

**SELECTBOARD MEETING
TUESDAY, AUGUST 8, 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.

1. CALL TO ORDER
2. APPROVAL OF MINUTES *Minutes of July 11, 2017 Regular Selectboard Meeting
Minutes of Joint Selectboard/Appropriations Committee Meeting – July 11, 2017*
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
 - Imad Zubi, for Willits-Hallowell Center – August 14, 2017 – Library Courtyard
5. INTERVIEWS
 - A. Vern Blodgett – Application for Appointment to Bylaw Review Committee (*term expiring 6/30/20*)
 - B. Joan Hopkins – Application for Appointment to the Golf Commission (*term expiring 6/30/20*)
 - C. Adam Sweet – Request for Appointment to Conservation Commission (*Associate term expires 6/30/18*)
 - D. Nate Therien – Application for Appointment to Master Plan Implementation Committee (MPIC) (*term expiring 6/30/18*)
 - E. Janet Veitch – Application for Appointment to Council on Aging or Cultural Council (*COA term expiring 6/30/19 or Cultural Council term expiring 6/30/20*)
6. NEW BUSINESS
 - A. Personnel Policy Update
 - B. Automatic Amusement Device Application – McCray’s Farm
 - C. Acting Town Treasurer/Collector M. Sullivan, Acting Assistant Treasurer/Collector J. Iskander
7. RESIGNATIONS/APPOINTMENTS
 - A. Dennis Swartwout – Acceptance of Resignation from Conservation Commission
 - B. Bill DeLuca Request for Appointment as Full Member of Conservation Commission (*term expiring 6/30/20*)
8. OTHER BUSINESS
 - A. TA Performance Based Evaluation FY 18
 - B. A Marion Dog Hearing Determination (hearing closed July 11, 2017)
 - C. R. Furnelli Dog Hearing Determination (hearing closed July 11, 2017)
 - D. Ledges FY 17 Update (A Rogers)
9. TOWN ADMINISTRATORS REPORT
10. CHAIRMAN’S REPORT
11. 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; Collective bargaining, AFSCME DPW
12. ADJOURN

**SELECTBOARD MEETING
TUESDAY, JULY 11, 2017
SELECTBOARD MEETING ROOM – 7 P.M.
MINUTES**

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

At 7:10 p.m., Chair Etelman called the regular Selectboard meeting to order noting that SB Member Brezinsky was absent.

1. APPROVAL OF MINUTES

SB Member Hine moved to approve the minutes of the June 20, 2017 regular Selectboard meeting. SB Member Forcier seconded. The motion passed unanimously 4:0.

Chair Etelman asked if anyone wished to address the Selectboard under open forum.

Linda Young of 15 Westbrook Road informed Selectboard members that, at one time, Park Street had a ‘No Commercial Vehicle’ sign on it because of the bridge. The sign has been missing for quite a while. Big water tankers are going over Park Street along with heavy construction vehicles full of dirt, she advised. She worries about the bridge and just wanted to bring that to their attention.

2. ANNOUNCEMENTS

Tomorrow is the first of three children’s summer concerts at Buttery Brook Park organized by the Family Fun Center, SB Member Forcier announced. In case of inclement weather, the concert will be moved to Town Hall.

3. CONSENT AGENDA

A. Request for One Day Beer and Wine Licenses:

- Daniel J. Mashia – August 13, 2017 – Buttery Brook Park, Pavillion #1/Willimansett Street
- Michele Lyman, Serenity Yoga – July 28, 2017 - 15 College Street

Chair Etelman reviewed the items and asked if anyone wished to remove an item for further consideration. As no one did, **SB Member Forcier moved to approve the consent agenda. SB Member Hine seconded. The motion passed unanimously 4:0.**

4. INTERVIEWS

JOHN A. MARTINS – APPLICATION FOR APPOINTMENT TO MASTER PLAN IMPLEMENTATION COMMITTEE

(MPIC) John A. Martins was present to discuss his interest in appointment to the MPIC. (He questioned whether he should amend his application since the MPIC meets in the daytime, but Ms. Etelman said the committee is able to meet whenever members want to.) He has lived in South Hadley for 3 ½ years, having moved from Philadelphia to take a job at Mount Holyoke College where he worked until last year when he left to take a course at Drexel. He just finished the program there. He previously worked as a journalist and moved from there into communications in higher education, including a lot of web work, video technology, etc.

SB Member Hine asked if Mr. Martins was familiar with the Master Plan.

Mr. Martins said he had read it. It covers a lot of interesting aspects of the town from a natural resource perspective to an economic development standpoint, he commented.

SB Member Hine asked if he was familiar with the task matrix associated with the plan, and he said he had seen it.

SB Member Hine moved to appoint John Martins to the Master Plan Implementation Committee (MPIC) to a term expiring June 30, 2020. SB Member Miles seconded. The motion passed unanimously 4:0.

DICK MATTESON – APPLICATION FOR APPOINTMENT TO THE CULTURAL COUNCIL

He lives on Victoria Lane in the old St. Georges’ house and has been here 11 years, Mr. Matteson related. He is still the minister of music at the 1st Congregational Church in Amherst, President of Black Cat Theater and on the board of the South Hadley Chorale.

He served two consecutive three-year terms on the Cultural Council and has missed it. He was treasurer for five years. He enjoyed working with the people at the Massachusetts Cultural Council and promoting the arts in South Hadley.

SB Member Forcier moved to appoint Dick Matteson to the Cultural Council to a term expiring June 30, 2020. SB Member Hine seconded.

SB Member Hine asked Mr. Matteson if he was excited about any particular projects the Cultural Council will be involved in.

Mr. Matteson said he couldn't speak about funding because he doesn't know who will apply this year. Prior to last year, council members were doing a good job of getting the word out that funding was available and so got lots and lots of applications, which made their jobs more difficult. It is exciting to see new projects and he would hope that would continue.

Mr. Hine asked about guidelines for awarding grants; whether the council is limited as to the number and amount of grants it can award.

The council is given a lump sum of money and has the discretion to award the funds as it sees fit, including awarding all the money to one applicant if so inclined, Mr. Matteson explained. Historically, the South Hadley Cultural Council has followed relatively strict guidelines around applicants. Traditionally, the council has asked that individuals applying show that they have 50% of their projects funded by somebody else. There is a lot of flexibility in using the funding in individual towns. Some towns insist events must take place within their towns but when he was on the council, they did not limit applications to that requirement.

Chair Etelman asked if Mr. Matteson thought the Cultural Council could do other things to promote cultural activities in South Hadley beyond the distribution of money, and Mr. Matteson said, "Oh, yes." There could be more synergy between Music and Arts South Hadley (MASH) and the council, he suggested. Chair Etelman called the motion to a vote, and **it passed unanimously 4:0.**

HUGUETTE SUPINSKI – APPLICATION FOR APPOINTMENT TO BIKE/WALK COMMITTEE

She retired from MassMutual in 2012 and since then has become an avid walker, Ms. Supinski related. She has walked half marathons in the past. When she heard Mariann [Millard] had an opening on her team, she thought maybe she could get involved and help out.

SB Member Hine asked if she had been to any of their meetings.

She has tagged along on some of their treks in town, Ms. Supinski said. She did one to the sugarhouse and one to Mount Holyoke.

SB Member Forcier moved to appoint Huguette Supinski to the Bike/Walk Committee to a term expiring June 30, 2018. SB Member Miles seconded. The motion passed unanimously 4:0.

5. DOG DANGEROUSNESS HEARING – APRIL MARION, OWNER

Chair Etelman opened the Dangerous Dog Hearing, announcing that Animal Control Officer McClair Mailhott and Health Director Sharon Hart were present. Chair Etelman asked if the dog is registered and if it has inoculations on file, and Ms. Marion said yes.

Chair Etelman read aloud a letter dated May 24, 2017 to April I. Marion, Frank A. McClure, Richard P. Todrin and the postmaster.

Chair Etelman asked anyone planning to present testimony to rise to be sworn in. She administered an oath to April Marion, Frank McClure, Richard Todrin, McClair Mailhott, Sharon Hart and an unidentified woman.

Mr. Mailhott informed Selectboard members that he was sworn in as Animal Control Officer (ACO) as of June 1, 2017. He was given information about this incident and met with Ms. Marion and learned that there had been two more incidents with her dogs. On February 20, 2017, Officer Goulet responded to 12 Silver Street to a report from Sarah Wilder, who was visiting her sister at that address. Ms. Wilder explained that, while she was walking her dog, two Saint Bernard's came charging across the street and started fighting with her dog. The owners, April Marion and Frank McClure, started yelling for the dogs to come back across the street. While the officers were there, two bicyclists came down Silver Street and the large Saint Bernard took off after the bicyclists. The bicyclists were not hurt as they sped up and were able to get away; however, Sgt. Whelihan had to use the horn in his cruiser to push the dogs back and pulled his taser in case the dogs started attacking anyone else.

On May 19, 2017, Officer Faginski responded to 25 Woodbridge Street for a report of a dog attack. The officer spoke to Richard Todrin, who was being treated by South Hadley EMS. Mr. Todrin explained that he and his wife were walking and two Saint Bernard's came out and started chasing them and attacking their dog. Fearing for his wife and his dog, Mr. Todrin got between them, and he was bitten by the dog on his left hand. Again, Sgt. Whelihan was required to use his sirens and horn to get the dogs back on their property until Mr. McClure came home and took control of the dogs.

So, there have been two incidents since the last dog dangerousness hearing, Mr. Mailhott presented. He expressed his understanding that, shortly thereafter, Ms. Marion took one of the dogs to Mill Valley Animal Clinic to be euthanized. A document signed by Ms. Marion stated that the dog hadn't bitten anybody in the last 15 days, but if, in fact, the dog euthanized was the dog that bit Mr. Todrin, this is inaccurate. He went to her house on June 20th and took photos of the yard. He personally does not believe it is secure.

The town now has the dog's license and rabies vaccination information; the dogs are supposed to be on a three-foot leash and a muzzle. The dog does now have a muzzle that fits; however, he still does not believe there is any liability insurance.

Ms. Hart testified that, on June 20th, a letter was sent to April Marion and Frank McClure regarding the Dangerous Dog Hearing. She responded to the incident at 11 Silver Street with her assistant and met Mr. McClure and the police, who were already on scene. She asked for rabies information for the dogs and Ms. Marion and Mr. McClure could not produce that information. It was a big concern because Mr. Todrin had just been bitten and otherwise would need to have a series of five rabies shots.

For several days, she requested documentation of the rabies vaccination. Ms. Marion said she was going to produce it and, to date, the Board of Health still has not received the records for the female that was euthanized. She even went there on a weekend. The couple was in the process of moving and Ms. Marion would not give her their new address. Ms. Marion did promise to fax the vaccine records to the Health Department but to date has not done so. She contacted Attorney Ryan and the post office to find out where to locate the owners but the post office did not have a forwarding address. With Attorney Ryan's help, she did get the new address.

She contacted the couple to arrange to make an inspection of the house, get a copy of the rabies certificate and make sure that the dogs were microchipped. (This was all requested at the first Dangerous Dog Hearing, Ms. Hart asserted.) When she started researching the dogs, she learned that the dogs' license and rabies had expired in August of 2016 and had not been renewed. (Ms. Marion did eventually provide updated rabies information for Ziggy, the dog that was not euthanized.)

Ms. Hart related the details of her visit to Ms. Marion at 171 Granby Road June 20th, accompanied by Inspector Boyle and Ms. Hart's assistant, Jennifer Jernigan. Upon their arrival, the dog tried to come out the front door and had to be contained by Ms. Marion. Ms. Marion had renewed the dog's license on June 2, 2017 and microchipped the dog, but the liability insurance presented did not take effect for a few days. During the visit, Ms. Marion was asked to put the muzzle and leash on the dog. Inspectors waited half an hour while Ms. Marion went into the house, and when she came back with the dog, the muzzle, which was long and skinny, did not fit and the leash was a little worn and torn.

Upon her return to the office, she had a message from Mr. Todrin informing her that he had called Ms. Marion's insurer and was told that the previous liability insurance was not in effect. Ms. Hart called the new insurance agency for 171 Granby Road and was told it was not in effect. At this point, Attorney Ryan advised her to move forward with the Dangerous Dog Hearing since the owners were not in compliance with the orders from the first hearing.

Neither of the owners were present when Mr. Todrin was bitten so they are not sure which dog bit. The veterinarian had on file that both dogs were aggressive; office records showed that the female dog tried to bite a technician when she was being put back into the car and that the male dog was also aggressive.

Mr. Sullivan asked if the health director or ACO had a recommendation in this case.

Being that he does not know the dogs but that two people have been bit, Mr. Mailhott said he would recommend that the dog be euthanized because he doesn't believe the dog can be put up for adoption.

If a dog is deemed dangerous, rescues do not take the dog because they would be liable for placing it in a home, Ms. Hart explained.

When he was at the Marion's house, the dog stood next to Ms. Marion and didn't growl or bark but it was with its owner and it didn't get loose, Mr. Mailhott shared.

