

Jeff Cyr, Chair
Nicole Casolari, Vice Chair
Carol Constant, Clerk
Andrea Miles
Renee Sweeney

Lisa Wong
Town Administrator

HYBRID JOINT SELECTBOARD & BOARD OF ASSESSORS MEETING AGENDA

TUESDAY, APRIL 7, 2026 - 7 P.M.

SOUTH HADLEY SENIOR CENTER MULTI-PURPOSE ROOM

Join Zoom Webinar from your computer:

<https://us02web.zoom.us/j/89694554441?pwd=scirs3WWxTBX6JaH5X4sv8un3i9EO4.1>

By phone: +1 646 558 8656 US | **Webinar ID:** 896 9455 4441 | **Passcode:** 978670

Watch live on SHCTV Channel 15 or <https://shctv15.com/watch-live/>

Note: Not all topics listed here may be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice. This meeting may be audio and/or visually recorded.

1. CALL TO ORDER
2. ANNOUNCEMENTS / PUBLIC COMMENT
3. APPROVAL OF MINUTES

Draft Minutes of Feb. 10, March 3 & March 17, 2026

Documents:

[DRAFT FEB. 10, 2026 SELECTBOARD MEETING MINUTES.PDF](#)
[DRAFT MARCH 3, 2026 SELECTBOARD MEETING MINUTES.PDF](#)
[DRAFT MARCH 17, 2026 SELECTBOARD MEETING MINUTES.PDF](#)

4. CONSENT AGENDA

- A. One-Day beer & Wine License Request from Elizabeth Sawyer for April 27 at Abbey Chapel
- B. One-Day beer & Wine License Request from Margaret Boxold for May 24 at MHC
- C. Multiple (24) 1-Day All Alcohol Requests from Michael McCray at McCrays Farm on June 5, 6, 12, 13, 19, 20, 26, 27, July 10, 11, 17, 18, 24, 25, 31, Aug. 1, 7, 8, 14, 15, 21, 22, 28 & 29

Documents:

[OD-203.PDF](#)
[OD-205.PDF](#)
[OD-204.PDF](#)

5. JOINT MEETING WITH BOARD OF ASSESSORS

A. Exemptions

Documents:

[A. EXEMPTIONS MEMO MARCH 2026.DOCX.PDF](#)

6. 8 P.M. PUBLIC HEARING - Linda's Italian Kitchen General On Premise Beer & Wine License Application

7. NEW BUSINESS

- A. Dispatch MOA
- B. Dispatch IMA
- C. Sewer Warrant Approval
- D. Rotary Request
- E. Charter Review - [HTTPS://ECODE360.COM/30056476#30056476](https://ecode360.com/30056476#30056476)
- [HTTPS://WWW.SOUTHHADLEY.ORG/1420/CHARTER-COMMISSION-OR-ADOPTION-OF-A-HOME](https://www.southhadley.org/1420/CHARTER-COMMISSION-OR-ADOPTION-OF-A-HOME)
- [HTTPS://SOUTHHADLEY.ORG/DOCUMENTCENTER/VIEW/2715/STM-MINUTES-1232012?BIDID=](https://southhadley.org/documentcenter/view/2715/STM-MINUTES-1232012?BIDID=)
- F. Budget Oversight Committee
- G. Budget Task Force Meeting Minutes Approval

Documents:

[A. MOA_AFSCME_DISPATCH REGIONALIZATION3-9-26-SIGNED.PDF](#)
[B. FINAL IMA.PDF](#)
[C. APR26 SEWER COMMITMENT.PDF](#)
[D. 26-04-01_MEMO_SB_RE_ROTARY-FLAGS_FOR_HEROS_REQUEST.PDF](#)
[E. AN ACT ESTABLISHING A SELECTBOARD-TOWN ADMINISTRATOR FORM OF GOVERNMENT FOR THE TOWN OF SOUTH HADLEY.PDF](#)
[F. BUDGET OVERSIGHT COMMITTEE.PDF](#)
[E. SHADLEY.CHARTERADOPTION.MEMO.3.31.26.PDF](#)
[G. JANUARY 5TH MEETING.PDF](#)
[G. JANUARY 12 MINUTES.PDF](#)
[G. FEBRUARY 9 MINUTES.PDF](#)
[G. 2025-10-20_BUDGET TASK FORCE-MEETING MINUTES.PDF](#)
[G. BUDGET TASK FORCE MINUTES_2025-12-01.PDF](#)
[G. FEBRUARY 9 MINUTES.PDF](#)

8. OLD BUSINESS

- A. Health Insurance
- B. PILOT amendment to policy
- C. DLS Study amendment

Documents:

- B. PILOT POLICY DRAFT 2026 MARCH.DOCX
- C. MEMO DLS.PDF

9. RESIGNATIONS

- A. Rebecca Whitehouse – Tree Committee

10. ADJOURN

**JOINT SCHOOL COMMITTEE, APPROPRIATIONS COMMITTEE, CAPITAL
PLANNING COMMITTEE AND SELECTBOARD MEETING MINUTES**

FEB. 10, 2026 – 6 P.M.

HYBRID ON ZOOM AND SOUTH HADLEY SENIOR CENTER

Present in person from the Selectboard were Chair Jeff Cyr, Vice Chair Nicole Casolari, Clerk Carol Constant, members Andrea Miles and Renee Sweeney, Town Administrator Lisa Wong and Assistant Town Administrator Chuck Romboletti.

CALL TO ORDER

Cyr called the meeting to order at 6 p.m.

The School Committee, Appropriations Committee and Capital Planning Committee also called their meetings to order at 6 p.m.

BUDGET TASK FORCE REPORT

Kevin McCallister, co-chair of the Budget Task Force Committee, reviewed the Budget Task Force Report. This report can be found on the town website:

<https://www.southhadley.org/AgendaCenter/ViewFile/Item/1072?fileID=59745>

The report outlines short and long-term recommendations including:

Short-term (Year 1):

The town's immediate priority is addressing the FY2027 budget gap, primarily through a Proposition 2½ override, while also managing costs carefully across all departments to preserve essential services. At the same time, officials should explore additional revenue sources like adjusting fees, evaluating School Choice losses, and beginning steps toward programs like PILOT and improved marketing efforts. Early planning for economic growth, stronger partnerships, and increased advocacy for state and federal support are also key to stabilizing finances in the near term.

Medium-term (2–5 years):

Over the next several years, the town should maintain strict fiscal discipline while improving efficiency through technology, audits, and better long-term planning for staffing and health insurance costs. Revenue efforts should expand through grants, a formal PILOT program, and strategies to reduce School Choice losses, alongside continued planning for better use of town assets. A major focus should be implementing an economic development plan to grow the tax base, supported by ongoing advocacy for fairer state funding and stronger community partnerships.

Long-term (5+ years):

In the long run, the town should continue emphasizing fiscal discipline, efficiency, and adaptability as conditions change, including evaluating potential regional collaborations and continuing efficiency studies. Sustained efforts to advocate for improved state funding and regularly reassess fees and revenue structures will remain important. Ultimately, the goal is to expand economic development and diversify the tax base to reduce reliance on homeowners while maintaining high-quality services.

As noted in the report, the BTF recommendations are founded on its members' current understanding of the issue and the analysis undertaken since July 2025. The report noted there is no single solution to the town's fiscal circumstances, therefore the town should implement a multifaceted, multi-year strategy to achieve financial stability. All recommended actions selected by the town must be systematically and diligently assessed and adjusted in response to ongoing economic and political developments or trends in complete transparency. The priority must be the long-term health and vitality of the Town of South Hadley.

Detailed documents regarding findings and recommendations are available at <https://www.southhadley.org/1504/Budget-Task-Force>

Michael Cote of 222 Nonotuck Ave, Chicopee, James Grandchamp of 17 Ranger St., Bonnie Gauthier of 327 River Rd., Robert Murphy of 89 Woodbridge St., Amy Foley of 82 Park St., and Katie DeBeer of 11 Lois Lane spoke during a public comment period about school choice, high school sports, student education, employee health insurance and other suggestions for helping the budget issue.

At 8:52 p.m., the School Committee, Appropriations Committee and Capital Planning Committee adjourned their meetings. The Selectboard took a five-minute recess for the boards the leave and returned to open session at 9:05 p.m.

BUDGET TASK FORCE COMMITTEE

Constant motioned to dissolve the Budget Task Force effective Feb. 10, 2026. Miles seconded. All in favor. Unanimous.

SPECIAL TOWN MEETING

Sweeney motioned to approve the Feb. 25, 2026 Special Town Meeting Warrant with Appendix A striking the \$3 million scenario. Miles seconded. Four in favor, one against (Cyr). The motion carried.

ADJOURN

Miles motioned to adjourn. Sweeney seconded. All in favor. Unanimous.

The meeting adjourned at 9:23 p.m.

**Respectfully submitted,
Kristin Maher
Executive Assistant to Administration**

SELECTBOARD MEETING MINUTES
MARCH 3, 2026 – 7 P.M.
HYBRID ON ZOOM AND SOUTH HADLEY SENIOR CENTER

Present in person were Chair Jeff Cyr, Vice Chair Nicole Casolari, Clerk Carol Constant, members Andrea Miles and Renee Sweeney, Town Administrator Lisa Wong and Assistant Town Administrator Chuck Romboletti.

CALL TO ORDER

Cyr called the meeting to order at 7 p.m.

ANNOUNCEMENTS

Miles thanked folks who attended Town Meeting last week.

APPROVAL OF MINUTES

Constant motioned to approve the draft minutes of Feb. 17, 2026. Miles seconded. All in favor. Unanimous.

CONSENT AGENDA

Sweeney motioned to accept the consent agenda as presented. Miles seconded. All in favor. Unanimous.

NEW BUSINESS

SEASONAL ALCOHOL LICENSE APPROVAL

Constant motioned to approve The Boathouse seasonal license renewal upon completion of all applications, submittal of all fees, completing all required inspections, and any other laws, bylaws or regulations required for issuance. Sweeney seconded. All in favor. Unanimous.

ABCC SEASONAL POPULATION INCREASE ESTIMATION

Miles moved to certify South Hadley will have a temporary increased population of 18,150 as of July 1, 2026 and to authorize digital signatures from the Selectboard. Constant seconded. All in favor. Unanimous.

FY27 BUDGET HEARING

Wong presented a proposed FY27 budget of \$59.9 million in appropriations, supported by revenues including \$35 million in taxation, \$3.5 million in local receipts, approximately \$16 million in state aid, and other sources, noting several figures remain subject to change. Significant cost pressures include a more than \$2 million increase in health insurance and ongoing school funding needs, with the schools proposed to receive a 2% increase despite higher estimated requirements to maintain services.

The budget requires reductions across multiple departments, including staffing decreases in finance, public health, human services, public works, and public safety, while also relying more heavily on one-time funds and reducing OPEB contributions to balance the budget. She said overall staffing remains below peer communities, with South Hadley operating at 80% of levels of the other area communities.

The proposed library budget falls below the state certification threshold, which may result in reduced hours, closure of a branch library, and the need to seek a temporary waiver while evaluating long-term funding sustainability.

Selectboard members raised concerns about service impacts, particularly related to library certification, inspection delays, and the use of stabilization funds. They noted that the budget reflects difficult trade-offs in a constrained financial environment.

The budget PowerPoint is located on the town website and the meeting packet for the public to review: <https://www.southhadley.org/679/Budget-Town-Meeting-Documents>

Eric Freisner of 4 Glenn Dr., Christine Phillips of 32 Boynton Ave., Larry Dixon of 89 Amherst Rd., David King of 6 Oakley Dr., Ira Brezinsky of 93 Woodbridge St., Katie Debeer of 11 Lois Ave, Hector Lomelin of 26 Ranger St., Bonnie Gauthier of 327 River Rd, Ryan Robert of 14 Prospect, Miretta Campbell of 32 Noel St., and Kelly Woods of 48 College View Heights spoke during the public comment period of the budget presentation about staffing, employee pay increases and health insurance costs, limited opportunities for new revenue, a proposition 2.5 override and library impacts.

VOTE ON OVERRIDE QUESTIONS TO BE SUBMITTED TO TOWN CLERK FOR APRIL 14 ANNUAL TOWN ELECTION

Miles noted she was in favor of Option 1 presented in the packet. Sweeney expressed concern of not getting any funding for an override if only one figure is offered as in Option 1. Constant said Selectboard members heard from Town Meeting Members who voted in favor of \$11 million but noted she was concerned of residents being able to support that, adding she would like to see three options from which to choose on the ballot. Cyr said he feels more than one option should be put on the ballot. Casolari expressed interest in options 2 and 3. She also expressed concern about the accountability of Selectboard members - whose terms are only three years long - by members of the public who are impacted by their vote.

