

**HYBRID SELECTBOARD MEETING
TUESDAY, SEPT. 20, 2022
AGENDA
SENIOR CENTER MULTI-PURPOSE ROOM
7 P.M.**

Join Zoom Webinar from your computer:

<https://us02web.zoom.us/j/89439262823?pwd=QStjVkNveE8wQlBneFdnSFJBdGFwUT09>

By phone: +1 312 626 6799 | Webinar ID: 894 3926 2823 | Passcode: 937183

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

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. APPROVAL OF MINUTES:** Draft Minutes of Sept. 6, 2022
- 3. ANNOUNCEMENTS/OPEN FORUM**
- 4. CONSENT AGENDA**
 - A. Multiple One-Day Beer & Wine License Requests from Steven McCray for Sept. 30, Oct. 1, 2, 7, 8, 9, 10, 14, 15, 16, 21, 22, 23, 28, 29, 30
 - B. Multiple One-Day Beer & Wine License Requests from Karen Franz for Sept. 22, 30, Oct. 12, Dec. 2
- 5. TRI-ANNUAL INTERVIEWS**
 - A. James Buckley – Bike Walk Committee (In person)
 - B. Ben Ayers – MPIC (In-person)
 - C. Richard Matteson – COA (In person)
- 6. NEW BUSINESS**
 - A. South Hadley Farmers’ Market
 - B. Pearl Street 61A Right of First Refusal
 - C. Special Town Meeting
 - D. Town-wide Goals
 - E. Isotopic Study
- 7. TOWN ADMINISTRATOR’S REPORT**
- 8. 7:45 P.M. - EXECUTIVE SESSION: Under MGL Chapter 39 subsection 32B for purpose of discussing litigation**
- 9. ADJOURN**

**SELECTBOARD MEETING
TUESDAY, SEPT. 6, 2022
MEETING MINUTES
HYBRID / SENIOR CENTER
7 P.M.**

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

CALL TO ORDER

Cyr called the meeting to order at 7:04 p.m.

MINUTES

Constant motioned to approve the draft minutes of Aug. 16, 2022. Miles seconded. All in favor.

ANNOUNCEMENTS/OPEN FORUM

Miles noted nomination papers for a vacant Selectboard seat are now available. Sweeney reminded the public that polls are open until 8 p.m. this evening. Constant encouraged the public to get the COVID-19 booster and highlighted the Sept. 10 Woodlawn Park dedication event.

Neva Tolopko of 28 San Souci Dr., encouraged the board to approve ARPA funding for the Water District 2 tracer study consistent with the Master Plan and Pioneer Valley Planning Commission.

Robert Pleasure, of 10 Jewett Lane, recommended the Selectboard approve ARPA funding for the Water District 2 tracer study.

CONSENT AGENDA

Constant motioned to approve the consent agenda. Sweeney seconded. All in favor. The consent agenda consisted of a One-Day Beer & Wine License request by Stephen McCray for Sept. 17 and multiple One-Day Beer & Wine License requests by Karen Franz for Sept. 21 and 23.

TRI-ANNUAL INTERVIEWS

The Selectboard interviewed Susan LaBonte for the Council on Aging and Jake Woodruff for the Bike/Walk Committee. Interviews will continue at the next meeting. Appointment will take place Oct. 4.

7:05 PUBLIC HEARING – Tailgate Picnic, Inc Transfer of License

Cyr opened the hearing at 7:05 p.m. and closed it at 7:15 p.m. Miles motioned to approve the application for a transfer of license. Sweeney seconded. All in favor.

MPIC UPDATE

Judy Gooch and members of MPIC and the Planning Board offered a comprehensive update to the board.

MUNICIPAL VETERAN ASSISTANCE FUND

Miles motioned to approve MGL Ch 60 Section 3F – Voluntary Donation to Municipal Veterans Assistance Fund by Designation on Municipal Property Tax or Motor Vehicle Excise Bills. Sweeney seconded. All in favor.

TRASH FEE WARRANT

Constant motioned to approve the trash fee warrant for the billing date of Aug. 22, 2022 in the amount of \$815,625. Miles seconded. All in favor.

MHC LIAISON

Constant nominated Sweeney as the Selectboard liaison to Mount Holyoke College. Miles seconded the nomination. All in favor.

CAPITAL / ARPA UPDATE

Wong offered a status update on approved capital projects funded by ARPA as well as capital projects requesting ARPA funding currently under review.

TA REPORT

For the full town administrator's report, see the Sept. 6, 2022 Selectboard packet on the town website.

ADJOURN

Miles motioned to adjourn. Sweeney seconded. All in favor.
The meeting adjourned at 8:17 p.m.

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



OD-59

1 Day Alcohol License

Status: Active

Date Created: Sep 5, 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 Request Multiple Dates



Number of Dates Requested

15

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



Event Details

Date of Event

10/01/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St

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

1000-2300

Date of Event

10/02/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St

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

1000-2300

Date of Event

10/07/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St

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

1000-2300

Date of Event

10/08/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St.

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

1000-2300

Date of Event

10/09/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St.

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

1000-2300

Date of Event

10/10/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St.

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

1000-2300

Date of Event

10/14/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St.

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

1000-2300

Date of Event

10/15/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St.

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

1000-2300

Date of Event

10/16/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St.

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

1000-2300

Date of Event

10/21/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St.

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

1000-2300

Date of Event

10/22/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St.

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

1000-2300

Date of Event

10/23/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St.

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

1000-2300

Date of Event

10/28/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St.

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

1000-2300

Date of Event

10/29/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St.

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

1000-2300

Date of Event

10/30/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Fall activities. Pumpkin picking rides during the day, haunted hayrides at night. All outdoors. Drinks will not be allowed on the ride at night.

Street Address of Where The Event is Held

55 Alvord St.

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

1000-2300



OD-63

1 Day Alcohol License

Status: Active

Date Created: Sep 9, 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

09/30/2022

Name or Organization Hosting Event

McCrays Farm

Provide a Detailed Description of What The Event Is

Catered party for realtor group. Event will be outside under pavilion.

Street Address of Where The Event is Held

55 Alvord St.

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

1000-2300



OD-61

1 Day Alcohol License

Status: Active

Date Created: Sep 8, 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

09/22/2022

Name or Organization Hosting Event

Five College

Provide a Detailed Description of What The Event Is

Five College Reception NAISA

Street Address of Where The Event is Held

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

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

3:30pm-9pm



OD-60

1 Day Alcohol License

Status: Active

Date Created: Sep 8, 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

10/12/2022

Name or Organization Hosting Event

Dean of Faculty

Provide a Detailed Description of What The Event Is

Faculty Courtyard Reception

Street Address of Where The Event is Held

Mary Lyon Courtyard, Abbey Chapel, 50 College St, Agawam, MA 01075

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

12pm-10pm



OD-62

1 Day Alcohol License

Status: Active

Date Created: Sep 8, 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 Request Multiple Dates



Number of Dates Requested

2

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



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



Event Details

Date of Event

09/30/2022

Name or Organization Hosting Event

Dean of Faculty

Provide a Detailed Description of What The Event Is

Faculty Friday Reception

Street Address of Where The Event is Held

NY Room, Mary Lyon Hall, 50 College St, South Hadley, MA 01075

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

12pm-10pm

Date of Event

12/02/2022

Name or Organization Hosting Event

Dean of Faculty

Provide a Detailed Description of What The Event Is

Faculty Friday Reception

Street Address of Where The Event is Held

NY Room, Mary Lyon Hall, South Hadley, MA 01075

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

12pm-10pm

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

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

Thu, Sep 1, 2022 at 4:12 PM

To: sgmeiner@southhadleyma.gov, kmaher@southhadleyma.gov, ljacobs@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 Bike/Walk Committee
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.

