

**VIRTUAL SELECTBOARD MEETING
TUESDAY, NOV. 21, 2023
AGENDA - 6 P.M.**

Join Zoom Webinar from your computer:

<https://us02web.zoom.us/j/88291983740?pwd=dhQWDVGNIBQTGtMRUQvRCthSXJHUT09>

By phone: 1 646 558 8656 | **Webinar ID:** 882 9198 3740 | **Passcode:** 532842

Watch live on SHCTV Channel 15 or <https://shctv15.com/watch-live/>

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

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES:** Draft Minutes of Oct. 24, Oct. 30 and Nov. 7
- 3. ANNOUNCEMENTS / PUBLIC COMMENT**
- 4. NEW BUSINESS**
 - A. Sunday Entertainment License – McCray’s Farm
 - B. Town Administrator Performance Based Evaluation
 - C. Special Municipal Employees – Sustainability & Energy Commission
 - D. Budget
 - E. Judd Brook Contract
 - F. Fireworks - July 3, 2024
 - G. Master Plan Forum attendance
- 5. RESIGNATION**
 - A. McKinzie Kandel from COA
- 6. TOWN ADMINISTRATOR’S REPORT**
- 7. ADJOURN**

**HYBRID SELECTBOARD MEETING
TUESDAY, OCT. 24, 2023
DRAFT MEETING MINUTES
SENIOR CENTER MULTI-PURPOSE ROOM -6:30 P.M.**

Present in person were Chair Andrea Miles, Vice Chair Carol Constant, member Renee Sweeney, member Jeff Cyr, clerk Nicole Casolari (arrived at 7 p.m.), Town Administrator Lisa Wong and Assistant Town Administrator / Human Resources Director Chuck Romboletti.

CALL TO ORDER

Miles called the meeting to order at 6:30 p.m. and noted Casolari was absent but will join shortly.

APPROVAL OF MINUTES

Cyr motioned to approve the draft minutes of Oct. 3, 2023 as amended. Sweeney seconded. All in favor. Unanimous. Constant noted the language regarding alternate dates should more clearly reflect the board's intention to allow one alternative date.

ANNOUNCEMENTS / PUBLIC COMMENT

Sweeney highlighted Harvest Fest to benefit the South Hadley Farmers' Market happening this weekend. Constant noted the Place at the Table event on Nov. 5 at Iona's Kitchen. She also reminded the public that Saturday is the last day for public comment on the housing production plan, and Know Your Town is holding an event Nov. 28 at the public library on the formation and taxation of the fire districts.

CONSENT AGENDA

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

The consent agenda consisted of multiple one-day beer & wine license requests from Elizabeth Sawyer for Oct. 31, Nov. 8 and Dec. 1, and a One Day Beer & Wine license request from Larry Dubois for Oct. 29.

TRI-ANNUAL INTERVIEWS & APPOINTMENTS

The board interviewed Dave Mendoza for the Veterans Council, Ali Shahrestani for the SEC, McKinzie Kandel for the Capital Planning Committee and Council on Aging, Lara Asarese for the Council on Aging and Commission on Disabilities, and John Parenteau for MPIC and the Zoning Board of Appeals.

- Constant nominated Shahrestani to a 2025 term on the Sustainability and Energy Commission. Miles seconded. All in favor. Unanimous.
- Constant nominated Mendoza to a term ending in 2026 on the Veterans Council. Cyr seconded. All in favor. Unanimous.
- Sweeney nominated Kandel to a term ending in 2025 on the Capital Planning Committee. Cyr seconded. All in favor. Unanimous.
- Casolari nominated Kandel and Asarese to terms ending on 2026 on the Council on Aging.

- Cyr nominated Parenteau to a term ending in 2026 to the MPIC. Sweeney seconded. All in favor. Unanimous.
- Casolari nominated Parenteau to a term ending in 2025 on the Zoning Board of Appeals. Cyr seconded. All in favor. Unanimous.
- Cyr nominated Olive Rowell to a term ending in 2026 to the Cultural Council and Eric Weiss to a term ending in 2024 on the Cultural Council. All in favor. Unanimous.
- Sweeney nominated Melissa Taylor Dresler to a term ending in 2026 to the Historic Commission. Cyr seconded. All in favor. Unanimous.

PROPERTY TAX EXEMPTIONS

Associate Assessor Melissa Couture Rimbold presented the board with myriad exemptions allowed by the state in the form of local options.

REMOTE WORK POLICY

Assistant Town Administrator and Human Resources Director Chuck Romboletti presented the draft remote work policy. Board members provided input such as including language to include annual reviews and agreed to move forward with bringing it forward to department heads for review.

