

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

**Join Zoom Webinar from your computer:**

<https://us02web.zoom.us/j/86192284104?pwd=cmVDSUhOMHVbWlInZHILMUNsSEIZUT09>

**By phone: +1 646 558 8656 | Webinar ID: 861 9228 4104 | Passcode: 695288**

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<b>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.</b>
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**1. CALL TO ORDER**

**2. ANNOUNCEMENTS / PUBLIC COMMENT**

**PUBLIC HEARING CONTINUED - 7:05 p.m. - 3 Corners Package Store - potential suspension or revocation of liquor license – verbal update from business owner**

**3. CONSENT AGENDA**

- A.** Multiple One Day Beer & Wine License Requests from Kathleen Van Winkle for Nov. 10 and Dec. 8
- B.** Multiple One-Day All Alcohol License Requests from Trysten McCray for Nov. 24, 25, 26, 30, Dec. 1, 2, 3, 7, 8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30

**4. NEW BUSINESS**

- A.** Special Municipal Employee Policy
- B.** Town Administrator review
- C.** Selectboard meeting schedule
- D.** Wastewater budget update
- E.** Quarterly financial report

**5. OLD BUSINESS**

- A.** Veterans District

**6. RESIGNATION**

- A.** Ben Ayres – MPIC

**7. TOWN ADMINISTRATOR’S REPORT**

**8. ADJOURN**



### OD-118

1 Day Alcohol License

Status: Active

Submitted On: 10/20/2023

Primary Location

No location

## 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

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

<b>Date of Event*</b>	<b>Alternate Date</b>
11/10/2023	—
<b>I acknowledge that the alternate date is only valid if the event is rescheduled.</b>	<b>Name or Organization Hosting Event*</b>
<input type="checkbox"/>	Gaylord Memorial Library Association
<b>Describe in a paragraph specific details of the event and what is taking place.*</b>	
Monthly Wine Down fundraiser. \$10 entry gets tickets for up to 3 small pours of wine or beer. Light snacks are also available.	
<b>Provide a description of where alcohol will be sold and consumed on site.*</b>	<b>Describe how you will designate to where alcohol sales and consumption will be limited on site.*</b>
In the rotunda of the library	When patrons purchase tickets, we will inform them
<b>Street address of where the event is held*</b>	<b>Hours of operation (Ex. 8:00 AM - 5:00 PM)*</b>
47 College St	5:00 PM - 7:30 PM

<b>Date of Event*</b>	<b>Alternate Date</b>
12/08/2023	—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event\*

Gaylord Memorial Library Association

Describe in a paragraph specific details of the event and what is taking place.\*

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

Provide a description of where alcohol will be sold and consumed on site.\*

In the rotunda of the library

Describe how you will designate to where alcohol sales and consumption will be limited on site.\*

When patrons purchase tickets, we will inform them

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

## Signature

I acknowledge that issuance of a 1 Day Alcohol license does not exempt me from additional licensing requirements (ex. entertainment license, mobile food permit, etc.).\*



By checking this box and typing my name I do hereby certify under the pains and penalties of perjury that the information provided in this application is true and correct.\*

Type your full name\*

Kathleen Van Winkle



### OD-119

1 Day Alcohol License

Status: Active

Submitted On: 10/31/2023

Primary Location

No location

## 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 All Alcohol

Check This Box to Request Multiple Dates

Number of Dates Requested

27

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\***

11/24/2023

**Alternate Date**

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

**Name or Organization Hosting Event\***

McCrays Farm

**Describe in a paragraph specific details of the event and what is taking place.\***

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

**Provide a description of where alcohol will be sold and consumed on site.\***

Sold from a single trailer on site, consumed along path of stroll.

**Describe how you will designate to where alcohol sales and consumption will be limited on site.\***

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

**Street address of where the event is held\***

55 Alvord St.

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

1600-2100

**Date of Event\***

11/25/2023

**Alternate Date**

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

**Name or Organization Hosting Event\***

McCrays Farm

**Describe in a paragraph specific details of the event and what is taking place.\***

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

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**Street address of where the event is held\***

55 Alvord St.

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

1600-2100

**Date of Event\***

11/26/2023

**Alternate Date**

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

**Name or Organization Hosting Event\***

McCrays Farm

**Describe in a paragraph specific details of the event and what is taking place.\***

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Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

**Street address of where the event is held\***

55 Alvord St.

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

1600-2100

**Date of Event\***

11/30/2023

**Alternate Date**

—

**I acknowledge that the alternate date is only valid if the event is rescheduled.**

**Name or Organization Hosting Event\***

McCrays Farm

**Describe in a paragraph specific details of the event and what is taking place.\***

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**Describe how you will designate to where alcohol sales and consumption will be limited on site.\***

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

**Street address of where the event is held\***

55 Alvord St.

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

1600-2100

**Date of Event\***

12/01/2023

**Alternate Date**

—

**I acknowledge that the alternate date is only valid if the event is rescheduled.**

**Name or Organization Hosting Event\***

McCrays Farm

**Describe in a paragraph specific details of the event and what is taking place.\***

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**Describe how you will designate to where alcohol sales and consumption will be limited on site.\***

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

**Street address of where the event is held\***

55 Alvord St.

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

1600-2100

**Date of Event\***

12/02/2023

**Alternate Date**

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

**Name or Organization Hosting Event\***

McCrays Farm

**Describe in a paragraph specific details of the event and what is taking place.\***

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**Describe how you will designate to where alcohol sales and consumption will be limited on site.\***

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

**Street address of where the event is held\***

55 Alvord St.

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

1600-2100

**Date of Event\***

12/03/2023

**Alternate Date**

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event\*

McCrays Farm

Describe in a paragraph specific details of the event and what is taking place.\*

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

Provide a description of where alcohol will be sold and consumed on site.\*

Sold from a single trailer on site, consumed along path of stroll.

Describe how you will designate to where alcohol sales and consumption will be limited on site.\*

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

Street address of where the event is held\*

55 Alvord St.

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

1600-2100

Date of Event\*

12/07/2023

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event\*

McCrays Farm

Describe in a paragraph specific details of the event and what is taking place.\*

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

**Provide a description of where alcohol will be sold and consumed on site.\***

Sold from a single trailer on site, consumed along path of stroll.

