

**SELECTBOARD MEETING
TUESDAY, JANUARY 19, 2016
SELECTBOARD MEETING ROOM – 7:00 P.M.
AGENDA**

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.

1. CALL TO ORDER/ROLL CALL
2. APPROVAL OF MINUTES
*December 15, 2015 Selectboard Meeting
January 5, 2016 Selectboard Meeting*
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
 - A. ONE DAY BEER AND WINE LICENSE REQUESTS:
 - Mark Garner, MHC Dining Services – February 13, 2016 – Chapin Auditorium
 - Luke Brunelle, Jr. – March 13, 2016 – Brunelle’s Marina (Leprechaun Plunge)
5. NEW BUSINESS
 - A. Presentation of South Hadley Public Library Joint Integration Committee
 - B. MMA Business Meeting – discussion of Articles and Resolutions
 - C. River to Range Recreational Trails Grant Application Letter (2016)
 - D. Middle School Security Entrance Change Order
 - E. Renewal of Dockside Event Tent Seasonal License
 - F. Estimate of Increased Seasonal Population
6. APPOINTMENTS/RESIGNATIONS
7. OTHER BUSINESS
 - A. Budget FY17 Update (M Sullivan)
 - B. COA Director Retirement
 - C. Streetlight Policy Final
 - D. Gaylord Administration/Town Hall Committee Request
8. TOWN ADMINISTRATOR’S REPORT
9. CHAIRMAN’S REPORT
10. OTHER BUSINESS
11. ADJOURN

Submitted by M Sullivan
South Hadley, Town Administrator

**SELECTBOARD MEETING
TUESDAY, DECEMBER 15, 2015
SELECTBOARD MEETING ROOM – 7 P.M.
MINUTES**

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

Chair DeToma called the meeting to order at 7 o'clock, noting that all Selectboard members were present.

1. APPROVAL OF MINUTES

SB Member Forcier moved to accept the minutes of the December 1, 2015 regular Selectboard meeting. SB Member Brezinsky seconded. The motion passed 4:0 with one abstention (Chair DeToma).

2. ANNOUNCEMENTS

SB Member Etelman thanked Timna Tarr, the artist whose quilts have been on display in the Selectboard Meeting Room for the past six months, noting that the last meeting they will be on display is January 5th. The next artist up will be Jack Barry, and members look forward to seeing his work.

This Friday (December 18th) is the December Murder Mystery Dinner at the Valley View Grille, Ms. Etelman continued. If residents haven't had a chance to attend, she highly recommended it. Tickets can be obtained by calling (413) 532-2307.

And, nomination papers are now available in the Town Clerk's office for the April 12, 2016 Annual Town Election, she reminded. The deadline for returning nomination papers for major offices is Tuesday, February 23rd and, for Town Meeting members, Tuesday, February 16th.

The first week of Santa's Land at Buttery Brook Park was an unqualified success with record crowds, SB Member Forcier reported. The attraction will be open again this Thursday, Friday, Saturday and Sunday from 5:30 to 7:30 p.m.

The Lion's Club will have its Spaghetti Dinner at the Roost the first Monday in January (1/4) from 4:30 to 6:30 p.m., Chair DeToma shared.

And, commendation was recently bestowed upon the South Hadley Board of Health by the Massachusetts House of Representatives in recognition of its efforts to protect the environment from plastic pollution, Mr. DeToma related. The citation "speaks to the efforts of the Board of Health to keep us safe from harmful substances," he remarked.

WestMass Brass, a musical ensemble consisting of brass and percussion players from throughout the valley, will hold a holiday concert at the Center Congregational Church free of charge this Saturday (December 19, 2015) at 4 p.m., SB Member Brezinsky advised.

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

3. QUARTERLY REPORT OF REVENUES/EXPENDITURES

The good news is that revenues are tracking up from last year largely due to an increase in the Payment in Lieu of Taxes (PILOT) from SHELDT, Mr. Sullivan reported. Tax liens are down and penalties and interests are down. On its face this sounds like a bad thing, but it really is a good thing, he remarked. Treasurer/Collector Deborah Baldini has been so dedicated in tracking down tax debt that the town doesn't have a large amount of outstanding taxes to earn penalties and interests on, he clarified.

The Landfill Enterprise Fund is about the same, the Waste Water Treatment Plant fund is tracking favorably at this time and the golf course had a good season, he summarized.

Town Accountant Bill Sutton provided the Selectboard with a list of budget accounts that are more than 25% expended, Mr. Sullivan continued. It is not uncommon for some line items to be largely expended early in the fiscal year, he indicated. For example, the town does a lot of construction and maintenance in the summer months, police uniforms are often bought in the summer and town officials save 2% if they pay the retirement assessment in full July 1st.

With regard to Veterans Services, South Hadley has seen an increase of about 23 percent in the number of families being served, he noted. All in all, finances are in good stead as the town enters the winter months, Mr. Sullivan concluded.

4. PEG ACCESS REQUEST SCHOOLS

The request from the School Department is to use PEG access funds for a Comcast cable connection for the Plains Elementary School, Mr. Sullivan explained. Comcast did an assessment and estimated the cost at \$5,400 but this was subsequently reduced to \$1,400. Billy Collins of the School Department requested permission to use cable access funds for this expense. Although not formally required, the town has never spent PEG access funds before without approval of Town Meeting, he reminded. The Selectboard could spend that money without other approval but, in South Hadley, officials have always allowed Town Meeting to vote on these appropriations, he clarified.

He has heard that the school will move forward with the Comcast connection regardless of whether the request to use cable funds is approved, he shared. SHELDO does have a fiber optic line at the school that provides telephone service for a monthly charge. Although there is an initial charge to run new cable from the road to the school, there is no charge going forward, he clarified. The connection will enable school officials to access programs used by the schools. It is something the schools need and would appreciate consideration for, but he understands it will be put in regardless of the board's decision.

SB Member Etelman asked if the money was in the budget for the construction project, and Mr. Sullivan said it was. If it's in the budget already, they shouldn't need to come to us for additional funds, she commented.

SB Member Brezinsky agreed it is a small amount of money but said he thought it sets a precedent in that the Selectboard has never spent PEG money without Town Meeting approval. It was a surprise to him that they don't have to get Town Meeting approval, he noted. The charge could be paid out of the construction budget but it is not reimbursable by the state, he volunteered. In other words, it would come from taxation rather than from the \$400,000 available in the cable account. He presented the suggestion of asking the School Department to initially pay for the connection out of its operating budget but putting it on the Special Town Meeting in May to be reimbursed from PEG funds. This would avoid setting any kind of a precedent of circumventing the practice of asking Town Meeting for its approval, he explained.

Chair DeToma said he thought this was a reasonable approach.

SB Member Hine asked if this was something new or if it was previously in place. Mr. Sullivan said it is in place in other schools and was in place at the old Plains School but needs to be replaced for the new school. He reached out to Cable Studio Manager Bob Smith, and Mr. Smith informed him that his budget is very tight and that he did pay for some items at the Plains School that he hadn't planned to such as switching devices, etc.

Mr. Sullivan expressed the opinion that putting the request on the Special Town Meeting warrant in the spring and sending a letter to Mr. Collins to let him know would be appropriate.

At the chair's invitation, Mr. Brezinsky offered an explanation for the "gift-wrapped" gymnasium at the construction site. In the course of preparing for and doing deconstruction, workers discovered vermiculite in the walls of the old building. This material is used in potting soils and in recent years has been discovered to have similar characteristics to asbestos.

The Department of Environmental Protection (DEP) has gotten involved, turning the removal into a big ticket item that was unforeseen but still covered under the contingency fund. It will cost an additional \$350,000 to remove. Workers did some testing over the weekend with ample precautions and found that there were no friable or airborne particulates, Mr. Sullivan volunteered. "That's why you saw the wrapping on the walls; to contain it while it was being taken down," SB Member Hine explained.

5. FY 2017 BUDGET PROGRESS REPORT

He has been meeting with department heads, and budgets have been going well, Mr. Sullivan related. In a change from previous years, the Gaylord Library's budget will be presented within the South Hadley Public Library budget this year. This is not a condemnation of how the budget has been presented in the past, he stressed; rather, he is much more comfortable including the Gaylord Library budget within the public budget so that there is the level of oversight called for by the state in spending public money. The library budget will come in within requested parameters, he noted.

He heard late today that it looks like there is going to be a sizeable increase in health insurance costs. He will be attending an Executive Session meeting of the Hampshire County Group Insurance Trust (HCGIT) Advisory Committee tomorrow morning.

All in all, budgets are coming in on target. The Police Department budget will be \$183,000 less than last year. (To be fair, he acknowledged that there was a \$160,000 settlement in last year's budget.) Still, having a budget that size come in even \$20,000 lower than last year is something to be applauded, he suggested.

He has received a number of comments from Town Meeting members relating that they are enjoying the administrative reports, quarterly updates and other budget information and finding it informative.

He was to meet with the DPW Superintendent to review that budget today but the meeting had to be rescheduled. He doesn't expect any surprises there. Staff has been winnowed down; there have been a number of staffing cuts at the DPW and the superintendent has been doing a good job managing those changes.

On the revenue side, he is expecting modest new growth similar to last year. Between new growth and the two and a half percent (2 ½%) increase he is expecting increased revenue of \$900,000. He hopes the wish of the Massachusetts Municipal Association (MMA) comes true of seeing an additional \$50 million in local aid in FY 2017 from the Baker-Polito administration. All in all; town officials are making progress. The only expected increases are an estimated \$480,000 increase in retirement and the expected increase in health insurance, but this might be offset by a decrease in staffing.

Chair DeToma asked if the town would be able to make another contribution to the OPEB fund, and Mr. Sullivan said he is hoping to make a contribution of between \$120,000 and \$200,000 dollars. Town officials will also have to increase the short-term borrowing account to satisfy short-term borrowing; that will go up another \$150,000 this year, he added.

SB Member Brezinsky asked if Mr. Sullivan thought there would be any additional gains in reduction of the OPEB liability.

The initial amount of this liability was \$35 million and it has come down considerably (to about \$32 million), Mr. Sullivan confirmed. A further reduction was realized when the town switched to Medex 2; after this move, the actuarial study estimated the liability at \$29 million. As town officials try to build up the reserve, they are also trying to reduce the town's liability to the extent under their control. Meanwhile, the investment environment is not favorable to the attainment of big gains in the form of dividends or interest, he noted.

At the MMA winter meetings they will hear even more discussions than last year about OPEB, he predicted.

The town is also working to determine how the Affordable Care Act (ACA) will affect the town and its employees. Assistant Town Administrator Jennifer Wolowicz and Payroll and Benefits Coordinator Jackie Iskander have been

working diligently to make sure the town fulfills all of its reporting requirements and has the information needed to file 1095-C's, he assured.

Last year, South Hadley began tracking communities that owe a portion of retirement benefits for existing employees and billing those communities, Mr. Sullivan reminded. However, he recently heard at the state level that the state is going to do away with this provision because it is too cumbersome and confusing. He agreed it is confusing but said he thinks it is unfair for the community from which an employee retires to bear the full cost of that retirement.

SB Member Hine referred to the fact that, at one point, the fiscal year for the group insurance trust was different from the town's fiscal year, resulting in premium increases taking effect in April. Mr. Sullivan said he demanded that the town's renewal date be July 1st, and it now is. Five or six other member communities are now also on a fiscal year.

6. END OF YEAR TOWN HALL SCHEDULE

As announced at the last meeting, Town Hall will close at noon on December 24th and be closed all day December 25th and January 1st, Mr. Sullivan reminded. As some departments may be short-staffed during this period, he encouraged residents to call ahead.

The town has hired a new person in the Clerk's office – Steven Gonneville, he added.

7. REQUEST FOR PVPC TO BE LEAD AGENCY FOR WESTOVER LAND USE STUDY UPDATE

Mr. Sullivan presented a request that the Selectboard authorize the Pioneer Valley Planning Commission (PVPC) to be the lead agency for an update of the Westover Land Use Study. This is part of a larger Department of Defense (DOD) exercise to evaluate the long-term viability of Westover, he said. This project is to determine where and how some of the excess land may be used to the benefit of surrounding communities. He thinks having PVPC act as the lead agency makes sense.

SB Member Etelman asked if there was any reason not to authorize the designation, and Mr. Sullivan said no. Chair DeToma asked if other members were comfortable with him signing the letter so doing, and they indicated they were.

8. ANNUAL LIQUOR LICENSE/MISCELLANEOUS LICENSE RENEWALS

SB Member Forcier moved to renew the annual liquor licenses as shown on the attached listing contingent on receipt of a satisfactory Certificate of Inspection signed by the Building Commissioner and Head of the Fire Department by all Section 12 license holders and contingent on payment of all outstanding fees. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

SB Member Forcier moved to renew the miscellaneous licenses as listed on the attached document entitled 2016 License Holders contingent on payment of all outstanding taxes and outstanding balances. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

9. MMA ANNUAL WINTER CONFERENCE

Mr. Brezinsky offered a suggestion regarding the annual MMA Business Meeting. Resolutions and articles are typically presented and voted on, and the chair votes on behalf of the full board. He suggested that these resolutions be put on an agenda in January prior to the conference so that they can be discussed by the full board prior to the chair's vote.

10. TOWN ADMINISTRATOR REPORT

The board voted several months ago to hold Selectboard "In the community" events quarterly, SB Member Etelman reminded. She said she would circulate a meeting wizard to identify possible dates for the next event and confirm at the meeting in January who will attend.

Mr. Sullivan said he didn't have anything to add to his report but did send pictures of a ceiling cave-in in Town Hall over the weekend. A pipe in the ceiling of the Payroll and Benefits office leaked, causing the ceiling to cave in and causing

water damage to the carpet and furniture. He is trying to determine whether to file a claim since the town has a \$2,500 deductible. The property manager was up on the roof and determined that two areas of the roof caused the cave-in. The town replaced the upper sections of the roof but didn't replace the lower sections so there is a 10 by 27 foot perimeter around a roof that is probably 60 years old. The contractor put a coating on the surface but will have to wait until the spring to replace/repair the section.

The town paid for a report on the roofs of all municipal buildings two years ago, and consultants failed to identify this section of roof as needing replacement. He will be calling the consultant tomorrow to see why it wasn't in his report.

The elevator company will be here at 11 a.m. tomorrow to give administrators a rundown on parts that are starting to fail, he added. He found out just this afternoon that there are also some problems at the Council on Aging with erosion in an area of work recently completed. He finished by drawing attention to the new carpet outside the Selectboard Meeting Room.

11. STREET LIGHTS

Mr. Brezinsky referred to the comment in Mr. Sullivan's report that he has been trying to handle street light requests so as to maintain a stable number of streetlights without increasing or decreasing the overall number. He agreed with Mr. Sullivan's conclusion that the process of approving/denying street light requests should be an administrative function outside of a committee. However, he asked if there was a formal policy governing these requests.

He hasn't found a formal policy but past practice has been to refer requests to the Police Chief and DPW Superintendent for review and recommendation when there is a safety concern, Mr. Sullivan responded. This time of year with sunset at 4:10 p.m. there is a significant increase in people calling about street lights and, so far, these requests have been able to be accommodated by finding other lights in town already being paid for that are either out of order or redundant and deleting these lights to compensate for the new light. He pointed out that the Planning Board sometimes approves new subdivisions with added lighting and noted that there might need to be communication between the Planning Board and Selectboard to alert them to newly-added lights. There are presently 1,609 street lights and 285 rental lights in town. The SHELd contact has been wonderful to work with, he added. He agreed with the need to clarify the procedure and offered to draft a policy for the board's review. Members concurred.

Chair DeToma suggested the possibility of drafting a letter to the Planning Board.

Mr. Sullivan commented that he thinks most people like the new LED lighting along Newton Street.

In a related matter, there have been a number of requests for a change in traffic signage at the Mosier and Park Street intersection, Mr. Sullivan said. A study done a couple of years ago recommended an intermittent signal light, which was subsequently adopted by the Selectboard and funded by the town. A number of neighbors feel that the intersection is still dangerous. In this case, PVPC reviewed the intersection and felt that it didn't meet the standards of the National Highway Safety Board for a four-way stop. The Police Chief and Superintendent agree that at this point the town should just leave the signal in place. He stressed the importance of motorists exercising caution in this and other areas of town.

SB Member Etelman echoed Mr. Sullivan's request, noting that she witnessed two near accidents this week in which pedestrians had pressed the cross walk signal and drivers subsequently took right turns across the cross walk. "Watch," she emphasized. "You're driving a weapon. Be careful."

He attended a regional Economic Development Council meeting last Thursday at which Holyoke and Springfield presented economic development plans, Mr. Sullivan shared. The plans unfolding across the bridge have a direct effect on South Hadley's economic development. He would rather see the canal walk go towards the Vietnam Bridge instead of the Willimansett Bridge since it is a much more pleasant walk, he volunteered. It really is a nice walk from the train station and improving that walkway to make it safer for pedestrians would benefit both communities, he suggested.

