

**SELECTBOARD MEETING
TUESDAY MAY 3, 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
 - April 5, 2016 Executive Session Minutes*
 - April 19, 2016 Executive Session Minutes*
 - April 19, 2016 Regular Selectboard Minutes*
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
 - A. ONE DAY ALL ALCOHOL LICENSE REQUEST:
 - Janet Glick, for MHC Alumnae Association – May 14, 2016 – Chapin Auditorium
 - B. ONE DAY BEER AND WINE LICENSE REQUEST:
 - Mark Garner, for MHC Dining Services – May 14, 2016 – Skinner Green, MHC College
 - Susan Canedy, for Friends of the Gaylord Library – June 4, 2016 – All Saints' Church
5. NEW BUSINESS
 - A. Appropriations Report
 - B. RDA Budget
 - C. STM/ATM Motions
 - D. Complete Streets Policy
6. APPOINTMENTS/RESIGNATIONS
7. CONTINUING BUSINESS
 - A. MPIC Annual Review
 - B. Ledges Update
 - C. Social/E-mail Access Policy
8. APPOINTMENTS/RESIGNATIONS
 - A. Acceptance of Resignation - Sue Brouillette, Youth Commission
9. TOWN ADMINISTATOR REPORT
10. OTHER BUSINESS; Town Administration Evaluation FY 16/FY 17
11. CHAIRMAN'S REPORT
12. Executive Session under M.G.L. Chapter 30A, Section 21 (a) 7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; DPW Request for Grievance Hearing.
13. ADJOURN

**SELECTBOARD MEETING
TUESDAY, APRIL 19, 2016
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 opened the meeting at 7 p.m. noting that all members were present.

1. REORGANIZATION OF BOARD

ELECTION OF CHAIR

Chair DeToma called for nominations for chair. **SB Member Forcier nominated SB Member Hine.** Chair DeToma asked if there were any other nominations. Hearing none, **he called the motion to a vote, and it passed unanimously 5:0.**

SB Member Hine assumed the position of chair and thanked Mr. DeToma for his leadership over the past year.

ELECTION OF VICE-CHAIR

Chair Hine opened the floor to nominations. **SB Member DeToma nominated SB Member Etelman to serve as vice-chair.** There being no further nominations, **Chair Hine called the motion to a vote, and it passed unanimously.**

ELECTION OF CLERK

SB Member Brezinsky nominated SB Member Forcier. Hearing no other nominations, **SB Member Hine closed the nominations and called the motion to a vote. It passed unanimously.**

2. APPROVAL OF MINUTES

SB Member Forcier moved to approve the minutes of the March 22, 2016 and April 5, 2016 regular Selectboard meetings. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

3. ANNOUNCEMENTS

SB Member Etelman congratulated the entire Hine family but especially Zachary Hine who was the top American finisher in the Boston Marathon yesterday and the 10th finisher overall. She also congratulated his sister, Melissa Hine, who recorded a personal best.

Ms. Etelman said she polled members as to their availability to begin hosting Selectboard “In the Community” meetings again and found that two members and Mr. Sullivan are available on Wednesday, April 27th. Members scheduled the next event for April 27, 2016 at 8 a.m. at Friendly’s. Ms. Etelman said she would prepare a press release.

Mr. Brezinsky reminded residents that Music and Arts South Hadley (MASH) will sponsor “CraftFest,” a craft fair featuring 42 crafters and artisans and live music, this Saturday at the Plains Elementary School from 10 a.m. to 3 p.m. The event is free of charge, and more information is available on the MASH facebook page or the website. Organizers are hoping to make it an annual event.

SB Member DeToma announced that the Lion’s Club will be sponsoring a spaghetti supper at the Roost this Monday, May 2nd. He also noted that the Town Administrator will be making a presentation on the budget and warrant articles on Wednesday, May 4th at 6 p.m. in the Town Hall auditorium. Just prior to the presentation, the Town Moderator will hold an orientation for new Town Meeting members. Town officials will also post an informational video produced by the Secretary of State on the Town Meeting process to the town website for the benefit of new members.

4. OPEN FORUM

Chair Hine asked if anyone wished to address the Selectboard under Open Forum.

Jon E. Camp said he had some questions about capital planning. Mr. Hine informed him that this would be an agenda item later in the meeting and encouraged him to wait for this discussion, and he agreed.

5. APPOINTMENTS

Liz Austin was present to discuss her interest in appointment to the Cultural Council. She is somewhat familiar with the council's grant application process since she presented an application for the "Walking the Falls" project on behalf of the Rise of the Falls Facilitation Group (ROFF), she related. She said she knows some current and former council members. She thinks she was invited to join partly because one of the mandates across the state is that cultural councils entertain proposals for projects involving natural history, and she has a background in wildlife and fisheries conservation and the Connecticut River. She is very interested in the whole scope of the arts and bringing them to town, she added. It is also a great thing to be able to give away money, she said facetiously.

Mr. DeToma commented that Ms. Austin was a diligent and attentive member of ROFF and contributed enormously to the groups' success.

SB Member DeToma moved to appoint Liz Austin to the Cultural Council to a term expiring June 30, 2017. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

Marie Rohan, a candidate for appointment to GROSouth Hadley, said she has been gardening with the community garden for three years and also growing herbs for the food pantry. The position of vice president has been vacant for awhile. She just started a program called "seeds and stories" at the Gaylord Library to bring people together to garden and learn about the rich agricultural heritage of the area, she shared. She has great respect for garden manager Wayne Desroches and would like to support his work with the garden, she indicated.

SB Member Brezinsky moved to appoint MarieRohan to GROSouth Hadley. SB Member Etelman seconded. The motion passed unanimously 5:0.

6. ATM/STM Warrants

In some earlier drafts of the Special Town Meeting warrant, Article 9 – an attempt to resolve a title issue surrounding 27 Bardwell Street, the former public library - was left out, Mr. Sullivan explained. When the property was bequeathed to the town, the deed contained language that referred to its use as "a library and/or a park." Obviously, the town made a conscious decision to use it as a library. The article in question is to petition the legislature to take the land out of Article 97, an article of the state constitution intended to make sure that land designated as a park is not converted to another use. Technically it has never been under 97, since Article 97 wasn't introduced until 1972 and the library was bequeathed to the town in 1923. The town has had four or five lawyers look at this (title examiners for the buyer and the town) and all have said that the language is ambiguous since it states that the property would be used as a library **or** a park and it has never been used as a park. The article will allow the sale of the property to go forward, he concluded.

It is important for the town to move forward with the transfer of the property, he suggested. The developer has been very faithful and is going to be making a substantial investment in the property. A sinkhole started forming in one area of the parking lot over the weekend and the DPW was there repairing it today, and it costs the town money to maintain vacant buildings. (The town spent about \$2,400 last year to drain and winterize the building.) It is worthwhile to move forward with a project that will benefit the town from a tax standpoint, and he hopes the article passes. Once approved, the request will go to the legislature and then to the Executive Office of Environmental Affairs for the governor's signature. He is hoping to resolve the issue by June. Town counsel has spoken to Representative Scibak and he is ready to deliver the request once the article is approved.

Ms. Etelman said she thought Article 10 was going to be revised to indicate that providing an e-mail address was not mandatory and to state that phone numbers are also acceptable. Mr. Sullivan said this would be clarified by the motion.

Mr. DeToma moved to approve the Annual Town Meeting warrant. Ms. Etelman seconded. The motion carried 5:0.

Mr. Brezinsky moved to approve the Special Town Meeting warrant. Ms. Etelman seconded. The motion carried 5:0.

Mr. Sullivan said he would begin assigning warrant articles to members on a rotating basis. He promised to provide members with motions and appendices.

7. ADDITIONAL NIGHT ANNUAL TOWN MEETING DISCUSSION

Members discussed that it was necessary to set a date for continuation in case the Annual Town Meeting extends beyond one evening. Mr. Sullivan said he had been asked to ask the Selectboard if they felt there was a need for a second evening and, if so, to set a date. Suggestions have ranged from the following night to the following Wednesday to the following month, he shared.

Ms. Etelman proposed that it be the following Wednesday the 18th. Mr. Brezinsky said he thought this was fine for this year but that a survey of Town Meeting members should be taken to see what their preference is for the future. He asked if staff could have a simple survey available for 11th. Mr. Sullivan said he could send one out electronically. Given that there are 23 articles total he said he thought it was very doable to finish in one evening. There was a good crowd at the Appropriations Committee hearing and Town Meeting members have been receiving information and asking for information, he noted. A lot of communities suggest a time frame as a guideline for the moderator, he related. It is illegal for Town Meeting to go past midnight.

