

**HYBRID SELECTBOARD MEETING  
TUESDAY, APRIL 4, 2023  
AGENDA  
SENIOR CENTER MULTI-PURPOSE ROOM  
7 P.M.**

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

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES:** Draft Minutes of March 21, 2023
- 3. CONSENT AGENDA**
  - A. One-Day Beer & Wine License Request from Karen Franz for May 2
- 4. ANNOUNCEMENTS / PUBLIC COMMENT**
- 5. 7:30 PUBLIC HEARING – FY24 Budget**

(See all FY24 budget documents here: <https://www.southhadley.org/679/Budget-Town-Meeting-Documents>)
- 6. NEW BUSINESS**
  - A. The Boathouse Seasonal License Approval
  - B. Mosier SOI
  - C. ARPA Requests
  - D. Facilities MOA
  - E. Wastewater Rates
- 7. TOWN ADMINISTRATOR’S REPORT**
- 8. EXECUTIVE SESSION – MGL Ch. 30 §21(a) 3 - To discuss strategy with respect to collective bargaining or litigation re: March 19, 2023 Open Meeting Law Complaint from Bob Authier.**
- 9. ADJOURN**

**SELECTBOARD MEETING MOTIONS**  
**April 4, 2023**

**MINUTES**

- A. I move to accept the draft minutes of March 21, 2023.

**CONSENT AGENDA**

- A. I move to approve the consent agenda as presented.

**NEW BUSINESS**

- A. I move to accept the 2023 license renewal of The Boathouse seasonal alcohol license and allow renewal upon completion of the application, submittal of all fees, completing all required inspections, and any other laws, bylaws or regulations required for issuance; and allow the license to include the ability to use a mobile bar
  
- B. Having convened in an open meeting on April 4, 2023, prior to the SOI submission closing date, the Selectboard of South Hadley, Massachusetts in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 30, 2023 for the Mosier Elementary School located at 101 Mosier Street, South Hadley, MA 01075 which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:
  - o Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility
  
  - o Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the South Hadley Public Schools to filing an application for funding with the Massachusetts School Building Authority.

- C. I move to fund the School Department with \$605,000 in ARPA funding for FY25 and earmark \$293,000 in ARPA funding for FY26.
  
- D. I move to approve the Memorandum of Agreement between the South Hadley School Committee and the South Hadley Selectboard to create a shared Facilities Department as presented and authorize the Town Administrator / Superintendent of Schools to execute the Memorandum of Agreement.
  
- E. Hold public info session on XXX date(s).

**EXECUTIVE SESSION**

- A. I move to enter into executive session under MGL Ch. 30 §21(a) 3 to discuss strategy with respect to collective bargaining or litigation re: March 19, 2023 Open Meeting Law Complaint from Bob Authier and to not return to open session.

**ADJOURN**

I move to adjourn.

**HYBRID SELECTBOARD MEETING  
TUESDAY, MARCH 21, 2023  
DRAFT MEETING MINUTES  
SENIOR CENTER CONFERENCE & MULTI-PURPOSE ROOMS  
7 P.M.**

*Present in person 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 p.m.

**EXECUTIVE SESSION**

Sweeney motioned to enter into executive session under MGL Ch. 30 §21(a) 3 to discuss strategy with respect to collective bargaining or litigation regarding the March 9, 2023 Open Meeting Law Complaint from Bob Authier, and to return to open session. Miles seconded.

**ROLL CALL VOTE**

Miles – Aye  
Casolari – Aye  
Constant – Aye  
Sweeney – Aye  
Cyr - Aye

Miles motioned to exit executive session. Constant seconded.

**ROLL CALL VOTE**

Miles – Aye  
Casolari – Aye  
Constant – Aye  
Sweeney – Aye  
Cyr - Aye

The executive session adjourned and the board reentered the regular public session at 7:25 p.m.

**MINUTES**

Constant motioned to approve the draft minutes of March 7, 2023. Miles seconded. All in favor. Unanimous.

**ANNOUNCEMENTS**

Miles noted board members marched in the Holyoke St. Patrick's Day Parade.

**OPEN FORUM**

Senator Jacob Oliveira introduced himself to the board as the new senator representing sections of Hampden, Hampshire and Worcester counties.

## **CONSENT AGENDA**

Constant motioned to approve the consent agenda as presented. Miles seconded. All in favor. Unanimous. The consent agenda consisted of a One-Day Beer & Wine License request from Karen Franz for March 23.

