

**HYBRID SELECTBOARD MEETING
TUESDAY, DEC. 19, 2023
AGENDA
SENIOR CENTER LARGE CONFERENCE ROOM - 7 P.M.**

Join Zoom Webinar from your computer:

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

- 1. CALL TO ORDER**
- 2. ANNOUNCEMENTS / PUBLIC COMMENT**
- 3. PUBLIC HEARING: Housing Production Plan**
- 4. PUBLIC HEARING: 7:05 p.m. - 3 Corners Package Store** - potential suspension or revocation of liquor license – verbal update from business owner
- 5. CONSENT AGENDA**
 - A. One-Day Beer & Wine license request from Kathleen Van Winkle for Jan. 12, 2024
- 6. NEW BUSINESS**
 - A. Annual License Renewals
 - B. Mosier Update
 - C. Buttery Brook Building Committee
 - D. CDBG Contract Extension
 - E. MMA Conference
 - F. Traffic Review Committee – midyear report
 - G. Budget – Police, DPW, Landfill
 - H. Citizen Petition acknowledgement
- 7. OLD BUSINESS**
 - A. ARPA Request – Chamber scope revision
 - B. Budget
- 8. TOWN ADMINISTRATOR’S REPORT**
- 9. ADJOURN**



OD-121

1 Day Alcohol License

Status: Active

Submitted On: 12/11/2023

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

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*	Alternate Date
01/12/2024	01/19/2024
I acknowledge that the alternate date is only valid if the event is rescheduled.	Name or Organization Hosting Event*
<input checked="" type="checkbox"/>	Gaylord Memorial Library Association
Describe in a paragraph specific details of the event and what is taking place.*	
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.*	Describe how you will designate to where alcohol sales and consumption will be limited on site.*
In the rotunda of the library	When patrons purchase tickets, we will inform them
Street address of where the event is held*	Hours of operation (Ex. 8:00 AM - 5:00 PM)*
47 College St	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

Business name	Address	Category	Type	Fee
Willits-Hallowell Center, Inc	0 PARK ST, Unit Willits-Hallowell Center, South Hadley, MA 01075	All Alcohol	Club	1,000
Orchards LLC	18 SILVERWOOD TR, South Hadley, MA 01075	All Alcohol	Club	\$1,000
Drunken Rabbit, LLC	749 NEW LUDLOW RD, South Hadley, MA 01075	Malt Only	Farmer Brewery Pouring	\$800
Ledges	18 MULLIGAN DR, South Hadley, MA 01075	All Alcohol	General On-Premise	\$1,500
Blanchard Campus Center	50 COLLEGE ST, South Hadley, MA 01075	Wine and Malt	General On-Premise	\$1,000
Trustees of Mount Holyoke College	0 PARK ST, Unit Carr/Kendade, South Hadley, MA 01075	Wine and Malt	General On-Premise	\$1,000
Abisok, Inc / Thirsty Mind	23 COLLEGE STREET, SOUTH HADLEY, MA 01075	Wine and Malt with Cordials	General On-Premise	\$1,000
Liquor Town	506 GRANBY RD, South Hadley, MA 01075	All Alcohol	Package Store	\$1,200
AARYNA, Inc / White Wing	568 NEWTON ST, South Hadley, MA 01075	All Alcohol	Package Store	\$1,200
Hadley Mart	2086 Memorial Drive, South Hadley, MA 01075	All Alcohol	Package Store	\$1,200
Allery's	314 NEWTON ST, South Hadley, MA 01075	All Alcohol	Package Store	\$1,200
Janjua Beer & Wine	19 BRIDGE ST, South Hadley, MA 01075	Wine and Malt	Package Store	\$1,000
Tailgate Picnic / Dawn Morey	7 COLLEGE ST, Unit Tailgate Picnic, South Hadley, MA 01075	Wine and Malt	Package Store	\$1,000
Karl J Haydcy	72 LAMB ST, South Hadley, MA 01075	Wine and Malt	Package Store	\$1,000
3 Corners Package Store	460 AMHERST RD, South Hadley, MA 01075	Wine and Malt	Package Store	\$1,000
The Whiskey Barrel	21 LYMAN ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Ebenezer's	60 BRIDGE ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Village Food 101, LLC	19 College St, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Sok's	30 BRIDGE STREET, SOUTH HADLEY, MA 01075	All Alcohol	Restaurant	\$1,500
Yarde Tavern	3 HADLEY ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Stoney's Pub	1 BRIDGE ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
El Guanaco	50 LAMB ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
The Boathouse	1 ALVORD ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
The Hangar	515 GRANBY RD, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Johnny's Bar & Grill	25 COLLEGE STREET, SOUTH HADLEY, MA 01075	All Alcohol	Restaurant	\$1,500
Anthony's Dance Club Inc.	500 NEW LUDLOW RD, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Halfway House	322 NEWTON ST, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Iya	15 COLLEGE STREET, SOUTH HADLEY, MA 01075	All Alcohol	Restaurant	\$1,500
Ichiban	2090 MEMORIAL DR, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Thai Place Three	480 GRANBY RD, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500
Parthenon	475 Newton St., South Hadley, MA	All Alcohol	Restaurant	\$1,500
Anthony's Dance Club, Inc.	500 NEW LUDLOW RD, South Hadley, MA 01075	All Alcohol	Restaurant	\$1,500

Established Schedule of Fees

- 1 Day Beer & Wine / Alcohol - \$40 / \$60
- All Alcohol Club - \$1,000
- Beer & Wine Package Store / All Alcoholic Package Store - \$1,000 / \$1,200
- Beer & Wine Restaurant / All Alcohol Restaurant - \$1,000 / \$1,500
- Beer Farmer Series Pouring Permit - \$800
- Beer & Wine Special Section 14 - \$200
- Seasonal All Alcohol - \$700
- Beer Wine General On Premise / All Alcohol – \$1,000 / \$1,500

Common Victuallers \$50

Record #	DBA	Business Name	Applicant Name	Address
SAL-20	Route 33 Pizza	House Corporation	Gazi Cayan	2080 Memorial Drive, South Hadley, MA 01075
SAL-19-20	Tower Theaters	South Hadley's Tower Theaters, LLC.	Robert Adam	19 College St, South Hadley, MA 01075
SAL-19-36	Board & Brush Creative Studio, South Hadley	Pratter5, LLC	Karla Pratt	19 College St, South Hadley, MA 01075
SAL-19-15	IGM @ Ledges Golf Club and Sunset Grille	Ledges Golf Club	Michael Fontaine	18 MULLIGAN DR, South Hadley, MA 01075
SAL-3	Haydocy's	Haydocy Service Station Inc.	ERIC HAYDOCY	72 LAMB ST, South Hadley, MA 01075
SAL-19-40	El Guanaco	JC Mexican Food, Inc.	Beatriz Rodriguez	50 LAMB ST, South Hadley, MA 01075
SAL-19-43	Liquor Town	Liquor Town	Vimal Patel	506 GRANBY RD, South Hadley, MA 01075
SAL-19-32	The Whiskey Barrel	Foss Enterprises, Inc.	David Isakson	21 LYMAN ST, South Hadley, MA 01075
SAL-19-33	Ebenezer's Bar & Grill	DFI Enterprises, Inc.	David Isakson	60 BRIDGE ST, South Hadley, MA 01075
SAL-19-23	New main moon restaurant	New main moon cafe	Kenny Yeung	11 COLLEGE ST, South Hadley, MA 01075
SAL-19-39	Yardetavern South Hadley	colonel woodbridges tavern inc.	Scott Marshall	3 HADLEY ST, South Hadley, MA 01075
SAL-13	Thirsty Mind Coffee and Wine Bar	Abisok Inc.	Eileen Kosiba	23 COLLEGE STREET, SOUTH HADLEY, MA 01075
SAL-19-37	White wing	Aayna inc	Rajendra Swadia	568 NEWTON ST, South Hadley, MA 01075
SAL-14	Tailgate Picnic	Tailgate Picnic, Inc.	Dawn Morey	7 COLLEGE ST, Unit Tailgate Picnic, South Hadley, MA 01075
SAL-19-56	Family Pizza	Family Pizza South Hadley	Alfredo Falvo	334 NEWTON ST, South Hadley, MA 01075
SAL-19	7-Eleven 15405J	7-Eleven 15405J	Vicki M Thomas	426 NEWTON ST, South Hadley, MA 01075
SAL-1	Hangar Pub South Hadley	Chicowings Inc	Haig Babikyan	515 GRANBY RD, South Hadley, MA 01075
SAL-19-6	Orchards Golf Club	Orchards Golf Club	Erin Moore	18 SILVERWOOD TR, South Hadley, MA 01075
SAL-19-34	Kendade Atrium Mount Holyoke	Kendade Atrium Mount Holyoke College	Shalysa Haroun	0 PARK ST, Unit Carr/Kendade, South Hadley, MA 01075
SAL-19-31	Willits-Hallowell Center	Willits-Hallowell Center Inc	Shalysa Haroun	0 PARK ST, Unit Willits-Halowell Center, South Hadley, MA 01075
SAL-19-38	SOK'S	11 Bridge Street LLC	Sokharun Yim	30 BRIDGE STREET, SOUTH HADLEY, MA 01075
SAL-19-21	Allerys	Cold Spring Liquors	Dariusz Karpinski	314 NEWTON ST, South Hadley, MA 01075
SAL-19-44	Egg&I	SimardCo, Inc	David Simard	501 NEWTON ST, Unit The Egg & I, South Hadley, MA 01075
SAL-4	Parthenon Restaurant	Parthenon Restaurant	Wende Brown	475 NEWTON STREET, SOUTH HADLEY, MA 01075
SAL-19-45	Stoneys Pub	Pioneer Valley, Inc.	John Tabak	1 BRIDGE ST, South Hadley, MA 01075
SAL-19-54	Food 101 Bar & Bistro	Village Food 101, LLC	Alan Anischik	19 College St, South Hadley, MA 01075
SAL-19-22	Dunkin Donuts	Lori Donuts Inc.	Lori Martins	497 NEWTON STREET, SOUTH HADLEY, MA 01075
SAL-19-25	Hadley Mart	2086 south hadley corp	raj patel	2086 Memorial Drive, South Hadley, MA 01075
SAL-19-59	Anthony's Dance Club	Anthony's Dance Club, Inc.	Edward Tourangeau	500 NEW LUDLOW RD, South Hadley, MA 01075
SAL-19-52	St. Patrick's Parish	St. Patrick's Parish	Gwen Blanchard	30 MAIN ST, South Hadley, MA 01075
SAL-19-16	Big Y World Class Market	Big Y World Class Market	Big Y Foods, Inc.	44 WILLIMANSETT ST, South Hadley, MA 01075
SAL-16	Cumberland Farms #6718	Cumberland Farms #6718	Charlene Nalle	507 NEWTON ST, South Hadley, MA 01075
SAL-19-11	Johnny's Bar and Grille	The Bean Group LLC	Maddie Mercier	23 COLLEGE STREET, SOUTH HADLEY, MA 01075
SAL-19-12	Halfway House	South Hadley Cafe, Inc	Maddie Mercier	322 NEWTON ST, South Hadley, MA 01075
SAL-19-14	The Boathouse	Rovaye Hospitality LLC	Maddie Mercier	1 ALVORD ST, South Hadley, MA 01075
SAL-19-10	IYA Sushi and Noodle Kitchen	Bean Properties LLC	Maddie Mercier	15 COLLEGE STREET, SOUTH HADLEY, MA 01075
SAL-18	Stoney's Pub	Pioneer Valley, Inc.	John Tabak	1 BRIDGE ST, South Hadley, MA 01075

