

**HYBRID SELECTBOARD MEETING
TUESDAY, MAY 16, 2023
AGENDA
SENIOR CENTER LARGE CONF. ROOM
7:30 P.M.**

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<p>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.</p>
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- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES:** Draft Minutes of May 2, 2023
- 3. ANNOUNCEMENTS / PUBLIC COMMENT**
- 4. CONSENT AGENDA**
 - A. Multiple One-Day Beer & Wine License requests from Larry Dubois for May 19, 26, June 2, 9, 16, 23, and 30 at BATTERY BROOK PARK
 - B. One-Day Beer & Wine License request from Margaret Boxold for May 20 at MHC
 - C. Multiple One-Day Beer & Wine License requests from Karen Franz for June 3, 5, 6, 7, 8, 10, 12 & 13 at Chapin Hall
 - D. Multiple One-Day Beer & Wine License requests from Bridget Carroll for June 14, 15, 17, 19, 20, 21 & 22 at Chapin Hall
 - E. One-Day Beer & Wine License Request from Jeff Millard for June 9 at Gaylord Library
- 5. TRI-ANNUAL INTERVIEWS**
 - A. Marion Canning – Tree Committee (In person)
 - B. Eleanor Small – Historical Commission (In person)
 - C. Mary Jane Else – Sustainability & Energy Commission (Virtual)
- 6. NEW BUSINESS**

<ol style="list-style-type: none">A. Sewer use warrantB. ARPA request – needs assessment, security assessment.C. Citizen of the YearD. Town Meeting review	<ol style="list-style-type: none">E. Public building code of conductF. TA request to rollover weekG. FY2025 Budget planningH. Quarterly budget report
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- 7. RESIGNATIONS**
 - A. Kevin McCaffrey from MPIC
- 8. OLD BUSINESS**
- 9. TOWN ADMINISTRATOR’S REPORT**
- 10. ADJOURN**

HYBRID SELECTBOARD MEETING

TUESDAY, MAY 16, 2023

MOTIONS

APPROVAL OF MINUTES:

- A. I motion to approve the draft minutes of May 2, 2023

CONSENT AGENDA

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

NEW BUSINESS

- A. I motion to approve the sewer use fee warrant for the billing date of April 1, 2023 in the amount of \$1,221,080.

F. I move to allow the town administrator to roll over up to 40 hours of Vacation from Fiscal Year 2023 to Fiscal Year 2024.

RESIGNATION

- A. I move to accept the resignation of Kevin McCaffrey from the Master Plan Implementation Committee.

ADJOURN

- A. I move to adjourn.

**HYBRID SELECTBOARD MEETING
TUESDAY, MAY 2, 2023
DRAFT MEETING MINUTES
SENIOR CENTER MULTI-PURPOSE ROOM
7 P.M.**

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

CALL TO ORDER

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

MINUTES

Cyr moved to accept the draft minutes of April 18, 2023. Constant seconded. All in favor. Unanimous.

ANNOUNCEMENTS

Constant highlighted upcoming events by the Friends of the South Hadley Seniors. Sweeney noted an upcoming Gaylord Memorial Library Wine Down event. Casolari mentioned the upcoming annual town meeting.

CONSENT AGENDA

Constant motioned to approve the consent agenda as presented. Casolari seconded. All in favor. Unanimous. The consent agenda consisted of multiple One-Day Beer & Wine License Requests from Bridget Carroll for May 16, 19, 20 (Skinner Green) 20 (Rooke Theater) 20 (Rockefeller Hall), 20 (Art Building), 20 (Dining Commons), 26, 27 (Fimble Maker), 27 (Community Center) & 27 (Dining Commons) and a One-Day Beer & Wine License Request from Larry Dubois for May 5 at Buttery Brook Park.

SEWER ABATEMENTS

Sweeney motioned to increase the sewer use abatement to \$100 per year. Cyr seconded. All in favor. Unanimous.

SENIOR WORK OFF PROGRAM

The board agreed to move forward and gather more information about the program.

