

**SELECTBOARD MEETING
TUESDAY, MARCH 21, 2017
SELECTBOARD MEETING ROOM – 7:00 P.M.
REVISED 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. The proceedings are taped and broadcast live.

1. CALL TO ORDER/ROLL CALL
2. APPROVAL OF MINUTES *March 7, 2017 Regular Selectboard Minutes*
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
 - A. ONE DAY BEER AND WINE LICENSE REQUESTS:
 - Imad Zubi, MHC Willits-Hallowell Conference Center – March 30, 2017 – Art Museum Lobby
 - Jon Camp, Friends of Buttery Brook Park – various dates (Cruise Nights) – Buttery Brook Park
 - Jon Camp, Friends of Buttery Brook Park – August 20, 2017 (car show) – Buttery Brook Park
 - B. ORCHARDS REQUEST FOR EXTRA BEVERAGE CART MAY 6TH AND MAY 8TH
5. HAMPSHIRE COUNTY HEALTH INSURANCE TRUST JOE SHEA
6. NEW BUSINESS
 - A. Amendment to Town Common Use Policy
 - B. Approve Election Warrant
 - C. Capital Plan Draft List: <http://southhadley.ma.gov/381/Capital-Planning-Committee>
 - D. SOI Mosier School
7. APPOINTMENTS/RESIGNATIONS
8. OTHER BUSINESS
 - A. Budget FY 2018
9. TOWN ADMINISTRATOR’S REPORT
10. CHAIRMAN’S REPORT
11. ADJOURN

**SELECTBOARD MEETING
TUESDAY, MARCH 7, 2017
SELECTBOARD MEETING ROOM – 7 P.M.
MINUTES**

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

At 7:01 p.m., Chair Hine called the meeting to order, noting that all members were present.

1. APPROVAL OF MINUTES

SB Member Forcier moved to accept the minutes of the February 7, 2017 Executive Session and the February 21, 2017 regular Selectboard meeting. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

2. ANNOUNCEMENTS

Tomorrow morning from 7:30 to 8:30 a.m. is the quarterly Selectboard “In the Community” event, SB Member Etelman reminded. Selectboard members will be at the Council on Aging on Dayton Street. Anyone interested in getting the ear of a Selectboard member is welcome to attend, she said.

This Thursday, March 9, 2017 at 5 o’clock the program “Saving Lives in Hampshire County” will be presented here in the Selectboard Meeting Room, Ms. Etelman announced. The program is intended to help folks learn how to prevent an overdose. Topics to be covered include recognizing and responding to an opioid overdose and administering naloxone to reverse an overdose. Residents from all communities are welcome to attend, and anyone present will leave with a naloxone auto-injector kit. She asked people planning to come to please RSVP to Cheri Sullivan at (413) 587-1219 or by e-mail to csullivan@northamptonma.gov.

The last day to register to vote in the upcoming April town election is Wednesday, March 22, 2017. Anyone who hasn’t voted recently or who is new to town is encouraged to register.

And, a rabies clinic for cats and dogs over three months old will be held on Saturday, April 8, 2017 at South Hadley Fire District #1 from 1:30 to 2:30 p.m., Ms. Etelman advised. The cost is \$15 per cat or dog.

SB Member Forcier added his endorsement to SB Member Etelman’s comments about the program “Saving Lives in Hampshire County. An opioid overdose knows no race, ethnicity or income level, he stressed. The event was previously postponed due to a winter snowstorm. He urged people to attend.

And, the Bike/Walk Committee will hold a trek through the Bynan Conservation Area March 19th, he continued. Participants are asked to meet at 12:45 p.m. at the Bartlett Street parking lot. More information is available on the committee’s website.

As has been previously announced, the Bike/Walk Committee, Town of South Hadley and City of Holyoke are co-sponsoring the 1st River Roll and Stroll Open Streets Festival May 7, 2017 from 11 a.m. to 3 p.m. on the Veterans Memorial Bridge, SB Member Brezinsky related. The organizing committee is actively soliciting volunteers; people who can give an hour or two to act as “bridge ambassadors.” Volunteers will welcome people and help keep things flowing nicely. Those interested can contact the committee through its Facebook page. He suggested searching “River Roll and Stroll” to find the page.

Music and Arts South Hadley’s (MASH) annual fundraiser “FestForward” is coming up April 1, 2017, Mr. Brezinsky continued. He showed the flyer, noting that some tickets are left but that ticket sales are going well. MASH members turn the South Hadley Town Hall into a nightclub for the evening. Berkshire Hills Music Academy (BHMA) will provide cocktail music at 7 p.m., and then Midlife Crisis will play beginning at 7:30 p.m. Food will be provided by Logrolling, the catering service of the Log Cabin and Delaney House, Yarde Tavern and El Guanaco. Tickets are available on-line at www.shfallsfest.com and at locations around town.

And, coming up April 22, 2017 (two weeks before Mother’s Day) MASH will present the second annual CraftFest at Plains Elementary School. Presently 33 approved vendors/artisans are slated to exhibit/sell merchandise. If any more artisans are interested in participating, there are a handful of spaces left, he said.

SB Member DeToma pointed out that South Hadley is featured in this month’s edition of BusinessWest in its “Community Spotlight” in an article entitled, “Efforts to Boost South Hadley Falls Gain Steam.” He stated the intention to post a link to the article on the website. The article demonstrates that many, many things are going on as lots of groups are working to make the Falls a better place.

Chair Hine recognized Mr. DeToma, who is not running for reelection, for his contribution to the Selectboard and to the town by presenting him with an engraved walking stick. Mr. DeToma “has never been in a parade he didn’t love” and “never failed to shake a

hand whether it was outreached or not,” he joked. He commented on the joy other members have taken in marching in parades with Frank since, “he can work the crowd like no other.” He thanked Mr. DeToma for his service on the Selectboard.

3. NEW EMPLOYEE INTRODUCTION

DPW Superintendent Jim Reidy introduced new Waste Water Treatment Plant employees Lucas Prickett and Demetrius Godfrey. The men have been working with the DPW now for about two months and are doing a fantastic job, he related.

Police Chief Steve Parentela introduced the department’s newest recruit, Rhyan Belisle, Mr. Belisle is currently attending the Police Academy in Springfield at Springfield Technical Community College (STCC) and is in his 17th week of training with eight weeks left to go. He anticipates graduating May 5th. Mr. Belisle was a South Hadley graduate in 2006, attended STCC and was a dog handler with the Navy.

Mr. Sullivan said he had hoped to introduce Marie Muir, a new part-time employee in the Clerk’s office, but she was unable to attend. He clarified that these are not additional positions but rather replacements for positions vacated by retirement or other factors.