April Marion identified herself as the owner of the Saint Bernards. She apologized to Mr. Todrin for her dog causing him trouble. On May 19, 2017, she left the house to teach a fitness class, and the dogs were inside. The family was getting ready to move to Granby Road and her boyfriend put them in the kennel. She normally didn't put the dog out during the day. As the family was getting ready to move, [Tiara] knew something wasn't right and she broke out of her kennel.

She got a call that the dogs were attacking someone on the street, and she flew home from work. Ms. Hart told her that her dog had attacked someone and he was on his way to the hospital and the police were there.

The first thing she did was go to the back asking, "How the hell did they get out," she related. There was a small hole which the dog's claws pulled through, and she [Tiara] took her son with her. He is not aggressive in any way, she asserted. "She had puppies; she is protective," she acknowledged.

What she did was called 'fleeing,' Ms. Marion claimed. This behavior is seen a lot with little dogs; when they do it it's no big deal, but when a 150-pound Saint Bernard comes running across the street and does it it's probably very scary, she agreed.

She was very concerned about what happened and stunned that the dogs had gotten out and said she would do whatever she needed to do. Ms. Hart told her "you need to euthanize both of these dogs rights now." She stood there with her arms folded and said, "What are you going to do?"

She responded that she had just gotten home and needed to find out what had happened and o call her breeder and her vet.

Ms. Hart told her that she had until 4 o'clock today to do this. She said she had just left a meeting with the Town Administrator and Chief of Police when the call came in, and "these dogs need to be euthanized today." If they are not, Ms. Hart said she was coming back at 4 o'clock with the town's veterinarian and that he would euthanize the dogs. Ms. Marion said Ms. Hart told her that it would be her responsibility to pay and that she would be fined by the town.

She didn't know what to do, Ms. Marion said. She made an appointment with her vet for 4 o'clock. It was \$700 for euthanasia. She is in the process of moving and is a single mom with three children, so this was a lot of money for her, she shared. She called Ms. Hart and told her it was \$1,400, whereupon Ms. Hart said she needed to call the vet and set up a payment plan or she would be there at 4 o'clock with the town vet.

She called her breeder, and the breeder said "you know Ziggy is not [aggressive]; he is AKC trained. . . She chose not to put him down. She came up with \$700 and put Tiara down.

The next morning they woke up and Sharon Hart was parked in front of her house. She wanted rabies information. She said to Sharon, "Tiara is gone, I'm moving, I don't know where this stuff is; my printer is not hooked up." Ms. Hart parked in front of her driveway for three hours. "She's harassing me; I didn't know if I should call the police; what to do."

She gave her the information. A couple of weeks later, she got a text message from Ms. Hart saying, "I need your dog's head."

She didn't change her mailing address because they weren't officially moved, but she didn't get mail for a good week. She went to the post office and was told that her mail had been stopped by town personnel. It wasn't the first [of the month], so she still lived at 11 Silver Street. She opened her mail and one paper said that she had to quarantine her dog for 10 days and that she was not supposed to put her dog to sleep yet. She had had that discussion with Sharon Hart in her driveway with her boyfriend and a police officer as witnesses. She told Ms. Hart that she thought she was supposed to quarantine the dog, and Ms. Hart said, "We will quarantine your dog and you will pay for it."

Ms. Hart asked for her insurance policy, and she printed out the paperwork for the insurance at 11 Silver Street. [Ms. Hart stood at the door while she printed it out antagonizing her dog, Ms. Marion claimed.] She called the insurance company to have the insurance switched to Granby Road. The next day she was told that the insurance company didn't have a policy for her at her new residence because somebody called in informing the company of a dog bite and asking if the owner had insurance. It was Sharon Hart. They stopped her insurance on May 26th and she had to find a new carrier.

Her male Ziggy is a very friendly dog. We do not walk him without a muzzle; we do not walk him ever, she assured. She has a letter from a groomer that just met him a month ago saying that he doesn't need to be muzzled and that he was good with them and with the other animals.

The reason the muzzle didn't fit is because Ziggy grew out of the muzzle. The pizza guy can deliver and he doesn't bark. We have children. . . we have a stockade fence around the entire yard now and basically he is an indoor dog. We have an insurance policy on him. He's chipped, registered, rabies[-vaccinated] and fixed. She apologized to the town for the chaos. She said she is glad the town has a dog officer because Ms. Hart is definitely not the person for the job.

Richard Todrin of 25 Woodbridge Street identified himself as the person bit by the dog. He does not think it is really a dog problem; it is an irresponsible people problem, he volunteered. He has thought about it a lot, he shared. It was fortunate that it was him that was bitten and not a child. There would have been nothing to stop anybody coming by at that point from being bitten. The two animals came charging up the driveway, crossing the street and he had seconds to respond. He told police officers he is 95% sure which dog it was. His understanding is that one of the dogs was euthanized and its body was taken by its owner, thereby preventing any sort of analysis to determine if it had rabies or not. No certificate was ever produced. As a result of that irresponsibility and the failure to get information to the Board of Health, he was required to undergo rabies shots. They waited for several days for somebody to produce an updated rabies certificate. His understanding is that rabies information was produced for the larger dog but not the smaller dog. Since the larger dog is alive, it is possible to test and determine if the dog has rabies. He actually believes, although not with 100% certainty, that it was the larger dog that bit him.

The insurance company told him that Ms. Marion's policy had lapsed for non-payment and that, in fact, it was renter's insurance and not [liability] insurance. His initial shots were in order of magnitude of \$10,000. He does not know the associated hospital charges yet. There are too many points that require difficult evaluation from the Selectboard's standpoint, he suggested. What he's heard multiple times is that irresponsible owners did not take care of their animals and protect the public. He does not believe anybody has the right to impose that kind of danger on the public. He hates to see the dog put down because he too owns a large dog. However, his dog is not dangerous and did not bite anybody, and he feared for the lives of his wife, his dog and himself. An apology is not enough; I do not accept it, he stated. He was very lucky that day; what stopped the attack was that his wife managed to get home and his son came back with the car and corralled the dog and pushed him down the driveway long enough for him to get in the car. Being on the receiving end of the two dogs, no one can tell him that a) they're not scary and b) they're not dangerous. He has the blood and the scars to prove it.

It is the people's responsibility, and he hates to see the dog receive punishment for the owners' negligence, he stressed. As far as his recommendation, he does not think a fine is appropriate; he thinks jail time is appropriate.

Frank McClure of 171 Granby Road said Tiara's rabies' shot was up in August [of 2016]. She had a three-year shot. Everything was sent over to the Board of Health, so the director should have had it, he contended. When the vaccination expires, it lasts for 16 months afterward, he asserted. For Mr. Todrin to go through the shots when the paperwork was with South Hadley is wrong, he said.

"She's a bitch, she's a female, and we knew that," he stated. We did everything we could to protect the community and other people. They didn't want to put down the dog because it's part of the family. Ziggy followed his mother's lead because that's what he was supposed to do. Now that she's not here, he is "totally, totally different." He stands by; he does nothing. There are stakes every four feet in the chain link fence in case he tries to push it over, but he never does because he stays by their side. He loves everybody who comes in the house and kisses them and jumps up on them, he said.

"We knew who the culprit was with this gentleman," he insisted. When they were told they had to put her down, immediately, that night, they did. The Health Director did not give them the proper paperwork telling them that the dog needed to be quarantined. She told them the dog had to be put down, not quarantined, he charged.

She did not tell them that they had to put the dog down, Ms. Hart responded. What she was requesting was that they get the rabies. She told Mr. Todrin that she was waiting for the rabies' certificate because she was promised a copy of that. She went back on May 20th for the certificate and waited for 45 minutes before finally leaving because Ms. Marion could not produce it. She went back every day and was repeatedly told it would be provided but did not receive it.

The orders from the Dangerous Dog Hearing were in effect and not complied with. The dog was supposed to be microchipped and wasn't and the registration and vaccination certificate had expired, so they were not in compliance. She requested the documents in the presence of officers, so they can corroborate her account.

After the first hearing, 'all that stuff' was sent in to you folks, Mr. McClure insisted. The dog officer came out and approved the location of the fence and told them [the arrangement was satisfactory] as long as they brought the dogs to the pen on a leash.

Mr. McClure asked where the rabies' certificate is that was due in August?

"You have to produce that, not me," Ms. Hart responded. The license application and rabies' certificate has to be sent in to the Town Clerk, not the Board of Health, she clarified.

It's a three-year rabies shot; it's the law, he contended.

It is not the law, Ms. Hart said. There is a one-year rabies shot and a three-year shot, she said.

We got the three-year shot, Mr. McClure insisted.

We don't have proof of that, Ms. Hart retorted.

The town got the paperwork, Mr. McClure repeated. However, Ms. Hart stressed that it is the owners' responsibility to provide rabies documentation to the town clerk. She asked Mr. McClure why he wouldn't produce this certificate, and he did not respond.

Tiara had a three-year rabies shot in August of 2015, Ms. Marion stated.

Licensing is yearly, Ms. Hart confirmed. The deadline for licensing dogs is January 1st of each year, Mr. Sullivan clarified. It is considered late after March 31st.

Chair Etelman asked if board members had any questions.

SB Member Hine asked Mr. Mailhott about his statement that the dog could not be adopted.

Mr. Mailhott said he did not know if the dog could be adopted. He only saw the dog for five minutes – it never growled; it never barked. Being that they don't know which dog bit, [all he can say is that] there was aggression that went on. Whether the dog has changed its ways now that Mom is gone; he doesn't know that. His recommendation is because of prior history. If the dog is aggressive, it can't be put up for adoption. In that case, the recommendation is to euthanize the dog. If they can show that the dog is not aggressive, then so be it, put it up for adoption.

His recommendation to euthanize is based on the fact that he does not know the nature of the dog, he elaborated.

In response to a question from SB Member Forcier about why Ziggy wasn't muzzled at the time of the incident, Ms. Marion said he wasn't muzzled because she didn't customarily walk him. Mr. Forcier expressed his understanding that no insurance was in effect at the time of the incident, but Ms. Marion claimed that the insurance *was* in effect until May 26th.

Mr. Todrin said he called and was told there was no coverage and that it lapsed for non-payment a week or two before the incident.

SB Member Miles expressed her understanding that the living dog is vaccinated, microchipped and licensed. She asked if it was quarantined after the incident, and Ms. Hart said yes. If Mr. Mailhott's recommendation is for the dog to be euthanized, why the need for the other steps, she asked?

Those steps were set at the other hearing, Mr. Mailhott said.

She asked if, despite those steps, Mr. Mailhott is recommending that the dog be euthanized.

If the dog is aggressive, yes, Mr. Mailhott said.

SB Member Miles asked if he was not comfortable stating whether the dog is aggressive.

No, because when he saw the dog, it was with [Ms. Marion], Mr. Mailhott said. He was not satisfied with the security of the yard, he volunteered.

Mr. Todrin said he is 95% sure that it was the larger of the two dogs that bit him (Ziggy). The fact is that this is not the first time, not the second time; from what he understands it is the third time. If the restrictions that were demanded by the board were implemented, this would not have happened, he pointed out.

In response to question from SB Member Hine, Mr. Todrin confirmed that he had the rabies shots and that he personally is responsible for the charges at this point.

In response to a question from SB Member Forcier, Ms. Marion confirmed that both dogs were involved in the prior incident. However, she said her friend was present to testify that, a couple of weeks before biting Mr. Todrin, Tiara did the same thing her. It's called "fleeing," she asserted. Before she read the police report, she knew where Mr. Todrin had been bitten because she knows what Tiara does. She is trying to make it clear that it wasn't Ziggy; it was Tiara. "This was her way; this is what she did."

Tiara's puppy, Ziggy, "shouldn't be put down," Ms. Marion stressed. They take full responsibility and now have insurance, a fence, the microchip, a license, rabies, the muzzle and a leash.

Mr. Hine asked if there are options in terms of removing the dog from the household and putting it into a shelter for possible adoption.

Ms. Hart said not that she's aware of. She said she didn't know if another rescue would take him.

Mr. Hine asked if, in her experience, she was aware of a situation where a dog was removed from a household and placed in another home. Ms. Hart said she was not.

Mr. Mailhott said he personally put a dog up for adoption because it couldn't be around children. Ms. Marion has a breeder. If the board wants to talk to the breeder [to pursue placement options], it's up to them.

SB Member Miles asked what their choices are tonight.

The Selectboard's options tonight are to take action or postpone action, Chair Etelman clarified. If members act tonight, they could accept the recommendation of the animal control officer or not.

Mrs. Miles asked what the point of postponement would be, and Chair Etelman said it would be to allow time to deliberate. She is going to recommend they not take action tonight, she advised.

Chair Etelman asked for a motion to close the hearing. **SB Member Forcier so moved. SB Member Hine seconded. The motion passed unanimously 4:0.**

Chair Etelman recommended that they postpone action to another meeting, since she was not prepared to make a decision tonight.

Mr. Sullivan stressed that the hearing is closed, so the Selectboard cannot accept additional testimony. The decision will be a discussion between Selectboard members, the Health Director and the Animal Control Officer, he clarified.

After some discussion, members agreed to take action at the August 8th Selectboard meeting.