PERFORMANCE BASED EVALUATIONS

Wong and Romboletti presented the updated PBE format reorganized by Romboletti for FY24. The board discussed using this as the tool to evaluate the Town Administrator with input on performance from department heads.

HUMAN RIGHTS COMMISSION UPDATE

Sweeney offered an update on the Human Rights Commission and its work so far. It has conducted two meetings. Sweeney is the chair. The committee is considering public surveys and members are approaching their respective bodies for direction or action items.

TOWN MEETING WARRANT

Sweeney motioned to accept the Nov. 15, 2023 Special Town Meeting Warrant as presented. Constant seconded. All in favor. Unanimous.

HOLIDAY STROLL DEC. 1 TOWN COMMON USE

Cyr motioned to accept the Chamber of Commerce's request to use the town common for the annual Holiday Stroll on Dec. 1, 2023 from 5 - 7:30 p.m. as presented. Constant seconded. All in favor. Unanimous.

REVIEW OF ONE-DAY ALCOHOL LICENSES AT MCCRAYS

Mike and Trysten McCray discussed two public safety incidents that occurred Oct. 9 and 14 at McCrays during their autumn fair. One incident involved alcohol. The McCrays will implement external security and discussed how they will adjust their planning process in the future. McCray's has indicated they will stop serving alcohol at 10:30 p.m. or earlier. They reiterated how they want to promote the fall events as family friendly, and board members reiterated they want the farm events to be a community draw.

ARPA – JUDD BROOK

Sweeney motioned to approve \$622,280 in ARPA funds for the Judd Brook Interceptor project. Cyr seconded. All in favor. Unanimous.

PUBLIC HEALTH EXCELLENCE FOR SHARES SERVICES IMA

Sweeney motioned to re-accept the Public Health Excellence for Shared Services Inter-Municipal Agreement with the updates as presented and authorize the town administrator to sign on the board's behalf. Cyr seconded. All in favor. Unanimous.

TOWN MEETING REVIEW COMMITTEE

Casolari gave an update on the work being conducted by the Town Meeting Review Committee and a survey sent out by the committee to town meeting members.

TA REPORT

For the full town administrator's report, see the Oct. 24, 2023 Selectboard meeting packet.

TOWN ADMINISTRATOR CONTRACT

The board discussed the following changes:

In Section 5: move the town administrator review from October to the first meeting in June. The chair shall appoint two members, including the chair, to work with the HR director to have a meeting with a small group of department heads to gather feedback on the town administrator's performance.

Update section 6 to read: It is recognized that the Town Administrator must devote a great deal of time outside the normal office hours to the business of the Town, and to that end the Town Manager will be allowed to take reasonable compensatory time off as he or she shall deem appropriate during said normal office hours."

Cyr and Casolari suggested set office hours in which residents can stop in and speak to Wong. Wong said she doesn't have a set schedule due to the nature of the job being 24/7.

Sweeney said she was comfortable to vote on the contract last week and felt even more comfortable after Wong presented additional research and comps to board members.

Casolari proposed a one-year contract extension, with the above changes to sections 5 and 6, with the salary staying consistent to what it is this year to give time to consult with the Collins Center on what they suggest for a town administrator salary in a town the size of South Hadley.

Miles motioned to extend the meeting 10 minutes. Cyr seconded. All in favor. Unanimous.

Cyr proposed the first year of Wong's contract be the same salary as it currently is, and have it increase it by 1.5% for subsequent years. Casolari said she could get behind that. Cyr noted the town did not have an Assistant Town Administrator when Wong was hired, or a second staff

member in the Facilities department, and now the town is looking to hire an assistant to the Assistant Town Administrator.

Wong noted two Selectboard members were appointed to negotiate with her prior to tonight's meeting. Cyr said salaries were presented during those negotiations but were not discussed. He felt the board as a whole should discuss them. Miles noted Cyr didn't offer anything during negotiations for Wong to edit and the board had weeks to look over Wong's proposal. Miles acknowledged some members wanted to "pump the brakes" on the salary because of the unknown of where it might end in the future. Cyr suggested scaling the salary based on the town's population.

Constant motioned to extend the meeting five minutes. Cyr seconded. All in favor. Unanimous.

Wong wanted on record that she loves the Town of South Hadley, and that while she took an enormous pay cut to work with the town, it was an increase for South Hadley. She said the conversation is valid and transparent, and if board is looking to amend the compensation portion of her contract she would counter their negotiation of 1.5% increase by asking for a \$150 monthly stipend for her procurement work and increasing severance pay to 12 months.

Constant motioned to accept the contract originally proposed by the town administrator as amended for section five and six. Sweeney seconded. Four in favor, one against (Casolari). The motion carried.

