

**SELECTBOARD MEETING
TUESDAY, AUGUST 11, 2015
SELECTBOARD MEETING ROOM – 7:00 P.M.
AGENDA**

NOTE: ART RECEPTION FOR TIMNA TARR TO BE HELD BEGINNING AT 6:30 P.M.

<p>Note: Not all the topics listed in this notice may actually 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.</p>

1. CALL TO ORDER

2. APPROVAL OF MINUTES

July 14, 2015 Regular Selectboard Meeting

3. ANNOUNCEMENTS/OPEN FORUM

4. CONSENT AGENDA

A. One Day Beer and Wine License Requests:

- Gregory Tiner, President – August 15, 2015 – South Hadley Sporting Club, 135 River Road
- Robert Adam, Owner – August 13, 2015 – Tower Theaters, 19 College Street
- Robert Adam, Owner – September 15, 2015 – Tower Theaters, 19 College Street
- Jonathan S. Szymonik – September 19-20, 2015 – McCray’s Farm ‘TruckFest’, 55 Alvord Street
- Mark Garner, MHC Dining Services – September 12, 2015 – Tent on Green
- Donna Koske – August 29, 2015 – Polish American Citizens Club, 515 Granby Road

5. CANDIDATE INTERVIEWS

- A. Kyle Steinbock – Golf Commission Alternate to a term ending June 30, 2016
- B. William Schenker – Council on Aging to a term ending June 30, 2018
- C. Linda Young – Town Meeting Review Committee

6. 7:15 P.M. – Violation Hearings – June 17, 2015 Compliance Check:

- AARYNA, Inc., d/b/a White Wing Package Store
- Huang Family Restaurants Inc., d/b/a Ichiban
- Phonesavanh Chanthavong, d/b/a Thai Place Three

7. NEW BUSINESS

- A. Ledge’s End of FY 15 Report, June and July Monthly Reports
- B. Completed Annual Audit FY 14
- C. OPEB Trust Policy, Investment Policy
- E. Bike/Walk Ad-Hoc Direct Report Discussion

8. RESIGNATIONS/APPOINTMENTS

- A. Acceptance of David B. Rundle Resignation from Canal Park Committee
- B. Acceptance of Janet Lieson Resignation from GroSouth Hadley

9. OTHER BUSINESS

- A. Town Hall Use Policy
- B. Building Department Fee Schedule
- C. Selectboard Appointment to Town Meeting Review Committee

10. TOWN ADMINISTRATOR’S REPORT Gaylord Memorial/South Hadley Public Library Exploration Project, Mass Office of Business Development MBOD, Community Development Block Grant Award, Mohawk Paper, Western Massachusetts Economic Development, MassDOT 202, Secure Energy Partners, Scenic By-Way Meeting, Bike/Walk Group, IPS/Anaerobic Digestion, Loomis Community Presentation.

11. ADJOURN

**SELECTBOARD MEETING
TUESDAY, JULY 14, 2015
SELECTBOARD MEETING ROOM – 7:00 P.M.
MINUTES**

Present were Members: Chair Francis J. DeToma, Vice Chair Ira J. Brezinsky, Clerk Bruce C. Forcier, Sarah Etelman and John R. Hine; Town Administrator Michael J. Sullivan.

Chair DeToma called the meeting to order at 7 p.m., noting that all members were present.

1. APPROVAL OF MINUTES

SB Member Forcier moved to accept the June 16, 2015 regular Selectboard meeting minutes. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

2. ANNOUNCEMENTS

SB Member Forcier reminded residents that, beginning tomorrow - July 15th - and for the next three Wednesdays, the South Hadley Family Center will be hosting a free children's concert series at Buttery Brook Park from 10 a.m. to 11 a.m. In the event of rain, the concert will be held at Town Hall. Laurie Davidson will be performing tomorrow, Roger Tincknell July 22nd and Miss Leticia the 29th, he advised.

Mohawk Paper will have a ribbon-cutting ceremony at its Gaylord Street facility next Tuesday, July 21st starting at 9:30 a.m., SB Member Etelman announced. She welcomed Mohawk to town on behalf of the Selectboard.

Mr. Sullivan thanked Kristin Will, whose artwork has been on display in the Selectboard Meeting Room for the past six months. Next month, the room will feature the beautiful work of Timna Tarr, who works with textiles such as quilts.

SB Member Brezinsky gave an update on FallsFest, scheduled to be held next Saturday, July 25th from 11 a.m. to 10 p.m. Event organizers have over 200 volunteers between committee members and people volunteering the day of the event. He displayed a flyer, noting that the www.shfallsfest.com website and Facebook page are updated daily. There is plenty of parking, he assured. Police did a survey and found 800 on-street parking spaces within a ten-minute walk to the park. There are also 1,500 spaces in the parking lot, and organizers will operate a shuttle in a loop from Beachgrounds Park to the Gaylord Library via Lamb Street and Gaylord Street. Nine bands are scheduled to play, starting off in the morning with Jose Gonzalez and Banda Criolla Caribbean Fiesta for Kids, and 29 juried artisans will display and sell their work. Over 30 community organizations are also slated to participate. The Recreation Department and family activities committee have children's activities planned throughout the day and a new musical venue - a dance party tent - has been added featuring bands expected to be a big hit with teenagers. NRBQ will open at 6 o'clock, with Seth Glier playing at 7:30 p.m. and the program concluding with Marcia Ball of New Orleans. There will be nine food vendors serving everything from Asian to Southwest fare. It is a free event, he stressed, thanking local businesses for their sponsorship in total amount of \$20,000. The event is "approaching the quality of the Green River festival," he suggested, with a budget of about \$40,000. He thanked the event's supporters, including Town Administrator Michael Sullivan, the Recreation Department, the DPW and Fire District #1.

Chair DeToma asked if anyone wished to address the Selectboard under open forum. No one spoke.

3. CONSENT AGENDA

A. One Day Beer and Wine License Request:

- Robert Adam, Owner – July 23, 2015 – Tower Theaters, 19 College Street

B. Application by Farmer Winery (Stoneybrook Cider LLC) for License to Sell at a Farmer's Market

SB Member Hine moved to approve the One Day Beer and Wine License for Tower Theater. SB Member Etelman seconded. The motion passed unanimously 5:0.

Staff explained that the applicant has not yet received a letter from the Massachusetts Department of Agricultural Resources (MDAR) certifying that the South Hadley Farmer's Market is an agricultural event but reminded members that the Farmer's Market was already so certified in connection with an earlier application to sell wine from Mount Warner Farmer-Winery. Since it is unclear whether separate certification is required for each individual vendor, Mr. Sullivan suggested that the license be approved pending MDAR certification.

SB Member Hine moved to approve the application for a License to sell at a Farmer's Market pending MDAR certification. SB Member Etelman seconded. The motion passed unanimously 5:0.

4. CANDIDATE INTERVIEWS

Halley R. Ofner of 145 Lathrop Street, a candidate for appointment to the Cultural Council, said she bought a house in South Hadley with her fiancée last February, and both really want to become involved in the community. Her partner (Sarah Gmeiner) is on the Council on Aging, and she saw her getting involved and getting to know people around town. She became aware of the Cultural Council and thought she could contribute to this committee. As an employee of Smith College, she has a lot of experience with event planning and working in multi-cultural environments; she works in the Development Office in donor relations. Chair DeToma said he welcomed her interest in town government.

SB Member Brezinsky moved to appoint Halley Ofner to the Cultural Council. SB Member Etelman seconded. The motion passed unanimously 5:0.

CABLE TV ADVISORY COMMITTEE CANDIDATE

Stephen Fox of 15 Miller Avenue identified himself as a homeowner in South Hadley since 1978. In 1973, the Air Force trained him as a TV equipment repair man, and he has maintained an interest in that subject. (The technology then consisted of vacuum tubes and two-inch tape, he noted.) He worked for 27 years at the Air National Guard and helped install a TV network up there in the 1970's and 80's. He also worked full-time in the postal service, ending up as an IT manager in the bulk mail center in Springfield. He has experience in cable, telephone and fiber and is interested in serving on the SHELD Fiber Optic Advisory Committee, he shared. There is a natural connection between it and the Cable TV Advisory Committee, and he thinks he could be of value to the town in both capacities.

If the electric light department is successful in bringing town residents onto its fiber optic system, the town might have more leverage in its negotiations with Comcast, he suggested. The cable TV business is an antique business model that is losing out to high-speed internet, 80% of which will be video by the year 2020. When it is time to renegotiate with Comcast, the town may fare better if town officials "have all our ducks in a row," he observed. They may be willing to do more than just the minimum they do now, he speculated.

SB Member Brezinsky moved to appoint Stephen Fox to the Cable TV Advisory Committee. SB Member Etelman seconded. The motion passed unanimously 5:0.

TOWN MEETING AD-HOC REVIEW COMMITTEE CANDIDATE

Robert S. Berwick of 22 East Red Bridge Lane raised the question of whether Town Meeting Review Committee still officially exists, and Mr. Sullivan responded that it does, since it is prescribed by the general bylaws. The Selectboard office is in the process of soliciting representatives to the committee from its constituent boards and will convene a meeting once these have been identified, he said.

His interest in the committee started with the initial group formed several years back, Mr. Berwick related. One of the recommendations of that committee was that town officials periodically look at Town Meeting to see if it is efficient or not, and he believes that periodic review is important, he confirmed. He stressed that he doesn't see anything fundamentally wrong with the format and believes that efficiencies implemented over the last few years have certainly improved the efficiency of the town and of Town Meeting. That being said, he does have a concern, he volunteered. Government works best when there is a system of checks and balances. As he looks at South Hadley, particularly with

finances, the two committees other than the Selectboard responsible for decisions - the Capital Planning Committee and the Appropriations Committee – are not elected and therefore not accountable to voters. That can be a problem as money that comes from taxpayers should be very difficult to spend, he opined. The Selectboard is in charge of approving the overall budget based on the Town Administrator’s recommendation, and they are accountable to voters. However, in a way, voters who are unhappy do not have a direct say, he observed.

He related his experience of growing up in Connecticut with an open Town Meeting that was ‘wonderful chaos.’ Voters voted up or down on any items of significance. That is the least efficient [system], he acknowledged. At the other extreme would be a system where one person makes all the decisions. He thinks they need to be somewhere in between, he remarked.

Mr. Berwick raised the rhetorical question of whether Town Meeting has enough say in the way the town spends its money. Referring to a recent decision to install artificial turf at the high school, “voters did not have a say one way or the other,” he noted. They could attend a meeting and have input, but they did not really have a say. Representative Town Meeting is as close as South Hadley gets to voters being able to directly influence how money is spent. Given that, he thinks it is important that Town Meeting members sit down and discuss if this is the balance they want or if a change needs to be made. Quite frankly, if he had to vote right now he would say things are going along just fine; however, he questioned whether this is because of the individuals presently in office. He thinks it is vital that the town have a Town Meeting Review Committee and that it address the issue of checks and balances, he concluded.

SB Member Brezinsky commented that he met Mr. Berwick for the first time when they served together on the first of these committees and that he very much values his opinion. He said he thought he would be an excellent choice.

SB Member Hine moved to appoint Bob Berwick to the Town Meeting Review Committee to a term ending June 30, 2016. SB Member Etelman seconded. The motion passed unanimously 5:0.

TRUSTEES OF THE OLD FIREHOUSE MUSEUM CANDIDATE

Desiree Smelcer reviewed her educational background, consisting of an undergraduate degree with a double major in History (American and European) and Anthropology and a minor in Classics and Women’s Studies, and master’s degrees in Library Science and American History with a specialty in Archives. As an undergraduate, she also specialized in curatorial work. She is looking forward to joining the trustees because the museum houses town records. Working as a reference librarian for the town, she is already involved in town archives, so she is looking forward to the opportunity to make sure these materials are available to residents but also preserved so as to be enjoyed by future generations.

SB Member Brezinsky moved to appoint Desiree Smelcer to the Trustees of the Old Firehouse Museum to a term ending June 30, 2016. SB Member Etelman seconded. The motion passed unanimously 5:0.

COUNCIL ON AGING (COA) CANDIDATE

Mary Billion said she has lived in town all her life and went to school for human services focusing on the elderly. She interned with Elinor White at the Council on Aging before working for Western Mass Elder Care for five years, followed by a three-year stint at the South Hadley Housing Authority. She is presently the acting Executive Director of the Hadley Housing Authority. She has an interest in working with elders, and now that the council is short on members, she would like to enter the race.

SB Member Forcier moved to appoint Mary Billion to the Council on Aging to a term ending June 30, 2017. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

REGISTRAR OF VOTERS CANDIDATE

Amy Foley informed members that she has lived in South Hadley her whole life and been an English and Special Education teacher at the high school for eight years. She has served on the Recreation Commission for about 10 years and was involved in the Youth Commission for a while but curtailed her involvement when working on her master’s

degree. She has been involved in community service since high school and, while she has always been involved in youth activities, she and her husband have been talking about getting involved in the adult realm of town.

Registrars oversee elections, monitor tallies, sit in judgment on occasion to determine if someone is eligible to remain on the voter registration list and certify votes, Mr. Sullivan explained. The Town Clerk is very adept at getting them to do more and work on voter recruitment, etc., he quipped.

SB Member Hine moved to appoint Amy Foley to the Registrars of Voters to a term ending June 30, 2016. SB Member Etelman seconded. The motion passed unanimously 5:0.

5. SHELD CHAIR REPORT ON AD-HOC COMMITTEE ON FIBER/CONNECTIVITY

The Selectboard received a letter from Anne Awad, who was unable to attend. Chair DeToma read the letter aloud:

I am forwarding the charge to the Fiber Optics Policy Advisory Committee for the South Hadley Electric Light Department Board of Commissioners (ELB). This group will study the various business models for fiber optic service delivery to municipalities and assess our current capacity and arrangements. They will make a report to the SHELD Board of Commissioners in December or January and then disband, or be available, as needed, for consultation as SHELD moves to implement some model of fiber optics for the Town. The Committee will follow all Open Meeting Law rules and regulations. There is some difference of opinion as to whether the Selectboard should approve appointments recommended by the ELB. As Chair of the ELB, I think the Selectboard review and approval for appointment builds an important collaboration with the Selectboard in an area that affects economic development and the future of our Town. It also shares important information about actions of the ELB with the Selectboard. The ELB appreciates and supports the role of the Selectboard in leadership of Town Government.

Charge to the Committee

The Fiber Optics Policy Advisory Committee is a short-term committee to research business and technical models for fiber optic service to town businesses and residences. The policy advisory committee will study best practices for fiber optic installation and ongoing management and make recommendations to the Electric Light Board for policy development to the Board. Recommendations should include a risk analysis for each option and identification of components that would be released for bid.

Composition of committee: 6-8 citizen members with expertise in business, public entities, or fiber optics.

Application of interest may be made to Anne Awad, Chair, ELB, c/o SHELD, 85 Main Street, South Hadley, MA 01075-2706.

The letter went on to state that, at its June 24th meeting, the Electric Light Board voted to recommend the following members for appointment: Dale Johnston, Gerald Judge, John Hine, Brian Conway, Robyn Szewczyk, Paul Dobosh, Bob Adam and Stephen Fox.

His sense is that Ms. Awad would like the Selectboard's endorsement of formation of the committee, Mr. DeToma shared. With regard to whether the Selectboard needs to be involved in the appointment process, Mr. Sullivan informed members that the state does limit who has the authority to appoint ad hoc committees; executive committees in the state of Massachusetts have the authority to appoint ad hoc committees for their boards, he clarified.

SB Member Etelman moved that the Selectboard endorse the establishment of the Fiber Optics Policy Advisory Committee for the South Hadley Electric Light Department Board of Commissioners. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

TOWN MEETING REVIEW COMMITTEE

Mr. Sullivan confirmed that the Selectboard office has solicited representatives for this group. Mr. Brezinsky noted that, per bylaw, the committee is only supposed to be in existence for six months, so he would hope it could be established at

the next meeting. The sooner the committee gets going the more opportunity it will have to meet, discuss, and decide if recommendations should be made.

6. END OF FY 2015 TRANSFERS

Mr. Sullivan presented transfer requests totaling \$53,074, stressing that they do not represent additional taxes to be raised but rather transfers from either reserve funds or other budgets.

- **Reserve Fund Transfer of \$15,000 to Selectboard Other Expenses line item (11222-52180)**
- **Reserve Fund Transfer of \$2,000 to Town Counsel Legal Expenses (11512-52210)**
- **Reserve Fund Transfer of \$5,000 to Town Hall budget (11922-52236)**

Ms. Etelman moved to approve three Reserve Fund transfers. Mr. Brezinsky seconded. The motion carried 5:0.

Inter-departmental transfers of \$31,704:

- **Streetlighting – \$7,200**
- **Old Firehouse museum - \$550**
- **Unemployment - \$6,500**
- **Property insurance - \$14,061 – due to deductibles for several claims for sewer back-ups**
- **FICA - \$2,312**
- **DPW - Vehicle Maintenance – \$1,081**

Funds to augment these accounts will come from the following budgets: Health Insurance, Board of Health Personnel Services, IT and DPW – Personnel Services, Mr. Sullivan advised.

Ms. Etelman moved to approve the interdepartmental transfers as requested. Mr. Brezinsky seconded, commenting that \$53,074 is an ‘incredibly small number’ in comparison to the overall \$50 million budget. The motion carried 5:0.

7. BOND ANTICIPATION NOTE REPORT

South Hadley sold a Bond Anticipation Note (BAN) today, Mr. Sullivan reported. He thanked Collector Deborah Baldini and Financial Advisor David Eistenthal for their help and passed out the bid record. Bids were opened this morning. The good news is that five different banks bid on the \$2,442,400 BAN, and the low rate was .55%, a little lower than last year (.64%).

No vote is necessary but he will have to collect members’ signatures on the note. The money will be received by the end of the month. Some of the projects are already soliciting bids. School officials are trying to get the Mosier Elementary School roof replacement and security upgrades at Michael E. Smith Middle School (MESMS) done over the summer, and he would like to try to move the artificial turf project forward a little more swiftly. The town is also getting bids for two vehicles and a stove from the state bid list.

8. JUNE ALCOHOL COMPLIANCE CHECK

Four establishments failed a compliance check June 17, 2015 by selling alcohol to underage individuals, Mr. Sullivan reported. Per existing policy, three of the businesses qualify for hearings to determine if further penalty is warranted due to having prior violations within the past five years while one business simply merits a warning since it has not been noncompliant before. Mr. Sullivan sought the Selectboard’s approval to schedule violation hearings for August 11th.

Due to the seriousness of the charge, SB Member Hine suggested bringing all the violators in, and Ms. Etelman agreed.

Chair DeToma expressed discomfort with departing from policy, but Mr. Hine pointed out that the policy doesn’t specifically address whether violators are required to come before the board; it simply specifies a system of progressive penalties for infractions.