Used Car Dealer Class 2 \$150

Record #	DBA	Business Name	Applicant Name	Address	Restrictions
SAL-19-28	Page's Automotive	Pages automotive Inc	stephen rehm	1 CONTI DR, South Hadley, MA 01075	10 vehicles
SAL-19-30	David W Bernier Dave's Auto Sales	David W Bernier DBA Dave's Auto Sales	david bernier	510 NEW LUDLOW RD, South Hadley, MA 01075	6 vehicles
SAL-7	J&J Auto Sales & Towing	John Gallivan DBA J&J Auto Sales & Towing	John Gallivan	63 BRIDGE ST, South Hadley, MA 01075	6 vehicles
SAL-3	Haydocy's	Haydocy Service Station Inc.	ERIC HAYDOCY	72 LAMB ST, South Hadley, MA 01075	6 vehicles
SAL-19-24	Pleasant Street Auto Sales	Pleasant Street Auto Body & Repair Inc.	William Johnson	650 NEW LUDLOW RD, South Hadley, MA 01075	No display of vehicles
SAL-19-41	Payless Auto Sale	South Hadley Motors, LLC	nudrat nusrat	510 NEW LUDLOW RD, South Hadley, MA 01075	Display of up to 20 vehicles including both vehicles for sale and vehicles for rent.
SAL-10	Quality Fleet Service	Quality Fleet Service, Inc	KELLI WOOD	548 NEW LUDLOW RD, South Hadley, MA 01075	
SAL-19-46	Ty's Body Shop	Ty's Body Shop Inc.	Tyler Saporito	3 Main St., South Hadley, MA 01075	No more than 6 repaired for sale vehicles will be stored or parked in front of this property at any one time
SAL-19-51	Ideal Truck Accessories	Ideal Truck Accessories	Kevin Miele	358 Newton St., South Hadley, MA 01075	No more than 2 for sale vehicles shall be located at the southern boundary of the property. Such vehicles shall not encroach on the right-of-way of Route 116 (i.e. the sidewalk) Vehicles in excess of two at any time will result in suspension of license.

Livory \$25 and \$5 per vehicle

SAL-10	Arrivability Car Service	Arrivability Car Service	M. P. Chevrette	PO Box 42
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Carry-In BYOB - \$20

Record #	DBA	Business Name	Applicant Name	Address
SAL-19-36	Board & Brush Creative Studio	Pratter5, LLC	Karla Pratt	19 College St, South Hadley, MA 01075
SAL-19-19	Masterchef	Masterchef	Gumcheol Kang	461 Granby Rd, South Hadley

Automatic Amusement - \$75 per device

Record #	DBA	Business Name	Applicant Name	Address
SAL-1	Hangar Pub South Hadley	Chicowings Inc	Haig Babikyan	515 GRANBY RD, South Hadley, MA 01075
SAL-19-38	SOK'S	11 Bridge Street LLC	Sokharun Yim	30 BRIDGE STREET, SOUTH HADLEY, MA 01075
SAL-19-45	Stoneys Pub	Pioneer Valley, Inc.	John Tabak	1 BRIDGE ST, South Hadley, MA 01075
SAL-19-59	Anthony's Dance Club	Anthony's Dance Club, Inc.	Edward Tourangeau	500 NEW LUDLOW RD, South Hadley, MA 01075
SAL-18	Stoney's Pub	Pioneer Valley, Inc.	John Tabak	1 BRIDGE ST, South Hadley, MA 01075

Entertainment - \$50

Record #	DBA	Business Name	Applicant Name	Address
SAL-19-15	IGM @ Ledges Golf Club and	Ledges Golf Club	Michael Fontaine	18 MULLIGAN DR, South Hadley, MA 01075
SAL-19-32	The Whiskey Barrel	Foss Enterprises, Inc.	David Isakson	21 LYMAN ST, South Hadley, MA 01075
SAL-19-33	Ebenezer's Bar & Grill	DFI Enterprises, Inc.	David Isakson	60 BRIDGE ST, South Hadley, MA 01075
SAL-19-39	Yardetavern South Hadley	colonel woodbridges tavern	Scott Marshall	3 HADLEY ST, South Hadley, MA 01075
SAL-13	Thirsty Mind Coffee and W	Abisok Inc.	Eileen Kosiba	23 COLLEGE STREET, SOUTH HADLEY, MA 01075
SAL-19-57	Drunken Rabbit Brewing	Drunken Rabbit, llc	David Smith	749 NEW LUDLOW RD, South Hadley, MA 01075
SAL-19-6	Orchards Golf Club	Orchards Golf Club	Erin Moore	18 SILVERWOOD TR, South Hadley, MA 01075
SAL-19-34	Kendade Atrium Mount Holy	Kendade Atrium Mount Holy	Shalysa Haroun	0 PARK ST, Unit Carr/Kendade, South Hadley, MA 01075
SAL-19-31	Willits-Hallowell Center	Willits-Hallowell Center Inc	Shalysa Haroun	0 PARK ST, Unit Willits-Halowell Center, South Hadley, MA 01075
SAL-19-38	SOK'S	11 Bridge Street LLC	Sokharun Yim	30 BRIDGE STREET, SOUTH HADLEY, MA 01075
SAL-19-44	Egg&I	SimardCo, Inc	David Simard	501 NEWTON ST, Unit The Egg & I, South Hadley, MA 01075
SAL-19-45	Stoneys Pub	Pioneer Valley, Inc.	John Tabak	1 BRIDGE ST, South Hadley, MA 01075
SAL-19-59	Anthony's	Anthony's Dance Club, Inc.	Edward Tourangeau	500 NEW LUDLOW RD, South Hadley, MA 01075
SAL-19-11	Johnny's Bar and Grille	The Bean Group LLC	Maddie Mercier	23 COLLEGE STREET, SOUTH HADLEY, MA 01075
SAL-19-14	The Boathouse	Rovaye Hospitality LLC	Maddie Mercier	1 ALVORD ST, South Hadley, MA 01075
SAL-18	Stoney's Pub	Pioneer Valley, Inc.	John Tabak	1 BRIDGE ST, South Hadley, MA 01075
SAL-18	McCrays Country Creamery	McCrays Country Creamery	Steve McCray	55 Alvord St, South Hadley, MA 01075