ADJOURN

Cyr moved to adjourn. Sweeney seconded. All in favor. Unanimous. The meeting adjourned at 10:15 p.m.

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

**HYBRID SELECTBOARD MEETING
MONDAY, OCT. 30, 2023
DRAFT MEETING MINUTES
SENIOR CENTER MULTI-PURPOSE ROOM -7:30 P.M.**

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

Present in person for the School Committee were Chair Eric Friesner, Vice Chair Danielle Cooke, Lawrence Dixon, Daniel View, and Interim Superintendent for South Hadley Public Schools Mark McLaughlin and South Hadley High School Principal Elizabeth Wood. School Committee member Lynda Pickbourn Smith was present virtually.

CALL TO ORDER

Miles called the Selectboard meeting to order at 7:34 p.m.

Friesner called the School Committee meeting to order at 7:34 p.m.

ANNOUNCEMENTS / PUBLIC COMMENT

There were no comments made during public comment.

FY24 OPERATING BUDGET

McLaughlin and Wood explained issues at the high school and why they're requesting an assistant principal at the school.

Miles noted the boards would not take further virtual comments from Zoom following a Zoom bombing in which racist remarks were made. Members condemned the remarks. Comment from in-person attendees would be allowed.

Friesner move to amend the FY24 School Committee Budget to include the addition of an assistant principal at the high school in the amount of \$61,000. View seconded.

ROLL CALL VOTE

Cooke - Aye

Pickbourne - Aye

Dixon - Aye

View – Aye

Friesner - Aye

All in favor. Unanimous.

2023 SPECIAL TOWN MEETING WARRANT

Sweeney motioned to approve the 2023 Special Town Meeting warrant as amended. Miles seconded. The amendment added an article – now article 2 – to the special town meeting warrant that read: “To see if the town will vote to amend the FY24 operating budget by raising and appropriating or transferring available funds to increase the FY24 operating budget in the

amount of \$61,000 to account for an assistant principal in the school department or take any other action relative thereto.”

ROLL CALL VOTE

Constant – Aye

Sweeney – Aye

Cyr – Aye

Miles - Aye

Casolari – Abstain

The motion carried 4-1.

ADJOURN

Cyr motioned to adjourn the Selectboard meeting. Casolari seconded.

ROLL CALL VOTE

Constant – Aye

Sweeney – Aye

Cyr – Aye

Miles - Aye

Casolari – Aye

All in favor. Unanimous. The Selectboard meeting adjourned at 9:35 p.m.

Dixon motioned to adjourn the School Committee meeting. View seconded.

ROLL CALL VOTE

Cooke - Aye

Pickbourne - Aye

Dixon - Aye

View – Aye

Friesner - Aye

All in favor. Unanimous. The School Committee meeting adjourned at 9:35 p.m.

RESPECTFULLY SUBMITTED
Kristin Maher
Executive Assistant to Administration

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

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

CALL TO ORDER

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

ANNOUNCEMENTS / PUBLIC FORUM

Miles and Wong addressed the Oct. 30 Zoom bombing during the joint Selectboard and School Committee meeting and condemned the behavior.

Constant explained that Neighbors Helping Neighbors is having a canned soup drive at the senior center throughout November. She highlighted raffle baskets put together by the Friends of the Seniors and Buttery Brook Park at the senior center.

Sweeney reminded the public about the upcoming Veterans' Day ceremony in front of town hall at 10:45 a.m. on Saturday.

Cyr noted the veterans' breakfast happening Thursday at 9 a.m. at the senior center. All are welcome.

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

Sweeney moved to continue the public hearing to Dec. 19 at 7:05 p.m. in a hybrid meeting on Zoom and at the senior center. Cyr seconded. All in favor. Unanimous. Wong explained the owner couldn't attend the hearing due to a family emergency.

CONSENT AGENDA

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

The consent agenda consisted of multiple One Day Beer & Wine License Requests from Kathleen Van Winkle for Nov. 10 and Dec. 8 and 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.

SPECIAL MUNICIPAL EMPLOYEE POLICY

Constant moved to adopt the Special Municipal Employee Policy as presented. Cyr seconded. All in favor. Unanimous.

TOWN ADMINISTRATOR REVIEW

Miles said the board will institute the new PBE format in June for FY24. Using the “old” format, members will individually email their comments about FY23 to Constant by Tuesday or Wednesday who will compile them into a single document for the Nov. 21 meeting. Members can expand or explain their comments Nov. 21.

SELECTBOARD SCHEDULE

For the first half of 2024, members agreed to meet Jan. 2 and 16, Feb. 6 and 20, March 12 and 26, April 2 and 16, May 7 and 21, and June 4 and 18.

