

**SELECTBOARD MEETING
TUESDAY, OCTOBER 3, 2019
SELECTBOARD MEETING ROOM – 7:00 P.M.
AGENDA**

Note: Not all the topics listed in this notice may actually 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. These meetings may be audio and/or visually recorded

1. CALL TO ORDER
2. APPROVAL OF MINUTES: Draft minutes of Sept. 17, 2019
3. ANNOUNCEMENTS/OPEN FORUM
4. Introduction of Facilities Manager / Health & Safety Coordinator Matt Cowie
5. CONSENT AGENDA
 - A. Request for a One-Day Beer & Wine by David Capriati for Oct. 17
6. TRI-ANNUAL APPOINTMENT INTERVIEWS
 - A. Michelle Theroux – MPIC
 - B. Andrew Galik – Historical Commission, Canal Park
 - C. Ira Brezinsky – Bike/Walk, Bylaw Review, Cultural Council
7. NEW BUSINESS
 - A. Trash/Recycling Future Service Model Discussion
 - B. November 20 Special Town Meeting “Draft” Articles
 - C. Request Oak and/ Lyman Three-Way Stop
 - D. Sewer Warrant
8. RESIGNATIONS/APPOINTMENTS
9. OTHER BUSINESS
 - A. Personnel Audit/ TA Succession Process
10. TOWN ADMINISTRATOR’S REPORT
11. CHAIRWOMAN’S REPORT
12. ADJOURN

**SELECTBOARD MEETING
TUESDAY, SEPT. 17, 2019
MEETING MINUTES
SELECTBOARD MEETING ROOM – 7 P.M.**

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

Forcier motioned to approve the minutes of Sept. 3, 2019. Cyr seconded. All in favor.

ANNOUNCEMENTS

Forcier noted a designer handbag bingo fundraiser for the new senior center on Oct. 18 at St. Theresa's Church. He also highlighted a Sept. 22 trek the Bike/Walk Committee is hosting.

Etelman announced she has been diagnosed with pancreatic cancer. She is doing fine, but has a compromised immune system, which is why she is wearing a mask during the meeting. She appreciates the support she's received from the public.

OPEN FORUM

John Howard asked about the town's Green Communities status. Sullivan said the town has not received a final report from the schools. He and Facilities Manager / Health & Safety Coordinator Matt Cowie waited in the Selectboard Meeting Room Monday night in anticipation of the Sustainability & Energy Committee meeting to which Howard invited Sullivan to offer an update, but no members showed up. It turns out, the SEC met at the library, but also did not post their meeting, which would have detailed where it was taking place. Sullivan said he doesn't feel the town will be able to have everything needed for a baseline in time for the Green Communities October deadline, but will do its best to work toward it.

Joanna Brown noted a writers' conference will be held Oct. 5 at Mount Holyoke College for writers and writers-to-be.

CONSENT AGENDA

Forcier motioned to accept the consent agenda, which consisted of a request for a Multi-Date All Alcohol License for Steven McCray on Sept. 28, Sept. 29, Oct. 4-6, Oct. 11- 14, Oct. 18 -20, Oct. 25 – 27; requests for One-Day Beer & Wine licenses from Nichole McClellan on Oct. 10 & 11; and a request for a One-Day Beer & Wine License for David Capriati for Sept. 19. Cyr seconded. All in favor.

PUBLIC HEARING – REDEVELOPMENT & RENEWAL PLAN

Miles opened the hearing at 7:05 p.m. Conservation Administrator / Planner Anne Capra conducted a public hearing on the South Hadley Falls Urban Redevelopment & Renewal Plan. The presentation and an executive summary of the plan can be found on the Redevelopment

Authority's page of the town website, here: <https://www.southhadley.org/462/Redevelopment-Authority>.

Cyr asked if there are tax incentives for development. Yes, there are. He asked if variances will be allowed for certain parcels that don't meet the minimum requirements. Capra said the plan allows for waivers which developers would seek for relief.

Geraghty asked how binding the plan is, and if incentives would be lost if the town strays from the exact plan. Sullivan said the plan can be amended, though it depends on the degree to which the change affects the plans through the DHCD. It is not demanded the town follow the plan exactly. There are means to look for an appeal and make amendments. Town of South Hadley Planner Richard Harris said the Planning Board will look at a request for waivers. The way the plan is written is a vision, which allows for fluidity to meet the market.