ARPA – Board of Health Request

The Selectboard tabled the item to discuss at a future joint meeting with the Board of Health.

TOWN MEETING REVIEW COMMITTEE

Cyr motioned to appoint Casolari to the Town Meeting Review Committee for a term beginning May 15, 2023 and ending June 30, 2024. Constant seconded. All in favor. Unanimous.

TOWN MEETING WARRANT

The annual town meeting will be held Wednesday, May 10 at 6 p.m. at the South Hadley High School auditorium. The warrant is posted online and physically in five different locations around town.

SELECTBOARD POLICIES

Cyr motioned to accept the changes as discussed. Sweeney seconded. All in favor. Unanimous. Changes include grammatical updates, alignment and updating where residents can find the Selectboard packet on the website.

ADJOURN

Cyr motioned to adjourn. Sweeney seconded. All in favor. Unanimous.

The meeting adjourned at 8:11 p.m.

RESPECTFULLY SUBMITTED
Kristin Maher
Executive Assistant to Administration



OD-89

1 Day Alcohol License

Status: Active

Date Created: May 1, 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 Request Multiple Dates



Number of Dates Requested

7

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

05/19/2023

Name or Organization Hosting Event

Friends of BATTERY BROOK PARK

Provide a Detailed Description of What The Event Is

Friday Cruise Night

Street Address of Where The Event is Held

125 Willimansett Street

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

4:00 PM - 9:00 PM

Date of Event

05/26/2023

Name or Organization Hosting Event

Friends of BATTERY Brook Park

Provide a Detailed Description of What The Event Is

Friday Cruise Night

Street Address of Where The Event is Held

125 Willimansett Street

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

4:00 PM - 9:00 PM

Date of Event

06/02/2023

Name or Organization Hosting Event

Friends of BATTERY Brook Park

Provide a Detailed Description of What The Event Is

Friday Cruise Night

Street Address of Where The Event is Held

125 Willimansett Street

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

4:00 PM - 9:00 PM

Date of Event

06/09/2023

Name or Organization Hosting Event

Friends of BATTERY Brook Park

Provide a Detailed Description of What The Event Is

Friday Cruise Night

Street Address of Where The Event is Held

125 Willimansett Street

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

4:00 PM - 9:00 PM

Date of Event

06/16/2023

Name or Organization Hosting Event

Friends of BATTERY Brook Park

Provide a Detailed Description of What The Event Is

Friday Cruise Night

Street Address of Where The Event is Held

125 Willimansett Street

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

4:00 PM - 9:00 PM

Date of Event

06/23/2023

Name or Organization Hosting Event

Friends of BATTERY Brook Park

Provide a Detailed Description of What The Event Is

Friday Cruise Night

Street Address of Where The Event is Held

125 Willimansett Street

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

4:00 PM - 9:00 PM

Date of Event

06/30/2023

Name or Organization Hosting Event

Friends of BATTERY Brook Park

Provide a Detailed Description of What The Event Is

Friday Cruise Night

Street Address of Where The Event is Held

125 Willimansett Street

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

4:00 PM - 9:00 PM



OD-88

1 Day Alcohol License

Status: Active

Date Created: Apr 28, 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 All Alcohol

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



Event Details

Date of Event

05/20/2023

Name or Organization Hosting Event

MGB, Inc dba Elegant Affairs

Provide a Detailed Description of What The Event Is

50th Reunion for Class of 1973

Street Address of Where The Event is Held

MHC 50 College Street South Hadley, MA Chapin Hall

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

6:45pm to 9:30pm



OD-91

1 Day Alcohol License

Status: Active

Date Created: May 2, 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 Request Multiple Dates