WASTEWATER BUDGET UPDATE

Director of Public Works John Broderick and Water Pollution Control Superintendent Melissa LaBonte discussed the water treatment plant enterprise fund and the water pollution control budget.

QUARTERLY FINANCIAL RPEORT

Town Accountant Willian Sutton discussed departments whose expenditures exceeded 25% of the budget as of Sept. 30. 2023 and 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.

VETERANS DISTRICT

Director of Veterans Services Michael Slater discussed the intent of the Town of South Hadley, Town of Granby and City of Amherst to enter into an Intermunicipal Agreement 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.

RESIGNATION

Constant moved to accept with regret the resignation of Ben Ayres from MPIC. Sweeney seconded. All in favor Unanimous.

TA REPORT

Miles noted the Nov. 15 Special Town Meeting happening at SHHS. Wong highlighted the Nov. 8 Appropriations Hearing and TA Review of the Nov. 15 STM warrant articles at 6 p.m. on Zoom.

ADJOURN

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

The meeting adjourned at 8:45 p.m.

RESPECTFULLY SUBMITTED
Kristin Maher
Executive Assistant to Administration



SAL-17

Selectboard Annual License

Status: Active

Submitted On: 11/15/2023

Primary Location

55 ALVORD ST

South Hadley, MA 01075

Owner

MCCRAY STEPHEN D

55 ALVORD ST SOUTH HADLEY, MA 01075

Applicant Email

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

Business Information

Business Name*

McCrays Country Creamery

Phone*

413-533-0775

Owner Name*

Steve McCray

City*

South Hadley

Mailing Address*

55 Alvord St

Zip*

01075

State*

MA

DBA

Person Responsible for Daily Operation Name*

Steve McCray

Phone Number*

413-531-0717

Email Address*

smccray840@yahoo.com

Permit Info

🔒 Effective Date

—

In an effort to streamline application, issuance and renewal of annual licenses, all licenses issued by the Selectboard (with the exception of Alcohol Licenses) will be issued under one Selectboard Annual License. Please check the box indicating ALL licenses you are applying for below.

Entertainment Licenses

Automatic Amusement Device**Carry In (BYOB)****Common Victualler****Entertainment****Juke Box****Sunday Entertainment**

Secondhand Licenses

Junk Dealer

Junk Collector

Used Car Dealer

🔒 Amendments:

Miscellaneous Licenses

Theater

Hawker/Peddler

Livery

Workers Comp Insurance Affidavit

I am an employer with full and/or part time employees.

of employees

25

I am a sole proprietor or partnership and have no employees working for me in any capacity.

We are a corporation and its officers have exercised their right of exemption per c. 152, s. 1(4), and we have no employees.



We are a non-profit organization, staffed by volunteers, with no employees.

Business Type*

Other

Other (Describe)

Farm

Attach a copy of the worker's compensation policy declaration page (showing the policy number and expiration date)

I do hereby ceretify under the pains and penalties of pejury that the information provided above is true and correct.*

**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: _____

Respondent 1- 4 – Above Average

I think Lisa (and other staff) is doing a great job of communicating information out via the available channels, and making information available about projects, budgets, etc. for those who seek out and avail themselves of this info. TA reports, weekly wrap-ups, light-up signboards, social media posts, email lists, and more are available to keep folks up to date. The subject of departments being accessible to the public is puzzling to me as folks are always a call or email away from being available by advance notice. Performing availability in a modern office environment is not an efficient or productive use of human resources, so I do not share the objective of having all Town offices staffed at all times. If we are receiving public feedback on this subject I would love for that to be directly shared with us, and to have the ability to address it.

Respondent 2: 5 - Excellent

Lisa has put daylight on the work of the town. Information coming through our TA is regular and in depth. She has not only improved communication, through community forums, joint meetings, in-depth meeting packets, and weekly wrap-ups, she welcomes and encourages public dialogue. A perfect example is the very public way she has managed the development of the TA job description, TA goals, and her Performance Based Evaluation. (Prior TAs put the conversation in executive session.) Lisa is responsive to requests for more information and provides detail in a timely manner. Covid threw a curveball in the access to town hall departments but lessons were learned about how departments can be responsive to both the public and employee needs—both important goals.

Respondent 3: 4 - Above Average

Lisa has been a great addition to our great community. She continues doing a great job implementing a lot of past practices such as tri-board and expanded capital planning meetings by including dept. heads. The result is there are more eyes on the process. This is also extremely helpful during the budget process. The areas of concern I have are as follows: I believe there should be more clearly defined office hours in order for the public to be able to interact with the TA and the selectboard office as identified in Objective 5 especially considering the HR vacancy has been addressed. Maybe we can bring back periodic discussions with the TA, SB members and the public to hear residents' concerns. As I have mentioned previously, I believe all departments should have the same in order to maintain two-way communication as identified in Objective 2. More presence and interaction by all town staff gives the residents a better sense of representation from government.