**Describe how you will designate to where alcohol sales and consumption will be limited on site.\***

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

**Street address of where the event is held\***

55 Alvord St.

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

1600-2100

**Date of Event\***

12/08/2023

**Alternate Date**

–

**I acknowledge that the alternate date is only valid if the event is rescheduled.**

**Name or Organization Hosting Event\***

McCrays Farm

**Describe in a paragraph specific details of the event and what is taking place.\***

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

**Provide a description of where alcohol will be sold and consumed on site.\***

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Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

<b>Street address of where the event is held*</b>	<b>Hours of operation (Ex. 8:00 AM - 5:00 PM)*</b>
55 Alvord St.	1600-2100

<b>Date of Event*</b>	<b>Alternate Date</b>
12/09/2023	—
<b>I acknowledge that the alternate date is only valid if the event is rescheduled.</b>	<b>Name or Organization Hosting Event*</b>
<input type="checkbox"/>	McCrays Farm
<b>Describe in a paragraph specific details of the event and what is taking place.*</b>	
Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.	
<b>Provide a description of where alcohol will be sold and consumed on site.*</b>	<b>Describe how you will designate to where alcohol sales and consumption will be limited on site.*</b>
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<b>Street address of where the event is held*</b>	<b>Hours of operation (Ex. 8:00 AM - 5:00 PM)*</b>
55 Alvord St.	1600-2100

<b>Date of Event*</b>	<b>Alternate Date</b>
12/10/2023	—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event\*

McCrays Farm

Describe in a paragraph specific details of the event and what is taking place.\*

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

Provide a description of where alcohol will be sold and consumed on site.\*

Sold from a single trailer on site, consumed along path of stroll.

Describe how you will designate to where alcohol sales and consumption will be limited on site.\*

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

Street address of where the event is held\*

55 Alvord St.

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

1600-2100

Date of Event\*

12/13/2023

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event\*

McCrays Farm

Describe in a paragraph specific details of the event and what is taking place.\*

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

**Provide a description of where alcohol will be sold and consumed on site.\***

Sold from a single trailer on site, consumed along path of stroll.

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Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

**Street address of where the event is held\***

55 Alvord St.

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

1600-2100

**Date of Event\***

12/14/2023

**Alternate Date**

—

**I acknowledge that the alternate date is only valid if the event is rescheduled.**

**Name or Organization Hosting Event\***

McCrays Farm

**Describe in a paragraph specific details of the event and what is taking place.\***

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

**Provide a description of where alcohol will be sold and consumed on site.\***

Sold from a single trailer on site, consumed along path of stroll.

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Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

<b>Street address of where the event is held*</b>	<b>Hours of operation (Ex. 8:00 AM - 5:00 PM)*</b>
55 Alvord St.	1600-2100

<b>Date of Event*</b>	<b>Alternate Date</b>
12/15/2023	—
<b>I acknowledge that the alternate date is only valid if the event is rescheduled.</b>	<b>Name or Organization Hosting Event*</b>
<input type="checkbox"/>	McCrays Farm
<b>Describe in a paragraph specific details of the event and what is taking place.*</b>	
Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.	
<b>Provide a description of where alcohol will be sold and consumed on site.*</b>	<b>Describe how you will designate to where alcohol sales and consumption will be limited on site.*</b>
Sold from a single trailer on site, consumed along path of stroll.	Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.
<b>Street address of where the event is held*</b>	<b>Hours of operation (Ex. 8:00 AM - 5:00 PM)*</b>
55 Alvord St.	1600-2100

<b>Date of Event*</b>	<b>Alternate Date</b>
12/16/2023	—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event\*

McCrays Farm

Describe in a paragraph specific details of the event and what is taking place.\*

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

Provide a description of where alcohol will be sold and consumed on site.\*

Sold from a single trailer on site, consumed along path of stroll.

Describe how you will designate to where alcohol sales and consumption will be limited on site.\*

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

Street address of where the event is held\*

55 Alvord St.

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

1600-2100

Date of Event\*

12/17/2023

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event\*

McCrays Farm

Describe in a paragraph specific details of the event and what is taking place.\*

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

**Provide a description of where alcohol will be sold and consumed on site.\***

Sold from a single trailer on site, consumed along path of stroll.

**Describe how you will designate to where alcohol sales and consumption will be limited on site.\***

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

**Street address of where the event is held\***

55 Alvord St.

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

1600-2100

**Date of Event\***

12/18/2023

**Alternate Date**

—

**I acknowledge that the alternate date is only valid if the event is rescheduled.**

**Name or Organization Hosting Event\***

McCrays Farm

**Describe in a paragraph specific details of the event and what is taking place.\***

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

**Provide a description of where alcohol will be sold and consumed on site.\***

Sold from a single trailer on site, consumed along path of stroll.

**Describe how you will designate to where alcohol sales and consumption will be limited on site.\***

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

<b>Street address of where the event is held*</b>	<b>Hours of operation (Ex. 8:00 AM - 5:00 PM)*</b>
55 Alvord St.	1600-2100

<b>Date of Event*</b>	<b>Alternate Date</b>
12/19/2023	—
<b>I acknowledge that the alternate date is only valid if the event is rescheduled.</b>	<b>Name or Organization Hosting Event*</b>
<input type="checkbox"/>	McCrays Farm
<b>Describe in a paragraph specific details of the event and what is taking place.*</b>	
Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.	
<b>Provide a description of where alcohol will be sold and consumed on site.*</b>	<b>Describe how you will designate to where alcohol sales and consumption will be limited on site.*</b>
Sold from a single trailer on site, consumed along path of stroll.	Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.
<b>Street address of where the event is held*</b>	<b>Hours of operation (Ex. 8:00 AM - 5:00 PM)*</b>
55 Alvord St.	1600-2100

<b>Date of Event*</b>	<b>Alternate Date</b>
12/20/2023	—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event\*

McCrays Farm

Describe in a paragraph specific details of the event and what is taking place.\*

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

Provide a description of where alcohol will be sold and consumed on site.\*

Sold from a single trailer on site, consumed along path of stroll.

Describe how you will designate to where alcohol sales and consumption will be limited on site.\*

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

Street address of where the event is held\*

55 Alvord St.

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

1600-2100

Date of Event\*

12/21/2023

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event\*

McCrays Farm

Describe in a paragraph specific details of the event and what is taking place.\*

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

**Provide a description of where alcohol will be sold and consumed on site.\***

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**Describe how you will designate to where alcohol sales and consumption will be limited on site.\***

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

**Street address of where the event is held\***

55 Alvord St.

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

1600-2100

**Date of Event\***

12/22/2023

**Alternate Date**

—

**I acknowledge that the alternate date is only valid if the event is rescheduled.**

**Name or Organization Hosting Event\***

McCrays Farm

**Describe in a paragraph specific details of the event and what is taking place.\***

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

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**Describe how you will designate to where alcohol sales and consumption will be limited on site.\***

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

Street address of where the event is held\*

55 Alvord St.

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

1600-2100

Date of Event\*

12/23/2023

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event\*

McCrays Farm

Describe in a paragraph specific details of the event and what is taking place.\*

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

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Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

Street address of where the event is held\*

55 Alvord St.

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

1600-2100

Date of Event\*

12/26/2023

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event\*

McCrays Farm

Describe in a paragraph specific details of the event and what is taking place.\*

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

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Street address of where the event is held\*

55 Alvord St.

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

1600-2100

Date of Event\*

12/27/2023

Alternate Date

—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event\*

McCrays Farm

Describe in a paragraph specific details of the event and what is taking place.\*

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

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Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

**Street address of where the event is held\***

55 Alvord St.

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

1600-2100

**Date of Event\***

12/28/2023

**Alternate Date**

—

**I acknowledge that the alternate date is only valid if the event is rescheduled.**

**Name or Organization Hosting Event\***

McCrays Farm

**Describe in a paragraph specific details of the event and what is taking place.\***

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

**Provide a description of where alcohol will be sold and consumed on site.\***

Sold from a single trailer on site, consumed along path of stroll.