## **RESIGNATION**

Miles motioned to accept the resignation of Marie Rohan from the Commission on Disabilities with regret and thanks. Constant seconded. All in favor. Unanimous. Cyr thanked Rohan for all the things she does for the community.

## **PUBLIC COMMENT RULES**

Casolari motioned to accept the changes to the Selectboard policy as presented and that “Open Forum” be changed to “Public Comment” throughout the document. Miles seconded. All in favor. Unanimous.

## **FY24 BUDGET**

Wong reviewed the status of the FY24 budget.

## **TOWN ADMINISTRATOR’S REPORT**

For the full town administrator’s report, see the March 21, 2023 Selectboard meeting packet on the town website.

## **ADJOURN**

Miles motioned to adjourn. Sweeney seconded. All in favor. Unanimous. The meeting adjourned at 9:43 p.m.

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



# OD-80

1 Day Alcohol License

**Status:** Active

**Date Created:** Mar 27, 2023

## Applicant Email

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

## Permit Info

### Permit For

1 Day Beer and Wine

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



## Event Details

**Date of Event**

05/02/2023

**Name or Organization Hosting Event**

Economics, EOS, German Studies, Russian & Eurasian Studies Departments

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

Retirement Reception

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

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

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

2:00PM-9:00PM



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

Lisa Wong  
Town Administrator

**To:** Massachusetts School Building Authority  
**From:** South Hadley Public Schools/Town of South Hadley Select Board  
**Date:** March 30, 2023  
**Re:** Form of Vote

Resolved: Having convened in an open meeting on April 4, 2023 prior to the SOI submission closing date, the Selectboard of South Hadley, Massachusetts in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 30, 2023 for the Mosier Elementary School located at 101 Mosier Street, South Hadley, MA 01075 which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

- Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility
- Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the South Hadley Public Schools to filing an application for funding with the Massachusetts School Building Authority.

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Sarah B. Gmeiner, Town Clerk

To: Selectboard, School Committee

From: Town Administrator Lisa Wong & Superintendent Mark McLaughlin

Re: ARPA Requests

Date: March 16, 2023

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**Background:** The American Rescue Plan Act (ARPA) gives municipalities the opportunity to shore up crucial services for the community and also to think beyond one-time aid and make transformative new investments and significant changes. Quality schools are a major reason why people choose to live in a community. We believe that the education and well-being of our youth should be supported at every level of government, especially by but not just by the school department. We strive to think creatively, proactively and boldly about the changes we need, the investments we choose and the partnerships we develop to support our youth. This is a long term process, and there is better time to start than now. The following link contains information about the U.S. Treasury's Rule regarding the use of ARPA:

[www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf](http://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf)

The following highlighted language in the Rule related to this request to utilize ARPA funding to assist with community support services for youth via investments in the education budget.

*The Rule emphasizes (1) Building stronger communities through investments in housing and neighborhoods, (2) addressing educational disparities, and (3) promoting healthy childhood environments. (page 22)*

*The Rule discusses using funds for "programs or services that address educational disparities, including assistance to high poverty school districts to advance equitable funding across districts and geographies and evidence-based services to address the academic, social, emotional, and mental health needs of students." (page 22)*

*The Rule points out that "children's school readiness has suffered, leading to potential long-term impacts on life outcomes." (page 26)*

Addressing the impacts of lost instructional time is outlined on Page 29 as follows:

*Public Comment: The interim final rule included an enumerated eligible use to address educational disparities in disproportionately impacted communities, recognizing that underserved students have been more severely impacted by the pandemic and including responsive services for early learning, enhance funding to high poverty districts, and providing evidence-based services to address the academic, social, emotional, and*

*mental health needs of students. Some commenters expressed concerns that learning loss or the negative impacts of lost instructional time due to school closures or remote education during the pandemic had affected a significant share of students in grades kindergarten through twelve (K–12), including students who may not fall within a disproportionately impacted group.*

*Background: The COVID–19 pandemic resulted in the widespread closure of schools across the nation. While many schools and districts reopened to in-person instruction or implemented remote learning, the shift was not immediate or without consequence. Children who received virtual only or combined remote and in person instruction were more likely to report experiencing negative mental and physical health outcomes than children who received in-person instruction.*