SB Member Brezinsky moved to set an extension of Town Meeting for 6 p.m. the following Wednesday, May 18, 2016. SB Member DeToma seconded. The motion passed unanimously 5:0.

8. CAPITAL PLANNING COMMITTEE ANNUAL REPORT

Ted Boulais presented the Capital Planning Committee (CPC) report, accompanied by CPC members Joan Rosner and John Pietras. For FY 2017, the committee recommends a \$30,000 project utilizing cable access funds and seven projects totaling \$1.232 million to be funded through rolling debt. One million of the suggested \$1.232 million will come from new borrowing and \$232,000 will come from unspent money previously borrowed for the Mosier School roof project and Michael E. Smith Middle School (MESMS) hot water heater. The two school projects were completed for less than the budgeted amount, he reminded.

Mr. Boulais described the individual projects as follows:

- ❖ Replace Truck #10. This vehicle is 19 years old and in very bad shape; it will not pass inspection. The new six-wheel dump truck will have a plow and a combination sander/dump body and a computerized load output for sand and salt distribution. (This feature could potentially provide a reduction in the amount of material used by up to 30%, he related.)
- ❖ Security enhancement project for South Hadley High School lobby - \$225,000. Funds will be used to create a secure lobby just inside the front entrance. Plans call for new interior doors with electronic locks and a lobby with bullet-resistant glass. The secure lobby will allow School Department personnel to control entry to the building.

The original lobby renovation project for the middle school was estimated to cost \$70,000 and later increased to \$150,000, SB Member Etelman reminded. At the time, she asked that the Selectboard be able to see all of the security upgrades. She expressed her understanding that there are three altogether.

Ted Boulais confirmed there will be one for Mosier Elementary School.

Ms. Etelman pointed out that the \$225,000 estimate for the high school lobby is considerably more than the \$150,000 for the middle school. Also, she shared her observation that it only applies to one entrance but that there are other entrances in use.

Chief LaBrie was consulted and it was discussed that security threats generally occur at the main entrance and that people trying to gain access do not tend to use other entrances, Mr. Boulais said. The School Department has had many, many meetings with Chief LaBrie as well as the state trooper charged with handling the designs of lobby upgrades, he assured. The school has a protocol for keeping the other entrances locked during school hours, he confirmed.

Ms. Etelman clarified that she just wants to make sure that if the town is spending \$225,000 to secure an entrance it is taking all action necessary to do so. She understands it reflects the recommendation of public safety officials but, it “just feels kind of flimsy,” she observed.

Mr. Boulais conceded the point and acknowledged that this was a topic of conversation among CPC members but that they are relying on the recommendation of public safety officials. Mr. Brezinsky added that the middle school also has another quasi-main entrance, so the discussion came up in discussion of that project as well. All of the schools are single story with all kinds of entrances. He agreed with Ms. Etelman but said that, at the end of the day, “safety professionals are telling us that human nature is such that a potential aggressor goes to the main entrance 99% of the time.”

Chair Hine asked if there is a timetable for the Mosier School lobby renovation project. Based on conversations with Superintendent Nick Young and the school department, school officials would like to redo the Mosier entrance in conjunction with other renovation projects at the school. The volume of projects is such that it would be appropriate for a school building project, he advised. The timeframe for that is a few years out. Doing all the projects together seems to make more sense than doing work ahead of time that may not fit in with the rest of the work.

With respect to the difference in cost, the high school will be getting a whole new set of doors and windows, whereas at MESMS there are already both outside and inside doors so workers are just adding electronic locks and viewing windows so staff can see who is in the lobby. Most of the infrastructure is in place at the middle school while at the high school it is necessary to build a whole new wall out of glass.

- ❖ Repair playground at Mosier - \$100,000. There is presently a paved playground and the paving is in horrible shape. “It’s not safe for kids to play on.” There is a manhole projecting above the surface in one area.
- ❖ Senior Center – replacing carpet in carpeted areas, including the library and offices - \$22,000.
- ❖ Town Hall elevator rebuild - \$75,000. Money will be used to rebuild the elevator with all new controls and code-compliant safety equipment.
- ❖ Fire detection system at Town Hall – \$100,000. Money will be used to install a modern fire detection system. A recent inspection identified a number of violations. Fire officials have allowed Town Hall to remain in service but are requiring a fire watch for events with crowds over a certain threshold until a new system is installed.
- ❖ DPW sidewalk repairs - \$500,000. This money is rolling debt that has been committed to sidewalk repair and represents the first of four installments for upgrading sidewalks. Sidewalk repair is something sorely needed in many areas in town.

Chair Hine asked if the committee has plans showing the sidewalks slated for replacement. DPW Superintendent Jim Reidy maintains a list of scheduled projects but he doesn’t know which ones are planned for completion next year, Mr. Boulais responded. The DPW typically tries to coordinate sidewalk replacement with road improvement projects.

The capital plan lists the projects planned for FY 2016 on the road and sidewalk tab of the Excel spreadsheet, Mr. Sullivan advised.

\$500,000 represents the first installment of \$2 million allocated for sidewalks, Mr. Brezinsky clarified. The funding represents a significant new investment that is fairly unprecedented as the town is investing local money for the first time as opposed to just the annual Chapter 90 award. The reason for allocating money now is to enable projects to begin so that the work can be undertaken and completed in a timely manner.

Mr. Boulais confirmed that the cost figures are estimates and that the work will be put out to bid. The carpet will be procured through a bid process and the rest of the work will be solicited through Requests for Proposals (RFP's), Mr. Sullivan clarified. Borrowing for project financing is scheduled to take place July 8th. The town will begin issuing RFP's and soliciting bids after Town Meeting, he said.

Town officials are borrowing July 8th so as not to exceed the threshold for bank-qualified lending in FY 2016. Maintaining eligibility for this rate saves half a percentage point in interest. The total bond issue will be \$3.5 million and will include remaining money for the library and Plains School. Borrowing will be in the form of state house bonds.

SB Member Etelman noted that the capital plan posted to the website is a pdf document and so does not have tabs at the bottom. She asked if the list of sidewalk repairs could be posted with the other Town Meeting background material.

The last item is \$30,000 for the purchase of equipment that will allow live broadcast from remote locations, Mr. Boulais continued. The project has two components: 1) a mobile piece of equipment that accepts video feeds from cameras at remote sites and relays it to the studio, and 2) a webcam. The equipment does not have wireless capability and so has to connect to high-speed internet; therefore, it cannot be used to broadcast from places like the Beachgrounds without internet access. The library has been suggested as a good location for the webcam.

Chair Hine asked the purpose of the webcam and Mr. Boulais said to "keep up with the Joneses." Many towns have webcams.

According to the cable studio manager, members of the public have asked for a camera showing water flowing over the Holyoke Dam, Mrs. Rosner interjected.

Mr. Sullivan said he believed the webcam is a relatively small portion of the overall cost. Local TV stations sometimes tie into webcams and use their pictures in weather broadcasts, he said. It is good advertising for the town, he pointed out.

There was a lively discussion about delaying work on the middle school pool deck at the Appropriations Committee hearing, SB Member DeToma observed. The pool deck repair has been delayed a couple of times, although a report on its condition has been out for a few years, Mr. Boulais confirmed. When the report was done, engineers reported that the deck was in fair to good condition but that repairs needed to be made to stop its deterioration. At its final meeting, CPC members asked school officials to have another inspection done to see if it is still in fair to good condition. This will guide them as to where to place the project on the priority list going forward, he elaborated.

Referring to the document posted to the website as "Capital Plan FY 16-FY 21", **Jon E. Camp of 202 Lathrop Street** noted that not all the projects listed on this document for FY 2016 appear on the Capital Planning Committee report to the Selectboard. Which is the official list of capital projects? he asked.

The official list of projects that have been fully accepted is the one that was just presented, Mr. Sullivan clarified. The other list is a list of projects that have been proposed but have not been fully vetted and are still under discussion.

However, not all the projects listed on the CPC's recommendations are on the spreadsheet, Mr. Camp pointed out. He asked where the CPC gets its list.