12. CHAIRMAN'S REPORT

Chair DeToma said he attended a meeting in Springfield as a member of the South Hadley Redevelopment Authority called "Building an Innovation Culture and Ecosystem." The idea is to build a network of groups interested in creating an innovation culture in the valley, he shared. There is a huge interest in entrepreneurship, developing entrepreneurship, finding space for entrepreneurs, etc. all in support of encouraging entrepreneurs. UMass has something called Innovation Challenge, and MHC has also become very interested in the initiative. Holyoke Chamber of Commerce President Cathy Anderson told him today that classes are available for people interested in starting a business, learning how to finance a business, etc.

And, Friday he attended a conference sponsored by Hampshire Hope and SPIFFY having to do with youth programs to prevent substance abuse and educate youth about substance abuse. South Hadley was well-represented by Sharon Hart, Steven Fleming (School Resource Officer) and Karen Walsh-Pio. Both groups are doing great work in assessing the seriousness of the problems of alcohol and prescription drug use. He learned that the coalition offers hands-on TIPs training on a periodic basis that may be much more valuable than on-line training, he volunteered.

There are 1,342 street lights, Mr. Sullivan corrected. He informed members that a Quit Claim deed for the sale of 195 Granby Road is ready for signature by Selectboard members. There is also a letter to be signed by the Selectboard Chair asking the Assessors to abate property taxes for 11 Lawrence Avenue, a property recently sold at auction.

SB Member Forcier moved to adjourn. SB Member Brezinsky seconded. The motion passed unanimously 5:0. The meeting was adjourned at 8:17 p.m.

RESPECTFULLY SUBMITTED,

**LAURA KRUTZLER
ADMINISTRATIVE SECRETARY**

**SELECTBOARD MEETING
TUESDAY, JANUARY 5, 2016
SELECTBOARD MEETING ROOM – 7 P.M.
MINUTES**

Present were Members: Chair Francis J. DeToma, Sarah Etelman, Bruce C. Forcier and John R. Hine; Town Administrator Michael J. Sullivan. Vice Chair Ira J. Brezinsky was not present.

Chair DeToma called the meeting to order at 7 o'clock, noting that Selectboard member Ira Brezinsky was absent.

1. ANNOUNCEMENTS

SB Member Etelman announced that the Clerk's office has mailed out census forms to residents for completion. She reminded folks that they are supposed to be completed and returned within 10 days. Also, nomination papers for seats up for re-election at the April 12, 2016 Annual Town Election are now available. Major offices on the ballot include Town Moderator, Selectboard, School Committee, Board of Assessors, Board of Health and Municipal Light Board (four positions available: two three-year positions, one two-year position and one one-year position). In addition, seats on the Housing Authority, Planning Board, Trustees of Free Public Library (three) and Hampshire Council of Governments are on the ballot. And, there are open seats for Town Meeting members in all five precincts, some for only two years. The deadline for returning nomination papers for major offices is Tuesday, February 23rd and the deadline for returning either postcards or nomination papers for Town Meeting members is Tuesday, February 16th.

This Sunday - January 10th - the Bike/Walk Committee is hosting a trek to the Baggs-Pierce Wildlife Sanctuary with participants to meet at McCray's Farm at 1 p.m. And, the skating rink at Buttery Brook Park will be opening soon and remain open from January 28th to February 22nd.

The monthly meeting of the South Hadley Falls Neighborhood Association (SHFNA) will take place this Saturday, January 9, 2016 at the South Hadley Public Library at 10 a.m., Chair DeToma related. All residents of the Falls neighborhood and those interested in Falls activities are welcome to attend.

The annual "Bag the Community" Food Drive to benefit the South Hadley Food Pantry will take place Martin Luther King weekend, January 16th through 18th, SB Member Forcier announced. The project involves hundreds of volunteers and is sponsored by the food pantry in conjunction with South Hadley High School and supported by students and faculty at Mount Holyoke College as well as town employees, the Chamber of Commerce and various town organizations. On Saturday, January 16th, 1,600 grocery bags will be distributed to residents, and on Monday, January 18th, volunteers will collect the bags filled with donated items and return them to the high school for sorting and transport to the food pantry storage area. Last year the food drive resulted in the donation of thousands of pounds of food, and it is estimated that the event provides 40% of the pantry's annual non-perishable food. Anyone interested in volunteering can visit the "Bag the Community" Facebook page, contact the organizers listed in the Town Reminder or on SHCTV, or call (413) 535-8861.

2. OPEN FORUM

Chair DeToma asked if anyone wished to address the Selectboard under open forum. **Linda L. Young of 15 Westbrook Road** asked what was happening with the Community Preservation Act. She said she knew Town Meeting had voted to put it on the upcoming ballot but wondered if there was any effort to educate voters about the proposal.

Chair DeToma said not that he was aware but deferred to South Hadley Redevelopment Authority chair Tony Judge, who was present in the audience. Mr. Judge said the Community Preservation Act (CPA) Coalition is very willing and interested in getting information out to voters and has offered to come and make a presentation on any occasion. He expressed his understanding that Know Your Town (KYT) may host a presentation about the benefits of the CPA.

Ms. Young asked how people could get involved in the coalition, since presumably it could use more volunteers.

Ms. Etelman said that since the initiative started with the Open Space Committee, she would assume residents could contact this group to ask about getting involved. However, Mrs. Young said Open Space Committee members have told her that they have filed their report and are done; they cannot actively support the initiative.

Mr. Sullivan expressed his understanding that once a proposal is put on the ballot it becomes a political issue and is up to individual citizen groups to promote or defend as opposed to sitting bodies of government or individual elected officials. It's great to bring the issue up, but it's really up to the public to do research, read the report and consider how to individually vote, he suggested.

Mrs. Young said KYT held a board meeting Monday and would love to present a forum on the issue but does not know if there is a PAC or coalition or study group actively promoting the proposal. They just know the Open Space Committee group has told them it is done with its work.

Mr. Sullivan said there is a state-wide group, and Mr. Judge said that was the coalition he was referring to. Mrs. Young thanked members for the information.

3. **GAYLORD ADMINISTRATION BUILDING**

The Selectboard received a letter from the South Hadley Redevelopment Authority (SHRA), Chair DeToma related. SHRA Chair Tony Judge presented a proposal to undertake a feasibility study to see if the administration building at 27 Gaylord Street would be a suitable site for the relocation of Town Hall offices, SHELd and other South Hadley departments. He reminded members that the SHRA is charged with preserving and expanding upon the economic vitality of South Hadley Falls. Toward that end, members believe that a conversation about the Gaylord administration building is warranted. SHRA members have toured the facility and are proposing that a feasibility study be undertaken by a group to include members of the Selectboard, Redevelopment Authority and others to assess the ability of the site to accommodate municipal departments.

The letter states that the Redevelopment Authority "proposes that a committee be established to include members of the Selectboard, the authority and others to study the feasibility of such a relocation and consolidation," Chair DeToma elaborated. He received a call from Mr. Brezinsky this afternoon indicating that he would be interested in serving on such a committee, he related.

Mr. Hine referred to the fact that the SHRA is in the process of drafting a comprehensive plan for the redevelopment of South Hadley Falls. He asked if it made sense to conduct a feasibility study for an individual property prior to completion of this overall plan.

Judge said he thought the Redevelopment Plan, which is nearing completion, could accommodate a number of options and that such a feasibility study might actually inform the overall plan. He thinks the town should move forward with evaluating the potential reuse of the building, and the Redevelopment Authority is keen to do that, he assured.

Town officials have been talking about a new municipal building that may or may not include SHELd, the Council on Aging, the Police Department and other departments, SB Member Etelman reminded. She said she was hesitant to focus on one particular property when other municipal departments may also need to be accommodated. She didn't want to be in the position of SHELd of being criticized for settling on a particular site before all options are considered, she clarified.

Mr. Judge acknowledged the point and said the feasibility study could possibly be extended to include other prospective sites. However, he suggested that this particular site is vacant and available and therefore worthy of immediate consideration.

Ms. Etelman reiterated her reluctance to focus on a specific site especially when at least three other departments may also want to consolidate space.

Those interests could participate in this study, Mr. Judge pointed out. He is not trying to push the town toward a particular site but rather to evaluate one prospective site to see if it is feasible, he clarified.

Chair DeToma expressed the opinion that the timing of the feasibility study is right given that the Redevelopment Plan is soon to be released. Exploring the possibility of this site in greater detail does not preclude exploring other options, he stressed. "We're going to have to explore all of these options and this is one of them we should be exploring," he asserted.

The Redevelopment Plan should be in the hands of the Selectboard and the Commonwealth within 60 days, Mr. Judge confirmed. Chair DeToma reminded all that the board's policy is not to take action on a new proposal at the time of initial presentation and said the topic would be revisited at a future meeting.

4. ANNUAL FARM LICENSE - MCCRAY'S

This is the renewal of an annual license to allow Stephen McCray to farm a portion of town-owned land in the Bachelor Brook-Stony Brook Resource Area, Mr. Sullivan explained. In recent years, Mr. McCray has sublet a few fields to Barstow's Farm. The annual license fee is \$1,100.00.

SB Member Etelman moved to approve the license from January 1, 2016 to December 31, 2016. SB Member Forcier seconded. The motion passed unanimously 4:0.

5. BOND PRESENTATION – DAVID EISENTHAL

David Eisenthal, Vice President and Senior Fiscal Advisor with Unibank Fiscal Advisory Services, Inc., was present to discuss limitations on and possible options for the restructuring of borrowing related to the Ledges Golf Course. Town officials are not making any recommendations on future ownership or management of the course but are simply trying to get a handle on the nature and extent of long-term debt associated with the enterprise, Mr. Sullivan stressed.

Chair DeToma asked Mr. Eisenthal to explain the four options outlined in his letter: 1) to do nothing, 2) to refund (refinance) the bonds on a tax-exempt basis, 3) to refund the bonds on a taxable basis or 4) to defease (pay off) the bonds with a cash payment.

As background, Mr. Eisenthal explained that he was asked by Mr. Sullivan to review outstanding debt related to the golf course. The town is about a year and a half away from the point at which it would be possible to either redeem (pay off) or refund (refinance) a substantial amount of that outstanding debt. The town has \$4.1 million in outstanding debt for construction of the course and improvements, including the clubhouse, and \$3.2 million of that will be "callable" in August of 2017. The options require thoughtful consideration, because even doing nothing requires that the golf course remain in a governmental purpose as defined by the Internal Revenue Service code. Town officials will need to be vigilant to insure that, as long as tax-exempt debt is outstanding (until August of 2028, fiscal year 2029), the property continues to be used for public purposes, he stressed. Tax-exempt debt on which interest income is not taxable comes with greater restrictions than taxable debt, he confirmed. For this reason, in his letter, he mentions that it would be important to consult with bond counsel (Locke Lorde) before contemplating any change in the status of the golf course.

The second option – tax-exempt refinancing – would still require that the property remain in use for a governmental purpose, whether as a golf course or something else, Mr. Eisenthal continued. The bonds redeemable in August of 2017 refinanced bonds originally issued in 1997 to build the Ledges, he noted. Because of the way the original bonds were issued, the town cannot refinance until it is within 90 days of that call. If the town pursues this option, May of 2017 would be the earliest date for refinancing, he concluded. The \$80,000 loan for clubhouse construction is redeemable in August of 2019, so that portion of the debt will become less of a burden after that.

In response to the request to explain what uses qualify as “governmental purposes,” Mr. Eisenthal said it was easier to explain what types of projects/uses are **not** governmental purposes. Projects or assets that benefit a private party are not considered governmental uses. To illustrate, he noted that stadiums are often built with public funds but if sky boxes within the stadium are sold to corporations, that portion of the project is not considered a governmental purpose and so the project must be built with a combination of taxable and tax-exempt financing. As long as the Ledges remain as a municipally-run recreational facility, the town can continue to take advantage of tax-exempt financing.

The third option – taxable financing – involves issuing bonds whose interest income is subject to taxation. The interest rates on these types of bonds tends to be higher so the town may see little or no savings. However, the benefit is that this option allows the town much more freedom to negotiate terms favorable to the town if it were to hire a private party to manage the course. He recommended that the town consult its bond counsel on questions about tax law.

Under current Massachusetts General Law (MGL), municipalities are not allowed to refinance unless they are reducing overall debt service so it might be necessary to file special legislation to allow any increase that might accompany taxable refinancing, he noted.

The final option is defeasance, or paying off the bonds. If the property were sold, the proceeds of the sale would need to be used in the first instance to pay off the debt, Mr. Eisenthal explained. The source of the cash would be the proceeds of the sale, he clarified. If the proceeds do not cover the outstanding debt, the town would have to continue to pay it.

Mr. Eisenthal stressed that, although he is knowledgeable about municipal financing, his expertise is not in golf course management so the town would have to seek advice from another source on this subject.

Members asked questions and offered comments. The first two options involve maintaining the status quo while the latter two involve moving away from the town’s current position, Mr. Eisenthal confirmed.

SB Member Hine asked if there weren’t other restrictions in place that prevent the town from discontinuing the use of the property as a golf course. Mr. Sullivan said he wouldn’t say other restrictions **prevent** them; they do present another obstacle. This is just one component part of a larger discussion, he confirmed. The town did accept some grant funding for the purchase of the property which entails additional restrictions, he acknowledged. [The future of the property] is such a complex discussion that it is almost necessary to take it in component parts, he said.

Mr. Hine expressed his understanding that the property is Chapter 97 land and that, while not impossible, it is extremely difficult to get land out of Chapter 97. He questioned if this made options 3 and 4 moot. Mr. Sullivan expressed the opinion that this barrier might be able to be overcome. He stressed that there is no suggestion of selling the land for housing lots; rather, it is likely that it will remain in some form of recreational use. The town also must take into consideration capital investment that may need to be made if the course is to remain open on a long-term basis.

6. LANDFILL PROJECT UPDATES - SOLAR RFP AND METHANE RECAPTURE

Beth Greenblatt of Beacon Integrated Solutions has informed him that the landfill solar RFP is almost in final form, Mr. Sullivan reported. The one key ingredient is an indication from the SHELDT Municipal Light Board as to what the interconnection limits are going to be; i.e. – whether the town will be allowed to use a true net metering system. Ms. Greenblatt wants to make sure that a net metering system is in place because she feels this will generate more interest from vendors in partnering with the town.

He is meeting with Industrial Power Services (IPS) representatives tomorrow at 11 a.m. for an update on the methane project, he continued. Haines Hydrological Service has presented a plan to the Conservation Commission to pipe methane gas to a facility in Granby. This project has moved incredibly slowly, he acknowledged, noting that several residents have brought to his attention that the town has lost at least a year of revenue from the sale of methane gas. The Conservation Commission has been very cooperative in trying to make sure that sensitive habitats are not disturbed.

Haines recently got approval for directional drilling from DEP so that they will not have to disturb the surface in some areas. However, he has taken to heart the message from several Selectboard members and others that the town cannot wait any longer and that the project needs to move forward, he assured.

On the subject of net metering, the Municipal Light Board voted at its last meeting to form an advisory committee to look at this issue so it looks like it will be a while before they have a definitive answer, Mr. Hine volunteered.

The chair has agreed to put him and Beth Greenblatt on the February agenda to discuss this specific project, Mr. Sullivan advised.

7. STREETLIGHT POLICY

Chair DeToma referred to a draft policy included in the packet. First and foremost, the town doesn't want to add to either the cost or light pollution caused by street lighting, Mr. Sullivan related. He applauded SHELD's initiative to replace existing fixtures with LED lighting. The Selectboard office has been diligent in holding the line on the number of existing streetlights (1,342) at a cost of approximately \$110,000 a year. He reviewed factors to be considered, including safety, the responsibility of private property owners to provide exterior lighting, and the sometimes unreasonable expectations of residents, such as the expectation that street lighting enable children to safely ride bicycles at night.

8. FISCAL YEAR 2017 BUDGET

The final departmental budget is scheduled for review tomorrow morning, Mr. Sullivan reported. He has been in contact with the chair of the Appropriations Committee, and he is satisfied with the progress being made. The surprises already spoke about are the likely 6.8% increase in health insurance rates from the Hampshire County Group Insurance Trust (HCGIT) to be voted on next Wednesday, the \$200,000 increase in retirement assessment and some increases in unemployment insurance rates. In addition, a separate budget will be added for the Redevelopment Authority.

In response to a question from SB Member Hine, he confirmed that he was referring to Economic Development funds now contained in the Selectboard budget. This money will be moved to the SHRA budget and supplemented with additional funds. As the Redevelopment Plan is completed and ready to be implemented, the town will need someone in place to facilitate action items/recommendations of the plan. In anticipation of this, money will be appropriated for expenses and staffing. He is going to propose one part-time staff person to begin with, he presented. In the future, there might be other mechanisms to fund redevelopment activities, such as the sale of town-owned property, so that the burden doesn't fall on the tax payer.

Departments have been incredibly cooperative in the budget process, and Selectboard members will find that 80% of departments will show reductions in cost. It is only through the diligence of Department Heads in searching for ways to lower costs that these savings have been realized, Mr. Sullivan submitted. For example, Collector/Treasurer Deb Baldini, who traditionally spent about \$25,000 in bank fees, has reduced costs by about \$18,000 by consolidating accounts.

He also cited staff's cooperation in controlling and reducing the number of employees as a major factor in limiting the impact of increased health insurance costs since the town has a smaller workforce. "It could have been a \$300,000 hole in our pocket," he commented. However, since the town (and school department) has controlled the number of overall employees, the impact has been limited, he concluded.

He is hoping to make a \$200,000 contribution to the OPEB account, he reiterated.

The Capital Planning Committee is abreast of the budget process and is meeting Thursday, he confirmed. The capital plan is being updated to indicate the date of completion of finished projects, pending projects and final costs.

9. TOWN ADMINISTRATOR REPORT

Police union negotiations began today, Mr. Sullivan reported.

Mr. Hine commented that the idea presented in the TA report of consolidating telephone expenses in the IT budget makes a lot of sense. He asked for an update on the status of the replacement of the town's phone system.

Mike Ebner of Concept Telecom has started his work, Mr. Sullivan advised.

Chair DeToma informed members that Mount Holyoke College President Lynn Pasquerella is leaving the college as of June 30th. Director of Government and Community Relations Kevin McCaffrey assured him that Ms. Pasquerella conveys her high praise and thanks for the close cooperation and collaboration between the Selectboard and the college. It's been a good relationship and she assures us it will continue, he stated. On behalf of the Selectboard, he wished the President well.

Mr. Sullivan thanked Timna Tarr for the temporary loan of her art to the town for display in the Selectboard Meeting Room and expressed anticipation for the arrival of Jack Barry's pictures. Mr. Barry is an 89-year old artist and former South Hadley postmaster. The Selectboard will hold a small reception for Mr. Barry before the next meeting, he shared.

For fans of Ms. Tarr's quilts, her work will next be on display at Brookside Quilts in South Egremont, Ms. Etelman advised. The opening of that show is this Saturday from 12 to 3 p.m.

SB Member Forcier moved to adjourn. SB Member Etelman seconded. The motion passed unanimously 4:0. The meeting was adjourned at 8:15 p.m.

RESPECTFULLY SUBMITTED,

**LAURA KRUTZLER
ADMINISTRATIVE SECRETARY**



1/4/16

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.

DATE:

LOCATION:

TIME:

Saturday, February 13th, 2016

Chapin Auditorium

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

FEE: \$30



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

To the Licensing Authorities:

Date: 1-8-16

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

NAME: Luke Brunelle Jr.COMPANY: Dockside Inc.ADDRESS: 1 Alford St. So. Hadley Ma. 01075CONTACT: Luke Brunelle Jr.TELEPHONE: (Cell) 413-626-3226 or 536-3132 (marina)DAY(S) APPLIED FOR: 1 day March 13, 2016PREMISES TO BE LICENSED: Beer Garden to be set up in
Dockside Parking Lot - 1 Alford St. (Same as last year)HOURS OF OPERATION: 12-6TYPE OF EVENT: Leprechaun Plunge

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: *Luke Jr.*

Date Select Board Approved/Denied: _____ License # _____

South Hadley Public Library/Gaylord Memorial Library
Joint Integration Committee

January 8, 2016

South Hadley Selectboard

Frank DeToma, Chair

Ira Brezinsky, Vice Chair

Bruce Forcier, Clerk

Sarah Etelman, Member

John Hine, Member

Michael Sullivan, Town Administrator

Jennifer Wolowicz, Assistant Town Administrator

Dear South Hadley Selectboard and Administration,

We look forward to presenting to you the findings of the Joint Integration Committee of the South Hadley Public Library/Gaylord Memorial Library, and consultant Cheryl Bryan.

The Trustees of the Gaylord Memorial Library and the South Hadley Public Library have been working since 2012 to explore ways of improving and unifying town-wide library services through the integration of programs, collections, and staff of both libraries. In 2013, based on research by the Joint Integration Committee, both Boards of Trustees agreed upon a list of potential advantages of integrated services. A draft administrative structure was developed as well. The Selectboard approved this concept of integrated services and encouraged both libraries to continue their exploration. With a grant funded by the Massachusetts Board of Library Commissioners, Cheryl Bryan, an experienced and objective professional consultant, was engaged to facilitate a series of exploratory meetings with library representatives, town administration, and residents.

As described in the attached report, the outcome of those meetings confirmed the Joint Integration Group's finding that integration of services with a sustainable administrative structure would serve to improve and unify library services for South Hadley.

Please review the enclosed documentation. We are pleased to continue this community conversation with you.

Mitchell B. Resnick
Chair, Board of Library Trustees
South Hadley Public Library

Barbara Erwin
Chair, Board of Library Trustees
Gaylord Memorial Library

Enclosure:

Report on South Hadley Library Integration Project, August - October 2015
by Cheryl Bryan Consulting

Report on South Hadley Library Integration Project

August - October 2015

Cheryl Bryan Consulting

This project was fully funded by the Massachusetts Board of Library Commissioners, by a federal Library Services and Technology Act/state Joint Public Library Planning grant, for the purpose of examining the feasibility and sustainability of consolidating library services in South Hadley.

Executive Summary

This report covers the five meetings working with the Integration Committee made up of three representatives from both the South Hadley Public Library and the Gaylord Library, the Directors of those libraries and the consultant brought in through a Joint Public Library Planning grant from the Massachusetts Board of Library Commissioners to develop a plan for improved library service including service goals, objectives to measure those goals, a three year action plan, a projected budget, and staffing plan.

The four service areas prioritized by the combined trustee boards were:

- improve provision of materials and programs for leisure reading and listening pleasure
- maintain a comfortable place to visit both physical and virtual
- improve services for young readers
- provide lifelong learning opportunities.

The ways in which a coordinated approach to these service areas would best serve the community became the focus of our planning through meetings with Trustees, both Directors and key staff members.

On the final visit we had an afternoon meeting of the combined boards of trustees to present and discuss the plan of service and budget to ensure all trustees had an opportunity to ask any questions they might have as they will be essential to the community's understanding of the value of combining the libraries. In the evening we held a well-attended public meeting where copies of the draft plan were distributed and we, after explaining the history of the project and how the plan was developed, asked for public response and input. The response to the plan of service was universally positive with remaining questions about the preservation and ADA compliance issues of the Gaylord building.

Development of the Plan of Service, Staffing Plan and Projected Budget

The plan was developed with participation from both boards of trustees, directors and staff from both libraries, and consultation with the South Hadley Town Administrator and Chair of the South Hadley Appropriations Committee. A public meeting was held to encourage public feedback to the proposed plan. Our focus has been on developing a service plan, staffing plan and proposed budget. Many issues regarding the Gaylord building and property still need to be

resolved between the town and the board of the Gaylord Library, a point often raised in the integration committee and at the public meeting. These outstanding issues were outside the purview of the committee as they involve decision making from the town but the Gaylord trustees have been asked to follow up with the town. The response to the plan of service was positive in both full board meetings and the public meeting.

The Plan of Service, staffing plan, and projected operating budget are attached to this report. Below is a description of our meetings and how the documents were developed.

Visit one was an orientation for the consultant and an assessment of the environment in which the plan would be developed. The morning was spent at the Gaylord Library where Director Criss Quigley gave a library tour and then a meeting with the Board, Friends and staff of the Gaylord Library. Late morning the Integration Committee convened and we discussed their vision for service, their work so far, what particularly needed to be preserved and areas where change would benefit the library users. In the afternoon I toured the recently built South Hadley Public Library (SHPL) with Director Joe Rodio, and then met with the SHPL Board, Friends, and Staff. The staff expressed concerns about workload from combining the libraries. This was followed by a meeting with the State Representative, Town Administrator, Town Appropriations Committee Chairman, the Integration Committee, and both Directors which gave me a better idea of the environment in town.

Visit two began with a joint meeting of the SHPL and Gaylord Boards of trustees. In small groups they discussed what it would be important to retain during any changes, current areas of duplication, programs that could be combined and the value of integration. Then we convened together to discuss the ideas developed in the small groups. In the afternoon we prioritized service areas for planning purposes, agreed on a governance model and began discussions of the libraries current budgets. Service priorities were discussed and established.

- improved provision of materials and programs for leisure reading and listening pleasure
- maintain a comfortable place to visit both physical and virtual
- improve services for young readers
- provide lifelong learning opportunities were agreed upon as high priorities.

Visit three the Integration Committee met in the morning to discuss: management and staffing structure; the differences in the current governance of each organization and their Friends groups and volunteers; goals in the prioritized service areas; budget and legal issues that impact the integration. A list of town issues was developed for discussion with the Town Administrator. Integration Committee members and I also met with staff to discuss in small groups their questions about the integration. A report on that session is attached. A list of the legal questions from this meeting is also attached.

Visit four the morning session with both boards of trustees was a report from Director Joe Rodio about his meeting with the Town Manager on the legal questions we had defined in our last session. Following lunch I met first with the Gaylord Board of Trustees and then with the

South Hadley Board of Trustees to discuss these legal issues. Then the Integration Committee convened to finalize the budget and approve the goals and objectives for the plan.

Visit Five was a presentation of the final plan, proposed budget and staffing plan for discussion with both boards of trustees. We also planned the evening public meeting in this session. In the evening we held a public meeting to present the Plan of Service to the public for comment and feedback. The Chairmen of each board participated in describing the history and development of the plan. The Directors talked about getting the MBLC grant to fund a consultant to work with the Integration Committee, copies of the plan were distributed and discussed then we opened the floor for questions and comment. The response to the service plan was positive. Most questions stemmed from concern for the maintenance of the Gaylord building and bringing it into ADA compliance. These issues were noted but it was explained they were outside the purview of this committee. The Gaylord Trustees had been charged at the last session with meeting with the Town Administrator to address these concerns but illness had prevented the meeting from taking place before our public session. This will be a key point and subject of negotiations between the town and Gaylord trustees if the plan is to go forward. The meeting gave a clear approval for the concept of integrated access to materials, programing and publicity for the two libraries.

Recommendations:

- Ownership of the Gaylord property must be clarified. However we all agreed in our discussions that should the integration go forward this would quickly become a less significant issue.
- Status of the employees of the Gaylord Library in the first year of integration will be in flux between private library and town employees. A staffing plan with timeline for the transition would need to be developed.
- Meetings must be held with the Town Administrator to develop a timeline for how this plan would be implemented and what approvals are required.

I have enjoyed working with the Integration Committee and staff from both South Hadley libraries. I found the spirit of cooperation and commitment to looking forward to better service for the South Hadley community strong indicators for the success of this project.

Attachments:

Plan of Service

Proposed Budget

Proposed Administrative Structure

Staffing Plan

Report from August 7 meeting

Report from September 9 Staff session

List of legal issues for clarification

CW/MARS Cost estimate to add Gaylord Library

Integrated South Hadley Libraries Service Plan

Approved September 9, 2015 Joint trustee meeting

In our second meeting we prioritized service areas for the joint plan. The following service areas were highest priority. Goals were discussed in each of these areas.

Improved provision of materials and programs for leisure reading and listening pleasure

Goal 1: Provide a unified CW/MARS library access card to be used in all public libraries in South Hadley and one catalog listing of materials in both libraries.

Objective 1: All popular materials from both libraries will be listed through CW/Mars automated catalog by FY 17.

Activity 1: Gaylord Library will determine which materials are current and used enough to retain for future collection.

Activity 2: Gaylord materials database will be converted to CW MARS format.

Objective 2: Faster service for Gaylord borrowers to materials not housed in the library by FY 17.

Activity 1: Inquire at MLS about new delivery schedule for all SHPL libraries.

Activity 2: MLS will be notified of new status of Gaylord as part of SHPL system.

Objective 3: Archival materials from both libraries will be listed in a shared database by FY18.

Activity 1: All archival materials will be catalogued.

Activity 2: All records for archives will be entered into CW MARS materials database.

Objective 4: A coordinated purchasing system for materials at both libraries will be in place by FY 17.

Activity 1: Staff from both libraries will meet to determine how information about items purchased will be shared between libraries.

Activity 2: New system for sharing information about purchases will be implemented.

Goal 2: Co-ordinate information about library programs and services town wide.

Objective 1: Create a unified online calendar of programs and events by FY 17.

Activity 1: All staff members who plan programs will be trained on entering programs onto the unified online calendar.

Objective 2: A unified newsletter will be developed on programs and services at both libraries by FY 17.

Activity 1: A format for the online newsletter will be developed and an editor will be designated.

Activity 2: Department heads will be assigned to send one article each month to the newsletter editor.

Objective 3: A coordinated South Hadley READS program will include events at both libraries by FY 16.

Activity 1: There will be an annual meeting to plan the theme and events for the READS program.

Activity 2: Program planners will advertise events on the online calendar, newsletter and with flyers.

Activity 3: Programs will be presented at both libraries with no overlap.

Objective 4: A coordinated summer reading program will be offered at both libraries by FY16.

Activity 1: There will be an annual meeting to plan the theme and events for the summer reading program.

Activity 2: Program planners will advertise events on the online calendar, newsletter, flyers and school visits.

Activity 3: Programs will be presented at both libraries with no overlap.

Maintain a comfortable place to visit both physical and virtual

Goal 1: Sustain the unique culture and character of each library.

Objective 1: Patrons will be surveyed annually about their satisfaction with the sustained culture in the library by FY17.

Activity 1: The Manager at the Gaylord Library will develop, distribute and collate results from a user satisfaction survey.

Activity 2: The results of the survey will be shared with the SHPL and Gaylord trustees.

Goal 2: Both libraries will be staffed and open in a schedule advertised on the library's webpage and electronic calendar.

Objective 1: A staffing plan for each library will be developed by FY 17.

Activity 1: The Integration Committee staffing plan will be reviewed by the union and Town Administrator.

Activity 2: Approved Gaylord positions will be filled as town funded positions in the next budget year.

Goal 3: The SHPL's webpage will expand to include hours and events at the Gaylord Library.

Objective 1: A unified electronic calendar of events and hours will be mounted by FY17.

Activity 1: A staff member will be designated to ensure the information about both libraries is on the SHPL website.

Activity 2: All staff members who plan programs will be trained to enter events on the unified online calendar.

Objective 2: All social media sites will advertise events at both locations.

Activity 1: A staff member will be designated to ensure the information about both libraries is on all SHPL social media sites.

Activity 2: All staff members who plan programs will be trained to enter events on the social media sites.

Improve services for Young Readers: Early Literacy

Goal 1: Library activities for young children will be coordinated between both libraries.

Objective 1: Story hours and other programs will be coordinated and advertised together by FY 16.

Activity 1: Seasonal planning meetings will be held between the Children's Librarian and Children's Services Coordinator to discuss programs for the upcoming season.

Activity 2: All children's programs will be advertised on the joint online calendar and newsletter.

Objective 2: Grants will be distributed between both libraries for the benefit of all children.

Activity 1: All grant proposals will be shared with the Director for coordination between the two libraries.

Objective 3: Preschool and daycare visits will be coordinated between the staff of both libraries.

Activity 1: When the children's services staff meet to discuss programming they will determine who will visit each daycare center in town.

Goal 2: Purchases for the collection of materials for young children will be coordinated and access will be through one catalog.

Objective 1: Each library will be aware of purchases made for the children's collection.

Activity 1: Staff from both libraries will meet to determine how information about items purchased will be shared between libraries.

Activity 2: New system for sharing information about purchases will be implemented.

Objective 2: All children's materials will be available through the CW/MARS online catalog.

Activity 1: All Gaylord materials that circulate will be converted to CW MARS format.

Activity 2: All new materials will be added to the CWMARS materials database as received.

Provide Lifelong Learning opportunities

Goal 1: The libraries will provide coordinated access to scholastic learning programs and individual learning programs.

Objective 1: Technology will be in place to support scholastic learning programs in both libraries by FY 18.

Activity 1: An assessment will be conducted in both libraries to determine what equipment is needed for lifelong learning activities.

Activity 2: Plans will be developed to add equipment to each building as the funding becomes available.

Objective 2: Coordinated materials purchases will support scholastic learning programs offered at both libraries by FY 18.

Activity 1: Subjects of lifelong learning programming will be assessed in the libraries' collections semi-annually.

Activity 2: Appropriate purchases will be made to support the lifelong learning programs.

Goal 2: Instruction in current and emerging technologies will be available in the libraries.

Objective 1: Staff members in both libraries will attend one training session each year in new technologies by FY 17.

Activity 1: Opportunity to attend training at MLS, SHPL, CWMARS or elsewhere will be offered to each staff member.

Objective 2: Each library will offer one technology learning opportunity four times a year by FY 18.

Activity 1: Users will be polled to determine what training they want to see offered at the library.

Activity 2: Four training sessions will be scheduled at both libraries.

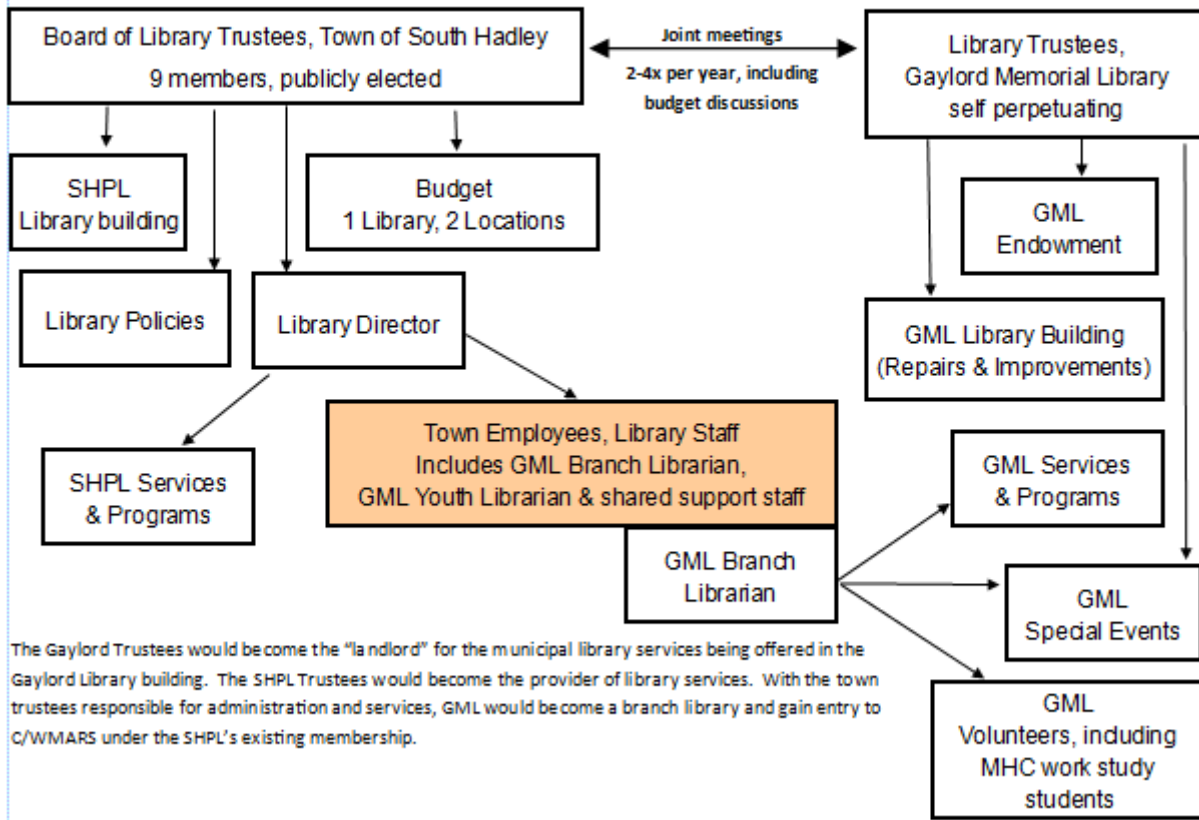
**COMBINED FY2016 EXPENSES OF
SOUTH HADLEY PUBLIC LIBRARY & GAYLORD MEMORIAL LIBRARY**

SHPL Administrative Assistant		30,078
SHPL Circulation Coordinator		42,659
SHPL Custodian		12,507
SHPL Director		74,184
SHPL Longevity bonuses		1,200
SHPL Youth Program Coordinator		35,600
SHPL Library Assistant		22,368
SHPL Jr. Technician		15,040
SHPL Reference Librarian		42,465
SHPL Sr. Librarian-Childrens		62,042
SHPL Head of Technical Services		61,146
SHPL Library Page		11,606
SHPL Network Services		27,344
SHPL Custodial Supplies		13,500
Gaylord Branch Manager pt time	22 hr/week	33,748
Gaylord Youth Program Coordinator	15hr/wk	17,160
Gaylord Library Asst.	15 hours	11,200
Gaylord Contract custodial serv.		4,048
Combined Travel Reimbursement		294
Combined Electricity		36,710
Combined Natural Gas		11,432
Combined Technology		3,300
Combined Postage		821
Combined Water		1,125
Combined Sewer		680
Combined Educational Materials (Book budget)		98,500
Combined Grounds Maintenance		13,090
Combined Library Supplies		17,100

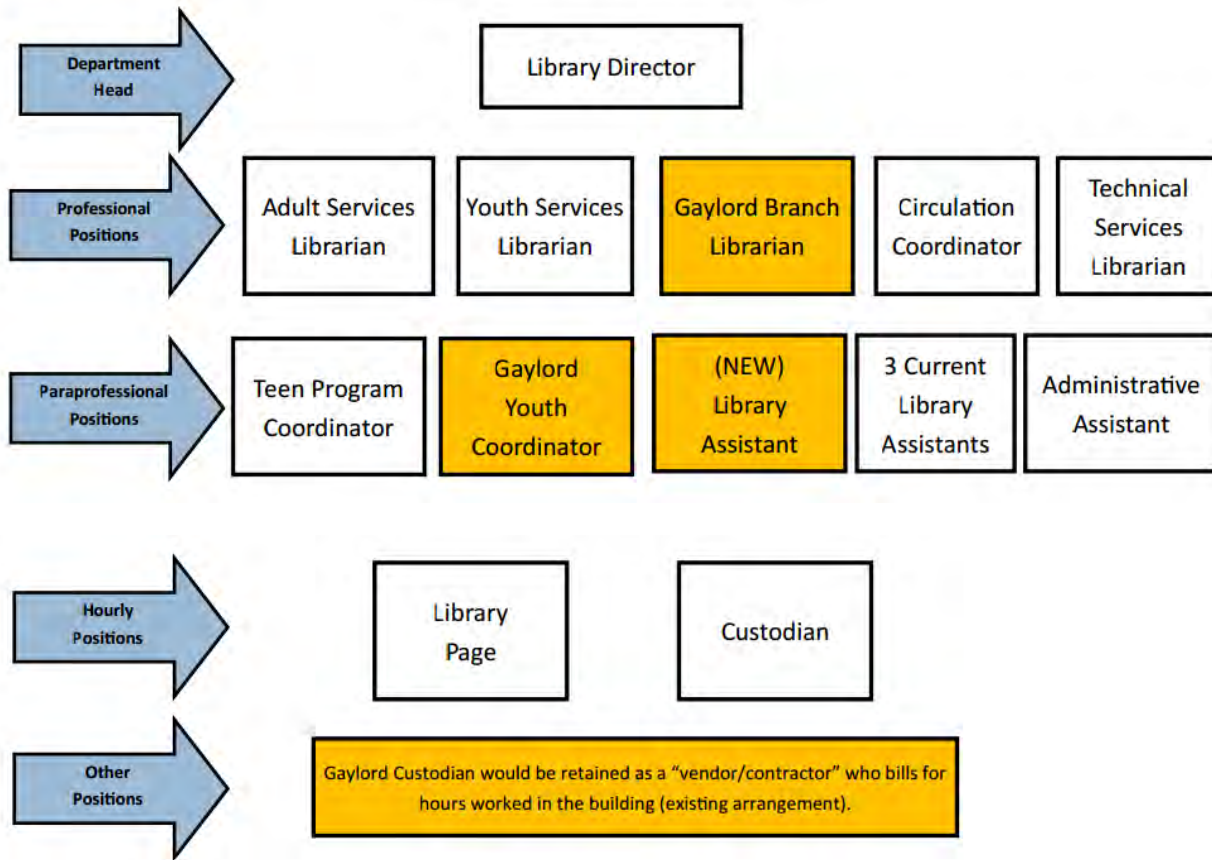
Total: \$697,603

These figures illustrate the cost of running two separate library entities under current conditions and are meant to provide context to this document. The figure of \$697,603 represents 1.6% of the Town of South Hadley's FY2016 operating budget of \$43,527,890.

Possible Administrative Structure of South Hadley Public Libraries



South Hadley Libraries Staffing Chart



Report from August 7, 2015

Meeting of South Hadley Public Library and Gaylord Library Trustees

Areas of Agreement

- Same staff would continue at current salary level or better
- There is an advantage to shared purchasing of supplies and materials co-ordination.
- There is a benefit of integration in shared staff knowledge of both libraries, a unified circulation system, a joint catalog of holdings and one card for South Hadley residents to use both libraries.
- Library users would benefit from a unified website and web presence.
- A combined access point to local history resources would benefit researchers.
- Intake of volunteers for both libraries could be standardized then turned over to preferred location.
- The Gaylord endowment should be preserved for the preservation of that building.
- Each library would want to preserve its unique culture.
- It was agreed to work from the Integration Committee's governance model with some clarifications.

The afternoon service prioritization discussion yielded the following priorities

The Public Library Association Planning for Results list of library services was presented to the trustees and they were asked to vote for their priorities. They were given dots and told to vote either for a priority for SHPL, Gaylord or both. After the discussion in small groups of a model of specialized services in the two libraries after integration it was interesting that almost all votes were for services in both locations. With one vote for Children's services in Gaylord, one for Lifelong Learning in Gaylord, and one each for SHPL and Gaylord for providing physical and virtual space for residents to meet and interact.

.
Top priority from the trustees was Services for Young Readers: Early Literacy. This would emphasize children from birth to five having the programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

Tied for second, third and fourth were Lifelong Learning, Providing materials and programs for leisure reading and listening pleasure, and maintain a comfortable place to visit both physical and virtual spaces.

It is recommended that libraries focus on four areas in a five year plan. The next highest scores were job and career development and providing information on local, national and world affairs.

Morning brainstorming results

Where could there be value in the integration?

\$ savings on materials and supplies

Unified staff

Possible Friends co-ordination

1 plan and vision for service to South Hadley-one strategic plan

Better town wide services

Public Goodwill

Unified programs for youth, teens and adults

1 circulation, cataloging, ILL – one library card for South Hadley

Unified “message” for outreach and PR/ greater community building and outreach

1 schedule for programs and services

1 webpage, facebook, etc.

Sustaining the Gaylord endowment

Town funding and support of both libraries

Possible additional hours at Gaylord

Town presence in town center

Unified and enhanced appropriation for libraries

CW MARS membership ebooks, databases for Gaylord

Expanding services to teens

Better access to local history collections

Opportunity to specialize

Insurance for Gaylord through town

Allow targeted use of Gaylord endowment

What must be retained in the integration?

SHPL

Single admin structure-1 board for library services

Maintain Friends group

Archival collections

SHPL trustees

SHPL culture

Town department

Public funding

Transparency

Gaylord

staff

maintain Friends group

library materials/program selection

GML Trustees

GML culture

volunteers

children’s programs

GML Building

Archives

Name

Autonomy

Are there areas of duplication?

Materials/ book purchases

Public programs

2 budgets, 2 trustee boards, 2 Directors

Cataloging and circulation systems

Supply purchases

Fundraising and outreach and public relations

2 staffs

Core supporters for each library

2 Friends groups

Competing for MBLC grant funding

Technology planning

Archives

Volunteers

Open hours

Websites

Staff training

Are there programs that could be combined/coordinated like summer reading promotion is now?

South Hadley Reads

Computer classes

Centralized effort for programs in each library

IT support

Outreach and PR

One library card

Local History and genealogy collections

Staffing between buildings for coverage

Book clubs and discussions

Cataloging-circulation-ILL (C/WMARS)

Report from South Hadley visit
Staff and budget discussions
September 9, 2015

Staff questions

Where would materials processing take place?

- Most materials arrive shelf ready. The process of checking them into the CW/MARS system could be done at each library site with some training of the Gaylord staff. More complex items could be sent to the South Hadley main library for cataloging.

As part of CW/MARS would Gaylord staff still be doing mediated ILL?

- Members of the CW/MARS network find most of their requests can be answered within the network so a simple reserve can be placed by patrons or staff members for the patron. MLS offers mediated ILL services so staff can still request items that are not available in the network through that service.

Would delivery still be separate?

- Yes, we expect arrangements can be made for that.

Who would handle virtual catalog requests from Gaylord patrons?

- Branch Librarian and/or supporting staff.

Who would handle World cat participation for patrons at the Gaylord Library?

- Branch Librarian and/or Adult Services Librarian and/or supporting staff.

Would Gaylord still handle their own posts to joint social media sites?

- Yes. Right now this is done departmentally in the South Hadley Public Library.

Whose responsibility would it be for flyers, promotion, etc? How will this be co-ordinated?

- Ideally, we would move to a "South Hadley Reads" model where programming would be coordinated on a monthly or seasonal basis and a calendar of events would cover most programs.

How would IT trouble shooting be handled for the Gaylord Library?

- Town IT staff, SHPL staff, MLS, outside consultants where needed

How would consolidation affect the South Hadley Public Library's book budget?

- Should have no noticeable effect on SHPL purchasing ability; might change collection development priorities.

Would volunteers designate which library they prefer to work at?

- As part of volunteer application process, people should be able to choose one or both.

Would each site retain its current programs like the book discussion groups, teen Chemistry and children's Science Club programming?

- Current programs would be coordinated between the two sites, like "South Hadley Reads".

Staff would like to see the proposed organizational chart with the Gaylord staff added in.

What would be the coverage at the Gaylord Library? How often do you expect the current SHPL staff to be assigned to Gaylord?

- Some of this depends on the number of hours that core GML staff will work, and the ability to hire additional GML core staff. SHPL staff would rotate on a regular monthly basis.

How will the new Gaylord position be used?

I see this as a Circulation Assistant that will cover the desk and handle basic patron inquiries.

How will paperwork (bill paying, etc) work? Will current SHPL Administrative Assistant be paying town warrants?

- All warrants and payroll will be done at the department level, by the SHPL Administrative Assistant.

Will SHPL teen librarian work both sites?

- Possibly, could depend on makeup of core GML staff.

How much independence will there be between libraries for collection development and programming? What needs to be standardized and what would remain unique in each library? Who decides purchases and how is information shared between sites?

- There will be one set of policies for the library system that will govern collection development. I prefer “autonomy” to “independence”. There will be coordination of ordering among all staff.

Who will do the work of transitioning Gaylord to CW/MARS?

- Existing GML and SHPL staff, and C/W MARS.

Who will “own “ Gaylord’s unique artifacts and “non-library “ materials?

- This is to be determined, as “unique” and “non-library” need to be defined.

Will this merger affect existing database licenses and access?

- Most contracts are based on population served and that will not change so probably not.

Will there be a need for new job descriptions? Does this constitute a “change of work conditions in the union contract for SHPL employees?

- Yes for new job descriptions for GML staff, possibly for some SHPL staff. A “change in work conditions” is a negotiable part of the collective bargaining agreement and would have to be discussed between the town and union.

Budget Questions

ADA access for Gaylord. How will the town address this capital improvement? (Not part of operating budget charge to this group) Does the town own the Gaylord building?

- Possible to “grandfather” in GML, but need to plan for future improvements.

Town salaries for Gaylord staff? Need estimate to develop budget at this next meeting.

- GML staff would slide into existing salary schedules.

Maintenance for two buildings? How will this be handled in budget?

- Part of the town library budget. Would need to have a better understanding of GML needs to provide more detail.

Will Gaylord and SHPL each retain separate trust funds?

- It depends on the language of the original bequest.

South Hadley Integration Committee Meeting
September 9, 2015
Legal issues for clarification

Ownership of the building

Ownership of the land

Ownership of the building contents. Ownership of the archival materials.

Who insures each of the above.

Can the town lease the building?

Are there union issues in folding in Gaylord staff and all staff working over two buildings?

Is there any way to insure the one board structure will continue to support both buildings?

Will there be an "out" clause in the agreement?

Current Gaylord custodian works full-time for school district and by contract for Gaylord. Could that continue?

Different laws established original libraries-how can they be combined?

If town leases library would Gaylord trustees still have use of the building for fundraising activities?

Would they continue to hold a key to the building?

Estimate of Assessment Costs for South Hadley and Gaylord Memorial FY2017

date: 10/19/2015

Item	Detail	Cost
South Hadley Public Library		
Assessment		\$ 22,004.00
Overdrive 10%		\$ 2,201.00
Total		\$ 24,205.00

Item	Detail	Cost
Gaylord Memorial Library		
Line cost		\$ 972.00
Item count (ARIS FY2014)	12,201	\$ 1,099.00
Circulation (3 year average) (ARIS FY12, 13, 14)	15,624	\$ 782.00
Assessment		\$ 2,853.00
Overdrive 10%		\$ 286.00
Total		\$ 3,139.00

Total Assessment		\$ 24,857.00
Total Overdrive Amount		\$ 2,487.00
Total Invoice		\$ 27,344.00

Resolution Ensuring a Strong and Enduring Fiscal Partnership Between Cities and Towns and State Government in Fiscal 2016 and Beyond (2015)



As adopted by the members on January 24, 2015.