*Treasury Response: Under the final rule, addressing the impact of lost instructional time and/or learning loss is an enumerated eligible use for impacted households. When providing services to address lost instructional time, recipients may presume that any K–12 student who lost access to in person instruction for a significant period of time has been impacted by the pandemic and is thus eligible for responsive services. Interventions or services that address the impact of lost instructional time may include offering high-quality tutoring and other extended learning opportunities, providing differentiated instruction, implementing activities to meet the comprehensive needs of students, expanding and improving language access for parents and families, providing information and assistance to parents and families on how they can effectively support students, including in a distance learning environment, improving student engagement in distance education, and administering and using high-quality assessments to assess students' academic progress, among others.*

*The final rule also maintains a separate enumerated eligible use for addressing educational disparities in disproportionately impacted communities. This eligible use includes services to address disparities in educational outcomes that predate the pandemic and amplified its impact on underserved students; these include, for example, enhanced funding to high poverty districts and providing evidence-based services to address the academic, social, emotional, and mental health needs of students. Finally, as described in the section Public Health, recipients can provide a broad range of behavioral health services, including services for children and youth in schools, to respond to the impacts of the pandemic on mental health and other behavioral health issues. When providing behavioral health services, recipients may presume that the general public was impacted by the pandemic and provide behavioral health services to members of the general public, including children and youth in schools, without any further analysis of impacts of the pandemic on those individuals and whether the service is responsive.*

The Rule also links educational outcomes with lifelong impacts on page 34:

*Many communities facing systemic barriers had not yet recovered from the impact of the Great Recession before experiencing the impacts of COVID–19 and the economic downturn. For example, in 2009, at the end of the Great Recession, households without a high school diploma had an average annual income of \$32,300 (measured in 2018 dollars). By 2018, nine years into the economic recovery, those same households saw their average income increase by \$600. During that same time period, households with a bachelor’s degree saw an increase in their average household income of \$6,100 (measured in 2018 dollars).*

*The impact pre-existing inequalities have on a household or community’s ability to recover is intersectional. Research shows that pre-existing racial and gender disparities exacerbated the disproportionate economic and health impact COVID–19 and the economic downturn had on workers of color, and specifically, women of color. Another study found that during the first six months of the pandemic counties that were both high-poverty and majority non-white experienced COVID–19 infection rates eight times higher than high-poverty, majority white counties. Many residents in these communities are still coping with the negative health and economic impacts.*

The U.S. Department of Education issued a report: Strategies for Using American Rescue Plan Funding to Address the Impact of Lost Instructional Time that can be found at the following link: <https://www2.ed.gov/documents/coronavirus/lost-instructional-time.pdf>

*Reengaging students by meeting social, emotional, mental health, and academic needs*

- a. Building trust with families to support in-person learning*
- b. Supporting students during key transitions*
- c. Using community partnerships to support reengagement*
- d. Addressing student social, emotional, and mental health needs*
- e. Reengaging and supporting students in their learning*
- f. Supporting students with disabilities*
- g. Elements of high-quality and effective tutoring*
- h. The role of school leaders*
- i. Creative approaches to staffing*

*Using high-quality assessments to support student learning*

- a. The role of diagnostic and formative assessments*
- b. The role of summative assessments*
- c. Performance-based assessments*
- d. Using assessments as part of understanding students’ social and emotional needs*
- e. Supporting educator assessment literacy and development*

**Investments:** The following investments have been developed by the Superintendent and Town Administration over the course of many discussions and meetings regarding educational, health, financial and community needs. We believe these strategic investments are in line with the ARPA Rule as well as the strategies in the Department of Education report.

- A. Mental Health Coordinator (existing) - supports students' emotional health through programming and training
- B. Certified Nurse Assistant (existing) - supports the overall mission of health services
- C. Float Nurse (existing) - Provides for continuity of health services, maintains grant eligibility
- D. Education Team Leaders (new) - supports consistent application of special education rules, procedures and documents, communication with parents and students
- E. Teachers at MESMS (new) - allows for flexible schedule, additional programming (advisory, band) current needs of students after significant cuts
- F. Assistant Director of Student Services (existing) - supports the exponential growth of requirements in the special education domain
- G. Culinary Teacher and Carpentry Teacher (existing) - reflect growing vocational interest of students, reduces costly placements
- H. Custodian High School & Plains (existing) - maintains, repairs and ensures safe and healthy facilities

**Funding:** The Town received \$5,268,233 of ARPA funds of which \$1,404,460 have been approved (\$841k High school mold, \$147k public health, \$40k housing production plan, \$80k community groups, \$30k facade improvement, \$50k land of low value project, \$10k Mosier Statement of Interest, \$182k Judd Brook). \$3,863,773 has yet to be allocated, though \$2.2m is earmarked for Judd Brook project (estimate), resulting in about \$1.66m in funding remaining for additional capital projects, education, community supports, public health, and affordable housing. Funds need to be allocated by December 2024 and spent by December 2026.

