

**HYBRID SELECTBOARD MEETING
TUESDAY, SEPT. 5, 2023
SENIOR CENTER MULTI-PURPOSE ROOM - 7 P.M.
AGENDA**

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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 Aug. 8, 2023
- 3. ANNOUNCEMENTS / PUBLIC COMMENT**
- 4. CONSENT AGENDA**
 - A. One-Day Beer & Wine License request from Robert Adam for Oct. 1
 - B. One-Day Beer & Wine License request from Jeff Millard for Sept. 8
 - C. One-Day Beer & Wine License request from Elizabeth Sawyer for Sept. 29, Oct. 4 & 5
 - D. Multi-Date (160 All Alcohol License Request from Stephen McCray for Sept. 15, 30, Oct. 1, 6, 7, 8, 9, 13, 14,15, 20, 21, 22, 27, 28 & 29
 - E. One-Day All Alcohol License request from David Isakson for Sept. 16 & 17
 - F. One-Day Beer & Wine License request from Nicholas Yee for Oct. 7
- 5. PUBLIC HEARING CONTINUED - 7:05 p.m. - 3 Corners Package Store - potential suspension or revocation of liquor license – verbal update from business owner**
- 6. NEW BUSINESS**
 - A. Trash fee warrant
 - B. Associate Planning Board member appointment – Preston Smith
 - C. Veterans District
 - D. Annual town election from April to March
 - E. November 15 Special Town Meeting
 - F. New Ludlow Road land donation
 - G. Town Meeting Review Committee meeting update
 - H. Banner approval – Showcase South Hadley
- 7. OLD BUSINESS**
 - A. Strategic Goals
- 8. TOWN ADMINISTRATOR’S REPORT**
- 9. ADJOURN**

**HYBRID SELECTBOARD MEETING
TUESDAY, AUG. 8, 2023- 6:30 P.M.
MEETING MINUTES
SENIOR CENTER LARGE CONFERENCE ROOM**

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

CALL TO ORDER

Constant called the meeting to order at 6:30 p.m.

APPROVAL OF MINUTES

Cyr motioned to approve the draft minutes of July 11, 2023. Sweeney seconded. All in favor. Unanimous.

ANNOUNCEMENTS / PUBLIC COMMENT

Sweeney noted Showcase South Hadley Festival Oct. 6-8.

Sandy Zieminski, of 50 Lyman Terrace, thanked the board for hybrid meetings.

Cyr highlighted the Veterans Picnic in the Park Aug. 13.

DIRECTOR OF BUILDING OPERATIONS INTRODUCTION

Wong introduced Scott Moore as the new director of building operations and the board welcomed him.

CONSENT AGENDA

Sweeney motioned to approve the consent agenda as presented. Cyr seconded. All in favor. Unanimous.

The consent agenda consisted of a One-Day Beer & Wine License Request from Larry Dubois for Aug. 13, multiple One-Day Beer & Wine License requests from Laura Bowman for Sept. 20 and 21, and a One-Day Beer & Wine License request from Stephen McCray for Sept. 9.

STRATEGIC GOALS

Wong and Assistant Town Administrator / Human Resources Director Chuck Romboletti reviewed the town's strategic goal process. The board offered suggestions for updates. Wong will rework the PBE goals and bring a revision to the board.

PUBLIC HEARING - WILLITS HALLOWELL & KENDADE ATRIUM

Constant opened the hearing at 7:06 and closed it at 7:08 p.m.

Cyr motioned to approve the application for a change of manager for Willits-Hallowell Center, Inc, DBA Willits-Hallowell Center at 0 Park St., and for Trustees of Mount Holyoke College

DBA Kendade Atrium at 0 Park St., South Hadley. Sweeney seconded. All in favor. Unanimous.

PUBLIC HEARING - ANTHONY'S DANCE CLUB

Constant opened the hearing at 7:12 and closed it at 7:19 p.m.

Cyr motioned to approve the application for a transfer of license, change of manager, change of officers/directors, change of ownership interest and issuance/transfer of stock at Anthony's Dance Club DBA Centerfold Anthony's at 500 New Ludlow Road, South Hadley. Sweeney seconded. All in favor. Unanimous.

CLASS 2 LICENSE AMENDMENT FOR SOUTH HADLEY MOTORS

Cyr moved to amend the existing Class 2 license issued to South Hadley Motors, LLC, for premises at 510 New Ludlow Road, to allow for the display of up to 20 vehicles but now including both vehicles for sale and vehicles for rent. Casolari seconded. All in favor. Unanimous.

SHOWCASE SOUTH HADLEY

Sweeney motioned to approve closing College Street Bypass between Hadley Street and Woodbridge Street on Oct. 7 between 6 a.m. and midnight for the Showcase South Hadley event. Cyr seconded. All in favor. Unanimous.

RESIGNATION

Cyr moved to accept the resignations of Peter Scotto from the Historical Commission, Alexandra Ripp from the Cultural Council and Robin Wagner from the Cultural Council with regret. Sweeney seconded. All in favor. Unanimous.

TA REPORT

For the full town administrator's report, see the Aug. 8, 2023 Selectboard Meeting Packet on the town website.

ADJOURN

Cyr moved to adjourn. Casolari seconded. All in favor. Unanimous.