Please give any details regarding your interest in this appointment. Would like to try to promote safe pedestrian areas in town. I would also like to see safe sharing of the road with people riding bicycles in town

Please Provide the Following Information

Name James Buckley

Email

Address1 4 Hillside Avenue

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?	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.)	Retired from Home Outlet in Chicopee in April so I have some time to become more active in the town
Please list any additional information you think may be helpful in reviewing your application.	<i>Field not completed.</i>
How did you learn of the vacancy you are applying for?	Town Website
If you indicated another resident or other above, please provide the resident's name or provide additional details.	<i>Field not completed.</i>
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>

Sun, Sep 4, 2022 at 3:50 PM

To: sgmeiner@southhadleyma.gov, kmaher@southhadleyma.gov, ljacobs@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 Following Appropriations Committee, Master Plan Implementation Committee

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.

First preference: Master Plan Implementation Committee
Second Preference: Appropriations Committee

Please give any details regarding your interest in this appointment.

As a newcomer to South Hadley, I want to do what I can to give back to the community and help make this town a more welcoming, attractive, and financially stable place for individuals and families to live for years to come.

Please Provide the Following Information

Name Ben Ayres

Email [REDACTED]

Address1 [62 Hadley Street](#)

Address2 *Field not completed.*

City South Hadley

State MA

Zip 01075

Primary Phone [REDACTED]

Alternate Phone *Field not completed.*

Cell Phone: *Field not completed.*

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've worked for multiple state and federal agencies, both as an employee and as a contractor. In these roles, I've performed background research on new policies, conducted qualitative and quantitative data analysis, and collaborated with multiple parties while meeting project deadlines. Additionally, I received a Master's in Public Administration from the University of Georgia, with specializations in policy analysis and public budgeting and finance.
Please list any additional information you think may be helpful in reviewing your application.	<i>Field not completed.</i>
How did you learn of the vacancy you are applying for?	Town Website
If you indicated another resident or other above, please provide the resident's name or provide additional details.	<i>Field not completed.</i>
Upload a Letter of Interest	Ben Ayres Letter of Interest.pdf

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

Ben Ayres

62 Hadley Street, South Hadley, MA | (██████████)

September 4, 2022

To Chair Cyr and the South Hadley Selectboard:

I moved to South Hadley in 2021 and recently bought a home with plans to stay permanently. In my time here so far, I've started to become familiar with the community and grown to love life in this town and want to help make this a place where people will enjoy life for a long time to come. I believe my professional and academic experiences, as well as my personal interests, would make me a productive and valuable member of either the Master Plan Implementation Committee or the Appropriations Committee.

Professionally, I work remotely as a Research Associate with the Fors Marsh Group, a Virginia-based research firm. In this role, I work with the Federal Emergency Management Agency to evaluate the effectiveness of preparedness grants at improving disaster outcomes. Prior to this, I've worked for state agencies in both Michigan and Georgia and interned in the federal Government Accountability Office. Throughout my professional career, I have successfully balanced competing priorities with a variety of public, private, and non-profit stakeholders in order to achieve mutually beneficial outcomes while maintaining relationships. I have also been successful in these positions at managing tight project deadlines with multiple responsible parties, keeping track of key details, and researching new ideas or policies to determine if they are feasible, cost-effective, and have a strong basis in peer-reviewed research.

Academically, I graduated from the University of Georgia with a Master's in Public Administration and specializations in Policy Analysis and Public Financial Management. While I have not had professional opportunities to continue practicing specific public budgeting skills, my academic experience instilled in me an understanding of the importance of sound and conservative financial management. However, I also recognize that cost is not the only criteria to consider when making decisions that affect the public. While cost is a vital factor in any decision, I strongly believe that equity, accessibility, fairness, and accountability should also be key considerations for any stewards of public funds.

I believe these professional and academic experiences, skills, and my background make me qualified to serve on the MPIC and the Appropriations Committee. As a member of the MPIC, I would effectively collaborate with all stakeholders necessary throughout the community to ensure that projects are completed successfully and highlight best practices and barriers throughout the process. As a member of the Appropriations Committee, I would lean on my academic experiences and my attention to detail to help ensure that South Hadley is able to pursue new projects and expenditures that improve the quality of life for our citizenry while sustaining our strong financial position going forward.

Even as a relative newcomer to the town, I recognize that South Hadley is a special community. I would be honored to give back through service on either one of these committees, and I look forward to hearing from you.

**Sincerely,
Ben Ayres**

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

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

Sat, Sep 10, 2022 at 1:41 PM

To: sgmeiner@southhadleyma.gov, kmaher@southhadleyma.gov, ljacobs@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 choices here in the order of preference. If you selected "Other" above, please indicate which board or committee to which you wish to apply.

Field not completed.

Please give any details regarding your interest in this appointment.

I have lived in South Hadley for 16 years and am currently in my 12th and final year as a member of the Cultural Council, 10 of them as Treasurer. I recently had a conversation with Leslie Hennessey to see if she thought I would be an asset to the Council on Aging and she encouraged me to apply. I feel I can contribute to the workings of the Council on Aging as I, being a senior citizen, have a keen interest in ensuring that our older citizens are well represented in matters that affect us.

Please Provide the Following Information

Name Richard Matteson

Email

[REDACTED]

Address1

9 Pine Grove Drive

Address2

Field not completed.

City

South Hadley

State

MA

Zip

01075

Primary Phone

[REDACTED]

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.) Previous to moving to South Hadley 16 years ago, I served as President of the Board at Chrysalis Center, a Hartford-based mental health services agency for seven years and was a member of Center City Churches Council. I served for many years as Music Director of a number of churches in the Greater Hartford area. Since moving to Western Mass, I have been Minister of Music at First Congregational Church, Amherst for fifteen years, am Chorus Director at Loomis Village, President of Black Cat Theater, and former accompanist and now a member of the Board of the South Hadley Chorale.

Please list any additional information you think may be helpful in reviewing your application. *Field not completed.*

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. *Field not completed.*

Upload a Letter of Interest *Field not completed.*

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

South Hadley Farmers Market

Jenn Krassler, market organizer, will discuss in person

Motion: I move to approve the Farmers' Market request for the use of Buttery Brook Park on Wednesdays from 2-6 p.m. starting May 24, 2023 through Oct. 11. 2023.

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

Lisa Wong
Town Administrator

To: Selectboard
From: Lisa Wong
Re: Pearl Street - 188X / Lot 1 Pearl Street Chapter 61A First Right of Refusal
Date: September 15, 2022

Background:

The Conservation Commission met on August 17 and the Planning Board on August 29, and each voted to NOT recommend exercising 'right of first refusal' to acquire the Lukasik property on Pearl St.

This is in reference to the ANR plan (attachment). Chapter 61 programs give the landowner the option of reducing their property taxes in exchange for providing a public benefit like clear water and recreation. There are two liens on this particular property that the owners want to sell. The Town has the first right of refusal to purchase the parcel at or above the amount agreed upon in their signed Purchase and Sale Agreement which is \$130,000.

Motion:

I move to not exercise the right of first refusal as per the provisions of MGL Chapter 61A on the land in South Hadley known as Lot #1 on a subdivision plan prepared by Harold L. Eaton and Associates, Inc dated April 12, 2022, and further waive the 120-day waiting period to exercise said right of first refusal.