The School Department has received three rounds of Elementary and Secondary School Emergency Relief (ESSER) funding to fund some of the above positions.

- ESSER I (\$173,086, spent by Sept 2022) provides districts with emergency relief funds to address the impact that COVID-19 has had, and continues to have, on elementary and secondary schools. Funds were used for instructional software, substitute teachers and transportation in FY21.
- ESSER II (\$691,811, spent by Sept 2023) is intended to help school districts safely reopen schools, and measure and effectively address significant learning loss. Funds were used for the existing investments outlined above as well as instructional technology, special education staff and professional development for staff in FY22 and FY23.
- ESSER III (\$1,591,388, spent by Sept 2024) is to support the safe reopening and sustaining safe operations of schools while meeting students' academic, social, emotional, and mental health needs resulting from the COVID-19 pandemic. Funds will be used for the new and existing investments outlined above in FY24.

**Transition Plan:** The positions below amount to \$841k in FY24, and may increase due to contract and cost increases in future fiscal years. Two options to transition positions from ESSER to the Local School Budget in FY25 and FY26 are outlined below, utilizing ARPA funds to assist in the transition. FY24 will fully utilize the remaining ESSER funding and both ESSER and ARPA funds will not be available for FY27. Several factors will impact the actual plan, including actual costs during those fiscal years and the revenue received from the state in figure budget years.

Plan A: \$605k in ARPA and \$236 to local budget in FY25. \$293k in ARPA and \$548k to local budget in FY26. Total ARPA request = \$898k

Position	Salary	FY24	FY25	FY26	FY27
District Social Worker/Mental Health Coordinator	\$ 70,000	ESSER	ARPA	ARPA	LOCAL
C.N.A.	\$ 30,000	ESSER	ARPA	ARPA	LOCAL
Float Nurse	\$ 53,000	ESSER	ARPA	ARPA	LOCAL
ETL	\$ 70,000	ESSER	ARPA	ARPA	LOCAL
ETL	\$ 70,000	ESSER	ARPA	ARPA	LOCAL
Teacher - MESM:	\$ 70,000	ESSER	ARPA	LOCAL	LOCAL
Teacher - MESM:	\$ 70,000	ESSER	ARPA	LOCAL	LOCAL
Teacher - MESM:	\$ 70,000	ESSER	ARPA	LOCAL	LOCAL
Custodian - HS	\$ 51,000	ESSER	ARPA	LOCAL	LOCAL
Custodian - Plains	\$ 51,000	ESSER	ARPA	LOCAL	LOCAL
Assistant Director of Student Services	\$ 95,000	ESSER/LOCAL	LOCAL	LOCAL	LOCAL
Culinary Teacher	\$ 81,000	ESSER	LOCAL	LOCAL	LOCAL
Carpentry Teacher	\$ 60,000	ESSER	LOCAL	LOCAL	LOCAL

Plan B: \$433k in ARPA and \$408k to local budget in FY25. \$223k in ARPA and \$618k to local budget in FY26. Total ARPA Request = \$656k

Position	Salary	FY24	FY25	FY26	FY27
District Social Worker/Mental Health Coordinator	\$ 70,000	ESSER	ARPA	ARPA	LOCAL
C.N.A.	\$ 30,000	ESSER	ARPA	ARPA	LOCAL
Float Nurse	\$ 53,000	ESSER	ARPA	ARPA	LOCAL
ETL	\$ 70,000	ESSER	ARPA	ARPA	LOCAL
ETL	\$ 70,000	ESSER	ARPA	LOCAL	LOCAL
Teacher - MESM:	\$ 70,000	ESSER	ARPA	LOCAL	LOCAL
Teacher - MESM:	\$ 70,000	ESSER	ARPA	LOCAL	LOCAL
Teacher - MESM:	\$ 70,000	ESSER	LOCAL	LOCAL	LOCAL
Custodian - HS	\$ 51,000	ESSER	LOCAL	LOCAL	LOCAL
Custodian - Plains	\$ 51,000	ESSER	LOCAL	LOCAL	LOCAL
Assistant Director of Student Services	\$ 95,000	ESSER/LOCAL	LOCAL	LOCAL	LOCAL
Culinary Teacher	\$ 81,000	ESSER	LOCAL	LOCAL	LOCAL
Carpentry Teacher	\$ 60,000	ESSER	LOCAL	LOCAL	LOCAL