Howard asked about taking into account 100-year flood plans for floods that might occur much earlier than 100 years. Capra said flood plain considerations are part of any site plan review that occurs. If a project is within the 100-year flood plain it triggers review under the Conservation Commission. FEMA is currently updating flood maps which will be accommodated in the town's review of projects.

Bruce Rivest of 38 Bridge Street asked if any laws were being changed. Capra said no, the design principles outlined about the type of development the town wants to encourage in the Falls really supports that type of development. It doesn't call for changing existing zoning laws on the books right now.

George Francis of Summit Street asked about compensating homeowners near Buttery Brook. Capra said that is tied to a concept developed out of the 2012 SDAT when residents said it would be great to develop a path along Buttery Brook into the Falls for a pedestrian riverwalk. Capra said it is just a concept. If it were to come to fruition it would require an intense feasibility study and planning effort. If the town decided it was right to do, permissible, and made sense, then the town would need to see if property owners would grant easements. It would be a long process working with all the property owners if alignment was feasible. Harris said if it came to fruition, compensation could be incorporated into the project developer's fee.

Miles closed the public hearing at 7:45 p.m. Cyr moved to approve the plan to send to Town Meeting to vote on at the Nov. 20 Special Town Meeting. Etelman seconded. All in favor.

TRASH FEE WARRANT

Forcier motioned to approve the request for a Trash Fee Warrant for the billing date of Aug. 23, 2019 in the amount of \$483,825. Cyr seconded. All in favor.

NOMINATION PAPER AVAILABILITY

Sullivan said the town clerk informed him today she is considering putting out local election nomination papers along with presidential nomination papers tomorrow. Sullivan said he is waiting on the advice of town counsel regarding the matter. The clerk would also like to ask Town Meeting through a warrant article on Nov. 20 to move the annual town election from April

14 to March 3, which is the presidential primary. This would be a substantial savings for the town. Elected board members voted out of their positions would remain in their seats until April 15.

RESIGNATION

Forcier accepted the resignation of Christine Quigley from the Zoning Board of Appeals. Cyr seconded. All in favor.

FD2 PARKING REQUEST

Sullivan said he heard back from town counsel about the FD2 fire hydrant / parking space issue. FD2 does not have the authority to black out parking spaces. The Selectboard is the entity that would grant permission, unless an emergency could be identified. In this case, Sullivan said, he doesn't think FD2 is attempting to do that, but just accommodate the patrons to whom they're selling water.

Etelman said the idea that parking is being reserved in front of the district, taking away spots from businesses and residents, for one particular pool company to not be inconvenienced when filling up with FD2 water, bothers her. She is not concerned with how the spaces were blacked out or who did it, but she is concerned about making special concessions as a town for one particular business that shouldn't need it.

Sullivan said town counsel suggested the fire hydrant be covered when not in use, so the public is aware.

Miles said she would like the board to consider asking FD2 to do that until a permanent remedy can solidify. Cyr said he had no problem restoring the parking spaces and asking the district to bag the hydrant when not in use.

Forcier motioned to direct Sullivan to write a letter informing the district to return the spaces and bag the hydrant when not in use. Cyr seconded. All in favor.

NOV. 20 SPECIAL TOWN MEETING

The Special Town Meeting will be held in the town hall auditorium on Nov. 20 at 6 p.m. Department heads must submit any articles to Sullivan by Oct. 15. Oct. 22 will be the deadline for citizen petitions. The Selectboard will review and approve the final warrant Nov. 5. The warrant will be distributed electronically Nov. 6. There will be a TA review of the warrant and Appropriations hearing on Nov. 13. Sullivan said there are eight or nine warrant articles thus far.

TA REPORT

WESTERN MASS ECONOMIC DEVELOPMENT PLAN COMMITTEE

Sullivan said Conservation Administrator/Planner Anne Capra did an outstanding job presenting South Hadley's annual economic outlook. He noted everyone most wanted to discuss South Hadley's dog park.

SOUTH HADLEY INTERNAL TRASH TEAM

Sullivan said the team met a second time to discuss possible scenarios and their cost. He said regardless of which is chosen, the next contract will cost the town more money due to the trash industry increasing the price of trash disposal across the state – and nation. Additionally, income from recycling is decreasing.

For the full TA report, see the Sept. 17 packet on the Selectboard page of the town website.

ADJOURN

Forcier motioned to adjourn. Cyr seconded. All in favor. The meeting adjourned at 8:14 p.m.




