

**HYBRID JOINT MPIC / SELECTBOARD MEETING  
TUESDAY, SEPT. 6, 2022  
AGENDA  
SENIOR CENTER MULTI-PURPOSE ROOM  
7 P.M.**

**Join Zoom Webinar from your computer:**

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<p><b>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.</b></p>
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- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES:** Draft Minutes of Aug. 16, 2022
- 3. ANNOUNCEMENTS/OPEN FORUM**
- 4. CONSENT AGENDA**
  - A. One-Day Beer & Wine License request by Stephen McCray for Sept. 17
  - B. Multiple One-Day Beer & Wine License requests by Karen Franz for Sept. 21 and 23
- 5. TRI-ANNUAL INTERVIEWS**
  - A. Susan LaBonte – Council on Aging
  - B. Jake Woodruff – Bike/Walk, Cultural Council
- 6. 7:05 PUBLIC HEARING – Tailgate Picnic, Inc Transfer of License**
- 7. NEW BUSINESS**
  - A. MPIC Update
  - B. Municipal Veteran Assistance Fund
  - C. Trash Fee Warrant
  - D. MHC Liaison
  - E. Capital / ARPA Update
- 8. TOWN ADMINISTRATOR’S REPORT**
- 9. ADJOURN**

**SELECTBOARD MEETING  
TUESDAY, AUG. 16, 2022  
MEETING MINUTES  
HYBRID / SENIOR CENTER  
7 P.M.**

*Present in person were Chair Jeff Cyr, Clerk Renee Sweeney, and Town Administrator Lisa Wong.  
Present virtually were Vice Chair Andrea Miles and Member Carol Constant.*

**CALL TO ORDER**

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

**MINUTES**

Miles motioned to approve the draft minutes of July 12, 2022 and Aug. 1, 2022. Constant seconded. All in favor.

**Roll Call Vote**

*Miles – Aye*

*Constant – Aye*

*Sweeney – Aye*

*Cyr – Aye*

**ANNOUNCEMENTS / OPEN FORUM**

Constant highlighted the opening of the Pickleball courts and noted the Woodlawn Park dedication set for Sept. 10.

Cyr congratulated Wong on the birth of her son Simon.

**CONSENT AGENDA**

Constant motioned to approve the consent agenda which consisted of a One-Day Beer & Wine License request from Gregory Tiner for Aug. 27 and multiple One-Day Beer & Wine License requests from Karen Franz for Sept. 30 & Oct. 8. Miles seconded. All in favor.

**Roll Call Vote**

*Miles – Aye*

*Constant – Aye*

*Sweeney – Aye*

*Cyr – Aye*

**ARPA REQUEST FOR FALLS FAÇADE IMPROVEMENTS**

Miles motioned to expend \$30,000 in American Rescue Plan Act funds to provide grants to reimburse facade improvements at 72 Lamb Street, 17 Bridge Street and 24-26 Main Street. Sweeney seconded. All in favor.

**Roll Call Vote**

*Miles – Aye*

*Constant – Aye*

*Sweeney – Aye*  
*Cyr – Aye*

**WARRANT FOR SEPTEMBER PRIMARY**

Sweeney motioned to approve the warrant as presented for the Sept. 6 primary election. Miles seconded. All in favor.

**Roll Call Vote**

*Miles – Aye*  
*Constant – Aye*  
*Sweeney – Aye*  
*Cyr – Aye*

**POLICE CHIEF ELECTION DESIGNATION**

Sweeney motioned to approve a sufficient number of police officers/constables, but not less than 1, at the polling location at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections, as required by Section 72 of MGL Chapter 54 which was changed in section 13 of Chapter 92 of the Acts of 2022. Further, move to designate the Police Chief the authority to assign specific police officers/constables according to scheduling and availability. The Town Clerk will advise the Police Chief on the location and time the police officers/constables needed. Miles seconded. All in favor.

**Roll Call Vote**

*Miles – Aye*  
*Constant – Aye*  
*Sweeney – Aye*  
*Cyr – Aye*

**TA REPORT**

For the full town administrator's report, see the Aug. 16, 2022 Selectboard packet on the town website.

**ADJOURN**

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

**Roll Call Vote**

*Miles – Aye*  
*Constant – Aye*  
*Sweeney – Aye*  
*Cyr – Aye*

The meeting adjourned at 7:34 p.m.

