

# TOWN OF SOUTH HADLEY

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April 7, 2009

Dear Town Meeting Member:

To those of you recently elected as new Town Meeting members, Congratulations! You are preparing for your first Annual Town Meeting, which South Hadley voters have determined will not be the last.

Enclosed for your review are Fiscal Year 2010 departmental requests and goals for all town departments and Selectboard recommendations which this year differ significantly from the initial departmental requests. This budget book is specifically designed to assist you in making informed decisions at the annual and special town meetings scheduled for Saturday, May 9, 2009. Please take time to read it and familiarize yourself with its contents. As always, you are encouraged to contact any department head with questions or for additional clarification.

The budget book contains a variety of charts, graphs and information to provide as much data to you as possible. This material is intended to give an overall picture of the Town's financial health and historical trends and factors that contribute to revenues and expenditures.

Because this budget book is distributed prior to the Appropriations Committee's public hearing on the budget, it does not provide that Committee's recommendations on Selectboard, School Committee or Capital Planning Committee recommendations or special town meeting articles with financial implications. The Committee will make its recommendations after the April 14 Public Hearing. The numbers appearing in the budget book are those recommended by the Selectboard as voted at its meetings in March. Because of these factors there may be changes between the items discussed at the Appropriations Committee Public Hearing and the final warrant mailed to town meeting members on or about April 29.

Details on how to use this Budget Book in the most effective and informative manner appear at the end of this narrative.

## Budget Overview

FY 2010 Budget Assumptions prepared in December by the Town's financial staff directly follow this narrative (significant changes since December are noted). When department heads received budget materials in early December, it was anticipated that FY10 would be very difficult. As a result, department heads were advised to submit budget requests that would increase only as required to continue to provide services in FY10 at FY09 levels. The budget numbers appearing under "FY10 Request" reflect those initial "level services" departmental requests.

The Selectboard initiated an earlier than usual Tri-Board Meeting in December. An assessment of the likely financial situation for FY10 resulted in a request to department heads to suggest reductions that would be required for their FY10 budgets to equal their FY09 budgets or be 5% less than FY09. The Governor's FY09 Local Aid cut was \$316,752 for South Hadley, and his proposed FY10 Local Aid cuts were \$945,979 for South Hadley. The latter was offset by an estimated \$369,332 in revenues from a proposed statewide meals and rooms tax increase. Another Tri-Board meeting was held in February and was attended by State Senator Stan Rosenberg and State Representative John Scibak. The Superintendent of Schools proposed an FY10 School budget that was only \$12,479 more than the FY09 budget, and I recommended that the Selectboard approve many of the department heads' suggested reductions.

The budget numbers appearing under "Selectboard's Recommended" are those amounts voted by the Selectboard at its meetings in March, a proposed FY10 General Fund budget for Town departments that is less than the FY09 budget.

The Capital Planning Committee's recommendations are included at a reduced level that was planned for as part of last year's greater than usual capital program. Additional Free Cash funding is recommended for a DPW truck that would be purchased in late summer if no other budget problems arise.

### FY10 Proposed Budget Items of Note

#### Staffing

It was fortunate that most positions that were vacant toward the end of 2008 were positions that department heads could suggest be eliminated, or at least unfunded, in FY10: two police officer positions, one Parks Division position, one of two part-time clerical positions for the Council on Aging, half of the assistant to the Recreation Director, and five hours for the Library custodian. One new seasonal Parks position is recommended in lieu of the full-time position that is to be eliminated.

#### Other Significant Budget Items

Other items were suggested for reduction by department heads, were recommended for reduction by the interim town administrator, and are reflected in the "Selectboard's Recommended" column, including:

Selectboard Personal Services that would provide for an interim town administrator for six months and either a new town administrator or mayor and council for six months;

Level-funded Property and Liability Insurance, as recommended by the Town's agent;

A reduced Reserve Fund, reflecting actual use of the fund over the past five years;

Reduced miscellaneous operating expenses for Town Hall, the Assessors, Clerk/Treasurer, Conservation Commission, DPW, Recreation, and Gaylord Library;

No grant match funding for the Historical Commission (for a grant that is not available at this time).

### Employee Pay and Benefits

The retirement assessment is increased by \$72,169, or about 4.5%. The initial “level services” health insurance and FICA requests were reduced, and unemployment costs were increased by \$95,000, in anticipation of a reduced staff. Health insurance is increased by \$211,430, or about 5.5% (for Town, School and SHELD employees), FICA/Medicare is increased by \$15,300, or about 5.3%. No new funding for workers’ compensation is recommended because the available funds are adequate at this time. Merit pay increases for currently non-union positions can be funded with the reduced Wage and Class funding that is recommended. Contractual increases for police officers are included in the Police budget; a contract for DPW employees for FY10 is being negotiated.

### Ledges Golf Club

The Selectboard’s recommended FY10 budget is increased primarily by Federally-mandated minimum wage increases of \$4,505 and an additional \$6,000 for staff to give lessons on their own time, with anticipated revenues of \$9,000 from those lessons. Revenues resulting from fee increases and an estimated 4% decrease in rounds (a reversal of the recent trend, because of the economy) will cover the operating budget. Including \$368,815 for the construction debt service, \$32,911 for clubhouse temporary debt service and paydowns, a \$25,000 capital recommendation for water looping, and \$55,052 for estimated indirect costs related to the golf course that are funded in the General Fund, the FY10 projected deficit for the fund is \$476,013. The FY09 budgeted deficit was \$583,259.

In accordance with the current Department of Revenue manual on enterprise funds, indirect costs for the Ledges Golf Club are included in the Ledges Golf Club Enterprise Fund section of this document but will not be reflected in appropriations for or transfers to or from the enterprise fund.

### Ambulance Fund

As of this writing, ambulance service to the entire Town will be provided by Fire District #1 beginning July 1, 2009. The recommended FY10 Ambulance budget is \$55,100, which is the reimbursement of police officers for their EMT recertifications during FY09 and \$2,000 for billing services for FY09 responses. The projected FY10 Ambulance revenues from those FY09 responses are \$55,000, and District #1 has committed to cover whatever difference there may be at the end of FY10. The Ambulance Fund, estimated to be approximately \$800,000 at the end of June, will be closed out to the General Fund at some point during FY10.

### Capital Planning

Recommendations for capital appropriations total \$408,000, \$303,295 from FY10 taxation and \$104,705 from Free Cash. The funding plan that is included in this book following the Capital Planning Committee’s report shows how this plan corresponds to last year’s two-year plan.

### FY 2010 Management and Operational Highlights

A full listing by department is included departmental budget detail and in Section II.

Summary

This budget maintains the Town of South Hadley's longstanding position of working within the constraints of Proposition 2 1/2. This is achieved for FY10, despite major Local Aid reductions, largely as the result of "good, old-fashioned" controls on spending by the Superintendent of School and School Committee and by Town department heads and the Selectboard. The Town's commitment to maintaining a strong reserves position has proven to be a good decision, and that position serves as a "safety valve" for more Local Aid cuts in FY10 or FY11. The Ambulance Fund will add to those reserves for FY11. The impact of the capital program is reduced for FY10, made possible by last year's two-year plan; and the reduced Golf Course Fund deficit continues to decline.

This budget process was relatively painless, at least compared to the situation in most cities and towns, thanks to the leadership of the Selectboard, School Committee and Appropriations Committee and the collaboration of department heads and the Superintendent of Schools, Business Administrator and other school staff. The production of this information for Town Meeting members would have been impossible without the dedicated work and expertise of Town staff. I am, and the Town should be, very grateful for their service. Please make every effort to contact staff or me for answers to some of your questions before the hearing and before Town Meeting. We are here to help.

Thank you for your time and consideration.

Sincerely,

Barry L. Del Castilho

Interim Town Administrator

TOWN OF SOUTH HADLEY

How to Use this Book

This budget book is divided into five sections. The first section gives an overview of the Town's organization and current/projected staff levels. It also contains information on the Town's budget process and includes detailed graphs and charts outlining its financial position. Specific costs allocations have been made for services, benefits, and debt service, which are allocated to the town budget but are offsets to the School Department, South Hadley Electric Light Department and Enterprise Funds (landfill, sewer, and golf course).

The second section includes departmental budget requests and FY10 Goals and Objectives.

The third section provides an acknowledgement of departmental accomplishments.

The fourth section pertains to Capital.

The fifth and final section of this document provides a detailed listing of tentative annual and special town meeting warrant articles and includes the recommendations of the Capital Planning Committee and those items supported and voted by the Selectboard for capital funding for FY10.

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**Section I: Exhibits**

**Fiscal Year 2010 Town Budget**

**Financial Analysis and  
Proposed Departmental Budgets with Goals and Objectives**



**Selectboard**

*Carlene C. Hamlin*

*John G. Hine*

*Marilyn G. Ishler*

*Robert Judge*

*Greg Sheehan*

*Barry Del Castilho, Interim Town Administrator*

*William C. Sutton, Town Accountant*

## **Fiscal Year 2010 Budget and Capital Review Calendar**

12/04/08	Budget Instructions and Forms Distributed to Town Departments
01/02/09	Departmental Budgets Due
01/05/09-01/14/09	Budget Materials Compiled, Reviewed by Interim Town Administrator and Town Accountant
01/16/09	Budget and Supporting Materials Distributed to Appropriations Committee, Selectboard, Capital Planning Committee
01/20/09-02/17/09	Selectboard Review Budgets with Department Heads
01/26/09-04/03/09	Appropriations Committee Reviews Budgets with Department Heads
01/19/09-02/16/09	Capital Planning Committee Reviews Capital Requests with Department Heads
03/19/09	Deadline for Receipt of All Warrant Articles (including those submitted by petition)
03/20/09-04/09/09	Budget Packet Information Preparation Drafting of Warrant
04/10/09	Budget Packet Available with list of Warrant Articles for pick-up for Town Meeting Members
04/14/09	Public Hearing on the Budget (Proposed)
04/22/09	Tri-Board Meeting (Proposed)
04/29/09	Deadline for Appropriations Committee Recommendation
04/29/09	Final Warrant with Appropriations Committee Recommendations Mailed to Town Meeting Members
05/09/09	Annual Town Meeting

## Town Organization Summary by Department

<b>Department</b>	<b>Director</b>
Accounting	William Sutton, Town Accountant
Ambulance	Kurt Schenker, Interim Co-Ambulance Director David Keefe, Interim Co-Ambulance Director
Assessors	Melissa Couture, Associate Assessor
Building	Steven Reno, Building Commissioner
Collector	Deborah Baldini, Collector
Conservation Commission	Janice Stone, Conservation Administrator
Council on Aging	Joanne Trybus, Director
Emergency Management	Forrest Price, Director
Human Resources/Procurement	Jennifer Wolowicz, Personnel Officer Chief Procurement Officer ADA Coordinator
Information Technology	Daniel Evans, IT Director
Library	Joseph Rodio, Director
Planning	Richard Harris, Town Planner
Plumbing	Fred Marion, Plumbing Inspector
Police	David Labrie, Chief of Police
Public Health	Sharon Hart, Director
Public Works	James Reidy, DPW Superintendent Right to Know Coordinator
Recreation	Andrew Rogers, Director
Interim Town Administrator	Barry Del Castilho
Town Clerk/Treasurer	Carlene Hamlin
Tree Warden	Michael Lamontagne
Veterans	John A. O'Connor, Veterans' Agent
Wiring	Roy Rivers, Wiring Inspector

## **Municipal Finance Terminology**

*The following terms are frequently used in this report and at Town Meetings:*

**Abatement:** A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit and granted only on application of the person seeking the abatement and only by the committing governmental unit.

**Appropriation:** An authorization granted by a town meeting, city council or other legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

**Article:** An item listed in the Town Meeting Warrant which must contain a sufficient description of what is proposed to be voted upon. Every action taken at the town meeting must be pursuant to some Article printed in the warrant, and must be within the scope of such Article. The Warrant is issued by the Selectboard, and must also state the time and place of the upcoming Town Meeting.

**Available Funds (Free Cash):** Available funds is the amount (certified annually by the State Bureau of Accounts) determined by deducting from surplus revenue, all uncollected taxes from prior years. This money may be used by a vote of the Town Meeting.

**Budget:** A plan for allocating resources to support services, purposes and functions over a specific period of time.

**Cherry Sheet:** Named for the cherry colored paper on which the Commonwealth's Department of Revenue has traditionally printed it, the Cherry Sheet carries the estimates of assessments and offsets to be charged to the Town by the state, as well as the estimated tax distributions from the General Fund, reimbursement, agency funds, and other monies to be distributed to the Town.

**Cherry Sheet Assessments:** Estimates of annual charges to cover the cost of certain state and county programs.

**Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**DOR:** Massachusetts Department of Revenue

**Estimated Receipts:** A term that typically refers to the anticipated local revenues listed on page three of the Tax Recapitulation Sheet (Recap Sheet). These projections are based on the previous year's receipts and represent funding sources necessary to support the Town's annual budget.

**General Fund:** The fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.

**Fiscal Year:** Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends. For example, the 2010 fiscal year is July 1, 2009 to June 30, 2010

**Levy:** The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2 ½ provisions.

**Levy Limit:** A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch.59 §21C (Proposition 2 ½). It states that the real and personal property taxes imposed by a city or town may only grow each year by 2 1/2 percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion.

**New Growth:** The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or by revaluations. New growth is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate. The additional tax revenue is then incorporated into the calculation of the next year's levy limit.

**Overlay:** Funds put in reserve each year to provide for real estate tax abatements, exemptions and uncollected taxes in the coming year.

**Overlay Reserve or Overlay Surplus:** Unused accumulated amount of overlay from previous years that are not required to be reserved in a specific overlay account for a given year. Once released by the Assessors, the funds may be added to Free Cash and used for any municipal purpose.

**Override:** A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

**Raise and Appropriate:** A phrase used to mean that an item will be paid for by real estate taxes and other revenue sources (excise taxes, permit fees, local aid, etc.) to be collected by the town in the coming fiscal year.

**Recapitulation Tax Sheet:** A document submitted by a city or town to the Department of Revenue in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate. The recap sheet should be submitted to the DOR by September 1 (in order to issue the first-half semi-annual property tax bills before October 1) or by December 1 (in order to issue the third quarterly property tax bills before January 1).

**Reserve Fund:** This fund is established by vote at an annual Town Meeting by appropriation (not exceeding 5% of the tax levy of the preceding year). It is used by vote of the Appropriations Committee to fund extraordinary or unforeseen expenses as required.

**Stabilization Fund:** This is a fund created to provide a reserve for future expenditures. Appropriations from the Stabilization Fund may be made at a Town Meeting by a 2/3's vote for any purpose the Town is authorized to borrow money.

**Surplus Revenue:** Surplus revenue is the amount by which cash, accounts receivable, and other current assets exceed liabilities and reserves.

**Tax Rate:** The tax rate is set by the Board of Assessors based upon estimates of disbursements and receipts.

**Town Meeting Warrant:** The document which lists the Town Meeting's date, location, and list of Articles.

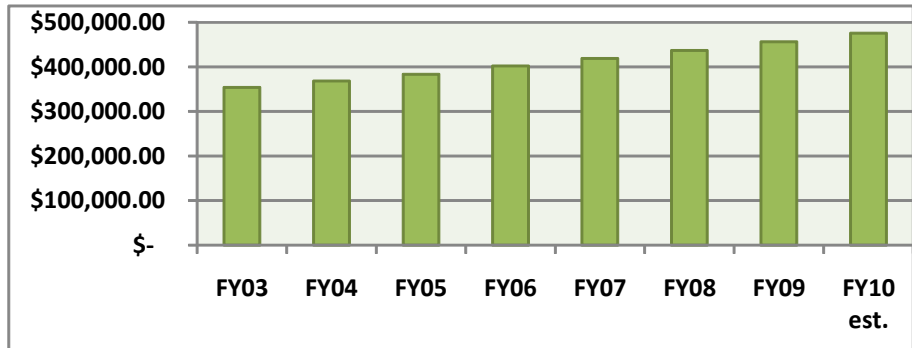
## FY 2010 Budget Assumptions

The following information was provided to departments at the beginning of the budget process to aid in the preparation of the FY10 budget requests. Several figures have been updated to provide the current amounts being used in the budget process, and illustrations have been incorporated as well.

### Revenue Assumptions

- The Town is allowed to increase its tax levy limit 2.5% from the previous year's base. This will increase the limit in FY10 approximately \$475,738.

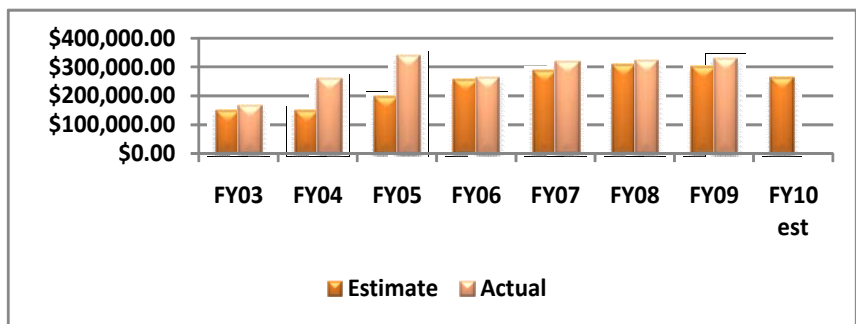
<b>FY03</b>	<b>\$ 354,195.00</b>
<b>FY04</b>	<b>\$ 368,004.00</b>
<b>FY05</b>	<b>\$ 383,720.00</b>
<b>FY06</b>	<b>\$ 401,864.00</b>
<b>FY07</b>	<b>\$ 418,545.00</b>
<b>FY08</b>	<b>\$ 436,989.00</b>
<b>FY09</b>	<b>\$ 456,015.00</b>
<b>FY10 est.</b>	<b>\$ 475,738.00</b>



**Trend:** This amount increases each year by a nominal amount.

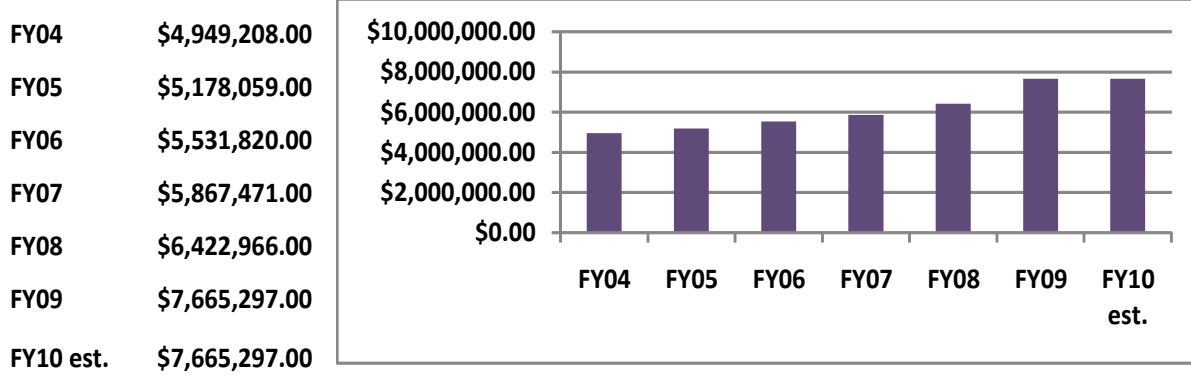
- FY10 new growth is estimated to be \$280,000. The policy for new growth is typically a three year average and that estimate is \$325,394. However, with the downturn in the economy and slight decline over last year in building permits, it has been decided to move forward with a more conservative estimate. This number may change throughout the budget season as more economic and building data becomes available. **As of April 2009 a more conservative number of \$264,000 is being used.**

<u>FY</u>	<u>Estimate</u>	<u>Actual</u>
FY03	\$150,000.00	\$168,646.00
FY04	\$150,000.00	\$260,620.00
FY05	\$200,000.00	\$342,037.00
FY06	\$257,101.00	\$265,355.00
FY07	\$289,300.00	\$319,190.00
FY08	\$308,941.00	\$324,089.00
FY09	\$302,878.00	\$332,903.00
FY10 est	\$264,000.00	



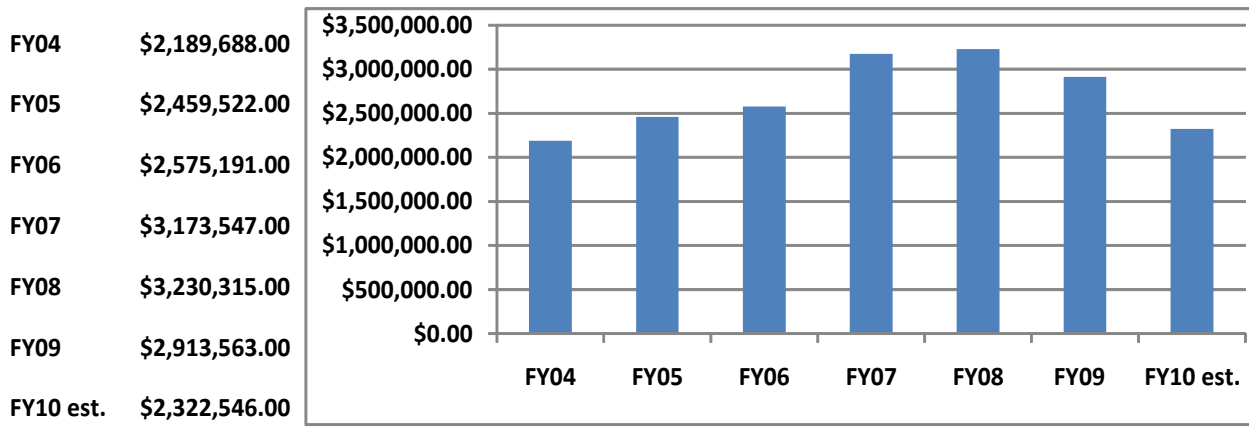
**Trend:** With the exception of FY05, the Town's projection of this amount has been fairly reliable. It is assumed that the ranges will remain at the amount illustrated here.

3. MMA anticipates potential reductions in Chapter 70 state aid. A 2% decrease is assumed here, resulting in a decrease of \$153,306 in FY10 to \$7,511,991. The FY09 amount is estimated to be \$7,665,297. **As of April 2009, the CH70 state aid is assumed to be level funded at \$7,665,297.**



**Trend:** FY09 shows an unexpected increase in Chapter 70 state aid, while reductions are expected for FY10.

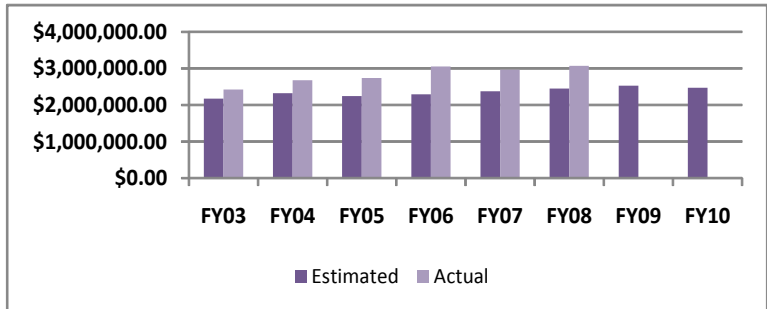
4. **Lottery Aid:**



**Trend:** Lottery Aid remained constant until FY07 with a significant increase over FY06 as a result of uncapping of the lottery to cities and towns. FY08 and FY09 were level funded with MMA advising possible reductions of 10% for FY10. **As of April 2009, FY09 Lottery Aid has been reduced \$316,752 to \$2,913,563, and FY10 Lottery Aid has been reduced to \$2,322,546, a decrease of approximately 28.5% from the original FY09 estimate.**

5. In FY10 General Fund Receipts will be increased by \$30,000 to \$2,554,240.  
 In FY09 General Fund Receipts were increased by \$75,000 to \$2,524,240.

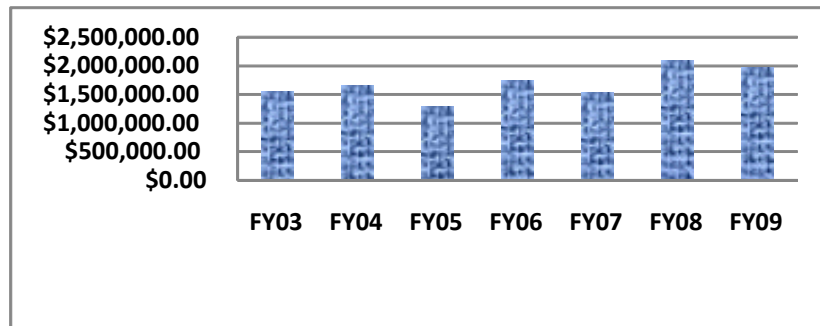
Fiscal Year	Estimated	Actual
FY03	\$2,173,550.00	\$2,428,789.00
FY04	\$2,321,780.00	\$2,679,054.00
FY05	\$2,243,171.00	\$2,736,786.00
FY06	\$2,288,693.00	\$3,053,799.00
FY07	\$2,374,240.00	\$2,966,216.00
FY08	\$2,449,240.00	\$3,072,597.00
FY09	\$2,524,240.00	Not yet known
FY10	\$2,474,240.00	Not yet known



**Trend:** While growing, Local Receipts can vary by fiscal year. For FY09 and FY10, the economic downturn will potentially affect motor vehicle excise taxes, investment income, and building permits for example. A conservative approach will continue to be employed when forecasting amounts as this generates the bulk of the surplus funds at year end which feeds our certified Free Cash. **As of April 2009, the Local Receipts estimate has been reduced by \$50,000 due to the potential decrease in motor vehicle excise receipts and investment income.**

6. **Certified Free Cash:** Currently, the balance of Free Cash is \$1,833,036. Approximately \$400,000 of this is anticipated to be needed to cover the FY10 golf deficit.

FY03	\$1,548,768.00
FY04	\$1,663,785.00
FY05	\$1,282,817.00
FY06	\$1,743,995.00
FY07	\$1,526,792.00
FY08	\$2,097,666.00
FY09	\$1,970,236.00

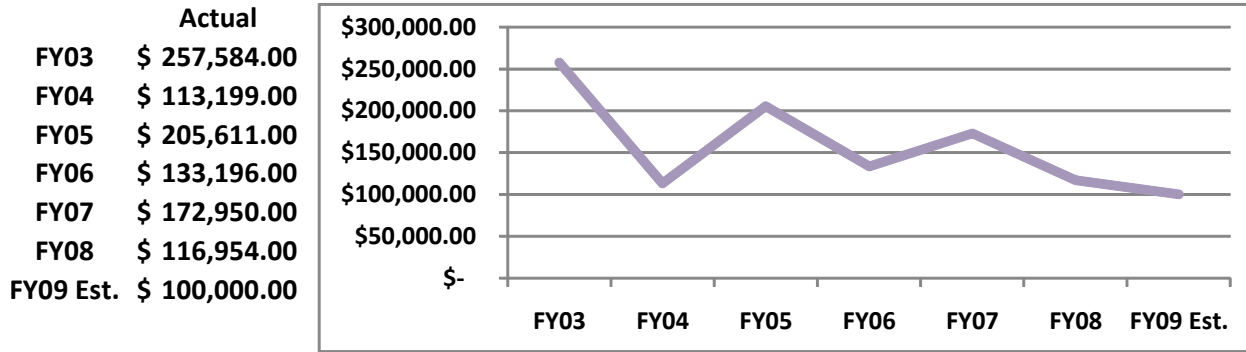


**Trend:** Tighter budgeting, departmental turn-backs and several one-time amounts have increased Free Cash significantly in the past five years. FY08's Free Cash amount was the highest the Town has seen. FY09 certification was higher than predicted due to unanticipated departmental turn-backs in excess of \$700,000. However, Free Cash is not expected to grow this much or be this high in future years. It is assumed that future Free Cash amounts will be lower, around the \$1.4-1,800,000 range, and should be reserved for one-time expenditures such as capital items.

7. Because of aggressive prior year collections, tax title collections are expected to decrease over FY08 levels. As of November 21, 2008 we have received \$53,835.

**Trend:** This revenue will decrease over FY08 levels.

8. Medicaid reimbursements are assumed to continue at a steady rate with a minimum collection of \$100,000.



**Trend:** This revenue source has only been estimated for a few years and still varies widely. As a result, a conservative estimate will continue to be employed.

9. **SHELD Payments to Town:**

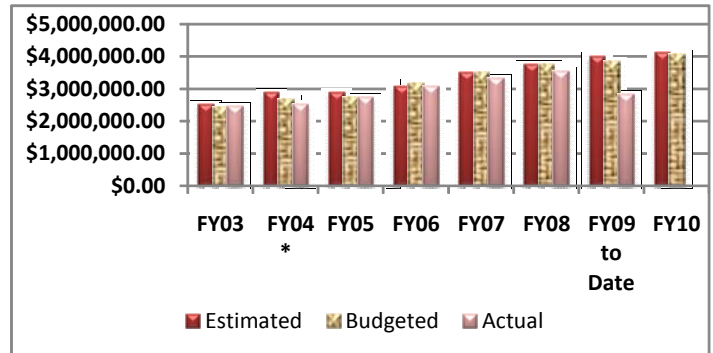


**Trend:** The FY10 payment from SHELD will reflect the FY09 amount at this time.

## Expense Assumptions

1. A balanced budget is required by law.
2. Of the eight major bargaining units in Town (two Town, six School), only the Town's DPW contract has not been settled for FY10.
  - A 1% increase on DPW wages is approximately \$8,141. The FY10 contract has not yet been settled.
  - A 1% increase in police wages is approximately \$12,129. The FY10 contract calls for a 3.5% increase, which equals approximately \$42,452 (this does not include other benefits like Quinn Bill, Holidays, etc...)
  - For each 1% granted in wages to non-union Personnel (about 69 positions) the increase is approximately \$25,000. The FY09 budget was \$88,000. The FY10 is undetermined at this time.
  - An estimate of 3.5% is being used to cover projected School Department salary costs. Food Service employees are funded by a revolving fund exclusive of benefits, which are budgeted on the town-side.
  - Town of South Hadley's Net School Spending amount as budgeted for FY09 exceeded the minimum amount required under the education reform formula by **\$2,183,987.**
3. The cost of health insurance plans for active and retired employees is expected to increase 7% (\$254,995) in FY10 to \$4,141,995. In FY09 a 3% increase was assumed due to prior year over-budgeting. **As of April 2009, the budgeted amount was reduced \$63,565 from the original estimate due to potential staff reductions.**

Fiscal Year	Estimated	Budgeted	Actual
FY03	\$2,519,322.00	\$2,419,104.00	\$2,451,397.00
FY04 *	\$2,902,924.00	\$2,691,000.00	\$2,531,492.00
FY05	\$2,911,000.00	\$2,760,000.00	\$2,742,237.00
FY06	\$3,088,800.00	\$3,180,539.00	\$3,090,848.00
FY07	\$3,498,977.00	\$3,498,977.00	\$3,320,486.00
FY08	\$3,765,638.00	\$3,765,638.00	\$3,559,964.00
FY09			
to Date	\$4,019,613.00	\$3,867,000.00	\$2,827,291.44
FY10	\$4,141,995.00	\$4,078,430.00	Not Yet Known

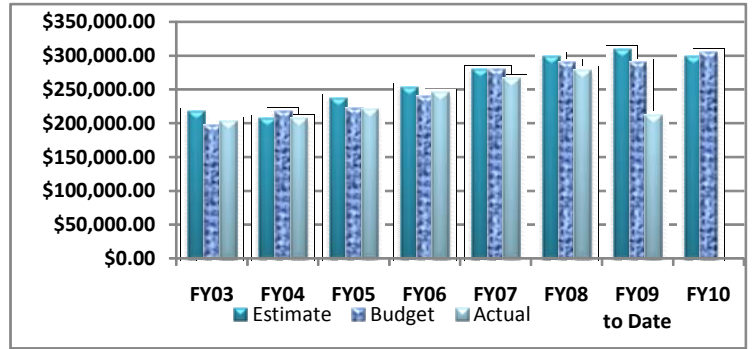


\*This included a shift in the contribution rate for retirees from 60% to 54%.

**Trend:** Health insurance costs for active employees and retirees will continue to increase in double-digit amounts. Budget projections in the line item are not reliable.

4. In FY10 Medicare/Social Security Taxes will increase \$10,000 to \$300,000. **As of April 2009, the budget request was increased a total of \$15,300.**

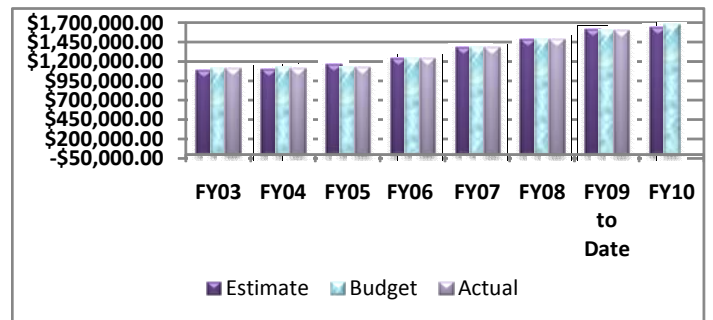
Fiscal Year	Estimate	Budget	Actual
FY03	\$217,000.00	\$197,530.00	\$203,523.00
FY04	\$207,405.00	\$218,000.00	\$207,807.00
FY05	\$238,000.00	\$222,000.00	\$221,487.00
FY06	\$254,000.00	\$240,000.00	\$245,878.00
FY07	\$280,000.00	\$280,000.00	\$266,900.00
FY08	\$300,000.00	\$290,000.00	\$279,241.82
FY09			
to Date	\$310,000.00	\$290,000.00	\$212,610.56
FY10	\$300,000.00	\$305,300.00	Not yet known



**Trend:** This expense item will continue to increase into the foreseeable future.

5. FY10 Retirement Assessment will increase \$41,766 to \$1,647,705. **As of April 2009, the budget was increased \$72,169 to a total of \$1,678,108.**

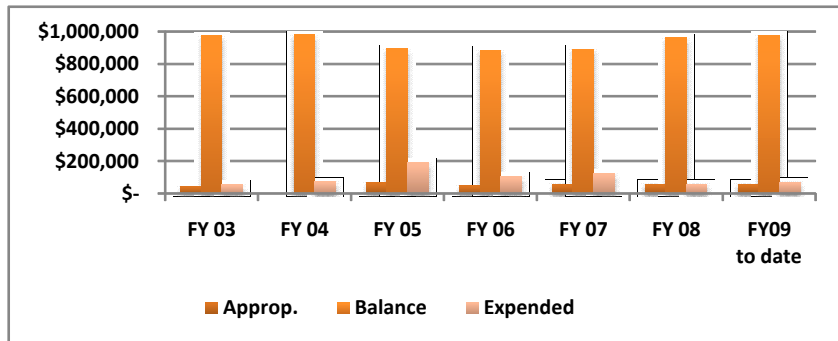
Fiscal Year	Estimate	Budget	Actual
FY03	\$1,086,524.00	\$1,108,185.00	\$1,109,958.00
FY04	\$1,103,472.00	\$1,125,133.00	\$1,120,886.00
FY05	\$1,169,165.00	\$1,129,577.00	\$1,126,471.00
FY06	\$1,251,926.00	\$1,245,166.00	\$1,245,166.00
FY07	\$1,386,568.00	\$1,386,568.00	\$1,380,001.00
FY08	\$1,491,466.00	\$1,491,466.00	\$1,491,493.00
FY09			
to Date	\$1,613,262.00	\$1,605,939.00	\$1,605,265.00
FY10	\$1,647,705.00	\$1,678,108.00	Not Yet Known



**Trend:** This amount will continue to increase as baby boomers retire.

6. FY10 Workers Compensation Allocation will be \$ 65,000. **As of April 2009, the Selectboard voted to forgo the annual funding.**

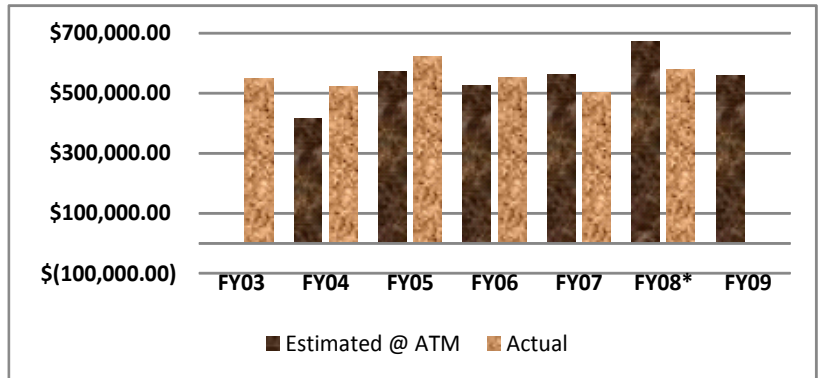
Fiscal Year	Approp.	Balance	Expended
FY 03	\$ 50,000	\$ 972,797	\$ 60,268
FY 04	\$ -	\$ 980,440	\$ 77,255
FY 05	\$ 73,000	\$ 894,654	\$ 196,459
FY 06	\$ 55,000	\$ 887,023	\$ 108,844
FY 07	\$ 65,000	\$ 893,071	\$ 129,713
FY 08	\$ 65,000	\$ 963,274	\$ 65,075
FY09			
to date	\$ 65,000	\$ 977,685	\$ 76,786



**Trend:** This account will continue to be funded at a minimum of \$55,000 to fund annual administrative costs. Any additional increases will be as a direct result of payments for worker injuries.

7. In FY10 the Golf Enterprise Fund will not meet budget and will incur an estimated deficit of approximately \$500,000. The new clubhouse should help with the deficit, but it will take a couple of years to see how this really plays out.

	Estimated @ ATM	Actual
FY03	None available	\$ 550,553.00
FY04	\$ 414,082.00	\$ 522,175.00
FY05	\$ 572,954.00	\$ 623,079.00
FY06	\$ 526,444.00	\$ 551,670.00
FY07	\$ 562,312.00	\$ 501,020.00
FY08*	\$ 672,293.00	\$ 579,425.00
FY09	\$ 559,975.00	Not yet known



\* includes indirect costs for the 1<sup>st</sup> time. Does not include monies appropriated for clubhouse.

**Trend:** The golf course is not anticipated to meet budget for the foreseeable future because of the annual bond payments. It is hoped that it will meet expenses absent the bond within the next several fiscal years. **As of April 2009 the FY10 estimated revenues are expected to meet operational expenses, absent the bond.**

8. SPED and homeless costs for FY10 are unknown at this time. Homeless costs are continuing to grow substantially, especially in the area of transportation. Special Education costs, however, have been decreasing as more programs are brought in-district. The trend in both areas is expected to continue into FY10.
9. With the new capital plan, no additional allocations are requested to the Stabilization Fund at this time. The goal is to maintain the balance and annually fund a sum of capital within the annual budget of the Town.

Stabilization Fund	Requested	Appropriated	Balance 7/1:
FY10	-0-		
FY09	-0-	-0-	\$1,857,986
FY 08	\$60,000	-0-	\$1,733,630
FY 07	\$60,000	-0-	\$1,611,682
FY 06	\$60,000\$	\$60,000	\$1,688,109
FY 05	\$60,000\$	\$25,000*	\$1,615,634
FY 04	\$60,000\$	\$48,099 **	\$1,496,372
FY 03	\$60,000\$	\$25,000*	\$1,268,818

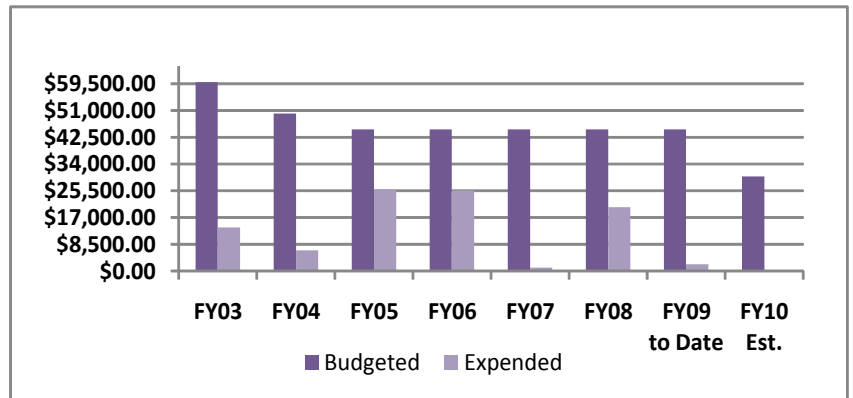
\* \$25,000 gift from Mount Holyoke College /\*\*\$28,150 from taxation, and \$19,949 from savings from Tree Department

Interest earned by the Stabilization Fund will be allocated back into it

Capital Stabilization Fund	Appropriated	Expended/Voted
FY10	\$ -0-	
FY09	\$ -0-	-0-
FY08	\$ -0-	\$73,700
FY 07	\$ \$102500	\$7,500
FY 06	\$ \$148,000	-0-

10. The Reserve Fund in FY10 will be \$45,000. As of April 2009 the budget request was lowered to \$30,000 to better reflect historical spending.

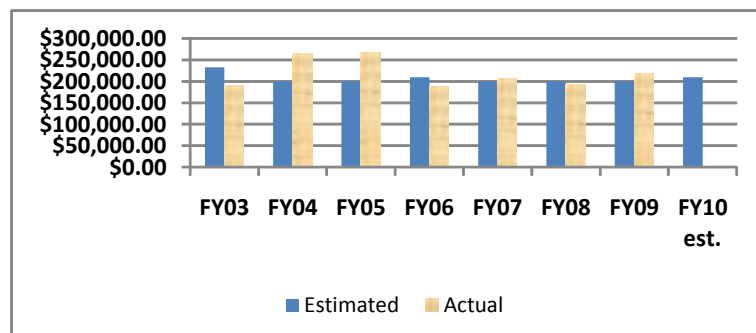
Fiscal Year	Budgeted	Expended
FY03	\$60,000.00	\$13,780.00
FY04	\$50,000.00	\$6,548.00
FY05	\$45,000.00	\$25,967.00
FY06	\$45,000.00	\$25,619.00
FY07	\$45,000.00	\$1,066.00
FY08	\$45,000.00	\$20,243.00
FY09		
to Date	\$45,000.00	\$2,141.60
FY10 Est.	\$30,000.00	



**Trend:** Tighter budgeting and low incidences of unforeseen events should keep this expense item stable.

11. The allowance for abatements and exemptions for FY10 will be approximately \$210,000.

Fiscal Year	Estimated	Actual
FY03	\$233,000.00	\$190,562.00
FY04	\$200,000.00	\$264,791.00
FY05	\$200,000.00	\$267,547.00
FY06	\$210,000.00	\$187,774.00
FY07	\$200,000.00	\$206,440.00
FY08	\$200,000.00	\$192,277.00
FY09	\$200,000.00	\$218,951.00
FY10 est.	\$210,000.00	



**Trend:** The reserve has shown a slight increase over previous years.

12. In FY10, the estimated expense for maturing debt is \$3,865,907, of which \$2,658,527 is principal and \$1,207,380 is interest.  
 FY10 Short-Term Interest is estimated at \$22,634.  
 In FY10 the debt exclusion portion of maturing debt is estimated at \$2,236,573, of which \$1,445,000 is principal and \$791,573 is interest.  
 In FY09, the estimated expense for maturing debt is \$3,980,671, of which \$2,671,966 is principal and \$1,308,705 is interest.  
 The FY09 debt exclusion portion of maturing debt is \$2,294,373, of which \$1,445,000 is principal and \$849,373 is interest, with a reimbursement of \$1,434,140 from the Commonwealth.  
 FY09 Short-Term interest is \$31,154.

**TOTAL DEBT**

FY10	\$3,888,541
FY09	\$4,011,825
FY08	\$3,923,874
FY07	\$3,809,995
FY06	\$4,008,313 (\$2,471,667 Principal & \$1,536,646 Interest)
FY05	\$4,051,994 (\$2,430,258 Principal & \$1,621,736 Interest)
FY04	\$4,236,329 (\$2,518,507 Principal & \$1,717,822 Interest)

## **Program Assumptions**

1. Efforts will be made to preserve all programs, services, and staffing at FY09 levels. New positions and new or improved services are not likely to be funded, unless mandated, but requests for new positions must include all benefits and associated costs. It is anticipated that “budget cuts” will have to be considered in order to balance the final budget. The extent and nature of those “cuts” will be determined as the Selectboard and Appropriations Committee develop their recommendations with the assistance of the interim town administrator and department heads.
2. Long-range budget and strategic planning will continue to be a priority and will continue to be pursued to track deteriorating infrastructure and unmet capital and operational needs while trying to ensure the best use of available resources.

## Property Taxes

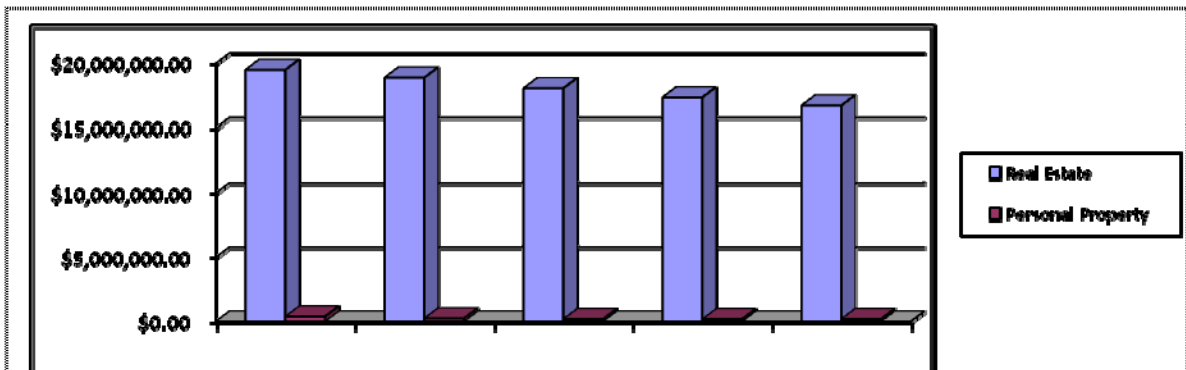
What are property taxes? Property taxes are the key resource for revenue within cities and towns in the Commonwealth. The Assessor's office establishes the "full and fair cash value" of each of the Town's approximately 7,200 taxable real estate parcels and approximately 420 business personal property accounts. The assessed values are the basis of the distribution of the Town's annual property tax levy. Once local receipts are "backed out" of the total budget, the amount remaining is considered the tax levy. This amount is then divided by the total assessed value of the Town. This formula generates a tax rate that is then applied to each individual assessment. This tax revenue is what pays for services in the Town that are not covered by their own fund, state aid or by receipts such as motor vehicle excise, building permit fees, etc.

