

Town Administrator's Report

June 24, 2011



Submitted by:

Paul Beecher
Town Administrator

116 Main Street
South Hadley, MA 01075
413-538-5017

Assessor

All evaluations were completed and turned in.

The third commitment of motor vehicle excise was received for processing.

Monthly building permits have been researched for missing or unclear information and the permit information has been entered into the real estate software.

Deed transfers have been entered based on what has been retrieved from the Hampshire County Registry of Deeds website.

Customer transactions occur continually.

The Associate Assessor attended the Vision user conference. She also was present for the annual town meeting.

Board meetings were held.

The Associate Assessor was one of the folks chosen to review Pioneer Valley Planning Commission's (PVPC) draft RFP for on line permitting. She, in conjunction with the Town Planner, reviewed the RFP and made comments and edits which were submitted to PVPC for incorporation into the RFP.

Standard account review of the fiscal 2012 forms of list for personal property was continued. All accounts, approximately 450, need to be reviewed whether taxable or exempt.

The Associate Assessor assisted in addressing problem descriptions within redrawn precinct boundaries.

The Associate Assessor has implemented weekly staff meetings.

All staff is working to review and update both the office instruction manual as well as our reference manual.

Omitted personal property bill for fiscal 2011 was processed and issued.

Forms and letter processing has continued relative to the fiscal 2012 exemption forms etc that will be mailed for July 1.

Abutter's lists were reviewed and prepared as requested.

Prepared monthly reports to collector and accountant.

Finished data entry of old year excise abatements. This task has been ongoing since October 2010. There were approximately 3400 total transactions that were processed through the Munis system to complete this task.

The following is a list of abatements processed during the month of May.

<u>Levy Year</u>	<u>Abatement Type</u>	<u>Number of Abatements</u>	<u>Abated Amt.</u>
2011	Boat Excise	2	\$ 136.58
2011	Motor Vehicle	78	\$ 5,071.10
2010	Motor Vehicle	4	\$ 59.72
1989	Motor Vehicle	<u>812</u>	<u>\$ 40,901.71</u>
		896	\$ 46,169.11

Council on Aging

The Friends of South Hadley Elderly hosted the annual card party to raise funds for programs that benefit all seniors.

The Mothers' Garden looks beautiful thanks to the dedication of a few volunteers. More volunteers are welcome to help with weeding and watering.

Gary Donnelly, Planner from WestMass ElderCare met with Angie and Joanne to do an audit of the four Title III-C grants for the Diabetic Support Group, Alzheimer's Support Group, Companion/Escort Transportation program and Chores Services.

Joanne and Angie attended the Western Mass. Association of Councils on Aging Spring Conference at the Northampton Senior Center.

Jim Tomlinson has passed the probationary period. He is a welcome addition to our staff.

The new 2010 census figures indicate a 10.7% increase in the number of residents 60 and over from 3,689 in 2000 to 4,084 in 2010.

May Nutrition Statistics:

949 congregate meals

1,452 home delivered meals

Transportation: 317 Rides

Activities: Alzheimer's Caregiver's Support Group; Blood Pressure clinics with community nurse, Fire District #1 EMT's; Presentation by Boston Bath regarding walk-in tubs; Celebrate Poland luncheon; Attorney Gina Barry-Legal Education Program; Berkshire Hills Performance; TRIAD Safety Program; Spring Lunch and Concert; Bereavement Support Group

DEPARTMENT OF PUBLIC WORKS

The following information provides the highlights of the work performed by the divisions within the Department of Public Works during the past month.

ADMINISTRATION AND ENGINEERING

Two informational meetings relating to the Brainerd Street Road and Sidewalk Project were held on May 24th and May 26th at 7:00 pm in the Selectboard Meeting Room at Town Hall. About 35 people attended. The project scope was discussed and questions were answered. Construction will start in July.

MassDOT opened bids for the Morgan Street Road and Sidewalk Project on June 1st, 2011. Construction is expected to start this August.