RYAN & BOUDREAU, P.C.

COUNSELLORS AT LAW

Paul D. Boudreau
Pamela S. Malchik
Brian J. O'Toole*

Of Counsel
Renee L. Steese

129 College Street
South Hadley, Massachusetts 01075
Telephone (413) 536-8891
Facsimile (413) 534-3676
E-mail rb@ryanandboudreau.com

August 4, 2022

Edward J. Ryan, Jr.
(1940-2018)
Charles L. Kirkpatrick
(1912-2013)
Raymond R. Randall
(1948-1995)

*Also Admitted to CT and FL Bar

South Hadley Selectboard
116 Main Street Room M20
South Hadley MA 01075

Re: Henry J. Lukasik, Jr. and Charles S. Lukasik
to Rebecca T. Bassett and Donald J. O'Connor
Lot 1 Pearl Street, South Hadley, MA - Chapter 61A
Portion of Deed recorded in Book 11769 Page 94

Dear Sir/Madam:

This office represents Henry J. Lukasik, Jr. and Charles S. Lukasik, of 188X Pearl Street, South Hadley, MA 01075 (c/o 413-536-8891) in connection with the sale of a portion of property located at 188X Pearl Street, South Hadley, MA, referenced as Lot 1 on a Subdivision Plan prepared by Harold L. Eaton and Associates, Inc., dated April 12, 2022. This plan is intended to be recorded with the Hampshire County Registry of Deeds; a copy of the same has been enclosed with this letter. Lot 1 was originally part of Assessor Map 56, Parcel 14 consisting of approximately 40 acres. The portion designated as Lot 1 consists of 40,005+/- square feet (0.9184+/-A). There are two (2) Chapter 61A liens on this property. The first is dated April 15, 1975 and is recorded with the Hampshire Registry of Deeds in Book 1831 Page 224. The second is dated March 27, 1976 and is recorded as aforesaid in Book 1878 Page 131.

The Lukasiks contemplate a sale of Lot 1, as referenced above, and enclosed you will find a certified copy of the purchase and sale agreement. The buyers intend to use Lot 1 for residential purposes and will build a house on the Lot. The remaining property, owned by the Lukasiks, will continue to be held in Chapter 61A.

In addition to sending this notice to the Selectboard, it is also being sent to the Conservation Commission, Tax Collector, Assessor's Office, the Planning Board. Would you kindly review this matter at your earliest convenience and advise if the Board has an interest in this transaction.

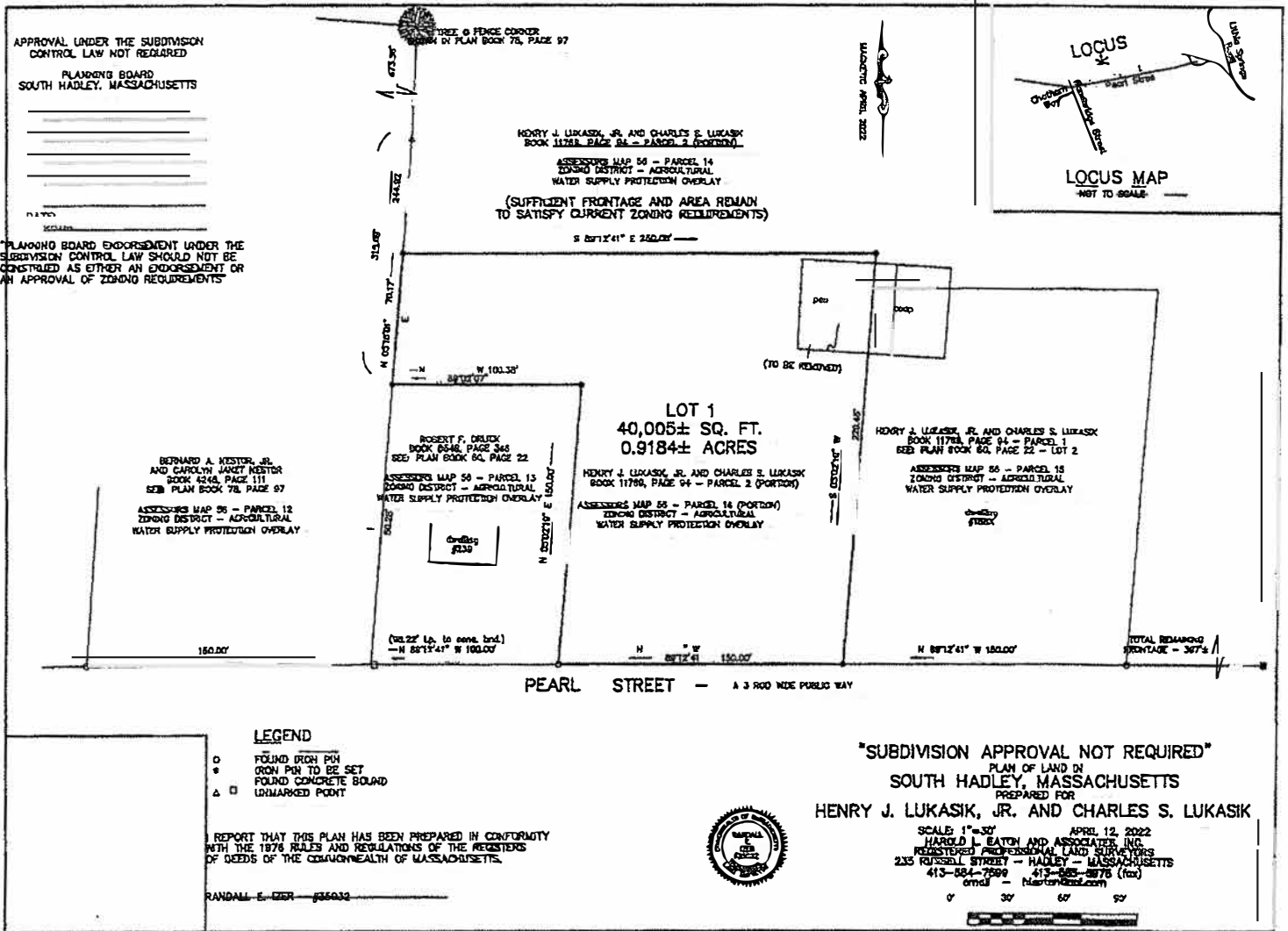
Please feel free to contact me directly if there are any questions regarding this request. Thank you for your assistance in this regard.

Very truly yours,

[Handwritten signature of Paul D. Boudreau]
Paul D. Boudreau

Certified Mail/Return Receipt Requested

Motion: I move to not exercise the right of first refusal as per the provisions of MGL Chapter 61A on the land in South Hadley known as Lot #1 on a subdivision plan prepared by Harold L. Eaton and Associates, Inc dated April 12, 2022, and further waive the 120-day waiting period to exercise said right of first refusal.



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

Lisa Wong
Town Administrator

To: Selectboard, Town Moderator, Town Clerk
From: Lisa Wong
Re: Special Town Meeting - Fall 2022
Date: September 15, 2022

There are several projects and initiatives underway that would benefit from a special town meeting. The list so far of potential warrant articles include:

- Develop a Short Term Rental Bylaw (Planning Board)
- Amend the Zoning bylaw section on Bed and Breakfast facilities (Planning Board)
- Amend the Wetlands Bylaw to implement mitigation fees (Conservation Commission)
- Removal of Public Safety from Civil Service (Town Administration)
- Capital Planning expenses (various)
- Transfers (various)

The date for the special town meeting will likely be in early December (placeholder for Wednesday December 7, 2022) at the High School.