Requests for capital projects are made each year at budget time, accepted by the Town Administrator and sent to the CPC, Mr. Sullivan explained. Once an application is received, he puts the request on the list in consultation with the chair. That becomes the "working list" that appears on the website. On occasion, things will come up that did not appear on earlier versions of the capital plan, such as the fire detection system. Administrators did not know there was a need for a fire detection system earlier. Similarly, the Town Hall elevator was moved up in priority due to an incident where someone got trapped in the elevator on a Friday afternoon. When elevator technicians came out they suggested some hydraulics needed to be looked at. The plan of projects that have been fully vetted and accepted is the one that

has been presented tonight. The working list is one that changes on a regular basis based on need and communication with departments, etc. When a need is brought to his attention, he informs the chair and the CPC does its best to address it and move it up on the list, he explained.

After tonight's action, the list will be updated to indicate which projects were approved and which were not, Chair Hine related. Those that don't get approved will be moved over to FY 2018. Sometimes projects get put on what is known as the "watch list." He cited bleachers as an example of this type of project.

Some people have commented on the fact that Town Hall and the Senior Center were just put on the list last year, Mr. Sullivan continued. Town officials are "betwixt and between;" if they don't put a project on the list they are told, "Why didn't you put it on the list and make us aware of it." If they do, they are accused of just wanting a new Town Hall. The Town Hall has some ADA challenges and is not the most efficient use of space. In addition, the building is over 100 years old and 40,000 square feet. Heating and air-conditioning the space is not as efficient as possible and, as a community and a town, they perhaps should consider a more effective and efficient place to conduct business.

The town's physical plant has had a great deal of deferred maintenance so capital planners never know which building is going to "throw up a rocket," Mrs. Rosner added. The whole point of the CPC from its inception was to figure out a way to get on top of maintenance issues, and the rolling debt mechanism has made that easier. To Mr. Camp's point about a changing list, CPC members are never surprised to walk in and find something new on their agenda, she stressed.

Discussion continued, with Mr. Brezinsky voicing his opinion that if a Town Meeting member tells them something doesn't make sense, they have an obligation to look at it and to make sure it does make sense. The reality is that it's been two-plus years since the town has had anything called a capital plan. They are making progress, he maintained. The short-term borrowing strategy has been introduced at a time when the capital plan is in transition. There's a lot of good stuff happening but we're still in a bit of a transition, he suggested. He agreed with Mr. Camp that they need to do better in terms of understanding what the capital plan is and knowing that at any point in time what's reflected in the plan is what they think and expect to the best of their knowledge. His point is well-taken, he concluded.

Mr. Camp said town officials might want to look at making the plan longer and going out 15 or 20 years to project when roofs will need to be replaced, etc. There are eight items on the report, and only four of them are on the spreadsheet. He stressed the need to look at all buildings and land and see what's needed. "Think long-term," he advised.

Every roof in town has been evaluated and they could add that information to a plan, Mr. Sullivan confirmed. Having participated in capital plans in other communities, he would say that before they start thinking about 15 to 20 years they should really plan well for five years. There's been great progress the last couple of years. Rolling debt has helped, but the work of the Capital Planning Committee has helped to a greater extent, he stated. They are in the midst of doing an internal audit of town buildings that will dovetail with the funding request to Town Meeting. He is collecting the age of roofs, the status of handicapped-accessibility, etc. The people in charge of buildings received surveys a month ago to identify those issues. There was a complete analysis in 2002 and much of the work being done now was identified in 2002. We need to be better at the five-year plan before moving on to a longer-term plan, he asserted.

Mr. Camp agreed that further out the plan would consist of placeholders rather than detailed projects. However, people need to know what those placeholders will be, he maintained. It's a learning curve for everybody, Mrs. Rosner concluded.

Mr. Brezinsky said he liked the suggestion of changing the label of the spreadsheet to something other than capital plan, such as capital needs, etc. He agreed the spreadsheet should be updated to reflect whatever action is taken tonight.

Mr. Sullivan called for a motion to accept and approve the list. Per the requirements of the borrowing, the list must be published to Town Meeting by May 1st.

Ms. Etelman moved to accept and approve the list as presented by Capital Planning dated April 2, 2016. Mr. Forcier seconded. The motion passed unanimously 5:0.

9. TOWN ADMINISTRATOR REPORT

Mr. Sullivan gave an update on professional development day. Presenters were very knowledgeable and informative and gave an overview of dementia. On the negative side, he received a complaint from a resident who came to pay an excise bill only to find Town Hall closed. He apologized to anyone who was inconvenienced by the closure and encouraged the public to sign up for Civic Ready so they can be informed of closures in advance.

Also, some people didn't get their trash picked up because DPW employees were at the training. He went and picked up the trash. He understood residents' chagrin because they did not meet the expected level of service. It was a good day but he apologized for not communicating as well as he should have. They will do a better job next time, he assured.

Mr. Brezinsky moved to enter Executive Session under M.G.L. Chapter 30A, Section 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; for Police Negotiations. Chair Hine declared that an open session would have a detrimental effect. **Ms. Etelman seconded.** Chair Hine said the board would not return to open session. **Members voted affirmatively by roll call vote as follows:**

SB Member DeToma	Aye
SB Member Brezinsky	Aye
Chair Hine	Aye
SB Member Etelman	Aye
SB Member Forcier	Aye

The regular meeting was adjourned at 8:34 p.m. Members recessed to Executive Session.

RESPECTFULLY SUBMITTED,

**LAURA KRUTZLER
ADMINISTRATIVE SECRETARY**

EXHIBIT A

List of Documents Reviewed at April 19, 2016 Selectboard Meeting:

1. April 19, 2016 Agenda.
2. March 22, 2016 and April 5, 2016 Selectboard Minutes.
3. May 11, 2016 Special Town Meeting Warrant.
4. May 11, 2016 Annual Town Meeting Warrant.
5. Capital Planning Committee Report to the Selectboard dated April 2, 2016.
6. Application for Appointment to Board, Commission or Committee from Liz Austin for the Cultural Council.
7. Application for Appointment to Board, Commission or Committee from Marie Rohan for GROSouth Hadley.
8. Town Administrator Report dated April 15, 2016.



TOWN OF SOUTH HADLEY
SPECIAL LICENSE
ALL ALCOHOLIC APPLICATION

To the Licensing Authorities:

Date: _____ April 20, 2016 _____

The undersigned hereby applies for a Special License – All Alcoholic in accordance with the provisions of the Statutes relating thereto:

NAME: _____ Janet Glick _____

COMPANY: _____ Alumnae Association of Mount Holyoke College _____

ADDRESS: _____ Mary Woolley Hall, 50 College Street, South Hadley, MA, 01075 _____

CONTACT: _____ Janet Glick _____

TELEPHONE: _____ 413-538-2652 _____

DAY(S) APPLIED FOR: _____ Saturday, May 14, 2016 _____

PREMISES TO BE LICENSED: _____ Chapin Auditorium _____

HOURS OF OPERATION: _____ 5pm-10pm _____

TYPE OF EVENT: _____ Dinner _____

RESTRICTIONS ON SPECIAL LICENSE – ALL ALCOHOLIC

1. If the event is to be held indoors in a building or structure not certified as a place of assembly, an inspection must 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 – ALL ALCOHOLIC

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 in injury or damage shall result from the exercise of the license.

Signature of Applicant: _____ Janet Glick _____

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



April 26th, 2016

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

I am applying for a day Beer and Wine license for the following location, date and time. This is for Mount Holyoke College Reunions. The certification/Sponsor should read: Mount Holyoke College Dining Services.

DATE:

Saturday, May 14th, 2016

LOCATION:

Skinner Green

TIME:

9:00a– 2:00am

Please contact me if any further information is needed. Thank you very much for your attention to this matter. Please email me when the license is ready for pick up.

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



TOWN OF SOUTH HADLEY

SPECIAL LICENSE

WINE AND MALT APPLICATION

To the Licensing Authorities:

Date: April 28, 2016

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

NAME: The Friends of Bayford Library
 COMPANY: The Bayford Library
 ADDRESS: 47 College Street, South Hadley, MA 01075
 CONTACT: Cris Quigley, Director
 TELEPHONE: 538-5047
 DATE APPLIED FOR: Saturday, June 4, 2016
 PREMISES TO BE LICENSED: All Saints' Episcopal Church
7 Woodbridge Street, South Hadley, MA 01075
 HOURS OF OPERATION: 3:00 PM - 9:00 PM
 TYPE OF EVENT: Annual Fundraiser

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: Susan M. Conedy, Chair

LIQUOR LIABILITY INSURANCE REQUIREMENT

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

2016 REPORT OF THE APPROPRIATIONS COMMITTEE

Sections 4-8 and 4-10 of the South Hadley Town bylaws state, in part, that the “appointed committee on appropriations shall consider all articles involving the expenditure, appropriation, raising or borrowing of money in any warrant, for any town meeting, and make their recommendations to the meeting held to consider such articles.” Proposition 2½ was enacted thirty-six years ago. Since then, the Appropriations Committee’s objective has been to recommend to Town Meeting how to address the demands for services and programs while keeping within the fiscal constraints of Proposition 2½.

