

**HYBRID SELECTBOARD MEETING
MONDAY, DEC. 19, 2022
AGENDA
SENIOR CENTER MULTI-PURPOSE ROOM
6 P.M.**

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

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES:** Draft Minutes of Dec. 6, 2022
- 3. ANNOUNCEMENTS/OPEN FORUM**
- 4. CONSENT AGENDA**
 - A. One Day Beer & Wine License requests from Karen Franz for Jan. 12 & Feb. 10
- 5. NEW BUSINESS**
 - A. Annual License Renewals
 - B. BATTERY Brook Park Fees
 - C. Fireworks 2023 (Saturday, July 1 / rain date Sunday, July 2)
 - D. Traffic Review
 - E. SHOWCASE South Hadley - Use of Common
 - F. Bylaw Audit
- 6. OLD BUSINESS**
 - A. FY24 Budget
 - B. St. Patrick's' Parade Participation
- 7. RESIGNATIONS**
 - A. Johnstone Campbell – COD
- 8. TOWN ADMINISTRATOR'S REPORT**
- 9. ADJOURN**

Selectboard Meeting

December 19, 2022

Motions

MINUTES

- A. I move to accept the draft minutes of Dec. 6. 2022.

CONSENT AGENDA

- A. I move to approve the One Day Beer & Wine License requests from Karen Franz for Jan. 12 & Feb. 10.

NEW BUSINESS

- A. I move to accept the 2023 license renewals as publicly presented in the Dec. 19, 2022 Selectboard packet and allow renewal upon completion of all applications, submittal of all fees, completing all required inspections, and any other laws, bylaws or regulations required for issuance.
- B. I move to accept the Buttery Brook Park 2023 fees as presented.
- C. I move to approve the fireworks for Saturday, July 1 with a rain date of Sunday, July 2.
- D. I move to approve No Parking Dusk to Dawn/Tow Zone signs on the unpaved portion of Lithia Spring Road owned by the Town, a No Outlet sign on Camden St., a stop sign on Columbia St., a stop sign at the Stonegate Drive intersection and an advance warning sign on Mosier St.
- E. I move to approve use of the Town Common for April 29, 2023 for the SHOWCASE South Hadley festival.
- F. No action needed at this time.

RESIGNATION

- A. I move to accept the resignation of Johnstone Campbell from the Commission on Disabilities.

ADJOURN

- A. I move to adjourn.

**HYBRID SELECTBOARD MEETING
TUESDAY, DEC. 6, 2022
MEETING MINUTES
SENIOR CENTER MULTI-PURPOSE ROOM – 7 P.M.**

Present were Chair Jeff Cyr, Vice Chair Andrea Miles, Clerk Renee Sweeney, member Carol Constant, member Nicole Casolari and Town Administrator Lisa Wong.

CALL TO ORDER

Cyr called the meeting to order at 7:10 p.m.

MINUTES

Constant motioned to approve the draft minutes of Nov. 15, 2022. Miles seconded. All in favor. Unanimous.

ANNOUNCEMENTS / OPEN FORUM

Constant highlighted classes available at the senior center and a Dec. 12 community forum on housing in South Hadley.

Miles said the South Hadley Community Band will hold its holiday concert Dec. 20.

TAX CLASSIFICATION PUBLIC HEARING

Cyr opened the public hearing at 7:15 p.m. and closed it at 8:05 p.m. Sweeney motioned to adopt a factor of one for all classes of property in South Hadley for FY23 as presented. Miles seconded. All in favor. Unanimous.

Prudential committees from Fire District No. 1 and No. 2 voted unanimously to adopt a factor of one for all classes of property in South Hadley for FY23.

CONSENT AGENDA

Constant motioned to approve a multi-date Beer & Wine License request from Stephen McCray for Dec. 11, 18, 30 & 31. Miles seconded. All in favor. Unanimous.

SB MEETING SCHEDULE

The board will meet Monday, Dec. 19 at 6 p.m., Jan. 10 and 24 at 7 p.m. and resume the regular first and third Tuesday of the month schedule in February unless otherwise noted.

ST. PATRICK'S PARADE

The board will decide parade attendance at its next meeting.

CASOLARI 20(d) EXCEMPTION

Miles moved the board received a disclosure under G.L.c.268A, Chapter 20(d) from a special municipal employee who seeks to have a financial interest in a contract made by a municipal agency of this city or town. We understand that the special municipal employee participates in, or has official responsibility for, activities of the municipal agency that made the contract. We approve this exemption under Chapter 20(d) regarding the financial interest identified by the

special municipal employee. Sweeney seconded. Four members voted in favor. Casolari abstained. The motion passed.