Discussion only. No vote is needed at this time, but if there is support for this, then this will be placed on an October Selectboard meeting agenda for a vote.

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

Lisa Wong
Town Administrator

To: Selectboard
From: Lisa Wong
Re: Town-wide goals for FY2023
Date: September 15, 2022

Background:

The Selectboard in consultation with the Town Administrator develops five overarching goals for the Town. These goals are incorporated into the annual Performance Based Evaluation process for Town Administrator, Department Heads and employees.

Proposed goals:

1. Communication and Community/Customer relations
2. Diversity, Equity and Inclusion
3. Planning, Policy and Professionalism
4. Innovation and Initiative
5. Organization, Management and Fiscal Responsibility

Motion: To approve the five goals stated above for Fiscal Year 2023.s

SOUTH HADLEY EMPLOYEE

PERFORMANCE BASED EVALUATIONS FY2023

Thank you for participating in the Fiscal Year 2023 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 23 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 3, no more than 5) which you and your supervisor agree will help you grow as an employee and integrate with the 5 OGs.

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, differently, more efficiently? Please get creative in your discussions with your supervisor and be rewarded by an up to 1.5% increase in your salary with a retroactive component at the end of the fiscal year.

You should meet with your supervisor one on one at least two more times before May 2023 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.

Thank you,

Lisa Wong

**TOWN OF SOUTH HADLEY
PERFORMANCE BASED EVALUATION FY2023**

Employee Name: _____

Employee Classification/Title: _____

Supervisor Conducting Review: _____

Date of Objective Setting Meeting: _____ **Date of Evaluation:** _____

Review Period - From: _____ **To:** _____

FY2023 GOALS: Approved by the Selectboard

1. Communication and Community/Customer relations
2. Diversity, Equity and Inclusion
3. Planning, Policy and Professionalism
4. Innovation and Initiative
5. Organization, Management and Fiscal Responsibility

RATING SCALE:

- **Always Exceeds:** Performance consistently exceeds expectations. The overall quality of work is excellent, and annual goals were met, and the employee demonstrated going above and beyond goals in all categories.
- **Often Exceeds:**
- **Meets:** Performance consistently meets expectations and the overall quality of work is good. The most critical annual goals were met. A reasonable explanation was given if goals were not met.
- **Sometimes Meets:** Performance has not met expectations and improvement is needed. One or more critical goals were not met.
- **Rarely Meets:** Performance has not met expectations and improvement is needed. Most goals were not met.

As provided by State law, this review is not a public document.

**TOWN OF SOUTH HADLEY
PERFORMANCE BASED EVALUATION FY2023**

Employee Name: _____

GOAL #1: Communication and Community/Customer relations

Description: Developed by Town Administrator

- Writes in a clear and concise manner, using terms and styles which are easily understood by the intended reader. Speaks in a clear, distinct and understandable manner. Is persuasive and effective in explaining Town positions, policies, procedures, services, programs and activities. Demonstrates good interpersonal skills and teamwork. Listens attentively to what individuals (members of the public, peers, or supervisors) have to say.
- Demonstrates a constant and sincere interest in providing the highest quality service to the town residents. Maintains a customer-oriented attitude during the performance of work-related duties and responsibilities, and instills the value of good customer service in those supervised. Responds to the customer with what can be done, when the original request is not possible.

Objectives: List at least 3. Developed in consultation with Town Administrator or Supervisor

Objective 1:

Complete In Progress Not Undertaken

Objective 2:

Complete In Progress Not Undertaken

Objective 3:

Complete In Progress Not Undertaken

Overall Rating Score (5 - Always exceeds goals; 4 - Often exceeds; 3 - Meets goals; 2 - Sometimes meets; 1 - Rarely meets): _____

Comments:

**TOWN OF SOUTH HADLEY
PERFORMANCE BASED EVALUATION FY2023**

Employee Name: _____

GOAL #2: Diversity, Equity and Inclusion

Description: Developed by Town Administrator

- Exercises fair and unbiased professional judgment in providing services and arriving at decisions. Treats others in a fair, consistent, impartial, and professional manner. Is effective in dealing with people without arousing antagonism and demonstrates an understanding of difficult situations.
- Creates and supports access to town resources, spaces and opportunities, especially for underrepresented groups. Identify and respond to institutional discrimination and take individual and collective steps to eliminate barriers. Explore trainings, toolkits, and other learning opportunities to make measurable progress.

Objectives: List at least 3. Developed in consultation with Town Administrator or Supervisor

Objective 1:

Complete In Progress Not Undertaken

Objective 2:

Complete In Progress Not Undertaken

Objective 3:

Complete In Progress Not Undertaken

Overall Rating Score (5 - Always exceeds goals; 4 - Often exceeds; 3 - Meets goals; 2 - Sometimes meets; 1 - Rarely meets): _____

Comments:

**TOWN OF SOUTH HADLEY
PERFORMANCE BASED EVALUATION FY2023**

Employee Name: _____

GOAL #3: Planning, Policy and Professionalism

Description: Developed by Town Administrator

- Schedules and plans most efficient use of time. Organizes and plans priorities so they can be accomplished. Effectively handles a variety of projects, assignments, and people. Keeps the appropriate manager advised of the status of projects and work assignments. Adapts to changing circumstances, policies, and attitudes of others. Is a productive team member in responding to, reviewing, and supporting the ideas of others.
- Has a full working knowledge of the administrative and management system, policies and procedures related to the assigned responsibilities. Understands appropriate methods and techniques. Is familiar with applicable local, state and federal legislation and regulations related to Town services. Remains current and up-to-date in assigned areas of responsibility. Proactively engages in the Master Plan implementation (if applicable).

Objectives: List at least 3. Developed in consultation with Town Administrator or Supervisor

Objective 1:

Complete In Progress Not Undertaken

Objective 2:

Complete In Progress Not Undertaken

Objective 3:

Complete In Progress Not Undertaken

Overall Rating Score (5 - Always exceeds goals; 4 - Often exceeds; 3 - Meets goals; 2 - Sometimes meets; 1 - Rarely meets): _____

Comments:

**TOWN OF SOUTH HADLEY
PERFORMANCE BASED EVALUATION FY2023**

Employee Name: _____

GOAL #4: Innovation and Initiative

Description: Developed by Town Administrator

- Proactively seeks solutions and assumes responsibility for dealing with issues. Demonstrates a willingness to develop and implement new ideas, processes and procedures. Is sensitive to opportunities to improve the quality, efficiency and effectiveness of Town services such as through the development or improvement of technology and processes.
- Presents a positive outlook and is willing to devote the time and effort necessary to get the job done and reach high performance standards. Is generally a self-starter and puts available time to productive use.

Objectives: List at least 3. Developed in consultation with Town Administrator or Supervisor

Objective 1:

Complete In Progress Not Undertaken

Objective 2:

Complete In Progress Not Undertaken

Objective 3:

Complete In Progress Not Undertaken

Overall Rating Score (5 - Always exceeds goals; 4 - Often exceeds; 3 - Meets goals; 2 - Sometimes meets; 1 - Rarely meets): _____

Comments:

**TOWN OF SOUTH HADLEY
PERFORMANCE BASED EVALUATION FY2023**

Employee Name: _____

GOAL #5: Organization, Management and Fiscal Responsibility

Description: Developed by Town Administrator

- Identifies and isolates problems and solutions. Evaluates alternative courses of action and makes a logical decision. Uses good judgment and common sense in making decisions. Knows when to take action and what type of action is appropriate. Anticipates stakeholder needs and attitudes, and the impact of policies and procedures, and responds appropriately.
- Elicits respect from others and sets an example of professionalism within the organization. Motivates and communicates well with staff. Effectively plans, organizes and delegates work. Monitors results and evaluates performance of those supervised, and provides feedback in a timely manner.

