

**SELECTBOARD MEETING
TUESDAY, APRIL 19, 2022
VIRTUAL AGENDA
7 P.M.**

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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. REORGANIZATION OF THE SELECTBOARD**
- 3. APPROVAL OF MINUTES:**
- 4. CONSENT AGENDA**
 - A. One-Day Beer & Wine License Request from David Capriati for May 17
 - B. One-Day Beer & Wine License Request from David Capriati for June 9
 - C. One-Day Beer & Wine License Request from Nichole McClellan for May 4
 - D. One-Day All Alcohol License Request from Nichole McClellan for May 6
- 5. ANNOUNCEMENTS/OPEN FORUM**
- 6. NEW BUSINESS**
 - a. Streetlight requests
 - b. Sewer use fee warrant
 - c. Capital projects – Free cash and ARPA
- 7. OLD BUSINESS**
 - a. Town Meeting Warrant
- 8. TOWN ADMINISTRATOR’S REPORT**
- 9. ADJOURN**

**SELECTBOARD MEETING
TUESDAY, APRIL 5, 2022
MEETING MINUTES
VIRTUAL SELECTBOARD MEETING ROOM – 7 P.M.**

Present were Chair Jeff Cyr, Vice Chair Sarah Etelman, Clerk Carol Constant, Member Andrea Miles, and Town Administrator Lisa Wong.

CALL TO ORDER

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

MINUTES

Constant motioned to approve the draft minutes of March 22, 2022. Etelman seconded. All in favor.

ROLL CALL VOTE

Miles – Aye

Constant – Aye

Etelman – Aye

Cyr – Aye

ANNOUNCEMENTS

Cyr held a moment of silence for Plains Elementary School Principal Hank Skala who passed away April 1, 2022.

Miles encouraged those eligible to take a second COVID-19 booster.

Constant reminded the public of the Know Your Town Candidates' Night on April 6 and the annual town election on April 12.

TOWN ADMINISTRATOR EVALUATION

The board will keep the same timeline used in the past. Miles and Constant will assist Wong with the PBE document. She will fine tune the document and the board will review it in September or October.

7:15 PUBLIC HEARING – WOODLAWN PARK

Cyr opened the hearing at 7:15 p.m. and closed it at 7:20 p.m. Constant moved to designate the area around the South Hadley Senior Center and Woodlawn Field Ball Park as Woodlawn Park. Etelman seconded. All in favor.

ROLL CALL VOTE

Miles – Aye

Constant – Aye

Etelman – Aye

Cyr – Aye

TOWN ADMINISTRATOR CONTRACT

Miles motioned to allow the Town Administrator to carry over unused vacation time from FY22 to FY23 and to approve a modified work schedule for July - October 2022 as outlined in the 3/31/22 memo. Constant seconded. All in favor.

ROLL CALL VOTE

Miles – Aye

Constant – Aye

Etelman – Aye

Cyr – Aye

TOWN MEETING WARRANT

Wong presented and reviewed a draft of the town meeting warrant.

TOWN ADMINISTRATOR’S REPORT

Wong added she is in the process of planning the meetings prior to town meeting. She will announce the date of the town administrator town meeting warrant article review / public hearing soon. She discussed holding two precinct meetings at the libraries to provide a panel discussion and an in-depth presentation about certain items while capturing robust feedback from residents.

ADJOURN

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

ROLL CALL VOTE

Miles – Aye

Constant – Aye

Etelman – Aye

Cyr – Aye

The meeting adjourned at 8:17 p.m.

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



OD-22

1 Day Alcohol License

Status: Active

Date Created: Apr 12, 2022

Applicant

David Capriati
thebeerguyllc@yahoo.com
21 mountainview st
South Hadley , Ma 01075
4139234894

Applicant Email

APPLICATIONS MUST BE SUBMITTED AT LEAST TWO WEEKS IN ADVANCE OF AN EVENT. APPLICATIONS SUBMITTED LESS THAN TWO WEEKS IN ADVANCE WILL NOT BE ACCEPTED FOR REVIEW BY THE SELECTBOARD.

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

Date of Event

05/17/2022

Name or Organization Hosting Event

Berkshire Hills music Academy

Provide a Detailed Description of What The Event Is

Employees luncheon

Street Address of Where The Event is Held

48 Woodbridge St. S., Hadley, MA 01075

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

12 PM to 4 PM

Date of Event

06/09/2022

Name or Organization Hosting Event

Brenda fondakowski intake coordinator James
Levine and associate

Provide a Detailed Description of What The Event Is

A dinner evening

Street Address of Where The Event is Held

Berkshire Hills music Academy 48 Woodbridge St. S., Hadley, MA 01075

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

5:30 PM to 8:30 PM



OD-23

1 Day Alcohol License

Status: Active

Date Created: Apr 13, 2022

Applicant

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

Applicant Email

APPLICATIONS MUST BE SUBMITTED AT LEAST TWO WEEKS IN ADVANCE OF AN EVENT. APPLICATIONS SUBMITTED LESS THAN TWO WEEKS IN ADVANCE WILL NOT BE ACCEPTED FOR REVIEW BY THE SELECTBOARD.