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



# OD-56

1 Day Alcohol License

**Status:** Active

**Date Created:** Aug 24, 2022

## 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**

09/17/2022

**Name or Organization Hosting Event**

McCrays Farm

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

Annual mini-golf fundraising tournament.

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

55 Alvord St. South Hadley, MA 01075

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

1000-2200



# OD-57

1 Day Alcohol License

**Status:** Active

**Date Created:** Aug 24, 2022

## 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**

09/23/2022

**Name or Organization Hosting Event**

MHC Art History

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

Art History Symposium

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

Art Building, Gamble - 50 College St, South Hadley MA 01075

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

3:00 pm - 8:00 pm



# OD-58

1 Day Alcohol License

**Status:** Active

**Date Created:** Aug 29, 2022

## 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**

09/21/2022

**Name or Organization Hosting Event**

McCulloch Center for Global Initiatives

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

Reception

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

Gamble Auditorium Lobby, Mount Holyoke College, 50 College St, South Hadley MA 01075

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

3pm-9pm

## Online Form Submittal: Application for Appointment to Board, Commission, or Committee

noreply@civicplus.com <noreply@civicplus.com>

Thu, Jul 14, 2022 at 9:59 AM

To: sgmeiner@southhadleyma.gov, kmaher@southhadleyma.gov, ljacobs@southhadleyma.gov, lwong@southhadleyma.gov

### Application for Appointment to Board, Commission, or Committee

#### Step 1

##### Committees

*Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.*

**Please Note:** When submitting online, when you click the "submit" button you are agreeing to read a copy of the Massachusetts General Laws Chapter 268A "Conflict of Interest" provided by the Town Clerk, if appointed, and to the best of your abilities agree to abide by the provisions of the statute. You may receive a phone call to confirm your interest in the appointment.

Choose up to TWO From the Council on Aging  
Following

List your board or committee Council on Aging  
choices here in the order of  
preference. If you selected  
"Other" above, please  
indicate which board or  
committee to which you wish  
to apply.

Please give any details I teach a quilting class, I want to be involved in supporting the  
regarding your interest in this aging member of South Hadley.  
appointment.

#### Please Provide the Following Information

Name Susan LaBonte

Email

Address1 [114 Alvord Place](#)

Address2 *Field not completed.*

City South Hadley

State MA

Zip 01075

Primary Phone

Alternate Phone *Field not completed.*

Cell Phone:

#### General Questions

Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	No
Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in town government?	No
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	I developed a Christian based support group at my church, it is now three years into the program. I was a member of the South Hadley building committee for 9 years. We over saw the renovation of the high school and addition and renovation to the middle school. We also brought the schools up to date with ADA in the early years of 2000. I also taught the Memory class for the Senior Center with Carol Constant.
Please list any additional information you think may be helpful in reviewing your application.	I am interested in supporting the programs. I am interested in making sure all members of our community feel welcome and excepted at the Senior Center.
How did you learn of the vacancy you are applying for?	Another Resident
If you indicated another resident or other above, please provide the resident's name or provide additional details.	Carol Constant can be contact for more information about me.
Upload a Letter of Interest	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)



## Online Form Submittal: Application for Appointment to Board, Commission, or Committee

noreply@civicplus.com <noreply@civicplus.com>

Tue, Aug 9, 2022 at 12:29 PM

To: sgmeiner@southhadleyma.gov, kmaher@southhadleyma.gov, ljacobs@southhadleyma.gov, lwong@southhadleyma.gov

### Application for Appointment to Board, Commission, or Committee

#### Step 1

##### Committees

*Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.*

**Please Note:** When submitting online, when you click the "submit" button you are agreeing to read a copy of the Massachusetts General Laws Chapter 268A "Conflict of Interest" provided by the Town Clerk, if appointed, and to the best of your abilities agree to abide by the provisions of the statute. You may receive a phone call to confirm your interest in the appointment.

Choose up to TWO From the Other  
Following

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee to which you wish to apply.

Bike/Walk Committe, Cultural Committe (I'm not sure if I got the name right- I heard there was a committe interested in bringing back the South Hadley Falls music festival

Please give any details regarding your interest in this appointment.

I am an avid cyclist and would love to see the town expand on bicycle infrastructure for commuting, healthier living, lowering fossil fuel emissions, and most importantly, recreation.