At 9:59 p.m., Casolari motioned to extend the meeting until 10:15 p.m. Miles seconded. All in favor. Unanimous.

At 10:08 p.m., Casolari motioned to extend the meeting to 10:50 p.m. Miles seconded. All in favor. Unanimous.

Nick Gingras of 20 Carriage Lane, Kevin McAllister of 8 LeBlanc Dr., Katie DeBeer of 11 Lois Lane, Emily Young of 124 College St., Ken LeBlanc of 88 Park St., Mark Gosselin of 6 Laurie Ave, Dani Thomas of 24 Virginia Dr., Tracy Kennedy of 16 Berwyn St., Christine Phillips of 32 Boynton Ave., Eric Freisner of 4 Glenn St., Ira Brezinsky of 93 Woodbridge St., Robert Murphy of 89 Woodbridge St., Quentin Amrani of 21 Yale St., Mark Cavanaugh of 300 Pearl St., and Larry Dixon of 89 Amherst Rd. expressed their opinions on a Proposition 2.5 override in town.

Of Option 1, four members were against (Cyr, Casolari, Constant and Sweeney) and one in favor (Miles). All agreed Option 4 shouldn't be considered. Members debated Options 2 and 3.

Constant liked the \$6 million and \$11 million options. Sweeney liked the \$9 million and \$11 million options. Miles said she would vote no on \$6 million and \$11million if there was a question with two amounts. Casolari said having two options is helpful. Cyr liked \$5 million and \$10 million. Wong said she and Superintendent Voyik agreed if there was hesitancy on the \$6 million they would do as some folks have said and raise more of the \$6 million initially than staggering \$2 million over three years so they could make the needed investments right away.

Constant motioned to provide two options on the ballot for the Proposition 2.5 override. Sweeney seconded. Four in favor, one against (Miles). The motion carried.

Miles, Casolari and Sweeney said they were in favor of \$9 million and \$11 million. Casolari motioned that the following question(s) be forwarded to the Town Clerk for insertion on the ballot for the Annual Town Election of April 14, 2026:

1a. Shall the Town of South Hadley be allowed to assess an additional \$9,000,000 in real estate and personal property taxes for the purposes of operating the Municipal Government and Public Schools for the fiscal year beginning July 1, 2026?

1b. Shall the Town of South Hadley be allowed to assess an additional \$11,000,000 in real estate and personal property taxes for the purposes of operating the Municipal Government and Public Schools for the fiscal year beginning July 1, 2026?

Sweeney seconded. Three in favor (Sweeney, Miles, Casolari) and two against (Cyr and Constant). The motion carried.

Constant expressed she was in favor of an override but is concerned of the impact on residents with low incomes. Miles emphasized questions 1a and 1 b in Option 2 are separate questions and residents can vote for or against each question independently.

EXEMPTIONS

Wong said there will be a tentative joint meeting with the Board of Assessors planned for April at which exemptions can be discussed.

OLD BUSINESS

HEALTH INSURANCE

Members tabled this discussion to their next meeting.

PILOT POLICY

Cyr and Casolari said they would like to get moving on the policy. Constant motioned to accept the Town of South Hadley Payment In Lieu of Tax (PILOT) Policy as presented. Miles seconded. All in favor. Unanimous.

ADJOURN

Miles motioned to adjourn. Sweeney seconded. All in favor. Unanimous.

The meeting adjourned at 10:45 p.m.

**Respectfully submitted,
Kristin Maher
Executive Assistant to Administration**

**SELECTBOARD MEETING MINUTES
MARCH 17, 2026 – 7 P.M.
HYBRID ON ZOOM AND SOUTH HADLEY SENIOR CENTER**

Present in person were Chair Jeff Cyr, Vice Chair Nicole Casolari, Clerk Carol Constant, members Andrea Miles and Renee Sweeney, Town Administrator Lisa Wong and Assistant Town Administrator Chuck Romboletti.

CALL TO ORDER

Cyr called the meeting to order at 7 p.m.

ANNOUNCEMENTS

Constant noted the March 28 community meeting on the FY27 town and school budget happening at 9:30 a.m. at the South Hadley Senior Center and on Zoom. Casolari congratulated the South Hadley girls basketball team on winning the state championships. Sweeney reiterated April 3 is the last day to register to vote in time for the April 14 town election. Wong highlighted upcoming office hours (posted on the website) she is holding to discuss the FY27 budget.

PUBLIC COMMENT

Ann Stockton of 325 Hadley St. highlighted the No Kings standout march happening March 28 at the town common.

Jack Kulp of 65 Woodbridge Terr., Sandra Zieminski of 50 Lyman Terr., James Buckley of 116 Mosier St., John Manly of 8 Shadowbrook Estates, Brenda Warren of 45 Woodlawn St., and Carol White of 27 Hadley St. spoke during public comment about funding Gaylord Library, the Proposition 2.5 override ballot question, the tax calculator on the town website, fire districts and water, sewer and SHELLED fee increases.

CONSENT AGENDA

Miles motioned to approve the consent agenda as presented. Sweeney seconded. All in favor. Unanimous.

The consent agenda consisted of a One-Day Beer & Wine License Request from Kim Prough for May 21 at the Senior Center, a One-Day All Alcohol License Request from Bridget Carroll for April 18 at MHC, and a Multi-Date All Alcohol License Request from Steven Lachowetz for May 1, 15, 16, 22, 29, June 5, 12, 19, 26.

NEW BUSINESS

ANNUAL TOWN ELECTION WARRANT

Constant motioned to approve the April 14, 2026 Annual Town Election warrant as presented. Miles seconded. All in favor. Unanimous.

FY27 BUDGET APPROVAL

Wong presented her FY27 budget. Selectboard members acknowledged the difficulty of the budget process and expressed dissatisfaction with the current proposal and its cuts. Miles said

she did not approve of the budget as it stands. Several members agreed but said it's a matter of semantics. Miles asked to clarify whether voting to "approve" the budget meant endorsing it or simply advancing it to Town Meeting. It was clarified that the Selectboard's role is to forward the budget and issue a policy statement, while the Appropriations Committee and Town Meeting ultimately review and adopt it. The group discussed alternative language to reflect forwarding the budget without endorsing it, agreeing this would allow the process to move forward. Additional comments highlighted concerns about staffing comparisons and rising costs, including health insurance increases.

Constant motioned to forward the town administrator's FY27 budget to the Appropriations Committee. Miles seconded. All in favor. Unanimous.

ANNUAL TOWN MEETING POTENTIAL ARTICLES

Wong reviewed a draft list of articles for the May annual town meeting, including finance articles relating to expanding the operating budget, capital, use of Senior Center Stabilization Fund, adding to Special Education Stabilization Fund, Hero Act and/or other exemptions, and the Redevelopment Fund; Planning Board Articles such as sign bylaw amendments and floodplain bylaw amendments; and a citizen petition to allow non-town meeting members to speak at Town Meeting.

REGIONAL DISPATCH

Wong explained that the town is looking at executing an intermunicipal agreement among the South Hadley police and fire districts and the City of Westfield for a regional dispatch. It is currently under active negotiations. South Hadley town counsel and the districts' legal teams are working it out. It is intended to bring the agreement back to the Selectboard in April.

PETITION SUBMISSION REGARDING SCHOOL BUILDING PROJECT

A citizen's petition was submitted to the town clerk's office on March 16 requesting the Selectboard hold a Special Town Meeting to ask Town Meeting members to compel the Mosier school building committee to eliminate options 4 and 5 of 7 layout options for a new building. Wong said 200 signatures were submitted, but the town clerk's office could not feasibly verify in time for tonight's Selectboard meeting that all signers are registered voters, so the petition remains unverified.

She also noted that calling a Special Town Meeting would incur costs. Town Meeting Members have no authority over the Mosier School Building Committee, and even a unanimous vote in favor of the petition would not give them formal control over the committee's decision. The town's legal counsel advised that the Selectboard is not required to act on the petition, and that petitioners have other, more appropriate avenues to compel the committee to consider alternative options.

The building committee, formed in 2024, has held events, open houses and formal meetings over the past two years and has followed MSBA guidance. Concerns about Options 4 and 5 appear to come primarily from neighbors closest to the school property. The committee will hold an additional public meeting tomorrow night to discuss these concerns and review design options.

Cyr motioned to not act on the citizen's petition. Constant seconded.

Constant, Cyr and Sweeney were in favor. Miles and Casolari were not. The motion passed 3-2.

OLD BUSINESS

HEALTH INSURANCE

Romboletti explained in the last month there have been several developments regarding health insurance for FY27. On February 25, 2026, the HCGIT Insurance Advisory Committee (IAC) voted to approve a 12.5% rate increase along with plan design changes, effective July 1, 2026. The decision followed the rate-setting process and recommendations presented by the HILB group. With the IAC vote complete, the Trust is finalizing FY27 informational materials. Once available, the town will communicate the updates to staff and union groups as necessary. The town has reached out to unions to begin impact bargaining related to the upcoming changes and will schedule an IAC meeting soon to discuss further. The town is also obtaining quotes from outside vendors to evaluate high-deductible plan options. Romboletti expects to have preliminary information within two weeks.

Joel Prough of 8 Silverwood Terr. asked questions about municipal health insurance and the override ballot question.

REPORTS

The full town administrator's report can be found here:
<https://www.southhadley.org/AgendaCenter/ViewFile/Item/1119?fileID=60092>

ADJOURN

Miles motioned to adjourn. Sweeney seconded. All in favor. Unanimous.

The meeting adjourned at 9:19 p.m.

**Respectfully submitted,
Kristin Maher
Executive Assistant to Administration**

**Record No: OD-
203**

1 Day Alcohol License

Status: Active

Submitted On: 3/17/2026

Primary Location

No location

Owner


No owner information

Applicant

 MARGARET BOXOLD



@

 1380 MAIN STREET
STE. 204
Springfield, MA 01103

Applicant Email

Check this box if the applicant does not have an email address.



Applicants CANNOT purchase alcoholic beverages from a package store. Per the ABCC, please see the list of authorized sources from which to purchase alcohol here: <https://www.mass.gov/info-details/apply-for-a-special-license-or-permit-abcc>

APPLICATIONS MUST BE SUBMITTED AT LEAST TWO WEEKS IN ADVANCE OF AN EVENT. APPLICATIONS SUBMITTED LESS THAN TWO WEEKS IN ADVANCE WILL NOT BE ACCEPTED FOR REVIEW BY THE SELECTBOARD.

Permit Info

Permit For*

1 Day Beer and Wine

Check This Box to Request Multiple Dates

Check This Box If Event(s) Is/Are Being Held On
Town Property

Check this box to acknowledge that individual
applicants can be approved for up to 30 permits per
year. *

Event Details

Date of Event*

05/24/2026

Alternate Date

—

I acknowledge that the alternate date is only valid
if the event is rescheduled.

Name or Organization Hosting Event*

MHC CLASS OF 1976

Street address of where the event is held*

50 COLLEGE ST CHAPIN
AUDITORIUM

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

5:45PM-9:30PM

Hours during which alcohol will be served *

6:00PM -9:00pm

Describe in a paragraph specific details of the event and what is taking place.*

50th anniversary of Class dinne, program and wine with dinner

Provide a description of where alcohol will be sold and consumed on site.*

Class of 1976 is buying one bottle of red and one bottle of white on each table

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

only one bottle of white and one bottle of red per table

Signature

I acknowledge that issuance of a 1 Day Alcohol license does not exempt me from additional licensing requirements (ex. entertainment license, mobile food permit, etc.).*



By checking this box and typing my name I do hereby certify under the pains and penalties of perjury that the information provided in this application is true and correct.*



Type your full name*

Margaret Boxold

Record No: OD-205

1 Day Alcohol License

Status: Active

Submitted On: 3/26/2026


Primary Location

No location

Owner

No owner information

Applicant

 Michael McCray



55 ALVORD ST
SOUTH HADLEY, MA 01075

Applicant Email

Check this box if the applicant does not have an email address.



Applicants CANNOT purchase alcoholic beverages from a package store. Per the ABCC, please see the list of authorized sources from which to purchase alcohol here: <https://www.mass.gov/info-details/apply-for-a-special-license-or-permit-abcc>

APPLICATIONS MUST BE SUBMITTED AT LEAST TWO WEEKS IN ADVANCE OF AN EVENT. APPLICATIONS SUBMITTED LESS THAN TWO WEEKS IN ADVANCE WILL NOT BE ACCEPTED FOR REVIEW BY THE SELECTBOARD.