Respondent 4: 4 - Above Average

The increase in joint board meetings, forums, and hearings have been a welcome development. Objective 5 is ongoing, of course, and hopefully will become more ironed out as the Town's Remote Work Policy is developed and implemented. I would like to see maybe a once a month public TA "office hours" session, and this can perhaps be in conjunction with

rectifying the Selectboard in the Community. I'm encouraged by the increasing ways people can get information, and greatly appreciate the efforts to get boards and committees on the same page with minutes, etc.

Respondent 5: 3 – Average

I do appreciate the Weekly Updates and TA Report, but would like to hear more of what the Administration Office is seeing and experiencing as well. I continue to hear concerns related to the accessibility of Town Offices and that the website is difficult to navigate. While the ability to do business online is helpful for many, it can be cumbersome to find information and the Town Hall needs to be a space that can be accessed easily by *all* residents. TMM and residents have expressed concerns with the timeline for discussing the TM Warrant with each other as well as their constituents or representatives, respectively. Again, while there is a good amount of information on the website, it can be difficult to find without a direct link based on the organization and naming of pages/files. Lastly, I have heard confusion about Drop In Office Hours versus Hours that offices are simply open for business to be conducted. I am curious to hear more regarding the "baseline" for communication and anxious to hear how this will inform decisions related to future community outreach from the town.

**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: As part of my involvement in statewide group efforts, I was able to get the state to facilitate getting 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): _____

Respondent 1: 5 - Excellent

I understand DEI to be something that will always be in progress, rather than completed, and I especially appreciate Lisa's support around the Human Rights Commission, Veteran's Services, the Council on Aging, and the Commission on Disabilities. The town has seen several grants and funding programs help in the Falls, and it feels like Lisa doesn't let any group fall through the cracks.

Respondent 2: - 4 – Excellent

There are many so many facets that go into making a community inclusive. Lisa organized the formation of the Human Rights Commission to initiate programing and support understanding of DEI in South Hadley. She worked closely with the Veteran's Services Director to regionalize efforts and provide more efficient services to our Veterans. Thanks to Lisa's efforts, seniors now have free transportation through the Senior Center, giving them access to the programs and services that support their ability to remain independent in their homes. I applaud her continued work to bring best practices by serving on the MMMA DEI and securing grants for the work in our community.

Respondent 3: 5 – Excellent

Looking forward to DEI as it evolves.

Respondent 4: 3 – Average

While there has been a great deal of surveying and data collecting in this area, I hope to see more tangible action in the coming year. Great work on the funding—can't wait to see how it will be implemented.

Respondent 5: 4 – Above Average

There are many initiatives that have been started / are in progress and I am anxious to hear about the practices, policies, and programming that are implemented to create and support access to town resources, spaces, and opportunities. It appears that increased community relations and outreach will aid in these initiatives coming to fruition.

**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: The Attorney General approved the new bylaw in the fall of FY23 and the 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: The FY23 tool was a major improvement on the inherited FY22 tool. The FY23 tool included descriptions and a rating system that did not exist, as well as requirements for objective setting and mid-year check-ins. Individual meetings as well as group meetings were held to help develop objectives that were impactful and representative of each position's role. With the assistance of the new ATA/HR, the PBE tool will continue to improve in FY24.

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. This project had been dormant for years and is now back on track. A grant was received for technical assistance to help.

Complete In Progress Not Undertaken

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

Respondent 1: 5 - Excellent

Lisa continues to level up the Town in terms of organization, policy, and professionalism. The fact of the matter is that it takes more staff and more developed staff to see the level of achievement that the above objectives encompass, so I appreciate that Lisa has made that case and filled those positions. I think those changes will only multiply the positive results we see going forward. We're in a challenging environment, and I think we're getting the organizational

resources in place to better meet these challenges. I think getting the public on board with affordable housing projects (or more housing in general) has proved somewhat intractable.

Respondent 2: 5 – Excellent

Since her arrival, Lisa has professionalized so many aspects of the work for the town. The new PBE tool is clear and well formatted. Solutions to make South Hadley more green and more affordable, as well as to create affordable housing, is a long-game and I expect we will see progress with Lisa's continued work.

Respondent 3: 5 - Excellent

Respondent 4: 5 – Excellent

Excellent, monumental progress in this area. Looking forward to more forward motion with the Sustainability and climate change piece, though I suspect we will need state legislative involvement for the biggest gains that area.

Respondent 5: 3 – Average

Again, several projects and initiatives started or in progress. I am interested to hear more about the specific energy efficiency projects for which there is progress in moving them forward. It is often referenced, including in objective 4, that there is a need for more people certified in procurement, but there has been no update about this happening within the professional development or objectives for employees.

**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 (districts, numerous town departments) and smaller committees (planning, building, health) 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. Working with IT to implement new initiatives.

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. Developing relationships with business and property owners in the Falls, and support the residents group in the Falls with re-organizing. Created free wi-fi. Applying for grants for rezoning. Worked with Planning and Building to create various new bylaws, including food trucks and housing. Involved with various advocacy groups and efforts to increase state investments in key economic areas.

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. Initiated 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. Organized 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. Will be having major event for Veterans, and several departments support NHN such as monthly drive at Senior Center and Police Department's "stuff the cruiser".

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 and helped to attract MHC community members to volunteer opportunities. There is a new President coming in FY24. Worked with Planning and Conservation of applying for grants and successfully received 2 REDO grants used for outdoor furniture, brand new public wifi in Beachgrounds and the Village Commons, and many updated storefronts. Worked with Recreation on new programming. Supported Conservation efforts to highlight trails and conserve land.

Complete In Progress Not Undertaken

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

Respondent 1: 5 - Excellent

Since I know it is not possible that Lisa's days are 30 hours long while mine continue to be 24, and I see the volume of things she's accomplished, I know she must have magical powers of time management. I also never see her lose her cool, get defensive, deflect responsibility, etc. We hear lots about leveraging regional resources, applying for and securing grants, and exploring new partnerships. I recently learned that the Food for Friends program at Center Church will be winding down, leaving one less resource fighting food insecurity, so I hope this continues to be an objective.

Respondent 2: 5 - Excellent

Lisa is always working on the road map to improve the functions of town government and improve the quality of life in South Hadley. She has reactivated TriBoard Meetings, created more opportunities for open dialogue regarding the town budget through joint meetings of the SB, Appropriations and School Committees. In cooperation with the School Department, she created the Facilities Director position to address maintenance and deferred maintenance issues for town-owned buildings and schools. Re-instating the position and hiring a great person as Assistant Town Administrator has already proved to be a huge asset. I applaud Lisa's work in support of economic development, NHN food pantry, and Cultural Council

programming. The town has always wanted MHC to be engaged with the town. Based on professor and student interest, individual professors, students, and programs have done some interesting things, but history demonstrates that this is not a priority for the college administration.

Respondent 3: 5 - Excellent

Looking forward to hearing about more Partnerships with MHC.

Respondent 4: 5 – Excellent

Excited about the Cultural Council and Chamber initiatives. Would like to see some more involvement with and from MHC.

Respondent 5: 3 – Average

Similar to above, many objectives in progress with continued work and development needed. I could also use clarification on the progress and description provided for objective #1.

**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. The HR director left early in the process, so took on the duties of gathering information, setting up meetings with staff. In FY24, 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. Worked since I started to completely revamp the process and re-engage the Capital Planning Committee including creating spreadsheets, reports, presentations, meetings with department heads, engaging regularly with the school department, looking at long term projections, soliciting quotes, and developing and negotiating an MOA between the Schools and Selectboard, that included successfully integrating and hiring a joint Director of Building Operations.

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: Healthy free cash levels and able to add funding to various stabilization funds. Worked with the Treasurer on more proactive investments to increase investment income. Reviewed financial policies with Treasurer and Accountant. Researched various funds and were able to work with Selectboard on a plan for the Wastewater Enterprise, with IGM to improve the Ledges Fund.

✓ 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. NOTE: Progress has been made in FY24 with updating policies.

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. Forms reviewed and tailored for each department - for example there are specific issues related to senior center, recreation and conservation that needed to be tailored to individualized forms. Worked with department heads to implement new processes and volunteers are now using new forms.

Complete

In Progress

Not Undertaken

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

Respondent 1: 5 - Excellent

Lisa reminds us all of the long game, even as we handle emergencies that pop up. I feel like she's setting us up for a grounded and solid future, as much as can be done. I want our town to be healthy financially without cutting vital areas like infrastructure and education. I want us to be an excellent employer, a place people want to work and stay so we benefit from the mastery and institutional wealth we gain from lower turnover. I don't want us to fear growth and change, especially since change is unavoidable. I am proud to have Lisa as our Town Administrator, and hope she's proud to be here as well.

Respondent 2: 5 – Excellent

Engagement of the Collins Center at UMASS Boston to conduct a position classification review with a goal of bringing job descriptions and wages in parity with the regional workplace is an important step to for the Town's workforce. With investment income and Covid relief monies, we have had a nice infusion of funds over the past few years and Lisa has led the use of these funds in a balanced and forward looking way. The work will continue and, if the economy changes, I have full confidence that we have the right leadership team going forward.