4. HAMPSHIRE COUNCIL OF GOVERNMENTS (COG) – TODD FORD AND LINDSAY BENNETT-JACOBS

Hampshire COG Executive Director Todd Ford, RSVP Director Lindsay Bennett-Jacobs and Director of Procurement Services Ellen Batchelder were present to discuss the benefits of council membership and to hear from the Selectboard about additional services needed in South Hadley. Mr. Ford passed out the council’s FY 2016 annual report.

As background, Mr. Ford reminded members that the Hampshire COG was formed when county government was abolished by Governor Weld in 1999. Despite the abolition of county government, citizens wanted Hampshire County to continue to have some form of regional representation and cooperation. The Hampshire COG is the only council of governments that is only a council and not also a regional planning agency (RPA). It is unique in that it does not receive large state or federal grants and is not funded by taxpayer dollars. Membership dues from the member communities account for about \$24,000 of the council’s \$10 million budget, so the council is almost completely dependent on fee for service programs and services, he noted.

The council is going through a strategic planning process and will be hiring a consultant to help with this as well as a marketing and branding strategy, Mr. Ford advised. He stressed the importance of financial sustainability in developing new programs and services. It is important that any new program not be dependent on an influx of grants but be financially sustainable over time, he explained. When introducing programs and services, council representatives can look at grants to start the program and use as seed money but must be sure programs are financially sustainable, he elaborated.

Mr. Ford reviewed the council’s core services, including energy aggregation, bulk purchasing and the Retired Senior Volunteer Program (RSVP).

The largest service of the Hampshire COG from a revenue standpoint is Hampshire Power, he related. Because South Hadley has a municipal utility it cannot participate in this program, he acknowledged. The COG is the only governmental supplier licensed in Massachusetts and currently has 80,000 to 90,000 customers, a massive increase from several years ago. The trust transitioned to serving community choice aggregations and now serves the cities of Lowell and Haverhill and 14 towns in the Berkshires, among others. About 100 of its clients are municipalities, school districts and nonprofits, so the COG continues to drive its mission to bring savings to municipalities and nonprofits while also serving community choice aggregations.

Hampshire Solar is the COG’s net metering program, by means of which the council brings 15% discounts to customer’s electricity bills through solar net metering credits, Mr. Ford continued. He said he is not sure if the program is available to residents of South Hadley but is willing to work with SHELD to bring the program to the community.

The Hampshire County Purchasing Cooperative saved over \$790,000 in taxpayer dollars in FY 2016 by securing over \$9.5 million of goods and services, Ms. Batchelder reported. She called attention to a summary of the bids offered by the COG and highlighted the bids South Hadley participated in. There was a very large increase in the town’s purchase of hot mix asphalt from one quarter to the next, so, apparently, there was a large paving project, she suggested. There was a significant decline in salt purchase from 2015 to 2016, reflecting the unusually harsh winter in 2015. South Hadley’s Waste Water Treatment Plan (WWTP) utilizes chemicals in the COG’s water treatment bids, she added.

Ms. Batchelder referred to a savings report indicating South Hadley realized savings of just under \$43,000 by using the COG’s bulk purchasing services. In arriving at this calculation, COG representatives used purchases reported by vendors. She has spoken to School Business Manager Angela Wang to inform her of the bids available and hopes to expand South Hadley’s utilization, she said.

The cooperative also has an EMS bid with supplies used by police departments and emergency services, she added.

Mr. Ford continued by describing two additional programs: Hampshire IT Services and Hampshire Web. Hampshire IT is a regional IT bid in partnership with Paragus IT, an IT services company in Hadley, while Hampshire Web is a regional bid for website design. For every town that joins Hampshire IT, hourly rates decrease, and membership starts with a free IT assessment. He acknowledged that South Hadley has a great website and so is probably not in need of website design services.

Lindsay Bennett-Jacobs, Director of the Retired Senior Volunteer Program (RSVP), summarized her program's benefits. The RSVP program has worked with the South Hadley Senior Center since 1994 providing volunteers and volunteer support services and helping recruit volunteers for specific projects. Currently 86 of the COA volunteers are RSVP clients. The program is able to offer mileage reimbursement and extra insurance to volunteers to make possible their participation. Most recently, the RSVP program was excited to bring former Northampton COA Director Patty Shaughnessey in to join the Senior Center Building Committee to contribute her experience in planning for a new senior center.

Since April of last year, RSVP volunteers have served 6,625 hours at the senior center doing activities, putting together brown bags, serving meals, helping with home-delivered meals, fundraising and in other center support activities. The RSVP also has a volunteer-led program called "Healthy Bones and Balance" which is offered twice a week at the senior center, Center Church and Loomis Communities. Altogether, the value to South Hadley of volunteer labor provided is about \$192,000, she concluded.

On behalf of her colleague, Melinda Calianos, Ms. Bennett-Jacobs presented information about the Tobacco Free Community Partnership of Hampshire and Franklin Counties. The coalition works closely with South Hadley peer leaders and the 84 Program, a youth movement that fights tobacco use. One of South Hadley's peer advisors, Karen Walsh Pio, won a statewide award for her work with this group. Ms. Calianos is also working with the South Hadley Housing Authority to adopt a smoke-free housing policy.

The Hampshire County Group Insurance Trust (HCGIT) is a separately-administered insurance program under the Hampshire COG, Mr. Ford volunteered. Its director, Joe Shea is available to come and provide information about its services.

Mr. Ford cited additional undefinable community services such as Green Community support; i.e. – helping communities become green communities - and META Grant Administration and Support. The COG also hosts Hampshire County Selectboard Association meetings and presented three successful workshops last year, he advised.

For future initiatives, the COG is looking to expand its purchasing cooperative, he reported. In meeting with Mr. Sullivan last week, they discussed the possibility of turning an RFP created by South Hadley into a regional bid to be used by other communities. South Hadley originates RFP's and explores new services more aggressively than some other communities, he observed. Under this arrangement, the COG would share the administrative fee with South Hadley as the originating community.

SHARED SERVICES SUPPORT

Because the council is not a regional planning agency, it does not receive any District Local Technical Assistance (DLTA) funds. Planning agencies often use this money to develop program models for regional shared services. Since the COG does not receive this funding, developing shared services is a little more challenging. However, he said he would like to work with towns looking at shared service models to contribute the council's expertise in developing programs that are sustainable over time and not dependent on outside funding.

Other areas of proposed development are Human Resource services and Personnel Policy updates, landscaping supplies and arborist services and upgrading the net metering program to include other renewable energy sources such as wind, biomass and small-impact hydro.

Mr. Ford summarized the savings to South Hadley by participating in Hampshire COG programs as follows:

- RSVP – contributes services valued at \$267,641 to South Hadley
- Purchasing cooperative - \$42,890.93 town; \$8,500.46 school

He fielded comments and questions from Selectboard members.