FY22 TOWN ADMINISTRATOR EVALUATION

Miles distributed the FY22 TA evaluation with comments from Cyr, Miles, Constant and Sweeney.

LEDGES GOLF COURSE RATES

Miles motioned to approve the fees as presented. Constant seconded. Four members voted in favor. Cyr abstained. The motion passed.

CIVIL SERVICE

Miles motioned to approve the submission of a petition for special legislation to remove police officers, sergeants and lieutenants from civil service. Sweeney seconded. All in favor. Unanimous.

FY 24 BUDGET

Wong gave an overview of the FY24 budget and reviewed the budget process with the board.

TA REPORT

Cyr highlighted installation of equipment to hold hybrid meetings in different buildings, and praised the Community Compact Grant.

Miles and Wong noted the Crown Act eliminating discrimination against town employees from underrepresented groups based on stereotypes regarding natural hairstyles.

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

ADJOURN

Constant motioned to adjourn. Miles seconded. All in favor. Unanimous. The meeting adjourned at 9:27 p.m.

RESPECTFULLY SUBMITTED
Kristin Maher
Executive Assistant to Administration



OD-72

1 Day Alcohol License

Status: Active

Date Created: Dec 14, 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

01/12/2023

Name or Organization Hosting Event

Admissions

Provide a Detailed Description of What The Event Is

Reception

Street Address of Where The Event is Held

Mount Holyoke College, Blanchard Great Room, 50 College St, South Hadley MA 01075

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

3:00pm-11:00pm



OD-73

1 Day Alcohol License

Status: Active

Date Created: Dec 14, 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

02/10/2023

Name or Organization Hosting Event

Art Department

Provide a Detailed Description of What The Event Is

Reception

Street Address of Where The Event is Held

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

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

4:00pm-11:30pm

Business name	Address	Category	Type	Fee
Willits-Hallowell Center, Inc	0 PARK ST, Unit Willits-Hallowell Center, South Hadley, MA 01075	All Alcohol	Club	1,000
Orchards LLC	18 SILVERWOOD TR, South Hadley, MA 01075	All Alcohol	Club	\$1,000
Drunken Rabbit, LLC	749 NEW LUDLOW RD, South Hadley, MA 01075	Malt Only	Farmer Brewery Pouring	\$800
Ledges	18 MULLIGAN DR, South Hadley, MA 01075	All Alcohol	General On-Premise	\$1,500
Blanchard Campus Center	50 COLLEGE ST, South Hadley, MA 01075	Wine and Malt	General On-Premise	\$1,000
Trustees of Mount Holyoke College	0 PARK ST, Unit Carr/Kendade, South Hadley, MA 01075	Wine and Malt	General On-Premise	\$1,000
Abisok, Inc / Thirsty Mind	23 COLLEGE STREET, SOUTH HADLEY, MA 01075	Wine and Malt with Cordials	General On-Premise	\$1,000
Liquor Town	506 GRANBY RD, South Hadley, MA 01075	All Alcohol	Package Store	\$1,200
AARYNA, Inc / White Wing	568 NEWTON ST, South Hadley, MA 01075	All Alcohol	Package Store	\$1,200
Hadley Mart	2086 Memorial Drive, South Hadley, MA 01075	All Alcohol	Package Store	\$1,200
Allery's	314 NEWTON ST, South Hadley, MA 01075	All Alcohol	Package Store	\$1,200
Janjua Beer & Wine	19 BRIDGE ST, South Hadley, MA 01075	Wine and Malt	Package Store	\$1,000
Tailgate Picnic / Dawn Morey	7 COLLEGE ST, Unit Tailgate Picnic, South Hadley, MA 01075	Wine and Malt	Package Store	\$1,000
Karl J Haydcy	72 LAMB ST, South Hadley, MA 01075	Wine and Malt	Package Store	\$1,000
3 Corners Package Store	460 AMHERST RD, South Hadley, MA 01075	Wine and Malt	Package Store	\$1,000
The Whiskey Barrel	21 LYMAN ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Ebenezer's	60 BRIDGE ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Village Food 101, LLC	19 College St, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Sok's	30 BRIDGE STREET, SOUTH HADLEY, MA 01075	All Alcohol	Restaurant	\$1,500
Yarde Tavern	3 HADLEY ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Stoney's Pub	1 BRIDGE ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
El Guanaco	50 LAMB ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
The Boathouse	1 ALVORD ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
The Hangar	515 GRANBY RD, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Johnny's Bar & Grill	25 COLLEGE STREET, SOUTH HADLEY, MA 01075	All Alcohol	Restaurant	\$1,500
Anthony's Dance Club Inc.	500 NEW LUDLOW RD, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Halfway House	322 NEWTON ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Iya	15 COLLEGE STREET, SOUTH HADLEY, MA 01075	All Alcohol	Restaurant	\$1,500
Ichiban	2090 MEMORIAL DR, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Thai Place Three	480 GRANBY RD, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Parthenon	475 Newton St., South Hadley, MA	All Alcohol	Restaurant	\$1,500
Anthony's Dance Club, Inc.	500 NEW LUDLOW RD, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500