Objectives: List at least 3. Developed in consultation with Town Administrator or Supervisor

Objective 1:

Complete In Progress Not Undertaken

Objective 2:

Complete In Progress Not Undertaken

Objective 3:

Complete In Progress Not Undertaken

Overall Rating Score (5 - Always exceeds goals; 4 - Often exceeds; 3 - Meets goals; 2 - Sometimes meets; 1 - Rarely meets): _____

Comments:

Environmental Tracer Study of Dry Hill Aquifer, South Hadley, MA



Background: A USGS study of the dry brook aquifer system developed a hydrogeologic conceptual model of the aquifer system.

Physical hydrologic data suggest that

groundwater flows from the recharge area towards the CT River with a strong hydraulic connection between observation wells and the river itself. A physical hydrogeologic model that solves the groundwater flow equation determined the steady-state contributing area of the aquifer at 2 sustained pumping rates. The lower sustained rate of 300 gpm produced 90% of water from local recharge vs 10% from the Connecticut River while the 914 gpm pumping rate produced 50% from both sources. Refining the contributing area of the aquifer is critical for making informed decisions regarding the sustainability and vulnerability of the sole-source drinking water supply for the town of South Hadley.

Purpose: To refine the contributing area (source of water) for the production well in the dry brook aquifer using geochemical tracers. This work seeks to answer the following questions: Does the geochemistry of the pumped water support a connection to the CT river? What fraction of produced water is local recharge (i.e. Dry Brook Hill) vs. induced infiltration from the Connecticut River. What can be concluded from this data regarding the size and residence time of water in the aquifer system?

Approach: We will use a proven method in isotopic tracing of subsurface water flow referred to as a 2-end member mixing model. We will take advantage of the isotopic composition of the CT river water being distinct (due to its large size and source of water in Northern New England) compared to local groundwater and precipitation. We will perform an initial sampling of observation wells and local stream water. We will work with the town to perform a sustained 10-day pump test at both 200 and 900 GPM and sample the produced water at fixed intervals (5 min for first hour, afterwards hourly for first day and then every 12 hrs) to assess possible changes in contributing area as function of drawdown in the aquifer. We will sample for hydrogen and oxygen isotopes, electrical conductivity, chloride, ^{222}Rn (radon), and major and minor elemental compositions. At specified intervals we will sample for strontium isotopes, CFCs, SF₆, and tritium to establish the transit time distribution of the water at different production rates. At the discretion of the town we can sample for other possible contaminants in the produced water, but those analyses will be invoiced separately.

Analysis and Deliverables: Most geochemical and isotopic data will be analyzed in house at UMass-Amherst. CFC and Tritium samples will be shipped to a commercial lab (invoiced directly to town of South Hadley). Professor Boutt and graduate student will lead the study design, perform the data analysis, interpretation, and end-member mixing model. A report summarizing data, results, and interpretation will be delivered to the town. At the culmination of the study, Professor Boutt and graduate student will hold a meeting where the results of the study will be presented and discussed.

Qualifications: The hydrogeology group at UMass-Amherst led by Professor David Boutt has 20+ years of experience in the field of hydrogeology and has led studies of environmental tracers both locally (Massachusetts, Vermont) and internationally (Chile, Argentina, and Trinidad and Tobago). The study proposed here is novel approach and one that few consulting firms have the knowledge or expertise to perform.

Costs: Approximately \$15,000-20,000 depending on final scope and total number of samples.

Dr. David Boutt, Professor UMass-Amherst, Department of Geosciences, Hydrogeologist
For more information email: dboutt@geo.umass.edu or tweet @davidboutt

ORDER OF MAGNITUDE OPINION OF CONSTRUCTION COST	DATE PREPARED:	4/14/2021	
PROJECT: Brainerd Street Culvert Replacement	BASIS:		
LOCATION: South Hadley, MA	ESTIMATOR:	RLW	CHECKED BY: DD
DESCRIPTION: Road-Stream Crossing Replacement	JOB NO.	20170390.V20	

This is an order of magnitude cost estimate, as defined by the American Association of Cost Engineers, that is expected to be within -30 to +50 percent of the actual project cost. Fuss & O'Neill has no control over the cost of labor, materials, equipment or services furnished by others or market conditions. Fuss & O'Neill's opinion of probable Total Project Costs and Construction Cost are made on the basis of Fuss & O'Neill's experience and qualifications and represent Fuss & O'Neill's best judgment as an experienced and qualified professional engineer, familiar with the construction industry. Fuss & O'Neill cannot and does not guarantee that proposals, bids or actual Total Project or Construction Costs will not vary from opinions of probable cost prepared by Fuss & O'Neill.

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
EROSION AND SEDIMENT CONTROL	LS	1	\$10,000.00	\$10,000.00
REMOVE & DISPOSE OF ASPHALT PAVEMENT (assume 3") and base (assume 12")	SY	500	\$20.00	\$10,000.00
EARTH EXCAVATION (10 ft high embankment)	CY	1126	\$32.00	\$36,029.63
PAVING (AGGREGATE BASE, HOT MIX ASPHALT, AND TACK COAT)	SY	500	\$45.00	\$22,500.00
PRECAST CONCRETE 3-SIDED STRUCTURE (12 FT SPAN)	LF	95	\$4,000.00	\$380,000.00
CONCRETE FOOTINGS	CY	37	\$1,200.00	\$44,333.33
TEMPORARY SHORING AND EXCAVATION	LS	1	\$100,000.00	\$100,000.00
BRIDGE RAIL AND GUARDRAIL	LF	275	\$40.00	\$11,000.00
WATER CONTROL	LS	1	\$25,000.00	\$25,000.00
EXCAVATE AND REGRADE CHANNEL	SY	556	\$10.00	\$5,555.56
GRADING OF STREAMBANK	SY	667	\$10.00	\$6,666.67
STREAMBANK STABILIZATION AND RESTORATION	SY	667	\$7.00	\$4,666.67
			SUBTOTAL	\$655,751.85
CONTRACTOR MOBILIZATION AND DEMOBILIZATION, TESTING, BONDS/INSURANCE	LS	10%	1	\$65,575.19
			CONSTRUCTION SUBTOTAL	\$721,327.04
DESIGN	LS		\$70,000.00	\$70,000.00
PERMITTING	LS		\$50,000.00	\$50,000.00
CONSTRUCTION ADMINISTRATION	LS		\$50,000.00	\$50,000.00
			SUBTOTAL	\$891,327.04
			20% Contingency	\$178,265.41
			TOTAL	\$891,327.04
			(-30%)	\$623,928.93
			(+50%)	\$1,336,990.56

ORDER OF MAGNITUDE OPINION OF CONSTRUCTION COST	DATE PREPARED:	4/14/2021	
PROJECT: Cedar Ridge, Lathrop Street, and Brainerd Street Culvert Replacements	BASIS:		
LOCATION: South Hadley, MA	ESTIMATOR:	RLW	CHECKED BY: DD
DESCRIPTION: Road-Stream Crossing Replacement	JOB NO.	20170390.V20	

This is an order of magnitude cost estimate, as defined by the American Association of Cost Engineers, that is expected to be within -30 to +50 percent of the actual project cost. Fuss & O'Neill has no control over the cost of labor, materials, equipment or services furnished by others or market conditions. Fuss & O'Neill's opinion of probable Total Project Costs and Construction Cost are made on the basis of Fuss & O'Neill's experience and qualifications and represent Fuss & O'Neill's best judgment as an experienced and qualified professional engineer, familiar with the construction industry. Fuss & O'Neill cannot and does not guarantee that proposals, bids or actual Total Project or Construction Costs will not vary from opinions of probable cost prepared by Fuss & O'Neill.