SB Member Brezinsky mentioned that economic development is a really hot topic in South Hadley and asked how the COG could be a resource for this activity.

Mr. Ford said he would be happy to brainstorm with town officials as to how Hampshire COG could possibly assist. Economic development means largely keeping resources from flowing to other parts of the state. He mentioned Bernie Kubiak as a resource in looking for grant funding opportunities.

With regard to shared services, SB Member Brezinsky expressed the opinion that this arrangement is talked about much more than it is acted upon. He is continually impressed by what little is being done, particularly with communities that are really, really strapped for financial and human resources. He asked what the COG is doing proactively to push this theme.

Mr. Ford agreed it is a continual frustration for regional planners. "Every service that we have is a shared regional service," he noted. The COG does try to create shared services based on shared regional needs, he stressed. However, there is really no sustained effort or concentrated vehicle for creation of a regional service. COG representatives are going to start reaching out more to their partners, both RPA's and others. He expressed the opinion that the two COGS and local RPA's need to come together and act as one body in a coordinated fashion to get resources out to Western Massachusetts where shared services are truly needed.

SB Member Brezinsky asked if there any particular services Mr. Ford thinks South Hadley should be looking to the COG for.

Mr. Ford mentioned human resource and legal services; i.e. - basic legal questions towns have every day. He is also looking to hear from town officials what they think could be offered as a shared service.

SB Member Brezinsky said he thought they could look at almost any service the town provides and suggest a way to do it quicker, better or more efficiently by partnering with somebody else. He said he didn't think anything should definitely be off the table.

Some things that should specifically be *on* the table are animal control and inspectional services, SB Member Etelman interjected. She asked how the town could move these forward.

He had a conversation with the director last week about the possibility of creating an exchange between communities since there are some areas in which South Hadley may have some excess capacity, Mr. Sullivan volunteered.

The council has focused on non-transportation based services because they are simpler to administer. Services that involve an employee getting into a car and driving change the equation enormously, Mr. Ford related.

Chair Hine questioned the calculation of the \$929,000 estimated savings from participation in the Hampshire County Group Insurance Trust (HCGIT).

Mr. Ford said he believed the rates were compared to the state Group Insurance Commission (GIC) program.

Chair Hine expressed his understanding that there has been some discussion about the COG playing a more active role in the running of the insurance trust.

It is definitely not more of a role, Mr. Ford said. Hampshire COG councilors are the trustees of the trust. Under the trustees is an Executive Committee that makes most of the month-to-month decisions. Decisions on rate changes are made by the trustees, who usually vote to adopt the recommendation of the Executive Committee, he clarified. South Hadley is one of the biggest participants in the HCGIT, he confirmed.

Members asked additional questions. Mr. Sullivan concluded with the observation that the Hampshire COG has not always exactly met South Hadley's needs, but town officials are trying to articulate more clearly what South Hadley's needs are. With the dissolution of county government, towns have to use the COG and other regional agencies to work towards shared regional solutions.

5. **BOND REISSUANCE - DAVID EISENTHAL**

David M. Eisenthal, Vice President and Senior Fiscal Advisor for Unibank Fiscal Advisory Services, Inc. was present to advise Selectboard members on restructuring some of the town's long-term debt to realize potential savings on interest. In particular, \$4 million worth of bonds originally issued in 2001 to fund major renovations and additions to the middle and high schools are redeemable on June 15th of this year, Mr. Eisenthal reported. (They were previously refunded in 2007.) The debt was supported by grants from the Massachusetts School Building Authority (MSBA). From time to time, the MSBA offers prepayment of annual grants in a lump sum fashion and has offered to prepay this obligation to get it off its books. (In a change from previous practice, the MSBA now pays on a progress payment basis during the project rather than reimbursing debt service over the life of the loan, he noted.)

The town has bonds expiring in 2018, 2019, 2020 and 2021, Mr. Eisenthal continued, of which the 2019, 2020 and 2021 bonds are pre-payable June 15, 2017. The town is getting about \$1.35 million in grants a year, but for prepayment, a discount rate calculated by adding 1/10th of one percent to the Massachusetts Municipal Depository Trust (MMDT) interest rate (resulting in a recent rate of 1.1%) is applied. The MSBA's lump sum payment will be somewhat smaller than three times the annual payment based on the 1.1% discount rate; somewhere around \$3.9 million. The higher the rate; the lower the payment, he pointed out. Since the whole world thinks interest rates are heading up, the sooner the town acts, the better. The lower the interest rate the more money the town will be getting from MSBA.

Working with Mr. Sullivan, they developed three options, two of which are being presented: the first is making a lump sum payment in connection with a refunding issue. The lump sum payment will not cover all of the 2019, 2020 and 2021 payments, so the town would need to issue \$300,000 to \$400,000 worth of bonds to make up the difference.

The other option is 1) a lump sum payment in connection with a transfer of funds to take care of the remaining debt. This option requires about \$380,000 from whatever funding source is available (stabilization, etc.). At current rates, the lump sum payment would be about \$3,935,000 with total savings of \$431,000 and present value savings of a little under \$400,000.

The schedule would be driven by the Annual Town Meeting date of May 10, 2017. The Selectboard would present an article to Town Meeting to authorize a transfer of funds for the bond redemption and then the Selectboard would be asked to authorize the Town Administrator and Treasurer to request the lump sum from the MSBA and proceed with redemption on June 15, 2017.

The feedback from Mr. Sullivan is that there is some concern about the proposal to use \$300,000 or \$400,000 in reserves to give taxpayers a break. (The money is not being used to pay for town services, he stressed.)

The difference in savings between re-issuance and paying everything off would only be about \$50,000, Mr. Sullivan pointed out. In weighing the options, he said he thought taxpayers would agree the town would have to spend a lot more to get back very little. He stressed that because the debt was funded under a debt exclusion vote, all potential savings go directly to the taxpayers.

If for some reason between now and when the town proceeds with the transfer rates go up from 1.1% to 1.6%, the lump sum would actually go down by about \$50,000 and the savings would go down accordingly, Mr. Eisenthal cautioned. He wants them to be aware of the uncertainty involved, he said.

A lump sum payment with no transfer of funds leaves some of the 2019, 2020 and 2021 bonds out there. If the Selectboard is so inclined, he would advise them to take a vote at the next meeting to authorize the Town Administrator and Treasurer to authorize a lump sum payment and redemption. The earliest date for redemption is still June 15th, but this would result in Ms. Baldini receiving the lump sum payment in April and would be a way of reducing some of the risk. Because it is a short-term rate, this rate will move with any action of the Federal Reserve. "I think the faster we move the less risk that the town takes," he concluded.

Looking at the schedule, if the town does not transfer funds, it would formally make the request of the MSBA for a lump sum payment based on the MMDT rate on March 22nd, Chair Hine observed.

That is correct, Mr. Eisenthal confirmed. If the Selectboard is favorably disposed, he would ask the Town Administrator to request a motion from bond counsel to set the process in motion.

Mr. Sullivan asked if the board could take a vote tonight if they were so inclined. Mr. Eisenthal said they could; he would just want to be sure that it includes authorization for the Town Administrator and Treasurer to take all actions necessary to effect the transaction.

If the Selectboard is inclined to act tonight, a formal motion should include that Mr. Sullivan as Town Administrator and Deb Baldini as Treasurer are authorized to take the steps necessary for refunding with the MSBA and re-issuance of the balance of the bond. If members were to make a motion and it was insufficient, the worst that could happen is that they would have to revote the action on March 21st, Mr. Sullivan pointed out.

Town Meeting approval is needed to make a payment from reserve funds but the Selectboard is authorized to issue bonds without Town Meeting approval, Chair Hine reminded.

SB Member DeToma asked if the Appropriations Committee should be consulted, and Mr. Sullivan said he didn't think so.

Chair Hine expressed his understanding that the vast majority of the debt can be retired by what the town receives from the MSBA. Town officials are just talking about the remaining balance – do they want to pay this off at one time or simply refinance, which can be done without Town Meeting approval.

Mr. Sullivan said he was at first enamored with the idea of paying the whole thing off but, after further discussion, reached the conclusion that spending \$350,000 of reserves to save a nominal additional amount for taxpayers is something of an imbalance.

Town officials work hard to scrape together a few dollars here and there to put into a stabilization fund, SB Member Brezinsky agreed. He expressed his understanding that if they opt to request a transfer, the transaction would have to be delayed until May.

The additional savings of \$50,000 could actually shrink if interest rates go up, Chair Hine reminded.

The proposed motion would be to authorize the Town Administrator and the Treasurer to notify the MSBA for their expedited payment process of \$3.9 million and to authorize them to re-issue the balance of the bond, Mr. Sullivan suggested. SB Member Brezinsky so moved. SB Member Etelman seconded.

Mr. Eisenthal clarified that town officials are *redeeming* rather than reissuing the bond. Rather than refinancing the remaining bonds, the town would just leave an appropriate number of bonds out there to be repaid on the original schedule, Mr. Eisenthal said. He said he would work with Mr. Sullivan and Ms. Baldini to decide which bonds not to redeem.

Once the board has acted, the next step is to have a conversation with the MSBA, Mr. Eisenthal advised.

Chair Hine reiterated that the savings does not go into the General Fund but is applied to peoples' tax bills. **The motion as amended to authorize town officials to *redeem* rather than re-issue the bond passed unanimously 5:0.**

6. VOICE OVER INTERNET PROTOCOL (VOIP) PROJECT

Town Meeting approved funding for a study of the town's phone system a year ago, and the Selectboard has now received a report with recommendations for consideration, Chair Hine related.

The recommendation is to create a redundant fiber system to match the school system that is already in place, Mr. Sullivan presented. The system would be installed on a server at the Stony Brook facility and would be integrated with the school phone system so that calls could be transferred between facilities. The question before the Selectboard tonight is whether members are in favor of including an article on the Annual Town Meeting warrant to appropriate money for a new system, Mr. Sullivan clarified.

The town now has a half-VOIP, half-copper system. Once the copper lines are reduced, the town will probably save around \$26,000 or \$27,000 a year in phone service charges. SHELD's annual charge for the fiber optic system is \$37,000, he advised. He does think there is value to some of the additional functionality of the system and having a redundant system, he shared. Town officials are still trying to figure out how to connect to the Ledges Golf Course, he noted.

This is an infrastructure that is not just for phones, Chair Hine noted, as it capable of transferring data and sharing files. It should not be looked at simply as an upgrade of the phone system, since a fiber optic network provides the opportunity for data sharing.

SB Member Forcier asked if Gaylord is included in the price quote, and Mr. Sullivan said no, although it could be looked at.

Mike Ebner of Concept Telecom is the author of the study, he reminded.

At this point, he is just seeking the Selectboard's blessing to start the process of creating a funding source and drafting a warrant article, Mr. Sullivan clarified. The Capital Planning Committee took the project up at its last meeting and is still discussing it. If at the end of the day the project is not ready to be presented to Town Meeting Selectboard members could always withdraw the article.

SB Member Etelman moved to authorize the Town Administrator to proceed. SB Member Forcier seconded. The motion passed unanimously 5:0.

7. HOUSING PRODUCTION PLAN

The Housing Production Plan was tabled since it had not yet been distributed.

8. LAND AND WATER CONSERVATION FUND GRANT

The Town Planner has prepared two Land and Water Conservation Fund (LWCF) grant applications, the first for a bridge as part of the River to Range trail. The town has applied for a Federal Lands Access Program (FLAP) grant but will not hear until September whether it has been awarded. Staff are asking the Selectboard to consider submitting an LWCF grant application as a back-up. They won't hear until spring of next year about its disposition. The federal grant would cover about \$225,000 of the \$245,000 cost, while the town would have to match this grant with \$122,500, so they are hoping for the federal grant.

Chair Hine expressed willingness to entertain a motion to direct the Town Administrator to proceed with submitting a Land and Water Conservation Fund grant. **SB Member Etelman so moved. SB Member Forcier seconded.** Mr. Sullivan asked members to authorize him to sign documents related to the grant on the Selectboard's behalf, and members accepted this friendly amendment. **The amended motion passed unanimously 5:0.**

The second LWCF grant is for redevelopment of the Fred Smith Park per a design prepared by a student at the Conway School of Landscape Design. The site is located within the catchment area of the Connecticut River. The project calls for a \$115,000 match from the town. They would appreciate a vote to allow the application to proceed, he concluded.

SB Member Brezinsky moved to direct the Town Administrator to proceed with the grant application for Fred Smith Park redevelopment. SB Member Forcier seconded. The motion passed unanimously 5:0.

9. GOLF COMMISSION APPOINTMENT

Members considered the application of Chris Collins to be promoted from an alternate to a full member of the Golf Commission.

SB Member Forcier moved to appoint Chris Collins as a full member with term expiring June 30, 2019. SB Member Etelman seconded. Mr. Forcier noted that Mr. Collins has been a regular attendee at commission meetings, so his appointment is natural. **The motion passed unanimously 5:0.**

10. FY 2018 BUDGET UPDATE

Mr. Sullivan showed where to find budget information on the town website. He opened the draft Sources and Uses Worksheet (the so-called Huntington Report).

The town presently has a structural deficit of \$221,455 as of today which can be seen in the right-hand column of the worksheet, Mr. Sullivan said. This includes Gaylord costs. Last week at this time the deficit was \$252,000. He made an adjustment by adding some of the 42B housing money to cover the cost of the part-time Redevelopment Specialist in the Planning Department. This position will be primarily assigned to the Redevelopment Authority (RDA).

