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Town Administrator

Town Administrator's Monthly Report
June 2025

Administration, Finance and Operations

● **Administration:**

- **Budget/Town Meeting:** The Town has preliminarily chosen Tuesday November 5 as the special town meeting date this fall due to availability of space, town officials and the timing of financial and bylaw requests.
- **State/Federal Funding:** The State budget process continues with a conference committee to work out differences between the Senate and House budget. Both budgets still anticipate billions in federal funding. Shortfalls in those areas after the budget is passed will likely result in 9C cuts, affecting aid to local governments and schools.
- **Performance Based Evaluations:** The TA is working with supervisors to complete the PBEs for non union, Unit A/B and DPW staff.
- **Elementary School Building Project:** The project is advertised for the Designer to conduct the feasibility study. A walk through was conducted and the committee will begin review of proposals on June 25.

● **Accounting:**

- The department is tracking budgets closely for the end of year and monitoring any need for transfers.
- Sent the end of year letter to the departments informing them of various EOY procedures and dates.
- The department is catching up on reconciling the towns various receivables.

● **Assessor:**

- Provided GIS data files to Leidos who is working with the town on MassCEC On-Street EV Charging Program Feasibility Study.
- Assistant applied for and received a full scholarship to attend the annual conference.
- Finalizing data entry of Fiscal 2026 property data changes including permits, sales and inspection related data. Personal property has been completed.
- Process first quarter of Fiscal 2026 tax billing to be issued for July 1st.

- **Cable:**
 - Cable staff have been instrumental in supporting many community meetings and covering events such as Arbor Day 2025, SHHS Graduation, Local History w/ Leo Labonte, Showcase South Hadley '25, 14th Amendment Presentation & the B-24 Crash Memorial Ceremony.
 - Studio Director submitted a request for the Municipal ADA Improvement Grant to cover Closed Captioning on SHCTV15. Award winners will be announced in the Fall.
 - Assisted in the production of Senator Jake Oliveira's new program 'Journey West' and provided 3 cameras with lav mics on the Lady Bea at Brunelle's Marina.
 - Assisting the High School with their Intercom Audio project that was approved by Town Meeting
 - Facilitated a final live production by Tiger Times run by students of SHHS
 - Met with the heads of MHC Film Dept to discuss future collaborations
 - Working with Human Service Dept to establish an annual Movie Night at BATTERY BROOK
- **IT:**
 - Reconcile FY25 Budget
 - Continued working on Sign Illumination and other Planning permits
 - Began working with vendor for Backup storage upgrade to support digitization
 - Assist departments with Opengov including Short Term Rental renewals.

Building and Zoning

- **Certificates on Inspection (3 families and above):** Inspections are ongoing throughout town. We are nearly at 50% of buildings in town now compliant (from just over 10% when we started) with numerous more close to compliance. Notices to non-responders (more than 90 days with no response) from our mailing list will be sent a follow-up notice by the end of June and have accrued fines added to tax bills similar to zoning violators below.
- **Mount Holyoke College Inspections:** Working with college officials and fire department to conduct inspections of all classroom and assembly buildings on a weekly basis to ensure all certificates are issued prior to the start of the fall semester. Last year's inspections revealed 14 missing egress affidavits, 12 of which failed and are still in progress of being upgraded to ensure citizen safety.
- **Problem Properties/Zoning Violations:** We have just passed 60% resolution on the list of complaints received from internal departments and citizens. Accrued fines for violators that refuse to comply (6 months or longer with no response/action) are planned to be added to an upcoming tax bills. This list includes 6 properties currently with violations dating back to as early as September 2023 with no response or action. There are still nearly 20 on the current list of zoning complaints being investigated and followed up upon.

Clerk

- **Town Meeting:** Bylaws passed at the May 14, 2025 were submitted to the Municipal Law Unit on June 13th. The Town can expect the review and decision to be completed on or before September 11, 2025.
- **Burial Permits:** The Town Clerk's Office began serving as the burial agent of the town on June 2, 2025, shifting this role from the Board of Health. The office will soon move to issuing e-permits, enhancing work-flows and customer convenience.
- **Voter Registration:** Confirmation postcards will be sent to residents who did not return their 2025 census/annual street list. These voters are now inactive voters. Click here for information on inactive voters:
<https://www.sec.state.ma.us/divisions/elections/voting-information/inactive-voters.htm>

Collector/Treasurer

- **Tax Title:** the town will work to establish a value for 27 Fulton St prior to marketing to sell the property.