DBA	Automatic Amusement Device \$75 each	# of Auto Amusement Devices	Carry In (BYOB) \$20	Common Victualer \$50	Entertainment \$50	Juke Box \$50	Sunday Entertainment \$85	Used Car Dealer \$150	Theater \$50	Livery \$30	Livery - # of Vehicles
Board & Brush Creative Studio, South Hadley			TRUE	TRUE							
McCrays Country Creamery				TRUE							
Parthenon Restaurant				TRUE							
Master Chef			TRUE	TRUE							
house corporation dba/route33pizza				TRUE							
IDeal Accessories								TRUE			
Hadley Mart				TRUE							
Food 101 Bar & Bistro				TRUE							
Ebenezer's Bar & Grill				TRUE	TRUE	TRUE	TRUE				
The Whiskey Barrel				TRUE	TRUE	TRUE	TRUE				
Drunken Rabbit Brewing					TRUE						
Pleasant Street Auto Sales								TRUE			
SOK'S	TRUE	1		TRUE	TRUE	TRUE	TRUE				
Yardetavern South Hadley				TRUE	TRUE						
New main moon restaurant				TRUE							
Liquor Town				TRUE							
South Hadley's Tower Theaters, LLC.				TRUE					TRUE		
John Gallivan DBA J&J Auto Sales & Towing								TRUE			
Stoneys Pub	TRUE	1		TRUE	TRUE	TRUE	TRUE				
Thirsty Mind Coffee and Wine Bar				TRUE	TRUE						
El Guanaco				TRUE							
IGM @ Ledges Golf Club and Sunset Grille				TRUE	TRUE						
Haydocy Service Station Inc.				TRUE				TRUE			
Thirsty Mind Coffee and Wine Bar				TRUE	TRUE						
Kendade Atrium Mount Holyoke				TRUE	TRUE		TRUE				
Willits-Hallowell Center				TRUE	TRUE		TRUE				
White wing				TRUE							
Hangar Pub South Hadley	TRUE	16		TRUE		TRUE	TRUE				
St. Patrick's Parish				TRUE							
Arrivability Car Service										TRUE	1
Big Y World Class Market				TRUE							
Dunkin Donuts				TRUE							
Anthony's Dance Club, Inc.	TRUE	1		TRUE	TRUE		TRUE				
Allerlys				TRUE							
David W Bernier Dave's Auto Sales								TRUE			
Johnny's Bar and Grille				TRUE	TRUE						
Halfway House				TRUE		TRUE					
The Boathouse				TRUE	TRUE		TRUE				
IYA Sushi and Noodle Kitchen				TRUE							
Duro West African Cuisine				TRUE							
Payless Auto Sale								TRUE			
Orchards Golf Club				TRUE	TRUE		TRUE				
7 Eleven				TRUE							
Egg&I				TRUE	TRUE						
Cumberland Farms #6718				TRUE							
Family Pizza South Hadley				TRUE							
Haven't heard from as of Dec. 15 at 4 p.m.											
Quality Fleet Services								TRUE			
Pages Auto								TRUE			
Ty's Body Shop								TRUE			



Buttery Brook Park

123 Willimansett Street (Route 33), South Hadley, MA 01075

Recreation Department 413-538-5030 x6188 (for bookings)

recreation@southhadleyma.gov

www.southhadleyrecreation.org

2023 RENTAL INFORMATION

OPEN:

Park (General Use)

8:30am to Dusk

Spray park

10:30am - 6:30pm. May 20 - June 14 (weekends/holidays only). June 15 - September 4 (every day).

Pavilion Rentals

8:30am-7:30pm Pavilion #1 or Pavilion #2 – May 20 to September 10.