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
EROSION AND SEDIMENT CONTROL	LS	1	\$10,000.00	\$10,000.00
REMOVE & DISPOSE OF ASPHALT PAVEMENT (assume 3") and base (assume 12")	SY	1276	\$20.00	\$25,511.11
EARTH EXCAVATION (4 ft high embankment on average)	CY	1701	\$32.00	\$54,423.70
PAVING (AGGREGATE BASE, HOT MIX ASPHALT, AND TACK COAT	SY	1276	\$45.00	\$57,400.00
PRECAST CONCRETE 3-SIDED STRUCTURE (9 FT SPANS)	LF	200	\$3,000.00	\$600,000.00
CONCRETE FOOTINGS	CY	78	\$600.00	\$46,666.67
TEMPORARY SHORING AND EXCAVATION	LS	1	\$75,000.00	\$75,000.00
BRIDGE RAIL AND GUARDRAIL	LF	375	\$40.00	\$15,000.00
WATER CONTROL	LS	1	\$50,000.00	\$50,000.00
EXCAVATE AND REGRADE CHANNEL	SY	797	\$10.00	\$7,966.67
GRADING OF STREAMBANK	SY	1644	\$10.00	\$16,444.44
STREAMBANK STABILIZATION AND RESTORATION	SY	1644	\$7.00	\$11,511.11
			SUBTOTAL	\$969,923.70
CONTRACTOR MOBILIZATION AND DEMOBILIZATION, TESTING, BONDS/INSURANCE	LS	10%	1	\$96,992.37
			CONSTRUCTION SUBTOTAL	\$1,066,916.07
DESIGN	LS		\$50,000.00	\$50,000.00
PERMITTING	LS		\$50,000.00	\$50,000.00
CONSTRUCTION ADMINISTRATION	LS		\$75,000.00	\$75,000.00
			SUBTOTAL	\$1,241,916.07
			20% Contingency	\$248,383.21
			TOTAL	\$1,241,916.07
			(-30%)	\$869,341.25
			(+50%)	\$1,862,874.11

ORDER OF MAGNITUDE OPINION OF CONSTRUCTION COST	DATE PREPARED:	4/14/2021	
PROJECT: Pearl Street Culvert Replacement	BASIS:		
LOCATION: South Hadley, MA	ESTIMATOR:	RLW	CHECKED BY: DD
DESCRIPTION: Road-Stream Crossing Replacement	JOB NO.	20170390.V20	

This is an order of magnitude cost estimate, as defined by the American Association of Cost Engineers, that is expected to be within -30 to +50 percent of the actual project cost. Fuss & O'Neill has no control over the cost of labor, materials, equipment or services furnished by others or market conditions. Fuss & O'Neill's opinion of probable Total Project Costs and Construction Cost are made on the basis of Fuss & O'Neill's experience and qualifications and represent Fuss & O'Neill's best judgment as an experienced and qualified professional engineer, familiar with the construction industry. Fuss & O'Neill cannot and does not guarantee that proposals, bids or actual Total Project or Construction Costs will not vary from opinions of probable cost prepared by Fuss & O'Neill.

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
EROSION AND SEDIMENT CONTROL	LS	1	\$20,000.00	\$20,000.00
REMOVE & DISPOSE OF ASPHALT PAVEMENT (assume 3") and base (assume 12")	SY	339	\$20.00	\$6,777.78
EARTH EXCAVATION (9 ft high embankment)	CY	508	\$32.00	\$16,266.67
PAVING (AGGREGATE BASE, HOT MIX ASPHALT, AND TACK COAT	SY	339	\$45.00	\$15,250.00
PRECAST CONCRETE 3-SIDED STRUCTURE (24 FT SPAN) AND FOOTINGS	LF	30	\$11,000.00	\$330,000.00
CONCRETE FOOTINGS	CY	0	\$1,200.00	\$0.00
TEMPORARY SHORING AND EXCAVATION	LS	1	\$100,000.00	\$100,000.00
BRIDGE RAIL AND GUARDRAIL	LF	104	\$40.00	\$4,160.00
WATER CONTROL	LS	1	\$100,000.00	\$100,000.00
EXCAVATE AND REGRADE CHANNEL	SY	667	\$10.00	\$6,666.67
GRADING OF STREAMBANK	SY	1011	\$10.00	\$10,111.11
STREAMBANK STABILIZATION AND RESTORATION	SY	1011	\$7.00	\$7,077.78
			SUBTOTAL	\$616,310.00
CONTRACTOR MOBILIZATION AND DEMOBILIZATION, TESTING, BONDS/INSURANCE	LS	10%	1	\$61,631.00
			CONSTRUCTION SUBTOTAL	\$677,941.00
DESIGN	LS		\$100,000.00	\$100,000.00
PERMITTING	LS		\$50,000.00	\$50,000.00
CONSTRUCTION ADMINISTRATION	LS		\$75,000.00	\$75,000.00
			SUBTOTAL	\$902,941.00
			20% Contingency	\$180,588.20
			TOTAL	\$902,941.00
			(-30%)	\$632,058.70
			(+50%)	\$1,354,411.50



Department of Environmental Protection

DEVAL L. PATRICK
Governor

RICHARD K. SULLIVAN JR.
Secretary

DAVID W. CASH
Commissioner

Wellhead Protection Guidance The Best Effort Requirement 310 CMR 22.21(1)

(updated 4/2014)

1. WHAT IS THE BEST EFFORT REQUIREMENT?

Massachusetts Drinking Water Regulations, 310 CMR 22.00, require public water systems (PWS) to protect Zone II recharge areas with municipal controls (bylaws, ordinances or health regulations). Local controls must meet Massachusetts Department of Environmental Protection (MassDEP) Wellhead Protection Regulations 310 CMR 22.21(2). However, when a PWS is not part of the municipality in which the Zone II is located, it is not always an easy task for the water supplier to obtain the required protection. For these PWS an alternative wellhead protection compliance standard is provided for under the Best Effort Requirement, 310 CMR 22.21(1).

2. WHO DOES THE BEST EFFORT REQUIREMENT APPLY TO?

The Best Effort Requirement applies to:

- All non-municipal PWS with a MassDEP approved Zone II; and
- All municipal PWS with a MassDEP approved Zone II located in (or extending into) another community.
- Non-Municipal PWS [310 CMR 22.21(1)(d)]: *No public water supply well or well-field designed to pump 100,000 gallons per day or more shall be placed online unless the cities and towns in which any part of the Zone II of the proposed well or well-field is located have wellhead protection zoning or non-zoning controls in effect that prohibit siting within the Zone II the land uses set forth in 310 CMR 22.21(2)(a) and 310 CMR 22.21(2)(b) unless designed in accordance with the performance standards specified therein. If the public water system is owned or controlled by an entity other than a municipality, the proponent must demonstrate to the Department's satisfaction that it has*

used its best efforts to have all cities and towns in which the Zone II is located establish such zoning or non-zoning controls.