Construction is continuing on the second phase of Cell 2D at the landfill. The Authorization to Construct (ATC) for Cell 2E is being reviewed by the Massachusetts Department of Environmental Protection (DEP) and the permitting work is continuing for the proposed lateral expansion.

Dan Murphy has accepted the position of South Hadley Town Engineer and will start work on July 5th. Dan has a substantial amount of experience with public works projects and the design, permitting, and operation of landfills.

The following table summarizes the Road and Trench Permits issued in May of 2011:

Date	Street	Work Description	Permit Holder
5/3/2011	16 Foch Ave	Install New Gas Service	Columbia Gas of Ma
5/3/2011	38 Bardwell St	Install New Gas Service	Columbia Gas of Ma
5/3/2011	82 Woodbridge St	Install New Gas Service	Columbia Gas of Ma
5/9/2011	94 Willimansett St	Install New Gas Service	Columbia Gas of Ma
5/9/2011	55 Brainerd St	Install New Gas Service	Columbia Gas of Ma
5/17/2011	50 52 School St	Cut off gas Service	Columbia Gas of Ma
5/17/2011	100 Morgan St	Install New Gas Service	Columbia Gas of Ma
5/17/2011	143 Woodbridge St	Install New Gas Service	Columbia Gas of Ma

5/19/2011	21 Red Bridge Ln	Installing New Gas Service	Columbia Gas of Ma
5/19/2011	25 Red Bridge Ln	Installing New Gas Service	Columbia Gas of Ma
5/24/2011	85 Main St	Side Walk Replacement	So Hadley Electric
5/27/2011	15 Mulligan Dr	Emergency Telephone Repair	WAS Brothers

CONSTRUCTION AND MAINTENANCE DIVISON

Sewers/Drainage: Catch basins were cleaned, spring maintenance cutting and flushing – North Main Street and schools lots.

Signs/Line Painting: Repairs were made to damaged and stolen signs (scavenger hunt) Roadway sweeping continued with main roads completed, secondary neighborhoods in progress. Line painting work in the school lots began.

Construction/Repairs: Paved/patched town roads and dirt roads, repaired catch basins and sewer line repair at the Big Y intersection (Chicopee Savings Bank line). Roadside mowing and sidewalk sweeping began.

Vehicle Maintenance: Repairs were made to numerous vehicles and equipment-sweeper, flusher, Case backhoe, Holder, 966 Loader: Vehicles #16, #3 and #35, weed whackers compactor.

PARKS DIVISION

Several cyclical maintenance tasks were completed during the month of May. These tasks included the mowing at the parks, fields, and town properties and field maintenance (infield grooming, lining, and field painting; shrub bed maintenance; irrigation and watering).

The following projects were also undertaken during last month: Bridge Street – finished planting, seeding, and irrigation; Town Hall – planted annuals and second phase of shrubs at war monuments in time for Memorial Day; Beachgrounds – prepared and cleaned spray park for operation and cleaned and graded parking lot of winter debris; Town Common – planted annuals at the statue. Fields and properties throughout town were fertilized and limed as needed.

SOLID WASTE DIVISION

Recycling Center and Compost Area The Recycling Center has seen a marked increase in activity in advance of the Green Bag Program. Receipts hit an all-time high of almost \$1,500 on Saturday, May 28th. The previous record had been around \$1,100.

Curbside Trash Collection: Curbside pickup has also seen a marked increase from normal tonnages of 12-13 tons per day to as much as 20 tons per day. Republic Services formerly Allied Waste, will be attaching Green Bag Program flyers to trash barrels as an educational effort during the month of June. Two condominiums have had their pickup day changed effective July 1, 2011 in order to even out the amount of time it takes Republic Services to collect trash and recycling each day. Hillcrest Park is now on Tuesday, Route 5, and Alvord Place is now on Wednesday, Route 6. Both have been on Friday, Route 8.

Green Bag Program: The July through December 2011 curbside schedule was sent to the Town Reminder for publication on June 3rd. The new schedule includes information about the Green Bag Program regulations. Six hundred eight gallon recycling bins and four hundred bin lids were ordered in anticipation of increased participation in recycling due to the Green Bag Program. The lids offered for the first time have been extremely popular. Another order has already been placed for six hundred bins and four hundred lids due to demand.