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

Date of Event

05/04/2022

Name or Organization Hosting Event

Senior S&C Reception

Provide a Detailed Description of What The Event Is

Reception for Seniors

Street Address of Where The Event is Held

Chapin Hall, 50 College Street, South Hadley, MA 01075

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

3:00 PM - 7:00 PM



OD-24

1 Day Alcohol License

Status: Active

Date Created: Apr 13, 2022

Applicant

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

Applicant Email

APPLICATIONS MUST BE SUBMITTED AT LEAST TWO WEEKS IN ADVANCE OF AN EVENT. APPLICATIONS SUBMITTED LESS THAN TWO WEEKS IN ADVANCE WILL NOT BE ACCEPTED FOR REVIEW BY THE SELECTBOARD.

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

Date of Event

05/06/2022

Name or Organization Hosting Event

Trustee Dinner

Provide a Detailed Description of What The Event Is

Board of Trustees bar for dinner

Street Address of Where The Event is Held

Blanchard Great Room, 50 College Street, South Hadley, MA 01075

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

4:00 PM - 11:00 PM

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

Lisa Wong
Town Administrator

MEMO

To: Selectboard
From: Town Administrator Lisa Wong
Date: April 15, 2022
Re: Streetlight Requests

Background: The Streetlight Policy as adopted by the Selectboard states that the Town Administrator is the gatekeeper for all requests for increasing or changing existing streetlights. The Administrator is directed to work with the Police and Public Works to review requests for safety concerns. All requests which have a reasonable safety concern will be brought forward to the Selectboard with a recommendation to approve or deny the request.

The current list of streetlight requests, recommendations and comments are:

1. Brook Street - This request is from a resident whose former neighbor used to light their own property. When that neighbor moved, the new neighbor does not light their property to the same degree. The police do not believe a light needs to be added. It is a short street with lights at both ends of the street. Recommendation: Deny
2. Corner of McKinley and Newton Street – This request is to replace the light that was removed with a new duplex was constructed. The previous light had been located on that property and not on a pole. It is a steep hill with no lights until the 4th pole on the top of the street. Adding a light would increase motorist safety as well as resident safety. Recommendation: Approve
3. Park Street pole #6 – This light is near a crosswalk to the Mount Holyoke College Campus and was requested by the MHC Campus Police. A light at the crosswalk makes sense and would increase safety. Recommendation: Approve
4. Lyon Green – This is a private subdivision that has not been approved by the town as a public way. It is not a through way. No current safety concerns. Recommendation: Deny
5. Corner of Chatham Way and Woodbridge Street - This is a new subdivision with a light at the intersection that has been turned off. Recommendation: Approve

Financial Impact: The annual energy charge for each light of this size is about \$21, and a one-time installation charge of \$181.50

DONNA WHITELEY, Treasurer/Collector
CMMT, CMMC

To: Selectboard
From: Donna Whiteley
Date: April 4, 2022
Subject: Sewer Use Fee Warrant

I am requesting a Sewer Use Fee Warrant for the billing date of April 1, 2022 in the amount of \$1,172,900.