#### Please Provide the Following Information

Name Jacob Woodruff

Email

Address1 113 Lyman St

Address2 *Field not completed.*

City South Hadley

State MA

Zip 01075

Primary Phone

Alternate Phone *Field not completed.*

Cell Phone: *Field not completed.*

#### General Questions

Are you a registered voter in the Town of South Hadley?	Not Sure
Are you a Town Meeting Member?	No
Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in town government?	No
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	<p>Bike/Walk committee: Avid lifelong cyclist, bike commuter in several major cities, becoming connected with the local adventure biking community. Also served as a caregiver for a family member recovering from a stroke, and know firsthand how accessible public paths are helpful for recovery and mental health when overcoming a physical disability.</p> <p>Cultural Committee: Was a professional touring musician for over a decade, and have worked at venues and booked many shows and events. My bandmate, Mike Poulin, grew up in South Hadley and this is what led my wife Aisha and I to move here a year and a half ago. Aisha and Mike would potentially also be interested in joining the Cultural Committee.</p>
Please list any additional information you think may be helpful in reviewing your application.	I also run my own Design and Carpentry business, so I have some schedule flexibility
How did you learn of the vacancy you are applying for?	Email from Town of South Hadley
If you indicated another resident or other above, please provide the resident's name or provide additional details.	Aisha Burns Woodruff, Mike Poulin
Upload a Letter of Interest	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)



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 A TRANSFER OF LICENSE

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)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN  STATE  ZIP CODE

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 checked="" type="checkbox"/> Transfer of License                | <input 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 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/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other <input type="text"/>   |   | <input type="checkbox"/> Change of DBA                                |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

**RECEIVED**  
 TOWN OF SOUTH HADLEY  
 SELECTBOARD

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

AUG 12 2022 3:30 pm

Meeting \_\_\_\_\_ Action \_\_\_\_\_  
 Agenda \_\_\_\_\_ Ex Session \_\_\_\_\_  
 New \_\_\_\_\_ Old \_\_\_\_\_  
 Ok to Pay \_\_\_\_\_  
 Send/Copy to: KIN



## South Hadley-Easthampton Veteran District

50 Payson Ave Easthampton, MA 01027  
(413)270-2254



### Municipal Veterans Assistance Fund

The South Hadley-Easthampton Veteran District request the establishment of a Municipal Veteran Assistance Fund in accordance with MGL Chapter 60 Section 3F. This fund will be created from voluntary donations from South Hadley residents as additional amounts that they elect to include with their Property or Excise Tax bill and Direct Donations. The fund will be used to provide assistance to Veterans or Surviving Spouses who reside in the Town of South Hadley. The fund will be used to provide assistance with emergency situations such as food insecurity, transportation, heating expenses or housing issues that can not be dealt with through other available programs.

Respectfully,

Michael J. Slater  
Director of Veterans' Services

<b>Part I</b>	ADMINISTRATION OF THE GOVERNMENT
<b>Title IX</b>	TAXATION
<b>Chapter 60</b>	COLLECTION OF LOCAL TAXES
<b>Section 3F</b>	VOLUNTARY DONATION TO MUNICIPAL VETERANS ASSISTANCE FUND BY DESIGNATION ON MUNICIPAL PROPERTY TAX OR MOTOR VEHICLE EXCISE BILLS

Section 3F. A city, town or district that accepts this section may designate a place on its municipal property tax bills or motor vehicle excise bills or mail with such bills a separate form whereby taxpayers of the city, town or district may voluntarily check off, donate and pledge an amount of money which shall increase the amount already due to establish and fund a municipal veterans assistance fund which shall be under the supervision of the local veterans agent, the board or officer in charge of the collection of the municipal charge, fee or fine or the town collector of taxes.

Any amounts donated to the fund shall be deposited into a special account in the general treasury and shall be in the custody of the treasurer. The treasurer shall invest the funds at the direction of the officer, board, commission, committee or other agency of the city or town who or which is otherwise authorized and required to invest trust funds of the city or town and subject to the same limitations applicable to trust

fund investments except as otherwise specified in this section. The fund and any interest thereon shall be used for the purposes of this section without further appropriation.

Money in the fund shall be used to provide support for veterans and their dependents in need of immediate assistance with food, transportation, heat and oil expenses. The city, town or district's veterans' services department shall: (i) establish an application process for veterans and their dependents to obtain assistance; (ii) establish standards for acceptable documentation of veteran status or dependent status; and (iii) establish financial eligibility criteria for determining need and amount of assistance for eligible applicants. The veterans' services department shall be responsible for reviewing each applicant and fairly applying the eligibility and level-of-need standards.