RESPECTFULLY SUBMITTED
Kristin Maher
Executive Assistant to Administration

DRAFT

1 Day Alcohol License

OD-19-13

Applicant

 daivd capriati



Applicant Email

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

--

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.

true

Event Details

Date of Event

10/17/2019

Name or Organization Hosting Event

TD BANK

Provide a Detailed Description of What The Event Is

Customer appreciation

Street Address of Where The Event is Held

460 newton st South Hadley ma 01075

Hours of Operation (Ex. 8:00 AM - 5:00 PM)

4pm to 8pm

BOARD/COMMITTEE	# MEMBERS	# VACANCIES	# EXP. 2020
Appropriations Committee	9	0	3
Bike/Walk Committee	9	2	9
Bylaw Review Committee	7	3	1
Canal Park Committee	7	1	2
Conservation Commission	7, 1 Assoc.	0	2
Council on Aging Board	11	2	3
Cultural Council	11 Reg, 1 Assoc.	1	3
Golf Commission	7 Reg, 2 Alt.	3, 1 Alt.	2
Historical Commission	7	2	2
Historic District Study Committee	7	0	2
Master Plan Implementation Committee	9	1	3
Recreation Commission	9	0	2
Registrar of Voters	3	0	1
Sustainability & Energy Commission	5	2	2
Tree Committee	7	0	4
Trustees of the Old Firehouse Museum	8	1	2
Zoning Board of Appeals	3 Reg, 2 Assoc.	1 Assoc.	1 Assoc.

Online Form Submittal: Application for Appointment to Board, Commission, or Committee

noreply@civicplus.com <noreply@civicplus.com>

Tue, Jul 9, 2019 at 1:47 PM

To: chamlin@southhadleyma.gov, kmaher@southhadleyma.gov, sgmeiner@southhadleyma.gov

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.

Please Note: when submitting online, when you click the "submit" button you are agreeing to read a copy of the Massachusetts General Laws Chapter 268A "Conflict of Interest" provided by the Town Clerk, if appointed, and to the best of your abilities agree to abide by the provisions of the statute. You may receive a phone call to confirm your interest in the appointment.

Choose From the Following Master Plan Implementation Committee

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for.

Please give any details regarding your interest in this appointment? As a resident and a South Hadley business leader, I would like to be involved with the implementation of the Master Plan. As Chair of the Board for the Chamber of Commerce, I attended a forum and hosted one. I believe that interesting feedback was presented and the plan will be a critical factor in the future of SH for residents and businesses.

Please Provide the Following Information

Name Michelle Theroux

Email

Address1 [9 Misty Court](#)

Address2 *Field not completed.*

City South Hadley

State MA

Zip 01075

Primary Phone

Alternate Phone *Field not completed.*

Cell Phone:

General Questions

Are you a registered voter in the Town of South Hadley? Yes

Are you a Town Meeting Member? No

Is any of your immediate family employed by the Town of South Hadley? No

Do you now or have you previously served in Town government? No

What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.) I currently serve as the Chair for the Chamber of Commerce's Board of Directors. I am a board member for Trinity Health/Mercy Medical Center, Women's Fund of Western MA, and Microtek. Professionally, I am the CEO of Berkshire Hills Music Academy and have been in executive management in the not for profit/human services sector for over 20 years.

Please list any additional information you think may be helpful in reviewing your application. *Field not completed.*

How did you learn of the vacancy you are applying for? Another Resident

If you indicated another resident or other above, please provide the resident's name or provide additional details. Judith Gooch asked if I would be interested in joining her committee.

Upload a Letter of Interest *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Online Form Submittal: Application for Appointment to Board, Commission, or Committee

noreply@civicplus.com <noreply@civicplus.com>
To: chamlin@southhadleyma.gov, kmaher@southhadleyma.gov, sgmeiner@southhadleyma.gov

Mon, Aug 12, 2019 at 2:22 PM

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.

Please Note: when submitting online, when you click the "submit" button you are agreeing to read a copy of the Massachusetts General Laws Chapter 268A "Conflict of Interest" provided by the Town Clerk, if appointed, and to the best of your abilities agree to abide by the provisions of the statute. You may receive a phone call to confirm your interest in the appointment.