Number of Dates Requested

8

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



Event Details

Date of Event

06/03/2023

Name or Organization Hosting Event

Gordon Research Conference

Provide a Detailed Description of What The Event Is

Reception

Street Address of Where The Event is Held

Chapin Auditorium, Mary Wooley Hall, 50 College St, South Hadley, MA 01075

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

4:00pm-12:00AM

Date of Event

Name or Organization Hosting Event

06/05/2023

Gordon Research Conference

Provide a Detailed Description of What The Event Is

Reception

Street Address of Where The Event is Held

Chapin Auditorium, Mary Wooley Hall, 50 College St, South Hadley MA 01075

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

4:00pm-12:00am

Date of Event

06/06/2023

Name or Organization Hosting Event

Gordon Research Conference

Provide a Detailed Description of What The Event Is

Reception

Street Address of Where The Event is Held

Chapin Auditorium, Mary Wooley Hall, 50 College St, South Hadley, MA 01075

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

4:00PM-12:00AM

Date of Event

06/07/2023

Name or Organization Hosting Event

Gordon Research Conference

Provide a Detailed Description of What The Event Is

Reception

Street Address of Where The Event is Held

Chapin Auditorium, Mary Wooley Hall, 50 College St, South Hadley, MA 01075

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

4:00PM-12:00AM

Date of Event

06/08/2023

Name or Organization Hosting Event

Gordon Research Conference

Provide a Detailed Description of What The Event Is

Reception

Street Address of Where The Event is Held

Chapin Auditorium, Mary Wooley Hall, 50 College St, South Hadley, MA 01075

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

4:00PM-12:00AM

Date of Event

Name or Organization Hosting Event

06/10/2023

Gordon Research Conference

Provide a Detailed Description of What The Event Is

Reception

Street Address of Where The Event is Held

Chapin Auditorium, Mary Wooley Hall, 50 College St, South Hadley, MA 01075

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

4:00PM-12:00AM

Date of Event

06/12/2023

Name or Organization Hosting Event

Gordon Research Conference

Provide a Detailed Description of What The Event Is

Reception

Street Address of Where The Event is Held

Chapin Auditorium, Mary Wooley Hall, 50 College St, South Hadley, MA 01075

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

4:00PM-12:00AM

Date of Event

06/13/2023

Name or Organization Hosting Event

Gordon Research Conference

Provide a Detailed Description of What The Event Is

Reception

Street Address of Where The Event is Held

Chapin Auditorium, Mary Wooley Hall, 50 College St, South Hadley, MA 01075

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

4:00PM-12:00AM



OD-90

1 Day Alcohol License

Status: Active

Date Created: May 2, 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 Request Multiple Dates



Number of Dates Requested

7

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



Event Details

Date of Event

06/14/2023

Name or Organization Hosting Event

Gordon Research

Provide a Detailed Description of What The Event Is

Social

Street Address of Where The Event is Held

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

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

4:00PM - 12:00AM

Date of Event

Name or Organization Hosting Event

06/15/2023

Gordon Research

Provide a Detailed Description of What The Event Is

Social

Street Address of Where The Event is Held

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

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

4:00PM - 12:00AM

Date of Event

06/17/2023

Name or Organization Hosting Event

Gordon Research

Provide a Detailed Description of What The Event Is

Social

Street Address of Where The Event is Held

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

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

4:00PM - 12:00AM

Date of Event

06/19/2023

Name or Organization Hosting Event

Gordon Research

Provide a Detailed Description of What The Event Is

Social

Street Address of Where The Event is Held

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

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

4:00PM - 12:00AM

Date of Event

06/20/2023

Name or Organization Hosting Event

Gordon Research

Provide a Detailed Description of What The Event Is

Social

Street Address of Where The Event is Held

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

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

4:00PM - 12:00AM

Date of Event

Name or Organization Hosting Event

06/21/2023

Gordon Research

Provide a Detailed Description of What The Event Is

Social

Street Address of Where The Event is Held

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

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

4:00PM - 12:00AM

Date of Event

06/22/2023

Name or Organization Hosting Event

Gordon Research

Provide a Detailed Description of What The Event Is

Social

Street Address of Where The Event is Held

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

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

4:00PM - 12:00AM



OD-92

1 Day Alcohol License

Status: Active

Date Created: May 11, 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

06/09/2023

Name or Organization Hosting Event

Gaylord Memorial Library Association

Provide a Detailed Description of What The Event Is

Monthly Wine Down fundraiser. \$10 entry gets tickets for up to 3 small pours of wine or beer. Light snacks are also available.