Department of Public Works

- **Center/Warner/Grave:** Project out for construction bids: bids due to PVPC on June 18, 2025 @ 11:00am.
- **Joffre/Viviani drainage outfall for Queensville Dam/Mountain Ave. Conservation project:** DPW in-house work on Queensville Pond outfall behind 7/11 building $\frac{3}{4}$ completed. Waiting on pipe lining contractor. Maintenance and Operation Plan (MO), Emergency Action Plan (EAP), and (required May 2025 inspection completed) in progress by Tighe and Bond.
- **Pearl Street:** Pearl Street closed to through traffic: May 6 until July 1 (or further notice), at Woodbridge and Pearl and Rt. 47 and Pearl. Existing culvert removal, bypass pumping and site preparation for new water main, culvert install and headwalls has begun.
- **Buttery Brook Park:** Park project in final stages, punch list items.
- **Trash/Recycling Carts:** Distribution plan completed, on-site assembly and distribution of carts by Rehrig begins June 16, 2025. Status: deliveries in progress.
- **Main Street TIP Project:** 2025 TEC updated and submitted; 75% submittal due from Tighe and Bond to MassDOT; Easement review in progress by MassDOT; public hearing date TBA. February 2027 advertising date. Currently awaiting DOT review and comments : update: 6/18/25: Tighe and Bond and MassDOT finalizing easements/encroachment issues, discrepancies for review consideration for 75% design approval.

- **DPW:** Stanton Avenue drainage install; easement approved with MHC. Scheduling for construction summer 2025.
- **Fall road paving:** Paving contract awarded to Warner Bros. Inc. (FRCOG); Ch. 90 funding balance and road paving list being formulated for Sept.-November road resurfacing.
- **WWTP:** Plant mechanical, security entry gate work in progress (electrical install and panel upgrade, excavation, concrete/paving); Thickener Room heating unit installation in progress; CWMP in progress.
- **Main Street pump station permanent by-pass project:** out for construction bids: bid opening June 18, 2025 at 11am.
- **Tree Work:** Trimming/removals scheduled until June 30th as needed, and as funding allows.
- **Capital:** Vac Truck in service; 2 pick up trucks with plows ordered: July 2025 delivery expected. 6 wheel dump truck in design/build phase: November 2026 delivery expected.
- **2025/26 Sidewalk Program:** new sidewalk installations: plans in progress for new installations on : Park Street, Brainerd Street, Lincoln Street, Hartford Street, Lathrop Street, bidding/oversight/construction as funding allows. DPW removal of existing sidewalks: Upper Prospect Street, Bombardier Street, Douglas Street, Berwyn Street, Camden Street.
- **SIGNS: 25 MPH Townwide sign:** signs on order, install once received. Lincoln Avenue School Zone signs on order: will be installed prior to August 2026 school year start.
- **DPW/Town Departments Fuel Bid: Gasoline and Diesel 2025-2028:** Haydocy's Service station awarded 2025-2028 gasoline and diesel contracts for municipal vehicles (police not included).
- **DPW: Solid Waste Brush Grinding/Compost Screening Bid:** 360 Recycle awarded 2025-2028 Brush Grinding/Compost Screening.

Emergency Management

- **Public Safety Event:** Joint participation with Massachusetts Emergency Management Agency at the Public Safety Event held at MESMS on Sunday June 1, 2025.
- **Multi-Agency Drone Incursion Exercise at Westover Air Force Base:** Attended on May 19, 2025 and will participate in the After Action meeting.
- **Hazard Mitigation Planning Grant:** Received review from Federal Emergency Management Agency (FEMA) that the South Hadley Hazard Mitigation Planning Grant has been reviewed and approved.
- **Road Sign Message Boards Usage Request for:** University of Massachusetts, Voting, Shredding Day/Public Safety Fair, Drug Take Back.