Mr. Hine said it would be his suggestion that they ask the dog officer to see if there are other options in terms of placement of the dog. It is clear to him that this has been multiple times over multiple years, and he can't in good conscience allow this dog to continue where it is now, he stated. In the interests of not penalizing the dog per se, if there are other options in terms of determining the dangerous of the dog and discussing options for placing it in another environment, he is willing to consider those, he indicated. To him it is a question of whether the dog gets placed somewhere else or is euthanized.

The expectation would be that the animal control officer would make additional observations and work with the owner in order to either alter his recommendation or not alter his recommendation, Mr. Sullivan said.

6. CHANGE OF MANAGER APPLICATION – 11 BRIDGE STREET, LLC, D/B/A SOK'S

Chair Etelman opened the public hearing on an application from 11 Bridge Street, LLC, d/b/a Sok's, 30 Bridge Street for a Change of Manager of a Section 12 All Alcohol Restaurant License from Sokharun Yim to Nick Vautrin.

Sokharun Yim presented the application, accompanied by Nicholas Vautrin. He will have owned Sok's for five years in November, having been before the Selectboard five years ago when he first purchased the business from Riverside Café. It is time for him to pursue other ventures and take his name off as the manager of record. Mr. Vautrin has been by his side for quite a while and is his right-hand man. He has been opening and closing the bar Thursday, Friday, Sunday and Monday knows all the clientele. He has been through all of the required alcohol server training, he confirmed.

SB Member Forcier asked if the application meets all ABCC requirements, and Mrs. Krutzler said yes. Mr. Yim presented documentation that the manager is 21 years of age or over, a US. Citizen and has never violated a federal or state narcotics drug law.

Mr. Vautrin said he understands the increased responsibility of the position and is not afraid of it.

SB Member Hine asked if they are proposing any changes to operations.

He is going to keep networking and trying to bring people in, Mr. Vautrin said. He feels as if they have a very clean crowd.

Chair Etelman closed the public hearing. Mr. Forcier moved to allow a change of manager for a Section 12 All Alcohol Restaurant License from Sokharun Yim to Nick Vautrin. SB Member Miles seconded. The motion passed unanimously 4:0.

7. DANGEROUS DOG HEARING - RICHARD FURNELLI, OWNER

Richard Furnelli, Sr. was present on behalf of his son, Richard L. Furnelli, Jr. Chair Etelman asked if the dog is registered in South Hadley and whether all of the required inoculations are on file, and Mr. Furnelli said yes.

This animal complaint is for two incidents within the past year, the first in 2016, Mr. Mailhott presented. Officers responded to 189 Woodbridge Street in response to a report of a loose pit bull. When officers arrived, they observed the pit bull in the yard and it had killed two chickens. The dog's owner is Richard Furnelli, Jr.; Richard Furnelli, Sr. was on scene trying to get the dog. The dog also knocked over a child trying to get to the chickens, which at that time were running free on the property.

On June 23rd at 3:24 p.m., he was in Connecticut when he received a phone call about the same pit bull owned by Mr. Furnelli at 248 Pearl Street. Mr. Furnelli is handicapped. He has one arm; his arm was severed in an accident, and the dog weighs 80 pounds.

When he arrived on scene, he saw Mr. Furnelli Jr. laying on the dog with the dog frantically trying to squirm out from underneath him. All he said was, "Please help me, I've been on here for 45 minutes."

He noticed there were fresh scratches on his stomach and chest and fresh blood oozing. He said, "Don't worry about it, just get control of the dog." Mr. Mailhott took control of the dog and put the dog in a seated position. The dog was not vicious toward him at all.

Mr. Furnelli Jr. said the people who were cutting his grass let the dog out. Mr. Mailhott asked him if the dog had all its shots and he said he didn't know.

The next day Mr. Furnelli Sr. told him the dog had all his shots and was licensed. He returned the dog to Mr. Furnelli Jr. on Sunday, and when he let him in the house, the dog immediately ran into the back yard. The grass near the chain link fence in the back yard is almost four feet high and the grass in the front yard is two feet high, so the dog couldn't have been let out by people mowing the lawn.

He has to believe the dog got out through the house because there is an eight-foot stockade fence around the north and east side of the yard with wire on top of it. He had the dog for three days and the dog just acted like a dog; it ran around and played. It never barked; never growled or anything. He does not believe the dog should be euthanized. The dog is not vicious, but Mr. Furnelli cannot control the dog. The problem is Mr. Furnelli does not want to give up the dog. He does not want to see the dog euthanized, he stressed.

The dog got out once, saw the chickens, chased the chickens and killed two, Mr. Furnelli Sr. testified. When the dog got out again, he went right to the chickens because that's where he had fun before. He has as an eight-foot stockade fence with a chain link in the back yard. He is willing to put an electric fence around the front of the house; that should solve the problem. The back of the house is secure. If the dog gets out again, "Do what you have to do," he advised.

His son will never give up the dog. He'll put the dog down himself before he gives it up. His son is 100% handicapped; he can hardly talk, he talks with broken syllables. His right arm is loaded with steel and his left arm is gone. He has half a brain from an Arterial Venous Malformation (AVM).

Chair Etelman swore in Mr. Furnelli retroactively. She also swore in **Thomas P. Mauer of 243 Pearl Street.**

Mr. Mauer said he lives diagonally across the street from Mr. Furnelli. Last fall, the dog got loose and got into his yard and wanted to chase his dog. He got his dog into the house and closed the screen door but Mr. Furnelli's dog tore a hole in the screen trying to get into the house.

Somebody driving by in a truck stopped to try to help contain the dog. Mr. Furnelli Jr. came over and he couldn't do anything. He doesn't think Mr. Furnelli is capable of controlling the dog, Mr. Mauer said. What if it was a kid, he asked rhetorically? He's not saying the dog is aggressive or vicious, but the dog did damage to his house trying to get in to get to his dogs, and Mr. Furnelli was there. He hasn't seen the dog out since. But he's really fearful about what Mr. Furnelli would do if the dog did get out. He had to put the rope around the dog's neck for him.

That only proves that the dog would never hurt anyone, Mr. Furnelli, Sr. asserted. "That's all he's got, this kid," he said. He repeated that he has put an eight-foot high stockade fence around the back yard and that he is willing to put an electric fence in the front.

Ray Guerin of 189 Woodbridge Street said the first time the dog came into his yard he charged at his son but he was really going through his son to get to some birds. He agreed with Officer Mailhott that the dog just needs someone to take care of it. He doesn't think the dog should be punished. "It's a good dog, and it could do well somewhere else."

His recommendation is that the dog be put up for adoption, but he heard another option from Mr. Furnelli, Mr. Mailhott advised. If he says he will have an electric fence professionally installed, he would be agreeable to that, he stated.

Mr. Sullivan suggested that this hearing also be continued to August 8th to give the ACO ample time to work with Mr. Furnelli to come up with appropriate conditions. Mr. Furnelli asked the town to send literature to 1 Greenwood Lane, South Hadley.

SB Member Hine said he thought the other parties needed to be satisfied as well. Mr. Mauer needs to be comfortable with what the ACO is going to be recommending on the 8th, he said.

Chair Etelman closed the hearing. The Selectboard will announce its decision August 8th, members agreed.

8. FY 2018 ADDITIONAL APPOINTMENTS – VETERANS DISTRICT BOARD, MOUNT HOLYOKE COLLEGE LIAISON, SCHOOL BOARD NEGOTIATING COMMITTEE

SB Member Forcier indicated that he would be happy to continue as the Selectboard's representative to the Veterans District Board.

Mr. Hine made the point that many of these assignments deal with day-to-day operational issues as opposed to policy and that for that reason he thought it was appropriate for the Town Administrator to represent the Selectboard to these bodies. It was decided not to make any other appointments tonight but to make some changes at a future meeting.

9. GROSOUTH HADLEY RE-APPOINTMENTS

SB Member Forcier moved to reappoint Susan Brouillette, Wayne Desroches, Doris Dubois, Suzanne Paris, Marie Rohan, Brian Schrauf, Margaret Sullivan and Barry Waite to the GROSouth Hadley Committee with terms expiring June 30, 2018. SB Member Hine seconded. The motion passed unanimously 4:0.

10. Motion for General Obligation and Ledges Refunding Bonds

SB Member Hine read the following motion, which was seconded by SB Member Forcier.

Motion: I move the South Hadley Selectboard vote to approve the sale of the \$3,785,000 General Obligation Municipal Purpose Loan of 2017 Bonds, Series A of the Town dated July 20, 2017 (the "Series A Bonds"), to Fidelity Capital Markets, a division of National Financial Services LLC at a price of \$4,047,956.51, is hereby approved and confirmed. The Bonds shall be payable on June 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2019	\$300,000	4.000%	2027	\$210,000	2.125%
2020	\$430,000	4.000	2028	\$220,000	2.250
2021	\$410,000	4.000	2029	\$225,000	3.000
2022	\$295,000	4.000	2030	\$185,000	3.000
2023	\$315,000	4.000	2031	\$185,000	3.000
2024	\$330,000	4.000	2032	\$100,000	3.000
2025	\$205,000	4.000	2033	\$100,000	3.000
2026	\$275,000	4.000			

And furthermore the sale of the \$3,120,000 General Obligation Golf Course Refunding Bonds, Series B of the Town dated July 20, 2017 (the “Series B Bonds,” and together with the Series A Bonds, the “Bonds”), to Fidelity Capital Markets, a division of National Financial Services LLC, at a price of \$3,324,094.96, is hereby approved and confirmed. The Bonds shall be payable on August 15 of the years and in the principal amounts and bear interest at the respective rates as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2017	\$25,000	4.000%	2023	\$280,000	4.000%
2018	\$230,000	4.000	2024	\$290,000	4.000
2019	\$240,000	4.000	2025	\$305,000	4.000
2020	\$245,000	4.000	2026	\$325,000	2.000
2021	\$255,000	4.000	2027	\$325,000	2.250
2022	\$270,000	4.000	2028	\$330,000	2.500

Further Vote: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 27, 2017, and a final Official Statement dated July 6, 2017 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Vote: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Vote: that the Town Treasurer and the Selectboard be, and hereby are, authorized to execute and deliver a Continuing Disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Vote: that each member of the Selectboard, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

Further Vote: that, in connection with the Series A Bonds, the approving votes of the Selectboard taken on April 21, 2015 and April 19, 2016 relating to capital authorizations are hereby affirmed and ratified.

Further, this vote was taken at a public meeting duly posted on the agenda for July 11, 2017.

DISCUSSION

SB Member Forcier asked if the action is extending the life of the bond, and Mr. Sullivan said no. The refinancing will save \$33,000 a year until 2028. It does not make the Ledges’ bond term any longer, he confirmed.

The town is receiving a premium for the Series A bonds in the amount of \$215,000. It is being applied to amount owed, so the town is actually only borrowing \$3,785,000, he noted. There was no premium for the Series B bonds. **The motion passed unanimously 4:0.**

11. MASSWORKS GRANT APPLICATION

It is similar to the 2018 application and entails sidewalks, road improvements, water lines, a parking lot upgrade, and stormwater management improvements concentrated in the Falls section with some of the subterranean infrastructure improvements primarily on Gaylord Street. The town is applying for a \$1.3 million grant and has asked to have the project placed on the 2019 state Transportation Improvement Plan (TIP). Town officials are asking for another \$3 million from the TIP, so it would be over a \$4 million project if the town receives all the grants. He would ask the Selectboard to vote to direct and approve the MassWorks grant.

SB Member Miles moved that the Selectboard direct and approve administration to move forward with the MassWorks FY 2018 grant application and to authorize the Town Administrator to sign all application documents related to this specific application. SB Member Hine seconded.

In the Gaylord Street area town officials are proposing improvements to sewer and water lines to give greater capacity to the commercial properties there, Mr. Sullivan elaborated. There is some talk that E-Ink is looking at expanding. **The motion passed unanimously 4:0.**

There will be an auction July 19, 2017 for 16 Ludlow Street and 315 East Street, Mr. Sullivan announced. Zekos Group is conducting the auction. If anyone wants information, they need to go through Zekos.

12. TOWN ADMINISTRATOR REPORT

SB Member Hine said he thinks the Ted Belsky outlook looks great. The next step is replacing the chain link fence with something that resembles what was put up at the library, Mr. Sullivan advised. DPW Superintendent Jim Reidy has done a wonderful job helping out with the project.

There have been some retirements in Town Hall and there are a lot of changes going on. Mr. Sullivan expressed appreciation for the patience shown by South Hadley residents. We feel as though we are going to be in a much stronger position by August. Administration is working with an outside accountant to make sure the cash management systems in place are appropriate, he assured.

With respect to the proposed PVTA route changes, there has definitely been quite a bit of pushback from the Five Colleges. He thinks the R29 route should actually be expanded to include more hours in the morning and on weekends, Mr. Sullivan said. The big surprise to him is the X90, one of the fastest growing routes in their arsenal; PVTA is cancelling one of its early morning runs. He hopes that PVTA has a change of mind. He spoke to an individual who had a birthday party at the Beachgrounds and all her guests were coming by PVTA.

It is the last chance for folks to come and take a look at the artwork of Walter Morris, since the paintings of Christine Topor Volpe will be going up next.