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<b>Street address of where the event is held*</b>	<b>Hours of operation (Ex. 8:00 AM - 5:00 PM)*</b>
55 Alvord St.	1600-2100

<b>Date of Event*</b>	<b>Alternate Date</b>
12/29/2023	—
<b>I acknowledge that the alternate date is only valid if the event is rescheduled.</b>	<b>Name or Organization Hosting Event*</b>
<input type="checkbox"/>	McCrays Farm
<b>Describe in a paragraph specific details of the event and what is taking place.*</b>	
Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.	
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<b>Street address of where the event is held*</b>	<b>Hours of operation (Ex. 8:00 AM - 5:00 PM)*</b>
55 Alvord St.	1600-2100

<b>Date of Event*</b>	<b>Alternate Date</b>
12/30/2023	—

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event\*

McCrays Farm

Describe in a paragraph specific details of the event and what is taking place.\*

Holiday light stroll around the farm. It will be a walk with lit up trees, buildings, and scenes throughout parts of the farm.

Provide a description of where alcohol will be sold and consumed on site.\*

Sold from a single trailer on site, consumed along path of stroll.

Describe how you will designate to where alcohol sales and consumption will be limited on site.\*

Servers will monitor for over consumption. Anticipating single drinks being ordered before starting the walk and then leaving after completing the walk.

Street address of where the event is held\*

55 Alvord St.

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

1600-2100

## Signature

I acknowledge that issuance of a 1 Day Alcohol license does not exempt me from additional licensing requirements (ex. entertainment license, mobile food permit, etc.).\*



By checking this box and typing my name I do hereby certify under the pains and penalties of perjury that the information provided in this application is true and correct.\*

Type your full name\*

Trysten McCray

**To:** Selectboard  
**From:** Chuck Romboletti, Assistant Town Administrator/HR Director  
**Date:** 11/3/23  
**Re:** Special Municipal Employee policy discussion

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**Background:** The Town Clerk's Office recently received a request for a designation of a position as a Special Municipal Employee under M.G.L., Chapter 268A. The Selectboard has previously discussed whether a policy is needed. Since that discussion, it appears that more boards are involved. The Town Administrator directed the Town Clerk and Asst. Town Administrator/HR to research this.

After researching the MGL and various other community policies, the following policy was written by the ATA/HR Director and forwarded to the Town Administrator for review. This will be helpful when receiving inquiries and considering positions for designation as Special Municipal Employee status. The policy will standardize a process for how individuals can request this designation from the Board, how the Board might base its decision, and will memorialize the positions that have been designated as such keeping in compliance with State Ethics regulations.

## **POLICY RELATING TO GRANTING OF SPECIAL MUNICIPAL EMPLOYEE STATUS TO POSITIONS, COMMITTEES AND BOARDS PURSUANT TO MGL, CHAPTER 268A**

### **Purpose**

In general, the provisions of Massachusetts General Laws Chapter 268A, Section 17 prohibit a municipal employee from receiving compensation from or acting as agent or attorney for anyone other than the Town in a matter in which the Town has a direct and substantial interest. The Town of South Hadley Selectboard is aware of the fact that the State Ethics Commission defines "municipal employee" as any person that provides services to the Town, regardless of how that person was hired, elected or appointed, or whether the person receives compensation for their services. The Board understands that the State Ethics Commission would find that virtually any matter which comes before a particular Board or Official which requires official action is a matter in which the Town has a direct and substantial interest. The provisions of Massachusetts General Laws Chapter 268A, Section 17 are intended to prevent divided loyalties and any appearance of unfair or special advantage.

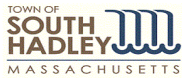
As the State Ethics Commission states, cities and towns are entitled to undivided loyalty by their municipal employees. The Selectboard strongly believes that in order to promote public confidence in the administration of the Town Government a Municipal Employee's loyalty must lie first with the Town and that Special Municipal Employee status should be granted only in very limited circumstances. The Board is of the opinion that in general, positions, committees and boards that set public policy, have regulatory authority or have appointing authority should not be granted Special Municipal Employee status,

The Selectboard also believes that there are occasional circumstances that can arise where a position, board or committee may benefit from a person's expertise or knowledge in a particular field or profession. In those limited circumstances Special Municipal Employee status may be warranted.

Under Massachusetts General Laws Chapter 268A, the Selectboard may grant Special Municipal Employee status to a position, board or committee at any time and the Board may also revoke that status at any time. It is the municipal position that is designated as having Special Municipal Employee status, not the person holding the position. Therefore, all members of a board or committee holding the same office are considered Special Municipal Employees if the designation is granted by the Selectboard.

**Policy:**

1. Any person(s) holding an elected or appointed position or serving as a member of an elected committee or board may file a written request with the Selectboard seeking designation of such position, committee or board as a Special Municipal Employees.
2. Any such request shall be made a part of the agenda of a regularly scheduled meeting of the Selectboard.
3. The person(s) making such a request shall appear at the scheduled meeting of the Selectboard to present such request. The person(s) making the request shall present to the Selectboard the rationale for such request. The presentation shall include a demonstration of the need the position, committee or board has for the skills or professional knowledge that the person making the request possesses.
4. The Selectboard shall consider the request and a vote shall be taken on the request. The granting of such status shall be by a majority vote of the Board.
5. Requests for Special Municipal Employee status will be voted upon individually for each position, committee or board requesting such status, expressly naming the position, committee or board being designated.
6. If Special Municipal Employee status is granted to the position, committee or board, then annually, no later than May 25, any person intending to retain such status for the position, committee or board, shall resubmit a request to the Selectboard for Special Municipal status. The Board shall review and act upon the request in accordance with Paragraph 2 through 5 of this policy at its first meeting in June. Additionally, at the first meeting of the Selectboard in June, the Board shall review the list of positions, committees and boards granted Special Municipal Employee status to ensure compliance with this policy. A list of Special Municipal Employees shall be forwarded to the Town Clerk and the State Ethics Commission any time Special Municipal Employee status is granted or revoked by the Board and at least annually.



Kristin Maher <kmaher@southhadleyma.gov>

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**Fwd: Request that I be designated a special municipal employee**

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Lisa Wong <lwong@southhadleyma.gov>  
Cc: Kristin Maher <kmaher@southhadleyma.gov>

Fri, Nov 3, 2023 at 4:10 PM

On Thu, Nov 2, 2023 at 2:35 PM Ali <khorshyd@gmail.com> wrote:

I'm a practicing attorney in Massachusetts. I don't have any present conflicts of interest or present financial conflicts that pertain to my anticipated work on the committee for sustainability in South Hadley. However, I need to ensure that I don't have any future potential conflicts of interest that would otherwise preclude me from being able to take clients in matters that pertain in any way to the city of South Hadley. Potential conflicts of interest as well as actual conflicts of interest are to be rigorously avoided as a practicing attorney.