SB Member Brezinsky drew attention to the police chief's comment that none of the servers cited had TIPs certification on file. Mr. Sullivan said all license holders will be required to bring certifications in at the time of the hearing to address this deficiency. The board can take additional action based on this infraction then if desired.

Members agreed to bring violators in on August 11th.

9. AGENDA LISTINGS DISCUSSION

A resident has requested that all candidates for appointment be listed on the agenda, Mr. Sullivan advised. He noted that there are in excess of sixty annual appointments so, unless the font is very small, it would be an unwieldy agenda. He offered the alternative option of having an appendix as an attachment to the agenda and publicly posting both. Ms. Etelman endorsed this suggestion, commenting that she agreed that the information should be public but just didn't think it needed to be on the same piece of paper.

With the boards' approval, the change to present practice will be to create an appendix with the names of appointment candidates and post it as an attachment to the agenda, Mr. Sullivan clarified.

10. BUILDING PERMIT RATES

Building Commissioner Charlene Baiardi was not able to finish revising the fee schedule in time for tonight's meeting, Mr. Sullivan noted. However, he is suggesting that the Selectboard take immediate action to lower the fee for new residential construction from \$12 per \$1,000 valuation to \$8 per \$1,000 valuation to bring South Hadley's fees in line with surrounding communities such as Amherst and Springfield. In conjunction with this, he is asking that the Selectboard affirm that residential additions continue to be charged at the rate of \$100 plus \$0.40 per square foot.

South Hadley's fee schedule does not have fees for certain work such as solar panel installation and researching the history of a property for realtors. He has been promised a comprehensive list of changes and additions by July 29th.

Chair DeToma asked that when the proposed fees are presented there be a comparison with other communities, and Mr. Sullivan assured him that this will be provided. Members asked questions and offered additional comments. **Ms. Etelman moved to accept the Building Commissioner's request to lower the fee for residential new construction and additions from \$12 per \$1,000 to \$8 per \$1,000. Mr. Brezinsky seconded. The motion passed unanimously 5:0.**

11. ADVERSE POSSESSION CLAIM

A family has filed an adverse possession claim against the town for a portion of the developable lot on Granby Road recently carved out of the Black Stevens Conservation Area, Mr. Sullivan related. The town is protected in most cases against claims of adverse possession unless the land has not been designated for specific use by the town. He has reviewed the claim with D'Ambrosio Brown and Town Counsel Edward J. Ryan, Jr. All the attorneys have come to an agreement that as long as the Carleton's cover the costs associated with the recording and legal proceeding that the town will waive its right to challenge the adverse possession. The reality is, they have a very good claim for adverse possession, he suggested. The pin is in their driveway and their driveway is not brand new. Until the town went to survey the Black Stevens property, there was no inkling that this 28-foot strip was in question.

The Selectboard is being asked to accept the adverse claim and to allow the property to be transferred, he clarified. (The parcel will be transferred this Friday.) This will allow the town to move forward and market the adjacent property. Settlement of the claim reduces the property to one buildable lot; town officials had hoped to create two, he confirmed.

SB Member Brezinsky moved that the Selectboard, on behalf of the Town of South Hadley, with the recommendation of Town Counsel, Edward J. Ryan, Jr., execute a Quit Claim deed transferring title, pursuant to authority granted under Article 8 of the November 19, 2013 Special Town Meeting to a parcel described in the deed to Matthew L. Carleton and Jennifer A. Carleton of 195 Granby Road, South Hadley, MA in full and final settlement of their claim for adverse possession as more particularly set forth in their Notice of Demand and Presentment of Claim from the Law

Office of Steven Samolewicz dated April 15, 2015 and further that all costs incidental to this transfer be borne by the claimants. SB Member Forcier seconded. The motion passed unanimously 5:0.

12. END OF FY 2015 LEDGES REPORT

Mr. Sullivan gave a summary report, noting that the final end of year report is not quite ready. Last year's budget was \$1,262,432 with expenditures of \$1,230,000, resulting in a turnback to the General Fund of \$32,400. This year revenues were projected at \$1,157,000 and came in at \$1,101,400. The difference between total revenue and total expenses results in an overall net operating deficit of \$128,600 for the year. Town meeting appropriated \$106,000 to satisfy the account, leaving about \$23,000 in the fund balance, he reminded. If the figures are finalized as expected, there will be about \$400 in the fund balance, he advised. Mr. Juhasz will be in at the next meeting to present the June 2015 report and FY 2015 end of year report. SB Member Brezinsky asked if members could get the June and yearend figures as soon as they're available.

13. REAPPOINTMENT OF KEN WILLIAMSON TO HISTORICAL COMMISSION

Mr. Brezinsky so moved. Chair DeToma said Mr. Williamson had been a long-time colleague at Mount Holyoke College and a dedicated public servant serving the town in many capacities over many years. He expressed his understanding that Mr. Williams is recovering from an illness and conveyed the Selectboard's wishes for a speedy recovery. **Mr. Forcier seconded. The motion passed unanimously 5:0.**

14. RESIGNATION OF LIBRARY TRUSTEE HOLLIS HALEY

SB Member Brezinsky moved to accept with regret the resignation of Hollis Haley from the Library Board of Trustees. SB Member Hine seconded. The motion passed unanimously 5:0.

Mr. Brezinsky expressed his understanding that vacancies on this elected board must be filled by joint appointment of the Selectboard and remaining members of the Library Board of Trustees. Mr. Sullivan confirmed that he is hoping to make the joint appointment on September 1st.

15. TOWN ADMINISTRATOR FY 16 EVALUATION

The draft evaluation tool has been circulated to board members and will be presented for formal acceptance at the next meeting, Chair DeToma reported.

16. SELECTBOARD POLICIES

Chair DeToma said he sent out the first draft of proposed changes to the policies but the attached document was not displayed in 'track changes' mode, so he will send it out again.

Chair DeToma reminded members that they discussed holding the September 1st meeting at the library since the Selectboard will be meeting jointly with the Library Trustees. However, Mr. Sullivan advised that they are not able to guarantee the ability to broadcast live from the library. Mr. Etelman expressed concern about the meeting not being televised since she is aware of another pending issue that might be on the agenda. Mr. Brezinsky asked if they could wait until August 11th to make a decision about the meeting location, and other members agreed.

17. TOWN ADMINISTRATOR REPORT

Mr. Sullivan thanked board members who were able to attend the professional development presentation on Friday. He has been invited to attend the award ceremony for CDBG grants tomorrow in the governor's office and is fairly confident South Hadley will be receiving good news on its FY 2015 CDBG grant application, he shared. In other grant-related news, Mr. Sullivan reported that he finished South Hadley's Commonwealth Compact application today, and he and Richard Harris attended a 'lunch and learn' workshop on the MassWorks grant last week. Next week they will meet with Erica Croteau, a specialist on the Mass Works grant.

And, a group of mechanics will be building a new facility on New Ludlow Road expected to bring in another 20 to 25 jobs, Mr. Sullivan reported.

Upon motion made and seconded, the meeting was adjourned at 9:10 p.m.

RESPECTFULLY SUBMITTED,

**LAURA KRUTZLER
ADMINISTRATIVE SECRETARY**



Laura Krutzler <lkrutzler@southhadleyma.gov>

One Day Beer and Wine License

GREGORY <gregory.tiner@comcast.net>
To: selectboard@southhadley.org

Mon, Jul 13, 2015 at 9:32 AM

I am emailing you this morning to apply for a one-day beer and wine license for the South Hadley Sporting Club. This will be for our 4th Annual Pig Roast on August 15, 2015 from 12:00pm until 8:00pm at the South Hadley Sporting Club (135 River Road, South Hadley, MA 01075) and the name the license should be under is Gregory Tiner (President). I would also like to inform you that there is going to be a live band at the event and I was not sure if we also needed a permit for the band to play, if so we would like to apply for that as well. Feel free to contact me if any other information is necessary.

Thanks Much
Gregory Tiner



**TOWN OF SOUTH HADLEY
SPECIAL LICENSE
WINE AND MALT APPLICATION**

To the Licensing Authorities: _____ Date: _____

The undersigned hereby applies for a Special License – Wine and Malt in accordance with the provisions of the Statutes relating thereto:

NAME: Robert Adam

COMPANY: South Hadley's Tower Theaters

ADDRESS: 19 College St.

CONTACT: Robert Adam

TELEPHONE: (413) 533-3456

DAY(S) APPLIED FOR: Thurs., August 13, 2015

PREMISES TO BE LICENSED: 19 College St.

HOURS OF OPERATION: 4pm - 11pm

TYPE OF EVENT: Opera in HD

RESTRICTIONS ON SPECIAL LICENSE – WINE AND MALT

1. If the event is to be held indoors in a building or structure not certified as a place of assembly, an inspection must be requested and performed by the building inspector and the head of the fire department. To schedule an inspection, please call 413-532-5343 (District 1) or 413-534-5803 (District 2).
2. Per MGL Chapter 138, Sections 12 and 33, alcohol cannot be sold between the hours of 2 a.m. and 8 a.m. Monday-Saturday or between the hours of 1 a.m. and 12 noon on Sunday.

LIABILITY DISCLAIMER FOR SPECIAL LICENSE – WINE AND MALT

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of South Hadley, and the Select Board as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant: [Handwritten Signature]

Date Select Board Approved/Denied: _____ License #: _____



19 College Street, South Hadley, MA 01075 - 413-533-FILM

South Hadley Selectboard
Town Hall
116 Main Street, Room 109
South Hadley MA 01075

July 17, 2015

Dear Selectboard,

Tower Theaters is asking that you kindly review our application for a single-day beer and wine license. We have a special feature (an Opera) planned for the month of August. We would like to offer our customers the option of purchasing beer or wine at this event.

The date and time we are requesting the one-day beer and wine license for is:

Thursday, August 13, 2015 from 4 PM until 11 PM.

Thank you for your time and consideration.

A handwritten signature in black ink, appearing to read "Robert Adam".

Robert Adam, Owner
South Hadley's Tower Theaters, LLC



**TOWN OF SOUTH HADLEY
SPECIAL LICENSE
WINE AND MALT APPLICATION**

To the Licensing Authorities:

Date: _____

The undersigned hereby applies for a Special License – Wine and Malt in accordance with the provisions of the Statutes relating thereto:

NAME: Robert Adam

COMPANY: South Hadley's Tower Theaters

ADDRESS: 19 College St.

CONTACT: Robert Adam

TELEPHONE: (413) 533-3456

DAY(S) APPLIED FOR: Tuesday, Sept. 15th, 2015

PREMISES TO BE LICENSED: 19 College St.

HOURS OF OPERATION: 4pm - 11pm

TYPE OF EVENT: Chamber of Commerce Meeting

RESTRICTIONS ON SPECIAL LICENSE – WINE AND MALT

1. If the event is to be held indoors in a building or structure not certified as a place of assembly, an inspection must be requested and performed by the building inspector and the head of the fire department. To schedule an inspection, please call 413-532-5343 (District 1) or 413-534-5803 (District 2).
2. Per MGL Chapter 138, Sections 12 and 33, alcohol cannot be sold between the hours of 2 a.m. and 8 a.m. Monday-Saturday or between the hours of 1 a.m. and 12 noon on Sunday.

LIABILITY DISCLAIMER FOR SPECIAL LICENSE – WINE AND MALT

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of South Hadley, and the Select Board as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant: 

Date Select Board Approved/Denied: _____ License #: _____



19 College Street, South Hadley, MA 01075 - 413-533-FILM

South Hadley Selectboard
Town Hall
116 Main Street, Room 109
South Hadley MA 01075

July 28, 2015

Dear Selectboard,

Tower Theaters is asking that you kindly review our application for a single-day beer and wine license. We have a South Hadley-Granby Chamber of Commerce Meeting planned for September 15th, 2015. We would like to offer Chamber members and our customers the option of purchasing beer or wine that evening.

The date and time we are requesting the one-day beer and wine license for is:

Tuesday, September 15, 2015 from 4 PM until 11 PM.

Thank you for your time and consideration.

Robert Adam, Owner
South Hadley's Tower Theaters, LLC



**TOWN OF SOUTH HADLEY
SPECIAL LICENSE
WINE AND MALT APPLICATION**

To the Licensing Authorities:

Date: July - 28 - 2015

The undersigned hereby applies for a Special License – Wine and Malt in accordance with the provisions of the Statutes relating thereto:

NAME: Jonathan S Szymoniw

COMPANY: "Truck Fest" Prospect Valley LLC

ADDRESS: 47 Charon Terrace South Hadley MA 01075

CONTACT: Jon Szymoniw

TELEPHONE: 1-413-530-1064

DATE APPLIED FOR: Sept 19 + 20 2015

PREMISES TO BE LICENSED: Sale of ^{Beer} Alcohol at McCray's Farm

During Truck Fest by OPA OPA

HOURS OF OPERATION: Both days 11:00 AM - 6:00 PM

TYPE OF EVENT: Truck and Trade show event.

RESTRICTIONS ON SPECIAL LICENSE – WINE AND MALT

1. If the event is to be held indoors in a building or structure not certified as a place of assembly, an inspection must be requested and performed by the building inspector and the head of the fire department. To schedule an inspection, please call 413-532-5343 (District 1) or 413-534-5803 (District 2).
2. Per MGL Chapter 138, Sections 12 and 33, alcohol cannot be sold between the hours of 2 a.m. and 8 a.m. Monday-Saturday or between the hours of 1 a.m. and 12 noon on Sunday.

LIABILITY DISCLAIMER FOR SPECIAL LICENSE – WINE AND MALT

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of South Hadley, and the Select Board as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant: 

LIQUOR LIABILITY INSURANCE REQUIREMENT
 For any event on town-owned property, liquor liability insurance naming the Town of South Hadley as an additional insured must be obtained prior to the event with a minimum per occurrence amount of \$250,000. A certificate of insurance showing liquor liability insurance coverage must be submitted to the Selectboard office at the time of application.



Laura Krutzler <lkrutzler@southhadleyma.gov>

TruckFest Application for One Day Beer and Wine Licenses for September 19th and 20th

Laura Krutzler <lkrutzler@southhadleyma.gov>
To: David LaBrie <labried@southhadleypolice.org>
Cc: "Michael J. Sullivan" <msullivan@southhadleyma.gov>

Thu, Aug 6, 2015 at 10:24 AM

Sounds great. I guess we'll leave it to the Selectboard's discretion as to whether they want to formalize those requirements in the form of conditions. If so, I would suggest the following:

1. **All servers shall have completed alcohol awareness training and provide documentation of TIPS certification or comparable training.**
2. **The licensed premises shall be the vendor area.**
3. **The applicant is required to define/enclose the perimeter of the vendor area with an enclosure acceptable to the Police Department.**
1. **The applicant is required to monitor patrons during the event to insure that they do not leave the licensed premises with alcoholic beverages.**
4. **The applicant is required to hire a police detail at the applicant's expense to assist with traffic and security.**

Or, as you originally suggested, they could simply approve the permit contingent on compliance with all requests from Town Departments. Thanks so much for working out the security details.

On Thu, Aug 6, 2015 at 7:46 AM, David LaBrie <labried@southhadleypolice.org> wrote:

Hi Laura,

Jonathon met with me yesterday and provided TIPS certification for the 4 servers scheduled to work at the Truck Fest. He also has designated the vendor area as the designated alcohol consumption area, and will have it fenced off with personnel at the entrance to monitor the consumption. Six officers will be scheduled to assist with traffic and security. As in the past, Jonathon was very receptive to suggestions for improving the safety and security for his event.

I am satisfied with the steps he has taken to prevent outside alcohol from entering the event, and the plan he has in place to monitor the consumption of purchased alcohol during the event. I would recommend his license application be approved at next week's Selectboard's meeting, absent any objections from other Departments.

He was unsure if he was required to attend the meeting.

Thanks

MOUNT HOLYOKESM

DINING SERVICES

8/4/15

To the Board of Selectmen
116 Main Street
South Hadley, MA 01075

I am applying for (1) day beer and wine license for the following location, date and time.
The certification/Sponsor should read: Mount Holyoke College Dining Services.

<u>DATE:</u>	<u>LOCATION:</u>	<u>TIME:</u>
Saturday September 12 th , 2015	Tent on Green	8:00p-2:00a

Please email me when the license is ready for pick up. Thank you very much for your attention to this matter.

Mark Garner

Mark J. Garner
Assistant Director – Cash Operations
Mount Holyoke College Dining Services
mgarner@mtholyoke.edu
Office: 413-538-2522



**TOWN OF SOUTH HADLEY
SPECIAL LICENSE
WINE AND MALT APPLICATION**

To the Licensing Authorities:

Date: 8-4-2015

The undersigned hereby applies for a Special License – Wine and Malt in accordance with the provisions of the Statutes relating thereto:

NAME: Donna Koske

COMPANY: Polish American Citizens Club

ADDRESS: 515 Granby Rd.

CONTACT: Donna Koske

TELEPHONE: 413-534-3919

DATE APPLIED FOR: 8/4/15 8/29/2015

PREMISES TO BE LICENSED: same as above

HOURS OF OPERATION: 11-11

TYPE OF EVENT: Picnic

RESTRICTIONS ON SPECIAL LICENSE – WINE AND MALT

1. If the event is to be held indoors in a building or structure not certified as a place of assembly, an inspection must be requested and performed by the building inspector and the head of the fire department. To schedule an inspection, please call 413-532-5343 (District 1) or 413-534-5803 (District 2).
2. Per MGL Chapter 138, Sections 12 and 33, alcohol cannot be sold between the hours of 2 a.m. and 8 a.m. Monday-Saturday or between the hours of 1 a.m. and 12 noon on Sunday.

LIABILITY DISCLAIMER FOR SPECIAL LICENSE – WINE AND MALT

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of South Hadley, and the Select Board as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant: Donna Koske

LIQUOR LIABILITY INSURANCE REQUIREMENT

For any event on town-owned property, liquor liability insurance naming the Town of South Hadley as an additional insured must be obtained prior to the event with a minimum per occurrence amount of \$250,000. A certificate of insurance showing liquor liability insurance coverage must be submitted to the Selectboard office at the time of application.



Laura Krutzler <lkrutzler@southhadleyma.gov>

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

noreply@civicplus.com <noreply@civicplus.com>
To: lkrutzler@southhadleyma.gov, chamlin@southhadleyma.gov

Wed, May 27, 2015 at 12:36 PM

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Appointment to Board, Commission, or Committee

Committees

Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.

You can also [print and mail a written copy \(PDF\)](#) to the Selectboard Office at 116 Main Street South Hadley MA 01075.

Please Note: when submitting online, when you click the "submit" button you are agreeing to read a copy of the Massachusetts General Laws Chapter 268A "Conflict of Interest" provided by the Town Clerk, if appointed, and to the best of your abilities agree to abide by the provisions of the statute. You may receive a phone call to confirm your interest in the appointment.

