

**SELECTBOARD MEETING
TUESDAY, SEPT. 28, 2021
VIRTUAL AGENDA
7 P.M.**

Join Zoom Webinar from your computer:

<https://us02web.zoom.us/j/88940277052?pwd=ZGZaaEZSN0NnSmtkTElEalBnOVZsdz09>

By phone: +1 646 558 8656 Webinar ID: 889 4027 7052 Passcode: 944957

Watch live on SHCTV Channel 15 or <https://shctv15.com/watch-live/>

<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. Public Discussion/Announcements
3. Public Hearing – Chicowings d/b/a Hangar Pub & Grill for an Alternation of Licensed Premises and Change of Manager
4. Presentation by Tech Team of draft policies for public meetings, access to space and virtual town meetings
5. 84 Willimansett Street Outdoor Lighting Proposal - Bank of America
6. Extension of Town Administrator agreement
7. Open Meeting Law response from Town Counsel
8. Facilities Coordinator discussion
9. Town Administrator’s Report
10. Adjourn



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

APPLICATION FOR MULTIPLE AMENDMENTS

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

04477-RS-1176

ENTITY/ LICENSEE NAME

Chicowings Inc

ADDRESS

515 Granby Road

CITY/TOWN

South Haldey

STATE

Ma

ZIP CODE

01075

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input checked="" type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other | <input type="checkbox"/> Change of DBA | |

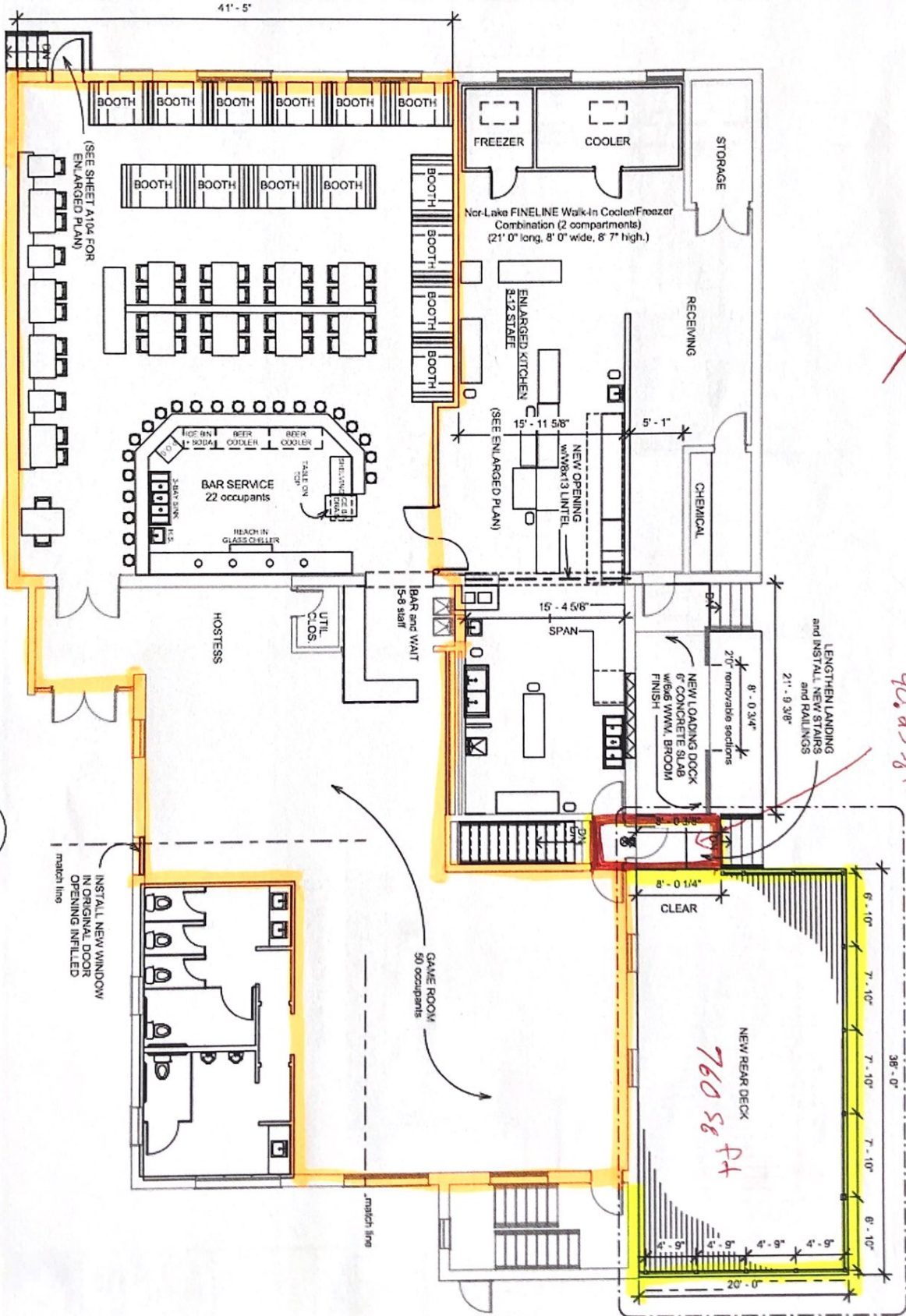
THE LOCAL LICENSING AUTHORITY MUST MAIL THIS
 TRANSMITTAL FORM ALONG WITH
 COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3
 Chelsea, MA 02150-2358