He and the Selectboard chair met with their counterparts in the schools - the Superintendent and the School Committee chair – and explained the status of the budget. They understood our plight and expressed that they would go back and examine costs, he reported.

A critical driver is the fact that employee health insurance is up over \$450,000. With \$850,000 in new growth, half is taken up by health insurance costs. He fully intends to have a balanced budget before he presents his final recommendation. He doesn't see next year as being any better.

He pointed out that the library operating budget has actually decreased over the last year even after taking into account the \$35,000 that was contracted with Gaylord. He complimented Joe Rodio for doing a wonderful job in shifting responsibilities of critical staff and restructuring library assistant positions.

Police costs are up about \$100,000. There is a one percent (1%) increase in FY 2018 and an increase that occurred last year because they didn't build it into the FY 2017 budget. Other than these, there are very little surprises. Most department budgets are actually down, including the Selectboard budget. The Appropriation Committee has met one time and another meeting is being scheduled so there will be opportunities for the Selectboard and public to hear more about the budget. He encouraged residents to e-mail him with questions. This material was sent out to all Town Meeting members Friday. Hopefully after tomorrow's meeting, a revised capital planning list will be up on the website.

40B money is reflected under enterprise funds, he advised. He co-mingled it with other funds but is going to separate it out so that it's easier to track. \$350,000 has been received. He has spent about \$100,000 of it already for the RDA position and expenses related to the RDA.

With regard to the board's earlier discussion about retiring debt-excluded debt, SB Member Brezinsky asked if this would have any impact on the item "Debt Exclusion to be Raised." It will have a nominal effect, Mr. Sullivan responded. Interest and principal payments will only be affected marginally because they are at the end of the life of the loan.

Interestingly, bonding costs are still lower than last year because of the impact of lower interest rates, he added.

With regard to the SHELD PILOT, he is anxious to separate reimbursement costs from the actual PILOT, he said. The effect of combining is that if insurance or something else increases, it erodes what the town is getting as a PILOT.

SB Member Brezinsky asked how the golf course budget compares with FY 2017, and Mr. Sullivan said food is down slightly and the golf course is down slightly.

There being no questions about the Town Administrator report, **SB Member Etelman moved to adjourn. SB Member Forcier seconded. The motion passed unanimously 5:0. The meeting was adjourned at 8:53 p.m.**

RESPECTFULLY SUBMITTED,

**LAURA KRUTZLER
ADMINISTRATIVE SECRETARY**



TOWN OF SOUTH HADLEY
SPECIAL LICENSE
WINE AND MALT APPLICATION
(Revised 5/2015)

To the Licensing Authorities:

Date: 3/6/17

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

NAME: WILLITS-HALLOWELL CENTER
COMPANY/ORGANIZATION: MOUNT HOLYOKE COLLEGE
ADDRESS: 50 COLLEGE ST, S. HADLEY, MA 01075
TELEPHONE: 413-538-2220
DATE APPLIED FOR: THURSDAY, MARCH 30, 2017
PREMISES TO BE LICENSED: ART MUSEUM LOBBY

HOURS OF OPERATION: 6:00 - 8:30PM

ALCOHOL WILL BE (CHECK ONE): SOLD _____ GIVEN AWAY PROVIDED

TYPE OF EVENT: RECEPTION

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: Rachel A Osborn

LIQUOR LIABILITY INSURANCE REQUIREMENT

For any event where alcohol is to be sold 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.



TOWN OF SOUTH HADLEY
SPECIAL LICENSE
WINE AND MALT APPLICATION
 (Revised 5/2015)

To the Licensing Authorities:

Date: 3-17-2017

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

NAME: JON E. CAMP

COMPANY/ORGANIZATION: FRIENDS OF BUTTERY BROOK PARK, INC

ADDRESS: 24 DALE STREET, SOUTH HADLEY, MA 01075

TELEPHONE: 413-536-4113

DATE APPLIED FOR: SEE BACK

PREMISES TO BE LICENSED: BUTTERY BROOK PARK, SOUTH HADLEY, MA 01075

HOURS OF OPERATION: 4 PM – 8 PM

ALCOHOL WILL BE (CHECK ONE): SOLD GIVEN AWAY

TYPE OF EVENT: CRUISE NIGHTS

RESTRICTIONS ON SPECIAL LICENSE – WINE AND MALT

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

LIABILITY DISCLAIMER FOR SPECIAL LICENSE – WINE AND MALT

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

Signature of Applicant: 

LIQUOR LIABILITY INSURANCE REQUIREMENT
 For any event where alcohol is to be sold 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.

CRUISE NIGHTS

MAY 19

MAY 26

JUNE 2

9

16

23

30

JULY 7

14

21

28

AUGUST 4

11

18

25

SEPTEMBER 1

~~CAR SHOW~~

~~AUGUST 20~~

~~RAIN DATE~~

~~AUGUST 27~~

30
16

180
30

480



**TOWN OF SOUTH HADLEY
SPECIAL LICENSE
WINE AND MALT APPLICATION**
(Revised 5/2015)

To the Licensing Authorities:

Date: 3-7-2017

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

NAME: JON E. CAMP

COMPANY/ORGANIZATION: FRIENDS OF BUTTERY BROOK PARK, INC

ADDRESS: 24 DALE STREET, SOUTH HADLEY, MA 01075

TELEPHONE: 413-536-4113

DATE APPLIED FOR: AUGUST 20, 2017, RAIN DATE AUGUST 27, 2017

PREMISES TO BE LICENSED: BUTTERY BROOK PARK, ~~SOUTH~~ SOUTH HADLEY, MA 01075

HOURS OF OPERATION: 9AM - 3PM

ALCOHOL WILL BE (CHECK ONE): SOLD GIVEN AWAY

TYPE OF EVENT: CAR SHOW

RESTRICTIONS ON SPECIAL LICENSE – WINE AND MALT

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

LIABILITY DISCLAIMER FOR SPECIAL LICENSE – WINE AND MALT

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

Signature of Applicant:

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



Laura Krutzler <lkrutzler@southhadleyma.gov>

Request for Additional Beverage Carts

Laura Krutzler <lkrutzler@southhadleyma.gov>

Tue, Mar 7, 2017 at 9:44 AM

To: Deb Hartnett <dhartnett@orchardsgolf.com>

Cc: Mike Sullivan <msullivan@southhadleyma.gov>, Jodi Lauzier <jlauzier@orchardsgolf.com>, Keith Cunningham <kcunningham@orchardsgolf.com>

Hi, Deb,

We received your request and will put it on the agenda for Tuesday, March 21, 2017. As you know, the Orchards is not eligible for One Day Beer and Wine licenses since it already has a year-round Section 12 license. For this reason, we have handled these requests in the past as temporary modifications of the description of the licensed premises. The Selectboard has been happy to entertain similar requests in the past and I'm sure will be willing to favorably consider it again. I'll let you know if we need any additional information, but the requests seem fairly straightforward. It may be advisable for someone from the club to be present in case they have any questions, but I'll check with Mike to see if he thinks it is necessary. Thank you for your conscientiousness in seeking approval for modification of the license terms!