Business Recycling Program: Businesses in South Hadley Falls which are part of the Green Bag Program were sent a letter, jointly signed by the DPW and the Center for Eco Technology (CET) offering help with recycling. Businesses located on trash routes 7 and 8 (the Falls) were targeted first; the next round of letters will be sent to businesses on trash Routes 5, 6, and 3. CET and Board of Health Consultant Walter Hamilton continue to edit and improve the Town's business listing.

Special Events: The third annual paper shredding event was held May 14th from 10:00 A.M. to 1:00 P.M. Services for this event are provided by ProShred Security at no cost to the town. The event is regional, with any resident in Western Massachusetts able to participate. This year's event was so popular the line started to form just after 9:00 A.M. and was backed up all along Industrial Drive. There were so many participants that the truck was filled to capacity. Roughly six tons of sensitive documents were shredded and recycled.

WATER POLLUTION CONTROL DIVISION

Routine compliance testing and monthly reports for the WPC facility were completed in accordance with permit requirements. Invoices were processed, some data entry was completed, and routine reports were prepared. DMR-QA study results for the WWTP lab were submitted to a sample provider for grading.

Aeration tank bids were opened and forwarded to Tighe & Bond for assessment. Staff drained and cleaned both chlorine contact chambers and repaired a leak in the hypochlorite system. Gravity thickener #1 was drained and taken out of operation. Gravity thickener #2 was put online. Repairs to RAS Pump #2 were completed and the pump was put back online.

The roll-off truck was inspected. A hydraulic tarp cover was installed on the roll-off for the safety of personnel.

Weld Power completed repairs on the transfer switch for the Main Street emergency generator and it was reinstalled. They also installed time delays on the switches for the Main Street and treatment plant emergency generators. Water Pollution Control routine operations such as plant and station inspections, sludge dewatering and hauling, grounds keeping, lab work, and monthly preventative maintenance were performed as required.

Human Resources/Procurement

The following information provides the highlights of the work performed by the Personnel Officer/Chief Procurement Officer during the past month. Due to the confidential nature of my position many subject matters are not able to be shared.

- Administered workers' compensation & Injured on Duty (IOD) claims.
- Worked with the Town Administrator on various projects.
- Served as Acting Town Administrator.
- Handled various personnel issues.
- Represented the Town at negotiations for Unit A & B.
- Worked on recruitment process for Plumbing & Gas Inspector, Studio Manager & Senior Clerk positions.
- Began review of the employee performance evaluations.
- Worked with the School Building Committee on the Plains School Feasibility project.



South Hadley Police Department

Incident Based Reporting Data Through May 2011
w/comparison to same month in prior year