Cc: Accounting

| | | | | |
|---|--|-----------------|-----------------------|---|
| High School mold remediation | | \$500,000.00 | \$500,000.00 | Approved by Selectboard on 9/4/21 |
| High School mold remediation | | \$341,074.13 | \$341,074.13 | Approved by Selectboard on 10/26/21 |
| COVID testing and contract tracing | \$60,000 for COVID tests and \$35,000 for nursing | \$95,000.00 | \$95,000.00 | Approved by Selectboard on 1/4/22 |
| Public Health Nurse | Contact tracing and case investigation | \$11,520.00 | \$11,520.00 | Approved by Selectboard on 3/1/22 |
| Housing Production Plan Update | | \$40,000.00 | \$40,000.00 | Approved by Selectboard on 3/1/22 |
| Judd Brook Sewer Interceptor | Design and Engineering | \$150,000.00 | \$150,000.00 | Approved by Selectboard on 3/1/22 and 3/22/22 |
| | | Total Approved | \$1,137,594.13 | |
| | | Total ARPA | \$5,268,233.00 | |
| | | Total Remaining | \$4,130,638.87 | as of 4/1/22 |
| | | | | |
| What is your project title? | Describe the project: | Request | Recommendation | TA Comments |
| Emergency PPE | Purchase PPE such as medical gloves, and masks are still needed. | \$7,500.00 | \$0.00 | State has surplus PPE program |
| MESM HVAC Upgrade | Control system upgrade for the HVAC system - 52 Univent controllers need to be upgraded prior to the control system upgrade. | \$105,000.00 | \$0.00 | Further Study needed; Fund via capital |
| High School HVAC Upgrade | Upgrading the HVAC system | \$1,500,000.00 | | Request increased from 500k to 1.5m by TA but could be a lot more. Further Study needed. |
| Air Purifier Filter Replacement. | Replacement filters for 2 different models of air purifiers that were bought specifically for the COVID-19 outbreak. | \$12,000.00 | \$0.00 | Should be operating expense |
| Ledges Club House Sprinkler System | Installing a fire sprinkler system in the Ledges Golf Club, which would allow for music to be played in the clubhouse and/or deck. | \$97,000.00 | \$0.00 | Should be funded by retained earnings in FY24. More study needed |
| Minibus Replacement Project | New 12-passenger minibus with a wheelchair lift to replace the COA's aging, 2014 minibus with a wheelchair lift. | \$85,000.00 | \$0.00 | Capital approved for FY23 |
| Pickleball Courts at Buttery Brook Park | Installing four pickleball courts at Buttery Brook Park in the area where the skate park was previously. This will include paving with tennis quality pavement, painting the surface, installing nets, fencing, a set of bleachers and benches. Also looking to get lights donated by SHEL.D. | \$20,000.00 | | Capital recommend we fund this at 10k. This would be for amenities that can be added later. |
| Pneumatic Control Upgrade | The Police Facility heating/boiler system is controlled by a faulty, deficient, and costly pneumatic control system installed in 1992 upon construction of the police building. | \$126,405.00 | \$0.00 | Capital approved for FY23 |
| Police Facility LED Lighting | | \$14,014.00 | \$0.00 | Capital approved for FY23 |
| Digital Records | Create electronic filing cabinets by converting paper records to digital. | \$150,000.00 | \$0.00 | Capital approved partial funding for FY23. May request more free cash in FY24 |
| Library Accessibility Improvements | The 2019 Town of South Hadley Self-Evaluation and Transition Plan identified numerous obstacles and issues | \$20,000.00 | \$0.00 | Capital approved for FY23 |
| Valley Bike Share | South Hadley participates in the Valley Bike Share program currently with four bike stations. Annual dues for this program are \$5,444. | \$16,332.00 | \$0.00 | Incorporated into the operating budget |
| Town Hall Repointing/Masonry | Town Hall Repointing/Masonry Repair | \$236,000.00 | \$0.00 | Should be a FY24+ Capital request |
| Conservation Area Trail Improvements | The Town of South Hadley owns over 1,100 acres of conservation land on sixteen properties. There has never been a budget for conservation land management and as a result, infrastructure have steadily declined. | \$30,000.00 | \$0.00 | Capital approved 9500k. Continue to fund via capital or budget |
| Lauzier Farm Agricultural Restriction Local Match | Mass. Department of Agricultural Resources (MDAR) is working to permanently protect the 210-acre Lauzier farm on Alvord Street in South Hadley. At the May 2021 Town Meeting, the Town voted to appropriate the local match amount minus any amounts that could be raised through local fundraising. | \$130,000.00 | \$0.00 | 60k already raised. Town meeting voted the match at the 2021 Annual Town Meeting with free cash |
| Access to Lithia Springs | Matching funds for 100% design and permitting of a bridge across Elmer Brook on Fire District #2 Water Department's land. Funding from this request would be a match to a MassTrails Grant. We would seek another MassTrails Grant or Land and Water Conservation fund construction of the bridge. | \$25,000.00 | \$25,000.00 | Recommend |
| Augment Covid-limited Assessment Activities | Nearmap is an aerial mapping subscription service that many departments can utilize to view properties both "leaf on" and "leaf off" each year with historical imagery back to 2014. | \$60,650.00 | \$14,866.00 | Cover FY22 expenses. Incorporated into the budget for FY23 and beyond. |
| GIS with Archival and Public Records Access | Implement a more robust GIS/mapping and information system & expand access to historical property, deed, and permit information. | \$48,000.00 | \$0.00 | Capital approved partial funding for FY23. May request more in FY24 |