On Mon, Mar 6, 2017 at 3:14 PM, Deb Hartnett <dhartnett@orchardsgolf.com> wrote:

Hi Mike,

We have two tournaments coming up in May and are requesting a temporary modification of our All Alcohol Section 12 license to allow extra beverage carts on the course (Granby holes excluded).

May 6th - Cinco De Mayo - 2 extra carts (total of 3 for the day)

May 8th - Holyoke Chamber of Commerce - 1 extra cart (total of 2 for the day)

We would appreciate the town's consideration. Please let me know if you need any additional information.

Thank you,

Deb Hartnett
Course Accountant
Orchards Golf Club - CBIGG
18 Silverwood Terrace



Laura Krutzler <lkrutzler@southhadleyma.gov>

Town Common Use Policy

Ted <tedpegb@comcast.net>

Thu, Feb 23, 2017 at 3:52 PM

To: Laura Krutzler <lkrutzler@southhadleyma.gov>, Mike Sullivan <msullivan@southhadleyma.gov>

Cc: Bobbie Salthouse <bobbie@salthousedesign.com>, Chris Ryan <cryan@southhadleyma.gov>, Dennis Swarthout <isonychia@gmail.com>, Jim Reidy <jreidy@southhadleyma.gov>, Kelly Woods <woodskr@gmail.com>, Linda Young <drlyoung@comcast.net>, Mike Lamontagne <teachhort@aol.com>, Ted <tboulais@libertygci.com>

Good afternoon Mike and Laura,

The Tree Committee would appreciate the opportunity to present and discuss with the Selectboard our committee's recommendation to add language to the existing Town Commons Policy that will serve to limit vehicles operating on the Commons.

The attached letter to the Selectboard will describe our concerns, the genesis of our concerns and our recommendations to mitigate what we see as a problem.

Don't hesitate to contact me if any questions or comments. Please let me know when you see a chance to squeeze us into the Selectboard agenda. Thank you.

Ted Boulais

2 attachments

 **Commons Vehicle Policy.doc**
29K

 **Tree policy doc .pdf**
52K

Addendum to Town Common Policy

General Usage: (amend second paragraph of General Usage Policy:

Individuals and organizations using the Town Common and/or Gazebo shall be responsible for any damage incurred by or as a result of their use. As well, individuals and organizations are responsible for ensuring that all refuse generated by their use is collected and disposed of properly. If the Town's Department of Public Works is needed to restore any portion of the area to its condition prior to usage, the individual or organization responsible will be billed for these services.

The integrity of the trees on the Common is of the highest priority. Therefore, motor vehicles are prohibited from driving onto the Common, except for ordinary light-duty grounds maintenance equipment, or in the event of an emergency response. Individuals and organizations using the Common and Gazebo are encouraged to be attentive and careful to limit tree damaging soil compaction.

Activities Requiring Prior Approval--amend last paragraph...

To gain approval for such activities or events individuals and organizations shall submit a request in writing to the Office of the Selectboard. The Town reserves the right to not approve any activity that it may deem inappropriate with the intended use and purpose of the Town Common and Gazebo, or which may cause harm to the inhabitants of the Town ***or damage its trees or grounds.***

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH
WARRANT FOR THE TOWN ELECTION

SS. Hampshire To the Constables of the Town of South Hadley

GREETINGS: In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in the State Election to vote at

Precinct A, B, C, D, & E
South Hadley High School, 153 Newton Street, South Hadley, MA

on **TUESDAY, THE ELEVENTH DAY OF APRIL, 2017**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices and questions:

TOWN MODERATOR	VOTE FOR ONE	ONE YEAR
PLANNING BOARD	VOTE FOR ONE	THREE YEAR
SCHOOL COMMITTEE	VOTE FOR TWO	THREE YEAR
SELECTBOARD	VOTE FOR TWO	THREE YEAR
MUNICIPAL LIGHT BOARD	VOTE FOR ONE	THREE YEAR
BOARD OF ASSESSORS	VOTE FOR ONE	THREE YEAR
LIBRARY TRUSTEE	VOTE FOR THREE	THREE YEAR
LIBRARY TRUSTEE	VOTE FOR ONE	TWO YEAR
BOARD OF HEALTH	VOTE FOR ONE	THREE YEAR
TOWN MEETING MEMBERS		
PRECINCTS A,B,C,D & E	VOTE FOR EIGHT	THREE YEAR

QUESTION 1: THIS IS NOT BINDING

“Would you support a resolution on behalf of the town of South Hadley limiting or eliminating the involvement of political action groups, lobbyists and/or special interest from elections, and further endorse consideration of additional anti-corruption laws at all levels of government?”

- YES
- NO

QUESTION 2: THIS IS NOT BINDING

“Would you be in favor of banning plastic die-cut bags, commonly used by retailers, in favor of allowing only reusable, compostable or bio-degradable bags?”

- YES
- NO

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting. Given under our hands this _____ day of _____, 2017.

Selectboard of South Hadley
Posting: Town Hall, Main Library, Big Y (Willimansett St), COA and Fire Station District 2

_____, 2017.

Warrant must be posted by **April 4, 2017**, at least *seven days prior* to the **April 11, 2017** Town Election.

Statement of Interest (“SOI”) for Core Program

Introduction

The Massachusetts School Building Authority’s (the “MSBA”) grant program is a non-entitlement, competitive program, and its grants are distributed by the MSBA Board of Directors based on need and urgency, as expressed by the district and validated by the MSBA. The MSBA completes an exhaustive review of available information regarding all districts that submit an SOI for the Core Program each year. The goals of this review include:

- To determine those schools that are the most urgent and needy relative to the pool of SOI submittals filed in that year. The MSBA considers many factors when looking at the totality of the SOIs including, but not limited to, the age of the building, the amount of space per student, the current and projected enrollment, the condition of the major systems of the school, the general environment of the building and the appropriateness of the building to the educational mission;
- To collaborate with districts on the potential project that they have identified as the priority school if they are filing more than one SOI for that given year;
- To understand if the MSBA is currently partnering with the district on another core project already underway; and
- To understand the range of options each district faces when planning for district wide educational facilities.

The following information provides an overview of the SOI process from initial opening of the SOI period each January until the Board of Directors votes to authorize invitations at a subsequent winter Board meeting.