Permit Info

Permit For*

1 Day All Alcohol

Check This Box to Request Multiple Dates

Number of Dates Requested

24

Check This Box If Event(s) Is/Are Being Held On Town Property

Check this box to acknowledge that individual applicants can be approved for up to 30 permits per year. *



Event Details

Date of Event*

06/05/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.



Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

06/06/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

06/12/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

06/13/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St.

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

06/19/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

06/20/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St.

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

06/26/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

06/27/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

07/10/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

07/11/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

07/17/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

07/18/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

07/24/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

07/25/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

07/31/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

08/01/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

08/07/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

08/08/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

08/14/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

08/15/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

08/21/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

08/22/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIPS certified and will monitor for over consumption. This type of event has guests continually moving, and the outdoor cold temperatures limits lingering and repeat customers.

Date of Event*

08/28/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIP certified to monitor for over consumption. On site sales will be sold in clear cups to distinguish from other beverages being consumed on site.

Date of Event*

08/29/2026

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

McCrays Farm

Street address of where the event is held*

55 Alvord St

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

0900-2200

Hours during which alcohol will be served *

1200-2200

Describe in a paragraph specific details of the event and what is taking place.*

Live music being played in an open field setting.

Provide a description of where alcohol will be sold and consumed on site.*

Will be sold from mobile trailers and a stand alone building in the vicinity of the stage area.

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Servers will be TIPS certified and will monitor for over consumption. This type of event has guests continually moving, and the outdoor cold temperatures limits lingering and repeat customers.

Signature

I acknowledge that issuance of a 1 Day Alcohol license does not exempt me from additional licensing requirements (ex. entertainment license, mobile food permit, etc.).*



By checking this box and typing my name I do hereby certify under the pains and penalties of perjury that the information provided in this application is true and correct.*



Type your full name*

Stephen McCray

Record No: OD-204

1 Day Alcohol License

Status: Active

Submitted On: 3/18/2026

Primary Location

No location

Owner

No owner information

Applicant

 Elizabeth Sawyer



50 College St

South Hadley, MA 01075

Applicant Email

Check this box if the applicant does not have an email address.



Applicants CANNOT purchase alcoholic beverages from a package store. Per the ABCC, please see the list of authorized sources from which to purchase alcohol here: <https://www.mass.gov/info-details/apply-for-a-special-license-or-permit-abcc>

APPLICATIONS MUST BE SUBMITTED AT LEAST TWO WEEKS IN ADVANCE OF AN EVENT. APPLICATIONS SUBMITTED LESS THAN TWO WEEKS IN ADVANCE WILL NOT BE ACCEPTED FOR REVIEW BY THE SELECTBOARD.

Permit Info

Permit For*

1 Day Beer and Wine

Check This Box to Request Multiple Dates

Check This Box If Event(s) Is/Are Being Held On Town Property

Check this box to acknowledge that individual applicants can be approved for up to 30 permits per year. *

Event Details

Date of Event*

04/27/2026

Alternate Date

04/27/2026

I acknowledge that the alternate date is only valid if the event is rescheduled.



Name or Organization Hosting Event*

Dean of Faculty

Street address of where the event is held*

50 College Street

Hours of event operation (Ex. 8:00 AM - 5:00 PM)*

2:30pm - 8:00pm

Hours during which alcohol will be served *

4:00pm - 7:00pm

Describe in a paragraph specific details of the event and what is taking place.*

This is an an annual outdoor Faculty reception held at the Abbey Chapel courtyard.

Provide a description of where alcohol will be sold and consumed on site.*

Abbey Chapel Courtyard

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

Contained to the Courtyard Area

Signature

I acknowledge that issuance of a 1 Day Alcohol license does not exempt me from additional licensing requirements (ex. entertainment license, mobile food permit, etc.).*



By checking this box and typing my name I do hereby certify under the pains and penalties of perjury that the information provided in this application is true and correct.*



Type your full name*

Elizabeth Sawyer

To: Selectboard
From: Town Administrator Lisa Wong
Re: Exemptions
Date: March 3, 2026

Local Options:

- G.L. c. 59, § 5, Clause 5K: Allows persons over the age of 60 to volunteer to provide services in exchange for a reduction on real property taxes. Accepted at the 11/15/23 Town Meeting
 - G.L. c. 59, § 5, Clause 5L **not adopted**: Allows veterans or spouse if veteran is deceased to volunteer to provide services in exchange for a reduction on real property taxes.
- A. G.L. 59 § 5, Clause 17: \$175.00 for Senior, Surviving Spouse, Minor Child of Deceased Parent
Whole Estate Limit = \$20,000, Senior - Own/occupy property for 10 years. Survivor - None.
- South Hadley adopted Clause 17C, 17D - increase Estate Limit to \$40,000, decrease 5 years
 - 17E - increase Estate Limit automatically each year by state determined COLA. Adopted 5/8/24
 - 17F - increase exemption amount annually by any % up to state determined COLA. Town Meeting must vote to fix the % increase Adopted 5/8/24
 - Clause 18A **not adopted** - tax deferral program - reduce interest below 8%
- B. G.L. c. 59, § 5, Clause 37: \$437.50 for Legally blind - increase exemption to \$500. Adopted 5/8/24
- C. G.L. c. 59, § 5, Clause 41: \$500 for Seniors Age 70+. No durational ownership * or domiciliary**requirement.
- Gross Receipts: \$6,000 Single \$7,000 Married Whole Estate: \$17,000 Single \$20,000 Married
- 41B adopted in 1984, 41C adopted in 1987. Limits were increased in 2012 - increase exemption, decrease age, increase limits
 - 41C ½ **not adopted** - reduce age to 65, increase exemption (valuation based exemption)
 - 41D **not adopted** - Increase gross receipts automatically by state determined COLA
- D. G.L. c. 59, § 5, Clause 41A **not adopted**: Senior deferral for age 65+. Gross receipts of \$20,000 or less. Own any 5 years and domicile in Mass for 10 years.
- Town Meeting may vote to Increase gross receipts limit up to income single seniors who are not heads of households may have to qualify for the “circuit breaker” state income tax credit;
Reduce interest below 8%
- E. Hero Act: E. G.L. c. 59, §5, Clauses 22I and 22J **not adopted** - adds two new local options that increase certain veteran exemption amounts and changes how to determine eligibility for the motor vehicle exemption for a veteran with a 100% disability rating or is unemployable due to their service-connected disability.
- 22I: increase the amount of the tax exemption granted to veterans on their domiciles under Clause 22, Clause 22A, Clause 22B, Clause 22C, Clause 22E and Clause 22F annually by a cost-of-living adjustment (COLA) determined by the Department of Revenue (DOR) based on the consumer price index (CPI).
 - 22J: additional exemption up to 100% of the amount of the tax exemption granted to veterans on their domiciles under Clause 22, Clause 22A, Clause 22B, Clause 22C, Clause 22E, Clause 22F.

Memorandum of Agreement
Between the Town of South Hadley and the American Federation of State County and Municipal
Employees (AFSCME), Local #1033 Units A and B

This Memorandum of Agreement (“Agreement”) is entered into by and between the Town of South Hadley (“Town”) and the American Federation of State County and Municipal Employees (AFSCME), Local #1033 Units A and B (the “Union”) (each “Party” and together, the “Parties”), relative to impacts related to the regionalization of emergency dispatch operations.

1. Elimination and Layoff of Dispatcher position

- a. Effective upon the closure of the Town’s Emergency Dispatch Operations Center and the transition of dispatch services to the Westfield Public Safety Communications Center (or other designated regional dispatch center), the parties agree that the Town’s Dispatcher positions will be eliminated and the employment of individuals serving in those positions will end by layoff as of the official closure date.
- b. Waiver of Bargaining Rights: The Union expressly agrees to waive any and all rights that it currently has and/or may have pursuant to G.L. c. 150E and/or the parties’ collective bargaining agreement related to the regionalization emergency dispatch services effective as of the official closure date. Further, the Union hereby releases and forever discharges the Town, its agents, servants, and employees, individually or in their official capacities (collectively, the “Releasees”), for all claims or causes of action regarding the transfer of dispatch services from the beginning of time up until the date of this Agreement.

2. Payment of Wages, Vacation Leave, Personal and Compensatory Time

- a. The Town agrees that upon separation, each affected Dispatcher will be paid:
 - i. All wages earned through the separation date; and
 - ii. All accrued and unused vacation, holiday, and personal, in accordance with applicable Town policy and the Collective Bargaining Agreement.

3. Retention Incentive Bonus

On the official date the Town transitions to regional dispatch services (i.e., the closure date of the Town’s Emergency Dispatch Operations Center), the Town will pay each eligible full-time AFSCME member Dispatcher a one-time retention stipend of \$5,000 (non-pensionable), subject to the following terms:

- A. Eligibility. To be eligible, an employee must:
 - a. Be a full-time Dispatcher actively employed by the Town as of the closure date;
 - b. Remain continuously employed as a Dispatcher through the closure date; and
 - c. Not obtain or maintain another position with the Town prior to or upon the closure date.
- B. Attendance / Pro-Ration. The full stipend amount will be subject to pro-rating based on attendance between March 1, 2026 and the closure date. For each occurrence of either sick leave or unpaid leave the retention incentive bonus of the member that stays employed by the Town of South Hadley until the closure of the Dispatch Operations, shall be decreased in the amount the affected employees hourly wage multiplied by the number of hours on sick or unpaid leave.

The following reasonable use of leave will not reduce the stipend:

- a. Approved vacation and personal leave taken in accordance with departmental policy
- C. Sick Leave Buy-Back. An employee who is laid off from employment with the Town shall be eligible to receive payment for unused accrued sick leave, up to a maximum of one hundred twenty (120) hours. Payment under this provision shall be calculated at the employee's regular rate of pay at the time of layoff and shall be non-pensionable.

4. Retirement Notification Bonus/Sick Leave buy back

- a. The Town will waive the contractual requirement of one (1) year advance notice of intent to retire, pursuant to Article 10, section I., for any Dispatcher who is otherwise eligible for benefits under that Article and who submits to the Town a copy of their written notice to the retirement board of their retirement effective on the closure date.
- b. Eligible retiring employees will receive the applicable benefit(s) specified in Article 10, section I., (including any sick leave buyback provisions) as though the notice requirement had been satisfied.

5. Notice of Department Closure

- a. The Town agrees to provide affected employees with at least thirty (30) days' written notice of the official date on which the Town's Emergency Dispatch Operations employment will cease (the "closure date"), to the extent practicable based on the timing of the regional dispatch transition.

6. Transition Planning

- a. Employees seeking assistance with transition planning or job placement may contact Human Resources. Support may include:
 - i. Information regarding application opportunities and process with the regional dispatch center (including Westfield, as applicable);
 - ii. Referrals to MassHire or other transitional career services; and
 - iii. Information regarding any available Town of South Hadley vacancies and the Town's application process.

7. Other acknowledgements

The parties may agree to include the following acknowledgments as part of a final memorandum of agreement:

- a. The Union acknowledges it has had a full and fair opportunity to bargain over the impacts and effects of the dispatch regionalization decision; and
- b. Upon execution of a final agreement, the Union agrees not to file or pursue grievances, arbitration, unfair labor practice charges, or court actions regarding the matters specifically addressed in the final agreement, except to enforce the agreement itself.

AFSCME LOCAL #1033, UNIT A & B

TOWN OF SOUTH HADLEY
(by and through the negotiation committee)

B. Robert 3/19/26
Signature Date

[Signature] 3/19/26
Signature Date

Signature Date

Signature Date

Signature Date

Jaal Sundesen 3/20/26
Signature Date

[Signature] 3/20/26
Signature Date

[Signature] 3/20/2026
Signature Date

Signature Date

Signature Date

WHEREAS, the City Council of Westfield with the approval of the Mayor, the Select board of South Hadley, the Prudential Committee of Fire District No. 1 and the Prudential Committee of South Hadley Fire District No. 2 agree to enter into this Agreement in accordance with the provisions of M.G.L. c. 40, §4A; and

WHEREAS, pursuant to M.G.L. c.6A, §§18A and 18D, this Agreement is subject to approval from the State 911 Department within the Executive Office of Public Safety.

NOW, THEREFORE, the Parties agree as follows:

I. Introduction

Public safety is of paramount importance to the Parties. By working cooperatively, the Westfield, South Hadley Police, Fire District No. 1 and South Hadley Fire District No. 2 will continue to achieve the objective of preserving and protecting the lives, safety and property of the citizens of Westfield, South Hadley and the jurisdictions of the Fire Districts while responsibly using each town's existing resources. Under the primary dispatch system described in this Agreement, the Westfield Regional Public Safety Communications Center (“Center”) will be the primary recipient of all public safety related police, fire and EMS calls from or for South Hadley pursuant to section IV(D)(2) herein, and will dispatch South Hadley, Fire District No. 1 and South Hadley Fire District No. 2’s emergency responders as appropriate, in accordance with the policies and procedures of the South Hadley Police and Fire Departments.

