

**SELECTBOARD MEETING  
THURSDAY, AUG. 26, 2021  
VIRTUAL AGENDA  
6:30 P.M.**

**Join Zoom Webinar from your computer:**

**<https://us02web.zoom.us/j/86143824728?pwd=NVF1VnJjbEVEQXRoaHQ5RmNGRkM5Zz09>**

**By phone: 1 312 626 6799    Webinar ID: 861 4382 4728    Passcode: 555176**

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

1. Call to Order
2. One-Day Beer & Wine License Request from:
  - David Isakson for Aug. 28 at Ebenezer's Bar & Grill, 60 Bridge St.
  - Gregory Tiner for Aug. 28 at South Hadley Sporting Club, 135 River Rd.
  - Stephen McCray for Sept. 9, 10, 11 at McCrays Farm, 55 Alvord St.
3. FY22 Trash Fee Warrant
4. Committee Term Amendment to Minutes of July 13, 2021
5. Performance Based Evaluation Final Draft
6. Adjourn



08/19/2021

## OD-12

1 Day Alcohol License

**Status:** Active

**Date Created:** Aug 14, 2021

### Applicant

David Isakson  
david@ebenezers.net  
95 Richview Avenue  
South Hadley, MA 01075  
(413) 531-8605

### Applicant Email

### Permit Info

**Permit For**

1 Day All Alcohol

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



### Event Details

<b>Date of Event</b> 08/28/2021	<b>Name or Organization Hosting Event</b> Ebenezer's Bar & Grill
<b>Provide a Detailed Description of What The Event Is</b> Motorcycle ride starting location.	
<b>Street Address of Where The Event is Held</b> 60 Bridge Street	
<b>Hours of Operation (Ex. 8:00 AM - 5:00 PM)</b> 9:00am - 1:00pm	



08/24/2021

# OD-11

1 Day Alcohol License

**Status:** Active

**Date Created:** Aug 12, 2021

## Applicant

Gregory Tiner  
gregory.tiner@outlook.com  
72 Abbey St  
South Hadley, MA 01075  
4135310308

## Applicant Email

## Permit Info

### Permit For

1 Day Beer and Wine

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



## Event Details

<b>Date of Event</b> 08/28/2021	<b>Name or Organization Hosting Event</b> South Hadley Sporting Club
<b>Provide a Detailed Description of What The Event Is</b> BBQ Picnic	
<b>Street Address of Where The Event is Held</b> 135 River Road	
<b>Hours of Operation (Ex. 8:00 AM - 5:00 PM)</b> 12pm - 8pm	



08/24/2021

# OD-10

1 Day Alcohol License

**Status:** Active

**Date Created:** Aug 11, 2021

## Applicant

STEPHEN MCCRAY  
smccray840@yahoo.com  
55 ALVORD ST  
SOUTH HADLEY, MA 01075  
413-531-0717

## Applicant Email

## Permit Info

**Permit For**

1 Day All Alcohol

**Check This Box to Request Multiple Dates**



**Number of Dates Requested**

3

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



## Event Details

<b>Date of Event</b> 09/09/2021	<b>Name or Organization Hosting Event</b> McCrays Farm
<b>Provide a Detailed Description of What The Event Is</b> Fundraiser for Shriners Hospital	
<b>Street Address of Where The Event is Held</b> 55 Alvord St. South Hadley, MA	

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

10:00AM-9:00PM

**Date of Event**

09/10/2021

**Name or Organization Hosting Event**

McCrays Farm

**Provide a Detailed Description of What The Event Is**

Fundraiser for Shriners Hospital

**Street Address of Where The Event is Held**

55 Alvord St. South Hadley

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

10:00AM-9:00PM

**Date of Event**

09/11/2021

**Name or Organization Hosting Event**

McCrays Farm

**Provide a Detailed Description of What The Event Is**

Fundraiser for Shriners Hospital

**Street Address of Where The Event is Held**

55 Alvord St. South Hadley, MA

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

10:00AM-9:00PM

DONNA WHITELEY, Treasurer/Collector  
CMMT,CMMC

To: Selectboard  
From: Donna Whiteley  
Date: August 17, 2021  
Subject: Trash Fee Warrant

I am requesting a Trash Fee Warrant for the billing date of August 20, 2021 in the amount of \$815,000.00

cc: Accounting

**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](mailto: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.

- COA terms should all be 2024  
- Judge's term should be 2024  
- DeToma's term should be 2023

The Selectboard appointed:

Natasha Matos, Pamela Peck, Steven Lachowetz and Ruth Camuse to 2022 term 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**



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# SOUTH HADLEY EMPLOYEE PBE FY 22

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To all,

Thank you for participating in the Fiscal Year 2022 Performance Based Evaluation (PBE). Your supervisor will be reaching out to you shortly to discuss with you the five (5) overarching goals (OGs) set by the South Hadley Selectboard for the FY 22 PBE. The OGs are intentionally broad ranging and hopefully allows you to expand your personal concept of your work.

You will be asked to set some personal objectives (at least 4, no more than 6) which you and your supervisor agree will help you grow as an employee and integrate with the 5 OGs. Those objectives may be applicable to more than one of the OGs, but unlikely for all five.

This is a time to look at how we can all improve our respective processes, job performance and our interaction with each other and the public. We want you to stretch, evolve, expand as an employee, particularly into areas you feel you add the most value and hopefully enjoy. How can you do your job better, different, more efficiently? Please get creative in your discussions with your supervisor and be rewarded by up to 1.5% increase in your salary with a retroactive component at the end of the fiscal year.

This year there has been a new category added to the PBE of critical importance “Diversity, Equity and Inclusion”. I would ask that you give deep consideration as to how we can make people feel more welcome when accessing services from the town. This consideration should include people with different abilities both sensory and intellectually, people who may be a different race or culture than you, people who have belief systems or lifestyles which you may feel uncomfortable or disagree, people who struggle economically or perhaps the inverse where you may react or have ill will for people of wealth. How do we treat people equitably? This should be a central question along with how we project to the public.

You should meet (preferably in person) with your supervisor one on one at least two more times before May 2022 to review progress and to adjust some strategies if appropriate. The PBE will not be used punitively and is a tool to be shared only with you and your supervisor.

Thanks,

Mike

SEPTEMBER 1, 2021

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

Fiscal Year 2022

**1. Communication/Community relations**

- (first objectives)
- (second objective)
- (third objective)
- (fourth etc.)

Rating:

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

Comments:

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**2. Diversity Equity and Inclusion**

- (first objectives)
- (second objective)
- (third objective)
- (fourth etc.)

Rating:

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

Comments:

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### 3. Policy Development

- (first objectives)
- (second objective)
- (third objective)
- (fourth etc.)

Rating:

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

Comments:

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### 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:

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### 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:

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