Choose From the Following

Select the boards, commissions, and committees your are interested in.

- Agricultural Commission
- Appropriations Committee
- Board of Appeals
- Bylaw Review Committee
- Cable TV Advisory Committee
- Canal Park Committee
- Capital Planning Committee
- Commissioner of Whiting Street Fund
- Community and Economic Development
- Count River Channel Marketing Committee
- Conservation Commission
- Council on Aging
- Cultural Council
- Forestry Committee
- Historical Commission
- Historic District Study Committee
- Master Plan Implementation Committee
- Municipal Golf Commission
- Open Space Committee
- Personnel Board
- Personnel Review Board
- Recreation Commission

- Redevelopment Authority
- Sustainability and Energy Commission
- Traffic Sign Committee
- Other
- Solid Waste Advisory Committee
- TM Electronic Communication Advisory Commission
- Tree Committee

Please give any details regarding your interest in this appointment?

I have a vested interest in the golf course. Ive been a member with my son for the past 3 years. I take pride in my home town house. I think I have a lot to offer.

Name*
Kyle Steinbock

Email*
kylesteinbock

Address1
7 Olde Plains Hollow

City
South Hadley

State
MA

Zip
01075

Primary Phone*
4132469275

Alternate Phone
4132469275

Cell Phone:
4132469275

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

Yes

Are you a Town Meeting Member?

No

Is any of your immediate family employed by the Town of South Hadley?

No

Massachusetts General Law defines immediate family as "His or her spouse, and their parents, children, brothers, and sisters"

Do you now or have you previously served in Town government?

No

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

Check all that apply

- Newspaper
- Town Website

Email from Town of South Hadley

Channel 15

Another Resident

Other

If you indicated another resident or other above, please provide the resident's name or provide additional details.

Mark DuBouis

The following form was submitted via your website: Application for Appointment to Board, Commission, or Committee

Committees: Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.

You can also [print and mail a written copy \(PDF\)](#) to the Selectboard Office at
116 Main Street
South Hadley MA 01075.

Please Note: when submitting online, when you click the "submit" button you are agreeing to read a copy of the Massachusetts General Laws Chapter 268A "Conflict of Interest" provided by the Town Clerk, if appointed, and to the best of your abilities agree to abide by the provisions of the statute. You may receive a phone call to confirm your interest in the appointment.

Choose From the Following: Municipal Golf Commission

Please give any details regarding your interest in this appointment?: I have a vested interest in the golf course. Ive been a member with my son for the past 3 years. I take pride in my home town house. I think I have a lot to offer.

Name: Kyle Steinbock

Email: kylesteinbock

Address1: 7 Olde Plains Hollow

City: South Hadley

State: MA

Zip: 01075

Primary Phone: 4132469275

Alternate Phone: 4132469275

Cell Phone: 4132469275

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

Are you a Town Meeting Member?: No

Is any of your immediate family employed by the Town of South Hadley?: No

Do you now or have you previously served in Town government?: No

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

If you indicated another resident or other above, please provide the resident's name or provide additional details.: Mark DuBouis

Additional Information:

Form Submitted on: 5/27/2015 12:36:40 PM

Submitted from IP Address: 50.176.137.79

Referrer Page: <http://www.southhadley.org/FormCenter/Selectboard-4/Application-for-Appointment-to-Board-Com-44>

Form Address: <http://www.southhadley.org/FormCenter/Selectboard-4/Application-for-Appointment-to-Board-Com-44>

TOWN OF SOUTH HADLEY MA

Application for appointment to board, commission, or committee

The information on this form will be used to help the Selectboard to appoint residents.

First name: William Last name: Schenker

Address: 47 Pine St., So. Hadley, Mass.

What is the best way to contact you? (Please provide the information for one or two):

Home phone: 5364646 Other phone: _____ Email: _____

Current vacancies are listed at www.southhadleyma.gov. To which board, commission, or committee do you seek appointment? (If you indicate more than one, please indicate your preference. Prior to making a selection, please check the board's meeting schedule on the town website to make sure it is compatible with your schedule.)

Council on Aging Board

1. How did you learn of the vacancy? (check all that apply):

- Newspaper Name of Newspaper(s): _____
- Town Website (<http://southhadleyma.gov>)
- Email from Town of South Hadley
- Channel 15
- From another resident: _____
- Other: Please specify: _____

2. Why are you interested in this appointment? (You may include a letter or resume or send an email with more information.)

To repay those who have supported me in my career as a police officer

3. What skills and experience do you have? (knowledge, other volunteer experience, employment experience, etc.): _____

4. Do you now or have you previously served in town government? Yes No _____

5. If yes, please list the board, commission or committee on which you serve(d), and the dates of your current term or the dates when you served: Town Meeting Member

6. Are you a registered voter? Yes No _____

7. Are you a town meeting member? Yes _____ No

8. Is any of your immediate family employed by the Town of South Hadley? (MA General Law defines immediate family as 'His or her spouse, and their parents, children, brothers and sisters.')
Yes No _____

William Z. Schenker
Signature

7/14/15
Date

Please return form to:
Town of South Hadley
Selectboard Office, Town Hall
116 Main Street
South Hadley, MA 01075
Selectboard@southhadleyma.gov

TOWN OF SOUTH HADLEY MA
Application for appointment to board, commission, or committee

The information on this form will be used to help the Selectboard to appoint residents.

First name: Linda Last name: Young

Address: 15 Westbrook Road

What is the best way to contact you? (Please provide the information for one or two):

Home phone: 532-3921 Other phone: _____ Email: lyoung@mtholyoke.edu

Current vacancies are listed at www.southhadleyma.gov. To which board, commission, or committee do you seek appointment? (If you indicate more than one, please indicate your preference):

Town Meeting Review Committee

1. How did you learn of the vacancy? (check all that apply):
- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | Newspaper Name of Newspaper(s): _____ |
| <input checked="" type="checkbox"/> | Town Website (http://southhadleyma.gov) |
| <input type="checkbox"/> | Email from Town of South Hadley |
| <input type="checkbox"/> | Channel 15 |
| <input type="checkbox"/> | From another resident: _____ |
| <input type="checkbox"/> | Other: Please Specify: _____ |

2. Why are you interested in this appointment? (You may include a letter or resume or send an email with more information)

Have been a long-time Town Meeting Member and seen many changes. Believe I can add to the review of Town Meeting and make appropriate suggestions for its improvement.

3. What skills and experience do you have? (knowledge, other volunteer experience, employment experience, etc.) Been a TMM for approximately 46 years and served on many Boards, Committees and Councils. I am a good listener and am willing to work hard to bring all viewpoints to the table.

4. Do you now or have you previously served in town government? Yes No

5. If yes, please list the board, commission or committee on which you serve(d), and the dates of your current term or the dates when you served: T.M. 1969 - present, Needs & Goals - 1977, Charter Commission, Search Committees for School Superintendent and Town A

6. Are you a registered voter? Yes No

7. Are you a town meeting member? Yes No

8. Is any of your immediate family employed by the town of South Hadley? (MA General Law defines immediate family as "His or her spouse, and their parents, children, brothers, and sisters")
Yes No

Linda L. Young
Signature

7-24-15
Date

Please return form to:
Town Of South Hadley
Selectboard Office, Town Hall
116 Main Street
South Hadley Ma 01075
selectboard@southhadleyma.gov

#2. The Town Meeting format has changed over the last few years and I think it is for the best. What needs to continue to change, in my viewpoint, is the communications between the Selectboard/Town Administrator, Town Meeting Members, Department heads, and Appropriations Committee. Town Meeting should be a democratic process designed to serve the community through its elected Town Meeting Members. How to go about this is the question.

#5. For Town Meeting Review Committee

town Meeting Member approximately 46 years, Needs and Goals Committee, 197?, Search Committees for School Superintendent, Town Administrator, Charter Commission, Council on Aging, Master Plan Advisory Committee, Master Plan Implementation Committee, Tree Committee, Bike/Walk Working Group, many others

TOWN OF SOUTH HADLEY

FRANCIS J. DETOMA
Chair
IRA J. BREZINSKY
Vice-Chair
BRUCE C. FORCIER
Clerk
SARAH ETELMAN
Member
JOHN R. HINE
Member



MICHAEL J. SULLIVAN
Town Administrator
Telephone (413) 538-5017
Fax (413) 534-1041

SELECTBOARD OFFICE
116 Main Street, Suite 109, South Hadley, Massachusetts 01075-2896
selectboard@southhadleyma.gov

VIA CERTIFIED MAIL

July 16, 2015

White Wing Package Store
Attention: Kannagi L. Swadia
568 Newton Street
South Hadley, MA 01075

Dear Ms. Swadia:

Please be advised that the South Hadley Selectboard will hold a public hearing on Tuesday, August 11, 2015 at 7:15 p.m. to discuss an alleged violation of the liquor license held by AARYNA, Inc., d/b/a White Wing Package Store (see attached report of compliance check). The Selectboard requests your presence at this hearing. The hearing will be held in the Selectboard Meeting Room on the first floor of Town Hall (closest to the Police Station/Bridge Street side of the building). Kindly confirm your attendance by contacting our office at the number above or via email at selectboard@southhadleyma.gov.

In addition to being cited for violation of the Liquor Control Act, to wit: *Ch. 138 Sect. 34 – Sale or delivery of an alcoholic beverage to a person under twenty-one years of age*, the Selectboard office has no record of TIPS-certification for the clerk who performed the sale, Rebecca Gallagher. Per South Hadley's liquor license policy, successful completion of TIPS training is required for *all employees* involved in the sale or service of alcohol. Please bring documentation of alcohol awareness training for this employee with you to the hearing.

If, after allowing reasonable opportunity for you to be heard, the Local Licensing Authority determines that you have violated the Liquor Control Act (M.G.L. Chapter 138) and local licensing regulations as charged, such violation is punishable by penalties up to and including temporary suspension of your license.

If you have any questions or concerns, please do not hesitate to contact our office.

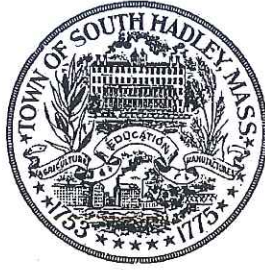
Sincerely,
TOWN OF SOUTH HADLEY

Laura Krutzler
Administrative Secretary

Cc: Chief of Police David LaBrie
South Hadley Selectboard

TOWN OF SOUTH HADLEY

FRANCIS J. DETOMA
Chair
IRA J. BREZINSKY
Vice-Chair
BRUCE C. FORCIER
Clerk
SARAH ETELMAN
Member
JOHN R. HINE
Member



MICHAEL J. SULLIVAN
Town Administrator
Telephone (413) 538-5017
Fax (413) 534-1041

SELECTBOARD OFFICE
116 Main Street, Suite 109, South Hadley, Massachusetts 01075-2896
selectboard@southhadleyma.gov

VIA CERTIFIED MAIL

July 17, 2015

Ichiban
Attention: Hang Zhang Huang
2090 Memorial Drive
South Hadley, MA 01075

Dear Mr. Huang:


Please be advised that the South Hadley Selectboard will hold a public hearing on Tuesday, August 11, 2015 at 7:15 p.m. to discuss an alleged violation of the liquor license held by Huang Family Restaurants, Inc., d/b/a Ichiban (see attached report of compliance check). The Selectboard requests your presence at this hearing. The hearing will be held in the Selectboard Meeting Room of Town Hall (closest to the Police Station/Bridge Street side of the building). Kindly confirm your attendance by contacting our office at the number above or via email at selectboard@southhadleyma.gov.

In addition to being cited for violation of the Liquor Control Act, to wit: **Ch. 138 Sect. 34 – Sale or delivery of an alcoholic beverage to a person under twenty-one years of age**, the Selectboard office has no record of TIPS-certification for the employee who served the drink, Xiuqing Zheng. Per South Hadley liquor license policy, successful completion of TIPS training is required for **all employees** involved in the sale or service of alcohol. Please bring documentation of alcohol awareness training for this employee with you to the hearing.

If, after allowing reasonable opportunity for you to be heard, the Local Licensing Authority determines that you have violated the Liquor Control Act and local licensing regulation as charged, such violation is punishable by penalties up to and including temporary suspension of your license.

If you have any questions or concerns, please do not hesitate to contact our office.

Sincerely,
TOWN OF SOUTH HADLEY


Laura Krutzler
Administrative Secretary

Cc: Chief of Police David LaBrie
South Hadley Selectboard

TOWN OF SOUTH HADLEY

FRANCIS J. DETOMA
Chair
IRA J. BREZINSKY
Vice-Chair
BRUCE C. FORCIER
Clerk
SARAH ETELMAN
Member
JOHN R. HINE
Member



MICHAEL J. SULLIVAN
Town Administrator
Telephone (413) 538-5017
Fax (413) 534-1041

SELECTBOARD OFFICE
116 Main Street, Suite 109, South Hadley, Massachusetts 01075-2896
selectboard@southhadleyma.gov

VIA CERTIFIED MAIL

July 16, 2015

Thai Place Three
Attention: Vieng Chanthavong
480 Granby Road
South Hadley, MA 01075

Dear Mr. Chanthavong:

Please be advised that the South Hadley Selectboard will hold a public hearing on Tuesday, August 11, 2015 at 7:15 p.m. to discuss an alleged violation of the liquor license held by Phonesavanh Chanthavong, d/b/a Thai Place Three (see attached report of compliance check). The Selectboard requests your presence at this hearing. The hearing will be held in the Selectboard Meeting Room of Town Hall (closest to the Police Station/Bridge Street side of the building). Kindly confirm your attendance by contacting our office at the number above or via email at selectboard@southhadleyma.gov.

In addition to being cited for violation of the Liquor Control Act, to wit: **Ch. 138 Sect. 34 – Sale or delivery of an alcoholic beverage to a person under twenty-one years of age**, the Selectboard office has no record of TIPS-certification for the server who delivered the drink, Alyson Pouliot. Per South Hadley liquor license policy, successful completion of TIPS training is required for **all employees** involved in the sale or service of alcohol. Please bring documentation of alcohol awareness training for this employee with you to the hearing.

If, after allowing reasonable opportunity for you to be heard, the Local Licensing Authority determines that you have violated the Liquor Control Act and local licensing regulation as charged, such violation is punishable by penalties up to and including temporary suspension of your license.

If you have any questions or concerns, please do not hesitate to contact our office.

Sincerely,
TOWN OF SOUTH HADLEY

Laura Krutzler
Administrative Secretary

Cc: Chief of Police David LaBrie
South Hadley Selectboard
Phonesavanh Chanthavong, 54 Old Village Road, Sturbridge, MA 01566



South Hadley Police Department

41 Bridge Street

South Hadley, MA 01075-2844

Tel. 413-538-8231 - Fax 413-533-0697



David J. LaBrie
Chief of Police

September 24, 2008

To: Town of South Hadley Alcohol License Holders

Re: License Violation Penalties

The Selectboard in their capacity as the local licensing authority voted to adopt alcohol license violation guidelines at their September 23, 2008 meeting. These guidelines were adopted after hearings involving underage sales of alcohol to minors. Although the Board agreed to review each violation for mitigating or aggravating factors, they requested all license holder be made aware of these newly established license violation guidelines:

- 1st Offense: Warning
- 2nd Offense: One Day Suspension of License
- 3rd Offense: Three - Seven Day suspension (dependant on time between violations)

The South Hadley Police Department and the Alcohol Beverage Control Commission have conducted three compliance checks in local establishment within the past year. It was evident that some establishments have not taken the proper steps to insure all employees had the necessary training and were aware of their responsibilities when serving or selling alcohol. Untrained or unsupervised employees put your business and residents of the community at risk when liquor regulations are violated.

Please do not hesitate to contact me for further information or assistance. The South Hadley Police Department is ready to assist your business in keeping the community safe.

Sincerely,

Chief of Police

**2015 Town of South Hadley Liquor Licensees
Underage Alcohol Purchase Law Compliance Check 6/17/15 (1800-2100)**

Twenty five (25) establishments checked, four (4) failures.

Business Name	Address	Manager	Time In	Time Out	Results
4 Brothers Gourmet	461 Granby Rd.	Michelle LaPlante	Closed		
Allery's, Pioneer Valley Liquor Sales, Inc.	314 Newton St.	Cesare Ferrari	19:42	19:43	PASS
Cozy Oak's, ROJO Inc.	21 Lyman St.	Sandra J. Whitney	19:49	19:51	PASS
Dockside, Event Tent	1 Alvord St.	Lucien Brunelle, Jr.	Closed		
Dockside, Inc	1 Alvord St.	Lucien Brunelle, Jr.	20:11	20:13	PASS
Ebenezer Bar and Grill	60 Bridge St.	David F. Isakson	20:30	20:31	PASS
Egg and I, SIMARDCO Inc.	20-26 Main St.	David J. Simard	Closed		
Elegancia Event & Meeting Room	506 Granby Rd.	Ada I. Rodrigues	Closed		
Family Pizza & Grinders	334 Newton Street	Alfredo & Rosa Maria Falvo	19:36	19:37	PASS
Food 101 Bar & Bistro, Village Food	19 College St.	Alan J. Anischik	19:40	19:40	PASS
Gagne's Market, RAJ Liquors, inc.	Pearl St & Amherst Rd.	Mahammed Sheikh	20:05	20:06	PASS
Hadley Mart	2086 Memorial Drive	Donald Oberlander	19:58	19:59	PASS
Halfway House, South Hadley Café, Inc.	322 Newton St.	Nicholas Yee	19:41	19:41	PASS
Haydocy's	72 Lamb St.	Karl J. Haydocy	Closed		
Ichiban, Huang Family Restaurants Inc.	2090 Memorial Dr.	Hang Zhang Huang	20:00	20:09	FAIL
IYA, Sushi & Noodle Kitchen	15 College Street	Edison Yee	19:22	19:22	PASS
Johnny's Bar & Grill, The Bean Group, LLC	25 College St.	Anita S. Yee Rondeau	19:35	19:35	PASS
Kendade Atrium	50 College St.	Imad Zubi	Closed		
Ledges Golf Club, Town of South Hadley	18 Mulligan Dr.	Douglas Juhasz	19:12	19:16	PASS
Liquor Town, Marlyn Corp.	19 Bridge St.	Phillip A. Chesky	20:25	20:26	PASS
Mandarin Gourmet, Wongs Northeast, Inc	481 Newton Street	Michael Wong	19:28	19:31	PASS
Parthenon Restaurant, D.P. Parthenon, Inc.	475 Newton St.	Dimitrios Pananas	19:22	19:27	PASS
Polish American Citizen's Club, Inc.	515 Granby Rd.	Donna Koske	20:35	20:40	PASS
SOK's	30 Bridge St. Box 3	Sokharun Yim	20:26	20:27	PASS
Stoney's Pub, Pioneer Valley, Inc	1-3 Bridge Street	John Tabak	20:23	20:23	PASS
Tailgate Picnic	7 College St.	John & Alicia Magri	19:16	19:18	FAIL
Tap Room, The Bean Group. LLC	25 College St.	Anita S. Yee Rondeau	Closed		
Thai Place Three	480 Granby Rd.	Phonesavahn Chantahvong	20:27	20:36	FAIL
The Orchards Golf Club, Orchards, LLC	18 Silverwood Terr.	Jason Waters	19:58	20:01	PASS
Thirsty Mind Coffee Bar, Abisok, Inc.	23 College St.	Kenneth Kosiba	19:30	19:32	PASS
Trustees of Mount Holyoke College	Blanchard Hall & Patio	Mark Garner	Closed		
White Wing Package Store	568 Newton St.	Kannagi L. Swadia	20:19	20:20	FAIL
Willits Hallowell Center, Inc	Mount Holyoke College	Imad Zubi	Closed		
Yarde House, Colonel Woodbridge Tavern, Inc.	3 Hadley St.	Scott D. Marshall	19:50	19:54	PASS
Anthony's Dance Club, Inc.	500 New Ludlow Rd.	Edward Tourangeau	Not Attempted		



South Hadley Police Department

41 Bridge Street

South Hadley, MA 01075-2844

Tel. 413-538-8231 - Fax 413-533-0697



David J. LaBrie
Chief of Police

RECEIVED
TOWN OF SOUTH HADLEY
SELECTBOARD

JUL -- 2 2015

<input type="checkbox"/> Meeting	<input type="checkbox"/> Action
<input type="checkbox"/> Agenda	<input type="checkbox"/> Ex Session
<input type="checkbox"/> New	<input type="checkbox"/> Old
<input type="checkbox"/> Ok to Pay	
<input checked="" type="checkbox"/> Send/Copy to:	
	<u>Mike Sullivan</u>
	<u>SELECTBOARD</u>

TO: Selectboard
FR: Chief David LaBrie
DA: June 29, 2015
RE: Alcohol License – Underage compliance check

Dear Board Members:

The Department received funding from the Executive Office of Public Safety as part of their Underage Alcohol Enforcement Grant Program. That funding has allowed the Department to assign dedicated patrols to monitor package stores for legal aged young adults purchasing alcohol for minors, and increase patrols of gathering places along with residential homes where underage drinking had been previously reported.