OD-101

1 Day Alcohol License

Status: Active

Submitted On: 8/5/2023

Applicant

Robert Adam

[REDACTED]

[REDACTED]

19 College St
South Hadley, MA 01075

Applicant Email

Check this box if the applicant does not have an email address.

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

Permit Info

Permit For*

1 Day All Alcohol

Check This Box to Request Multiple Dates

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*

10/01/2023

Name or Organization Hosting Event*

South Hadley's Tower Theaters

Provide a Detailed Description of What The Event Is*

Private morning event with movie

Street Address of Where The Event is Held*

19 College st

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

9am -9pm



OD-104

1 Day Alcohol License

Status: Active

Submitted On: 8/11/2023

Applicant

Jeff Millard

[REDACTED]

[REDACTED]

12 Alvord Street
South Hadley, Ma 01075

Applicant Email

Check this box if the applicant does not have an email address.

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

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

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

Event Details

Date of Event*

09/08/2023

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



OD-105

1 Day Alcohol License

Status: Active

Submitted On: 8/16/2023

Permit Info

Permit For*

1 Day Beer and Wine

Check This Box to Request Multiple Dates

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

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

Event Details

Date of Event*

09/29/2023

Name or Organization Hosting Event*

Facilities Department

Provide a Detailed Description of What The Event Is*

Reception

Street Address of Where The Event is Held*

The Boathouse, 240 Ferry Street,
South Hadley, MA 01075

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

11:00am - 6:00pm



OD-107

1 Day Alcohol License

Status: Active

Submitted On: 8/18/2023

Permit Info

Permit For*

1 Day Beer and Wine

Check This Box to Request Multiple Dates

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*

10/04/2023

Name or Organization Hosting Event*

Art Museum

Provide a Detailed Description of What The Event Is*

Reception

Street Address of Where The Event is Held*

Lower Lake Road, South Hadley, MA
01075

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

2:00pm - 9:00pm



OD-106

1 Day Alcohol License

Status: Active

Submitted On: 8/17/2023

Permit Info

Permit For*

1 Day All Alcohol

Check This Box to Request Multiple Dates

Number of Dates Requested

16

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

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

Event Details

Date of Event*

09/15/2023

Name or Organization Hosting Event*

McCrays Farm

Provide a Detailed Description of What The Event Is*

Pop up movie night

Street Address of Where The Event is Held*

55 Alvord St.

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

1000-2200

Date of Event*

09/30/2023

Name or Organization Hosting Event*

McCrays Farm

Provide a Detailed Description of What The Event Is*

Fall activities- pumpkin picking, haunted ride

Street Address of Where The Event is Held*

55 Alvord St.

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

1000-2300

Date of Event*

10/01/2023

Name or Organization Hosting Event*

McCrays Farm

Provide a Detailed Description of What The Event Is*

Fall activities- pumpkin picking, haunted ride

Street Address of Where The Event is Held*

55 Alvord St.

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

1000-2300

Date of Event*

10/06/2023

Name or Organization Hosting Event*

McCrays Farm

Provide a Detailed Description of What The Event Is*

Fall activities- pumpkin picking, haunted ride

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

1000-2300

Street Address of Where The Event is Held*

55 Alvord St.

Date of Event*

10/07/2023

Name or Organization Hosting Event*

McCrays Farm

Provide a Detailed Description of What The Event Is*

Fall activities- pumpkin picking, haunted ride

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

1000-2300

Street Address of Where The Event is Held*

55 Alvord St.

Date of Event* 10/08/2023	Name or Organization Hosting Event* McCrays Farm
Provide a Detailed Description of What The Event Is* Fall activities- pumpkin picking, haunted ride	Street Address of Where The Event is Held* 55 Alvord St.
Hours of Operation (Ex. 8:00 AM - 5:00 PM)* 1000-2300	

Date of Event* 10/09/2023	Name or Organization Hosting Event* McCrays Farm
Provide a Detailed Description of What The Event Is* Fall activities- pumpkin picking, haunted ride	Street Address of Where The Event is Held* 55 Alvord St.
Hours of Operation (Ex. 8:00 AM - 5:00 PM)* 1000-2300	

Date of Event* 10/13/2023	Name or Organization Hosting Event* McCrays Farm
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Provide a Detailed Description of What The Event Is*

Fall activities- pumpkin picking, haunted ride

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

1000-2300

Street Address of Where The Event is Held*

55 Alvord St.

Date of Event*

10/14/2023

Name or Organization Hosting Event*

McCrays Farm

Provide a Detailed Description of What The Event Is*

Fall activities- pumpkin picking, haunted ride

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

1000-2300

Street Address of Where The Event is Held*

55 Alvord St.

Date of Event* 10/15/2023	Name or Organization Hosting Event* McCrays Farm
Provide a Detailed Description of What The Event Is* Fall activities- pumpkin picking, haunted ride	Street Address of Where The Event is Held* 55 Alvord St.
Hours of Operation (Ex. 8:00 AM - 5:00 PM)* 1000-2300	

Date of Event* 10/20/2023	Name or Organization Hosting Event* McCrays Farm
Provide a Detailed Description of What The Event Is* Fall activities- pumpkin picking, haunted ride	Street Address of Where The Event is Held* 55 Alvord St.
Hours of Operation (Ex. 8:00 AM - 5:00 PM)* 1000-2300	

Date of Event* 10/21/2023	Name or Organization Hosting Event* McCrays Farm
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Provide a Detailed Description of What The Event Is*