Whereas, the residents and businesses of Massachusetts expect and deserve high-quality public services delivered by their local governments, and rely on those services to support and raise their families, build economic security, and live safely; and

Whereas, the continuing fiscal health of local government will rely on adequate, sustainable and predicable revenues to support local services and capital programs; and

Whereas, the prosperity, and economic and social well-being of the residents and businesses of the Commonwealth are directly related to the fiscal health of cities and towns and the quality of municipal services and roads and buildings that communities provide; and

Whereas, cities and towns are more reliant on the tightly capped property tax to fund local budgets than any time in the past 30 years, and this overreliance on the property tax, coupled with unavoidable growth in basic local costs and future obligations, has limited the ability of cities and towns to respond to new challenges and opportunities; and

Whereas, the local government share of the cost of schools and public education under Chapter 70 has grown to a 10-year high, and the state share has dropped steadily even as costs have grown due to special education and other mandated obligations; and

Whereas, the Governor and the Legislature have a long history of working collaboratively with city and town officials to constructively solve major public policy challenges, particularly since 1980, the year that Proposition 2½ was enacted by the voters; and

Whereas, to reduce today's overreliance on the regressive property tax and ensure that municipalities have the fiscal capacity to deliver the high-quality services that are essential to support local economies, families, and businesses in every corner of the Commonwealth, it is imperative that cities and towns receive an adequate share of state revenues, have an effective municipal tax system, and receive protection from excessive state and federal mandates;

Therefore it is hereby resolved that the members of the Massachusetts Municipal Association support the following essential policy positions to ensure a strong partnership between cities and towns and the Commonwealth in fiscal year 2016 and beyond:

In the Area of Municipal and School Aid:

- In fiscal 2016, the Governor and the Legislature should recognize that unrestricted municipal aid is fundamental to local budgets and should grow each year at least at the same rate as the growth in

state tax collections, and be distributed without earmarks, conditions or restrictions to all cities and towns, so that local officials and residents can use local aid to adequately fund public safety, public works, and all basic municipal and school services while reducing their current overreliance on the property tax;

- The state Lottery was established expressly as a source of local funds to pay for essential municipal services, and thus cities and towns should receive the full distribution of Lottery proceeds, including all projected and actual growth;
- Chapter 70 school aid revenue sharing should be increased in fiscal 2016 consistent with the state's constitutional obligation to ensure adequate new funding for all schools including the "foundation budget" adequacy and "target share" equity standards adopted in 2007, and a reasonable amount of new minimum per student aid;
- The Foundation Budget Review Commission should continue its examination of the "foundation budget" to make sure that Chapter 70 accounts for the full cost of educating students, and should include in its scope of work a review of the calculation of local contribution and school aid amounts, and adopt recommendations to increase the state's share of the "foundation budget" from the current 42 percent level up to 50 percent;
- The Governor and the Legislature should also maintain full funding of the Commonwealth's obligations and commitments to the Special Education Circuit Breaker Program;
- The Governor and the Legislature should also provide full funding of the Commonwealth's obligations and commitments to the program for payments in lieu of taxes for state-owned land;
- The Governor and the Legislature should also provide full funding of the Commonwealth's obligations and commitments to reimburse the costs of regional school transportation, regular school transportation, out-of-district vocational education and the transportation of homeless students under the McKinney-Vento unfunded mandate;
- The Governor and the Legislature should also provide full funding of the Commonwealth's obligations and commitments to reimburse for the loss of Chapter 70 aid that is redirected to fund charter schools;
- The Governor and the Legislature should also provide full funding of the Commonwealth's obligations and commitments to Chapter 40S "smart growth" reimbursements, regional and municipal libraries, anti-gang grants, innovation and regionalization grants and other effective municipal and school aid programs;

In the Area of Timely Notice of Local Aid for Good Planning and Implementation:

- To ensure orderly and efficient financial planning at the local level and implementation of balanced and adequate local operating and capital budgets, the Governor and the Legislature should reach early agreement on revenue sharing amounts so that a consensus local aid resolution can be approved and reliable Cherry Sheets can be released by March 1;

In the Area of Local Taxing Authority and Other Revenues:

- The Governor and the Legislature should provide cities and towns with new local option flexibility to adopt local taxes and other revenues to help pay for municipal and school services and the construction and maintenance of local capital projects;
- The Governor and the Legislature should enact legislation to provide cities and towns with local option authority to develop local rules for payments-in-lieu-of-taxes by owners of tax-exempt property;
- The Governor and the Legislature should undertake a complete review of the efficacy of all state-set exemptions from local taxes.

In the Area of Transparency and Unfunded Mandates:

- It should be a high priority for the new Governor and Legislature to avoid unfunded mandates imposed by state law, regulation or other action on cities and towns and to fully fund current mandates or allow the requirement to be implemented at local option;
- The Governor should require state agencies to prepare and publish municipal and school district fiscal impact statements for all new state regulations, amendments to state regulations, proposed agency guidelines, Executive Branch legislative recommendations filed with the Legislature, and acceptance of federal grants and all other actions, in a manner similar to Executive Order 145; and
- The House and Senate should adopt legislative rules to require municipal and school district fiscal impact statements for bills reported from the Committees on Ways and Means and other legislative committees.

It is further resolved that a copy of this resolution shall be provided to the Governor and members of the General Court of the Commonwealth.

Resolution Relative to Investments in Municipal Capital Projects to Facilitate Economic Growth and Protect the Health and Safety of Citizens (2015)



As adopted by the members on January 24, 2015.

Whereas, a modern and sustainable transportation system, investments in clean water and in all other capital assets of local government are essential for economic growth and a high quality of life in Massachusetts; and

Whereas, public construction and investment are a vital source of jobs, with estimates showing that every \$1 billion spent by federal, state and local governments creates or supports nearly 28,000 jobs; and

Whereas, the Massachusetts Transportation Finance Commission determined that there is a transportation funding deficit of approximately \$20 billion over the next two decades, including a \$1 billion gap in the Chapter 90 program; and

Whereas, funding for Chapter 90 has not kept pace with increases in the cost of materials and labor, as evidenced by a MMA survey of cities and towns that determined that the actual need for the Chapter 90 program is more than \$562 million a year; and

Whereas, the Massachusetts Water Infrastructure Finance Commission estimated that there is a \$20 billion gap between current resources and the actual amount needed to maintain and repair our existing water and wastewater infrastructure over the next 20 years, in addition to an \$18 billion funding gap in the amount needed to comply with proposed federal stormwater regulations; and

Whereas, the cities and towns of Massachusetts are national leaders as environmental stewards, embracing renewable energy, protecting and preserving land and natural resources, and providing safe, clean and affordable drinking water, wastewater and stormwater management systems; and

Whereas, cities and towns would increase capital investments and pursue projects more quickly and with greater innovation, but are frequently stymied by state and federal regulations and rules that impose additional requirements and costs, often based on incomplete scientific analysis and review, without any additional appropriations; and

Whereas, cities and towns in Massachusetts must receive increased resources and revenues from the state and federal governments in order to maintain their local public infrastructure in sustainable condition; and

Whereas, the MMA has been a leading member of a statewide coalition of key stakeholders working to educate the public and state regarding the infrastructure needs of the Commonwealth;

Therefore, in order to expand local and regional economies, build and maintain local roads and bridges, protect the public health and safety, and preserve our educational and cultural resources, it is hereby resolved by the members of the Massachusetts Municipal Association as follows:

- The MMA shall continue its leadership role in advocating for municipal capital construction and maintenance programs as necessary elements to grow the Massachusetts economy in all parts of the state and protect the safety and health of residents of the Commonwealth;
- The Governor and the Legislature should use bond authorizations and the state's capital spending plan to help cities and towns fund essential capital projects that support a modern economy and vibrant communities across the Commonwealth, including roads and bridges, drinking water, wastewater and stormwater systems, schools, libraries and cultural facilities, high-speed Internet access, and public safety facilities and equipment;
- The Governor should file early in 2015 and the Legislature should approve a multi-year local government transportation bond bill with at least \$300 million in annual Chapter 90 local road fund authorizations, indexed to grow annually with inflation, with 100 percent of those funds released to cities and towns by the Governor in a timely manner each year;
- Recognizing that transportation investments are vital to our nation's economic recovery, Congress and the President should prioritize the formulation and passage of a long-term surface transportation bill of at least five years that includes competitive grant funding opportunities that are directly accessible to municipalities;
- The Governor should request and the Legislature should fund the full \$138 million capital assistance line item for the Clean Water Trust to provide the additional level of loans and other assistance for water projects approved as part of the 2014 water infrastructure finance act;
- The Governor should file and the Legislature should enact a local government environmental bond bill with at least \$200 million annually in grants to fund drinking water, wastewater and stormwater infrastructure improvements, as recommended by the Water Infrastructure Finance Commission;
- The state Legislature, the Governor, the Commonwealth's administrative agencies, the U.S. Congress, the President, and federal agencies should commit to a cooperative partnership with municipalities by reducing regulatory reviews and financial approval processes, and should reject all proposals that would impose unfunded mandates and undermine this partnership;
- The Governor should include support for local economic development initiatives in all parts of the state in the state's capital spending plan, including loans and grants through the Brownfields Redevelopment Fund, bond authorizations through the MassWorks Infrastructure program, as well as support for tax credits through the Historic Rehabilitation Tax Credit program;
- The Governor should request and the Legislature should approve lifting the public net metering cap and ensure the continuation of solar renewable energy credits to allow municipal renewable energy

projects to advance, giving cities and towns the capacity to continue to build a statewide renewable energy infrastructure that is among the strongest in the nation;

- The Governor should, in close cooperation with municipalities and related groups, include development of the “last mile” high-speed Internet access for un-served and underserved areas of the Commonwealth in the state’s capital spending plan using the full amount included in the 2014 Information Technology (IT) Bond Act, and state leaders should assure the authority of municipalities to provide telecommunication services at their local option;
- State leaders should continue to support adequate resources for the Massachusetts School Building Authority, and include funding for libraries and other cultural facility capital projects in the state’s capital spending plan; and

Be it further resolved that a copy of this resolution shall be presented to the Governor, the members of the Massachusetts Legislature, the members of the Massachusetts Congressional Delegation, and the President of the United States on behalf of the cities and towns of the Commonwealth.

Resolution Ensuring a Modern and Sustainable Personnel Management and Benefit System to Attract and Retain Public Employees, Provide Excellent Municipal Services, and Ensure Prudent Use of Taxpayer Dollars (2015)



As adopted by the members on January 24, 2015.

Whereas, cities and towns are committed to a modern personnel management and benefit system that attracts and retains valuable employees, allows for the delivery of high-quality municipal services, and ensures the equitable and prudent use of taxpayer dollars; and

Whereas, the municipal personnel management system includes many components that are highly regulated by state law, which includes civil service, collective bargaining, unemployment benefits, health insurance for active employees, and pensions and Other Post Employment Benefits [OPEBs] for retired employees; and

Whereas, collectively, cities and towns are among the largest employers in the Commonwealth, and the salaries and benefits for public employees consume, on average, 70 percent or more of local budgets; and

Whereas, cities and towns have an obligation to their residents, taxpayers, employees and retirees to effectively and efficiently manage personnel decisions and make certain that wages and benefits are sustainable, because this is necessary to ensure that communities can continue to deliver essential services to their residents and businesses, and prevent reductions in the municipal workforce caused by costs that grow faster than incoming revenues; and

Whereas, the Commonwealth must assist cities and towns in this endeavor by providing local officials with the flexibility and ability to effectively manage at the local level, and must oppose any proposals that would erode existing municipal decision-making authority; and

Whereas, several personnel management and benefit laws have been updated in recent years, yet important work remains to ensure that municipal officials have access to modern tools to recruit and retain employees and offer wages and benefits that are both competitive and sustainable;

Therefore, in order to ensure a modern personnel system that attracts and retains public employees, provides for excellent municipal services, and efficiently uses taxpayer dollars, it is hereby resolved by the members of the Massachusetts Municipal Association as follows:

The cities and towns of the Commonwealth respectfully call on the Legislature and Administration to take the following actions:

- Allow the civil service system to be rescinded by cities and towns on a local-option basis, without the obligation to impact bargain and without the approval from the Legislature, with a provision that cities

and towns still have the option to retain aspects of the system, such as for the initial hiring of public safety personnel;

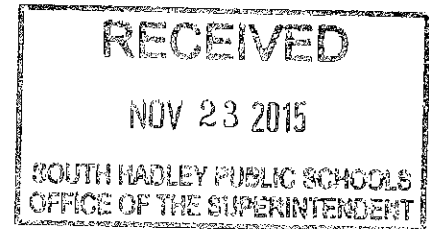
- Pass legislation that includes significant and meaningful municipal unemployment insurance reform, so that municipal employees who work on behalf of the schools cannot collect unemployment benefits during school vacations if they have a reasonable assurance of returning to their jobs, and to provide an offset in UI benefits to address the issue of retirees who collect a pension from the municipality also collecting unemployment benefits if they return to work for the municipality and reach the statutory 960-hour employment cap;
- Collaborate with local officials to ensure greater accountability for local and regional pension boards, many of which operate independently and make decisions with significant financial impact on local taxpayers and community budgets;
- Safeguard the Municipal Health Insurance Reform Act of 2011, continue to offer local officials effective tools to manage growing health care costs, and ensure that all communities equally share the local option flexibility to implement a variety of contribution percentages for retired employees;
- Oppose any proposal to reestablish compulsory binding arbitration, a system that was eliminated by the citizens as part of Proposition 2½ in 1980, which would cripple local budgets by preventing local legislative bodies from determining whether arbitration awards are affordable and sustainable;
- Ensure a well-managed, appropriately funded Joint Labor-Management Committee for Police and Fire (JLMC) in order to execute timely, fair resolution of management-public safety collective bargaining disputes, and adoption of measures at the JLMC and the Department of Labor Relations to ensure balanced arbitration decisions that give full consideration to municipal and taxpayer interests;
- Recognize that OPEB reform is necessary to guarantee that cities and towns can continue to offer high-quality insurance benefits to municipal retirees and to protect essential municipal and school services from being reduced because of growing OPEB costs that consume a larger and larger share of local budgets, by enacting a comprehensive and meaningful OPEB reform bill to ensure that retiree health insurance costs are affordable and sustainable now and in the future, including increasing the years of service needed to qualify and prorating benefits based on years worked, with no new unfunded mandates imposed on communities, and ensuring that all municipalities maintain and equally share the local authority to establish contribution percentages for current and future retirees; and
- Oppose the imposition of any new unfunded mandates, preemption of local authority, or reduction in the existing local decision-making authority that cities and towns now use to control personnel costs; and

It is further resolved that a copy of this resolution shall be provided to the Governor and members of the General Court of the Commonwealth.



18 November 2015

Dr. Nicholas D. Young, PhD, Ed, MBA
Superintendent of Schools
South Hadley Public Schools
116 Main Street
South Hadley, Massachusetts 01075



RE: South Hadley Secure School Lobbies Project
At the South Hadley Middle School
Architect's Project No. 2015-03

Dear Superintendent Young:

As requested in your email of 05 November 2015, this office has prepared the following for both you and your Committee in response to your request of a formal letter of response explaining the price estimate change in comparison of the second bid recently received.

As you are aware, the initial cost estimate prepared by this office was completed prior to the completion of the design work and the additional items that were added by the Committee at a meeting in late June of this year.

When the original Bid Package which included the South Hadley High School, Middle School and Mosier Elementary School bids were received, all of the Bidders which included Contractors Network, Inc. of Providence, R.I.; Eastern Construction, Inc of Springfield, Ma.; and Northern Contracting, Inc., of Canton, Ma., were submitted with all of the Bids submitted exceeding the estimated budget.

This office at that time in behalf of your Committee requested a detailed breakdown of the Bid from Contractors Network, Inc., the apparent low bidder, which was provided by CNI. After both this office and your Committee reviewed the items and the associated costs, the decision was made at a following meeting by all parties to hold the received Bids and review the Drawings and Specifications in order to trim the scope of work as originally Bid, and then revise the Contract Drawings and Specifications as well as deleting the initial work for the South Hadley High School and Mosier Elementary School.

We researched and talked to the General Contractor apparent low bidder, Contractor's Network, Inc., of Providence, Rhode, Island to ascertain as to what in their professional opinion generated the costs for the work reflected

President:
Allen M. Lieb, AIA/IDA

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Suite 301
Danvers, MA 01923

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Dr. Nicholas D. Young ,PhD, Ed, MBA
Superintendent of Schools
South Hadley Public Schools

18 November 2015
Page 2

Within the bid breakdown based on the content of the Contract Documents, which he readily provided.

Mr O'Connell of CNI, relayed the facts, that there is a material shortage for ballistics type glass & glazing and supply, which has elevated the costs of glass & glazing materials, as well as a substantial increase in cost for security equipment of CCTV systems, electronic door locking systems, wiring etc. In addition, the increase in the amount of school construction during these periods, as well as activity being very high and tends to increase the costs of construction by causing shortages in materials the prevailing Wage Rates creating a major increase in labor cost, benefits, all of which has impacted at a larger rate of cost as of July of this year with increases of 8% Escalation vs. 4.5% of last year.

Also, working extended hours and/or double shifts to work around school operations increases the labor costs by 15-20%. Normal construction escalation a year ago was 4-6% through June 30th 2015, and now is projected at 8-10% for the period 01 July 2015 through 30 June 2016. Slao, working in an active school adds to the increases in the amount of temporary safety partitions, storage of materials outside in storage boxes, etc., also adds to the overall costs of approximately 15-18%.