On Wednesday June 17, 2015 South Hadley Officers conducted an alcohol compliance check utilizing two 18 year old males to enter alcohol licensed establishments throughout Town and attempt to purchase alcohol. Neither had any identification, and were instructed to indicate they had no identification if asked and be truthful about their age. They were also instructed to leave the premise upon receipt or purchase of any alcohol. The attached spread sheet details the results, showing four (4) of the twenty-five (25) establishments that were checked sold alcohol to an underage individual. Obviously this is a bit disappointing as all of the alcohol licensee checked last fall passed the compliance check.

Tailgate Picnic was checked at 7:16pm by an 18 year old male. He was able to purchase a six pack of Blue Moon bottles. The clerk later identified as Aryn Banas asked for an ID. The buyer indicated he did not have one. The clerk then asked if he was 21, to which he indicated he was not. She still completed the sale. When questioned later, she indicated she was a new employee and it was very busy, but did state that she had been told by the management to check every ID every day.

White Wing Package Store was checked at 8:19pm by an 18 year old male. He was able to purchase a six pack of Coors Light bottles without being asked for identification. Officers were able to observe the clerk on duty, who was described by the 18 year old as a female, in her 40's with dark hair. Officers subsequently notified the clerk, Rebecca Gallagher, of the violation. She denied selling the alcohol to anyone underage and claimed she checked every ID.

Thai Place Three was checked at 8:27pm. The 18 year old male sat at a booth and ordered a Coors Light. The server later identified as Alyson Pouliot did not request an ID, but delivered the beer. The customer paid for the beer and exited the restaurant. Ms. Pouliot acknowledged her mistake when questioned about the transaction.

Ichiban, Huang Family Restaurant was checked at 8:00pm. The 18 year old male sat at the small bar in the dining area. A waitress, later identified as Xiuqing Zheng, served a glass of Miller Lite beer to the underage customer without asking for identification. The male indicated that the waitress could not understand English and he had to point to the tap of beer he wanted. Upon entering the bar to serve the violation, officers observed the unattended beer still on the bar. The manager, Hang Jug Huang indicated that Ms. Zheng normally works as a cook, but came out to assist the wait staff as it was extremely busy.

None of the above named individuals who sold or served alcohol to the minors have alcohol training certifications on file with the Licensing Authority.

As always, I am available for further discussion or explanation of these violations at your request.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Don A. Bair". The signature is written in a cursive, slightly slanted style.

Chief of Police

**2015 Town of South Hadley Liquor Licensees
Underage Alcohol Purchase Law Compliance Check 6/17/15 (1800-2100)**

Twenty five (25) establishments checked, four (4) failures.

Business Name	Address	Manager	Time In	Time Out	Results
4 Brothers Gourmet	461 Granby Rd.	Michelle LaPlante	Closed		
Allery's, Pioneer Valley Liquor Sales, Inc.	314 Newton St.	Cesare Ferrari	19:42	19:43	PASS
Cozy Oak's, ROJO Inc.	21 Lyman St.	Sandra J. Whitney	19:49	19:51	PASS
Dockside, Event Tent	1 Alvord St.	Lucien Brunelle, Jr.	Closed		
Dockside, Inc	1 Alvord St.	Lucien Brunelle, Jr.	20:11	20:13	PASS
Ebenezer Bar and Grill	60 Bridge St.	David F. Isakson	20:30	20:31	PASS
Egg and I, SIMARDCO Inc.	20-26 Main St.	David J. Simard	Closed		
Elegancia Event & Meeting Room	506 Granby Rd.	Ada I. Rodrigues	Closed		
Family Pizza & Grinders	334 Newton Street	Alfredo & Rosa Maria Falvo	19:36	19:37	PASS
Food 101 Bar & Bistro, Village Food	19 College St.	Alan J. Anischik	19:40	19:40	PASS
Gagne's Market, RAJ Liquors, inc.	Pearl St & Amherst Rd.	Mahammed Sheikh	20:05	20:06	PASS
Hadley Mart	2086 Memorial Drive	Donald Oberlander	19:58	19:59	PASS
Halfway House, South Hadley Café, Inc.	322 Newton St.	Nicholas Yee	19:41	19:41	PASS
Haydocy's	72 Lamb St.	Karl J. Haydocy	Closed		
Ichiban, Huang Family Restaurants Inc.	2090 Memorial Dr.	Hang Zhang Huang	20:00	20:09	FAIL
IYA, Sushi & Noodle Kitchen	15 College Street	Edison Yee	19:22	19:22	PASS
Johnny's Bar & Grill, The Bean Group, LLC	25 College St.	Anita S. Yee Rondeau	19:35	19:35	PASS
Kendade Atrium	50 College St.	Imad Zubi	Closed		
Ledges Golf Club, Town of South Hadley	18 Mulligan Dr.	Douglas Juhasz	19:12	19:16	PASS
Liquor Town, Marlyn Corp.	19 Bridge St.	Phillip A. Chesky	20:25	20:26	PASS
Mandarin Gourmet, Wongs Northeast, Inc	481 Newton Street	Michael Wong	19:28	19:31	PASS
Parthenon Restaurant, D.P. Parthenon, Inc.	475 Newton St.	Dimitrios Pananas	19:22	19:27	PASS
Polish American Citizen's Club, Inc.	515 Granby Rd.	Donna Koske	20:35	20:40	PASS
SOK's	30 Bridge St. Box 3	Sokharun Yim	20:26	20:27	PASS
Stoney's Pub, Pioneer Valley, Inc	1-3 Bridge Street	John Tabak	20:23	20:23	PASS
Tailgate Picnic	7 College St.	John & Alicia Magri	19:16	19:18	FAIL
Tap Room, The Bean Group. LLC	25 College St.	Anita S. Yee Rondeau	Closed		
Thai Place Three	480 Granby Rd.	Phonesavahn Chantahvong	20:27	20:36	FAIL
The Orchards Golf Club, Orchards, LLC	18 Silverwood Terr.	Jason Waters	19:58	20:01	PASS
Thirsty Mind Coffee Bar, Abisok, Inc.	23 College St.	Kenneth Kosiba	19:30	19:32	PASS
Trustees of Mount Holyoke College	Blanchard Hall & Patio	Mark Garner	Closed		
White Wing Package Store	568 Newton St.	Kannagi L. Swadia	20:19	20:20	FAIL
Willits Hallowell Center, Inc	Mount Holyoke College	Imad Zubi	Closed		
Yarde House, Colonel Woodbridge Tavern, Inc.	3 Hadley St.	Scott D. Marshall	19:50	19:54	PASS
Anthony's Dance Club, Inc.	500 New Ludlow Rd.	Edward Tourangeau	Not Attempted		

June 2015 FY15 Ledges GC Report

Rounds	4509	4577	-68	26431	26844	-413
REVENUE	June-30-2015	June-30-2014	Variance	FY15 YTD	FY14 YTD	Variance
Green Fees	\$ 93,907.48	\$ 98,670.20	\$ (4,762.72)	\$ 487,691.88	\$ 496,586.70	\$ (8,894.82)
Carts	\$ 25,471.98	\$ 23,019.57	\$ 2,452.41	\$ 149,264.01	\$ 137,360.99	\$ 11,903.02
Pro Shop	\$ 4,822.23	\$ 5,238.77	\$ (416.54)	\$ 33,979.64	\$ 34,217.51	\$ (237.87)
Season Passes	\$ 7,143.00	\$ 6,375.00	\$ 768.00	\$ 81,658.00	\$ 82,720.00	\$ (1,062.00)
Range	\$ 2,915.00	\$ 2,470.00	\$ 445.00	\$ 16,215.00	\$ 14,410.00	\$ 1,805.00
Gift Certificate Sales	\$ 3,849.00	\$ 2,728.00	\$ 1,121.00	\$ 18,522.00	\$ 15,930.00	\$ 2,592.00
Outing Deposits	\$ -	\$ -	\$ -	\$ -	\$ 750.00	\$ (750.00)
Adjustments (GC Redeemed + Disc)	\$ (3,105.67)	\$ (2,641.91)	\$ (463.76)	\$ (16,748.78)	\$ (15,523.78)	\$ (1,225.00)
TOTAL Golf Revenue	\$ 135,003.02	\$ 135,859.63	\$ (856.61)	\$ 770,581.75	\$ 766,451.42	\$ 4,130.33
TOTAL F&B Revenue	\$ 60,094.29	\$ 60,429.45	\$ (335.16)	\$ 330,259.87	\$ 338,653.90	\$ (8,394.03)
TOTAL FACILITY REVENUE	\$ 195,097.31	\$ 196,289.08	\$ (1,191.77)	\$ 1,100,841.62	\$ 1,105,105.32	\$ (4,263.70)
Golf EXPENSES	June-30-2015	June-30-2014	Variance	FY15 YTD	FY14 YTD	Variance
Total Ledges Golf P/S	\$ 22,852.12	\$ 20,886.22	\$ 1,965.90	\$ 133,678.09	\$ 121,397.04	\$ 12,281.05
Insurance	\$ 2,633.00	\$ -	\$ 2,633.00	\$ 2,987.00	\$ 2,500.00	\$ 487.00
Construction Services	\$ 3,083.37	\$ -	\$ 3,083.37	\$ 6,484.19	\$ 7,500.00	\$ (1,015.81)
Wells	\$ 2,950.00	\$ -	\$ 2,950.00	\$ 2,950.00	\$ -	\$ 2,950.00
Advertising	\$ 2,156.97	\$ 1,756.00	\$ 400.97	\$ 12,450.84	\$ 10,860.92	\$ 1,589.92
Other Purchased Services	\$ 2,429.43	\$ 242.00	\$ 2,187.43	\$ 6,545.04	\$ 6,780.12	\$ (235.08)
Utilities	\$ 8,665.52	\$ 4,075.62	\$ 4,589.90	\$ 38,700.75	\$ 36,947.07	\$ 1,753.68
Annual Contracts	\$ 47,448.92	\$ 47,448.92	\$ -	\$ 569,387.04	\$ 563,814.32	\$ 5,572.72
Repair /Maintenance Buildings	\$ 4.98	\$ 709.27	\$ (704.29)	\$ 8,399.29	\$ 6,835.94	\$ 1,563.35
Equipment Rentals	\$ 6,308.38	\$ 6,176.06	\$ 132.32	\$ 54,727.12	\$ 52,581.74	\$ 2,145.38
Petty Cash	\$ 23.50	\$ -	\$ 23.50	\$ 83.68	\$ -	\$ 83.68
Other Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 792.31	\$ (792.31)

Office Supplies	\$ -	\$ -	\$ -	\$ 633.58	\$ 226.45	\$ 407.13
Gasoline	\$ 5,911.75	\$ 7,458.44	\$ (1,546.69)	\$ 23,416.88	\$ 23,794.57	\$ (377.69)
Landscaping	\$ 2,635.94	\$ 531.18	\$ 2,104.76	\$ 3,521.94	\$ 779.53	\$ 2,742.41
Tree Work	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pro Shop Supplies	\$ (1,026.00)	\$ 130.50	\$ (1,156.50)	\$ 23,649.38	\$ 20,466.67	\$ 3,182.71
Professional Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues / Subscriptions	\$ -	\$ 100.00	\$ (100.00)	\$ 84.08	\$ 1,641.00	\$ (1,556.92)
Irrigation & Golf Course Supplies	\$ 1,638.74	\$ 2,960.24	\$ (1,321.50)	\$ 9,295.45	\$ 8,173.72	\$ 1,121.73
Golf Course Accessories	\$ 493.52	\$ -	\$ 493.52	\$ 4,459.48	\$ 6,511.19	\$ (2,051.71)
Driving Range Accessories	\$ 88.00	\$ -	\$ 88.00	\$ 2,430.20	\$ 4,048.86	\$ (1,618.66)
Golf Course Materials	\$ 342.00	\$ 1,446.00	\$ (1,104.00)	\$ 6,404.17	\$ 5,587.90	\$ 816.27
Credit Card Charges	\$ -	\$ 2,406.47	\$ (2,406.47)	\$ 10,354.49	\$ 11,877.58	\$ (1,523.09)
Farm Tax	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 6,500.00	\$ -
Other Expenses	\$ -	\$ 50.50	\$ (50.50)	\$ 394.65	\$ 361.02	\$ 33.63
Pumps Maintenance	\$ 367.50	\$ -	\$ 367.50	\$ 442.50	\$ 6,712.80	\$ (6,270.30)
Conservation Requirements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Ledges Golf Misc Expense	\$ 86,155.52	\$ 75,491.20	\$ 10,664.32	\$ 794,301.75	\$ 785,293.71	\$ 9,008.04

F&B EXPENSES	June-30-2015	June-30-2014	Variance	FY15 YTD	FY14 YTD	Variance
Total F&B P/S	\$ 28,934.96	\$ 24,992.56	\$ 3,942.40	\$ 141,238.07	\$ 143,341.85	\$ (2,103.78)

Utilities	\$ 2,192.98	\$ 3,985.24	\$ (1,792.26)	\$ 12,228.03	\$ 9,693.09	\$ 2,534.94
Rentals / Outside Services	\$ 159.00	\$ 63.00	\$ 96.00	\$ 1,998.41	\$ 1,107.00	\$ 891.41
Hood Cleanings	\$ -	\$ -	\$ -	\$ 830.00	\$ 1,105.00	\$ (275.00)
Fire Inspections	\$ -	\$ 402.30	\$ (402.30)	\$ 407.00	\$ 402.30	\$ 4.70
Direct TV	\$ 213.14	\$ 211.84	\$ 1.30	\$ 2,522.28	\$ 1,904.71	\$ 617.57
Petty Cash	\$ -	\$ -	\$ -	\$ 1,080.00	\$ 800.00	\$ 280.00
Paper Products	\$ 1,780.97	\$ 963.86	\$ 817.11	\$ 6,240.17	\$ 5,228.59	\$ 1,011.58
Linen / Laundry	\$ 374.29	\$ 245.16	\$ 129.13	\$ 2,067.34	\$ 1,604.83	\$ 462.51
Cleaning Supplies	\$ 62.53	\$ 320.50	\$ (257.97)	\$ 873.20	\$ 981.77	\$ (108.57)
Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 1,288.26	\$ (1,288.26)
Food & Non-Alcoholic Beverages	\$ 21,215.55	\$ 17,867.42	\$ 3,348.13	\$ 82,042.40	\$ 81,204.94	\$ 837.46
Alcoholic Beverages	\$ 15,673.89	\$ 6,059.19	\$ 9,614.70	\$ 42,869.59	\$ 41,727.24	\$ 1,142.35

Kitchen Equipment	\$ 425.97	\$ -	\$ 425.97	\$ 2,528.52	\$ 3,749.75	\$ (1,221.23)
Other Expenses	\$ 804.50	\$ 624.47	\$ 180.03	\$ 4,924.92	\$ 4,839.60	\$ 85.32
TOTALS F&B Misc Expenses	\$ 42,902.82	\$ 30,742.98	\$ 12,159.84	\$ 160,611.86	\$ 155,637.08	\$ 4,974.78

GOLF EXPENSES	June-30-2015	June-30-2014	Variance	FY15 YTD	FY14 YTD	Variance
Total Ledges Golf P/S	\$ 22,852.12	\$ 20,886.22	\$ 1,965.90	\$ 133,678.09	\$ 121,397.04	\$ 12,281.05
Total Ledges Golf Misc Expenses	\$ 86,155.52	\$ 75,491.20	\$ 10,664.32	\$ 794,301.75	\$ 785,293.71	\$ 9,008.04
TOTAL GOLF EXPENSES	\$ 109,007.64	\$ 96,377.42	\$ 12,630.22	\$ 927,979.84	\$ 906,690.75	\$ 21,289.09

F&B EXPENSES	June-30-2015	June-30-2014	Variance	FY15 YTD	FY14 YTD	Variance
Total Ledges F&B P/S	\$ 28,934.96	\$ 24,992.56	\$ 3,942.40	\$ 141,238.07	\$ 143,341.85	\$ (2,103.78)
TOTALS F&B Misc Expenses	\$ 42,902.82	\$ 30,742.98	\$ 12,159.84	\$ 160,611.86	\$ 155,637.08	\$ 4,974.78
TOTAL F&B EXPENSES	\$ 71,837.78	\$ 55,735.54	\$ 16,102.24	\$ 301,849.93	\$ 298,978.93	\$ 2,871.00

TOTAL REVENUE	\$ 195,097.31	\$ 196,289.08	\$ (1,191.77)	\$ 1,100,841.62	\$ 1,105,105.32	\$ (4,263.70)
(\$32,530.26) TOTAL EXPENSES	\$ 180,845.42	\$ 152,112.96	\$ 28,732.46	\$ 1,229,829.77	\$ 1,205,669.68	\$ 24,160.09
N.O.I	\$ 14,251.89	\$ 44,176.12	\$ (29,924.23)	\$ (128,988.15)	\$ (100,564.36)	\$ (28,423.79)