**Motion: To set aside funding but not finalizing the vote** - I move to *earmark* the use of American Rescue Plan Act funds in the amount of \_\_\_\_\_ for \_\_\_\_\_.

**To vote on the funding now** - I move to *approve* the use of American Rescue Plan Act funds in the amount of \_\_\_\_\_ for \_\_\_\_\_.

To: Selectboard, School Committee  
From: Town Administrator Lisa Wong  
Re: Memorandum of Agreement - Facilities Department  
Date: March 16, 2023

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**Background:** Discussions regarding the need for investments in maintenance and capital have been ongoing, but were a major topic of discussion during Tri-Board leadership meetings dating back to early 2022, as well as during Capital Planning Committee meetings. The idea of a joint position was investigated by the Town, including reaching out to other communities about their experience, and research by staff and Town Counsel. The full Tri-Board discussed models and voted to support the creation of a department and director position at the January 24, 2023 meeting. The Town Administrator incorporated the recommendation into the draft budget and worked with Town Counsel and the Superintendent to draft a Memorandum of Agreement for consideration by the School Committee and Selectboard.

**Next Steps:**

- The respective boards will vote to approve the MOA as presented or with amendments.
- The Town Administrator will present the budget with the Facilities Department to the Selectboard for a vote on March 21, 2023.
- The Appropriations Committee will deliberate on the budget, and hold a hearing with the Town Administrator on April 25, 2023.
- There will be a budget vote at the Annual Town Meeting on May 10, 2023.
- The Town Administrator and Superintendent of Schools will work on a joint job description. The position will be advertised upon approval of the budget. A hiring committee of representatives from the school and town will interview finalists and make a recommendation to the Town Administrator and Superintendent of Schools.
- The Director will begin as early as July 1, 2023.

**Motion:** I move to approve the Memorandum of Agreement between the South Hadley School Committee and the South Hadley Selectboard to create a shared Facilities Department as presented and authorize the Town Administrator / Superintendent of Schools to execute the Memorandum of Agreement.

MEMORANDUM OF AGREEMENT  
BETWEEN THE SOUTH HADLEY SCHOOL COMMITTEE  
AND THE SOUTH HADLEY SELECTBOARD

This Agreement (hereinafter "Agreement"), made and entered into this \_\_\_\_ day of \_\_\_\_\_ executed in duplicate (each executed copy constituting an original) between the School Department with a principal place of business at 116 Main Street, South Hadley, MA, acting by and through its School Committee (the "Department") and the Town of South Hadley, a Massachusetts municipal corporation with a principal place of business at 116 Main Street, South Hadley, MA, acting by and through its Selectboard (the "Town") (collectively, the "Parties").

The School Committee and the Selectboard agree that their respective chief executive officers, the Superintendent of Schools and Town Administrator (collectively, the "Administration") shall work together to coordinate the supervision and management of a Facilities Department in a manner that does not compromise the legal authority vested by relevant Massachusetts General Laws and regulations in any signatory.

Unless otherwise established by a collective bargaining agreement or required by law, all terms and conditions of employment for Facilities Department personnel will be determined by mutual agreement of the Administration and memorialized in a letter of appointment signed by the Administration. Decisions concerning the employment, discipline and related personnel matters pertaining to shared positions must be mutually agreed to by the Administration. The negotiation and ratification of any collective bargaining agreement(s) involving Facilities Department personnel will be handled in accordance with the requirements of General Laws, Chapter 150E.

The Town Administrator shall have final determination in personnel and financial matters related to the Facilities Department budget when the budget is on the Town budget but that the Schools Department shall ensure that its staff implement the directives that are approved by the Superintendent of Schools. The Town Administrator and Superintendent of Schools are each responsible for ensuring that their needs are communicated to the Facilities Department, and that the Facilities Department is providing direction, oversight and implementation of all facilities owned by the Town and Schools. There will be at least quarterly meetings between the Administration and Facilities Department.