The SOI Filing Period

The MSBA opens its Statement of Interest system annually for districts to file one or more SOIs for either the Core Program or the Accelerated Repair Program. The SOI is the process districts follow to identify the deficiencies and/or programmatic issues that exist in their facilities. Districts should submit one SOI per school for each school that they believe requires a project. An SOI should only be filed for a facility where a district has the ability to fund a project in the next two years. Over the last several years, the SOI system has opened in early January and closed in early April. SOIs are typically due for the Accelerated Repair Program in early February and for the Core Program in early April.

The MSBA has received approximately 100 to 125 SOIs for the Core Program annually. The number of invitations that the Board is allowed to authorize each year varies, and is contingent upon a number of factors. The MSBA has to operate within its annual statutory budget cap. The number of invitations varies based on the characteristics of the pool of applicants, including the number of elementary, middle or high schools that file, total square footage of the schools and

the reimbursement rates of the districts. Thus, competition for an MSBA grant is very competitive, and not every SOI can be invited into the grant program.

The Funding Cap

The Commonwealth irrevocably dedicated a 1% statewide sales tax, known as the School Modernization Trust fund ('SMART Fund'), to the MSBA's capital program. The sales tax collection informs the amount of the annual funding cap to which the MSBA can obligate funds for projects. The enabling legislation limits increases or decreases annually thereafter by the lesser of four and one half percent (4.5%) of the limit for the prior fiscal year or the percentage increase or decrease of the dedicated sales tax revenue amount over the prior fiscal year.

The SOI Due Diligence Process

The SOI process involves the filing of an electronic and print version of an SOI with the MSBA by the dates established, with MSBA staff readily available to address concerns, questions and issues during the filing period. Once the filing period has closed, MSBA staff commence the due diligence process for all SOIs. This is a 4-phase process, which includes:

1. Review SOI submissions for completeness;
2. Review SOI submissions and accompanying documents for content;
3. Conduct senior study visits, if required; and
4. Recommend SOIs for invitation into Eligibility Period

During this process, the MSBA may seek to obtain additional or clarifying information from districts. As the MSBA reviews the entire cohort of SOIs received, it will determine the appropriate level of due diligence that will be required for each SOI and will notify districts of next steps accordingly.

1. Review SOI submission for completeness:

Once the SOI system has closed, MSBA staff review each submission to check that all of the required materials have been received. The MSBA works with districts throughout the filing period to ensure that the SOI is complete. For all SOI submissions, the district needs to provide:

- A hard copy of the SOI with the required signatures; there are two separate certifications locations in each SOI where district officials need to sign;
- A hard copy of the closed schools information with the required signatures;
- Hard copies of the required local vote documentation that is detailed in the SOI; and
- Any supporting materials required to be submitted with the SOI.

Districts are expected to submit the hard copies of the materials and have them post-marked on or before the due date for the Program submission deadline. The district and the MSBA should discuss in advance of the filing date any extenuating circumstances or requests for exceptions to receipt of the hard copy material.

2. Review each SOI submission and accompanying documents for content:

Once an SOI is determined to be complete, MSBA staff review the information and any additional documents submitted by the district. MSBA Staff then compile the data necessary to assess which SOIs filed in that calendar year may be categorized as the most urgent and needy. Determining the most urgent and needy SOIs relies on many different data sources. MSBA staff use over 50 data points that include the SOI, the MSBA project management system, the MSBA's enrollment tool, the MSBA's 2010 Needs Survey, as well as information from the Department of Elementary and Secondary Education ("DESE") website. There are many factors that can impact the assessment of urgency and need in an SOI, such as increasing enrollment, overcrowding, building condition, general environment and program deficiencies. As such, it is important to assemble as much data as possible so that staff may gain as complete a picture of the submitted SOI as possible.

Due to the volume of SOIs submitted for the Core Program, the MSBA requests that each district identify a priority SOI for consideration. This enables the district and the MSBA to focus financial and staff resources on completing a project and ensures that an opportunity for a grant is possible for as many districts as possible. This narrows down the pool of potential projects if districts have submitted multiple schools within the district for consideration.

With its focus on the district identified SOI priority, MSBA staff then look at this smaller pool of submitted SOIs to assess urgency and need focusing on:

- Needs Survey rating of building condition;
- Needs Survey rating of general environment;
- Previous or ongoing project activity with the MSBA; and
- Section 8 of the statute

Consideration of these factors produces a smaller subset of the priority SOIs that appear to be more urgent and needy than the other SOIs submitted that year. With this assessment, a group of SOIs are identified for further consideration. This further review may or may not require a senior study visit. If the MSBA is familiar with the SOI, or if the SOI had received a senior study visit within the previous two years, a senior study visit may not be needed for that SOI. The MSBA may choose to re-visit a school within this two-year window if the SOI contains new information since the last visit.

3. Conduct Senior Study Visits, if required:

If MSBA staff determine that a senior study visit is needed to complete the due diligence process, MSBA staff, accompanied by its technical consultant, will visit the SOI facility identified. The senior study visit lasts approximately two hours and is an opportunity for the MSBA to further understand the issues identified in the district's SOI. MSBA Staff request that the district have someone familiar with the facilities and systems present, as well as someone who is familiar with the curriculum as it relates to the program offered. The district is requested to provide a copy of the SOI floor plans (emergency/evacuation plans are sufficient) ahead of the MSBA's visit.

The senior study visit starts with a meeting to review the SOI, the MSBA process and to hear district concerns. The discussion is followed by a tour of the main areas of the school, as well as typical general classrooms and specialty spaces.

Dependent upon the number of senior study visits that are required, this phase can take approximately 8 to 10 weeks, with visits typically scheduled from September through November.

4. Recommend SOIs for Invitation into Eligibility Period:

Once the content review and senior study visits have been completed, MSBA staff once again review the factors, noted above, that can impact the assessment of urgency and need in an SOI (increasing enrollment, evidence of overcrowding, building condition, general environment and program deficiencies), to understand the total impact of all of the factors on the overall need of the SOI. As the number of invitations that the MSBA can issue varies each year, and the number of SOIs received each year exceeds the MSBA's annual cap expenditure, MSBA staff compare the SOIs that were selected for further review to each other to determine a degree of urgency and need, ranging from minor to major, for each of the SOIs. MSBA staff then provide their findings to the Chief Executive Officer, Executive Director/Deputy Chief Executive Officer, the MSBA's Facilities Assessment Subcommittee and the Board of Directors. Once the recommendations have been accepted, MSBA staff work with the districts to determine the optimum board meeting that the district would receive an invitation into Eligibility Period from the Board of Directors.



March 15, 2017

Honorable Selectboard,

Please accept this abridged accounting of activities and initiatives which have been occupied my time and the time of other public employees during the past weeks. Thank you in advance for your attention and interest.

Capital Planning, On the eighth of March I attended the a meeting of the Capital Planning Committee, Jim Reidy DPW Superintendent was the first to report and reviewed the upcoming street construction schedule for the spring (FY 17) and the summer/fall (FY18) projects. Sections of Pearl and Brainerd are heading the street repair list and the sidewalk projects continue throughout the town.

We also reviewed the plan requests and re-aligned the schedule according to the committee's directive. There was a change to some of the equipment list for the DPW including moving up some heavy equipment including an eight wheel dump similar to the one recently purchased. There was renewed discussion about the barn at Alumni Field and a request made to seek input from the schools as to storage and use needs. I continued my pitch for replacement of the front section of the Town Hall roof and place the phone system on the bond, ultimately this is committee which deliberates fairly and makes very good decisions.

The new "draft" list is on the Capital Planning Committee web page and they will continue to consider the requests. I would respectfully suggest any interested Town Meeting member to review the projects which have been completed in the last few years contained in that document, it truly is impressive.

16 Ludlow Street, The neighbors in the Lower Ludlow Street area seem very appreciative in respect to the aggressive steps we have taken recently in regards to that property. It has not come without costs, both in labor hours and in contract cost. I would estimate the final all in costs to get this property ready for sale will be about \$8 to 10K. Our goal will be to make the municipality whole upon sale. Long term getting this back on to the tax rolls will benefit everyone.

Hampshire County Sheriff Maurice Egan served the necessary papers and allowed us entry at noon on March 8th consistent with the posted notice forty eight hours prior. There was a bonded mover on hand to remove anything of value which would have been stored at the expense of the owner (Town of South Hadley). Fortunately there was nothing of value, as determined by the Sheriff, unfortunately we have to pay for all this bureaucracy and in advance of a sale. It was over \$600 for the mover to move or store nothing. We also are responsible for all the utility cost since we took the property, even though the courts would not give us rights to entry until after March 6 and after these processes were completed.

There often is unfortunate circumstance surrounding these situations and the resulting conditions which have really played out over years. We take every step to make people know we are not heartless, but must do our jobs in a fair and equitable manner.



The DPW cleaned the exterior property where trash was strewn throughout. They also boarded and secured the windows. A clean out contractor was brought in on Monday and they made a five truck dent into the accumulated debris. They discovered some vermin and raccoons which have become squatters recently. We will work to evict them as well next week.

I also would like commend Treasurer/Collector Baldini, along with the Abandon Property Team (Kara Cunha AG's Office, Sharon Hart and Charlene Baiardi) for their participation in this and other properties. The time and effort a number of us have committed to this project must be part of the overall equation, not only how difficult it is to execute these cases, but the true cost involved. ATA Jennifer Wolowicz did an excellent job of coordinating the efforts.

19 Ludlow Street, Is another unsightly property right across the street. The owner recently received an engineers report which has stated the building with the exception of the foundation is a structurally unsound and beyond repair. The Health Director and Building Commissioner are working on a condemnation order and will likely order the owners to demolish the building immediately. They will be compelled to accept the costs related to the demo, this is a building we have been trying to work with the owners for over two years and we have run out patience.



This is a neighborhood where values have been depressed by the two properties, even the recently constructed duplexes have been devalued by the nearby blight. This neglect robs neighbors of dollars from owners when they go to sell or borrow to make improvements, it also stymies growth which results in a reduction of taxes for the municipality. I fully understand misfortune is not always sought, but we always ask citizens to reach out to us early so we can make sure all services are applied to assist in saving homes from blight.

Jean Haertl Human Resource Consultant, We have engaged a Ms. Haertl to do a review of training practices and employee relations in the Clerk's Office. As you are aware we have had a reoccurring exit of qualified individuals in that office which has become a serious concern. We are hoping this third party expert will be able to assist us in identifying weaknesses in our process and what strategies need to be executed to successfully at retaining competent staff.

Her process is thorough and has produced positive results in numerous municipalities. It includes reviewing exit interviews, making inquiries to both present and past staff and engaging the administration and the manager in a strategy for success. This is a growing and significant human resource issue which the HR Director has been fully engaged. I should point out this is a significant and continued investment of time in money to evolve management practices.

Tim Eagles EDM, In a previous TA Report I had reported we had decided on a consultant for the needs assessment, unfortunately we were not able to come to terms on a contract. So we went back out and interviewed EDM Consultants. Tim Eagles and his wife were very impressive and have already reviewed our standard contract and have stated there were no issues or changes needed. They also have been hired to oversee a new Senior Center project in Hadley.

They will start their needs assessment very soon which will include focus groups, site assessment a Dayton and a cursory look at other sites in town. I have decided spending a portion of the limited resources investigating sites which do not present the advantages of the present site makes little sense. We will certainly keep the other possibilities in mind as we go through the process, but for now the main question will be "Does Dayton Street work?"

We will be asking the Woodlawn Plaza developers to pitch a P3 or Public/Private Partnership, but that will take the pressure and cost off of us. If they can make a practical and economic argument for that site it will be considered in our final recommendation. The other sites each have significant acquisition and site development, none are more centrally located than these two locations. Given those issues to begin with I feel it is wise to concentrate our resources on the present site. Again, we are not forgetting the others, but will keep them in mind and circle back if necessary.

In a related issue it was relayed to me by the COA Director Leslie Hennessey a reoccurring myth has resurfaced suggesting that \$40K approved for Town Meeting was meant to be used exclusively for the Senior Center needs assessment, I have sent the motion from the May 2016 ATM which clearly outlines the use of those funds. We are continuing to use 25% of the appropriation for evaluating the conditions of Town Hall, Police Station, Senior Center, OFHM and the DPW Office/Garage. That evaluation is being done by a separate firm.

Storm Stella, We are still cleaning up some of the frozen debris throughout South Hadley as of this writing. I would like to commend our DPW Staff, Police Department and each Fire District as to how

they performed during and after the Stella. They responded to the needs of South Hadley residents with a few ambulance calls and few accidents. Most importantly I would like to express our municipal gratitude to the citizens of South Hadley for their cooperation.

It goes without saying we have pockets of discontent, where the worst in neighbors are brought out, thankfully that is outpaced a hundred times over by the acts of kindness displayed by so many more citizens. Thank you for those efforts!

Elevator Project, The project continues to be extremely frustrating it seems every time we get closer to finding a solid price as to what it will cost new “code” issues appear. This project is delayed again, but we will stay at it to bring some improvements to the equipment. Similar the fire notification system seems to be Jenga project, but is moving forward.

As always thank you for your support in the mentioned items and so much more. It is a pleasure to be working in South Hadley and I thank you and the citizens for the opportunity.

Respectfully submitted,

Michael J. Sullivan

Town Administrator, South Hadley