RECEIVED
 TOWN OF SOUTH HALDEY
 SELECTBOARD

MAY 3 1 2021

Meeting _____ Action _____
 Agenda _____ Ex Session _____
 New _____ Old _____
 Ok to Pay _____
 Send Copy to: 12:46pm



1 FIRST FLOOR PLAN
 1/8" = 1'-0"
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Friday, Sept. 24, 2021

Selectboard members,

Throughout the past three months, the Tech Team has researched ways in which South Hadley boards and committees can successfully hold in-person and hybrid-style meetings. We tested software and assessed municipal buildings for accessible use as meeting space.

In this century, there are three ways boards and committees can meet – in person, virtually, or hybrid. Perhaps in the next century we can send hologram versions of ourselves.

As we know from the last year, virtual meetings can take place from home. As we ease into in-person meetings, the Tech Team recommends in-person meetings be held at the South Hadley Senior Center or the South Hadley Public Library to ensure accessibility for all. Town hall is no longer a meeting space option. The library has the Trustees Conference Room and the Community Meeting Room. The senior center has a multi-purpose room and a small conference room available.

For hybrid meetings, the Tech Team recommends only the South Hadley Senior Center. The center's multi-purpose room – ideal for larger boards expecting a sizeable virtual audience such as SB, School Committee, Planning, Conservation, SHELD and BOH – and its smaller conference room – geared for smaller committees with up to 10 audience members – can accommodate hybrid-style meetings using an Owl Camera. Users must follow a prescribed set of instructions for set-up (each board must do their own tech set-up and breakdown) and adhere to specific building requirements.

Our team is currently working out an after-hours building use policy with Senior Center Director Leslie Hennessey, print and video instructions for how to set up hybrid meetings, and a packet of information for a board's designated responsible party charged with opening and closing the building on meeting nights.

We look forward to answering any questions you have and advising our team on what to expect for a start-date for hybrid and in-person meetings considering the ever-rising COVID numbers.

Thank you,
Kristin Maher
Executive Assistant to Administration, and somewhat technological Tech Team member

EMPLOYMENT CONTRACT
Amendment Extension to contract ending June 30, 2021
Town Administrator
Town of South Hadley, Massachusetts

This *AGREEMENT* is made pursuant to M.G.L. c. 41, § 108N between Michael J. Sullivan (“Sullivan”) (“Town Administrator), 5 Pheasant Drive, Holyoke, Massachusetts and the Town of South Hadley 116 Main Street, South Hadley, Massachusetts (“Town”) acting by and through its Selectboard (“Board or Selectboard”).

This extension of agreement takes effect July 1, 2021. It should be considered an extension of the agreement executed between the South Hadley Selectboard and set to expire September 30, 2021. This agreement will abide by all the terms stated in the previous contract with the exceptions as follows;

SECTION I – EMPLOYMENT/HOURS OF WORK

The Town agrees to employ and Michael J. Sullivan agrees to accept employment as Town Administrator.

The Town Administrator will perform all of the duties and be subject to all of the restrictions, qualifications and limitations set forth in the General Laws of the Commonwealth of Massachusetts, the Town’s General By-Laws, Town Charter, and as they may, from time to time, be amended. The Town Administrator shall perform such other duties and be subject to such other restrictions as the Board determines. In general, the Town Administrator shall have the responsibility to administer the activities of the Town and direct its actions on a day-to-day basis. The Town Administrator shall not engage in any other gainful employment which materially impacts his service to South Hadley without the approval of the Board.

The Town Administrator is expected to work at least ~~forty (80) hours per two week~~ sixty-four (64) hours per pay period and, generally, he will be reasonably accessible for hours that the Town Hall is open to the public. The Town Administrator will be onsite or doing business of the town for an average of ~~eighty hours~~ sixty-four (64) hours over a two-week work period and is allowed to adjust as appropriate to said requirement.