This office then at the Committee's direction, proceeded to revise the Contract Drawings and specifications for just the South Hadley Middle School with a revised scope of work and utilizing a new type of glazing that had just came out designed specifically for school security, and manufactured by Kapiloff Glass and Glazing the Filed Sub bidder for the project who is located in Adams, MA.

We then proceeded at the Committee's direction, and with the text of the initial specifications and drawing modifications we directed the apparent low General Bidder Contractors network, Inc., to re-evaluate and re-price the Middle School Project based on the revised Construction Documents, but to hold their initial bid for until they had time to re-evaluate and re-price the project initial bid of \$198,000.00 based on the modifications to a new revised price.

Dr. Nicholas D. Young ,PhD, Ed, MBA
Superintendent of Schools
South Hadley Public Schools

18 November 2015

Page 3

It should be noted, that we also investigated the possible use of steel reinforced doors constructed from 12 gauge armor plated ballistic proof Steel, in lieu of reusing the existing door units with ballistic type glazing. The problem with this alternative, is the fact that the doors would have a weight of approximately 250-275 pounds each, require detention style hardware and require new heavy duty hollow metal frames to support the doors weight would make the building entry and Lobby interior doors the appearance of a look like a jail, and would add prohibitive cost instead of reducing the cost.

This office received your email of 05 November 2015 requesting that we obtain a copy of the detailed cost breakdown's of the various components of the bids of the General Contractor and their respective sub-contractors and suppliers, including Contractors Network, Inc ,the glass and glazing and electrical/ security contractor filed sub-bidders, and suppliers as well.

We of this office contacted Mr. Michael O'Connell, the President of CNI and requested as to how long the General Bid and Filed Sub-bids will be maintained for the Glass & Glazing and electrical/security filed sub bidders and maintained for the Glass & Glazing and electrical/security filed sub bidders and suppliers will hold their price as well. (see the attached detailed breakdown of all contractors, supplier's , broken down, which includes materials & labor, with a revised total cost of **\$149,350.00**).

Finally, it should be noted that the re-pricing of the project with the revised modifications and drawings, provided a total savings of 16% on the glass & glazing and an overall project savings of 24.57% less than the initial bid received

If you and/or any members of the Committee, should have any other requests or questions, please do not hesitate to call and/or contact this office.

Respectfully,

~~Allen Lieb Architects & Associates, P.C.~~



Allen M. Lieb, AIA / NCARB / CSI / IIDA
President

Allen Lieb

From: MFOC@aol.com
Sent: Tuesday, November 10, 2015 4:30 PM
To: Allen Lieb
Subject: South Hadley

Bonds & Insurance	\$ 3500.
General Conditions	
Supervision	\$ 9000.
Disposal	\$ 1200.
Protection	\$ 1700.
Clean Up	\$ 1000.
Misc Metals Labor	\$ 500.
Misc Metals Material	\$ 1500.
Demolition Labor	\$ 8400.
Demolition Disposal	\$ 1000.
Demolition Misc Equipment	\$ 1000.
General Construction	
Door Installs	\$ 3500.
Hardware Install	\$ 6500.
Metal Frame Install	\$ 1500.
General Carpentry	\$ 5500.
Patching & Sealant	\$ 2196.
Doors, Frames Hardware Material	\$ 24412.
Glass & Glazing Filed	\$ 45312.
Masonry Labor	\$ 5100.
Masonry Material	\$ 800.
Painting	\$ 3100.
Electrical Filed	\$ 22630.
TOTAL	\$ 149,350.00

Mike

Michael O'Connell
CONTRACTORS NETWORK, INC.
GENERAL CONTRACTORS SINCE 1999
38 Edmund Street
East Providence, RI 02914
401-434-5440
401-434-5580 Fax

General Bids

Middle School / High School / Mosier

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	South Hadley Schools Secure		↓	↓	↓											
2	Lobbies Oproject			Alternate	Alternate	Alternate	Alternate	Alternate	Alternate	Bid	Tax	Corp	Wage	Wage	Non	Remarks
3	GENERAL Bids 8/4/2015			No.1	No.2	No.3	No.4	No.5	No.6	Bond	Cert	Res	Cert	Lang	Coll	
4	Company Name and Address	Addenda	Base Bid													
5	Contractors Network, Inc															
6	38 Edmund St.	1d2	\$198,000	247,000	147,000					✓	✓	✓	✓	✓	✓	
7	East Providence, RI															
8																
9																
10																
11	Northern Contracting, Inc															
12	68 Jackson St.	1d2	\$423,000	\$392,000	\$272,000					✓	✓	✓				
13	Canton, MA															
14	Eastern Contractors, Inc															
15																
16																
17	Eastern Contractors, Inc															
18	52-60 Brookshire Ave															
19	Springfield, MA															
20	01109															
21																
22																
23	Northern Contracting															
24	68 Jackson St.	1d2	\$291,100	\$304,100	\$200,100					✓	✓	✓	✓	✓	✓	
25	Canton, MA															
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[Signature]
 Morgan F. Webb

8/4/2015

YANKEE GLASS, LLC
39 West State Street, Granby, Ma. 01033
(413) 537-6511 FAX (413) 467-1744
E-mail: yankeeglass@gmail.com
Auto Residential Commercial

October 23, 2015
Michael E. Smith Middle School
100 Mosier Street
South Hadley, Ma.
Attn: Bruce Mailhott

Re: Ballistic and Security Glazing at Main Entrance

Price # 1

Office Reception Window

We propose to furnish and install (1) Interior Window, 48" X 48", with an 18" Stainless Steel Shelf, 1-3/16" Level 1 B.R. Glazing, 4-7/8" Deep Aluminum "Surround Sound" Frame, with Speak-Thru in addition to the Surround Sound. The Stainless Steel Shelf includes a Non-Ricochet Bullet Resistant Deal Tray.

Materials \$ 4,080.00

Prevailing wage Labor..... \$ 1,176.00

\$ 5,256.00

Notes:

No Sales Tax included.

Opening in masonry wall and surface preparation is by others.

Maximum recommended width for Surround Sound is 36" wide to allow for clear voice transmission in quiet settings.

Price # 2 A

To Glaze the Interior Doors and Sidelights with School Guard Glass (SGG)

To remove the existing 1/4" Tempered Glazing and replace with (10) pieces of 7/16" SG5 Glass, using the existing settings.

Materials \$ 3,900.00

PW Labor \$ 1,568.00

\$ 5,468.00

Price # 2 B

To Glaze the Exterior Doors & Sidelights with School Guard Glass (SGG)

To remove the existing Tempered Glass Units, furnish and install (12) pieces of 1-1/8" SG5 Insulating Glass.

Materials\$ 5,810.00

Labor \$ 2,352.00

\$ 8,162.00

(Both sets of doors..... \$ 13,630.00)

Lead time 8 to 10 weeks

Expedite service, 3 to 4 weeks add \$ 2,100.00

Price # 3 A

To Glaze the Interior Doors & sidelights with U.S. Armor 13/16" Ballistic Rated Glass

To remove the existing ¼" Tempered Glass, install ballistic rated glass and new frame covers as shown in sketches.

Materials \$ 5,400.00

Labor \$ 2,352.00

\$ 7,752.00

Price # 3 B

To change (12) existing Insulated Glass Panels to 1" Ballistic Glazing

Install solid 1" B.R. Glazing in existing settings.

Materials \$ 3,689.00

Labor \$ 2,352.00

\$ 6,041.00

(Total for both sets of doors \$ 13,793.00)

U.S. Armor Glazing:

H.P. White TP-0500.01 Level 1 – Forced Entry

U.L. 725 Level II – 357 mag

Respectfully,

Walter Schmalenberg

Estimator

Yankee Glass LLC

walterschmalenberg@gmail.com

YANKEE GLASS, LLC

39 West State Street, Granby, Ma. 01033

(413) 537-6511 FAX (413) 467-1744

E-mail: yankeeglass@gmail.com

Auto

Residential

Commercial

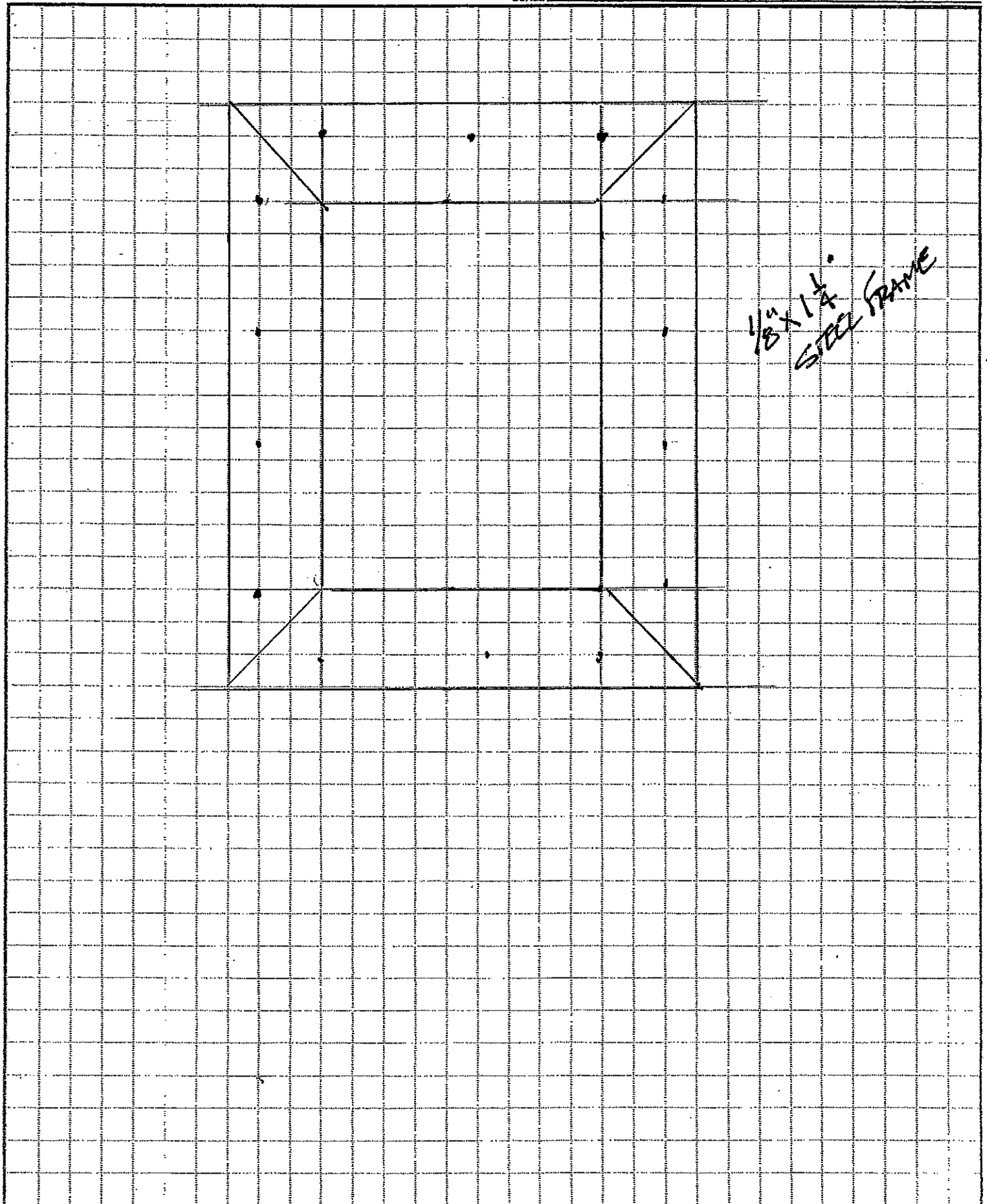
JOB _____

SHEET NO. _____ OF _____

CALCULATED BY _____ DATE _____

CHECKED BY _____ DATE _____

SCALE _____





SCHOOL GUARD GLASS
 5 Hoosac Street / Adams, MA 01220
 Contact: (844) SG-GLASS / www.SchoolGuardGlass.com
 844-74-45277



School Guard Glass Products are Manufactured by:
LTI SMART GLASS, INC.
 14 Federico Drive / Pittsfield, MA 01220 / www.LTISmartGlass.com

PRODUCT NAME: SCHOOLGUARD SGG4/SGG5 (PATENT PENDING)

PRODUCT ID: SGG4/SGG5

PRODUCT DESCRIPTION: SCHOOLGUARD SGG4 and SGG5 are laminated glass products consisting of outer layers of glass with a custom security strengthened sub-straight core. Each are specifically designed to slow down intruders but are not bullet resistant to certain ballistic threats. When shot, neither will shatter like ordinary tempered glass and each is far stronger than laminated glass or glass reinforced with security film. Both SGG4 and SGG5 remain in their frames blocking the intruder from entry.

CONSTRUCTION: Proprietary

MAXIMUM STANDARD DIMENSIONS: 60" X 96"

NOMINAL THICKNESS: Designed to replace standard 1/4" tempered glass and 5/16" laminated glass using existing frames, or can be used to replace 1" thermopanes.

WEIGHT (SQ/FT): SGG4 4.11 lbs. / SGG5 4.60 lbs.

THERMAL & OPTICAL PROPERTIES*: SHADING COEFFICIENT: .84
 U-VALUE: .88
 VISABLE LIGHT: 83%

*Calculated using Window v6.3.72.0 Glazing System

SGG4/SGG5 are also available in a thermopane design with tints, low-e glass and Argon gas. Please see separate data sheet for performance.

WARRANTY: 10 Years against delamination / 10 years for insulated units. Please refer to the warranty information sheet.

COMPLIANCE:

- ASTM C1036 - Standard Specification-Flat Glass
- ASTM C1172 - Standard Specification for Laminated Architectural Flat Glass
- ANSI Z97.1 Safety Materials Used in Buildings

Product	Ballistic Testing	Concealed Assault		Forced Entry (sequentially tested)			Total Time to Failure
	5 shots with a .762 round	Brick	Steel Toed Boots	Tools ¹ 7 min. test	3lb. Hammer & Bat 3 1/2 min. test	Sledge hammer 6 min test	
1/4" Tempered	Fail - 1 shot	Fail	Fail	Fail	Fail	Fail	0 seconds
1/4" Tempered w/12mm Blast Film	Pass ²	Fail - 4 impacts	Pass	Fail - 8 seconds	Fail - 2 impacts/2 seconds	N/A	4 seconds
5/16" Annealed Laminated Glass w/0.060 SGP® Interlayer by DuPont	Pass ²	Fail - 20 impacts	Fail	Fail	Fail	N/A	16 seconds
5/16" Annealed Laminated Glass w/0.090 PVB Interlayer	Pass ²	Pass	Pass	Fail - 40 seconds	Fail	N/A	40 seconds
3/8" Glass Glad Polycarbonate	Pass ²	Pass	Pass	Fail - 1 min. 12 sec.	Fail	N/A	1 min. 12 sec.
SGG4	Pass ²	Pass	Pass	Pass	Pass	N/A	6 mins. 10 sec.
SGG5	Pass ²	Pass	Pass	Pass	Pass	Pass-6 mins.	12 mins. 10 sec.
Test failure occurs when a 4" object can pass through the glass or frame material.							
¹ See testing methods for tools list. ² Bullets penetrate but glass stays in place.							

Independent Testing Completed by H.P. White Laboratory, Inc. 3114 Scarboro Road, Street, MD 21154-1822

CRL BULLET RESISTANT WINDOWS

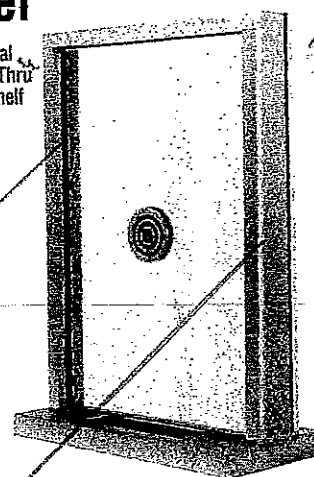
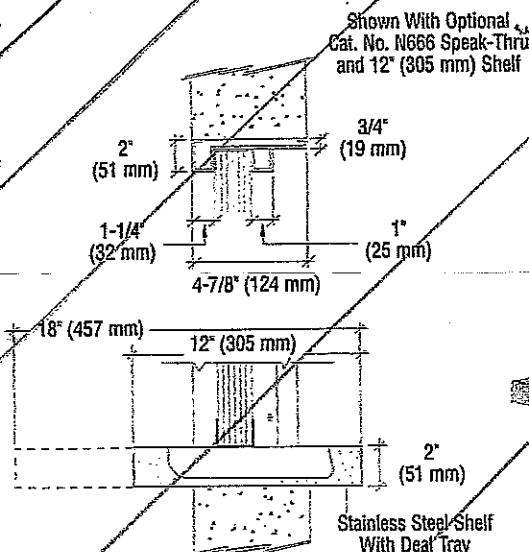
For Pricing on CRL Products, Call Toll Free
(800) 421-6144, or Visit crlaurence.com

CRL Standard Inset Frame Windows - Stainless Steel

Exterior Glazed Exchange Window

- Standard Inset Frame With Stainless Steel Shelf and Built-In Non-Ricochet Bullet Resistant Deal Tray
- Drawings and Specifications are Available Online at crlaurence.com

Exterior Glazed Standard Inset Frame Windows have a Stainless Steel Shelf with Bullet Resistant Deal Tray for passing currency, credit cards, tickets, and small articles. The stainless steel frame is designed for installation into walls at least 4-7/8" (124 mm) thick. The shelf is typically made in depths of 12" (305 mm) or 18" (457 mm). The added depth of the 18" (457 mm) shelf provides a convenient writing surface on the customer's side. The installer mounts the frame and shelf, then permanently seals the glazing material with the provided glazing tape. **NOTE:** An overhang is recommended for exterior applications. Customer specifies overall width and height when ordering.