Street Address of Where The Event is Held

47 College St

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

5:00 PM - 7:30 PM

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

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

Sun, Apr 2, 2023 at 4:01 PM

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

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

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

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

Choose up to TWO From the Other
Following

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

I am applying for a position on the Tree Committee.

Please give any details regarding your interest in this appointment.

I am dedicated to preserving the trees in South Hadley.. I am a master gardener and I feel I will be able to make a contribution to the tree committee's efforts and practices that promote environmental stewardship here in South Hadley

Please Provide the Following Information

Name	Marion Canning
Email	[REDACTED]
Address1	106 LYMAN ST, LYMAN ST, LYMAN ST, LYMAN ST
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.)	For this position I would bring my master gardener knowledge to the committee. I volunteer at the arboretum and at the Conservation Commission volunteer activities. I am a retired Admin. Assistant, Child Development Center at Springfield College
Please list any additional information you think may be helpful in reviewing your application.	My husband was an active member of the Conservation Commission for many years.
How did you learn of the vacancy you are applying for?	Other
If you indicated another resident or other above, please provide the resident's name or provide additional details.	James Canning
Upload a Letter of Interest	Wistairahurst 2.docx

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>

Fri, May 5, 2023 at 2:00 PM

To: sgmeiner@southhadleyma.gov, kmaher@southhadleyma.gov, ljacobs@southhadleyma.gov, zingram@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 Historical Commission
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. My family has been a resident of the Town of South Hadley since the 1680's. I have a general interest in history and would love to promote more town history since I became involved with the Firehouse Museum.

Please Provide the Following Information

Name Eleanor

Email Small


Address1 136 North Main Street

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?	Yes
If yes, please list the board(s), commission(s), or committee(s) on which you serve(d), and the dates of service for each.	The Town of South Hadley Historic Committee
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	Local history knowledge, writings that have been published, I volunteer at the Firehouse Museum. My background is in social services, so I have a perspective of our towns people and government.
Please list any additional information you think may be helpful in reviewing your application.	I have known and are acquainted with other members of the Commission and have always worked well with the group.
How did you learn of the vacancy you are applying for?	Another Resident
If you indicated another resident or other above, please provide the resident's name or provide additional details.	Other members of the Commission that are also town residents.
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>

Wed, Apr 26, 2023 at 5:08 PM

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

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

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

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

Choose up to TWO From the Other
Following

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

Sustainability and Energy Commission

Please give any details regarding your interest in this appointment.

I've been interested in sustainability ever since a wonderful course in graduate school helped me to learn two things: 1. How we live on our planet can't be sustained, in the simple sense that the planet doesn't have the resources to support us and can't absorb the pollution we produce. 2. We are clever enough, and resourceful enough, to live within the planet's limits. The best place to be involved in working for sustainability is in the place where you live. I've been following the Sustainability and Energy Commission for a couple of years and attended two meetings so that I could speak during the public comment period. I was invited to apply by John Howard, and I would love to serve on the commission.

Please Provide the Following Information

Name Mary Jane Else

Email


Address1 [51 Lyman Street](#)

Address2 *Field not completed.*

City South Hadley

State MA

Zip 01075

Primary Phone	
Alternate Phone	<i>Field not completed.</i>
Cell Phone:	
General Questions	
Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	No
Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in town government?	No
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	I am an educator and have worked on energy issues as a volunteer for several years.
Please list any additional information you think may be helpful in reviewing your application.	I've made an effort to learn all that I can about the energy system and about opportunities for reducing our impact on the environment on which we depend. I feel that I have something to contribute to teh Sustainability and Energy Commission. I've read the Master Plan thoroughly and recognized, when I read it, that SEC has been assigned a number of tasks. I'd like to help them with these tasks and with other priorities thay have.
How did you learn of the vacancy you are applying for?	Another Resident
If you indicated another resident or other above, please provide the resident's name or provide additional details.	John Howard, who has been on the SEC for some years.
Upload a Letter of Interest	letter of interest ELSE SEC.pdf

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

To: Members of the South Hadley Select Board, members of the South Hadley Sustainability and Energy Commission

Dear Select Board and SEC members,

This letter expresses my interest in a position on South Hadley's Sustainability and Energy Commission.

I am currently a science teacher at the high school level in Chicopee. In my spare time I have been part of a statewide coalition advocating for a swift and just transition to clean, renewable energy sources and storage. I've also joined a study group that examines different ways of achieving this transition.

I'd like to contribute to the work of the Sustainability and Energy Commission. I have followed their agendas and meeting minutes when able, over the past few years, and attended several meetings. After reading the Master Plan, I noted that a number of tasks have been assigned to the SEC. I feel that my background and interests put me in a position to be helpful to the town by assisting the SEC with its important work.

Sincerely,

Mary Jane Else
51 Lyman Street
South Hadley

DONNA WHITELEY, Treasurer/Collector
CMMT,CMMC

To: Selectboard
From: Donna Whiteley
Date: April 4, 2023
Subject: Sewer Use Fee Warrant

I am requesting a Sewer Use Fee Warrant for the billing date of April 1, 2023 in the amount of \$1,221,080.

Cc: Accounting

To: Selectboard
From: Town Administrator Lisa Wong
Re: Meeting Discussion
Date: May 16, 2023

- A. Sewer Use Warrant. The Treasurer/Collector requests the Selectboard vote on a sewer use warrant for each billing cycle to allow for collection.
- B. ARPA Requests. The Town Administrator will discuss these potential requests with the Selectboard in anticipation of a formal request to gather feedback.
 - Needs Assessment: request will be 10-20k
 - Security Assessment: request will be 40-50k
- C. Citizen of the Year: With the news that the Lions Club will dissolve this year, the Selectboard will discuss where to continue the awards.
- D. Town Meeting Review: There were dozens of meetings leading up to Town Meeting. Attendance and debate was robust. To continue the momentum, the Selectboard leadership and Town Administrator are starting a new practice of adding a Town Meeting Review to the agenda after each Town Meeting. This allows for a transparent process to reflect, discuss and improve upon the process.
- E. Public Building Code of Conduct: The Town has a Visitor Code of Conduct. There will be discussion around how this code of conduct works in conjunction with the current Selectboard policies and other policies around conduct.
- F. TA Request to rollover a week: Due to numerous meeting and some staffing shortages, the TA would like to postpone the use of some vacation time from FY23 to FY24 when the meeting schedule is not as busy and some vacancies are filled.
- G. FY2025 Budget Planning: The discussion will focus on ideas to enhance citizen engagement and input, as well as reflect on what worked well in the FY24 process.
- H. Quarterly Report: The Town Accountant prepares this on a quarterly basis. Report attached.

WILLIAM SUTTON, Town Accountant

To: Selectboard
Appropriations Committee

From : William Sutton
Town Accountant

May 12, 2023

This letter is to inform you that the Statement of Expenditures vs. Appropriations printout has been run for March 2023. The printout was analyzed for expenditures exceeding budgeted totals by more than 75.0%, since this report represents expenditures through three quarters of the fiscal year. The printout has been checked and highlighted for informative purposes to determine the course the various appropriations are on for the fiscal year. There is not necessarily a major problem with the appropriations that are more than 75.0% spent, since some departments have the majority of their expenditures at the start of the fiscal year and/ or due to the timing of some of the various expenditures. However, close attention may need to be applied to these appropriations as we move towards the end of the fiscal year and further expenditures are processed.

Attached is a listing of the departments whose expenditures exceeded 75.0% of the budget as of 03/31/23. Also attached is a copy of the complete printout, excluding school, of expenditures (the report can be quite lengthy). I also attached a quick summary page on how revenues are tracking through the same time period as well as a revenue report. If there are any further questions or explanations needed, please do not hesitate to contact me.

Thank you,

William Sutton
Town Accountant

cc: Lisa Wong
Town Administrator

Revenue items listed below represent the larger revenue items or changes that appear material in nature at this time only.

Note of caution: The timing of receipts in a particular month from one year to the next can impact the overall assumptions either favorably or unfavorably.

Due to our conservative estimates for Fy23 we should once again recognize an overall healthy return on revenues.

Based on the Revenue report as of March 31, 2023:

The majority of the General Fund revenues are tracking similar to last year and within or potentially exceeding the revenue estimates at this time with a few exceptions. A couple highlighted areas are listed below.

Revenues that are tracking above last year at this time:

Tax Liens are up about \$57,000 from this time last year.

Motor Vehicle Excise is up about \$168,000 or roughly 15% from this time last year. Some of this maybe related to timing.

Penalties and Interest is up roughly \$40,000 from last year. Mainly in Excise and Tax Lien Interest.

Other Licenses are up 44.8% or roughly \$101,500 mostly in building permits.

Investment Interest is up 305% or approximately \$257,000 through March. This is due to higher interest rates being paid on our monies.

Revenues that are tracking below last year's revenues:

Other Charges is down around \$11,000 in municipal lien certificates.

Miscellaneous Revenue is down about \$42,000 in miscellaneous School and Council on Aging revenues, although we are tracking within our estimate for the year.

Enterprise Funds:

Overall revenues in the Landfill Enterprise Fund are tracking slightly lower (\$50,000) than last year at this time due to lower Pay as You Throw payments. Revenues in the WWTP Enterprise Fund are tracking slightly higher by roughly \$42,000 largely due to an increase in interest income and sewer fee payments.

Golf Course revenues (non Food & Beverage) are tracking about \$42,000 or 7% higher than last year.

Basically, in greens fees.

Food & Beverage is up from this time last year roughly \$48,000.

In looking ahead through April, total Golf revenues are roughly \$140,000 over last April. We will continue to monitor golf revenues this spring.

**List of Departments Exceeding 75.0% of Budget
Listing as of 03/31/23 :**

<u>Department</u>	<u>Type</u>	<u>% Spent</u>	<u>Notes</u>
Accounting	Other Expenses	83.6%	printing and binding
IT Department	Other Expenses	79.2%	computer software; telephone; computer replacement
Internal Service Fund	Other Expenses	80.5%	office supplies
Inspection Services	Other Expenses	141.3%	other purchased service will need a transfer from P/S
Weights & Measures	Other Expenses	92.4%	contract service paid
Snow & Ice	Personal Services	122.0%	to be covered at year end
" " " " " "	Other Expenses	213.8%	vehicular supplies; de-icing chem; snow removal contracts
	Balance	(\$96,050)	
Veterans Services	Other Expenses	76.9%	veterans benefits
Library	Other Expenses	81.7%	contract services
Old Firehouse Museum	Other Expenses	126.6%	Rep/Mnt buildings
Employee Benefits	Retirement Contrib.	100.0%	Amount paid up front
	FICA	79.1%	FICA/Medicare
Other Misc.	Liability Insurance	90.9%	Property Insurance
WWTP	Other Expenses	76.3%	Rep/Mnt buildings; supplies; chemicals

Note: At this time it appears that we should have a substantial turn back in Health Insurance

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

Lisa Wong
Town Administrator

**Town Administrator's Report to Selectboard
May 16, 2023**

Administration, Finance and Operations

- **State Budget:** The Senate Ways and Means Committee released their budget. The budget increases expenditures by \$3.4million over the current fiscal year. Budget debate will begin May 23rd. Local cherry sheet numbers are slightly more than the Governor's and House budgets.
www.mma.org/senate-budget-committee-releases-fiscal-2024-proposal
- **Personnel:** The Town is seeking a Director of Building Operations. Posting: www.southhadley.org/jobs.aspx