| What is your project title? | Describe the project: | Request | TA Recommendation | TA Comments |
|--|---|--------------------------------|-------------------|--|
| Automation of Certain Application Processes | Utilizing the assistance of a vendor and their software, we can streamline deed processing, Form of List (personal property tax information request), Motor Vehicle Excise Abatement Applications, Income and Expense mailings | \$25,000.00 | \$0.00 | Capital approved partial funding for FY23. May request more in FY24 |
| Police Department Roof Replacement | The police Department facility is 29 years old with the original roof. The Police Department is requesting funding to replace the roof. | \$60,000.00 | \$0.00 | Capital approved for FY23 at 90k |
| Book Restoration and Preservation | Establish a permanent preservation and restoration project for our historical record books. These books are handled often and in need of immediate preservation based on age, condition and type of record. The log book is a permanent record and the process used follows archival restoration guidelines. | \$40,371.00 | \$0.00 | Put on Capital list for FY24+ to be funded with free cash |
| Owner Unknown Parcel Research/Land of Low Value | Identify owners of parcels previously assessed to Owner Unknown. We also have parcels in Tax Title where the assessed owner is in question and further research must be done to determine how to move forward to Land Court. | \$100,000.00 | \$50,000.00 | Ongoing project. |
| Morgan St. Pump Station Upgrade | Station upgrades to include conversion to submersible pumps with increased capacity, upgrade control systems and install instrumentation, as well as investigate inflow & infiltration (I/I) discovered as a result of heavy rains. | \$350,000.00 | \$0.00 | Put on Capital list for FY24+ to be funded with retained earnings |
| Judd Brook Interceptor Lining Project | Due to its location, the Judd Brook Interceptor (circa early 1950's) is highly susceptible to inflow and Infiltration (I/I), which has been well documented in several studies over the past 20+ years. The project is currently listed on the 5-year plan in the I/I Report submitted to MassDEP in 2017, and part of the ACOP signed with MassDEP in 2021. | \$2,150,000.00 | \$2,257,500.00 | Recommend. Add 5%. |
| Comprehensive Waste Management Plan | Necessary to evaluate the current state of the POTW, which includes the sewer system, pump stations and the wastewater treatment facility, so the municipality can more effectively plan for future upgrades and repairs, and address community needs. The last study was completed in 2001. | \$320,000.00 | \$202,000.00 | Last one completed in 2001. Project can be phases: 1 -202k; 2 - 42k, 3 - 77k. Phase 2 & 3 can be funded with retained earnings |
| WPC Security | Recent years there has been an increase in security concerns at the Water Pollution Control plant. This request would look for a substantially larger investment in security, including implementing whatever changes would be necessary union or otherwise to have active monitoring at the plant. | \$150,000.00 | \$0.00 | Put on Capital list for FY24+ |
| Ledges: River & Irrigation Pump System | 1) Replacing the actual river transfer pump and securing/cleaning the intake vault that pulls the water from the river. The addition of the vault in 2016, has extended the life span of the pump by a two or three seasons. 2) Replacing the original irrigation pumps and motors, with a variable frequency drive (VFD) control panel and new 50HP motors. This is 22 years old, and is failing. | \$113,600.00 | \$0.00 | Put on Capital request list for FY24 per conversation with IGM and fund with retained earnings |
| Parks Barn Siding and Roof | Replacing the failing roof and failing siding | \$83,198.00 | \$0.00 | Capital approved for FY23 |
| DPW administration hvac | Replacing the office heat and ac roof top unit | \$24,000.00 | \$0.00 | Put on Capital list for FY24 |
| Queensville Dam Removal - 100% Design and Permitting | The Queensville Dam is rated by the Mass Office of Dam Safety as a Significant Hazard, Cost estimates for repair of the dam were \$175,000-\$306,000. | \$65,000.00 | \$0.00 | Capital approved for FY23 |
| Dry Brook Well Aquifer Study | Dry Brook Well is the Fire District #2 Water Department's sole-source drinking water supply well. There has been a desire from the public as well as District 2 to refine the understanding of the well's recharge area to better inform land use decisions in this area. This project proposes to utilize current proven scientific methods known as isotopic tracing of subsurface water flow to identify the contributing recharge areas. | \$20,000.00 | \$0.00 | Recommend this be funded by Water District 2 |
| SCADA System Upgrade | The Water Department is badly in need of an upgrade of its Supervisory Control and Data Acquisition (SCADA) System .This system enables the water system to run automatically and remotely. The current system is about 20 years old and runs on Windows 7.The upgrade would also improve Cybersecurity to protect our water system. | \$78,000.00 | | Could be funded from Water Improvement Fund |
| South Hadley Fire District No. 2 Generator | The existing generator is a 1972 and parts are no longer available. The location is inside and requires a 275 gallon fuel tank (Diesel) that requires a containment area. This project would give us the space to properly decontaminate our first responders and their equipment. | \$110,000.00 | | Could be funded from grant |
| NEW REQUEST Dog Park Erosion Repair | The slope in the large dog area continues to erode, resulting in a safety issue as the soils erode and the slope collapses. The proposal is to bring in "rip rap" to stabilize the slope. Additionally, an infiltration trench would be installed to redirect runoff going down the slope that would discharge to the backside of the property. During the design phase, they did try to get this addressed; however, it would have pushed the project over budget. | \$10,000.00 | | Could be funded from Friends of Dog Park. |
| | | Total Capital Requests above = | \$6,374,570.00 | \$2,549,366.00 = Total Capital Recommendations to date |
| | | | | \$1,581,272.87 = Remaining if recommendations funded |
| | | | | ~ \$800,000.00 = Non-Capital Requests to consider |