This, our 91st annual report, presents to Town Meeting a budget that attempts to continue to meet the needs of the citizens of South Hadley and yet recognizes the reduced funding from the Commonwealth. It is based on the state aid amounts proposed by the Governor. It is possible that the final state aid amounts will change. The effect of these changes will most likely need to be addressed at a Special Town Meeting.

The following paragraphs explain the budgetary issues facing the Town of South Hadley and present our budget recommendations.

Special Town Meeting

The Special Town Meeting warrant includes eight financial articles which request funding for short falls in fiscal year 2016 budgets and one-time non-recurring costs. Articles one and six propose expenditures from the Technology Fund (Cable Access Fund) including a capital request of \$28,000 for a remote streaming video project and large screen monitors. Article eight requests \$32,000 to balance the snow and ice removal budget. This is substantially less than last year’s request of \$370,000. Article seven proposes spending \$210,000 to raze and remediate the structures on the Toth property. This is a large expenditure; however, we are under order by public safety officials, so we have to comply. We agree with all eight articles.

State Aid

The state budget process is ongoing. The current proposal by the Governor, which is being used in this budget, increases South Hadley’s state aid by \$169,562, but also increases assessments to South Hadley by \$221,745. The net effect is a decrease of \$52,183. Assessments made by the state to South Hadley consist principally of School Choice and Charter School charges. An alternative budget has been proposed by the State House of Representatives. That budget would provide additional funding to South Hadley. Final amounts will not be available until our budget process is complete.

Free Cash

Free cash is a revenue source which results from the calculation as of July 1 of the Town's remaining unrestricted funds from operations of the previous fiscal year. A summary of free cash activity in recent years is as follows:

	FY12	FY13	FY14	FY15	(As Proposed) FY16
Certified free cash - beginning	\$ 1,854,895	\$ 1,627,444	\$ 1,688,103	\$ 1,861,488	\$ 1,707,151
Expenditures:					
- golf course - next year	574,203	540,814	311,427	526,982	485,132
- current and prior year budgets	327,284	557,406	621,500	543,827	677,545
- OPEB Trust Fund	-	-	75,000	120,000	160,000
- next year budgets	197,503	10,000	-	250,000	40,000
Free cash at year end	755,905	519,224	680,176	420,679	<u>\$ 344,474</u>
Increase at year end closing	871,539	1,168,879	1,181,312	1,286,472	
Certified free cash for next year	<u>\$ 1,627,444</u>	<u>\$ 1,688,103</u>	<u>\$ 1,861,488</u>	<u>\$ 1,707,151</u>	

Certified free cash for fiscal year 2016 was \$1,707,151 which resulted from approximately \$785,000 of fiscal year 2015 actual revenues in excess of budgeted amounts, budget turn backs of \$500,000 and other small adjustments. Of this amount, \$275,545 was spent at the fall 2015 Special Town Meeting, \$402,000 is proposed to be spent at the upcoming Special Town Meeting, \$485,132 is budgeted to fund golf course debt and operating costs, \$160,000 is to be transferred to the OPEB trust and \$40,000 to be used to fund the public building study.

These expenditures will result in unspent free cash of \$344,474 and are only possible due to lower than normal snow and ice removal costs. This amount is the lowest it has been in many years. The \$210,000 spent on the Toth property is a major contributor; however, unbudgeted expenses do occur in other years.

At the present time the amount of 2016 budget turn backs and additional revenue is not known. However, preliminary estimates suggest that fiscal year revenues are exceeding and several expenses are less than budgeted amounts. For this reason, although the remaining free cash is less than we would prefer to see, we agree with the proposed uses at Special and Annual Town Meeting.

Fiscal year 2016 free cash will be needed to fund unbudgeted expenses at the fall Special Town Meeting, snow and ice deficit and other items at the May 2017 Special Town Meeting and the fiscal year 2018 golf deficit. For these reasons, the Appropriations Committee does not recommend spending additional free cash at this time.

Fiscal Year 2017 Non-School Expenditures

As in previous years no increases in state funding, the restrictions of Proposition 2½ and small growth in other local revenue sources limits the amount of new funding that can be provided to Town departments. Group health insurance and retirement costs continue to escalate, increasing by \$235,000 in fiscal year 2017. Except for negotiated salary increases, most other budgets have been level funded. The Appropriations Committee agrees with the Town Administrator budget recommendations.

School Budget

As part of the budget process, the Appropriations Committee met with the School Department who reviewed its budget in detail and described the steps it has taken to limit the growth of its budget. The proposed fiscal year 2017 budget is \$20,777,329, an increase of \$256,510 or 1.25% over fiscal year 2016. The Appropriations Committee agrees with this budget.

Ledges Golf Club

The Ledges Golf Course Enterprise Fund annually requires an appropriation from the Town to cover the cost of debt and interest payments and its operating deficit. In the proposed budget, changes have been made in an effort to reduce this deficit. These are described in the budget book. Funding for fiscal year 2017 is \$485,132 from free cash. The Appropriations Committee agrees.

Capital Expenditures

No capital expenditures are proposed to be funded in the fiscal year 2017 budget. As detailed in its report, the Capital Planning Committee has recommended projects totaling \$1,232,000 to be funded through the rolling debt program approved at the fall 2014 Special Town Meeting. One million dollars of this total will be sourced from new borrowing and the balance will be paid for with unspent previously borrowed funds.

The rolling debt program authorizes the Town to borrow on a short term basis to fund projects recommended by the Capital Planning Committee and approved by the Selectboard. Since no funds are budgeted at Town Meeting, the Appropriations takes no position.

Stabilization Funds

The fiscal 2017 budget does not propose any additions to either of the Town's stabilization funds, nor does it request transfers from these accounts. Approximate balances are \$1,599,000 in the General Stabilization Fund and \$1,154,000 in the Capital Stabilization Fund.

Redevelopment Authority

Article 13 proposes utilizing \$90,000 of the proceeds from the 40R Development Grant received by the Town to fund the South Hadley Redevelopment Authority for fiscal year 2017. To date the Appropriations Committee has not received a budget detailing how these funds will be spent. It is our understanding that a budget is being developed. The Appropriations Committee is supportive of the Redevelopment Authority activities and supports this article. We do recommend that the Committee follow existing fiscal management policies subject to normal monitoring from Town Administration and accounting departments.

OPEB Trust

One of the most significant financial challenges facing towns is unfunded post-employment benefits. The most recent actuarial projection of South Hadley's unfunded liability is \$32 million. This amount can fluctuate due to numerous factors. The fiscal year 2017 budget proposes funding in the amount of \$160,000. The Appropriations Committee agrees. The source of this funding is free cash. Since it is the intention of the Town to make annual contributions to the OPEB Trust, in future years we recommend that OPEB contributions be included as an item to be funded from sources other than free cash.

Summary

At its meeting on April 13, 2016, the Appropriations Committee voted unanimously to support all financial articles to be presented at the May 11, 2016 Special Town Meeting and Town Meeting.

Once again, we would like to express our gratitude and thanks to Town Administrator Michael Sullivan, Town Accountant Bill Sutton, Assistant Town Accountant Lynn Roberts, School Superintendent Nicholas Young, department heads and other assistants for their extraordinary support in providing us with the information needed so that we can fulfill our obligation to make recommendations to Town Meeting members, and Laura Krutzler for her assistance throughout the year.

Respectfully submitted,

TOWN OF SOUTH HADLEY
APPROPRIATIONS COMMITTEE

Thomas Terry, Chairman
Andrew Beaudry
Richard Constant
Jeffrey Cyr
Stephen Hamlin
Nancy Knadler
Kirk Mackey
Gregory Sheehan
Heather Wartel

COMPLETE STREETS ADMINISTRATIVE POLICY FOR THE TOWN OF SOUTH HADLEY

Vision and Intent

Complete Streets are designed and operated to provide safety and accessibility for all the users of our roadways, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages and abilities. Complete Streets principals contribute toward the safety, health, economic viability, equity and quality of life in a community by providing accessible and efficient connections between home, schools, work, recreation, and retail destinations by improving the pedestrian and vehicular improvements through the community.