Under the regulations regarding special city employees, according to the conflict of interest video that you provided me to review, since I work less than 60 hours a year and and would be a volunteer member of said committee, I would classify as a special municipal employee; and I want to be designated as such by the board.

I trust that this addresses the matter in full. I ask that you vote in this way so that I can then carry on as a member of the committee, otherwise I will not be able to do so.

Thank you very much,

Ali Shahrestani

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

**Employee Name: Lisa Wong**

**Employee Classification/Title: Town Administrator**

**Supervisor Conducting Review: Selectboard**

**Date of Objective Setting Meeting: 11/15/22 Date of Evaluation: 11/7/15**

**Review Period - From: July 1, 2022 To: June 30, 2023**

**FY2023 GOALS: Approved by the Selectboard**

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

**RATING SCALE:**

- **Excellent:** The overall quality of work is excellent, and annual goals were met, and the employee demonstrated going above and beyond goals in all categories.
- **Above Average:** Performance consistently exceeds expectations. All goals were met.
- **Average:** Performance consistently meets expectations and the overall quality of work is good. The most critical annual goals were met. A reasonable explanation was given if goals were not met.
- **Needs Improvement:** Performance has not met expectations and improvement is needed. One or more critical goals were not met.
- **Poor:** Performance has not met expectations and improvement is needed. Most goals were not met.

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

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

**Employee Name: Lisa Wong**

**GOAL #1: Communication and Community/Customer relations**

**Description: Developed by Town Administrator**

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

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

**Objective 1:** Track analytics for the town's public communications tools including website, newsletters and social media. Once a baseline is established for feasibly, consistently and effectively tracking information, then specific recommendations can be made on how to improve communications and get feedback/input from stakeholders.

**TA Comments:** The TA office researched town communication methods. As of the beginning of FY23, to communicate information: 13 departments use the website, 12 use press releases, 8 use Facebook, 8 use email lists, 5 use community meetings/ forums, and 4 use newsletters. Communication is often weekly, but there are some monthly and daily activities. The health department tracks all calls and lists the types of complaints in a spreadsheet in their monthly board meeting packet. Some departments receive hundreds or even thousands of phone calls per year but are not tracked in a separate report, but it would not be effective to track each one in a separate report. The TA is still working on a good baseline, but it appears given the initial survey of departments that one size does not fit all. The TA has been tracking Facebook posts of departments weekly. I suggested to the Master Plan Implementation Committee that the 2023 forum be focused on communication so that these methods can be tied to the Master Plan and best practices can be shared between departments and boards.

✓ **Complete**

✓ **In Progress**

**Not Undertaken**

**Objective 2:** Enhance community forums to include more participation by departments and the public.

**TA Comments:** Forum and public meetings are better than other methods of getting two way communication and feedback. There was a marked increase in the number of joint meetings for the budget, including department presentations, and good participation in hearings regarding zoning changes that went to the May Town Meeting. The TA did solicit feedback for specific projects such as the Senior Tax program and received many written comments.

Complete       In Progress       Not Undertaken

**Objective 3:** Improve communication and public materials related to public works projects, including traffic and roadways, parks and capital improvements.

**TA Comments:** The TA developed an internal tracking system for traffic, street, sign and streetlight projects. The TA has also developed an annual (calendar year) report for the Selectboard, with recommendations on action items. Over 20,000 uses of Nearmap have been tracked in the first year. The TA is exploring how to use this to track projects rather than creating a separate mapping or other communication materials.

Complete       In Progress       Not Undertaken

**Objective 4:** Improve communications with boards and committees, including orientation materials and how to guides.

**TA Comments:** Major board and committee manual changes (last updated in 2001) were made over the spring and summer, and converted into an online platform. Finalization will be in FY24. 8 How-To guides have been created including “how to upload meeting minutes” and “how to reserve a room or auditorium”.

Complete       In Progress       Not Undertaken

**Objective 5:** Increase accessibility for departments to the public. Set up regular “office hours” at various locations, and coordinate with staff and local/state officials.

**TA Comments:** Drop in office hours were expanded. Office hours outside Town Hall were postponed due to the HR vacancy, which meant that time was needed at Town Hall more until an ATA/HR was hired. For FY24, this will be included as an objective to reach out to other buildings.

Complete       In Progress       Not Undertaken

**Overall Rating Score (5 - Excellent; 4 - Above Average; 3 - Average; 2 - Needs Improvement; 1 - Poor): \_\_\_\_\_**

**Comments:**

DRAFT

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

**Employee Name: Lisa Wong**

**GOAL #2: Diversity, Equity and Inclusion**

**Description: Developed by Town Administrator**

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

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

**Objective 1: Create a DEI training program for staff, board and committee members**

**TA Comments:** Funding has been applied for and received for this. The TA is working with the new ATA/HR and Schools to explore how best to use the funds. The TA is also seeking input from the new Human Rights Commission.

Complete       In Progress       Not Undertaken

**Objective 2: Work with departments to gather data and information from existing and new town processes to better understand the town's demographic trends.**

**TA Comments:** Ongoing projects include reviewing exemptions, hiring a consultant to review census tracks, overlaying public works inventories (from guardrails to trees) into a mapping system, hosting housing forums, collecting survey data for the Commission on Disabilities. The Town is exploring how to create a system similar to "SomerStat" or "MassStat" without the staffing those programs require.

Complete       In Progress       Not Undertaken

**Objective 3: Ensure that the financial budget, town meeting warrants and other important public documents are available in other languages.**

**TA Comments:** A thorough review was done of the information and portals provided on the town website. Google translate appears to work well for web pages itself. However PDFs are the preferred methods of attaching documents for accessibility purposes, but does not always work for Google Translate depending on how it is uploaded. The Town is also reviewing third party platforms such as OpenGov to see if and how well those processes are.

Complete       In Progress       Not Undertaken

**Objective 4:** Identify and invest municipal resources in underserved populations - Veterans, Elderly, Persons with disabilities. Support board and groups that are working in these areas.

**TA Comments:** The Town has specifically targeted environmental justice areas and the Falls area when applying for grants. For example the first REDO grant was for facade improvements in the Falls area. The Selectboard voted to use ARPA funds to supplement the program to ensure all projects were funded. Staff are engaged in the Age and Dementia Friendly initiative including engaging on the board. The Veterans office now has 4 full days instead of 2 dedicated to services to residents.

Complete       In Progress       Not Undertaken

**Objective 5:** Work with MMMA DEI group and DEI Coalition on best practices.

**TA Comments:** Was able to get the state to include DEI as an eligible Community Compact grant activity and then we got a grant (see objective 1). Meet regularly with the coalition and also participated in best practices discussion with the DEI Coalition at a Town Manager meeting.