COMMONWEALTH OF MASSACHUSETTS
SOUTH HADLEY, MASSACHUSETTS

WARRANT
Hampshire, ss.

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

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of South Hadley that the ANNUAL TOWN MEETING will be held at 153 Newton Street, South Hadley, Massachusetts on Wednesday May 11, 2022 at 6:00 PM or as soon thereafter as the subject matter of this warrant can then and there be reached, and the Town Clerk is required to notify and warn the Town Meeting Members then and there to meet and act on the following articles;

Consent Calendar (Articles 1,2,3,4,5 and 6)

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, 2022, 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 2023, 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 2023 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 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.

ARTICLE 6. To see if the Town will vote to fix the salary and compensation of the following elective officers of the Town of South Hadley during Fiscal Year 2023 as provided by Massachusetts General Laws, Chapter 41, Section 108, as amended: Moderator, Selectboard Members, Assessors, or take any other action relative thereto.

End of Consent Calendar

ARTICLE 7. To see if the Town will vote to authorize the total expenditures for the Buttery Brook Park Revolving Fund pursuant to G.L. c. 44 Section 53E ½ for the Fiscal Year beginning July 1, 2022 to be expended in accordance with Chapter 65 - 5 of the town bylaws in the amount of \$20,000, or take any other action relative thereto.

Article 8. To see if the Town will vote to amend the Town Bylaws Chapter 65-5 by adding a new revolving fund as follows with the noted spending limit of \$30,000 for FY2023:

| Fund | Revenue Source | Authority to Spend | Use | FY |
|-------------------|---------------------|---------------------------|-------------------|-----------------|
| COA Woodlawn Cafe | Receipts from sales | Council on Aging Director | Operation of Cafe | 2023 and beyond |

or take any other action relative thereto.

ARTICLE 9. To see if the Town will vote to raise and appropriate and transfer from available funds the sum of \$51,870,515 or a greater or lesser sum, to constitute the Operating Budget for Fiscal Year 2023 as further articulated in "Appendix A" as attached, or take any other action relative thereto.

ARTICLE 10. To see if the Town will transfer from WWTP Retained Earnings the sum of \$515,000 to make the following purchases, repairs, or replacements: \$400,000 for the Main Street Generator; \$35,000 for the Channel Grinder; \$40,000 for a Security Gate; and \$40,000 for Station Evaluation, or to take any other action relative thereto.

ARTICLE 11. To see if the Town will transfer from Unreserved Free Cash or other Available Funds the sum of \$1,665,500 to make the following capital purchases, repairs, or replacements: \$676,000 for High School Drainage and HVAC; \$90,000 for Police Roof; \$10,000 for Buttery Brook Maintenance; \$65,000 for Queensville Dam Removal; \$132,000 for Police HVAC; \$68,500 for DPW Plow; \$6,500 for DPW Trailer; \$100,000 for Document Preservation and Digital Data System; \$105,000 for Parks Barn Siding

and Roof; \$6,000 for Parks Sander; \$85,000 for Council on Aging Van; \$20,000 for Library Accessibility; \$124,000 for Police Vehicles; \$14,000 for Police LED lights; \$80,000 for DPW skid steer; \$10,000 for Police office equipment; \$9,500 for Conservation Area Improvements; \$65,000 for Cable Studio Renovations, or to take any other action relative thereto.

ARTICLE 13. To see if the Town will vote to amend the Town Bylaws Chapter 7-26 Section B.c. to read instead "Cost over \$25,000".

ARTICLE 12. To see if the Town will transfer from Ledges Retained Earnings the sum of \$113,600 to make the following purchases, repairs, or replacements: \$113,600 for River Pump Replacement, or to take any other action relative thereto.

Article 14. To see if the Town will vote to endorse the 2022 update to the South Hadley Master Plan, as adopted by the Planning Board; or take any other action relative thereto.