The Mayor of Westfield, Town Administrator for South Hadley, the Prudential Chair of Fire District No. 1 and the Prudential Chair of South Hadley Fire District No. 2 or respective designees will be the municipalities’ representatives to oversee this Agreement. The approval of Westfield’s City Council, South Hadley’s Select Board, the Prudential Committee of Fire District No. 1 and the Prudential Committee of South Hadley Fire District No. 2 shall be required to execute and amend this Agreement.

Any privileges and immunities from liability and exemptions from laws, ordinances or regulations that dispatchers employed by any of the PARTIES hereto in their own jurisdictions, shall be effective in the jurisdiction in which they are giving assistance unless otherwise prohibited by law.

II. Definitions

State 9-1-1 Department: The State's 9-1-1 Commission within the Executive Office of Public Safety and Security (EOPSS) established by Chapter 223 of the Acts of 2008.

Dispatch Director: The person in charge of the day-to-day operations of the Center.

Lead Dispatcher: The person in charge of the shift-to-shift operation of the Center

Westfield Regional Public Safety Communications Center (Center): A radio facility located at the 179 Apremont Way, Westfield, MA that handles all emergency calls for both Westfield and South Hadley.

EMS: Emergency Medical Service, including trained personnel and/or technicians who provide immediate emergency or critical medical assistance.

Mutual Aid: One town's Police or Fire Department provision of assistance to another town at the scene of an emergency, or back-up or other support.

Police and Fire Departments Policies and Procedures Manual: A written repository of the rules and regulations governing the policies and procedures of a police and fire Department.

Primary PSAP: The primary Public Safety Answering Point, a call center located at the Center.

Run/Incident Times: The recorded times of the receipt of emergencies, dispatches, arrival on scene, and time of completion of the call.

Run Cards: A list of responding units dispatched to an incident.

Staff Recall: The calling in of extra personnel for emergency or support purposes.

Telecommunicator: A person assigned to receive and emergency and non-emergency calls and take appropriate action to respond to such calls, including dispatching resources as required.

Toning Out: Transmission of a radio tone to alert on-duty and off-duty firefighters to respond to an incident.

Traffic: The transmission of radio or telephone communications between locations.

III. Term of Agreement

The term of this Agreement shall be for Three (3) years commencing on execution by the Parties and approval from the State 911 Department. This Agreement may be extended by mutual written agreement of the parties for three (3) additional two (2) year terms.

Any party may terminate this Agreement with or without cause upon providing written notice not less than twelve (12) months prior to the date of termination. If the Agreement is terminated pursuant to this paragraph, Westfield will refund a *pro rata* portion

of the payment by the State 9-1-1 Department for the year of termination to the State 9-1-1 Department.

The Parties agree to open negotiations on any extension at least six months prior to the expiration of any current term.

IV. Dispatch Operations

- A. Following the execution of this Agreement by the Parties and following a determination by Westfield that the Center is legally and operationally capable of providing emergency communication services to South Hadley, Fire District No. 1, South Hadley Fire District No. 2 and Westfield, South Hadley, Fire District No. 1 and South Hadley Fire District No. 2 shall use the Center to dispatch emergency police, emergency fire, emergency medical, emergency public works, emergency animal control services, South Hadley Emergency Management Agency and other emergency town service communication and dispatch services (“Emergency Communication Services”) to South Hadley and the jurisdictions of Fire District No. 1 and South Hadley Fire District No. 2. The Operational Date shall be the date that Westfield commences furnishing operational dispatch services to South Hadley, Fire District No. 1 and South Hadley Fire District No. 2. Emergency Communication Services do not include routine or business communication and non-emergency dispatch services. The Emergency Communication Services rendered to South Hadley and the Fire Districts shall be substantially the same as the Emergency Communication Services rendered to Westfield. The Center shall be a subscriber on each of the Community’s infrastructure providers.
- B. The policies and procedures regarding the operation and administration of the CENTER are the ultimate responsibility of the Dispatch Director, subject to input and guidance provided by the Advisory Board as established herein.
- C. All South Hadley emergency 911 calls will be answered by the Primary PSAP at the CENTER.
- D. Specific operations are as follows:
 - (1) Police, Fire and EMS calls for service are to be answered at the CENTER.
 - (2) Non-emergency or business calls other than the 911 emergency line will be answered at the CENTER only after being directed through South Hadley, Fire District No. 1 and South Hadley Fire District No. 2’s internal phone system.
 - (3) Emergency calls that are received directly by the South Hadley Police, Fire District No. 1 and South Hadley Fire District No. 2 via telephone or radio shall be transferred directly to the CENTER for processing.

- (4) Westfield will maintain a list of vendors that will work on an emergency basis to resolve any telephone, radio and IT problems regarding the CENTER.
- (5) No press releases, photographs, videotapes or other information, related to or received from South Hadley, will be released to any person or entity without the express permission of the South Hadley Police and/or Fire Chiefs.

V. South Hadley's Responsibilities

- A. South Hadley shall establish policies and procedures concerning public safety in South Hadley.

The Town of South Hadley, Fire District No. 1 and South Hadley Fire District No. 2 shall provide up to date Policies and Procedures Manuals in electronic format (.pdf, .doc) relative to the Dispatch Director and the Police and Fire Departments. The South Hadley Police Department shall provide to Westfield all applicable Massachusetts Police Accreditation Commission, Inc. standards and policies to assist in ensuring compliance of these standards and policies.

- B. Every effort will be made by South Hadley Police and Fire to adopt policies for call processing and dispatch related issues that achieve uniformity among the CENTER's member communities.

- (1) The South Hadley Police, Fire District No. 1 and South Hadley Fire District No. 2 will provide the following data to the CENTER whenever new information is available with respect to the following: All run cards and street location information, patrol sector districts, contact information for personnel, other town agencies and affiliations and business information. This is not meant to be an exhaustive list. The intent is to provide as much information as possible to allow the CENTER to provide the most efficient dispatch services possible.
- (2) All South Hadley Police, Fire District No. 1 and South Hadley Fire District No. 2 Standard Operating Guidelines, General Orders and memorandums regarding emergencies and dispatches; and
- (3) All documents reasonably necessary for the CENTER to perform its obligations under this Agreement.

- C. If a telephone line failure or technical difficulty, including but not limited to an equipment failure, natural disaster or storm, renders the CENTER unable to provide dispatch services, the South Hadley Police, Fire District No. 1 and South Hadley Fire District No. 2 shall assume all responsibilities for police, fire and

EMS dispatch for South Hadley, Fire District No. 1 and South Hadley Fire District No. 2, using South Hadley, Fire District No. 1 and South Hadley Fire District No. 2 resources, at no expense to Westfield, until the CENTER is able to resume its services. It is understood by the Parties that Westfield has a policy in place wherein dispatchers are dispersed to alternative sites to resume dispatch operations as quickly as possible. Westfield agrees to receive input from the Advisory Board, hereinafter defined, to update said policy to ensure that a dispatcher is dispersed to the Town of South Hadley during any failure at the CENTER if possible.

VI. Westfield's Responsibilities

- A.** The Westfield Regional Public Safety Communications Center shall:
- (1) Receive Fire/EMS related Emergency 911 calls as the primary PSAP and the radio dispatch of same. If it is necessary to give the caller pre-arrival instructions, the Telecommunicator at the CENTER will be available to stay on the line with the caller to provide this service.
 - (2) Make and receive Police and Fire Departments radio transmissions with respect to all responses by the CENTER.
 - (3) The "Toning Out" of staff, including Staff Recall as necessary.
 - (4) Receive non-emergency police and fire department traffic on a regular business line for the request of general information, manpower recall, run times, etc., for the purpose of maintaining department operations.
 - (5) Monitor the activity of all police and fire department vehicles.
 - (6) Maintain a log of all police and fire department activities.
 - (7) Monitor and receive mutual aid requests to and on behalf of the Town of South Hadley, Fire District No. 1 and South Hadley Fire District No. 2 subject to Massachusetts General Laws c. 48, §59A, and dispatch South Hadley resources to respond in accordance with this Agreement. South Hadley, Fire District No. 1 and South Hadley Fire District No. 2 shall provide all mutual aid agreements to Westfield prior to the effective date of this agreement.
 - (8) Provide the daily radio test for local, regional and state mutual aid requests.
 - (9) Notify other public safety service agencies and utilities at the request of the South Hadley Police and Fire Departments.

- (10) Monitor and dispatch all burglar, hold-up, and fire alarms received by telephone for properties in South Hadley, Fire District No. 1 and South Hadley Fire District No. 2 including the testing of fire alarms.
 - (11) Upon a lawful request and in accordance with applicable law, monitor and search any data base that may be available to the Fire Departments, including the Criminal Justice Information System (CJIS) for Police, including but not limited to checking warrants and communicating with other agencies, for the purpose of obtaining information on individuals related to police work.
 - (12) Follow all safety protocol and procedures as it relates to the services provided herein.
 - (13) The South Hadley Police Department adheres to the policy standards set by the Massachusetts Police Accreditation Commission, Inc. The Center shall maintain copies of the policies and procedures manual for accreditation standards governing the communications function on behalf of the South Hadley Police Department.
- B. Staffing policies, daily operating procedures and administrative management of the CENTER shall be the sole responsibility of the Communications Administrator and his/her designee.

VII. Advisory Board

- A. Composition.** There shall be an Advisory Board of the Center consisting of the Police and Fire Chief of each Community and District, or their designee, the Chief Administrative Officer for South Hadley, the Mayor of Westfield, or its designee. The Communications Administrator shall be an ex-officio member of the Advisory Board. At any time there may be other municipalities which have similar Agreements with the City of Westfield who will also have members on the Advisory Board.
- B. Role.** The Advisory Board shall meet as needed. Standard agenda items for Advisory Board meetings shall include discussion of the performance of the Center, identification of needed improvements and probable future initiatives and any other matters requested by any member of the Advisory Board. The Advisory Board's role shall include, but not be limited to the following:
- (1) Development written procedures governing the operation of the Center with respect to the deployment of emergency services in each Community and District. Reasonable efforts shall be made for uniformity in procedures. The Dispatch Director shall ensure that the procedures are followed by the Center.
 - (2) Provision of information to assist in managing and updating the E-911 database, including the disability database.

- (3) Review the performance of the Center, and the development of recommendations for improved Center services to the Dispatch Director.
- (4) Review of any suggested system upgrades to the Center.
- (5) Planning of any radio frequency consolidation, where applicable, or developing recommendations to address interoperability issues.
- (6) Seeking available funding, including grants, for the common good of the Center.
- (7) Provide recommendations to the Dispatch Director on matters related to the Operations/Policy and Procedures of the Center.

VIII. Costs and Expenses; Liabilities

- A. South Hadley, Fire District No. 1 and South Hadley Fire District No. 2 will be responsible for its portion of operating costs at the Center. The total amount due from South Hadley, Fire District No. 1 and South Hadley Fire District No. 2 to Westfield shall be offset by a Transition Expense Award as part of the Development Grant program from the State 9-1-1 Department. It is understood by the parties that Westfield will submit for grant funding on behalf of South Hadley and that South Hadley does not have to expend funding first and then be reimbursed. For the term of this Agreement the Town of South Hadley will remit to the Center a sum of \$130,000 dollars, Fire District No. 1 will remit to the Center a sum of \$50,000 and South Hadley Fire District No. 2 will remit to the Center a sum of \$20,000 for the first year (payable in proportionate amounts each quarter – July 1, October 1, January 1 and April, 1) and shall follow terms of the grant agreement for the remaining years of the grant. Thereafter, the annual fee of \$200,000.00, as outlined herein, shall be due and payable on July 1, October 1, January 1 and April, 1 each year. Notwithstanding the foregoing, it is contemplated that the first three (3) years of SOUTH HADLEY's Fire District No. 1 and South Hadley Fire District No. 2 member at the CENTER will be fully funded by the Development Grant Transition awards as set forth in Section IX(C).
- B. Should the Center receive state 911 grant funding to be allocated as payment or reimbursement for its costs in providing dispatch services to all of the jurisdictions it serves, all moneys will be applied to the total Center operating budget prior to calculating each municipalities', Fire District No. 1 and South Hadley Fire District No. 2 assessments.
- C. During the course of this Agreement the Center shall maintain its status as a Regional Emergency Communications Center (RECC).
- D. Westfield shall bear all operating, capital and personnel costs and expenses associated with providing services to South Hadley Fire District No. 1 and South Hadley Fire District No. 2 under this Agreement, subject only to South Hadley,

Fire District No. 1 and South Hadley Fire District No. 2 paying the annual fee as set forth herein.