Complete       In Progress       Not Undertaken

**Overall Rating Score (5 - Excellent; 4 - Above Average; 3 - Average; 2 - Needs Improvement; 1 - Poor):** \_\_\_\_\_

**Comments:**

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

**Employee Name: Lisa Wong**

**GOAL #3: Planning, Policy and Professionalism**

**Description: Developed by Town Administrator**

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

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

**Objective 1:** Affordable housing - update the production plan and identify feasible projects to work on.

**TA Comments:** This is ongoing in FY23 and will be completed in FY24. Funding and technical assistance was applied for and received including a DLTA assistance grant to explore long term housing supports, and a grant to have a multi-part housing speaker series. The Town has been working with Wayfinders to get their project off the ground and provided letters of support.

Complete       In Progress       Not Undertaken

**Objective 2: Create and implement the Human Rights Commission.**

**TA Comments:** TA helped boards to recruit and appoint members. The HRC has started to meet at the end of FY23. The TA will provide primary support.

Complete       In Progress       Not Undertaken

**Objective 3:** Improve PBE system with an updated tool, more metrics and increased/improved participation.

**TA Comments:** With the assistance of the new ATA/HR, the PBE tool has been greatly improved and will be implemented in FY24. It has been updated from FY22 to FY23 as well to add measurable ratings and descriptions.

**Complete**       **In Progress**       **Not Undertaken**

**Objective 4:** Enhance professional development opportunities for employees, and identify areas needing improvement or support (i.e. more people certified in procurement)

**TA Comments:** Professional development opportunities have been more widely shared with staff. For the first time in a long time, professional development was offered to non-management staff, who were able to go to offsite training in administrative processes. The TA surveyed departments on needs and the TA will work with the new ATA/HR to continue to assess, offer and track PD for all staff.

**Complete**       **In Progress**       **Not Undertaken**

**Objective 5:** Sustainability and climate change - research projects that are sustainable and reduce energy consumption

**TA Comments:** Progress has been made in terms of moving energy efficiency projects forward through the capital funding process. New energy audits are being conducted for each municipal building and funding sought to assist with Green Community status. A new Director of Building Operations was hired to assist with projects.

**Complete**       **In Progress**       **Not Undertaken**

**Overall Rating Score (5 - Excellent; 4 - Above Average; 3 - Average; 2 - Needs Improvement; 1 - Poor):** \_\_\_\_\_

**Comments:**

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

**Employee Name:** Lisa Wong\_

**GOAL #4: Innovation and Initiative**

**Description: Developed by Town Administrator**

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

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

**Objective 1: Improve response to complaints including exploring the use of technology for reporting and tracking, internal processes for responding, and communicating back to constituents.**

**TA Comments:** Set up a larger and smaller committees to streamline permitting and communication. Staff are meeting to share issue, cases and propose improvements and streamlining. Increase use of google docs to track and share information.

Complete       In Progress       Not Undertaken

**Objective 2: Economic development - find sustainable ways to implement the urban renewal plan and enhance redevelopment efforts. Apply for grants, create plans, work with businesses.**

**TA Comments:** Applied for and received 2 Regional Economic Development Opportunity grants to fund assistance for small businesses. Outreach to businesses on ways to collaborate. Meetings with various chamber and business associations to see what assistance can be provided.

Complete       In Progress       Not Undertaken

**Objective 3: Explore regional partnerships to better enhance public benefit, and sustain services. i.e. Work with Health Director on her regional health grant**

**TA Comments:** Intermunicipal Agreements being negotiated for public health, veterans and public safety. Had several meetings with other towns about inspectional services and reached out to PVPC to see if they could provide assistance. Regional towns are also working together on initiatives ranging from river channel markers to the bike share program.

Complete       In Progress       Not Undertaken

**Objective 4: Work with Neighbors Helping Neighbors to create a mobile food pantry and explore other ways to enhance food security.**

**TA Comments:** Several collaborations with NHN underway in town to provide them with funding and food. Expanded conversation to include the schools, veterans and public health. The Town was able to receive a grant to offset funding to replace the Gerry B. In FY24, the town will explore whether to ask Town Meeting to reallocate the funds for a food security project.

Complete       In Progress       Not Undertaken

**Objective 5: Marketing - lead and support efforts to market South Hadley including working with Cultural Council, Chamber and Mount Holyoke College.**

**TA Comments:** Opened dialogue with Cultural Council and chamber of commerce to develop proactive initiatives. Developed programs and sought ARPA funding. Projects will be implemented in FY24. Had several meetings with MHC staff to discuss partnerships. There is a new President coming in FY24.

Complete       In Progress       Not Undertaken

**Overall Rating Score (5 - Excellent; 4 - Above Average; 3 - Average; 2 - Needs Improvement; 1 - Poor): \_\_\_\_\_**

**Comments:**

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

**Employee Name: Lisa Wong**

**GOAL #5: Organization, Management and Fiscal Responsibility**

**Description: Developed by Town Administrator**

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

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

**Objective 1: Personnel - Develop an updated wage and classification system to create consistency and help with recruitment and retention.**

**TA Comments:** Funding applied for and received. Will work with new ATA/HR to assist with implementation.

Complete       In Progress       Not Undertaken

**Objective 2: Capital - Create a robust 5 year capital plan, work on mid and long term project funding options, and work with the schools**

**TA Comments:** Created a spreadsheet with potential 10 years of projects with department input. Will work with the Capital Planning Committee and new Director of Building Operations to develop a plan in FY24.

Complete       In Progress       Not Undertaken

**Objective 3: Finances - Maintain healthy reserve fund balances and review the financial policies for any updates needed to ensure continued fiscal health.**

**TA Comments:** Health free cash levels and able to add funding to various stabilization funds. Worked with Treasurer on more proactive investments to increase investment income.

Complete       In Progress       Not Undertaken

**Objective 4:** Support management - review and create management policies, enhance department head meetings, create feedback loops.

**TA Comments:** Developed clear agendas for meetings including what needs to be accomplished. Will work with new ATA/HR on a few policies that were drafted but not yet finalized such as a Remote Work Policy. Updated code of conduct policies and assisted other building leads to implement in their buildings. Provided all staff training on de-escalation based on feedback from staff.

Complete       In Progress       Not Undertaken

**Objective 5:** Update, streamline and implement new liability waivers for volunteers, patrons, and vendors, and tailor to meet the needs across departments and activities.

**TA Comments:** Facilitated meetings with Departments and legal counsel to review needs and updated forms.

Complete       In Progress       Not Undertaken

**Overall Rating Score (5 - Excellent; 4 - Above Average; 3 - Average; 2 - Needs Improvement; 1 - Poor):** \_\_\_\_\_

**Comments:**

# 2024 SB Meeting Schedule Jan-June

## **January - 5 Tuesdays**

Regular schedule: Jan. 2 & 16.