Members have been attempting to supplement the once a month summer Selectboard meetings with a monthly community meeting, Chair Etelman reminded. The next event is scheduled for Tuesday, July 25th at 5:30 p.m., with plans to meet at Hubert Place and go across the street to Canal Park.

Upon motion made and seconded, the meeting was adjourned at 9:18 p.m.

RESPECTFULLY SUBMITTED,

**LAURA KRUTZLER
ADMINISTRATIVE SECRETARY**

EXHIBIT A

List of Documents Reviewed at July 11, 2017 Selectboard Meeting:

1. July 11, 2017 Agenda.
2. Minutes of June 20, 2017 regular Selectboard Meeting.
3. E-mail from John A. Martins dated July 19, 2017 ranking committees in order of preference.
4. Application for Appointment to Board, Commission or Committee (Master Plan Implementation Committee, Community and Economic Development Committee, Cable TV Advisory Committee, ECAC, Bylaw Review Committee, Historic District Study Committee, Capital Planning Committee, Redevelopment Authority, Tree Committee, Historical Commission) from John A. Martins.
5. Application for Appointment to Board, Commission or Committee (Cultural Council) from Richard Matteson.
6. Application for Appointment to Board, Commission or Committee (Bike/Walk Committee) from Huguette Supinski.
7. Procedure for Conducting Vicious Dog Hearing: St. Bernard Named Ziggy.
8. Certified mail letter from Public Health Director Sharon Hart dated May 24, 2017 to April I. Marion, Frank McClure, Richard Todrin and postmaster re: Dog Bite Incident on May 18, 2017 with reference to **M.G.L. Chapter 140, Section 157A: Non-compliance of dog owner or keeper with order, transferring ownership or selling of dangerous dog and M.G.L. Chapter 140, Section 159.**
9. Excerpt of minutes from dated May 17, 2016 (Dangerous Dog Hearing for two Saint Bernards owned by April Marion).
10. Recommendation of Shawn W. O'Brien, acting Animal Control Officer as of May 17, 2016 under M.G.L. Chapter 140, Section 157.
11. Text of M.G.L. Chapter 140, Section 157.
12. Traveler's Homeowner's Policy of April Marion and Frank McClure for 11 Silver Street for period 1-30-17 to 1-30-18, together with insurance application.
13. Homeowner's Insurance Quote from USI Insurance Services, LLC for Frank McClure and April Marion of 171 Granby Road for period from 06-05-17 to 06-05-18.
14. BOH Complaint Form for Dog Bite Incident on May 19, 2017.
15. Animal Control Officer Daily Activity Log for May 19, 2017.
16. Order of Quarantine Form.
17. Rabies Protocol for Management of Dogs & Cats that Bite Humans.

18. Rabies Protocol for Management of Dogs & Cats Exposed to Wildlife.
19. Resource List for Pet Owners with Financial Limitations.
20. Rabies Information – Signs and Symptoms.
21. Animal Control Officer Daily Activity Log for May 20, 2017.
22. Animal Control Officer Daily Activity Log for May 21, 2017.
23. Town of South Hadley Dog License #DG-15-1225 issued 9/04/2015 for Tiara and Ziggy documenting rabies vaccination expiring 8/28/2016.
24. Animal Control Officer Daily Activity Log for May 22, 2017.
25. Animal Control Officer Daily Activity Log for May 22, 2017.
26. Property Card for 171 Granby Road.
27. Certificate of Rabies Vaccination for Ziggy for one-year vaccination on 9-7-2016 by Mill Valley Veterinary Clinic.
28. Euthanasia Certificate from Mill Valley Veterinary Clinic, Inc. for Tiara.
29. Pictures of Ziggy and backyard at 171 Granby Road.
30. Application for a Change of Manager from 11 Bridge Street, LLC, d/b/a Sok's from Sokharun Yim to Nicholas Vautrin.
31. Documentation for Dog Dangerous Hearing for Owner Richard Furnelli, Jr. consisting of narrative by ACO McClair W. Mailhott, Jr. and pictures of dog and yard.
32. Town of South Hadley Dog License issued to Richard Furnelli, Jr. (DG-16-1258) on 11/21/2016.
33. FY 2018 Additional Appointments.
34. Town Administrator Report dated June 16, 2017.

**JOINT SELECTBOARD/APPROPRIATIONS COMMITTEE MEETING
TUESDAY, JULY 11, 2017
SELECTBOARD MEETING ROOM – 6:45 P.M.
MINUTES**

Present were Members: Chair Sarah Etelman, Vice Chair John R. Hine, Clerk Andrea Miles and Bruce C. Forcier; Town Administrator Michael J. Sullivan. SB Member Brezinsky was excused.

Appropriations Committee Members: Chair Tom Terry, Jeff Cyr, Christopher Geraghty, Steve Hamlin, Nancy Knadler and R. Kirk Mackey.

At 6:45 p.m., Chair Etelman called the joint meeting of the Selectboard and Appropriations Committee to order, noting that SB Member Brezinsky had let them know in advance that he would not be in attendance.

Mr. Sullivan presented the requested end of year transfers. He is looking for \$57,328 to be transferred from existing accounts within the budget to other accounts. He reviewed individual requests as follows:

- \$12,500 to Human Resources for unanticipated training costs, the greatest among them being training for the new police chief
- \$4,000 to Legal Services – the transfer of the Bardwell Street Library has been more complex and expensive than expected and still is not finished, he explained. Administrators are returning money from the contract bargaining line item, he noted.
- \$5,000 to Public Building Maintenance – he was off a little in electricity and gas projections.
- \$228 to Town Reports
- \$700 to Inspectional Services. The extra expense is in part driven by the need to hire assistant inspectors to inspect the electrical work done in town by inspectors themselves.
- \$4,000 to Veterans Services. He has increased the overall budget for next year to \$360,000, he noted.
- \$3,900 to Information Technology (IT) for phone services. He thinks there will be a savings when they put in a new VOIP system.
- \$11,500 to FICA – some of the increased cost has to do with payouts to retirees at the end of the year, particularly for the schools. Also, the town had an extra payroll week in June.
- \$4,000 to DPW Vehicle Maintenance
- \$11,500 to Ledges Personnel Services

Of the \$57,328 to be transferred, he is looking to take \$41,828 from retirement since additional money is available in this account due to a 1% discount for early payment of the town's installment.

The \$11,500 needed in Personnel Services for the Ledges Golf Club is coming from the Other Expenses line item of the Ledges budget.

The \$4,000 for DPW Vehicle Maintenance is coming from DPW - Construction Maintenance – Other Expenses.

Jeff Cyr asked if the anticipated deficit of the Ledges is known yet.

Mr. Sullivan said no. He is hoping it will end up being between last year's deficit of \$70,000 and \$110,000. It's better than some years but not as good as last year.

Mr. Terry asked if there are sufficient funds in the operating budget or if town officials will have to do a transfer to cover the deficit.

Mr. Sullivan said no additional Free Cash appropriation is necessary. A number of departments are returning healthy amounts to Free Cash, which is good to see, he observed.

It was mentioned at Town Meeting that revenue was very healthy in comparison to estimates, Mr. Terry observed.

Mr. Cyr asked about the elevator project. Mr. Sullivan clarified that this project is funded out of borrowing rather than the regular budget. There was extra money from borrowed funds because there were some savings on the Fire Alarm system, which was about \$40,000 less than projected. The elevator upgrade has grown to \$30,000 more than predicted.

Mr. Terry commented that the transfer requests seem pretty routine. He asked if there was anything Mr. Sullivan saw as out of the ordinary.

The need for veterans' services continues to grow, Mr. Sullivan pointed out. The Veterans Services budget has gone from \$145,000 in FY 2013 to \$360,000 in FY 2018.

The town's most recent bond issuance again received a AA2 rating, Mr. Sullivan reported. The bond raters' only concern was Ledges still being in deficit but they understand that the town is working to rectify that.

Mr. Sullivan expressed his awareness that many are concerned about changes in the Collector/Treasurer's office from a financial standpoint. They have a plan in place, he assured. As far as contracts, he thought all contracts were settled but the DPW has informed him that its members did not ratify the MOU that DPW negotiators agreed to.

SB Member Forcier moved to adjourn the joint meeting. SB Member Hine seconded. The motion passed unanimously 4:0. The joint meeting was adjourned at 7:10 p.m.

RESPECTFULLY SUBMITTED,

**LAURA KRUTZLER
ADMINISTRATIVE SECRETARY**

Documents Reviewed at Joint Selectboard/Appropriations Committee Meeting:

- 1. List of Transfers Needed**



FEE: \$30

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

To the Licensing Authorities:

Date: 7/10/17

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: MONDAY, AUGUST 14, 2017

PREMISES TO BE LICENSED: LIBRARY COURTYARD

HOURS OF OPERATION: 3:30-6:30 PM

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.



Laura Krutzler <lkrutzler@southhadleyma.gov>

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

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

Mon, Jul 3, 2017 at 4:11 PM

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

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

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

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

Choose From the Following Bylaw Review Committee

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for.

Please give any details regarding your interest in this appointment?
As a Town Meeting member, I perceive that proposed changes to the bylaws tend to trigger protracted and controversial discussions at Town Meetings. And sometimes they result in frustrating outcomes. I would like to think that a Bylaws Review process could lead to better communication of objectives, alternatives and proposed amendments, in advance of the drafting of warrant articles, with the hope of achieving more

productive and efficient consideration of amendments at Town Meetings. I served on a Town Meeting Review Committee that, I believe, helped to identify improvements in the communications process relating to the Town Budget and I think there should be a way to do something similar regarding Bylaws. Also, as a SHELD Commissioner, I expect that Bylaws relating to renewable energy generation, e.g., solar fields, is an area where more focus on possible scenarios up front could prevent problems that other municipalities have encountered.

Please Provide the Following Information

Name	Vern Blodgett
Email	vlb@comcast.net
Address1	11 Sycamore Knolls
Address2	<i>Field not completed.</i>
City	South Hadley
State	MA
Zip	01075
Primary Phone	4135320569
Alternate Phone	<i>Field not completed.</i>
Cell Phone:	7815721205

General Questions

Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	Yes
Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in Town government?	Yes
If yes, please list the board (s), commission(s), or committee(s) on which you	Town Meeting Review Committee, late 2015 to early 2016 Municipal Light Board (S.H.E.L.D.), since April 2016

serve(d), and the dates of service for each.

What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	I am retired after a career that included (1) banking executive [marketing, strategic planning, finance and investor relations]; (2) v.p. at corporate communications consulting firm; (3) instructor/consultant in entrepreneurial training program. I have served on a number of non-profit boards, including a 200+ unit low- and middle income housing development in Boston; The Massachusetts Association for the Blind; a national professional membership association; and a national church denomination's compensation, benefits and pension committee. At some point during my tenure on each of these I served as chair or president of the board/committee. B.A. degree (Dickinson College); M.B.A. (Boston College). U.S. Army veteran.
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Please list any additional information you think may be helpful in reviewing your application.	<i>Field not completed.</i>
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How did you learn of the vacancy you are applying for?	Other
--	-------

If you indicated another resident or other above, please provide the resident's name or provide additional details.	I watched the June 20th Selectboard Meeting (on TV), at which Town Administrator Mike Sullivan reported that there is a vacancy on the Bylaws Review Committee.
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Upload a Letter of Interest	<i>Field not completed.</i>
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Email not displaying correctly? [View it in your browser.](#)



Laura Krutzler <lkrutzler@southhadleyma.gov>

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

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

Mon, Jul 10, 2017 at 10:02 AM

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

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

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

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

Choose From the Following Municipal Golf Commission

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for.

Please give any details regarding your interest in this appointment? I have been a Massachusetts resident for 11 years and when I moved here I settled immediately in South Hadley and I am very happy I did. I work at the University of Massachusetts as one of the Associate Athletic Directors. I have been golfing at the Ledges Golf Course for the past 5 years. I play in the EWGA Ladies League on Thursday nights and on the weekends with friends. Our league stays at the golf course

restaurant as a group after we play usually to eat. I have taken lessons from a pro at the golf course. I love the golf course and I appreciate that we have a gem of a facility in South Hadley and I would like to help the course in any way I can. I just read that Cherry Hill in Amherst is having financial problems and I would like to make sure that never happens to our course and anything else I can do to help make Ledges the best it can be. I have a interest in possibly starting a women's league of our own at the course. I talked to James last summer about it a little. Let me know if you have any more questions for me. Joan Hopkins

Please Provide the Following Information

Name	Joan
Email	Hopkins
Address1	33 Roosevelt Ave
Address2	<i>Field not completed.</i>
City	South Hadley
State	MA
Zip)1075
Primary Phone	4133233001
Alternate Phone	<i>Field not completed.</i>
Cell Phone:	4133233001

General Questions

Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	No
Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in Town government?	No
What skills and experience do you have? (Knowledge,	I have played golf for about 15 years and love it. I have managed a number of summer swimming pools. I have worked

other volunteer experience, in athletics on the college level for the past 41 years. Golf is a
employment experience, etc.) passion of mine and I would love to help in anyway I can.