Sunday Entertainment - \$85

Record #	DBA	Business Name	Applicant Name	Address
SAL-19-32	The Whiskey Barrel	Foss Enterprises, Inc.	David Isakson	21 LYMAN ST, South Hadley, MA 01075
SAL-19-33	Ebenezer's Bar & Grill	DFI Enterprises, Inc.	David Isakson	60 BRIDGE ST, South Hadley, MA 01075
SAL-19-39	Yardetavern South Hadley	colonel woodbridges tavern inc.	Scott Marshall	3 HADLEY ST, South Hadley, MA 01075
SAL-17	McCrays Country Creamery	McCrays Country Creamery	Steve MCCRAY	55 ALVORD ST, South Hadley, MA 01075
SAL-1	Hangar Pub South Hadley	Chicowings Inc	Haig Babikyan	515 GRANBY RD, South Hadley, MA 01075
SAL-19-6	Orchards Golf Club	Orchards Golf Club	Erin Moore	18 SILVERWOOD TR, South Hadley, MA 01075
SAL-19-34	Kendade Atrium Mount Holyoke	Kendade Atrium Mount Holyoke College	Shalysa Haroun	0 PARK ST, Unit Carr/Kendade, South Hadley, MA 01075
SAL-19-31	Willits-Hallowell Center	Willits-Hallowell Center Inc	Shalysa Haroun	0 PARK ST, Unit Willits-Halowell Center, South Hadley, MA 01075
SAL-19-38	SOK'S	11 Bridge Street LLC	Sokharun Yim	30 BRIDGE STREET, SOUTH HADLEY, MA 01075
SAL-19-45	Stoneys Pub	Pioneer Valley, Inc.	John Tabak	1 BRIDGE ST, South Hadley, MA 01075
SAL-19-59		Anthony's Dance Club, Inc.	Edward Tourangeau	500 NEW LUDLOW RD, South Hadley, MA 01075
SAL-19-14	The Boathouse	Rovaye Hospitality LLC	Maddie Mercier	1 ALVORD ST, South Hadley, MA 01075
SAL-18	Stoney's Pub	Pioneer Valley, Inc.	John Tabak	1 BRIDGE ST, South Hadley, MA 01075

Theater License - \$50

Record #	Business Name	DBA	Applicant Name	Address
SAL-19-20	South Hadley's Tower Theaters, LLC.	Tower Theaters	Robert Adam	19 College St, South Hadley, MA 01075

Juke Box - \$50

Record #	DBA	Business Name	Applicant Name
SAL-19-32	The Whiskey Barrel	Foss Enterprises, Inc.	David Isakson
SAL-19-33	Ebenezer's Bar & Grill	DFI Enterprises, Inc.	David Isakson
SAL-19-57	Drunken Rabbit Brewing	Drunken Rabbit, llc	David Smith
SAL-1	Hangar Pub South Hadley	Chicowings Inc	Haig Babikyan
SAL-19-38	SOK'S	11 Bridge Street LLC	Sokharun Yim
SAL-19-45	Stoneys Pub	Pioneer Valley, Inc.	John Tabak
SAL-19-12	Halfway House	South Hadley Cafe, Inc	Maddie Mercier
SAL-18	Stoney's Pub	Pioneer Valley, Inc.	John Tabak

To: Selectboard
From: Town Administrator Lisa Wong
Date: December 15, 2023
Re: Mosier Update and MSBA Background

BACKGROUND:

- Town filed Statement of Interest (SOI) in April 2023
- MSBA site visit September 2023
- Letter about grade reconfiguration submitted mid October 2023
- MSBA Vote at December 2023 Meeting to invite South Hadley into the Eligibility Period
63 SOIs received. 32 moved forward for further review. 19 voted into eligibility period.

We are delighted to announce that the Mosier Elementary School project has been voted unanimously by the Massachusetts School Building Authority to be invited into the Eligibility Period. Senator Jake Oliveira and Rep. Dan Carey wrote wonderful letters of support.

“South Hadley will work diligently, flexibly, and collaboratively alongside the MSBA to achieve their vision for attaining the best outcomes for students, families, taxpayers, and the community with a new building.” - Senator Oliveira

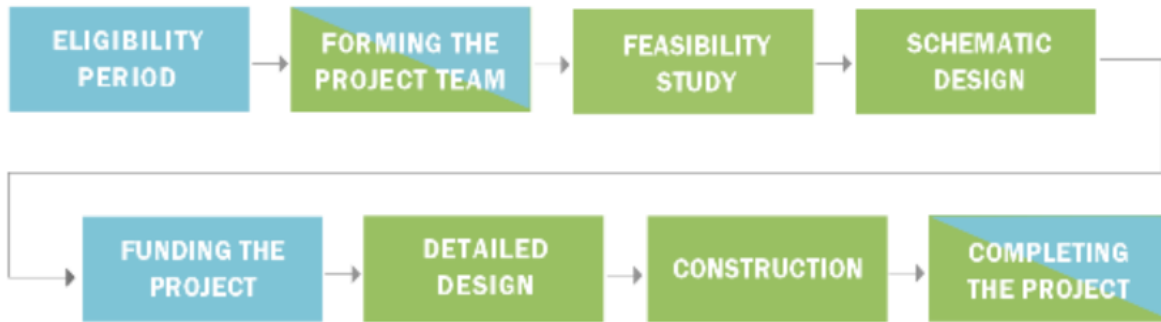
“Throughout the school year, hundreds of students from grade 2 through grade 4 attend the school and deserve a safe learning environment. I have seen first hand the issues that exist throughout the building and its portable classrooms.” - Representative Carey

Principal Cindy Flynn and her staff (special recognition to Homer!) hosted the MSBA for a site visit.

“Principal Flynn and her staff have been doing an excellent job at promoting resilience and results at Mosier Elementary for so many years,” said School Committee Chair Eric Friesner. “The vote by the Massachusetts School Building Authority is a testament to South Hadley Public Schools commitment to advocating and advancing the needs of all of our students.”

“We are very excited about this next chapter and look forward to working with the community to create a new building that our students, staff and parents deserve,” said Mosier principal Cindy Flynn.

PROCESS: <https://massschoolbuildings.org/>



The Eligibility Period assists the MSBA with managing its financial resources by identifying early in the process whether a District is ready to manage and fund a capital project. It will help to determine a District’s financial and community readiness to enter the capital pipeline. It will also assist Districts locally by providing a definitive schedule and identifying needs for planning and budgeting.

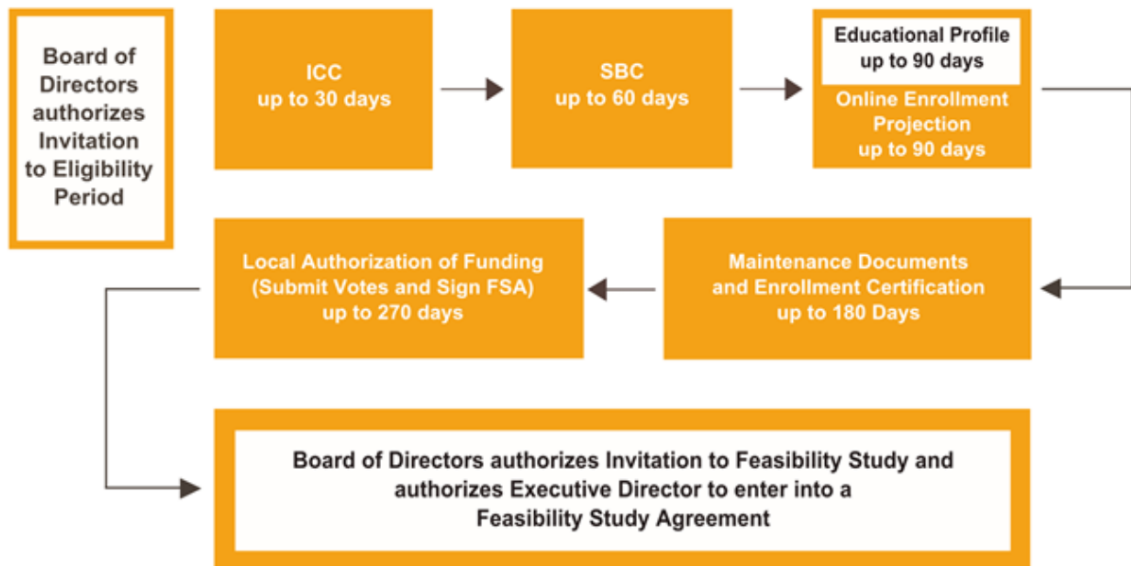
Once the MSBA Board of Directors votes to invite a District into the Eligibility Period, a 270-day period (tentatively this will be March - November 2024) is initiated for the District to complete certain preliminary requirements.

An invitation to the Eligibility Period is not an invitation to Feasibility Study and it does not guarantee an invitation to the MSBA’s capital pipeline. Districts that do not successfully complete the preliminary requirements within the 270-day period will have to re-file an SOI during the next open SOI filing period.

Below are the requirements for the Eligibility Period:

1. a certification of the District’s understanding of the grant program rules by executing an Initial Compliance Certification. This has to be approved by the Chief Executive Officer (Selectboard can vote and designate Town Administrator to sign), The Superintendent of Schools and the Chair of the School Committee.
https://massschoolbuildings.org/sites/default/files/edit-contentfiles/Documents/Forms/EP/ICC%20v_02_15_2019.pdf
2. forming a School Building Committee and submitting the membership to the MSBA for acceptance. Members typically include the School Superintendent, Town Administrator, a MCPPO certified member (could be the Town Administrator), Selectboard member, School Committee member (must have at least 1), Director of Building Operations, School Principal, local budget official, community members with architecture/engineering/construction experience, and others with relevant background or expertise.
https://massschoolbuildings.org/sites/default/files/edit-contentfiles/Documents/Forms/EP/School_Building_Committee_2016.pdf

3. a summary of the District’s existing maintenance practices (Town Administrator started using best practices guide from MSBA for Town Buildings in 2022, and Director of Building Operations will assist in providing documents and plans)
4. certification of a design enrollment for the proposed project agreed upon with the MSBA. See methodology and information needed at this link.
https://massschoolbuildings.org/building/prerequisites/enrollment_methodology
5. confirmation of community authorization and funding to proceed (see MSBA Vote Requirements <https://massschoolbuildings.org/guidelines/votes>)
6. execution of the MSBA’s standard Feasibility Study Agreement, which establishes a process for the District to be reimbursed for eligible expenses.
https://massschoolbuildings.org/sites/default/files/edit-contentfiles/Documents/Contracts_Procurement_Forms/Agreements/2021%2011%2017%20FSA%20Template.pdf



To: Selectboard
From: Town Administrator Lisa Wong
Date: December 15, 2023
Re: Buttery Brook Park Building Committee

Background: The Town applied for a Parkland Acquisitions and Renovations for Communities (PARC) grant over the summer. Town Meeting approved the full funds for the project in May 2023, with the understanding that the funds would only be used if the grant was received. The Town has received notification that it will be awarded the funds in the amount of a \$500,000 reimbursement, the maximum grant given. The Town's match will be \$210,000.

Note: The state has not made any public announcements but understands that communities need to have public votes to move their projects forward.

Action: The next step is for the Selectboard to discuss the Building Committee.

For the committee to work on the design of Buttery Brook Park with the selected design firm, this was the makeup the last time (2013):

- 3 members of the Recreation Commission
- 3 members of the Friends of Buttery Brook Park
- 1 community member that applied to the Selectboard

This time around, the recommendation is for:

- 3 members of the Recreation Commission
- 3 members of the Friends of BBP
- Bill Simard, Parks Dept
- Andy Rogers, Recreation
- Town employee

We have \$15,960 for design would like to get the RFP/RFQ out soon.

Massachusetts Community Development Block Grant Program

Budget and Program Revision Form

Community/Grantee: Town of South Hadley	Original Award: \$512,000
Program Name/Year: FY 2020 South Hadley	Revision #: 4 P-number (program revision) B-number (budget revision) E-number (extensions) E - 4
Grant #: 00904	
Contract End Date: 12/31/23	Date Revision Submitted: 12/11/2023

This request is for the following change(s). Grantee check all "Requested" that apply; DHCD will initial those that are approved in the approved column

Grantee Requested	An X in the left column indicates the item is included by the Grantee, an X in the right hand column indicates DHCD approval of the item when the form is signed.	DHCD Approved
	Budget Amendment to increase the grant award to	
	Budget Revision for:	
	<ul style="list-style-type: none"> Change in administrative dollars 	
	<ul style="list-style-type: none"> Transfer of funds from construction to non-construction or vice versa 	
	<ul style="list-style-type: none"> Cumulative transfers among separately budgeted activities which exceed or are expected to exceed 10% of the approved grant award if the grant award exceeds \$100,000 	
X	Program Extension (to increase period of availability of funds/period of performance) to March 31st, 2024	
	<ul style="list-style-type: none"> This extension will extend period of performance beyond the end of the term of the current grant agreement 	
	Program Revision for:	
	<ul style="list-style-type: none"> Revision in scope or effectiveness of a project/program design or significant change in the accomplishment of the national objective or beneficiaries to be served. 	
	<ul style="list-style-type: none"> Changes in key personnel 	
	<ul style="list-style-type: none"> For non-construction projects, contracting out or subgranting or otherwise obtaining services of a third party to perform activities which are central to the purposes of the award if not specified in the application or grant award 	
	<ul style="list-style-type: none"> Other, specify 	

This request is submitted and all relevant information specified on page 4 is provided in attachments. I understand that the revision or extension requested is not approved unless and until this form is countersigned as "approved" or "approved with revisions" by the CDBG Program Director and returned to me.

	Lisa Wong, Town Administrator Town of South Hadley
Authorized Signature for Grantee:	Date 12/11/2023 Print Name & Title:

Program Rep. Initial and date:	Program Manager signature and date:
---------------------------------------	--

This request # _____ is _____ approved as requested	_____ approved as requested
_____ Approved with the modifications shown on the _____ denied	_____ denied
_____ following pages numbered _____	

_____	_____
Authorized signature for Mass. CDBG	Print name, title and date

To: Selectboard

From: Town Administration - Lisa Wong, Chuck Romboletti
DPW - John Broderick, Police Chief - Jennifer Gundersen

Date: December 15, 2023

Re: Traffic Review Committee - mid year report

Background: The Traffic Review Committee meets monthly to discuss requests and issues related to signage, traffic, streetlights and other related matters. The following is a mid year report with updates and recommendations.

Signage:

1. **San Souci:** Paving was recently completed contributing to traffic and speeding. The Road is 30mph. The TRC is exploring whether to change the speed limit to 25 mph. 4 30 MPH signs installed (2) on Stonegate, (2) on San Souci: November 2023.
Recommendation: Selectboard may discuss speed limit.
2. **North Main from W. Summit heading North and entering Rotary:** Resident reached out regarding speeding, reckless driving, lack of mufflers/deliberate noise. Requested electronic speed signs, patrolling. Other residents are not interested right now.
Recommendation: Selectboard may discuss speed sign.
3. **Pitroff cul de sac:** Stop sign installed.
4. **Fulton:** Request for No parking Sign either side from Dayton to Garden. May look at the drop off zone. Since request came in before the summer, the Town was going to evaluate in the Fall when the field is back in use. No complaints and no signage put up since sidewalks recently completed.
5. **N Main Street:** Speeding up Brainard St Hill took out mailbox in July. Town put three chevron signs on the poles on the corner to make it visible. This has worked in some other locations. Monitor speed in location. Gutter lines painted. No further incident.
6. **Lyman St and Lexington:** Rapid flashing beacon is up. Stanchion at Bunker Hill & Lyman

Streetlights:

7. **Baker Street (Shadowbrook):** Selectboard voted in favor of 5 decorative lights at an October meeting. The lights have been installed. The cost is \$0 to the Town. SHELD absorbed the cost of installation and the operating costs fell within the existing budget.

8. **Lawrence (Hillcrest Apts):** There is a request for a street light with a long mast arm to be installed at the end of Lawrence Avenue, and the beginning of Hillcrest Park Condominiums. This is a heavily traveled area, and very dark, with pedestrian traffic to both sides of the roadway. Police note that the condos have lights on all the buildings (soft lighting) and that area is well lit. At the intersections, vehicle lights provide enough light to safely navigate the area. From their report: *I turned the cruiser lights off completely and I was able to navigate the roadway without any issue using the street lights on the roadway and the lighting from the complex. I also checked the surrounding roadways and many are set up the same way as Lawrence Ave with every other light pole with a light. If a light was added in the area of the intersection, it could pose an issue with some individuals residing in the condominiums in that area with the light being on shining down versus the soft lighting on the buildings that do not project into the windows of the condominiums.*
Action: Selectboard may consider streetlight request.

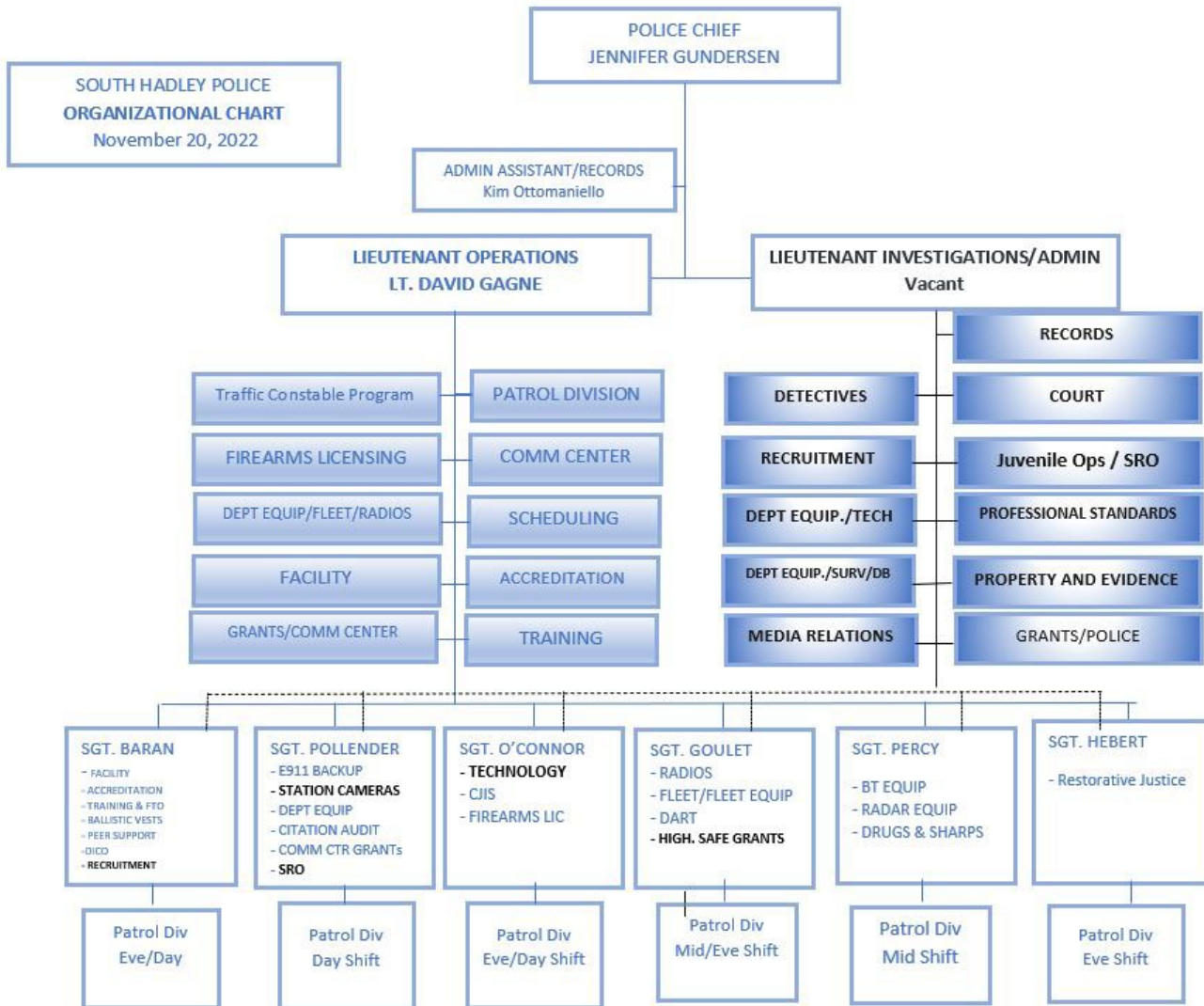
Traffic:

9. **East Street:** A speed bump has been requested. The Town does not have a speed bump policy and the TRC is hesitant to recommend any without it. The TRC has been reviewing policies from other communities.
Recommendation: Selectboard may discuss a speed bump policy (or wait until one is recommended by TRC).
10. **Taylor St:** Complaint about trucks traveling on road. Chief focused enforcement. DPW put up asphalt island (approx \$500) at Taylor @N Main, Taylor at Canal out of existing asphalt, narrowing street. Add signage too. Fire Truck still be able to access. Some improvements seen. In communication with company. Chief will visit the factory and look at geofencing.
11. **Plainview Circle: Speeding.** The speed board was assigned on this street and residents are requesting an evaluation of the speed from 30 to 25. Police evaluation: After looking through the data, I have observed the PEAK SPEED during 7/30/23 and 8/5/23 was 31 MPH in a 30 MPH zone on Plainville Circle. This occurred between 7:45 and 8 am on 8/3/23. All other speeds during this duration were under, if not well under the 30 mph limit (most were high teens to low-mid 20's). It may be appropriate to make this street a special regulation zone of 25 MPH. 25 mph sign installed November 2023.
Recommendation: Selectboard may discuss speed limit.
12. **River Lodge Road:** Speed and one vehicular fatality. Town painted lines and cut brush back. Resident feedback to DPW that they appreciate the yellow line. May consider a permanent speed board (temporarily move the one from Alvord)
Recommendation: Selectboard may discuss the need for a speed board.

Police Department

DEPARTMENT DESCRIPTION

The South Hadley Police Department is staffed by 29 full time sworn staff and the Communication Center is staffed by 5 full time and 3 part time dispatchers. Police personnel responded to 19,950 calls for service in calendar year 2022. The South Hadley Department is committed to professionalism, organizational excellence, community engagement, partnerships, and procedural justice in the manner that the community is served.



FY23 GOALS & ACCOMPLISHMENTS

- In July 2022 the Department was awarded full accreditation by the Massachusetts Police Accreditation Commission.
- Received grant funding from the Massachusetts Department of Mental Health to fund a 40 hr. per week co-responder mental health clinician shared with the towns of Granby and Belchertown.
- Actively recruiting qualified, diverse sworn personnel outside of the civil service system
- Upgraded analog radio system to a P25 Digital secure radio platform.

- All personnel were re-certified by the Peace Officer Standards and Training Commission (POST)
- Developed and implemented a Traffic Control Officer program with retired police officers to staff road construction traffic details.
- Continued partnership with Communities for Restorative Justice, Inc.(C4RJ) to facilitate restorative justice practices with numerous criminal offenses that were diverted from court to C4RJ
- Complete facilities projects including roof replacement and HVAC system pneumatic upgrade.
- Develop hiring and promotion processes outside of civil service.
- Increased Training Hours for sworn and civilian personnel to be POST compliant.

FY24 STRATEGIC GOALS

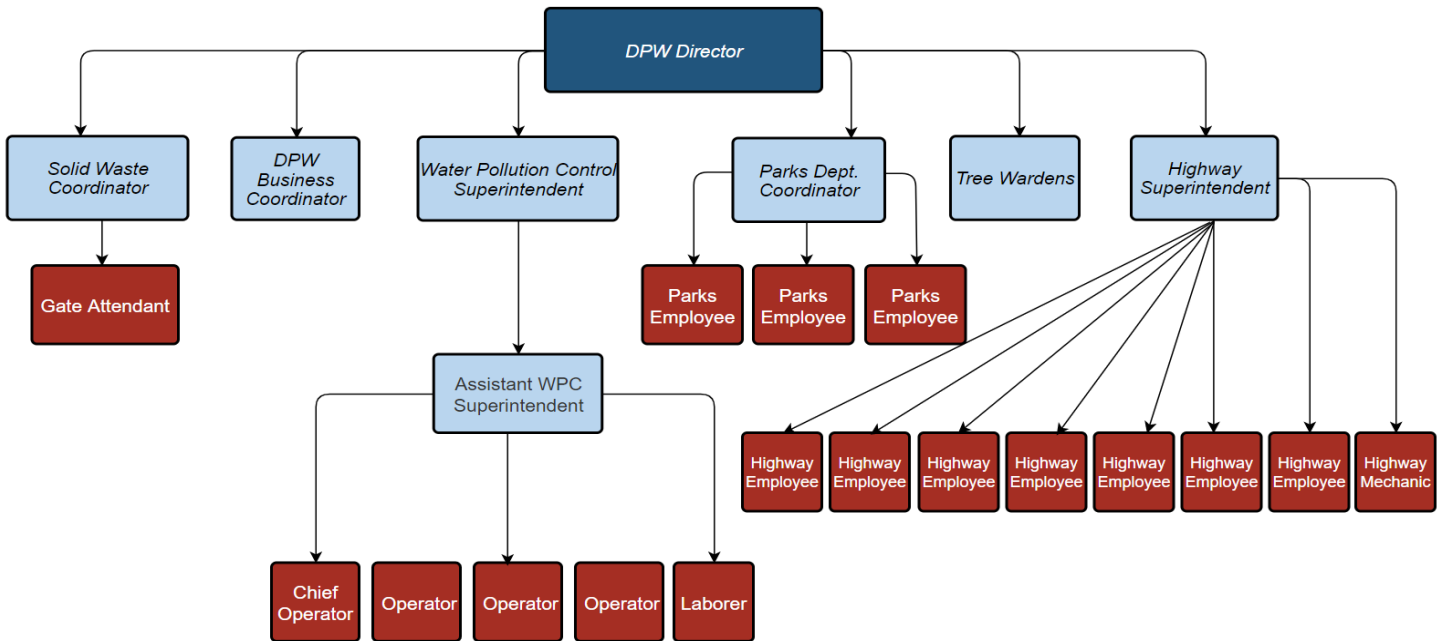
- Recruit, hire, promote, and retain the best candidates to serve the South Hadley community.
- Further enhance crisis intervention program that will support in the increased needs of the South Hadley constituents, prioritizing families, youth, and our senior population
- Reduce, solve, and prevent crime.
- Identify ways to enhance diversity and equity in police policy and police practices.
- With regional law enforcement partners, identify grant funding that provide for an advocate to assist survivors of domestic violence.
- Implement Police Reform Legislation in policy and practice.
- Continue collaboration with the South Hadley School District with the School Resource Officer Program
- Become an Active Bystander for Law Enforcement (ABLE) Certified Law Enforcement Agency
- Maintain Certification of all personnel as required by Peace Officer Standards and Training
- Continue to research innovative, community-oriented programs to engage the public.
- Improve/expand existing systems or solutions that aid investigations, improves operations, and increases data access or transparency.
- Review of Body Worn Cameras in South Hadley
- With the assistance of a consultant, conduct staffing study of the police and communication center to understand current and future staffing needs.
- Develop internship program to improve hiring pool and interest in law enforcement.

Department	FY 21 Expended	FY 22 Expended	FY 23 Budgeted	FY 24 Requested	FY 24 Recommended
Police-Personnel Services	\$ 2,659,427	\$ 2,603,670	\$ 2,891,429	\$ 3,222,799	\$ 3,242,139
Police- Other Expenses	\$ <u>258,302</u>	\$ <u>284,230</u>	\$ <u>280,725</u>	\$ <u>280,725</u>	\$ <u>282,930</u>
Total Police	\$ 2,917,729	\$ 2,887,900	\$ 3,172,154	\$ 3,503,524	\$ 3,525,069

Department of Public Works

DEPARTMENT DESCRIPTION

It is the mission of the South Hadley Department of Public Works to provide residents, businesses and visitors with reliable infrastructure while continuing to find efficient and innovative ways to improve services.



BUDGET COMMENTARY

- Need to increase for an increase of a few staff members that were never replaced, increased material costs, and add funds for proactive maintenance costs. Explore establishing working foreperson positions in highway and parks.
- Difference between 2 budgets: Enhanced maintenance
- Base budget - prices not increasing with inflation so do less.