July 2015 Monthly Ledges GC Report

Rounds	5292	4366	926	5292	0	5292
REVENUE	July-31-2015	July-31-2014	Variance	FY16 YTD	FY15 YTD	Variance
Green Fees	\$ 96,345.51	\$ 76,482.87	\$ 19,862.64	\$ 96,345.51	\$ -	\$ 96,345.51
Carts	\$ 28,531.70	\$ 24,369.33	\$ 4,162.37	\$ 28,531.70	\$ -	\$ 28,531.70
Pro Shop	\$ 6,060.36	\$ 5,063.48	\$ 996.88	\$ 6,060.36	\$ -	\$ 6,060.36
Season Passes	\$ 999.50	\$ 250.00	\$ 749.50	\$ 999.50	\$ -	\$ 999.50
Range	\$ 3,010.00	\$ 2,155.00	\$ 855.00	\$ 3,010.00	\$ -	\$ 3,010.00
Gift Certificate Sales	\$ 1,875.00	\$ 2,212.00	\$ (337.00)	\$ 1,875.00	\$ -	\$ 1,875.00
Adjustments (GC Redeemed + Disc)	\$ (3,408.10)	\$ (2,528.78)	\$ (879.32)	\$ (3,408.10)	\$ -	\$ (3,408.10)
TOTAL Golf Revenue	\$ 133,413.97	\$ 108,003.90	\$ 25,410.07	\$ 133,413.97	\$ -	\$ 133,413.97
TOTAL F&B Revenue	\$ 57,651.76	\$ 58,040.18	\$ (388.42)	\$ 57,651.76	\$ -	\$ 57,651.76
TOTAL FACILITY REVENUE	\$ 191,065.73	\$ 166,044.08	\$ 25,021.65	\$ 191,065.73	\$ -	\$ 191,065.73
Golf EXPENSES	July-31-2015	July-31-2013	Variance	FY16 YTD	FY15 YTD	Variance
Total Ledges Golf P/S	\$ 14,706.14	\$ 12,761.90	\$ 1,944.24	\$ 14,706.14	\$ 12,761.90	\$ 1,944.24
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wells	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising	\$ 971.50	\$ 1,207.00	\$ (235.50)	\$ 971.50	\$ 1,207.00	\$ (235.50)
Other Purchased Services	\$ 95.00	\$ 518.57	\$ (423.57)	\$ 95.00	\$ 518.57	\$ (423.57)
Utilities	\$ 3,625.77	\$ 4,925.00	\$ (1,299.23)	\$ 3,625.77	\$ 4,925.00	\$ (1,299.23)
Annual Contracts	\$ 47,448.92	\$ 47,448.92	\$ -	\$ 47,448.92	\$ 47,448.92	\$ -
Repair /Maintenance Buildings	\$ 636.96	\$ 534.90	\$ 102.06	\$ 636.96	\$ 534.90	\$ 102.06
Equipment Rentals	\$ 5,722.00	\$ 5,817.00	\$ (95.00)	\$ 5,722.00	\$ 5,817.00	\$ (95.00)
Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 111.99	\$ -	\$ 111.99	\$ 111.99	\$ -	\$ 111.99

Gasoline	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscaping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tree Work	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pro Shop Supplies	\$ 8,691.15	\$ 6,070.40	\$ 2,620.75	\$ 8,691.15	\$ 6,070.40	\$ 2,620.75
Professional Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues / Subscriptions	\$ -	\$ 1,284.08	\$ (1,284.08)	\$ -	\$ 1,284.08	\$ (1,284.08)
Irrigation & Golf Course Supplies	\$ -	\$ 400.00	\$ (400.00)	\$ -	\$ 400.00	\$ (400.00)
Golf Course Accessories	\$ 3,660.82	\$ 1,718.53	\$ 1,942.29	\$ 3,660.82	\$ 1,718.53	\$ 1,942.29
Driving Range Accessories	\$ -	\$ 2,117.20	\$ (2,117.20)	\$ -	\$ 2,117.20	\$ (2,117.20)
Golf Course Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Credit Card Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Farm Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ 84.32	\$ (84.32)	\$ -	\$ 84.32	\$ (84.32)
Pumps Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conservation Requirements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Ledges Golf Misc Expense	\$ 70,964.11	\$ 72,125.92	\$ (1,161.81)	\$ 70,964.11	\$ 72,125.92	\$ (1,161.81)

F&B EXPENSES	July-31-2015	July-31-2014	Variance	FY16 YTD	FY15 YTD	Variance
Total F&B P/S	\$ 14,261.23	\$ 14,907.43	\$ (646.20)	\$ 14,261.23	\$ 14,907.43	\$ (646.20)

Utilities	\$ -	\$ 776.04	\$ (776.04)	\$ -	\$ 776.04	\$ (776.04)
Rentals / Outside Services	\$ 21.00	\$ 21.00	\$ -	\$ 21.00	\$ 21.00	\$ -
Hood Cleanings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Inspections	\$ 420.00	\$ -	\$ 420.00	\$ 420.00	\$ -	\$ 420.00
Direct TV	\$ 213.14	\$ 206.84	\$ 6.30	\$ 213.14	\$ 206.84	\$ 6.30
Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Paper Products	\$ 961.05	\$ 524.17	\$ 436.88	\$ 961.05	\$ 524.17	\$ 436.88
Linen / Laundry	\$ 105.50	\$ 171.26	\$ (65.76)	\$ 105.50	\$ 171.26	\$ (65.76)
Cleaning Supplies	\$ 177.30	\$ 32.00	\$ 145.30	\$ 177.30	\$ 32.00	\$ 145.30
Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Food & Non-Alcoholic Beverages	\$ 7,768.25	\$ 10,034.40	\$ (2,266.15)	\$ 7,768.25	\$ 10,034.40	\$ (2,266.15)
Alcoholic Beverages	\$ 4,835.72	\$ 5,496.21	\$ (660.49)	\$ 4,835.72	\$ 5,496.21	\$ (660.49)
Kitchen Equipment	\$ 309.00	\$ -	\$ 309.00	\$ 309.00	\$ -	\$ 309.00

Other Expenses	\$ 75.00	\$ 618.00	\$ (543.00)	\$ 75.00	\$ 618.00	\$ (543.00)
TOTALS F&B Misc Expenses	\$ 14,885.96	\$ 17,879.92	\$ (2,993.96)	\$ 14,885.96	\$ 17,879.92	\$ (2,993.96)

GOLF EXPENSES	July-31-2015	July-31-2014	Variance	FY16 YTD	FY15 YTD	Variance
Total Ledges Golf P/S	\$ 14,706.14	\$ 12,761.90	\$ 1,944.24	\$ 14,706.14	\$ 12,761.90	\$ 1,944.24
Total Ledges Golf Misc Expenses	\$ 70,964.11	\$ 72,125.92	\$ (1,161.81)	\$ 70,964.11	\$ 72,125.92	\$ (1,161.81)
TOTAL GOLF EXPENSES	\$ 85,670.25	\$ 84,887.82	\$ 782.43	\$ 85,670.25	\$ 84,887.82	\$ 782.43

F&B EXPENSES	July-31-2015	July-31-2014	Variance	FY16 YTD	FY15 YTD	Variance
Total Ledges F&B P/S	\$ 14,261.23	\$ 14,907.43	\$ (646.20)	\$ 14,261.23	\$ 14,907.43	\$ (646.20)
TOTALS F&B Misc Expenses	\$ 14,885.96	\$ 17,879.92	\$ (2,993.96)	\$ 14,885.96	\$ 17,879.92	\$ (2,993.96)
TOTAL F&B EXPENSES	\$ 29,147.19	\$ 32,787.35	\$ (3,640.16)	\$ 29,147.19	\$ 32,787.35	\$ (3,640.16)

TOTAL REVENUE	\$ 191,065.73	\$ 166,044.08	\$ 25,021.65	\$ 191,065.73	\$ 166,044.08	\$ 25,021.65
<u>TOTAL EXPENSES</u>	<u>\$ 114,817.44</u>	<u>\$ 117,675.17</u>	<u>\$ (2,857.73)</u>	<u>\$ 114,817.44</u>	<u>\$ 117,675.17</u>	<u>\$ (2,857.73)</u>
N.O.I	\$ 76,248.29	\$ 48,368.91	\$ 27,879.38	\$ 76,248.29	\$ 48,368.91	\$ 27,879.38

TOWN OF SOUTH HADLEY, MASSACHUSETTS
MANAGEMENT LETTER
FOR THE YEAR ENDED JUNE 30, 2014

TOWN OF SOUTH HADLEY, MASSACHUSETTS

Management Letter

Year Ended June 30, 2014

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To the Honorable Select Board
Town of South Hadley
South Hadley, Massachusetts

Dear Members of the Board:

In planning and performing our audit of the basic financial statements of the Town of South Hadley as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Town of South Hadley's internal accounting control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

However, during our audit, we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. We have already discussed these comments and suggestions with Town personnel. We will be pleased to discuss them in further detail and to assist you in implementing the recommendations.

This communication is intended solely for the information and use of the management, the Select Board, others within the entity and the Commonwealth of Massachusetts Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Scanlon and Associates, LLC

Scanlon & Associates, LLC
South Deerfield, Massachusetts

April 20, 2015

CURRENT YEAR COMMENTS AND RECOMMENDATIONS – Other Matters

1. Deficit Accounts

Comment:

During our audit we noted several accounts that were in deficit at June 30, 2014. Our testing on these accounts revealed that these accounts were the result of timing issues of receipts and expenditures, lack of timely request for reimbursement from granting agencies and lack of reconciliation from departments to the Town's general ledger.

During our fieldwork we had communications with the Town Accountant and other Town Personnel with regards to these accounts. We noted that the Town Accountant has procedures to review deficit accounts on a periodic basis. However, we recommend further that Departments also monitor their respective accounts to ensure deficit accounts are properly provided for.

2. Review Vendor File

Comment:

During our audit we reviewed the procedures and policies of vendor disbursement cycle. Our testing noted that form W-9 from vendors were inconsistently retained and kept on file by the Town. Form W-9 is required to be obtained by the Town from a vendor when a payment is made to that vendor. The form contains certain information and is essential to generating IRS form 1099.

We recommend the Town review it's vendor file and procedures to ensure that all vendors have a W-9 form and that form 1099's are being properly issued to the required vendors.

3. Review Employee Surety Bonds

Comment:

The Treasurer and Collector position currently has a surety bond amount of \$100,000. The current recommend bond amount, as outlined in the Massachusetts Collector and Treasurer's manual, applicable to the Treasurer and Collector for the Town of South Hadley would be \$200,000. Furthermore, since the Town has a combined position of treasurer/collector it may consider increasing the recommended amount. We also noted during our fieldwork that the Town Clerk position did not have a current bond. Massachusetts general laws require that the Town Clerk position have a surety bond. We recommend that management review both situations to determine if the surety bond amount should be increased for the Treasurer/Collector and a bond obtained for the Town Clerk.

4. GASB 68 – Accounting and Financial Reporting for Pensions

Comment:

The GASB has issued new pronouncements that will significantly affect financial accounting and reporting requirements for Pensions. One of the pronouncements that will affect the Town is summarized as follows:

- GASB Statement No. 68 “*Accounting and financial reporting for pensions*” is required to be implemented in fiscal year 2015. This statement will significantly change the reporting and accounting of the pension liability and expense. The primary objective of the statement is to improve accounting and financial reporting by state and local governments for pensions. Changes to methods and assumptions used to determine actuarial information for GAAP reporting purposes will be required. Current actuarial methods and assumptions may continue to be used to determine funding amounts. Governments will be required to recognize in their financial statements a net pension liability (asset) determined annually as of the end of the fiscal year. GASB statement no. 68 is a financial reporting standard and does not require funding of any net pension obligation.

Given the significant impact of this GASB statement on the Town’s financial accounting and reporting we recommend that the Town familiarize and educate themselves with the statement.

5. New OMB Circular

Comment:

In December 2013 the Office of Management and Budget (OMB) released new guidance on administrative requirements, cost principles and audit requirements for federal awards, which has been so called the “Super Circular” or “Omni Circular”. This new guidance supersedes and streamlines requirements contained in OMB Circulars A-21, A-50, A-87, A-89, A-102, A-110, A-122 and A-133 by consolidating the requirements of those eight documents into one. The new guidance affects entities receiving and administering federal awards as well as auditors responsible for auditing federal award programs. The goal of this reform is to provide guidance that ease the administrative burden of federal awards, strengthen oversight over federal funds to reduce risks of waste, fraud and abuse and eliminate duplicate and conflicting guidance between circulars. The new guidance will be in effect for all federal awards or funding to non-federal entities on or after December 26, 2014 and will apply to non-federal entity audits for fiscal years beginning on or after that date (fiscal year 2016).

We recommend Town personnel that administer and account for federal awards familiarize themselves with this new guidance.

PRIOR YEAR COMMENTS AND RECOMMENDATIONS – Other Matters

1. Consider Adopting a Reserve Fund for Compensated Absences

Prior Year Comment:

The State Legislature voted Chapter 66 of the acts of 2012, which is now Chapter 40 section 13D, and provides a City, Town or School District that adopts the above section to establish a reserve fund for the future payment of accrued liabilities for compensated absences due any employee or fulltime officer upon termination of employment. As of June 30, 2013 the Town's Liability for compensated absences (sick, vacation, etc.) is approximately \$1,306,000 (excluding electric light department).

We recommend that the Town review Chapter 40, section 13D and consider accepting the provisions of this new law.

Status – 2014 Audit:

The Town has taken our comment under advisement.

2. State Aid to Highway (Chapter 90) Deficit

Prior Year Comment:

During our audit we noted that the Chapter 90 (State Aid to Highway) grant has expenditures that have not been submitted for reimbursement on a timely basis. As of June 30, 2013, the account has a deficit balance of approximately \$195,997, which is made up of expenditures incurred from fiscal year 2011 to 2013. As of the date of our audit the Town received \$170,096, resulting in unreimbursed expenditure of \$25,901. We recommend that the Town review and monitor this situation to ensure the expenditures charged to chapter 90 grant are properly submitted for reimbursement. If there is a deficit as a result of expenditures not being reimbursed then the Town must take the necessary actions to provide for it.

Status – 2014 Audit:

The DPW Director and the Town Accountant has reviewed the chapter 90 account and as of the date of our fieldwork has submitted for reimbursement that would eliminate the deficit.

3. Golf Course

Prior Year Comment:

During our audit we noted the following with regard to the operation of the golf course:

- As noted in prior audits the golf course employees who collected and handle monies do not have a separate bond. Due to the high volume of revenues collected at the golf course and Town management should review this situation and determine if it is in the best interest to have the golf course employees separately bonded.

Status – 2014 Audit:

The Town has taken our comment under advisement.

- During our testing of daily revenues we noted that voided sales of approximately \$11,369 for fiscal year 2013. We inquired to personnel and we are able to identify approximately \$5,000 of the voided sales. We recommend that procedures be implemented to review and monitor voided sales to ensure they are proper.

Status – 2014 Audit:

The Town has taken our comment under advisement. Management of the golf course understands the need to review voided sale transactions and will implement procedures to monitor the voided sales for the 2015 golf season.

- As part of the internal controls at the golf course periodic inventory counts are performed throughout the year. During our audit we tested the golf course's inventory system. We noted adjustments were made to the inventory listing in the system to reconcile to the physical count. We could not find support documentation for the adjustments. These adjustments represent an inaccuracy of the inventory system and should be researched and reviewed by management. We recommend that the golf course implement procedures to monitor and review the adjustments to the inventory system.

Status – 2014 Audit:

The golf course has implemented procedures to monitor the inventory.

4. Landfill Post-Closure Care Costs

Prior Year Comment:

State and Federal laws and regulations require that the Town perform certain maintenance and monitoring functions of the landfill site for thirty (30) years after closure. Governmental Accounting and Reporting Standards covering landfill operations are provided in Government Accounting Standards Board (GASB) Statement Number 18, Accounting for Municipal Solid Waste Landfill Closure and Post-Closure Care Costs. This Standard requires that the Town estimate and record a liability for the landfill post-closure care costs. We noted that the Town has not determined a reasonable estimate of the post-closure care costs.

We recommend that the Town determine the nature and scope of landfill post-closure care costs to be performed. A liability of the future costs should be recorded in the Statement of Net Assets of the Town's basic fiscal year-end financial statements.

Status – 2014 Audit:

The Town has taken our recommendation under advisement.

5. Accounting/Financial Policies and Procedures Manual

Prior Year Comment:

The Town does not have a current and comprehensive accounting policies and procedures manual. All governments should document their accounting policies and procedures. Although other methods might suffice, this document is traditionally in the form of an accounting policies and procedures manual. This manual should document the accounting policies and procedures which make up the Town's internal control system.

An accounting policies and procedures manual will enhance employees' understanding of their role and function in the internal control system, establish responsibilities, provide guidance for employees, improve efficiency and consistency of transaction processing, and improve compliance with established policies. It can also help to prevent deterioration of key elements in the Town's internal control system and can help to avoid the circumvention of Town policies.

We recommend the Town finance team develop and document the accounting policies and procedures manual. The accounting policies and procedures manual should be prepared by appropriate levels of management and be approved by the Board of Selectmen to emphasize its importance and authority. The documentation should describe procedures as they are intended to be performed, indicate which employees are to perform which procedures, and explain the design and purpose of control-related procedures to increase employee understanding and support controls.

Status – 2014 Audit:

The Town Accountant has developed an accounting/financial policies and procedures manual.

6. Transfer of Funds in Bank Accounts

Prior Year Comment:

As a result of the Town having various special accounts that earn interest (i.e. trust funds, school lunch, and enterprise funds), actual cash transfers are necessary between funds, for such items as Town meeting votes or actual expenditures that are paid out of the general cash but not paid out of the specific bank account. By not transferring funds, this causes accounting problems and also results in the specific funds not receiving the correct amount of interest. Further, any transfers that are made should be documented in detail.

Status – 2014 Audit:

The same condition exists. At the time of our fieldwork we reviewed this situation with the Treasurer. The Treasurer is aware of the situation and is in the process of researching and rectifying the situation.

7. Electric Light Department Reconciliation

Prior Year Comment:

With the implementation of the GASB No. 34 model, the electric light department must be included in the reporting entity. Currently, the electric light department has its own accountants prepare financial statements that include various accounts unique to electric light departments. Some of these accounts need to be reconciled periodically to the general ledger. Also, the electric light department has a December 31 year-end that provides for further difficulty in reconciling and financial statement presentation. Also, the electric light department's December 31 financials are not audited.