Community

- **Awards:** Congratulations to Mary Lou Guarnera for receiving the Lions Club Award and Kim Prough for receiving the Joseph Taylor Award. Both will be added to their respective plaques located in Town Hall.
- **Memorial Day Breakfast:** Memorial Day honors those who died while serving in the U.S. military. On Friday, May 26th at 8:30am, there is a breakfast open to Veterans and a guest. Breakfast by SHHS Culinary Department, music by SHHS Vocal Roar, distinguished speakers, military remembrances and ceremonies. Co-sponsored by The Friends of The South Hadley Seniors and South Hadley Veterans' Services.
- **E-Waste and Shredding Event:** The South Hadley Music Department is hosting an E-Waste & Shredding Drive in the South Hadley High School parking lot on Saturday, May 20. For a fee, you can recycle your electronics and shred your personal documents while helping the music department. Laptops / computer towers, flat-screen monitors, VCR/DVD players, keyboards, printers: \$20 an item. Air conditioners / dehumidifiers / microwaves: \$50 an item. Shredding: \$25 a box. Find the South Hadley Music Parents Association on Facebook for a full list of acceptable items and prices. For more information or if you have questions, email shmpa@southhadleymusic.org with "e-waste" in the subject line.
- **Spray Parks:** Both Beachgrounds & Buttery Brook Park will open on May 20th. The hours will be 10:30am-630pm weekends only May 20-June 18th, Memorial Day and then daily from June 19-Sept. 4.
- **District 1:** District 1 Fire will have their annual town meeting on Wednesday, May 17 at 6pm at PVPA.
- **ValleyBike:** The hope had been to find a vendor to continue the bikeshare. Unfortunately Valley Bike will not operate this season (Spring 2023- Fall 2023) and the plan is to find a new vendor for 2024. The group of Towns involved are seeking legal
- **Channel markers:** Markers are repaired and replaced and ready to be installed for the boating season as soon as we have a contract set up for that work. The previous bid came in way over budget and another funding source for the channel markers has not yet been identified. The lead community, Northampton, has released another Request for Bids for the program, with hopes that we can obtain a price that will allow the work to proceed. This request is reduced to a three year period from the previous five. Responses are due June 2.
- **Meeting:** The South Hadley Drug and Alcohol Prevention Coalition will be hosting a Community Conversation about youth substance abuse on Monday, June 5 from 6-8pm at the Senior Center. Chief Gundersen and Superintendent McLaughlin will be part of the panel. www.southhadleyprevents.org

Planning

- **Facade Program:** The town received 14 applications from businesses across the town. 11 have been prioritized for funding and agreements with businesses will be executed. Of the three requests not funded, one application was ineligible and two additional applications were for murals.
- **Economic Development:** The State has launched an Economic Development Planning Council composed of leaders from a diversity of backgrounds and regions, that will hold a series of engagement sessions across the state this spring and summer to gather public input about the state's economic development needs and opportunities. The council will then craft a strategic plan to guide Massachusetts economic development policy over the next four years. The Council will hold Regional Engagement Sessions across the Commonwealth, where stakeholders and members of the public are welcome to partake in discussions that will inform the substance of the eventual Economic Development Plan. The first session is local: May 19, 2023: Pioneer Valley Regional Session at Springfield College, Springfield, 2:00 – 4:00 p.m.
- **Housing Production:** The Town is hosting a second community forum for the Housing Production Plan on Thursday, May 25 from 7-9pm at the Public Library. The public is invited to attend to get a recap of the process so far, and participate in discussions about housing strategies.

Public Health

- **Sanitary code:** The state of Massachusetts made several changes to 105 CMR 400 and 105 CMR 410, also known as the state sanitary code. This code, which outlines the minimum standards of fitness for human habitation, is the standard that all landlords must abide by to rent property in Massachusetts. Expected publication and effective date is 5/12/2023. MAHB has a clean version and a version showing the changes: <https://mahb.org/new-ma-dph-sanitary-code-goes-into-effect-on-may-12-2023/>