FY23 GOALS & ACCOMPLISHMENTS

- Finish bundled NOI.
- Implement recommendations from asset management study / program to increase our conditions to 75% +
- Add sidewalks and street signs to program.
- Continue to assess tree wardens' workload.
- Bid out spring work over the winter.
- RFP for TIP project
- Assess needs and wants of all divisions to develop a plan.
- Complete traffic study and apply for exclusion.
- Continue to push trash and recycling contractor to improve service.
- Look at the effectiveness of having ground speed in all material spreaders this winter.
-

FY24 STRATEGIC GOALS

- Implement a bidding calendar.
- Finish the asset management programs and add trees to the two we have to develop a solid project plan.
- Start the WWTP comprehensive plan study.
- Get up to full staffing so that we may function to our full potential and deliver the services we need to in a timely manner.
- Size the department properly to be more proactive vs reactive.
- implement a plan to support the needs of all divisions.
- Continue to look for and evaluate new methods / equipment to accomplish our job.

Department	FY 21 Expended	FY 22 Expended	FY 23 Budgeted	FY 24 Requested	FY 24 Recommended
DPW-Personnel Services	\$ 825,254	\$ 818,618	\$ 960,279	\$ 1,019,441	\$ 1,093,801
DPW- Other Expenses	<u>\$ 534,455</u>	<u>\$ 538,379</u>	<u>\$ 567,535</u>	<u>\$ 588,050</u>	<u>\$ 631,550</u>
Total DPW	\$ 1,359,709	\$ 1,356,997	\$ 1,527,814	\$ 1,607,491	\$ 1,725,351

Department	FY 21 Expended	FY 22 Expended	FY 23 Budgeted	FY 24 Requested	FY 24 Recommended
Landfill-Personnel Services	\$ 81,718	\$ 85,160	\$ 93,063	\$ 92,205	\$ 92,205
Landfill- Other Expenses	<u>\$ 1,024,854</u>	<u>\$ 981,045</u>	<u>\$ 1,238,300</u>	<u>\$ 1,304,800</u>	<u>\$ 1,312,100</u>
Total Landfill	\$ 1,106,572	\$ 1,066,205	\$ 1,331,363	\$ 1,397,005	\$ 1,404,305

	FY 21 Expended	FY 22 Expended	FY 23 Budgeted	FY 24 Requested	FY 24 Recommended
Total Sewer	\$ 67,453	\$ 67,176	\$ 69,800	\$ 71,100	\$ 78,100

Department	FY 21 Expended	FY 22 Expended	FY 23 Budgeted	FY 24 Requested	FY 24 Recommended
WWTP-Personnel Services	\$ 388,230	\$ 446,239	\$ 565,697	\$ 597,473	\$ 597,473
WWTP- Other Expenses	<u>\$ 831,147</u>	<u>\$ 829,053</u>	<u>\$ 867,600</u>	<u>\$ 926,900</u>	<u>\$ 981,800</u>
Total WWTP	\$ 1,219,377	\$ 1,275,292	\$ 1,433,297	\$ 1,524,373	\$ 1,579,273

Landfill Enterprise Operating–FY24 Supporting Documentation

Estimated Revenues

User Charges	\$	1,360,016	
Other Departmental Revenue	\$	25,000	
Interest Income	\$	25,000	
Retained Earnings	\$	<u>150,000</u>	
Total	\$	1,560,016	(subject to change)

Expenses

Landfill Enterprise Operating Budget

Personal Services	\$	92,205	
Other Expenses	\$	<u>1,312,100</u>	
Total Operating Budget	\$	1,404,305	

Debt & Interest	\$	-	
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Subtotal	\$	1,404,305	
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Direct/Indirect Costs in General Fund

Admin Services	\$	89,990	
Health & Life Insurance	\$	21,725	
FICA	\$	1,486	
Retirement	\$	33,011	
Liab. Insurance/ Misc.	\$	<u>9,499</u>	
Subtotal	\$	155,711	

Total	\$	<u>1,560,016</u>	
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Surplus/Deficit	\$	-	
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Proposed funding is as follows:

\$1,254,305 to come from enterprise revenues, \$150,000 to come from enterprise retained earnings, and \$155,711 to be appropriated in the general fund and also funded from Landfill enterprise revenues.

* (Certified Retained Earnings as of 7/1/22 - \$873,940)

To: Selectboard

From: Town Administrator Lisa Wong

Re: Non-Binding Ballot Questions for South Hadley Annual Election Submitted to Selectboard

Date: December 15, 2023

The Town received a non-binding ballot question on 12/13/23. See attachment. A non-binding public advisory question can be placed on the ballot:

- by the Selectboard
- by the voters through town meeting or
- By the petition process.

South Hadley has nothing in our Bylaws addressing ballot questions. South Hadley follows MGL C53 S18A regarding non binding questions on local ballots.

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVIII/Chapter53/Section18A>

The signatures have been certified by the Town Clerk.

The Selectboard can vote to whether place this on the annual election ballot

Ballot Questions on Local Election Ballots Relating to South Hadley Fire Districts since 2000.

April 2002 Annual Town Election

Ballot Question 1 - Non binding: Shall the Prudential Committees of fire and water districts number one and two of the town of south hadley take whatever action may be necessary to bring about a merger of fire districts one and two of south hadley into a single district

Vote Totals: 2845 votes (28.2% voter turnout)

Blanks - 272

Yes - 1935

No - 638

March 2009 Annual Town Election

Ballot Question 2 - Non binding: Shall the voters of the Town of South Hadley vote to petition the Prudential Committees of the two Fire/Water Districts to take whatever actions are necessary to complete a merger of Fire/Water Dist #2 into Fire District #1

Vote Totals: 4878 votes

Blanks - 106

Yes - 2250

No - 2522

Citizen's Petition - Town of South Hadley

We are qualified voters of the Commonwealth of Massachusetts and of the Town of South Hadley and hereby request that the following non-binding question be placed on the next Town Election::

RECEIVED
TOWN OF SOUTH HADLEY
TOWN CLERK'S OFFICE
SBC
2023 DEC 13 AM 9:13

Insert Non-Binding Question Here or Attach Petition


Shall the voters of the Town of South Hadley vote to petition the Prudential Committees of the two Fire/Water Districts to take whatever actions are necessary to complete a merger of Fire/Water Dist #2 into Fire District #1.

INSTRUCTIONS TO SIGNERS:

Your signature should be written as substantially as registered. If you are prevented by physical disability, from writing you may authorize some person to write your name and residence in your presence.

		Signatures to be made in person with name substantially as registered (except in case of physical disability as stated above)	Address (Street and Number)	Printed Name
1	✓	<i>Michael Malinowski</i>	4 MICHAEL DR	MITCHEL MALINOWSKI
2	✓	<i>William Poli</i>	1 AITE CN	William Poli
3	✓	<i>David C. Stortz</i>	643 NEWTON ST	DAVID STORTZ
4	✓	<i>Robert Marcell</i>	8 CHARON TER	ROBERT MARCELL
5	✓	<i>Bernard J. Whimbush</i>	3 ALVORD PLACE	BERNARD J. WHIMBUSH
6	✓	<i>Wayne A. Petri</i>	37 West Summit St #3	Wayne Petri
7	✓	<i>Charles F. Kimball</i>	8 COLLEGE VILLAGE HT	CHARLES KIMBALL
8	✓	<i>Richard Stawasz</i>	7 STEVEN DR.	RICHARD STAWASZ
9	✓	<i>Richard Girard</i>	123 MOZIER ST.	RICHARD GIRARD
10	✓	<i>Joan Malinowski</i>	4 Michael Dr.	JOAN MALINOWSKI
11	S	<i>U. James Gleckle</i>	36 Pauline	U. JAMES GLECKLE
12	✓	<i>Wendy Farley</i>	73 Judd	Wendy Farley
13	✓	<i>Ki ENO</i>	32C Hadley Village Rd.	Ki ENO
14	✓	<i>Al Zuffiletti</i>	26 MAGNOLIA TERRACE	AL ZUFFILETTI
		Signatures to be made in person with name substantially as registered (except in case of physical disability as stated above)	Address (Street and Number)	Printed Name

Citizen's Petition - Town of South Hadley

15	✓		4 Hollywood St	MARK PRONOVOST
16	✓	Deborah Pronovost	4 Hollywood St	Deborah Pronovost
17	✓	Gerard Lacasse	20 No Main	GERARD LACASSE
18	✓	Lorraine Q Lacasse	20 No Main St	LORRAINE LACASSE
19	✓	Richard Zaluzec	9 Meadowood Drive	Richard Zaluzec
20	✓	Paul Tardif	44 ALVORD PL	PAUL TARDIF

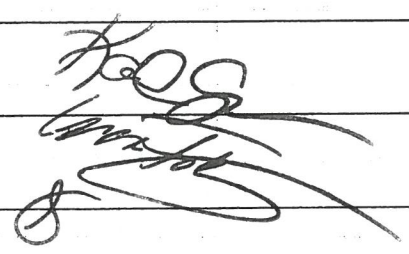
INSTRUCTIONS TO REGISTRARS

- You must time stamp or write in date and time these papers are received
 - Check ✓ the name of each qualified voter to be certified. For names not certified use the code at the right.
 - Draw a red line through any blank spaces not containing signatures.
 - Each sheet must be certified by at least three registrars.
- N – No such registered voter at that address
- S – Unable to identify signature or address as that of voter because form of signature or address
- T – Already signed this petition

CERTIFICATION OF SIGNATURES

We certify that the # 19 Nineteen signatures are names of voters of the Town of South Hadley and are qualified to sign this petition.