Article 15. To see if the Town will vote to replace Chapter 200 (Stormwater Management Bylaw) with a new Stormwater Management Bylaw to bring the Town's bylaws in compliance with the requirements of the 2016 Massachusetts Small MS4 General Permit for the control of stormwater runoff and illicit connections and discharges from new and redevelopment projects, as further articulated in the Planning Board's Report to Town Meeting (Appendix ___); or take any other action relative thereto.

Article 16. To see if the Town will vote to amend the Town General Bylaws by inserting a new chapter sequentially numbered creating a Human Rights Commission, as follows:

Section 1. Establishment of a Human Rights Commission

A. Purpose - There is hereby established a Town board to be known as the South Hadley Human Rights Commission ("Commission") which may implement the policy of this Bylaw by:

1. Improving the life of the Town by enlisting community based groups in educational programs and campaigns to increase mutual respect,

harmonious intergroup relations and the peaceful enjoyment of life in our community;

2. Working with Town Government, the School Department, Town Commissions and Boards to increase diversity, as well as awareness and sensitivity to human and civil rights issues;

3. Responding to complaints by persons in the Town who believe that their human or civil rights, as defined in this Bylaw or in state or federal law, have been violated in the Town;

4. Provide referrals and information to persons with complaints which appear to the Commission to be the result of unlawful discrimination against any person(s) in the Town to any appropriate authority that has jurisdiction.

B. Appointment & Terms of Office of Commission Members

1. The HRC shall consist of 9 members who shall be residents of the Town for staggered 3 year terms such that at least 3 members shall be appointed annually. Initially, three members will be appointed to 1 year terms, three members will be appointed to 2 year terms and three members will be appointed to 3 year terms. Thereafter, each member shall be appointed for a 3 year term. Three members shall be appointed by the Selectboard; two members shall be appointed by the Commission on Disability; two members shall be appointed by the School Committee; one member shall be appointed by the Council on Aging; and one member shall be appointed by the Board of Health.

2. The Commission shall include among its membership individuals publicly solicited and representative of the diversity of the Town.

3. If a member shall fail to attend three or more consecutive meetings of the commission, the commission by vote, may so advise the appropriate appointing authority, who may remove such member, and appoint a successor for the unexpired term of the member so removed.

C. Residency Requirement All members of the Commission shall be residents of the Town at the time of their appointment and throughout their tenure.

D. Officers, Quorum, and Adoption of Rules and Regulations

1. The Commission shall elect a Chairperson from among its members at the first meeting each year. The Commission shall endeavor to rotate the election of a Chairperson each year thereafter. The Chairperson shall preside over the meetings of the Commission.
2. Five (5) members shall constitute a quorum for the purpose of conducting the business of the Commission and all decisions shall be by a majority vote of the Commission members present and voting.
3. The Commission shall adopt rules and regulations consistent with this Bylaw and the laws of the Commonwealth of Massachusetts to carry out the policy and provisions of this Bylaw and the powers and duties of the Commission in connection therewith. The regulations and rules shall ensure the due process rights of all persons involved in investigations and hearings and shall set forth a process for investigations and related hearings as authorized hereunder consistent with the Purpose of this bylaw .
4. Members of the Commission shall serve without compensation.
5. Members of the Commission may be removed by the appointing authority for just cause.

Section 3. Procedures The Commission shall meet each January to organize and select from amongst its members a chair, vice-chair, and clerk and decide on a preliminary calendar of meetings for the year, said calendar to be posted at Town Hall. A majority of members of the Commission shall constitute a quorum, and a majority of those present and voting shall be sufficient for any action taken by the Commission, unless otherwise required by law. The Commission's meetings shall be governed by the requirements of the Open Meeting Law.

Section 4. Duties

A. The Commission shall have the following charge: Develop community awareness and education of human rights. Promote understanding of the diverse cultures within our town and surroundings through education, organization of

community events, summits, educational panels and celebrations and other community action including maintaining a good working relationship with town media sources. Serve as a resource with respect to issues that challenge any individual or group's enjoyment of their basic human rights in our community. Promote cooperation of racial, religious, ethnic, civic, fraternal, benevolent and private and public organizations and agencies to cultivate and encourage an atmosphere of mutual understanding and harmonious intergroup relationships. Annually, and more often as may be requested, provide written or verbal reports to the Selectboard on Commission activities

B. The Commission shall not adjudicate or facilitate resolution of disputes between individuals;

or take any other action relative thereto.