- Municipal PWS [310 CMR22.21(1)(e)]: *No public water supply well or wellfield designed to pump 100,000 gallons per day or more shall be placed online unless the cities and towns in which any part of the Zone II of the proposed well or well-field is located have wellhead protection zoning or non-zoning controls in effect that prohibit siting within the Zone II the land uses set forth in 310 CMR 22.21(2)(a) and 310 CMR 22.21(2)(b) unless designed in accordance with the performance standards specified therein. If the Zone II of a municipal public water system extends into another municipality, the must also demonstrate to the Department's satisfaction that it has used its best efforts to have all cities and towns into which the Zone II extends establish such zoning or non-zoning controls within the Zone II.*

3. HOW DOES A PWS COMPLY WITH THE BEST EFFORT REQUIREMENT?

To achieve compliance the PWS must demonstrate they have used their *best efforts* in encouraging the community to protect the Zone II. At a minimum the PWS must:

1. Request local officials (i.e. Planning Board, Board of Health, Board of Selectmen) to protect the Zone II with local controls that prohibit the land uses cited in 310 CMR 22.21(2)(a)(1) through (b)(7); and
2. Provide local officials with a copy of the Zone II map and Wellhead Protection Regulations 310 CMR 22.21(2); and
3. Provide MassDEP with documentation that steps 1 and 2 above have been accomplished. Documentation may include:
 - ✓ a copy of the letter requesting protection of the Zone II; or
 - ✓ a copy of the meeting minutes describing discussions held with local officials to protect the Zone II.

Upon submittal of the required documentation, MassDEP will provide the PWS with a *Letter of Compliance with the Best Effort Requirement*.

4. WHAT IF THE COMMUNITY PROTECTS THE ZONE II AFTER THE PUBLIC WATER SUPPLIER HAS SUBMITTED THEIR BEST EFFORT DOCUMENTATION ?

Municipal officials need time to review the wellhead protection information. The adoption or amendment process of bylaws/ordinances can often take a year or more. While some communities enact Board of Health Regulations (as these can be adopted quickly), most communities choose zoning controls to protect Zone IIs. As a result it is not uncommon for a PWS to have submitted their best effort documentation while a community is actively pursuing the requested protection.

If a municipality adopts protection measures after the PWS has met the Best Effort Requirement the PWS should send MassDEP a copy of the protection controls. If the controls sufficiently

prohibit all the land uses under 310 CMR 22.21(2), MassDEP will provide the PWS with a *Letter of Compliance with MA Wellhead Protection Regulations*. Once a Zone II is fully protected by the community, the PWS is no longer subject to meeting the Best Effort Requirement for that particular Zone II (as delineated).

5. WHAT IF THE COMMUNITY ALREADY PROTECTS THE ZONE II?

If the community already protects the Zone II with local controls the PWS should submit these documents. If the municipal protection controls adequately prohibit **all** of the land uses in 310 CMR 22.21(2); MassDEP will issue the PWS a *Letter of Compliance with Wellhead Protection Regulations*.

If the community's protection controls meet only some of the Wellhead Protection Regulations, or if the designated protection area (as cited in the local control, such as an Aquifer Protection District) covers only part of the Zone II, then the PWS must satisfy the Best Effort Requirement.

6. WHAT IF THE COMMUNITY DOES NOT RESPOND TO THE REQUEST FOR PROTECTING THE ZONE II?

The PWS is only subject to meeting the Best Effort Requirement. Once the PWS has submitted the proper documentation to MassDEP they have satisfied the Best Effort Requirement.

However if the community does not pursue the requested protection, the PWS will (at some time) again be subject to meeting the Best Effort Requirement. The following activities may trigger a repeat demonstration of *best effort*:

- ✓ New source approval;
- ✓ Monitoring waiver application;
- ✓ Water withdrawal permit reviews or amendments;
- ✓ Zone II re-delineations;
- ✓ Sanitary Survey stipulations; and
- ✓ Other events requiring a MassDEP review (i.e replacement well) and it is more than 3 years since the last *best effort* demonstration by the PWS.

The goal of the Best Effort Requirement is to fully protect public drinking water supplies. Having to conduct a repeat of the *best effort* is really an opportunity for the PWS. Local boards often change members every few years. New members mean a new chance for the PWS to discuss the importance of drinking water quality, and the necessity of having comprehensive local protection controls.

For additional information about the Best Effort Requirement, please contact the MassDEP Drinking Water Program at 617-292-5700 or visit the Drinking Water Program webpage at: <http://www.mass.gov/eea/agencies/massdep/water/drinking/>.



MA Wellhead Protection Regulations 310 CMR 22.21(2)¹

[with selected excerpts from the Source Approval Regulations]

310 CMR 22.21(1) Source Approval

(c) No public water supply well or well-field designed to pump 100,000 gallons per day or more shall be constructed, expanded or replaced unless the Department finds in writing that the proponent has drafted wellhead protection zoning or non-zoning controls that prohibit siting within the Zone II the land uses set forth in 310 accordance with the performance standards specified therein.

Requirement for drafting municipal wellhead protection controls

(d) No public water supply well or well-field designed to pump 100,000 gallons per day or more shall be placed on-line unless the cities and towns in which any part of the *Zone II of the proposed well or is located have wellhead protection zoning or non-zoning controls in effect that prohibit siting within the Zone II the land uses set forth in 310 CMR 22.21(2)(a) and 310 CMR 22.21(2)(b)* unless designed in accordance with the performance standards specified therein. If the public water system is owned or controlled by an entity other than a municipality, the proponent must demonstrate to the Department's satisfaction that it has used its *best efforts* to have those cities and towns in which the Zone II is located establish such zoning or non-zoning controls.

Best Effort required for non-municipal public water systems

(e) Notwithstanding 310 CMR 22.21(d)(2), no public water supply well or designed to pump 100,000 gallons per day or more that will be used in a public water system owned or operated by a municipality, and is located within that municipality, shall be placed on-line *unless the municipality has wellhead protection zoning or non-zoning controls in effect that prohibit siting within the Zone II the land uses set forth in 310 CMR 22.21(2)(a) and 310 CMR 22.21(2)(b)* unless designed in accordance with the performance standards specified therein. If the Zone II of a municipal public water system extends into another municipality, the water supplier must also demonstrate to the Department's satisfaction that it has used its *best efforts* to have all cities and towns into which the Zone II extends establish such zoning or non-zoning controls.