Operating Budget - The annual operating budget for the Facilities Department shall be prepared in the following manner. For School Facilities, all planned non-salary expenses and custodial wages shall be appropriated within the School Department operating budget. For non-school facilities, all non-salary expenses and custodial costs shall be appropriated within the municipal Facilities operating budget or within the appropriate municipal department budget. All salary and wage expenses for the positions not covered by collective bargaining agreements shall be appropriated within the operating budgets of the School Department and the Town in a manner recommended by the Administration.

This Memorandum of Agreement shall remain in effect unless a party to this Memorandum delivers written notice to the other of its wish to either dissolve it or renegotiate the terms.

It is understood and agreed that except as otherwise specifically agreed in writing by the School Committee and Selectboard, any termination of this Memorandum of Agreement in accordance with the preceding paragraph will not take effect until the later of (i) the end of the fiscal year in which the termination occurs and (ii) if necessary, as determined by the Administration. It is understood that a vote of the duly constituted Town Meeting will be required to adopt the revised budget which reflects the termination.

IN WITNESS WHEREOF, the Parties have caused their proper representatives on the day and year first above written to execute this Agreement:

TOWN OF SOUTH HADLEY  
By its Town Administrator

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As authorized by Selectboard Vote dated:

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SOUTH HADLEY SCHOOL DEPARTMENT  
By its Superintendent

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As authorized by School Committee Vote dated:

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To: Selectboard  
From: Town Administrator Lisa Wong  
Re: Wastewater Fees  
Date: April 4, 2023

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**Overview of the Issue:** The Town has an enterprise fund for Wastewater that has a revenue deficit and therefore needs retained earnings to cover expenses that include personnel costs, maintenance costs, utilities, indirect costs, and debt service. Retained earnings will be depleted in FY2024 or FY2025 depending on how much is used for capital expenditures. If rates are not increased to raise revenues to cover operations or allow for future retained earnings to cover capital, then the town will have to use available funds to transfer into the enterprise to cover operating costs (not sound practice to use for recurring expenses) or be used to fund capital projects (we would normally want to see this come out of retained earnings). A General Fund Subsidy could fund Wastewater if funds are cut from the departments typically funded by the General Fund. The definition of the above underlined phrases are:

- **Available Funds:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one time costs. Examples of available funds include free cash, stabilization funds, overlay surplus and enterprise retained earnings.
- **Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any bond issue
- **Enterprise Funds:** An enterprise fund, authorized by MGL Ch. 44 §53F 1 2/, is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery – direct, indirect, and capital costs- are identified. Enterprise accounting also enables communities to reserve the “surplus” or net assets unrestricted (retained earnings) generated by the operation of the enterprise rather than closing it out of the general fund at year-end.
- **General Fund:** The fund used to account for most financial resources and activities governed by the normal town meeting/city council appropriation process.
- **General Fund Subsidy:** Most often used in the context of enterprise funds. When the revenue generated by rates, or user fees, is insufficient to cover the cost to provide the service, general fund money is used to close the gap in the form of a subsidy. The subsidy may or may not be recovered by the general fund in subsequent years.
- **Retained Earnings:** Refers to the revenues generated by enterprise funds that are unappropriated or unspent at the end of the fiscal year and certified as such by the DOR. Revenue Deficit: The amount by which actual revenues at year-end fall short of projected revenues and are insufficient to fund the amount appropriated. In such a case and unless otherwise funded, the revenue deficit must be raised in the following year's tax rate
- **Indirect Cost:** Costs of a service not reflected in the operating budget of the entity providing the service. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

**Overview of Wastewater:** <https://southhadley.org/356/Water-Pollution-Control-Division>

### Water Pollution Control Division

The Water Pollution Control Division of the Department of Public Works (DPW) provides oversight, management and / or treatment of the various types of "dirty waters" generated within the Town. This includes the regulation and oversight of commercial and industrial wastewaters to protect both the treatment plant and our natural resources.



### Wastewater Treatment Plant

The South Hadley Wastewater Treatment Plant (WWTP) is located just over the line in the City of Chicopee. The WWTP is responsible for cleaning and treating Town wastewater to levels specified by both the Massachusetts Department of Environmental Protection (MA DEP) and the federal Environmental Protection Agency (EPA). Cleaned and treated wastewater is discharged into the Connecticut River, in accordance with a National Pollutant Discharge Elimination System (NPDES) Permit. The plant currently treats an average of 2.4 million gallons of sanitary wastewater per day, which includes wastewater from small portions of the neighboring communities of Chicopee and Granby.