- E. Appropriate insurance coverage for the operation of the Center, including the services rendered to South Hadley, Fire District No. 1 and South Hadley Fire District No. 2, shall be provided by Westfield at its sole expense, which shall be maintained for the duration of the Agreement.
- F. Each community agrees that any equipment, services or personnel paid for by the grant will be maintained by Westfield and any equipment, services or personnel paid for by South Hadley, Fire District No. 1 and South Hadley Fire District No. 2, including but not limited to portable radios, toning equipment inside buildings, radios in cruisers, fire vehicles etc. will be maintained by South Hadley, Fire District No. 1 and South Hadley Fire District No. 2
- G. Should Westfield apply for and receive a grant to procure any equipment or service that would benefit South Hadley, Fire District No. 1 and South Hadley Fire District No. 2 and said grant does not cover the full cost of the equipment or service, South Hadley or Fire District No. 1 or South Hadley Fire District No. 2 shall remit the balance of the cost to Westfield within sixty (60) days, whichever entity is utilizing the equipment. Each party will be responsible for its own equipment and service costs.
- H. The Center is eligible for grant funding of capital items including but not limited to radio and computer equipment. Any equipment procured with the grant funding, which is not guaranteed, shall remain the property of the Center. Should South Hadley, Fire District No. 1 or South Hadley Fire District No. 2 cease to receive the Dispatch services through this Agreement, any and all equipment procured through grant funding by the Center must immediately be turned over to the Center. In addition, any equipment that has reached the end of its useful life or is damaged or no longer needed by South Hadley, Fire District No. 1 or South Hadley Fire District No. 2 that was procured through grant funding must immediately be turned over to the Center.
- I. Westfield will not be responsible for maintaining any service or support agreement that South Hadley, Fire District No. 1 or South Hadley Fire District No. 2 may have for its own radio and computer equipment or software licensing. South Hadley, Fire District No. 1 and South Hadley Fire District No. 2 will continue to be responsible for funding its own service and support agreements along with any licensing fees for anything not paid for by the grant. Any equipment or services paid for with grant funding will be maintained by Westfield.
- J. Notwithstanding anything else in this Agreement, if the Commonwealth does not award the Center grant funding or provide appropriate assurance that Transition Award funding will be provided, South Hadley, Fire District No. 1 and South

Hadley Fire District No. 2 shall be responsible to pay its full share of the Center operating budget for the term of this agreement.

- K. Each Party shall be liable for the acts and omissions of its own employees and not for the employees of any other town or agency in the performance of this Agreement to the extent provided by the Massachusetts Tort Claims Act, G.L. c. 258. By entering into this Agreement, no Party hereto has waived any governmental immunity or limitation of damages which may be afforded to it by operation of law.

IX. Financial Safeguards

- A. Pursuant to G.L. c. 40, §4 A, each Party agrees to each maintain accurate and comprehensive records of services performed, costs incurred, and reimbursements and contributions received. Each Party agrees to exchange financial statements within a reasonable time after such a request.
- B. The Parties agree to reopen and recalculate this assessment if: (a) either Community experiences dramatic growth in population and or 911 call volume. For the purpose of this clause dramatic growth will be defined as an increase of ten percent (10%) or more in subsequent years after establishing a record keeping benchmark during the course of this first year of the agreement; and (b) upon the first extension of the agreement for year six (6). South Hadley, Fire District No. 1 and South Hadley Fire District No. 2 agree to pay a minimum of \$200,000 during the term of this agreement for any year in which funding by South Hadley Fire District No. 1 and South Hadley Fire District No. 2 is required.
- C. The Parties acknowledge that this agreement is predicated on the State 9-1-1 Department's assurances that the first three years of South Hadley, Fire District No. 1 and South Hadley Fire District No. 2 membership at the CENTER will be fully funded by Development Grant Transition Awards. In addition to years four and five being subsidized by fifty (50%) and twenty five (25%) respectively.

X. Notice

Any notice under this Agreement shall be provided as follows:

<p>To Westfield: Mayor Michael A. McCabe 59 Court Street Westfield, MA 01085</p>	<p>To South Hadley: Town Administrator 116 Main Street South Hadley, MA 01075</p>
<p>With a copy to:</p> <p>Office of the City Solicitor 59 Court Street Westfield, MA 01085</p>	<p>With a copy to:</p> <p>Town Counsel Mead, Talerman & Costa 30 Green Street Newburyport, MA 01950</p>
<p>To Fire District 1:</p> <p>Prudential Chair 144 Newton Street South Hadley, MA 01075</p>	<p>To South Hadley Fire District 2:</p> <p>Prudential Chair 20 Woodbridge Street South Hadley, MA 01075</p>

XI. Authorization

Each Party represents that it is duly authorized to execute this Agreement.

XII. Miscellaneous

- A. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable or beyond the authorization G.L. c. 40, § 4A, the remaining provisions shall continue in full force and effect.
- B. No officer, official, agent or employee of any Party may amend or renew this Agreement, or waive any of its provisions, or make any promise or representation not contained herein. Any such action shall require a written amendment duly authorized by each Party.

- C. This Agreement may not be assigned or transferred by any Party without the express written consent of the other Parties.
- D. Each Party shall maintain the confidentiality of information of the other, unless withholding such information would violate the law or create a risk of significant harm to the public, or unless required to release such information by final judgment or order of a court of competent jurisdiction, or unless such confidentiality has expressly been waived in advance in writing to the extent allowed by law.
- E. This Agreement constitutes the entire agreement between the parties and supersedes all previous communications, representations or agreements, either oral or written, between the Parties with respect to its subject matter.
- F. This Agreement and all rights of the Parties shall be governed by the laws of the Commonwealth of Massachusetts.
- G. This Agreement may be executed in multiple counterparts and verifiable scanned or electronic signatures shall be sufficient to bind the parties.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

**TOWN OF SOUTH HADLEY
SELECT BOARD**

ATTEST:

Lisa Wong
Town Administrator

Town Counsel

CITY OF WESTFIELD

ATTEST:

Michael A. McCabe, Mayor

Kaitlyn Bruce, City Clerk

Approved as to form:

First Assistant City Solicitor

FIRE DISTRICT ONE

Prudential Committee Chair

SOUTH HADLEY FIRE DISTRICT TWO

Prudential Committee Chair

DONNA WHITELEY, Treasurer/Collector
CMMT.CMMC

To: Selectboard
From: Donna Whiteley
Date: March 26, 2026
Subject: Sewer Use Fee Warrant

I am requesting a Sewer Use Fee Warrant for the billing date of April 1, 2026 in the amount of \$2,214,500.

cc: Accounting

MEMO

To: Selectboard
From: Town Administration
Re: Rotary Club - Flags for Heroes campaign - request for temp installation
Date: April 1, 2026

The Holyoke, South Hadley & Granby Rotary Club has contacted Town Administration to request authorization to continue their Flags for Heroes campaign at Town Hall for the upcoming 2026 summer season. The Selectboard approved the program last year, which involved the temporary installation of American flags on the front lawn of Town Hall for a period running approximately from Memorial Day through July 4th.

Rotary is requesting continued temporary use of the Town Hall front lawn for the display. The stake mounts used to hold the flag poles remain in place at Town Hall from the prior installation, and Rotary would utilize those existing mounts again this year.

Based on community feedback received through the Veterans Services Officer, Rotary is proposing a change to the installation dates this year. To avoid any potential conflicts with Memorial Day activities and observances in the area directly in front of Town Hall, which is situated adjacent to a veterans memorial, the display will be moved away from Memorial Day. Instead, Rotary proposes an installation period beginning just before July 4th and running for approximately four to six weeks.

The revised timing also aligns with the 250th anniversary of the United States, providing a fitting and patriotic display of flags at Town Hall during this commemorative period. Additionally, Rotary intends to coordinate the South Hadley installation with a corresponding display they are planning in Holyoke, creating a unified program across the communities they serve.

Town Administration is bringing this request to the Board for approval. No changes to the physical installation are anticipated beyond the adjusted dates, as the existing stake mounts remain in place from last year's program. Barbara Baran, representing the Rotary Club, will be present at the meeting to provide additional information and answer any questions the Board may have.

ARTICLE IV

An Act Establishing a Selectboard-Town Administrator Form of Government for the Town of South Hadley**[Acts of 2012, Ch. 458, approved 1-10-2013]**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. SELECTBOARD.

- (A) Composition. There shall be a selectboard consisting of five members elected for terms of three years each, so arranged that the term of office of as nearly an equal number of members as is possible shall expire each year.
- (B) Vacancy in office. Vacancies on the selectboard shall be filled by a special election in accordance with the General Laws.
- (C) Executive powers.
 - (1) The selectboard shall serve as the chief policymaking body of the town and shall have all of the executive powers given to boards of selectmen by the General Laws, except for those granted herein to the town administrator.
 - (2) The selectboard shall be responsible for the formulation and promulgation of policy directives and guidelines to be followed by all town agencies serving under it, and in conjunction with other elected town officers and multiple member bodies to develop and promulgate policy guidelines designed to bring the operation of all town agencies into harmony; provided, however, that nothing in this section shall be construed to authorize any member of the selectboard, or a majority of such members, to become involved in the day-to-day administration of any town agency. The selectboard shall act only through the adoption of broad policy guidelines, which shall be implemented by officers and employees serving under it.
 - (3) The selectboard shall cause the by-laws, rules and regulations for the government of the town to be enforced and shall cause an up-to-date record of all its official acts to be kept.
 - (4) The selectboard shall appoint and may remove the town administrator as provided in sections 3 and 6, respectively, and the town counsel, and shall approve the appointment of department heads as provided in paragraph (1) of subsection (B) of section 4.
 - (5) The selectboard shall appoint the Board of Appeals, registrars of voters, conservation commission, recreation commission, historical commission, trustees of special funds and members of all appointed multiple member bodies for whom no other method of selection is provided by this act or by by-law, except persons serving under other elected town officers and members appointed by state officers.
 - (6) The selectboard shall be the licensing board of the town and shall have the power to issue licenses, to make all necessary rules and regulations regarding the issuance of licenses and to attach such conditions and restrictions thereto as it deems to be in the public interest. The selectboard shall enforce the laws relating to all businesses for

which it issues licenses.

- (7) The selectboard shall be responsible for providing timely audits as required by law. The audits shall be made by a certified public accountant, or by a firm of accountants, who have no personal interests, direct or indirect, in the fiscal affairs of the government of the town of South Hadley or any of its officers. The selectboard shall approve the selection of the town audit firm, which shall be recommended by the town administrator.

SECTION 3. TOWN ADMINISTRATOR - APPOINTMENT, QUALIFICATIONS, RESTRICTIONS AND TERMS OF EMPLOYMENT.

- (A) Appointment. There shall be established in the town of South Hadley the office of town administrator, who shall be appointed by the selectboard for a term not to exceed three years, as the selectboard may determine, and who may be appointed for successive terms of office. Whenever a vacancy shall occur in the office of town administrator, the selectboard shall appoint a town administrator screening committee to identify and recommend qualified candidates for the position. The selectboard shall provide the screening committee with a written charge and statement of qualifications and duties of the position that have been approved by the selectboard. The screening committee shall design and undertake a recruitment process and shall present candidates to the selectboard. The selectboard shall, within 45 days following the date of receipt of the list of candidates, either choose one candidate from the list to fill the position of town administrator or reject all candidates and direct that the screening committee resume the search.
- (B) Qualifications. The town administrator shall be a person of demonstrated ability who is qualified by reason of education, skills and experience in public management or business administration. The selectboard may establish additional qualifications for the office of town administrator.
- (C) Restrictions. The town administrator shall devote full-time to the duties of the office and shall not engage in any other business or occupation during such employment by the town unless such action is approved in advance, in writing, by the selectboard. The town administrator shall hold no elective office in the town while serving as town administrator, but the selectboard may appoint the town administrator to any nonelective office or position consistent with the responsibilities of the town administrator. Before entering upon its duties, the town administrator shall be sworn to the faithful and impartial performance thereof by the town clerk.
- (D) Terms of employment.
 - (1) To the extent permitted by law, the terms of the town administrator's employment may be the subject of a written agreement between the parties.
 - (2) The selectboard shall set the compensation of the town administrator.
 - (3) The selectboard shall provide for an annual review of the job performance of the town administrator which shall, at least in summary form, be a public record.