SECTION II - TERM OF EMPLOYMENT

This Agreement shall be for a successor term commencing July 1, 2019, and shall remain in full force and effect until June 30, 2021, unless sooner terminated as provided for hereunder or by law. The Agreement shall be for an additional term of two [2] years beyond the present agreement which began July 1, 2016 and is set to expire June 30, 2019. The benefits in this Agreement are based on a fiscal year and will be pro-rated for partial fiscal years when appropriate.

If, by mutual agreement between the parties, the Town Administrator continues in office

after the expiration of the successor term ending June 30, 2021 and there is no extension or additional successor Agreement is voted on by the Selectboard and agreed to by the Town Administrator the service will be considered complete and fulfilled.

Town Administrator Michael J. Sullivan will continue to serve as the Town of South Hadley Administrator for July, August, and September 2021. He will be compensated at a rate of \$10,000 per month. He will receive a full month's salary and be available for assigned duties for the each and entire month. This agreement can be terminated by notification by the Selectboard Chair by notifying Sullivan by email or otherwise in writing, his services are being terminated. He must be notified by July 19 for terminating August 1, 2021 and by August 18 for September 1, 2021, and therefore Sullivan will not be entitled to compensation for subsequent month compensation.

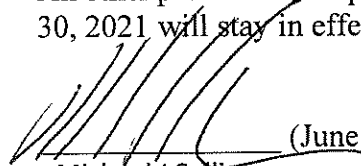
~~The Town Administrator will notify the Board a minimum of 180 days before June 30, 2021 of a request for extension or interest in a successor agreement. The Selectboard will do likewise. The Selectboard may request the Town Administrator to participate, coordinate or facilitate a search process for a successor which deemed appropriate by the board unanimously.~~

SECTION IV - TOWN ADMINISTRATOR EVALUATION

This entire section has been suspended for FY 21 and any extension thereafter.

- ~~A. The Board has developed an evaluation instrument to conduct annual reviews of Mr. Sullivan's performance. Any change as to format or content will be mutually discussed but is ultimately in the power of the Selectboard to modify. Any such modification which may affect Section III of this agreement will be adjusted consistent with the intent of said section.~~
- ~~B. Annually the Board and the Town Administrator shall define the goals and objectives which they determine necessary for the proper operation of the Town and the attainment of the Board's policy objectives and shall further establish a general priority among those various goals and objectives, reduced to writing. At this time, the Board and the Town Administrator shall define a "favorable" performance review for the purposes of Section III of this Agreement.~~
- ~~C. The Town Administrator if requested by the Board, shall submit a complete assessment of his own performance in a written document or as part of the process of discussion with each Selectboard member or as a collective, soliciting subjective feedback from individuals as determined by the Board with input from the Town Administrator. The results of this assessment will be made available to the Board and to the public.~~

All other provisions as applicable from the present agreement previously scheduled to end June 30, 2021 will stay in effect during the entirety of this extension.


Michael J Sullivan (June 24, 2021)


Chair of Selectboard Jeff Cyr

Motion;

I move the South Hadley Selectboard to authorize the Chair of the Selectboard to extend the contract of Michael J. Sullivan as Town Administrator under the previous terms for the period of October 1, 2021, through October 30, 2021.

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

Michael J. Sullivan
Town Administrator

Report to the South Hadley Selectboard September 24, 2021 from Town Administrator Michael Sullivan

Performance Based Evaluation (PBE)

Department managers have and continue to schedule their initial PBE meetings with me as the annual goal setting process begins. We will shortly begin the process for the FY 2023 budget. It seems nearly impossible that we are back at this juncture.

When TA Wong begins on November 1, she will be afforded time to adjust the draft PBEs or the budget documents as she sees necessary. Both are a yearlong process. As is always the case the cooperation and diligence of department managers has been impressive. You may recall the PBEs were suspended last year due to COVID 19, but it was decided that it was critical to move ahead with this important process for FY 22.

As was discussed at a recent Selectboard Meeting, a category focusing on “Diversity, Equity and Inclusion” was added. I am very impressed with the various ways managers will be infusing this important subject matter into their leadership styles and working with staff to give thought to the importance of the subject matter.

Human Resource Director Michelle Parent continues to provide thought provoking vignettes to all employees weekly. These short videos have been well accepted and will be a significant part of each manager work in making South Hadley, especially among public employees, a more accepting place for all. Several managers have ideas about how they will incorporate the videos into staff conversations and discussions to get additional ideas on how to evolve our inclusion efforts.

Hampshire Health Insurance Trust

As member of the Trust’s Executive Committee, I attended their most recent meeting (virtually) the most important topic was a recommendation for next year’s Medex rate for retirees. The Trust remains in very strong financial position. Given that factor I made a motion to allow no increase for January for retirees, it was unanimously supported by the rest of the Executive Committee members.

This will require the premiums to be subsidized by the Trust holdings for about \$1.5 million, but given the net holdings are over \$25 million it makes sense. It also bodes well for rates for active employees which will be proposed later in the year.

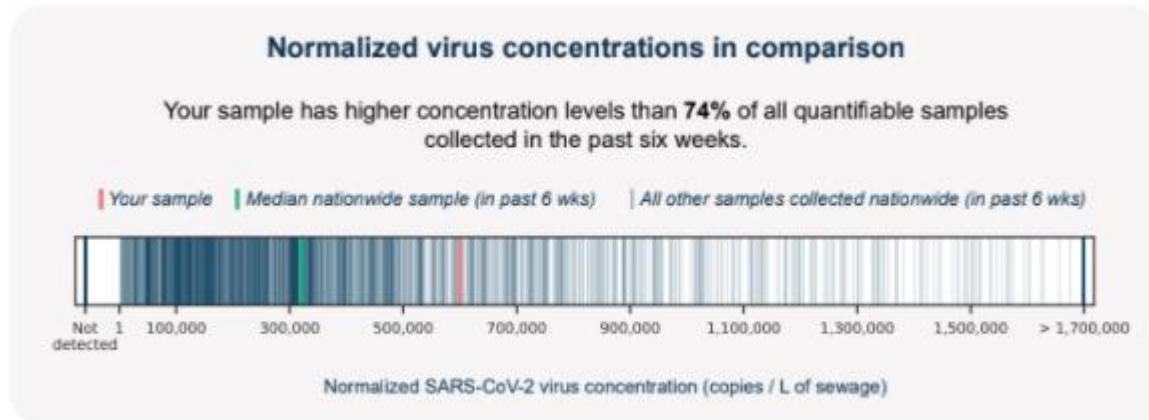
However, there has been a recent rise in claims, as patients are going back to visits which were cancelled or rescheduled during FY 21 due to COVID 19. With more people vaccinated and people wearing masks for those visits the pace is picking up. This obviously has a impact, although a predicted one on claims. I believe it will be largely offset by premium revenues excess which was realized during FY 21.

There were also discussions about a late payment on premiums from SHFD 1 which was voted to be forgiven and the upcoming Executive Committee Annual elections. South Hadley Treasurer/Collector Donna Whiteley has already offered to serve and would be an excellent addition for South Hadley at large.

COVID 19

Cases continue to rise with 29 more over the previous week.

Status	Num of Cases	9/14/2021	9/8/2021	8/31/2021
CONFIRMED	1252	1223	1191	1163
CONTACT	967	943	923	917
PROBABLE	124	125	113	109
SUSPECT	48	47	43	39



As you can see from the above BioBot information, the RNA concentration of Covid 19 virus collected samples from the South Hadley Pollution Control Plant. There is additional information on the COVID 19 page of the Town website.

Just a reminder Curative is offering testing every Saturday until further notice for COVID 19 in from of Town Hall (116 Main Street). For further information contact Jenneke Reynolds at jennekereynolds@curative.com. The Town of South Hadley is privy to or is in any way involved in the testing or dissemination of resulting information from this service. We are only facilitating the use of the space.

Public Meetings

The Selectboard will have before them the members of the Tech Cohort to discuss ideas and challenges with the various forms of meetings, in-person, hybrid and virtual. Each has its complexities and I applaud the Tech Cohort for this tireless work on the issue.

They have also been looking at the different forms of “Town Meeting” and are resolute in avoiding as many “tech” issues as possible related to a future meeting no matter the form. No matter what you as the Selectboard decide to direct them to pursue it will take time and patience, but they are anxious to make it work seamlessly.

Woodlawn Café

I was honored to be invited to speak at the recent opening of the Woodlawn Café at the new Senior Center on September 15. It was great to see so many in person outdoors on the patio enjoying the wonderful new facility. Peoples Bank President and South Hadley resident Tom Sencal was also on hand, he helped cut the ribbon for the café which Peoples has donated \$150,000 to support. Peoples continues to be an incredible community partner.

As I stated in my remarks congratulations to the Selectboard, the Senior Center Building Committee, the taxpayers, the Friends of South Hadley Senior and especially Leslie Hennessey for her leadership throughout this project. Although there is some minor work to be completed, the project came in under budget and nearly 😊 on time. Thank you to Colliers the OPM, Edm the designer, Soulliere and Zepka the contractor, Representatives Scibak, Carey, Senators Rosenberg and Comerford and everyone else who had a hand in making this possible. Nice work!

Respectfully submitted

Michael J. Sullivan
Town Administrator, South Hadley