Now that the implementation of GASB No. 34 is complete, the electric light department and the town accountant should reconcile various accounts on a periodic basis. Specifically, the cash, accounts receivable, compensated absences, fixed assets and depreciation accounts should be periodically reconciled.

Also, the Town should review the different year-ends with the town's financials and the electric light's financials. The Town should determine if it's feasible and appropriate for financial reporting to have the same year-end.

Status – 2014 Audit:

During our audit we noted improvements have been made with attempts to reconcile. However, we feel more improvements can be made. We have communicated these areas to the Accounting department.

TOWN OF
OTHER POST-EMPLOYMENT BENEFITS (“OPEB”) TRUST
TRUST AGREEMENT

TRUST AGREEMENT made this eleventh day of August, 2015 by and between the Town of South Hadley, acting through its Town Selectboard (the “Town”) and the duly serving members of the Investment Advisory Board (the “Trustees”).

W I T N E S S E T H:

WHEREAS, the Town has established certain other post-employment benefits (“OPEB”), other than pensions, for eligible former employees of the Town; and

WHEREAS, the Town wishes to establish an irrevocable trust (hereinafter the “Trust”) for the purpose of funding OPEB obligations as required to be reported under General Accounting Standards Board (“GASB”) Statements 43 and 45; and

WHEREAS, the Trust is established by the Town with the intention that it qualify as a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Code and Regulations issued thereunder and as a trust for OPEB under G.L. c.32B, §20.

NOW, THEREFORE, in consideration of the foregoing promises and the mutual covenants hereinafter set forth, Town and the Trustees hereby agree as follows.

ARTICLE I
DEFINITIONS

As used herein, the following terms shall have the following meanings:

- 1.1. “Code” means the Internal Revenue Code of 1986, as amended from time to time.
- 1.2. “ERISA” means the Employee Retirement Income Security Act of 1974, as amended from time to time and any successor statute.
- 1.3. “GASB 43 and 45,” shall mean Government Accounting Standards Board, Statement No. 43 and Statement No. 45, Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions.
- 1.4. “Other post-employment benefits” or “OPEB,” shall mean post-employment benefits other than pensions as that term is defined in GASB 43 and 45 including post-employment healthcare benefits, regardless of the type of plan that provides them, and all post-employment benefits provided separately from a pension plan, excluding benefits defined as termination offers and benefits.

1.5. “Retired Employee” means those persons who have retired from employment with the Town and who are qualified to receive retirement benefits pursuant to G.L. c.32 or as otherwise provided by law.

1.6. “Trust” means the South Hadley OPEB Trust as hereby established.

1.7. “Trustee” means the duly serving members of the “Trustees”, and any successor Trustee appointed as provided pursuant to Article 5.

1.9. “Trust Fund” means all the money and property, of every kind and character, including principal and income, held by the Trustee under the Trust.

ARTICLE 2 PURPOSE

2.1. The Trust is created for the sole purpose of providing funding for OPEB, as determined by the Town, or as may be required by collective bargaining agreement, or by any general or special law providing for such benefits, for the exclusive benefit of the Town’s Retired Employees and their eligible dependents and for defraying the reasonable administrative, legal, actuarial and other expenses of the Trust. The assets held in the Trust shall not be used for or diverted to any other purpose, except as expressly provided herein.

2.2. It is intended that the Trust shall constitute a so called “Qualified OPEB Trust” according to the standards set forth in GASB 43 and 45 and that it further qualify as a Integral Part Trust for all purposes under Article 115(c) of the Code or under any comparable provision of future legislation that amends, alters, or supersedes the Code.

ARTICLE 3 ESTABLISHMENT OF TRUST

3.1. In order to implement and carry out the provisions of G.L. c.32B, §20, the Town hereby establishes this Trust which shall be known as the “Town of South Hadley OPEB Trust.”

3.2. The Trust shall be irrevocable, and no Trust funds shall revert to the Town until all OPEB owed to retired Town employees have been satisfied or defeased.

3.3. The principal location of the Trust shall be South Hadley Town Hall, 116 Main Street, South Hadley Massachusetts 01075

3.4. The Trustees hereby accept the trusts imposed upon them by this Trust Agreement and agree to perform said trusts as a fiduciary duty in accordance with the terms and conditions of this Trust Agreement.

3.5. The Trustees shall hold legal title to all property of the Trust and neither the Town, nor any employee, official, or agent of the Town, nor any individual, shall have any right title or interest to the Trust.

3.6. The Trust shall consist of such sums of money as shall from time to time be paid or delivered to the Trustees by the Town, which together with all earnings, profits, increments and accruals thereon, without distinction between principal and income, shall constitute the Trust hereby created and established. Nothing in this Agreement requires the Town to make contributions to the Trust to fund OPEB. Any obligation of the Town to pay or fund benefits shall be determined in accordance with applicable law and any agreement to provide OPEB.

ARTICLE 4 TRUST FUNDING

4.1. The Trust Fund shall be credited with all amounts appropriated or otherwise made available by the Town and employees of the Town as a contribution to the Trust for the purposes of meeting the current and future OPEB costs payable by the Town, or any other funds donated or granted specifically to the Town for the Trust, or to the Trust directly.

4.2. The Trustees shall be accountable for all delivered contributions but shall have no duty to determine that the amounts received are adequate to provide the OPEB Benefits determined by the Town.

4.3. The Trustees shall have no duty, expressed or implied, to compel any contribution to be made by the Town, but shall be responsible only for property received by the Trustees under this Trust Agreement.

4.4 The Town shall have no obligation to make contributions to the Trust to fund OPEB, and the size of the Trust may not be sufficient at any one time to meet the Town's OPEB liabilities. This Trust Agreement shall not constitute a pledge of the Town's full faith and credit or taxing power for the purpose of paying OPEB, and no retiree or beneficiary may compel the exercise of taxing power by the Town for such purposes. The obligation of the Town to pay or fund OPEB obligations, if any, shall be determined by the Town or applicable law. Distributions of assets in the Trust are not debts of the Town within the meaning of any constitutional or statutory limitation or restriction.

4.4. Earnings or interest accruing from investment of the Trust shall be credited to the Trust. Amounts in the Trust Fund, including earnings or interest, shall be held for the exclusive purpose of, and shall be expended only for, the payment of the costs payable by the Town for OPEB obligations to Retired Employees and their dependents, and defraying the reasonable expenses of administering any plan providing OPEB Benefits as provided for in this Trust Agreement.

4.6. Amounts in the Trust Fund shall in no event be subject to the claims of the Town's general creditors. The Trust Fund shall not in any way be liable to attachment, garnishment, assignment or other process, or be seized, taken, appropriated or applied by any legal or equitable process, to pay any debt or liability of the Town, or of retirees or dependents who are entitled to OPEB.

ARTICLE 5 TRUSTEES

5.1. The Trust shall be administered by a Board of Trustees consisting of five (5) members, who shall include the Town Accountant, Town Treasurer, current Chairman of the Town Council, current Chairman of the Appropriations Committee, and current Town Administrator. Upon the expiration of the term or sooner resignation or removal of the Town Auditor, Town Administrator or Town Treasurer the position of Trustee shall be deemed vacant.

5.2. The Town Treasurer shall call for the first meeting of the Trustees and the current Chairman of the Selectboard-Trustee shall serve as the Chairperson at the initial meeting. The Trustees may vote to reorganize and appoint officers as necessary and deemed necessary.

5.3. In the event a Trustee resigns, is removed or is otherwise unable to serve, the Selectboard shall appoint a Trustee to fill the vacancy.

5.4. Whenever a change occurs in the membership of the Board of Trustees, the legal title to property held by this Trust shall automatically pass to those duly appointed successor Trustees.

5.5. Each future Trustee shall accept the office of Trustee and the terms and conditions of this Trust Agreement in writing.

5.6. Upon leaving office, a Trustee shall promptly and without unreasonable delay, deliver to the Trust's principal office any and all records, documents, or other documents in his possession or under his control belonging to the Trust.

5.7. The Trustees shall be special municipal employees for purposes of G.L. c.268A and shall be subject to the restrictions and prohibitions set forth therein.

ARTICLE 6 POWERS OF THE TRUSTEES

6.1. The Trustees shall have the power to control and manage the Trust and the Trust Fund and to perform such acts, enter into such contracts, engage in such proceedings, and generally to exercise any and all rights and privileges, although not specifically mentioned herein, as the Trustees may deem necessary or advisable to administer the Trust and the Trust Fund or to carry out the purposes of this Trust. In addition to the

powers set forth elsewhere in this Agreement, the powers of the Trustees, in connection with their managing and controlling the Trust and its General Fund, shall include, but shall not be limited to, the following:

6.1.1. To enter into an administrative services contract or other contracts with one or more insurance companies, nonprofit hospital, medical or dental service corporations, or with one or more health care organizations or health maintenance organizations, or with one or more third-party administrators or other entities to organize, arrange, or provide for the delivery or payment of health care coverage or services (including dental services), whereby the funds for the payment of claims of eligible persons, including appropriate service charges of the insurance carrier, third party administrator or other intermediary, shall be furnished by the Trustees from the Trust Fund for the payment by such intermediary to the health care vendors or persons entitled to such payments in accordance with the terms and provisions of said contract.

6.1.2. To purchase contracts of insurance or reinsurance through such broker or brokers as the Trustees may choose and to pay premiums on such policies.

6.1.3. To manage, invest and reinvest all monies which at any time form part or whole of the Trust, whether principal or income, provided however that there shall be no investment directly in mortgages or in collateral loans and further provided that the Trustees shall comply with the provisions of Article 7 of this Trust Agreement, applicable law and any investment policy adopted by the Trustees concerning the investment and management of Trust assets.

6.1.4. To borrow or raise money for the purposes of the Trust, in such amount, and upon such terms and conditions as the Trustees shall deem advisable, subject to applicable law and statutes; and for any sum so borrowed to issue the promissory note of the Trust, and to secure the repayment thereof by creating a security interest in all or any part of the Trust or the Trust Fund; and no person lending such money shall be obligated to see that the money lent is applied to Trust purposes or to inquire into the validity, expedience or propriety of any such borrowing.

6.1.5. To hold cash, uninvested, for such length of time as the Trustees may determine without liability for interest thereon.

6.1.6. To employ suitable agents, advisors and counsel as the Trustees may deem necessary and advisable for the efficient operation and administration of the Trust, to delegate duties and powers hereunder to such agents, advisors and counsel, and to charge the expense thereof to the Trust. The Trustees are entitled to rely upon and may act upon the opinion or advice of any attorney approved by the Trustees in the exercise of reasonable care. The Trustees shall not be responsible for any loss or damage resulting from any action or non-action made in good faith reliance upon such opinion or advice. All delegated authority shall be specifically

defined in any by-laws adopted by the Trustees or the written minutes of the Trustees' meetings.

6.1.7. To hire employees or independent contractors as the Trustees may deem necessary or advisable to render the services required and permitted for the proper operation of the Trust, and to charge the expense thereof to the Trust.

6.1.8. To continue to have and to exercise, after the termination of the Trust and until final distribution, all of the title, powers, discretions, rights and duties conferred or imposed upon the Trustees hereunder, by any by-laws adopted by the Trustees or by law.

6.1.9. To construe and interpret this Trust Agreement and other documents related to the purposes of the Trust.

6.1.10. To maintain bank accounts for the administration of the Trust and the Trustee Fund and to authorize certain Trustees or other appropriate persons to make payments from any appropriate account for purposes of the Trust.

6.1.11. To receive and review reports of the financial condition and of the receipts and disbursements of the Trust and the Trust Fund.

6.1.12. To adopt by-laws, rules, regulations, formulas, actuarial tables, forms, and procedures by resolution from time to time as they deem advisable and appropriate for the proper administration of the Trust, including participation criteria, provided the same are consistent with the terms of this Trust Agreement.

6.1.13. To purchase as a general administrative expense of the Trust so-called director's liability insurance and other insurance for the benefit of the Trust and/or the protection of the Trustees, Trust officers, employees, or agents against any losses by reason of errors or omissions or breach of fiduciary duty or negligence.

6.1.14. To enter into any and all contracts and agreements for carrying out the terms of this Trust Agreement and for the administration and operation of the Trust and to do all acts as they, in their discretion, may deem necessary or advisable. Except as otherwise directed by the Trustees, all such contracts and agreements, or other legal documents herein authorized, shall be executed by the Chairperson, or other member of the Trustees as may be voted by a majority of the Trustees.

6.1.15. To receive contributions or payments from any source whatsoever but such contributions or payments may not be utilized for any purpose unrelated to the provision of OPEB as herein provided or properly authorized expenses.

6.1.16. To pay taxes, assessments, and other expenses incurred in the collection, care, administration, and protection of the Trust.

6.1.17. To do all acts, whether or not expressly authorized herein, which the Trustees may deem necessary or proper in connection with the administration of the Trust, although the power to do such acts is not specifically set forth herein.

6.1.18. To compromise, settle or arbitrate any claim, debt, or obligation of or against the Trust or Trust Fund; to enforce or abstain from enforcing any right, claim, debt or obligation, and to abandon any shares of stock, bonds, or other securities, or interests determined by it to be worthless; to prosecute, compromise and defend lawsuits, but without the obligation to do so, all at the risk and expense of the Trust;

6.1.19. To hire one or more consultants, actuaries, accountants, attorneys or other professionals to assist with the administration of the Trust Fund and to pay such amounts that the Trustee deems to be reasonable, including, without limiting the generality of the foregoing, third party firms to provide legal, tax, accounting and audit services to the Trust.

6.1.20. To comply with all requirements imposed by applicable provisions of law.

6.1.21. To serve as custodian with respect to Trust assets.

ARTICLE 7

LIMITATION OF TRUSTEES' POWERS, DUTIES AND RESPONSIBILITIES

7.1. Nothing contained in the Trust Agreement, either expressly or by implication, shall be deemed to impose any powers, duties or responsibilities on the Trustees other than those set forth in this Trust Agreement.

7.2. The Trustees shall have such rights, powers and duties as are provided to a named fiduciary for the investment of assets under ERISA. The Trustees shall not be liable for the making, retention or sale of any investment or reinvestment made by the Trustees as herein provided or for any loss to or diminution of the Trust Fund or for anything done or admitted to be done by the Trustees with respect to the Trust Agreement or the Trust Fund except as and only to the extent that such action constitutes a violation of the law or gross negligence.

7.3. The Trustees, in their discretion, may purchase as an expense of the Trust Fund such liability insurance for themselves or any other fiduciary selected by the Trustees as may be reasonable. The Town, in its discretion, may also purchase liability insurance for the Trustees, and as the Town may acquire, for any person or persons who serve in a fiduciary capacity or acts as an advisor for the Town a liability policy with respect to the Trust.

7.4. The Town shall not assume any obligation or responsibility to any person for any act or failure to act of the Trustees, any insurance company, or any beneficiary of the

Trust Fund. The Trustees shall have no obligation or responsibility with respect to any action required by this Trust Agreement to be taken by the Town, any insurance company, or any other person, or for the result or the failure of any of the above to act or make any payment or contribution, or to otherwise provide any benefit contemplated by this Trust Agreement.

7.5. Neither the Trustees nor the Town shall be obliged to inquire into or be responsible for any action or failure to act on the part of the other. No insurance company shall be a party to this Trust Agreement, for any purpose, or be responsible for the validity of this Trust Agreement, it being intended that such insurance company shall be liable only for the obligations set forth in the policy or contract issued by it.

7.6. The Trustees shall invest and manage Trust assets as a prudent investor would, using the judgment and care under the circumstances then prevailing that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not in regard to speculation but in regard to the permanent disposition of their funds, considering the probable income as well as the probable safety of their capital, pursuant to G.L. c.203C.

ARTICLE 8
ACTIONS BY THE TRUSTEES

8.1 A majority of Trustees may exercise any or all of the powers of the Trustees hereunder and may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees, unless otherwise expressed in this agreement.

8.2. The Trustees may, by instrument executed by all of the Trustees, delegate to any attorney, agent or employee such other powers and duties as they deem advisable, including the power to execute, acknowledged or deliver instruments as fully as the Trustees might themselves and to sign and endorse checks for the account of the Trustees of the Trust.

8.3. No Trustee shall be required to give bond.

ARTICLE 9
LIABILITY OF THE TRUSTEES

9.1. A Trustee shall not be liable for any mistake of judgment or other action made, taken or omitted by the Trustee in good faith, nor for any action taken or omitted by any other Trustee or any agent or employee selected with reasonable care, and the duties and obligations of the Trustees hereunder shall be expressly limited to those imposed upon them by this Trust Agreement.

9.2. No successor Trustee shall be held responsible for an act or failure of a predecessor Trustee.

9.3. Trustees are public employees for purposes of G.L. c.258, and shall be indemnified by the Town against any civil claim, action, award, compromise, settlement or judgment by reason of an intentional tort to the same extent and under the same condition as other public employees of the Town.

9.4. A Trustee shall not be indemnified for violation of the civil rights of any person if he acted in a grossly negligent, willful or malicious manner, or in connection with any matter where it is shown to be a breach of fiduciary duty, an act of willful dishonesty or an intentional violation of law by the Trustee.

ARTICLE 10 MEETINGS OF THE TRUSTEES

10.1. The Trust may meet at such times and at such places as the Trustees shall determine.

10.2 The Trustees shall comply with the Open Meeting Law, G.L. c.30A, §§18-25 and its implementing regulations.

10.2. A quorum at any meeting shall be a majority of the Trustees then in office.

ARTICLE 11 TAXES, EXPENSES, AND COMPENSATION

11.1. It is intended that the Trust will be a Code Article 115 trust. As such, it is expected that there will be no income taxes owed by the Trust. To the extent that any taxes are imposed on the Trust, the Trustee shall use the assets of the Trust Fund to pay for any taxes owed.

11.2. All reasonable costs and expenses of managing and administering the Trust and the Trust Fund, including such compensation for the Trustees as may be approved by Town Meeting from time to time, and reimbursement for reasonable fees incurred through the use of third party vendors or agents, shall be paid from the Trust unless the Town chooses to pay the expenses directly.

ARTICLE 12 ACCOUNTS

12.1. The Trustees shall keep complete and accurate accounts of all of the Trust's receipts, investments and disbursements under this Trust Agreement. Such records, as well as all other Trust records, shall be retained and made available for public inspection and or copying in accordance with the requirements of the Public Records Law, G.L. c.66, §10 and G.L. c.4, §7, clause 26th and their implementing regulations. The person or persons designated by the Town shall be entitled to inspect such records upon request at any reasonable time.

12.2. The books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices. The results of the audit shall be provided to the Town at the same time as it is presented to the Trustees.

12.3. The Trust Fund shall be subject to the Commonwealth of Massachusetts Public Employee Retirement Administration Commission's triennial audit.