There are three major components that influence the amount of revenue that can be generated by the property taxes:

1. *Automatic 2.5% increase*-- Based on Proposition 2 ½, a community's levy limit increases automatically by 2.5% over the previous year's limit. This amount is estimated to be \$475,738 for FY 2010.
2. *New Growth* – A community is allowed to increase its tax levy limit beyond the capacity of Proposition 2 ½ by the amount of new growth within the community. This includes new homes, additions, outbuildings etc. Assessors are required to present to the Department of Revenue for its approval, information on growth in the tax base as part of the tax rate setting process. In FY 2010 new growth to be added to the tax levy is approximately \$280,000. **As of April 2009, a more conservative number of \$264,000 is being utilized.**
3. *Overrides/Debt Exclusions* – When a community votes in an *override* this creates a *permanent* increase in the annual levy limit. When a *debt exclusion* is passed the levy limit is increased *temporarily* for the life of the debt only. Our most recent debt exclusion was for the school building projects, totaling \$28,690,000.

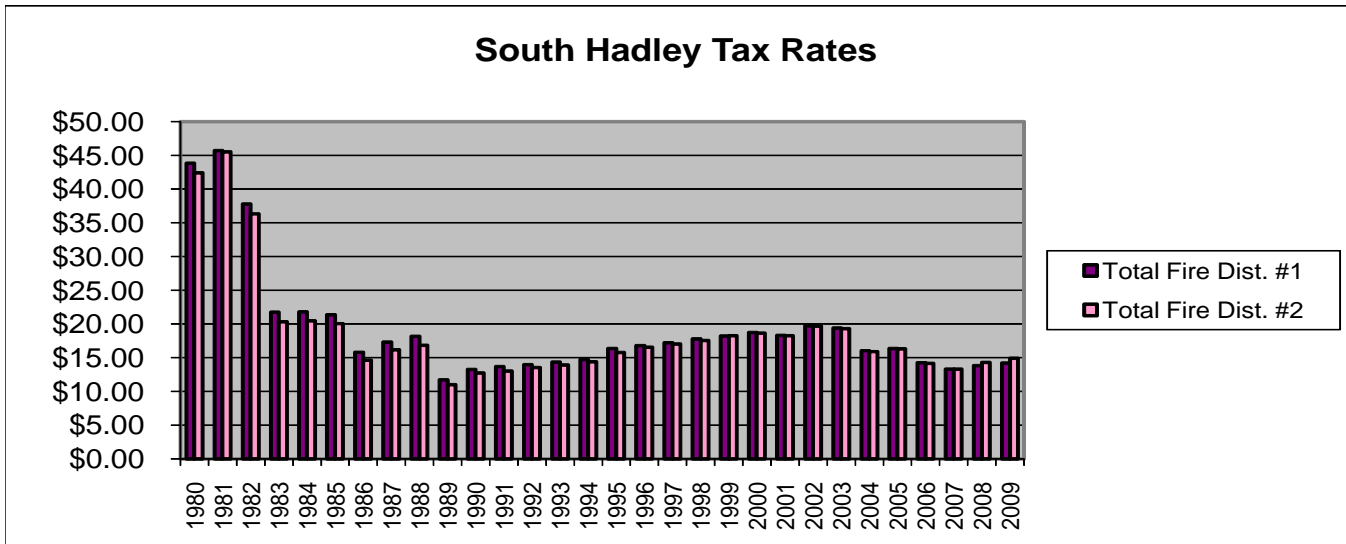
The following chart shows the actual tax revenue for the current fiscal year and the three previous years.

	Fiscal 2009	Fiscal 2008	Fiscal 2007	Fiscal 2006	Fiscal 2005
Real Estate	\$19,498,095.02	\$18,889,572.93	\$18,064,612.83	\$17,355,213.29	\$16,725,360.06
Personal Property	<u>\$389,611.88</u>	<u>\$248,057.46</u>	<u>\$190,930.14</u>	<u>\$182,475.84</u>	<u>\$198,068.33</u>
	\$19,887,706.90	\$19,137,630.39	\$18,255,542.97	\$17,537,689.13	\$16,923,428.39



## Tax Rates for the Town of South Hadley

<u>FISCAL YEAR</u>	<u>TOWN RATE</u>	<u>FD #1 RATE</u>	<u>FD #2 RATE</u>	<u>TOTAL DIST #1</u>	<u>TOTAL DIST #2</u>
1980	40.00	3.80	2.40	\$43.80	\$42.40
1981	41.70	4.00	3.80	\$45.70	\$45.50
1982	33.70	4.08	2.60	\$37.78	\$36.30
1983	18.86	2.89	1.45	\$21.75	\$20.31
1984	19.10	2.68	1.36	\$21.78	\$20.46
1985	18.60	2.78	1.43	\$21.38	\$20.03
1986	13.60	2.20	1.00	\$15.80	\$14.60
1987	15.00	2.30	1.20	\$17.30	\$16.20
1988	15.75	2.40	1.10	\$18.15	\$16.85
1989	10.10	1.60	0.90	\$11.70	\$11.00
1990	11.66	1.58	1.06	\$13.24	\$12.72
1991	11.98	1.71	1.02	\$13.69	\$13.00
1992	12.42	1.52	1.10	\$13.94	\$13.52
1993	12.80	1.56	1.12	\$14.36	\$13.92
1994	13.14	1.58	1.26	\$14.72	\$14.40
1995	14.38	1.98	1.36	\$16.36	\$15.74
1996	14.80	1.98	1.78	\$16.78	\$16.58
1997	15.24	1.97	1.78	\$17.21	\$17.02
1998	15.78	1.99	1.79	\$17.77	\$17.57
1999	16.24	1.98	2.02	\$18.22	\$18.26
2000	16.67	2.06	1.97	\$18.73	\$18.64
2001	16.51	1.78	1.75	\$18.29	\$18.26
2002	17.86	1.85	1.82	\$19.71	\$19.68
2003	17.40	2.00	1.87	\$19.40	\$19.27
2004	14.36	1.67	1.53	\$16.03	\$15.89
2005	14.72	1.67	1.58	\$16.39	\$16.30
2006	12.69	1.54	1.48	\$14.23	\$14.17
2007	11.85	1.46	1.43	\$13.31	\$13.28
2008	12.26	1.55	2.01	\$13.81	\$14.27
2009	12.56	1.62	2.33	\$14.18	\$14.89



## Explanation of Bond Ratings and What they Mean

**On March 28, 2007 the Town of South Hadley's bond rating was upgraded to A1.**

As the side chart shows Moody's has upgraded the Town of South Hadley's bond rating three times in nine years to the current rating of A1.

As of 2004, 49.81% of the communities rated by Moody's were rated above South Hadley with an A1 rating or higher.

With the latest upgrade, only 30.77% of communities rated are rated higher than South Hadley.

Moody's Investor Service Ratings	South Hadley's Historical Rating	
Aaa		Bonds that are rated <b>Aaa</b> are judged to be of the best quality. They carry the smallest degree of investment risk and are generally referred to as "gilt edge." Interest payments are protected by a large or by an exceptionally stable margin and principal is secure. While the various protective elements are likely to change, such changes as can be visualized are most unlikely to impair the fundamentally strong position of such issues.
Aa1		
Aa2		
Aa3		
A1	2007	Bonds that are rated <b>Aa</b> are judged to be of high quality by all standards. Together with the Aaa group they comprise what are generally known as high-grade bonds. They are rated lower than the best bonds because margins of protection may not be as large as in Aaa securities or fluctuation of protective elements may be of greater amplitude or there may be other elements present which make the long-term risks appear somewhat larger than in Aaa securities.
A2	2002	
A3	1999	
Baa1	1991	Bonds that are rated <b>A</b> possess many favorable investment attributes and are to be considered as upper medium-grade obligations. Factors giving security to principal and interest are considered adequate, but elements may be present which suggest a susceptibility to impairment some time in the future.  Bonds that are rated <b>Baa</b> are considered as medium-grade obligations; they are neither highly protected nor poorly secured. Interest payments and principal security appear adequate for the present but certain protective elements may be lacking or may be characteristically unreliable over any great length of time. Such bonds lack outstanding investment characteristics and, in fact, have speculative characteristics as well.
Baa2		
Baa3		
Ba1		Bonds that are rated <b>Ba</b> are judged to have speculative elements; their future cannot be considered as well assured. Often the protection of interest and principal payments may be very moderate, and thereby not well safeguarded during both good and bad times over the future. Uncertainty of position characterizes the bonds in this class.
Ba2		
Ba3		
B1		Bonds that are rated <b>B</b> generally lack characteristics of the desirable investment. Assurance of interest and principal payments or maintenance of other terms of the contract over any long period of time may be small.  Caa Bonds that are rated <b>Caa</b> are of poor standing. Such issues may be in default or there may be present elements of danger with respect to principal or interest. Ca Bonds that are rated <b>Ca</b> represent obligations which are speculative in a high degree. Such issues are often in default or have other marked shortcomings. C Bonds that are rated <b>C</b> are the lowest rated class of bonds, and issues so rated can be regarded as having extremely poor prospects of ever attaining any real investment standing.
B2		
B3		
Caa		The bonds in the Aa, A, Baa, Ba and B, groups which Moody's believes possesses the strongest investment attributes are designated by the symbols Aa1, <b>A1</b> , Baa1, Ba1, and B1. In 1997, Moody's started to rate new public finance issues using expanded bond rating symbols to include modifiers 2 and 3 to the existing Numerical 1. The modifier 2 indicates that the issue is in the mid-range of its category and the modifier 3 indicates that it is in the low end.
Ca		
C		

## Long-Term Debt Schedule

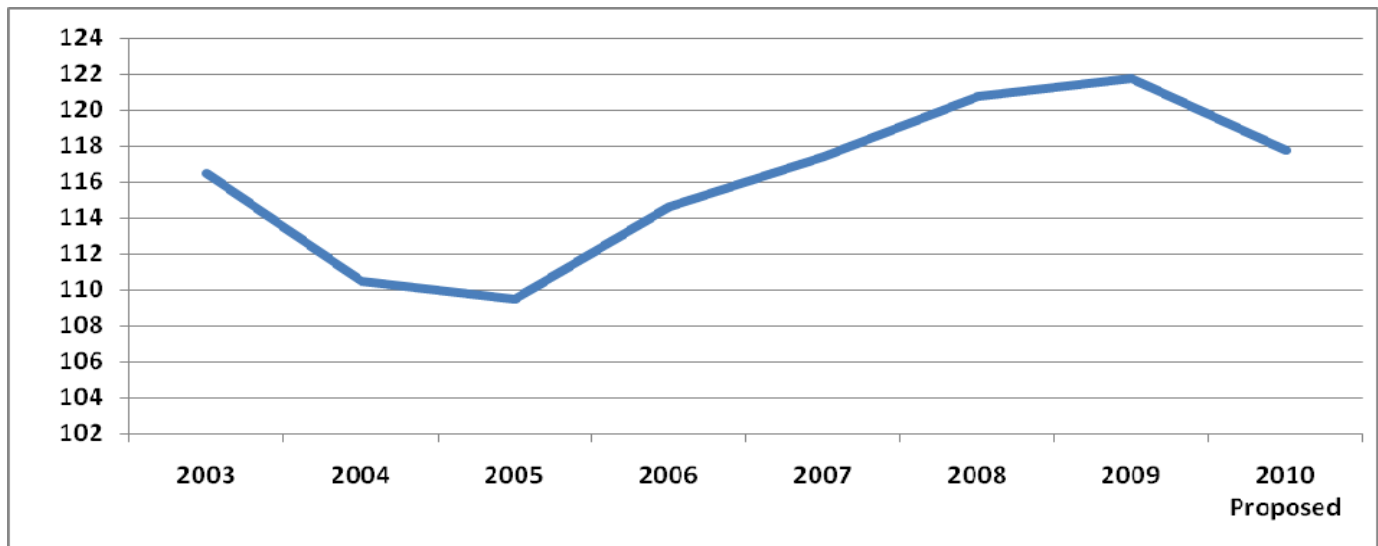
		FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
STATE HOUSE NOTES	P	\$ 51,000.00	\$ -				
STATE HOUSE NOTES	I	\$ 2,029.80	\$ -				
Granby Road 91-34	P	\$ 45,424.00	\$ 47,894.00	\$ 50,546.00	\$ 53,338.00	\$ 27,731.00	\$ -
Granby Road 91-33	P	\$ 6,166.00	\$ 6,352.00	\$ 6,557.00	\$ 6,770.00	\$ 3,462.00	\$ -
Granby Road 91-33	I	\$ -				\$ -	\$ -
Police Station	P	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	\$ -	\$ -	\$ -
Police Station	I	\$ 17,435.00	\$ 11,660.00	\$ 5,830.00	\$ -	\$ -	\$ -
Sewer	P	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ -
Sewer	I	\$ 3,170.00	\$ 2,120.00	\$ 1,060.00	\$ -	\$ -	\$ -
<b>SEWER NEW CW-06-24</b>	P	\$ 58,752.00	\$ 59,939.00	\$ 61,150.00	\$ 62,386.00	\$ 63,646.00	\$ 64,932.00
<b>SEWER NEW CW-06-25</b>	I	\$ 26,302.30	\$ 25,115.39	\$ 23,904.50	\$ 22,669.14	\$ 21,408.82	\$ 20,123.04
<b>SEWER NEW CW0526</b>	P	\$ 182,868.00	\$ 186,563.00	\$ 190,332.00	\$ 194,177.00	\$ 198,099.00	\$ 202,102.00
<b>SEWER NEW CW0526</b>	I	\$ 76,624.28	\$ 72,929.97	\$ 69,161.02	\$ 65,315.93	\$ 61,393.17	\$ 57,391.16
School - ADA	P	\$ 70,000.00	\$ 70,000.00		\$ -	\$ -	\$ -
School - ADA	I	\$ 5,250.00	\$ 1,750.00		\$ -	\$ -	\$ -
WWTP-New 97-54	P	\$ 26,491.67	\$ 27,994.72	\$ 27,870.62	\$ 21,400.00	\$ 30,363.60	\$ 31,835.92
WWTP-New 97-54	I	\$ 6,440.20	\$ 5,566.71	\$ 12,125.24	\$ 4,800.77	\$ 3,785.32	\$ 2,706.88
Abatement Trust 98-128	P	\$ 37,406.86	\$ 37,034.97	\$ 36,709.02	\$ 42,444.14	\$ 41,757.96	\$ 42,105.47
Abatement Trust 98-128	I	\$ 11,460.56	\$ 10,600.68	\$ 10,579.77	\$ 8,446.90	\$ 7,946.12	\$ 5,395.08
Municipal Pur.	P	\$ 140,000.00	\$ 140,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00
Municipal Pur.	I	\$ 38,175.00	\$ 31,315.00	\$ 25,190.00	\$ 19,745.00	\$ 14,163.00	\$ 8,498.00
School-Excl.	P	\$ 1,445,000.00	\$ 1,445,000.00	\$ 1,445,000.00	\$ 1,445,000.00	\$ 1,445,000.00	\$ 1,440,000.00
School-Excl.	I	\$ 791,572.50	\$ 731,978.75	\$ 667,003.75	\$ 594,853.75	\$ 529,878.75	\$ 463,468.75
Golf Course	P	\$ 155,000.00	\$ 165,000.00	\$ 170,000.00	\$ 180,000.00	\$ 190,000.00	\$ 200,000.00
Golf Course	I	\$ 213,815.00	\$ 205,095.00	\$ 196,148.13	\$ 186,966.88	\$ 177,263.75	\$ 168,295.00
MUN PURPOSE 10/02	P	\$ 150,000.00	\$ 100,000.00	\$ -			
MUN PURPOSE 10/02	I	\$ 5,350.00	\$ 1,550.00	\$ -			
LAND PURCHASE 5/07	P	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -
LAND PURCHASE 5/07	I	\$ 9,750.00	\$ 5,750.00	\$ 1,875.00	\$ -	\$ -	\$ -
(MT HOLYOKE)	****	\$ (60,000.00)					
SEWER	P	\$ 100,000.00					
Total Principal		\$ 2,638,108.53	\$ 2,515,777.69	\$ 2,328,164.64	\$ 2,115,515.14	\$ 2,110,059.56	\$ 2,090,975.39
Total Interest		\$ 1,207,374.64	\$ 1,105,431.50	\$ 1,012,877.41	\$ 902,798.37	\$ 815,838.93	\$ 725,877.91
Total		\$ 3,845,483.17	\$ 3,621,209.19	\$ 3,341,042.05	\$ 3,018,313.51	\$ 2,925,898.49	\$ 2,816,853.30

		FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
STATE HOUSE NOTES	P						
STATE HOUSE NOTES	I						
Granby Road 91-34	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Granby Road 91-33	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Granby Road 91-33	I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Station	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Station	I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer	I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SEWER NEW CW-06-24</b>	P	\$ 66,243.00	\$ 67,582.00	\$ 68,947.00	\$ 70,340.00	\$ 71,761.00	\$ 73,211.00
<b>SEWER NEW CW-06-25</b>	I	\$ 18,811.29	\$ 17,473.04	\$ 16,107.75	\$ 14,714.88	\$ 13,293.87	\$ 11,844.15
<b>SEWER NEW CW0526</b>	P	\$ 206,184.00	\$ 210,350.00	\$ 214,599.00	\$ 218,935.00	\$ 223,357.00	\$ 227,870.00
<b>SEWER NEW CW0526</b>	I	\$ 53,308.30	\$ 49,142.96	\$ 44,893.47	\$ 40,558.13	\$ 36,135.21	\$ 31,622.94
School - ADA	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
School - ADA	I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WWTP-New 97-54	P	\$ 33,101.25	\$ 34,157.56	\$ 34,423.59	\$ 35,746.00	\$ -	\$ -
WWTP-New 97-54	I	\$ 1,571.24	\$ 622.37	\$ -	\$ -	\$ -	\$ -
Abatement Trust 98-128	P	\$ 46,528.62	\$ 46,386.54	\$ 50,411.79	\$ 49,480.27	\$ 48,725.96	\$ -
Abatement Trust 98-128	I	\$ 3,871.37	\$ 2,259.86	\$ 815.42	\$ -	\$ -	\$ -
Municipal Pur.	P	\$ 110,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Pur.	I	\$ 2,833.00	\$ -	\$ -	\$ -	\$ -	\$ -
School-Excl.	P	\$ 1,440,000.00	\$ 1,440,000.00	\$ 1,440,000.00	\$ 1,440,000.00	\$ 1,440,000.00	\$ 1,425,000.00
School-Excl.	I	\$ 395,858.75	\$ 327,533.75	\$ 258,493.75	\$ 188,381.25	\$ 116,381.25	\$ 58,781.25
Golf Course	P	\$ 205,000.00	\$ 215,000.00	\$ 225,000.00	\$ 235,000.00	\$ 250,000.00	\$ 255,000.00
Golf Course	I	\$ 159,170.00	\$ 149,745.00	\$ 139,820.00	\$ 128,320.00	\$ 117,132.50	\$ 106,720.00
MUN PURPOSE 10/02	P						
MUN PURPOSE 10/02	I						
LAND PURCHASE 5/07	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LAND PURCHASE 5/07	I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(MT HOLYOKE)	****						
SEWER	P						
Total Principal		\$ 2,107,056.87	\$ 2,013,476.10	\$ 2,033,381.38	\$ 2,049,501.27	\$ 2,033,843.96	\$ 1,981,081.00
Total Interest		\$ 635,423.95	\$ 546,776.98	\$ 460,130.39	\$ 371,974.26	\$ 282,942.83	\$ 208,968.34
		\$ 2,742,480.82	\$ 2,560,253.08	\$ 2,493,511.77	\$ 2,421,475.53	\$ 2,316,786.79	\$ 2,190,049.34

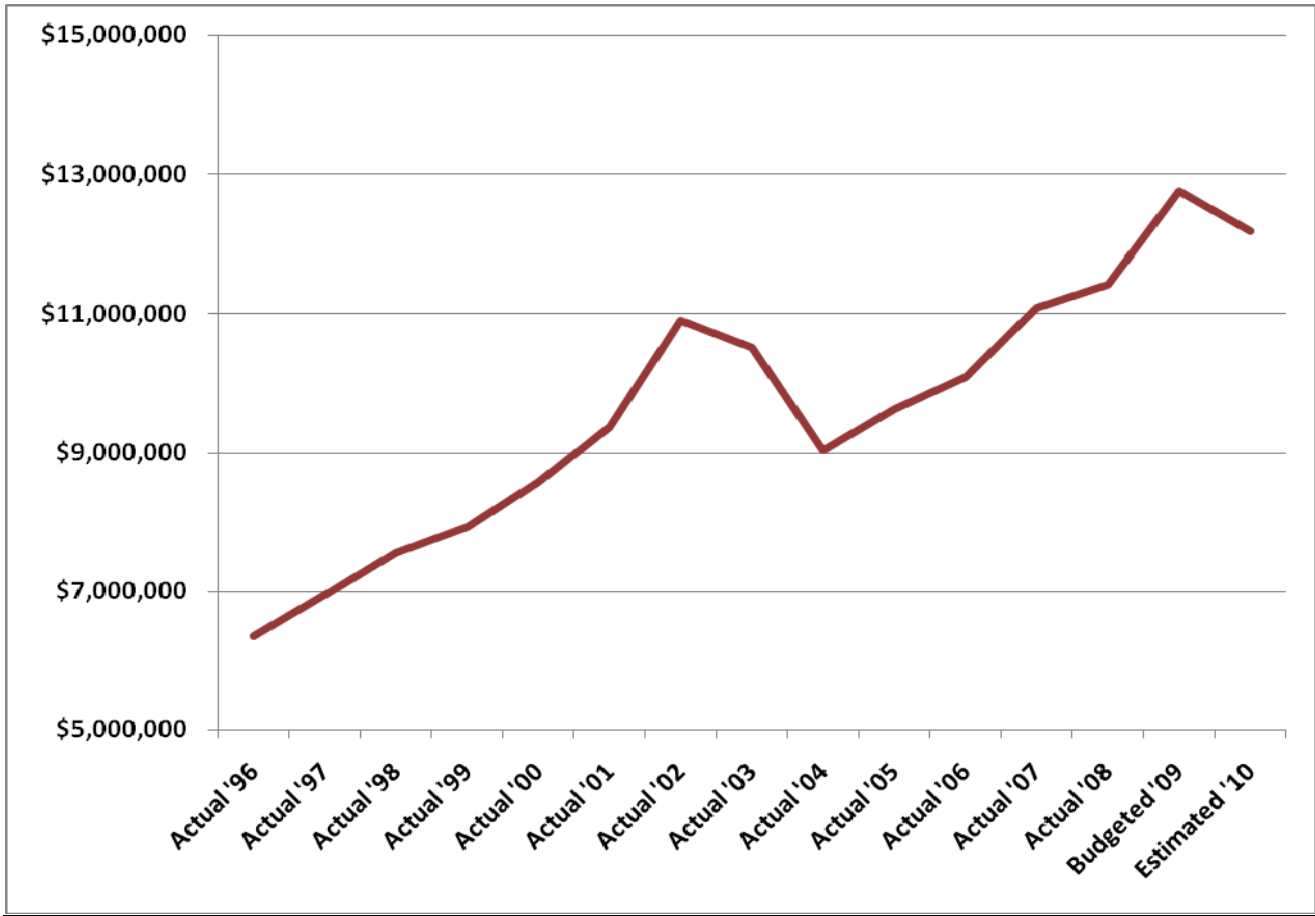
		FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	TOTAL
STATE HOUSE NOTES	P									\$ 51,000.00
STATE HOUSE NOTES	I									\$ 2,029.80
Granby Road 91-34	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 224,933.00
Granby Road 91-33	P									\$ 29,307.00
Granby Road 91-33	I									\$ -
Police Station	P									\$ 330,000.00
Police Station	I									\$ 34,925.00
Sewer	P									\$ 60,000.00
Sewer	I									\$ 6,350.00
SEWER NEW CW-06-24	P	\$ 74,690.00	\$ 76,198.00	\$ 77,738.00	\$ 79,308.00	\$ 80,910.00	\$ 82,545.00	\$ 84,213.00	\$ -	\$ 1,344,491.00
SEWER NEW CW-06-25	I	\$ 10,365.14	\$ 8,856.26	\$ 7,316.90	\$ 5,746.44	\$ 4,144.26	\$ 2,509.71	\$ 842.13	\$ -	\$ 271,549.01
SEWER NEW CW0526	P	\$ 232,473.00	\$ 237,170.00	\$ 241,961.00	\$ 246,849.00	\$ 251,836.00	\$ 256,923.00	\$ -	\$ -	\$ 3,922,648.00
SEWER NEW CW0526	I	\$ 27,019.51	\$ 22,323.08	\$ 17,531.77	\$ 12,643.67	\$ 7,656.82	\$ 2,569.23	\$ -	\$ -	\$ 748,220.62
School - ADA	P									\$ 140,000.00
School - ADA	I									\$ 7,000.00
WWTP-New 97-54	P									\$ 303,384.93
WWTP-New 97-54	I									\$ 37,618.73
Abatement Trust 98-128	P									\$ 478,991.60
Abatement Trust 98-128	I									\$ 61,375.76
Municipal Pur.	P									\$ 830,000.00
Municipal Pur.	I									\$ 139,919.00
School-Excl.	P									\$ 17,290,000.00
School-Excl.	I									\$ 5,124,186.25
Golf Course	P	\$ 265,000.00	\$ 280,000.00	\$ 290,000.00	\$ 300,000.00	\$ 315,000.00	\$ 335,000.00	\$ 345,000.00	\$ 355,000.00	\$ 4,930,000.00
Golf Course	I	\$ 96,320.00	\$ 85,280.00	\$ 73,595.00	\$ 61,500.00	\$ 48,892.50	\$ 35,567.50	\$ 21,627.50	\$ 14,555.00	\$ 2,385,828.76
MUN PURPOSE 10/02	P									\$ 250,000.00
MUN PURPOSE 10/02	I									\$ 6,900.00
LAND PURCHASE 5/07	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00
LAND PURCHASE 5/07	I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,375.00
(MT HOLYOKE)	****									\$ (60,000.00)
SEWER	P									\$ 100,000.00
Total Principal		\$ 572,163.00	\$ 593,368.00	\$ 609,699.00	\$ 626,157.00	\$ 647,746.00	\$ 674,468.00	\$ 429,213.00	\$ 355,000.00	\$ 30,524,755.53
Total Interest		\$ 133,704.65	\$ 116,459.34	\$ 98,443.67	\$ 79,890.11	\$ 60,693.58	\$ 40,646.44	\$ 22,469.63	\$ 14,555.00	\$ 8,843,277.93
										\$ -
		\$ 705,867.65	\$ 709,827.34	\$ 708,142.67	\$ 706,047.11	\$ 708,439.58	\$ 715,114.44	\$ 451,682.63	\$ 369,555.00	\$ 19,799,233.75

## FY2010 Proposed Staffing

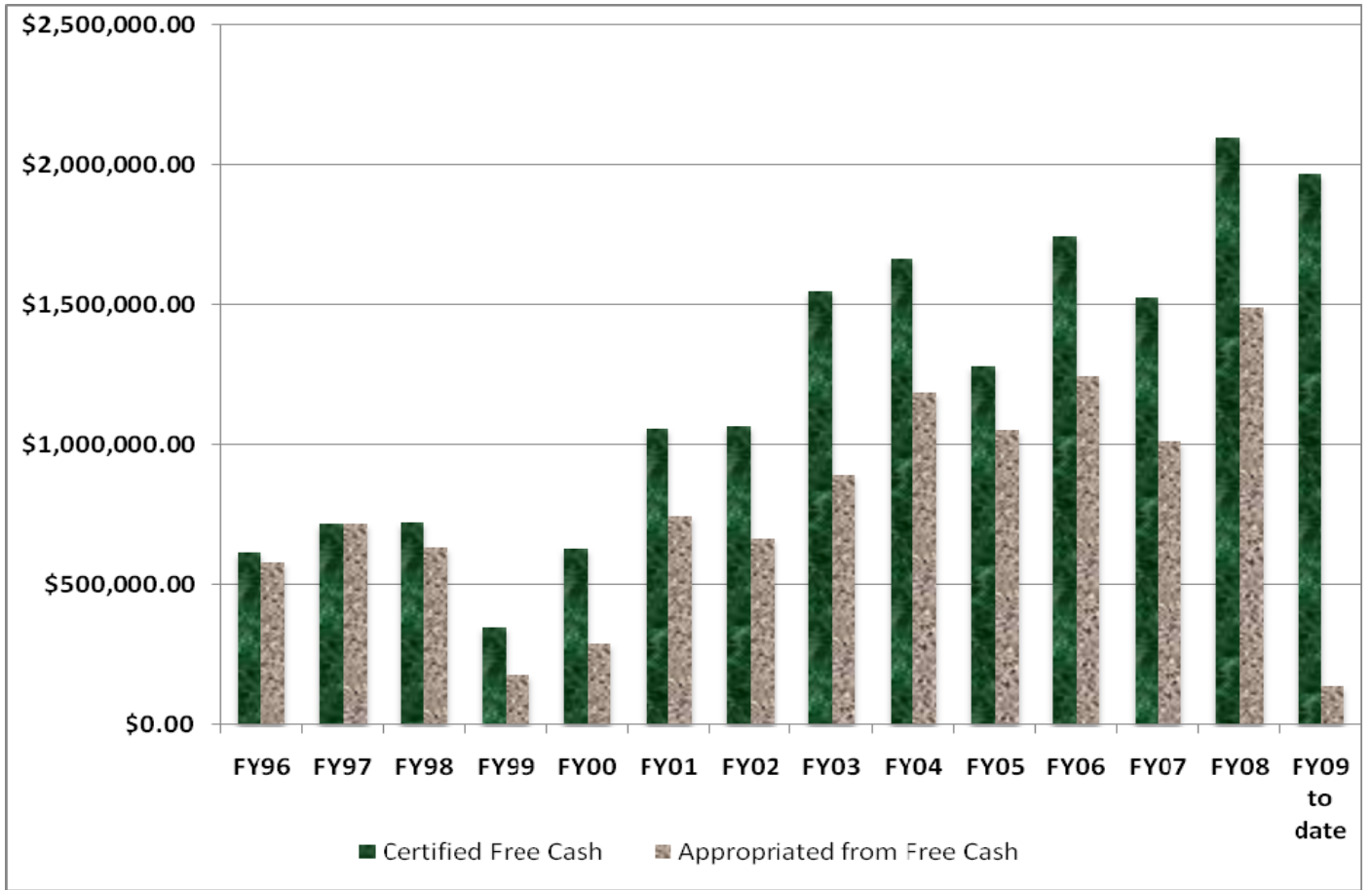
Department	FY06 Staff	FY07 Staff	FY08 Staff	FY09 Staff	FY10 Staff	Variance From FY09
Selectboard	7.5	7.5	8.5	8.5	8.5	0
Human Resource	1	1	1	1	1	0
Cable Studio	1.25	1.25	1.5	1.5	1.5	0
Accounting	3	3	3	3	3	0
Assessors	3	3	3	3	3	0
Tax Collector	2.5	3	2	2	2	0
Town Clerk/Treasurer	4	4	4	4	4	0
Information Technology	1	1	2	2	2	0
Conservation	0.63	0.63	0.75	0.75	0.75	0
Planning	1	1	1	1	1	0
Town Hall	1	1	1	1	1	0
Police-Officers	27	28	28	29	27	-2
Police-Clerk/Disp./Chief	5	5	6	6	6	0
Building Inspector	1	1	1	1	1	0
Sealer of Weights & Measures	0.5	0.5	0.5	0.5	0.5	0
Wiring Inspector	0.5	0.5	0.5	0.5	0.5	0
Dog Officer	0.5	0.5	0.5	0.5	0.5	0
DPW-Administration	4	4	4	4	4	0
DPW-Construction & Mntce	7.5	7.5	7.5	7.5	7.5	0
Dpw-Vehicle Mntce	1	1	1	1	1	0
Board of Health	1.5	1.5	2	2	2	0
Council on Aging	6.75	7	7	7.5	7	-0.5
Library	9.5	9.5	9.5	9.5	9.25	-0.25
Recreation	1.5	1.5	1.5	1.5	1.25	-0.25
Parks	8	8	8	8	7	-1
Ambulance	1	1	1	0	0	0
Landfill	3	3	3.5	3.5	3.5	0
WWTP	9.5	9.5	9.5	10	10	0
Golf	1	2	2	2	2	0
<b>Grand Total</b>	114.63	117.38	120.75	121.75	117.75	-4



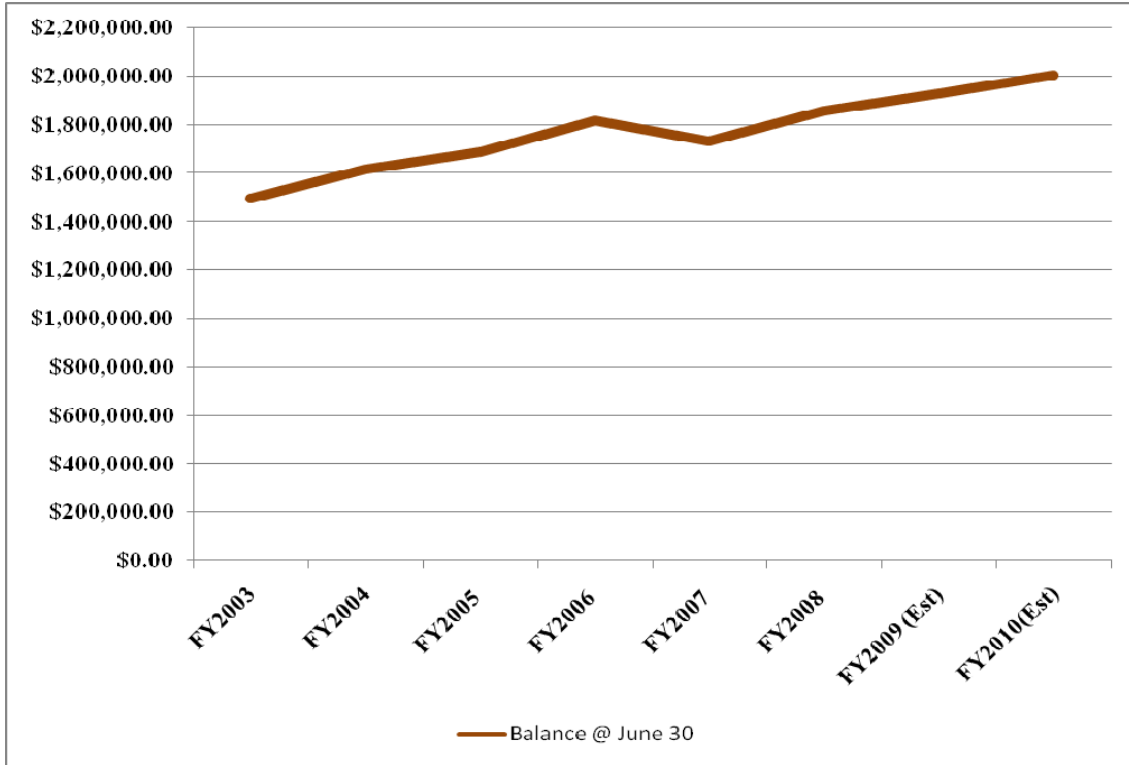
## Projected State Aid



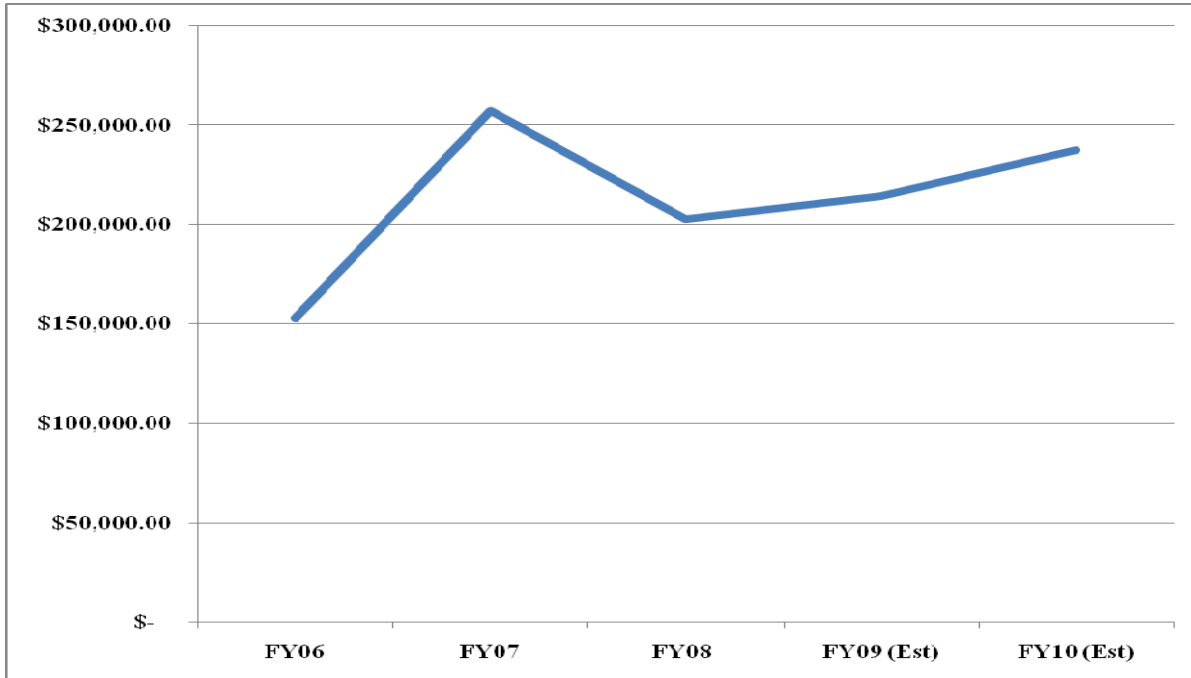
## Free Cash



## Stabilization Fund Balance



## Capital Stabilization Fund Balance



## Revenues

Department	Description of Revenue	FY07 Actual	FY08 Actual	FY09 @ Feb 2009	FY10 Projected
Ambulance	Ambulance fees	\$ 605,254.00	\$ 502,176.62	\$ 157,403.83	\$ 50,000.00
Assessors	Abutters lists, copying fees, reports, etc.	\$ 1,496.77	\$ 1,292.35	\$ 2,108.03	\$ 800.00
Building	Building Permits	\$ 101,043.85	\$ 89,731.00	\$ 62,690.68	\$ 80,000.00
	Burning Permits	\$ 1,960.00	\$ 2,010.00	\$ 300.00	\$ 2,000.00
	Tag Sale Permits	\$ 3,505.00	\$ 2,915.00	\$ 2,420.00	\$ 3,000.00
	<b>Total Projected Revenue</b>	<b>\$ 106,508.85</b>	<b>\$ 94,656.00</b>	<b>\$ 65,410.68</b>	<b>\$ 85,000.00</b>
Wiring	Wiring:Permit Fees	\$ 21,577.00	\$ 30,110.00	\$ 11,220.00	\$ 19,500.00
Cable	Current Cable Fund Balance = \$396,631 Note: Funding for the Cable TV studio is provided through Comcast subscriber fees and current contract funds: March "Franchise Fee" = 2% of Comcast Gross Revenues (collected by Comcast and paid to the Town)				
	Franchise Fee	\$ 83,142.18	\$ 86,001.00	\$ -	<b>No estimate Provided</b>
	Franchise Fee Interest	\$ 15,264.58	\$ 31,839.00	\$ -	
	Tape, CD & DVD Duplications	\$ 63.00	\$ 225.00	\$ 12.00	
	<b>Total Projected Revenue</b>	<b>\$ 98,469.76</b>	<b>\$ 118,065.00</b>	<b>\$ 12.00</b>	
Channel Marking	Boat excise tax	\$ 6,749.03	\$ 6,851.00	\$ 7,107.48	\$ 7,200.00
Clerk Treasurer	Business Certificates	\$ 1,685.00	\$ 1,540.00	\$ 1,275.00	\$ 1,500.00
	Dog License	\$ 10,465.00	\$ 13,450.00		\$ 12,000.00
	Fishing License Fees	\$ 357.00	\$ 342.00	\$ 156.20	\$ 350.00
	Gas Permits	\$ 160.00	\$ 130.00	\$ -	\$ 130.00
	Marriage License	\$ 1,620.00	\$ 1,440.00	\$ 1,020.00	\$ 1,600.00
	Municiple fees fishing	\$ 650.00	\$ 627.00	\$ 263.00	\$ 640.00
	Street lists	\$ 660.00	\$ 355.00	\$ 350.00	\$ 400.00
	Copies vital records	\$ 8,597.00	\$ 7,756.00	\$ 4,965.00	\$ 7,000.00
	Miscellaneous	\$ 92.00	\$ 132.00	\$ 606.77	\$ 150.00
	Interest	\$ 515,987.00	\$ 412,193.00	\$ 169,644.72	\$ 200,000.00
		<b>Total projected</b>	<b>\$ 540,273.00</b>	<b>\$ 437,965.00</b>	<b>\$ 178,280.69</b>
Conservation	Wetland Filing Fees	\$ 2,837.00	\$ 2,101.00	\$ 1,677.50	\$ 1,000.00
	Conservation Land Fund	\$ 795.76	\$ 650.00	\$ 236.41	\$ 300.00
	Copies	\$ 103.00	\$ -	\$ 97.00	\$ 50.00
	<b>Total Projected Revenue</b>	<b>\$ 3,735.76</b>	<b>\$ 2,751.00</b>	<b>\$ 2,010.91</b>	<b>\$ 1,350.00</b>
Council on Aging	III-C Nutrition Contract	\$ 90,839.07	\$ 93,730.00	\$ 96,542.00	\$ 96,542.00
	III-C Donations	\$ 47,785.00	\$ 45,482.00	\$ 18,911.00	\$ 45,000.00
	EOEA Formula Grant	\$ 23,241.00	\$ 23,980.00	\$ 25,823.00	\$ 25,823.00
	Minibus Fares	\$ 3,656.75	\$ 2,179.00	\$ 936.05	\$ 2,000.00
	Clinic Gift Account	\$ 150.17	\$ 40.00	\$ -	\$ 50.00
	Newsletter Gift	\$ 7,235.06	\$ 6,633.00	\$ 3,405.00	\$ 6,000.00
	Building Gift	\$ 580.00	\$ 3,305.00	\$ -	\$ 500.00
	Christmas Basket	\$ 7,512.50	\$ 6,196.00	\$ 4,265.00	\$ 6,000.00
	Shopping Assistance	\$ 166.30	\$ 210.00	\$ 60.00	\$ 200.00
	Services Gift	\$ 110.00	\$ 125.00	\$ 10.00	\$ 125.00
	New Minibus	\$ 2,135.00	\$ 190.00	\$ 50.00	\$ 100.00
	Minibus Repair/Maintenance	\$ 310.00	\$ 120.00	\$ 30.00	\$ 100.00
	Activity Gift	\$ 27,344.12	\$ 9,282.00	\$ 4,500.00	\$ 9,000.00
	User Fees	\$ 1,132.20	\$ 980.00	\$ 184.00	\$ 700.00
	Service Provider Fees	\$ 3,000.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00
	WMEC Chores Grant	\$ 3,450.00	\$ 3,225.00	\$ 3,225.00	\$ 3,225.00
	WMEC Companion/Escort Program	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	WMEC Diabetes Grant	\$ 1,482.00	\$ 1,312.00	\$ 1,940.00	\$ 1,300.00
	S.H. Friends of the Elderly	\$ 4,500.00	\$ 4,700.00	\$ 4,700.00	\$ 4,700.00
		<b>Total Projected Revenue</b>	<b>\$ 224,629.17</b>	<b>\$ 205,689.00</b>	<b>\$ 167,081.05</b>