The purpose of South Hadley's Complete Streets policy is to provide accommodations for all road users by creating a road network that meets the needs of individuals utilizing a full range of transportation modes. To the best extent possible, the Town of South Hadley will ensure that all plans, designs, operations and maintenance of streets safely accommodate all users of all ages and abilities. This policy directs decision makers to consistently plan, design, construct, and maintain streets for the accommodation of all anticipated users including, but not limited to, pedestrians, bicyclists, motorists, emergency vehicles, transit, freight, and commercial vehicles in a context sensitive manner. This policy shall apply to all municipal, state, and federal (when allowed by law) roadway repairs, upgrades, and expansion projects within the public right of way and private developments requiring approval from the Town. Procedures will be developed to ensure Complete Street elements are incorporated into these activities.

Core Commitment

The Town of South Hadley recognizes that all users of all modes, including, but not limited to, pedestrians, bicyclists, transit users, school bus riders, motorcyclists, motorists, delivery and service personnel, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. "All Users" includes users of all ages and abilities, including those with disabilities.

The Town of South Hadley recognizes that all projects (new, maintenance, or reconstruction) are opportunities to implement Complete Street design principals. The Town will, to the maximum extent possible, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

Complete Street design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval from the Town of South Hadley, as well as projects funded by the state or federal government, such as Chapter 90 funds, city

improvement grants, Transportation Improvement Program (TIP), MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding, and other state and federal funds for street and infrastructure design, shall adhere to the Town of South Hadley's Complete Street Policy. Private developers and related street design components or corresponding street-related components, including new subdivisions, shall adhere to the Complete Street Policy for the Town of South Hadley. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets resolution, including the design, construction, and maintenance of such roadways with the Town boundaries.

Exceptions

Exceptions to the policy are only allowed upon approval of the Town Administrator based on recommendations by the Police Chief, City Planner and DPW Superintendent, or other relevant departments or authority:

1. Facilities where specific users are prohibited by law, such as interstate freeways or pedestrian malls. An effort will be made, in these cases for accommodations elsewhere;
2. Where cost of accommodation is excessively disproportionate to the need or probable use or probable future use;
3. The existing public right-of-way or adjacent land is constrained in a manner that inhibits the addition of transit, bicycle, or pedestrian improvements. In this case, the Town shall consider alternatives such as lane reduction, lane narrowing, on-street parking relocation, shoulders, signage, traffic calming, or enforcement;
4. Where such facilities would constitute a threat to public safety or health;
5. Where construction and future maintenance will create significant adverse environmental impacts to streams, flood plains, wetlands, or historical resources.

Best Practices

The Town of South Hadley's Complete Street Policy will focus on developing and maintaining a connected, integrated network that serves all road users. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects.

Implementation of the Town of South Hadley's Complete Street Policy will be carried out cooperatively within all departments in the Town of South Hadley with multi-jurisdictional cooperation, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

Complete Streets principles include the development and implementation of projects in a context sensitive manner in which project implementation is sensitive to the community's physical, economic, and social setting. The context sensitive approach to process and design includes a range of goals by considering stakeholder and community values on a

level plane with the project need. It includes goals related to livability with greater participation of those affected in order to gain project consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets, including:

- Massachusetts Department of Transportation, Project Development & Design Guidebook;
- Massachusetts Department of Transportation Separated Bike Lane Planning and Design Guide;
- Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
- National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide and Urban Street Design Guide
- Federal Highway Administration Separated Bike Lane Planning and Design Guide;
- American Association of State Highway Transportation Officials (AASHTO), A Policy on Geometric Design of Highway and Streets as well as the AASHTO Guide for the Development of Bicycle Facilities;
- United States Department of Transportation Federal Highway Administration's Manual on Uniform Design Controls;
- The Architectural Access Board (AAB) Rules and Regulations;
- Documents and plans created for the Town of South Hadley, such as bicycle and pedestrian network plans.

Performance Measures

Complete Streets implementation and effectiveness should be constantly evaluated for success and opportunities for improvement. The Town will develop performance measures to gauge implementation and effectiveness of the policies. These performance measures may include, but not be limited to:

- Number of staff with Complete Streets training;
- Total miles of bike lanes;
- Total miles of roadway with a shoulder of 4 feet wide or greater;
- Linear feet of sidewalk added or reconstructed;
- Crosswalk and intersection improvements;
- Number of crosswalks evaluated for ADA compliance;
- Number of ADA compliant curb ramps installed;
- Closure of gaps in bicycle / pedestrian infrastructure network;
- Number of bicycle racks installed;
- Crash and personal injury data;
- Citations for traffic violations;
- Public participation in bicycle, pedestrian, and transit systems;

- Estimate of the quantity of funds applied toward the design and construction of Complete Street measures.

Implementation:

The Town shall seek to make Complete Street practices a routine part of everyday operations, shall approach transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

Implementation of this policy will be coordinated by the DPW Superintendent and be carried out cooperatively within all departments in the Town of South Hadley with multi-jurisdictional cooperation, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

The Town will maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk network and to implement the Town's Complete Streets build out vision.

The Town shall review and either revise or develop proposed revisions to all appropriate planning documents (master plan, open space & recreation plan, etc), zoning and subdivision codes, bylaws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Street principles.

The Town shall promote interdepartmental project coordination among Town departments with an interest in the public right-of-way in order to make enhanced use of fiscal resources.

The Town will train pertinent Town staff and decision-makers on the content of Complete Streets principles and best practices for implementing the Town's Complete Street policy.

The City will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.

DATED THIS _____ DAY OF _____, _____

South Hadley Selectboard

SOUTH HADLEY COMPREHENSIVE PLAN
IMPLEMENTATION MATRIX MPIC Selectboard Goals - 2016 revision

Progress notes as of March 2014	Chapter-Goal	Goal or Land Use Objective	Priority Action	Timeframe				
				Immediate	Near Term (1-3 years)	Mid Term (3-6 years)	Long Term (6-10 yrs)	Ongoing
Adopt a local historic district bylaw with standards. Question status Active Falls Historic Distric Committee. Work continuing	CHR-1	1-1-6			✓			
Implement the recommendations of the agriculture commission. N/A, No Commission currently Ag Comm recently revived should have something to report in 2017	CHR-1	1-3-2			✓			
Gain status as a Certified Local Government (CLG). Question status Will seek clarification as to certifying body There seems to be some question as to what this certification is and by what agency or group	CHR-3	3-1-3						
Continue to participate actively in negotiations regarding the future of the Texon property. Nearly Completed Project for park and other sites remain in active discussion with HG&E, Canal Park slated for spring 2015 opening Canal Park open continue to work with HG&E on expanse of amenities and schedule	ED-1	1-2-2		✓				
As a priority action item, begin to work through multiple avenues to spur relocation of the Massachusetts Department of Transportation highway garage to a suitable location outside the core economic development area, and to enable redevelopment of this important site with a beneficial commercial or mixed-use project that supports South Hadley's goals and needs. Question status No progress No interest at this time on part of MassDOT	ED-2	2-2-3	✓		✓			✓
Develop and implement a SHELD – Town of South Hadley Municipal Services Fiber Optic Network Plan that serves the needs of SHELD (e.g. fiber optic based electrical monitoring and controlling), the Town's growing information systems bandwidth needs, and the School Department's growing educational information bandwidth needs. SHELD preparing for expansion. Actively discussing strategy for expanding service at SHELD Board level The schools have sought other carriers as it was reported SHELD was not cost effective, the new .Library is also using an alternative carrier. Perhaps MPIC could pose this issue to SHELD and the SHELD Board. The SB is willing to support the effort in any way possible.SHELD continues to explore the feasibility, it has become an economic issue more than anything else	ED-5	5-1-1			✓			
Develop and implement a SHELD – Town of South Hadley Business Fiber Optic Network Plan that serves the needs of SHELD (e.g. fiber optic based electrical monitoring and controlling), the Town's growing information systems bandwidth needs, and the School Department's growing educational information bandwidth needs. Same as above Same as above Same as above								
Develop and implement a SHELD – Town of South Hadley Residence Fiber Optic Network Plan that serves the needs of SHELD (e.g. fiber optic based electrical monitoring and controlling), and could provide residences with fiber for high speed data communications, high speed internet access, telecommunications, and cable television services. Same as above Cable TV not likely feasible, SHELD Board decison See above See above	ED-5	5-1-3			✓			

