

**SELECTBOARD MEETING
TUESDAY, AUG. 10, 2021
VIRTUAL AGENDA
7 P.M.**

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<p>Note: Not all topics listed here may be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice. This meeting may be audio and/or visually recorded.</p>
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1. Call to Order
2. Approval of Minutes: Draft minutes of June 22, 2021, July 13, 2021, and July 27, 2021
3. One-Day Beer & Wine License Request from MHC for Aug. 27, 2021
4. FY19 South Hadley Community Development Block Grant (CDBG) Public Hearing – Budget Amendment
5. 225-229 Hadley Street Chapter 61A section 14 Right of First Refusal
6. Remote/Hybrid Public Meeting Policy
7. Town Administrator Transition Planning
8. Town Meeting Discussion
9. Performance Based Evaluation Goals
10. Town Administrator’s Report
11. Adjourn

**SELECTBOARD MEETING
TUESDAY, JUNE 22, 2021
MEETING MINUTES
VIRTUAL MEETING ROOM – 7 P.M.**

Present were Chair Jeff Cyr, Vice Chair Sarah Etelman, Member Chris Geraghty, Clerk Carol Constant, Member Andrea Miles, and Town Administrator Michael J. Sullivan.

CALL TO ORDER

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

TA SEARCH

Bernard Lynch of Community Paradigm gave an update to the board. He said there were 12 applicants this round. The screening committee conducted four interviews and three applicants will be forwarded on to the Selectboard as finalists. The board selected June 30 as a meeting date to interview the finalists.

TRI-ANNUAL INTERVIEWS

The board interviewed Pamela Peck, Renee Sweeney, Natasha Matos, Marilyn Ishler, Aldo Villani, Kathy Davis and Ryan Kennedy for positions on the COA, MPIC, Bike Walk, COA, Conservation, Conservation and Golf commissions, respectively.

JULY BORROWING VOTE

Etelman motioned that the sale of the \$11,700,000 General Obligation Municipal Purpose Loan of 2021 Bonds of the Town dated July 1, 2021 (the "Bonds") to Morgan Stanley Co. LLC, at the price of \$12,526,996.93 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on January 15 of the years and in the principal amounts and bear interest at the respective rates, as presented in the packet. Miles seconded. All in favor.

ROLL CALL VOTE

**Miles – Aye
Etelman – Aye
Geraghty – Aye
Constant – Aye
Cyr – Aye**

Constant motioned that the maximum useful life of the departmental equipment to be financed with the proceeds of the following portions of the \$400,000 Departmental Equipment Bonds authorized by the vote of the Town passed on November 12, 2014 (Article 2) is hereby determined pursuant to G.L. c.44, §7(1) to be as presented in the packet. Etelman seconded. All in favor.

ROLL CALL VOTE

**Miles – Aye
Etelman – Aye
Geraghty – Aye**

Constant – Aye
Cyr – Aye

TOWN ADMINISTRATOR CONTRACT EXTENSION

Etelman motioned to formally accept Sullivan’s contract extension and to allow the chair to execute the contract. Geraghty seconded. All in favor.

ROLL CALL VOTE

Miles – Aye
Etelman – Aye
Geraghty – Aye
Constant – Aye
Cyr – Aye

REQUEST FOR DANGEROUS DOG HEARING – SUNSET AVE

The board will ask Atty Michael Kennefick to work with Animal Control Officer Mac Mailhott to use the extent of his powers as ACO and to continue to monitor the situation. If he has exhausted all means, Mailhott is to let the board or administration know and only then will the board consider having a dangerous dog hearing.

FINANCIAL POLICIES

Miles motioned to accept the financial policies as put forward by the town accountant. Etelman seconded. All in favor.

ROLL CALL VOTE

Miles – Aye
Etelman – Aye
Geraghty – Aye
Constant – Aye
Cyr – Aye

COVID-19 UPDATE

Sullivan said the town has gone two weeks in a row without an increase in positive COVID-19 cases, and there are no detectable levels of COVID in the BioBot numbers. He said South Hadley has a 66 percent of residents with one dose of a vaccine, and Hampshire County is at a 67 percent vaccination rate. Municipal buildings are reopening slowly.

TOWN MEETING RECAP

Overall town meeting went well and the business of the town was completed. Board members discussed how to get town meeting members involved in and aware of the budget process earlier in the year.

TA REPORT

For the full town administrator’s report, see the June 22, 2021 Selectboard packet.

ADJOURN

Constant motioned to adjourn. Miles seconded. All in favor.

ROLL CALL VOTE

Miles – Aye

Etelman – Aye

Geraghty – Aye

Constant – Aye

Cyr – Aye

The meeting adjourned at 8:52 p.m.