Respondent 3: 5 – Excellent

This a fantastic improvement internally within town government for the Town of South Hadley. The improved processes will give a clearer picture to the of the financial needs and funding of future budgets.

Respondent 4: 5 – Excellent

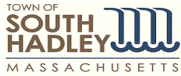
Love the continued march toward professionalism at Town Hall, and am continually impressed and encouraged by the shrewd fiscal management that allows us to use funds as we have them alongside plains to bolster and maintain said funds.

Respondent 5: 3 – Average

I would like to hear an update regarding the wage and classification work that has been ongoing with the Collin's Center as well an update regarding the staffing levels for each department. This also relates to Community/Customer Relations. I also believe there is room for improvement to begin budget conversations earlier prior to Town Meeting to allow for more

conversations to be had by SB and TMM with Appropriations about their advice/opinions and Department Heads regarding their needs. While there has been work developing policies, there is a great deal to still complete with regards to implementation and practices that will not hinder community/customer relations, services, and/or access.

DRAFT



Kristin Maher <kmaher@southhadleyma.gov>

Fwd: Request that I be designated a special municipal employee

Lisa Wong <lwong@southhadleyma.gov>

Fri, Nov 3, 2023 at 4:10 PM

Cc: Kristin Maher <kmaher@southhadleyma.gov>

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

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

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.

| Budget Dates | Entity | Category | Task |
|-------------------|-----------------------------------|----------------|---|
| October | TA/Department heads/Staff | PBE | Schedule PBE meeting with Town Administrator and those you supervise |
| November | TA/Selectboard | PBE | Complete FY24 review |
| November/December | TA/Department heads/Staff | PBE | Have goals developed and reviewed for FY25 |
| November/December | TA/Selectboard | PBE | Have goals developed and reviewed for FY25 |
| February/March | TA/Department heads/Staff | PBE | Mid point check in |
| February/March | TA/Selectboard | PBE | Mid point check in, Work with HR to schedule SB meeting with group of Dept Heads |
| April/May | Selectboard/HR/Select DHs | PBE | SB meeting with group of Dept Heads |
| May/June | TA/Department heads/Staff | PBE | Schedule Final PBE Meeting, leave time for any changes |
| June | TA/Selectboard | PBE | PBE final review meeting |
| November | Staff | Wage/Class | Schedule and conduct interviews |
| January | Collins Center | Wage/Class | Provide Report to Town |
| February | TA / HR / Accounting | Wage/Class | Develop Program |
| Ongoing | TA/Department Heads/Unions | Wage/Class | Contract Negotiations |
| October | CPC/TA/Department Heads | Capital | Meeting to initiate FY25 plan, review projects to go to Nov 15, 2023 Town Meeting |
| November | CPC/TA/Department Heads | Capital | Finalize recommendation for Town Meeting, |
| December | CPC/TA/Department Heads | Capital | Work with Department Heads to update/prioritize projects |
| January - April | CPC/TA/Department Heads | Capital | FY25 / 5-year recommendations presented/ Site visits |
| April/May | CPC/TA/Department Heads | Capital | CPC Vote and Provides report to Town Meeting |
| October | TA/ Department Heads | Budget | Initial discussions about timeline and process |
| November | TA/Selectboard | Budget | Quarterly update from Accountant. TA provide budget schedule |
| December | TA/ Department Heads/Schools | Budget | FY24 Budget check-ins and FY25 Budget Priorities / Concerns |
| December | TA/Selectboard | Budget | Set priorities and discuss concerns for FY25, TA schedule department presentations |
| December | MSBA | Budget/Capital | Mosier Vote |
| January | TA/ Department Heads/Schools | Budget | Provide level service, optimal budget to TA, prepare public presentations/information |
| January | TA/Selectboard | Budget | Accountant Mid Year update. |
| January | Hampshire County Health Insurance | Budget | Tentative vote on increase |
| February/March | Full Triboard Meeting | Budget | Goal and resource oriented discussion |
| January - March | TA/Selectboard/Appropriations | Budget | Budget updates including Department reports, Mosier Next Steps |
| March/April | TA/Appropriations | Budget | Final budget development and review by Appropriations |
| March | Selectboard | Budget | Hold Budget Approval Hearing and Vote |
| March | School Committee | Budget | Hold Budget Approval Hearing and Vote |
| March/April/May | All | Budget | Community Meetings/Forums |
| April | TA/Capital | Budget | Joint meeting/presentation of capital report |
| May 1 | TA/Appropriations | Budget | Hearing |
| May 8 | Town Meeting | Budget | Town Meeting Budget vote |