MAY 2010	JUN 2010	JUL 2010	AUG 2010	SEP 2010	OCT 2010	NOV 2010	DEC 2010	JAN 2011	FEB 2011	MAR 2011	APR 2011	MAY 2011	IBR Offense Category	12 Month Total:
1	5	3	3	6	6	7	3	8	2	2	1	4	AGGRAVATED ASSAULT	50
61	17	22	23	18	22	13	12	10	12	11	19	18	ALL OTHER LARCENY	197
12	18	18	18	25	11	18	10	19	18	36	37	30	ALL OTHER OFFENSES	258
1		1										1	ARSON	2
	1		1			1			1	1		1	BAD CHECKS	6
12	8	15	13	12	17	20	14	3	9	5	4	7	BURGLARY / BREAKING AND ENTER	127
41	5	2			66		1	2	87	1		6	COUNTERFEITING / FORGERY	170
	1	1				1				2			CREDIT CARD / AUTOMATIC TELLER	5
16	20	20	21	20	15	26	14	7	5	11	16	19	DESTRUCTION / DAMAGE / VANDALI	194
1	3	1	5	1	3	4	1			1		6	DISORDERLY CONDUCT	25
1	2	2	5	2	2	3	1	2	2	3	4	2	DRIVING UNDER THE INFLUENCE	30
5	1	2		1	6	4		1	1	1	1	2	DRUG / NARCOTIC VIOLATIONS	20
1								1					DRUNKENNESS	1
1	1	1	2	1					2	6	1	1	FALSE PRETENSES / SWINDLE / CO	15
1					1		2	1					FORCIBLE RAPE/SODOMY	4
	2	1	2			1		1	1		1	1	IMPERSONATION	10
8	5	3	9	5	6	5	3	9	5	6	8	6	INTIMIDATION	70
													KIDNAPPING / ABDUCTION	0
	1	1	2		2	1			3	1	3	2	LIQUOR LAW VIOLATIONS	16
3	3	2		3			1	1		2		1	MOTOR VEHICLE THEFT	13
			1										NEGLIGENT MANSLAUGHTER	1
					1			1					PORNOGRAPHY / OBSCENE MATER	2
1			2		1		1	1	3				ROBBERY	8
			1							1	1		RUNAWAY	3
4			5		1	3	1	3	2			3	SHOPLIFTING	18
15	5	7	7	7	14	11	5	7	7	11	15	15	SIMPLE ASSAULT	111
												1	STATUTORY RAPE	1
1	4	6	2		3			1	1		1		STOLEN PROPERTY OFFENSES	18
	2	2	3	2	7	19	3		1	3	4	3	THEFT FROM BUILDING	49
5	6	4	2	8	3	3	5	4	3	3	5	1	THEFT FROM MOTOR VEHICLE	47
21	27	32	28	34	35	26	28	64	46	65	65	64	TRAFFIC, TOWN BY-LAW OFFENSES	514
1			1		1	1	1						TRESPASS OF REAL PROPERTY	4
	2			1			2		2		1	3	WEAPON LAW VIOLATIONS	11
36	25	22	25	30	32	27	25	29	43	26	16	21	MOTOR VEHICLE ACCIDENTS	321
17	17	24	24	14	15	23	9	24	15	38	36	29	ARRESTS	268
266	181	192	205	190	270	217	142	199	271	236	240	246	TOTALS:	2589

Above data is compiled from official reports recorded by the South Hadley Police Department through the month of May 2011. Incidents where the Reporting Party did not wish to file an official report or when a motor vehicle accident did not meet the Massachusetts criteria as requiring an official report have not been recorded in the above statistics.



South Hadley Police Department

Incident Based Reporting Data Through April 2011
w/comparison to same month in prior year