If you wanted to move because of New Year's Day: Jan. 9 & 23

## **February**

Feb. 6 & 20

## **March**

Must move because of election: March 12 & 26

## **April - 5 Tuesdays**

Regular schedule: April 2 & 16

If you wanted to move because April 2 would be back-to-back with March 26: April 9 & 23

## **May**

May 7 & 21

## **June**

June 4 & 18

**Date: November 3, 2023**

**To: Lisa Wong**

**From: Melissa Labonte**

**CC: John Broderick**

**RE: WPC Budget/Capital**

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Per our discussion yesterday, here are a few talking points regarding the enterprise fund and the WPC Budget.

Current Budget: A few line items more than 50% spent already.

- Sludge Disposal – Currently 196K of 307K dollars spent due to the operational issues the plant has experienced with dewatering. The cost to ship liquid sludge over a 2-month period was over 100K dollars but was the only option to alleviate the situation and not overflow solids to the river in violation of the NPDES Permit.
- Chemicals – Have currently spent 78K of 93K dollars. Due to the aforementioned dewatering issues, more chemical has been needed to offset odors and treat effluent than normal.
- Sewage Supplies – Have spent just over 50% at this time, mostly due to equipment failures. The Grit Chamber is currently under repair but waiting for additional quotes for concrete repair, all of the primary tanks have gone down recently, with one still needing repair; thickened sludge pump down due to a broken shear pin, and the plant water pump failed. Many of these require a licensed plumber or electrician to assist, or outside resources to pull equipment and/or repair, in addition to parts, so also affects other purchased services.
- An additional 10-12K spent from budget in response to the DLS Inspection and Chicopee Fire Prevention due to the fire 2 years ago. Still outstanding issues to resolve between insurance and the Fire Department.

FY25 Budget Considerations:

- Line item for addressing failures of equipment, especially those due to age. This is beginning to significantly impact annual budgets.
- Increase to services to accommodate licensed electrical and plumbing.

Comprehensive Waste Management Plan

- This project is currently out to bid and expected to be awarded by the end of the year. Note that the Main Street pump station portion has already been completed.
- The pre-bid meeting will be Nov. 17<sup>th</sup> followed by a tour of the WWTP.
- The records review, and the POTW assessment will be completed in 2024, with a final report due in mid-2025 which can then be used to better inform the FY26 budget.
- The final report should indicate items to be addressed, and priority.
- The consultant selected will provide quarterly updates at Selectboard meetings as to the progress and findings.

## SEWER DEPARTMENT BUDGET PROJECTIONS

<b>SURPLUS</b>							
	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29
Surplus Start of FY:	1,375,739	1,095,033	1,094,202	1,296,282	854,751	810,081	891,276
<b>OPERATIONAL EXPENSES</b>							
	expended	budget	projected				
<b>OPERATING BUDGET</b>	<b>FY 23</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY 26</b>	<b>FY 27</b>	<b>FY 28</b>	<b>FY 29</b>
WWTP P/S (Assume 2% Increase/Yr)	522,873	597,473	609,422	621,611	634,043	646,724	659,658
WWTP Services (Assume 2% Increase/Yr)	645,419	802,700	900,000	918,000	936,360	955,087	974,189
WWTP Supplies (Assume 2% Increase/Yr)	251,476	179,100	250,000	255,000	260,100	265,302	270,608
SEWER Services (Assume 2% Increase/Yr)	48,330	61,000	61,610	62,842	64,099	65,381	66,689
SEWER Supplies (Assume 2% Increase/Yr)	18,085	17,100	17,271	17,616	17,969	18,328	18,695
Encumbrances (entered in year encumbered)	36,039		0	0	0	0	0
Unspent Encumb. (entered in yr turned back)	-29,303						
<b>TOTAL OPERATING BUDGET</b>	<b>1,492,919</b>	<b>1,657,373</b>	<b>1,838,303</b>	<b>1,875,070</b>	<b>1,912,571</b>	<b>1,950,822</b>	<b>1,989,839</b>
<b>INDIRECT EXPENSES</b>	<b>FY 23</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY 26</b>	<b>FY 27</b>	<b>FY 28</b>	<b>FY 29</b>
Administrative Services (Assume 3% Inc/Yr)	72,524	81,233	83,670	86,180	88,765	91,428	94,171
Retirement (Assume 8% Inc/Yr)	144,698	165,056	178,260	192,521	207,923	224,557	242,521
Health & Life Ins, FICA (Assume 8% Inc/Yr)	88,951	98,668	106,561	115,086	124,293	134,237	144,976
Liability & Other Ins, Misc(Assume 8% Inc/Yr)	101,157	102,582	110,789	119,652	129,224	139,562	150,727
Allocation of Salaries Budgeted in G/F	75,758	68,579	69,951	71,350	72,777	74,232	75,717
STM Voted amount (Prop Ins & Unemployment)							
<b>TOTAL INDIRECT EXPENSES</b>	<b>483,088</b>	<b>516,118</b>	<b>549,231</b>	<b>584,789</b>	<b>622,982</b>	<b>664,016</b>	<b>708,112</b>
<b>DEBT SERVICE</b>	<b>FY 23</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY 26</b>	<b>FY 27</b>	<b>FY 28</b>	<b>FY 29</b>
Sewer New CW0526 Principal	237,170	241,961	246,849	251,836	256,923		
Sewer New CW0526 Interest	22,323	17,532	12,644	7,657	2,569		
CW06-24 Principal	74,015	75,511	77,036	78,592	80,180	81,801	
CW06-24 Interest	8,603	7,107	5,582	4,026	2,438	818	
Main Street Electrical Principal			250,000	250,000	350,000	620,000	620,000
<b>TOTAL DEBT SERVICE</b>	<b>342,111</b>	<b>342,111</b>	<b>592,111</b>	<b>592,111</b>	<b>692,110</b>	<b>702,619</b>	<b>620,000</b>
<b>TOTAL OPERATIONAL EXPENSES</b>	<b>2,318,118</b>	<b>2,515,602</b>	<b>2,979,646</b>	<b>3,051,970</b>	<b>3,227,663</b>	<b>3,317,457</b>	<b>3,317,951</b>
<b>REVENUES</b>							
<b>SEWER BILLS</b>	<b>FY 23</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY 26</b>	<b>FY 27</b>	<b>FY 28</b>	<b>FY 29</b>
FD #1 Commercial	658						
FD #2 Commercial	642						
Residential	6,779						
<b>TOTAL</b>	<b>8,079</b>	<b>8,079</b>	<b>8,079</b>	<b>8,079</b>	<b>8,079</b>	<b>8,079</b>	<b>8,079</b>
South Hadley Flat Rate per EDU	280	360	360	400	475	500	500
<b>TOTAL SOUTH HADLEY SEWER FEES</b>	<b>2,262,120</b>	<b>2,908,440</b>	<b>2,908,440</b>	<b>3,231,600</b>	<b>3,837,525</b>	<b>4,039,500</b>	<b>4,039,500</b>
Number of Granby EDUs (residential/commercial)	354	354	372	372	372	372	372
Granby Flat Rate	280	360	360	400	475	500	500
<b>TOTAL GRANBY SEWER FEES</b>	<b>99,120</b>	<b>127,440</b>	<b>133,920</b>	<b>148,800</b>	<b>176,700</b>	<b>186,000</b>	<b>186,000</b>
Number of Chicopee EDUs (residential/Commercial)	289	289	289	289	289	289	289
Chicopee Flat Rate	280	360	360	400	475	500	500
<b>TOTAL CHICOPEE SEWER FEES</b>	<b>80,920</b>	<b>104,040</b>	<b>104,040</b>	<b>115,600</b>	<b>137,275</b>	<b>144,500</b>	<b>144,500</b>
<b>Total Sewer Billing Start of Year</b>	<b>2,442,160</b>	<b>3,139,920</b>	<b>3,146,400</b>	<b>3,496,000</b>	<b>4,151,500</b>	<b>4,370,000</b>	<b>4,370,000</b>
Uncollected, Abatements	-75,000	-75,000	-75,000	-75,000	-80,000	-80,000	-80,000
<b>Total Sewer Bill Receipts</b>	<b>2,385,650</b>	<b>3,064,920</b>	<b>3,071,400</b>	<b>3,421,000</b>	<b>4,071,500</b>	<b>4,290,000</b>	<b>4,290,000</b>
<b>SEWER BILL PENALTIES/INTEREST</b>	<b>FY 23</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY 26</b>	<b>FY 27</b>	<b>FY 28</b>	<b>FY 29</b>
Penalties and Interest	14,413	11,000	11,000	11,000	11,000	11,000	11,000
Sewer Liens Added to Taxes	51,932	40,000	50,000	55,000	55,000	55,000	55,000
Sewer Liens	3,225	3,000	3,000	3,000	3,500	3,500	3,500
<b>OTHER FEES</b>							
Sewer Connection Fees	8,735	10,000	12,000	12,000	13,000	13,000	13,000
Sewer Application Fees	405	300	300	300	300	300	300
Industrial Pretreatment Permit Fees	350	2,700	1,200	4,250	2,850	1,350	4,350
Misc Revenue	745						
Investment Earnings (assume 3%)	86,957	32,851	32,826	38,888	25,643	24,302	26,738
<b>TOTAL REVENUES</b>	<b>2,552,412</b>	<b>3,164,771</b>	<b>3,181,726</b>	<b>3,545,438</b>	<b>4,182,993</b>	<b>4,398,652</b>	<b>4,404,088</b>
<b>CAPITAL EXPENSES</b>							
	<b>FY 23</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY 26</b>	<b>FY 27</b>	<b>FY 28</b>	<b>FY 29</b>
Main St Generator	400,000						
Channel Grinder	35,000	35,000					
Security Gate	40,000						
Station Evaluation	40,000						
Thickener Room Heating		25,000					
Comprehensive WWTP Management Plan		250,000					
Proposed capital requests		340,000	704,000*	935,000	1,000,000	1,000,000	1,500,000
*estimate does not include ~\$1.5m Main St electrical work							
<b>TOTAL CAPITAL EXPENSES</b>	<b>515,000</b>	<b>650,000</b>	<b>0</b>	<b>935,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,500,000</b>
<b>SEWER SURPLUS END OF FY</b>	<b>FY 23</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY 26</b>	<b>FY 27</b>	<b>FY 28</b>	<b>FY 29</b>
	<b>1,095,033</b>	<b>1,094,202</b>	<b>1,296,282</b>	<b>854,751</b>	<b>810,081</b>	<b>891,276</b>	<b>477,414</b>