PROTECTION LEVELS



SPECIFICATIONS:

Materials: Glazing - 1/4" (6 mm) Glass; 1-5/16" (33 mm) Level 1 Glass; 1-1/4" (32 mm) Level 1 Acrylic; 3/4" (19 mm) Level 1 Lexgard; 1-3/8" (35 mm) Level 2 Glass; 1" (25 mm) Level 2 Lexgard; 1-7/8" (48 mm) Level 3 Glass; 1-3/16" (30 mm) Level 3 Glass Clad Polycarbonate; 1-1/4" (32 mm) Level 3 Lexgard; Shelf - Stainless Steel.

Finishes: Frame - Brushed Stainless Steel; Shelf - Brushed Stainless Steel #4 Finish

Deal Tray: Level 1 or Level 3 Protection. Weather Flap/Drain Hole Options Available. See page T149.

Instructions Included



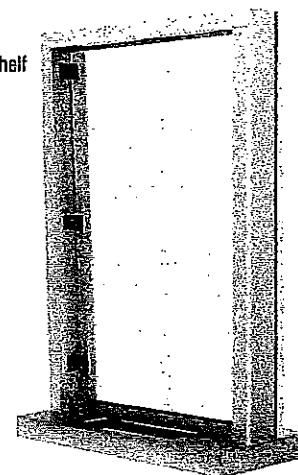
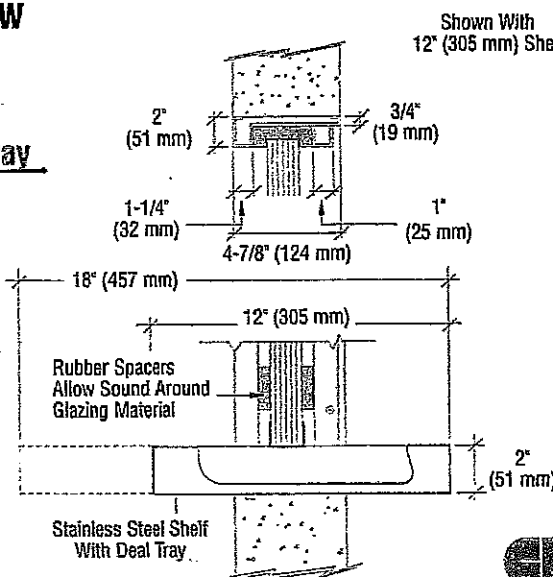
S1EW12S	12" (305 mm)	Brushed Stainless Steel
S1EW18S	18" (457 mm)	Brushed Stainless Steel

Minimum order: 1 each.

Interior Glazed Exchange Window

- Standard Inset Frame Incorporates Surround Sound and Built-In Non-Ricochet Bullet Resistant Deal Tray
- Drawings and Specifications are Available Online at crlaurence.com

Interior Glazed Standard Inset Frame Windows with Surround Sound Voice Transmission System, plus Stainless Steel Shelf with Non-Ricochet Bullet Resistant Deal Tray. The stainless steel frame is intended for installation into walls at least 4-7/8" (124 mm) thick. Typical shelf depths are 12" (305 mm) and 18" (457 mm). The 18" (457 mm) shelf gives customer a convenient writing surface. Securing the frame to the wall requires the removal and installation of the glazing material and spacer blocks. Customer specifies overall width and height when ordering.



PROTECTION LEVELS



SPECIFICATIONS:

Materials: Glazing - 1/4" (6 mm) Glass; 1-5/16" (33 mm) Level 1 Glass; 1-1/4" (32 mm) Level 1 Acrylic; 3/4" (19 mm) Level 1 Lexgard; 1-3/8" (35 mm) Level 2 Glass; 1" (25 mm) Level 2 Lexgard; 1-7/8" (48 mm) Level 3 Glass; 1-3/16" (30 mm) Level 3 Glass Clad Polycarbonate; 1-1/4" (32 mm) Level 3 Lexgard; Shelf - Stainless Steel.

Finishes: Frame - Brushed Stainless Steel; Shelf - Brushed Stainless Steel #4 Finish

Deal Tray: Level 1 or Level 3 Protection

Instructions Included



S11W12S	12" (305 mm)	Brushed Stainless Steel
S11W18S	18" (457 mm)	Brushed Stainless Steel

Minimum order: 1 each.

LOG ON TO crlaurence.com FOR BUSINESS-TO-BUSINESS SERVICES

T152 | PHONE (800) 421-6144 | FAX (800) 262-3299 TOLL FREE FROM ANYWHERE IN THE U.S.A. OR CANADA

U.S.  ARMOR

100 Valley Street Lee, MA 01238
1-413-637-1060 (Office)
1-413-637-1164 (Fax)

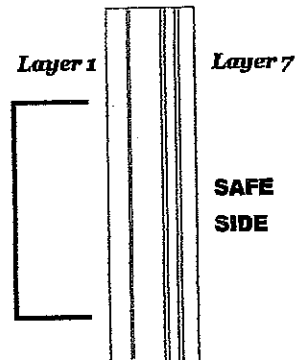
PRODUCT SPECIFICATION SHEET

Product: PAS 002 L/S 1"

MAKEUP:

Layer 1: 1/4" Glass
Layer 2: .025 Urethane
Layer 3: 3/8" Glass
Layer 4: .05 Urethane
Layer 5: 1/8" Polycarbonate
Layer 6: .05 Urethane
Layer 7: 3/16" Glass

**ATTACK
SIDE**



OPTIONS: Tinted Glass (Gray, Bronze, Green, Blue); Reflective Glass; One-way Mirror; Translucent White Interlayer (Frosted Glass); Wire Glass; Insulating Units; Low E
Many more to choose from (please inquire)
Size and Thickness may not be available for every option

Thickness Average	Weight Lbs	Light Transmission	Dimensional Tolerance
1	11.64	76%	ASTM C 1349

STANDARDS: ANSI Z97.1-1984 Safety Glazing Materials for Buildings.
ASTM C 1036 Standard Specification for Flat Glass.
ASTM C 1172 Standard Specification for Laminated Architectural Flat Glass

BALLISTIC AND FORCED ENTRY RATINGS

H.P. White TP-0500.01 Level I – Forced Entry
U.L. 752 Level II – 357 mag

Proprietary Information not for Public Distribution

**U.S.
ARMOR**

100 Valley Street Lee, MA 01238
1-413-637-1060 (Office)
1-413-637-1164 (Fax)

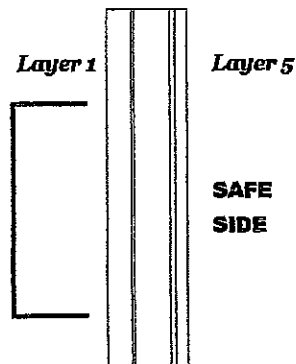
PRODUCT SPECIFICATION SHEET

Product: PAS 002 13/16"

MAKEUP:

Layer 1: 1/4" Glass
Layer 2: .025 Urethane
Layer 3: 3/8" Glass
Layer 4: .05 Urethane
Layer 5: 1/8" Mar resistant Polycarbonate

**ATTACK
SIDE**



OPTIONS: Tinted Glass (Gray, Bronze, Green, Blue); Reflective Glass; One-way Mirror; Translucent White Interlayer (Frosted Glass); Wire Glass; Insulating Units; Low E
Many more to choose from (please inquire)
Size and Thickness may not be available for every option

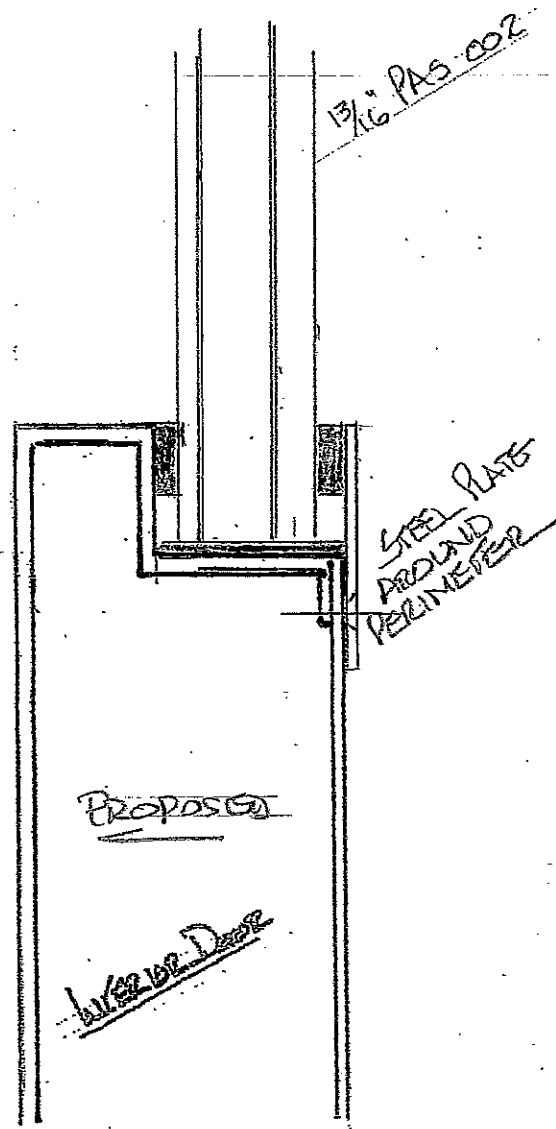
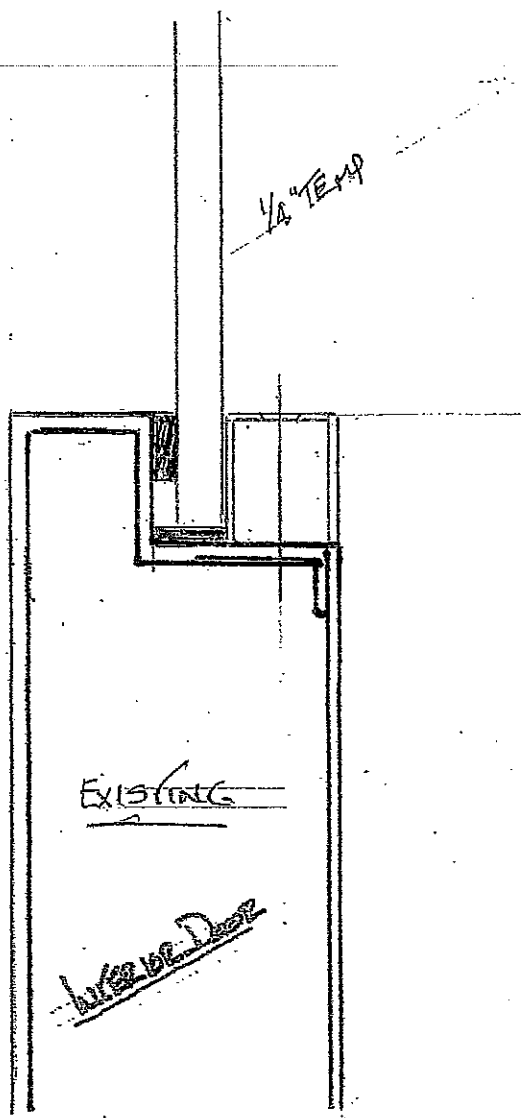
Thickness Average	Weight Lbs	Light Transmission	Dimensional Tolerance
0.818	8.99	75%	ASTM C 1349

STANDARDS: ANSI Z97.1-1984 Safety Glazing Materials for Buildings.
ASTM C 1036 Standard Specification for Flat Glass.
ASTM C 1172 Standard Specification for Laminated Architectural Flat Glass

BALLISTIC AND FORCED ENTRY RATINGS

H.P. White TP-0500.01 Level I – Forced Entry
U.L. 752 Level II – 357 mag

Proprietary Information not for Public Distribution





The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

ON-PREMISES LICENSE RENEWAL APPLICATION

APPLICATION FOR RENEWAL:

LICENSE FOR: **2016**

ABCC LICENSE NUMBER:

CITY/TOWN:

LICENSEE NAME:

LICENSEE DOING BUSINESS:

ADDRESS:

CITY/TOWN: STATE: ZIP CODE:

MANAGER: TYPE OF LICENSE: CATEGORY:

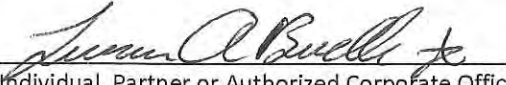
CONTACT EMAIL:

DESCRIPTION OF PREMISES:

Licensed area to be 100 x 100 foot area, includes 30 x 60 foot area, entrances and exits on all four sides. Also please see aerial photograph on file in the South Hadley Selectboard office.

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY: 
Individual, Partner or Authorized Corporate Officer

DATE:

CONTACT NUMBER:

EMPLOYER IDENTIFICATION NUMBER:

(Note: NOT Individual Social Security Number)

We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.

Please Check Below:

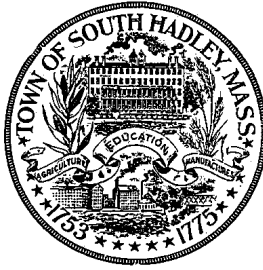
APPROVED: ☐
DISAPPROVED: ☐

(If disapproved explain)

LOCAL LICENSING AUTHORITY By:

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

MEMORANDUM

FROM: Laura Krutzler, Administrative Secretary

TO: Selectboard

DATE: January 15, 2016

Re: Estimate of Increased Seasonal Population

You are hereby notified that the South Hadley Selectboard will hold a meeting on Tuesday, January 19, 2016 in the Selectboard Meeting Room of Town Hall at 7 p.m. for the purpose of making an estimate of increased seasonal population as of July 10, 2016.

You will recall that M.G.L. Chapter 138, Section 17 (see copy attached) allows the Selectboard to issue one seasonal package store license and seasonal licenses under Section 12 “to the amount or number that such authorities deem to be in the public interest” for each unit of five thousand **or additional fraction thereof** of increased seasonal population. In order to maintain the ability to issue seasonal licenses, the Selectboard must make an estimate of increased seasonal population before March 1st each year.

According to 2010 census data, South Hadley’s population is 17,514. Please note that in 2015, the Selectboard estimated an increased seasonal population of 17,524 as of July 10, 2015.

M.G.L. Chapter 138, Section 17 requires that such estimate be made ‘after investigation and ascertainment by [the Selectboard] of all the facts and after co-operative discussion and deliberation.’

A copy of such estimate, signed by a majority of the board, stating under the penalties of perjury that all requirements have been complied with and that the estimate is true to the best of their knowledge and belief, must be forwarded to the Alcoholic Beverages Control Commission (see attached).

The General Laws of Massachusetts

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PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE XX. PUBLIC SAFETY AND GOOD ORDER

CHAPTER 138. ALCOHOLIC LIQUORS

NUMBER OF LICENSES GRANTED BY LOCAL LICENSING AUTHORITIES LIMITED

Chapter 138: Section 17. Number of licenses quotas; licenses for wines and malt beverages per population unit; additional licenses; estimates of increased population; decrease in quota due to loss in population; determination of population of city or town

Section 17. Except as otherwise provided in this chapter, the number of licenses issued in any city or town under sections twelve and fifteen and in force and effect at any one time during any license year shall be limited as hereinafter provided:

The local licensing authorities of any city or town, except the city of Boston, may grant one license under the provisions of section twelve for each population unit of one thousand or additional fraction thereof, and, in addition, one such license for each population unit of ten thousand or fraction thereof, over the first twenty-five thousand, but may, regardless of population, grant at least fourteen licenses under said section twelve; and the local licensing authorities may also grant one license under the provisions of section fifteen for each population unit of five thousand or additional fraction thereof, but may, regardless of population, grant at least two licenses under said section fifteen.

In addition to the number of licenses otherwise authorized to be granted by the provisions of this section, the local licensing authorities of any city or town, except the city of Boston, which has voted to grant licenses for the sale of all alcoholic beverages as provided in the first question appearing in section eleven, may grant not more than one license for the sale of wines or malt beverages only, or both under section twelve, for each population unit of five thousand or fraction thereof; provided, that in any such city or town, said authorities may grant at least five additional licenses for the sale of such beverages, irrespective of its population; and the local licensing authorities may also grant not more than one license for the sale of wines or malt

beverages only or both under the provisions of section fifteen for each population unit of five thousand or fraction thereof; provided, that in any such city or town said authorities may grant at least five additional licenses for the sale of such beverages, irrespective of its population; and provided, further, that the establishment of this limitation shall not be construed to prevent the renewal of any license granted prior to June fifteenth, nineteen hundred and thirty-seven.