Fall activities- pumpkin picking, haunted ride

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

1000-2300

Street Address of Where The Event is Held*

55 Alvord St.

Date of Event*

10/22/2023

Name or Organization Hosting Event*

McCrays Farm

Provide a Detailed Description of What The Event Is*

Fall activities- pumpkin picking, haunted ride

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

1000-2300

Street Address of Where The Event is Held*

55 Alvord St.

Date of Event*

10/27/2023

Name or Organization Hosting Event*

McCrays Farm

Provide a Detailed Description of What The Event Is*Fall activities- pumpkin picking,
haunted ride**Street Address of Where The Event is Held***

55 Alvord St.

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

1000-2300

Date of Event*

10/28/2023

Name or Organization Hosting Event*

McCrays Farm

Provide a Detailed Description of What The Event Is*Fall activities- pumpkin picking,
haunted ride**Street Address of Where The Event is Held***

55 Alvord St.

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

1000-2300

Date of Event*

10/29/2023

Name or Organization Hosting Event*

McCrays Farm

Provide a Detailed Description of What The Event Is*

Fall activities- pumpkin picking, haunted ride

Street Address of Where The Event is Held*

55 Alvord St.

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

1000-2300

OD-109

1 Day Alcohol License

Status: Active

Submitted On: 8/20/2023

Permit Info

Permit For*

1 Day All Alcohol

Check This Box to Request Multiple Dates

Number of Dates Requested

2

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

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

Event Details

Date of Event*

09/16/2023

Name or Organization Hosting Event*

The Whiskey Barrel

Provide a Detailed Description of What The Event
Is*

1st Annual South Hadley & Granby
Chamber of Commerce bike run.

Street Address of Where The Event is Held*

21 Lyman Street

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

12:00pm - 8:00pm

Date of Event*

09/17/2023

Name or Organization Hosting Event*

The Whiskey Barrel

Provide a Detailed Description of What The Event Is*

Cornhole tournament fundraiser to benefit South Hadley Football.

Street Address of Where The Event is Held*

21 Lyman Street

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

10:30am - 8:00pm



OD-110

1 Day Alcohol License

Status: Active

Submitted On: 8/28/2023

Primary Location

No location

Applicant

Nicholas Yee

15 College Street
South Hadley,
Massachusetts 01075

Applicant Email

Check this box if the applicant does not have an email address.

Applicants CANNOT purchase alcoholic beverages from a package store. Per the ABCC, please see the list of authorized sources from which to purchase alcohol here: <https://www.mass.gov/info-details/apply-for-a-special-license-or-permit-abcc>
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

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*	Name or Organization Hosting Event*
10/07/2023	Town of South Hadley
Provide a Detailed Description of What The Event Is*	Street Address of Where The Event is Held*
Center Town common	15 College Street
Hours of Operation (Ex. 8:00 AM - 5:00 PM)*	
11am to end of event	

Attachments

Certificate of Insurance	REQUIRED
s.net/vpc3Town of South Hadley.pdf /Mon_Aug_28_2023_13:47:04.pdf?se=2023-08-21Z&se=2023-08-21Z&se=2023-08-21Z&se=2023-08-21Z llc1%2Fkx6Sbc0FKyHJdFyzsmu%2B%2FM8rY%3D)	

History

Date	Activity
8/26/2023, 9:25:07 AM	Nicholas Yee started a draft of Record OD-110
8/28/2023, 1:48:43 PM	Nicholas Yee submitted Record OD-110
8/28/2023, 1:48:44 PM	approval step Application Review was assigned to Kristin Maher on Record OD-110

Date

Activity

8/28/2023, 1:52:32
PM

completed payment step License Fee on Record OD-110

To: Selectboard
From: Town Administrator Lisa Wong
Re: 3 Corners Package Store
Date: September 1, 2023

Background: The hearing for 3 Corners Package Store was continued from July 11, 2023 to September 5, 2023. The owner was to provide an update to the Town Administrator in August.

As of August 30, 2023, the owner has been working with the Health Department to complete the inspections required. The anticipated opening date is September 15, 2023.

As the requirements to re-open will not be met by the hearing date, the Selectboard may vote to continue the hearing until the Selectboard meeting on October 3, 2023 at 7:05pm.

DONNA WHITELEY, Treasurer/Collector
CMMT.CMMC

To: Selectboard
From: Donna Whiteley
Date: August 11, 2023
Subject: Trash Fee Warrant

I am requesting a Trash Fee Warrant for the billing date of August 16, 2023 in the amount of \$818,925.00

cc: Accounting

July 20, 2023

Dear Selectboard Members:

I am seeking an appointment as Associate Planning Board Member. I learned about the vacancy from Anne Capra, Town Planner, and from Nate Therian and Michael Davis, both of whom are current members of the Planning Board in South Hadley.

I have long had a keen interest in participating in the building of a vibrant and growing community in South Hadley. I believe making sound and comprehensive planning decisions will be crucial to attaining those goals.

I have taught at Mount Holyoke College for over 30 years. At the College, I have directed the Community-Based Learning Program where students engage in local communities in South Hadley, Holyoke, Amherst, and Springfield. I also teach courses on housing policy and planning, and many of my students go on to become urban planners. My research is on the impact of national and local housing policy on cities and towns in the United States. Lastly, I am a member of the Policy Leadership Council of the Citizen's Housing and Planning Association, a statewide organization that advocates for affordable housing in Massachusetts.

I have been a resident of South Hadley for over 30 years, and I am raising my family here. I would be honored to serve in this capacity and to be given the opportunity to bring my expertise and experience to the position.

Sincerely,

A handwritten signature in black ink, appearing to read "Preston H. Smith II". The signature is fluid and cursive, with a prominent initial "P" and a long, sweeping underline.

Preston H. Smith II
95 Woodbridge Street
South Hadley, MA



----- Forwarded message -----

From: <noreply@civicplus.com>

Date: Thu, Jul 20, 2023 at 12:15 PM

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

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.

Please give any details regarding your interest in this appointment.

I have a keen interest in being a part of building a vibrant, attractive and growing community in South Hadley. I teach classes and conduct research on housing and planning at Mount Holyoke College so I think I can contribute some ideas on best practices to support town planning.

Please Provide the Following Information

Name Preston H Smith

Email

Address1 [95 Woodbridge St](#)

Address2 *Field not completed.*

City South Hadley

State MA

Zip 01075

Primary Phone

Alternate Phone *Field not completed.*

Cell Phone: *Field not completed.*

General Questions

Are you a registered voter in the Town of South Hadley? Yes

Are you a Town Meeting Member? Yes

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 teach classes and conduct research on housing and planning at Mount Holyoke College. I am also a member of the Policy Leadership Council of the statewide Citizens Housing and Planning Association. I directed the Community-Based Learning program at MHC where students engaged local communities like South Hadley, Holyoke, and Amherst.

Please list any additional information you think may be helpful in reviewing your application. I have been a resident for 30 years, and a homeowner for 23 years. My wife and I am raising my son here.

How did you learn of the vacancy you are applying for? Another Resident

If you indicated another resident or other above, I learned about the vacancy from Nate Therian and Michael Davis of the Planning Board.

please provide the resident's
name or provide additional
details.

Upload a Letter of Interest

[Associate Planning Board Member Application Letter.pdf](#)

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



Associate Planning Board Member Application Letter.pdf

103K

Veteran District Overview

The proposed Western Massachusetts district seeks to provide state Part I Title XVII Chapter 115 benefits administration and accredited VA claims representation to Veterans and qualifying dependents. Our primary goals are to standardize the level of service for veterans within this district and increase efficiency of services for all municipalities involved. Unlike many municipal Veterans' Services offices, this district will have qualified and accredited VA claims representatives that are recognized by the Veterans Benefits Administration, VBA, and who have been actively filing claims against the VBA for over ten years. Additionally, this district will provide smaller communities with access to at least 4 full time Veterans Services employees while conserving costs and achieving administrative efficiencies.

Goals

1. Address and correct noncompliance issues with MGL Chapter 115
2. Provide accredited VBA trained staff to represent veterans, surviving spouses, and dependents with claims filed against the VBA.
3. Expand available Veterans services capabilities to communities in Western MA.
4. Remove barriers to veteran benefit access.
5. Reduce Chapter 115 payout of communities by securing alternative sources of income.
6. Provide outreach to Veterans and eligible dependants.

Staff Credentials

Holyoke and South Hadley have taken the lead in discussions. The City of Holyoke currently has three full time employees who are accredited VBA claims representatives and recognized by the VA's Office of General Counsel. Two of the three employees represent claimants who file claims against the Veterans Benefits Administration as their daily duties. Thus far, the claims team in the Holyoke Veterans' Services Department has secured veterans, surviving spouses and qualifying dependents with over 1.5 million dollars in benefits. Annually, families receive these funds which are then utilized to reduce the city's financial obligation to provide Chapter 115 benefits, as these funds are considered income for Chapter 115 qualification purposes. The final full time employee in the City of Holyoke's Veterans' Services Department interviews and investigates Chapter 115 applicants and ensures compliance with MGL Part I Title XVII Chapter 115 requirements. The Town of South Hadley currently has one full time employee who is an accredited VBA claims representative and recognized by the VA's Office of General Counsel who also interviews and investigates Chapter 115 applicants and ensures compliance with MGL Part I Title XVII Chapter 115 requirements.

Proposed District Structure

The current composition could include the City of Holyoke, Town of South Hadley, Town of Granby, Town of Hadley, and the Town of Amherst. Municipalities shall execute an inter-municipal agreement pursuant to [M.G.L. C.40, sec. 4A](#).

The agreement shall include the following:

- A Host community
- Service record retention standards
- Proper interment of remains of any veteran or adult dependant of a veteran
- Chapter 115 disbursement standards
- Chapter 115 reimbursement expectations
- Designated private spaces by member municipalities to conduct private interviews
- District board creation, composition, and standards
- Coordination with Veterans Councils for patriotic events assistance
- Compliance with less-paper and paperless directives
- Grave Flags purchasing responsibility
- Assessment payment instructions

Proposed Municipal Office Hours and Locations

Main Office (Location TBD - depends on host community and what satellite offices are needed)

- The Host community will be open from 08:30 - 16:30 M-F
 - All state and federal holidays will be observed
- Satellite hours and locations shall be established within the inter-municipal agreement

Staff Scheduling shall be a flex based program so that after hour and weekend appointments can be offered to those who are not available during normal business hours.

This would provide stability and flexibility to best serve our communities.

Proposed District Staffing (may increase if more communities join)

- District Director - 1 FTE 35 Hours
- District National Service Officer Director - 1 FTE 35 Hours
- District National Service Officer - 1 FTE 35 Hours
- District Chief Investigator - 1 FTE 35 Hours
- Graves officers (1-5 Volunteers)
- DTA Interns (1-3 Paid for by DTA)

To: Selectboard
From: Town Administrator Lisa Wong
Re: Annual Town Election
Date: September 1, 2023

The Town bylaws state in Section 18-1: The annual election of Town officers shall be held on the second Tuesday of April of each year, except in 2020 when the annual election shall be held on March 3. The Selectboard may adjust this schedule to accommodate religious holidays or a national election primary so long as the rescheduled date is within 60 days of the second Tuesday in April. The Selectboard must vote to make the change 90 days prior to the election and inform the Town Clerk in writing. <https://ecode360.com/30052009>

Since 2024 is a Presidential Election year, the Town Clerk is requesting that the Selectboard vote to move the Annual Town Election from April 9, 2024 to the day of the Presidential Primary, March 5, 2024.

To: Selectboard
From: Town Administrator Lisa Wong
Re: Special Town Meeting
Date: September 1, 2023

Background: According to the Town Bylaw Section 72-2: The Selectboard may call a Special Town Meeting at the date, hour and location designated by it. The Selectboard shall call a Special Town Meeting upon the written petition of no fewer than 200 registered voters or 20% of the total number of registered voters of the Town, whichever is the lesser, and such meeting must be held not later than 45 days after receipt of the request.

Timeline: The proposed date and location for a Special Town Meeting are 11.15.23 at the High School Auditorium. The Town has checked the availability of the auditorium, Town Moderator, Town Clerk, Town Administrator and Selectboard members.

Wednesday, November 1 - deadline to post TM warrant (2 weeks prior to the date of the meeting)

Tuesday, October 31 - Last meeting Selectboard can approve the warrant (there are 5 Tuesdays in October so the warrant would have to be ready for an earlier meeting if the Selectboard does not meet on this date)

Wednesday, October 18 - deadline for STM articles requested by petition (no fewer than 100 voters) to be submitted to the Selectboard

MEMORANDUM

TO: Selectboard
CC: Lisa Wong, Town Administrator
Anne Capra, Director of Planning & Conservation
FROM: Rebekah Cornell, Conservation Administrator/Planner
DATE: August 16, 2023
RE: Land Donation – New Ludlow Rd (Map 10 Parcel 2)

The Town has been approached by the owner of 654 New Ludlow Road (currently the Fairway Wholesale Distribution building). The owner has offered to donate a portion of the property to the Town. The property is located abutting Bynan Conservation Area and has a dirt pull-off along New Ludlow Road. The entire parcel is 13.8 acres. The area offered as a donation is roughly 9.3 acres of vacant land with about half consisting of undevelopable wetlands.

In my review, I found the property meets the requirements of Chapter 403: Criteria for Land Acquisition or Acceptance. A minimum of one of the 16 characteristics is required for the Conservation Commission to consider land acquisition. Map 10 Parcel 2 meets 8 of the 16 required characteristics as described in the next page.

At the Conservation Commission meeting of July 19, 2023 the Commission voted to expend funds from the Land Conservation Account to complete a title search of the property. This cost is typically around \$500. If a clear title is returned, a site survey will be needed to create a new parcel for the 9.3 acres offered as a donation. This expense, combined with additional fees (monumentation, ANR filing, new deed), is estimated to cost under \$20,000.

Before hiring a land surveyor to complete the more expensive next steps, the Commission would like to know if the Selectboard has any concerns with bringing this land donation forward to Town Meeting. There is an understanding that this land donation may have been offered in the past and the town declined to move forward.

Please reach out to myself or Director Capra with any questions. Thank you.

Applicable criteria are in **bold**. Notes on each are in *italic*.

Chapter 403: Criteria for Land Acquisition or Acceptance

§403-1. Required characteristics.

In order for land to be considered for acquisition or acceptance by the Conservation Commission, the parcel or parcels in question should have at least one of the following characteristics:

A. Adjacent to other conservation or recreation lands.

The property is adjacent to Bynan Conservation Area.

B. Part of the Mount Holyoke Range, or have frontage on the Connecticut River.

C. Rare species habitat [as identified by the National Heritage and Endangered Species Program (NHESP)].

The property is identified NHESP Estimated Habitats of Rare Species and NHESP Priority Habitat of Rare Wildlife.

D. Public access and possible parking for a few cars.

There is an existing pull-off suitable for parking roughly 6-10 cars. Bynan Conservation Area does not currently have a designated parking area.

E. Important water features, such as distinctive or unique wetlands, springs, brooks, waterfalls, or vernal pools.

This area is filled with unique wetlands and vernal pools.

F. Streamside or riverfront area, for passive recreation, habitat, greenways, wildlife corridor.

G. High visual or aesthetic value, including nice views of or from the location.

H. Diverse landscape or habitat, such as a combination of woods, fields and water.

Roughly half of the land being offered in this donation is wetlands and has the potential of having vernal pools. There is scrub shrub swamp and uplands

I. Unique or distinctive historical, archaeological, or geologic features.

J. Add to a potential greenway or trail system.

Bynan Conservation Area trail system. This location is between the Stony Brook Greenway Corridor and Leaping Well Reservoir, which is the headwater of Leaping Well Brook.

K. Preserve farmland.

L. Priority Natural Vegetation Community type, according to NHESP definitions.

M. Within the "Special Landscape Areas" boundaries as identified in the 1999 South Hadley Open Space and Recreation Plan.

N. Within NHESP's BioMap Core Habitat or Supporting Natural Landscape, or Living Waters Core Habitat or the adjacent riparian area.

The land is identified as BioMap Core Habitat

O. Protect public water supply wells or reservoirs.

P. Five or more acres in size.

The land is roughly 9.3 acres total.



Figure 1. Site Locus: 654 New Ludlow Rd

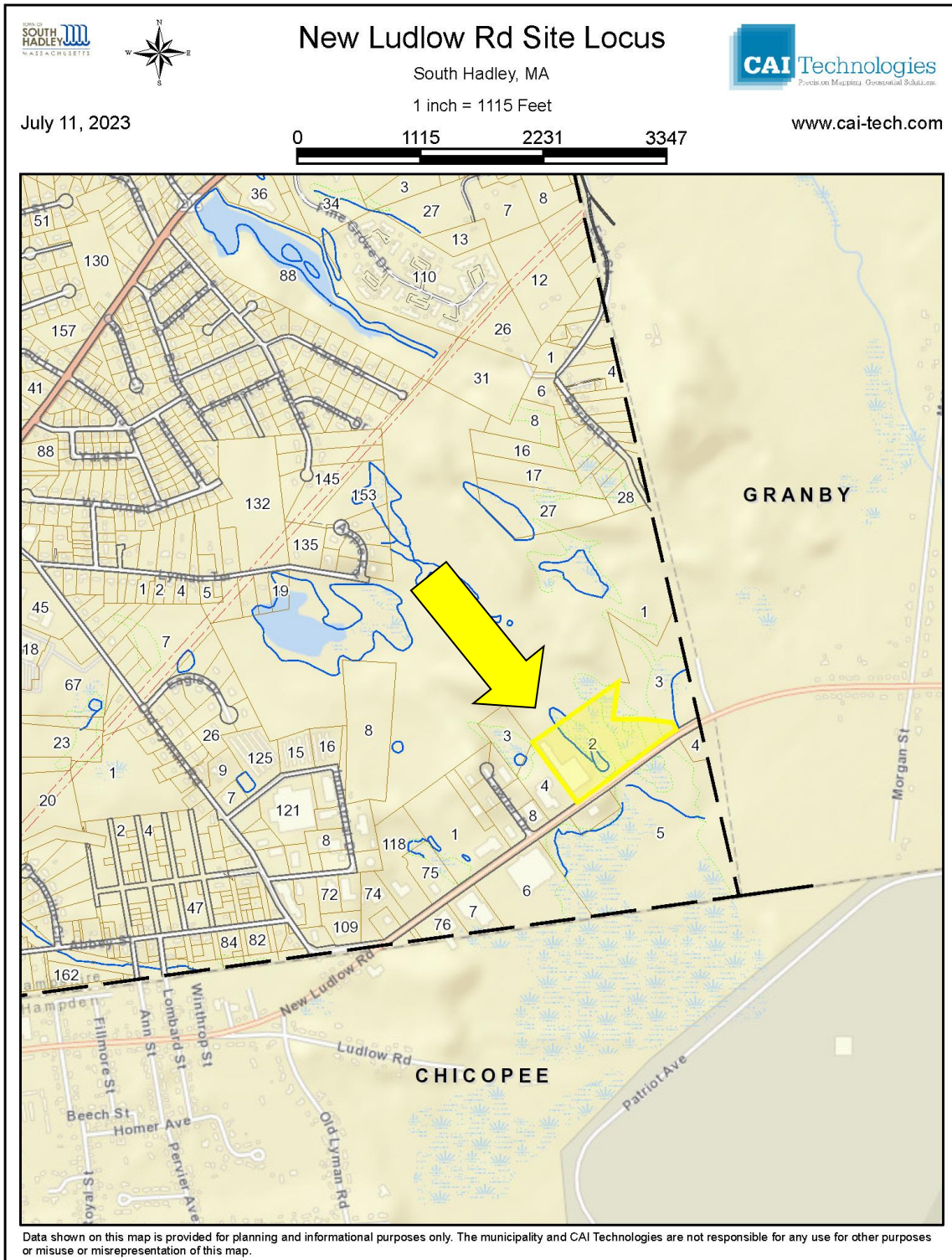


Figure 3. Parcel Location.

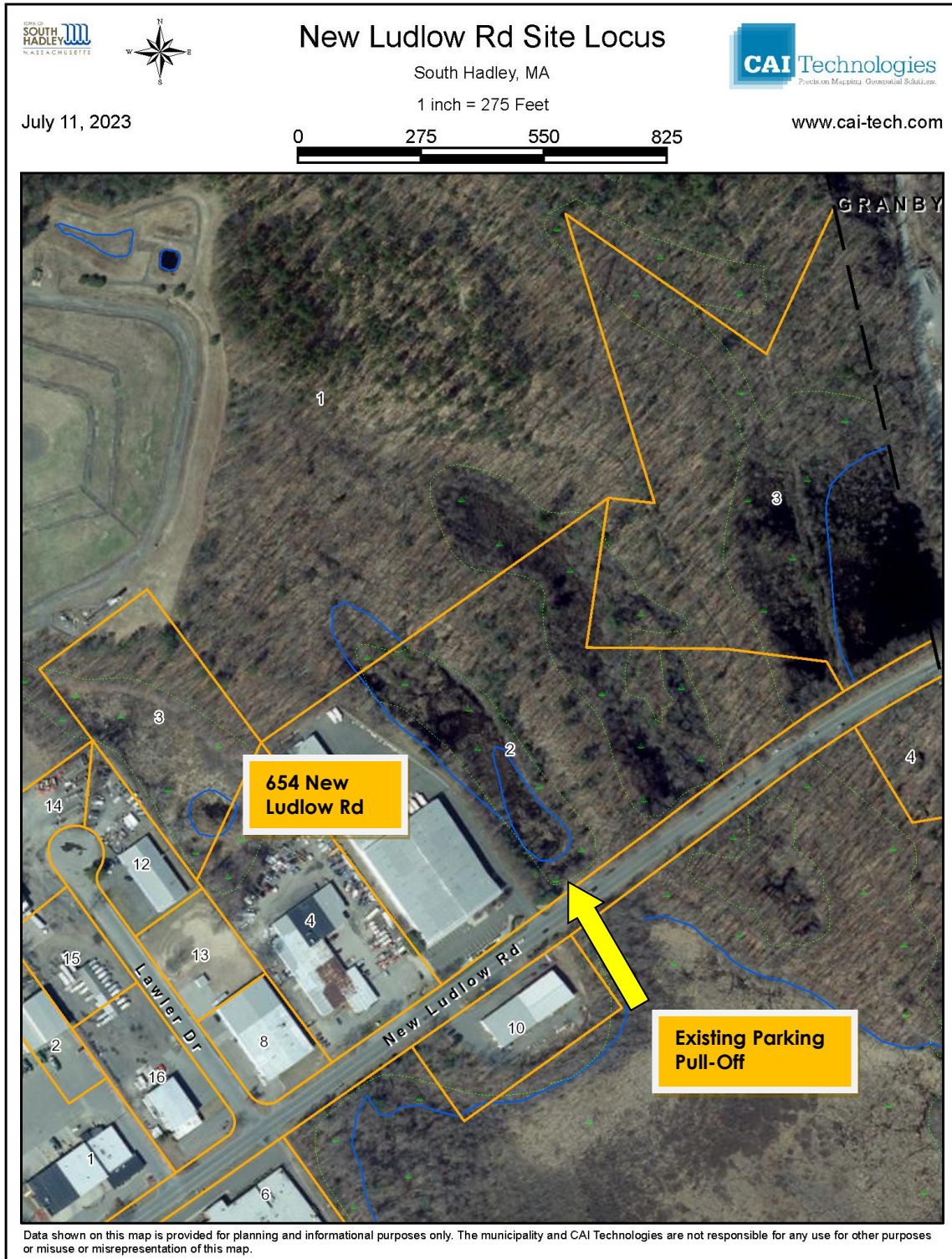


Figure 4. NHESP Habitat.

NHESP Habitat - 654 New Ludlow Rd



Legend

-  654 New Ludlow Rd
-  Bynan Conservation Area
-  Core Habitat
-  Critical Natural Landscape
-  Town Boundary

DATA SOURCES:
 MassGIS & Town of South Hadley
 Planning and Conservation Department
 July 2023

To: Selectboard
From: Town Administrator Lisa Wong
Re: Strategic Goals
Date: September 1, 2023

Background: Annually, the Selectboard sets 5 overarching goals that are then incorporated into the Performance Based Evaluation (PBE) process completed by many non-union and union employees. The goals and descriptions below have been revised to reflect feedback from Selectboard members at the August meeting.

Action: The Selectboard will vote on the five goals. The Town Administrator will then finalize the Descriptions and then incorporate them into the PBE documents to distribute to staff.

GOAL #1: Communication - Interpersonal, Community and Customer relations

Description: Developed by Town Administrator

1. Speaks and writes in a clear and concise manner that improves communication with coworkers, the public, vendors and partners.
2. Effective in explaining Town positions, policies, procedures, services, programs and activities as applicable to one's position.
3. Demonstrates good interpersonal skills and teamwork. Listens attentively to what individuals (members of the public, peers, or supervisors) have to say. Treats others with dignity and respect, and manages conflict with others in ways that preserve good relations.
4. Maintains a customer-oriented attitude during the performance of work-related duties and responsibilities, and if applicable, instills the value of good customer service in those supervised.

GOAL #2: Belonging - Diversity, Equity and Inclusion

Description: Developed by Town Administrator

1. Treats others in a fair, consistent, impartial, and professional manner. Exercises fair and unbiased professional judgment in providing services and arriving at decisions.
2. Is effective in dealing with people without arousing antagonism and demonstrates an understanding of difficult situations. Seeks to understand alternative perspectives.
3. Supports an inclusive environment. Creates and supports access to town resources, spaces and opportunities, especially for underrepresented groups. Identify and respond to institutional discrimination and take individual and collective steps to eliminate barriers.
4. Seek and participate in training and other learning opportunities to make measurable progress for oneself and the community.

GOAL #3: - Commitment - Planning, Policy and Action**Description: Developed by Town Administrator**

1. Schedules and plans most efficient use of time. Organizes and plans priorities so they can be accomplished. Effectively handles a variety of projects, assignments, and people. Follows through on work commitments and brings assignments/projects to closure.
2. Keeps the appropriate manager advised of the status of projects and work assignments. Adapts to changing circumstances, policies, and attitudes of others. Is a productive team member in responding to, reviewing, and supporting the ideas of others.
3. Has a full working knowledge of the administrative and operational systems, policies and procedures related to the assigned responsibilities. Understands appropriate methods and techniques. Is familiar with applicable local, state and federal legislation and regulations related to Town services. Remains current and up-to-date in assigned areas of responsibility. If applicable, develops or improves policies.
4. Proactively engages in plans or programs related to the position, such as the Master Plan, Housing Production Plan, and Age and Dementia Friendly initiatives.

GOAL #4: Innovation - Ideas, Improvements and Initiative**Description: Developed by Town Administrator**

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

GOAL #5: Proficiency - Management and Fiscal Responsibility**Description: Developed by Town Administrator**

1. Consistently performs work duties demonstrating conscientiousness, due diligence and good stewardship of town resources. As appropriate, has a working knowledge of departmental budgetary accounts and complies with fiscal policies and procedures.
2. Uses good judgment and common sense in making decisions. Knows when to take action and what type of action is appropriate. Anticipates stakeholder needs and attitudes, and the impact of policies and procedures, and responds appropriately.

3. Makes ethical decisions, and acts to keep and enhance the public and community's trust in Town government.
4. Elicits respect from others and sets an example of professionalism within the organization. Motivates and communicates well with each member of their staff, identifying and empowering strengths of each individual and mentoring and coaching weaknesses
5. Effectively plans, organizes and delegates work. Monitors results and evaluates performance of those supervised, and provides feedback in a timely manner.

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

Lisa Wong
Town Administrator

Town Administrator's Report to Selectboard September 5, 2023

Administration, Finance and Operations

- **State Budget:** The final budget signed by the Governor's office is \$110k net higher than the Town Meeting approved budget. There is an earmark for Leaping Wells Nature Trail that will be funded through DCR that was earmarked in the budget. Thanks to our legislative delegation for spearheading the project.
- **Personnel:** The Town thanks Leslie Hennessey for her service as Council on Aging Director. Her last day was August 25th and the Town is undergoing a search for that position.
- **MCPPPO:** For over 25 years, the Office of the Inspector General (OIG) has offered training on public procurement laws to state and local employees through its Massachusetts Certified Public Purchasing Official (MCPPPO) program. The OIG is launching a pilot program to offer 3 free core courses to ensure that every community has at least one certified employee. The Town has applied for this pilot program for fiscal year 2024 (July 1, 2023 – June 30, 2024) for the Assistant Town Administrator.

Community

- **Mt. Holyoke College:** The inauguration of the incoming 20th President of MHC Danielle Holley will be held on Thursday, September 21, 2023.
- **SHOWCASE South Hadley:** The weekend of arts, culture and music will take place October 6-8. Website is www.southhadleyarts.org.
- **Human Rights Commission:** The HRC will have their first meeting on September 6 at 5:30pm. The hybrid meeting will be at the Senior Center and on Zoom.

Planning

- **Housing Production Plan:** The draft plan has been released and the open comment period will extend to late October. The Selectboard and Planning board will vote at a joint meeting in December. <https://www.southhadley.org/1372/Housing-Production-Plan>

- **Housing Speaker Series:** The Town is housing a three part virtual housing speaker series. This is being funded by a DLTA (technical assistance) grant from the Pioneer Valley Planning Commission.
 - Sept 20 @7pm: What is Affordable Housing, How is it Built, and Who is Involved?
 - Oct 18 @7pm: Housing for All:Workforce, Middle-income and Affordable
 - TBA @7pm: Housing as a Human Right
- **South Hadley Plaza project:** The Town submitted a letter of support for the Plaza Apartments project at 510 Newton Street. The developer, Way Finders, is submitting a funding application to the Executive Office of Housing and Livable Communities for their September 15 deadline.

Public Health

- Welcome to 2 new Health Department members:

Georgina Maende started on August 14, 2023 in the full-time role of Health Compliance Specialist. Georgina has her Bachelors in Public Health from UMass Amherst and has previously worked at Coalition of Social Justice, Ener-G Saves, and Durfee Conservatory. In her role with the Town she will administer permits, conduct inspections, and enforce regulations on a wide variety of public health issues in the community.

Tamara Gheit also started on August 14, 2023 in the part-time role of Health Department Assistant. Tamara has a Bachelors in Business and also is enrolled in a pre-health program from Springfield College, and previously worked at Pioneer Valley Cardiology and Baystate Franklin Medical Center. In her role with the Town, she will provide administrative support for the Board of Health, liaise with the public, organize and distribute materials for public meetings and more.

- **West Nile:** The West Nile virus (WNV) has been detected in at least 2 Massachusetts residents. <https://www.mass.gov/info-details/west-nile-virus-wnv>

Public Safety

- Welcome to our newly sworn in Police Officers:

Officer Anthony Chonmany has a bachelor's degree in criminal justice from Springfield College and graduated from the Western Mass Police Academy earlier this year.

Officer Justin Dufault has an associate degree in criminal justice from Springfield College and is a Sergeant in the Army National Guard.

Public Works

- **Rt 116 Culvert Replacement:** The Town should be receiving an update on Wednesday, September 6 and the roadway may be closed near the high school over the following weekend.