Present were Chair Andrea Miles, Vice Chair Jeff Cyr, Clerk Christopher Geraghty, member Sarah Etelman, member Bruce Forcier, and Town Administrator Michael J. Sullivan.

CALL TO ORDER
Miles called the meeting to order at 7 p.m.

APPROVAL OF MINUTES
Cyr motioned to approve the minutes of Sept. 17, 2019. Forcier seconded. All in favor.

ANNOUNCEMENTS
Forcier noted the South Hadley Police Department’s participation in the National Prescription Drug Take Back Day on Oct. 26 from 10-2 at the station; the Handbag Bingo Fundraiser for the new senior center on Oct. 18 at 7 p.m.; and the Council on Aging Winter Preparedness Fair Oct. 19 from 10 a.m. to 2 p.m. and 5 – 7 p.m.

Sullivan thanked all of the 77 volunteers and Conservation Administrator / Planner Anne Capra who gave their time to the Source to Sea Cleanup last Friday, during which 900 pounds of trash was removed from or around the Connecticut River.

NEW STAFF INTRODUCTION
Sullivan introduced Matt Cowie as the new Facilities Manager / Health & Safety Coordinator. Cowie has been on the job six weeks, catching up on all the various buildings and their needs, and has compiled project lists for each facility.

CONSENT AGENDA
Forcier motioned to approve the consent agenda, which consisted of a request for a One-Day Beer & Wine by David Capriati for Oct. 17. Cyr seconded. All in favor.

Sullivan reminded one-day liquor license applicants to submit their requests at least two weeks in advance of a Selectboard meeting.

TRI-ANNUAL INTERVIEWS
The Selectboard interviewed Michelle Theroux for the Master Plan Implementation Committee and Ira Brezinsky for the Bylaw Review Committee and Cultural Council. The Selectboard will conduct another round of interviews Oct. 15 and appoint residents at that time.

TRASH / RECYCLING FUTURE SERVICE MODEL DISCUSSION
Next year, the town’s trash removal contract with Republic Services will expire. Sullivan explained the South Hadley Internal Trash Team, comprised of staff who hear often from residents regarding trash pick-up, various department heads, and staff who live in town or other communities, have met a couple of times to discuss practical trash removal options. The group
focused on three scenarios. The first is keeping the same pick-up system and green bags but needing to raise the annual trash fee due to increasing global trash industry rates. The second is seeking RFPs from vendors for a toter system and eliminating the green bag requirement. The green bags offset part of the annual trash fee, so without the green bags plus the cost of a toter, the total annual charge to each home would be about $225. Weekly pick-up could be orchestrated directly between a homeowner and the trash removal company if a homeowner wants. The third option is for the municipality to remove itself completely from trash pick-up and require homeowners to contract with private pick-up, which will likely be the most expensive option.

Sullivan said it is a complex issue. He spoke with Republic Services about resolving an issue some residents have with wanting weekly pick-up. Republic could solve this by offering a format to residents who want a weekly pick-up to request that directly with Republic and be billed for that weekly pick-up directly by Republic. Sullivan said the reality is someone has to pay the cost of an extra pick-up – if it isn’t the taxpayers as a whole, it would be individuals.

Miles said there is a public education piece that needs to be shared about what is out of South Hadley’s control regarding trash rates and how residents can reduce their trash output by recycling, donating and composting food waste which accounts for 25 percent of trash collection. Geraghty agreed and said South Hadley should focus on what it can control, such as food waste, unlike tipping fees.

Etelman suggested a Saturday forum to get a guided conversation going about solid waste.

The Selectboard will revisit the issue at least in November and in January.

**NOV. 20 SPECIAL TOWN MEETING DRAFT ARTICLES**
Sullivan read the draft Special Town Meeting warrant articles, most of which are still in draft form:

**ARTICLE 1.** To see if the Town will vote to accept the South Hadley Urban Renewal and Redevelopment Plan as reviewed by the Massachusetts Department of Housing and Community Development as of July 18, 2019 and as further articulated in Appendix A, or take any other action thereto.

**ARTICLE 2.** To see if the Town will vote to accept Massachusetts General Law Chapter 40 subsection 8J, for the purpose of establishing a five member South Hadley Commission On Disabilities (COD) appointed by the Selectboard consistent with Chapter 40, or take any other action thereto.

**ARTICLE 3.** To see if the Town will to transfer from Unreserved Free Cash the sum of $25,000 for the purpose researching and developing a process for determination and acceptance of streets and ways in the Town of South Hadley, or take any action relative thereto.

**ARTICLE 4.** To see if the Town will vote to transfer from the Cable Studio Fund the sum of $28,000 for the purpose of capital improvements at the studio, or take any action relative thereto.

**ARTICLE 5.** To see if the Town will vote to transfer from Unreserved Free Cash in the sum of $18,000 to fund a traffic sign calming project through the Department of Public Works and as further articulated in Appendix B, or take any other action thereto.
ARTICLE 6. To see if the Town will vote to establish a General By-law to address earth removal and related actions, and to further describe jurisdictional oversight of said activity, as articulated in Appendix C, or take any action relative thereto.

ARTICLE 7. To see if the Town will vote to transfer from the Senior Center Stabilization Fund $900,000 to the Senior Center Building Account for the purpose of funding construction, design or other actions related to the building of a new Senior Center at 45-47 Dayton Street, or take any other action thereto.

ARTICLE 8. To see if the Town will vote to School Placeholder or take any other action relative thereto.

ARTICLE 9. To see if the Town will vote to amend Chapter 18 section 18-1 and 18-7 of the Town of South Hadley General Bylaws to allow a local election on March 3, 2019 and as further articulated in Appendix D or take any other action relative thereto.

ARTICLE 10. To see if the Town will vote to establish Health Department Placeholder (vaping/atomizing/flavors) or take any other action relative thereto.

ARTICLE 11. To see if the Town will vote to transfer from Unreserved Free Cash the sum of $9,000 to Liability Insurance 19457 57850 Deductibles, or take any other action relative thereto.

In reference to draft Article 6 regarding earth removal which was proposed by residents, Sullivan said town counsel reviewed the language and counsel’s concerns are not onerous. They advise holding public hearings about the proposed bylaw. The Selectboard discussed holding a public hearing at their next meeting on the proposed bylaw. The board also agreed to formally add the draft article onto the warrant.

OAK / LYMAN TERRACE THREE-WAY STOP
Etelman moved to approve a three-way stop at the intersection of Lyman Terrace and Oak Avenue. Forcier seconded. All in favor.

SEWER WARRANT
Forcier motioned to approve the request for a Sewer Use Fee Warrant for the billing date of Oct. 1, 2019 in the amount of $1,207,080. Cyr seconded. All in favor.

PERSONNEL AUDIT / TA SUCCESSION PROCESS
Sullivan suggested the Selectboard invest in a personnel audit prior to takings steps for the town administrator succession planning that needs to occur before he retires in June 2021. He said it comes at a good time for the board to obtain a third-party expert to look at what things have worked well and what haven’t under his tenure to lead the board in their search for his replacement. He wants to make sure the Selectboard has plenty of time to plan. He said an estimated cost would be $20,000 if one firm does both an audit and town administrator search. A personnel audit by itself would be $9,000 if the Selectboard chooses different firms for each task.

Etelman said she is concerned with making sure the Selectboard does not create a situation similar to what was created before Sullivan was hired. She appreciates the idea of a personnel audit, but feels the time to do that would be after the board has hired someone and let that person decide if he or she feels an audit is necessary. Unlike when Sullivan was hired, she wants the
future town administrator to be able to make personnel decisions without being hampered by decisions over which he or she had no control. She feels a succession plan is the most important thing to focus on at the moment.

Miles agreed that getting a blueprint of a succession plan laid out as soon as possible is needed.

Geraghty said he doesn’t believe the Selectboard needs to have a full town-wide audit performed, but if the Selectboard decided to use a third-party firm for the town administrator search a portion akin to an audit is performed as part of the search.

Sullivan said he will begin assembling some firms and professionals in the field and give the list to the Selectboard chair to look over. The board can review them as a whole or split into a sub-committee of members to cull down the firms to later bring before the full Selectboard for interviews. He said the process would likely last through February and would allow the Selectboard to make a decision in time for budget season in May.

TA REPORT
Sullivan attended a Hampshire Health Insurance Trust Executive Committee meeting and noted the committee voted 4 to 2 to align the MEDEX co-pays with the active employees’ plan. This will result in a 5.3% decrease in premium costs if accepted by the HHIT Insurance Advisory Commission. He said the trust extricated itself from the HCOG without damage to its reserves.

Cyr pointed out the news about the Hangar getting its South Hadley project back on track with a possible early 2020 opening is exciting.

For the full Town Administrator’s Report, see the Oct. 1, 2019 Selectboard packet on the town website, here: https://www.southhadley.org/Archive.aspx?AMID=38

CHAIRWOMAN’S REPORT
Miles said she will attend a MMA event at UMass this Saturday. She will attend a workshop about regionalization of services and a second workshop relating to growth.

ADJOURN
Forcier motioned to adjourn. Cyr seconded. All in favor. The meeting adjourned at 8:45 p.m.

RESPECTFULLY SUBMITTED
Kristin Maher
Executive Assistant to Administration