Best Effort required when the Zone II is located in another community

310 CMR 22.21(2) Wellhead Protection

(a) Wellhead protection zoning and non-zoning controls submitted to the Department in accordance with 310 CMR 22.21(1), shall collectively prohibit the siting of the following land uses within the Zone II, or Zone III

Land uses prohibited in Zone II

¹ as amended through 2001

if the criteria of 310 CMR 22.21(1)(f) have been met, of the proposed well or , whichever is applicable:

1. landfills and open dumps, as defined in 310 CMR 19.006;
2. landfills receiving only wastewater residuals and/or septage (wastewater residuals “mono-fills”)
3. automobile graveyards and junkyards, as defined in MGL. c. 140B, §1;
4. stockpiling and disposal of snow or ice removed from highways and streets located outside of Zone II that contains sodium chloride, chemically treated abrasives or other chemicals used for snow and ice removal;
5. petroleum, fuel oil and heating oil bulk stations and terminals, including, but not limited to, those listed under Standard Industrial Classification (SIC) Codes 5171 and 5983, not including liquefied petroleum gas. SIC Codes are established by the U.S Office of Management and Budget and may be determined by referring to the publication, Standard Industrial Classification Manual and any subsequent amendments thereto;
6. treatment or disposal works subject to 314 CMR 5.00, for wastewater other than sanitary sewage. This prohibition includes, but is not limited to, treatment or disposal works related to activities under the Standard Industrial Classification (SIC) Codes set forth in 310 CMR 15.004(6) (Title 5), except the following:
 - a. the replacement or repair of an existing system(s) that will not result in a design capacity greater than the design capacity of the existing system(s);
 - b. treatment works approved by the Department designed for the treatment of contaminated ground or surface waters and operated in compliance with 314 CMR 5.05(3) or 5.05(13); and
 - c. publicly owned treatment works, or POTW;
7. facilities that generate, treat, store or dispose of hazardous waste that are subject to MGL. c. 21C and 310 CMR 30.000, except for the following:
 - a. very small quantity generators, as defined by 310 CMR 30.000;
 - b. household hazardous waste collection centers or events operated pursuant to 310 CMR 30.390;
 - c. waste oil retention facilities required by MGL. c. 21, § 52A; and
 - d. treatment works approved by the Department designed in accordance with 314 CMR 5.00 for the treatment of contaminated ground or surface waters

8. floor drainage systems **in existing** facilities, in industrial or commercial hazardous material and/or hazardous waste process areas or storage areas, which discharge to the ground without a DEP permit or authorization. Any existing facility with such a drainage system shall be required to either seal the floor drain (in accordance with the state plumbing code, 248 CMR 10.00²), connect the drain to a municipal sewer system (with all appropriate permits and pre-treatment), or connect the drain to a holding tank meeting the requirements of all appropriate DEP regulations and policies.

- (b) Wellhead protection zoning and non-zoning controls submitted to the Department in accordance with 310 CMR 22.21(1), shall collectively prohibit the siting of the following land uses within the Zone II, or Zone III if the criteria of 310 CMR 22.21(1)(f) have been met, of the proposed well or well-field, whichever is applicable, unless designed in accordance with the specified performance standards:
 1. storage of sludge and septage, unless such storage is in compliance with 310 CMR 32.30 and 310 CMR 32.31;
 2. storage of sodium chloride, chemically treated abrasives or other chemicals used for the removal of ice and snow on roads, unless such storage is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;
 3. storage of commercial fertilizers; unless such storage is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;
 4. storage of animal manures, unless such storage is within a structure designed to prevent the generation and escape of contaminated runoff or leachate.
 5. storage of liquid hazardous materials, as defined in MGL. c. 21E, and/or liquid petroleum products unless such storage is above ground level AND on an impervious surface in container(s) AND either:
 - (a). in above ground tank(s) within a building on an impervious surface OR;
 - (b). outdoors in covered container(s) or above ground tank(s) in an area that has a containment system designed and operated to hold either 10% of the total possible storage capacity of all containers, or 110% of the largest container's storage capacity, whichever is greater;
 6. the removal of soil, loam, sand, gravel or any other mineral substances within four feet of the historical high groundwater table elevation (as determined from monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey), unless the substances removed are re-deposited within 45 days of removal on site to achieve a final grading greater than four feet above the historical high water mark, and except for excavations for the construction of building foundations, the installation of utility works, or wetland restoration work conducted in accordance with a valid Order of Condition issued pursuant to MGL. c. 131, § 40
 7. land uses that result in the rendering impervious any lot or parcel more than 15% or 2500 square feet, whichever is greater, unless a system for artificial recharge of precipitation is provided that will not result in the degradation of groundwater quality.

² Formerly 248 CMR 2.00. Amended 2005.



Best Effort Sample Letters

These Samples are taken from actual Best Effort letters

LETTERHEAD

Date

Dear Local Official [planning board and board of health/or board of selectmen]

As the Water Superintendant for the Town of ----, it is my job to insure that our public drinking water wells are protected from potential land uses that could degrade drinking water quality. This is not only good practice but also a requirement of the Massachusetts Department of Environmental Protection (MassDEP) under the Drinking Water Regulations, 310 CMR 22.00.

As you can see from the enclosed map, the Zone II recharge area of our public wells extends into your community. I am requesting that you protect this portion of the Zone II with municipal controls that prohibit the land uses in MA Wellhead Protection Regulations 310 CMR 22.21(2).

As required by MassDEP, I have enclosed a copy of the Zone II map and the Wellhead Protection Regulations. Thank you in advance for your attention to this matter, your cooperation is greatly appreciated.

Sincerely,

DWP Manager

Cc: MassDEP

Dear Local Official [planning board and board of health/or board of selectmen]

The water supply recharge area of our public water well is located within the boundaries of (Name of Town). In an effort to ensure the continued quality of this source; I am requesting that you include the recharge area (the Zone II) into your local protection efforts.

To effectively prevent potential sources of contamination from reaching drinking water supplies, the Massachusetts Department of Environmental Protection encourages communities to adopt drinking water supply protection bylaws and health regulations. These controls should prohibit the land uses and activities cited in the Massachusetts Wellhead Protection Regulations 310 CMR 22.21(2).

For your convenience I am providing you with a copy of the Zone II map and the Wellhead Protection Regulations. We appreciate your consideration into this matter and would be happy to meet with you to discuss protection strategies. If you have any questions I can be reached at [phone].

Sincerely,

Director of Operations/DPW

Cc: MassDEP

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

Lisa Wong
Town Administrator

Town Administrator's Report to Selectboard September 20, 2022

Administration, Finance and Operations

- The State Auditor's report released on September 15 says that \$2.94 billion in surplus state tax revenue must be returned to taxpayers according to a 1986 Chapter 62F law. The report link: https://41g41s33vxdd2vc05w415s1e-wpengine.netdna-ssl.com/wp-content/uploads/2022/09/StateAuditorReport_DeterminationWhetherNetStateTaxRevenuesExceededAllowableStateTaxRevenues_9.15.22.pdf

Community Highlights

- September is Library Card Sign-Up Month! Also, join Library Director Joe Rodio in the Community Room for coffee and a conversation about banned books and the recent challenges making news across the country on Tuesday, September 20 at 10am.
- September is National Senior Center month and the Friends will be graciously sponsoring Free Hot Coffee & Hot Tea throughout the month. They will have a membership table at the center on September 19th & 20 and will be giving away a free donut to all that stop by to meet with a representative.
- National Police Woman Day was held on September 12. We acknowledge and celebrate the female Chief and police officers who serve the town in the South Hadley PD!

Planning and Economic Development

- The town signed a contract with Fuss & O'Neil for engineering services for \$198,760 for the Fiscal Year 2023 MVP Action Grant: Queensville Dam and Buttery Brook Restoration.
- The Town has been awarded a \$147,500 FY23 Culvert Replacement Municipal Assistance Grant through the Massachusetts Division of Ecological Restoration. The grant funds are to be directed to field data collection, design and engineering and permitting for a replacement crossing at Pearl Street and Elmer Brook. We are also working with Fuss & O'Neil on this project.

Public Health

- The September 9 and 10 reports show triple the level of COVID in local wastewater from a month ago. The state has a free telehealth line to discuss whether Paxlovid is right if positive for COVID. <https://www.mass.gov/info-details/free-telehealth-for-covid-19-treatment-with-paxlovid>

Public Works

- The work on Lyman Street including the mixed use path will be done by October. The contractor is finishing up the curbs and sidewalk connections and completing the catchbasins. They are working on "punchlist items" and then will pave the road.