knows many residents, Ms. Lempke shared. Before working for the town, she ran restaurants in the area.

3. OPEN FORUM

Chair Hine asked if anyone wished to address the Selectboard under open forum. Jon Camp referred to a Selectboard discussion at its July meeting about \$500,000 encumbered by the School Department for a capital project. He went to the website and viewed the capital plan and this project does not appear on the plan. Per the section on the Capital Planning Committee in the General Bylaw, no one can restrict the school department from spending money on a capital project, he noted. He said he thinks it is incumbent on the Selectboard to remove that line from the general bylaw.

Chair Hine informed Mr. Camp that this topic is an agenda item later in the meeting and suggested that he reserve his comments until then.

Tony Judge informed the board that more than 800 South Hadley voters have signed a petition to place adoption of the Community Preservation Act on the ballot again this fall, so residents will have another opportunity to vote on this measure. Proponents are planning to launch an educational campaign and expect to win in November, he professed.

4. CONSENT AGENDA

A. One Day Beer and Wine License Requests:

- Susan Canedy, Friends of the Gaylord Library – various dates for Friday “Wine Down” fundraisers – Gaylord Memorial Library
- Naomi Szymonik – September 17 & 18, 2016 (Truck Pull and Rock Crawl) – McCray’s Farm, 55 Alvord Street
- Imad Zubi, Willits Hallowell Center – September 21, 2016 – Dwight Hall
- Imad Zubi, Willits Hallowell Center – September 23, 2016 – MHC Boathouse

Chair Hine reviewed the items on the consent agenda and asked if anyone wished to pull an item off for separate discussion. SB Member Etelman asked to pull McCray’s Farm.

SB Member Brezinsky moved to approve the consent agenda as amended. SB Member Etelman seconded. The motion passed unanimously 5:0.

With regard to the license for McCray’s Farm, Ms. Etelman referred to an exchange of e-mails between the Police Chief and Selectboard office relative to this event. Acting Police Chief Steve Parentela, who was present in the audience, acknowledged that there had been minor concerns about the size of the area where alcohol was to be served. He talked to Mr. Szymonik and he shrunk it down a little and also agreed to cordon the area off with fencing. Event staff will control access to the area where alcohol is being served, and there will be no alcohol allowed in the bleachers; all drinks will all be served and consumed in the vending area. Also, organizers have agreed to monitor the parking area to make sure people do not bring in alcohol. The vendor accepted the recommendation to hire extra police to handle security. He had no further concerns after the applicant addressed these minor issues. There is a new vendor this year, he noted.

Mr. Sullivan suggested creating a document to be signed by Mr. Szymonik agreeing to the proposed terms. He suggested that the Selectboard’s approval be contingent on such an agreement being executed.

SB Member Etelman moved to approve a two-day license per the agreement between the chief and the organizers. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

5. WESTERN MASS AUTO REPAIR – REQUEST FOR USED CAR DEALER LICENSE

The application is for a Class II Used Car Dealer’s license, Mr. Sullivan confirmed. The applicant is already operating an auto repair business.

Business manager Ted Susen presented the application. Western Mass Auto Repair presently has an automotive repair business behind the car wash on School Street. Owners recently took over the right-hand side of the property and would like to use it for used car sales. The Planning Board attached conditions to the special permit requiring all display,

storage and repairs to be done internally and all sales activity to be conducted on line via the internet. No auto repair will be done on the 57 School Street side; all repairs will be done on the 55 School Street property. Business hours are Monday through Friday from 8 a.m. to 5 p.m. with no weekend or night-time operation. The companion business will help in the wintertime because the auto repair business is very slow from Thanksgiving to about January 4th, he said.

People will be coming to look at the cars, generally by appointment, he added. If the license is approved, he will apply for a dealer plate so customers can test drive the vehicles.

SB Member DeToma asked Mr. Susen how he felt about the degree of regulation he had to go through to obtain the necessary permits for the business, and Mr. Susen shared his honest perception that the process had been somewhat arduous. He met with Mr. Sullivan when he originally came in about a year ago. It takes an awful lot of time to make sure things are right, he acknowledged. He is approved for a repair plate but MassDOT must still come out to review his application for a dealer plate. A license is necessary just to buy a car at auction, he advised. He expressed appreciation for the assistance received from the Town Administrator and staff at Town Hall.

The business is located in a residential area, he acknowledged.

SB Member Etelman moved to issue a Class II Used Car Dealer license to Western Mass Auto Repair for a used car dealership at 57 School Street with the following restrictions: 1) no exterior storage/repair, 2) no exterior display and 3) on-line sales only. SB Member Forcier seconded. The motion passed unanimously 5:0.

6. END OF FY 16 BUDGET DISCUSSION

Town Accountant William Sutton was present for a general discussion of the budgeting and capital planning process. Mr. Sutton presented a five-year history of turnbacks from major departments (Police, DPW, School, Health Insurance) and a list of FY 2016 encumbrances. All FY 2016 figures are unofficial as accountants are still in the process of closing out the fiscal year, he noted.

With regard to encumbrances, the Accounting Department sends out a letter at the beginning of June notifying all departments of the deadline for submitting final bills and encumbrances. Budgets by nature close out at the end of the fiscal year, so anything not spent by June 30th is turned back to the General Fund. An encumbrance allows money to be carried over for expenses that have been encumbered before the end of the fiscal year. It is a process that holds money aside to allow bills from a previous year to be paid. An encumbrance may be necessary if a bill is received too late to be paid on the final warrant. Since the expense was budgeted in a particular year, money from that year's budget is reserved to pay for the good or service.

Chair Hine asked if departments can only encumber money for a specific bill.

An encumbrance should be for goods or services that have been procured in some form or fashion before June 30th, Mr. Sutton responded. It is not enough that money is available and someone doesn't want to turn it back because there might be a use for it in six months, he stressed.

Chair Hine asked who approves encumbrances. Departments submit supporting documentation to the Accounting Department, which reviews the records to make sure the encumbrance is allowable, Mr. Sutton said. The Department of Revenue (DOR) also has standards for encumbrances, Mr. Sullivan added.

With regard to the School Department's encumbrance of \$1,803,847 for personnel services, the majority of that is for payroll since teachers are paid through the summer from money budgeted for the preceding fiscal year. \$680,305 was encumbered for non-payroll expenses.

Chair Hine asked if he would categorize this as a relatively normal amount of encumbrances, and Mr. Sutton said yes. The amount of encumbrance may fluctuate from year to year but, on the surface, this is a normal encumbrance.

Mr. Sutton discussed how the amount of encumbrances affects the level of Free Cash. The three largest components of Free Cash are the unspent balance from the previous year, revenues in excess of estimates and turnbacks from departments. The town has typically been in a pretty good free cash position, Mr. Sutton confirmed. Town officials have had a conservative approach when it comes to estimating revenue and in his opinion they should maintain that.

Officially, July 15th is the end of the fiscal year, but unofficially, there are various processes accountants go through to close out the year – well over 100 journal entries need to be made to make sure accounts are in order and a balance sheet is created for the DOR. That process is going on now and will run into the month of September. Free Cash is usually certified around October.

SB Member Brezinsky asked if members could at some point get a five-year history of encumbrances just as they got a five-year history of turnbacks, and Mr. Sutton said yes.

Mr. Sullivan invited the school department, school superintendent and school committee to join them but nobody is here, SB Member Brezinsky observed. He asked Mr. Sullivan if he had received any response to his invitation.

Chair Hine shared that he received a call from the chair of the school committee. Mr. Sullivan said he had a conversation Thursday with the superintendent in which he indicated that the school committee was not in favor of coming before the Selectboard and was noncommittal as to whether he himself was going to attend. He had heard up to last Friday that the superintendent **was** going to attend. School committee members feel that the law allows them to spend this money, and it has been suggested that the interference of the Selectboard is unwarranted, he related.

It's unfortunate that they're not here, Mr. Brezinsky said. For at least the last 15 years there has been a pretty good relationship between the school department and the municipal side of government. The schools represent more than 50% of the money the town spends. Nobody, himself included, is suggesting that the new program funded by the large encumbrance should not proceed. The issue is with the process, particularly with budgeting going forward and the capital planning process. It certainly makes no sense whatsoever to be discussing those processes without their partners at the table, he remarked. He affirmed the school committee's position that it is not required to attend but noted that, in his opinion, refusal to come does not represent a spirit of cooperation. It appears to him that an arbitrary decision has been made simply not to talk about it, he said.

SB Member Etelman commented that, to her, the question is how there was such a large amount of money available to be encumbered. If it was extra money, she would like some assurance going forward that the school department is following the same instructions given to other departments, i.e. - to not expand or cut back programs.

There is a special section in the general bylaw that exempts the school committee from capital planning review and allows school officials to re-appropriate money within their budgets, Mr. Sullivan acknowledged. Aside from the School Department, turnbacks from the town side of government probably total less than \$300,000, he continued. Next year the town won't have the luxury of having \$280,000 left over from health insurance because the Hampshire County Group Insurance Trust (HCGIT) is proposing another 8.5% increase, which is three or four hundred thousand dollars. Historically, town officials have relied heavily on a turnback from health insurance to replenish free cash.

In line with Ms. Etelman's comments, it's important for Selectboard members to get specific information about where the \$500,000 came from; how it was derived, Mr. Brezinsky suggested. All he has been told is that it was a little of this and a little of that; partly from savings on staff positions that went unfilled and partly on savings from special education. Most importantly, members don't know how much of that savings is a one-time savings; whether staff positions are still unfilled, etc. Without a conversation they have to find another way to get this information. In order to have cooperation and open communication between the two sides of municipal government, they need answers to such questions. For many years, Triboard meetings were held in which the Selectboard, Appropriations Committee and School Committee got together and talked about these things. "We need to go forward, we need to get answers; if it requires

taking a second look at the School Department budget; so be it," he concluded. Presumably, the \$500,000 that was available for this project is not available in this year's budget, he speculated.

Jon E. Camp asked if the general bylaw was based on state law, and SB Member Etelman said yes. Chair Hine referred to the Educational Reform Act of 1993. Once the school budget is appropriated at Town Meeting, the School Department has absolute control over the money to spend as it sees fit, he elaborated.

Mr. Camp asked when the School Department contracted the work out. It was contracted April 16th, Mr. Sullivan said.

"They've had plenty of time to come to you, Town Meeting and everybody else," Mr. Camp responded. This was never really discussed at Town Meeting; this was a wish list, he asserted.

Chair Hine said he would take the position that it is not something that should be funded out of an operating budget.

Some paperwork related to the project dates back to February, Ms. Etelman noted. The conversation could certainly have happened. Regardless of whether Triboard exists, those folks should be involved in the conversation, she claimed.

In informal discussions he's been told that there are some financial benefits to the culinary arts program in keeping students in the district, Chair Hine related. Nobody's questioning the benefit of the program; it's just a question of the process, he stressed.

SB Member DeToma invited Capital Planning Committee Chair Ted Boulais to comment. Mr. Boulais echoed Mr. Brezinsky's words that it is unfortunate that the project unfurled as it did. A lot of the questions came up as part of a Capital Planning Committee meeting. He is sure this project would have been approved. It would be nice to discuss the benefits of retaining students as opposed to new instructors. He is not familiar with the project aside from a brief conversation with School Superintendent Nicholas Young in which he was told that it was being done and that, at some point, it would probably become a discussion with capital planners.

In looking at the documentation and reviewing School Committee minutes, the only reference to the program from a capital planning standpoint was a 3:0 vote in March in which the School Committee gave the chair authority to make any decisions and to sign any contracts in order to get the project started, Mr. Brezinsky noted. The engineering contract was signed February 22nd and the construction contract in April. There was discussion from a programming point of view but the only discussion of costs was in March.

It was a lot of money they knew they had in January, Mr. Camp observed. There is a good process in capital planning, and they didn't follow it; they've abused it. Perception becomes reality, and the perception is that they made up their minds that they were going to do something, and "we as the taxpayers were going to pay for it" without going through the process, he asserted. One course of action would be to amend this year's school budget at the upcoming fall Special Town Meeting to reduce it by \$500,000, he suggested. Think about it, he urged.

Having been on the other side of the fence, we have to do everything we can not to let it come to that, SB Member Brezinsky responded. There needs to be a level of trust and a level of cooperation. None of this money is ours; it's the taxpayer's money, he reminded. We need to do everything we can within the parameters of the law, within the parameters of past practice or within the parameters of a new procedure, but it needs to be an open discussion and an open process, he stressed. "We just need to work together," he concluded.

Mr. DeToma mentioned that a new carpentry program is planned, so "there's a specter of this happening all over again."

However, Mr. Sullivan said his understanding is that the carpentry program is using the woodworking shop and that sufficient arrangements have been made to accommodate the program.

Mr. Forcier thanked Mr. Sutton. Chair Hine commented that the Selectboard has aired its concerns and questions. He and Mr. Brezinsky are veterans of more contentious times and neither of them wants to return to those times, he shared. Hopefully School Committee members will hear them and address some of their questions, he said.

7. MASS DEPARTMENT OF TRANSPORTATION (DOT) TRANSPONDERS AT FARMERS' MARKET SEPTEMBER 29TH

The state is going electronic for all tolls on the Mass Pike, Mr. Sullivan reported. He saw an article announcing that the DOT is willing to come to towns and distribute transponders, and he has been working with a representative to arrange a distribution. Before making a commitment, he wanted to bring the proposal to the Selectboard. DOT representatives are willing to do a distribution at the Farmer's Market on Thursday, September 29th. The transponders themselves are free but it costs \$20 to set up an account. It is to everyone's benefit to have a transponder, he suggested.

SB Member Forcier commented that he got his transponder at a Mass DOT station set up at Home Depot, so he's all in favor, and other members agreed.

8. RESOLUTION TO ADOPT HAZARD MITIGATION PLAN UPDATE

It is a very comprehensive and well-done report, SB Member Forcier commented. Consultant Jamie Kaplan from PVPC presented the draft plan in March, which was then sent to MEMA and FEMA for comments. This approval is the final step in adoption, Mr. Sullivan explained. There is value to having a plan in place in the event of a disaster. Chair Hine read a resolution adopting the Town of South Hadley's 2016 Hazard Mitigation Plan Update.

SB Member DeToma so moved. SB Member Etelman seconded. The motion passed unanimously 5:0.

9. BLUE RIBBON REQUEST - STEPHANIE LEBLANC, MASSACHUSETTS STATE POLICE WIVES

Chair Hine read a letter from the Massachusetts State Police WIVES asking the town to place blue ribbons around the center of town to indicate support for the state police.

Md. Etelman said it goes without saying that they appreciate all their police officers; state, town and college. However, she is concerned that, without a policy in place, granting this request sets a precedent for anyone making a similar request. They might wind up putting themselves in a position they are doing everything possible to avoid. The goal of the upcoming Symposium of Understanding is to create an environment in South Hadley in which everybody feels safe and respected. As much as she wishes otherwise, putting blue ribbons on trees might not send the message they want to send. She thinks the Selectboard needs to be comfortable with a general policy before granting this request.

Mr. Sullivan said he spoke to Mrs. LeBlanc and told her he would put the request on tonight's agenda. After the Orlando shootings, many communities made expressions to make sure LGBT rights were respected. South Hadley took a more measured approach because it wanted to do something more long-lasting and thoughtful. This experience opened his eyes as to how a simple action, even though it seems basic, opens the door to other actions. He endorsed the idea of putting a policy in place but stressed that it is the board's prerogative to decide whether to direct him to draft a policy.

SB Member Brezinsky said he didn't disagree with anything that was said, but he would be interested in knowing more about this organization, i.e. - is it long-standing and does it have any particular standing among the law enforcement community or is it more recently formed in response to issues being faced across the country.

The upcoming symposium is an ideal forum for discussing how residents want to react as a community to advocate for or recognize the efforts of people who work within the community, Chair Hine suggested. The request could be considered in the larger context of this community discussion, he proposed. It would be his inclination to use the symposium process as a forum to discuss the question of how to recognize people, he elaborated.

SB Member DeToma agreed that this approach is consistent with what's being asked since there is no timeline specified.

With regard to a policy, SB Member Etelman said she didn't think they should start on one yet. Mr. Brezinsky said he didn't see why they wouldn't want to have a policy that deals with the display of material on public property. The policy would not pertain to a particular cause but just indicate whether or not banners, blue ribbons, etc. are allowed. It might be possible to research existing policies in other communities, SB Member DeToma suggested.

Mr. Brezinsky said he thinks they need more information. He would like to wait one more meeting, ask a few more questions and then make a decision. Mr. DeToma agreed. Members asked Mr. Sullivan to solicit more information.

10. ACCEPTANCE OF RESIGNATION FROM BIKE/WALK COMMITTEE

SB Member Etelman moved to accept the resignation of Linda Young from the Bike/Walk Committee. SB Member Brezinsky seconded. Chair Hine expressed thanks to Mrs. Young for her work. **The motion passed unanimously 5:0.**

11. SEPTEMBER SYMPOSIUM

Saturday, September 24th will be the kick-off meeting for a series of conversations with residents and others in town about issues of importance, Ms. Etelman related. The event is coming together. Organizers have put quite a bit of thought and time and energy into this, and invitations will be going out fairly soon. They will be reaching out to community leaders for suggestions for attendees.

12. POLICE CHIEF SEARCH UPDATE

Interviews have been conducted, and he is waiting for a formal message from the screening committee, Mr. Sullivan reported. He should make his final appointment in the next week to ten days so he anticipates having an appointment for the Selectboard's review and an opportunity to interview the candidate publicly at the next meeting.

13. PERFORMANCE BASED EVALUATION (PBE)

They met last week to review feedback from other members and made some minor changes to the evaluation tool, Mr. Forcier related. Mr. Sullivan noted that he inadvertently put the draft version in the packet instead of the final.

He will put the Ledges report on the next agenda, Mr. Sullivan said.

14. TOWN ADMINISTRATOR REPORT

With regard to health insurance, there are a number of different plans that could be explored and they have talked in the past about the option of self-insurance, Mr. Sullivan reminded. Based on the town's experience, changing plans could potentially save money. HCGIT is self-insured, but South Hadley pays based on the experience of the entire trust. He thinks the town has to do everything it can to explore trying to salvage staying in HCGIT, but if HCGIT is planning to increase its premiums by eight to 10%, they have to look at other options. The town has to form a committee to provide representation to the unions. Art Bomengen of Millennium Insurance has suggested looking at some other plans. It will not be easy to convince people to move from Blue Cross/Blue Shield to Tufts Navigator, etc. It looks like what has been a very flat period for rates is about to change dramatically, he advised.

HCGIT is looking at making some design changes to change co-pays and deductibles that would positively affect the rates but the plan would have to change for all 64 communities. Design changes in HCGIT will be very difficult to put forward. He is still very frightened of self-insured plans, although it has worked great for a lot of communities. "Going it alone always makes me nervous," he shared.

Upon motion made and seconded, the meeting was adjourned at 8:51 p.m.

RESPECTFULLY SUBMITTED,

**LAURA KRUTZLER
ADMINISTRATIVE SECRETARY**

EXHIBIT A

List of Documents Reviewed at August 16, 2016 Selectboard Meeting:

1. August 16, 2016 Agenda.
2. Minutes of the August 2, 2016 regular Selectboard meeting.
3. Letter from Richard F. Haste requesting permission for the use of the Town Common on Saturday, August 20th from 3 to 6:30 p.m. for a ceremony to commemorate the military service of Civil War Veteran Private Jewett Williams.
4. E-mail from South Hadley Falls Neighborhood Association (SHFNA) Chair Gillian Woldorf requesting permission to use the Fred M. Smith Park in the afternoon of Saturday, September 18, 2016 for a neighborhood picnic.
5. One Day Beer and Wine License application from Susan Canedy on behalf of the Friends of the Gaylord Memorial for nine Friday night fundraising events (“Wine Down” Fridays) at the Gaylord Library from 5 to 7 p.m. on September 9th, October 7th, November 4th and December 9th, 2016 and January 6th, February 3rd, March 3rd, April 7th and May 5th, 2017.
6. E-mail exchange between Selectboard Office and Acting Police Chief Steve Parentela regarding application for One Day Beer and Wine License from Naomi Szymonik for “Truck Fest” at McCray’s Farm Saturday and Sunday, September 17th and 18th, 2016.
7. One Day Beer and Wine License application from Naomi Szymonik on behalf of Prospect Valley, LLC for truck pull and rock crawl at McCray’s Farm from 11 a.m. to 7 p.m. on Saturday and Sunday, September 17th and 18th, 2016.
8. One Day Beer and Wine License application from Imad Zubi for the Willits-Hallowell Center for a reception at the MHC Boathouse from 5 to 9 p.m. on Friday, September 23rd, 2016.
9. One Day Beer and Wine License application from Imad Zubi for the Willits-Hallowell Center for a reception at Dwight Hall from 3 to 7 p.m. on Wednesday, September 21st, 2016.
10. Memo from Laura Krutzler to Michael J. Sullivan and Selectboard re: Used Car Dealer License Application for 57 School Street.
11. E-mail from Town Planner Richard Harris to Laura Krutzler re: Special Permit Application for Western Mass. Auto/Jeff’s Auto Repair to allow expansion/modification of a non-conforming use and operation of a second hand car dealer (on-line used auto sales with on-site storage); Property Location: 57 School Street (Assessor’s Map #5B, Parcel 26).
12. Application for a Class II License to Buy, Sell, Exchange or Assemble Second Hand Motor Vehicles or Parts Thereof from Western Mass. Auto Repair for 57 School Street.
13. Worksheet entitled, “General Fund End of Year Turnback History,” prepared by Town Accountant William Sutton.
14. AIA Contract Document between the Town of South Hadley and Inglewood Development Corporation of Longmeadow, MA for a Culinary Arts Kitchen Renovation at South Hadley High School dated April 2016.

15. E-mail from South Hadley School Business Administrator Tianyi (Angela) Wang to Paul Fiejdasz, Project Manager, of Fuss & O'Neill, Inc. re: High School Kitchen project – Schedule of Values.
16. Proposal for High School Culinary Arts Renovation – Base Project from Fuss & O'Neill, Inc. dated February 22, 2016 together with Authorization to Proceed signed by South Hadley School Committee Chair Kevin McAllister on March 8, 2016.
17. Certificate of Adoption, Town of South Hadley, Massachusetts Board of Selectmen: A Resolution Adopting the Town of South Hadley 2016 Hazard Mitigation Plan Update.
18. E-mail thread with notification from FEMA Region 1 of approval of South Hadley, MA Hazard Mitigation Plan and instructions from Catherine Ratte, Principal Planner, Pioneer Valley Planning Commission (PVPC) for integration of signed adoption certificate into the updated plan.
19. Letter from Massachusetts State Police WIVES asking town officials to place blue ribbons in support of ALL law enforcement around the center of South Hadley.
20. Online Form Submittal: Application for Appointment to Board, Commission or Committee from Aaron Haesaert to the Canal Park Committee.
21. E-mail from Mitch Resnick supporting the applications of Aaron Haesaert and Joshua Driver to join the Canal Park Committee.
22. E-mail from Linda Young resigning from the Bike/Walk Committee effective August 8, 2016.
23. Major Goals of the Town Administrator Fiscal Year 2017.
24. Letter from Michael Sullivan to the Department of Housing and Community Development in support of the waiver requests of the South Hadley Redevelopment Authority as to the need for initial appraisals and prospective easements for the multi-use path along the Buttery Brook and the Connecticut River.
25. Town Administrator Report dated August 12, 2016.