As wastewater enters the treatment plant, it goes through a screening process(1) to remove the big items that might have made their way into the wastewater, like a toy or a sock that got flushed down the toilet. From there, wastewater enters a series of settling tanks(2) where the flow is slowed down to allow material to float or settle. Some light material in the wastewater, called scum, will float and be skimmed off the surface and heavy material, called grit and sludge, will settle to the bottom to be scraped and pumped to a dewatering facility(3) where water is removed from the materials and then taken to the landfill while the remaining wastewater continues back on its treatment journey.



Source: National Parks Service

**Overview of Sewer Billing:** All users, abutters, and owners of developed property which can be directly served by a public sewer are subject to a sewer fee. The owner of the property will be responsible for all sewer use fees. Tenants of rental units will not be billed for Sewer Use Fees.

**Rates:** The rate for the sewer use fee is voted yearly by the Selectboard and is determined based on the type of service. The rate is figured on a EDU (Equivalent Dwelling Unit) basis. The current residential rate for FY2023 is \$280 per EDU. A single family home is charged for 1 EDU. Multi Family homes are charged 1 EDU for each unit. Commercial and Industrial Sewer Bills are calculated at the beginning of each new fiscal year and are based on actual numbers from the previous fiscal year of July 1st to June 30th. Factors used in the calculation are dependent upon the type of facility, but include water usage, wastewater strength and volume, and the number of employees.

Fiscal Year	EDU Rate	EDU % inc	Total EDUs	Surplus (Deficit)	
2005	165		8,888	646,219	
2006	175	6.1%	9,002	727,403	
2007	175	0.0%	9,196	914,052	
2008	175	0.0%	8,905	619,104	
2009	225	28.6%	8,862	349,434	
2010	240	6.7%	8,804	451,707	
2011	265	10.4%	8,822	871,071	
2012	265	0.0%	8,862	1,257,090	
2013	265	0.0%	8,828	1,222,473	
2014	265	0.0%	8,871	1,215,395	
2015	265	0.0%	8,883	1,183,205	
2016	265	0.0%	8,738	1,517,601	
2017	265	0.0%	8,704	1,931,042	
2018	265	0.0%	8,653	1,303,267	
2019	265	0.0%	8,616	754,761	
2020	280	5.7%	8,617	1,033,471	
2021	280	0.0%	8,616	1,526,829	
2022	280	0.0%	8,616	1,357,739	
2023	280	0.0%	8,633	932,183	
2024	280	0.0%	8,614	90,466	<i>\$740k in capital</i>
2025	280	0.0%	8,614	-925,663	<i>\$844k in capital</i>
2026	280	0.0%	8,614	-2,313,678	<i>\$1.135m in capital</i>
2027	280	0.0%	8,614	-4,374,470	<i>\$1.7m in capital</i>
2028	280	0.0%	8,614	-5,785,729	<i>\$1.2m in capital</i>
2029	280	0.0%	8,614	-7,304,386	<i>\$1.2m in capital</i>

**For consideration by the Sewer Commissioners:**

- I. **Rates:** Based on the assumption of 8,600 EDUs, each \$10 increase to the rate would generate \$86,000 in annual revenue. To cover the FY25 and FY26 deficits, the minimum rate would have to increase ~30% to \$365 starting in FY24. This does not cover deficits in FY27 (\$1m) and beyond.

There are also various phased approaches to rate increases that would cover the deficits but the rates in FY26 would have to be higher than \$365 to cover the lost revenue from FY24 and FY25 from not having the higher rate those years. Rates would have to be steeper in FY26 to cover the deficit. If rates are raised starting in FY25, the rates would also have to be higher.

These minimum rate increases may not be sufficient to cover capital needs. A three part Comprehensive Wastewater Study is being done. The first - a Main Street Pumping Station study - is being completed this year and preliminary estimates show \$9.5m in needs for that pumping station. The Town is seeking \$250k in funding for the study of the main plant, pipes and other pumping stations. An additional \$120k will be needed for the third phase of study - assessments, reports and analysis. Larger capital needs will likely be covered through borrowing and the ensuing debt service payments would be paid for by the enterprise funds, and thus the rates would need to cover those payments.