Choose From the Following	Canal Park Committee, Conservation Commission, Historical Commission, Historic District Study Committee, Tree Committee
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List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for.	historical commission conservation commission canal park committee tree committee
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Please give any details regarding your interest in this appointment?	I own 10 acres of old farmland in South Hadley. I'm in the process of eradicating invasive species and re-establishing the native plants. I'm very interested in natural conservation and native plant and tree species. I've also been renovating and restoring our 1900 farmhouse and am very interested in local history.
--	--

Please Provide the Following Information

Name	Andrew Galik
Email	
Address1	286 North Main St.
Address2	<i>Field not completed.</i>
City	South Hadley
State	MA
Zip	01075
Primary Phone	
Alternate Phone	<i>Field not completed.</i>

Cell Phone: *Field not completed.*

General Questions

Are you a registered voter in the Town of South Hadley? Not Sure

Are you a Town Meeting Member? No

Is any of your immediate family employed by the Town of South Hadley? No

Do you now or have you previously served in Town government? No

What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.) I have extensive native tree and plant knowledge. I'm also skilled in carpentry and cabinet making.

Please list any additional information you think may be helpful in reviewing your application. *Field not completed.*

How did you learn of the vacancy you are applying for? *Field not completed.*

If you indicated another resident or other above, please provide the resident's name or provide additional details. *Field not completed.*

Upload a Letter of Interest *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Registered Voter

2 messages

Carlene Hamlin <chamlin@southhadley.ma.gov>
To: Kristin Maher <kmaher@southhadley.ma.gov>

Wed, Sep 18, 2019 at 9:34 AM

Andrew Galik is a registered voter.

Thank you,
Carlene C. Hamlin, CMMC
Town Clerk

NOTE: When writing or responding please be aware that the Mass Secretary of State has determined that each e-mail is a public record and, with specific and rare exceptions under the law, is not considered confidential.



Kristin Maher <kmaher@southhadley.ma.gov>
To: Carlene Hamlin <chamlin@southhadley.ma.gov>

Wed, Sep 18, 2019 at 9:44 AM

Great! Thank you!

Kristin Maher
Executive Assistant to Administration
Town of South Hadley
(413) 538-5017 ext 135



[Quoted text hidden]

Online Form Submittal: Application for Appointment to Board, Commission, or Committee

noreply@civicplus.com <noreply@civicplus.com>

Fri, Sep 27, 2019 at 9:49 AM

To: chamlin@southhadleyma.gov, kmaher@southhadleyma.gov, sgmeiner@southhadleyma.gov

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.

Please Note: when submitting online, when you click the "submit" button you are agreeing to read a copy of the Massachusetts General Laws Chapter 268A "Conflict of Interest" provided by the Town Clerk, if appointed, and to the best of your abilities agree to abide by the provisions of the statute. You may receive a phone call to confirm your interest in the appointment.

Choose From the Following Bike/Walk Committee, Bylaw Review Committee, Cultural Council

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for.

Please give any details regarding your interest in this appointment?

I have a strong interest in various aspects of each of these positions. I enjoy hiking, biking, and generally being outdoors. I believe preservation of open space and promotion of those open spaces to be accessible to the public benefits the town's residents, businesses - and in the long-run promotes growth in town.

I am passionate about local government and have long been involved in examination of bylaws as a means to make Town government more responsive, transparent, and effective.

As a professionally trained musician, I have been an advocate for the arts in our community. This is another area that has a positive impact on quality of life, economy and growth of our community.

Please Provide the Following Information

Name Ira Brezinsky

Email

Address1 [93 Woodbridge St](#)

Address2 *Field not completed.*

City	South Hadley
State	MA
Zip	01075

Primary Phone

Alternate Phone *Field not completed.*

Cell Phone:

General Questions

Are you a registered voter in the Town of South Hadley? Yes

Are you a Town Meeting Member? Yes

Is any of your immediate family employed by the Town of South Hadley? No

Do you now or have you previously served in Town government? Yes

If yes, please list the board(s), commission(s), or committee(s) on which you serve(d), and the dates of service for each. Selectboard 2012-2019
Appropriations Committee 2006-2012
School Committee 1994-2000, 2002-2006
Capital Planning 2005 (???)-present
Golf Commission 2006-2009
Various others

What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.) Knowledge of municipal government
Former Town Administrator in Goshen
Current Clerk Treasurer in Fire District 1
Founder/President Music and Arts South Hadley
Musician
Hiker, biker, skier, tennis player

Please list any additional information you think may be helpful in reviewing your application. I am interested in serving on the Bylaw Review Committee and/or the Cultural Council. I believe have the time, experience and knowledge to be helpful either or both of these committees.

How did you learn of the vacancy you are applying for? Newspaper, Town Website, Email from Town of South Hadley

If you indicated another resident or other above, please provide the resident's name or provide additional details. *Field not completed.*

Upload a Letter of Interest *Field not completed.*

[Quoted text hidden]

South Hadley Basic Facts:

6,400 housing units for trash collection.

Business and some large housing complexes are excluded (must have private hauler)

\$555,000 budgeted in FY 2020 for every second week trash collection contract

\$294K for budgeted trash pickup, \$230K for recycling, \$31K yard waste

“Tipping Fee” - \$220,000 (cost of final resting place for trash)

Revenue from “Green Bags” - \$500,000 annually

Recycling revenue - about \$12,000 (and dropping)

Operation Salaries Solid Waste (transfer station, recycling) - \$98,000

Total FY20 Operation - \$1,019,862

Net average per household for trash is \$160. The present direct fee to households is \$75. The offset for the fee is largely the \$500,000 from “Green Bags.”

Important things to note or consider:

Price of “tipping” presently \$75 dollars a ton, industry prediction is that could increase by 18 to 20%. South Hadley agreement is up in June 2020. If the “Tipping” cost went up 18 to 20 percent another \$40,000 would need to be raised.

Recycling has been a revenue generator for decades, could become a negative in future. While best practices in recycling will likely be at a fee lower than trash, it is possible communities may begin to pay for getting rid of recyclable material. If we were to pick up trash every week the tipping fee would likely go up for trash by ten percent overall regardless of changes. (\$30K)

The cost for a 65 gallon toter for each unit would be \$12 a year added to trash for 6 years, if the toters as suggested has a six year life span. Units would have to purchase additional toters out right, including if they sought recycling toters. There are some grants which may save up to half the cost of a 35 gallon toter or about \$25 per receptacle. Additional toters could be made available in various sizes for purchase, but to keep this analysis sane I am attempting to stay moderately simple.

So here goes,

Scenario #1; We kept the system exactly the same (pick up every other week) we lost most or all the recycling revenue and were saddled with an industry increase for “Tipping” the cost per unit would likely go up about \$15 per household. So each household would cost about \$175 per, with the “Green Bag” subsidy. Direct fee would likely go to approximately \$90 or the bag charge could be increased.

Scenario #2; We would seek request for proposals from qualified vendors for a system which would include toters, weekly pick up and bi-weekly recycling pick up. I would suggest a 65 gallon toter, for each customer, if additional toters are needed they would be available for order. This would include the \$12 a year for the toter (paid off over six years), the “Green Bags” would go away with the \$500,000 in revenue. The likely charge to each home would be around \$225 per year.

Scenario #3: Go to a private pick up requirement for each home. Likely to be much more expensive per household.

Trash Conclusions;

There is no easy solutions. The Selectboard will need to give us direction by January or February about what we would like to pursue with the trash removal companies. Please note these are well developed approximations based on market trends, observations and other considerations. However, in the end we are making predictions in a very volatile industry setting. What is be presented could be subjected to substantial change, given the dynamics of the business climate.

There is always a balancing act when you increase trash pick-up charges too much, too quickly we end up just increasing trash showing up on roadways, in parks, conservation areas or other public space. We made that part of the team discussion internally.

There is a variety of adjustment which could be made which may impact costs, for example smaller totor for smaller users for a smaller fee (the truth is the difference would not be significant). Another savings might be requiring more multi-family complexes to implement trash solutions within the complex are their cost, it seems there is loose set of rules when it comes to this part of the equation. This will raise a significant policy discussion which needs to be addressed either way.

There is a more “boutique option” where our present contractor would be willing to develop a system where a homeowner could have a pick up in the off week and be billed direct. Or additional services tailored for a charge for individual residents.



Some communities have placed “cardboard only” receptacles in different parts of the town. The downside is they require monitoring and often people intentionally or in error place household trash in them defeating the value of “clean cardboard”. With the explosion of on-line shopping this strategy may become more necessary for the cardboard boxes.

There is new technologies related to “food waste” which is suggested to be more than 20% of our total was, increased composting is a great idea when done safely.

There are some great products out there to safely store and compost food scrapes.

The challenge is “food” recycling would be an additional area we would be venturing into as a municipal service if we were to provide an additional bin or sealed pail in this case. This would likely increase the overall cost of any of the scenarios as an add-on. It may lower the tipping cost by removing 20% of the waste stream (if everyone complied), but the overall cost with specialized containers an likely and additional method of pick up, probably would offset any savings or reduce it significantly.

However having a Compost Campaign for residents to voluntarily participate in composting on their own or perhaps even with an incentive of some sort. We also may look for a partner who has digester or is using food waste responsibly that residents can deliver their waste to be converted or otherwise utilized. Just getting the facts out about food waste would be helpful in reducing or controlling costs. Here is some interesting facts to chew on....

<https://www.rubiconglobal.com/blog-food-waste-14-facts-will-blow-mind/>

Whether the Town of South Hadley makes no changes or adjusts the service, education has to become more central to the mission. The more we can get citizens to reduce their waste stream, recycle more and reuse material more often better off we will be, putting out that message regularly is key to changing behavior and culture.

The South Hadley Internal Trash Team brought perspective from residents, including rental, both home and condo owners, as well as individuals from other communities large and small to tell how their communities are dealing with this problem. I also would note many of the participants get the “front-line” calls about trash and therefore have an important grasp of the present service. Their input enriched the discussion.

Thank you to Deputy Town Administrator Jennifer Wolowicz, DPW Superintendent Jim Reidy, DPW Recycling Coordinator Kevin Quesnel, Administrative Assistant Kellie Lempke, Planner Richard Harris, Associate Planner/Conservation Administrator Anne Capra, Health Director Sharon Hart, and Executive Assistant to Administration Kristin Maher for your input and for bringing a diverse set of perspectives to the table.

Submitted by Michael Sullivan

South Hadley Town Administrator 9/23/19

DRAFT

Tipping Fees Quoted to Each Community Per Ton 7/23/2019 5:23 PM

Pioneer Valley Disposal 2018/2019 Rate Summary

Bid Date	Town	Co	Rate
March 2019	Montague	RSG	\$ 85.00
Oct 2018	Wilbraham	USA*	\$ 82.22
June 2018		RSG	\$ 86.00
Jan 2018	South Hadley	WM	\$ 81.77
		Casella	\$ 79.83
		USA	\$ 78.00
		RSG	\$ 75.00
Feb 2017	East Longmeadow	RSG	\$ 76.00
Feb 2017	South Hadley	RSG	\$ 75.00
Feb 2017	Westfield	Casella	\$ 77.50
Feb 2017	Chicopee	RSG	\$ 75.00
Feb 2017	Agawam	K&W	\$ 74.00

* provides 10% Host Fee Discount

COMMONWEALTH OF MASSACHUSETTS
SOUTH HADLEY, MASSACHUSETTS

WARRANT
Hampshire, ss.

TO: Either of the Constables of the Town of South Hadley

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of South Hadley that the SPECIAL TOWN MEETING will be held in the TOWN HALL AUDITORIUM on Wednesday November 20, 2019 at 6:00 PM or as soon thereafter as the subject matter of this warrant can then and there be reached, and the Town Clerk is required to notify and warn the Town Meeting Members then and there to meet and act on the following articles:

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.

Given under our hands this 6th day of November 2019:

Andrea Miles, Chair

Jeff Cyr, Vice Chair

Christopher Geraghty, Clerk

Sarah Etelman

Bruce Forcier

**SELECTBOARD
TOWN OF SOUTH HADLEY**

True copy, attest:

Carlene Hamlin, Clerk
Town of South Hadley

Andrea Miles, Chair
Jeff Cyr, Vice-Chair
Christopher Geraghty, Clerk
Sarah Etelman
Bruce Forcier

Michael J. Sullivan
Town Administrator

September 24, 2019

Memorandum

To; South Hadley Selectboard
From; Town Administrator

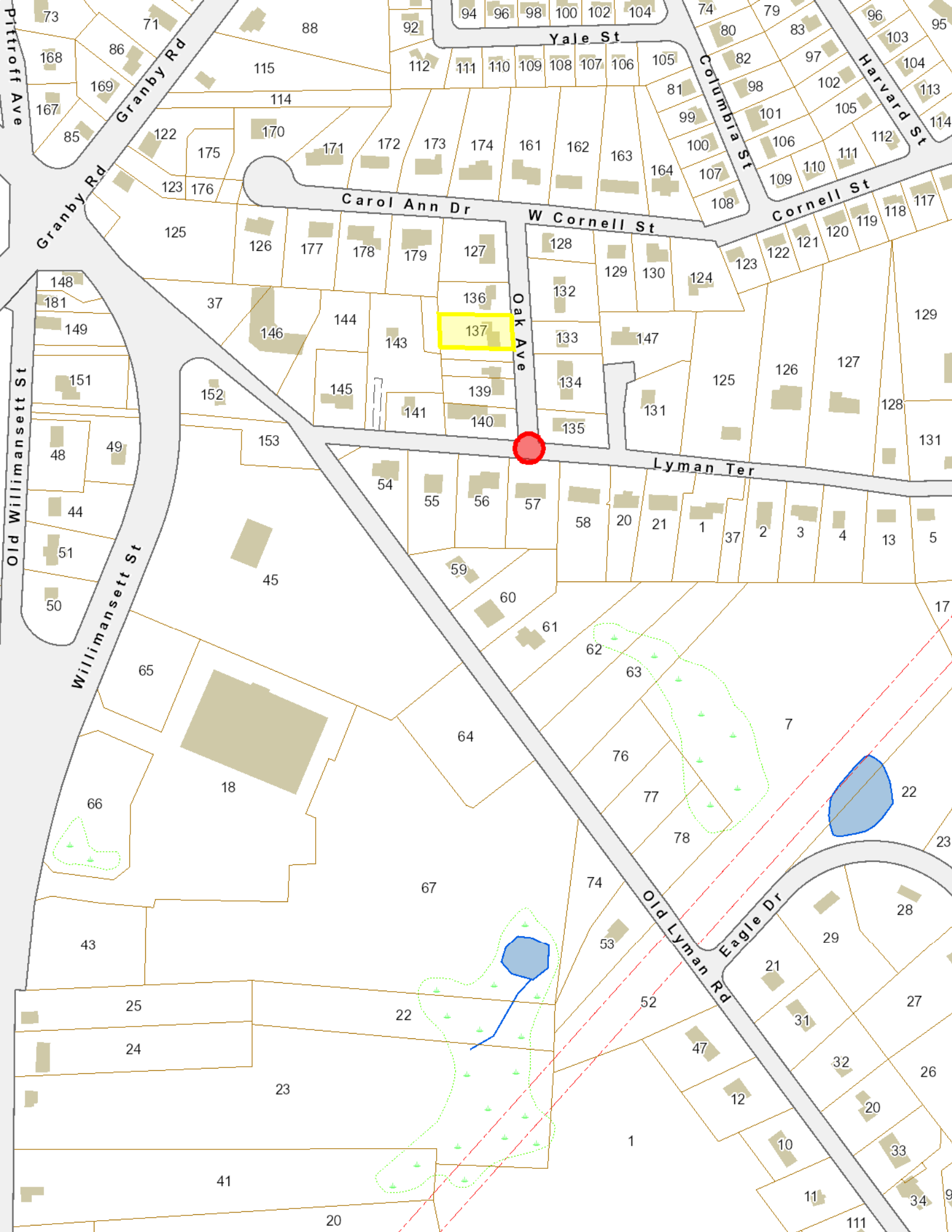
Regarding; Request for a Three Way Stop Sign @ Lyman Terrace and Oak Ave.

A request from residents was presented to administration for a review of a cut through traffic on Lyman Terrace and the effect it has on safety particularly at Oak Ave. The requesting party advocated for a Three Way Stop to be established at this intersection.

It was reviewed by the Police Department and in their opinion it would improve safety and calm traffic. The DPW also considered it and supported installing a three way stop at the intersection.


As the third party in the Traffic Sign Committee I support the installation, it seems to be a reasonable and relatively inexpensive way to address the problem in this specific neighborhood. These would be standard reflective 24 inch stop signs with a total cost for the project less than \$250.

Thank you for your consideration!



TREASURER/COLLECTOR

DONNA WHITELEY, Treasurer/Collector
CMMT, CMMC

To: Selectboard
From: Donna Whiteley 
Date: September 24, 2019
Subject: Sewer Use Fee Warrant

I am requesting a Sewer Use Fee Warrant for the billing date of October 1, 2019 in the amount of \$1,207,080.00

Cc: Accounting

Andrea Miles, Chair
Jeff Cyr, Vice-Chair
Christopher Geraghty, Clerk
Sarah Etelman
Bruce Forcier

Michael J. Sullivan
Town Administrator

September 27, 2019

Honorable Selectboard,

Please accept this condensed report on the various project and subject matters Administration and the hardworking employees are engaged in over the past couple of weeks.

Thank you for your patience and guidance on these matters, your leadership is critical to our collective mission.

Hampshire Health Trust; As part of the Hampshire Health Insurance Trust (HHIT) Executive Committee (EC) I attended the most recent meeting. Among the long list of valuable information presented by the Executive Director Joe Shea and his staff were two items that stood out which I felt you should be aware of.

The EC voted 4 to 2 to align the MEDEX (retirees) 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. This will benefit both the municipal budget and retirees if approved by the IAC.

The co-pay for continuous maintenance drugs will be the likely concern. Those prescriptions which are not covered by Medicare will still be available for 90-day supply purchase lessening any financial impact. Once this change is voted on we will work through the appropriate notifications.

MEDEX rates, you may recall, are largely set by the federal government which was raised .9%. The copay changes will offset any increase and reduce the premium cost.

Department Manager PBE Reviews; Our second of my meetings with department managers about their goals and aspirations professionally and for their department will start at the beginning of October. These very important meetings do cause a tightening of my schedule.

This part of the process allows me to better align the goals the Selectboard has set for my PBE with other parts of the organization. I am blessed to have so many hardworking and engaged managers and support personnel working with me to steer the ship in South Hadley.

November 20 Special Town Meeting; As you can see from the "Draft Warrant" in your packet things are starting to shape up. It looks like there may be one or two more articles - the BOH is considering an article prohibiting vaping or atomized inhalation products, and there may be one more appropriations request.

I have been keeping the Town Clerk and Town Counsel informed of the developing warrant. This will be the Selectboard's and the public's first review of the draft. While hopefully it will allow the public a glimpse of what this may lead to, the final articles will be the choice of the Selectboard (exception of initiative petitions due October 21).

As you are aware the primary item will be the Urban Redevelopment and Revitalization Plan. The Redevelopment Authority has been busy doing presentations similar to the recent public hearing before the Selectboard. There is a lot to digest. Moderator Hine has agreed to allow the RDA to present a synopsis of the plan at the STM and I am sure there will be discussion at the TA Review as well.

One Canal Street: After several false starts it seem the developer is now ready to make the investment in the condos across from the South Hadley Public Library on Canal Street. The plan remains three buildings, four condos with garage per building. The projected price will be around \$230K.

If the library project is any indication they may all be pre-sold holus-bolus. The Building Commission and all of Inspectional Services will continue to work with the developer to ensure the project is compliant.

Hangar Pub South Hadley; Both Kristin Maher and I have had contact with the project manager for the Hangar Pub recently. I am confident we have the venture back on track. There was initially need for a bit of diplomacy to have the owners understand our efforts to comply with state law and or code. The increasing codes along with revised interpretations of state regulations seems to always be a challenge to communicate.

Inspectional Services, Health Department and FD1 is continuing to monitor the progress to avoid any code violations now or in the future. The doors will likely open in January or at least early 2020. All of a sudden I am famished.

Director of DPW; We continue the search for a new replacement for Jim Reidy as DPW Superintendent. As you are aware, we have modernized the title to Director of the Department of Public Works. There have been applications submitted (blind to me at this point in the process) and we will continue to move forward.

I have appointed Viv Price as the Acting Director of the DPW, as my attached memo attached outlines. Best of luck to Jim!

Pioneer Valley Transit

Authority; I attended the board meeting of the PVTA now that I am back as the South Hadley representative. While there was nothing earth shattering to hear, I was glad to be at PVTA this particular day to witness a presentation to the retiring Executive Director of the Pioneer Valley Planning Commission Tim Brennan.



Mr. Brennan has served the PVPC Director for 28 years and was a highly regarded planner prior to that post. His involvement and advocacy in rail, rail trails, housing and sustainable development in the Pioneer Valley will leaving a lasting mark.

As always, thank you for your support, leadership and patience.

Respectfully Submitted,

Michael J. Sullivan
Town Administrator, South Hadley

Please post and Distribute

September 26, 2019

Memorandum

To; All Personnel

From; Administration, M. Sullivan

Subject; Acting Director of Public Works

Please be advised as of September 30, 2019 Vivian Price will assume the duties, responsibilities and authority of the Department of Public Works Superintendent. We will also be modernizing the title of the position to reflect the industry to "Director of Public Works".

We would ask all persons to be respectful during this period and be cautious in respect to inundating the Acting Director or staff of the DPW. Presently we are conducting a search for qualified candidates and will work diligently to have such person in place by mid-November.

However, in the event we do not find a suitable and qualified candidate Administration during this search we reserve the option to suspend the process until January 1, 2020. This measure would not be our preference, but a best practice for recruitment.

The DPW has defined responsibilities, a dedicated, experienced staff and access to external resources to assist in completing the departmental mission. I am confident the great work being performed by the DPW will continue, as we all seek leadership for the future of the department and the Town of South Hadley.

Any inquiries about this stated appointment should be referred directly to me, any questions about the recruitment process should be to Deputy Town Administrator Jennifer Wolowicz.