SOUTH HADLEY COMPREHENSIVE PLAN
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				Immediate	Near Term (1-3 years)	Mid Term (3-6 years)	Long Term (6-10 yrs)	Ongoing
Establish and adequately fund an Economic Development professional job position to implement the comprehensive economic development strategy and direction of the Economic Development Committee focused on retaining existing businesses and assisting the expansion and development of local businesses while actively recruiting new businesses – within the town's shared vision as provided in this Plan. Position approved and Committee has been formed. RDA formed, "position" not likely feasible or affordable at this juncture, significantly built out RDA will present in the Fall to TM. SB continues to be supportive	ED-8	8-1-2						
Assign tax title properties to the Municipal Housing Trust for use in developing diverse housing opportunities. No Housing Trust as yet Have applied for a PATH grant with PVPC to develop a housing production plan, meeting with HAP and other affordable housing experts on diversifying the market mix in South Hadley Still no Housing Trust, CPA if accepted may create a solution.	H-3	3-2-4						
Assign all tax title properties which are deemed unusable for municipal needs, to the Municipal Housing Trust for either rehabilitation, development, or disposition with all proceeds from disposition being used by the Trust to further affordable housing initiatives. No Housing Trust as yet Distressed properties recomened to go to RDA by CEDC. Distressed properties recomened to go . No Housing Trust	H-4	4-1-3						
Expand the composition of boards, committees, and commissions involved in the development review and design review processes to include the Historical Commission. Done HC inactive Continued progress to re-think	LUCD-2	2-4-8		✓				
The appointing authorities should consider the development and adoption of the vision statements in their evaluation of the members of the department, board, or committee/commission. In progress Commonality in vison and statement with Master Plan and in concert with other boards critical, work in progress. Achieved through interview process. The work continues.	LUCD-3	3-1-1			✓	✓		
Develop project plans proactively to implement the long-term Capital Plans. In progress Much progress this year with development of a Capital Plan which will be robust and meet both deferred projects and future projects. The use of a rolling debt process has made significant progress in investing in projects, equipment and roads& sidewalks.	MSF-1	1-1-2		✓				✓
Collaborate with regional agencies, community organizations, and other municipalities to achieve common community objectives. On-going thru Hampshire Council of Governments Partnering where appropriate and continue to review HCOG fit, also PVPC, PVTA, Hampshire County Sherrifs Continue to work regionally Significant increase in partnerships with Holyoke, Granby, looking at projects and partnerships with Belchertown, Hadley, Southhampton, Southwick and Amherst on various projects and topics. Increased memberships on the reginonal level including a seat for the first time on the Western Mass Economic Development Plan Board.	MSF-1	1-1-3			✓			

SOUTH HADLEY COMPREHENSIVE PLAN
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				Immediate	Near Term (1-3 years)	Mid Term (3-6 years)	Long Term (6-10 yrs)	Ongoing
Develop long-term strategic visions for each department, board, and commission. In progress Vision should have commonality for South Hadley, move from silo thinking Added a five year fbudget pain to this years process through the TA. Work continues	MSF-1	1-1-4		✓				
Use “Full Cost Accounting” principles and procedures as a compliment to municipal budgeting, examining social and environmental costs in addition to monetary cost. Question status Being reviewed to find benchmark formula Have adopted an ACE (actual cost of employee) model for all new positions	MSF-1	1-1-5			✓			
Undertake a comprehensive analysis of all municipal facilities. In progress Ongoing Ongoing, significant progress in economically updating offices in Town Hall. Significant progress being made internally on facility and building evaluation. SB recently approved money to do a more indepth investigation into defects and concerns in all buildings exclusive of svschools (they have done their own analysis)	MSF-3	3-1-1			✓			
Develop a unified management strategy for maintenance and repair of all town buildings, landscapes, and common areas, incorporating the goals of this Chapter. In progress Repairs ongoing, upgrades to 50% of office in Town Hall FY 14, COA, Police, Old Fire House Working well, many improvements and renovations	MSF-3	3-1-2		✓				
Establish a central entity for facilities management to implement the unified management strategy. Under discussion ATA responsibility, Facility Dude tracking maintainance and scheduled needs Continue tracking and monitoring of work orders by ATA Continued progress and centralization	MSF-3	3-1-3						
Continue to evaluate, monitor, and consider the appropriateness of a merger of the two Fire Districts. Question status Town wide need for discussion. Need for a town wide discussion or demand on the issue Beyond the scope or power of the SB	MSF-4	4-1-1						
Continue upgrading public safety communications systems to provide consistent, reliable two-way communications and emergency notification systems. In progress Continuous	MSF-4	4-2-1		✓				
Continue upgrading public emergency notification system. In progress, new vendor selected contract issue with new vendor, discussion to continue New Everbridge system in place, updated phone numbers and have established a EM protocol, more to come. Have multiple modes of communicating emergency information available to citizens.	MSF-4	4-2-2			✓			
Provide mobile access to webbased GIS system. Question status Clarification needed, costs assocuaited with amount of demand is unbalanced, not moving forward at this time. Upgrade to GIS overlays will be added this year	MSF-4	4-2-3		✓				
Work with neighboring communities to address regional infrastructure and waste management needs. Discussion starting. Discussion with HCOG ongoing Todd Ford, conversations with Granby this year did not produce any results, will continue Granby and Southhadley have joined for a CDBG application, District 2 issues remain a obstacle. Continue.	MSF-4	4-3-4		✓				

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				Immediate	Near Term (1-3 years)	Mid Term (3-6 years)	Long Term (6-10 yrs)	Ongoing
Work with SHELD to explore ways to maximize the benefits of its fiber optic network, initially to the Town and School facilities, and long-term through the examination of SHELD's charter and ability to serve and support non-public uses. Question status Ongoing Changes Continue	MSF-4	4-4-1			✓			
Improve communication between SHELD and Town government regarding the status of the fiber optic system. Same as above hoping to improve in general, Joint meeting in 2015, remain hopeful about expanded dialogue Continues to improve	MSF-4	4-4-2	✓	✓				
Develop resources to provide a cost effective fiber optic system. Same as above See SHELD (same)	MSF-4	4-4-4						✓
As part of each municipal department's core priorities and responsibilities, ensure that there is a staff person or team directly responsible and accountable for updating the municipal website's content, keeping the site current. Question status Critical part of upgrading website New website and training in process, unvieling in March 2015 Departments are now responsible and have been given training or can acces said training for their own page updates	MSF-5	5-1-4		✓				
The Town should work to increase information sharing and partnerships with Mount Holyoke College, the Five College network, and other regional universities and organizations to improve service delivery and information exchange in all areas of community services. In progress On going No change	MSF-5	5-2-2		✓				
Investigate the feasibility of increasing the enforcement of and fines associated with littering, polluting and inappropriately disposing of waste. Question status On going, continually reviewed Received new by-law changes last year on this subject and we are seeking additional changes at the 2016 ATM	NR-4	4-3-2						
Appoint an open space committee or other integrated commission to support overall land management within South Hadley and to provide an effective liaison with a sustainability committee or task force. Done	OSR-1	1-1-1		✓				
Establish a tree planting program for public rights of way and land. Question status Budgeted for FY 15 Established Done	OSR-1	1-2-1			✓			
Establish a full-time, professional Tree Warden position. Tree Committee appointed, part-time position only Will remain part time, working satisfactorily	OSR-1	1-2-5		✓				✓
Set measurable goals and investment targets for improving all parks and recreation areas, and improving overall management of recreational facilities. Under discussion Capital Planning Committee will be critical in this need Site assigned staff from DPW Parks Division, ice rink added More people in all age groups are participating in recreational activities than ever before	OSR-6	6-1-1						
In conjunction with a strong public management program, explore ways to add volunteer efforts to support park and open space maintenance and stewardship, such as fundraising, gardening and maintenance, and education and outreach projects. No current Buttery Brook good model. Welcome volunteers See BWC	OSR-6	6-1-2						

SOUTH HADLEY COMPREHENSIVE PLAN
IMPLEMENTATION MATRIX MPIC Selectboard Goals - 2016 revision