Department	Description of Revenue	FY07 Actual	FY08 Actual	FY09 @ Feb 2009	FY10 Projected
Golf	Greens Fees	\$ 651,881.13	\$ 747,394.00	\$ 461,021.68	\$ 866,016.00
	Pro shop	\$ 30,477.50	\$ 36,579.00	\$ 26,320.44	\$ 50,000.00
	Concession fees	\$ 3,000.00	\$ 5,500.00	\$ 5,000.00	\$ 8,000.00
	Driving Range	\$ 11,236.00	\$ 15,483.00	\$ 9,799.00	\$ 16,000.00
	Miscellaneous Revenue	\$ -	\$ 1,975.00	\$ 2,374.40	\$ 2,000.00
	<b>Total Projected Revenue</b>	<b>\$ 696,594.63</b>	<b>\$ 806,931.00</b>	<b>\$ 504,515.52</b>	<b>\$ 942,016.00</b>
Board of Health	Board of Health	\$ 32,872.00	\$ 35,111.00	\$ 28,900.00	\$ 30,000.00
	Plumbing and gas	\$ 23,775.00	\$ 12,734.00	\$ 18,090.00	\$ 20,000.00
	<b>Total Projected Revenue</b>	<b>\$ 56,647.00</b>	<b>\$ 47,845.00</b>	<b>\$ 46,990.00</b>	<b>\$ 50,000.00</b>
Library	Dog Tax	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	Fines	\$ 11,307.61	\$ 10,811.80	\$ 5,038.07	\$ 10,500.00
	State aid (library incentive grant)	\$ 11,978.00	\$ 12,191.00	\$ 6,387.75	\$ 12,000.00
	State Aid (Municipal Equalization Grant)	\$ 13,915.00	\$ 14,551.00	\$ 7,049.50	\$ 14,500.00
	State Aid (Non-Resident Circulation Offse	\$ 8,602.00	\$ 6,572.00	\$ 3,513.80	\$ 6,500.00
	Library Donations	\$ 3,537.83	\$ 6,197.37	\$ 1,363.00	\$ 3,000.00
	<b>Total Projected Revenue</b>	<b>\$ 59,340.44</b>	<b>\$ 60,323.17</b>	<b>\$ 33,352.12</b>	<b>\$ 56,500.00</b>
Gaylord Library	Town Subsidy	\$ 12,000.00	\$ 12,500.00	\$ 13,500.00	<b>No estimate Provided</b>
	Donations	\$ 101,807.00	\$ 26,902.00	\$ 6,558.00	
	Endowment Income	\$ 16,240.00	\$ 13,683.00	\$ 11,146.00	
	Other Income	\$ 3,974.00	\$ 4,702.00	\$ 2,206.00	
	Grants	\$ 200.00	\$ 150.00	\$ 4,468.00	
	<b>Total Projected Revenue</b>	<b>\$ 134,221.00</b>	<b>\$ 57,937.00</b>	<b>\$ 37,878.00</b>	<b>\$ -</b>
Parking	Parking tickets	\$ 4,525.00	\$ 2,075.00	\$ 1,060.00	\$ 2,000.00
Planning	Subdivision Plans/ANR Plans	\$ 2,425.00	\$ 2,600.00	\$ 1,621.40	\$ 2,500.00
	Inspection Fees	\$ 275.00	\$ 283.50	\$ -	\$ 500.00
	Non-subdivision Plan & Permit reviews	\$ 3,694.00	\$ 4,608.25	\$ 3,221.20	\$ 2,000.00
	Earth removal permits	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
	Notice to abutters	\$ 1,161.00	\$ 1,197.30	\$ 1,250.22	\$ 1,000.00
	Miscellaneous	\$ 991.00	\$ 844.79	\$ -	\$ 150.00
	<b>Total Projected Revenue</b>	<b>\$ 10,546.00</b>	<b>\$ 11,533.84</b>	<b>\$ 6,092.82</b>	<b>\$ 8,150.00</b>
Police	Accident Reports	\$ 3,481.00	\$ 2,756.00	\$ 1,836.00	\$ 2,700.00
	Incident Reports	\$ 395.70	\$ 838.00	\$ 480.00	\$ 700.00
	LTC Permits	\$ 5,087.50	\$ 7,750.00	\$ 3,462.50	\$ 4,000.00
	Court Fines/Citations	\$ 51,747.50	\$ 43,815.00	\$ 22,105.00	\$ 40,000.00
	Administrative Fee	\$ 4,863.80	\$ 5,404.35	\$ 2,548.50	\$ 3,000.00
	<b>Total Projected Revenue</b>	<b>\$ 65,575.50</b>	<b>\$ 60,563.35</b>	<b>\$ 30,432.00</b>	<b>\$ 50,400.00</b>
Public Works	Parks Misc.	\$ -	\$ -	\$ -	\$ -
	BBP Revolving Fund	\$ 14,231.44	\$ 8,449.00	\$ 3,710.73	\$ 8,000.00
	BBP Gift Account	\$ -	\$ 525.00	\$ 4,458.16	\$ 500.00
	Solid Waste Fees	\$ 369,003.18	\$ 509,647.00	\$ 426,711.43	\$ 510,000.00
	Solid Waste Host Community	\$ 405,548.35	\$ 445,990.00	\$ 369,910.44	\$ 500,000.00
	Recycling Center	\$ 63,071.40	\$ 213,179.00	\$ 99,707.20	\$ 50,000.00
	Sewer User Fee South Hadley	\$ 1,441,311.90	\$ 1,448,415.82	\$ 975,257.78	\$ 1,850,000.00
	Sewer User Fee Granby	\$ 49,050.00	\$ 49,050.00	\$ -	\$ 62,000.00
	Sewer User Fee Chicopee	\$ 45,150.00	\$ 45,150.00	\$ -	\$ 57,000.00
	Road Opening Fees	\$ 569.50	\$ 598.00	\$ 227.00	\$ 500.00
	Sewer Connection Fees	\$ 103,100.00	\$ 18,000.00	\$ 9,075.00	\$ 20,000.00
	Sewer Application Fee	\$ 4,950.00	\$ 3,150.00	\$ 1,050.00	\$ 3,500.00
	Septic Disposal/Pepsi Disposal	\$ 66,011.67	\$ 14,035.00	\$ 15,808.93	\$ 200.00
	Industrial Pretreatment	\$ -	\$ -	\$ -	\$ 7,000.00
	Oil and Grease Program	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
	<b>Total Projected Revenue</b>	<b>\$ 2,563,497.44</b>	<b>\$ 2,756,188.82</b>	<b>\$ 1,905,916.67</b>	<b>\$ 3,070,200.00</b>

<b>Department</b>	<b>Description of Revenue</b>	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 @ Feb 2009</b>	<b>FY10 Projected</b>
Recreation	Recreation Revolving	\$ 205,440.27	\$ 191,765.69	\$ 117,992.31	\$ 200,000.00
	Fireworks	\$ 10,922.32	\$ 10,829.38	\$ 337.11	\$ 10,500.00
	Beachgrounds Aquatic Facility	\$ 5,914.74	\$ 20.00	\$ -	\$ 3,000.00
	Advertising	\$ 1,425.00	\$ 150.00	\$ -	\$ 1,500.00
	<b>Total Projected Revenue</b>	<b>\$ 223,702.33</b>	<b>\$ 202,765.07</b>	<b>\$ 118,329.42</b>	<b>\$ 215,000.00</b>
Sealer of Weights	Sealer Fees	\$ 3,440.00	\$ 2,760.00	\$ 110.00	\$ 3,000.00
Selectboard	Liquor License	\$ 36,100.00	\$ 33,800.00	\$ 30,800.00	\$ 35,900.00
	Common Victualler	\$ 1,200.00	\$ 1,940.00	\$ 1,140.00	\$ 1,900.00
	Miscellaneous Licenses	\$ 4,350.00	\$ 6,760.00	\$ 5,800.00	\$ 3,890.00
	Town Hall Rental (Chamber) \$60/month	\$ 360.00	\$ 360.00	\$ 720.00	\$ 360.00
	Town Hall Rental (Theater) \$60/mth	\$ 360.00	\$ -	\$ -	\$ -
<b>Total Projected Revenue</b>	<b>\$ 42,370.00</b>	<b>\$ 42,860.00</b>	<b>\$ 38,460.00</b>	<b>\$ 42,050.00</b>	
Tax Collector	Municipal Lien Certificates (\$25.00)	\$ 14,250.00	\$ 11,425.00	\$ 7,350.00	\$ 9,500.00
	Insufficient check fee (\$25.00)	\$ 925.00	\$ 820.00	\$ 251.10	\$ 830.00
	<b>Total Projected Revenue</b>	<b>\$ 15,175.00</b>	<b>\$ 12,245.00</b>	<b>\$ 7,601.10</b>	<b>\$ 10,330.00</b>

**Indirect Costs**

**School Indirect Costs Reflected on Town Side of Budget**

**FY 10 :**

<b>FY 10 Budget Recommendation</b>		<b>\$18,743,096</b>
<i>Health Insurance</i>	\$ 2,725,455	
<i>FICA/Medicare</i>	\$ 212,982	
<i>Contributory &amp; Non Contr. Retirement</i>	\$ 563,509	
<i>Unemployment</i>	\$ 122,250	
<i>Property &amp; Liability Insurance</i>	\$ 79,744	
<i>Workers Compensation</i>	\$ -	
<b>Total Indirects</b>		<b>\$ 3,703,940</b>
<b>Total Amount of Budget Dollars in Support of School Department</b>		<b>\$22,447,036</b>

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**SHELD Indirect Costs Reflected on Town Side of Budget**

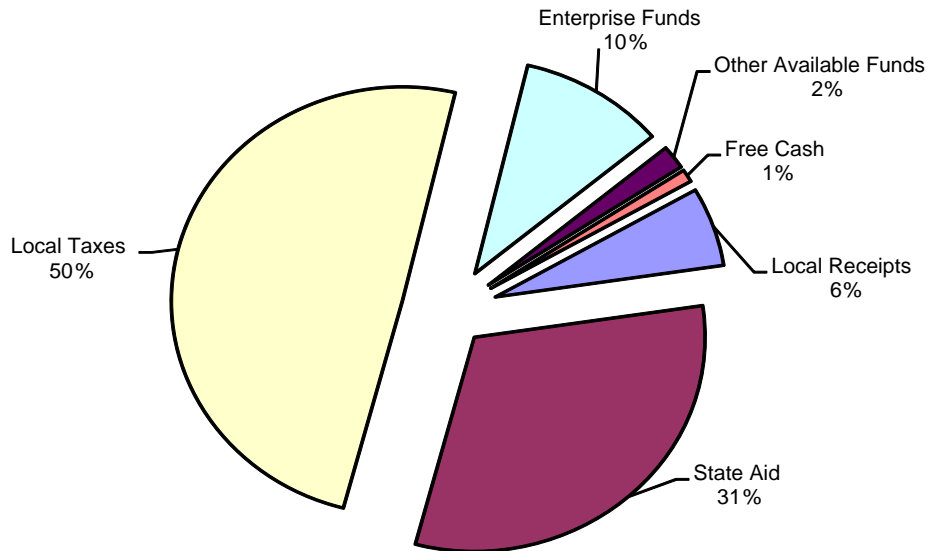
**FY 10:**

<b>FY 10 Estimated Payment to Town</b>		<b>\$ 527,600</b>
<i>Health Insurance</i>	\$ 189,263	
<i>FICA/Medicare</i>	\$ 15,407	
<i>Contributory Retirement</i>	\$ 209,764	
<i>Estimated Costs for Admin Services</i>	\$ 15,297	
<b>Total Indirects</b>		<b>\$ 429,731</b>
<b>Total Monetary Net Contributions to Town</b>		<b>\$ 97,869</b>

## Pie Chart of Allocations

FY 2010 Budget

### Where the Money Comes From

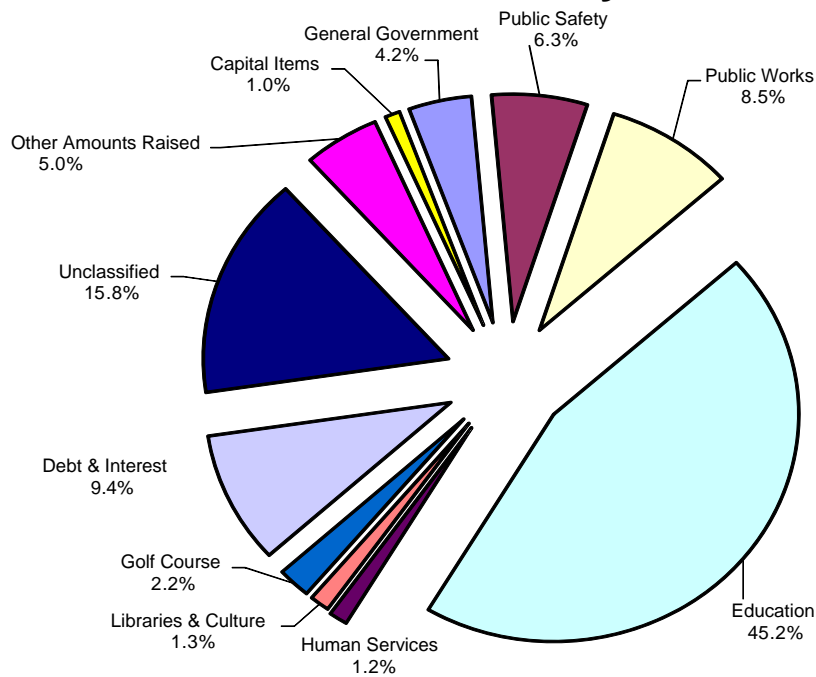


**TOTAL SELECTBOARD RECOMMENDED BUDGET**

**\$41,501,303**

For Fiscal Year June30, 2010

### Where the Money Goes





## FY 2010 Operating Budget (Requested & Selectboard Recommended Amounts)

TOWN WARRANT	DEPARTMENT	EXPENDED FY2007	EXPENDED FY2008	BUDGETED FY2009	REQUEST FY2010	CHANGE FY09-10	SELECTBOARD'S RECOMMENDED FY2010	CHANGE FROM REQUESTED
<b>SCHOOLS</b>								
	PERSONNEL	\$13,243,492	\$13,798,516	\$14,726,581				
	OTHER EXPENSES	\$3,720,239	\$3,995,061	\$4,016,515				
	TOTAL SCHOOLS	\$16,963,731	\$17,793,577	\$18,743,096	\$18,743,096	\$0	\$18,743,096	\$0
<i>Plus Estimated School Share of Fixed/Unclassified Costs</i>								
<i>For illustrative Purposes Only</i>								
	Retirement	\$ 445,002	\$ 499,556	\$ 506,564	\$ 563,509	\$ 56,945		
	Unemployment	\$ 38,431	\$ 14,053	\$ 27,250	\$ 27,250	\$ -		
	Health Insurance	\$ 2,181,559	\$ 2,335,337	\$ 2,599,011	\$ 2,783,455	\$ 184,444		
	FICA	\$ 181,740	\$ 196,077	\$ 203,638	\$ 217,682	\$ 14,044		
	Prop & Liab Insurance	\$ 92,077	\$ 80,416	\$ 79,744	\$ 81,738	\$ 1,994		
	Workers Comp (based on approp)	\$ 60,525	\$ 53,235	\$ 53,040	\$ 53,040	\$ -		
	<b>TOTAL SCHOOL BUD. W / INDIRECTS</b>	<b>\$ 19,963,065</b>	<b>\$ 20,972,251</b>	<b>\$ 22,212,343</b>	<b>\$ 22,469,770</b>	<b>\$ 257,427</b>		
<b>SHOOL BUILDING NEEDS COMMITTEE</b>								
			\$0			\$0	\$0	\$0
<b>RESERVE FUND BUDGET</b>								
	TRANSFERS TO OTHER DEPARTMENTS	\$45,000	\$45,000	\$45,000	\$45,000	\$0	\$30,000	(\$15,000)
	CLOSED TO FREE CASH	(\$28,066)	(\$20,243)	(\$2,142)		\$2,142		
		(\$16,934)	(\$24,757)					
<b>COMPENSATION FOR ELECTED TOWN OFFICIALS (ANNUALLY)</b>								
	MODERATOR	\$1	\$1	\$1	\$1	\$0	\$1	\$0
	SELECTBOARD (EACH 5)	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$2,000	\$0
	TAX COLLECTOR	\$51,008	\$52,683	\$52,783	\$54,353	\$1,570	\$54,353	\$0
	ASSESSORS (EACH 3)	\$2,500	\$2,500	\$2,500	\$2,500	\$0	\$2,500	\$0
	TOWN CLERK-TREASURER	\$58,977	\$60,887	\$60,987	\$62,250	\$1,263	\$62,250	\$0
<b>WAGE AND CLASSIFICATION PLAN</b>								
	TRANSFERS TO OTHER DEPARTMENTS	\$61,455	\$79,700	\$96,736	\$88,000	(\$8,736)	\$54,000	(\$34,000)
	DIRECT EXPENDITURES	(\$53,524)	(\$75,691)	(\$92,081)		\$92,081		
		(\$3,324)	(\$3,560)			\$0		
<b>GENERAL GOVERNMENT</b>								
<b>MODERATOR</b>								
	PERSONAL SERVICES	\$0	\$0	\$1	\$1	\$0	\$1	\$0
	TOTAL MODERATOR	\$0	\$0	\$1	\$1	\$0	\$1	\$0
<b>APPROPRIATIONS COMMITTEE</b>								
	OTHER EXPENSES	\$220	\$415	\$450	\$450	\$0	\$450	\$0
	TOTAL APPROPRIATIONS COMM.	\$220	\$415	\$450	\$450	\$0	\$450	\$0
<b>SELECTBOARD</b>								
	PERSONAL SERVICES	\$267,752	\$244,106	\$298,601	\$308,849	\$10,248	\$278,510	(\$30,339)
	OTHER EXPENSES	\$39,044	\$95,749	\$39,978	\$38,425	(\$1,553)	\$38,425	\$0
	TOTAL SELECTMEN	\$306,796	\$339,855	\$338,579	\$347,274	\$8,695	\$316,935	(\$30,339)
<b>HUMAN RESOURCES</b>								
	PERSONAL SERVICES	\$38,111	\$40,495	\$42,673	\$42,673	\$0	\$42,673	\$0
	OTHER EXPENSES	\$3,035	\$2,847	\$3,350	\$3,350	\$0	\$3,350	\$0
	TOTAL HUMAN RESOURCES	\$41,146	\$43,342	\$46,023	\$46,023	\$0	\$46,023	\$0
<b>ACCOUNTANT</b>								
	PERSONAL SERVICES	\$124,822	\$129,049	\$133,784	\$134,034	\$250	\$134,034	\$0
	OTHER EXPENSES	\$1,703	\$1,316	\$2,150	\$2,150	\$0	\$2,150	\$0
	TOTAL ACCOUNTANT	\$126,525	\$130,365	\$135,934	\$136,184	\$250	\$136,184	\$0
<b>CLERK-TREASURER</b>								
	PERSONAL SERVICES	\$157,348	\$159,020	\$166,483	\$154,187	(\$12,296)	\$154,187	\$0
	OTHER EXPENSES	\$23,582	\$36,423	\$36,563	\$34,555	(\$2,008)	\$28,555	(\$6,000)
	TOTAL CLERK-TREASURER	\$180,930	\$195,443	\$203,046	\$188,742	(\$14,304)	\$182,742	(\$6,000)
<b>TAX COLLECTOR</b>								
	PERSONAL SERVICES	\$101,278	\$86,975	\$90,060	\$89,951	(\$109)	\$89,951	\$0
	OTHER EXPENSES	\$19,272	\$19,924	\$22,040	\$22,040	\$0	\$22,040	\$0
	TOTAL TAX COLLECTOR	\$120,550	\$106,899	\$112,100	\$111,991	(\$109)	\$111,991	\$0
<b>ASSESSORS</b>								
	PERSONAL SERVICES	\$123,187	\$126,154	\$132,328	\$132,428	\$100	\$132,428	\$0
	OTHER EXPENSES	\$17,595	\$17,656	\$17,900	\$17,900	\$0	\$12,200	(\$5,700)
	TOTAL ASSESSORS	\$140,782	\$143,810	\$150,228	\$150,328	\$100	\$144,628	(\$5,700)
<b>ELECTION AND REGISTRATION</b>								
	PERSONAL SERVICES	\$21,116	\$12,072	\$18,141	\$13,425	(\$4,716)	\$13,425	\$0
	OTHER EXPENSES	\$10,607	\$8,215	\$14,100	\$18,800	\$4,700	\$18,800	\$0
	TOTAL ELECTION AND REG.	\$31,723	\$20,287	\$32,241	\$32,225	(\$16)	\$32,225	\$0

TOWN WARRANT	DEPARTMENT	EXPENDED FY2007	EXPENDED FY2008	BUDGETED FY2009	REQUEST FY2010	CHANGE FY09-10	SELECTBOARD'S RECOMMENDED FY2010	CHANGE FROM REQUESTED
<b>TOWN HALL</b>								
	PERSONAL SERVICES	\$16,682	\$17,710	\$18,407	\$18,590	\$183	\$18,590	\$0
	OTHER EXPENSES	\$107,976	\$107,058	\$119,650	\$123,100	\$3,450	\$118,100	(\$5,000)
	TOTAL TOWN HALL	\$124,658	\$124,768	\$138,057	\$141,690	\$3,633	\$136,690	(\$5,000)
<b>TOWN COUNSEL</b>								
	PERSONAL SERVICES	\$2,600	\$2,600	\$2,600	\$2,600	\$0	\$2,600	\$0
	OTHER EXPENSES	\$29,287	\$100,000	\$30,000	\$30,000	\$0	\$30,000	\$0
	TOTAL TOWN COUNSEL	\$31,887	\$102,600	\$32,600	\$32,600	\$0	\$32,600	\$0
<b>PERSONNEL BOARD</b>								
	PERSONAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	OTHER EXPENSES	\$320	\$141	\$5,320	\$5,320	\$0	\$5,320	\$0
	TOTAL PERSONNEL BOARD	\$320	\$141	\$5,320	\$5,320	\$0	\$5,320	\$0
<b>I.T. DEPARTMENT</b>								
	PERSONAL SERVICES	\$61,819	\$85,911	\$103,253	\$103,253	\$0	\$103,253	\$0
	OTHER EXPENSES	\$82,002	\$83,966	\$93,388	\$96,235	\$2,847	\$96,235	\$0
	TOTAL DATA PROCESSING	\$143,821	\$169,877	\$196,641	\$199,488	\$2,847	\$199,488	\$0
<b>TECHNOLOGY COMMITTEE</b>								
	OTHER EXPENSES			\$23,800	\$5,000	(\$18,800)	\$5,000	\$0
	TOTAL TECH COMMITTEE			\$23,800	\$5,000	(\$18,800)	\$5,000	\$0
<b>PLANNING BOARD</b>								
	PERSONAL SERVICES	\$63,859	\$66,094	\$68,738	\$68,988	\$250	\$68,988	\$0
	OTHER EXPENSES	\$2,802	\$3,759	\$5,750	\$5,250	(\$500)	\$5,250	\$0
	TOTAL PLANNING BOARD	\$66,661	\$69,853	\$74,488	\$74,238	(\$250)	\$74,238	\$0
<b>BOARD OF APPEALS</b>								
	OTHER EXPENSES	\$220	\$40	\$675	\$675	\$0	\$675	\$0
	TOTAL BOARD OF APPEALS	\$220	\$40	\$675	\$675	\$0	\$675	\$0
<b>CONSERVATION COMMISSION</b>								
	PERSONAL SERVICES	\$31,442	\$38,862	\$40,028	\$40,028	\$0	\$40,028	\$0
	OTHER EXPENSES	\$2,278	\$2,412	\$2,424	\$2,424	\$0	\$424	(\$2,000)
	TOTAL CONSERVATION COMMITTEE	\$33,720	\$41,274	\$42,452	\$42,452	\$0	\$40,452	(\$2,000)
<b>RECREATION DEPARTMENT</b>								
	PERSONAL SERVICES	\$64,007	\$72,224	\$77,184	\$76,720	(\$464)	\$67,452	(\$9,268)
	OTHER EXPENSES	\$9,673	\$15,109	\$10,410	\$10,410	\$0	\$8,835	(\$1,575)
	TOTAL RECREATION DEPT.	\$73,680	\$87,333	\$87,594	\$87,130	(\$464)	\$76,287	(\$10,843)
<b>TOTAL GENERAL GOVERNMENT</b>								
		\$1,423,639	\$1,576,302	\$1,620,229	\$1,601,811	(\$18,418)	\$1,541,929	(\$59,882)
<b>PUBLIC SAFETY</b>								
<b>POLICE</b>								
	PERSONAL SERVICES	\$1,885,665	\$1,994,763	\$2,114,049	\$2,178,713	\$64,664	\$2,087,549	(\$91,164)
	OTHER EXPENSES	\$243,450	\$258,297	\$293,241	\$292,931	(\$310)	\$292,931	\$0
	POLICE CRUISERS	\$55,982	\$48,869	\$56,000	\$56,000	\$0	\$56,000	\$0
	TOTAL POLICE	\$2,185,097	\$2,301,929	\$2,463,290	\$2,527,644	\$64,354	\$2,436,480	(\$91,164)
<b>POLICE MATRONS</b>								
	PERSONAL SERVICES	\$0	\$66	\$500	\$500	\$0	\$500	\$0
	TOTAL POLICE MATRONS	\$0	\$66	\$500	\$500	\$0	\$500	\$0
<b>MA EMERGENCY MANAGEMENT ASSOC. (MEMA)</b>								
	PERSONAL SERVICES	\$1,500	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$0
	OTHER EXPENSES	\$1,450	\$1,452	\$1,500	\$1,500	\$0	\$1,500	\$0
	TOTAL MEMA	\$2,950	\$6,452	\$6,500	\$6,500	\$0	\$6,500	\$0
<b>FOREST WARDEN/FIRES</b>								
	PERSONAL SERVICES	\$500	\$500	\$500	\$500	\$0	\$500	\$0
	OTHER EXPENSES	\$0	\$0	\$200	\$200	\$0	\$200	\$0
	TOTAL FOREST WARDEN/FIRES	\$500	\$500	\$700	\$700	\$0	\$700	\$0
<b>BUILDING INSPECTOR</b>								
	PERSONAL SERVICES	\$56,553	\$58,195	\$61,763	\$61,763	\$0	\$61,763	\$0
	OTHER EXPENSES	\$2,183	\$2,100	\$4,200	\$2,700	(\$1,500)	\$2,700	\$0
	TOTAL BUILDING INSPECTOR	\$58,736	\$60,295	\$65,963	\$64,463	(\$1,500)	\$64,463	\$0
<b>WIRING INSPECTOR</b>								
	PERSONAL SERVICES	\$20,317	\$21,185	\$21,884	\$21,884	\$0	\$21,884	\$0
	OTHER EXPENSES	\$1,011	\$1,378	\$1,680	\$1,680	\$0	\$1,680	\$0
	TOTAL WIRING INSPECTOR	\$21,328	\$22,563	\$23,564	\$23,564	\$0	\$23,564	\$0
<b>SEALER OF WEIGHTS &amp; MEASURES</b>								
	PERSONAL SERVICES	\$6,215	\$6,215	\$6,215	\$6,215	\$0	\$6,215	\$0
	OTHER EXPENSES	\$339	\$316	\$400	\$400	\$0	\$400	\$0
	TOTAL SEALER OF WEIGHT & MEASURES	\$6,554	\$6,531	\$6,615	\$6,615	\$0	\$6,615	\$0

TOWN WARRANT	DEPARTMENT	EXPENDED FY2007	EXPENDED FY2008	BUDGETED FY2009	REQUEST FY2010	CHANGE FY09-10	SELECTBOARD'S RECOMMENDED FY2010	CHANGE FROM REQUESTED
	<b>DOG OFFICER</b>							
	PERSONAL SERVICES	\$11,406	\$11,599	\$11,615	\$11,615	\$0	\$11,615	\$0
	OTHER EXPENSES	\$1,533	\$1,555	\$1,860	\$1,860	\$0	\$1,860	\$0
	TOTAL DOG OFFICER	\$12,939	\$13,154	\$13,475	\$13,475	\$0	\$13,475	\$0
	<b>PARKING CLERK</b>							
	OTHER EXPENSES	\$204	\$43	\$200	\$200	\$0	\$200	\$0
	<b>TOTAL PUBLIC SAFETY</b>	\$2,288,308	\$2,411,533	\$2,580,807	\$2,643,661	\$62,854	\$2,552,497	(\$91,164)
	<b>POLICE</b>							
	LINE OF DUTY INJURY FUND	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0
	<b>DEPARTMENT OF PUBLIC WORKS</b>							
	ADMINISTRATION							
	PERSONAL SERVICES	\$85,176	\$93,819	\$102,143	\$101,748	(\$395)	\$101,748	\$0
	OTHER EXPENSES	\$13,396	\$16,728	\$22,110	\$22,110	\$0	\$21,610	(\$500)
	TOTAL ADMINISTRATION	\$98,572	\$110,547	\$124,253	\$123,858	(\$395)	\$123,358	(\$500)
	CONSTRUCTION & MAINTENANCE							
	PERSONAL SERVICES	\$245,316	\$294,861	\$316,405	\$319,228	\$2,823	\$319,228	\$0
	OTHER EXPENSES	\$105,832	\$108,882	\$122,000	\$137,000	\$15,000	\$135,400	(\$1,600)
	TOTAL CONSTRUCTION & MAINT.	\$351,148	\$403,743	\$438,405	\$456,228	\$17,823	\$454,628	(\$1,600)
	SANITARY LANDFILL							
	PERSONAL SERVICES	\$150,382	\$149,631	\$161,430	\$161,262	(\$168)	\$161,262	\$0
	OTHER EXPENSES	\$712,555	\$674,154	\$798,328	\$798,328	\$0	\$798,328	\$0
	TOTAL SANITARY LANDFILL	\$862,937	\$823,785	\$959,758	\$959,590	(\$168)	\$959,590	\$0
	PARKS							
	PERSONAL SERVICES	\$277,294	\$279,936	\$315,592	\$318,177	\$2,585	\$282,760	(\$35,417)
	OTHER EXPENSES	\$131,077	\$125,450	\$130,335	\$130,335	\$0	\$130,335	\$0
	TOTAL PARKS	\$408,371	\$405,386	\$445,927	\$448,512	\$2,585	\$413,095	(\$35,417)
	TREE DEPARTMENT							
	PERSONAL SERVICES	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$0
	OTHER EXPENSES	\$48,137	\$58,446	\$60,100	\$60,100	\$0	\$60,100	\$0
	TOTAL TREE DEPARTMENT	\$53,137	\$63,446	\$65,100	\$65,100	\$0	\$65,100	\$0
	WATER POLLUTION CONTROL							
	PERSONAL SERVICES	\$472,436	\$508,086	\$553,167	\$558,043	\$4,876	\$566,332	\$8,289
	OTHER EXPENSES	\$575,891	\$626,171	\$665,800	\$665,800	\$0	\$665,800	\$0
	TOTAL WATER POLL. CONTROL	\$1,048,327	\$1,134,257	\$1,218,967	\$1,223,843	\$4,876	\$1,232,132	\$8,289
	VEHICLE MAINTENANCE							
	PERSONAL SERVICES	\$43,084	\$44,542	\$46,350	\$46,350	\$0	\$46,350	\$0
	OTHER EXPENSES	\$91,759	\$130,278	\$111,000	\$121,000	\$10,000	\$121,000	\$0
	TOTAL VEHICLE MAINT.	\$134,843	\$174,820	\$157,350	\$167,350	\$10,000	\$167,350	\$0
	<b>TOTAL DEPARTMENT PUBLIC WORKS</b>	\$2,957,335	\$3,115,984	\$3,409,760	\$3,444,481	\$34,721	\$3,415,253	(\$29,228)
	<b>SNOW AND ICE</b>							
	PERSONAL SERVICES	\$25,149	\$62,128	\$20,380	\$20,380	\$0	\$20,380	\$0
	OTHER EXPENSES	\$79,675	\$188,994	\$79,622	\$79,623	\$1	\$79,623	\$0
	TOTAL SNOW AND ICE	\$104,824	\$251,122	\$100,002	\$100,003	\$1	\$100,003	\$0
	<b>COUNCIL ON AGING</b>							
	PERSONAL SERVICES	\$191,778	\$197,965	\$233,187	\$234,469	\$1,282	\$225,655	(\$8,814)
	OTHER EXPENSES	\$58,240	\$65,117	\$66,707	\$70,690	\$3,983	\$70,690	\$0
	TOTAL COUNCIL ON AGING	\$250,018	\$263,082	\$299,894	\$305,159	\$5,265	\$296,345	(\$8,814)
	<b>VETERANS</b>							
	OTHER EXPENSES	\$70,196	\$56,534	\$100,000	\$100,000	\$0	\$100,000	\$0
	TOTAL VETERANS	\$70,196	\$56,534	\$100,000	\$100,000	\$0	\$100,000	\$0
	<b>LIBRARIES</b>							
	PERSONAL SERVICES	\$301,206	\$335,826	\$351,027	\$351,291	\$264	\$348,353	(\$2,938)
	OTHER EXPENSES	\$183,781	\$176,516	\$180,470	\$180,625	\$155	\$180,625	\$0
	TOTAL LIBRARIES	\$484,987	\$512,342	\$531,497	\$531,916	\$419	\$528,978	(\$2,938)
	<b>GAYLORD LIBRARY</b>	\$12,000	\$12,500	\$13,500	\$13,500	\$0	\$13,000	(\$500)
	<b>TOWN AUDIT</b>	\$19,566	\$20,500	\$20,500	\$22,000	\$1,500	\$22,000	\$0
	<b>GASB 34/ GASB 45 COMPLIANCE</b>	-	\$12,000	\$6,000	\$6,000	\$0	\$6,000	\$0
	<b>CABLE STUDIO MANAGER</b>							
	PERSONAL SERVICES	\$42,453	\$46,692	\$50,225	\$45,630	(\$4,595)	\$45,630	\$0
	OTHER EXPENSES	\$18,982	\$19,847	\$19,500	\$10,000	(\$9,500)	\$10,000	\$0
	TOTAL CABLE STUDIO	\$61,435	\$66,539	\$69,725	\$55,630	(\$14,095)	\$55,630	\$0

TOWN WARRANT	DEPARTMENT	EXPENDED FY2007	EXPENDED FY2008	BUDGETED FY2009	REQUEST FY2010	CHANGE FY09-10	SELECTBOARD'S RECOMMENDED FY2010	CHANGE FROM REQUESTED
<i>Town Share of Fixed/Unclassified Costs</i>								
<i>(Note: Enterprise amounts not broken out)</i>								
<i>* For</i>	Retirement	\$ 734,640	\$ 793,644	\$ 894,491	\$ 904,835	\$ 10,344		
<i>Illustrative</i>	Unemployment	\$ 23,727	\$ 9,260	\$ 22,750	\$ 22,750	\$ -		
<i>purposes only</i>	Health Insurance	\$ 972,903	\$ 1,050,189	\$ 1,091,267	\$ 1,168,712	\$ 77,445		
	FICA	\$ 71,744	\$ 69,292	\$ 71,949	\$ 76,911	\$ 4,962		
	Prop & Liab Insurance	\$ 116,193	\$ 123,547	\$ 141,656	\$ 145,197	\$ 3,541		
	Workers Comp (based on approp)	\$ 14,475	\$ 11,765	\$ 11,960	\$ 11,960	\$ -		
	<b>TOTAL TOWN BUD. W/ INDIRECTS</b>	\$ 7,892,253	\$ 8,581,927	\$ 9,089,394	\$ 9,336,570	\$ 247,176		
<b>UNCLASSIFIED</b>								
<b>RETIREMENT FUND</b>								
	TOWN	\$734,640	\$793,644	\$894,491	\$904,835	\$10,344	\$904,835	\$0
	SCHOOL	\$445,002	\$499,556	\$506,564	\$563,509	\$56,945	\$563,509	\$0
	SHELD	\$200,359	\$198,293	\$204,884	\$209,764	\$4,880	\$209,764	\$0
	<b>TOTAL</b>	\$1,380,001	\$1,491,493	\$1,605,939	\$1,678,108	\$72,169	\$1,678,108	\$0
<b>NON-CONTRIBUTORY RETIREMENT</b>								
	SCHOOL (100.0%)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>UNEMPLOYMENT COMPENSATION</b>								
	TOWN	\$23,727	\$9,260	\$22,750	\$22,750	\$0	\$22,750	\$0
	SCHOOL	\$38,431	\$14,053	\$27,250	\$27,250	\$0	\$122,250	\$95,000
	SHELD	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL</b>	\$62,158	\$23,313	\$50,000	\$50,000	\$0	\$145,000	\$95,000
<b>EMPLOYEES &amp; RETIREES GROUP INS.</b>								
<b>ACTIVE:</b>								
	TOWN	\$647,495	\$704,873	\$751,745	\$805,094	\$53,349	\$800,094	(\$5,000)
	SCHOOL	\$1,620,397	\$1,730,143	\$1,945,101	\$2,083,139	\$138,038	\$2,025,139	(\$58,000)
	SHELD	\$96,294	\$106,799	\$112,143	\$120,101	\$7,958	\$120,101	\$0
<b>RETIRES:</b>								
	TOWN	\$325,408	\$345,316	\$339,522	\$363,618	\$24,096	\$363,618	\$0
	SCHOOL	\$561,162	\$605,194	\$653,910	\$700,316	\$46,406	\$700,316	\$0
	SHELD	\$69,730	\$67,639	\$64,579	\$69,162	\$4,583	\$69,162	\$0
	<b>TOTAL</b>	\$3,320,486	\$3,559,964	\$3,867,000	\$4,141,430	\$274,430	\$4,078,430	(\$63,000)
<b>HAZARD INSURANCE</b>								
	TOWN	\$116,193	\$123,547	\$141,656	\$145,197	\$3,541	\$141,656	(\$3,541)
	SCHOOL	\$92,077	\$80,416	\$79,744	\$81,738	\$1,994	\$79,744	(\$1,994)
	SHELD	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL</b>	\$208,270	\$203,963	\$221,400	\$226,935	\$5,535	\$221,400	(\$5,535)
<b>MEDICARE INSURANCE</b>								
	TOWN	\$71,744	\$69,292	\$71,949	\$76,911	\$4,962	\$76,911	\$0
	SCHOOL	\$181,740	\$196,077	\$203,638	\$217,682	\$14,044	\$212,982	(\$4,700)
	SHELD	\$13,416	\$13,873	\$14,413	\$15,407	\$994	\$15,407	\$0
	<b>TOTAL</b>	\$266,900	\$279,242	\$290,000	\$310,000	\$20,000	\$305,300	(\$4,700)
<b>STREET AND TRAFFIC LIGHTS</b>								
	MEMORIAL DAY MARKERS & FLAGS	\$83,404	\$84,782	\$118,500	\$118,500	\$0	\$118,189	(\$311)
	DAMAGE TO PERSONS & PROPERTY	\$1,478	\$1,468	\$2,800	\$2,800	\$0	\$2,800	\$0
	TOWN REPORTS	\$0	\$0	\$10	\$10	\$0	\$10	\$0
	UPDATING SOUTH HADLEY CODES	\$1,893	\$1,808	\$3,500	\$3,500	\$0	\$3,500	\$0
	OLD FIREHOUSE MUSEUM	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	S.H. HISTORICAL COMMISSION	\$2,671	\$2,416	\$6,225	\$6,225	\$0	\$6,225	\$0
		\$72	\$0	\$2,000	\$2,000	\$0	\$2,000	\$0
	<b>TOTAL UNCLASSIFIED</b>	\$5,327,333	\$5,648,449	\$6,167,374	\$6,539,508	\$372,134	\$6,560,962	\$21,454
<b>WORKERS' COMPENSATION FUND</b>								
		\$75,000	\$65,000	\$65,000	\$65,000	\$0	\$0	(\$65,000)
<b>HEALTH AND SANITATION</b>								
	PERSONAL SERVICES	\$82,734	\$76,096	\$111,992	\$111,992	\$0	\$105,752	(\$6,240)
	OTHER EXPENSES	\$6,382	\$7,255	\$6,450	\$6,450	\$0	\$6,450	\$0
	<b>TOTAL HEALTH AND SANITATION</b>	\$89,116	\$83,351	\$118,442	\$118,442	\$0	\$112,202	(\$6,240)

TOWN WARRANT	DEPARTMENT	EXPENDED FY2007	EXPENDED FY2008	BUDGETED FY2009	REQUEST FY2010	CHANGE FY09-10	SELECTBOARD'S RECOMMENDED FY2010	CHANGE FROM REQUESTED
<b>MATURING DEBT AND INTEREST</b>								
PAYMENT ON DEBT								
	TOWN	\$203,775	\$253,177	\$243,775	\$243,775	\$0	\$243,775	\$0
	ENTERPRISE FUNDS	\$351,255	\$586,239	\$729,216	\$718,277	(\$10,939)	\$718,277	\$0
	SCHOOL	\$1,823,974	\$1,698,975	\$1,698,975	\$1,696,475	(\$2,500)	\$1,696,475	\$0
	TOTAL	\$2,379,004	\$2,538,391	\$2,671,966	\$2,658,527	(\$13,439)	\$2,658,527	\$0
PAYMENT ON INTEREST LONG TERM								
	TOWN	\$45,557	\$52,575	\$42,464	\$29,823	(\$12,641)	\$29,823	\$0
	ENTERPRISE FUNDS	\$324,345	\$341,746	\$370,066	\$349,958	(\$20,108)	\$349,958	\$0
	SCHOOL	\$1,006,133	\$968,232	\$896,175	\$827,599	(\$68,576)	\$827,599	\$0
	TOTAL	\$1,376,035	\$1,362,553	\$1,308,705	\$1,207,380	(\$101,325)	\$1,207,380	\$0
PAYMENT ON INTEREST SHORT TERM								
	TOWN	\$29,594	\$0	\$0	\$0	\$0	\$0	\$0
	ENTERPRISE FUNDS	\$12,560	\$22,927	\$31,154	\$20,111	(\$11,043)	\$20,111	\$0
	SCHOOL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL	\$42,154	\$22,927	\$31,154	\$20,111	(\$11,043)	\$20,111	\$0
	TOTAL DEBT AND INTEREST	\$3,797,193	\$3,923,871	\$4,011,825	\$3,886,018	(\$125,807)	\$3,886,018	\$0
	Less Debt Exclusion Debt	(\$2,431,336)	(\$2,355,773)	(\$2,294,373)	(\$2,236,573)	\$57,800	(\$2,236,573)	\$0
	Total Debt less Exclusion	\$1,365,857	\$1,568,098	\$1,717,452	\$1,649,445	(\$68,007)	\$1,649,445	\$0
<b>CONN. RIVER CHANNEL MARKINGS AND SAFETY COMMITTEE</b>								
		\$3,475	\$3,740	\$5,500	\$5,500	\$0	\$5,500	\$0
<b>TOWN AMBULANCE</b>								
	PERSONAL SERVICES	\$176,137	\$169,206	\$159,000	\$53,100	(\$105,900)	\$53,100	\$0
	OTHER EXPENSES	\$146,320	\$133,160	\$69,850	\$2,000	(\$67,850)	\$2,000	\$0
	TOTAL AMBULANCE	\$322,457	\$302,366	\$228,850	\$55,100	(\$173,750)	\$55,100	\$0
<b>LEDGE'S GOLF ENTERPRISE FUND</b>								
	PERSONAL SERVICES	\$131,807	\$141,817	\$128,826	\$140,954	\$12,128	\$140,954	\$0
	OTHER EXPENSES	\$670,552	\$748,646	\$772,439	\$772,255	(\$184)	\$772,255	\$0
	TOTAL GOLF	\$802,359	\$890,463	\$901,265	\$913,209	\$11,944	\$913,209	\$0
<b>CANAL PARK</b>								
		\$462	\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$0
<b>CONSERVATION LAND TRUST</b>								
		\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$0
<b>ALLOCATION TO STABILIZATION FUND</b>								
		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>								
		\$35,069,258	\$37,018,815	\$39,046,779	\$39,289,034	\$242,255	\$38,997,722	(\$291,312)
	Less Debt Exclusion Debt	(\$2,442,404)	(\$2,355,773)	(\$2,294,373)	(\$2,236,573)	\$57,800	(\$2,236,573)	\$0
	TOTAL LESS DEBT EXCLUSION	\$32,626,854	\$34,663,042	\$36,752,406	\$37,052,461	\$300,055	\$36,761,149	(\$291,312)
<b>SPECIAL ARTICLES:</b>								
	REVALUATION	\$5,500	\$0	\$20,000	\$20,000	\$0	\$12,000	(\$8,000)
	CHARTER COMMISSION		\$5,000	\$21,000		(\$21,000)		\$0
	HISTORICAL COMM MATCHING GRANT		\$15,000	\$0	\$10,000	\$10,000	\$0	(\$10,000)
	LIBRARY - MATCHING GRANT		\$10,000	\$0		\$0	\$0	\$0
<b>CAPITAL ARTICLES:</b>								
See Separate Page								
<b>TOTAL WITH SPECIAL ARTICLES</b>								
		\$35,074,758	\$37,048,815	\$39,087,779	\$39,319,034	\$231,255	\$39,009,722	(\$309,312)

## FY 2010 Budget Request & Recommendation Summary Page by Fund Type

	EXPENDED FY2007	EXPENDED FY2008	BUDGETED FY2009	REQUESTED FY2010	CHANGE FY09-10	SELECTBOARD'S RECOMMENDED FY2010	CHANGE FROM REQUESTED
<b>TOTAL GENERAL FUND:</b>							
TOWN OPERATING BUDGET	\$5,953,964	\$6,553,781	\$6,919,169	\$7,061,195	\$142,026	\$6,786,829	(\$274,366)
Transfer to Workers Comp Fund	\$75,000	\$65,000	\$65,000	\$65,000	\$0	\$0	(\$65,000)
Transfer to Stabilization Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Costs - Town *	\$1,919,207	\$2,045,932	\$2,222,123	\$2,318,415	\$96,292	\$2,309,874	(\$8,541)
Town Debt *	\$278,926	\$305,752	\$286,239	\$273,598	(\$12,641)	\$273,598	\$0
Enterprise Fund Debt *	\$688,160	\$950,912	\$1,130,436	\$1,088,346	(\$42,090)	\$1,088,346	\$0
Indirect Costs - SHELD *	\$379,799	\$386,604	\$396,019	\$414,434	\$18,415	\$414,434	\$0
TOTAL G/F TOWN BUDGETS	\$9,295,056	\$10,307,981	\$11,018,986	\$11,220,988	\$202,002	\$10,873,081	(\$347,907)
SCHOOL OPERATING BUDGET	\$16,963,731	\$17,793,577	\$18,743,096	\$18,743,096	\$0	\$18,743,096	\$0
Indirect Costs - School *	\$2,938,809	\$3,125,439	\$3,416,207	\$3,673,634	\$257,427	\$3,703,940	\$30,306
School Debt *	\$2,830,107	\$2,667,207	\$2,595,150	\$2,524,074	(\$71,076)	\$2,524,074	\$0
LESS DEBT EXCLUSION	(\$2,431,336)	(\$2,355,773)	(\$2,294,373)	(\$2,236,573)	\$57,800	(\$2,236,573)	\$0
School Debt less Exclusion	\$398,771	\$311,434	\$300,777	\$287,501	(\$13,276)	\$287,501	\$0
<b>TOTAL GENERAL FUND</b>	\$32,027,703	\$33,894,204	\$35,773,439	\$36,161,792	\$388,353	\$35,844,191	(\$317,601)
Less Debt Exclusion	(\$2,431,336)	(\$2,355,773)	(\$2,294,373)	(\$2,236,573)	\$57,800	(\$2,236,573)	\$0
Total General Fund Less Exclusion	\$29,596,367	\$31,538,431	\$33,479,066	\$33,925,219	\$446,153	\$33,607,618	(\$317,601)
<b>TOTAL REC RES'D APPROP</b> (AMBULANCE & LINE - OF -DUTY & CHANNEL MARKINGS)	\$333,432	\$306,106	\$234,350	\$60,600	(\$173,750)	\$60,600	\$0
<b>ENTERPRISE FUNDS:</b>							
LANDFILL	\$862,937	\$823,785	\$959,758	\$959,590	(\$168)	\$959,590	\$0
WASTE WATER TREATMENT	\$1,048,327	\$1,134,257	\$1,218,967	\$1,223,843	\$4,876	\$1,232,132	\$8,289
LEDGE'S GOLF COURSE	\$802,359	\$890,463	\$901,265	\$913,209	\$11,944	\$913,209	\$0
<b>TOTAL ALL FUNDS</b>	\$35,074,758	\$37,048,815	\$39,087,779	\$39,319,034	\$231,255	\$39,009,722	(\$309,312)
<b>LESS DEBT EXCLUSION</b>	(\$2,431,336)	(\$2,355,773)	(\$2,294,373)	(\$2,236,573)	\$57,800	(\$2,236,573)	\$0
<b>TOTAL LESS EXCLUSION</b>	\$32,643,422	\$34,693,042	\$36,793,406	\$37,082,461	\$289,055	\$36,773,149	(\$309,312)
<b>CAPITAL FUND/ ITEMS **</b>	\$2,527,676	\$1,525,712	\$1,350,174	\$638,000	(\$712,174)	\$408,000	(\$230,000)
<b>TOTAL WITH CAPITAL</b>	\$37,602,434	\$38,574,527	\$40,437,953	\$39,957,034	(\$480,919)	\$39,417,722	(\$539,312)

\* = Amounts budgeted within the towns Maturing Debt & Unclassified Accounts in the General Fund

\*\* = Includes Borrowing Authorizations

## Capital Request/Recommended

Department	Description	FY07 Expended/ Appropriated	FY08 Expended	FY09 Budgeted	FY10 Requested	Cap Planning Recommended FY2010	Selectboard Recommended FY2010
<b>Capital Stabilization</b>		\$ 102,500.00					
<b>Cable Studio</b>	Upgrade			\$ 65,000.00			
<b>School</b>	Mosier Gym Floor Repair	\$ 56,999.00					
	PC Upgrades	\$ 50,000.00					
	Plains: Undergrd Fuel Tank	\$ 32,042.00					
	Middle School Pool Filter	\$ 38,000.00					
	Security Measures		\$ 81,500.00				
	HS-Concrete Sidewalk/Pad			\$ 35,000.00			
	Mid:Rooftop Air Conditioner			\$ 20,000.00			
	Mid:Auto Pool Cover			\$ 50,000.00			
	Mos:Gym Roof Replace			\$ 175,000.00			
	Mos:Portable Classrm Impr			\$ 25,000.00			
	Mosier:Gym Lights & Paint			\$ 40,000.00			
	Lincoln St. Parking Lot				\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
	Mid: Drop Off Zone				\$100,000.00	\$ 100,000.00	\$ 100,000.00
	HS: Replace Floor Tiles				\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
	Mid:Replace Toilet Partitions				\$ 35,000.00	\$ 35,000.00	
	Mid:Engineering Evaluation				\$ 25,000.00		
<b>I.T.Department</b>	Printer & Software	\$ 30,660.00					
	** GIS Base Map			\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	
	Munis System-Server				\$ 23,000.00	\$ 23,000.00	\$ 23,000.00
<b>Planning Board</b>	Comprehensive Master Plan	\$ 25,000.00	\$ 35,000.00	\$ 40,000.00			
<b>Recreation</b>	Splash Pad/Beachgrnds Renv		\$ 40,000.00				
	*** Splash Pad/Beachgrnds Renv		\$ 212,595.00				
	* Splash Pad/Beachgrnds Renv		\$ 456,480.00				
	Splash Pad/Beachgrnds Renv			\$ 88,200.00			
<b>Department of Public Works</b>							
<b>DPW-Admin</b>	Copier/Scanner	\$ 14,000.00					
	Roof Replacement		\$ 14,400.00				
<b>DPW-Const &amp; Mtee</b>	Dump Truck/Sander		\$ 154,187.00				
	4x4 Pick-Up w/Plow			\$ 40,000.00			
	6 Wheel Dump Truck				\$150,000.00	\$ 150,000.00	\$ 150,000.00
<b>DPW-Parks</b>	Athletic Field Groomer			\$ 16,000.00			
	4 Door 4x4 Pick-Up w/Plow			\$ 60,000.00			
<b>DPW-Landfill</b>	Landfill share of Roll-Off Truck	\$ 16,000.00					
<b>DPW-WWTP</b>	Roll of Truck	\$ 64,000.00					
	* 4x4 Pick-Up w/Plow/ILift Gate			\$ 50,000.00			
	* I & I Mitigation			\$ 300,000.00			
	* CSO	\$ 1,400,000.00					
	* Phase II		\$ 125,000.00				
<b>DPW-Misc</b>	** Queensville Dam Repair			\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	
<b>Council on Aging</b>	Roof Repairs-Engineer Study			\$ 10,000.00			
	Window Replacement			\$ 10,800.00			
<b>Library</b>	HVAC Replacement			\$ 74,000.00			
	Restroom Design				\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
<b>Police</b>	Dispatch Console			\$ 106,174.00			
<b>Ledges Golf Club</b>	Water Looping		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
	* Clubhouse Construction	\$ 698,475.00	\$ 51,550.00				
	Wheelchair Lift				\$ 50,000.00		
<b>Selectboard</b>	Toth Property		\$ 330,000.00				
Total:		\$ 2,527,676.00	\$ 1,525,712.00	\$ 1,350,174.00	\$ 638,000.00	\$ 563,000.00	\$ 408,000.00

\* Denotes borrowing

\*\* FY09 Appropriation may be returned. Amounts have been frozen due to the reduction in FY09 State Aid.

\*\*\* \$43,520 to be returned to Free Cash from grant

## Section II: Departmental Budget Requests

## Reserve Fund

**Mission Statement:** *The legal purpose of the Reserve Fund is to fund extraordinary and unforeseen expenditures, transfers from which are voted at the discretion of the Appropriations Committee.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$1,066.00	\$24,757.00	\$45,000.00	\$45,000.00	\$0.00	\$30,000.00	(\$15,000.00)
<b>Total</b>	<b>\$1,066.00</b>	<b>\$24,757.00</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>(\$15,000.00)</b>

## Appropriations

**Mission Statement:** *To consider and make recommendations to Town Meeting on matters having financial implications for the Town; to develop an annual recommendation on Town and School budgets for Town Meeting consideration; and to review and make allocations from the Reserve Fund, established pursuant to Massachusetts General Laws, for extraordinary and unforeseen expenditures during the year.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Service</b>	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$100.00	\$0.00
<b>Supplies</b>	\$0.00	\$189.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Other</b>	\$220.00	\$226.00	\$350.00	\$350.00	\$0.00	\$350.00	\$0.00
<b>Totals</b>	<b>\$220.00</b>	<b>\$415.43</b>	<b>\$450.00</b>	<b>\$450.00</b>	<b>\$0.00</b>	<b>\$450.00</b>	<b>\$0.00</b>

*This budget covers memberships, publications, and some incidental costs of preparing town meeting materials.*

## Selectboard

**Town Administrator Mission Statement:** *To professionally manage and administer day-to-day and long-term Town activities, events, and staff and to ensure quality service delivery to residents and constituent groups by trained and qualified personnel at the most efficient cost.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Requested</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$267,751.78	\$244,105.59	\$298,601.00	\$308,849.00	\$10,248.00	\$278,510.00	(\$30,339.00)
<b>Services</b>	\$25,672.79	\$82,924.89	\$28,200.00	\$28,200.00	\$0.00	\$28,200.00	\$0.00
<b>Supplies</b>	\$2,099.68	\$880.42	\$2,075.00	\$2,075.00	\$0.00	\$2,075.00	\$0.00
<b>Other</b>	\$11,271.67	\$11,943.53	\$9,703.00	\$8,150.00	(\$1,553.00)	\$8,150.00	\$0.00
<b>Total</b>	<b>\$306,795.92</b>	<b>\$339,854.43</b>	<b>\$338,579.00</b>	<b>\$347,274.00</b>	<b>\$8,695.00</b>	<b>\$316,935.00</b>	<b>(\$30,339.00)</b>

### Departmental Key Result Areas:

1. *To continue to explore all options for improved fiscal health of the Ledges Golf Club including thorough research and education relative to the efficacy of a debt exclusion vote for the golf course bond.*
2. *To monitor landfill capacity and explore options for solid waste disposal after closure.*
3. *To continue to pursue the equitable implementation of the Recreation Land Use and Management Plan file by Holyoke Gas & Electric with the Federal Energy Regulatory Commission including but not limited to, securing a \$350,000 contribution toward the purchase of the Bachelor/Stony Brook Resource area, demolition of the Texon building, trail and park system development, and water withdrawal permitting program. To also improve business opportunities and aesthetics in the Falls Area.*
4. *To explore the potential for shared services between Town and School departments, particularly in the areas of facilities, purchasing and technology. To increase communication and information exchange with the School Department and Appropriations Committees through quarterly meetings.*
5. *To continue to work toward developing a long-term financial plan for the Town.*
6. *To support the new Town Administrator and staff so that the new Town Administrator and staff can support the Selectboard and Town.*

## Accounting

**Mission Statement:** *To proficiently process and report Town related financial and/or financially related legal matters under the guidelines defined by Federal law, State statute, Town By-Laws, and Town policy.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$124,821.63	\$129,048.86	\$133,784.00	\$134,034.00	\$250.00	\$134,034.00	\$0.00
<b>Services</b>	\$0.00	\$0.00	\$10.00	\$10.00	\$0.00	\$10.00	\$0.00
<b>Supplies</b>	\$1,254.83	\$805.32	\$1,290.00	\$1,290.00	\$0.00	\$1,290.00	\$0.00
<b>Other</b>	\$447.78	\$510.85	\$850.00	\$850.00	\$0.00	\$850.00	\$0.00
<b>Total</b>	<b>\$126,524.24</b>	<b>\$130,365.03</b>	<b>\$135,934.00</b>	<b>\$136,184.00</b>	<b>\$250.00</b>	<b>\$136,184.00</b>	<b>\$0.00</b>

*The Accounting Department budget is largely made up of personnel services for three employees. The increase in personnel services is due to longevity eligibility.*

### Departmental Key Result Areas:

1. *Continue to assist in expanding the knowledge and use of the MUNIS personnel system. In conjunction with this, to assist the School Department, payroll Department and other departments with refining and troubleshooting the payroll encumbrance system.*
2. *Assist with the hiring of an actuary, and assist the Treasurers' office where necessary for providing information in order to have the Town be in compliance with GASB 45 regarding the measurement and recognition of annual OPEB costs.*
3. *Continue to work with our auditors to identify, improve where necessary, and document the Town's internal control policies identified in the Statement on Auditing Standards No.112.*
4. *Continue to assist with the development of Long-Term Financial Plans and Budget Strategies as we deal with the economic down-turn and reductions in State Aid.*
5. *Begin to analyze "old" projects and gift/donation accounts to determine if any can be closed out or used for other purposes.*

## Clerk/Treasurer

**Mission Statement:** *The Town Clerk is the keeper of the Town seal and certifies Town Meeting records as well as the records filed in other town departments. The office is responsible for maintaining vital records, oversees the election process, the sale of various licenses (marriage, dog etc), annual Town census, voter registration and administers the Oath of Office. The Treasurer is responsible for collecting, managing and investing town funds; reconciles all bank accounts; oversees the borrowing process for capital projects; payroll process and benefits package, cash management reports to local and state authorities; payment of withholding taxes and retirement dues; and through the Town Accountant, assures proper payment of bills.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$157,348.08	\$159,019.75	\$166,483.00	\$154,187.00	(\$12,296.00)	\$154,187.00	\$0.00
<b>Services</b>	\$4,479.68	\$6,015.86	\$8,000.00	\$6,000.00	(\$2,000.00)	\$6,000.00	\$0.00
<b>Supplies</b>	\$6,525.04	\$6,203.80	\$7,000.00	\$7,000.00	\$0.00	\$7,000.00	\$0.00
<b>Other</b>	\$12,577.44	\$24,203.17	\$21,563.00	\$21,555.00	(\$8.00)	\$15,555.00	(\$6,000.00)
<b>Total</b>	<b>\$180,930.24</b>	<b>\$195,442.58</b>	<b>\$203,046.00</b>	<b>\$188,742.00</b>	<b>(\$14,304.00)</b>	<b>\$182,742.00</b>	<b>(\$6,000.00)</b>

## Tax Collector

**Mission Statement:** *The Collector's Office endeavors to collect all taxes and fees that are committed in a quick and efficient manner, in accordance with Massachusetts General Laws Chapter 60.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$101,278.11	\$86,975.49	\$90,060.00	\$89,951.00	(\$109.00)	\$89,951.00	\$0.00
<b>Services</b>	\$7,635.44	\$8,875.26	\$8,350.00	\$8,400.00	\$50.00	\$8,400.00	\$0.00
<b>Supplies</b>	\$3,427.05	\$3,334.50	\$1,725.00	\$1,725.00	\$0.00	\$1,725.00	\$0.00
<b>Other</b>	\$8,209.68	\$7,714.27	\$11,965.00	\$11,915.00	(\$50.00)	\$11,915.00	\$0.00
<b>Total</b>	<b>\$120,550.28</b>	<b>\$106,899.52</b>	<b>\$112,100.00</b>	<b>\$111,991.00</b>	<b>(\$109.00)</b>	<b>\$111,991.00</b>	<b>\$0.00</b>

*Personnel Services make up 80% of the budget. Services make up 8% of the budget. Supplies make up 2% of the budget. Other Charges make up 10% of the budget. 7% (3,773.14) of the Collector's Salary is funded from the Sewer Enterprise Fund. Line items for Rep/Mt of Office Equipment, Professional Development and Official Liability were increased from funds from the Bank Service Charge line item to more clearly reflect expenditures from those accounts.*

**Explain any significant service level increases/decreases and any service level trends:** *I have entered into a rental agreement for a scanner that processes both bills and checks. The cost for rental, maintenance and support fees for the fiscal year is \$3,000. Due to reductions in printing and lockbox costs, I believe that I can cover this expense without increasing my budget. Use of the scanner is proving to be worth the cost and I hope to continue utilizing this technology*

### **Departmental Key Result Areas:**

1. *Make the submittal of Municipal Lien Certificate requests and payments available on-line.*
2. *Work with Stellar Corporation (software company that is working with the town to create a dog licensing on-line program) to create an on-line Change of Owner form that will serve the needs of all town departments.*
3. *Inclusion on the Assessor's database file of fields for sewer and curbside rubbish fee bill account numbers.*
4. *Continued success in collaborating with the Board of Assessor's office in meeting tax commitments timely and efficiently and working together to resolve issues that arise throughout the year.*

### **Carried over from FY09**

1. *Compilation of a complete and comprehensive operations, instructions and office procedures manual. This has been started but not yet completed.*
2. *Research the legal options for dealing with the unknown owner properties currently showing on real estate taxes commitments dating back to 2004.*

## Assessors

**Mission Statement:** *The Board of Assessors works to deliver fair and equitable assessments on all real and personal property within the Town.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$123,186.58	\$126,153.84	\$132,328.00	\$132,428.00	\$100.00	\$132,428.00	\$0.00
<b>Services</b>	\$8,923.25	\$10,248.68	\$12,900.00	\$12,900.00	\$0.00	\$7,200.00	(\$5,700.00)
<b>Supplies</b>	\$5,073.12	\$2,166.69	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00
<b>Other</b>	\$3,598.87	\$5,241.01	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00
<b>Total</b>	<b>\$140,781.82</b>	<b>\$143,810.22</b>	<b>\$150,228.00</b>	<b>\$150,328.00</b>	<b>\$100.00</b>	<b>\$144,628.00</b>	<b>(\$5,700.00)</b>

*88.08 % of the budget is utilized for personnel services. (FY09 was 87.7%) 8.60 % of the budget is used for outside services such as consulting, computer programs and mapping. (FY09 was 8.84%) 1.66 % of the budget is used for office supplies. (FY09 was 1.71%) 1.66 % of the budget is used for professional development as well as dues and subscriptions. (FY09 was 1.71%)*

### Departmental Key Result Areas:

1. *To set the tax rates and perform the tax billing in a timely fashion.*
2. *Continue to take photos of properties to be included on the property record cards within Vision software. This is a multi-year task.*
3. *Change codes on two and three family homes for more consistency in the data descriptions of the properties.*
4. *Implement and maintain an annual records clean up and disposal process. This goal is meant to keep up with the disposal of public records. Annually I would like to close the office for a day and clean out our vault as well as move any necessary files to storage. Once this is complete a request for record disposal can be made to the state.*

## Assessors-Revaluation

**Mission Statement:** *The Board of Assessors must comply with regulatory statute to complete a revaluation of all properties every three years to keep assessments fair and equitable.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY 09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$5,500.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$12,000.00	(\$8,000.00)
<b>Total</b>	<b>\$5,500.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	<b>(\$8,000.00)</b>

*The majority of these funds are used to hire a consultant to assist in the process of revaluation. This is a mandated process and must be completed prior to actual tax bills being mailed for the fiscal year. Funds from this account are also used as needed for defense of values at the Appellate Tax Board.*

## Elections

**Mission Statement:** *The Elections Division is responsible for the preparation of all state and local elections. Duties include posting of warrants, preparation of materials for polling places, ballot preparation, and supervision of election personnel. Other duties include voter registration and census updates, voter certification, and supervision of recounts of disputed elections.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$21,115.52	\$12,071.54	\$18,141.00	\$13,425.00	(\$4,716.00)	\$13,425.00	\$0.00
<b>Services</b>	\$9,805.87	\$7,417.00	\$13,300.00	\$18,000.00	\$4,700.00	\$18,000.00	\$0.00
<b>Supplies</b>	\$800.68	\$797.87	\$800.00	\$800.00	\$0.00	\$800.00	\$0.00
<b>Total</b>	<b>\$31,722.07</b>	<b>\$20,286.41</b>	<b>\$32,241.00</b>	<b>\$32,225.00</b>	<b>(\$16.00)</b>	<b>\$32,225.00</b>	<b>\$0.00</b>

*This budget reflects two town elections if the Charter question passes. It assumes a preliminary election in September with the Election in November. The amount requested is double what the normal Town Election costs but we will only have a Town election every other year. The following year will not have a request for funds for the Annual Town Election.*

## Town Hall

**Mission Statement:** *To continue to develop a routine maintenance and predictable capital plan for town building needs.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Budget</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$16,682.36	\$17,710.25	\$18,407.00	\$18,590.00	\$183.00	\$18,590.00	\$0.00
<b>Services</b>	\$96,473.78	\$99,252.78	\$107,350.00	\$110,800.00	\$3,450.00	\$110,800.00	\$0.00
<b>Supplies</b>	\$11,502.15	\$7,804.93	\$12,300.00	\$12,300.00	\$0.00	\$7,300.00	(\$5,000.00)
<b>Total</b>	<b>\$124,658.29</b>	<b>\$124,767.96</b>	<b>\$138,057.00</b>	<b>\$141,690.00</b>	<b>\$3,633.00</b>	<b>\$136,690.00</b>	<b>(\$5,000.00)</b>

*This budget includes custodial services, electricity, fuel, telephone, postage, water, sewer, copier costs and miscellaneous building repairs in addition to the following:*

*Personnel Services: Building Custodian OT-52 hours, \$1,014. The Building Custodian works 14 hours per week in the Police Department and 26 hours in the Town Hall. Electricity: Level-funding at \$20,000 may be sufficient. Fuel: Increase of \$3,400 (15%). Telephone: Level-funding at \$10,000 may be sufficient. Postage: Level-funding at \$33,000 may be sufficient, but savings must be sought. Repair/Maintenance Building: Level-funding at \$11,750. Repair/Maintenance Office Equipment: Level-funding at \$3,000.*

*In FY08 a new line item, Scheduled Maintenance, was approved in the amount of \$5,000 for carpet replacement of two offices per year in Town Hall.*

**Departmental Key Result Areas:** *A program of replacement, retrofit and /or updating infrastructure will save funds and reduce problems for both town and school users.*

## Town Counsel

**Mission Statement:** *To provide ongoing legal counsel, representation and defense of the Town regarding legal matters.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$2,599.92	\$2,599.92	\$2,601.00	\$2,601.00	\$0.00	\$2,601.00	\$0.00
<b>Services</b>	\$29,287.27	\$100,000.00	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00	\$0.00
<b>Total</b>	<b>\$31,887.19</b>	<b>\$102,599.92</b>	<b>\$32,601.00</b>	<b>\$32,601.00</b>	<b>\$0.00</b>	<b>\$32,601.00</b>	<b>\$0.00</b>

*These expenses are for Town Counsel's annual retainer (Personnel Services: \$2,600.00), compensation for the Moderator (\$1.00), and costs incurred for legal representation and legal opinions by Town Counsel and Special Counsel (\$30,000.00).*

**Departmental Key Result Areas:** *Expenses for Town Counsel and Special Counsel will be kept at pre-FY08 levels by careful monitoring of questions that are referred to legal opinions.*

## Human Resources

**Mission Statement:** *The Human Resources Department works toward fostering an atmosphere of openness and customer service for both the internal and external customer in a manner that exceeds the customer's expectations. Additionally, the Department deals with a wide variety of workplace issues and seeks to improve the quality and effectiveness of Town services by recruiting the best employees, and reviewing and improving departments' organizational structures. The mission of the Chief Procurement Officer is to ensure that materials, equipment and services purchased by all Town Departments are in compliance with state statutes and local ordinances, while promoting fairness and integrity. Additionally, the Chief Procurement Officer's function is to obtain high quality supplies and services at the lowest possible cost. The Chief Procurement Officer is also responsible for the disposal of surplus property.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$38,110.74	\$40,495.32	\$42,673.00	\$42,673.00	\$0.00	\$42,673.00	\$0.00
<b>Services</b>	\$1,355.46	\$268.26	\$1,630.00	\$1,630.00	\$0.00	\$1,630.00	\$0.00
<b>Supplies</b>	\$791.89	\$242.96	\$800.00	\$800.00	\$0.00	\$800.00	\$0.00
<b>Other</b>	\$887.37	\$2,335.41	\$920.00	\$920.00	\$0.00	\$920.00	\$0.00
<b>Total</b>	<b>\$41,145.46</b>	<b>\$43,341.95</b>	<b>\$46,023.00</b>	<b>\$46,023.00</b>	<b>\$0.00</b>	<b>\$46,023.00</b>	<b>\$0.00</b>

**P/S:** *30 hours per week salary of Personnel/Chief Procurement Officer. **Services:** Fees to contract with an outside trainer to come on-site and conduct customer service training sessions for staff. Registration for training seminars relevant to the position. Mileage for attendance to Massachusetts Municipal Personnel Association (MMPA) or Massachusetts Association of Public Purchasing Officials (MAPPO) meetings. **Supplies:** To purchase office supplies necessary to support the department. **Other:** \$120 annual membership dues to MMPA and \$150 annual membership dues to MAPPO, \$650 to attend Inspector General's Office training on Procurement.*

**Human Resources continued:**

**Departmental Key Result Areas:**

- Goal 1: Continue to provide training and development opportunities which will allow staff to meet personal needs and goals within, and consistent with, Town goals and objectives. An example of this is determining training opportunities/needs for department heads in communication skills, effective supervision, and time management etc.*
- Goal 2: Develop a cross training program designed to expand the knowledge of the clerical pool in order to better serve the offices when coverage is needed.*
- Goal 3: Continue work on the performance evaluation system, insure uniformity and equity of application of system, with Personnel Review Board address issues and assure timely administration of salary increases.*
- Goal 4: Coordinate a staff development customer service workshop to be conducted by an outside trainer.*

**Personnel Board**

**Mission Statement:** *The primary mission of the Personnel Board is to administer the Town's personnel policy manual and the job classification system.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$320.00	\$0.00	\$220.00	\$220.00	\$0.00	\$220.00	\$0.00
<b>Supplies</b>	\$0.00	\$140.86	\$100.00	\$100.00	\$0.00	\$100.00	\$0.00
<b>Other</b>	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00
<b>Total</b>	<b>\$320.00</b>	<b>\$140.86</b>	<b>\$5,320.00</b>	<b>\$5,320.00</b>	<b>\$0.00</b>	<b>\$5,320.00</b>	<b>\$0.00</b>

*This budget is primarily for publishing documents related to Personnel Board activities in carrying out its mission and tuition reimbursement.*

## Wage & Classification

**Mission Statement:** *To equitably and uniformly provide for wage and merit adjustments for non-union staff based on successful performance of identified goals and objectives and documented expectations and to provide ongoing training for staff in pertinent personnel issues and trends.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$56,848.00	\$79,251.00	\$88,000.00	\$88,000.00	\$0.00	\$54,000.00	(\$34,000.00)
<b>Distpatcher upgrades</b>			\$8,736.00	\$0.00	(\$8,736.00)	\$0.00	\$0.00
<b>Total</b>	<b>\$56,848.00</b>	<b>\$79,251.00</b>	<b>\$96,736.00</b>	<b>\$88,000.00</b>	<b>(\$8,736.00)</b>	<b>\$54,000.00</b>	<b>(\$34,000.00)</b>

*The Wage and Classification plan was adopted with the understanding that a merit pool be established annually. It should not be viewed as a discretionary appropriation. It covers wage and salary adjustments for approximately 71 staff. This request is level funded to the FY09 funds used for merit increases.*

### **Departmental Key Result Areas:**

*In December of 2002, town meeting adopted a new wage and classification system for non-union employees (professional staff and those not covered under the provisions of a collective bargaining agreement or employment contract). Exempt staff received no wage increases in FY04 and 2% in FY03. In FY05 all staff received training on uniformly administering the performance evaluation system and a Personnel Review Board was established to review all evaluations for equitable and uniform applications across departments. In FY07 merit awards were 2% for Does Not Meet Expectations, 2.5% for Meets Expectations, 3.5 % for Sometimes Exceeds Expectations and 4% for Often Exceeds Expectations. In FY08 merit awards were 3% for Meets Expectations, 3.5 % for Sometimes Exceeds Expectations and 4% for Often Exceeds Expectations.*

## Information Technology

**Mission Statement:** *The I.T. Department endeavors to equip the Town with the technology, tools, and policies necessary to operate efficiently and in a cost-effective manner. The I.T. Department is charged to protect and ensure the integrity of the Town's computer systems and information. The I.T. Department also strives to ensure that technology is leveraged to create and maintain a network and data infrastructure that will position the Town for future technology trends and advances.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$61,818.64	\$85,911.33	\$103,253.00	\$103,253.00	\$0.00	\$103,253.00	\$0.00
<b>Services</b>	\$75,120.26	\$76,995.90	\$82,888.00	\$85,735.00	\$2,847.00	\$85,735.00	\$0.00
<b>Supplies</b>	\$6,806.37	\$6,503.76	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00
<b>Other</b>	\$75.05	\$466.43	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00
<b>C/O</b>	*See Capital Planning Report		\$0.00			\$0.00	\$0.00
<b>Total</b>	<b>\$143,820.32</b>	<b>\$169,877.42</b>	<b>\$196,641.00</b>	<b>\$199,488.00</b>	<b>\$2,847.00</b>	<b>\$199,488.00</b>	<b>\$0.00</b>

**\*All capital expenditures and appropriations are included in the FY10 Capital Planning Report**

*MUNIS support: \$51,840*

*Personnel Services: \$103,253*

*Fixed cost increases in services = \$6,306, a 3% increase overall. Includes MUNIS support increase of \$2,916, 6%*

### **Departmental Key Result Areas:**

- *MUNIS system server and Operating System migration.*
- *Review local and global Infrastructures and make recommendations.*
- *Continue with Technology Committee activities. Look at reorganizing to reflect changing situations and technologies.*
- *Investigate Permit-tracking software*
- *Investigate possible new phone system for Town Hall*
- *Assess processes taking place in various departments, make recommendations*
- *Support all Municipal departments with technology needs*

## Technology Committee

**Mission Statement:** *The Technology Committee was created by the Selectboard. It is made up of staff from throughout the Town, Schools, and Districts. It is charged with looking at immediate, long term, and short term technology needs. This budget represents items that are not ongoing but specific to the budget year.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	Newly created Dept. separate from	\$0.00	\$23,800.00	\$5,000.00	(\$18,800.00)	\$5,000.00	\$0.00
<b>C/O</b>	I.T.		*See Capital Planning Report		\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,800.00</b>	<b>\$5,000.00</b>	<b>(\$18,800.00)</b>	<b>\$5,000.00</b>	<b>\$0.00</b>

**\*All capital expenditures and appropriations are included in the FY10 Capital Planning Report**

*\$5000 for MUNIS training (MUNIS Subcommittee)*

### **Departmental Key Result Areas:**

- *Implemented Virtual Town Hall Website*
- *Recommended Infrastructure consulting work*
- *Recommended new GIS Base Map creation*
- *Recommended GIS Hardware and training*
- *Recommended comprehensive MUNIS training*
- *Recommended Pilot License Tracking system*

## Planning

**Mission Statement:** *The South Hadley Planning Board and staff assists the community in efforts to achieve balanced growth, quality development, and preservation of community assets through effective development regulation, assisting in obtaining funding resources for community projects, and long-term planning.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$63,859.12	\$66,094.16	\$68,738.00	\$68,988.00	\$250.00	\$68,988.00	\$0.00
<b>Services</b>	\$475.95	\$906.73	\$2,350.00	\$1,850.00	(\$500.00)	\$1,850.00	\$0.00
<b>Supplies</b>	\$1,388.70	\$1,292.43	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
<b>Governmental</b>	\$0.00	\$373.90	\$450.00	\$350.00	(\$100.00)	\$350.00	\$0.00
<b>Other</b>	\$937.50	\$1,186.00	\$950.00	\$1,050.00	\$100.00	\$1,050.00	\$0.00
<b>C/O</b>	\$0.00	*See Capital Planning Report		\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$66,661.27</b>	<b>\$69,853.22</b>	<b>\$74,488.00</b>	<b>\$74,238.00</b>	<b>(\$250.00)</b>	<b>\$74,238.00</b>	<b>\$0.00</b>

**\*All capital expenditures and appropriations are included in the FY10 Capital Planning Report**

**Personnel Services:** *This category accounts for 93% of the Department's total **proposed operating** budget and consists of the Town Planner's salary and longevity pay. The proposed increase is to provide for the Town Planner's longevity pay.*

**Planning Board Services:** *This category accounts for only 2.5% of the total proposed **operating** budget and one-third of the non-salary expenses. Funds allocated to this category are used for: \*advertisement of public hearings for By-Law, Subdivision Regulations, and Fee Schedule amendments and special public meeting notices; \*purchase of reports and similar documents. The reduction reflects end of the need to advertise meetings on the new Comprehensive Plan.*

**Planning Board Supplies:** *This category accounts for slightly under 3% of the total proposed **operating** budget and approximately two-fifths of the non-salary expenses. Funds allocated to this category are used for: computer and office supplies (including printer cartridges for the GIS plotter).*

**Other:** *This category provides for travel which includes training for grants, the Planning Board, and ArcGIS Software. The proposed increase is for increased training for the Town Planner*

*The only increases are a \$250 proposed increase in the Personnel Services category to reflect longevity pay for the Town Planner and a \$100 increase in the "Other Services" category. This latter reflects a shift in expenses from Intergovernmental Services to the "Other" category. Reflecting the projected completion of the Comprehensive Plan effort, the level of "Planning Board Services" is proposed to be decreased by \$500 which represents a reduction in the amount of funding needed to promote the planning process.*

### **Departmental Key Result Areas:**

- #1 Review recommendations in Comprehensive Plan and establish a program for implementation of recommendations relevant to the Planning Board.
- #2 Preparation of a new Falls Revitalization Strategy, possibly utilizing resources from area colleges/universities.
- #3 Expand use of the Planning Board's page on the website.
- #4 Integrate "green development strategies" into the Town's Zoning Bylaw and Subdivision Regulations.
- #5 Develop a more integrated development process regarding the newly adopted Stormwater Management Bylaw, Subdivision Regulations, Zoning Bylaw, and aspects of the General Bylaw.
- #6 Continue implementation of the GIS & Integrated Permitting Subcommittee recommendations.

## Zoning/Appeals Board

**Mission Statement:** *Appointed by the Selectboard for the purposes of hearing and considering property owners' and residents' requests for relief from the strict application of local by-laws and to consider appeals of decisions made by the Building Commissioner.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Supplies</b>	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$100.00	\$0.00
<b>Other</b>	\$220.00	\$40.00	\$575.00	\$575.00	\$0.00	\$575.00	\$0.00
<b>Total</b>	<b>\$220.00</b>	<b>\$40.00</b>	<b>\$675.00</b>	<b>\$675.00</b>	<b>\$0.00</b>	<b>\$675.00</b>	<b>\$0.00</b>

**Other:** *This line item accounts for 85% of the Board's proposed budget. The primary component of this item covers expenses for attending an annual meeting of the Planning & Zoning Boards of Western Massachusetts as well as funds to cover the cost of additional Board training as appropriate. This item also covers mileage reimbursement of Board members for travel associated with making on-site reviews of each property subject of a petition before the Board.*

### Departmental Key Result Areas:

*Goal 1: Hear all petitions and render decisions on petitions in a timely fashion.*

*Goal 2: Review all sites of petitions before the Board.*

*Goal 3: Coordinate review of all applications with the Planning Department and Building Commissioner.*

*Goal 4: Work with the Planning Department and Building Commissioner to consider amendments to the Zoning By-Law.*

*Goal 5: Work with the Planning Department to develop new Rules, Procedures, and Application forms to govern Chapter 40B Comprehensive Permit applications.*

## Conservation

**Mission Statement:** *To administer the Massachusetts Wetlands Protection Act and local Wetlands Bylaw within the Town, assisting the public to understand and follow the Act, Regulations and Bylaw. To protect and manage land for conservation purposes and passive recreational use. To promote the conservation of natural resources and protect the watershed resources in South Hadley.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$31,441.80	\$38,862.20	\$40,028.00	\$40,028.00	\$0.00	\$40,028.00	\$0.00
<b>Services</b>	\$216.00	\$220.29	\$409.00	\$409.00	\$0.00	\$100.00	(\$309.00)
<b>Supplies</b>	\$1,356.34	\$1,673.36	\$1,400.00	\$1,400.00	\$0.00	\$224.00	(\$1,176.00)
<b>Other</b>	\$706.00	\$518.00	\$615.00	\$615.00	\$0.00	\$100.00	(\$515.00)
<b>Total</b>	<b>\$33,720.14</b>	<b>\$41,273.85</b>	<b>\$42,452.00</b>	<b>\$42,452.00</b>	<b>\$0.00</b>	<b>\$40,452.00</b>	<b>(\$2,000.00)</b>

*The Conservation Department's biggest expense is Personnel Services. The Conservation Administrator is presently employed at 30 hours per week to assist the volunteer board in necessary tasks, such as organizing, reviewing, and scheduling hearings for permit applications, and preparing and issuing decisions by the legal deadlines.*

*We also have the part-time (22.5 hours/wk) services of a secretary from the clerical pool, who covers the office when the Administrator is out, in addition to doing bookkeeping, filing, research and other tasks. Her salary is included in the Selectboard's budget. We are still anticipating some time in the future the need to request funding for dredging the pond at the Black Stevens Conservation Area next to the High School.*

### Departmental Key Result:

1. *Provide assistance to residents and applicants about the wetland permitting process, to ensure awareness and compliance with the state regulations and local bylaw.*
2. *Prepare and complete administrative paperwork for timely issuance.*
3. *Provide assistance to town departments on wetland and conservation issues.*
4. *Promote and support land conservation efforts in town.*
5. *Continue participation and assistance to town officials in re-licensing of Holyoke Dam.*

## Recreation

**Mission Statement:** *To provide a wide range of recreational programs and activities through the use of tax dollars and self-support.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$64,006.88	\$72,224.11	\$77,184.00	\$76,720.00	(\$464.00)	\$67,452.00	(\$9,268.00)
<b>Services</b>	\$3,611.42	\$4,725.17	\$7,003.00	\$7,245.00	\$242.00	\$5,670.00	(\$1,575.00)
<b>Supplies</b>	\$5,827.40	\$10,235.71	\$2,782.00	\$2,540.00	(\$242.00)	\$2,540.00	\$0.00
<b>Other</b>	\$234.36	\$148.20	\$625.00	\$625.00	\$0.00	\$625.00	\$0.00
<b>Total</b>	<b>\$73,680.06</b>	<b>\$87,333.19</b>	<b>\$87,594.00</b>	<b>\$87,130.00</b>	<b>(\$464.00)</b>	<b>\$76,287.00</b>	<b>(\$10,843.00)</b>

*The Personnel Services portion comprises 88.05% of the total FY2010 budget request for the Recreation Dept (\$76,720.00). The Recreation Director's salary accounts for 58.6% of the requested budget (\$51,015.00).*

*The Recreation Assistant's salary accounts for 21.3% of the requested budget (\$18,536.00). This is a part time position at 19.5 hours per week. There is a small decrease of \$464.00 in the Personnel Services Recreation Assistant line to reflect the salary of \$18.28 per hour at 19.5 hours per week. Pending a better economic outlook in the next few years, we would like to make this a full time position. With continued program growth and the vision to keep renovating or expanding various parks, making the Recreation Assistant position full time will be necessary. Seasonal help accounts for 8.2% of the requested budget. This account supports limited summer staff, seasonal office staff for expanded registration hours and equipment preparation and for program supervisors. There will be a separate request looking for additional monies dedicated for work at the Beachgrounds Park. The Services portion of the budget comprises 8.3% of the requested budget (\$7,245.00). The breakdown of this account is: \$5,670.00 for portable toilets at all town parks/ball fields where the Recreation Department offers programming.*

*Next year, we plan on moving a unit from the Beachgrounds to the softball/field hockey field at the High School. Additional units required at the football field for the fall season are paid out of Recreation Revolving. \$1,575.00 for printing and binding of our summer program brochure. Due to increased costs of printing and the loss of a few business advertisements, this account is necessary to fund our annual program flyer. We will be looking at different formats for next brochure. The Supplies portion of the budget comprises of 2.9% of the requested budget (\$2,540.00). This includes medical supplies for the office/parks, recreational supplies for programs not covered by user fees and office supplies. There are a number of changes to the specific lines to represent actual spending. Our office supplies line has increased due to the cost of replacing our toner cartridges for our printer. The Other expenses portion of the budget comprises of .7% of the requested budget (\$625.00). This included monies for professional development and dues and subscriptions to Massachusetts Park and Recreation Association and the National Park and Recreation Association. It was our intention to use FY2009 professional development monies to attend a playground training seminar that was cancelled due to low turnout. We hope to find a new seminar later in the spring of 2009.*

### **Departmental Key Result:**

**KRA 1:** *To implement an operating and maintenance plan for the Beachgrounds Park, to host a grand opening event and to find ways to continue to generate revenue at the park for future maintenance.*

**KRA 2:** *To continue to work on the standardized volunteer manual for all Recreation Department volunteers detailing policies and procedures, coaching advice, reports and other necessary information.*

**KRA 3:** *To continue to research, create, and implement new programs that are interesting to the community.*

**KRA 4:** *To work with various town officials to identify key areas for park improvements and to continue to seek grant funding for these projects. Two specific areas of interest are Buttery Brook Park and an expansion of the Town Farm playing fields.*

**KRA 5:** *To continue to work with the DPW/Parks Dept and the High School Athletic Director to improve athletic playing field conditions at all town facilities and to develop a maintenance plan for all town playgrounds.*

## Police

**Mission Statement:** *The mission of the South Hadley Police Department, in partnership with the community, is to protect life and property, to understand and serve the needs of the Town's citizens, and to enhance the quality of life through effective Community Policing while at the same time enforcing the laws fairly and impartially. The Department is committed to providing Emergency Medical Service in cooperation with the Emergency Medical Technicians of Fire District #1 and Fire District #2.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$1,885,665.07	\$1,994,763.26	\$2,114,049.00	\$2,178,713.00	\$64,664.00	\$2,087,549.00	(\$91,164.00)
<b>Services</b>	\$156,019.06	\$161,214.42	\$176,641.00	\$176,331.00	(\$310.00)	\$176,331.00	\$0.00
<b>Supplies</b>	\$83,192.77	\$87,030.58	\$112,400.00	\$112,400.00	\$0.00	\$112,400.00	\$0.00
<b>Other</b>	\$4,237.87	\$2,957.90	\$4,200.00	\$4,200.00	\$0.00	\$4,200.00	\$0.00
<b>Cruisers</b>	\$55,981.52	\$55,963.00	\$56,000.00	\$56,000.00	\$0.00	\$56,000.00	\$0.00
<b>C/O</b>			See Capital Planning Report				
<b>Total</b>	<b>\$2,185,096.29</b>	<b>\$2,301,929.16</b>	<b>\$2,463,290.00</b>	<b>\$2,527,644.00</b>	<b>\$64,354.00</b>	<b>\$2,436,480.00</b>	<b>(\$91,164.00)</b>

**\*All capital expenditures and appropriations are included in the FY10 Capital Planning Report**

*The major expenditures for the Police Department, accounting for more than 90% of the requested budget, relate to "Personnel Services" and "Contracted Services". These costs are determined by contractual agreements for union employees, Personnel Board pay scales for non-union personnel, and annual contracts with vendors and service providers. The 2.6% increase in the Police Departments overall budget is a result of increased personnel service costs due to contractual obligations. All other expenditures relating to services and supplies are requested at current year levels.*

**Departmental Key Result Area:**

**Goal #1:** *To work within the expected reduction in Police Department funding to maintain the current level of services the residents of South Hadley have grown accustomed to.*

**Goal#2:** *To assist the Selectboard and Town Administrator in preparing for negotiations with the Police Union for the 2010 contract expiration.*

**Goal#3:** *To pursue grant opportunities that would allow the department to increase its community oriented services and provide funding for replacing technological equipment.*

**Goal #4:** *To continue the process of reviewing, revising, and disseminating policies and procedures that govern the efficient and effective operation of this department and collaborate with the Police Union on changes in cooperative and constructive manner*

**Emergency Management**

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$1,500.00	\$5,000.04	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00
<b>Services</b>	\$1,450.00	\$1,452.40	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00
<b>Total</b>	<b>\$2,950.00</b>	<b>\$6,452.44</b>	<b>\$6,500.00</b>	<b>\$6,500.00</b>	<b>\$0.00</b>	<b>\$6,500.00</b>	<b>\$0.00</b>

**Matron**

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$0.00	\$65.73	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$65.73</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$0.00</b>

**Forest Warden**

**Mission Statement:** *To control open burning by possession of a valid permit from the Town Forest Warden issued by the Building Department, and by calling the Police Department before starting the fire each day of the permit. To prevent woodland fires and to extinguish any by calling for assistance from the Fire Districts and/or the Commonwealth's District Fire Warden.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$499.96	\$499.92	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00
<b>Services</b>	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$200.00	\$0.00
<b>Totals</b>	<b>\$499.96</b>	<b>\$499.92</b>	<b>\$700.00</b>	<b>\$700.00</b>	<b>\$0.00</b>	<b>\$700.00</b>	<b>\$0.00</b>

## **Building Commissioner**

**Mission Statement:** *The Building Department endeavors to ensure public safety, health and welfare insofar as they are affected by building construction, through structural strength, adequate means of egress facilities, sanitary conditions, light and ventilation, energy conservation, fire safety, and the use or occupancy of buildings, structures or premises as they relate to the building code, zoning regulations and bylaws. In addition to the State Building Code, the Department shall enforce all zoning regulations and the by-laws as prescribed by the South Hadley General By-Laws. The Department works with other agencies and departments to collect the information and obtain the education necessary to stay current with industry and governmental changes and requirements.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$56,552.52	\$58,194.88	\$61,763.00	\$61,763.00	\$0.00	\$61,763.00	\$0.00
<b>Services</b>	\$0.00	\$62.50	\$400.00	\$200.00	(\$200.00)	\$200.00	\$0.00
<b>Supplies</b>	\$1,211.79	\$810.20	\$900.00	\$900.00	\$0.00	\$900.00	\$0.00
<b>Other</b>	\$970.79	\$1,226.95	\$2,900.00	\$1,600.00	(\$1,300.00)	\$1,600.00	\$0.00
<b>Total</b>	<b>\$58,735.10</b>	<b>\$60,294.53</b>	<b>\$65,963.00</b>	<b>\$64,463.00</b>	<b>(\$1,500.00)</b>	<b>\$64,463.00</b>	<b>\$0.00</b>

*The majority of the budget reflects the salary for the Building Commissioner. To maintain Building Commissioner certification, forty five continuing education hours must be completed every three years. Seminars and trainings are offered across the state. By utilizing the training offered locally, travel to the eastern part of the state was decreased, reducing travel expenses and cutting \$400 from the car allowance line item and \$900 from the dues and subscriptions item.*

### **Departmental Key Result Areas:**

1. *Maintain Building Commissioners certification by attending training classes and receiving the required continuing education hours to keep my certification in good standing.*
2. *Operate department within the approved budget and continue to look for new ways to reduce the budget if required.*
3. *Train staff on the administration section of the new Massachusetts State Building Code that go in to full effect on March 1, 2009.*

## Wiring

**Mission Statement:** *The Wiring Department is responsible for the review, permitting, and inspection of all dwellings for wiring and electrical compliance and safety.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$20,316.60	\$21,184.80	\$21,884.00	\$21,884.00	\$0.00	\$21,884.00	\$0.00
<b>Services</b>	\$0.00	\$42.50	\$80.00	\$80.00	\$0.00	\$80.00	\$0.00
<b>Supplies</b>	\$242.08	\$349.12	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00
<b>Other</b>	\$768.49	\$985.92	\$1,100.00	\$1,100.00	\$0.00	\$1,100.00	\$0.00
<b>Total</b>	<b>\$21,327.17</b>	<b>\$22,562.34</b>	<b>\$23,564.00</b>	<b>\$23,564.00</b>	<b>\$0.00</b>	<b>\$23,564.00</b>	<b>\$0.00</b>

*The majority of the budget reflects the salary of the Electrical Inspector and the assistant Electrical Inspector. The other category reflects the travel costs for the department in addition to codebooks, trade publications, technical manuals, and training to keep updated on the*

### Departmental Key Result Areas:

1. *Maintain certification as inspector.*
2. *Attend training to keep up to date on the current changes in the National Electric Code current changes of the electrical code.*

## Sealer of Weights & Measures

**Mission Statement:** *To test and seal all scales and gas pumps throughout the town on a periodic basis. Perform price verification checks with scanners that are used at all checkout counters.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$6,214.92	\$6,214.92	\$6,215.00	\$6,215.00	\$0.00	\$6,215.00	\$0.00
<b>Supplies</b>	\$89.00	\$0.00	\$50.00	\$50.00	\$0.00	\$50.00	\$0.00
<b>Other</b>	\$250.08	\$316.35	\$350.00	\$350.00	\$0.00	\$350.00	\$0.00
<b>Total</b>	<b>\$6,554.00</b>	<b>\$6,531.27</b>	<b>\$6,615.00</b>	<b>\$6,615.00</b>	<b>\$0.00</b>	<b>\$6,615.00</b>	<b>\$0.00</b>

## Dog Officer

**Mission Statement:** *The Animal Control Department is on call 24/7 for any animal problems. The Board of Health and Police Department may call at any time for emergencies. The general public can also reach the Department on a 24-hour emergency basis. Animal officers carry specialized equipment to aid in the capture, transport or medical assistance as needed. Dogs are cared for in temporary shelters that are maintained without any funds from the Town. The budget has no increases but will maintain the highest quality of service. The Department also works very closely with the MSPCA. Complaints that are received by the MSPCA are investigated by the Department.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$11,405.75	\$11,599.25	\$11,615.00	\$11,615.00	\$0.00	\$11,615.00	\$0.00
<b>Services</b>	\$295.44	\$203.51	\$600.00	\$600.00	\$0.00	\$600.00	\$0.00
<b>Supplies</b>	\$72.52	\$196.38	\$100.00	\$100.00	\$0.00	\$100.00	\$0.00
<b>Other</b>	\$1,165.00	\$1,155.00	\$1,160.00	\$1,160.00	\$0.00	\$1,160.00	\$0.00
<b>Total</b>	<b>\$12,938.71</b>	<b>\$13,154.14</b>	<b>\$13,475.00</b>	<b>\$13,475.00</b>	<b>\$0.00</b>	<b>\$13,475.00</b>	<b>\$0.00</b>

*Salary remains to be the main expense of the budget. Investigations and interviews require personnel contact with animal owners. Complaints are answered as quickly as possible. This year saw the arrival of rabies in several cats that made contact with people. Services and information were provided to all parties involved. With the help of the Board of Health, all cases were investigated.*

### Departmental Key Result Areas:

*Maintain safety for all animals taken under care.*

*Take calls from residents with all sorts of problems from unwanted pets to barking dog complaints.*

*Investigate all complaints and interview all parties to settle complaints.*

## Parking Clerk

**Mission Statement:** *To receive and record revenues from parking tickets as well as to conduct hearings when a ticket is disputed.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Supplies</b>	\$204.13	\$43.16	\$200.00	\$200.00	\$0.00	\$200.00	\$0.00
<b>Total</b>	<b>\$204.13</b>	<b>\$43.16</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$0.00</b>

*Funds are used to compensate Massachusetts Municipal Association for the cost of our agreement regarding the billing of overdue parking tickets.*

## Department of Public Works: Administration

**Mission Statement:** *To provide efficient and cost effective services for the safety and convenience of the public. These services include the maintenance of roads, bridges, parks, storm-water collection systems, sewage collection systems, wastewater treatment, and solid waste collection/disposal and recycling*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$85,176.16	\$93,819.08	\$102,143.00	\$101,748.00	(\$395.00)	\$101,748.00	\$0.00
<b>Services</b>	\$10,051.99	\$14,088.40	\$15,660.00	\$15,660.00	\$0.00	\$15,160.00	(\$500.00)
<b>Supplies</b>	\$2,816.74	\$2,574.86	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00
<b>Other</b>	\$527.00	\$65.00	\$2,450.00	\$2,450.00	\$0.00	\$2,450.00	\$0.00
<b>C/O</b>		*See Capital Planning Report		\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$98,571.89</b>	<b>\$110,547.34</b>	<b>\$124,253.00</b>	<b>\$123,858.00</b>	<b>(\$395.00)</b>	<b>\$123,358.00</b>	<b>(\$500.00)</b>

### \*All capital expenditures and appropriations are included in the FY10 Capital Planning Report

*The DPW Administration Personnel Services (P/S) budget line funds 47% of the wages of the DPW Superintendent, Town Engineer, Business Manager, and Senior Clerk. The remaining 53% is funded from the Solid Waste (Landfill) and Water Pollution Control (Wastewater) enterprise funds. The DPW Administrative Services line funds 47% of the cost of the utilities at the DPW Administration Offices at 10 Industrial Road. The line also funds advertising, postage, and building maintenance expenses. The Supplies line primarily funds the cost of office supplies and the "Other" line funds the cost of training and dues.*

### Departmental Key Result Areas:

#### Key Result Area #1 – Infrastructure Improvements using Community Development Block Grant (CDBG) Funds

*Goal – To complete infrastructure improvements using Community Development Block Grant (CDBG) funding*

*Strategies: Ensure work is coordinated with other utilities and contractor*

*Keep public informed of project progress*

*Work with Town Planner and Pioneer Valley Planning Commission to administer project and prepare grant documentation*

#### Key Result Area #2 – Road Acceptances

*Goal – Make official the status of five roads whose status is currently unknown*

*Strategies: Work with Town Administrator, Town Counsel, and Town Planner to determine best status for chosen roads*

*Inform public and provide an opportunity for public comment*

*Obtain Selectboard approval and Town Meeting approval, if necessary*

#### Key Result Area #3 – Solicit Transportation Improvement Program (TIP) funding for Route 47 Road Resurfacing Project

*Goal – To get Route 47 Road Resurfacing Project programmed into future year of the Transportation Improvement Program (TIP)*

*Strategies: Obtain Project Review Committee approval*

*Work with Pioneer Valley Planning Commission and Joint Transportation Committee to get project programmed into TIP*

*Submit plans to MassHighway*

## Department of Public Works: Construction & Maintenance

**Mission Statement:** *The Highway Division will strive to maximize the use of available resources to provide the highest level of service to residents and to ensure safe and efficient maintenance of roads, bridges, sewer and drainage systems, sidewalks, Town trees, vehicles, and equipment.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$245,315.70	\$294,860.80	\$316,405.00	\$319,228.00	\$2,823.00	\$319,228.00	\$0.00
<b>Services</b>	\$25,064.26	\$23,530.43	\$30,000.00	\$45,000.00	\$15,000.00	\$43,400.00	(\$1,600.00)
<b>Supplies</b>	\$77,451.42	\$78,706.23	\$84,000.00	\$84,000.00	\$0.00	\$84,000.00	\$0.00
<b>Misc.</b>	\$3,316.39	\$6,645.00	\$8,000.00	\$8,000.00	\$0.00	\$8,000.00	\$0.00
<b>C/O</b>		*See Capital Planning Report			\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$351,147.77</b>	<b>\$403,742.46</b>	<b>\$438,405.00</b>	<b>\$456,228.00</b>	<b>\$17,823.00</b>	<b>\$454,628.00</b>	<b>(\$1,600.00)</b>

**\*All capital expenditures and appropriations are included in the FY10 Capital Planning Report**

*The Construction and Maintenance Personnel Services (P/S) budget line funds the wages of the DPW employees who work in the Highway Division. The Services line is primarily used to pay for yearly road striping (\$31,000). The line also funds the costs of repairs and maintenance of the Highway Garage and Town-owned traffic signals. The Supplies line is primarily used to purchase construction supplies (pipe, asphalt, etc.) and uniforms for the Highway Division employees.*

*The Miscellaneous line is used to pay for police details.*

*The Services line has been increased \$15,000 for the following reasons: \$5,000 has been added for the repair of a garage door at the DPW Garage, \$10,000 has been added for the replacement of about 200 feet of guardrail at Pearl Street.*

### **Departmental Key Result Areas:**

#### **Key Result Area #1 – Prepare Guard Rail Maintenance Plan**

*Goal – To prepare a Five Year Guard Rail Maintenance Plan*

**Strategies:**

*Evaluate existing guard rail conditions*

*List and prioritize necessary maintenance and replacement*

*Prepare cost estimates for recommended work*

#### **Key Result Area #2 – Route 202 Bridge Replacement**

*Goal – To work with MassHighway to ensure a successful Bridge Replacement Project with as little inconvenience to residents as possible.*

**Strategies:**

*A DPW representative will attend routine job meetings to be aware of project progress and any unforeseen issues*

*Ensure adequate signage to ensure motorists follow approved detours*

*Use local Media, Town Website, and Connect CTY to inform residents of any issues and progress*

#### **Key Result Area #3 – Prepare and Implement Culvert Maintenance Program**

*Goal – Prepare and implement a Culvert Maintenance Program*

**Strategies:**

*Inspect culverts with suspected problems (deterioration, blockages, etc.)*

*List and Prioritize necessary culvert maintenance work*

*Do as much work as possible with DPW staff*

## Department of Public Works: Vehicle Maintenance

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$43,084.42	\$44,542.35	\$46,350.00	\$46,350.00	\$0.00	\$46,350.00	\$0.00
<b>Supplies</b>	\$91,759.00	\$130,278.38	\$111,000.00	\$121,000.00	\$10,000.00	\$121,000.00	\$0.00
<b>Total</b>	<b>\$134,843.42</b>	<b>\$174,820.73</b>	<b>\$157,350.00</b>	<b>\$167,350.00</b>	<b>\$10,000.00</b>	<b>\$167,350.00</b>	<b>\$0.00</b>

*The Vehicle Maintenance Personnel Services (P/S) line funds the wages of the DPW Mechanic. The Supplies line is used to purchase parts, tires, and gasoline for DPW vehicles. Also, the cost of the mechanic's uniforms are funded from this line item. \$10,000 has been added for the replacement of 2 dump truck bodies. Replacing these bodies should provide about 5 more years of service life for each of these vehicles. Both vehicles were scheduled to be replaced in FY2011. If this budget is approved, replacement of the two dump trucks can probably be postponed to FY2014.*

## Department of Public Works: Snow and Ice

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$25,149.32	\$62,128.34	\$20,380.00	\$20,380.00	\$0.00	\$20,380.00	\$0.00
<b>Services</b>	\$42,655.62	\$79,850.86	\$35,670.00	\$35,670.00	\$0.00	\$35,670.00	\$0.00
<b>Supplies</b>	\$37,019.87	\$109,142.67	\$43,952.00	\$43,953.00	\$1.00	\$43,953.00	\$0.00
<b>Total</b>	<b>\$104,824.81</b>	<b>\$251,121.87</b>	<b>\$100,002.00</b>	<b>\$100,003.00</b>	<b>\$1.00</b>	<b>\$100,003.00</b>	<b>\$0.00</b>

*The Snow and Ice Personnel Services (P/S) line funds the cost of overtime associated with winter snow removal. The Services line is used to pay for private snow removal contractors and for the repair of DPW vehicles that are damaged while removing snow and ice. The Supplies line is used to purchase Salt, Sand, De-Icing materials, and parts for DPW snow removal vehicles.*

*The Total Snow and Ice budget has been increased one dollar. Reportedly, the increase is necessary to be eligible for Federal and State emergency funds.*

## Department of Public Works: Parks

**Mission Statement:** *To efficiently maintain Town-owned athletic fields, parks, buildings, and grounds using available resources.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$277,294.16	\$279,936.37	\$315,592.00	\$318,177.00	\$2,585.00	\$282,760.00	(\$35,417.00)
<b>Services</b>	\$70,959.89	\$83,190.86	\$79,785.00	\$79,785.00	\$0.00	\$79,785.00	\$0.00
<b>Supplies</b>	\$59,957.62	\$42,058.75	\$49,750.00	\$49,750.00	\$0.00	\$49,750.00	\$0.00
<b>Other</b>	\$159.36	\$200.00	\$800.00	\$800.00	\$0.00	\$800.00	\$0.00
		*See Capital Planning Report					
<b>Total</b>	<b>\$408,371.03</b>	<b>\$405,385.98</b>	<b>\$445,927.00</b>	<b>\$448,512.00</b>	<b>\$2,585.00</b>	<b>\$413,095.00</b>	<b>(\$35,417.00)</b>

**\*All capital expenditures and appropriations are included in the FY10 Capital Planning Report**

*The Parks Division Personnel Services (P/S) budget line funds the salaries of the DPW employees who work in the Parks Division. The Services line is used to pay for the utilities at the Parks Division Office/Garage at the end of Taylor Way (behind the high school). The line is also used to pay for the maintenance of Town parks/facilities and of Parks Division vehicles/equipment. The Supplies line is primarily used to purchase supplies associated with the maintenance of Town parks, fields, and other properties. Parts for Parks Division vehicles/equipment and uniforms for Parks Division employees are also funded from this line. The Other line is used to pay for training for Parks Division employees.*

### **Departmental Key Result Areas:**

#### **Key Result Area #1 – Continue Turf Management Program**

**Goal** – *To provide the best athletic field turf conditions possible within the budget amount allotted.*

**Strategies:**

*Continue aggressive turf management and field watering plan*

*Continue to work with outside consultants and utilize soil assessment data to produce the best quality turf for a variety of seasonal sports*

#### **Key Result Area #2 – Implement Beachgrounds Maintenance Plan**

**Goal** – *Ensure proper maintenance of new improvements at the Beachgrounds (spraypark, picnic area, etc.)*

**Strategies:**

*Increase frequency of trash disposal*

*Work with Recreation Department to institute routine litter patrols and cleaning of restrooms*

*Use checklists to ensure proper maintenance is performed*

#### **Key Result Area #3 – Employee Training and Development**

**Goal** – *Ensure Parks Division employees are adequately trained and possess all necessary licenses*

**Strategies:**

*Ensure all employees obtain CDL licenses and encourage employees to obtain hoisting and pesticide licenses*

*Ensure select employees receive training on playground safety monitoring*

*Continue to educate and train employees about QA/QC practices to comply with EPA/DEP regulations pertaining to turf chemical storage and application practices*

*Train select employees on operation of Bobcat and sidewalk plow for more efficient snow removal*

## Department of Public Works: Tree

**Mission Statement:** *To efficiently operate public tree management within the Department of Public Works. The DPW will continue to maximize available resources, to provide a cost effective service to residents, for the safe and efficient management of public trees. We will continue to work with the appointed Tree Warden, using his expertise and guidance to create an effective tree maintenance and removal plan. The DPW will continue to oversee all work performed by private contractors.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$5,000.04	\$4,999.95	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00
<b>Services</b>	\$46,744.27	\$54,008.81	\$56,500.00	\$56,500.00	\$0.00	\$56,500.00	\$0.00
<b>Supplies</b>	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00
<b>Other</b>	\$1,393.13	\$4,437.48	\$3,100.00	\$3,100.00	\$0.00	\$3,100.00	\$0.00
<b>Total</b>	<b>\$53,137.44</b>	<b>\$63,446.24</b>	<b>\$65,100.00</b>	<b>\$65,100.00</b>	<b>\$0.00</b>	<b>\$65,100.00</b>	<b>\$0.00</b>

*The Tree Department Personnel Services line is used to pay the stipend for the Town Tree Warden. The Services line is used primarily to pay for tree removal contractors. The Supplies line is used to purchase equipment and supplies for tree work. The Other line provides funds for tree maintenance training and police details.*

### **Departmental Key Result Areas:**

#### **Key Result Area #1 Create a Tree Maintenance Program**

*Goal – Prepare a Tree Maintenance Program so that the Tree Warden and DPW can proactively maintain Town trees*  
*Strategies:*

- Utilize current Town tree inventory*
- Prioritize proposed maintenance*
- Provide cost estimates for proposed work*

#### **Key Result Area #2 – Develop and Implement a Town Tree Planting Program**

*Goal – Develop and implement a Town Tree Planting Program that provides for the planting of new Town trees as requested by property owners*

*Strategies:*

- Develop a Tree Planting Request Form that allows property owners to request the type and location of a newlyplanted Town tree*
- Obtain program approval from the Selectboard*
- Inform residents of the program through local media and Town website*

## Department of Public Works: Landfill

**Mission Statement:** *To efficiently operate the Department of Public Works' Solid Waste Division. The DPW strives to maximize available resources to provide the highest level of service to residents for the convenient, safe, and efficient operation of waste collection/disposal and recycling functions in Town.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$150,382.00	\$149,630.95	\$161,430.00	\$161,262.00	(\$168.00)	\$161,262.00	\$0.00
<b>Services</b>	\$700,164.06	\$661,968.27	\$783,225.00	\$783,225.00	\$0.00	\$783,225.00	\$0.00
<b>Supplies</b>	\$12,390.91	\$12,185.68	\$14,603.00	\$14,603.00	\$0.00	\$14,603.00	\$0.00
<b>Other</b>	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00
<b>C/O</b>	See capital planning report			\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$862,936.97</b>	<b>\$823,784.90</b>	<b>\$959,758.00</b>	<b>\$959,590.00</b>	<b>(\$168.00)</b>	<b>\$959,590.00</b>	<b>\$0.00</b>

*The Solid Waste Personnel Services line funds the wages of the Solid Waste Coordinator, a Senior Heavy Motor Equipment Operator, a full-time Gate Attendant, and a part-time Gate Attendant. Also, twenty percent of the wages for the DPW Administrative staff is funded from this line. The largest component of the Services line is for expenses relating to the Town's trash and recycling curbside collection (\$580,000). The other major expenses are for tipping fees, equipment rentals, and engineering consultants. The Supplies line is used to purchase gasoline for the hauling of trash and recycling containers by the DPW. Also purchased with funds from this line are supplies for the Recycling Center and Compost Area and uniforms for employees of the Solid Waste Division.*

### **Departmental Key Result Areas:**

#### **Key Result Area #1 – Continue Exploring Options for a Possible Landfill Expansion**

*Goal – Determine Town's options pertaining to possible landfill expansions and cost/revenue projections for each option*

*Strategies:*

*Continue working with the Town's Landfill operator to negotiate a potential new host agreement*

*Explore other potential options*

#### **Key Result Area #2 – Recommendation Pertaining to “Pay As You Throw” (PAYT) Billing System**

*Goal – Work with the Solid Waste Advisory Committee to develop a recommended PAYT billing system*

*Strategies:*

*Educate residents about the possible billing system change*

*Utilize Town website and local media to educate and answer residents' questions*

*Provide opportunities for public comment*

*Present options and recommendation to Selectboard*

#### **Key Result Area #3 – Investigate Possible “Gas to Energy” Project at Landfill**

*Goal – Determine the feasibility and potential revenue generated by a potential “gas to energy” project at the landfill*

*Strategies:*

*Work with Town's landfill operator to determine possible options*

*Obtain technical expertise to determine potential generation and project duration*

*Present information and recommendation to Selectboard*

**LANDFILL ENTERPRISE - FY10 SUPPORTING DOCUMENTATION**

Estimated Revenues

User Charges	\$	524,752
Other Departmental Revenue	\$	550,000
Interest Income	\$	20,000
Retained Earnings	\$	-
Total	\$	<u>1,094,752</u>

Expenses

Landfill Enterprise Operating Budget

Personal Services	\$	161,262
Other Expenses	\$	798,328
Total Operating Budget	\$	<u>959,590</u>

Estimated Amount in Wage & Class \$ 2,225 (To be transferred to P/S)

Debt & Interest	\$	39,810
Capital Outlay	\$	<u>-</u>

Subtotal \$ 1,001,625

Direct/Indirect Costs in General Fund

Admin Services	\$	44,100
Health & Life Insurance	\$	19,806
FICA	\$	2,133
Retirement	\$	25,172
Liab. Insurance/ Misc.	\$	1,916
Subtotal	\$	<u>93,127</u>

Total \$ 1,094,752

Surplus/Deficit \$ -

Proposed funding is as follows:

\$1,001,625 to come from enterprise revenues, and \$93,127 to be appropriated in the general fund and funded from Landfill Enterprise revenues.

\* (Certified Retained Earnings as of 7/1/08 - \$508,386)

## Department of Public Works: Water Pollution Control

**Mission Statement:** *To efficiently operate and maintain the Town's Wastewater Treatment Plant and to provide safe and efficient treatment of all wastewater received and discharged to the Connecticut River.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09- 10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$47,119.82	\$65,294.88	\$70,000.00	\$70,000.00	\$0.00	\$70,000.00	\$0.00
<b>Supplies</b>	\$1,104.58	\$508.16	\$800.00	\$800.00	\$0.00	\$800.00	\$0.00
<b>Other</b>	\$0.00	\$0.00	\$350.00	\$350.00	\$0.00	\$350.00	\$0.00
<b>Total</b>	<b>\$48,224.40</b>	<b>\$65,803.04</b>	<b>\$71,150.00</b>	<b>\$71,150.00</b>	<b>\$0.00</b>	<b>\$71,150.00</b>	<b>\$0.00</b>

*The major components of the Sewer Services line are for the purchase of Purchased Services (\$33,000) and Sewerage Materials (\$29,200). Examples of purchased services are root control work and pipe camera work. Materials purchased include sewer pipe, manholes, grates, etc. The Supplies line is used to pay for uniforms for the Sewer Crew. The Miscellaneous line is used to fund police details.*

### **Departmental Key Result Areas:**

#### **Key Result Area #1 – Continue Implementation of Infiltration and Inflow (I & I) Mitigation Plan**

*Goal – Continue to Implement the I & I Mitigation Plan to decrease the amount of “clean” water in the sewage collection system*

*Strategies:*

*Disconnect catch basins that are tied into the sewer system*

*Remove roof drains and sump pump discharges that are tied to the sewer system. Implement a Stormwater Management Incentive Plan*

*Educate the public about the importance of removing I & I*

#### **Key Result Area #2 – Implement Ensure Compliance with EPA and DEP Regulations**

*Goal – Ensure compliance with EPA and DEP regulations*

*Strategies:*

*Ensure Wastewater Treatment Plant Maintenance Plan is updated and implemented*

*Continue to update and assess laboratory QA/QC*

*Ensure compliance with Industrial Stormwater Permit*

*Ensure compliance with Stormwater Phase 2 permit and regulations*

#### **Key Result Area #3 – Improve Access to Sewer Infrastructure**

*Goal – Ensure Sewer Infrastructure (manholes, siphons, etc.) are accessible for improved maintenance*

*Strategies:*

*Work with Conservation Commission and property owners to initiate Easement Access Program*

*Work with Town tree contractor for removal of large trees*

*Locate, mark, and map infrastructure (manholes, valves, etc.) within easements*

## Department of Public Works: Wastewater Treatment

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$472,435.95	\$508,085.86	\$553,167.00	\$558,043.00	\$4,876.00	\$566,332.00	\$8,289.00
<b>Services</b>	\$442,176.26	\$480,664.16	\$492,000.00	\$492,000.00	\$0.00	\$492,000.00	\$0.00
<b>Supplies</b>	\$83,317.57	\$78,203.40	\$98,550.00	\$98,550.00	\$0.00	\$98,550.00	\$0.00
<b>Other</b>	\$2,173.03	\$1,500.46	\$4,100.00	\$4,100.00	\$0.00	\$4,100.00	\$0.00
<b>C/0</b>	*See Capital Planning Report		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$1,000,102.81</b>	<b>\$1,068,453.88</b>	<b>\$1,147,817.00</b>	<b>\$1,152,693.00</b>	<b>\$4,876.00</b>	<b>\$1,160,982.00</b>	<b>\$8,289.00</b>

*The Wastewater Treatment Personnel Services line funds the wages of the employees at the Wastewater Treatment Plant and the Sewer Maintenance Crew. Also, thirty three percent of the DPW Administrative Staff wages are funded from this budget line. The major components of the WWTP Services line are for sludge disposal (\$184,500), electricity (\$165,000), purchased services (\$45,000), and heating fuel (\$38,500). The major component of the Supplies line is for the purchase of chemicals (\$55,700). The Other line is used to pay for training of employees at the Wastewater Treatment Plant. All active Plant Operators are required to attend relevant training to maintain their Operators licenses.*



## Council on Aging

**Mission Statement (Abbreviated):** *The Council on Aging is committed to identifying the needs of the aged populations and to act as provider of information, referral, counseling, nutrition, and health needs that encourage independence, participation, and community involvement. The Council and staff endeavor to provide meaningful educational, cultural, social, recreational and volunteer activities and to design programs and services to meet these needs and the changing needs of our elders.*

	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>Change</b>	<b>Selectboard's</b>	<b>Change from</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Request</b>	<b>FY09-10</b>	<b>Recommended</b>	<b>Request</b>
<b>P/S</b>	\$191,778.26	\$197,965.11	\$233,187.00	\$234,469.00	\$1,282.00	\$225,655.00	\$ (8,814.00)
<b>Services</b>	\$49,048.72	\$55,406.44	\$57,607.00	\$61,090.00	\$3,483.00	\$61,090.00	\$ -
<b>Supplies</b>	\$6,087.41	\$5,924.02	\$5,000.00	\$5,500.00	\$500.00	\$5,500.00	\$ -
<b>Other</b>	\$3,104.28	\$3,786.69	\$4,100.00	\$4,100.00	\$0.00	\$4,100.00	\$ -
<b>C/O</b>	\$0.00	\$0.00	See Capital Planning	\$0.00			
<b>Total</b>	\$250,018.67	\$263,082.26	\$299,894.00	\$305,159.00	\$5,265.00	\$296,345.00	\$ (8,814.00)

**\*All capital expenditures and appropriation are included in the FY10 Capital Planning Report**

*Personnel Services 76% Natural Gas 7% Electricity 5% Building Maintenance 3%  
The 2% increase from FY09 reflects actual operating costs from FY 08 and FY 09*

**Departmental Key Result Areas:**

1. *Explore the fiscal feasibility of continuing the nutrition program.*
2. *Expand the in-town transportation program to 5 days a week.*
3. *Survey residents 50 and over to determine areas of interest to plan for future needs, programs and activities.*
4. *Explore new revenue sources and/or new grants.*
5. *Continue to work on developing mental health services by partnering with a local agency.*
6. *Continue partnership with the Recreation Department to provide a Bocce Ball Court at the Senior Center.*

## Veterans

**Mission Statement:** *The Veterans Services Department provides financial and medical assistance to needy veterans and their families. With respect and concern for the individuals involved, the department assists veterans and their survivors in obtaining benefits in accordance with State and Federal regulations. The Town has a joint Veterans District with the Towns of Granby and Easthampton funded through an assessment by the District.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$70,196.40	\$56,533.89	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00
<b>Total</b>	<b>\$70,196.40</b>	<b>\$56,533.89</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>

*The primary component of the Veterans Services budget is budget assistance to low income veterans and their families residing in the Town of South Hadley.*

### **Departmental Key Result Areas:**

*Goal #1 Be responsive to the rapidly expanding need for veterans assistance without a reduction in the level of personal service.*

*Goal #2 Continue the previous year's goal of participating in the Town of South Hadley virtual web site.*

*Goal #3 Accomplish first meeting of veterans district board.*

## Library

**Mission Statement:** *The South Hadley Public Library is a vital community resource where residents become enriched, entertained, informed, and connected to ideas and information. A dedicated library staff provides current collections, services, and technology for patrons of all ages to discover support in developing lifelong skills for personal and professional improvement. The library is a unifying force in the community, bringing together differing ages, backgrounds, and points of view in a vibrant, comfortable and welcoming environment.*

	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>Change</b>	<b>Selectboard's</b>	<b>Change from</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Request</b>	<b>FY09-10</b>	<b>Recommended</b>	<b>Request</b>
<b>P/S</b>	\$301,205.93	\$335,826.36	\$351,027.00	\$351,291.00	\$264.00	\$348,353.00	(\$2,938.00)
<b>Services</b>	\$40,911.43	\$42,887.75	\$46,745.00	\$46,900.00	\$155.00	\$46,900.00	\$0.00
<b>Supplies</b>	\$141,598.28	\$132,513.85	\$132,225.00	\$132,225.00	\$0.00	\$132,225.00	\$0.00
<b>Other</b>	\$1,271.29	\$1,114.37	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00
<b>C/O</b>			*See Capital Planning Report				
<b>Total</b>	<b>\$484,986.93</b>	<b>\$512,342.33</b>	<b>\$531,497.00</b>	<b>\$531,916.00</b>	<b>\$419.00</b>	<b>\$528,978.00</b>	<b>(\$2,938.00)</b>

**\*All capital expenditures and appropriations are included in the FY10 Capital Planning Report**

**Personnel** – *The library staff consists of eight full-time and three part-time employees. The library is open six days per week, including Saturdays, for a total of 50 hours. This is the **minimum** weekly schedule for the library to qualify for State Aid to Public Libraries. Among the staff, there are department heads for Youth Services (serving children & teens), Reference (reference assistance, technology support), Circulation (patrons borrowed 169,832 items in FY08, an increase of 9% from the previous year), and Technical Services (material acquisitions, repair, & processing). All positions that are part of the town's classification system have been level-funded pending performance reviews and future adjustments. The Library Page (16101 51388) is an unclassified position and would be increased from \$8.75 to \$9.00 per hour to reflect a 3% increase based on a positive performance evaluation. The Page hours have been increased to 19.25 hours per week to accommodate the need for coverage during staff vacations, illness, etc. (19 scheduled weekly hours with 1 flexible additional hour per month). In addition to their assigned tasks, all staff provide public services at the Circulation Desk. As such, they are expected to effectively multi-task by utilizing the various functions of the library's integrated library system (checkout & returns, system-wide holds or inter-library loan, the online catalog, paying fines, etc.), basic troubleshooting for the library's computers and copier, processing materials from other libraries, answering the telephone, and providing high quality customer service.*

**Services** – *Most line items listed under services are utilities with fixed costs beyond the library's control. The Library Director has looked at the past 3 years, as well as predicted future rate trends, to provide the most accurate estimate on FY10 spending. Regarding **Electricity**, SHELD has not yet given their estimate of FY10 costs per municipal building while the federal energy outlook predicts at 5% increase in residential electricity rates during calendar year 2009. The library has replaced most incandescent bulbs with compact fluorescent bulbs to conserve electricity and has replaced older technology with more efficient tools. The library hopes that a new HVAC system will be installed at the end of FY09 that will provide further efficiency savings. Based on previous years spending and current efficiency efforts, this line has been reduced by \$1,100. **Natural Gas** prices, according to the federal energy outlook, are forecast to remain steady or slightly decline over the next year. The library hopes a new HVAC system will also reduce consumption. Based on this, the budget line has been reduced by \$720. The **Telephone** line has increased slightly to account for higher monthly costs. **Postage** costs have increased as the Postal Service raised rates. The library regularly mails overdue notices, inter-library loan materials to/from other states, and general business letters/packages. The library requests \$600 in this line. **Water** costs have increased slightly and the line reflects this. **Sewer** rates have been increased by the town and the line reflects this.*

**Lease Computer Equipment** is the line used to pay the annual assessment to C/WMARS, a regional consortium providing an integrated library network among area libraries. Through this membership the library receives Internet access, the online library catalog, computerized circulation system, patron-placed and system-wide holds/reserves of materials, an efficient public computer reservation system, online databases, technical support, and training opportunities. The library's FY10 assessment is estimated at \$21,050. **Technology Upgrades** is a new line that is required for the library to receive \$9,750 over two years from the Bill & Melinda Gates Foundation for their Opportunity Online Hardware Grant Program. During 2007 meetings of the town's Technology Infrastructure and Security Subcommittee, it was noted that funds for regular technology upgrades and maintenance should be part of the operating budget. The library has budgeted \$2,600 for FY10: \$1,950 as matching funds for the Gates grant and \$650 for ongoing technology maintenance (anti-virus software, hardware replacement, and wireless networking).

**Supplies – Educational Supplies** is the line used to purchase materials for the library collection. These include books, movies, magazines, newspapers, music, and local history/genealogy databases for various age groups and community interests. At a time of economic uncertainty, more people are using the library rather than purchasing materials on their own. This line has been level-funded. **Library Supplies** include both general office supplies (markers, tape, paper, etc.) and library supplies (labels, security cases, shelving, etc). This line has been level-funded. **Custodial Supplies** funds janitorial products, cleaning supplies, and building maintenance. The original 1906 building requires regular maintenance and many of the furnishings/equipment in the 1974 addition are original to that time or carry-overs from the century-old building. This line has been level-funded.

**Other Expenses – Professional Development** is used for registration costs and to reimburse staff using their own vehicles for continuing education workshops, training, and professional conferences. The Town's Personnel Policy Manual states that "employee development [is] an integral part of each department... to provide each employee with long term personal growth opportunities and the Town with qualified and promotable individuals". In order for staff to be able to cover multiple library services, all are encouraged to attend professional development opportunities. This line has been level-funded.

**Significant Budget Changes:** The FY10 library budget requests a \$420.91, or eight-tenths of one percent, increase from the previous year. In order to qualify for State Aid to Public Libraries (FY09 estimated state funds = \$33,825), the library must meet a Municipal Appropriation Requirement (MAR) set by the Massachusetts Board of Library Commissioners. This requirement is a prerequisite for State Aid and is based on the average of the previous three years, plus 2.5%. Based on the library's FY10 proposal and the town's FY2010 MAR of \$531,913 the town would meet the MAR required for State Aid by less than \$3. Cuts beyond that \$2.91 would jeopardize almost \$34,000 in state funds. In a time of economic uncertainty, the South Hadley Public Library provides access to print and online resources that assist in financial planning, career change, homework help, parenting, and consumer awareness. The public library supports the schools through cooperation on student projects, procuring inter-library loan materials for classroom use, lending popular reading materials to the South Hadley High School Library, providing books for required summer reading lists, and offering a Summer Reading Program that encourages independent learning during summer vacation. The library provides high speed internet access to those who would otherwise have none. Through continuing public programs for all ages, the library also provides a community forum where citizens come together to be informed, entertained, and educated.

*SHPL Service Trends, FY08-FY09:*

*Library card holders, up 9% to 8,931*

*Circulation of materials, up 9% to 169,832*

*Interlibrary loan activity inbound, up 9% to 15,117*

*Interlibrary loan activity outbound, up 15% to 19,442*

**Library Continued:**

**Departmental Key Result Areas:**

- *Library staff will visit the public school libraries and local charter school to offer training in system-wide holds and reference databases.*
- *Library staff will coordinate a Home Schooling Open House at the library.*
- *The Library will evaluate the library's wireless network and explore options for improved access and security.*
- *Improvements to the meeting room will include updated furnishings and a revised policy on use by outside organizations.*
- *The Library and Council on Aging will cooperate to provide training in online library services and databases at the Senior Center.*
- *The Library Needs Study Committee will follow state designer selection procedures to select an Owners Project Manager and later an Architect to work on plans for a future library facility.*

**A note on South Hadley's Public Library & Gaylord Library:**

*The South Hadley Public Library is the recognized municipal public library for the Town of South Hadley. The two libraries are separate entities with their own Trustee Boards, operating budgets, and staff. The operations and allocations of the South Hadley Public Library are overseen by a publicly elected nine-member Trustee Board and audited along with other town departments. The Massachusetts Board of Library Commissioners does allow funds allocated to the independent Gaylord Library to be counted towards the Municipal Appropriation Requirement (MAR). Failure to meet the MAR will jeopardize the town's FY10 State Aid to Public Libraries which is included on the town's Cherry Sheet estimates and partially used to offset the library's municipal budget appropriation. Library State Aid also funds purchases and improvements not affordable through the municipal budget (furnishings, new computers, public programs, etc.)*

**Gaylord Library**

**Mission Statement:** *To serve the entire community as a free public library, providing materials for educational support, independent learning, and general reading enjoyment.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change From Request</b>
<b>Services</b>	\$12,000.00	\$12,500.00	\$13,500.00	\$13,500.00	\$0.00	\$13,000.00	(\$500.00)
<b>Total</b>	<b>\$12,000.00</b>	<b>\$12,500.00</b>	<b>\$13,500.00</b>	<b>\$13,500.00</b>	<b>\$0.00</b>	<b>\$13,000.00</b>	<b>(\$500.00)</b>

*Gaylord Library's total operating expenditures for FY2008 were \$117,878. The two largest components were Salaries (including payroll taxes and benefits) - \$74,296 – and Materials - \$12,845. It may be noted that the Library's materials (books, media, periodicals) expenditures alone exceeded the Town's FY08 appropriation.*

*Town support continues to play an important role in Gaylord Library's continued operation, however, the percentage of the Library's total operating expenses covered by the appropriation has been significantly decreasing. In FY '08 the appropriation provided just 10.6% of our budget, down from 15% last year and 20% the previous year. The library's gifts are way below the previous two years (FY 07 actual \$101,807, FY 08 Actual \$26,902, FY 09 to date \$6558) while salaries, services, and materials expense continues to increase along with increased library usage. Our most significant service level increase for FY 08 is in library borrowing – 18.5% more books, media and periodicals were circulated to area residents. This is a significant increase in demand for the Library's services. Total reference transactions and attendance at Adult and Young Adult programs increased as well. It has been well-documented that in difficult economic times, people turn to their public libraries for research, information, entertainment and community. In spite of increased expenses and reduced income, Gaylord Library respectfully requests level funding due to the downturn in the economy.*

## Town Audit

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$19,566.00	\$20,500.00	\$20,500.00	\$22,000.00	\$1,500.00	\$22,000.00	\$0.00
<b>Actuary</b>	\$0.00	\$12,000.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	\$0.00
<b>Totals</b>	<b>\$19,566.00</b>	<b>\$32,500.00</b>	<b>\$26,500.00</b>	<b>\$28,000.00</b>	<b>\$1,500.00</b>	<b>\$28,000.00</b>	<b>\$0.00</b>

For annual fiscal year audit of Town and School accounts are required by statute. The \$6,000 represents the 2<sup>nd</sup> year of the actuarial study to be in compliance with GASB 45.

## Cable Access

**Mission Statement:** *The Cable Studio provides the South Hadley community with channel time, production equipment, training and technical assistance free of charge for the production and presentation of non-commercial programs.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$42,452.63	\$46,691.89	\$50,225.00	\$45,630.00	(\$4,595.00)	\$45,630.00	\$0.00
<b>Legal Services</b>	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment</b>	\$9,000.00	\$0.00	\$9,500.00	\$0.00	(\$9,500.00)	\$0.00	\$0.00
<b>Other</b>	\$9,982.09	\$9,846.80	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00
<b>C/O</b>							
			*See Capital Planning Report				
<b>Total</b>	<b>\$61,434.72</b>	<b>\$66,538.69</b>	<b>\$69,725.00</b>	<b>\$55,630.00</b>	<b>(\$14,095.00)</b>	<b>\$55,630.00</b>	<b>\$0.00</b>

**\*All capital expenditures and appropriations are included in the FY10 Capital Planning Report**

*Any spending other than the part-time and salaried staff is related to standard equipment upgrades and traditional operating expenses.*

### **Departmental Key Result Areas:**

1. *Increase public knowledge and use of the cable studio through informational sessions and other outreach.*
2. *Continue to increase the variety and quality of programming seen on channel 15.*
3. *Upgrade the satellite dish that provides programming for channel 12 to increase programming variety.*

## Retirement

**Mission Statement:** *The Town is billed each year by Hampshire County Retirement System for its share of the fiscal year appropriation. South Hadley's share for FY2010 is 13.46% of the retirement appropriation. This pays the retirement benefit for current eligible School and Town retirees and contributes to the Unfunded Liability of the Retirement System. The pension appropriation is 17.53% of the total aggregate salaries for September 2008. The total increase for FY10 is 4.5%.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$1,380,001.25	\$1,491,493.00	\$1,605,939.00	\$1,678,108.00	\$72,169.00	\$1,678,108.00	\$0.00
<b>Total</b>	<b>\$1,380,001.25</b>	<b>\$1,491,493.00</b>	<b>\$1,605,939.00</b>	<b>\$1,678,108.00</b>	<b>\$72,169.00</b>	<b>\$1,678,108.00</b>	<b>\$0.00</b>

## Unemployment

**Mission Statement:** *This account funds unemployment costs for eligible town and school employees no longer working for the Town.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$62,157.99	\$23,312.78	\$50,000.00	\$50,000.00	\$0.00	\$145,000.00	\$95,000.00
<b>Total</b>	<b>\$62,157.99</b>	<b>\$23,312.78</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$145,000.00</b>	<b>\$95,000.00</b>

*Expenditures from this account can vary widely depending on a number of variables ranging from the Town's overall fiscal health to disciplinary or other personnel measures.*

## Street Lighting

**Mission Statement:** *To work with the South Hadley Electric Light Department in providing adequate street lighting for town streets, roads and neighborhoods at an affordable cost within a limited budget.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$83,404.23	\$84,782.42	\$118,500.00	\$118,500.00	\$0.00	\$118,189.00	(\$311.00)
<b>Totals</b>	<b>\$83,404.23</b>	<b>\$84,782.42</b>	<b>\$118,500.00</b>	<b>\$118,500.00</b>	<b>\$0.00</b>	<b>\$118,189.00</b>	<b>(\$311.00)</b>

*The Street Light budget pays for the cost of electricity to operate the Town's street lights. As of the budget submission date, the actual budget amount has not been provided by the South Hadley Electric Light Department. The \$118,500 has been submitted as a place holder.*

## General Liability Insurance

**Mission Statement:** *To provide comprehensive blanket insurance coverage for Town and School property, equipment, staff, and officials in the event of a loss or incident.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$208,270.00	\$203,963.00	\$221,400.00	\$226,935.00	\$5,535.00	\$221,400.00	(\$5,535.00)
<b>Total</b>	<b>\$208,270.00</b>	<b>\$203,963.00</b>	<b>\$221,400.00</b>	<b>\$226,935.00</b>	<b>\$5,535.00</b>	<b>\$221,400.00</b>	<b>(\$5,535.00)</b>

*This budget includes Property Damage Insurance, General Liability Insurance, Public Officials Liability Insurance (for Town officials, not School officials), Law Enforcement Liability Insurance, Crime Insurance, Boiler and Machinery Insurance, Auto Fleet Insurance, a Special Floater, Umbrella Liability Insurance and Employer's Liability Insurance for all Town and School properties .A 2½% increase was requested for FY 10.*

## Group Health Insurance

**Mission Statement:** *This appropriation contributes to the Town's share of the health insurance and life insurance plans for the eligible employees of the Town, SHELd, and School Department. Pursuant to M.G.L. Chapter 32B, as a benefit of employment, any active, permanent employee of the Town, School, or SHELd who works a minimum of 20 hours per week, is eligible for Group Health Insurance*

<b>Service Levels</b>	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$3,320,486.45	\$3,559,964.10	\$3,867,000.00	\$4,141,430.00	\$274,430.00	\$4,078,430.00	(\$63,000.00)
<b>Total</b>	<b>\$3,320,486.45</b>	<b>\$3,559,964.10</b>	<b>\$3,867,000.00</b>	<b>\$4,141,430.00</b>	<b>\$274,430.00</b>	<b>\$4,078,430.00</b>	<b>(\$63,000.00)</b>

## Memorial Day

**Mission Statement:** *Provide flags and markers for the graves of South Hadley veterans as well as the decoration of other appropriate sites in honor of our veterans.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$1,478.31	\$1,468.32	\$2,800.00	\$2,800.00	\$0.00	\$2,800.00	\$0.00
<b>Total</b>	<b>\$1,478.31</b>	<b>\$1,468.32</b>	<b>\$2,800.00</b>	<b>\$2,800.00</b>	<b>\$0.00</b>	<b>\$2,800.00</b>	<b>\$0.00</b>

*This account consists of the mandated State requirement to provide flags on veterans' graves.*

**Damages to Persons/Property**

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$0.00	\$0.00	\$10.00	\$10.00	\$0.00	\$10.00	\$0.00
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$0.00</b>	<b>\$10.00</b>	<b>\$0.00</b>

**Town Reports/Materials**

**Mission Statement:** *By statute, municipalities of the Commonwealth are required to publish an annual report of annual expenditures, town meetings actions and certain other mandated reports. The Town's general by-laws require the printing and mailing of materials within certain deadlines prior to town meeting.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$1,892.68	\$1,807.99	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00
<b>Total</b>	<b>\$1,892.68</b>	<b>\$1,807.99</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>	<b>\$0.00</b>	<b>\$3,500.00</b>	<b>\$0.00</b>

**FICA/Medicare**

**Mission Statement:** *This appropriation is to fund the Town's matching contribution for Social Security and Medicare.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$266,900.03	\$279,241.82	\$290,000.00	\$310,000.00	\$20,000.00	\$305,300.00	(\$4,700.00)
<b>Total</b>	<b>\$266,900.03</b>	<b>\$279,241.82</b>	<b>\$290,000.00</b>	<b>\$310,000.00</b>	<b>\$20,000.00</b>	<b>\$305,300.00</b>	<b>(\$4,700.00)</b>

## Old Firehouse Museum

**Mission Statement:** *Role of the Historical Society: The Trustees of the Firehouse Museum work with the South Hadley Historical Society which supports the Museum by providing volunteers, staffing the building during hours when it is open to the public, and developing historical displays.*

	<b>FY07 Actual</b>	<b>FY08 Budget</b>	<b>FY09 Request</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$2,670.73	\$2,316.00	\$5,925.00	\$5,925.00	\$0.00	\$5,925.00	\$0.00
<b>Supplies</b>	\$0.00	\$100.00	\$300.00	\$300.00	\$0.00	\$300.00	\$0.00
<b>Total</b>	<b>\$2,670.73</b>	<b>\$2,416.00</b>	<b>\$6,225.00</b>	\$6,225.00	<b>\$0.00</b>	<b>\$6,225.00</b>	<b>\$0.00</b>

*Goals for Fiscal Year 2010 - Reconfiguring the Children's Museum as a Canal Village room.*

### Departmental Key Result Areas:

1. *To develop and oversee policies and procedures for use and maintenance of the building*
2. *To develop and submit to the Selectboard, Appropriations Committee and the Annual Town Meeting an article in the warrant for a proposed budget for maintenance of the building.*
3. *To oversee the building budget and expenditure of the same.*
4. *To report annually on expenditure of funds.*
5. *To be responsible for the proper staffing of the building.*
6. *To see that the building is open to the public at scheduled times or upon special request.*
7. *To see to the safe keeping of the building and safety of visitors*

## Historical Commission

**Mission Statement:** *The Historical Commission is responsible for identifying and recording the historic assets of South Hadley and developing and implementing programs for their preservation. The Commission cooperates with other agencies to insure that the goals of historical preservation are considered in planning for the future development of the community. The Commission also coordinates activities of local groups whose interests include historic preservation, such as the local Historical Society, town libraries and schools. It serves as liaison between these groups and state and federal agencies and preservation organizations.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$71.81	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
<b>Matching Share Grant</b>	\$0.00	\$15,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	(\$10,000.00)
<b>Total</b>	<b>\$71.81</b>	<b>\$15,000.00</b>	<b>\$2,000.00</b>	<b>\$12,000.00</b>	<b>\$10,000.00</b>	<b>\$2,000.00</b>	<b>(\$10,000.00)</b>

## Workers' Compensation

**Mission Statement:** *This is a Trust Fund for self-insurance of the Town's workers' compensation costs for injuries incurred at the workplace. It consists of all medical and hospitalization costs, third party administration, lost wages, legal representation, and reinsurance for Town and School personnel. Until 2004, SHELD employees were included as well. The original fund amount goal was \$1,000,000.00 in order for the interest generated to pay for all expenditures.*

### **FY10 Requested: \$65,000**

### **FY 10 Selectboard Recommended: -0-**

<b>Balance</b>	<b>7/1/2007</b>	\$893,070.82	<b>Balance</b>	<b>7/1/2008</b>	\$963,273.75
<b>ATM</b>	<b>May-07</b>	\$65,000.00	<b>ATM</b>	<b>May-08</b>	\$65,000.00
<b>Interest Thru</b>	<b>6/30/2008</b>	\$70,277.85	<b>Interest Thru</b>	<b>12/31/2008</b>	\$21,069.89
<b>Expended Thru</b>	<b>6/30/2008</b>	\$65,074.92	<b>Expended Thru</b>	<b>3/31/2008</b>	\$76,785.60
<b>Balance</b>	<b>6/30/2008</b>	<b>\$963,273.75</b>	<b>Balance</b>	<b>3/31/2008</b>	<b>\$972,558.04</b>

*The operating costs required to manage the Fund need to be appropriated each year. The budget recommended for FY10 is the same as is budgeted for FY09. There continues to be high frequency, but low lost time, for work-related injuries reported in the work place.*

### Historical Appropriation and Expense

<b><i>FY 05 Total Appropriation</i></b>	<b>\$73,000</b>	<b><i>FY 05 Total Expenditure</i></b>	<b>\$196,458.57</b>
<b><i>FY 06 Total Appropriation</i></b>	<b>\$55,000</b>	<b><i>FY06 Total Expenditure</i></b>	<b>\$108,843.54</b>
<b><i>FY07 Total Appropriation</i></b>	<b>\$75,000</b>	<b><i>FY07 Total Expenditure</i></b>	<b>\$129,713.29</b>
<b><i>FY08 Total Appropriation</i></b>	<b>\$65,000</b>	<b><i>FY08 Total Expenditure</i></b>	<b>\$65,074.92</b>
<b><i>FY09 Total Appropriation</i></b>	<b>\$65,000</b>		

## Board of Health

**Mission Statement:** *By law, the Board of Health is the designated public health authority for the Town. It is primarily a regulatory agency, and strives to effectively enforce all applicable laws and rules and regulations pertaining to public health in order to preserve and protect public health, the major goal and responsibility. Additionally, community health needs are continually evaluated and identified so that appropriate programs and services that lend to the promotion of public health for all can be provided.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$82,733.57	\$76,096.39	\$111,992.00	\$111,992.00	\$0.00	\$105,752.00	(\$6,240.00)
<b>Services</b>	\$2,125.21	\$2,582.21	\$2,050.00	\$2,050.00	\$0.00	\$2,050.00	\$0.00
<b>Supplies</b>	\$3,789.48	\$2,535.47	\$3,100.00	\$3,100.00	\$0.00	\$3,100.00	\$0.00
<b>Other</b>	\$466.94	\$2,137.32	\$1,300.00	\$1,300.00	\$0.00	\$1,300.00	\$0.00
<b>Total</b>	<b>\$89,115.20</b>	<b>\$83,351.39</b>	<b>\$118,442.00</b>	<b>\$118,442.00</b>	<b>\$0.00</b>	<b>\$112,202.00</b>	<b>(\$6,240.00)</b>

*94% of the Health Department's budget is for Personnel Services. 2% of the Health Department's budget is for outside services of our two Animal Control Officers, and required certifications. 3% of the Health Department's budget is for supplies; state mandated supplies such as EpiPens, retractable syringes, pool testing chemicals, chlorine & quaternary ammonia testing for food services, etc. and office supplies for Health Director, Plumbing & Gas Inspector and Community Health Nurse (two offices). 1% of the Health Department's budget is for car allowance and dues.*

### Departmental Key Result Areas:

1. *To work with South Hadley Water District #2 on floor drain regulations (for all of South Hadley) for the safety of the District #2 Well Water Supply.*
2. *To work on and implement regulations regarding Outdoor Wood-burning Boilers for the Town of South Hadley.*
3. *To continue to work collaboratively with the Massachusetts Department of Public Health and the Hampshire Public Emergency Preparedness Coalition to enhance the community's capacity to share resources and respond to public health threats and emergencies, including terrorism and outbreaks of infectious diseases. This included obtaining a two year paid intern from the Center for Disease Control (CDC) to work on a Disease Surveillance Program.*
4. *To work in a collaborative, Mt. Tom Tobacco Coalition, to enforce tobacco control regulations, and to work on a wellness grant for municipal employees.*

## Retirement of Debt

**Mission Statement:** *This account represents principal payments on borrowing for numerous capital outlay projects approved by Town Meeting such as Schools, Sewer and Landfill Projects. These are projects for which the maximum two (2) year short-term borrowing period has been reached and have now become permanent debt.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Requested</b>
<b>Services</b>	\$2,379,004.27	\$2,538,390.97	\$2,671,966.00	\$2,658,527.00	(\$13,439.00)	\$2,658,527.00	\$0.00
<b>Total</b>	<b>\$2,379,004.27</b>	<b>\$2,538,390.97</b>	<b>\$2,671,966.00</b>	<b>\$2,658,527.00</b>	<b>(\$13,439.00)</b>	<b>\$2,658,527.00</b>	<b>\$0.00</b>

*The total debt for school projects is \$1,696,475. The total debt from taxation is \$1,940,250 with \$1,445,000 for the debt exclusion. The sewer projects total \$513,277, the Landfill projects total \$30,000 and the Golf Course projects total \$175,000.*

## Interest: Long-Term

**Mission Statement:** *This represents the interest due on the permanent debt for the Town. The debt has been issued for school projects, sewer projects, the Police Station and landfill projects.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$1,376,035.09	\$1,362,553.18	\$1,308,705.00	\$1,207,380.00	(\$101,325.00)	\$1,207,380.00	\$0.00
<b>Total</b>	<b>\$1,376,035.09</b>	<b>\$1,362,553.18</b>	<b>\$1,308,705.00</b>	<b>\$1,207,380.00</b>	<b>(\$101,325.00)</b>	<b>\$1,207,380.00</b>	<b>\$0.00</b>

*The total interest for School Projects is \$827,599 with \$791,573 coming from the debt exclusion. The total from taxation is \$857,422, the total from sewer fees is \$126,333, the total from Landfill is \$9,810 and the total from Golf Enterprise is \$213,815.*

## Interest: Short-Term

**Mission Statement:** *The Treasurer is responsible for calling investors to bid on the notes and bonds for the Town and determining the lowest bid. The Selectboard must approve the low bid and sign the notes along with the Treasurer. Interest is paid on short-term borrowing, one year or less. Short-term borrowing is a tool used to put off principal payments while waiting for reimbursements from the state and federal government and to plan the best time for principal payments to begin without causing major increases in fiscal year debt payments or major cash flow problems.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$42,153.97	\$22,927.04	\$31,154.00	\$20,111.00	(\$11,043.00)	\$20,111.00	\$0.00
<b>Total</b>	<b>\$42,153.97</b>	<b>\$22,927.04</b>	<b>\$31,154.00</b>	<b>\$20,111.00</b>	<b>(\$11,043.00)</b>	<b>\$20,111.00</b>	<b>\$0.00</b>

*Short term interest for sewer projects is \$7,200. The short term interest for the golf course clubhouse is \$12,911. The Town made a \$100,000 pay-down on the Sewer Project, reducing the interest needed for that project.*

## Channel Marking

**Mission Statement:** *To represent the Town of South Hadley in a four-community effort along with Holyoke Gas & Electric to install and maintain a channel marking system for the Connecticut River. The annual installation and removal of Canal Park docks are also funded through this budget. South Hadley funds these programs through the collection of boat excise tax (M.G.L. Chapter 60B) within the Town. "50% of said excise tax shall be credited to the municipal waterways improvement and maintenance fund". This budget comes from that fund.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Services</b>	\$3,475.00	\$3,740.00	\$5,500.00	\$5,500.00	\$0.00	<b>\$5,500.00</b>	\$0.00
<b>Total</b>	<b>\$3,475.00</b>	<b>\$3,740.00</b>	<b>\$5,500.00</b>	<b>\$5,500.00</b>	<b>\$0.00</b>	<b>\$5,500.00</b>	<b>\$0.00</b>

*New 3 year contract awarded in fall 2007, covering years 2008, 2009, 2010. Level funding should be OK through 2010 when 3 year contract goes back out for bid, cost should remain the same till then.*

## Ambulance

*The South Hadley Ambulance Service will terminate operations on July 1, 2009. Emergency Medical Services at the paramedic level (ALS, or Advanced Life Support) will be provided by Fire District #1.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY010 Requested</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>P/S</b>	\$176,137.17	\$169,206.02	\$159,000.00	\$53,100.00	(\$105,900.00)	\$53,100.00	\$0.00
<b>Services</b>	\$125,316.43	\$110,397.79	\$55,750.00	\$2,000.00	(\$53,750.00)	\$2,000.00	\$0.00
<b>Supplies</b>	\$21,004.00	\$22,762.66	\$14,100.00	\$0.00	(\$14,100.00)	\$0.00	\$0.00
<b>C/O</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$322,457.60</b>	<b>\$302,366.47</b>	<b>\$228,850.00</b>	<b>\$55,100.00</b>	<b>(\$173,750.00)</b>	<b>\$55,100.00</b>	<b>\$0.00</b>

*EMS recertification reimbursements will be paid to South Hadley police officers for their recertification during FY 09. An estimated \$2,000 will be paid to Comstar to bill those who received service from the Town before July 1, 2009.*

## Ledges Golf Club

**Mission Statement:** *Committed to provide the public golfer with an unparalleled golf experience everyday, every time, through quality course conditions, service and complete customer satisfaction.*

	FY07 Actual	FY08 Actual	FY09 Budget	FY10 Request	Change FY09-10	Selectboard's Recommended	Change from Request
P/S	\$131,807.48	\$141,816.77	\$128,826.00	\$140,954.00	\$12,128.00	\$140,954.00	\$0.00
Services	\$605,129.80	\$617,918.86	\$656,544.00	\$648,930.00	(\$7,614.00)	\$648,930.00	\$0.00
Supplies	\$41,346.55	\$72,357.63	\$67,195.00	\$70,025.00	\$2,830.00	\$70,025.00	\$0.00
Other	\$24,075.73	\$58,369.51	\$48,700.00	\$53,300.00	\$4,600.00	\$53,300.00	\$0.00
C/O-Water Looping		See Capital Planning					
<b>Total</b>	<b>\$802,359.56</b>	<b>\$890,462.77</b>	<b>\$901,265.00</b>	<b>\$913,209.00</b>	<b>\$11,944.00</b>	<b>\$913,209.00</b>	<b>\$0.00</b>

**\*All capital expenditures and appropriations are included in the FY10 Capital Planning Report**

**P/S-** *This line item has increased due to the recent staff changes, as well as the inclusion of a line to pay for lesson instruction. Lessons will be a new revenue stream for Ledges. Also, the federal minimum wage will increase in July.*

**Services-** *This line item accounts for the Interim General Manager. Increase to the maintenance contract that was approved by the Selectboard. In Repair and Maintenance of the Building, this line was added last year during the season to track any costs associated with the operation of the building. Costs associated are fire equipment inspections (bi-annual), plumbing issues, electrical issues, phone line issues, etc. A new cart lease has been signed for 5 years. Irrigation around the new Clubhouse - this was not part of the new construction plan and this would be a one-time cost for parts only and the install will be completed through volunteers.*

**Supplies-** *increase in Other Supplies of \$730 due to addition of PA system. The office supply line has been increased to meet daily the operating needs. Landscaping has been added to allow for plantings, lighting, fencing, mulch etc. Tree work has been added to allow for storm cleanup and trimming.*

**Other –** *A new line was added to allow for Pump Preventative Maintenance and \$2,500 was transferred from the Irrigation & Golf Course line. Conservation Requirements has been added to allow for the work that needs to be completed to obtain the Certificate of Compliance from the State DEP and local Conservation. The line for the Driving Range will allow for the supplies needed to operate the range and to maintain the equipment associated with it. There is a \$3000 decrease in the Credit Card Charges line due to the new agreement that was entered into last year.*

**GOLF COURSE ENTERPRISE - FY10 SUPPORTING DOCUMENTATION**

Estimated Revenues

Green Fee's	\$	834,374
Pro Shop	\$	40,000
Driving Range	\$	16,000
Concession	\$	10,000
Utility Reimbursement	\$	9,600
Lessons	\$	9,000
Total	\$	<u>918,974</u>

Expenses

Golf Enterprise Operating Budget

Personal Services	\$	140,954
Other Expenses	\$	<u>772,255</u>
Total Operating Budget	\$	913,209

Estimated Amount in Wage & Class \$ - (To be transferred to P/S)

Debt & Interest	\$	401,726
Capital Outlay	\$	<u>25,000</u>

Subtotal \$ 1,339,935

Direct/Indirect Costs in General Fund

Admin Services	\$	19,510
DPW Related Services	\$	23,039
Health & Life Insurance	\$	4,746
FICA	\$	1,956
Retirement	\$	-
Liab. Insurance/ Misc.	\$	<u>5,801</u>
Subtotal	\$	55,052

Total \$ 1,394,987

Estimated Surplus/(Deficit) \$ (476,013)

Proposed funding is as follows:

\$918,974 to come from enterprise revenues,  
 \$420,961 to come from free cash, and \$55,052 to be  
 appropriated in the general fund from the tax levy.

\* (Certified Retained Earnings as of 7/1/08 - \$126,609)

## Canal Park

**Mission Statement:** *The mission of the Canal Park Committee has several distinct aspects among which are the following:*

*Document the historical importance of this, our nation's first commercially operating navigational canal to Western New England's development throughout the first half of the 19th century.*

*Publicize its historic importance to our own townspeople as well as potential tourists.*

*Develop, maintain and expand the present Bicentennial Canal Park along Canal Street for the use and pleasure of our townspeople.*

*Provide non-motorized boat access to the Connecticut River*

*Protect the remaining outer bank of the canal bed from further soil erosion.*

### **In the Falls Area:**

*Work with Holyoke Gas and Electric to develop Canal Gatehouse and Riverside Parks an area along the old canal bed from the Gate Houses, slightly upstream from the Texon property, to the lower county bridge, so as to preserve the remaining artifacts of the original canal for historic preservation. Plans for this area have changed significantly from last year. A potential buyer for the Texon property has begun negotiations to develop the property into an upscale commercial area. If successful, it will have a most desirable impact on the Falls area. As negotiations to carry out that goal progress plans for parks just up and down stream from the Texon property continue. After much negotiation, HG&E has completed their licensing requirements to begin the construction of Riverside Park that extends from the Texon property to the lower county bridge. South Hadley's Conservation Committee, Intervener Committee and Selectboard deserve credit for their involvement during the negotiating process. We also wish to acknowledge HG&E's willingness to respond to the various changes required by SouthHadley's negotiating team. Final design of the Gatehouse Park overlooking the Holyoke Dam just upstream from the Texon property should be completed during the coming year.*

*Ensure that the development in this area, which is included in the registry of National Historic Places, protects the integrity of the remaining artifacts of the historic canal and see that this area is developed as a tourist destination point.*

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
<b>Other</b>	\$462.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00
<b>Total</b>	<b>\$462.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>

## Conservation: Land Trust

**Mission Statement:** *To administer the Massachusetts Wetlands Protection Act and local Wetlands Bylaw within the Town, assisting the public to understand and follow the Act, Regulations and Bylaw. To protect and manage land for conservation purposes and passive recreational use. To promote the conservation of natural resources and protect the watershed resources in South Hadley.*

	<b>FY07 Funding</b>	<b>FY08 Funding</b>	<b>FY09 Funding</b>	<b>FY10 Request</b>	<b>Change FY09-10</b>	<b>Selectboard's Recommended</b>	<b>Change from Request</b>
	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00
<b>Total</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>

*This account is the Conservation Commission's Land Fund. It is designated for land acquisition and management related purposes only. For many years the Commission has been using the Fund sparingly to assist in small acquisitions and the legal paperwork for donations of land. In 2005 almost the entire balance was used for the Self-Help grant acquisition of the Bachelor & Stony Brooks property off Ferry Street. The Commission would like to see a small amount added back into the budget for this account each year, so that it can be used for new projects as needed.*

### Departmental Key Result Areas:

1. *Provide assistance to residents and applicants about the wetland permitting process, to ensure awareness and compliance with the state regulations and local bylaw.*
2. *Prepare and complete administrative paperwork for timely issuance.*
3. *Provide assistance to town departments on wetland and conservation issues.*
4. *Promote and support land conservation efforts in town.*
5. *Continue participation and assistance to town officials in re-licensing of Holyoke Dam.*

## **Section III: Departmental Accomplishments**

### **Accounting Department**

#### *Prior Year Accomplishments*

- *All state reporting requirements were met for the prior fiscal year.*
- *The Town's Free Cash was certified at \$1,970,236 for FY09.*
- *The department continues to update and maintain our inventory for the GASB 34 requirement and has in place the infrastructure inventory requirement.*
- *Duties and responsibilities continue to be streamlined within the department to improve functionality and efficiency.*
- *The department has taken steps towards the implementation of the new personnel system and notable progress will be realized by the end of this fiscal year. The department continues to move forward with this project of enhancing the use of the personnel system.*
- *Payroll encumbrancing for the Town and School departments has been started.*
- *The process of submitting vouchers for bills payable has been eliminated, reducing time spent by departments in preparing their bills payable.*
- *Schedule A has been completed on the new automated State website known as Gateway, with all the information being accepted and approved.*
- *Assistance was provided with the funding plan of capital items and the long term plans of the town.*
- *Once again, the streamlining of the budget process in order to assist with the preparation of the budget books has continued, while working closely with the Interim Town Administrator and Appropriations Committee with various financial concerns.*

## **Board of Assessors**

### *Previous Year's Accomplishments Fiscal 2008 – Fiscal 2009 (to date)*

*The end of 2008 brought on some slight conflict for the Assessors office with certain exempt entities. With recent disruption amongst some of the religious communities and closings of churches within the region, the Assessors office needed to determine if some of the properties held for religious purposes were still being utilized in the same fashion as previously stated. The Assessors office sent letters to all religious organizations that held property used for a parsonage to question whether or not the religious leader of the church was living on premises as of the exemption date for this purpose. The phone calls and letter writing began. This was an educational experience for many involved and when all was said and done, two properties were returned back to the tax rolls and a new policy and procedure was set forth for the office.*

*Also, at question was the taxable status of the new Eldercare facility. This was determined to be taxable for the first time for fiscal 2009. In working with the Housing Authority Director and Eldercare Services, a fair assessment was reached based on the regulations governing this type of facility.*

*The start of fiscal 2009 brought about much training for the staff of the department. This included training on the Town's new website, educational seminars including Lincoln Land Institute: The Strength of the Property Tax, Electronic Disaster Recovery: Planning for a Disaster & Dealing with one, Electronic Records E-Discovery, new versions of daily used software and training of Vision personal property software for more cross training within the departmental staff.*

*One major hurdle this year in training was learning the Department of Revenue's new web based submittal program known as DLS Gateway. This took time for the Associate Assessor not only to learn through training and testing, but also to educate all others involved in the tax rate setting process. This involved not only the Board of Assessors but also the Town Clerk, IT Director, Town Accountant, Interim Town Administrator and both Clerk/Treasurers of each Fire District. Gateway works by having any and all necessary forms relative to the tax rate entered, viewed and submitted via the World Wide Web. If there is a problem or question with a form multiple people can be looking at the same data at the same time. Gateway was used to submit all valuation information as well as tax rate information for this fiscal year and was approved without issue by the Department of Revenue.*

*The office completed its fourth valuation interim adjustment year for Fiscal 2009. This was a difficult year because for calendar year 2008 the real estate market is showing some decline yet the interim year adjustment is based on calendar year 2007 sales and that market showed no decline or increase but a very stable market.*

*A new program was purchased this year from Munis to assist with bridging the personal property data from the Vision software to the Munis software. This program will help to separate out the individual accounts by district. This has been done manually in the past. The program was received and tested in early December and the Fiscal 2009 actual tax bills were completed using this new program and worked wonderfully. This program eliminated hours of manual work during the tax billing process.*

## **Building Department**

- *All requirements for maintaining Building Commissioner's certification have been met for a three year period.*
  - *The new Storm Water Management By-Law has been approved and implemented.*
  - *Recommendations for the implementation of a GIS and Permitting program have been submitted.*
  - *The turnback for FY 08 was \$3,931.00*
- 

## **Conservation Commission**

- *Maintained regular monitoring for enforcement of environmental conditions at large construction projects such as Mountainbrook, Stonybrook Village, Mount Holyoke College, DPW sewer improvement projects, and the retention pond at Shadowbrook Estates.*
- *Reviewed and processed wetland permits for many projects, ranging from electric and gas utility, sewer and fire district improvements, to construction of and additions to single family homes. Projects also included long-term maintenance plans for Mount Holyoke College and Loomis Village. Also included wetland permitting for major renovations to Beachgrounds Park, trail maintenance at the Black Stevens Conservation Area and Bagg-Pierce Wildlife Sanctuary, and vegetation restoration at the Hawkins Bird Sanctuary.*
- *Issued five Enforcement Orders for violations of the Wetlands Protection Act, and six Emergency Certifications for emergency repair work, most related to effects of severe weather experienced this year.*
- *Continued to update conservation GIS database, created new map of town conservation areas, and new poster of same.*
- *Worked on developing the new South Hadley town website, and designed the new Conservation Department website. Continuing to update the Conservation website.*
- *Administrator served on the following town committees: Intervener Status Committee, Development Team Review Committee, GIS Permitting Subcommittee, Website Development and Maintenance Committee, and Stormwater Management Bylaw Committee.*

## **Council on Aging**

- ❖ *In 2008 the Council on Aging went through significant staff changes however all services, programs and activities continued as usual. A testament to the commitment and work ethic of the employees and volunteers.*
- ❖ *The transportation service expanded to include one day per week of in-Town transportation.*
- ❖ *Companion/Escort grant increased from one client to ten clients. The number of available drivers has also increased.*
- ❖ *COA volunteer knitters made 440 hats, mittens and scarves which were distributed to 412 students at Plains School. Another 400 hats were made and donated to Bay State Medical Center. The quilters made 11 quilts which were donated to the Salvation Army.*
- ❖ *Approximately 131 senior households received a \$50 or \$100 credit on their electric bills with funds from the “Lights On” gift account. Also, approximately 90 Christmas Baskets were distributed to residents of various ages needing some assistance.*
- ❖ *The TRIAD/Salt Council distributed “Emergency Preparedness for Seniors” booklets to all senior households via the newsletter. Also a “Keep Warm-Stay Safe” program was held in the fall.*
- ❖ *Three South Hadley Volunteers have been recognized for over 4000 hours of service by the Retired Senior Volunteer Program.*
- ❖ *The software program that tracks all units of service provided by the South Hadley COA was replaced with a new program on a new computer to improve efficiency.*
- ❖ *With volunteer support, 32,000 newsletters are printed and collated and sent to approximately 2,700 households.*
- ❖ *For ten years volunteer instructors have taught approximately 1,000 residents how to use computers and skills in the use of the various programs.*
- ❖ *Transition of office space to ensure efficiency of operations by relocating Hot Meals on Wheels Coordinator, Activity/Volunteer Coordinator and the Board of Health Nurse’s office.*

*The South Hadley Senior Center provides countless opportunities to contribute to healthy aging. Well over 75 % of residents 60 and over utilize the center. The generous community support testifies to the appreciation of the many services, programs and activities. The 20,000 hours of volunteer service makes it all possible.*

## **Department of Public Works**

- *Completion of the \$1.4 million CSO Flow Diversion Project which resulted in the sealing of the last two combined sewer overflows in South Hadley.*
- *Completion of the \$4.2 million Wastewater Treatment Plant and Pump Stations Improvements Project.*
- *Completion of the Town Common Project.*
- *Road resurfacing and the installation of new sidewalks/berm at Lyman Street from Newton Street to Brainerd Street.*
- *Road resurfacing and the installation of new sidewalks/berm at Silver Street from the Silver Street Bypass to Chapel Hill Road.*
- *Resurfacing of Lake Avenue and Lakeview Avenue.*
- *Resurfacing of Woodbridge Street through funding from MassHighway.*
- *Installation of about 500 feet of new drainage pipe and 8 structures at Silver Street. This work resulted in the disconnection of 4 catch basins from the Town's sewer system.*
- *Installation of about 900 feet of sewer and the replacement of 2 manholes at the easement between Silver Street and Greenwood Terrace.*
- *Installation of about 700 feet of drainage pipe and 4 catch basins at East Street.*
- *Completion of drainage system and culvert improvements on Hadley Street, Lyman Terrace, Old Lyman Road, Tampa Street, and Lincoln Street.*
- *Installation of a new playground structure at Buttery Brook Park.*
- *Demolition work at the Beachgrounds including removal of the old wading pool and basketball court.*
- *Refurbishing and reopening of the Buttery Brook Skatepark due to the work of the ad hoc Skatepark Committee and DPW personnel*
- *Cleaning of Stonybrook and Mosier Street siphons.*
- *Continuation of the Adopt-an-Island program.*
- *Continuation of the Santa's Land holiday program at Buttery Brook Park during December 2008 through funds raised by special events and donations. Once again, the Friends of Buttery Brook Park did a great job organizing this event.*

## Human Resources

- *Attended seven Personnel Board meetings.*
- *Attended four Personnel Review Board meetings.*
- *Oversaw the construction of the clubhouse at Ledges. The project was completed ahead of schedule and under budget.*
- *Assumed temporary Supervision of Golf Manager position at the direction of the Interim Town Administrator*
- *Assumed from the Interim Town Administrator responsibility of the Wage & Classification, Unemployment, Workers' Compensation and Town Hall budgets.*
- *Led the Ledges General Manager Search Committee. This entailed attending all candidate interviews and conducting reference checks on the finalists recommended to the Selectboard.*
- *Worked with various departments and elected boards in regards to personnel issues.*
- *Worked with various department heads and elected boards in filling vacancies, this included recruitment, interviewing and reference checks. Since the start of FY09 the Town has filled seven positions.*
- *Conducted the Performance Evaluation process with the Personnel Review Board and awarded merit increases in September.*
- *Worked with the Labor Counsel in regards to the Union petition.*
- *Successfully completed the Supplies & Services Contracting training sponsored by the Inspector General's office. Received an exam score of 90%.*
- *Responsible for the submission of expense reimbursement requests for the Ledges clubhouse Urban Self Help grant.*
- *Participated in an Energy Audit that is being conducted by the State for the Town Hall.*

## Planning Board

- *Continued work on the new comprehensive planning effort with the 15-member advisory committee and the consultant team. Conducted a series of “Issue Gathering” sessions and a Community Gathering during FY 2009. Working toward completion of the Comprehensive Plan by June 30, 2009.*
- *Prepared and submitted several applications for State funding/services to undertake inventory and assessment efforts in support of the Comprehensive Plan. These applications included a Heritage Landscape Inventory Program, Downtown Initiative Program, and the Mass Historical Commission Survey & Planning Grant.*
- *Began working with the Pioneer Valley Planning Commission to undertake the Heritage Landscape Inventory Program. Held a community meeting in December 2008 and began field work in January 2009.*
- *Worked with the Town Administrator and Selectboard to create, and have appointed, a Community Development Advisory Committee to assist in developing and implementing strategies focused on revitalization of the South Hadley Falls area.*
- *Assisted other departments, the Pioneer Valley Planning Commission, and the Community Development Advisory Committee in putting together an application for an \$800,000 Community Development Block Grant (CDBG) to undertake infrastructure, housing, and related community development activities in the South Hadley Falls area and the CDBG Target Area.*
- *Continued monitoring of the Holyoke Dam Relicensing requirements (Texon Building, Lower Riverside Park, Gatehouse Park, etc.) and advising the Town Administrator and Selectboard regarding the status of the Holyoke Gas & Electric’s compliance.*
- *Continued monitoring of land developments to ensure compliance with conditions of Planning Board approval, with special emphasis on drainage and landscaped buffering issues.*
- *Reviewed and approved several new commercial/industrial development/expansion projects and condominium developments.*
- *Coordinated the Town’s Development Review Team’s monthly meetings.*
- *Expanded use of the Town’s website to disseminate information about public meetings, status of developments, public hearings and pending project reviews, and maps.*
- *Continued corrections and updating of the ArcGIS database which was converted from Atlas GIS in FY 2003 utilizing services of Mount Holyoke College faculty.*
- *Developed procedures and application forms for implementation of the adopted Stormwater Management Bylaw to meet the requirements for Federal compliance as to stormwater management.*
- *Continued mapping and analysis of subdivision and housing developments over the past 15 years.*
- *Updated and corrected GIS database regarding parcel divisions, open space, and zoning.*

## Police

An \$18,024.00 Community Policing Grant provided funding for the various community service related programs the department's officers coordinate; Child Passenger Safety Seat Checkpoints, TRIAD and Senior Citizen Service Officers, Bicycle Patrol and Off-Road Conservation & Woodland Patrols. The 2008 grant provided funding to upgrade the telephone system within the police department. This upgrade allowed the public to have more direct access to various police services within the department and also provides more direct contact with each Police Officer through the use of a digital voice mail system.

The Governor's Highway Safety Bureau awarded the Police Department with a \$500.00 Bicycle Helmet Grant. This award provides the department with free bicycle helmets to be given out to youth in need of helmets to meet the guidelines provided in the Massachusetts Bicycle Helmet Law.

The Governor's Highway Safety Bureau also provided a \$7,500.00 Traffic Enforcement and Equipment Grant. This grant provided additional traffic enforcement patrols through various enforcement mobilizations including, "Click It or Ticket", "Drunk Driving. Over the Limit. Under Arrest.", and "Road Respect". Further, this grant provided funding to purchase a Mobile Radar "Speed Board". The Speed Board has been used to better inform drivers of their actual speed and the legal limit in various locations through-out the community.

The Executive Office of Public Safety/Highway Safety Division awarded the department a \$7,445.00 Child Passenger Safety Equipment Program Grant. This grant provides a fully trained Child Passenger Safety Technician and free Child Safety Seats to the public needing assistance with the installation and/or inspection of Child Safety Seats.

The Police Department also took delivery of an AN/PVS-14 Night Vision Kit. The US Department of Homeland Security through the Commercial Equipment Direct Assistance Program provided the \$5,432.00 state-of-the-art night vision equipment necessary for law enforcement to perform various night operations safely and effectively.

The Police Department was one of only 100 Police Departments across the country to be awarded a "dTective – Forensic Video Evidence Enhancement, Clarification & Analysis System" through the Commercial Equipment Direct Assistance Program. The \$20,000.00 award provides equipment and specialized training on a system which allows the department to better use the increased types of video evidence being forwarded to police investigators.

The Executive Office of Public Safety//Statewide Emergency Telecommunication Board awarded the department with a \$5,000.00 training grant. This grant allowed for increased training opportunities for police and dispatchers regarding E911 call handling.

The Statewide Emergency Telecommunications Board also awarded the department a \$28,167 Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant. This grant is used to assist various costs associated with operating an emergency 911 center.

The Police Department also conducted a long overdue upgrade to the department's Emergency Dispatch Center. The outdated single position dispatch console was removed and replaced with a new double position dispatch console. The new console provides better ergonomics with the addition of a second dispatcher's position for more complete emergency dispatch functions. Further, the purchase of a new Radio Control Console at the dispatch center has increased the communications capabilities for the dispatch center. The increased capabilities not only serve the police department but also all other emergency responders within the community.

The Police Department has also begun to upgrade its emergency radio communications equipment. The department has purchased two mobile radios for their patrol vehicles which are compliant with the new radio communications guidelines set forth by the Department of Homeland Security and the FCC.

The enhancement of the Town's web site with Virtual Town Hall has allowed the Department to begin publishing weekly police logs and provide easy access to various police related form and informational resources.

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## **Recreation Department**

The Recreation Department was extremely busy once again during 2008. The majority of the Department's time was spent on the renovations of the Beachgrounds Park. The Department continued with our vast program offerings where a number of people participated in many of our programs.

We were able to add a few new programs such as open gym volleyball, Dancercise, K-2 Lacrosse and K-2 Football. We also took combined the two Metro Softball teams after the previous private setup was not working. The Department has continued to work hard on improving our athletic facilities in town with the DPW/Parks Dept. Two highlights occurred when South Hadley hosted the 2008 State American Legion Baseball Championship in July and the Western Massachusetts Youth Cheerleading Competition this past October.

The Recreation Department offered the following programs in 2008 (\*new):

### **Youth Sports**

Lacrosse  
K-12 Lacrosse \*  
Baseball  
Softball  
Tee-ball  
Football K-2 Football \*  
Field Hockey  
Soccer  
Cheerleading  
Team Tennis  
Basketball  
Wrestling

### **Adult Activities**

Men's Softball  
Men's Basketball League (Winter and Spring)  
Over 30 Basketball  
Open Gym Volleyball \*  
Body Sculpt  
Yoga  
Aquacise  
Dance Classes for Adults  
Cardio-Kickboxing  
Dancercise \*

### **Special Events**

James Taylor @ Tanglewood  
Two New York City Shopping Trips  
Two trips to see the Boston Celtics  
Three trips to Fenway Park to see the Red Sox  
Yankees Bus Trip  
Easter Egg Hunt & Hat Parade  
Fantasy Baseball Trip to Toronto & Baltimore  
to see the Red Sox  
Fourth of July Fireworks Celebration

### **Summer Programs**

Youth and Adult Tennis Lessons  
Baseball School  
Lacrosse School  
Soccer Schools (two separate)  
Summer Creations  
Girls & Boys Basketball School  
Golf Camp & morning lessons

*The Beachgrounds renovation project was very time consuming during the past year. The following is a list of major events involving the project:*

- Stantec was selected to work as our design firm in March.*
- Working with the Recreation Commission, a final project design was developed in June.*
- The project was put to bid for construction. Gardner Construction was awarded the contract.*
- A Special Town Meeting was held to appropriate more funds.*
- Construction began on November 17.*

*We look forward to the grand opening sometime in June/July 2009.*

*The Recreation Department continued to use its new online registration software system through Active.com. Participants in Recreation Department programs are able to register from home and are placed into a database for marketing purposes. The system has been a great tool for communication between the Recreation Department and the participants both in and out of seasons.*

*Participation in both youth and adult Recreation Department activities has been up. We had some of the largest summer camps in recent memory and hope to continue expanding those in 2009. With the addition of a new K-2 football and K-2 lacrosse program, many youngsters are getting a chance to try a different type of activity than the ones previously offered. Both our Men's Basketball and Men's Softball league have teams on waiting lists as they have become extremely popular. Our co-ed open gym volleyball has also been very successful.*

*The Fourth of July Fireworks Celebration provided an interesting challenge this year. Both our originally scheduled date of July 3 and our rain date of July 5 with both cancelled due to weather related issues. We had to move this event to late July and the attendance was lower than in previous years. Hopefully Mother Nature will be more cooperative next year. This event was funded once again by the generous donations of Peoples Bank and all of the other sponsors that are with us every year. The Recreation Department was also able to provide bounce houses for the children free of charge.*

*The Department looks forward to 2009 with great enthusiasm and we hope to continue to offer the community programs that are fun, beneficial, affordable and enjoyable*

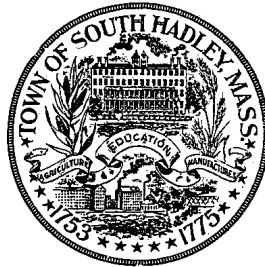
Section IV: Capital Planning

# FY 2010 Capital Requests



# TOWN OF SOUTH HADLEY

CARLENE C. HAMLIN  
Chair  
GREGORY R. SHEEHAN  
Vice-Chair  
ROBERT G. JUDGE  
Clerk  
JOHN R. HINE  
Member  
MARILYN G. ISHLER  
Member



BARRY L. DEL CASTILHO  
Interim Town Administrator  
Telephone (413) 538-5017  
Fax (413) 534-1041

SELECTBOARD OFFICE  
116 Main Street, Suite 109, South Hadley, Massachusetts 01075-2896  
selectboard@southhadley.org

January 15, 2009

TO: CAPITAL PLANNING COMMITTEE  
FROM: Barry L. Del Castilho, Interim Town Administrator  
SUBJECT: FY 2010 CAPITAL PROJECTS

Enclosed are FY 10 capital requests for Town and School Departments that were received by the requested deadline. Some of the FY 10 requests have been submitted in previous years.

In accordance with the Town's General Bylaws, the role of the Capital Planning Committee is to "study and make recommendations with respect to proposed capital projects and improvements involving major non-recurring tangible assets and projects...The Committee shall consider the relative need, impact, timing and costs of these expenditures and the effect each will have on the financial position of the Town."

Enclosed is the following information:

- Current Committee List and Contact Information
- Current Debt Schedule
- FY 2010 Departmental Capital Requests
- FY 2010 School Department Capital Requests
- Town Departmental Inventory Update (non-School)
- Selected 5-10 Year Capital Needs Update
- Budget Review Timetable

In accordance with the Budget Review Timetable, review of all requests must be completed by the end of February-early March and recommendation presented to the Selectboard during the month of March.

Thank you for serving on this important committee. Please feel free to contact me if I may be of further assistance or provide any further information.

Cc: Selectboard

Appropriations Committee

School Committee

## Capital Planning Committee

Ira Brezinsky  
93 Woodbridge Street  
South Hadley, MA 01075

Joan Rosner  
9 Sycamore Parc  
South Hadley, MA 01075

John Pietras  
111 Woodbridge Street  
South Hadley, MA 01075

William (Roddy) Adams  
36 Chestnut Hill  
South Hadley, MA 01075

Edward Boisselle  
17 Canal Street  
South Hadley, MA 01075

Forrest Price, Jr.  
2 Perkins Street  
South Hadley, MA 01075

Theodore Boulais  
11 The Knolls  
South Hadley, MA 01075

Schley Warren  
51 Ludlow Road  
South Hadley, MA 01075

Richard Germain  
28 Spring Street  
South Hadley, MA 01075

# General Bylaws of the Town of South Hadley 2005

## **General Bylaws: Section 503 The Capital Planning Committee**

### 503.1 Membership and term

The Capital Planning Committee will consist of nine (9) members, each of whom shall be appointed for a three-year term, and shall consist of three (3) individuals recommended by the Selectboard, two (2) members recommended by the School committee, three (3) individuals recommended by the Appropriations Committee, and one (1) member recommended by the Planning Board. No member of the above named boards or committees shall be disqualified from serving as a recommended member of the Capital Planning Committee. The Committee shall choose its own officers, and in the event of a vacancy by removal, resignation or otherwise, the remaining Committee members shall have the power to fill the vacancy for the balance of that term.

### 503.2 Duties

The Committee shall study and make recommendations with respect to proposed capital projects and improvements involving major non-recurring tangible assets and projects which:

- (a) are purchased or undertaken at intervals of not less than five years;
- (b) have a useful life of at least five years: and
- (c) cost over \$10,000

The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect, each will have on the financial position of the Town. All officers, board and committees, including the Selectboard and School Committee, shall, by January 1 of each year, give to the Committee, on forms prepared by it, information concerning all anticipated projects requiring Town Meeting action during the ensuing five years.

### 503.3 Report to Selectboard

The Committee shall prepare a report recommending a capital planning budget for the next fiscal year and a capital planning program including recommended capital improvements for the following five fiscal years. The report shall be submitted to the Selectboard for its consideration and approval. The Board shall submit its approved capital budget to the Annual Town Meeting for adoption by the Town. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvements is considered in the Committee's report or the Committee shall have submitted a report to the Selectboard explaining the omission.

### 503.4 Approval and implementation of report

Such capital planning report, after its adoption, shall permit the expenditure on projects including therein of sums from departmental budget for surveys, architectural or engineering advice, option or appraisals: but no such expenditure shall be incurred on projects which have not been so approved by the Town through the appropriation of sums in the current year or in prior years for preliminary planning for projects to be undertaken more than five years in the future. Nothing herein shall restrict the School Committee from approving an expenditure for a capital project out of a previously approved annual appropriation by Town Meeting.

### 503.5 Report of recommendation to Town Meeting and residents

The Committee's report and the Selectboard's recommended capital budget shall be published and made available in a manner consistent with the distribution of the Town budget.

## Debt Schedule

		FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
STATE HOUSE NOTES	P	\$ 51,000.00	\$ -				
STATE HOUSE NOTES	I	\$ 2,029.80	\$ -				
Granby Road 91-34	P	\$ 45,424.00	\$ 47,894.00	\$ 50,546.00	\$ 53,338.00	\$ 27,731.00	\$ -
Granby Road 91-33	P	\$ 6,166.00	\$ 6,352.00	\$ 6,557.00	\$ 6,770.00	\$ 3,462.00	\$ -
Granby Road 91-33	I	\$ -				\$ -	\$ -
Police Station	P	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	\$ -	\$ -	\$ -
Police Station	I	\$ 17,435.00	\$ 11,660.00	\$ 5,830.00	\$ -	\$ -	\$ -
Sewer	P	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ -
Sewer	I	\$ 3,170.00	\$ 2,120.00	\$ 1,060.00	\$ -	\$ -	\$ -
<b>SEWER NEW CW-06-24</b>	P	\$ 58,752.00	\$ 59,939.00	\$ 61,150.00	\$ 62,386.00	\$ 63,646.00	\$ 64,932.00
<b>SEWER NEW CW-06-25</b>	I	\$ 26,302.30	\$ 25,115.39	\$ 23,904.50	\$ 22,669.14	\$ 21,408.82	\$ 20,123.04
<b>SEWER NEW CW0526</b>	P	\$ 182,868.00	\$ 186,563.00	\$ 190,332.00	\$ 194,177.00	\$ 198,099.00	\$ 202,102.00
<b>SEWER NEW CW0526</b>	I	\$ 76,624.28	\$ 72,929.97	\$ 69,161.02	\$ 65,315.93	\$ 61,393.17	\$ 57,391.16
School - ADA	P	\$ 70,000.00	\$ 70,000.00		\$ -	\$ -	\$ -
School - ADA	I	\$ 5,250.00	\$ 1,750.00		\$ -	\$ -	\$ -
WWTP-New 97-54	P	\$ 26,491.67	\$ 27,994.72	\$ 27,870.62	\$ 21,400.00	\$ 30,363.60	\$ 31,835.92
WWTP-New 97-54	I	\$ 6,440.20	\$ 5,566.71	\$ 12,125.24	\$ 4,800.77	\$ 3,785.32	\$ 2,706.88
Abatement Trust 98-128	P	\$ 37,406.86	\$ 37,034.97	\$ 36,709.02	\$ 42,444.14	\$ 41,757.96	\$ 42,105.47
Abatement Trust 98-128	I	\$ 11,460.56	\$ 10,600.68	\$ 10,579.77	\$ 8,446.90	\$ 7,946.12	\$ 5,395.08
Municipal Pur.	P	\$ 140,000.00	\$ 140,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00
Municipal Pur.	I	\$ 38,175.00	\$ 31,315.00	\$ 25,190.00	\$ 19,745.00	\$ 14,163.00	\$ 8,498.00
School-Excl.	P	\$ 1,445,000.00	\$ 1,445,000.00	\$ 1,445,000.00	\$ 1,445,000.00	\$ 1,445,000.00	\$ 1,440,000.00
School-Excl.	I	\$ 791,572.50	\$ 731,978.75	\$ 667,003.75	\$ 594,853.75	\$ 529,878.75	\$ 463,468.75
Golf Course	P	\$ 155,000.00	\$ 165,000.00	\$ 170,000.00	\$ 180,000.00	\$ 190,000.00	\$ 200,000.00
Golf Course	I	\$ 213,815.00	\$ 205,095.00	\$ 196,148.13	\$ 186,966.88	\$ 177,263.75	\$ 168,295.00
MUN PURPOSE 10/02	P	\$ 150,000.00	\$ 100,000.00	\$ -			
MUN PURPOSE 10/02	I	\$ 5,350.00	\$ 1,550.00	\$ -			
LAND PURCHASE 5/07	P	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -
LAND PURCHASE 5/07	I	\$ 9,750.00	\$ 5,750.00	\$ 1,875.00	\$ -	\$ -	\$ -
(MT HOLYOKE)	****	\$ (60,000.00)					
SEWER	P	\$ 100,000.00					
Total Principal		\$ 2,638,108.53	\$ 2,515,777.69	\$ 2,328,164.64	\$ 2,115,515.14	\$ 2,110,059.56	\$ 2,090,975.39
Total Interest		\$ 1,207,374.64	\$ 1,105,431.50	\$ 1,012,877.41	\$ 902,798.37	\$ 815,838.93	\$ 725,877.91
Total		\$ 3,845,483.17	\$ 3,621,209.19	\$ 3,341,042.05	\$ 3,018,313.51	\$ 2,925,898.49	\$ 2,816,853.30

		FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
STATE HOUSE NOTES	P						
STATE HOUSE NOTES	I						
Granby Road 91-34	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Granby Road 91-33	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Granby Road 91-33	I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Station	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Station	I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer	I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SEWER NEW CW-06-24</b>	P	\$ 66,243.00	\$ 67,582.00	\$ 68,947.00	\$ 70,340.00	\$ 71,761.00	\$ 73,211.00
<b>SEWER NEW CW-06-25</b>	I	\$ 18,811.29	\$ 17,473.04	\$ 16,107.75	\$ 14,714.88	\$ 13,293.87	\$ 11,844.15
<b>SEWER NEW CW0526</b>	P	\$ 206,184.00	\$ 210,350.00	\$ 214,599.00	\$ 218,935.00	\$ 223,357.00	\$ 227,870.00
<b>SEWER NEW CW0526</b>	I	\$ 53,308.30	\$ 49,142.96	\$ 44,893.47	\$ 40,558.13	\$ 36,135.21	\$ 31,622.94
School - ADA	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
School - ADA	I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WWTP-New 97-54	P	\$ 33,101.25	\$ 34,157.56	\$ 34,423.59	\$ 35,746.00	\$ -	\$ -
WWTP-New 97-54	I	\$ 1,571.24	\$ 622.37	\$ -	\$ -	\$ -	\$ -
Abatement Trust 98-128	P	\$ 46,528.62	\$ 46,386.54	\$ 50,411.79	\$ 49,480.27	\$ 48,725.96	\$ -
Abatement Trust 98-128	I	\$ 3,871.37	\$ 2,259.86	\$ 815.42	\$ -	\$ -	\$ -
Municipal Pur.	P	\$ 110,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Pur.	I	\$ 2,833.00	\$ -	\$ -	\$ -	\$ -	\$ -
School-Excl.	P	\$ 1,440,000.00	\$ 1,440,000.00	\$ 1,440,000.00	\$ 1,440,000.00	\$ 1,440,000.00	\$ 1,425,000.00
School-Excl.	I	\$ 395,858.75	\$ 327,533.75	\$ 258,493.75	\$ 188,381.25	\$ 116,381.25	\$ 58,781.25
Golf Course	P	\$ 205,000.00	\$ 215,000.00	\$ 225,000.00	\$ 235,000.00	\$ 250,000.00	\$ 255,000.00
Golf Course	I	\$ 159,170.00	\$ 149,745.00	\$ 139,820.00	\$ 128,320.00	\$ 117,132.50	\$ 106,720.00
MUN PURPOSE 10/02	P						
MUN PURPOSE 10/02	I						
LAND PURCHASE 5/07	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LAND PURCHASE 5/07	I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(MT HOLYOKE)	****						
SEWER	P						
Total Principal		\$ 2,107,056.87	\$ 2,013,476.10	\$ 2,033,381.38	\$ 2,049,501.27	\$ 2,033,843.96	\$ 1,981,081.00
Total Interest		\$ 635,423.95	\$ 546,776.98	\$ 460,130.39	\$ 371,974.26	\$ 282,942.83	\$ 208,968.34
Total		\$ 2,742,480.82	\$ 2,560,253.08	\$ 2,493,511.77	\$ 2,421,475.53	\$ 2,316,786.79	\$ 2,190,049.34

		FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
STATE HOUSE NOTES	P						
STATE HOUSE NOTES	I						
Granby Road 91-34	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Granby Road 91-33	P						
Granby Road 91-33	I						
Police Station	P						
Police Station	I						
Sewer	P						
Sewer	I						
<b>SEWER NEW CW-06-24</b>	P	\$ 74,690.00	\$ 76,198.00	\$ 77,738.00	\$ 79,308.00	\$ 80,910.00	\$ 82,545.00
<b>SEWER NEW CW-06-25</b>	I	\$ 10,365.14	\$ 8,856.26	\$ 7,316.90	\$ 5,746.44	\$ 4,144.26	\$ 2,509.71
<b>SEWER NEW CW0526</b>	P	\$ 232,473.00	\$ 237,170.00	\$ 241,961.00	\$ 246,849.00	\$ 251,836.00	\$ 256,923.00
<b>SEWER NEW CW0526</b>	I	\$ 27,019.51	\$ 22,323.08	\$ 17,531.77	\$ 12,643.67	\$ 7,656.82	\$ 2,569.23
School - ADA	P						
School - ADA	I						
WWTP-New 97-54	P						
WWTP-New 97-54	I						
Abatement Trust 98-128	P						
Abatement Trust 98-128	I						
Municipal Pur.	P						
Municipal Pur.	I						
School-Excl.	P						
School-Excl.	I						
Golf Course	P	\$ 265,000.00	\$ 280,000.00	\$ 290,000.00	\$ 300,000.00	\$ 315,000.00	\$ 335,000.00
Golf Course	I	\$ 96,320.00	\$ 85,280.00	\$ 73,595.00	\$ 61,500.00	\$ 48,892.50	\$ 35,567.50
MUN PURPOSE 10/02	P						
MUN PURPOSE 10/02	I						
LAND PURCHASE 5/07	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LAND PURCHASE 5/07	I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(MT HOLYOKE)	****						
SEWER	P						
Total Principal		\$ 572,163.00	\$ 593,368.00	\$ 609,699.00	\$ 626,157.00	\$ 647,746.00	\$ 674,468.00
Total Interest		\$ 133,704.65	\$ 116,459.34	\$ 98,443.67	\$ 79,890.11	\$ 60,693.58	\$ 40,646.44
Total		\$ 705,867.65	\$ 709,827.34	\$ 708,142.67	\$ 706,047.11	\$ 708,439.58	\$ 715,114.44

		FY2028	FY2029	TOTAL	
STATE HOUSE NOTES	P			\$ 51,000.00	
STATE HOUSE NOTES	I			\$ 2,029.80	
Granby Road 91-34	P	\$ -	\$ -	\$ 224,933.00	
Granby Road 91-33	P			\$ 29,307.00	
Granby Road 91-33	I			\$ -	
Police Station	P			\$ 330,000.00	
Police Station	I			\$ 34,925.00	
Sewer	P			\$ 60,000.00	
Sewer	I			\$ 6,350.00	
<b>SEWER NEW CW-06-24</b>	P	\$ 84,213.00	\$ -	\$ 1,344,491.00	
<b>SEWER NEW CW-06-25</b>	I	\$ 842.13	\$ -	\$ 271,549.01	
<b>SEWER NEW CW0526</b>	P	\$ -	\$ -	\$ 3,922,648.00	
<b>SEWER NEW CW0526</b>	I	\$ -	\$ -	\$ 748,220.62	
School - ADA	P			\$ 140,000.00	
School - ADA	I			\$ 7,000.00	
WWTP-New 97-54	P			\$ 303,384.93	
WWTP-New 97-54	I			\$ 37,618.73	
Abatement Trust 98-128	P			\$ 478,991.60	
Abatement Trust 98-128	I			\$ 61,375.76	
Municipal Pur.	P			\$ 830,000.00	
Municipal Pur.	I			\$ 139,919.00	
School-Excl.	P			\$ 17,290,000.00	
School-Excl.	I			\$ 5,124,186.25	
Golf Course	P	\$ 345,000.00	\$ 355,000.00	\$ 4,930,000.00	
Golf Course	I	\$ 21,627.50	\$ 14,555.00	\$ 2,385,828.76	
MUN PURPOSE 10/02	P			\$ 250,000.00	
MUN PURPOSE 10/02	I			\$ 6,900.00	
LAND PURCHASE 5/07	P	\$ -	\$ -	\$ 300,000.00	
LAND PURCHASE 5/07	I	\$ -	\$ -	\$ 17,375.00	39,275,003.66
(MT HOLYOKE)	****			\$ (60,000.00)	
SEWER	P			\$ 100,000.00	
Total Principal		\$ 429,213.00	\$ 355,000.00	\$ 30,524,755.53	
Total Interest		\$ 22,469.63	\$ 14,555.00	\$ 8,843,277.93	
				\$ -	
Total		\$ 451,682.63	\$ 369,555.00	\$ 39,368,033.46	

## Capital Budget Appropriations/Expended

Department	Description	FY07 Expended/ Appropriated	FY08 Expended	FY09 Budgeted	FY10 Requested	Cap Planning Recommended FY2010	Selectboard Recommended FY2010
<b>Capital Stabilization</b>		\$ 102,500.00					
<b>Cable Studio</b>	Upgrade			\$ 65,000.00			
<b>School</b>	Mosier Gym Floor Repair	\$ 56,999.00					
	PC Upgrades	\$ 50,000.00					
	Plains: Undergrd Fuel Tank	\$ 32,042.00					
	Middle School Pool Filter	\$ 38,000.00					
	Security Measures		\$ 81,500.00				
	HS-Concrete Sidewalk/Pad			\$ 35,000.00			
	Mid:Rooftop Air Conditioner			\$ 20,000.00			
	Mid:Auto Pool Cover			\$ 50,000.00			
	Mos:Gym Roof Replace			\$ 175,000.00			
	Mos:Portable Classrm Impr			\$ 25,000.00			
	Mosier:Gym Lights & Paint			\$ 40,000.00			
	Lincoln St. Parking Lot				\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
	Mid: Drop Off Zone				\$100,000.00	\$ 100,000.00	\$ 100,000.00
	HS: Replace Floor Tiles				\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
	Mid:Replace Toilet Partitions				\$ 35,000.00	\$ 35,000.00	
	Mid:Engineering Evaluation				\$ 25,000.00		
<b>I.T.Department</b>	Printer & Software	\$ 30,660.00					
	** GIS Base Map			\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	
	Munis System-Server				\$ 23,000.00	\$ 23,000.00	\$ 23,000.00
<b>Planning Board</b>	Comprehensive Master Plan	\$ 25,000.00	\$ 35,000.00	\$ 40,000.00			
<b>Recreation</b>	Splash Pad/Beachgrnds Renv		\$ 40,000.00				
	*** Splash Pad/Beachgrnds Renv		\$ 212,595.00				
	* Splash Pad/Beachgrnds Renv		\$ 456,480.00				
	Splash Pad/Beachgrnds Renv			\$ 88,200.00			
<b>Department of Public Works</b>							
<b>DPW-Admin</b>	Copier/Scanner	\$ 14,000.00					
	Roof Replacement		\$ 14,400.00				
<b>DPW-Const &amp; Mtce</b>	Dump Truck/Sander		\$ 154,187.00				
	4x4 Pick-Up w/Plow			\$ 40,000.00			
	6 Wheel Dump Truck				\$150,000.00	\$ 150,000.00	\$ 150,000.00
<b>DPW-Parks</b>	Athletic Field Groomer			\$ 16,000.00			
	4 Door 4x4 Pick-Up w/Plow			\$ 60,000.00			
<b>DPW-Landfill</b>	Landfill share of Roll-Off Truck	\$ 16,000.00					
<b>DPW-WWTP</b>	Roll of Truck	\$ 64,000.00					
	* 4x4 Pick-Up w/Plow/lift Gate			\$ 50,000.00			
	* I & I Mitigation			\$ 300,000.00			
	* CSO	\$ 1,400,000.00					
	* Phase II		\$ 125,000.00				
<b>DPW-Misc</b>	** Queensville Dam Repair			\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	
<b>Council on Aging</b>	Roof Repairs-Engineer Study			\$ 10,000.00			
	Window Replacement			\$ 10,800.00			
<b>Library</b>	HVAC Replacement			\$ 74,000.00			
	Restroom Design				\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
<b>Police</b>	Dispatch Console			\$ 106,174.00			
<b>Ledges Golf Club</b>	Water Looping		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
	* Clubhouse Construction	\$ 698,475.00	\$ 51,550.00				
	Wheelchair Lift				\$ 50,000.00		
<b>Selectboard</b>	Toth Property		\$ 330,000.00				
Total:		\$ 2,527,676.00	\$ 1,525,712.00	\$ 1,350,174.00	\$ 638,000.00	\$ 563,000.00	\$ 408,000.00

\* Denotes borrowing

\*\* FY09 Appropriation may be returned. Amounts have been frozen due to the reduction in FY09 State Aid.

\*\*\* \$43,520 to be returned to Free Cash from grant

# Capital Planning Committee

## Report to the Selectboard

Town of South Hadley  
March 19, 2009

The Capital Planning Committee met with representatives from each department submitting request for capital funding for projects for FY 2010. After review and discussion of the requests, we are pleased to submit our recommendations for funding. Four funding categories were utilized to rank projects.

1. Strongly Recommend
2. Recommend
3. Appropriate to fund if money available
4. Defer project for this year

The following are the Committee's recommendations.

1. Strongly Recommend

### **I.T. Department - Munis System.** Cost \$23,000.

Requested funds will be used to replace the current MUNIS computer server. The old server, which is seven years old, runs on a SCO Unix operating system. The SCO company has filed for chapter 11 protection and MUNIS is phasing out support for this operating system. The new server will use a Windows operating system so as part of the server replacement project the current data base will be migrated from SCO Unix to Windows.

### **School Department - Lincoln St. Parking Lot.** Cost \$60,000

Requested funds will be used to replace the gravel base and pavement at the Lincoln Street parking lot. This project has been listed on the School Department capital projects list for multiple years and at various priority levels. The surface has degraded and rutted to the point of creating a safety hazard and potential liability problem. It should be noted that the original request was for \$75,000 but that number was reduced to \$60,000 after communicating with the DPW and a paving contractor.

**DPW – Queensville Dam Repair.** Cost \$60,000.

Requested funds will be used to repair the concrete walls and install a trash rack on the outlet control structure for the pond across the street from the Seven Eleven convenience store on Newton Street. Repairs are per recommendation of a dam inspection performed in 2006 by Hatch Mott MacDonald.

This project was part of FY '09 Town Meeting approved capital funding. However, the funds for this project were “frozen” while the town analyzed our financial status in the light of a mid year cut in state funding. Note, the committee has moved the priority ranking of this project up to the Strongly Recommend level from the Recommend level of last year.

2. Recommend

**Library – Restroom Design.** Cost \$15,000.

Requested funds will be used for design services and budget pricing to upgrade restroom facilities at the main Library to include ADA compliance. Renovation of restrooms was part of last year’s capital request by the Library. However, at that time the committee decided to defer funding of the project because we felt the requested funds were not sufficient for design services and construction costs. The committee is now satisfied the requested funds will be sufficient to allow the Library to bring forward a proposal for renovations based on professional analysis and budget costing

**School Department – Middle School Pick-up Drop-off Zone.** Cost \$100,000.

The intent of this project is to reduce traffic congestion on Mosier Street and increase safety for children and adults moving about the Easterly parking lot at the MESM.

Requested funds will be used to widen the entry to the parking lot, create a drop off zone at the sidewalk adjacent to the school, and create a new parking lot on the Westerly side of the school to make up for those parking spaces eliminated with creation of the drop off zone. The plan as proposed was created in consultation with a Landscape Architect. The amount of funding requested is based on a budget estimate, not hard quotes. The plan has been reviewed and endorsed by Police Chief David Labrie.

**Ledges Golf Course – Water Loop.** Cost \$25,000

This request is the third installment for an estimated \$100,000 dollar project to complete an eight inch water main loop per requirement of Water District #1.

### 3. Appropriate to fund if money is available.

Note: For this category the projects are ranked by priority with one being the highest priority and four being the lowest.

#### **1. School Department – Replace Floor Tiles High School.** Cost \$35,000.

Requested funds will be used to remove floor tiles in two or three classrooms, install vapor barrier on top of the concrete in an effort to mitigate moisture problems and reinstall new tiles. This is part of a test phase to determine the best and most cost effective solution prior to a larger scale project to remedy tile failure in up to fourteen classrooms.

#### **2. DPW – New Six Wheel Dump Truck.** Cost \$150,000.

Funds are requested to purchase a new dump truck with plow and sand spreader to replace an existing 1981 ten wheel dump truck. The existing truck was removed from service this past December due to failed inspection. An estimate to make the old truck road worthy was obtained in the amount of twenty thousand dollars.

DPW long range capital plan called for replacement of the ten wheel truck FY 2012. However, with the high cost of repairs, replacement was moved up two years while several scheduled requests were put off till next year or the following year to allow for early replacement of the truck.

#### **3. School Department – Replace Toilet Partitions MESM.** Cost \$35,000.

Requested funds will be used to replace existing metal partitions with new solid plastic/composite partitions. The existing partitions are suffering due to wear and tear and in some cases rusting of the metal components.

#### **4. I.T. Department – GIS Map.** Cost \$60,000.

Requested funds would be used to prepare a new base map utilizing the most modern versions of GIS mapping. Currently there are several versions of GIS being used separately by the town and water districts but these versions cannot be integrated with each other or with the MassGIS data base. This project was part of FY '09 Town Meeting approved capital funding. However, the funds for this project were “frozen” while the town analyzed our financial status in the light of a mid year cut in state funding. Note, the committee has moved this project down one level in ranking from last years recommendation.

### 4. Defer.

#### **School Department – MESM Engineering evaluation pending projects.** Cost \$25,000.

Requested funds are for engineering study and cost projections for several pending projects at the MESM. Those projects include: Replacement of pool decking, Installation of stairs to the upper fields and installation of bleachers. The school department gave a low priority to this funding request.

#### **Ledges – Wheelchair Lift.** Cost \$50,000.

Requested funds are for the installation of a wheelchair lift to provide accessibility to the golf course clubhouse per a decision rendered by the state AAB in response to a complaint about handicap accessibility. A variance to this requirement was recently granted by the AAB. However, the committee does support retaining funds in the enterprise fund balance for this project if it is required in the future.

Based on the recommendations described in this report the funding requirement for the categories is as follows:

1. Strongly Recommend - \$143,000
2. Recommend - \$140,000
3. Appropriate to fund if funds available - \$280,000
4. Defer - \$75,000

Respectfully submitted,

Ted Boulais

Chairperson  
Capital Planning Committee

Roddy Adams  
Ed Boisselle  
Rich Germain  
John Pietras  
Forrest Price  
Joan Rosner  
Schley Warren  
Ira Brezinsky

## Funding Capital Planning Committee's Recommendations

The current capital funding policy is to maintain tax support for capital, and add the amount by which debt service has been reduced. Last year's two-year capital funding plan called for \$222,578 for capital in FY10 after a recommended \$1,240,800 capital program in FY09, but the FY09 program changed (\$150,000 was not appropriated for tennis courts, but \$88,200 was appropriated for the Beachgrounds in the fall), so the adjusted plan for FY10 would be an additional \$61,800, or \$284,378. An additional \$18,917 adjustment should be made because the debt service reduction for FY10 is \$25,817 rather than the \$7,000 that had been estimated.

So a tax-supported capital program of \$303,295, plus another \$25,000 for the Ledges, would be consistent with last-year's two-year plan. The plan was for FY10 taxation to replenish the Free Cash that was used in FY09 for the greater than usual capital program.

That FY10 replenishment was intended to be flexible (see footnote 3), i.e. not done if financial conditions worsened, which is certainly the case, and an alternative replenishment has already occurred through the greater than usual replenishment of Free Cash at the end of FY08, so no replenishment is recommended from FY10 taxation.

At this point it is assumed that the FY09 appropriation for the Queensville Dam repairs can be used for that purpose.

Funding of the DPW truck might have been deferred until a fall special town meeting, but the truck could not then be obtained in time for winter.

It is recommended that Free Cash be used to fund the truck, but that the purchase be "frosted": held until late summer to be sure that this additional Free Cash is not needed for something else as the federal, state and local budget processes develop.

Barry L. Del Castilho, Interim Town Administrator, 3/30/09

	<i>Selectboard approved 4/1/08</i>	<i>Selectboard approved 3/24/09</i>
<b><u>FY09 appropriations</u></b>		<b><u>FY10 Capital Planning Committee Recommendations</u></b>
Strongly recommended	\$664,000 <sup>1</sup>	\$83,000 Munis \$23,000; Lincoln St. lot \$60,000
Recommended	\$436,000	\$140,000 Library \$15,000; MESM zone \$100,000; Ledges \$25,000
"Appropriate if available"	\$140,800	\$185,000 School tiles \$35,000; DPW truck \$150,000
	<b>\$1,240,800</b> <sup>2</sup>	<b>\$408,000</b> not included: dam repairs, \$60,000 (use FY09 funds), toilet partitions, \$35,000 (wait till next year, or ...?), GIS base map, \$60,000 (use FY09 funds, or...?)
<b><u>FY09 sources</u></b>		
WWTP	\$350,000	
Free Cash (for Ledges water loop)	\$25,000	
Taxation (with zero Surplus/Deficit in G.F.)	\$540,689	
<b>Free Cash</b>	<b>\$325,111</b>	
	<b>\$1,240,800</b> <sup>2</sup>	
<b><u>FY10 appropriations</u></b>		<b><u>FY10 recommended funding plan</u></b>
Deferred from FY 09	\$168,550	\$222,578 = \$168,550+\$54,028, from last year's plan (see left)
additional available for FY 10	\$54,028 (or more <sup>3</sup> )	\$18,917 = additional debt service reduction
<b>repay Free Cash</b>	<b>\$325,111</b> (or less <sup>3</sup> )	\$25,000 = no repayment, but \$25,000 from Free Cash for Ledges water loop
	<b>\$547,689</b>	\$61,800 = reduced FY 09 capital (\$88,200 Beachgrounds, not \$150,000 tennis courts)
<b><u>FY10 sources</u></b>		<b>\$328,295</b> = total to be appropriated
same taxation as FY 09	\$540,689 (or less <sup>3</sup> )	\$302,378 = \$540,689 - \$325,111 + \$61,800 + \$25,000
plus estimated reduced debt service	\$7,000	\$25,917 = total debt service reduction
	<b>\$547,689</b>	<b>\$328,295</b> = total sources
		<b>\$408,000</b> requires \$79,705 from Free Cash for DPW truck (but "frosted")

<sup>1</sup> The Schools have requested that \$8,000 of the Mosier School Roof funds be appropriated in FY08 for design costs.

<sup>2</sup> Not reflected in the FY09 numbers is \$116,174 from the Ambulance Fund for replacement of dispatch consoles.

This item is recommended by the Selectboard but has not yet been reviewed by the Capital Planning Committee.

<sup>3</sup> This is a plan to "borrow" from Free Cash

for one year to fund more capital in FY09. The FY10 repayment is planned but is flexible, if either more capital is needed in FY10 or less taxation can be devoted to capital in FY10 than in FY09.

## Fiscal Year 2010 Capital Budget Requests

Department	Description	Amount	Requested Prior Yr	Approved Prior Yr.
I.T. Department	Munis Migration	\$ 23,000.00	No	
	GIS Base Map	\$ 60,000.00	Yes	Yes
<b>FY09 Appropriation frozen due to reduction in FY09 State Aid</b>				
Ledges	Wheelchair Lift	\$ 50,000.00	No	
	Water Looping	\$ 25,000.00	Yes	Yes
<b>Ongoing Project</b>				
Library	Design Work/Restroom	\$ 15,000.00	Yes	No
DPW	6 Wheel Dump Truck	\$ 150,000.00	No	
	Queensville Dam Repair	\$ 60,000.00	Yes	Yes
<b>FY09 Appropriation frozen due to reduction in FY09 State Aid</b>				
School	Excav/Pave Lincoln St Parking Lot	\$ 60,000.00		
	Create Pick-up/Drop-off Zone	\$ 100,000.00		
	Replace Classroom Floor Tiles - Part A	\$ 35,000.00		
	Replace partitions in Bathrooms	\$ 35,000.00		
	Engineering Evaluation of Building Projects	<u>\$ 25,000.00</u>		
		\$ 255,000.00		
<b>Total</b>		<b>\$ 638,000.00</b>		

**South Hadley Public Schools**

**Capital Projects**

(Full Listing as of Jan, 2009)

<u>Project #</u>	<u>School</u>	<u>Category</u>	<u>Project</u>	<u>Est. Cost</u>	<u>Priority</u>	<u>Multi-Year</u>	<u>Year *</u>
1	High	Grounds	Excav/Pave Lincoln St Parking Lot	75,000	1	no	2003
2	High	Athl Facil	Replacement of Press Box	30,000		no	2003
3	Middle	Safety	Create Pick-up/Drop-off Zone	100,000	1	no	2006
4 a	High	Flooring	Replace Classroom Floor Tiles - Part A	35,000	1	yes	2008
4 b	High	Flooring	Replace Classroom Floor Tiles - Part B	115,000		yes	2008
5	Middle	Bathrooms	Replace partitions in Bathrooms	35,000	1	yes	2010
6	Middle	Pool	Repair pool decking/slab under pool decking	75,000		yes	2009
7	High	HVAC	Replace air conditioning chillers	100,000		no	2008
8	Middle	HVAC/Pool	Replace pool a/c & dehumidifer rooftop unit	250,000		no	2008
9	High	Oil Tank	Replace Piping from Oil Tank	10,000		no	2008
10	Middle	Hot Water	Replace Hot Water Tank	60,000		no	2008
11	Middle	Grounds	Install stairs to fields / Landing	80,000		no	2008
12	Middle	Lockers	Recondition/Replace Lockers	60,000		yes	2008
13	ALL	Telephones	Replace Telephone Systems	250,000		no	2008
14	Middle	Bleachers	Install Bleachers for fields	40,000		no	2008
15	High	Lockers	Replace Lockers	250,000		yes	2008
16	Plains		<b>Building Project</b> including but not limited to:				
		a	Replace (7) Unit-Ventilators	60,000		yes	2002
		b	Replace Windows/Frames	140,000		yes	2002
17	Mosier		<b>Building Project</b> including but not limited to:				
		a	Replace Student Classroom Chairs	22,000		yes	2008
		b	Paint all classrooms	25,000		yes	2007
		c	Upgrade Electrical Service	100,000		no	2008
		d	Removal/Replacement Portable Corridor	40,000		no	2003
		e	Install Retaining Wall for Playground	20,000		no	2008
		f	Replace All Acoustic Tile/Grid	54,000		yes	2002
		g	Removal/Replacement Vinyl Floor Tile	120,000		yes	2002
		h	Replace Windows/Frames	375,000		yes	2006
		i	Resurface Playground Blacktop	20,000		no	2007
		j	Construct Curriculum Storage Area	150,000		no	2007
18	High		Gym Floor	250,000		no	2010
19	Middle	Engin Study	Engineering Evaluation of Building Projects	25,000	1a	no	2010
<b>Total</b>				<b>2,966,000</b>			

\* Year listed is the first fiscal year an item appeared on capital list: FY02 is the earliest year listed because it was the first year in this format. Projects may have been listed in earlier years but there was no consistent format to compare such.

## I.T. Department - Munis Migration

<u>Department and Activity:</u>	<b>I.T. Department</b>	<u>Date Prepared:</u>	<b>12/26/2008</b>																																
<u>Contact Person:</u>	<b>Daniel Evans</b>	<u>Phone Number:</u>	<b>493-1988</b>																																
<u>Project Title and Reference #:</u> <b>MUNIS Migration</b>																																			
<u>Form of Acquisition (check appropriate)</u>																																			
Purchase: <input checked="" type="checkbox"/> Rental: <input type="checkbox"/>																																			
<u>Number of Units Requested:</u> <u>na</u>																																			
<u>Cost per Unit:</u>		<u>Total Cost:</u> <b>\$23,000.00</b>																																	
<u>Less: Trade-In or Other Discount:</u>																																			
<u>Purpose of Expenditure (check appropriate):</u>		<u>Number of similar items in inventory:</u>																																	
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Scheduled Replacement</td> <td style="width: 5%; text-align: center;"><b>X</b></td> <td colspan="2"></td> </tr> <tr> <td>Present Equipment Obsolete</td> <td style="text-align: center;"><b>X</b></td> <td colspan="2"></td> </tr> <tr> <td>Replace Worn-Out Equipment</td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Reduce Personnel Time</td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Expended Service</td> <td></td> <td colspan="2"></td> </tr> <tr> <td>New Operation</td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Increased Safety</td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Improve Procedures,Records,Etc.</td> <td></td> <td colspan="2"></td> </tr> </table>				Scheduled Replacement	<b>X</b>			Present Equipment Obsolete	<b>X</b>			Replace Worn-Out Equipment				Reduce Personnel Time				Expended Service				New Operation				Increased Safety				Improve Procedures,Records,Etc.			
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New Operation																																			
Increased Safety																																			
Improve Procedures,Records,Etc.																																			
<u>Estimated use of requested item(s):</u>																																			
Weeks per year/Approx.Months (if seasonal)		<b>52 weeks</b>																																	
For the weeks used, estimate:																																			
Average days per week		<b>7</b>																																	
Average hours per day used		<b>24</b>																																	
Estimated useful life in years		<b>6</b>																																	
<u>Replaced Items</u>			<u>Prior Year's</u>																																
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Maint.Cost</u> <u>Rental Costs</u>																																
<b>MUNIS Application Server</b>	<b>Compaq</b>	<b>7</b>	<b>\$660.00</b>																																

Recommended disposition of replaced item(s):

Trade-In:    **RE-USE**            Sale:

Submitting Authority:

Submitted by: \_\_\_\_\_

Date: **12/26/08**

*Signature*

Position: **IT Director**

## **FY10 Information Technology Capital Request**

The I.T. department is making a capital request for the migration of the MUNIS system to a new server and new server platform.

MUNIS is an integrated financial and revenue system. All of our Accounting, Tax, and Payroll processes are done with the system

The current MUNIS system runs on a SCO Unix operating system. The SCO company has filed for Chapter 11 protection. MUNIS is phasing out support for this operating system. It must be migrated to a Windows operating system.

In addition, the server used for MUNIS is 7 years old and needs replacement. It is essential to keep this mission critical system up to date.

The I.T. department has identified this as a need for the last several years. In FY09 it was specifically targeted for FY10.

## GIS Base Map

<u>Department and Activity:</u> <b>IT - New GIS Base Map</b>		<u>Date Prepared:</u> <b>1/11/2008</b>																																	
<u>Contact Person:</u> <b>Dan Evans</b>		<u>Phone Number:</u>																																	
<u>Project Title and Reference #:</u> <b>New GIS Base Map</b>																																			
<u>Form of Acquisition (check appropriate)</u>																																			
Purchase: <input checked="" type="checkbox"/> Rental: <input type="checkbox"/>																																			
<u>Number of Units Requested:</u> <b>N/A</b>																																			
<u>Cost per Unit:</u>	<b>\$60,000.00</b>	<u>Total Cost:</u>	<b>\$60,000.00</b>																																
<u>Less: Trade-In or Other Discount:</u>	<b>N/A</b>	<u>Number of similar items in inventory:</u>	<b>0</b>																																
<u>Purpose of Expenditure (check appropriate):</u>																																			
<table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">Scheduled Replacement</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Present Equipment Obsolete</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Replace Worn-Out Equipment</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Reduce Personnel Time</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Expended Service</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">New Operation</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Increased Safety</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Improve Procedures, Records, Etc.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> </table>				Scheduled Replacement				Present Equipment Obsolete	<input checked="" type="checkbox"/>			Replace Worn-Out Equipment				Reduce Personnel Time	<input checked="" type="checkbox"/>			Expended Service	<input checked="" type="checkbox"/>			New Operation	<input checked="" type="checkbox"/>			Increased Safety				Improve Procedures, Records, Etc.	<input checked="" type="checkbox"/>		
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<u>Estimated use of requested item(s):</u>																																			
Weeks per year/Approx. Months (if seasonal)																																			
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		Average hours per day used	N/A																																
		Estimated useful life in years	N/A																																
		<u>Prior Year's</u>																																	
<u>Item</u>	<u>Replaced Items</u>	<u>Maint. Cost</u>	<u>Rental Costs</u>																																
N/A	<u>Make</u>	<u>Age</u>	<u>Age</u>																																
	N/A	N/A	N/A																																
<u>Recommended disposition of replaced item(s):</u>																																			
Trade-In:		N/A	Sale: N/A																																
<u>Submitting Authority:</u>																																			
Submitted by: _____		<u>Date:</u> <b>01/11/08</b>																																	
<i>Signature</i>																																			
Position: <b>IT Director</b>																																			

## **I.T./Technology Committee –GIS Base Map Summary**

### **New GIS Base Map**

Richard Harris, Town Planner and Chair

#### **GIS and Integrated Permitting Subcommittee**

A Geographical Information System (GIS) is a useful and informative tool which links and displays data in a geographical fashion. It allows the user to geographically analyze the data sets. Thus, providing a basis for more informed decision-making.

#### **Background on Town GIS**

The Town of South Hadley began its endeavor into the world of GIS in the early 1990's when then-Town Planner George Boyle and the Planning Board acquired the Atlas GIS program. Mr. Boyle painstakingly digitized the Assessor's Maps into a unified base map. This was no easy feat as the technology of 1991 was much less user-friendly than today's technology. Further, he had to contend with a set of Assessors' Maps which have maps at 3 different scales; therefore, one cannot readily piece them together like a patchwork quilt, it is more like a jigsaw puzzle with irregularly sized pieces.

The Town GIS database has been expanded and transformed over the past 15 years as more data was developed and integrated into the program. Approximately 7 years ago, Mount Holyoke College through its Geoprocessing Lab and the efforts of Dr. Thomas Millette, converted the Atlas database to ArcGIS (a much more user-friendly and adaptable program). This conversion significantly expanded the database' potential utility for in-house and general public purposes.

Since its inception, the Town's GIS program has largely been used for zoning purposes (primarily preparation and maintenance of the zoning map and related project maps). This alone has provided a more accurate and more readily updated zoning map than was used prior to the GIS program development. However, the GIS program has been used for a wide variety of other purposes and projects, for example:

Preparation, analysis, and graphic display of development activity for consideration by bond rating companies and prospective developers

Preparation and graphic display of ownership information for assessment purposes

Preparation, analysis, and graphic display of housing development activity.

Preparation, analysis, and graphically display of roadway, zoning, and open space projects for Town Meeting consideration

Analysis of development potential

Analysis of development limitations

Analysis of alcoholic beverage licenses

Review and analysis of town-owned lands

Analysis of paper street/unaccepted roadways

Economic Development planning

Recreation and Open Space planning

Identification and assessment of potential sites for a new school and affordable housing

Historic property and district planning and analysis

Thus, the existing GIS program has been very useful and beneficial for “in-house” purposes. Yet, this has barely touched the surface of the potential for the GIS program.

Over the past 6 years, the separate water departments of the Fire Districts have developed their own GIS programs. Their databases are based on a more accurate base map which they developed using aerial photography supplied by the state in recent years. However, their databases are foundationally based on centerlines of streets and do not include parcel data – a key consideration for other municipal uses.

Similarly, the Conservation Commission has been using GIS to review wetland permit application sites, using Commission-modified data and MassGIS data sources.

#### **Need for Integration of Databases**

Integration of the water departments’ databases, MassGIS, and the municipal GIS database is essential to having a truly comprehensive GIS database. Such integration would dramatically expand the “in-house” and general public benefits of the GIS program – it would, simply put, allow those people who have paid for it to gain the benefits of it.

Even more fundamental to having a public-friendly GIS database is integration of the GIS database with the Assessors’ database. The lack of integration of these two key municipal databases imposes significant time delay in responding to citizen inquiries regarding a wide variety of issues. At present, it takes ½ hour to several days for a citizen to find out the zoning of their land if all they know is their street address. This delay arises from the fact that the Planning Board Office must physically contact the Assessors’ Office to determine the location of the property (using the Map and Parcel reference which most citizens do not have) and then contacting the resident with the information. Integration of the two databases would reduce a 4+ step process involving multiple phone calls to a simple matter of looking up the information on the computer screen while the person is on the phone.

Once these databases are integrated, expansion to other departments will be relatively simple and result in geometrical expansion of the GIS database. It will also provide the opportunity for the Town to dramatically expand the geographical-based data accessible by the citizens and property owners.

#### **Need for Maintainable Assessors’ Maps**

Under Massachusetts General Law, the Board of Assessors is required to maintain parcel boundary maps which include individual identifiers for each parcel and the individual parcel attributes including parcel dimensions. The Associate Assessor has noted that it has become increasingly difficult to obtain consulting services to update the paper maps. Within the next few years, the Associate Assessor anticipates the Town will not be able to find a vendor to update the paper maps. Therefore, it is vital that this barrier be addressed within the next 24 months.

Development of a more accurate GIS base map with the Assessor required annotations would alleviate the potential problem with updating of the Assessors' maps. It would also provide the basis for effectively integrating the various GIS databases into a tool that is also usable by the public.

### **Barriers**

The Town has identified the technical aspects of integration of the databases which must be addressed. In the case of linking the Assessors' database to the Town GIS database, we believe the effort merely requires a technical alteration of the manner in which the 7,200+ parcels are identified in the Town GIS database. This will primarily require time to input the data and have the Assessors' database vendor do the final linkage.

However, the largest barrier to a truly integrated and effective GIS database is the base map. In the GIS environment, the base map is EVERYTHING. If the base map is not accurate (or reasonably so), the resulting analysis and information which is disseminated will be skewed and inaccurate.

At the present time, the Town can reasonably tell an owner the zoning on a parcel of property. However, distortion inherent in the Assessors' maps (when the different scales are holistically meshed together) and the compounding of that distortion as the maps are digitized and then converted from one program to another, results in various limitations on use of the base map including:

Inability to scale distances with reasonable accuracy (critical for developing abutters' lists or planning school bus routes)

Inability to overlay data layers from the MassGIS website (critical in assessing wetlands, floodplains, or any number of other environmental issues)

Inability to use the GIS-generated maps as the basis for the Assessors' maps (this would save the Town several thousands of dollars annually and enhance the ability to share the maps with the community)

Inability to integrate the Districts' maps and information with the Town's GIS map

### **Proposal**

The GIS/Integrated Permitting Subcommittee consulted with Dr. Thomas Millette of Mount Holyoke College and Mr. Shawn Shepard of Tighe & Bond as to what it would take to develop a more accurate base map which would address the needs and desires of the Town. Individually, they provided compatible cost estimates and similar advice:

1. It is unlikely that the existing map can be modified to achieve our results.
2. An orthophoto basemap approach is most effective in providing a more accurate map.
3. To address our needs, the most effective means would be to use existing MassGIS Orthophoto base maps as the basis for developing a new Town base map.
4. The cost for the project would be no more than \$60,000 (adjusted to include some cost inflation due to delays and preparation of the RFP and technical assistance/training in development of the base map).

The proposed amount of \$60,000 includes:

1. Use of current MassGIS Orthophoto base maps
2. Redigitizing selected control points on the Assessors' maps and incorporating the Assessors' maps into a new base map.
3. Addition of the notations needed to make the resulting base map usable for preparation of Assessors' maps.
4. Preparation of an RFP.
5. Compliance with MassGIS Parcel Map standards

***Anticipated Results:***

This project will result in a base map which will:

Be usable for preparation of Assessors' maps (Annual savings: \$2,000+)

Allow for incorporation of the Districts' databases with Town information

Be scalable with reasonable accuracy

Enhance analysis and tracking of databases (such as, tracking of development and construction activity for assessment purposes, identification of infrastructure issues, etc.)

More promptly and efficiently permit preparation of abutters' lists

Provide more efficient and timely responses to public requests regarding zoning changes

Be usable for tracking and analysis of zoning complaints and issues

Provide the ability to incorporate multiple data layers into municipal website accessible by the public.

## Ledges - Wheelchair Lift

<u>Department and Activity:</u> <b>Ledges</b>		<u>Date Prepared:</u> <b>1/13/2009</b>	
<u>Contact Person:</u> <b>Ryan Richard</b>		<u>Phone Number:</u> <b>413-532-2307</b>	
<u>Project Title and Reference #:</u> <b>Wheelchair Lift</b>			
<u>Form of Acquisition (check appropriate)</u>			
Purchase: <input checked="" type="checkbox"/>		Rental: <input type="checkbox"/>	
<u>Number of Units Requested:</u> <b>1</b>			
<u>Cost per Unit:</u> <b>\$50,000.00</b>		<u>Total Cost:</u> <b>\$50,000.00</b>	
<u>Less: Trade-In or Other Discount:</u>		<u>Number of similar items in inventory:</u> <b>0</b>	
<u>Purpose of Expenditure (check appropriate):</u>			
<p style="margin-left: 40px;"> <input type="checkbox"/> Scheduled Replacement  <input type="checkbox"/> Present Equipment Obsolete  <input type="checkbox"/> Replace Worn-Out Equipment  <input type="checkbox"/> Reduce Personnel Time  <input type="checkbox"/> Expended Service  <input checked="" type="checkbox"/> New Operation  <input type="checkbox"/> Increased Safety  <input type="checkbox"/> Improve Procedures, Records, Etc.         </p>			
<u>Estimated use of requested item(s):</u>			
Weeks per year/Approx. Months (if seasonal)		<b>32</b>	
For the weeks used, estimate:			
Average days per week		<b>7</b>	
Average hours per day used		<b>12</b>	
Estimated useful life in years		<b>20</b>	
<u>Item</u>	<u>Replaced Items</u>	<u>Age</u>	<u>Prior Year's</u>
	<u>Make</u>		<u>Maint. Cost</u> <u>Rental Costs</u>
<u>Recommended disposition of replaced item(s):</u>			
Trade-In: _____		Sale: _____	
<u>Submitting Authority:</u>			
Submitted by: _____		<u>Date:</u> <b>01/13/09</b>	
<i>Signature</i>			
Position: <b>Ledges General Manager</b>			



Deval L. Patrick  
Governor

Timothy P. Murray  
Lieutenant Governor

Kevin M. Burke  
Secretary

# The Commonwealth of Massachusetts

## Department of Public Safety

Architectural Access Board

One Ashburton Place, Room 1310

Boston, Massachusetts 02108-1618

Phone 617-727-0660 / 1-800-828-7222

TTY 617-727-0019

Fax 617-727-0665

Thomas G. Gatzunis,  
Commissioner

Thomas P. Hopkin  
Director

www.mass.gov/dp

**FILE COPY**

TO: Local Building Inspector  
Local Disability Commission  
Independent Living Center

Variance Number: 08 184

FROM: ARCHITECTURAL ACCESS BOARD

RE: **Ledges Golf Club**  
**18 Mulligan Drive**  
**South Hadley**

Date: **11/19/2008**

Enclosed please find the following material regarding the above location:

Application for Variance

Decision of the Board

Notice of Hearing

Correspondence

Letter of Meeting

The purpose of this memo is to advise you of action taken or to be taken by this Board. If you have any information which may assist the Board in reaching a decision in this case, you may call this office or you may submit comments in writing.



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NOTICE OF ACTION

DOCKET #: 08 184

RE: Ledges Golf Club, 18 Mulligan Drive, South Hadley

1. A request for a variance was filed with the Board by Michael R. Smith (Applicant) on October 31, 2008. The applicant has requested variances from the following sections of the 06 Rules and Regulations of the Board:

- Section: Description:
25.1 Petitioner seeks relief from having to provide access for persons with disabilities to a porch and two entry door to the ledges club house which was newly constructed in 2008. Two compliance plans were submitted with the variance application, one showing a ramp serving the porch and one showing a walkway and lift
20.1 see above Section 25.1
22.3 Petitioner seeks relief from the walkway slope requirement which requires a maximum running slope of not more than 5%. The complainant reported that the running slope exceeded the 5% rule and that the slope measurements taken indicated the slopes were 6.2%, 5.6%, and 6.3% at the bottom of the walkway leading to the main entry of the club building. The walkway was reported to be 5% and compliant at the top of the walkway adjacent to the level landing at the entry door.

2. The application was heard by the Board as an incoming case on Monday, November 17, 2008

3. After reviewing all materials submitted to the Board, the Board voted as follows:

GRANT: a variance to Section 25.1/ 20.1, to allow the use of a vertical wheelchair lift in new construction, which creates an accessible route usable by persons with disabilities at the porch. The Board further voted to require 1. the lift and walkway shown as plan entitled "sloped walkway and wheelchair lift plan" be implemented (installed, inspected, and operational) by the time the club opens for the 2010 golf season. 2. the lift must comply with 521 CMR Section 28.12.2 and
3. handrails compliant with Section 27 must be installed on the adjacent existing stepped walkway leading to the porch stairs by the time the club opens for the 2009 golf season. The Board indicated that they would be willing to allow one "centered" handrail on the stepped walkway if the petitioner requests that option in writing.

GRANT: the variance to Section 22.3 for the reason that impracticability has been proven in this case.

PLEASE NOTE: All documentation (written and visual) verifying that the conditions of the variances have been met must be submitted to the AAB Office as soon the work is completed.

Any person aggrieved by the above decision may request an adjudicatory hearing before the Board within 30 days of receipt of this decision by filing the attached request for an adjudicatory hearing. If after 30 days, a request for an adjudicatory hearing is not received, the above decision becomes a final decision and the appeal process is through Superior Court.

Gerald LeBlanc T.H.
ARCHITECTURAL ACCESS BOARD
Chairperson

Date: November 19, 2008

cc: Local Disability Commission
Local Building Inspector
Independent Living Center

## APPLICATION FOR VARIANCE

In accordance with M.G.L., Chapter 22, Section 13A, I hereby apply for modification of or substitution for the rules and regulations of the Architectural Access Board as they apply to the facility described below on the grounds that literal compliance with the Board's regulations is impracticable in my case.

**PLEASE ENCLOSE:**

**1) A filing fee of \$50.00 (Check/Money Order) made payable to the Commonwealth of Massachusetts, four original copies of the application for variance and all supporting documentation, i.e all plans in 11" x 17" format, photographs (all in color if submitted as such), etc. In addition, the complete package (including plans and photographs) must be submitted via one compact disc.**

**2) If you are a tenant seeking variances, a letter from the owner of the building is required, authorizing you to apply on behalf of he/she.**

1. State the name and address of the owner of the building/facility:

Town\_of\_South\_Hadley,\_116\_Main\_Street,\_South\_Hadley\_MA\_01075\_\_\_\_\_

Tel: \_\_413-538-5030\_\_\_\_\_

2. State the name and address or other identification of the building/facility:

\_\_\_Ledges\_Golf\_Club,\_18\_Mulligan\_Drive,\_South\_Hadley,\_MA\_01057\_\_\_\_\_

\_\_\_Building:\_New\_Golf\_Clubhouse\_\_\_\_\_

3. Describe the facility: (Number of floors, type of functions, use, etc.)

\_\_\_Single\_story;\_3,180\_s.f.\_interior;\_900\_s.f.\_exterior\_deck;\_commercial\_kitchen;\_bar;\_restaurant\_tables\_and\_seating;\_golf\_pro\_shop;\_public\_bathrooms.\_\_\_\_\_

Rev, 10/08

4. Total square footage of the building: \_\_ 3,180\_s.f.\_interior;\_900\_s.f.\_exterior\_deck

\_Per floor:\_\_\_\_\_only\_one\_floor\_\_\_\_\_

a. total square footage of tenant space (if applicable):\_\_\_\_\_N/A\_\_\_\_\_

5. Check the work performed or to be performed:

New Construction  Addition  Reconstruction, remodeling, alteration  Change of Use

6. Briefly describe the extent and nature of the work performed or to be performed: (Use additional sheets if necessary).

The building is a new ground-up facility completed in April of 2008. Non-stair access is provided at the front entrance of the building, directly adjacent to the drop-off driveway and accessible parking spaces. It is an accessible single story building with an accessible rear deck overlooking the golf course. The building is located on the site of the old clubhouse structure. The site is sloped from the front entrance/parking, to the golf course at the rear of the building.

7. State each section of the Architectural Access Board's regulations for which a variance is being requested:

7a. Check appropriate regulations:

1996 Regulations  2002 Regulations  2006 Regulations

**SECTION NUMBER LOCATION OR DESCRIPTION**

<input type="checkbox"/> 25.1 & 20.1	<input type="checkbox"/> Access to rear deck as described below

8. Is the building historically significant?  yes  no. If no, go to number 9.

8a. If yes, check one of the following and indicate date of listing:

- National Historic Landmark
- Listed individually on the National Register of Historic Places
- Located in registered historic district
- Listed in the State Register of Historic Places
- Eligible for listing

8b. If you checked any of the above **and** your variance request is based upon the historical significance of the building, you must provide a letter of determination from the Massachusetts

Historical Commission, 220 Morrissey Boulevard, Boston, MA 02125

9. For each variance requested, state in detail the reasons why compliance with the Board's regulations is impracticable. State the necessary cost of the work required to achieve compliance with the regulations. **PLEASE NOTE THAT YOU SHOULD SUBMIT WRITTEN COST ESTIMATES AS WELL AS PLANS JUSTIFYING THE COST OF COMPLIANCE.** Use additional sheets if necessary.

*On August 18, 2008 the Town of South Hadley and the project architect, Signature Architects, Inc., made a case for why a ramp was not designed or installed at the rear of the building, based on Building Inspector's and the Architect's interpretation of the AAB Regulations. The arguments were rejected by the AAB.*

*Rev, 10/08*

*The building was publicly bid once in 2007 but all bids exceeded the Town's budget. The building was completely redesigned and greatly simplified in order to meet the Town's budget. The building was rebid and a low bidder was accepted. The bid plus contingency barely met the Town's budget. At the conclusion of the project all appropriated funding was spent (\$576,011.00).*

*Per the attached contractor cost estimate the estimated cost to install a ramp at the rear of the building is \$87,000.00 or 15% of the construction cost of the building. Cost estimate received from original clubhouse general contractor and includes the use of prevailing wages.*

*Please note also that the travel distance up the ramp (measured at the centerline) is 114 feet.*

*We also priced an exterior lift, along with the cost of creating a walk to the lift, and added electrical service. The total cost to purchase and install the lift is \$48,000.00 or 8% of the construction cost of the building. Cost estimate received from original clubhouse general contractor and includes the use of prevailing wages. Such lifts in an exterior environment are unfortunately very prone to high maintenance requirements, for which nobody was able to give us an estimate, but it would have to be factored into the facility's yearly operating budget. And should the lift become unserviceable in the future there is no guarantee that the Town could afford to replace it in a timely fashion.*

*We believe the benefit to the public is not greatly improved by the addition of a ramp at the rear of*

*the building, especially given the small footprint of the building, the exceedingly long distance and circuitous route of the ramp, and the cost of the ramp structure. As the building was constructed through public funding, it would also be a financial hardship to the Town, as there is no source of funding available for the work.*

*We therefore respectfully request a variance to allow the rear deck to remain as it currently exists, without the addition of a ramp as a second means of access to the deck.*

10. Has a building permit been applied for? YES

Has a building permit been issued? YES

10a. If a building permit has been issued, what date was it issued?   

10b. If work has been completed, state the date the building permit was issued for said work:

November 30, 2007

11. State the estimated cost of construction as stated on the above building permit:

\$542,550.00

11a. If a building permit has not been issued, state the anticipated construction cost:

12. Have any other building permits been issued within the past 36 months? NO

12a. If yes, state the dates that permits were issued and the estimated cost of construction for each permit:  

13. Has a certificate of occupancy been issued for the facility? YES

If yes, state the date: April 04, 2008

Rev, 10/08

14. To the best of your knowledge, has a complaint ever been filed on this building relative to accessibility? X yes    no (*that is why this variance is being sought with the Board*).

15. State the actual assessed valuation of the **BUILDING ONLY**, as recorded in the **Assessor's Office** of the municipality in which the building is located: \$346,000

Is the assessment at 100%? yes

If not, what is the town's current assessment ratio?

16. State the phase of design or construction of the facility as of the date of this application: \_\_\_\_\_ Construction is complete. \_\_\_\_\_

17. State the name and address of the architectural or engineering firm including the name of the individual architect or engineer responsible for preparing drawings of the facility:

Signature Architects, Inc., 150 Coolidge Road, Suite 250, Berlin, MA 01503. Registered architect: Michael R. Smith, Lic. No. 8872.

TEL: \_978-562-1661\_\_

18. State the name and address of the building inspector responsible for overseeing this project:

Steve Reno, Building Commissioner, 116 Main Street, South Hadley, MA 01075

TEL: \_\_413-538-7565\_\_

Date: \_\_October 28, 2008\_\_ \_\_\_\_\_

Signature of owner or authorized agent

**PLEASE PRINT:**

\_\_\_\_\_

Name

Town Hall, 116 Main Street \_\_\_\_\_

Address

South Hadley \_\_\_\_\_ MA \_\_\_\_\_ 01075 \_\_\_\_\_

City/Town State Zip Code

\_413-538-5030\_\_\_\_\_

## Ledges- Water Looping

<u>Department and Activity:</u>	Ledges	<u>Date Prepared:</u>
<u>Contact Person:</u>	Ryan Richards	<u>Phone Number:</u>
<u>Project Title and Reference #:</u>	Water Looping	
<u>Form of Acquisition (check appropriate)</u>	Purchase: ___ Rental: _____	
<u>Number of Units Requested:</u>	___	
<u>Cost per Unit:</u>	\$25,000.00	<u>Total Cost:</u>
<u>Less: Trade-In or Other Discount:</u>		<u>Number of similar items in inventory:</u>
<u>Purpose of Expenditure (check appropriate):</u>	Scheduled Replacement Present Equipment Obsolete Replace Worn-Out Equipment Reduce Personnel Time Expended Service New Operation Increased Safety Improve Procedures,Records,Etc.	
<u>Estimated use of requested item(s):</u>	Weeks per year/Approx.Months (if seasonal) For the weeks used, estimate:	
	Average days per week Average hours per day used Estimated useful life in years	
<u>Item</u>	<u>Replaced Items</u> <u>Make</u>	<u>Age</u>
		<u>Prior Year's</u> <u>Maint.Cost</u> <u>Rental Costs</u>

Recommended disposition of replaced item(s):

Trade-In:

Sale:

Submitting Authority:

Submitted by: \_\_\_\_\_

Date:

*Signature*

Position: \_\_\_\_\_

## Library-Design Work/Restroom

<u>Department and Activity:</u>	Library Restroom Accessibility	<u>Date Prepared:</u>	12/31/2008
<u>Contact Person:</u>	Joseph Rodio	<u>Phone Number:</u>	538-5045

Project Title and Reference #: **Design Work for Library Restroom ADA Renovations**

Form of Acquisition (check appropriate)

Purchase:  Rental:

Number of Units Requested: 1

Cost per Unit: **\$12,000.00** Total Cost: **\$12,000.00**

Less: Trade-In or Other

Discount:

Number of similar items in inventory:

Purpose of Expenditure (check appropriate):

- Scheduled Replacement
- Present Equipment Obsolete
- Replace Worn-Out Equipment
- Reduce Personnel Time
- Expended Service
- New Operation
- Increased Safety
- Improve Procedures, Records, Etc.

Estimated use of requested item(s):

Weeks per year/Approx. Months (if seasonal) **every day**

For the weeks used, estimate:

Average days per week	<b>5</b>
Average hours per day used	<b>9</b>
Estimated useful life in years	<b>25</b>

<u>Item</u>	<u>Replaced Items</u>		<u>Prior Year's</u>	
	<u>Make</u>	<u>Age</u>	<u>Maint. Cost</u>	<u>Rental Costs</u>
<b>Design work to replace bathroom stalls &amp; fixtures</b>	<b>various</b>	<b>35 years</b>	<b>n/a</b>	

Recommended disposition of replaced item(s):

Trade-In: **SCRAP**      Sale:

Submitting Authority:

Submitted by: \_\_\_\_\_ Date: **12/31/08**

Position: **Library Director**

### **Library Restroom ADA Renovations**

The library is not fully accessible to people with limited mobility, with reasonable accommodations currently being made for entryways and interior aisle access. One glaring deficiency is the lack of handicap accessible restrooms for either the public or staff. In addition to several patrons using wheelchairs, the library is also used by a number of people with limited mobility. As a public building, the library strives to be accessible to *all* members of the community.

A review by a structural engineer has determined that the physical space of the current restrooms do not meet the minimum dimensions for ADA accessibility. Either some existing walls would need to be knocked down, or the plumbing would need to be reconfigured through another wall. Since two sides of the restroom walls face public areas, there are some significant design and cost considerations that need to be addressed before moving forward with actual construction.

The FY10 proposal requests \$12,000 for schematic designs and construction cost estimates to make both the Men's and Women's restrooms fully ADA compliant.

## DPW-6 Wheel Dump Truck

<u>Department and Activity:</u>	<b>DPW</b>	<u>Date Prepared:</u>	<b>12/29/2008</b>
<u>Contact Person:</u>	<b>Jim Reidy</b>	<u>Phone Number:</u>	<b>538-5033</b>

Project Title and Reference #: **DPW #1-New 6 Wh. Dump Truck**

Form of Acquisition (check appropriate)

Purchase:  Rental:

Number of Units Requested: **1**

<u>Cost per Unit:</u>	<b>\$150,000.00</b>	<u>Total Cost:</u>	<b>\$150,000.00</b>
<u>Less: Trade-In or Other Discount:</u>	<b>\$0.00</b>		

Number of similar items in inventory:

Purpose of Expenditure (check appropriate):

Scheduled Replacement   
 Present Equipment Obsolete  
 Replace Worn-Out Equipment   
 Reduce Personnel Time  
 Expended Service  
 New Operation  
 Increased Safety   
 Improve Procedures, Records, Etc.

Estimated use of requested item(s):

Weeks per year/Approx. Months (if seasonal)	<b>52</b>
For the weeks used, estimate:	
Average days per week	<b>3</b>
Average hours per day used	<b>8</b>
Estimated useful life in years	<b>20</b>

<u>Item</u>	<u>Replaced Items</u>		<u>Prior Year's</u>	
	<u>Make</u>	<u>Age</u>	<u>Maint. Cost</u>	<u>Rental Costs</u>
<b>10 Wheel Dump Truck</b>	<b>1981 International</b>	<b>27 years</b>	<b>\$8,000.00</b>	<b>\$0.00</b>

Recommended disposition of replaced item(s):

Trade-In: \_\_\_\_\_ Sale:  (Auction)

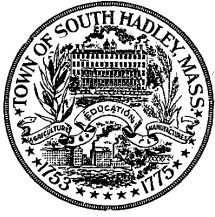
Submitting Authority:

Submitted by: \_\_\_\_\_

Date: **12/29/08**

*Signature*

Position: **DPW Superintendent**



**Town of South Hadley**  
**DEPARTMENT OF PUBLIC WORKS**  
**10 Industrial Drive**  
**South Hadley, MA 01075**  
**Telephone: (413) 538-5033**

*Fax: (413) 534-0884*

*Jim Reidy*

*Superintendent*

**MEMORANDUM**

**TO:** Selectboard  
Appropriations Committee  
Capital Planning Committee  
Town Administrator  
**FROM:** Jim Reidy, DPW Superintendent  
**DATE:** January 22, 2009  
**RE:** Replacement of 1981 10-Wheel Dump Truck

---

The purpose of this memo is to explain the rationale for the proposed replacement of a 1981 International 10-wheel dump truck with a sander/plow that, for the past 13 years, has been used primarily by the Highway Division of the DPW. The vehicle recently failed the annual Massachusetts Vehicle Inspection Test due to significant problems with the brakes, front end, steering, air lines, and truck frame. The estimated cost to repair these items is about \$20,000.

The Town's Highway Superintendent, Mechanic, and I agree that it is not safe for the DPW to use this vehicle in its current condition and it is not wise to spend \$20,000 to make the necessary repairs. For these reasons, we have taken the truck out of service.

We propose replacing this vehicle with a new 6-wheel dump truck with a sander/plow. The estimated cost is \$150,000. During the construction season, the truck will be used routinely for hauling (digging crew repairs, paving, street sweeping, catch basin cleaning). During the winter, it will be used for sanding and plowing the main roads in Town.

Please do not hesitate to contact me if you have any questions or concerns. Thank you for your consideration of this request.

## DPW: Queensville Dam Repair

<u>Department and Activity:</u>		<b>DPW</b>		<u>Date Prepared:</u>		<b>1/4/2008</b>	
<u>Contact Person:</u>		<b>Jim Reidy, DPW Superintendent</b>		<u>Phone Number:</u>		<b>538-5033</b>	
<u>Project Title and Reference #:</u>		<b>DPW #1 - Repair Queensville Dam</b>					
<u>Form of Acquisition (check appropriate)</u>							
<u>Purchase:</u>		<b>X</b>		<u>Rental:</u>			
<u>Number of Units Requested:</u>		<b>1</b>					
<u>Cost per Unit:</u>		<b>\$60,000.00</b>		<u>Total Cost:</u>		<b>\$60,000.00</b>	
<u>Less: Trade-In or Other Discount:</u>		<b>\$0.00</b>					
				<u>Number of similar items in inventory:</u>			
<u>Purpose of Expenditure (check appropriate):</u>							
Scheduled Replacement							
Present Equipment Obsolete							
Replace Worn-Out Equipment		<b>X</b>					
Reduce Personnel Time							
Expended Service							
New Operation							
Increased Safety		<b>X</b>					
Improve Procedures, Records, Etc.							
<u>Estimated use of requested item(s):</u>							
Weeks per year/Approx. Months (if seasonal)				<b>52</b>			
For the weeks used, estimate:							
Average days per week				<b>7</b>			
Average hours per day used				<b>24</b>			
Estimated useful life in years				<b>20</b>			
<u>Replaced Items</u>				<u>Prior Year's</u>			
<u>Item</u>		<u>Make</u>		<u>Age</u>		<u>Maint. Cost</u>	
<u>Rental Costs</u>							
<b>Outlet Structure</b>		<b>N/A</b>		<b>about 40 yrs</b>		<b>\$0.00</b>	
<u>Recommended disposition of replaced item(s):</u>							
Trade-In:		<b>N/A</b>		Sale:		<b>N/A</b>	
<u>Submitting Authority:</u>							
Submitted by:				<u>Date:</u> <b>01/04/08</b>			
				<u>Signature</u>			
Position:		<b>DPW Superintendent</b>					

## **Excavate & Re-Pave Lincoln St. Lot/Install New Fence**

The Lincoln St. parking lot currently has a large area of broken pavement caused from poor soil conditions and erosion below its surface. This parking lot is primarily used for student parking and athletic events. It is critical that the Lincoln St. lot be re-paved to accommodate parking needs for athletic events and for the over flow from student parking in front of the building. In addition, the fence which separates the parking lot from the field is deteriorating and needs replacement.

**Estimated Cost: \$75,000**

This cost estimate is for replacing the base and pavement for one-half of the parking lot. The cost would be doubled if we were to do the entire lot.

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## **Pick-up and Drop-off Zone – Michael E. Smith Middle School**

The current traffic pattern during drop-off and pick-up times at the middle school is very dangerous. At present, parents picking up their students are parking on both sides of Mosier Street, on the grass areas in front of both schools, and in the driveways of both Middle and Mosier Schools. The congestion is great and the potential for injury is also great.

If a drop-off zone were built on the Middle School side of Mosier Street, traffic would be able to flow in and out of the school independent of the School Bus Zone, thereby alleviating a significant amount of the congestion we are now experiencing. The area would become much safer for our walkers, for children being dropped off, and for cars.

**Estimated Cost:        \$100,000**

## **Replace classroom floor tiles – High School**

There continue to be problems with approximately 14 classrooms at the high school with floor tiles coming up due to what we believe are moisture problems. This issue arose during the building project and was addressed in some of the classrooms. We believe that installing some sort of water vapor barrier underneath the tile floor will be required, as well as replacing the floor tiles.

**Estimated Cost: \$150,000 (This is a very rough estimate until a architect is hired to determine how to proceed with a vapor barrier.)**

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## **Replace Bathroom Partitions – Middle School**

Replace the existing metal bathroom partitions (walls and doors) with new solid plastic/composite partitions.

Existing partitions are bent, stripped, and damaged. Some of the doors that are damaged can not be repaired or replaced because of the low quality metal on the current partitions.

There are concerns about safety with the current partitions as the students will hang and pull on the partitions and they are not structurally sound. Some of the walls can no longer be secured any better because of their condition.

If all bathrooms can not be done at the same time, we could replace on a schedule. The estimated cost per section is as follows:

Grade 5 -	\$6,500
Grade 6 -	\$6,500
Grade 7 -	\$9,000
Grade 8 -	\$9,000
Office area -	\$4,000

**Estimated Cost of Full Project: \$35,000**

## **Engineering Study - Middle School**

Funds are requested to hire an architect or engineer to do analysis of several pending projects at the Middle School, including:

- Project #6 Replacement of Pool Decking
- Project #11 Stairs/Landing to Upper Fields
- Project #14 Installation of Bleachers

The plan at this time would be to have an architect or engineer evaluate each project in terms of the scope of work needed, the applicability of ADA and any other applicable regulation that will affect the scope and cost of the project, and do a detailed cost projection of the project.

**Estimated Cost of Full Project: \$25,000**

## Council on Aging - 5 Year Plan

<i>COA Equipment or Facility</i>	<i>Year Built or Acquired</i>	<i>Latest Major Improvement</i>	<i>Condition</i>	<i>Extent of Use</i>	<i>Target Date Rebuilding Expansion</i>
Fire Alarm	1998	replaced	excellent	continuous	
Kitchen Equipment		cleaned and checked	excellent	continuous	
Lights & Ballasts		replaced	excellent	continuous	
Phone System	1998	replaced 2007	excellent	continuous	
dishwasher	1988	repaired	excellent	continuous	<b>Temp. Booster 2010 \$4,000</b>
HVAC System	1998	A/C Circuit Board in Exercise Room replaced	excellent	continuous	Low Water Pressure valve replaced
alarm system	1998	dial-up system installed	excellent	continuous	
fire extinguishers	1998	replaced (5)	excellent	continuous	
grease trap	1988	replaced	excellent	continuous	
<b>Windows</b>	<b>1924</b>	<b>should be replaced with vinyl</b>	<b>poor</b>	<b>continuous</b>	<b>2009 - \$10,800</b>
Walk-in Refrigerator/Freezer	1998	maintenance of condensor	good	continuous	estimate 2025
Minibus	2004	Purchased new by "Friends"	very good	heavy	2014 - \$50,000
<b>Dining Room Floor</b>	<b>1998</b>	<b>Resanded and coated</b>	<b>fair</b>	<b>heavy</b>	<b>2011 - \$5,000</b>
<b>Flat Roof over old building</b>	<b>??</b>	<b>decking,insulation</b>	<b>fair</b>	<b>continuous</b>	<b>CDBG 2011</b>
<b>Flat Roof over wing</b>	<b>1993</b>	<b>decking,insulation</b>	<b>poor</b>	<b>continuous</b>	<b>CDBG 2011</b>
<b>Kitchen Stove</b>	<b>1988</b>	<b>needs replaing</b>	<b>fair</b>	<b>continuous</b>	<b>2012 - \$8,000</b>
<b>Roof over exercise room</b>	<b>????</b>	<b>decking, fiberglass insulation, edge</b>	<b>poor</b>	<b>continuous</b>	<b>CDBG 2011</b>
Computer	2009	COATS software program	excellent	continuous	upgraded statistical data entry

## I.T. Department - 5 Year Plan

<i>Division</i>	<i>Equipment or Facility</i>	<i>Year Built or Acquired</i>	<i>Latest Major Improvement</i>	<i>Condition</i>	<i>Extent of Use</i>	<i>Target Date Rebuilding Expansion</i>
	<b>MUNIS application server</b>	<b>2002</b>	<b>N/A</b>	<b>good</b>	<b>extensive</b>	<b>FY10</b>

## Library - 5 Year Plan

<i>Division</i>	<i>Equipment or Facility</i>	<i>Year Built or Acquired</i>	<i>Latest Improvement</i>	<i>Condition</i>	<i>Extent of Use</i>	<i>Target Date Rebuilding Expansion</i>
Library	Public restrooms	1974	original	not ADA	heavy	2009
Library	HVAC	1974	semi-annual inspection	obsolete/failing	heavy	2009
Library	Carpeting	1974	original	worn, uneven	heavy	2009
Library	Furnishings/Shelving	1906/1974	1974 addition	worn/dated	heavy	2011
Library	Flat roof on addition	1974	1993 replacement	seasonal leaks	continuous	2012
<b>Library</b>	<b>Building, 27 Bardwell St.</b>	<b>1906</b>	<b>1974 addition</b>	<b>over-crowded</b>	<b>heavy</b>	<b>2013</b>
Library	Windows, addition	1974	original	Fair	continuous	TBD
Library	Peaked roof, original bldg.	1906		1997 Good	continuous	2027
Library	Windows, original bldg.	1906	1998 replacement	Good	continuous	n/a

## Police Department- 5 Year Plan

<i>Division</i>	<i>Equipment or Facility</i>	<i>Year Built or Acquired</i>	<i>Latest Major Improvement</i>	<i>Condition</i>	<i>Extent of Use</i>	<i>Target Date Rebuilding Expansion</i>
	N/A	N/A	N/A	N/A	N/A	N/A
Police	Ford Crown Victoria	2008		New		
Police	Ford Crown Victoria	2008		New		
Police	Communication Infrastructure	1994		Used	24/7/365	2011
Police	Station Roof	1994		aging		2014

## Dept. of Public Works - 5 Year Plan

<i>Division</i>	<i>Equipment or Facility</i>	<i>Year Built or Acquired</i>	<i>Latest Major Improvement</i>	<i>Condition</i>	<i>Extent of Use</i>	<i>Target Date Rebuilding Expansion</i>
PARKS	The Barn--Lincoln St.	1956	Routine maintenance	Poor	Heavy	ASAP
HIGHWAY	#39 Inter. 10 wheel sander/plow	1981	Trans., Modulator, Body	Poor	Heavy Winter	FY 10
PARKS	#18 Comet Trailer--BBP	1974	Routine maintenance	Poor	Moderate	FY 11
PARKS	#37 Ford 7410 Tractor	1991	Clutch, Needs Work	Poor	Heavy	FY 11
HIGHWAY	#40 CASE Backhoe	1991	Hyd. Leaks, Cylinders, etc.	Fair	Heavy	FY 11
HIGHWAY	#42 Pavemaster Roller	1979	Carb., Vib. Roller Drive	Fair	low	FY 11
HIGHWAY	#03 Ford F350 Utility Body	2000	Trans., Tires	Good	Heavy	FY 12
HIGHWAY	#06 Ford F350 Dump	1997	Trans., Front End Work	Good	Heavy	FY 12
HIGHWAY	#07 Ford F350 Dump	1997	Trans., Front End Work	Good	Heavy	FY 12
HIGHWAY	#29 Ingersol Rand Comp.	1985	Coolant Leak, Hoses	Good	Light	FY 12
PARKS	#31 Ford Ranger Pick-up	2000	Trans., Exhaust	Good	Heavy	FY 12
PARKS	Ex Mark Mower #1 ZT 52"	2006	Routine maintenance	Excellent	Heavy	FY 12
WWTP	Syc. Knolls Pump Station (1)	1960	Routine maintenance	Poor	Moderate	FY 12
WWTP	Syc. Knolls Pump Station (2)	1974	Generator replaced	Fair	Moderate	FY 12
HIGHWAY	#11 Ford Ranger Pick-Up	2000	Trans., Brakes, Tires	Good	Heavy	FY 13
HIGHWAY	#23 Ford Ranger Pick-Up	2000	Routine maintenance	Good	Moderate	FY 13
PARKS	Ex Mark Mower #2 ZT 52"	2006	Routine maintenance	Excellent	Heavy	FY 13
PARKS	#34 Ford F350 Flat Bed Pickup	2000	Trans., Bed Replace Needed	Good	Moderate	FY 14
HIGHWAY	CAT 910 Loader	1991	Shift Lever, Trans.	Good	Mod./Hvy Winter	FY 14
HIGHWAY	#08 Mack Dump/Sander	1990	Rear End, Sander Body	Good	Heavy Winter	FY 15
HIGHWAY	#21 CAT 966 Loader (SW)	1990	Rear End, Motor, Tires	Good	Moderate	FY 15
SEWER	#26 International Flusher	2000	Routine maintenance	Excellent	Heavy	FY 15
PARKS	Grasshopper mower/blower	2000	Routine maintenance	Fair	Mod.-Heavy	FY 15
PARKS	Kromer--field maint. Machine	1999	Drive Train	Good	Heavy	FY 15
HIGHWAY	#02 Ford E150 Van	2000	Trans., Tires	Good	Heavy	FY 16
WWTP	#22 Ford F250 Pick-up	1994	Routine maintenance	Good	Heavy	FY 16
PARKS	#35 Ford F350 Dump	2000	Trans. 2005	Good	Heavy	FY 16
PARKS	Ex Mark Mower 72"	2007	Routine maintenance	Excellent	Heavy	FY 16
WWTP	Single Air Compressor	1992	Routine maintenance	Good	Moderate	FY 16
HIGHWAY	#05 Chevy Flatbed	1995	Bed, Plow, Sander	Good	Moderate	FY 17
PARKS	#33 International Dump	2000	Trans., Dump Cable/Sander	Good	Moderate	FY 17

WWTP	Sewage Ejector Pot	1996	Routine maintenance	Good	Moderate	FY 17
HIGHWAY	#09 Mobile Sweeper	2001	Hyd. Pump, Scissor Lift	Excellent	Heavy Spring	FY 18
ADMIN	#17 Chevy Astrovan	2003	Routine maintenance	Good	Moderate	FY 18
WWTP	#19 F350 Dump-2 wheel drive	1999	Routine maintenance	Good	Moderate	FY 18
PARKS	#22 John Deere Mower 3 gang	2002	Drive train	Good	Heavy	FY 18
ADMIN	#S-1 Ford Crown Victoria	2003	Routine maintenance	Good	Moderate	FY 18
PARKS	#22 Jacobson F10 Gang Mower	1970s	Routine maintenance	Fair	Heavy	FY 19
WWTP	#43 Hamm landscape trailer	1999	Routine maintenance	Excellent	Moderate	FY 19
PARKS	Falcon Trailer	2001	Routine maintenance	Good	Heavy	FY 19
HIGHWAY	Mitsubishi Forklift	2001	Routine maintenance	Excellent	Mod.-Heavy	FY 19
HIGHWAY	#04 Ford F550 Dump	2006	Routine maintenance	Excellent	Moderate	FY 20
PARKS	#30 Totem Trailer	1996	Routine maintenance	Good	Heavy	FY 20
PARKS	#45 Leaf Box + Trailer	2000	Engine, Carb , Battery	Good	Heavy Fall	FY 20
HIGHWAY	1000 gal. Diesel Tank	2000	Routine maintenance	Excellent	Moderate	FY 20
WWTP	Air Compressors	1996	Replaced 1 of 2	Good	Moderate	FY 20
HIGHWAY	DPW OFFICES	1972	Routine maintenance	Fair	Heavy	FY 20
HIGHWAY	Maint. Bay Crane--2 ton	1972	Routine maintenance	Good	Heavy	FY 20
WWTP	Solids Processing Upgrade	1991	Routine maintenance	Good	Moderate	FY 20
WWTP	Wastewater Treatment Plant	1980	Plant Upgrade 2007	Good	Heavy	FY 20
HIGHWAY	#01 Ford F250 Pickup w/ Plow	2008	Brand New	Excellent	Heavy	FY 22
WWTP	#20 Ford F250 Pickup w/ Plow	2008	Brand New	Excellent	Heavy	FY 22
PARKS	#32 Ford F350 Pickup w/ Plow	2008	Brand New	Excellent	Heavy	FY 22
HIGHWAY	#10 Intern. Dump/Sander	1997	Routine maintenance	Good	Heavy Winter	FY 23
HIGHWAY	#15 Holder Tractor	2004	PTO Cables	Excellent	Moderate	FY 24
HIGHWAY	#14 Ford F750 Dump/Sander	2000	Routine maintenance	Good	Heavy	FY 25
HIGHWAY	#44 Hyland Utility Trailer	2000	Routine maintenance	Excellent	Moderate	FY 25
HIGHWAY	#46 Generator Trailer	2000	Routine maintenance	Excellent	Light	FY 25
HIGHWAY	#75 CAT Generator-DPW	1998	Routine maintenance	Excellent	Light	FY 25
WWTP	Main Street Pump Station	1980	Routine maintenance	Good	Heavy	FY 25
WWTP	Stoney Brook Pump Station	1986	Routine maintenance	Good	Moderate	FY 25
HIGHWAY	#11 Bobcat Skid Steer	2006	Routine maintenance	Excellent	Moderate	FY 26
HIGHWAY	#38 Inter. 10 wheel dump/plow	2007	Routine maintenance	Excellent	Moderate	FY 27
WWTP	24" Electronic Valve	2001	Routine maintenance	Excellent	Heavy	FY 30
PARKS	BBP Pavillions	1971	Routine maintenance	Good	Heavy Summer	FY 30
WWTP	Disinfection System Upgrades	2004	Routine maintenance	Excellent	Heavy	FY 30
HIGHWAY	Mech Bay Vehicle Lift	2005	Routine maintenance	Excellent	Heavy	FY 30
WWTP	Morgan Street Pump Station	1993	Routine maintenance	Excellent	Moderate	FY 30
WWTP	Primary Clarifier Upgrades	1998	Routine maintenance	Good	Heavy	FY 30
HIGHWAY	Salt Storage Shed	1973	Routine maintenance	Good	Heavy Winter	FY 30
WWTP	Variable Frequency Drive	2001	Routine maintenance	Excellent	Heavy	FY 30
PARKS	Log Cabin @ BBP	2001	Routine maintenance	Excellent	Moderate	FY 50
HIGHWAY	20 Miles--Town drain pipe	1930-present	Annual Repair/Maint.	Varies	Varies	N/A
HIGHWAY	31 Miles--sidewalk	1920	Annual Repair/Maint.	Varies	Varies	N/A
HIGHWAY	75 Miles--Town Sewer Pipe	1899-present	Annual Repair/Maint.	Varies	Varies	N/A
HIGHWAY	90 miles of Town Roads	1753-present	Annual Repair/Maint.	Varies	Varies	N/A
HIGHWAY	De-Icing Liquid Tanks/Pump	1998	Pumps Replaced	Good	Heavy Winter	N/A
HIGHWAY	#17 GMC Safari mini van	1990	Too much to list	Poor	Moderate	To Be Sold
PARKS	#19 Kaufman Trailer	1980	Routine maintenance	Poor	Moderate	To Be Sold
WWTP	#20 Ford F250 pick-up	1990	Too much to list	Poor	Mod.-Heavy	To Be Sold
PARKS	#32 Ford F350 Flatbed	1990	Too much to list	Poor	Mod.-Heavy	To Be Sold
PARKS	Jacobson Rider Mower	2000	Routine maintenance	Poor	out of service	To Be Sold
PARKS	Ransomes Mower	1995	Engine, Drive	Poor	out of service	To Be Sold

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**Section V: Warrant Articles**

**Special Town Meeting**

COMMONWEALTH OF MASSACHUSETTS

SOUTH HADLEY, MASSACHUSETTS

WARRANT

DRAFT

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 Saturday, the 9th day of May, 2009, at 9:00 a.m. 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 transfer from available funds in the Treasury the sum of \$35,000.00, or a greater or lesser sum, for the purpose of paying increased costs in the Selectboard Personnel Services Budget for FY 2009, or take any other action relative thereto.

ARTICLE 2. To see if the Town will vote to transfer from available funds in the Treasury the sum of \$10,000.00, or a greater or lesser sum, for the purpose of paying increased costs in the Town Counsel Budget for FY 2009, or take any other action relative thereto.

ARTICLE 3. To see if the Town will vote to transfer from available funds in the Treasury the sum of \$10,000.00, or a greater or lesser sum, for FICA expenses for FY 2009, or take any other action relative thereto.

ARTICLE 4. To see if the Town will vote to transfer from available funds in the Treasury the sum of \$195,000.00, or a greater or lesser sum, for the purpose of paying increased costs of Snow Removal for FY 2009, or take any other action relative thereto.

ARTICLE 5. To see if the Town will vote to transfer from the Ledges Golf Course Enterprise Personnel Services Account to the Ledges Golf Course Enterprise Other Expense Account the sum of \$14,000.00, or a greater or lesser sum, for technical services by an interim general manager and for irrigation intake clean-out, or take any other action relative thereto.

ARTICLE 6. To see if the Town will vote to transfer from available funds in the Treasury the sum of \$1,200.00, or a greater or lesser sum, for a structural engineer to define the modifications to the Library roof system to properly support the new roof top HVAC units, or take any other action relative thereto.

## Annual Town Meeting

COMMONWEALTH OF MASSACHUSETTS

SOUTH HADLEY, MASSACHUSETTS

WARRANT

DRAFT

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 **ANNUAL TOWN MEETING** will be held in the TOWN HALL AUDITORIUM on Saturday, the 9th day of May, 2009, at 9:15 a.m. 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 authorize the Town Treasurer, with the approval of the Selectboard, to borrow money from time to time in anticipation of the revenue of the fiscal year beginning July 1, 2009, in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 4 and to renew any note or notes as may be given in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 17, or take any other action relative thereto.

ARTICLE 2. To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectboard, to enter into compensating balance agreements with bank offices having their principal offices in the Commonwealth during Fiscal Year 2010, as permitted by Massachusetts General Laws Chapter 44, Section 53 (F), or take any other action relative thereto.

ARTICLE 3. To see if the Town will vote to authorize the Selectboard to defend all suits that may be brought against the Town during Fiscal Year 2010 and to prosecute all suits on behalf of the Town, to engage counsel for same, and to settle such suits as they deem advisable, or take any other action relative thereto.

ARTICLE 4. To see if the Town will vote to authorize the Selectboard to apply for and accept such federal or state grants or monies as may be available and to authorize the Selectboard to expend any funds received there from in accordance with the terms of said grants, or take any other action relative thereto.

ARTICLE 5. To see if the Town will vote to approve one or more increases in the Massachusetts Rooms and Meals taxes, or take any other action relative thereto.

ARTICLE 6. To see if the Town will vote to accept a sum of money for highway improvements under the authority of Massachusetts General Laws Chapter 90 and other applicable law; determine whether the money shall be provided by the tax levy, by transfer from available funds, or by borrowing, or by any combination of these methods; authorize the Selectboard to apply for, accept, expend and borrow in anticipation of state aid for such projects, or take any other action relative thereto.

### **FISCAL YEAR 2010 OPERATING BUDGET**

ARTICLE 7. To see if the Town will vote to raise and appropriate the sum of \$30,000.00, or a greater or lesser sum, to constitute a Reserve Fund, transfers from which may be voted by the Appropriations Committee, or take any other action relative thereto.

ARTICLE 8. To see if the Town will vote to fix the salary and compensation of the following elective officers of the Town of South Hadley as provided by Massachusetts General Laws, Chapter 41, Section 108, as amended: Moderator, Selectboard Members, Clerk/Treasurer, Assessors, Collector, or take any other action relative thereto.

ARTICLE 9. To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury, the sum of \$18,743,096.00, or a greater or lesser sum, for the support and maintenance of its schools, for the Fiscal Year beginning July 1, 2009, or take any other action relative thereto.

ARTICLE 10. To see if the Town will vote to raise and appropriate, transfer from available funds in the Landfill Enterprise Fund, Waste Water Treatment Plant Enterprise Fund, and Cable Studio Account, the sum of \$54,000.00, or a greater or lesser sum, for the purpose of funding wage and merit increases for non-unit employees for Fiscal Year 2010, including the Clerk/Treasurer and Collector pursuant to Article 7 above, and to reflect and implement said wage and merit increases in Personal Services for covered employees and the Stipend Administration Plan, and to further provide in this sum continued funding of the Employee Assistance Program for municipal employees, or take any other action relative thereto.

ARTICLE 11. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$1,541,929.00, or a greater or lesser sum, for the purpose of funding Personal Services and Expenses of General Government for FY 2010, or take any other action relative thereto.

ARTICLE 12. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$2,552,497.00, or a greater or lesser sum, for the purpose of funding Protection of Persons and Property for FY 2010, or take any other action relative thereto.

ARTICLE 13. To see if the Town will vote to transfer the sum of \$13,244.00, or a greater or lesser sum, from Cable Studio Account to the General Fund for FY 2010, or take any other action relative thereto.

ARTICLE 14. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$3,415,253.00 or a greater or lesser sum, for the purpose of funding the Department of Public Works for FY 2010, or take any other action relative thereto.

ARTICLE 15. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$100,003.00, or a greater or lesser sum, for the purpose of providing for the removal of snow and ice from town streets, sidewalks and public ways in FY 2010, or take any other action relative thereto.

ARTICLE 16. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$296,345.00, or a greater or lesser sum, for the purpose of funding the Council on Aging for FY 2010, or take any other action relative thereto.

ARTICLE 17. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$100,000.00, or a greater or lesser sum, for the purpose of funding Veterans and Soldiers Benefits in FY 2010 under Chapter 115 of the Massachusetts General Laws, or take any other action relative thereto.

ARTICLE 18. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$528,978.00, or a greater or lesser sum, for the purpose of funding the South Hadley Library for FY 2010, or take any other action relative thereto.

ARTICLE 19. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$13,000.00, or a greater or lesser sum, for the purpose of funding the Gaylord Library in FY 2010, or take any other action relative thereto.

ARTICLE 20. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$28,000.00 or a greater or lesser sum, for the purpose of auditing the Town's accounts for Fiscal Year 2009 and for engaging a consultant to perform an actuarial study for compliance with the federally mandated Other Post Employment Benefits (OPEB) for health insurance for retirees, or take any other action relative thereto.

ARTICLE 21. To see if the Town will vote to transfer from available funds in the Cable Studio Account the sum of \$55,630.00, or a greater or lesser sum, for the purpose of funding Cable Studio Personal Services and Expenses for FY 2010, or take any other action relative thereto.

ARTICLE 22. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$6,560,962.00, or a greater or lesser sum, for the purpose of funding FY 2010 Unclassified Accounts, or take any other action relative thereto.

ARTICLE 23. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$112,202.00, or a greater or lesser sum, for the purpose of funding Health and Sanitation for FY 2010, or take any other action relative thereto.

ARTICLE 24. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$3,886,018.00, or a greater or lesser sum, for the purpose of funding its Maturing Debt and Interest Account for FY 2010, or take any other action relative thereto.

ARTICLE 25. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$5,500.00 or a greater or lesser sum, for the purpose of funding the Connecticut River Channel Marking and Safety Committee for FY 2010, or take any other action relative thereto.

ARTICLE 26. To see if the Town will vote to appropriate from the Ambulance Receipts Reserved for Appropriation Fund, the sum of \$55,100.00, or a greater or lesser sum, for the purpose of providing for expenses in FY 2010 related to the operation of the Town Ambulance in FY 2009, or take any other action relative thereto.

ARTICLE 27. To see if the Town will vote to transfer from available funds in the Treasury, and/or appropriate from the Golf Enterprise Fund Receipts, the sum of \$913,209.00, or a greater or lesser sum, for the purpose of funding the Ledges Golf Club for FY 2010, or take any other action relative thereto.

ARTICLE 28. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$1,000.00, or a greater or lesser sum, for the purpose of funding the Canal Park Committee for FY 2010, or take any other action relative thereto.

ARTICLE 29. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury the sum of \$5,000.00, or a greater or lesser sum, for the purpose of funding the Conservation Land Acquisition Account for FY 2010, or take any other action relative thereto.

ARTICLE 30. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$12,000.00, or a greater or lesser sum, for the revaluation of real property.

## FISCAL YEAR 2010 CAPITAL BUDGET

ARTICLE 31. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$23,000.00, or a greater or lesser sum, to replace the current MUNIS server or take any other action relative thereto.

ARTICLE 32. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$60,000.00, or a greater or lesser sum, to replace the gravel base and pavement at the Lincoln Street parking lot, or take any other action relative thereto.

ARTICLE 33. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$15,000.00, or a greater or lesser sum, for design services and budget pricing to upgrade restroom facilities at the main Library to include ADA compliance, or take any other action relative thereto.

ARTICLE 34. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$100,000.00, or a greater or lesser sum, to widen the entry to the MESM parking lot, create a drop-off zone at the sidewalk adjacent to the school, and create a new parking lot on the westerly side of the school, or take any other action relative thereto.

ARTICLE 35. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$25,000.00, or a greater or lesser sum, for the of funding the Ledges Water Loop, or take any other action relative thereto.

ARTICLE 36. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$35,000.00, or a greater or lesser sum, to remove floor tiles in two or three classrooms, install a vapor barrier on top of the concrete, and replace the floor tiles, or take any other action relative thereto.

ARTICLE 37. To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury, the sum of \$150,000.00, or a greater or lesser sum, for the purpose of purchasing a six-wheel dump truck with plow and sand spreader, or take any other action relative thereto.

ARTICLE 38. To see if the Town will vote to reauthorize the provisions of Massachusetts General Laws, Chapter 44, Section 53 1/2 , to establish in the Town Treasury a revolving fund, which shall be kept separate and apart from all other monies by the Treasurer, and in which shall be deposited the receipts received that may be spent by the Selectboard or its designee, without further appropriation during FY 2010 for the continued support and maintenance of BATTERY BROOK PARK, or take any other action relative thereto.

ARTICLE 39. To see if the Town will vote to amend the General By-laws by adding the following Right to Farm Bylaw, or take any other action relative thereto:

#### Section 1 Legislative Purpose and Intent

The purpose and intent of this By-law is to restate the Right to Farm accorded to all citizens of the Commonwealth under Article 97, of the Constitution, and all state statutes and regulations thereunder including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1; Chapter 90, Section 9, Chapter 111, Section 125A and Chapter 128 Section 1A. We the citizens of South Hadley restate and republish these rights pursuant to the Town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution, ("Home Rule Amendment").

This general By-law supports the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the Town of South Hadley by allowing agricultural uses and related activities to function with minimal conflict with abutters and town agencies, when done in compliance with state laws and town bylaws and regulations.

#### Section 2 Definitions

The word "farming" or "agriculture" or their derivatives shall include, but not be limited to the following:

- farming in all its branches and the cultivation and tillage of the soil;
- dairying;
- production, cultivation, growing, and harvesting of any agricultural, floricultural, viticultural, or horticultural commodities;
- growing and harvesting of forest products upon forest land;
- breeding of livestock including horses;
- keeping and raising of poultry, swine, cattle, sheep, goats, rabbits, ratites (such as emus, ostriches and rheas) and camelids (such as llamas and camels), and other domesticated animals for food and other agricultural purposes, including bees and furbearing animals such as mink.

"Farming" shall encompass activities including, but not limited to, the following:

- operation and transportation of slow-moving and/or oversized farm equipment over roads within the Town;
- use of legally established rights of way over private property;
- control of pests and application of manure, fertilizers and pesticides, as permitted under and in compliance with state law;
- conducting agriculture-related educational and farm-based recreational activities, including agri-tourism, provided that the activities are related to marketing the agricultural output or services of the farm; maintenance, repair, or storage of seasonal equipment, or apparatus owned or leased by the farm owner or manager used expressly for the purpose of propagation, processing, management, or sale of agricultural products, insofar as not in conflict with town by-laws; and
- on-farm relocation of earth and the clearing of ground for farming operations, insofar as permitted by the Wetlands Protection Act and town regulations.

### Section 3 Right to Farm Declaration

The Right to Farm is hereby recognized to exist within the Town of South Hadley. The above-described agricultural activities may occur on holidays, weekdays, and weekends by night or day and shall include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices. The benefits and protections of this By-law are intended to apply exclusively to those commercial agricultural and farming operations and activities conducted in accordance with generally accepted agricultural practices and local zoning and other regulations. Moreover, nothing in this Right to Farm By-law shall be deemed as acquiring any interest in land, or as imposing any land use regulation, which is properly the subject of state statute, regulation, or local zoning law, or other bylaw or regulation.

### Section 4 Disclosure Notification

Within 30 days after his bylaw becomes effective, the Select Board shall prominently post in the town hall the following disclosure:

“It is the policy of this community to conserve, protect and support the maintenance and improvement of agricultural land for the production of food, and other agricultural products, and also for its natural and ecological value. This disclosure notification is to inform buyers or occupants that the property they are about to acquire or occupy lies within a town where farming activities occur. Such farming activities may include, but are not limited to, activities that cause noise, dust and odors. Buyers or occupants are also informed that the location of property within the town may be affected by commercial agricultural operations.”

### Section 5 Resolution of Disputes

Any person who seeks to complain about the operation of a farm may, notwithstanding pursuing any other available remedy, file a grievance with the Select Board, the Zoning Enforcement Officer, or the Board of Health, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies that the aggrieved may have. The Zoning Enforcement Officer or Select Board may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and attempt to facilitate the resolution of the grievance, and report its recommendations to the referring town authority within an agreed upon time frame.

The Board of Health, except in cases of imminent danger or public health risk, may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and attempt to facilitate the resolution of the grievance, and report its recommendations to the Board of Health within an agreed upon time frame.

Section 6 Severability Clause

If any part of this By-law is for any reason held to be unconstitutional or invalid, such decision shall not affect the remainder of this By-law. The Town of South Hadley hereby declares the provisions of this By-law to be severable.

ARTICLE 40. To see if the Town will vote to amend the General By-Laws by adding -the following Agricultural Commission Bylaw, or take any action relative thereto.

The Agricultural Commission shall represent the South Hadley farming community. Said Commission shall serve as facilitators for encouraging the pursuit of agriculture in the town both as a business and a resource, the preservation of farmland, the promotion of agricultural-based economic opportunities, and the visibility of farming in South Hadley.

The Commission shall consist of five members appointed by the Selectboard. Two members shall be appointed for a three year term; two members for a term of two years, and three years thereafter, and one member for a term of one year and three years thereafter. Any vacancy shall be filled by the appointing authority based on recommendations of the Commission, for the unexpired term of the vacancy. At least three of the members shall be actively engaged in agriculture.

The duties and responsibilities of the Commission shall include, but not be limited to:

Advising the Selectboard, Planning Board, Zoning Board of Appeals, Conservation Commission, Board of Health, and other local organizations, on projects and activities, including acquisitions and other transactions, involving agricultural lands in town.

Helping to facilitate the resolution of any farm-related grievance or concern filed with the Town authorities.

Engaging in projects and activities to promote the business of farming activities and traditions and farmland protection in town, including programs and community events.

Reporting on its projects and activities on an annual basis within the town report.

or take any other action relative thereto.

ARTICLE 41. To see if the Town will vote to amend the Zoning By-Law in regard to Flood Plain Regulations by amending:

Section 8 GENERAL PROVISIONS, Subpart (L) Flood Plain Regulations, paragraph 3 Permitted Uses to remove the requirement that the lowest floor be at least one foot above the elevation of the flood plain limits by deleting the phrase "of at least one (1) foot" from the first sentence of said paragraph 3.

or take any other action relative thereto.

ARTICLE 42. To see if the Town will vote to amend the Zoning By-Law in regard to Sign Regulations by amending:

Section 8 GENERAL PROVISIONS, Subpart (F) Signs, paragraph 7 - Illumination of Signs to provide standards for approval/disapproval of illumination of signs by adding the following subparagraph "b" to read as follows:

Adverse to surrounding neighborhood or community. Signs which illuminate more than what is necessary to convey the message or name being promoted or create glare which may impact motorists are generally considered to have an adverse impact on the community. Such adverse impact arises from excessive light pollution. Therefore, in determining whether to approve the illumination of a sign, the Planning Board shall:

- 1.) consider and minimize the illumination impact of the signage illumination on the surrounding properties; and,
- 2.) only approve internally-illuminated signs where only the lettering or logo of the enterprise or message being promoted are illuminated; and,
- 3.) ensure that the illuminated sign does not illuminate adjoining or nearby residential properties or pose a danger to motorists on adjoining or nearby roadways which might arise from glare from the illumination source; and,
- 4.) not approve exposed or illuminated neon signs; and,
- 5.) require that illumination sources not illuminate the background or field of a sign except to the extent that the background or field (due to the shape of the sign area) is clearly a logo of the company or enterprise being advertised.

or take any other action relative thereto.

ARTICLE 43. To see if the Town will vote to authorize the Selectboard to acquire an interest in land either by transfer or long term lease from the Holyoke Gas and Electric Department, said land currently constitutes a parking lot situated off Main Street across from St. Patrick's Church and the Egg and I, and further to accomplish this acquisition, that the Town appropriate a sum of money by transfer from available funds in the Economic Development Fund, or take any other action relative thereto.

ARTICLE 44. To see if the Town will vote to ratify the Fifth Amendment entered into between the Town and Interstate Waste Services, Inc. on or about December 4, 2007 for the operation of the South Hadley Landfill, said amendment amended a prior agreement and amendments thereto entered into between the Town and BIOSAFE, Inc. and its successors in interest, or take any other action relative thereto.

ARTICLE 45. To see if the Town will authorize the Selectboard to enter into a new agreement with Interstate Waste Services, Inc. for the purpose of operating the South Hadley Landfill, said agreement to include certain terms and conditions regarding the rights and responsibilities of the parties relative to the operation of the landfill as well as a proposed vertical expansion to the existing site-assigned area and expanding the footprint of the existing landfill, or take any other action relative thereto.