Please list any additional *Field not completed.*
information you think may be
helpful in reviewing your
application.

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

If you indicated another *Field not completed.*
resident or other above,
please provide the resident's
name or provide additional
details.

Upload a Letter of Interest *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)



Laura Krutzler <lkrutzler@southhadleyma.gov>

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

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

Thu, Jun 15, 2017 at 5:37 PM

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

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

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

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

Choose From the Following Conservation Commission, Cultural Council, Recreation Commission

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for. *Field not completed.*

Please give any details regarding your interest in this appointment? *Field not completed.*

Please Provide the Following Information

Name Adam Sweet

Email	adamrsweet@gmail.com
Address1	56 Lincoln Ave
Address2	<i>Field not completed.</i>
City	South Hadley
State	MA
Zip	01075
Primary Phone	4132487668
Alternate Phone	<i>Field not completed.</i>
Cell Phone:	<i>Field not completed.</i>

General Questions

Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	No
Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in Town government?	Yes
If yes, please list the board (s), commission(s), or committee(s) on which you serve(d), and the dates of service for each.	Historical commission
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	Social network marketing Facebook Twitter General computers General marketing
Please list any additional information you think may be helpful in reviewing your application.	<i>Field not completed.</i>

Town Website, Other

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

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

Field not completed.

Upload a Letter of Interest

Field not completed.

Email not displaying correctly? [View it in your browser.](#)



Laura Krutzler <lkrutzler@southhadleyma.gov>

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

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

Sat, Jul 29, 2017 at 10:09 AM

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

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

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

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

Choose From the Following Master Plan Implementation Committee

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for.

Please give any details regarding your interest in this appointment? I served on the Master Plan Development Committee and enjoyed the opportunity to work with committee colleagues, town officials and other residents. I am recently retired as Academic Director of the Five College Consortium and now have more time to commit to work in the town. And so I welcomed the news from Judy Gooch that I vacancy had opened.

Please Provide the Following Information

Name	Nate Therien
Email	natetherien@gmail.com
Address1	25 Jewett Lane
Address2	<i>Field not completed.</i>
City	South Hadley
State	MA
Zip	01075
Primary Phone	413.335.8665
Alternate Phone	413.539.9673
Cell Phone:	413.335.8665

General Questions

Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	No
Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in Town government?	No
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	I served on the Master Plan Development Committee. I am recently retired as Academic Director for the Five College Consortium, where I served for 22 years. My responsibilities included grants development, budgeting, planning. Of particular relevance, I oversaw Five College projects in Architectural Studies and Community Based Learning, in particular an 18 month projected funded through the European Union that engaged academics, planners and citizens from the Valley with counterparts in Hamburg Germany to explore the role and value of riverscapes for community development.
Please list any additional information you think may be	<i>Field not completed.</i>

helpful in reviewing your application.

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

Another Resident

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

Judy Gooch, chair of the committee.

Upload a Letter of Interest

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

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

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

First name: JANET Last name: VEITCH

Address: 17 WORTHINGTON DR., SOUTH HADLEY

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

Home phone: _____ Other phone: 856-571-1790 Email: janetandgraeme@gmail.com

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

* COUNCIL ON AGING OR CULTURAL COMMITTEE

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

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

I'M A NEW RESIDENT AT LOOMIS VILLAGE, AND I WOULD LIKE TO CONTRIBUTE TO THE LARGER COMMUNITY.

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

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

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

6. Are you a registered voter? Yes No

7. Are you a town meeting member? Yes No

8. Is any of your immediate family employed by the town of South Hadley? (MA General Law defines immediate family as "His or her spouse, and their parents, children, brothers, and sisters")

Yes No

Signature: Janet L. Veitch

Date: 7/2/17

RECEIVED
TOWN OF SOUTH HADLEY
SELECTBOARD

JUL - 7 2017

Meeting _____ Action _____
Agenda _____ By Session _____
New _____
On to Pay _____
Send Copy to: _____

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

JANET L. VEITCH

**Janet Veitch
17 Worthington Dr
South Hadley, MA 01075-3320**

EDUCATION

- 1960 B.A., English: Lawrence University, Appleton, WI
- 1961 M.A.T., English: Yale University, New Haven, CT
- 1965-88 60+ Additional credits in Literature, Writing, and Supervision:
 Columbia University, Fordham University
 Montclair University, William Paterson College

EXPERIENCE

Rutgers University, Camden, NJ

- 1999 Supervisor of Student Teachers

Ridgewood High School, Ridgewood, NJ

- 1995-98 Supervisor of English and Social Studies
- 1988-98 Supervisor of English
 Teacher of English Literature and Composition, 9-12
- 1984-88 Staff Development Trainer, K-12
- 1983-85 Teacher of BASIC Programming
 Teacher of Word Processing (in service)
- 1980-81 Acting Supervisor of English
- 1964-88 Teacher of English Literature and Composition, 9-12
 Founder and Advisor to the Literary Magazine

Albert Einstein High School, Kensington, MD

- 1963-64 Teacher of English Literature and Composition, 10
 Organizer of and Advisor to the First Annual Yearbook

Hamden High School, Hamden, CT

- 1961-63 Teacher of English Literature and Composition, 9-10
 Business Manager of the Yearbook

Addendum to resume:

Janet Veitch

Volunteer work

Supervision of student teachers at Rutgers, Camden, NJ

After-school tutoring in composition at Cherry Hill West HS, Cherry Hill, NJ

GED tutoring and ESL tutoring for Literacy Volunteers of America, Voorhees, NJ

Driving for Interfaith Caregivers, Haddonfield, NJ

Bylaw Review Committee

418.2 Membership and term The Bylaw Review Committee shall consist of not more than seven (7) members, each of whom shall be appointed for a term of three (3) years. (5-13-06)

<u>Name</u>	<u>Expiration</u>	<u>Term</u>	<u>Action Required</u>
Edward J. Ryan, Jr.			
Mike Sullivan, Town Administrator			
Steve Parentela, Police Chief			
Vacancy (Charles W. Sabourin resigned 12/16)	2020	3	Vern Blodgett has applied for appointment.
Michael J. Wozniak	2018	3	
Mary J. Hirschel	2019	3	
Jay Breuer	2019	3	

Motion: If so inclined, appoint Vern Blodgett to Bylaw Review Committee to term expiring June 30, 2020.

Conservation Commission

404.2 Membership and term. The Conservation Commission shall consist of not fewer than three (3) and not more than seven (7) members . . .404.3 Associate members. The Selectboard shall also appoint two (2) associate non-voting members to the Conservation Commission for a term not to exceed three (3) years.

<u>Name</u>	<u>Expiration</u>	<u>Term</u>	<u>Action Required</u>
James Canning	2018	3	
Jack Fleming	2018	3	
Vacancy (Associate)	2018	3	Adam Sweet has applied for appointment as an associate.
Bill DeLuca (Associate)	2019	3	Bill DeLuca has applied for appointment as a regular member.
William Bacis	2019	3	
Brad Allen	2020	3	
Dennis Swartwout Vacancy	2020	3	Dennis Swartwout has submitted resignation.

Motion: Move to accept the resignation of Dennis Swartwout. Move to appoint Bill DeLuca as a full member of the Conservation Commission with term expiring June 30, 2020. Move to appoint Adam Sweet as an Associate member of the Conservation Commission with term expiring June 30, 2018.

Council on Aging

403.2 Membership and term. The Council on Aging shall consist of eleven (11) members, a majority of whom shall be at least age 60. The term of appointment shall be three (3) years. Members shall not serve more than two consecutive 3 year terms, or more than seven consecutive years.

<u>Name</u>	<u>Expiration</u>	<u>Term</u>	<u>Action Required</u>
Sheila Adams	2018	3	
Judith Fortier	2018	3	
Carlene Hamlin	2018	3	
Donald Lever	2018	3	
William Schenker	2018	3	
Eileen Burke	2019	3	
Sarah Gmeiner	2019	3	
Richard Matteson - resigned effective 6/30/17	2019	3	Janet Veitch has applied for appointment to either COA or Cultural Council

Laurie Casolari	2019	3
Grace Kelly	2020	3
Mary Billion	2020	3

Motion: Move to appoint Janet Veitch to the Council on Aging to term expiring June 30, 2019.

Cultural Council

414.2 Membership and term. The Council shall consist of not fewer than five (5) and not more than nine (9) members, each of whom shall be appointed for a term of three (3) years. A person is not eligible to be appointed to more than two consecutive terms, but may be reappointed after a one (1) year interval.

<u>Name</u>	<u>Expiration</u>	<u>Term</u>	<u>Action Required</u>
Marion Canning	2018		
Emily Dean	2018		
Halley Ofner	2018		
Renee M. Sweeney	2018		
Rachel Hernandez	2019		
Rebecca Slitt	2019		
Vacancy	2020		Janet Veitch has applied for appointment to either COA or Cultural Council.
Paul Lambert	2020		
Vacancy	2020		

Motion: move to appoint Janet Veitch to the Cultural Council to a term expiring June 30, 2020.

Master Plan Implementation Committee

The Master Plan Implementation Committee shall consist of no less than five (5) and no more than nine (9) members to be appointed jointly by the Selectboard and Planning Board.

<u>Name</u>	<u>Expiration</u>	<u>Term</u>	<u>Action Required</u>
Vacancy		2018	Nate Therien has submitted application for appointment to MPIC.
Vacancy		2018	
Ann E. Eaton		2019	
Michelle Wolfe		2019	
Judith Mirick Gooch		2020	
Margaret Jodoin		2020	
John A. Martins		2020	

Motion: move to appoint Nate Therien to the Master Plan Implementation Committee to terms expiring June 30, 2018.

Municipal Golf Commission

Section 416.2 Membership and term. The South Hadley Golf Commission shall consist of seven (7) members, each of whom shall be appointed for three (3) year terms.
Section 416.3 The Selectboard may appoint alternates as they deem necessary who shall serve for two terms each and who, when present, may be counted for the purpose of creating a quorum if necessary and may vote if one or more of the seven (7) members are unavailable, absent or choose to abstain because of a conflict of interest.

<u>Name</u>	<u>Expiration</u>	<u>Term</u>	<u>Action Required</u>
Leonard Finkowski		2018	

Michael J. Wozniak	2019
Jeffrey Millard	2019
Kyle Steinbock	2019
Chris Collins	2019
Vacancy	2020
Mark DuBois	2020
Vacancy (Alternate)	2020
Vacancy (Alternate)	2020

Joan Hopkins has submitted application for appointment to Golf Commission.

Motion: move to appoint Joan Hopkins to the Golf Commission to term expiring June 30, 2020.

Personnel Policy Manual Updates

Page 7

Section 2.10

Deleted “annually” and added “periodically”.

Page 9

Section 3

Deleted sentence “Costs related to recruitment shall be deducted from the budget of the relevant department.”

Notice of Vacancies - new sentence to replace last sentence of paragraph.
“The panel should endeavor to recommend the most qualified candidate but may recommend more than one (1) candidate if they feel it is in the best interest of South Hadley.”

Advertisement of Job Vacancy – deleted “after five (5) days” and changed “local newspaper” to “on Town of South Hadley’s website”.

Applications – deleted “form and return the form to the Human Resources office or appointing authority” and replace with “on the town’s website”.

Deleted last sentence of first paragraph.

Examinations – deleted the word contingent and replace with conditional.

Page 13

Section 5.00

Deleted “not” from last sentence of paragraph 3 and add “text”.

Section 5.30

Deleted “emergency” and replace with “facility”.

Page 25

Section 10.75

Replaced Maternity Leave language with Paternal Leave as drafted by our labor attorney.

Benefits Policy Manual Updates

Page 1

Deleted Section 1

Replaced with

In the event an active employee or retiree passes and they are enrolled in an individual +1, family plan, or MEDEX plans, the surviving spouse/dependents are eligible to remain on the Town sponsored plan.

The surviving spouse/dependents can remain on the plan at 100% of the premium. Payments will be due to the Benefits Office on a quarterly basis, unless payment is made via a town pension. Reference MGL Chapter 32B Section 9B.

Page 4

Section 8A

Rewrote language to include sick time usage for all FMLA leaves.

Page 9

Section 10

Changed tuition to education & changed eligibility to include under 40 hour regular status employees at a prorated benefit.

Page 10

Section 12

Deleted Health insurance coverage may be continued, at one's own expense, for up to 36 months for a spouse or dependent child of an employee who dies while employed by the Town. Reference MGL Chapter 32B Section 9B

New Language

If an employee separates services and is enrolled or eligible for Medicare they will be eligible for COBRA Continuation Coverage in the Town's MEDEX plan provided they have both Medicare Part A and Medicare Part B.

Workplace Policy Manual Updates

Page 8

Section 6D

Added the website address for United States Equal Employment Opportunity Commission (EEOC) & updated the address.

TOWN OF SOUTH HADLEY
AUTOMATIC AMUSEMENT REGULATIONS
AGREEMENT

EFFECTIVE DATE January 1st
EXPIRATION DATE December 31st
BUSINESS NAME McCrays farm
BUSINESS ADDRESS 55 Alvorost South Hadley MA 01075
MANAGER NAME Barbara / Steven mcCray

Device Type/Name	Model
<u>Electronic Prize Redemption</u>	<u>01-02-0039</u>
<u>Hittingmaster</u>	

The following provisions shall apply to Automatic Amusement Devices as defined in Massachusetts General Laws, Chapter 140, Section 177A.