Respectfully submitted
Kristin Maher
Executive Assistant to Administration

DRAFT

**SELECTBOARD MEETING
TUESDAY, JULY 13, 2021
MEETING MINUTES
SELECTBOARD MEETING ROOM – 7 P.M.**

Please note the Selectboard will meet in person all other attendees will be via remote participation.

Present were Chair Jeff Cyr, Vice Chair Sarah Etelman, Member Chris Geraghty, Clerk Carol Constant, Member Andrea Miles, and Town Administrator Michael J. Sullivan.

CALL TO ORDER

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

APPROVAL OF MINUTES

Constant motioned to approve the draft minutes of June 1, 2021, June 30, 2021 and July 2, 2021. Geraghty seconded. All in favor.

OPEN FORUM

Miles highlighted a survey put out by the public library: <https://forms.gle/z3yXi26isrjsuMiz9>

Sullivan asked local artists to email him at msullivan@southhadleyma.gov if they have artwork they would like to display in the Selectboard meeting room.

END OF YEAR TRANSFERS / JOINT MEETING WITH APPROPRIATIONS

The Appropriations Committee voted to approve the end of year transfers as presented and to allow the Selectboard Chair to sign the corresponding form on their behalf.

Selectboard members voted unanimously to approve the end of year transfers.

TRI-ANNUAL INTERVIEWS & APPOINTMENTS

The Selectboard interviewed Ruth Camuse, Peter Scotto, Frank DeToma, Chris Thompson, Mike Morrow, and Scott Roe for the Bike Walk Committee, Historical Commission, Historical Commission, Tree Committee, Golf Commission, and MPIC, respectively.

Etelman motioned to renew all terms as listed. Miles second. All in favor.

The Selectboard renewed:

Marilyn Gass, Larry Dubois, Chris Bassett, and Lucia Foley all to 2022 terms on the Bike Walk Committee; Ira Brezinsky and Charles Miles to 2024 terms on the Bylaw Review Committee; Johnstone Campbell to a 2022 term on the Commission on Disabilities; Garth Schwellenbach to a 2024 term on the Conservation Commission; Liane Pueschel to a 2024 term on the Council on Aging; Robin Wagner to a 2024 term on the Cultural Council; Len Finkowski to a 2024 term on the Golf Commission; Cynthia Baker and Pauline Casey to 2024 terms on the Historic District Study Committee; Ryan Kennedy, Patrick Dawson, and Byron Joy to 2024 terms on the Recreation Commission; Shelley Gingras to a 2024 term on the Registrar of Voters; Karl Hidden to a 2024 term on the Sustainability and Energy Commission, Ted Boulais to a 2024 term on the Tree Committee; Diane LaRoche, Philip LaRoche and Kenneth Merchant to 2024 terms on the Old Firehouse Trustees, and Barbara Erwin to a 2024 term on the Zoning Board of Appeals.

The Selectboard appointed:

Natasha Matos, Pamela Peck, Steven Lachowetz and Ruth Camuse to 2022 terms on the Bike Walk Committee; Mary Grover to a full time position on the Conservation Commission to end in 2024, Kathy Davis to a 2024 term on the Conservation Commission, and Aldo Villani to an associate position on the Conservation Commission to end in 2023; Rachiel Tierney, Marilyn Ishler and Pamela Peck to the Council on Aging terms ending in 2025; Ryan Kennedy and Mike Morrow to 2023 terms on the Golf Commission; Tony Judge, Frank DeToma and Peter Scotto to the Historical Commission to terms ending in 2025, 2024 and 2023 respectively; Renee Sweeney, Scott Roe and Susan Perry to MPIC with terms ending in 2024, 2024 and 2023 respectively; Matthew Roth to a 2022 term on the SEC; and Chris Thomson to a 2024 term on the Tree Committee.

PERFORMANCE BASED EVALUATION GUIDELINES

Constant and Etelman will form a subcommittee to review the guidelines for the town administrator performance based evaluation.

ONE DAY BEER & WINE LICENSE REQUESTS

Geraghty motioned to approve one-day beer & wine license requests for Tower Theaters for Aug. 20 and 21, and David Capriati for Aug. 7. Miles seconded. All in favor.

AUGUST SCHEDULE

The board agreed to meet once on Aug. 10. They will meet earlier if needed to finalize a contract with incoming town administrator Lisa Wong.

UPDATE ON TOWN ADMINISTRATOR OFFER

Sullivan said he received a draft of requirements from Lisa Wong that afternoon. Cyr and Etelman will meet with Wong later this week. Once Wong signs a contract with South Hadley and notifies her board there will be 90 days to when she can take the helm. Sullivan will stay until the transition.

TOWN ADMINISTRATOR REPORT

For the full town administrator's report, see the July 13, 2021 Selectboard Meeting Packet.

ADJOURN

Miles motioned to adjourn. Geraghty seconded. All in favor. The meeting adjourned at 8:26 p.m.

Respectfully submitted
Kristin Maher
Executive Assistant to Administration

**VIRTUAL SELECTBOARD MEETING
TUESDAY, JULY 27, 2021
MEETING MINUTES
SELECTBOARD MEETING ROOM – 7 P.M.**

Present were Chair Jeff Cyr, Vice Chair Sarah Etelman, Member Chris Geraghty, Clerk Carol Constant, Member Andrea Miles, and Town Administrator Michael J. Sullivan.

CALL TO ORDER

Cyr called the meeting to order at 7:10 p.m.

NEW TOWN ADMINISTRATOR CONTRACT

Constant motioned to accept the contract pending minor changes by town counsel. Geraghty seconded. All in favor.

ROLL CALL VOTE

Etelman – Aye

Miles- Aye

Constant – Aye

Geraghty – Aye

Cyr – Aye

ADJOURN

Miles motioned to adjourn. Etelman seconded. All in favor.

ROLL CALL VOTE

Etelman – Aye

Miles- Aye

Constant – Aye

Geraghty – Aye

Cyr – Aye

The meeting adjourned at 7***

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



Town of South Hadley, MA

08/05/2021

OD-9

1 Day Alcohol License

Status: Active

Date Created: Aug 5, 2021

Applicant

Nichole McClellan
nmcclell@mtholyoke.edu
The Willits-Hallowell Center, 50 College Street
50 College Street
South Hadley, Massachusetts 01075
4135382217

Applicant Email

Permit Info

Permit For

1 Day Beer and Wine

Check This Box to Request Multiple Dates

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

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

Event Details

Date of Event

08/27/2021

Name or Organization Hosting Event

Mount Holyoke College

Provide a Detailed Description of What The Event Is

Facilities Management Picnic

Street Address of Where The Event is Held

50 College Street, South Hadley, MA 01075

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

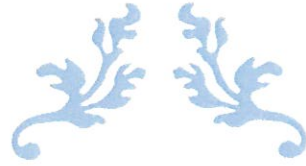
11:00 AM - 4:30 PM

LEGAL NOTICE

**Town of South Hadley
FY19 South Hadley Community Development Block Grant (CDBG)
Public Hearing –Budget Amendment**

The Town of South Hadley will conduct a public hearing regarding their FY19 Community Development Block Grant Program, which will include a budget amendment to transfer funds from the Housing Rehabilitation Assistance program to the Lathrop Village Housing Improvements Project. The town is looking at transferring up to \$30,000 in this grant-funded program. The hearing will be held virtually on **Tuesday, August 10, at 7:00 p.m.** Please visit this link to join meeting:<https://us02web.zoom.us/j/81523560390?pwd=TEtvK05EOW1YRmVUYVpKcjE3amF6Zz09> Passcode: 408577. Or by telephone at US: +1 301 715 8592 Webinar ID: 815 2356 0390 Passcode: 408577

Any person or organization having questions or comments concerning the programs will have an opportunity to be heard. Those unable to attend can send written comments to the South Hadley Town Administrator, 116 Main Street, South Hadley, Ma 01075, Attn: Michael J. Sullivan.



SOUTH HADLEY PBE FY 20



To all,

It is that time of year again to start the PBE process. You should have 5 or 6 objectives for managers and three or four for staff in each category for your PBE. If you have a task that is complex and will take a maximum or very significant effort you may consider placing it in multiple appropriate categories. The objectives should be reasonably attainable, but not “easy” to reach. The degree of difficulty can effect a raw score.

Your employees should also be offered an opportunity to participate, if they do not wish to please record that position via email from the employee. All employees may receive between 0% to 1.5% merit increases based on the success of your evaluation. The intent is to help you and your employees aware of the mission of your department and our collective service to South Hadley.

I would like to start meeting in October for you PBE, I offered some dates in the email.

Let me know if you have any questions, I appreciate your work and participation.

Mike

SEPTEMBER 12, 2019

Major Goals of the South Hadley XXXX Department, (Name of individual)

Fiscal Year '20

1. Communication/Community relations

- (first objectives)
- (second objective)

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

2. Organizational structure

- (first objectives)
- (second objective)

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

3. Policy Development

- (first objectives)
- (second objective)

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

4. Innovation (projects/initiatives/streamlining)

- (first objectives)
- (second objective)

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

5. Fiscal management

- (first objectives)
- (second objective)

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

Jeff Cyr, Chair
Sarah Etelman, Vice-Chair
Carol Constant, Clerk
Christopher Geraghty
Andrea Miles

Michael J. Sullivan
Town Administrator

Town Administrator's Report to the South Hadley Selectboard August 6, 2021

Transition and Promotion Update



On July 20th Officer Raymond Hebert was promoted to the rank of Sergeant for the South Hadley Police Department. Sgt. Hebert's proud parents, lovely wife, adorable daughter, and esteemed colleagues assembled in front of Town Hall to witness his swearing - in, administered by Town Clerk Carlene Hamlin. It was a beautiful ceremony, and the setting was exceptional due to the incredible work performed by the Parks crew which maintains the Town Hall grounds, thank you!

Ray had the highest Civil Service score of those signing to seek the position. He was vetted along with two other distinguished colleagues by a panel of three. Sgt. Hebert's recommendation by the panel was made to Chief Jennifer Gundersen who endorsed his promotion.

Raymond Hebert is a proud product of South Hadley and is well regarded for his sensible approach to police work. His levelheaded and measured approach to protecting and serving the citizens of South Hadley will be magnified as he becomes a role model for new officers joining the force.

The department also wished Sgt. Robert Whelihan a long and healthy retirement just a few days prior. Sgt. Whelihan's experience will be missed. His decades of service to the community are reflected in the respectful comments sent from many far and wide upon learning of his retirement. Best wishes to Bob in his retirement.

Town Administrator Lisa Wong has signed a negotiated agreement between the Selectboard and Ms. Wong. She will begin her duties on October 31st and will bring with her an incredible store of experience and new ideas to South Hadley. The Selectboard and I will be working with Ms. Wong to make the transition fluid and beneficial for all. Having known of her work for more than a decade and recently serving on a Massachusetts Municipal Managers Association committee on Diversity, Inclusion and Equity I can assure the citizens of South Hadley you are getting an incredibly talented and thoughtful Town Administrator.

Also, Chief Jennifer Gundersen has agreed to extend her contract for three more years. I think everyone will agree she continues to be an instrument of positive change for the community and beyond. I was honored to be invited recently to meet with a group of observers reviewing the South Hadley Police Department as a part of a national accreditation. I was impressed to learn more about how the department is evolving their practices and policies to better serve the public. Chief Gundersen's leadership is integral to continuing to evolve an already outstanding department to meet those service needs. Both contracts are on the Town website for public review.

Senior Center

It is happening the new Senior Center is starting to come to life. It is not to say that there are not some lingering problems challenging the final days of construction. There is still some kitchen equipment yet to arrive, as anyone who has ordered even household appliance have experienced the delays are very difficult to endure.



There was a leak in the roof which was addressed immediately by the contractor and the roofing sub-contractor to address the imperfection and ensure repair to any interior damage as well. The recent rainy weather certainly provided a significant test to the roof. The punch list of other items from switches that do not work in storage closets to balancing the function heating and cooling with the outdoor ambient temperature are being addressed.

It should be comforting to know that our Owners Project Manager Colliers is also setting review dates out as far as January 2022 to further review performance of systems and warranties. No one is losing sight of the importance and the investment in this building and will do everything reasonably possible to protect the property.

There are still some opportunities to get a guided tour by calling 413 538 5030 or email to coa@southhadleyma.gov. There is continued planning for the grand opening of the Peoples Woodlawn Café scheduled for September 15. The Café will offer a soup and sandwich menu at affordable levels. We would like to remind visitors there is a mask mandate in place when visiting the Senior Center.

Woodlawn Plaza

The affordable housing project at Woodlawn has been funded by HUD and it looks like the investments in that project will start to move quickly in that area. The 68 units of work force housing have been fully funded through DHCD by way of a tax credit program.

I spoke recently to Rocco Falcone owner of Rocky's Hardware, and he has received all the approvals for Rocky's separate "garden center" and new hardware store at the Woodlawn. He is considering starting that project sooner than expected. As I have said before the investment in this area is significant and will pay dividends for years to come for South Hadley.

COVID 19 Update

Does it feel to others the challenge we are experiencing with this virus is even more than originally predicted? The Town of South Hadley has seen 23 new cases since around Memorial Day (May 25th), 19 of those 23 cases have been identified in the last two weeks. The total number of confirmed cases in South Hadley since March 2020 is 1073. Reported contact cases are on the rise as well, BioBot data is also increasing the RNA tracing at the Water Pollution Control Facility.

Health Director Sharon Hart continues to monitor the trending data and review suggested practices. We have requested that all vaccinated and non-vaccinated people wear a mask when coming into public buildings, ask that everyone consider getting a vaccine and if you feel sick stay home. This should not be considered punitive, part of a conspiracy theory or an invitation to debate the origins of the virus. It is simply an easy step for us to do our civic duty as a member of a community.

Solar Traffic Signs

You all may have seen that some of the solar safety signs promised two years ago are starting to be installed. Some measure speed others warn of road hazard in all cases they hopefully will get people to slow down. Because even in "small, rural college towns" people speed.

We hope these like the message boards remind us of where we need to change behavior and if in either case lives are saved, all the better. However, it is hard to measure something you prevent!

Respectfully submitted,

Michael J. Sullivan
Town Administrator, South Hadley