WILLIAM SUTTON, Town Accountant

To: Selectboard  
Appropriations Committee

From : William Sutton  
Town Accountant

November 2, 2023

This letter is to inform you that the Statement of Expenditures vs. Appropriations printout has been run for September 2023. The printout was analyzed for expenditures exceeding budgeted totals by more than 25.0%, since this report represents expenditures through the first quarter 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 25.0% 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 forward into the fiscal year and further expenditures are processed.

Attached is a listing of the departments whose expenditures exceeded 25.0% of the budget as of 09/30/23. 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 which compares to prior years as there is no revenue budget yet. 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.

Based on the Revenue report as of September 30, 2023:  
(It is still early in the FY to get a strong sense of how revenues are looking for the majority)  
We will continue to monitor revenues closely as we move forward.

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

**Revenues that are tracking above last year at this time:**

Building and electrical permits are up approximately \$15,000 or 26% from last year.  
Interest Income is up roughly \$150,000 over last year or 259%. Interest Income was a big driver of our additional free cash last year. This is due to higher interest rates on our money and higher yield CD's.

**Revenues that are tracking below last year's revenues:**

Tax Liens is down around \$10,000 from this time last year.  
Motor Vehicle Excise is down around \$30,000 or 15% from last year. This could be due to the timing of commitments, etc.  
Penalties & Interest is down roughly \$10,000 mainly in Property taxes and Liens.

**Enterprise Funds:**

Overall revenues in the Landfill Enterprise Fund are tracking similar to last year at this time. Interest Income shows a market loss through the first quarter; however, it is less of a loss than was shown during last year's first quarter.

Revenues in the WWTP Enterprise Fund are also tracking similar to last year at this time. They too have an Interest Income market loss through the first quarter which is less than last year. Any increase in Sewer Fee's due to the increase in rates will not be reflected until the December quarter as the first billing wasn't until October.

Golf Course revenues (non-Food & Beverage) are tracking about \$34,000 or 7% higher than last year. This is basically in greens fees and carts.

Food & Beverage is up approximately \$13,000 or 7% over this time last year.  
We will continue to monitor these revenues as we move forward.



**List of Departments Exceeding 25.0% of Budget**  
**Listing as of 09/30/23 :**

<b>Department</b>	<b>Type</b>	<b>% Spent</b>	<b>Notes</b>
<b>General Fund:</b>			
Selectboard	Other Expenses	48.8%	Dues and subscriptions
Cable Studio	Other Expenses	39.4%	Equipment
Human Resources	Other Expenses	27.8%	temporary staffing
IT Department	Other Expenses	52.3%	Software Maintenance
Police Department	Other Expenses	26.1%	Electricity; Annual Contracts; uniforms
Employee Benefits	Retirement Contrib.	100.0%	Paid in full for FY
Other Misc.	Liability Insurance	94.5%	Payment at start of year
<b>Enterprise Funds:</b>			
<b>Golf Course:</b>			
Golf Course	Other Expenses	30.1%	Operations/Maint Contract;

## CENTRAL PIONEER VALLEY VETERANS DISTRICT

### MEMORANDUM OF UNDERSTANDING

Whereas, the Town of South Hadley, Town of Granby and City of Amherst intend to enter into an Intermunicipal Agreement(IMA) prior to July 1, 2024 for the purpose of creating the Central Pioneer Valley Veterans District to create a cross-jurisdictional district that performs Veterans Services as outlined in Massachusetts General Law Chapter 115.

Whereas, the Intermunicipal Agreement will cover the term, structure, staffing, supervisory board, payment and funding, indemnification and insurance requirements, terms for entrance and withdrawal from the district, termination, conflict resolution, and other standard conditions.

Whereas, each municipality will afford the District Veteran Services Office Staff access to appropriate space to perform services. Designate a primary contact and a secondary contact for routine issues. Keep and post an office hour schedule and contact information (email, phone number(s)) relative to the time he/she/they will be available and how an individual may contact the District Veteran Services Office Staff in each community. The schedule and any changes to the schedule for each community should be sent to the primary and secondary contact as soon as the District Veteran Services Office Staff is aware of the change.

Whereas, the District Veteran Services Office Staff will cooperate and abide by rules and policies promulgated by the municipality he/she/they is within during time of service. If the District Veteran Services Office Staff is unclear regarding any policy, they should clarify with the primary contact via email as soon as possible.

Whereas, there will be a Veterans Service District Supervisory Board to oversee the following:

- Policies for operations
- Instruction and oversight when necessary.
- Coordination of and approval of compensation, benefits including but not limited to health insurance, vacation, or other time away.
- Arbiter in all matters brought before the body related to conduct, personnel related or relative to Veteran Services in South Hadley, Granby or Amherst for the period denoted in first paragraph.
- Set the schedule for each community for posted hours and approve any reimbursements or additional allowances.
- Assess performance and set goals annually in a report back to each community's executive branch.
- Be the final arbiter on any disputes which may arise in respect to this agreement.

Whereas, the communities will designate the above Board that will agree on an Annual Budget for the District. The proposed staffing for the Fiscal Year 2025(FY25) Budget is 2 Full Time Equivalent employees. The District Budget proposed for FY25 is currently \$233,700 the budget shall not exceed \$250,000 unless other communities join the District before the final IMA is signed. The assessment for each community shall be based on the most recent National Census data the Veterans population for that community in relation to the total Veterans population of the district. Based on the current



Ben Ayres  
62 Hadley Street  
South Hadley, MA 01075  
26 October 2023

Dear Chairs Miles and Mulvaney,

It is with regret that I resign, effective immediately, from the South Hadley Master Plan Implementation Committee.

I am grateful for having had the opportunity to serve on this Committee over the past year, and I offer my best wishes to the Committee and to all town entities.

Sincerely,

Ben Ayres

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

Lisa Wong  
Town Administrator

## Town Administrator's Report to Selectboard November 7, 2023

### Administration, Finance and Operations

- **Town Meeting:** Town Meeting will be held on Wednesday, November 15 at 6pm at the High School. If you need accommodations, please contact the Selectboard at (413) 538-5030 ext 6136 or email [Selectboard@southhadleyma.gov](mailto:Selectboard@southhadleyma.gov). The warrant is posted online: [www.southhadley.org/DocumentCenter/View/12058/2023\\_11\\_15\\_Special\\_Town\\_Meeting\\_Warrant-PDF](http://www.southhadley.org/DocumentCenter/View/12058/2023_11_15_Special_Town_Meeting_Warrant-PDF)
- **South Hadley Elementary School:** The MSBA will vote on whether South Hadley's project is invited into the next round in December. In the meantime, the MSBA recently voted to increase the cost funding limit per square foot from \$393 to \$550, and increase per square foot sitework from \$39 to up to \$55, a change that would benefit South Hadley's next project.
- **Holiday Closures:** Town Hall and the Senior Center will be closed on Friday, November 10 in observance of Veterans Day. The Library will be closed on Friday, Nov 10 and Saturday, Nov 11.
- **MMA Legislative Session Review:** The Mass Municipal Association is hosting a virtual briefing for municipal officials to hear from their legislative team on current legislation that has impacts on cities and town. If staff or elected/appointed town officials are interested, visit this link: [https://mma.zoom.us/webinar/register/WN\\_jxUV9m6GQke7uxBK4DcWgw#/registration](https://mma.zoom.us/webinar/register/WN_jxUV9m6GQke7uxBK4DcWgw#/registration)

### Community

- **Veterans Appreciation Breakfast:** Registration Required. Veterans are invited to a special breakfast in appreciation for their service in honor of Veteran's Day on Thursday, November 9 at 8:30am. Breakfast will be prepared by SHHS culinary program, followed by a special ceremony with guest speakers, Veteran of the year award, and music. This event is sponsored by the Friends of the South Hadley Seniors, the VFW and the veterans council.
- **Trunk or Treat:** Great job to everyone that participated in the Halloween event at Beers & Story!
- **Drug Take Back:** The Police Department, TRIAD held another successful prescription drug take back program. More than 70,000 pounds have been collected since 2011 for safe disposal. If you missed it, there are disposal containers inside the police department for both medications and needles/sharps that are accessible 24/7.

- **Therapy Dogs:** Duchess the Yorkshire terrier and Gwen the greyhound are reading therapy dogs from Bright Spot Therapy Dogs. Kids in kindergarten and above can schedule a 15 minute time slot to read to one of them at the Library. Duchess - second and fourth Monday of each month from 6pm to 7pm. Gwen - fourth Wednesday of each month from 3:30pm to 5:00pm. Pre-registration is required. Parents or caretakers can sign their children up by either calling the library at 413-538-5045 or stopping into the library. If all time slots are filled, feel free to give your information for future visits. For Seniors: Duchess will be at the Senior Center Mondays the 6th and 20th at 12:30pm and Riley on Thursdays at 11am.
- **New Teen Subscription Box at Library:** Teens (ages 11 through HS) can sign up for a FREE Takeaway craft with all supplies and directions provided each month, as well as some other goodies in each bag!
- **Support Food Pantry:** For the month of November the item collected at the Senior Center is SOUP to benefit Neighbors Helping Neighbors.
- **Chamber event:** State Senator Olivera, Rep. Carey, Rep. Domb, Moderato John Hine and Selectboard's Vice Chair Carol Constant will be celebrity bartenders for the upcoming Chamber event to raise money for Neighbors Helping Neighbors on Nov. 14 at 5pm at Soks. Buy Tickets: [www.shgchamber.com/new-products/november-business-after-5-celebrity-bartenders-at-soks](http://www.shgchamber.com/new-products/november-business-after-5-celebrity-bartenders-at-soks)
- **Sports:** It's playoff season for youth and high school sports. Good luck South Hadley!

### Facilities

- **High School:** Sump pumps will be vacuumed this week. Mechanical contractor is preparing a quote for rooftop fans/drives/valves.
- **Town Hall Split units:** Project awarded. The Town will receive a 14k rebate
- **Demo at BBP:** Project awarded and being permitted.
- **DPW:** Roof top unit is complete.

### Planning

- **Housing Production Plan:** The South Hadley Selectboard and Planning Boards will host a joint meeting on December 5 to discuss and vote on the Housing Production Plan.

### Public Works

- **Traffic:** Complaints received about tractor trailers on Taylor Street. In addition to police enforcement, the DPW had temporary sawhorses and most recently constructed asphalt islands to narrow the street and add truck exclusion signage. This is a pilot program and will be explored as to whether it works and can be used elsewhere.