APR 2010	MAY 2010	JUN 2010	JUL 2010	AUG 2010	SEP 2010	OCT 2010	NOV 2010	DEC 2010	JAN 2011	FEB 2011	MAR 2011	APR 2011	IBR Offense Category	12 Month Total:
4	1	5	3	3	6	6	7	3	8	2	2	1	AGGRAVATED ASSAULT	47
31	61	17	22	23	18	22	13	12	10	12	11	19	ALL OTHER LARCENY	240
15	12	18	18	18	25	11	18	10	19	18	36	37	ALL OTHER OFFENSES	240
2	1		1										ARSON	2
2		1		1			1			1	1		BAD CHECKS	5
7	12	8	15	13	12	17	20	14	3	9	5	4	BURGLARY / BREAKING AND ENTER	132
1	41	5	2			66		1	2	87	1		COUNTERFEITING / FORGERY	205
		1	1				1				2		CREDIT CARD / AUTOMATIC TELLER	5
11	16	20	20	21	20	15	26	14	7	5	11	16	DESTRUCTION / DAMAGE / VANDALI	191
8	1	3	1	5	1	3	4	1			1		DISORDERLY CONDUCT	20
1	1	2	2	5	2	2	3	1	2	2	3	4	DRIVING UNDER THE INFLUENCE	29
1	5	1	2		1	6	4		1	1	1	1	DRUG / NARCOTIC VIOLATIONS	23
	1								1				DRUNKENNESS	2
1	1	1	1	2	1					2	6	1	FALSE PRETENSES / SWINDLE / CO	15
	1					1		2	1				FORCIBLE RAPE/SODOMY	5
1		2	1	2			1		1	1		1	IMPERSONATION	9
9	8	5	3	9	5	6	5	3	9	5	6	8	INTIMIDATION	72
													KIDNAPPING / ABDUCTION	0
3		1	1	2		2	1			3	1	3	LIQUOR LAW VIOLATIONS	14
	3	3	2		3			1	1		2		MOTOR VEHICLE THEFT	15
			1										NEGLIGENT MANSLAUGHTER	1
						1			1				PORNOGRAPHY / OBSCENE MATER	2
	1			2		1		1	1	3			ROBBERY	9
1			1								1	1	RUNAWAY	3
	4			5		1	3	1	3	2			SHOPLIFTING	19
3	15	5	7	7	7	14	11	5	7	7	11	15	SIMPLE ASSAULT	111
6												1	STATUTORY RAPE	1
	1	4	6	2		3			1	1		1	STOLEN PROPERTY OFFENSES	19
1		2	2	3	2	7	19	3		1	3	4	THEFT FROM BUILDING	46
25	5	6	4	2	8	3	3	5	4	3	3	5	THEFT FROM MOTOR VEHICLE	51
14	21	27	32	28	34	35	26	28	64	46	65	65	TRAFFIC, TOWN BY-LAW OFFENSES	471
	1			1		1	1	1					TRESPASS OF REAL PROPERTY	5
		2			1			2		2		1	WEAPON LAW VIOLATIONS	8
21	36	25	22	25	30	32	27	25	29	43	26	16	MOTOR VEHICLE ACCIDENTS	336
11	17	17	24	24	14	15	23	9	24	15	38	36	ARRESTS	256
179	266	181	192	205	190	270	217	142	199	271	236	240	TOTALS:	2609

Above data is compiled from official reports recorded by the South Hadley Police Department through the month of April 2011. Incidents where the Reporting Party did not wish to file an official report or when a motor vehicle accident did not meet the Massachusetts criteria as requiring an official report have not been recorded in the above statistics.

Town Clerk/Treasurer

Month ending May 31, 2011

Total Relationship Vaule \$8,294,232.19

Primary Account # 15573781 April 29, 2011 - May 31, 2011	Beginning Balance	\$8,146,394.35
	Income	\$2,045.95
	Deposits	\$145,721.28
	Withdrawls	\$0.00
Asset Allocation 76.53% is in fixed Income \$6,347,861.06 15.94% is in cash & equivalents \$1,946,371.13	Expenses	\$0.00
	Change in Market Value	\$70.61
	Ending Balances	\$8,294,232.19
Purchases (\$450,000.00)		