Log Cabin Rentals

9am-7:30pm May 20 to September 10.

Interior space, across from the playground—great for children's birthday parties!

PARKING:

FREE

FEE SCHEDULE:

Pavilion - accommodates up to 120 guests

SH Resident: \$250.00

SH Business: \$250.00

Non-Resident: \$350.00

Picnic Tables – for pavilion rentals greater than 120 guests

Resident: \$15.00 Each

Non-Resident: \$20.00 Each

Log Cabin - accommodates up to 30 guests

SH Resident: \$125.00

Non-Resident: \$150.00

Deposit - Pavilion and Log Cabin rentals

Pavilion: \$100.00

Log Cabin: \$50.00

Traffic Review Committee - 2022 Projects and Status

Members: Police Chief Jennifer Gundersen, DPW Director Chris Bouchard, Town Administrator Lisa Wong

SIGNAGE

2022 - S01 2/17/22: Request for Flashing Stop Sign - Carew St, Bardwell, Gaylord
Status: Incident assessed, no signage changes will occur

2022 - S02 3/4/22: Request for Stop sign at the end of Dayton Street
Status: DPW verified that sign was up

2022 - S03 3/24/22: Request “no parking” in front of Mosier school.
Status: Assessed and signs added

2022 - S04 5/19/22: Complaint that Pine Street used as a cutthru
Status: Police using a temp speed sign. Monitor.

2022 - S05 5/19/22: Request for Cattle signs on Pearl Street.
Status: Assessed, no signage needed.

2022 - S06 6/6/22: Request Elm be local traffic or speed reduced
Status: Assessed, no action needed at this time.

2022 - S07 6/10/2022: Request review of crosswalk at the High School.
Status: Add traffic enforcement. DPW reach out to MassDOT to improve markings

2022 - S08 7/08/22: Request to review signage/ speeding on West Summit, North Main
Status: DPW addressed overgrowth over signage. Police increased enforcement.

2022 - S09 7/14/22: Request No Outlet sign on Campden
Status: DPW installed sign

2022 - S10 8/09/2022: Request Stop sign at Columbia St/W. Cornell. 3 way stop requested in 2020 for speeding on W Cornell.
Status: Recommend stop sign on Colombia. Sign installed 11/01/2022

2022 - S11 8/09/2022: Request “local traffic only” signage at Tampa and Hollywood
Status: Not recommend

2022 - S12 10/12/2022: Request 4 way Stop Sign at Morgan and Park Street after recent crash

Status: Assessed. Trees trimmed, advance warning on Mosier installed 11/01/2022.

2022 - S13 10/12/2022: Request Stop Sign at Stonegate Intersection

Status: Meets criteria for stop sign. Sign installed 11/01/2022

2022 - S14 10/12/2022: Brainerd bridge posting info - weight limit referring to the bridge just ahead on Brainerd Street, before the lights at the intersection of Brainerd Street and Route 116 - Is there a newly discovered issue with this bridge? Purpose of the left turn arrow at the bottom of the sign? What does that arrow purport to indicate?

Status: DPW emailed MassDOT Bridge Section D-2 office for more information

2022 - S15 10/11/14: Request speed boards on Lyman be repaired, as well as the crosswalk at end of Lexington be considered for crosswalk lighting.

Status: 10/22: DPW will review if an advanced warning lighted crosswalk is possible. DPW will add signage "state law, must stop for crosswalk." DPW will evaluate if a seasonal crosswalk sign would be appropriate. Police contacted requestor

2022 - S16 10/14/2022: Request for speed bump on East Street.

Status: Analysis underway. Kien Ho from Beta Inc has been sent an email for his opinion if this location would support a speed hump and what the next course of action would need to be towards installing one.

2022 - S14 10/31/22: Should the town adopt 90-17c for 25 MPH posting?

Status: DPW/Police reach out to some counterparts to see how this has worked out. Police agencies did not have sufficient data as to the impact as most implemented change in the last 12-24 months. One agency noted that speed humps were most effective, another agency noted that solar speedboards were most effective

TRAFFIC

2022 - T01: HCVE Exclusion - Ludlow Rd, Hartford St, Spring St.

Status: Ongoing issue with noise and vibration from Heavy Commercial Vehicle.

- Worked with Chicopee to conduct analysis. Sent letter with backup to request that MassDOT allow both communities to restrict HCVE.
- 11/21 - waiting for MassDOT to make a decision.