Article 17. To see if the Town will vote to amend the Town General Bylaws by inserting a new chapter sequentially numbered creating a Mobile Food Vendor Bylaw, as follows:

Mobile Food Vendors

1. Purpose

- a. To allow and efficiently regulate the use of mobile food vending; expand food access in areas underserved by traditional restaurants; add interest, vibrancy, and activity to streetscapes; enhance brick-and-mortar establishments; create more opportunities for food truck entrepreneurs.
- b. Establish a bylaw aimed at addressing the following concerns:
 - i. Food safety; motor traffic and pedestrian safety; real or perceived threat to brick-and-mortar establishments; compatible use of public rights-of-way; nuisances such as noise, smoke, trash, and odors; hours of operation.

2. General

- a. For the purposes of this bylaw, the term food truck shall also include food trailers and mobile food vending.
- b. No person shall engage in mobile food vending in the Town of South Hadley unless they shall have been issued a permit to do so by the Inspection Services Department. Such permit shall be conspicuously displayed and clearly visible on any food truck operating within the town.
- c. No person shall engage in mobile food vending in the Town of South Hadley unless they have received a permit with site plan review (SPR) on private property within all zoning districts that allow restaurants and bars.

- d. No person shall engage in mobile food vending in the Town of South Hadley on public property unless they have received approval of the Selectboard for specific events, days, and times.
- e. No person shall engage in mobile food vending in the Town of South Hadley on public rights-of-way unless they have received approval of the Department of Public Works and Police Department.
- f. Where located within 500 feet of a dwelling unit, hours of operation shall be limited to 7 a.m. and 9 p.m. Sunday through Thursday and 7 a.m. and 11 p.m. Friday and Saturday, unless otherwise specified.
- g. Permits issued hereunder shall conform to regulations, rules, forms, and policies of the Massachusetts Department of Public Safety.
- h. Whoever violates this section shall be assessed a fine of \$300. Each day a business operates in violation of this section shall be considered a separate violation.

3. Food Trucks on Public Rights-of-way

- a. Any food truck proposing to operate in a public right of way shall:
 - i. maintain a liability insurance policy of at least \$1,000,000 that names the Town of South Hadley as an additional insured.
 - ii. be legally parked in full compliance with all parking regulations, including any curb marking prohibiting the parking or standing of a vehicle or indicating a parking time limit.
 - iii. not interfere with the passage of vehicles along the street, obstruct access to parked vehicles, nor impede the delivery of materials or goods to adjoining property.
 - iv. not operate within 500 feet from any K -12 school building between 7 a.m. and 3 p.m. on regular school days, except as contracted by the school department.
 - v. not be parked within 25 feet from a street intersection with a crosswalk, traffic light, or stop sign, or within 25 feet from a bus stop.
 - vi. not obstruct or interfere with the free flow of pedestrian or vehicular traffic, including but not limited to access to or from any business, public building, or dwelling unit, nor shall it restrict sight distance at driveways and intersections.
 - vii. not operate within 500 feet of an event on public property that has an approved Special Events Permit
 - viii. be limited to no more than two days per calendar week at any one location.

ix. not encroach onto a public sidewalk with any part of the vehicle or any other equipment or furniture related to the operation of its business, except for required refuse and recycling receptacles.

x. limit food and beverage service solely to that side of the mobile food truck facing away from the street.

xi. not display any signs other than those exhibited on or in the mobile food truck.

b. Food truck operators shall:

i. be responsible for controlling smoke and odors caused by food preparation so as to avoid a public nuisance.

ii. provide one trash receptacle and one recycling receptacle for use by patrons and in a convenient location that does not impede pedestrian or vehicular traffic.

iii. collect and properly remove and dispose of all litter or debris generated within a minimum of a 25 foot radius of the food truck.

c. All Food Truck operations on any public property shall further adhere to the following:

i. No lighting shall be provided, except that localized lighting may be used on or in the mobile food trucks for the purpose of inside food preparation and menu illumination.

ii. No amplified music or loudspeakers shall be permitted. The operation shall at all times comply with the provisions of the town's noise ordinance.

iii. All associated equipment and operations shall be self-contained within the mobile food truck. No furniture, umbrellas, generators, extension cords, objects or structures shall be placed outside of the vehicle, or attached to any traffic signals or signs, light standards, newspaper stands, bus stops, trash receptacles, benches, trees, or similar objects.

4. Food Trucks on Private Property

a. Prior to commencing operations, a copy of the approved permit shall be displayed in a prominent and visible place within each food truck together with a notarized letter of permission from the property owner granting the operator the owner's express consent to operate on the site in accordance with the approved permit.

b. The food truck(s) shall not occupy more than 25 percent of the area of the premises.