In accordance with Section 177A, as amended from time to time, any individual or business desiring to keep and operate amusement devices for hire, gain or reward shall secure an annual license from the Selectboard, which shall design a license application to be completed by the applicant. The fee for such license is \$50.00 per machine.

A violation of Section 177A shall be grounds for suspension or revocation of any license issued by the Town of South Hadley and held by the violator, including a license to sell alcoholic beverages.

The South Hadley Selectboard shall not grant a license for any Automatic Amusement Device, which presents a risk of misuse as a gambling device. Automatic Amusement Devices which present a risk of misuse as gambling devices are those devices which simulate gambling devices and games which involve matching of random numbers, pattern or color combinations; such as "video poker machines" and "slot machines."

All licenses for Automatic Amusement Devices granted by the Town of South Hadley Selectboard shall be subject to inspection by the Town of South Hadley Police Department to ensure conformance with the submitted application information. Any unlicensed automatic amusement device shall be subject to immediate seizure by the South Hadley Police Department.

I accept and agree to the above conditions

[Signature]
MANAGER

Daniel Duncan

7-27-17
DATE

Dennis J. Swartwout
350 Granby Road
South Hadley, MA 01075

Selectboard
Town of South Hadley
116 Main Street
South Hadley, MA 01075

I would like to inform you that I am resigning from my position as Vice Chairman of the South Hadley Conservation Commission, effective immediately.

My family commitments and travel schedule have become such that I will not be able to fulfill the requirements of my voting position on the Commission, and I feel it is best for me to make room for someone with the time to devote to the job.

The many years I have served on the Commission, for the most part, have been enjoyable, and I feel fortunate to have worked with such a dedicated group of volunteers.

Because of my experience and expertise, I believe I can still be an asset to the Commission, in a non-voting role, and would be willing to serve as an Associate Commissioner.

Best regards,

Dennis Swartwout
isonychia@gmail.com

Cc: Michael Sullivan, Town Administrator
Jack Fleming, Chair, Conservation Commission

William V. DeLuca
31 Lexington Street
South Hadley, MA 01075

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

20 July 2017

Re: Appointment on the South Hadley Conservation Commission

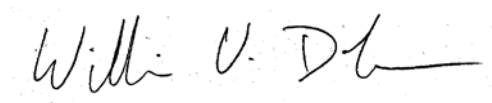
Dear Selectboard Members,

I would like to request to be appointed a voting member of South Hadley Conservation Commission. I have been an Associate Member of the South Hadley Conservation Commission since August 2016.

It is my understanding that a voting position on the Commission is now vacant due to the resignation of Dennis Swartwout. I would like to thank Dennis for his many years of valuable service on the Commission and look forward to him continuing to contribute to the Commission as an Associate member.

My family and I have lived in South Hadley for 11 years. During that time I worked for five years as an ecologist and wetland scientist for a local consulting company. I also have a Ph.D. in wildlife conservation and currently work as an adjunct Associate Professor and Research Fellow in the Department of Environmental Conservation at UMass. I have spent the last 11 years contributing to regional conservation efforts throughout New England. I am interested in continuing to ensure that South Hadley remains a great place to live for my children as a voting member of the South Hadley Conservation Commission.

Kind Regards,

A handwritten signature in black ink that reads "Willi V. DeLuca". The signature is written in a cursive style with a horizontal line at the end.

William V. DeLuca, Ph.D.

To: Board of Select Persons, Town Administrator Michael Sullivan, and Board of Health Director Sharon Hart

116 Main St

South Hadley, MA 01075

From: McClair W. Mailhott Jr.

Animal Control Officer

116 Main St.

South Hadley, MA 01075

On July 11, 2017, the Board of Select Persons held a second "Dangerous Dog Hearing" regarding April Marion's St. Bernard named "ZIGGY". Through my investigation and various violations, I, McClair W. Mailhott Jr, the Town of South Hadley's Animal Control Officer recommended that the dog be euthanized. The board moved to postpone their finding until August 8, 2017.

On July 12, 2017, I again went to April's house located at 171 Granby Rd, South Hadley, MA to do another check of the property and of the dog. I requested April to let the dog out into the back yard and for her to stay in the yard but away from the dog as I wanted to see what the dog would do. I explained that I was going to walk to the south side of the house where the "makeshift fence" was located. When Ziggy saw me he barked and came running to the fence and continued to bark.

I explained to April that the clutter against the fence was not good for the dog and it needed to be cleaned up. (See attached photos). That I was glad she had repaired the broken stockade fence. However, I pointed out to the "makeshift post and wire" that was holding up the 8' chain-link fence needed to be replaced with "C-Clamps". (See attached photos).

I asked April if she had gotten the liability insurance for the dog. April stated she did and she would have to look for it as she was getting ready to leave for vacation. I asked when she had gotten the policy. April stated it was sometime during the first week of July. I explained that I would return on the following Tuesday or Wednesday and that I wanted the liability insurance and that the fence and yard needed to be taken care of. I also informed her that with her saying the insurance policy was taken out during the first week of July that did not mean it was going to be dated July 11, 2017 or July 12, 2017.

I also informed April that she might want to look into an electric fence and have it professionally put in and have the company also train her dog so the dog is not getting electrical shocks from the fence. That it could be a good jester and showing of good faith in trying to keep her dog within the confined fenced in area. I explained that I would get her the information. "At no time did I tell April this would help persuade the Select Board in not euthanizing her dog".

On July 14, 2017, I received a call from Sharon Hart. She informed me that she received a phone call from a news reporter. That he had spoken with April who informed him that I told her to put in an electrical fence and that her dog would not be euthanized. I explained to Sharon that I never told April that and reiterated what my conversation was with April. (Sharon was informed of my original conversation with April immediately after I left her property on July 12, 2017).

On July 19, 2017, I went to speak with April. The first two times she was not home. I went to the south side of the house and took photos of the yard and fence. Nothing was cleaned up nor was the wire replaced with "C-Clamps". At 12pm she was home and answered the door. I explained that with her permission I would like to record the conversation at which time she stated she needed to check with her attorney. I explained that would not be necessary. I inquired why she would tell a news reporter that I said if she was to put in an electrical fence that her dog would not be euthanized. April said she never said that and "we all know how reporters can turn information around".

I asked if she had the liability insurance policy for the dog. April stated she did and went to her car and took out a folder and handed me a copy of an insurance policy.

After obtaining the policy from April I went to the town hall to show Sharon who was out at this moment. I began to read it and noticed it was from McClure Insurance Agency located at 103 Van Deene Av e. West Springfield, MA. As I continued to read the policy I noticed that page 2, section 9, General information (H) stated any dogs of any other animal(s) on the premises? This box is check off as, no. I also noticed the dates had been written or for July 11, 2017 and were written over to read July 10, 2017.

I contacted the insurance company and spoke with Robert Tuttle who wrote out the policy. I inquired about the dates that had been changed and he knew nothing of it. I explained that her April has had two dangerous dog hearings and asked she had spoken about this with him. Mr. Tuttle stated she had not given him that information. I requested a meeting with him regarding this information. An appointment was scheduled for July 20, 2017, at 11:30am.

On July 20, 2017, I met with William McClure, (no relation to Frank McClure) of the insurance company, Tuttle and his secretary. I explained my concerns with the policy

and inquired if the above dates were correct to include the information checked off as no involving the dog was correct. Robert informed me that the checking no involving the information with the dog was incorrect and that he was aware that April had St. Bernard. That information was on his copy of the application. He informed me that the dates should have been July 11, 2017. Robert's secretary informed us that the police was written out on July 10, 2017 and dated on the July 11, 2017, because that was when April was to come in and sign the paperwork. April call and said she was coming in on July 10, 2017, because she was going on vacation and needed copies of the policy and that is why the dates were changed .

I asked Robert if April had told him the reason that she needed the liability insurance. Robert stated he did not know and that all their liability insurance was written out in the amount of \$ 500,000.00. I informed them that April has had "Two Dangerous Dog Hearing" and that she has been in violation of the first order to obtain \$ 100,000.00 of liability insurance on her dogs because the two dogs have bitten several people and were deemed as "Dangerous Dogs". on May 20, 2017, the dogs got out and bit and elderly male who has over \$10,000.00 in medical bills. That April has also in violation of other terms handed down by the Select Board on May 27, 2016.

They were informed that on May 19, 2017, an elderly male was bitten by one of the dogs. April believes that it was the mother of Ziggy (however she was not there). Sharon Hart responded to the call as did Officers from the South Hadley Police Department. Sgt. Whelihan informed me that it was Ziggy who charged at him and that he had to use the siren and horn on the cruiser to get the dogs back onto the property and that they tried to go after two bicyclists on Silver St and again had to use the air horn to get them back onto the property.

They were also informed that on May 19, 2017, April had the mother of Ziggy euthanized as she believes it was this dog who bit the elderly male on this date. She took the dog to Mill Valley Veterinary Clinic, Inc. located at 224 Mill Valley Rd. Belchertown, MA. That April sign a document stating that the dog did not bit anyone within the past 15 days.

Both William and Robert have informed me that they will be getting in touch with the insurance company and inform them of what they have now learned. I was informed that the insurance company can do a number of things.

- 1) Keep the policy as it is (more than likely not).
- 2) Cancel the policy.

- 3) Inform April that the policy must have a separate rider on it (which will be at an astronomical cost knowing that the dog is considered as a “Dangerous Dog”).
- 4) Keep the policy as it is and not renew it at the end of the policy date.

Robert also informed me that April was recommended to them by her landlord, who is a friend of Robert’s. Robert stated the landlord never told him about the dog being deemed as a “Dangerous Dog”. That he is willing to bet the landlord does not know this.

With the above information, knowing that April Marion, has been in violation, of the Select Boards findings on May 27, 2016, involving a Dangerous Dog Hearing. That April Marion has been in violation of M.G.L. Chapter 140, Section 157 where she was to retain \$100,000.00 in liability insurance. That on May 19, 2017, two dogs owned by April Marion charged at and elderly male and was bitten on the left arm by one of the dogs. On this same date April Marion had one of her two dogs euthanized and signed a document from the Mill Valley Animal Clinic stating the dog had not bitten anyone within 15 days. That April Marion has been in violation for over a year for obtaining liability insurance for her St. Bernard “Ziggy”. When she obtained liability insurance for her rental property on July 10, 2017, she never told Robert Tuttle that Ziggy was deemed a “Dangerous Dog”. April Marion never told the Robert Tuttle there is an outstanding medical bill in the amount of over \$10,000.00, from the last dog bit and there are other complaints involving April Marion’s dogs.

It is my recommendation as Animal Control Officer that the 2 year old St Bernard named “Ziggy” owned by April Marion of 171 Granby Rd South Hadley, MA be euthanized as it presents a significant public safety threat and the owner has demonstrated an inability to comply with previous orders to protect the public.

Respectfully Submitted,

McClair W. Mailhott Jr.

Animal Control Officer

To: South Hadley Selectboard, Town Administrator Michael Sullivan, Board of Health
Director Sharon Hart, and Board of Health, members
116 Main St
South Hadley, MA 01075

From: McClair W. Mailhott Jr.
Animal Control Officer
116 Main St.
South Hadley, MA 01075

On July 11, 2017, the Select Board scheduled a hearing for a "Pit Bull" that was loose on June 23, 2017. This is not the first time the dog had been loose and area residents are concerned for their safety. The owner of the dog is Richard Furnelli Jr. who lives at 248 Pearl St. It was my recommendation at this meeting that the dog not be classified as a "Dangerous Dog", however I did request it be classified as a "Nuisance Dog" and that the dog be put up for adoption.

Mr. Furnelli is physical handicap and I do not believe he has the ability to control the dog. The dog is about 80 lbs. and is "extremely strong". Mr. Furnelli has only one arm and other medical problems which limits him physically in controlling the dog.

During the hearing Mr. Furnelli Sr. spoke on behalf of his son (who was not at the hearing). Mr. Furnelli requested that the Select Board allow him to put in an "Electrical Fence" within the front property boundaries. The Select Board would put off their findings on this matter until August 8, 2017.

I spoke with Mr. Furnelli and informed him that I would get him the information needed to put in the fence professionally and to train the dog. Training would be necessary for the dog so that it learns where it can go within the yard without getting shocked. On July 17, 2017, I met with Mr. Furnelli's daughter and gave her all the information pertaining to the installation and training information.

On July 26, 2017, Mr. Furnelli Sr. contacted me and informed me that he will not be installing the electrical fence. He went on to say that his son has refused to put a collar on the dog as needed to guarantee the dog stays within the confined area of the fence.

Mr. Furnelli stated he is willing to make the deck railing higher and install another full size door on the deck. I explained that it was he who requested the board allow him to install the electrical fence and there is also another stipulation that the "pet access door" be removed from the back yard area.

I explained I could not give him the authorization to do any work on the deck and that the final say in this matter will be with the South Hadley Selectboard.

Again, as ACO, I do not think the dog is a danger to anyone. The time I have spent with the dog has shown no signs of aggression. It just wanted to run free and have fun. With that said; knowing that Mr. Furnelli has significant limitations I do not believe he has the ability to control the dog. The dog is extremely agile and strong and is not a good match for the present owner in that regard.

I would recommend Mr. Furnelli remove the pet access door, the deck rail height to be extended, an electric fence be installed and the owner be properly trained in the proper use the electric collar device. The dog should be collared, muzzled and kept on a 300 pound or greater test leash with a length of no more than three feet whenever the dog is in public and license the dog. The property owner or another party must deliver to the Board of Health Office a Certificate of Liability Insurance in the amount of \$100,000. Mr. Furnelli should be given thirty days to perform on this order or the dog should be euthanized.

The property owner should consult a building professional and seek any and all required permits required related to this order from the municipality. The dog must be licensed immediately (48 hours) by the Town of South Hadley with all necessary documentation of presented at time of licensure. The owner is responsible for all fees associated with permits, licenses or fees.

Respectfully Submitted,

McClair W. Mailhott Jr.

Animal Control Officer

To: Board of Select Persons, Town Administrator Michael Sullivan, and Board of Health Director Sharon Hart

116 Main St

South Hadley, MA 01075

From: McClair W. Mailhott Jr.

Animal Control Officer

116 Main St.

South Hadley, MA 01075

This is to inform you that there are still ongoing problems with Richard Furnelli's dog. On August 4, 2017, at 2:30am I received a call from the South Hadley Police Department informing me that the dog was running around Pearl St and barking. Officers responded and were able to take control of the dog at 2:46am and returned it to Mr. Furnelli.

Respectfully Submitted,

McClair W. Mailhott Jr.

A.C.O.

TO: South Hadley Selectboard

FROM: Andrew Rogers, Ledges General Manager

RE: End of FY2017/Mid-Season Update

DA: August 2, 2017

I am now midway through my second year serving as the GM at the Ledges and I am very happy with the direction of both the golf operations and the Valley View Grille. While I began the year hopeful that operating expenses would be in the "black," I am disappointed we were not able to get there this year and will continue to do my best moving forward to reach that goal. We will continue to try different initiatives, programs, fee structures, advertising programs and other ideas to market the Ledges and Valley View Grille to people throughout the region.

I remain confident that we have without question changed the perception of the Ledges locally with great customer service. It's a very challenging industry with many options across many price points and expectation levels. Some people look for course conditions and layout while others are looking for the best value. We must juggle lots of different expectations and I feel we do a good job with that. In my opinion, the hardest part is the expectations for the Valley View Grille with some wanting quick, good tasting food and others wanting a more gourmet experience.

New Initiatives:

We have tried several things to try to make the Ledges/Valley View a more attractive destination for people when choosing to use their entertainment dollars!

- We have made it a goal to attract more young and female golfers. Head Professional Jim Falco has done great things with the beginner's and women's clinics, the PGA Junior Golf League and the Ledges/Rec summer program. Our staff have some ideas for 2018 in terms of a fee structure proposal on continuing to try to attract more young players that will be our future. We are looking at offering free junior golf with the purchase of an adult round.
- Launched a new program called "It's on Me" which is an online gift giving program. We get lots of calls from out of the area looking to purchase gift certificates and this program runs right from our website and has been very good. In just three months of offering the program, we have had more than \$1,825.00 in sales. This was pushed through an email campaign around Father's Day and will look to promote it around the Christmas holiday this winter. There are some different things we will look to expand with this program trying to offer an "experience" with the purchase of a round of golf, sleeve of balls and food as a gift instead of just a dollar amount.

- The Ledges website was redone over the winter and with the help of Dennis Golas (frequent Ledges golfer), the new site is both informative and visually stunning. I update this site frequently and will continue to add useful content as we move forward. I don't consider myself to be all that creative but have been very happy with the results.
- We have made it a goal to use the Ledges Facebook page more frequently with posts that are informative, fun or both! A goal for the future is to get the Valley View page up and running showing specials, pictures of food, and various other ways to attract new business.
- We ran quite a few club events this year including 2-balls, glow-ball tournaments, and a few other fun events. This has driven new play to the course and we will continue to offer those again in the future.
- We hosted the MGA Pub-Links Qualifier in June and had over 70 golfers there competing for a spot in the Championship proper. While the financial impact that day is minimal (we charged a \$25 cart fee instead of our typical \$11 fee to boost revenues), the word of mouth reviews of the course was outstanding when these players discuss the Ledges with their friends.
- I have tried a few different places to advertise including some radio in Franklin Counties, a new golf related book, additional online tee-sheet, and use of Facebook. I am hoping to film a new TV commercial this fall when the foliage is at its peak.

Financial: In the document below prepared by Bill Sutton, Town Accountant; it suggests that we are about \$77,000 in the red this fiscal year on the operating side. This was up about \$30,500 from FY2016. As the Town Accountant has not completed the process of closing the FY 17 books there may be some minor changes or adjustments.

**Golf Course Operating Financial Analysis
Fiscal '16 vs Fiscal '17**

	Actual Revenues/ Exp FY 16	Actual Revenues/ Exp FY 17
Revenue's:		
Greens Fee's/ Cart Rentals	\$ 824,999	\$ 823,496
Pro Shop	\$ 35,659	\$ 41,610
Driving Range	\$ 16,085	\$ 13,600

Misc./ Lessons/ Gift Certificates	\$ 4,015	\$ 9,822
Promo/ Discounts	\$ (824)	\$ (2,578)
Food & Beverage	<u>\$ 291,940</u>	<u>\$ 260,163</u>
Total Revenues	\$ 1,171,874	\$ 1,146,113

Operating Expenses: (includes F&B)

Golf:

Personal Services	\$ 141,113	\$ 138,443
Other Services	\$ 696,985	\$ 697,563
Supplies	\$ 39,825	\$ 54,706
Other Expenses	\$ 70,062	\$ 37,281

Food & Beverage:

F&B Personal Services	\$ 114,244	\$ 141,075
F&B Other Expenses	<u>\$ 156,245</u>	<u>\$ 154,211</u>
Total Operating Expenses	\$ 1,218,474	\$ 1,223,279

Operating Expenses (Over)/ Under Revenues

Note: FY17 has not been officially closed yet.

The following are some of the causes and strategic adjustments we are making to lessen the burden on the taxpayers;

- A difficult spring with weather really hurt our revenues. We had originally planned on opening in late March/early April following a warm late February/early March. With

snow in early April and cold weather, we didn't open until April 10 (we opened March 30 the previous year). In May/June, we lost four Fridays due to rain and you can never make those days up and May was down about \$14,000 because of it. Additionally, there were poor weather forecasts for some weekends that didn't necessarily come true; however, golfers tend to make their weekend plans around the forecast well in advance. We did have a strong June with some great weather and July was very good so we are off to a positive start this fiscal year.

- The river pump was damaged in the first week of July, 2016 and to this date, we have spent \$25,500 on this repair and replacement of the pump. Due to a strong river current due to all of the rain we had this spring, they haven't been able to complete some of the work yet due to safety/visibility issues. They installed the new pump in a new vault to protect it from falling rock so hopefully, we can get a few more years out of it this time.
- A minimum wage increase of \$1 in 2016 and another \$1 in 2017 (currently \$11 per hour) adds up when we pay a good portion of our staff minimum wage. Its impossible to raise golf fees accordingly and to stay competitive in some cases.
- It is very difficult to recruit kitchen staff for what is a six to eight-month position. In response, we should pay a better wage than a year-round job to attract good applicants. Additionally, due to a directive from HR, we are paying our servers \$11 an hour instead of a waitress rate. Previously during slow periods, the tips had to be tracked to a point where they are guaranteed minimum wage and then compensated weekly through the payroll system. I believe this change has cost us \$15,000-\$20,000. With the higher wage for servers, we do ask them to do more dishwashing and cleaning items than the might otherwise be responsible for.
- Raising the greens fees to \$45/\$50 on weekend mornings has been a positive for us. We continue to fill the tee sheet on those days and realize additional revenue on those mornings. It doesn't appear to have hurt business at all on those mornings.
- The \$25 after 5pm campaign has been great for us for the most part. First, there were five different rate structures previously in that time frame (\$23-\$27) so simplifying that for the golf staff has been great along with the catchy phrase that we have used. We have pushed this deal on our website, radio campaigns and in various other places and there has been more play after 5pm. The downside to this program is some of the players we have had have caused damage to the course which costs us money on the repair side.
- Our total rounds in FY2017 were 30,063. The total Rounds in 2016 were 31,531. Golf revenues were up charging the higher fee on weekend mornings, a higher annual pass rate, the elimination of the free GHIN handicap and raising the fees on some of the golf deals/books that are out there.
- We added another booking engine called Teeoff.com which is through the PGA Tour. It provides another place where people can purchases tee times online and hope this will drive sales in the months coming forward.

Annual Passes:

We were very happy with the number of annual passes we sold this year. Currently, we have 82 passes sold for 2017 compared to 73 in 2016. We were very happy to see a few more junior members with the reduction in that fee. The annual pass-holders are vital to the golf course as you get their money upfront and in a season of bad weather, that is revenue that you have in hand. Additionally, those people tend to bring guests and are often frequent visitors of the Valley View Grille.

We did try to “cleanup” some of the categories making it more simple. One thing we need to talk about is if we need a special rate when a passholder plays at a time they did pay for. For example, many of our senior players get the M-F pass as they do not play on holidays/weekends. If they did want to play on a weekend, the question is if we should charge them a full weekend fee or should we have some a specific discount if they decide to play in these times not part of their membership package. It is something I will continue to explore.

Additionally, there have been some requests for “player passes” where people can pre-purchase a set number of rounds for a lower rate. Just like any gift certificate, the benefit is many of these do not get used fully. It is something we will explore.

Valley View Grille:

The Valley View Grille was the drain on the FY2017 revenue. We had higher cost for personal services compared to the previous year and our revenues were lower. Much of this I explained earlier in the wages for staff and we will try to be better (and have done so this spring) of cutting staff when we are slow and trying to do more with less. One challenge we have is it’s hard to predict when we will be busy. You can have a full golf course and very few people will eat and other days, the course can be half full but a group of 20 players may all come in and eat all at once.

Led by Lee Bourdon, Valley View has tried to offer various specials that are not always on the menu and we get a lot compliments on food quality. We will continue to try to keep the menu exciting and tasty.

We did one concert on July 15 with Dee Reilly and it was very successful with over \$4,000 on the Valley View Side that night. We have other concerts scheduled for August 5, August 26 and will add one or two shows this fall.

The place where Valley View has excelled is with food for outside events/scrambles. The chicken/ribs have been a total hit and we have had five additional scrambles this year. Those events are guaranteed income and are often huge days for us. The Luke Stronger event was a \$15,000 day for us, any day over \$10,000 would be considered exceptional. Looking forward to 2018, I already have two new groups on the calendar.

I need to make promoting the website more of a priority as even our website page can show. It is very difficult to plan as it is hard to get enough staff on early, so we just survive to start the season and then get rolling mid-year.

Pro Shop Revenues:

Our pro-shop revenues were up \$4,000 in 2017 compared to 2016 despite not ordering/selling high ticket items like golf shoes, clubs and bags. With those items not being sold, we were up closer to \$7,000. This season, I have concentrated more on affordable hats/shirts than some of the more expensive brands and some of the items have been flying off the shelves like the Ledges Logo hats and some shirts we got on closeout with a three times profit margin.

In the future, I would like to be able to special-order clubs for players where we can make profits between 50-100%; however, those are often large expenses that can chew up a good portion of the budget. Having a revolving fund of some sort for the pro-shop would be great.

Concerns:

One huge concern I have moving forward is the age of the golf course. Ledges is now in its 16th season of existence and many things are starting to age. Some concerns I have:

- The bunkers are starting to have lots of rock, bunker base and drainage issues. With the heavy rains that we get, the bunkers often wash out and have become a problem. To properly fix them, we are looking at thousands of dollars which I know we don't have now. The problem I see is some of the reviews we have been getting, bunker quality is one of the few items that comes up on the negative side.
- Our irrigation system has had lots of issues over the past few years and our system is outdated so finding replacement parts has been impossible. We must purchase complete heads and those can cost close to \$300 per head. This will only get worse and the system is vital to the health of the golf course.
- In the past few months, we had to replace the eye wash station at maintenance (OSHA regulations), the fuel pump for the golf carts, the pump to the pond water fountain, and various other items.
- The internet is still a major concern and while I know the replacement system is coming, it has been a real challenge for us this year with credit card processing speed (or down completely) and trying to update the website and send messages onsite. I often do those tasks from home and/or town hall and the quality/frequency could be much better with the assistance from staff at the venue.

Another concern that Mike Fontaine and our staff has is damage to the golf course by golfers, and people at non-golf hours. Whether it is golfers taking the carts in areas they shouldn't drive (on greens, tee-boxes, bunkers, etc...) or damage overnight, we have seen quite a bit of

this over the past two seasons. I am new to the golf world from a working standpoint so I am not sure how much of this is to be expected; however, it is concerning to me.

Having enough rangers at the Ledges is very difficult with such a large piece of land where each hole is separated by trees with little visibility and the distance between holes. Additionally, we are trying not to over staff the course for financial reasons. Some of this damage tends to happen with the after 5pm crowd; however, we try to keep minimal staff on when the play is slower. We keep discussing ways in which that might be changed to prevent some of these issues from happening. Of course the weather in New England effects the industry, there is a big difference between a rain on Tuesday and Wednesday, as opposed to rain on Friday and Saturday financially.



July 25, 2017

Honorable Selectboard,

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

The extended period between Selectboard meetings has increased the number of issues I will be writing on, so I may give somewhat more abbreviated descriptions or explanations than normal ...for me.

Bonding, is it just me or are we discussing borrowing every meeting. This is just an update, we successfully executed the rollover of short term debt and reissuance for the Ledges at a lower interest rate. This is only available at certain periods over the life of a bond, it was fortunate the opportunity came about while we could take advantage of a lower interest rate. We borrowed just over 1% lower and we will realize a net annual savings this year of about \$35K and about \$40K next year. The bond will be paid off for Ledges in 2029.

We also floated a \$500K bond as part of the "Rolling Debt" for sidewalks on August 2, 2017. Easthampton Savings was the winner at 1.29% out of five interested parties. The proceeds from this sale will be available around August 22, unfortunately \$500K in sidewalks is not a long walk.

I will continue to work with Jackie Iskander as the Assistant Treasurer/Collector and our Bond Advisor David Eisenthal to seek other opportunities to lower our borrowing costs. We are working on scrubbing previous borrowings and looking at taking votes at future Town Meetings to cancel borrowing balances for completed projects or taking some of the smaller residuals and applying them to principals where allowed. This is considered a best practice by DOR.

Auction, 351 East, 16 Ludlow, hopefully everything will go through smoothly and we will have divested ourselves of these two properties by months end. Ludlow Street has already closed and the new owners are already beginning their renovations. The town netted \$20K on the \$40K sale. This is after recording fees, legal fees and other costs associated with the auction. It does not include clean out costs, recovering the taxes (\$14,000 approximately).

The more important issue as I would hope you would agree is to get these properties back on to the tax rolls, allow investment to be made in each and especially in cases like 16 Ludlow eradicate the blight they have brought to the neighborhood. It is difficult for neighbors who are affected by the blight who

keep their property, pay their taxes and reasonably expect the same from neighbors to be frustrated with the elongated process which is part of our municipal life. I wish we could snap our fingers and alleviate all the frustration, but unfortunately it does not work that way.

ConsCom Meeting; I recently attended a ConsCom Meeting (7/19), as it was the first meeting the Acting Conservation Administrator Anne Capra was attending, Town Planner Richard Harris was also in attendance. It is always enlightening if not interesting to attend other board and commission meetings. Each has its own style and tempo, this commission is very knowledgeable, very structured and diligent in respect to their responsibilities.

During the proceedings I pointed out that they know longer needed to “vote” on the expenditures for the ConsCom and explained that process had been changed years ago and now the responsible manager is charged with paying the bills and communicating any expenses to the commission prior to any project or expense being incurred, other than the everyday expenses. They stated they were unaware of the changes. Later in the meeting there was a discussion about the missing minutes over the last few years. There was a suggestion made by Town Planner Harris to have the video be used for their meetings so it would ease the transcription process. ConsCom member Brad Allen stated “absolutely not” which took me by surprise given how we are trying to bring greater transparency to the process.

There was a subsequent conversation about having a “packet” of papers related to the meeting compiled for each meeting. I offered to see if the SB would allow PEG Access funds to be used for I-pads, as we have for other committees, again Brad Allen said “No way” and added “I am a dinosaur” suggesting I think that dinosaurs cannot use I-pads. There has been minor challenges with I-Pads being used to bring information to boards and committees reducing paper and process in South Hadley and in countless other communities, even some with dinosaurs.

Professional Development Day; thank you the Library Director Joe Rodio for hosting our Professional Day at the library and thank you to ATA Jennifer Wolowicz for coordinating the speakers and the lunch.

The subject matter centered on risk management for municipalities and inter-personal workplace relations. How we keep it professional at Town Hall and most importantly how we treat each other. There were also some interesting tips on communicating and how one might repair damaged relationships in the workplace, only good tools if we use them as they say.

ClearGov Training; It Coordinator Jamie Doolittle, Assistant Town Accountant Lynn Roberts, Town Accountant William Sutton and I were at the in-house webinar with ClearGov. This is a platform which we hope to have in place by October of this year which will bring another level of transparency to the South Hadley municipal budget.

This platform will allow citizens to make fiscal comparison with other communities in a standard way. It goes without saying there will be some nuanced differences between any communities you make a comparison with, but this platform will allow the type of contrast with consistency and balance.

We will eventually be able to use this product as a tool to do some departmental and overall cost and budget projections. It will take us a while to get this up and running (as it always does), but once it is I believe it will be a great help to the public to understand how their tax dollars get spent.

PVPC IT Roundtable; I recently was invited to be one of the speakers at an IT Roundtable at PVPC. As an IT professional Vice Chair John Hine was compelled to attend for the simple fact he could not figure out why I would be invited to speak on this particular subject. I was happy to see the Vice Chair in the audience, unfortunately after the "Roundtable" he was still wondering.

I was asked to speak about how South Hadley is using various platforms to add to self-service, particularly in light of the recent changes to the public information laws. I spoke about the investment which has been made over the last several years by the town in organizing and sorting the existing records. Including how important to use software and platforms to streamline process in all aspects of municipal service. A component part of my message, as we have discussed on several occasions, the importance of balancing the investment in software and the cost of additional staffing is inextricably tied in any planning or analysis.

The other interesting conversation was the cost of MUNIS and how different people are using the tools. We also heard about a regional group of IT professionals (mostly larger communities) who meet regularly which we have not been participating in, it is something we will be addressing.

Natural Gas, Secure Energy; after meeting with our energy partner (Secure) a few months back and having them take bids from suppliers over that period. Given some uncertainty in the market we have locked 50% of our load in at \$6.68 per decatherm.

This is just slightly lower than we are buying at now and Secure feels that the market may even go lower in October, if so we will lock the rate for the other 50%. As previously mentioned the market is a little frenetic at this time so, this is a responsible way to hedge the market.

Bartholomew Associates/SHELD Funds: we have started the process of segregating holdings from SHELD which we are responsible to manage by law. Working with SHELD Manager Sean Fitzgerald in a cooperative manner we have moved \$2 million dollars of their funds into a separate trust account with Bartholomew Associates. They hold the municipal funds in investment accounts and all interest earned on each balance is returned to those accounts.

The interest feature is something SHELD has reasonably seeking since the new manager came aboard. The balance of the SHELD funds will migrate over by October. Previously the money was comingled in the General Fund bank accounts which produce little or no interest. Town Accountant William Sutton and SHELD Accountant Michael Conchieri have made great progress in reconciling the jointly held accounts which has been of great concern for our outside auditors for a number of years. Thank you to both!

Both the SB and SHELD Boards patience and understanding of the issue is valued as we try and extricate ourselves from a history of not dealing with the problem.

Treasurer/Collectors Office; It goes with saying anytime there is major change in an office which has a central function there is a lot to learn. The learning is actually quite complex as you must understand how to perform certain functions, how each function should be performed how to certain functions will be performed and by whom. In this case as you know we lost two long term employees who possessed a great knowledge base. With no intent to offend anyone we must test the practices which are in place, as the future will not allow us to do things as we always have done them, we must test the process, seek best practices and increase overall understanding.

When I started this process I was confident about the changes and adjustments we were putting forth. I appreciate the confidence and support the Selectboard has demonstrated. I also have been impressed beyond my confidence by the performance of Jacqueline Iskander as she made the transition from Payroll and Benefits Coordinator to Assistant Treasurer/Collector.

Each of the banks we work with have been cooperative and helpful in the process, David Eisenthal our Bond Advisor has been supportive, as has Scanlon Associates. We also have contracted with a retired City Auditor to review work process, coach/train and act as a sounding board for Jackie and the office.

I truly believe at the end of this process (January 2018) we will be substantially better prepared and have a model in place which reflects up to date and best practices. Of course we are looking to staff the department in the most economical way possible. It will never be perfect, but it is a work in progress.

Just as side note as we discussed I am the Acting Treasurer/Collector it has greatly added to my workload initially, but I expect that to subside as more pieces to the puzzle go into place. I have taken this additional work and responsibility willingly and as what I see as in the best interest for the Town of South Hadley at the lowest cost to the taxpayers while ensuring all funds are secure.

I have been made aware there is a rumor being circulated that I am receiving increased compensation, categorically untrue, but more surprising it has been relayed to me that this mistruth is being proliferated by someone who once sat in this seat, which makes it all the more disappointing. To make it clear I have not asked, suggested or sought any additional compensation for these duties and responsibilities from the Town (or the Districts), nor will I be seeking any additional or increased compensation, I also will not be taking any of the compensation the Districts add to the position's compensation. I am happy to do the extra work to the best of my abilities on behalf of the Town of South Hadley.

Interestingly enough I recently attended a meeting of MMA Committee I serve on which works on the topic of succession planning and developing pathways for future municipal works at the management level. The conversation was very focused on how communities are struggling to find qualified people in specific areas related to finance, particularly Treasurer/Collectors. It should go without saying it is a statewide challenge to find competent staff, South Hadley was lucky to be able to look inside its walls for an appropriate person to train and has the innate qualities you look for in a person filling the position.

Selectboard in the Community; There was great deal of interest in the first outdoor "Selectboard in the Community". There were over a dozen citizens in attendance at the Bicentennial Canal Park gathering.

They seemed very supportive of renovations to the area and the recent upgrades which have been made to the vistas and outlook.

There was discussion about traffic and speeds on Old Lyman, questions about the 40R project at Lyman and Newton Streets. There was also a discussion about activity in the area, parking lot and general at this park. I have discussed the issue with Chief Parentela and as I explained to the gathering the SHPD was aware of some of the illicit or illegal activities which occasionally occur in and around the park.

We discussed the possibility of future installation of cameras and the fact one of the reasons we removed the "round-about" was to lessen one of the more difficult spots to monitor and control activity.

Selectboard members Forcier and Etelman reminded residents how important it was to report what you see, every time you see it. People sometimes you are pestering us unnecessarily, I assure you call the police and informing them every time is the sometimes the only way the Chief can see the depth of the problem. It is also helpful to send an email to the Town Administrator, never put yourself in danger, but license plates and descriptions always help, unfortunately for now we must rely on citizens to be our cameras. If the criminals know we are engaged with you as a partner in cleaning up crime the criminal will find a new place to do their business.

Senior Center/COA; there continues to be reasonable progress at all levels of this process. Zbigniew Letonowicz has completed his review of all public buildings and has submitted his report (will be on September 5 SB Agenda), EDM has done the same on the Senior Center alone. Mr. Letonowicz found some of the same defects at the Senior Center, he gave an estimated replacement or repair cost which mirrors what EDM has also found at 45 Dayton Street.

EDM has been charged to present some concepts if the building was to be replaced which are very interesting and still being formulated. Selectboard Member Forcier has been invited by the COA to serve on the committee and may have somethings to add. The biggest challenge (at this point) is accommodating parking for a more active center and certainly better than it is now.

There is still a great deal of time for input for all and I am sure the SB is a long way from making a decision and forming a recommendation, but it is important to note we are moving closer to something which will help visual learners with visualizing the project. There are far more factors to be discussed as well, including costs and how it will match up to a P3 project.

Telecom Project/Ledges; the new phone system project has been delayed by some protracted discussions about the fiber installation at the Ledges. I remain convinced this must be done right and all parties (except the one charged with digging the trench) suggest the best option is to trench to the clubhouse from a fiber hub. To accommodate a four inch and two inch conduits to accommodate present and future needs.

I have expressed to IT Coordinator James Doolittle, who has been patient and diligent on this project we need to move ahead and Ledges cannot be an anchor (never heard that before) to the entire project. That does not mean we have given up on connecting the Ledges properly and permanently. I also appreciate the assistance SHELd has been in this project.

MassWorks 2017: The grant has been submitted for FY 17 and I thank Town Planner Richard Harris for all his work on making the submission happen. I remain slightly optimistic on the submission, but I believe we still have some work to do before we get overly optimistic. The grant application would be for the proposed improvements to Main, Gaylord, Carew and few other streets in the Falls area.

This would include sidewalks, water and sewer infrastructure, streetscapes, parking lots and other improvements, pretty much the same as previous years. The importance in continuing to ask is to make sure the state is well aware of SoHa's desire to get a grant to make these improvements.

We realize we need to have a more comprehensive plan and the RDA plan should be completed to put ourselves in a better position. DPW Superintendent Jim Reidy is diligently working to have the necessary drawings which will lead to the aforementioned "comprehensive plan" with the funds appropriated for this project at the last ATM. I appreciate it is all taking far too long, but it is the nature of the system.

As always thank you for your attention to these issues and your support.

Respectfully submitted,

Michael J. Sullivan

Town Administrator, South Hadley