The local licensing authorities of any city or town, except the city of Boston, which has voted to grant licenses for the sale of wines and malt beverages, as provided in the second question appearing in section eleven, and which has also voted to grant licenses for the sale of all alcoholic beverages in packages, as provided in the third question appearing in the said section, may grant additional licenses under section fifteen for the sale of wines or malt beverages only, or both, equal to the number of licenses under the said section otherwise authorized to be granted in any such city or town by the provisions of this section.

The local licensing authorities of any city or town, except the city of Boston, may make an estimate prior to March the first in any year of any temporary increased resident population in such city or town as of July the tenth following, and one additional license under section fifteen, to be effective from April 1 to November 30 or from April 1 to the following January 15 at the discretion of the local licensing authority, may be granted by said authorities for each unit of five thousand or additional fraction thereof of such population as so estimated, and the local licensing authorities of any city or town in Berkshire county, in which the city council, in accordance with the provisions of its charter, or the town, at an annual or special town meeting, votes to authorize such authority to grant winter seasonal licenses, or of any town in Franklin county, may make an estimate not later than October the fifteenth in any year of any temporary increased resident population in such city or town as of February the tenth following, and one additional license under section fifteen, to be effective from December the first to April the first of the year following, may be granted by said authorities for each unit of five thousand or additional fraction thereof of such population as so estimated; provided, that not more than one additional license shall be granted under this paragraph to the same person or for the same premises in any one year; and provided, further, that the local licensing authorities of any city or town, except the city of Boston, may grant, in addition to and irrespective of any limitation of the number of licenses contained in this section, seasonal licenses under section twelve, to be effective from April first to January fifteenth of the following year, or any portion thereof, and in any city or town in Berkshire county in which the granting of winter seasonal licenses is authorized as above provided, and in any town in Franklin county seasonal licenses under section twelve, to be effective from December the first to April the first, to the amount or number that such authorities deem to be in the public interest. Every estimate hereunder of temporary resident population shall be made and voted upon by the local licensing authorities at a meeting of said authorities called for the purpose after due notice to each of the members thereof of the time, place and purpose of said meeting and after investigation and ascertainment by them of all the facts and after co-operative discussion and deliberation. A copy of such an estimate, signed by a majority of the members of said authorities, stating under the penalties of perjury that all the foregoing requirements have been complied with and that the estimate is true to the best of their knowledge and belief, shall be forwarded forthwith to the commission. Upon the petition of twenty-five persons who are taxpayers of the city or town in which a seasonal license has been so granted, or who are registered voters in the voting precinct or district wherein the licensed premises are

situated, filed within five days after the granting of such license, the commission shall, and upon its own initiative at any time may, after a hearing, examine and review any estimate made or action taken by the local licensing authorities in granting the same, and after such examination or review, may rescind, revoke, cancel, modify or suspend any such estimate or action. Nothing in this paragraph shall be deemed to authorize or permit the commission to deny a renewal of, or to rescind, revoke or cancel, because of a decrease in population, any seasonal license outstanding and in full force on April thirtieth, nineteen hundred and fifty.

The licensing board for the city of Boston may grant six hundred and ninety-two licenses for the sale of all alcoholic beverages under section twelve; provided, that no further original licenses under said section shall be granted until the number of licenses outstanding thereunder shall have been reduced to less than six hundred and fifty by cancellation or revocation or the failure of holders of such licenses to apply for renewals and thereafter licenses thereunder may be granted only up to a total not exceeding six hundred and fifty. Said board may grant two hundred and fifty licenses for the sale of all alcoholic beverages under section fifteen. The number of licenses for the sale of wines and malt beverages only, or both, in the said city shall not exceed three hundred and twenty. The transfer of existing licenses shall be subject to a public hearing in the neighborhood in which the license is to be relocated, properly advertised and at an appropriate time to afford that neighborhood an opportunity to be present.

The licensing board for the city of Boston may grant up to 25 additional licenses for the sale of all alcoholic beverages to be drunk on the premises and up to 30 additional licenses for the sale of wines and malt beverages to be drunk on the premises. Notwithstanding the first sentence, 5 of the additional all alcoholic beverages licenses shall be granted only to innholders duly licensed under chapter 140 to conduct a hotel and 10 of the additional all alcoholic beverages licenses shall be granted, to existing holders of licenses for the sale of wines and malt beverages under section 12 provided that those licensees return to the licensing board, the licenses that they currently hold. The remaining licenses for the sale of all alcoholic beverages to be drunk on the premises and the 30 additional licenses for the sale of wines and malt beverages to be drunk on the premises shall be granted in the areas designated by the Boston Redevelopment Authority as main street districts, urban renewal areas, empowerment zones or municipal harbor plan areas. Once issued to a licensee in a Boston Redevelopment Authority designated area, the licensing board shall not approve the transfer of that license to a location outside of the designated area. A license granted pursuant to this paragraph shall be nontransferable to any other person, corporation or organization and shall be clearly marked nontransferable on the face of the license. A license issued under this paragraph, if revoked or no longer in use, shall be returned physically, with all of the legal rights and privileges thereto, to the licensing board which may grant any such returned license to a new applicant consistent with the criteria set forth in this paragraph. No license shall be re-issued to the same location within 6 months from the date the prior license terminated unless the applicant files a letter in writing from the department of revenue with the local licensing authority indicating the prior licensee's good standing with the department.

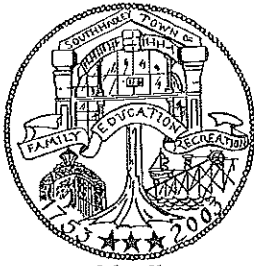
Notwithstanding the provisions hereof, no quota established hereunder for any city or town shall be decreased because of any loss in population.

Unless expressly authorized by this chapter, local licensing authorities shall not grant licenses to any person, firm or corporation under more than one section of this chapter.

The population of any city or town for the purposes of this section shall be that enumerated in the most recent federal census.

In determining the population of any city or town for the purposes of this section the state secretary shall, if the last preceding census is the national census, by a writing filed by him in his office, make such adjustments in such census as will reflect the criteria used in making the last preceding state census.

Notwithstanding the provisions of this section, the number of licenses which a city or town was authorized to grant in nineteen hundred and thirty-three under this section shall not be decreased because of any loss in population, but only because of cancellation, revocation or failure to renew existing licenses, and no further original licenses shall be granted in a city or town where the population has decreased since nineteen hundred and thirty-three until the number of licenses outstanding shall have been reduced for the aforementioned reasons to a number which is less than that which may be granted based on such reduced population and thereafter the number of licenses in force and effect at any one time during the license year shall be based on such reduced population as provided in this section.



www.southhadleyma.gov

Council on Aging

45 Dayton Street
South Hadley, Massachusetts 01075-1924
Tel. (413) 538-5042 • Fax (413) 532-8206
jtrybus@southhadleyma.gov
Joanne Trybus, Director

January 11, 2016

Francis DeToma, Chair
South Hadley Selectboard
116 Main Street
South Hadley, MA 01075

Dear Frank and Members of the South Hadley Selectboard:

It is with mixed emotions that I write this letter to inform you that I plan to retire as Director of the South Hadley Council on Aging on Wednesday, June 29th, 2016. I have enjoyed working with the 60 and over population for the last 30 years. No day has been the same and I learned so much along the way. Many people had a very positive impact and helped me to develop good professional skills and wonderful friendships.

Although I come to work every day with enthusiasm and commitment to do my best, it is now time for me to step back and begin another chapter in my life. I have family and friends waiting for visits, projects to complete and hobbies to enjoy.

With the dream of many to have a new senior center, I believe it is a good time for me to step aside and let someone with abundant energy and motivation come forward to fulfill this comprehensive project. It is important to have an efficient and modern facility for the use of the 60 and over participants. The present senior center is no longer adequate for the activities and programs desired by the new generation.

I appreciate all of the COA Board members who have assisted and supported me throughout the last 15 years of being the Director of the COA. I respect, admire and thank the COA staff who have assisted me and been an integral part of my team in providing thousands of services.

It is my hope that by giving you advance notice of my intention to retire there will be ample time to search for a new Director. It has been my pleasure to work with Mike Sullivan and the other Town Administrators, the members of the Selectboard, the Department Heads, COA staff and my colleagues in the COA network for the past 30 years. I thank everyone for the support you have provided to me.

Sincerely,

Joanne Trybus, COA Director

Cc: Mike Sullivan, Town Administrator ✓
Gail Bielizna-Pafford, COA Board Chair

Streetlight Policy

Town of South Hadley Selectboard

December 30, 2015

Revised January 14, 2016 to Final Form for consideration of the South Hadley Selectboard

The Town of South Hadley Selectboard has considered safety, appeal, light pollution, energy consumption and cost to the taxpayers when adopting this street light policy.

The Selectboard expends approximately \$109,000 annually to sufficiently power 1,342 streetlights throughout the community. These lights are maintained and powered by South Hadley Electric Light Department (SHELD) and funded by the taxpayer.

The Selectboard directs the Town Administrator to act as the gatekeeper for all requests for increased or changes to existing street lighting and has further instructed the Administrator to use any and all measures to ensure there is fair and appropriate distribution of the 1,342 streetlights throughout town without increasing the number of unique lamps. This may include redistribution of existing lamps from areas of low priority or need to areas of higher demonstrated need.

The Selectboard further directs the Administrator to work with SHELD to utilize new light technology which will use less power, direct light more efficiently, not add to light pollution and remain within reasonable and affordable costs to the taxpayers.

The Selectboard further directs the Administrator to ensure when reasonable and necessary to include, the Police Chief, Department of Public Works Supervisor or any other appropriate official to review or discuss requests made by the public which there is any safety concern. All requests which have reasonable safety concern will be brought to the Selectboard with a recommendation to approve or deny the request, including any pertinent remarks or testimony from the aforementioned colleagues.

The Selectboard further instructs the Administrator to seek input from adjoining, affected or abutting property owners on any lighting addition in an area being considered for increased lighting.

The Selectboard may accept an appeal if the requesting party can clearly identify a safety issue which was not included, considered or omitted in the Town Administrator's review of the request.

The Selectboard does not discourage property owners from lighting their property within the bounds of practicality, unless it is considered a demonstrable distraction or an obvious safety concern. Any such safety concerns will be referred to the Chief of Police for disposition and or action.

All requests once vetted, will be replied to in writing as to the disposition either by email or letter. All official request must be made in the same manner.

Nothing in this policy is intended to supersede Massachusetts General Laws, existing Town of South Hadley by laws, zoning by-laws or to impact landowners' rights in general.



January 15, 2016

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.

Hampshire County Health Insurance Trust (HCHIT) FY 17 Rates; The good news is the dental rates will not change (the town does not contribute), the bad news is the cost for health insurance will rise by 6.8% (the town contributes heavily). The Insurance Advisory Committee of HCHIT met on January 13, the HCHIT director recommended an 8.5% increase, I made a motion to increase by 6.8% for reasons I have covered in previous TA Reports, and my motion prevailed. The surprise always is for me the number of community officials and representatives who argue for higher rates. I reminded them the money in the "trust" is the taxpayers and employees of the member towns.

Due efforts to lower the number of employees overall we will be able to absorb some of the cost without raising the appropriation for the Health Insurance line item. It will still cause a \$90K increase in the line item from FY 15, but will still be below FY 11 high. The actual expenditure approximately will increase by \$225, depending on the total number of employees and possible employee changes to plans at open enrollment.

The cost of each PPO family plan will cost the Town of South Hadley over \$17,000 annually, the average plan cost is around \$12,000 annually. It does not take much math to see how when the rate is applied to 300 or more employees it takes off like a rocket. I do not have to remind the Selectboard these costs need to be added to salary, retirement and other employee expenditures make adding staff difficult. Less staff does cause work shifting and higher demands on employees, it may in some cases even cause us to cut or reduce service levels, but in the end we must do what we have to do.

An employee who is receiving a salary of forty thousand may realistically cost the town well over sixty thousand in actual costs to the taxpayer. I have to continue to say we need to react slowly when adding or adjusting staffing. Continuing to have a workforce which can do more and is learning new methods is essential, it has been demonstrated to be effective in a number of situations as of late.

IPG Methane Gas Recapture Project; I met with Sandra Gillis and Jim Malandrous on Wednesday January 6 to convey your *use it or lose it* directive in relationship to the methane pipe project. They heard it loud and clear. They demonstrated and explained some of the obstacles and what steps they were taking to get around those misfortunes. They made it clear the South Hadley Conservation Commission and the ConsCom Administrator were not adding to the challenges and were a pleasure to work with, it has been other environmental/wildlife sign-offs which were difficult to obtain. IPS feels

they are very near the finish line in respect to these hurdles and expect to start construction in the spring of 2016.

I have requested they start to pay the \$5,000 agreed upon premium to the Town of South Hadley beginning July 1, 2016 regardless of where the project is at and they take over the mandatory monitoring as outlined in the agreement. This will coincide with the finalizing of the Advance extended agreement on the vegetation plan for the landfill. The added revenue will buffer some of the loss in Landfill Revenues in respect to not increasing the Trash Fee for 2016.

Siemens/Lochinvar; I am happy to report our thermostats (Eco-bee) and heating system (Lochinvar) are singing from the same hymnal now. Jim Weglinski (Siemens) was here with me well into the evening on Wednesday telling way more about how the circuitry was being changed to bring peace between the thermostat and the boiler in Town Hall and bring efficiency and comfort to all. Not to mention lower costs.

We now have the ability to look at temperature trends, bring the building to “unoccupied” mode for days not in use and comply with manufacturer warranties for both Eco-bee and Lochinvar. The system does integrate the outdoor system now which in itself will give greater efficiency. I know so little about heating systems and hope to remain so.

River to Range Project; All the parties met in my office last week to discuss our Recreational Trails Grant application for 2016, the Town Planner, ConsCom Director, representatives various agencies and Chris Curtis from PVPC who is guiding the grant process and submittal. The application will be submitted the first week of February.

What was learned last year as the application was not funded is being applied to strengthening the grant for this year. You may recall this grant last year included accessible trail just off of the bottom of Ferry Street with a bridge over the brook. The parking lot was suggested as to be too large (20 spaces), so there will be a change to reduce the lot to an area for up to four handicap spaces and five other spaces. This year’s application will be presented as a “phase” in which Phase 1 will concentrate on funding a final design and installing just the accessible trail around the hay field. Phase 2 (2017, hopefully) will be the bridge and accessible observation area on the other side of the brook.

This year there was a significant archeological review and on-site study done to ensure any work would not disturb native gathering areas and artifacts. This service was performed by UMASS and for anyone interested I can supply the report for some light reading. Suffice to say the report was consistent with previous studies near or at this site. There is evidence of native activity and steps have and will be taken to protect those areas and artifacts.

The grant will look for the SB to increase the local match from \$18 to \$25K and ask MHC to match that contribution. The grant will seek an additional \$100K from the Recreational Trails Program.

Legal News; I have supplied you with the rulings on the Opalenik suit which were again favorable for the Town of South Hadley, dismissing any wrong doing on the part of the Town of South Hadley, Town of Hadley or any of its police officers. That came in the same week where an arbiter clearly stated the “Town” has the right to contract work in respect to a grievance brought by the Clerical Union. This was not a surprise and was on point with our position. I respect the right of the union to bring these actions, but unfortunately it causes discomfort amongst staff, costs the “Town” money to defend and generally

is a distraction to all. I always hope there will be a new collective perspective to employee relations and greater understanding we are all here to serve the municipality.

Professional Development Day: Our quarterly PD Day is today, we will be covering issues from welcoming new employees to how to be healthier (I will try to listen). I really appreciate the SB support on this important team building exercise and opportunity to communicate in a group a clear message.

A number of communities have adopted this practice and I appreciate Jennifer Wolowicz' (Asst. Town Administrator) role in making this happen. The next PD Day in April will cover the burgeoning Alzheimer's Awareness project which many departments participate in organizing along with support from Carol Constance at Loomis Communities; it is very exciting.

Budget FY 17; The draft "expense" budget will be available for February 1st, I cannot be more expressive the budget is still very much in **DRAFT** form and subject to change. It is highly reliant on trends which we only have data on two quarters in FY 16 for expenses or revenues. Speaking of revenues as is always the case we are awaiting information from the state government on their local aid projections.

If "lottery" sales are still part of the equation it should be headed in a good direction after the recent jackpot frenzy. Beyond the "dream tax" things are looking good for the Commonwealth and locally we can only hope that means good things for South Hadley. I am sure we will find out more at the MMA Conference next week about how the state will slice the pie.

Thank you for your support! I wish everyone success for this weekend's "Bag the Community" food drive.

Respectfully submitted,

Michael J Sullivan

Town Administrator, South Hadley