2022 - T02: Lithia Spring Road

Status: Ongoing issue of unauthorized parking by walkers along a residential narrow street. Police had not enforced on the dirt portion (seen as DCR land) except when blocking gate (emergency access). Clearly labeled as a tow zone on the paved portion.

- Police continue to enforce. Exploring long term solutions to add parking in other areas.
- 11/21 - Recommend Selectboard approve No Parking Dusk to Dawn/Tow Zone

2022 - T03: Add crosswalk on Main Street curve from library parking lot

Status:

Status: Curbs and crosswalk will be done as part of the 2026 TIP project. Need final design for sidewalk and should have crosswalk there. BETA is working on a recommendation



2022 - T04: Speeding on Lyman

Status: Ongoing issue for years. There is a permanent speed recording sign as vehicles travel from Newton to Brainerd, but cars speed up as soon as they pass it. Cars traveling from Brainerd Street towards Newton don't have any signs to slow them down and as soon as they pass that curve before Lawn St., they hit the gas pedal. Drivers also completely ignore the crosswalks when pedestrians need to cross.

- Enforcement efforts and digital speed limits signs recorded speeding. Continue with enforcement and monitoring the situation.
- Look at purchasing two more mobile speed recorders at the end of year (~ \$3500 each). Speeding may be addressed with the narrower road and shared use path from Plains to Newton Street.
- 10/20 - look at the seasonal moveable crosswalk law sign on the yellow line.
- 11/21 - Look at adding a rapid flashing beacon. Solar powered (from surplus)

2022 - T05: Speed on Maple St and Speed bumps

Status: Police conducted radar enforcement. Traffic light and highest speed was 25mph. Added Maple to the portable speed board request sheet.

2022 - T06: No parking on Hartford

Status: DPW received complaints on Hartford about vehicles coming off Ludlow getting bottlenecked. Police assessed and agreed that the street would benefit from no parking spots at Hartford @ Ludlow. Review of FY19-22 crash data finds 3 accidents, none appear to be a result of that T intersection. Will be discussed at the next TRC meeting.

To: Selectboard
From: Lisa Wong
Re: Bylaws
Date: December 19, 2022

Background: The Town Administrator (TA) recently requested that the Town Clerk's office audit Town Meetings to see if the appropriate follow-up was done for votes related to Mass General Law and Town Bylaws. The current Town Clerk has communicated with the Secretary of State's office to receive a copy of all the State statues that South Hadley has accepted to check against our records. The investigation is ongoing and this memo is to provide notification to the Selectboard.

This began after the TA received a request from the Commission on Disabilities to increase their membership from 5 to 7 or 9. After being unable to find the bylaw creating the Commission on Disabilities on eCode, the current Town Clerk verified that the office did not have the paperwork, and verified with the Attorney General's office that the paperwork had not been submitted. The Town Clerk is in the process reviewing Town Meetings from 2009 to current.

So far, there are at least two articles pertaining to bylaw changes approved at past Town Meetings that we do not have paperwork showing that the articles have not been submitted to the Attorney General's Municipal Law Review unit. Whenever a town adopts or amends its general by-laws or zoning by-laws, within 30 days of adjournment of town meeting, the Town Clerk is required to submit them to the Attorney General's Office for review and approval.

The Attorney General then has 90 days in which to decide whether the proposed amendments are consistent with the constitution and the laws of the Commonwealth. If the Attorney General finds an inconsistency between the proposed amendments and state law, the amendments or portions of them will be disapproved.

Cable TV Bylaw: Approved at the Special Town Meeting on September 15, 2010

ARTICLE 1. The Town voted to amend the General By-Laws in regard to Article IV, Committees and Boards Appointed by the Selectboard, Section 407, Cable Television and Information Technology Advisory Committee, by replacing the name "Cable Television and Information Technology Advisory Committee" with the name "Cable Television Advisory Committee" in every occurrence.

Status: This was done to clarify the purpose of the committee. In practice, the Town Administrators oversaw the contracts the Committee served in an advisory capacity. The Committee has not met since June 2017 and there are no current members. The current Town Clerk will submit the paperwork to the Attorney General's office if they confirm they don't have it.

Commission on Disabilities Bylaw: Approved at the Special Town Meeting on November 20, 2019

ARTICLE 2. To see if the Town will vote to accept Massachusetts General Law Chapter 40 subsection 8J, and establish a five member South Hadley Commission on Disabilities (COD) appointed by the Selectboard consistent with said Chapter 40 and further vote to amend Part I of the Town of South Hadley General Bylaws by adding a new section 7-22 creating a new Commission on Disabilities Bylaw as further articulated in Appendix B, or take an other action relative thereto.