Progress notes as of March 2014	Chapter-Goal	Goal or Land Use Objective	Priority Action	Timeframe				
				Immediate	Near Term (1-3 years)	Mid Term (3-6 years)	Long Term (6-10 yrs)	Ongoing
Municipal oversight and coordination of planning, maintenance, volunteer work, and expansion efforts for all recreation facilities and activities currently managed by the DPW, Recreation Commission, and other entities Question status Clarification?	OSR-6	6-1-5						
Create a communications committee of knowledgeable community members to provide expertise and guidance and to share, aggregate, and deliver information to the public. In progress Suggestion accepted from community members and upgrades in progress, web redesign, ViewPermit, Internal function	OSR-7	7-1-5						
Set up liaison activities with neighboring communities and community institutions/organizations. Question status Encouraging all department to reach-out to their colleagues and where effective and economical seek cross boarder solutions. Repeat of previous goal	OSR-8	8-1-2						
Continually assess the existing transportation network to identify deficiencies and potential opportunities for its enhancement. On-going, current proposal to improve PVTA Added call service (Tiger Trolley) in South Hadley, first of its kind in Wmass Continue to preserve and expand transporation options, PVTA, BWC access to new train station in Holyoke.	TR-1	1-2-2			✓			
Establish an on-going transportation improvement process that identifies short-term, middle-term, and long-term solutions to issues. See above Key to the approach will be increasing our invlovement with PVPC/PVTA, SB Ishler has been instrumental in doing just that See PVTA, PVPC	TR-1	1-2-3		✓				
Develop and implement an ongoing Capital Improvement Program for enhancing the transportation infrastructure. Question status SB has advocated to have Chapter 90 included and increased local investment in roads and side walks, have worked with COA and PVTA to acquire a backup van TM passed borrowing plan to adress more capital. Road and sidewalk improvements are reviewed by CP now	TR-1	1-2-4		✓				✓
Evaluate and implement effective means for improving Alvord Street to accommodate multimodal users. Question status Would be included in comprehensive plan for bike/ped connections throughout the town. Shoulder expansion will happen in 2016 and repaving.	TR-1	1-2-5						✓
Explore the possibility of an internal transit loop serving population centers, schools, businesses, and other key destinations. Current proposal made by PVTA Recent hearings and advocacies would suggest there is substatial progress. See Tiiger Trolley Done	TR-1	1-3-3						
Expand public transportation services both within South Hadley (particularly along major corridors as congestion mitigation measures) and connecting the Town with the rest of the region. Question status Connection to HTC (tsecond largest hub for PVTA) continues.Continued improvement plan On-going	TR-2	2-2-1						

SOUTH HADLEY COMPREHENSIVE PLAN
IMPLEMENTATION MATRIX MPIC Selectboard Goals - 2016 revision

Progress notes as of March 2014	Chapter-Goal	Goal or Land Use Objective	Priority Action	Timeframe				
				Immediate	Near Term (1-3 years)	Mid Term (3-6 years)	Long Term (6-10 yrs)	Ongoing
Explore with the PVTa and the Five Colleges the continuation of the Five College bus loop throughout the calendar year to provide a consistent commuting option. Considered too expensive Have reversed the thought and we are working with the PVTa to create a flexroute to serve SoHa Achieved R 29 Express from Amherst to HTC through SH now year round and on Saturday and Sunday. low use unfortunately.	Tr-2	2-2-2						
Aggressively and vocally support the regional initiative to expand passenger rail service along the I-91 corridor. Being done by other groups Monitoring the progress of the proposed Holyoke Train Platform and working to intergrate bus and bike routes to utilize the same. High speed started December 29 2014 just a five minute walk away when platform in Holyoke is completed. On-going	Tr-2	2-2-6						
As part of the ongoing planning process, establish a committee to advocate for and explore opportunities for improved facilities to enhance the current network. Question status Not a seen as a committee function, due have strong representation on PVTa	Tr-3	3-1-5						
Work with the Pioneer Valley Planning Commission (PVPC) and neighboring communities to enhance and expand the regional network of bicycle-safe routes. Being done by new Bike/Walk Committee Agreement iin place for study to begin January of 2015 Continue to work with PVTa on several projects and grants (Bike/Ped Way, RHSO,)	Tr-3	3-1-6						
Preserve Alvord Street as a local rural roadway by enforcing lower vehicle speeds and looking for opportunities to provide pedestrian accommodations. Question status Being considered as part of largere planning project to include bike/ped See above Ongoing	Tr-3	3-2-5						

Master Plan Recommended Action – Board of Health – TOP PRIORITIES			
Using available data, document health conditions (such as incidences of chronic illnesses, disease, etc.)		NR-1 1-1-5	
Inventory and map properties with wells and/or septic disposal systems.		NR-1 1-1-8	

DRAFT
2016-03-25

Master Plan Recommended Action – Cultural Council – TOP PRIORITIES			
Provide on-line links to the cultural and historic resources of Mount Holyoke College		CHR-2 2-1-6	
Work with other arts and cultural networks and interested individuals and institutions to establish a plan and framework for expansion of cultural opportunities.		CHR-4 4-1-2	

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Master Plan Recommended Action – DPW – TOP PRIORITIES			
Identify any gaps or deficiencies in pedestrian access and address these through Town and State Investments, as well as private developments and improvements.		ED-2 2-2-2	
Consistent with the recommendations in other chapters of this plan (including Economic Development, Open Space & Recreation, and Municipal Facilities), develop and adopt a sidewalk improvement program.		LUCD-1 1-2-1	
Inventory and map locations of storm water detention basins.		NR-1 1-1-9	
Review the design, construction, and maintenance of stormwater “best management practices” both by the town and private developers to ensure that the Town is taking advantage of the most recent and effective approaches to low-impact development.		NR-4 4-2-5	
Establish bike lanes along Pearl Street, Route 47, and Route 116 for access to the Town’s historic places and scenic vistas.		Tr-2 2-1-5	
Repair and construct new sidewalks to provide bicycle and pedestrian connectivity.		Tr-3 3-1-1	

Master Plan Recommended Action – Fair Housing – TOP PRIORITIES			
A Fair Housing Commission has not been designated or created; but the following are priorities which should be included in the new Housing Production Plan and be the responsibility of a Fair Housing Commission or Board			
Adopt a Fair Housing Bylaw to require equal access and a local means for resolving allegations of unequal housing and discrimination.		H-3 3-1-2	
Review local regulations to identify barriers to persons with mobility limitations		H-3 3-1-3	
Provide education and outreach to South Hadley officials and residents.		H-3 3-1-5	

RH Note: It may be necessary for the Planning Board to initiate work to have a Fair Housing body created or an existing entity given that responsibility.

Master Plan Recommended Action – Golf Commission – TOP PRIORITIES			
No items identified as priority as the Commission has undertaken some work; But, the two items should be continued:			
Explore ways to make increased use of the clubhouse to increase revenue.		ED-4 1-1-3	
Plan for and improve the efficiency and financial stability of The Ledges Golf Course, potentially including expanded non-golfing uses such as wintertime cross-country skiing and other wintertime activities/events.		OSR-6 6-1-3	

Master Plan Recommended Action – Housing Trust – TOP PRIORITIES			
The Selectboard has appointed the Redevelopment Authority to serve as the Housing Trust.			
Update the database for the Housing Production Plan once the 2010 Census data is available.	Underway by PVPC	H-1 1-1-1	
Develop a dedicated funding source for planning and development of affordable housing opportunities.		H-1 1-2-2	
SIMILAR: Establish a dedicated funding source to further affordable housing efforts, including reconsideration of adopting the Community Preservation Act.		H-4 4-1-2	
Create a Fair Housing Committee, possibly as a subcommittee under the Municipal Housing Trust.		H-3 3-1-1	

Master Plan Recommended Action – Sustainability & Energy Commission – TOP PRIORITIES			
No items identified as priority – Due to the lack of functioning of the Commission, a new Responsible party should be specified; <i>But, if active:</i>			
Develop and present to the Selectboard a resolution on becoming a sustainable community, for potential adoption at Town Meeting.		MSF-2 2-1-2	
As a priority recommendation of this Plan, establish/designate a sustainability champion.		MSF-2 2-2-1	
Adopt a set of sustainability principles, including but not limited to energy and water conservation, green building materials, use of alternative energy sources, and minimizing waste.		MSF-2 2-2-3	
Implement innovative projects that increase public awareness and support municipal leadership on sustainability issues.		MSF-2 2-3-3	
Evaluate environmental data to identify environmental issues and possible mitigation/resolution strategies.		NR-1 1-2-2	



Laura Krutzler <lkrutzler@southhadleyma.gov>

FY 2017 Annual Appointments

Susan Brouillette <brouillettesusan73@gmail.com>
To: Laura Krutzler <lkrutzler@southhadleyma.gov>

Wed, Apr 20, 2016 at 9:42 AM

Hi, Laura.

Thank you for the email. Because I have moved to Holyoke, I must resign as a board member of the Youth Commission. I remain an enthusiastic supporter of this organization, however, and plan to remain involved in whatever capacity the Youth Commission desires.

Again, thank you.

Sue Brouillette
[Quoted text hidden]



April 29, 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.