At least three registrars' names must be signed or stamped below



Registrars of Voters of the Town of South Hadley

MEMO

To: Selectboard

From: Town Administrator Lisa Wong

Date: December 15, 2023

Re: Chamber ARPA Update

Background: The Selectboard voted to approve \$50,000 on 6/21/22 for the Chamber to create a series of programs targeting South Hadley businesses to build long-term capacity and resources. The Chamber will provide an update on the progress of the project.

Recently the Chamber completed a video production project with Terrill Productions for \$16.5k to create marketing videos for the town. Those videos will be shared on cable access and the town website, as well as be used for marketing.

The SHG Chamber is ready to apply for approval for our next project. The next project involves hiring a media company to create a "commercial" for a business, and then run the company's social media for a period of 60 days to help promote the new commercial to a new audience, but also help bring attention to the businesses' social media in general as well!

A Request for Proposal was sent out to 5 media companies and the project costs are estimated to be \$4,500 per business to help 7 businesses for a total of \$31,500.

FY24 Budget

**Town Administrator Presentation
Updated 12/19/2023**

Key dates:

Dec 19 - Selectboard budget discussions - focus on Public Safety, Public Works, Landfill

Jan 2 - Ledges contract vote

Jan 16 - Landfill discussion, Wastewater rate discussion (need vote by April); discussion of key FY25 town priorities

Jan 24 - deadline for Governor's Budget

Feb 6 or 20 - reaching out to School Committee and Appropriations about a date for full Tri-Board meeting and initial budget presentation.

March - Wastewater rate discussion; TA MidYear Performance review

Month	Due by	Responsibility	Description
January	5	Depts.	Submit budget and capital requests to TA
	10	TA/FD	Compile budget requests
	10	TA/FD	Submit preliminary capital requests to CPC
	31	TA	Meet with department heads, boards, and committees to review budget requests
	31	TA	Issue updated revenue projections to stakeholders
February	20	TA	Present draft budget and capital recommendations to SB, AC, and CPC
	28	SB	Request Board of Assessors to declare overlay surplus
March		TA	Present budget/warrant article update during SB biweekly meetings
	10	SC	Hold budget hearing and vote on request
April		TA	Distribute final budget and draft warrant to SB and AC for article recommendations and votes
	2 nd Tues.		Annual town election
		SB	Approve and post warrant and meeting notification (15 days before meeting)
		CPC	Vote on warrant recommendations
		AC	Hold budget hearing and vote on budget and warrant article recommendations
	30	TA	Present final briefing on budget and warrant articles

The budget process has changed from the financial policies to elongate the process and include more input and collaboration.

Financial Policies - Budget Goals

At minimum each year, the Town's budget goals will include the following provisions:

General Fund -- The annual budget presented will first secure core services and required mandates. To preserve the Town's quality of life by providing and maintaining adequate financial resources necessary to sustain a sufficient level of municipal services, and to respond to changes in the economy, the priorities of governmental and nongovernmental organizations, and other changes that may affect our financial health.

Financial Policies - Budget Goals (continued)

Capital investment —To pay for items in the capital plan, the Town will strive to maintain the annual capital funding levels spelled out in the Capital Planning and Debt Management policies. Beyond this, the Town will plan to regularly fund, within departmental operating budgets, the maintenance costs for capital equipment, facilities, infrastructure, and other assets to maximize their useful lifespans.

Financial Policies - Budget Goals (continued)

Enterprise funds – For the golf, wastewater, and solid waste budgets, the Town will attempt to set user charges and fees sufficient to recover all their associated direct and indirect costs so as to avoid or minimize any general fund subsidies

Financial Policies - Budget Principles

- Current revenues will be sufficient to support current expenditures.
 - The Town will avoid using any one-time revenue source to fund ongoing services unless necessitated by exceptional circumstances. Any such usage will require the Town Administrator to document a plan for replacing this revenue source in future years.
 - Departmental budgets will be prepared so as to reflect the full costs of providing the services.
 - Commitments to new wage increases and service enhancements can be considered after core services have been secured with recurring revenue.
 - The Town Administrator will cultivate a strong, communicative relationship with the school department, regional authorities, and other collaboratives the community participates in so as to obtain early notice of their budget plans.
-

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

Lisa Wong
Town Administrator

Town Administrator's Report to Selectboard December 19, 2023 (Mid Year Report)

Administration, Finance and Operations

- **Personnel:** Welcome Sandra Blaney as the Human Resources Assistant. Sandra worked at Smith College as a faculty recruitment and appointment specialist.
- **Tax Bills:** The tax bills going out in January will reflect the average commercial/industrial increase at \$79.29 (FD#1) and a decrease of \$24.95 (FD#2) and the average single family increase of \$351.31 (FD#1) and a \$255.73 increase (FD#2).
- **Buttery Brook PARC Grant:** The Town will receive a \$500,000 grant to make improvements at BATTERY BROOK. The full funding, including the match, was approved at the 2023 Annual Town Meeting. The next step is to form a Building Committee.
- **Mosier School:** The Massachusetts School Building Authority voted to move the Mosier school project into the next phase. The Town will need to form a building committee and approve additional funding for the Feasibility Study at the next Town Meeting.
- **Veterans District:** The Town is continuing to work with Holyoke and Granby on forming a district for FY2025. The details of the district and vote will be on the January 16 Selectboard agenda.
- **Whiting Street Fund:** The Town is the recipient of a will from over 100 years ago that formed the Fund and to be used for the "relief and comfort of the worthy poor of such towns and cities." Northampton and Holyoke received \$25k; Chicopee, Amherst and Easthampton received \$6k; South Hadley received \$5250, and numerous other communities in the area received smaller amounts. 5 commissioners are appointed to a one year term, and it appears the committee has been inactive for at least 8 years. According to a letter from the Commission to the Selectboard in 1989 "the principal is never to be used and that only the interest earned is to be given out." The Commissioners also distribute funds from the Joanna B. Judge Fund that was assigned to the Commission in 1975. "Over the years, the income has been distributed in small gifts of money or food baskets in increasing amounts of \$30 to \$50 each to individuals who are temporarily in difficulty because of low income, sickness, or family problems." The Commission votes on requests and the names are kept confidential. "Emergency gifts, in larger amounts, are given to people who have larger problems such as fire, abandonment, sudden sickness, or other types of calamities." Referrals are made by "church leaders, The Council on Aging, word-of-mouth, Social Services, etc. and then are investigated by our Commission before the fit is sent."

Community

- **Neighbors Helping Neighbors:** Here is a partial list of most needed items - canned meat, hot/cold cereal, tomato products, soup, shampoo, women's hygiene products, toothbrushes, toothpaste, deodorant, dry pasta, canned fruit, coffee, granola bars, diapers. Donate: <https://nhnfoodpantry.org>

Facilities

- **Town Hall:** Contracts complete for mini-splits in remaining offices. The Town will receive a 15k rebate. Card readers installed at both main entrances for employee access. Met with the window contractor for window replacement in the Treasurer's office, obtaining a quote for the whole building replacement. School Dept. administration heating issue fixed and Preventative Maintenance done for the building, fire alarm system now wireless and with new vendor at lower cost, elevator inspection passed.
- **Buttery Brook Park:** abatement complete, permitted, waiting on date from contractor
- **DPW:** roof top unit replaced.
- **Police Department:** finally repaired drinking fountain drain. New contractor for fire and sprinkler inspections at lower cost. Preventative Maintenance done for the heating system prior to winter.
- **Library:** repaired HVAC issues including gas leak, rooftop unit supply fan, and pump for heating replaced at much lower cost than BG quote. New fire alarm/inspections company at lower cost.
- **Ledges:** part of insulation repair complete, balance next week, pumphouse contracted, roof leaks repaired, plumbing leaks in kitchen repaired
- **Wastewater Treatment Plant:** met with two contractors for roof repair/replacement
- **Senior Center:** resolved the alarm issue and set up Preventative Maintenance for grease traps
- **High School:** roof repairs completed yesterday, need thermal imagery study and cost for restoration. Boiler controller being installed today, failed recently, no heat. Changing boiler maintenance vendor. Test carpet installed in library before full replacement, no issues. Replaced display modules at great savings. Redid floors in four bathrooms. All locks completed. Roof top fan repairs and replacement in process, ongoing BMS issues repairs in process. Scoreboard for football field funded. Discuss walk-in freezer and cooler replacements with the contractor.
- **Middle School:** contracted for elevator upgrades, hot water cross contamination fixed, met with vendor to discuss Boiler Maintenance service changeover (like high school, working to improve service and be cost effective)
- **Mosier School:** handrail at loading dock replaced, boiler expansion tanks replaced
- **Plains School:** extensive HVAC and boiler repairs complete, contracted for skylight replacement, elevator inspection passed.
- **Green Communities:** Working with Pioneer Valley Planning Commission and AEG to prepare ERP for hopefully a March submission. If the designation is successful, the Town will be able to apply for significant grant funding to assist with projects. The Director of Building Operations is lining up projects that would be eligible and will begin to prioritize them upon designation.