Status: The Attorney General's office confirmed they do not have the paperwork. The current Town Clerk has filed the appropriate paperwork with the Attorney General's office and should receive their decision in 90 days (March 2023). Town Counsel has been informed and will issue an opinion. The TA has notified the Commission on Disabilities (COD) that they will not be able to conduct formal business until then. For example, the COD will not be able to act on a current ADA complaint it has received, nor be able to appoint someone to the Human Rights Commission. If they have been appointed as a liaison to other committees, they can attend in their individual capacity but not as a representative of the Commission. If the individuals wish to continue to meet to discuss issues, it is recommended that they still follow Open Meeting Laws. Town Counsel and staff are still investigating the potential implications. The COD duties are:

1. Research, understand, evaluate and advocate local issues, challenges and opportunities encountered by people with disabilities.
2. Coordinate the activities of other local groups organized to meet the needs of people with disabilities.
3. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the Town of South Hadley - as they affect people with disabilities.
4. Work in cooperation with the departments and agencies of the Town of South Hadley - to bring about maximum participation of people with disabilities.
5. Initiate, monitor, and promote legislation at the city, state and federal level which advances the equal status of people with disabilities.
6. Encourage public awareness of disability issues.
7. Provide information and advice to individuals, businesses, organizations and public agencies in all matters pertaining to disability.
8. File an annual report, which shall be printed in the Town report.
9. Receive gifts of property, both real and personal in the name of the Town subject to the approval of the Selectboard or Town Meeting as appropriate.
10. Take such action as the Commission considers appropriate to ensure the equal access status of persons with disabilities.

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

Lisa Wong
Town Administrator

To: Selectboard
From: Lisa Wong
Date: 12/19/22
Re: Fiscal Year 2024 Budget - General Background

SELECTBOARD Article IV, Section 4 (D)(1)(a) At a time fixed by by-law, the selectboard, after consultation with the town administrator and the appropriations committee, shall issue a policy statement relating to the budget for the next fiscal year. The statement shall establish the parameters of expected budget growth, if any, for the town, with appropriate guidance provided to various town agencies, officers and committees for use in the preparation of operating budgets for the ensuing fiscal year.

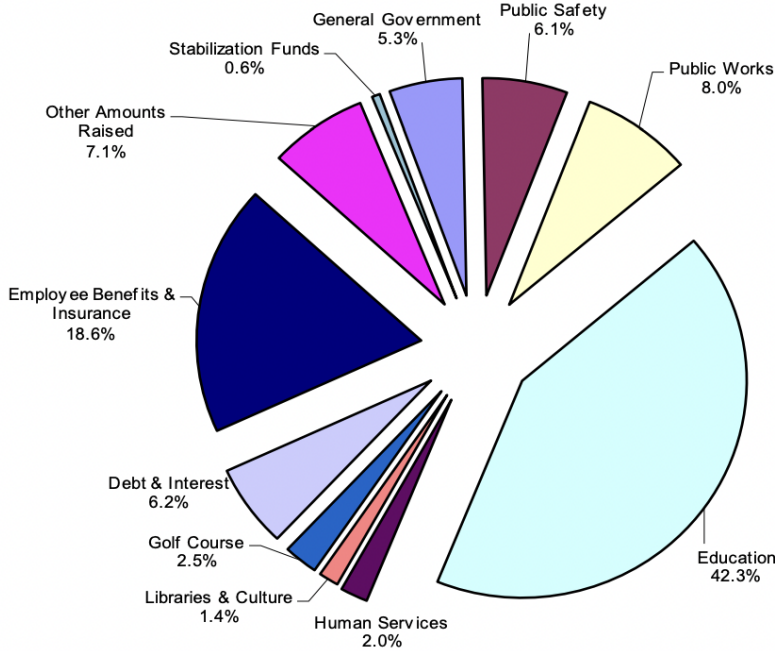
TOWN ADMINISTRATOR Article IV, Section 4 (D)(1)(b) The town administrator shall prepare and submit to the selectboard and appropriations committee at a public meeting prior to the annual town meeting a written proposed balanced budget for town government, including the school department, for the ensuing fiscal year. To assist the town administrator in preparing the proposed annual budget of revenues and expenditures, all boards, officers and committees of the town, including the school committee, shall, within the time frame requested by the town administrator, furnish all relevant information in their possession and submit to the town administrator, in writing and in such form as the town administrator shall establish, a detailed estimate of the appropriations required and available funds.

APPROPRIATIONS Article II, Section 7-25 (A) The Appropriations Committee Chair will work with the Town Administrator to make background information available for any appropriation or budget request to be presented at Annual Town Meeting no less than 15 days before said meeting or five days before a Special Town Meeting. The Town Administrator will post relevant budget material to the Town website no later than November 30 for the successive fiscal year or as directed by the Selectboard.

CAPITAL PLANNING Article II, Section 7-26 (C) Report to Selectboard. The Committee shall prepare a report recommending a capital planning budget for the next fiscal year and a capital planning program including recommended capital improvements for the following five fiscal years. The report shall be submitted to the Selectboard for its consideration and approval. The board shall submit its approved capital budget to the Annual Town Meeting for adoption by the Town. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the committee's report or the committee shall have submitted a report to the Selectboard explaining the omission.

OVERVIEW - FY2023 Budget (July 1, 2022 - June 30, 2023) = \$55,826,773

Where the Money Goes



General Government: Town Administration, Town Accounting, Human Resources, IT, Assessor, Collector/Treasurer, Town Clerk, Elections, Legal, Planning/Conservation, Public Building Maintenance, Recreation

Public Safety: Police, Inspections, Weights and Measures

Public Works: Department of Public Works, Landfill, Water Pollution, Sewerage.

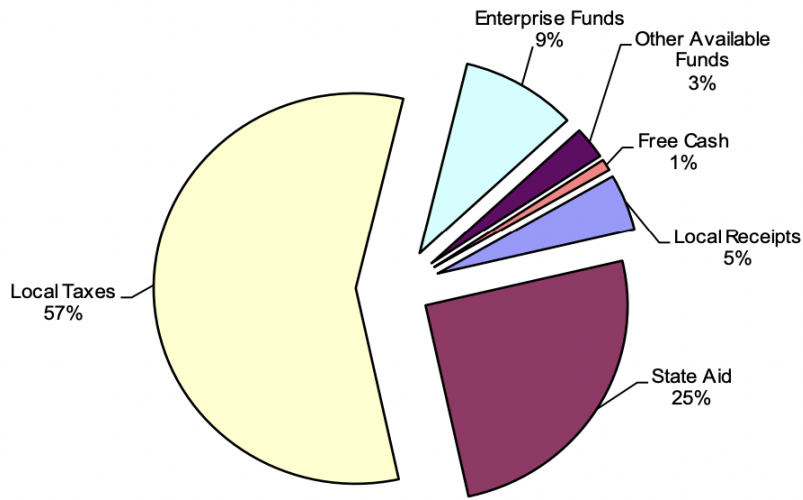
Human Services: Council on Aging, Veterans Benefits

Employee Benefits and Insurance: health insurance, workers compensation, retirement fund, unemployment compensation, general liability insurance, FICA/Medicare

Other Amount Raised: PVPC Assessment, Overlay Reserve (to fund anticipated property tax abatements, exemptions and uncollected taxes), State aid charges and offsets, School Choice/ Charter Tuition

Stabilization Funds: A fund established by a $\frac{2}{3}$ vote of Town Meeting designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose. In FY23, this was for Mosier and Capital.

Where the Money Comes From



Local Taxes: The amount a community raises through real estate and personal property taxes, and new growth. These are subject to Proposition 2 ½ provisions, which means the number cannot be increased more than 2.5% per year. New Growth is additional tax revenue generated by new construction, renovations, and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or by revaluations. This category includes any debt exclusions that have been passed. There are currently two, including the Library and Plains School.

Enterprise Funds: A separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Includes Wastewater, Ledges and the Landfill.

Other Available Funds: SHELD PILOT, Conservation Wetlands, Boat Excise, Dog Licenses, State Aid to Libraries, Cable Studio

Free Cash (Also Budgetary Fund Balance): Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Should NOT be used for recurring expenses. Has been used to fund OPEB, golf course debt and capital.

Local Receipts: Motor Vehicle Excise, Meals Excise, Penalties and Interest, Fees, Rentals, Licenses and Permits, Fine and Forfeits, Investment Income, Medicaid Reimbursement, Other Charges for Services

State Aid Cherry Sheet: State aid and assessments distributions, which provide funds based on formulas and reimbursements for costs incurred during a prior period for certain programs or services. This included Chapter 70 funding for schools and Unrestricted Local Government Aid. Information online at: www.mass.gov/lists/cherry-sheet-estimates

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

Lisa Wong
Town Administrator

Town Administrator's Report to Selectboard December 19, 2022

Administration, Finance and Operations

- The South Hadley Cultural Council applied for the \$2500 Mass Cultural Council Festivals & Projects Fund for the SHOWCASE South Hadley festival. Awards will be given out in February. The Selectboard approved \$25,000 towards the project. Thank you to SHCC Treasurer Ira Brezinsky for putting the application together.
- The Town Treasurer is looking at moving funds into higher yielding short term investments to take advantage of rates over 4%. Cash flow will be taken into consideration.
- The Fiscal Year 2023 tax rate has been certified by the Bureau of Accounts for South Hadley. Thanks to our Assessor for all her hard work!

Community

- The Baby Bonds Task Force, chaired by TA Wong, released its report on December 12th with an event featuring State Treasurer Goldberg, Senator Feeney and Rep. Vargas. Read the report: www.mass.gov/doc/baby-bonds-task-force-findings-report-0/download
- A big THANK YOU to Senator Jo Comerford, who will no longer represent South Hadley starting in January 2023. Welcome to Senator-elect Jake Oliveira!

Planning

- The Community One Stop for Growth portal is open as of December 14th. This is a single application portal and collaborative review process of grant programs that make targeted investments based on a Development Continuum. Full applications are due in June 2023. Under this program, South Hadley has received 2.71 million in MassWorks for the Newton/Lyman Street projection 2020. The Town will explore what opportunities to prioritize. Towns can send in Statement of Interest letters now until March 17 to get feedback on potential projects.
- The Housing Production Plan Community Forum attracted about 30 residents on Monday. This is part of the process to update the town's Housing Production Plan, which expires this year. The consultant, Outwith Studios, outlined the process, presented data and then led smaller breakout discussions. The Project website: <https://shhousingplan.org> (with link to survey)
 - The public engagement process includes public meetings, surveys, focus groups, interviews, and public outreach.

- Initial research shows that a household needs an income of more than \$100,000 to buy and \$80,000 to rent the average home in South Hadley. The median homeowner income is just under \$100,000 and the median renter household income is under \$50,000.
- Chapter 40B is the state’s affordable housing zoning law. Under Chapter 40B, the Town has to have at least 10% of its housing units be defined as affordable. For more info: www.chapa.org/sites/default/files/Fact%20Sheet%20on%20Chapter%2040B%202011%20update.pdf.
- The total housing units in South Hadley as of 2020 is 7,439 and the total affordable housing units are 424, or 5.7% of units. Because the Town is under 10%, it means that developers have the right to appeal an adverse local decision to the State. A community can achieve “Safe Harbor” from this right to appeal by producing units.
 - Permanent Safe Harbor - produce 320 units (get to 10%)
 - Safe Harbor for 1 year - produce 37 units (or .5% increase)
 - Safe Harbor for 2 years - produce 74 units (or 1% increase)

Public Health

- The State reached agreements with CVS and Walgreens related to the opioid epidemic for \$230 million. This is the third such agreement (\$500million from Johnson & Johnson and \$130million from Walmart/Teva/Allergan). The Town does not yet have the distribution schedule.
- The state has announced another round of free COVID-19 tests and Personal Protective Equipment to municipalities via the local Boards of Health. Based on our population, South Hadley is eligible to receive up to 9000 iHealth Labs at-home rapid antigen tests in boxes of 2. This is a first come-first serve, so the Town will be placing its order soon and then distributing these to departments. They will be available at municipal buildings.
- Waiting to hear if the state will continue funding wastewater testing for COVID. The program had been extended until the end of 2022 but the town received kits to use in January. The data produced by BioBot is posted on the Town’s website.
- The number of reported COVID-19 cases (PCR tested) went from 7 to 15 in the last week. Data is posted www.southhadley.org/1026/COVID-19-RESPONSE. Fully vaccinated individuals for the town as of December 5, 2022 are:

Age 0-4	15%
Age 5-11	66%
Age 12-15	78%
Age 16-19	40%
Age 20-29	51%
Age 30-49	77%
Age 50-64	88%
Age 65-74	above 95%
Age 75+	above 95%

Public Safety

- There was a fire on Ethan Circle on December 11. Thanks to the first responders from South Hadley as well as Hadley, Granby, and Westover. Thankfully there were no injuries.