Town Meeting May 11; We have been accommodating the requests for material, as best I know, to Town Meeting Members. There have been some questions posed and hopefully there will be plenty of questions asked at the May 4 presentation of the articles in the Town Hall Auditorium.

The motions should be available to all "makers" by midweek and I will immediately place them on the Town Meeting web page. Presently they are being reviewed by Town Counsel and once he has finished his work we will meet to discuss any concerns or conflicts. The Town Clerk will participate in those meetings, as well. The Selectboard will be forward the motions as soon as the process is complete and the forms will be printed and waiting the night of Town Meeting. Thank you to Lynn Roberts and William Sutton for your help with the product and to Laura Krutzler for helping with the distribution of the material.

Valley Bike-Share; At the request of Holyoke Mayor Morse and Holyoke's Economic and Planning Director Marcos Marrero, South Hadley was invited to attend a meeting of Valley Bike-Share hosted by PVPC. Presently the community partners in this project are N'Hampton, Amherst, Holyoke and Springfield. In discussions with Mr. Marrero about partnering on some specific grants or projects we highlighted the efforts SoHa is taking to be a very bike/pedestrian friendly community, this led to the suggestion to the Valley Bike-Share group SoHa should be invited, so we went.

The coalition has been working on this idea for well over a year and is not readily looking for more partners, which is understandable when launching any such initiative. Suffice to say it is complicated enough. At least the group did not ask Town Planner Richard Harris and I to leave, so we remain hopeful we will be accepted as part of the initiative ...eventually.

Once the project is fully implemented it will allow visitors and residents the ability to access bicycles at various kiosks throughout each community through "smart apps" or other means (yet to be determined) to use a bike. Similar bike share programs have been touted in many communities (Fort Collins Colorado, Boston Massachusetts New Haven Connecticut were mentioned).

There would be a "cost" to each community which the group is hoping to offset with local corporate financial commitments and grants. If the fundraising in each community is unsuccessful there may be an annual cost to each town or city which is still be calculated, but South Hadley it could be as much as

\$50,000 a year (four to five kiosks). At this point we are not sure how many kiosks (if any) we would recommend.

In other communities advertising and sponsorship was extremely successful where similar programs have been started and end up being little or no cost to the municipality. At this point the cost is still in flux, the project scope has not been finalized and SoHa would not be part of Phase 1, so I see this as “it will not hurt to listen” project. Of course if there was any need to fund part through taxation the SoHa Bike Share it would require approval from SB and TM.

Selectboard in the Community; The “Friendly” Selectboard in the Community meeting (see what I did there) with the public, was held April 27 at 8 AM and it drew some enthusiastic citizens and a few pleasant breakfast observers. The main topics were about speeders, painting crosswalks earlier (especially in the Falls) and updating the Capital List on the town website.

The Capital Planning information has been updated on the website. We also spoke doing a “lawn sign” campaign encouraging drivers to slow down. I am sure you have seen these signs in other communities where they take a creative approach to the problem. McCray’s actually has some that say “Slow Down” with a silhouette of a goose or swan. Got to love the “down” reference in that one. I have seen “Whoaaaaa!” Or “Drive Like your Children Live Here”. All of these are peer to peer signs which are less prescribed than the traditional SLOW signs. They are usually made out of the same material as political lawn signs. We need to find something catchy, find out if they are legal under our by-laws and see how we would distribute and pay for them, more to come on this project.

It was a nice morning, I believe the effort is appreciated by the public and I hope the SB will continue to have these occasional meetings in the community, because I need to spend more time in restaurants.

Appropriations Report; The Appropriation Committee Report for FY 17 has been sent and does appear on the TA web page. The committee endorsed all the financial articles and made comments on the budget. It seems they were very satisfied with the participation from related offices and departments. They wanted to make sure the RDA funding would be properly monitored and expressed concern about the shrinking Unreserved Free Cash balance. This is a very diligent and well executed committee with thoughtful participation, including lively discussions in regards to expenditures.

Bartholomew Report South Hadley Portfolio; Town Treasurer Deb Baldini, Town Accountant William Sutton and I met with our advisor Dory Huard from Bartholomew. As you may recall Bartholomew is a security and investment advisor who works with municipalities across the Commonwealth. They manage both out OPEB investments, as well as our GF funds.

As many know this last year was not a great year in the bond market and will likely remain so as long as the Fed Rate remains low. Just the same we eked out a 2% return on the OPEB Fund, which we have a moderate level of aggressiveness (as allowed by law) and on the rest of our portfolio (which is not allowed to be as aggressive) we saw a 1.48% increase to over \$14.2 million in value.

The arrangement with Bartholomew is working very well and having the professional expertise applied to our portfolio will earn us money yes, but to some degree as important, ensure our investments are within the guidelines and regulations prescribed by Massachusetts and or the Federal Government.

RDA Budget Meeting; I recently had the opportunity to meet with the RDA Treasurer Imad Zubi, Chair Tony Judge and the RDA Consultant Kathy McCabe to discuss the progress of the plan, but more directly the request for a \$90K appropriation to the RDA and how the authority will manage the allotment.

Anyone who has met Treasurer Zubi and had even a casual conversation about the expenditures thus far of RDA would be confident following any prescribed process and keeping accurate records will not be a problem. I find Mr. Zubi to be diligent with a strong hint of meticulous, which is admirable in a Treasurer of any group.

The Town of South Hadley has already made a considerable investment and I believe based on my experience/familiarity with other RDAs there does need to be some seed money and then eventually a sustainable way the authority, including the plan, will come to life on its own. I do not think it is unreasonable to make an additional investment at this level, but such a decision is in its finality that of the Town, not the Town Administrator per say.

Turf Field; The new playing surface at the high school is moving along quite quickly. Recreation Director Andy Rogers has done a superior job of overseeing the project, keeping it on schedule, make adjustments to improve the installation where warranted and keeping within budget. The DPW has been called upon to do some paving improvements to the entry way of the Park's Barn to avoid runoff being cascaded down to the field. The contractor, Mountain View Landscaping has been incredibly engaged and cooperative to assist in making changes, as with all projects when the "unexpected" arises. Please note nothing extraordinary has arisen, just the natural issues when a project of this size is unfolded. "The best laid plans of mice and men" as the saying goes.

The field will be ready to use sooner than expected. The Recreation Department will issue some best practices to people using the turf, such as taking care to remove any particulate which may be on the skin or clothing after use, advising players the facility will be closed when the ambient temperature reaches over 95 degree Fahrenheit and generally use the field in a safe manner. These protocols and perhaps others are added precautionary measure and not substantially different than the advice given for grass surfaces or when athletes are using areas with soil exposure, clean up after play, do not play when it is too hot and use common sense would seem to apply to all surfaces. We will also post signs directing people to the rec website to get the "best practices".



The good news and something which should be part of the focus is the crumbed rubber is safer in respect to it reducing concussions, slide-burn infections, injuries to ankles and knees and allows a significant opportunity to increase play. The support which this turf has received from parents of

children who will use this field is important to note, as I would surmise none of those parents would do something which they believe would hurt their children. I understand some of the concerns related to health issues which are still unproven and which continue to be discussed, but as important to those discussions and different opinions is the fact this project has been reviewed along with the issues at every level and people a lot smarter than I, have said the known advantages outweigh the concerns. In the end that is how the process works, when it works.

Road Projects; My compliments to DPW Superintendent Jim Reidy, he and his staff are very busy with spring chores and on top of all of that he has road projects seemingly at every turn due to the unprecedented South Hadley investment. His (and the staff) efforts are greatly appreciated. Ferry was recently done, Cedar Ridge, Pheasant Run are underway and a portion of Alvord is coming soon (the worse portion). The sidewalk work will be over 2.5 miles related to this investment in a very short time. Hillside, Ferry, Wright to name few of the sidewalk improvements.

This is another tangible sign of the Selectboard's commitment to making South Hadley a walkable community, because without the leadership to allow the investment, which is the SB and ultimately the taxpayers these projects would be relegated to an atrophied drawing board somewhere in the bowels of the DPW. Congratulations! Please note the road and sidewalk projects for this and upcoming years are on a tab of the Capital Plan, which is on the website (TA or Capital Plan page)



One of the focuses of the sidewalks, is filling in system gaps for pedestrian ways, we hope to also be painting some of the crosswalks which should expect heavier "summer" use and we all appreciate citizen's patience with the paving projects.

Thank you for staying interested and lending your leadership and support. By the way this is my seventy fifth Town Administrator Report to the Selectboard in South Hadley, but who is counting

Respectfully submitted;

Michael J. Sullivan

Town Administrator, South Hadley