Planning

- **The Falls Business Improvement Grants:** The Town has \$15,369 available from the Regional Economic Development Opportunity Grant and will be offering up to \$1,500 grants to Property owners of commercial buildings and nonprofit and commercial business owners located in South Hadley Falls for facade improvements, memberships to business organizations and other projects that support growth. First come first serve. Work must be completed by June 30, 2024. To apply: www.southhadley.org/1299/South-Hadley-Falls-Business-Improvement-
- **CDBG:** The Pioneer Valley Planning Commission manages Community Development Block Grant projects related to the Town. Selectboard will vote on extending the FY2020 grant cycle from Dec 31, 2023 to March 31, 2024 to finish a remaining project. The Town currently has a FY21 housing rehabilitation program jointly with Hadley, who is the lead town. A required performance hearing will take place at 6:00 PM on Wednesday, December 20 in person at the Council on Aging, 46 Middle Street, Hadley, MA 01035. Questions or comments can be submitted up until and through the public hearing to John O’Leary at joleary@pvpc.org or 413-781-6045. Anyone needing special accommodations should contact the Town of Hadley at 413-586-4023.
- **DLTA:** The Town has submitted proposals for District Local Technical Assistance. This annual source of assistance is through the regional planning entities. Proposal #1: review the Falls 40R Smart Growth Zoning District Bylaw and design standards to seek ways to encourage development aligned with the community’s goals. Proposal #2: review the existing 40R district for potential re-delineation. Inventory properties beyond the Gaylord Mill complex to see if additional parcels should be included. Proposal #3: After receiving positive feedback on the 3 part housing speaker series that just concluded, we would like to add a fourth webinar showcasing the lived experience of individuals and families from different housing developments to share stories about what housing means to them.

Public Health

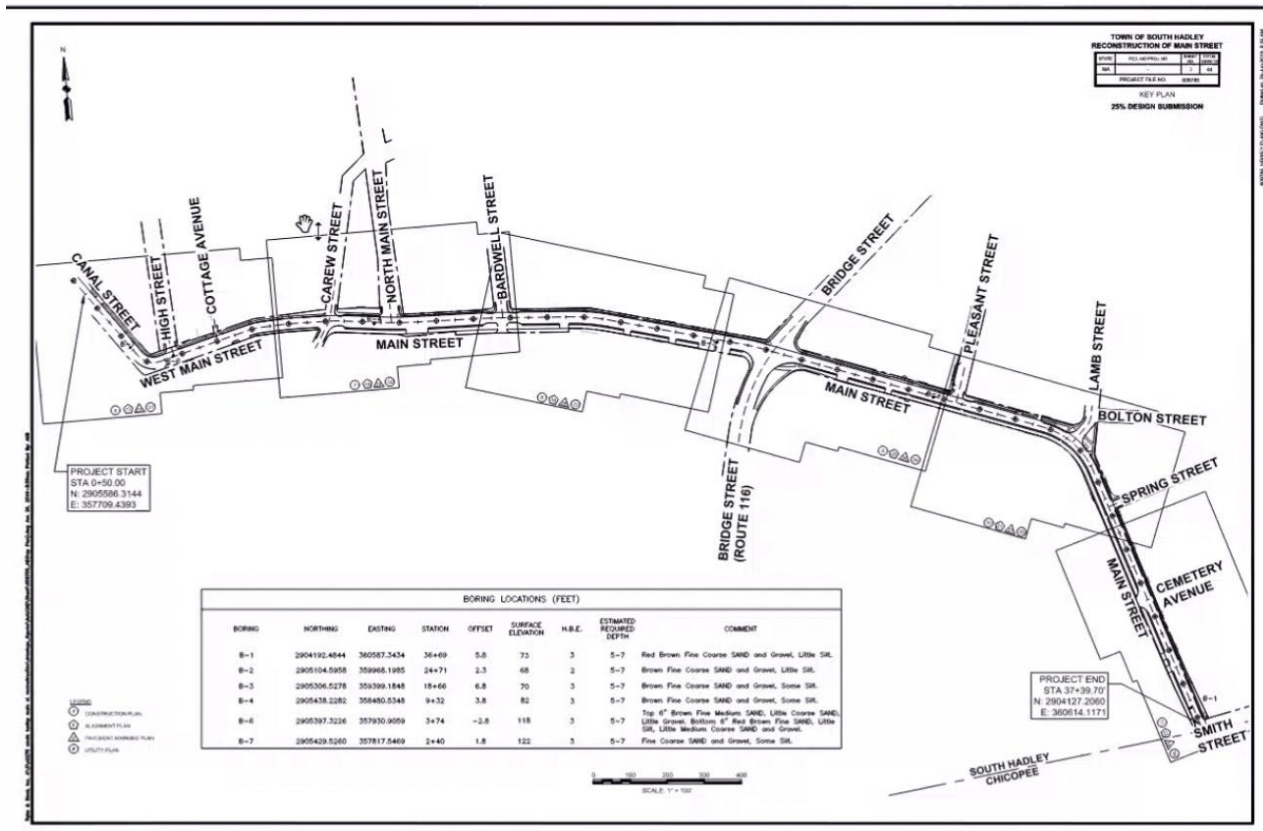
- **OPIOID Settlement:** On December 4th, 2023, Governor Healey signed [Chapter 77 of the Acts of 2023](#). Section 9 of the law provides, in part, for an exception to the legal requirement that all receipts are to be recorded as general fund revenue per [G.L.c. 44, § 53](#) for Opioid Settlement Receipts. Municipalities now have the option to account for these receipts in a special revenue fund. In South Hadley, Town Meeting would have to vote to eliminate the Stabilization fund already approved to allow the town to set up the special revenue fund. The Stabilization fund requires a Town Meeting vote to expend funds, the special revenue fund does not. This is a policy decision that will require significant further discussion.

Public Safety

- **House Numbers:** Contact the Fire Departments or Council on Aging if you need a house number flag. House numbers that are visible from the street at night as well as during the day. The numbers should be at least 4 inches in height and be seen from both directions.

Public Works

- **Main Street (TIP):** Road reconstruction from Chicopee line to Canal Street (Library). MassDOT @25% design. Plans to bid in February 2026. Original plan called for 10 foot lanes and 5 foot bike lanes on each side, parking and shared use paths. One of the goals is to reduce truck traffic and keep on Bridge Street. Concern over 10 foot lanes being too narrow and considering 11 foot lanes as there is parking on both sides and need to consider car doors opening. MassDOT is going to look at scenarios and come back to the Town. There will be a 25% public hearing once the design. Crosswalks are still being looked into as well. The Town has also made clear that economic development and streetscape is important. Here is the project area, but the design is not accurate as this does not take into consideration some of the issue discussed above:



- **Paving:** completed. Delayed Burnett and Wright waited for water district to finish work so it will be done in spring.
- **Parks:** winterized sprinklers, mowers getting winter maintenance

- **Wastewater:** The Comprehensive Wastewater Plan is out to bid. \$450k was approved. Anticipate the project to be within budget. Working with MIIA to close out 2 projects as part of the insurance claim from fire in 2021.
- **Channel grinder:** Funded at recent Special Town Meeting. Being installed now.
- **Rt. 116:** MassDOT working on second drainage area. Working on sewer, Finishing up before winter. Kendrick to Campden - sidewalk, signs. Other half of project should be done by June 30 Campden to state easement. grind, raise structures, sidewalk, guardrails.
- **Judd Brook:** Installing matting, conducting camera and cleaning work for first phase by Berwin Street. Next step: manhole rehabilitation including manual rout work, spray concrete, epoxy coat.
- **Culverts:** Working on the environmental filing for the New Ludlow Road culvert
- **Trees:** John and Rebekah have passed Mass Tree Warden certificate class. Consultant BETA has finished tree inventory that was funded by Town Meeting on major roads, almost at 50% on minor roads part of tree inventory. Will be done by spring - harder with leaves falling.
- **Compost:** Grinding done (wood from residents, storm damage). Town keeps 25% material to mix with leaves and grass for compost that still needs to be screened. Mixed with sand for loam to be used for town projects. No charge yet for leaves drop-off or brush drop off. Costs 50k to the town.
- **Trash/Recycle:** In talks with Republic about next year of contract. Looking at fees. For example: Mattresses are \$100 to dispose if soiled/\$25 if clean not including hauling. Town charges \$25.
- **Landfill:** Looking to renew oversight and post closure contract for the next year (Tighe and Bond)
- **DPW Building:** HVAC unit is in, garage doors in
- **Vehicles:** all purchased except 2 dumpers to be procured in next few months. Street sweeper has been ordered and will arrive by spring. Town Meeting approved 385k, should be under budget.
- **Center/Warner/Graves:** This is a CDBG funded project managed by PVPC involving roadway resurfacing, sidewalk removals and restoration, and drainage upgrades. District 1 replaced the water mains recently. Design is done and PVPC will apply for construction funds in the next CDBG round. The max award is \$950k, enough to cover construction. PVPC would need to survey residents in the area to ensure area meets the income restrictions required for these funds. This was done prior to the design but the survey has to be done at least every 3 years.
<https://www.southhadley.org/DocumentCenter/View/11707/Center-Warner-and-Graves-Streets-Neighborhood-Infrastructure-Improvement-Plans---June-2022>

Schools

- **SRO:** The School Committee voted to support a second School Resource Officer. The Police will identify and train an existing officer to help provide additional resources to the schools.
- **Curriculum:** The Superintendent provided updates to literacy and curriculum in the school district. At the preK to 4 level, highlights include a literacy coach, establishing a District Literacy Committee, and establishing data teams to monitor progress and inform instruction.
- **High School Assistant Principal:** Candidates are being interviewed.