TREASURER/COLLECTOR

DONNA WHITELEY, Treasurer/Collector  
CMMT,CMMC

To: Selectboard  
From: Donna Whiteley *DWhiteley*  
Date: August 17, 2022  
Subject: Trash Fee Warrant

I am requesting a Trash Fee Warrant for the billing date of August 22, 2022 in the amount of \$815,625.00

cc: Accounting

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

Lisa Wong  
 Town Administrator

To: Selectboard  
 From: Lisa Wong  
 Date: September 6, 2022  
 Re: ARPA - Capital update

Total Approved	\$1,302,460.13
Total ARPA	\$5,268,233.00
Total Remaining	\$3,965,772.87

**Approved Capital Projects funded by ARPA - Status Update**

- High School Mold remediation: Complete
- Judd Brook design and engineering: Kick-off meeting with Wright-Pierce held on July 1. Flow metering for 10 weeks will start in September. 100% design submission scheduled for June 2023. Preliminary cost estimate for bidding and construction is around \$2 million.
- Falls Facade Improvement Program: MOUs executed with businesses.

**Capital Projects requesting ARPA funds under review**

- Judd Brook Construction: Preliminary cost estimate only around \$2 million. A recommendation will be made at a future meeting but a placeholder of at least \$2.2 should be held aside in ARPA funding for this project.
- High School HVAC: Possible options were discussed in the spring of 2022. Cost is likely to be over \$1 million to several million.
- Middle School HVAC: More study is needed.
- Town Hall Masonry Repair: Dietz & Company have been hired to review the masonry and recommend phasing of the project and provide cost estimates. Their initial site visit was at the end of August. Funding will be from free cash whenever possible and ARPA funds may not be needed.
- Owner Unknown Parcel Research: This project is out of funding. Estimate of \$100k to finish the project. A recommendation will be made at an upcoming meeting.
- Comprehensive Waste Management Study: Cost estimate for the entire project is estimated at \$300k. This may be recommended to be funded with a combination of Capital and ARPA funds.
- Dry Brook Well Aquifer Study: District 2 approved expenditures of \$10,000 over the summer. The project cost is estimated at \$20,000.

Note: The capital project list for next five years is in development. Some of those projects may be reviewed for ARPA Funding.



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

Lisa Wong  
Town Administrator

## **Town Administrator's Report to Selectboard September 6, 2022**

### **Administration, Finance and Operations**

- The elevator repairs at Town Hall are complete and an updated certificate has been issued and posted.
- Nomination papers for the open Selectboard position are available at the Town Clerk's office and are due by 5pm on Tuesday, September 20. The special election will take place concurrently with the state election on November 8.
- The town has recently filled positions for the Senior Center Coordinator and the Public Health Nurse. The town is in the process of filling the Assistant Town Clerk's position and is still seeking candidates for Police Dispatcher.

### **Community Highlights**

- The 30<sup>th</sup> Anniversary TRIAD Celebration will be Monday, September 19<sup>th</sup> from 10AM-2PM at the Hatfield Lions Pavilion located at 15 Billings way in Hatfield. This celebrates 30 years of partnerships which have led to safer lives for countless older adults in our communities.

### **Planning and Economic Development**

- The Conservation Commission met Aug. 17 and the Planning Board Aug. 29 and each voted to NOT recommend exercising 'right of first refusal' to acquire the Lukasik property on Pearl St. This matter will be brought to the Selectboard next.

### **Public Health**

- COVID - 21 active confirmed cases as of 8/30. The BioBot data shows an uptick in COVID levels for the most recent data. The state has extended BioBot testing until December 30, 2022.

### **Public Works**

- Main Street TIP project - the Town recently approved the incremental authorization to advance the project to a 75% design based on comments received from the current 25% design. The project is on the Transportation Improvement Plan for 2026.
- The Town received a \$50,000 grant from the Shared Streets & Space Program for sidewalk snow removal equipment.
- The Town has been working with Chicopee to request that the MADOT allow a truck exclusion for roadways including Ludlow Road, Hartford Street and Spring Street in South Hadley and Hampshire Street, Smith Street and Britton Street in Chicopee. We should hear back in the next month.