- c. The maximum number of mobile food trucks permitted on a site shall be determined as follows:
 - i. One food truck may operate on the site for every 525 square foot paved area (at least 35 feet by 15 feet in dimension) available for food truck operations; except that food trucks greater than 30 feet in length require a space at least 70 ft by 15 ft.
- d. Food truck operations shall occur within a paved, level parking area, where it can be demonstrated that any off-street parking spaces located in that area are not otherwise reserved, encumbered, or designated to satisfy the off-street parking requirement of a business or activity that is operating at the same time as the food truck.
- e. Food trucks may be parked within required parking areas. However, operation of the food truck shall not create a parking impact or impede pedestrian or vehicle ingress or egress through the remainder of the parking area or adjacent public right-of-way. There shall be no reduction in the number of parking spaces required for on-site uses while those uses are in operation.

5. Private Catering

- a. The food truck shall be parked entirely on private property.
- b. Service shall be limited to private guests of the catering event host only; no walk-up customers are permitted.
- c. A maximum of one catering event per week is permitted in commercial zones, and a maximum of one catering event per month is permitted in residential zones.
- d. Where located within 500 feet of a dwelling unit, hours of operation shall be limited to 7 a.m. and 9 p.m. Sunday through Thursday and 7 a.m. and 11 p.m. Friday and Saturday, unless otherwise specified.

6. Approvals: In addition with compliance with the foregoing, a Mobile Food Vending Permit shall not be issued by the Inspection Services Department prior to the applicant securing approval and related permits and licenses from the following departments as applicable:

- a. Planning Board: Initial site plan approval
- b. Health Department: Food service certificate
- c. Fire Departments: Initial NFPA site plan approval, and fire safety systems inspection certificate
- d. Town Clerk: Business license
- e. DPW: Public rights-of-way use; parks
- f. Police: Traffic/pedestrian safety

7. Regulations: The Board of Health shall have the authority to adopt regulations to further implement the provisions of this bylaw.

8. Enforcement

The provisions of this bylaw shall be enforced by the Building Commissioner or its designee pursuant to G.L. c. 40 sec. 21D. Each day a business operates in violation of this bylaw will be deemed a separate offense. That shall be a fine of \$300 for each such offense or take any other action relative thereto.

Given under our hands this ____ day of April 2022:

, Chair

, Vice-Chair

, Clerk

**SELECTBOARD
TOWN OF SOUTH HADLEY**

True copy, attest:

Carlene Hamlin, Clerk
Town of South Hadley

Jeff Cyr, Chair
Sarah Etelman, Vice-Chair
Carol Constant, Clerk
Andrea Miles
Renee Sweeney

Lisa Wong
Town Administrator

Town Administrator's Report to Selectboard April 19, 2022

Administration, Finance and Operations

- The Appropriations Committee will be having their Public Hearing along with the Town Administrator's report of Town Meeting articles virtually on Wednesday, April 27th at 6pm.
- New hires: New Café Assistant in the COA, 2 new Library Assistants, 2 new Police Officers, new Tech instructor at the COA. The town is finalizing the process to hire a new Assistant supervisor for the Wastewater Treatment Plant and a new heavy motor operator at DPW.
- Odyssey Advisors completed the actuarial valuation of the Town's Other Postemployment Benefits Plan (OPEB) for the fiscal year ending June 30, 2021. There have been no plan changes.
 - Total Liability increased from \$45,048,509 to \$46,190,850 over the year (\$1,142,341)
 - The funded ratio increase from 3.22% to 4.40% from the previous year.
 - The Town contributes "pay as you go" and then contributes another \$500k in FY22 and proposing \$500k in FY23.

Community Highlights

- There will be an Arbor Day event at the Hahn/Warner Arboretum located behind the M.E.S Middle School on Friday, April 29th at 9:30am. In case of rain, the ceremony will take place in the school library. In preparation, volunteers helped to weed, mulch, prune and hang ID tags.
- There will be two community forums – April 20th at the South Hadley Library and April 28th at the Gaylord Library – both starting at 6pm and in-person. Selectboard members will moderate a panel discussion about the state of the town with TA Lisa Wong, Planning and Conservation Director Anne Capra, DPW Director Chris Bouchard and Police Chief Jennifer Gunderson.

Planning and Economic Development

- The Hearing for E-Ink will continue 4/25.

Public Health

- 19 active confirmed cases as of 4/12.

Public Safety

- Drug Take Back day is Saturday April 30, 2022 from 10am-2pm at the South Hadley Police Department. This event will be held "drive thru" style in the back of the South Hadley Police Department. Please do not put sharps in with the medications. We are collecting unwanted medications only. Medicines can remain in the original container. NO LIQUIDS, SYRINGES, IV EQUIPMENT, OR CHEMOTHERAPY DRUGS. Prescription, and non prescription drugs, vitamins, and veterinary meds are accepted. You may bring your sharps inside and dispose of them in the sharps container. Syringes MUST be placed in a sharps container.