Sales/Redemptions \$375,000.00

DATE	ML Marriage Intentions	VR Cert Marriage Lic	VR Cert Birth Cert	VR Cert Death Cert	BC Business Cert New/ Renew	BC Business Cert Discontinuance	BC Cert Business Cert	NP Notary Public Service	GP Gas Permits	GP Gas Permits	SL Current Street List	SL Previous Street List	DGFEE Dog License Spay/Neuter	DGFEE Dog License UnSpay/UnNeuter	DGLATE Dog License Late Fee	DGFEE Kennel 1-4 Dogs	DGFEE Kennel 5-10 Dogs	DGFEE Kennel 11+ Dogs	15075 Misc - Fishing Holder	15075 Misc - Copies	TOTAL	15075 Other Misc	Grand Total
	20.00	5.00	5.00	5.00	20.00	10.00	5.00	1.25	5.00	10.00	10.00	5.00	10.00	15.00	15.00	30.00	50.00	75.00	0.25	0.25			
05/01/11													2								0.00		0.00
05/02/11		2	1	13									2								100.00		100.00
05/03/11			3										4	2							85.25		85.25
05/04/11		4	3																		35.25		35.25
05/05/11		3	1	15						1			8								185.00		185.00
05/06/11		1	1	16						1			3								130.00		130.00
05/07/11																					0.00		0.00
05/08/11																					0.00		0.00
05/09/11	1	6	3										4								105.50		105.50
05/10/11				8	1				1	1			2								96.50		96.50
05/11/11			1		1		1				1		4								80.00		80.00
05/12/11	1	1											10	1							140.25	10.00	150.25
05/13/11		3	1	1									5								75.50		75.50
05/14/11																					0.00		0.00
05/15/11																					0.00		0.00
05/16/11	1	2	1	6	1		1						1	1							115.00		115.00
05/17/11	2	1	5	7									4								145.25		145.25
05/18/11			1										7	1							90.00		90.00
05/19/11			1	13									1								80.25		80.25
05/20/11		4	2	25									3	2							215.25		215.25
05/21/11																					0.00		0.00
05/22/11																					0.00		0.00
05/23/11	1		2	2	1	1	1						1								85.00		85.00
05/24/11	1			20							1			1							145.00		145.00
05/25/11	1		1	9									1								90.25		90.25
05/26/11			2	2									4								60.50		60.50
05/27/11	1		1										7			1					125.50		125.50
05/28/11																					0.00		0.00
05/29/11																					0.00		0.00
05/30/11																					0.00		0.00
05/31/11		5		16	1.00		1.00						3.00	2.00							190.00		190.00
Total	9	32	30	153	5	1	4	0	1	3	3	0	74	10	0	1	0	0	18	3	2,375.25	10.00	2,385.25
MTD Total \$	180.00	160.00	150.00	765.00	100.00	10.00	20.00	0.00	5.00	30.00	30.00	0.00	740.00	150.00	0.00	30.00	0.00	0.00	4.50	0.75		10.00	
																						2,385.25	

DATE	F1 Fishing	F2 Fishing	F3 Fishing	F4 Fishing	S1 Sporting	S2 Sporting	S3 Sporting	S4 Sporting	DS Duplicate Sporting	W1 Resident Wildlife Stamp	W2 Non-Resident Wildlife Stamp	Fee	Municipal	M1 RESIDENT ARCHERY (5.00+.10 FEE)	M3 RESIDENT PRIMITIVE (5.00+.10 FEE)	N3 NON-RESIDENT PRIMITIVE (5.00+.10 FEE)	TOTAL
	22.00	6.00	10.75	0.00	39.50	19.50	0.00	7.50	2.50	5.00	5.00	0.50	1.00	5.10	5.10	5.10	
05/01/11																	0.00
05/02/11	3			5	2					5		5	5	1	1		187.70
05/03/11	1	1								2		2	2				41.00
05/04/11	5									5		5	5				142.50
05/05/11				1	1					1		1	1				46.00
05/06/11	1	1	1	1						3		3	3				58.25
05/07/11																	0.00
05/08/11																	0.00
05/09/11	6			1	1					7		7	7				217.00
05/10/11	4		1							5		5	5				131.25
05/11/11	1			1			1			1		1	1				28.50
05/12/11	2			2			2			2		2	2				57.00
05/13/11	5		1		4					10		10	10	1	0		348.85
05/14/11																	0.00
05/15/11																	0.00
05/16/11			1	1						1		1	1				17.25
05/17/11	1						2			1		1	1				28.50
05/18/11	1		1							2		2	2				45.75
05/19/11	2		1	1	1			1		5		5	5	1	1		144.45
05/20/11	1	1					1			2		2	2				41.00
05/21/11																	0.00
05/22/11																	0.00
05/23/11	2									2		2	2				57.00
05/24/11	2		1							3		3	3				74.25
05/25/11	1						1			1		1	1				28.50
05/26/11	5				1					6		6	6	1	1		198.70
05/27/11	7		1				1			8	0	8	8				216.75
05/28/11																	0.00
05/29/11																	0.00
05/30/11																	0.00
05/31/11	4		1	1						5		5	5				131.25
TOTAL #	54	3	9	14	10	0	8	1	0	77	0	77	77	4	3	0	2,110.20
MTD Total \$	1188.00	18.00	96.75	0.00	395.00	0.00	0.00	7.50	0.00	385.00	0.00	38.50	77.00	20.40	15.30	0.00	
																2241.45	