ARTICLE 13
ANNUAL REPORTS

13.1. The Trustees shall furnish to the Town annually, or more frequently if the Town so requests, a statement of account showing the condition of the Trust Funds and all investments, sales, income, disbursements and expenses of the Trust and the Trust Fund.

ARTICLE 14
INVESTMENT OF TRUST FUNDS

14.1. The Trustees hereby authorize and direct the Town Treasurer to invest and reinvest the amounts in the Trust Fund not needed for current disbursement, consistent with the prudent investor rule, and as provided in the Investment Policy which is attached to this instrument and hereby incorporated.

14.2. In no event shall the funds be invested directly in mortgages or in collateral loans.

ARTICLE 15
CUSTODY OF THE TRUST FUNDS

15.1. The Trustees hereby appoint the Town Treasurer as custodian of the Trust Fund and authorize the Treasurer to employ an outside custodial service to maintain custody of the Trust Funds. All funds in the Trust Fund shall be accounted for separately from all other funds of the Town.

15.2. The Town Treasurer, with the authorization of the Trustees, shall establish one or more accounts, which may be interest bearing or non-interest bearing accounts. Such account or accounts shall be funded solely from the Trust Funds, and the Trustees may authorize the Town Treasurer to draw on said accounts for the payment of OPEB and for the administrative expenses of the Trust.

ARTICLE 16
TERMINATION OF TRUST

16.1. The Trust shall continue unless and until terminated pursuant to law or by an instrument in writing signed by at least three Trustees, provided, however, that continuance of the Trust shall not be deemed to be a contractual obligation of the Town.

16.2. Upon termination of the Trust, subject to the payment of or making provision for the payment of all obligations and liabilities of the Trust and the Trustees, the net assets of the Trust shall be transferred to the Town and held by the Town Treasurer to be used exclusively for providing OPEB to Retired Employees and their eligible dependents and for no other purpose.

16.3. The powers of the Trustees shall continue until the affairs of the Trust are concluded.

ARTICLE 17 AMENDMENTS

17.1. The Trust may only be amended as set forth herein. The Town may amend the Trust at any time as may be necessary to comply with the requirements for tax exemption under Section 115 of the Code, to conform the Trust to the laws of the Commonwealth of Massachusetts and to meet the standards set forth in GASB 43 and GASB 45 to be treated as funded through a qualifying trust or equivalent arrangement.

17.2. This Trust Agreement may be amended, but not revoked, from time to time by the Town, subject to the following limitations:

17.2.1. The assets of the Trust may not be used for or diverted to any other purposes prior to satisfaction of the Town's OPEB obligations, and reasonable expenses of administering the Trust.

17.2.2. The duties and liabilities of the Trustees cannot be substantially changed without their written consent.

17.3 Any amendment to this Trust shall be executed in writing.

ARTICLE 18 MERGER

18.1. The Town may provide for the merger of the Trust with one or more other trusts established by the Town or other government entities for similar purposes as may be provided by law.

ARTICLE 19 SEVERABILITY OF INVALID PROVISIONS

19.1. If any provision of this Trust Agreement is determined invalid, illegal, or unenforceable for any reason, then the provision shall be severed from the remaining provisions of the Trust Agreement for any reason, and the remaining parts of the Agreement shall be construed to give the maximum practical effect to the purposes stated herein, as if the invalid, illegal, or unenforceable provision was never a part.

ARTICLE 20
MISCELLANEOUS

20.1. This Trust Agreement shall be interpreted, construed and enforced, and the Trust hereby created shall be administered in accordance with and governed by the laws of the United States and of the Commonwealth of Massachusetts.

20.2. The titles to Articles of this Trust Agreement are placed herein for convenience of reference only, and the Trust Agreement is not to be construed by reference thereto.

20.3. No person shall be obliged to see to the application of any money paid or property delivered to the Trustees, or as to whether or not the Trustees have acted pursuant to any authorization herein required, or as to the terms of this Trust Agreement. In general, each person dealing with the Trustees may act upon any advice, request or representation in writing by the Trustees, or by the Trustee's duly authorized agent, and shall not be liable to any person in so doing. The certification of the Trustees that they are acting in accordance with this Trust Agreement shall be conclusive in favor of any person relying thereon.

20.4. This Trust Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original but all of which together shall constitute but one instrument, which may be sufficiently evidenced by any counterpart.

20.5. Until advised to the contrary, the Trustees may assume this Trust is entitled to exemption from taxation under Section 115 of the Internal Revenue Code of 1986 or under any comparable section or sections of future legislation that amend, supplement or supersede one or both of those sections of the Internal Revenue Code.

IN WITNESS WHEREOF, the parties hereto have caused this Trust Agreement to be executed in their respective names by their duly authorized officers as of the day and year first above written.

Witnessed By:

TOWN COUNCIL:

Town Administrator

Chairman of Selectboard

Clerk to the Town Council

Selectboard Member

August 11, 2015
Date

Selectboard Member

Selectboard Member

Council Member

BOARD OF TRUSTEES:

Trustee (Chair of Selectboard)

Trustee (Chair of Appropriations Committee)

Trustee (Town Administrator)

Trustee (Town Treasurer)

Trustee (Town Accountant)

TOWN OF SOUTH HADLEY
OTHER POST EMPLOYMENT BENEFITS (“OPEB”) TRUST
INVESTMENT POLICY

PURPOSE. The purpose of the Investment Policy is to assist the Board of Trustees in effectively supervising and monitoring its investment activities; and to provide guidance to investment managers employed by the Board of Trustees to manage its assets on behalf of the Board. It is set forth by the Board of Trustees in order to advise all concerned of their legal and fiduciary responsibilities and to establish a clear understanding by all involved parties as to the investment goals and objectives of the Trust.

INVESTMENT OBJECTIVES. The primary objective of the investments of the Town will be to provide for consistent long-term growth of principal and income without undue exposure to risk. The investment objective is to achieve a total return including appreciation which will satisfy the financial needs of the Trust Agreement, protect and increase their long term inflation adjusted value, and minimize short run volatility.

INVESTMENT POLICY. Unless and until the Board of Trustees has adopted its own investment policy, the Board of Trustees shall comply with the Investment Policy of the Town, as the same may be modified from time to time.

TOWN OF SOUTH HADLEY
INVESTMENT POLICY STATEMENT

The primary purpose of this Investment Policy Statement (IPS) is to provide a clear understanding regarding the Town of South Hadley's (the "Town") Long Term Funds and, General Fund objectives, goals, risk tolerance, and investment guidelines established for the investment of town funds.

I. The Investment of General Funds, Special Revenue Funds, Enterprise Funds, and Capital Projects Funds

A. Scope

This section of the IPS applies only to short term operating funds such as general funds, special revenue funds, enterprise funds, bond proceeds and capital project funds. A separate Contributory Retirement Board, either local or county, is responsible for the investment of the pension funds.

B. Investment Instruments

Note: Public investments in Massachusetts are not protected through provisions in State law.

The Treasurer may invest in the following instruments:

- Massachusetts State pooled fund: Unlimited amounts (Pool is liquid) The Massachusetts Municipal Depository Trust (MMDT), an investment pool for state, local, county and other independent governmental authorities, is under the auspices of the State Treasurer. It invests in Bankers Acceptances, Commercial Paper of high quality, Bank Certificates of Deposit, Repurchase agreements (Repos), and U. S. Treasury Obligations. It has Federal Deposit Insurance Corporation (F.D.I.C.) pass-through insurance on the CD's up to the standard limits and takes delivery on the Repos and Treasuries. Under Government Accounting Standards Board Regulation (GASB III), it is not considered an uncollateralized product.
- U. S. Treasuries that will be held to maturity: Unlimited amounts (Up to one year maturity from date of purchase)
- U.S. Agency obligations that will be held to maturity. Unlimited amounts (Up to one year maturity from date of purchase)
- Bank accounts or Certificates of Deposit ("CDs") (Up to one year) which are fully collateralized through a third party agreement: Unlimited Amounts
- Bank accounts and CDs (Up to one year) insured by F.D.I.C. up to the coverage limit. All bank accounts and CDs in one institution are considered in the aggregate for the insurance coverage limit. In some cases Banking Institutions carry additional insurance, Depository Insurance Fund (D.I.F.): Contact banking representative for amounts of coverage.
- Unsecured bank deposits of any kind such as other checking, savings, money market, or Certificates of Deposit accounts at Banks that do not fit the above categories. These investments are subject to the following limitations: No more than 5% of an institution's assets and no more than 25% of a municipality's cash may be comprised of unsecured bank deposits. This percentage may be increased for not more than 30 days during times of heavy collection or in anticipation of large payments that will be made by the entity in the near future. For example, these payments may be for such items as debt service payment or regional school assessments. Their credit worthiness will be tracked by Veribanc, or other bank credit worthiness

reporting systems. They will be diversified as much as possible. CDs will be purchased for no more than one year and will be reviewed frequently.

- Money Market Mutual Funds that are registered with the Securities and Exchange Commission that have received the highest possible rating from at least one nationally recognized statistical rating organization and as otherwise referenced in the Massachusetts General Law Chapter 44 Section 55.

C. Diversification

Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities, as well as concentration in a specific institution. With the exception of U.S. Treasury obligations or investments fully collateralized by U.S. Treasuries or agencies, and State pools (MMDT), no more than 25% of the Community's investments shall be invested in a single financial institution.

D. Authorization

The Treasurer has authority to invest entity funds, subject to the statutes of the Commonwealth Massachusetts General Law Chapter 44 Section 55,55A, & 55B.

E. Restrictions

Chapter 44, Section 55 set forth several restrictions that the Treasurer must be aware of when making investment selections.

- A Treasurer shall not at any one time have on deposit in a bank or trust company an amount exceeding 60% of the capital and surplus of such bank or trust company, or banking company, unless satisfactory security is given to it by such bank or trust company, or banking company for such excess.
- The treasurer shall not make a deposit in any bank, trust company or banking company with which he is, or for any time during the three years immediately preceding the date of any such deposit was, associated as an officer or employee.
- All securities shall have a maturity from date of purchase of one year or less.
- Purchases under an agreement with a trust company, national bank or Banking Company to repurchase at not less than original purchase price of said securities on a fixed date shall not exceed ninety days.

F. Legal References

Massachusetts General Law Chapter 44, Section 55
Massachusetts General Law Chapter 44, Section 55A
Massachusetts General Law Chapter 44; Section 55B

II. The Investment of Long Term Funds

A. Scope

This section of the IPS applies only to funds that are designated as long term, i.e. trust funds, stabilization funds, cemetery perpetual care, community preservation act and other funds the town may have set aside for long term use.

All accounts will be maintained separately receiving their proportionate interest and any realized and unrealized gains or losses. The account may be established as a pooled investment portfolio unless otherwise stated. Any additional accounts will be maintained in this same manner.

B. Authority

Massachusetts General Law Chapter 44, section 54 pertains to the investment of Trust Funds, Chapter 40 Section 5B pertains to the investment of Stabilization Funds and, Chapter 44B section 7 pertains to the investments of Community Preservation Funds. All trust funds shall fall under the control of the entity's Treasurer unless otherwise provided or directed by the donor.

If the trust fund results from a gift, grant or bequest from a private donor, and the private donor specifies how the trust shall be invested; the trust fund shall be invested in accordance with the terms of the gift, grant or bequest. If there is a conflict between such donor terms and this Section II, the donor terms shall govern, subject to the general principles of prudence set forth in the Policy.

C. Investment Instruments

M.G.L. Chapter 44 section 54 states that money should be deposited into savings bank, trust companies incorporated under the laws of the Commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invested in participation units in a combined investment fund under section thirty-eight A of chapter twenty-nine, or in a paid-up shares and accounts of and in co-operative banks, or in shares of savings and loan associations or in share or savings deposits of federal savings and loan associations doing business in the commonwealth.

Additionally the Community may invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the commonwealth; provided, that not more than fifteen percent (15%) of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent (1 ½%) of such funds be invested in the stock of any one bank or insurance company.

The Treasurer may invest in the following instruments:

- U. S. Treasuries that maybe sold prior to maturity: Unlimited amounts (With no limit to the length of maturity from date of purchase)
- U.S. Agency obligations that maybe sold prior to maturity. Unlimited amounts (With no limit to the length of maturity from date of purchase)

- Bank accounts or Certificates of Deposit (“CDs”) Unlimited amounts (With no limit to the length of maturity from date of purchase), which is fully collateralized through a third party agreement:
- Bank accounts and CDs (With no limit to the length of maturity from date of purchase) fully insured by F.D.I.C. and in some cases also Depository Insurance Fund of Massachusetts (D.I.F.): All bank accounts and CDs in one institution are considered in the aggregate to receive the insurance coverage limit.
- Unsecured bank deposits of any kind such as other checking, savings, money market, or Certificates of Deposit accounts at Banks that do not fit the above categories. These investments are subject to the following limitations: These investments will be limited to no more than 5% of an institution's assets and no more than 25% of a municipality's cash. This percentage may be increase for not more than 30 days during times of heavy collection or in anticipation of large payments that will be made by the Community in the near future. These payments maybe for such items as debt service payment or regional school assessments. Their credit worthiness will be tracked by Veribanc, or other bank credit worthiness reporting systems. They will be diversified as much as possible. CDs will be purchased with no limit to the length of maturity from the date of purchase and will be reviewed frequently.
- Common and preferred stock that are listed in the List of Legal Investments.
- Investment Funds that are listed in the List of Legal Investments.
- All other items not separately identified here that are listed in the List of Legal Investments.

D. Standards of Care

The standard of prudence to be used by the Treasurer shall be the “Prudent Person” standard and shall be applied in the context of managing an overall portfolio. The Treasurer acting in accordance with written procedures and this IPS, and exercising reasonable due diligence, shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided the purchases and sale of securities is carried out in accordance with the terms of this IPS and the associated Massachusetts General Laws.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

In addition this section would also apply to M.G.L. Chapter 44 Section 55A which refers to the liability of the Treasurer for losses due to bankruptcy.

E. Diversification

Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities, as well as concentration in a specific institution, with the exception of U.S. Treasury obligations or investments fully collateralized by U.S. Treasuries or agencies.

F. Legal References

Massachusetts General Law Chapter 40, Section 5B
 Massachusetts General Law Chapter 44, Section 54
 Massachusetts General Law Chapter 44, Section 55A
 Massachusetts General Law Chapter 44, Section 55B
 Massachusetts General Law Chapter 44B, Section 7

Trust Funds may be co-mingled and invested in any instruments allowed by the Commonwealth of Massachusetts list of Legal Investments Legal issued by the Banking Commissioner each July. Each trust fund must be accounted for separately. Chapter 44 Section 54 sets forth that Treasurers may invest in instruments that are legal for savings banks. This list of investments is included in the Commonwealth of Massachusetts List of Legal Investments, Chapter 167 Section 15A.

III. General Provisions

A. Objective

Massachusetts General Laws, Chapter 44, section 55B requires the Entity's Treasurer to invest all public funds except those required to be kept uninvested for purposes of immediate distribution.

This section also requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking into account the acceptable levels of safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of securing the highest reasonable return available that is consistent with safety of principal while meeting the daily cash requirements for the operation of the entity's business.

- Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to preserve capital through the mitigation of credit risk and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of the security will fall due to changes in general interest rates.
- Liquidity is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the treasurer shall attempt to carry out investment activities in a manner that provides for meeting unusual or unexpected cash demands without requiring the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.
- Yield is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.

B. Risk Tolerance

- Credit Risk

"Credit risk" is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The Community will manage credit risk several ways. There will be no limit to the amount of United States Treasury and United States Government Agency obligations. In regards to other investments, the Community will only purchase investment grade securities with a high concentration in securities rated A or better. The Community may invest in the Massachusetts Municipal Depository Trust (MMDT) with no limit to the amount of funds placed in the fund. The Community may place funds in banking institutions as stated in Section C of this IPS.

- Custodial Risk

The "custodial credit risk" for deposits is the risk that, in the event of the failure of a depository financial institution, a municipality will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a municipality will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

The Community will review the financial institution's financial statements and the background of the Advisor. The intent of this qualification is to limit the Community's exposure to only those institutions with a proven financial strength, Capital adequacy of the firm, and overall affirmative reputation in the municipal industry. Further, all securities not held directly by the Community, will be held in the Community's name and tax identification number by a third-party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security.

- Concentration of Credit Risk

"Concentration of credit risk" is the risk of loss attributed to the magnitude of a government's investment in a single issuer.

The Community will minimize concentration of credit risk by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

- Interest Rate Risk

"Interest rate risk" is the risk that changes in interest rates will adversely affect the fair value of an investment.

The Community will manage interest rate risk by managing duration in the account.

- Foreign Currency Risk

"Foreign currency risk" is the risk that changes in foreign monetary exchange rates will adversely affect the fair value of an investment or a deposit.

The Community will limit investment in any instrument exposed to foreign currency risk.

C. Ethics

The Treasurer (and Assistant Treasurer) shall refrain from any personal activity that may conflict with the proper execution of the investment program or which could impair or appear to impair ability to make impartial investment decisions. Said individuals shall disclose to the Town Administrator any material financial interest in financial institutions that do business with the Community. They shall also disclose any large personal financial investment positions or loans that could be related to the performance of the Community's investments.

D. Relationship with Financial Institutions

Financial institutions should be selected first and foremost with regard to their financial soundness and stability. The Community may subscribe to the Veribanc Rating Service to evaluate the banking institutions with

which it chooses to establish relationships. Brokers should be recognized, reputable dealers and members of the Financial Industry Regulatory Authority (FINRA).

In instances where the Community does not purchase the Veribanc Rating Service, the Treasurer should request the banking institution's Veribanc rating from all of the banking institutions that are working with the Community on a quarterly basis.

When using the Veribanc Rating Service the Treasurer may invest in such banks that show a green rating in a particular quarter. If a rating is yellow the Treasurer should contact the appropriate banking institution and request in writing an explanation of the change in rating and the expected time table for it to be changed to green. If for a second quarter such rating is not green, the Treasurer should consider removing all funds that are not collateralized, or carries some form of depositors insurance. If a rating moves to red all money should be immediately collateralized or covered by some form of depositors insurance or be removed from the banking institution.

The Treasurer shall require any brokerage houses and broker/dealers wishing to do business with the municipality to supply the following information to the Treasurer on an annual basis:

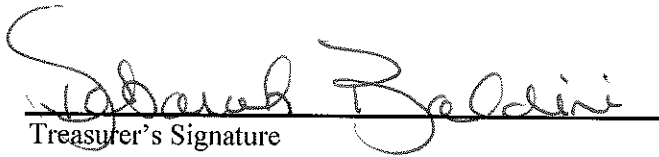
- Annual Financial statements
- If acting as a Registered Investment Advisor, copy of their most recent Form ADV Part II report
- Errors & Omissions insurance amounting to, at a minimum, the total fair market value of the Trust Fund Portfolio
- A statement that the Advisor has read the municipality's IPS and will comply with it on an annual basis
- Annual review all advisors through www.finra.org: Broker Check

E. Reporting Requirements

On a quarterly basis, a report containing the following information will be prepared by the Treasurer and distributed to the Town Administrator, as appropriate. The quarterly report will include the following information, as a minimum requirement:

- A listing of the individual accounts and individual securities held at the end of the reporting period.
- A listing of the short-term investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines established in the "Diversification" section of this IPS.
- A summary of the income earned on a monthly basis and year-to-date basis shall be reported.
- The Treasurer shall include in the report a brief statement of general market and economic conditions and other factors that may affect the entity's cash position.
- The report should demonstrate the degree of compliance with the tenets set forth in the IPS.