Facilities

- **High School:** The accessible pathway project will begin the week of June 16th. The gym bleachers will be repaired/replaced over the summer. We are soliciting quotes for painting in the gym and refinishing of the gym floor.
- **PD-** Meditation room is complete.
- **DPW-** New security and fire alarm will be installed to replace the current system which is obsolete and does not meet code.
- **WWTP-** roof replacements are complete on two buildings at James St. location
- **Library:** Duct cleaning will take place the 28th-29th. Camera installation will also start as soon as all the materials are in.
- **COA:** We are installing hand dryers in all of the restrooms and removing paper towel dispensers in hopes of alleviating the pipe clogging problem.
- **Ledges:** The river pump replacement has arrived. We are waiting for the river to slow down before the installation so the diving operations can be done safely.
- **MS:** Bids for the elevator replacement project are due June 24.
- **Skala Elementary:** BDA replacement has been awarded. Contractor has ordered the materials and will install over the summer.

Human Services

- **Recreation:**
 - Construction at Buttery Brook Park is almost done. The installation of the band shell and painting of the pickleball and basketball courts will be completed in late June. Disc golf will open in the next couple of days.
 - The playground/spray parks opened on May 17 at both Buttery Brook and Beachgrounds Parks.
 - Fireworks are July 3 with a rain date of July 5 at the MESMS. Festivities start at 5pm with the fireworks going off at 9:30pm.
 - The concerts on the Commons begin Thursday, June 26 and end August 28th (no show on July 3rd). The lineup is on the Recreation Department website.
 - Fall and summer activity registrations are currently open and include spring sports, summer programs, James Taylor at Tanglewood on July 4, and log cabin and pavilion rentals at Buttery Brook Park.
- **Veterans:**
 - Veteran Coffee Hour: Held monthly at the Senior Center with coffee and pastries, generously provided by VFW Post 3104 and American Legion Post 260. The next one is July 9 at 9am.

- **Council on Aging:**

- The Aging in Place Fair will be taking place on June 25th from 10 am to 2 pm. The fair will have tables from vendors who support aging in the home. Addition, there will be Town Departments, Emergency Services and many other groups ready to answer questions regarding aging at home safely.
- The COA is in the process of reapplying for Title III funding from Access Care Partners to support the Companion Driver Program and the Technology Instruction Program.
- This month the COA celebrated 4 years since the new building was open with a wonderful concert by Jimmy Mazz and lunch from Loomis Community and with support from the Friends of the South Hadley Seniors.
- With summer upon us, farmers markets and farm stands have opened for the season. Through the Health Incentives Program (HIP) individuals who receive SNAP benefits receive up to \$20 in extra SNAP funds each month when shopping for fresh fruits and vegetables at local farmers markets and farm stands. The COA has a list of local list of local HIP-approved farm locations.
- During the summer months, the COA will have additional tech-time appointments available. Individuals can contact the front desk for appointment information.

Human Resources

- **Hiring/Staffing:**

- Please welcome the following new hires to the Town!
 - June 9, 2025: Colin Zraunig, Temporary Cable Studio Assistant
 - June 9, 2025: Teddy Trybus, Heavy Motor Equipment Operator, DPW Highway Division
 - May 26, 2025: Rebecca Whitten, Substitute Receptionist, Council on Aging
- The Senior Tax Credit Worker application period closed May 15th, and the HR Department has begun notifying applicants of placements to assignments throughout departments for the work period July through October 2025.
- For a list of open positions and how to apply, visit <https://southhadley.org/jobs>
- **Workers Compensation:** The Town awarded a contract through the RFQ process for a new vendor that will handle Workers Compensation administration, FutureComp, which will officially handle claims effective 7/1/25. Human Resources will be distributing any revised information and accident forms to departments soon to ensure seamless transitions of vendors.
- **Health and Other Insurance Benefits:** the open enrollment period closed in May, and new Health rates for FY26 have begun being deducted from payroll for coverage effective 7/1/25. Employees

should carefully review if any changes were made during open enrollment and are reflected as expected and reach out to HR with questions.

- **Professional Development:** A three-part leadership training pilot program was completed this month, with a small group of department heads participating in interactive sessions on key leadership topics including communication tendencies, conflict resolution, and performance under pressure. Designed to be highly personalized, the sessions offered participants the opportunity to build or refine their supervisory skills in a focused setting with guidance from a skilled trainer and executive coach, Jon Wortmann of Novell Communications.

Library

- **Summer Reading Program:** The 2025 summer theme is “Level Up At Your Library!” and programs for all ages are planned to help community members level up their skills and their knowledge. Registration begins on June 17 with a [kickoff program by Mass Capoeira](#) on June 25.
- **Farmers’ Market Storytime:** Library staff’s next visit to the South Hadley Farmers Market on Wednesday, July 9 for a special storytime at 4:00. Stop by our table for more information about children’s programs.
- **SHRAB Grant Opportunity:** The library has submitted an application to the State Historical Records Advisory Board for their Roving Archivist program. The Roving Archivist Program connects historical records stewards with a trained professional archivist to provide advice on policies, procedures, arrangement and description of records, preservation planning, emergency preparedness, and priority settings.
- **Statewide Databases Defunded:** Because of cuts to library funding at the federal level, the MA Board of Library Commissioners will lose grants that support statewide services. In assessing which services it will be able to continue in FY26, it was announced that MA residents will [lose access to twenty-one online databases](#) as of July 1.

Planning and Conservation

- **Routes 202/33 Corridor:** The Planning Board has begun discussion of the zoning recommendations; public listening session to be held 7/28, Public Hearing to be held on 9/8/25, and send draft zoning to Fall Town Meeting in November.
- **Business A-1 Design Guidelines:** Planning Board to vote on adoption of design guidelines on 6/9/25. The Business A-1 zoning district was amended at Town Meeting in May 2024. Per the amendment, there is a temporary moratorium on permitting new projects until June 1, 2025 for the adoption of design guidelines.
- **ADUs:** Chapter 255-50 amendments adopted at Annual Town Meeting in May.

- **Affordable Housing Trust:** The Committee has finalized a 5-year strategic plan and proposed budget. A bylaw to create the Trust will be sent to Town Meeting in May. One seat on the Trust Board is still open for a person currently or formerly living in Affordable Housing.
- **Sign Zoning Bylaw Amendment:** The Planning Board will begin discussion on amendments in June with the intent to send an amended bylaw to November Town Meeting for adoption. [Sign-Bylaw-Review-and-Recommended-Amendments](#)
- **Agricultural Uses in Zoning Bylaw Amendments:** Agricultural uses within the zoning and general bylaws, as well as Board of Health regulations, are in conflict. The Planning Board will begin discussion in June with the intent to send amendments to November Town Meeting for adoption. <https://southhadley.org/DocumentCenter/View/13675/Agricultural-Uses-Review-and-Recommended-Amendments>
- **Tree Planting Program:** The Shade Tree Challenge is accepting applications on a rolling basis from now until June 2026. <https://www.southhadley.org/1063/Tree-Planting-Program>
- **MVP FY26:** has submitted an application for the FY26 MVP Action Grant. This project proposed to restore Titus Pond Conservation Area, create a viewing platform for recreational use, and complete downstream design work for future culvert replacement at Mountain Ave.

Public Health

- **June is Sun Safety month:** Most skin cancers are caused by too much exposure to UltraViolet (UV) light, which comes from the sun. Protection for UV rays is important all year. Information is being posted at Town Hall, Council on Aging and the South Hadley Library - in English and Spanish. The information is also available on the Town website.
- **Behavioral Health 360:** South Hadley Health Department has invested in this software in order to provide additional resources to South Hadley residents. Regional grant funding was secured for South Hadley and additional funding was secured also for Holyoke and Chicopee Health Departments. A contract was written for the three (3) communities. **Website will be launched in August.**
- **Transcending Chairs:** Joe Rodio, Library Director, hosted the training at the Library for the transcending chairs that the health department obtained through ADA Grant. **The remarkable training attendance underscores the dedication of town staff to help the community members that will rely on this ADA equipment in an emergency.**
- **Narcan Public Service Announcement (PSA): Director and Regional Public Health Nurse** worked with Cable IT Director Dan Pease. We created a PSA on administering Narcan.
- **Heroin/Opioid Prevention & Education:** OPIOID PSA written for **MassDot Office Outdoor Advertising grant.** Grant request was received and approved to run for two months (August & September) - **RECOVERY HAPPENS HERE IN MASSACHUSETTS. CALL 800-327-5050**

- **Opioid Abatement Conference:** Attended day conference online.
- **Blood Drive: Blood Drive** was provided by Baystate Medical Center and the South Hadley Health Department, which was held at the South Hadley Library. We will continue to partner with Baystate and schedule Blood Drive's for Fall and Spring.
- **Viral respiratory illness (COVID, RSV, Influenza)** is on the decline.
https://www.mass.gov/info-details/viral-respiratory-illness-reporting?_gl=1*8r8lr2*_ga*NTIxNzA0MTQ2LjE2OTUwNDc3MTM.*_ga_MCLPEGW7WM*MTczNjk3NDE2OS4xMi4xLjE3MzY5NzQxODguMC4wLjA
- **Department of Mental Health Site Board meeting:** this meeting will be held June 10, 2025.
- **Nicotine Free Generation Regulation:** A Health Department Regulation was just written for [Nicotine-Free Generation](#) (NFG). This regulation will gradually phase out tobacco sales to people born after a specific date. This approach aims to create a generational firebreak, preventing new generations from starting tobacco use and potentially reducing the long-term health impacts of tobacco use. Town Counsel is currently reviewing.

Opioid Abatement:

- **Substance/Opioid Use Recovery:** Signs with a recovery-focused message will be posted on the inside and exterior of Pioneer Valley Transit Authority buses this summer.
- **Community Naloxone Program (CNP) Affiliate:** Department applied and was approved to receive and distribute free naloxone as a CNP affiliate through the Massachusetts DPH Bureau of Substance Addiction Services.
- **Community Naloxone Boxes:** Consulted with Tapestry Health and Hampshire HOPE about naloxone distribution strategies and opportunities to establish outdoor community naloxone boxes.
- **Website:** Launching updated substance and opioid use webpage with resources and information on town website.

Public Safety

- With over a dozen public safety partners in attendance at the Michael E. Smith Middle School, SHPD organized and hosted a public safety day on June 1. The day was informative for the attendees and showed the strength and importance in collaboration for public safety partners. This event was organized by Ofc. Emily Tebo, Det. Trudy Romanovicz, SRO Josh Helems and Sgt. Michael Pollender in celebration of the 150th anniversary of SHPD.
- The Police Department has ordered 2 new hybrid patrol vehicles for FY25 and which are expected to be delivered within the next 3-6 months. Supply difficulties continue to hamper prompt delivery and repair of Department vehicles. SHPD is grateful for our fleet crew, Sgt. Jeff Goulet,

SRO Josh Helems and Ofc. Peter Adamczyk who keeps the fleet in good shape. The new vehicles will replace 2 existing police vehicles that have in excess of 120,000 mile

- Ofc. Allie Cebula wrote a grant for the Department to receive 10 child passenger safety seats that can be distributed to community members in financial need. For more information on receiving a child passenger seat or request assistance for the proper installation of a child passenger seat, please contact Ofc. Cebula via email and view the [Child Passenger Seat section of our webpage](#).
- With the passage of the 25 MPH zone town wide speed limit under MGL C90-17C, Chief Gundersen is working with the Traffic Review Committee to spread the word. New signage, a public safety announcement on SHTV Channel 15, social media and traditional media notifications are in the works.
- This month Lt. Mark Baran is training all police and communication center personnel in their annual CPR re-certification requirements
- Activity: April-2025: 50 incident reports assigned, 32arrest reports assigned. Of the 32 events that resulted in criminal charges, an overview include: Abuse Protection Order Violation/2; Domestic A&B/4; Larceny/8; Motor Vehicle Offenses/12; Narcotic Offense/1; Warrant Arrest/4. Incidents either open or closed with no criminal charges include: Unattended Death/1; Threats/1; Fraud with loss/1; Person at Risk/3; Larceny and/or Burglary/8; MV pursuit/Failure to stop/1; Vandalism/1

Selectboard

- **Budget Task Force:** The Selectboard will be conducting final interviews and make appointments in June.
- **Strategic Plan:** The Selectboard will be having their second retreat to develop the upcoming year's action plan on July 26.