SECTION 00510NOTICE OF AWARD

Date of Issuance: November 21, 2023
 Owner: Town of South Hadley, Massachusetts Owner's Project No.: n/a
 Engineer: Wright-Pierce Engineer's Project No.: 21094
 Project: Rehabilitation of Judd Brook Interceptor
 Contract Name: Rehabilitation of Judd Brook Interceptor
 Bidder: National Water Main Cleaning Company
 Bidder's Address: 25 Marshall Street Canton, Massachusetts 02021

You are notified that Owner has accepted your Bid dated October 13, 2023, for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Rehabilitation of Judd Brook Interceptor

The Contract Price of the awarded Contract is \$2,155,280.00. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three (3) unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner three (3) counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): Anticipated project schedule

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: Town of South Hadley, Massachusetts

By (signature): _____

Name (printed): Lisa Wong

Title: Town Administrator

Copy: Engineer

END OF SECTION

REGISTRATION IS OPEN!

**Master Plan Implementation Annual Forum
“Be a Leader in Municipal Communication”**

Friday, January 12, 2024

8:45 am – 1:00 pm

South Hadley Public Library, 2 Canal Street

Registration Link: <http://bit.ly/3QYCu7g>

One member from each Town department, board, committee and commission tasked with Master Plan Implementation should attend this annual workshop.

Food will be served.

Guest Speaker Jon Wortmann

Executive coach, trainer and facilitator Jon Wortmann will lead the Master Plan workshop titled “Being a Leader in Municipal Communication”. His best-selling books include *Hijacked by Your Brain* and *Mastering Communication at Work*. Jon works with municipalities and school districts in New England and has served as the leadership trainer for municipal employees in towns including Needham and Shrewsbury for over a decade.

A focused team with intentional communication patterns always makes progress. Our workshop will involve three stages: communication training including communication tendencies and effective goal setting, a review of the forums and methods for working together as laid out in the updated Board and Committee Handbook, and development of specific tools to become more impactful communicators as well as identify short-term action items to facilitate implementation of Master Plan strategies.

2020 Master Plan

<https://www.southhadley.org/1277/2020-Master-Plan>

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 21, 2023

Administration, Finance and Operations

- **Personnel:** The Town did not move forward with any of the applicants for the Council on Aging director. The Town will explore an interim option and then resume the search upon the completion of the Wage and Classification study. The new wage range may help attract candidates.
- **Tax Classification Public Hearing: Will be held on** Tuesday, December 5 at 7:05pm at the Senior Center and is a Joint Selectboard, Board of Assessors, District 1 and 2 Prudential Committees meeting. The purpose of this annual meeting is to set the tax rate. The Assessor will present information . The Selectboard will vote on the town rate, and each Prudential Committee will vote on their own district rates.

Community

- **Toys for Tots Drive:** Drop off new and unwrapped toys for children of all ages to the South Hadley Police Department, 41 Bridge Street between November 13 and December 4.
- **Fraud:** On Wednesday, November 29th at 6 pm the FBI CyberCrime Division of Boston/ Springfield will give a talk on Fraud Trends at the Public Library.

Facilities

- **Ledges Pump Replacement:** Bid opening was Nov 16 of the two bids received, one meets the minimum requirements. The project is within the funding allocated over two previous Town Meetings for this project.

Planning

- **The Master Plan Annual Forum:** Scheduled for Friday, January 12th from 8:45am - 1pm. Board and committee members, and staff should already have received an email link to register.
- **Housing Production Plan:** To be held on Tuesday, December 5 at 7:20pm at the Senior Center. This is a Joint Selectboard, Planning Board meeting. The purpose of this meeting is to vote on the newly updated Housing Production Plan that encompasses strategies and public input about all types of housing for the next 5 + years.

- **Elmer Brook Project:** The Town had recently received \$50,000 in FY24 funding from the Department of Ecological Restoration (DER) to continue work on the culvert replacement on Pearl St (Elmer Brook). This round of funding will go towards construction documents, specifications, and Mass DOT Chapter 85 bridge review. This brings the total DER grant award to \$197,500. DER contacted the town to indicate that an additional \$25K will be available to us in December but still needs to go through the budget allocation process with the state. The additional award would match what was in the town's application and be used to complete all the design work in FY24.

Public Health

- **Pollinator Regulation:** The Board of Health is considering a Regulation for the Protection of Pollinator Species and Enhancement of Pollinator Habitat

Public Safety

- **JAG Grant:** The State announced on Nov 16 that 130 police departments from across the state have received Edward J. Byrne Justice Assistance Grants. This is a federal grant program. South Hadley will be receiving \$24,080 for technology and equipment. This includes a wellness app specifically designed to assist first responders with stress.

Public Works

- **Paving:** All paving and crack sealing has been completed. The asphalt plans will likely close next month for the winter.