- II. **Abatements / Exemptions**

Those eligible for 41C abatements on their real estate taxes will automatically qualify for an abatement on their sewer use fee. The amount of the abatement is determined annually by the Selectboard and is deducted off the second bill which is issued in April. The current abatement is \$30, and should be increased when the fee is increased.

**Next Steps:** The Selectboard should host public information sessions to solicit input from the public.

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

Lisa Wong  
Town Administrator

## Town Administrator's Report to Selectboard April 4, 2023

### Administration, Finance and Operations

- **Budget Requests:** Documents related to the budget and Town Meeting are continuously updated on the town website at: <https://southhadley.org/679/Budget-Town-Meeting-Documents>
- **Town Meeting:** Anne Capra, Director of Planning and Conservation, will be holding an information session via Zoom to review the Planning Board articles on April 20 at 7pm. The link will be posted on the website.
- **Remote Meetings:** The state has extended the allowance of public meetings to be held remote or hybrid for another two years until March 31, 2025.
- **Mail-in ballots:** Voters for the Annual Town Election can return their ballots via snail mail, in the drop box located behind the police station, or in person in the Town Clerk's Office at Town Hall (116 Main St). The deadline to apply for a mail-in ballot is 5pm on Tuesday, April 4, 2023. 2,600 have been mailed so far. [www.southhadley.org/156/Clerk](http://www.southhadley.org/156/Clerk)

### Community

- **Vietnam Veterans Day:** The South Hadley American Legion Post 260, South Hadley Sons of the American Legion, South Hadley VFW Post 3104 & The Military Order of the Purple Heart hosted the South Hadley's National Vietnam War Veterans Day Commemoration at the South Hadley Public Library on Wednesday, March 29. National Vietnam War Veterans Day recognizes the sacrifices veterans and their families made during the Vietnam War. It is also a day to properly recognize our veterans who served anywhere in the world from Nov. 1, 1955, to May 15, 1975.

### Planning

- **Routes 202/33 Corridor Plan:** The Town submitted a One Stop Expression of Interest for \$40k in funding to hire a Professional Consultant to develop new zoning districts, design guidelines (written and architectural drawings); and, zoning map amendment. The Town will be given feedback and then submit a full application later this year. In January 2022, the Town completed the Routes 202/33 Corridor Plan, a study of a one-mile corridor that is the most heavily traveled in South Hadley, and contains a broad mix of commercial uses, residential, and open space and recreation, and borders Granby to the north and Chicopee to the south. The Plan recommended changes to the Town's zoning bylaw to establish an identity for the corridor by defining gateways, clustering uses appropriately, and recommending design guidelines for new development or substantial rehabilitation/redevelopment. This project would develop the three new recommended zoning districts (Gateway, Low-Density Mixed Use, and Open Space and Recreation), new design guidelines for these districts, and amend the zoning map to include the districts. [www.southhadley.org/DocumentCenter/View/9114/Route-33202-Corridor-Study--Final-Report-January-2022?bidId=](http://www.southhadley.org/DocumentCenter/View/9114/Route-33202-Corridor-Study--Final-Report-January-2022?bidId=)
- **Facade Improvements:** The Town of South Hadley is offering up to \$10,000 grants to local businesses and commercial property owners for façade improvements. Priority funding locations are along major roadways including Routes 33, 47, 116 & 202. Applications are due April 24. Eligible projects will be funded on a first come first served basis. Total funding available is \$76,000. To learn more and complete an application, visit [www.southhadley.org/1299/Faade-Improvement-Program](http://www.southhadley.org/1299/Faade-Improvement-Program).

**Public Works**

● **Roads already contracted for paving--April to July:**

Abbey St. (portion)  
Bolton Street  
Bombardier Ave  
Campden Street  
Douglas Ave  
Garden Street  
Rita Circle  
Sunset Ave  
Walnut Street  
Ludlow Road  
Collegeview (west portion over)  
River Road (Cove Island to the dirt)  
Stonegate Drive  
SanSouci (to the loop)  
Wellington Ave  
Benoit Lane

**After July 1 (bidding out now)**

Industrial Dr. (west half)  
Saybrook Circle  
LeBlanc Dr.  
Hildreth Ave.  
Noel Street  
Pershing Ave (portion)  
Grove Street  
Elm Street  
Mulligan Dr.  
Kendrick Street