SECTION 4. TOWN ADMINISTRATOR - POWERS AND DUTIES.

(A) Chief administrative officer. The town administrator shall be the chief administrative and financial officer of the town and shall be responsible to the selectboard for the effective management of all town affairs placed in the town administrator's charge by this act, by the selectboard or by vote of the town Meeting. The town administrator shall be responsible for the implementation of town policies established by the selectboard and shall supervise, manage and coordinate the day-to-day activities of all town departments and employees under the jurisdiction of the selectboard, and shall coordinate all activities of such town departments with the activities of other departments under the jurisdiction of other elected town boards and commissions. The town administrator may delegate, authorize or direct any subordinate or employee of the town to exercise any power, duty or responsibility which the town administrator is authorized to exercise, provided, however, that all acts which are performed under such delegation shall be deemed to be the acts of the town administrator. The functions and duties of the town administrator shall include, but not be limited to, the functions and duties as herein described.

(B) Powers of appointment.

- (1) Subject to the approval of the selectboard, the town administrator shall appoint and may remove the police chief, superintendent of public works and town accountant.
- (2) Except as provided in this act, the town administrator shall appoint and may remove all other department heads, including those that serve with an appointed board, commission or committee, and other employees for whom no other method is provided under this act, and shall approve the appointment and removal of all other employees pursuant to the General Laws or this act. The town administrator shall consult with the appropriate appointed board, commission or committee prior to making any appointment or removal under this subsection. This subsection shall not apply to any department heads or employees that serve with elected boards, commissions or committees.
- (3) Department heads shall appoint and may remove, subject to the approval of the town administrator, assistant department heads, subordinates and employees, provided, however, that the town administrator may undertake removal proceedings if the town administrator determines that such action is necessary to assure the effective operations and management of any department.

The department head seeking to make such appointments shall consult with the appropriate appointed board, commission, committee or official prior to making the appointment or removal unless otherwise provided under the General Laws or this act. This subsection shall not apply to any assistant department heads, subordinates and employees that serve with elected boards, commissions or committees.

- (4) The town administrator may, in consultation with department heads and any affected boards, as applicable, transfer personnel between departments as needed. Such transfer shall be presumed to be temporary and shall require the approval of the affected board. This subsection shall not apply to personnel of the school department.
- (5) All personnel appointments of the town administrator shall be based on education, skills

and experience alone.

- (6) Copies of notices of board and commission vacancies, job vacancies and opportunities and requests for volunteers shall be conspicuously posted in the town hall and on the town's official website.
- (C) Administrative duties. The town administrator shall:
- (1) Be responsible for the day-to-day supervision of all town departments and direction of the operations of the town; provided, however, that this section shall not apply to employees of the school department and to the statutory responsibilities and functions of the school committee;
 - (2) Supervise, direct and be responsible for the efficient administration of all officers appointed by the town administrator and the selectboard, and their representative departments, and of all functions for which the town administrator is given responsibility, authority or control by this act, by-law, town Meeting vote or vote of the selectboard;
 - (3) Reorganize, consolidate or establish any department or position under the town administrator's direction or supervision, at the town administrator's discretion and with the selectboard's approval. With the approval of both the selectboard and appropriations committee, the town administrator may transfer all or part of any unexpended appropriation of a reorganized or consolidated department, board or office to any other town department, board or office;
 - (4) Administer, either directly or through a person appointed by the town administrator, all provisions of general and special laws applicable to the town, including federal and Massachusetts emergency management agencies' requirements, by-laws, votes of the town within the scope of the town administrator's duty and all policy rules and regulations made by the selectboard; provided, however, that all acts that are performed under such delegation shall be deemed to be the acts of the town administrator;
 - (5) Establish control and data systems appropriate to monitoring expenditures by town boards and departments to enable the town administrator to make periodic reports to the selectboard and the town's appropriations committee on the status of the town's finances;
 - (6) Develop and administer, either directly or through a person appointed by the town administrator, a personnel system including, but not limited to, determination of compensation, the development and implementation of ongoing training programs, personnel and hiring policies, practices and regulation and evaluation process, for town employees;
 - (7) Manage and be responsible for all town buildings, properties and facilities, except those under the control of the school committee, library trustees and conservation commission; provided, however, that the town administrator may maintain and repair school committee, library trustees and conservation commission buildings, properties and facilities to the extent the school committee, library trustees and conservation commission may request and authorize the same;

SECTION 4

SECTION 4

- (8) Attend and participate in all regular and special selectboard meetings and town Meetings, unless excused therefrom by the selectboard;
 - (9) Cause full and complete records of meetings of the selectboard to be taken and maintained and compile reports of the meetings as requested by the selectboard;
 - (10) Act as the liaison to, and represent the selectboard before, state, federal and regional authorities;
 - (11) Be responsible for approving all grant requests and applications submitted on behalf of the town; and
 - (12) Perform any other duties consistent with the office of the town administrator as may be required by by-law or by vote of the town or by vote of the selectboard.
- (D) Financial powers and duties.
- (1)
 - (a) At a time fixed by by-law, the selectboard, after consultation with the town administrator and the appropriations committee, shall issue a policy statement relating to the budget for the next fiscal year. The statement shall establish the parameters of expected budget growth, if any, for the town, with appropriate guidance provided to various town agencies, officers and committees for use in the preparation of operating budgets for the ensuing fiscal year.
 - (b) The town administrator shall prepare and submit to the selectboard and appropriations committee at a public meeting prior to the annual town meeting a written proposed balanced budget for town government, including the school department, for the ensuing fiscal year. To assist the town administrator in preparing the proposed annual budget of revenues and expenditures, all boards, officers and committees of the town, including the school committee, shall, within the time frame requested by the town administrator, furnish all relevant information in their possession and submit to the town administrator, in writing and in such form as the town administrator shall establish, a detailed estimate of the appropriations required and available funds.
 - (c) The proposed budget shall detail all estimated revenues from all sources and all expenditures, including debt service, for the previous, current and upcoming years.
 - (d) It shall include proposed expenditures for both current operations and capital expenditures during the next fiscal year, together with estimated revenues and free cash available at the close of the current fiscal year, including estimated balances in special accounts.
 - (2)
 - (a) The town administrator shall negotiate collective bargaining contracts on behalf of the selectboard, which contracts shall be subject to approval, ratification and execution by the selectboard. The selectboard may authorize, at its discretion, use of additional counsel to assist the town administrator in the negotiations.
 - (b) The town administrator shall administrator and enforce collective bargaining agreements, personnel rules and regulations and by-laws adopted by the town.

SECTION 4

SECTION 6

- (3) (a) The town administrator shall be responsible for procurement under chapter 30B of the General Laws and shall be responsible for the purchasing of all supplies, materials and equipment for the town, including the bidding and awarding of all contracts, subject to policies established by the selectboard, except for the school department.
- (b) The town administrator may delegate such purchasing power as provided in chapter 30B of the General Laws.
- (4) (a) Warrants for payments of town funds prepared by the town accountant in accordance with the General Laws shall be submitted to the town administrator for approval. Subject to policies established by the selectboard, the approval of any such warrant by the town administrator shall be sufficient authority to authorize payment by the town. Any warrants generated by the office of the town administrator shall be signed by the selectboard. The selectboard shall approve all warrants in the event of the absence of the town administrator or a vacancy in the office of town administrator.

SECTION 5. TOWN ADMINISTRATOR — VACANCY.

- (A) Permanent vacancy. The selectboard shall fill any permanent vacancy in the office of the town administrator as soon as feasible in accordance with subsection (A) of section 3. Pending the appointment of a town administrator or filling of a vacancy, the selectboard shall, within a reasonable period of time not to exceed 14 days, appoint some other qualified person to temporarily perform the duties of the town administrator until a permanent replacement is appointed.
- (B) Temporary absence or disability.
 - (1) The town administrator may designate by letter filed with the town clerk and selectboard a qualified officer of the town to perform the duties of town administrator during a temporary absence or disability.
 - (2) If the absence or disability exceeds 30 days, any designation by the town administrator shall be subject to approval by the selectboard. If the town administrator fails to make such a designation or if the person so designated is unable to serve, the selectboard may designate some other qualified person to perform the duties of town administrator.
 - (3) The powers and duties of the acting town administrator shall be limited to matters not permitting of delay and shall include authority to make temporary, emergency appointments or designations to town office or employment, but not to make permanent appointments or designations, unless authorized by the selectboard.

SECTION 6. TOWN ADMINISTRATOR — REMOVAL, SUSPENSION.

Removal, suspension. The selectboard may terminate and remove or suspend the town administrator by a majority vote of the selectboard. Prior to any termination or removal or if a suspension is to exceed five days, notice shall be given and the reasons for the proposed action shall be provided in writing to the town administrator and an opportunity shall be provided for the

SECTION 6

SECTION 9

town administrator to meet with the selectboard and respond to the selectboard's notice. After such meeting, if any, the selectboard may act by majority vote of the entire selectboard to terminate, remove, or suspend the town administrator.

SECTION 7. CONTINUATION OF EXISTING GOVERNMENT.

- (A) Continuation of existing laws. All laws, by-laws, rules and regulations of or pertaining to the town of South Hadley which are in force on the effective date of this act and which are not inconsistent with this act shall continue in full force and effect until amended or repealed. Elected and appointed officers, boards, commissions and committees shall have all of the powers, duties and responsibilities which are in force on the effective date of this act that are not inconsistent with this act, which are given to the respective officers, boards, commissions and committees by law, this act, town by-law or vote of the town meeting. If any provision of this act conflicts with any law, by-law or rule or regulation of the town of South Hadley, this act shall govern.
- (B) Continuation of personnel. Any office or position in the administrative service of the town of South Hadley and incumbents in those offices on the effective date of this act shall continue to function as the office, position or incumbent did previously until a change in such office, position or incumbent is effected in accordance with this act.

SECTION 8.

Section 3 of chapter 558 of the acts of 1986 is hereby amended by striking out the first and the fifth paragraphs.

SECTION 9.

This act shall take effect upon its passage.

Open Letter to the Selectboard: Establishing a Budget Oversight Committee for Accountability

To the Selectboard:

As we ask residents to support a Proposition 2½ override, we must also commit—clearly and publicly—to strong financial oversight and accountability.

The Save South Hadley Coalition, with a steering committee made up of representatives from the Council on Aging, Libraries, Schools, Budget Task Force, Town Committees and Boards and other residents, is calling for the formation of a Budget Oversight Committee (BOC) to ensure that any new revenue is used responsibly, transparently, and in full alignment with the recommendations outlined in the Town’s Budget Task Force Final Report.

The Budget Task Force made it clear that addressing South Hadley’s long-term financial challenges requires not just additional revenue, but also disciplined financial management, continued cost controls, and structural reforms. An override alone is not the solution—it must go hand in hand with sustained oversight.

Purpose of the Committee

The proposed Budget Oversight Committee would:

- Monitor how override funds are allocated and spent
- Ensure adherence to the financial strategies and recommendations in the Budget Task Force Final Report
- Track progress on cost-saving measures and operational efficiencies
- Provide regular public reporting to maintain transparency and trust
- Serve as an independent check to ensure commitments made to voters are honored

The town would:

- Host quarterly update forums.
- Develop and share a simple and accessible, scorecard or dashboard, tracking progress against BTF report, as reported by the BOC

Composition

To ensure both expertise and independence, we recommend a 9 member committee consisting of:

- Four representatives of key town bodies
- Five residents not currently serving on any town board or committee other than Town Meeting, ensuring independent, community-based oversight

A Commitment to the Community

If we are asking taxpayers to make a meaningful investment in South Hadley's future, we owe them more than promises—we owe them accountability.

Creating a Budget Oversight Committee ensures that:

- Every dollar is tracked
- Every commitment is followed through
- Every resident can have confidence in how their tax dollars are being used

Such a committee could help drive the revenue recommendations outlined in the Budget Task Force report and lead to new revenue gains within the first two years. By pairing necessary funding with strong, ongoing oversight we can move forward as a community responsibly.

Steering Committee
Save South Hadley



Mead, Talerman & Costa, LLC
Attorneys at Law

227 Union Street
Suite 606
New Bedford, MA 02740
www.mtclawyers.com

TO: LISA WONG, TOWN ADMINISTRATOR
SARAH GMEINER, TOWN CLERK

FROM: LISA MEAD AND KAYLA VENCKAUSKAS

RE: OPTIONS FOR ADOPTION OF A TOWN CHARTER

DATE: MARCH 31, 2026

Reference is made to the above captioned matter. In that connection, we have been requested to outline the options for adoption of a local charter. There are two such methods available to the Town of South Hadley (the “Town”): the Home Rule Method or Special Act.

I. Home Rule Method

The Home Rule Method allows the Town to create and adopt its own charter through a locally driven, voter-based process. The following is a high-level overview of the phases involved in adoption via the Home Rule Method in accordance with Mass. Const. Amend. Art. 89 and M.G.L. c. 43B, §§ 2-9, 11-12 & 15:

- **Phase 1: Petition and Ballot Placement**
 - Petitioners gather signatures equal to at least 15% of registered voters.
 - Registrars certify signatures.
 - The Select Board orders the question to be placed on the ballot for the next regular municipal election (must be at least 60 days after order is given).
 - The following question is placed on the ballot: “Shall a commission be elected to frame a charter for South Hadley?”
 - Practically speaking, this process should begin at least 3-4 months before an election.
- **Phase 2: First Election**
 - Voters decide whether to form a charter commission.
 - At the same election, voters elect nine charter commission members.
 - Since the votes will occur at the same election, candidates should begin circulating nomination papers around the same time as the charter petition.
 - If the question passes and members are elected, the Town Clerk must notify the Executive Office of Housing and Livable Communities (“EOHLC”) who will provide the charter commission with dates for submission of reports.
- **Phase 3: Charter Commission Work**
 - The commission organizes its membership by electing officers and holds a series of public hearings to gather input.
 - The commission prepares a preliminary report for submission to the EOHLC and Attorney General.
 - After receiving a written opinion from the Attorney General, the commission prepares a final report for submission to both agencies.
- **Phase 4: Second Election Preparation**
 - The final charter must be placed on the ballot for the next municipal election held at least 2 months after submission of the final report.

Newburyport Office
30 Green Street
Newburyport, MA 01950

Millis Office
730 Main Street, Suite 1F
Millis, MA 02054
Phone/Fax 508.376.8400

- The following question is placed on the ballot: “Shall this town approve the new charter recommended by the charter commission summarized below?”
 - At least 2 weeks before the election, the Select Board must distribute a copy of the final report to all households with registered voters and make copies publicly available.
- **Phase 5: Second Election**
 - Voters approve or reject the charter.

Given the legally required order of events, community involvement, and timing of municipal elections, this can be a lengthy process. Missing a deadline or failing to obtain the requisite signatures or votes during any phase can set the process back months.

II. Special Act

Creation and adoption of a charter through a Special Act is a more streamlined process and allows government officials and the charter committee more control over the content of the charter, subject to legislative and voter approval. The following is a high-level overview of the phases involved in adoption via Special Act in accordance with Mass. Const. Amend. Art. 89:

- **Phase 1: Local Approval**
 - Town officials work on a draft charter. If public bodies, such as the Selectboard, participate in the drafting, this must be done during public meetings. The Selectboard may choose to appoint a committee to undertake this work, or they may do it themselves.
 - Town Meeting votes to approve the charter and also at the same time request the legislature approve a special act based on the draft charter.
- **Phase 2: Legislative Approval**
 - A state legislator must file the bill requesting passage of the special act.
 - The bill then goes through the legislative process: committee review, House and Senate Approval, signed by the Governor. The bill may be amended by the Legislature or Governor at any point in this process.
- **Phase 3: Local Acceptance (If Required)**
 - The special act may require local acceptance via a vote by the Town if its own terms require such acceptance. The main reason for including this requirement is to ensure local control over the adopted charter since the bill may be amended during the process.
- **Phase 4: Effective Date**
 - If the terms of the special act require local acceptance, it will typically be placed on the ballot for the next municipal election, unless another process is required by the special act.
 - If local acceptance is not required, the special act will take thirty days after passage or on an effective date specified therein.

Adoption through Special Act is often a quicker process allowing for more local control but is still dependent on the legislative calendar and priorities. Additionally, however, the Special Act has the force of a statute and therefore will control notwithstanding any conflict with other statutes in effect.

HYBRID JOINT BUDGET TASK FORCE AND CAPITAL PLANNING COMMITTEE MEETING AGENDA

MONDAY, JANUARY 5, 2026 - 5 P.M.

HYBRID AT SENIOR CENTER – 45 DAYTON ST, SOUTH HADLEY

1. CALL TO ORDER

Nick G motioned to call the meeting to order at 5:00pm, Emily Y. seconded it. All members were present, with the exception of Dan L. and Kevin M. Lisa Wong, Town Administrator (non-voting) and Jennifer Voyik, Superintendent of Schools (non-voting) were also present.

2. JOINT MEETING WITH CAPITAL PLANNING COMMITTEE

- A. Introductions
- B. Overview of Capital Planning Committee bylaws and duties
- C. 5-year Capital Plan
- D. Funding the Capital Plan

3. PROJECT UPDATE

A. Education and History

B. Data

Capital plans and costs covered. Lisa Wong gave a presentation of the deficit budget over the next five years

- Override Scenarios: Group discussed various override scenarios and what the budget would look like in those scenarios.

C. Community Engagement

- Community meetings
- Survey
- Videos
- Report

4. OTHER BUSINESS

5. A. Upcoming Meeting Dates

Next meeting scheduled for January 12, 6pm, Senior Center.

7. ADJOURN

Meeting was adjourned with no objections at 7:48pm

HYBRID BUDGET TASK FORCE MEETING AGENDA

MONDAY, JANUARY 12, 2026 - 6 P.M.

HYBRID AT SENIOR CENTER

CALL TO ORDER: Kevin M. called the meeting to order at 6:03pm. All members were present. Lisa Wong, Chuck Romboletti, and Jen Voyik were also present.

MEETING MINUTES

DRAFT Meeting Minutes of Dec. 15, 2025: Dan L. moved to approve the minutes from 12/15, Emily Y. seconded.

Documents:

1. [DRAFT DEC. 15, 2025 BTF MEETING MINUTES.PDF](#)

3.

PROJECT UPDATE

- A. Education and History
- B. Data
 - Override Scenarios

- Taxpayer Impact: [HTTPS://DLS-GW.DOR.STATE.MA.US/REPORTS/RDPAGE.ASPX?RDREPORT=ANALYSIS.TAXIMPACTCALC](https://dls-gw.dor.state.ma.us/reports/rdpage.aspx?rdreport=analysis.taximpactcalc)

- C. Community Engagement
 - Community meetings
 - Survey
 - Videos
 - Report

SUBCOMMITTEE REPORTS

- A. Data and Finance
- B. Public outreach

OTHER BUSINESS

Committee began discussing Final Report outline, and steps for the formation of the Final Report.

NEXT MEETINGS

A. Upcoming Meeting Dates

ADJOURN: Nick P. motioned to adjourn, Forrest B. seconded. Meeting was adjourned at 8:22pm.

BUDGET TASK FORCE MEETING AGENDA

MONDAY, FEB. 9, 2026 - 6 P.M.

HYBRID AT SENIOR CENTER

1. Call To Order: Kevin M. called the meeting to order at 6:00pm. All members were present except for Charles Miles. Lisa Wong, Chuck Romboletti, and Jen Voyik were also present.
2. Public comment: Kevin M. allowed for public comment, with speakers including: Jeromie Whalen, Carol Constant, and others.
3. Budget Task Force Final Report: Andrea M. made a motion to accept the Final Report, as amended through the meeting discussion, and Forrest B. seconded. The motion passed unanimously and will be sent to the Selectboard.
4. Budget Task Force Committee
5. Adjourn: Dan L. made a motion to adjourn, John seconded. The meeting was adjourned at 8:47pm.

Budget Task Force - Meeting Minutes			
October 20, 2025, Senior Center/Hybrid, 6:00 p.m.			
<u>ATTENDANCE</u>			
Voting Members	Present	Staff	Present
Andrea Miles	no	Lisa Wong, Town Administrator	yes
Kevin Mcallister	yes	Chuck Romboletti, Assistant Town Administrator	yes
Dan Luis	yes	Jamie Doolittle, IT Director	yes
Gena Lomelin	yes	Missy Couture Rimbold, Associate Assessor	yes
Emily Young	yes	Joe Rodio, Library Director	
Hector Lomelin	yes	Andy Rogers, Human Services Director	
Forrest Bowlick	yes	Julie Pearce, Council on Aging Director	
Nicholas Gingras	yes		
Nicholas Prentis	yes		
John McCarthy	yes		
Charles Miles	yes		

1. **Call to Order:**

Nicholas Gingras called the meeting to order at 6:01pm.

2. **Approval of Minutes**

Motion: Nick moved to approve the meeting minutes of **September 22, 2025** and **October 6, 2025**.

Second: Dan Louis.

Vote: Motion carried unanimously (no abstentions).

3. **Project Updates**

a. **Education / Historical Context**

Lisa provided an update on the Massachusetts Municipal Association (MMA) Fiscal Crisis Report, which found that expenses are rising faster than revenues across municipalities statewide. The report discussed issues such as Proposition 2½ constraints, levy limits (which most municipalities have reached), and the increasing frequency of override attempts. A second part of the report will be released in November, which Lisa will share with the group.

4. **Departmental Overviews**

Building Department

Lisa presented an overview of the Building Department budget and operations: Recent building code updates and increased enforcement requirements, such as new Accessory Dwelling Units (ADUs) and sprinkler systems, have raised workload demands. The department handles a high volume of inspections for a Town our size, and uses OpenGov software to streamline and track electronic permitting. Budgeted revenue and expenses are approximately balanced at \$250,000.

Dan Luis asked whether the department is intended to be self-sustaining. Lisa Wong explained that while the department covers its costs, it cannot generate excess revenue or operate like an enterprise fund. John asked if the department budget is considered an enterprise fund. Lisa responded that it does not, and clarified that only specific activities can be established as enterprise funds under state law. Kevin: Noted that we shouldn't view the inspectional services like profit-seeking entities, as there are restraints and restrictions on how to use revenue, the Town cannot maximize revenue to fund other services/departments.

Lisa added that recruiting and retaining Building professionals within the office has been difficult due to the State regulatory and licensure requirements, which is creating difficulties in communities throughout the Commonwealth. Dan Luis expressed the positive impacts that the current Building Commission has had on the Town and feedback he's heard from other builders, and commended his work and noted that he's an asset to the Town.

John asked about regional service-sharing opportunities for the building department and others generally. Lisa explained that collaboration has been explored over a number of occasions for building and other services, but in most cases the other communities have typically required more support than they could reciprocate, not making it beneficial for the Town. Prior analyses showed minimal additional revenue and significant coordination effort by the Town needed to implement.

Library

Library Director Joe Rodio provided an overview of the Library's budget and operations, joined by members of the Library Board of Trustees. The Library is operating at a *level-service deficit budget* while maintaining state certification by keeping the Town's contribution slightly above the Minimum Municipal Appropriation Requirement (MAR)—this year by approximately \$14. The Library anticipates a \$40,000–\$45,000 budget deficit in the next fiscal year, which will likely be covered by state aid (the Town received \$60,000 last year).

Joe explained that the Library has explored various cost-saving measures, including the potential closure of the Gaylord Memorial Branch, which was originally incorporated into the Town's system about eight years ago through an agreement with the Gaylord Trustees. The Gaylord building and grounds are privately maintained by the Trustees, while staff and operations are funded by the Town.

Closing the branch would save an estimated \$40,000–\$50,000 in operating costs and \$70,000 in staffing, but would have significant service impacts. The Gaylord Branch provides critical children's programming, early literacy initiatives, and community meeting space and hosts over 1,400 events

annually. It has also absorbed additional demand following reductions in school library staffing and the closure of the South Hadley Family Center.

Dan Luis asked whether the Gaylord Branch or other library operations are subsidized by Mount Holyoke College or sustained through fees. Joe clarified that Mount Holyoke College is not involved, and that while overdue fines were eliminated to promote accessibility, revenue from lost book and replacement fees remains minimal.

John McCarthy asked whether the Library began the year with a deficit and whether cost waivers could be pursued. Joe explained that rising operational costs, including vendor tariff fees, required the use of state aid to maintain a balanced budget. He added that maintaining state certification is essential to ensuring residents' access to reciprocal borrowing privileges across the Commonwealth.

Emily asked whether reducing hours or days at the Falls Library could be quantified in terms of community impact. Joe explained that the Library serves as a vital part of the Town's social infrastructure, providing a safe and inclusive space for residents who might otherwise fall through the cracks including seniors, veterans, job seekers, students, and immigrants. He noted an increase in patrons seeking job preparation resources and other forms of support. A Library Trustee added that youth use has increased by 25%, and since the closure of the South Hadley Family Center, the Library's Children's Room has become an important site for early literacy and family engagement programs, offering free, accessible opportunities for caregivers and young children.

Lisa noted that even small reductions in the Library budget can result in significant losses in state aid, as seen when a \$15 cut led to a \$40,000 reduction in funding. She emphasized that closing an entire branch yields minimal savings compared to the broader community impacts, and that the upcoming community needs assessment should help quantify the Library's role as a critical part of the Town's social safety net. Kevin McAllister expressed strong opposition to reducing the Library budget, describing the Library as a critical community service that contributes to overall quality of life in Town.

Joe shared that South Hadley patrons borrowed over 22,000 books from other libraries last year while circulating 11,000 from its own collection. Losing certification would eliminate interlibrary loan privileges, limiting access to local holdings and making re-accreditation a lengthy process. Lisa noted that many communities are facing similar pressures, and that the State's funding formula for libraries may need to be reevaluated.

Assessors Department

Town Associate Assessor Melissa "Missy" Couture-Ribold provided an overview of the Assessor's Office operations and responsibilities, accompanied by a presentation and PowerPoint. She explained the property valuation process, exemptions, and comparisons of workload, staffing levels, and parcel counts with other districts.

During discussion, Emily asked whether the Town could apply a higher tax rate to higher-value properties through a "stepped" tax system. Missy explained that such a structure is not permitted under Massachusetts law, and confirmed that no municipalities in the state use that approach. Emily also noted

that the property tax system is inherently dependent on growth, which can be difficult to sustain over time.

Information Technology (IT) Department

Jaime Doolittle, IT Director, provided an overview of the Town's technology operations. Staffing levels have remained largely unchanged, with one full-time Director position since 2012 (previously two staff in 2007). Software and licensing costs have been increasing significantly each year, creating budget pressures. He explained that while there is some collaboration with the School Department, the two maintain separate IT systems and staffing. In response to a question from Charles about cybersecurity, Jaime confirmed that the Town's systems are secure and actively monitored.

Human Services

Andy Rogers, Director of Human Services, provided an overview of the newly formed department, which includes the Council on Aging (COA), Recreation Department, and Veterans' Services. The department was created to improve coordination and efficiency by aligning community-focused programs and reducing duplication of services.

Julie Pearce, COA Director, explained that the COA's operations are partially supported by the State's Formula Grant, which has increasingly been used to cover staffing costs. The COA also generates revenue through class and activity fees, donations, and volunteer support, at approximately \$52,000 in fees and \$50,000 in donations last year, with over 200 volunteers assisting in programs and services. Despite rising needs related to aging and dementia, the COA's overall budget is six figures lower than when the senior center building first opened. Staffing cuts, including the elimination of the Community Programs Coordinator position, have placed additional strain on remaining staff.

Transportation remains a potential cost concern, particularly for in-town services not covered by federal Title III grants. The COA continues to focus on outreach, social assistance, and congregate meal programs, with increasing demand as the senior population grows.

Andy noted that the Recreation Department has expanded its programming and financial capacity in recent years, with popular offerings such as hiking and outdoor activities. The department operates through a revolving fund, where user fees and sponsorships directly cover expenses, including program supplies and uniforms. The annual fireworks event also operates on a break-even basis, supported by user fees and sponsorships, and contributes to community engagement and local economic activity.

Nick and Emily discussed the potential for modest fee increases to sustain programs if necessary, while Hector raised questions about promoting multigenerational housing to reduce reliance on Town services. Kevin highlighted that much of the Town's quality of life stems from the programs and services provided by Human Services staff.

Hector questioned whether MassHealth funding could be received to offset any services provided. Julie explained the services provided at the COA are not eligible for any insurance reimbursement structures.

The meeting concluded with appreciation from the Task Force for the Human Services Department's broad community impact.

Adjourn

At 9:10pm pm, Nick Gingras called for a motion to adjourn the meeting, so moved by Nick Prentis and seconded by Emily Young. The motion passed unanimously. The meeting adjourned.

Budget Task Force - Meeting Minutes			
December 1, 2025, Senior Center/Hybrid, 6:00 p.m.			
<u>ATTENDANCE</u>			
Voting Members	Present	Non-Voting Members	Present
Andrea Miles	Virt.	Lisa Wong, Town Administrator	yes
Kevin Mcallister	Yes	Chuck Romboletti, Assistant Town Administrator	yes
Dan Luis	Yes		
Gena Lomelin	Virt.		
Emily Young	Yes	Guests	
Hector Lomelin	Virt.	Jen Voyik, Superintendent of Schools	
Forrest Bowlick	yes	Lyn Jacques, Asst. Superintendent	
Nicholas Gingras	No		
Nicholas Prentis	Yes		
John McCarthy	Yes		
Charles Miles	Virt.		

1. Call to Order:

Kevin McAllister called the meeting to order at 6:01pm.

2. Meeting Minutes

Nick Prentis made a motion to approve the minutes of November 17, 2025. Seconded by John McCarthy. Motion carried unanimously (abstention by none).

3. Project Update

a. School Department - Education, History, Benchmarking

Superintendent Jen Voyik and Assistant Superintendent Lyn Jacques presented information regarding the Schools budget, supported by a PowerPoint presentation. The presentation responded to requests from the previous meeting for additional comparative data.

- Jen reviewed comparable district data obtained from DART. DESE identifies ten comparable districts; the School Department selected three primary comparables for deeper review: Amesbury, Millbury, and Oxford.
- Emily asked whether the slides would be made available; Jen confirmed they would be shared.
- There was discussion regarding salary comparisons, including concerns that South Hadley salaries appear lower than comparables and questions about calculation methods.
- Kevin noted that it was interesting that South Hadley landed in the 2nd largest FTEs per school staff, but also near the highest student class sizes. Jen clarified that other factors,

such as IEP requirements and other subsets of classes could lead to having more staff but also higher average class sizes.

- Hector asked how many teachers near top step are anticipated retirements, and how step movement occurs generally and if its dictated by union contract. Jen explained that retirement is up to the employee and always unknown, and explained the annual step progression is union-dictated. Emily asked why pay isn't the same across all districts across the State. It was explained that union environment, community ability to pay and various other factors lead to different pay within different districts. Hector asked if different teacher subjects get paid differently, Jen explained teacher union contract has the same pay scale for teachers of various subjects, unless there are different department hears.
- Emily asked who the Town competes with for staffing. Jen indicated that additional comparison data used during bargaining could be gathered and shared following the meeting.
- There was discussion regarding MCAS as a limited but commonly used comparative measure, and clarification that it was being used here strictly for comparison purposes.
- Budget drivers were discussed, with Jen noting consistent themes across similar districts experiencing similar budget cost drivers.
- Emily raised concerns about the number of students attending out-of-district schools and choosing out, and that number being less than those students from out-of-district choosing to attend within district. Jen noted challenges associated with the number of charter schools in close proximity.
- Andrea asked if it was possible to determine if certain dollar funding cuts happened, what programs would be cut and what impacts that would have on education or service delivery within schools. Jen responded that it is difficult to assess at this time, particularly given ongoing negotiations with the unions and where that will land, and also given the value placed on retaining teachers. Kevin emphasized the importance of understanding the impacts and implications of potential cuts.
- Emily asked questions about Student Opportunity Act, Title Funds and Circuit Breaker calculations, and how grants are displayed within the various budget documents, which Jen and Lisa explained.

FY27 Budget Timeline

Town Administrator Lisa Wong noted that she would follow up and emphasized that the Budget Task Force's role is to focus on long-term planning, rather than year-to-year decision-making.

Community Survey

A draft community budget survey was presented.

- Members provided edits and feedback throughout the discussion.
- The survey will be released at the upcoming community meeting.
- Questions were raised regarding communication strategies and translation needs.

- Members were asked to send any additional comments or suggested revisions to the group.
- There was discussion about allowing residents to break down and prioritize budget areas independently.

7. Adjourn

- a. At 8:10pm, Dan Luis made a motion to adjourn the meeting, seconded by Nick Prentis. The motion passed unanimously. The meeting adjourned.

Respectfully submitted,

Budget Task Force Clerk

BUDGET TASK FORCE MEETING AGENDA

MONDAY, FEB. 9, 2026 - 6 P.M.

HYBRID AT SENIOR CENTER

1. Call To Order: Kevin M. called the meeting to order at 6:00pm. All members were present except for Charles Miles. Lisa Wong, Chuck Romboletti, and Jen Voyik were also present.
2. Public comment: Kevin M. allowed for public comment, with speakers including: Jeromie Whalen, Carol Constant, and others.
3. Budget Task Force Final Report: Andrea M. made a motion to accept the Final Report, as amended through the meeting discussion, and Forrest B. seconded. The motion passed unanimously and will be sent to the Selectboard.
4. Budget Task Force Committee
5. Adjourn: Dan L. made a motion to adjourn, John seconded. The meeting was adjourned at 8:47pm.

The Town of South Hadley Payment In Lieu of Tax (PILOT) Policy

South Hadley recognizes that tax-exempt organizations contribute directly to the quality of life within the community and welcomes them to the Town. In order to maintain the financial health of the community and to continue to provide a range of quality services, the Town must preserve its existing tax base and expand that revenue source where reasonably possible. It is the Town's policy to distribute the burden of cost in a fair method among all users of services: citizens, taxpayers, and tax-exempt institutions.

M.G.L. Chapter 59 section 5 enables the granting of tax-exempt status to certain tax-exempt organizations. Once an organization is granted an exemption, the Town cannot legally require that a tax-exempt organization pay a property tax. Therefore:

1. The Town will seek voluntary PILOT Agreements with all tax-exempt institutions within the community that own real property, or that rent real property from the Town.
2. These written PILOT Agreements should be based upon fair market value and a tax levy. PILOT Agreements should be established, based upon a percentage of the amount that the tax exempt property would pay if not exempt. The percentage should be determined based on the tax levy amount that supports the critical services of the Town's Police, and Public Works operations. The Town has determined that this share is equal to at least 25% of the full levy;
3. If a tax-exempt organization enters into a voluntary PILOT agreement, the Town may offer to phase in the impact over a period of time. The Town expects to negotiate PILOT agreements, whereby once the payment target is reached, the payment will annually increase by an escalation factor generally equal to the average historic growth in annual tax levy;
4. For smaller, community-based tax-exempt organizations with controlling interests in properties assessed at less than \$2,000,000 in the most recent Fiscal Year assessed value, consideration for community service may be granted as part of an approach to establish the basis for a PILOT Agreement. This value ceiling would be inflated by 2.5% per year in subsequent years. The Town may base such a PILOT Agreement on 15% of the full levy;
5. A PILOT Agreement will remain in force for the entire tenure of its contractual term as long as the use established in the PILOT Agreement has not changed. All property under the PILOT Agreement must still meet all the requirements for eligibility for exempt status;
6. A PILOT Agreement does not replace the requirement that each organization seeking property tax exemption must file a "Return of Property Held for Charitable Purposes" form (State Tax Form #3ABC) with the Board of Assessors on or before March first of each year, if applicable.

EFFECTIVE: July 1, 2026

MEMO

To: Selectboard
From: Town Administrator Lisa Wong
Re: DLS Request
Date: 2/13//26

Background

As part of the Budget Task Force report, there was a recommendation to have ongoing operational audits. There was also a recommendation to hire a Finance Director.

Parallel, the various departments that comprise Finance and Administration are and will be going through changes in the next year to five years, including retirements. This provides an opportunity to evaluate the structure of Town Administration, including Human Resources, and the three financial departments - Accounting, Assessing and Treasurer/Collector. The town needs to assess efficiency and also recommended services levels, as well as how we would structure the department if the town will need to reduce staff. For example, it is unlikely the full time clerk in the Treasurer/Collector department will be fully replaced, and the clerk in the Assessor office had been reduced many years ago. The town would also like to review the role of the Appropriations Committee and whether a Finance Committee is needed instead.

The Financial Management Resource Bureau (FMRB) has been working closely with municipalities across the Commonwealth for more than 30 years to enhance financial management practices. In every engagement, our team assesses the community's goals, challenges, and constraints to deliver practical advice to improve operations. Please note that FMRB project requests may only be made on behalf of the community's executive body/officer (i.e., selectboard, mayor).

More information including past reports:

www.mass.gov/financial-management-resource-bureau

Recommendation

The Selectboard vote to allow the town to submit a request for a review.

4/7/26 UPDATE

The Prudential and Water Commissions for both District 1 and 2 have voted unanimously to join the audit to review all financial personnel across entities. The Department of Revenue is fine with this and is on track to start the project mid-Summer. The next step would be to set up a meeting with DOR once a project manager is assigned to review the scope, timeline and expectations. No further action is required but Selectboard could endorse this development.