I Deborah Baldini, Treasurer of the Town of South Hadley have reviewed this IPS and will manage the Town's funds under my control in accordance with this IPS.


Treasurer's Signature

Deborah Baldini
Treasurer's Printed Name

August 6, 2015
Date



Laura Krutzler <lkrutzler@southhadleyma.gov>

David B. Rundle Resignation

Laura Krutzler <lkrutzler@southhadleyma.gov>

Tue, Jul 14, 2015 at 5:04 PM

To: Selectboard <selectbrd@southhadleyma.gov>, "Michael J. Sullivan" <msullivan@southhadleyma.gov>

Cc: Carlene Hamlin <chamlin@southhadleyma.gov>

F.Y.I. - I apologize for the delay in relaying this message, but David B. Rundle came into the Selectboard office late last month and verbally informed me that he is curtailing some of his volunteer activities and would like to resign from the Canal Park Committee. I told him that I would pass this along to the Selectboard. If there's no objection, I will put acceptance of his resignation on your August 11th agenda.

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Please note: my new e-mail address is lkrutzler@southhadleyma.gov. Please use this address for future e-mails. To forward information for distribution to the entire Selectboard, please continue to use Selectboard@southhadley.org.

Laura Krutzler
Administrative Secretary
Town of South Hadley
(413) 538-5017, ext. 135 (phone)
(413) 534-1041 (fax)

RECEIVED
TOWN OF SOUTH HADLEY
SELECTBOARD

JUL 31 2015

July 31, 2015

____ Meeting _____ Action
____ Agenda _____ Ex Session
____ Now _____ Old
____ Ok to Pay
____ Sent Copy to:

MR. R. SULLIVAN
SCANNED AND E-MAILED
TO SELECTBOARD

Dear Selectboard,

Effective today, I respectfully submit my resignation to the GRO South Hadley board. Thank you for allowing me to serve the town with this valuable group.

Sincerely,

Janet L. Lieson

Janet L. Lieson



August 5, 2015

Honorable Selectboard;

Please accept this as an abridged accounting of recent activities of the Town Administrator on your behalf and related to various projects and initiatives.

Community Development Block Grant Award; After a couple of years of CDBG drought the Town of South Hadley was awarded \$853,734 grant to serve citizens in South Hadley and Granby who earn 80% or less of the medium income set for South Hadley.

The contracts for the entire grant should arrive in the next couple of weeks and PVPC is ready to start administrating the Housing Rehab money for the 12 homes in South Hadley and 8 in Granby. The grant will also allow Neighbors Helping Neighbors Food Pantry expand their service on a limited basis into Granby and supply a vehicle better suited to pick up their food allotments in Hatfield.

Interested parties for the Home Rehab Program should contact PVPC, Shirley Stephens Housing Coordinator (413)781 6045 or Sstephens@PVPC.org as she will coordinate this portion of the grant for South Hadley and Granby.

There will also be money made available to the South Hadley Housing Authority for necessary access and safety improvements at Newton Manor. We thank all parties who have participated in this application process, but particularly Erica Moody from the PVPC.

Mass Office of Business Development MBOD Regional Director Deb Boronski; On July 14 Ms. Boronski was able to meet with me at South Hadley Town Hall to discuss Governor Baker's vision for economic development and offer her assistance as the Commonwealth and South Hadley coordinates its efforts.

The building blocks are somewhat elementary; create jobs, provide affordable housing and increase use of mass transit. Certainly our joint efforts with PVTA and desire to exploit the train service in neighboring Holyoke are consistent with the Governor's vision for transportation. Added to our efforts to establish more affordable workforce housing and recent successes in creating jobs, presents South Hadley as a model for the Commonwealth.

Job creation in any small town (by comparison) has been picking up momentum over the recent history, the area of higher complexity and concern is housing. I believe through the efforts of the Town Planner Richard Harris, the Planning Board, the SB and the RDA there is evidence of progress in respect to creating low/mod workforce housing. The Regional Director was impressed with the 1 Canal and 27 Bardwell housing initiatives and although was considered market rate, still brought a balanced mixed in the neighborhood it will be constructed and sends an investment signal to the grantor. These two

projects will significantly enhance our future grant applications in respect to establishing a market demand for additional housing options in South Hadley.

Gaylord Memorial/South Hadley Public Library Exploration Project; Consultant Cheryl O'Brien spent a full day meeting with trustees (July 20), directors and employees from both libraries. She also had a late afternoon gathering with other stakeholders, Chairman DeToma, State Representative Scibak, myself and others invitees attended this session.

The object of the effort is fairly simple, to provide a coordinated library service at a sustainable cost for South Hadley. The reality is much more complex than can be stated in a sentence. History, histrionics, hesitation and mistrust line the walls of each institution, many individuals are working hard on both sides to scrub the walls anew.

There was great hope from all in that we can start to stow away some of the obstacles for the moment and focus on the areas of commonality. This approach is a wise strategy which does not allow us to go backward, only forward to define a sustainable model which can deliver the best service to the people. Ms. O'Brien clearly understands how to move a project forward in a respectful and professional manner with issues of mutual agreement at the center of the discussion.

Mohawk Paper Ribbon Cutting; It was a very exciting event and a great opportunity to meet in person many of the Mohawk Paper family who traveled from New York or other locations to attend the ceremony. It was incredible to see the transformation of the space inside and out. John O'Connor the CEO of Mohawk spoke about the "welcome" his company received in South Hadley and the region and how important it was to find such cooperation in order to make the right decision.

The challenge of Lakestar Development continues though and will continue to frustrate present and future development going forward at the Gaylord site. As the proceedings wind their way through the bankruptcy process the property continues to remain underperforming from a tax value perspective.

The more important news is Mohawk is excited about the area, is already considering possible expansion into other paper lines. We certainly hope South Hadley is on the short list of possible communities. Placing fine paper processing in Mill #6 on Lamb Street would suit me just fine!



Western Massachusetts Economic Development Director Rick Sullivan; Immediately following the Mohawk ceremony WMED Director Rick Sullivan, Town Planner Richard Harris and I took a tour of South Hadley with the intent to apprise the Director of some of the areas in town we hope he will keep in mind when site selectors contact him about Western Massachusetts locations.

Mr. Sullivan (no relation ...he asked me to make that clear) has vast experience with state and local officials, he has served as the Mayor of Westfield, the Secretary of Environmental Affairs, and as former Governor Patrick's Chief of Staff. The Director is well respected and understands the nuance and intricacy of state government in a very intimate way. It will be helpful for us to have Director Sullivan have an understanding of the direction the South Hadley Selectboard and other community leaders are ushering the town.

He was very impressed with how we as a "team" (stealing from Dale Johnston's Mohawk speech) in South Hadley have been able to attract businesses and jobs in a short period of time. He was wise to point out the ebb and flow of economic waves, but we will enjoy this wave as we avoid the rocks.

Western Mass Development will be adding South Hadley to the Western Mass "lead sheet" for any business interested in space for their company to locate in the four western counties. Town Planner Harris has also agreed to participate in various regional roundtables to add another lookout for possible opportunities.

Developing these contacts with Director Sullivan, Regional MOBD Director Deb Boronski, engaging PVPC, seeking articles in trade periodicals and other exercises are all part of letting people know South Hadley would like to be a business address for your company.

MassDOT 202 and Lyman/Willimansett Report; On July 15 the DPW Superintendent hosted a discussion with PVPC, Nitsche Engineering, MassDOT, South Hadley Police Department (Lt. Parentella), the Town Planner and myself in attendance to give input on the traffic safety issues and traffic observations at the intersection of Granby Road and Lyman/Willimansett and additionally Old Lyman and Route 33.

There was more data than a non-engineer could get excited about, but some interesting take-a-ways. At peak hours there is over two thousand cars converging in a sixty minute period, most of the accidents are rear end collisions on Route 33 traveling towards Route 202 and there has been a reduction of accidents since the last adjustment was made, particularly "head on" mishaps.

There were few pedestrian and signage issues identified which were suggested to be relatively easy fixes. A larger discussion was to how the traffic may be better organized going south on 202 from Granby and taking a left on Route 33 (towards Big Y). The queues seemed insufficient and it was causing drivers to cross into neutral areas marked by yellow lines. Then Old Lyman traffic entering into the flow was also cited as a problem.

While there I pointed out there may be some shifts in patterns at the beginning and end of the school day as the new Plains School will have different car and bus patterns to facilitate student delivery and staff access. They committed to looking at that in the future.

Secure Energy Partners; We have allowed Secure Energy to act as our agent to accept proposals for natural gas. As our agent they seek bids from the commodity market to try and get the lowest rate for our primary heating fuel, natural gas. It will still be delivered by Columbia Gas whether we purchase from another vendor or continue to buy through the LPVEC agreement which will end in October.

We are trying to become more knowledgeable in terms of this intentionally complex fuels market. Secure as our agent does not cost us anything unless we sign up through them for a supplier, like LPVEC

they will take a fee for the service. Our sole intent is to get the lowest possible price for the Town of South Hadley. I am hopeful we will have some clear direction by the last week of August or sooner.

Scenic By-Way Meeting; South Hadley hosted a Route 47 Scenic By-ways meeting at the Library in July. The ConsCom had three members in attendance, the Town Planner, the ConsCom Director, Wayne Buckout (SoHa's rep to this committee), a PVPC presenter, two residents from Hadley and I reviewed sections of the transportation plan relevant to this project.

This project continues to make progress, as you are aware once completed the By-way will begin on Route 47 at the Village Commons and wind its way to Northfield and then connect with the Vermont/New Hampshire Byway. Along the "way" there will be connections and way finder signs directing people to farms, museums, historic site, trails and other amenities to enjoy. Having South Hadley as the gateway to this significant trail is truly a tourist opportunity for particularly the Commons area, but South Hadley and the region at large as well.

Maintenance Work: Three of the entrance way landings have been re-tiled, both entries closest to Pleasant Street/Main side and the one closest to the Police Station. The floors were worn and needed to be addressed, the next tile replacement should be the auditorium, for now it is holding up or down depending on your perspective.

The shed which is in the courtyard which was the old coal chute has been rebuilt as it was rotted through, it was determined it would have been more costly to remove it and cover up the entryway into the basement than rebuild the shed.

We have installed a humidifier in Room 1 in the basement and it has been running ever since. The moisture continuously undermined the paint on the walls and was causing the rugs to be constantly damp. This room has gotten more use than previously expected and has taken pressure off of other space in Town Hall.

I believe it has been a wise investment to have a property manager contract and can be demonstrated by some of the work actually getting done over the last two years. I have extended the agreement for another year, we will seek an RFQ next year for the service. Dean Development has moved projects along, gotten work done and been an important advisor related to all things facility. The first floor Ladies Room will be refurbished in the next few weeks and we have repaired (fingers crossed) the leak in the lower level.

Bike/Walk Group: I was asked by Planning Commissioner and Bike/Walk Committee member Melissa O'Brien to meet and discuss the future progress of a bike/ped system in South Hadley. We met on July 27 in my office at 5:15 Mariann Millard, Melissa O'Brien, Keith Davis, (all from Bike/Walk) Chairman DeToma and I benefited greatly at every level in respect to this discussion.

It was a very productive meeting which revealed many questions and concerns from both sides about how the PVPC plan is progressing. Chairman DeToma praised the group for its zeal and assured them their efforts were appreciated. He further offered to suggest to the Selectboard a direct reporting arrangement for the Bike/Walk Committee and the board, as he felt it would be a great step towards improved communications.

One of the most important directives which has come my way as an off-shoot of this meeting is to clarify with PVPC the universal desire to have PVPC act a technical expert and guide for the Bike/Walk Committee and the Advisory Committee to create a “comprehensive” bike and pedestrian way plan. This should include, but not limited to, specific mapping, cost estimates and grant application advice.

In a subsequent discussion with PVPC’s Chris Curtis who has been assigned this project, he admitted he would have like to see this project to have made more progress at this point, but felt it was important to have the survey completed before moving on. He was very appreciative in respect to efforts made by various town employees and was particularly thankful for the engagement of Planning Board Member Melissa O’Brien. The “steering committee” will be meeting August 12 and PVPC hopes to have some defined routes and other draft plans ready for the September 16 Vision Session to be held at the SoHa Library.

PVPC has made a request to increase their compensation on this project, while I would not rule out making that recommendation to the SB, I have suggested to Chris Curtis we hold that consideration in abeyance until we see the work presented by mid-September at the Visioning Session. While I want to make sure \$5,000 does not stand in the way of getting a good comprehensive plan, I also want to make sure we are getting what we already signed on for in respect to this project.

IPS/Anaerobic Digestion; There has been growing interest from various developers in the Town of South Hadley considering re-opening discussions concerning developing anaerobic digestion (AD) at the former landfill site from various contractors and developers. The progress from IPS has been anemic on the methane project and if significant progress is not made in the next 45 days I will likely ask the Selectboard to rescind the IPS agreement and seek a new partner. There is a direct correlation between these two interests, methane and AD.

We had hoped by this time to have shed some of our monitoring costs and even perhaps start receiving some revenue or at least have a clear view as to when that would happen, but we seem to be stuck in the IPS mud. There is still nothing before ConsCom and that is only the first step.

So if there is a “call to the bullpen” for new partner the project will likely look quite different as most would like to include an anaerobic digestion system as a component part to the power generation. Any such a project would be greatly assisted by close cooperation from SHELD. Their input is essential to acquiring interconnection to the grid and net metering allowances for the economics to work.

I have recently spoken with the engineer David Haines representing IPS and he is submitting the plans for their proposal to Conscom to start the process, Janice Stone has confirmed the document has finally been submitted. I believe they (IPS) are understanding my impatience more fully.

Loomis Community Presentation; The Loomis Communities invited me to speak about issues and initiatives in the Town of South Hadley on August 4 at their center. The subject matter was generally a “what is new in town” forum.

Connecting this important facility and the population they serve is of critical importance. The staff of Loomis Communities also provides a valuable link to South Hadley and its being understood as an inclusive community. I would especially would like to cite their recent work in establishing South Hadley as an “Alzheimer’s Friendly Community”, Carol Constant in particular and to be so willing to open up this vital discussion to all of South Hadley.

There was about 35 residents in attendance. There was keen interest in redevelopment of the Falls neighborhood, the financial condition of the Ledges Golf Club and steps the Town is taking in the area of historic preservation (not a surprise considering the audience). I did my best to address these issues and present a number of recent successes realized in South Hadley, including exploration green energy initiatives, new businesses such as Mohawk Paper coming to town, the investment being made in a comprehensive plan to create bike and walk pathways throughout the community and the numerous steps being taken to make SoHa a 21st century place to live.

There was questions asked about Patriot Care (so they were paying attention last year) and why it was unsuccessful in opening their cultivation center in South Hadley and the need to fill the vacant Woodlawn Plaza. I did my best to explain the limited powers municipalities have over privately held properties and how these were two prime examples.

SHELD and Library Trustees Elected Position Vacancies; We are set to join the remain members of the Library Trustees and then the MLB (SHELD) to choose a person to fill the vacancy on each board on September 1, the place is yet to be determined, as technical and capacity issues are ironed out. It seems at this writing the venue with both the media and crowd capacity would be the Town Hall Auditorium.

Another option would be decouple the Library Trustee appointment and hold that on a separate date at the Library. It seems even if we were to take that step we still might not have the capacity in the Selectboard Meeting Room to accommodate the expected crowd. So it seems more likely the “trusty old” auditorium works best either way.

I hope you all are enjoying your summer, I will be taking some time off in August, but remain available by phone. I will check my email regularly, but not nearly as often as when I am on premise. ATA Wolowicz or Administrative Assistant Laura Krutzler can also track me down for you on any pressing issues. Just picture me giving a length explanation or nearly any subject to one of my family members 9or complete strangers) and sparing you the members of the SB those long winded diatribes, now does that sound like fun vacation (but who is really on vacation)! Be assured I will be well rested and full of ideas upon my return.

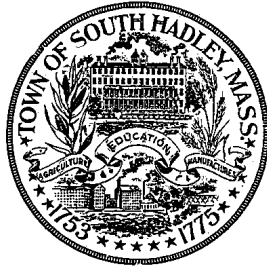
We will soon begin our FY 17 budget process and preparation for Fall Town Meeting, just to get everybody in the mood!

Respectfully submitted,

Michael J Sullivan

South Hadley, Town Administrator

TOWN OF SOUTH HADLEY



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Assistant Town Administrator Report

July 17, 2015

To: Selectboard
From: Jennifer L. Wolowicz, Assistant Town Administrator

We hosted our quarterly Professional Development Day at the South Hadley Public Library and the topic was “Staying off the Crazy Train.” Our speaker was Jean Haertl owner of Safety and Respect at Work, LLC. The training included customer service skills, interpersonal communication with co-workers as well tools to help yourself manage the many interactions we have throughout our workday. This session was extremely well received by our employees.

We have applied for a Municipal Energy Technical Assistance Grant through the Massachusetts Department of Energy Resources (DOER). If awarded the grant would assist us with issuance of a Request for Proposal (RFP), review those RFP’s returned from vendors and construct a contract for the work for the possibility of constructing solar panels arrays at Ledges Golf Club.

I attended a seminar on the new Massachusetts Earned Sick Time Law hosted by the Insurance Center of New England. Meghan Sullivan, our Labor Attorney from Sullivan & Hayes was the presenter. This law does not apply to municipalities unless Town Meeting takes a vote to accept the law and this is not recommended from Sullivan & Hayes as mostly all of our employees are members of collective bargaining agreements and already receive a similar benefit under their contract.

We have finished the reconfiguration of the employee parking lot in back of Town Hall and we have picked up 4 extra parking spaces which let me tell you will fill up fast once summer vacations are over.

We have a high school intern who started with us recently and she has already worked in the Planning, Building and Human Resources departments. Maeve Fitzgerald will be a junior at South Hadley High this September so hopefully she will stay on with us until she graduates.

We recently advertised for a temporary worker for clerical duties and Arleen Lussier was selected. She has already completed an assignment at the DPW and is now working in the office of the Treasurer/Collector.

The Building Department is currently advertising for a part time Local Inspector position. This position will work 20 hours a week over a 2 week period to provide assistance to the Building Commissioner in regards to the required inspections of building projects.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley