

**SELECTBOARD MEETING  
TUESDAY, FEBRUARY 20, 2018  
SELECTBOARD MEETING ROOM – 7:00 P.M.  
AGENDA**

**Note: Not all the topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice. These meetings may be audio and/or visually recorded**

1. CALL TO ORDER
2. APPROVAL OF MINUTES
3. ANNOUNCEMENTS/OPEN FORUM
4. 7:05 P.M.- JOINT MEETING WITH HOUSING AUTHORITY BOARD TO APPOINT A MEMBER TO FILL VACANCY ON HOUSING AUTHORITY
5. CONSENT AGENDA
  - A. Requests for One Day Beer and Wine License: Willits Hallowell Center, Imad Zubi, March 15, 2018
  - B. Request to amend One Day Beer and Wine License: Willits Hallowell Center, Imad Zubi, March 14, 2018 (*Changed from February 7, 2018 previously approved to March 14, 2018 due to cancellation caused by weather*)
6. NEW BUSINESS
  - A. Opioid Mass Tort Litigation
  - B. FY 19 Budget Update
7. RESIGNATIONS/APPOINTMENTS
8. OTHER BUSINESS
  - A. Selectboard's Rules and Policy
  - B. Ledges RFP
9. TOWN ADMINISTRATORS REPORT
10. CHAIRMAN'S REPORT
11. ADJOURN



Courtney Hummel <chummel@southhadleyma.gov>

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

noreply@civicplus.com <noreply@civicplus.com>

Wed, Feb 14, 2018 at 9:10 PM

To: chummel@southhadleyma.gov, chamlin@southhadleyma.gov, kmaher@southhadleyma.gov

## 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      Housing Authority

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 only recently became aware of the opening on the Housing Authority, and I was immediately interested in becoming involved after visiting the Housing Authority office at Lathrop Village and seeing the good work that is done there, After meeting the Executive Director and meeting a resident, my desire to get involved was reaffirmed. In the past I worked as a housing coordinator for Behavioral Health Network, in this managerial position my main responsibility was securing housing for mentally and physically challenged individuals. I was responsible for placing individuals in suitable housing situations and then managing the day to day operation of three group homes. Through my work at BHN I worked with several

state and local agencies to bring services to each of my clients. Also,my husband and I have owned a small business in South Hadley and Holyoke for over 25 years. I have been involved in every aspect of the business, from customer service, scheduling, managing human resource concerns, setting budgets and planning for future endeavors. I believe that one of my strengths is that I am a good listener and enjoy learning from others. I am always respectful of another persons point of view and enjoy a good discussion. I am confident that with skills I possess, I would be an asset to the Housing Authority.

**Please Provide the Following Information**

Name Christine Blaney

Email [REDACTED]

Address1 43 Carew Street

Address2 *Field not completed.*

City South Hadley

State MA

Zip 01075

Primary Phone [REDACTED]

Alternate Phone [REDACTED]

Cell Phone: [REDACTED]

**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.)

Education: I am a 1980 graduate of Holyoke Catholic High School and I am a 1984 graduate of the University of Massachusetts - Amherst Degree: Bachelors of Science Work Experience: Currently, Own Falls Driving School, South Hadley, MA I oversee all aspects of our family business. My responsibilities include customer service, all budget and financial concerns, policy writing, hiring, training and supervising employees and advertising. Previous employment: Behavioral Health Network, Springfield, MA My responsibilities included coordinating housing, medical services and

transportation for physically and mentally challenge adults.  
Volunteer Experience: Present: Parish Council St. Patrick's  
Parish - South Hadley Past: Board Member of Wee Friend Pre-  
School for 9 years President of Mosier PTA for 6 Years  
(Organized fundraising activities and coordinated the  
installation of the Mosier School playground)

Please list any additional  
information you think may be  
helpful in reviewing your  
application.

I am a life long resident of South Hadley.

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

Town Website, Another Resident

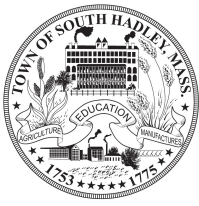
If you indicated another  
resident or other above,  
please provide the resident's  
name or provide additional  
details.

Jim Menard, A current Housing Authority Board member told  
me of the vacancy on the board.

Upload a Letter of Interest

*Field not completed.*

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



# The Commonwealth of Massachusetts

## Town of South Hadley

Selectboard  
116 Main Street, Room 109



### APPLICATION FOR 1 DAY BEER AND WINE LICENSE

Application #

**TGL-18-7**

Date Submitted

**2/12/2018**

Applicant Name: **Imad Zubi**

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Company: **Willits-Hallowell Center**

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Applicant Address: **50 College Street South Hadley MA 01075**

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Applicant Phone: **(413) 538-2217** Applicant Email: **izubi@mtholyoke.edu**

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Date Applied For: **03/15/2018** Hours of Operation: **5pm-7pm**

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Address of Location: **50 COLLEGE ST, Souh Hadley, MA 01075**

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Description of Location: **Art Museum Lobby**

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Type of Event: **Reception for South Hadley/Granby Chamber of Commerce**

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#### RESTRICTIONS:

- If the event is to be held indoors in a building or structure that is not annually certified as a place of assembly, an inspection may be required by the Town Building Inspector and appropriate District Fire Inspector. The applicant is responsible to schedule the inspections, if necessary.
- Per MGL Chapter 138, Section 12 and 13, 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.

#### OTHER RESTRICTIONS:

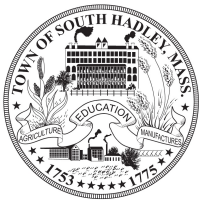
#### LIABILITY DISCLAIMER:

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 Selectboard, as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage should result from the exercise of the license.

#### LIQUOR LIABILITY INSURANCE REQUIREMENT

For any event held 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 with this application.

Payment Date	Amount Paid	Payment Type	Payment Number
2/12/2018	\$30.00	Credit Card	[REDACTED]



# The Commonwealth of Massachusetts

## Town of South Hadley

Selectboard  
116 Main Street, Room 109



### APPLICATION FOR 1 DAY BEER AND WINE LICENSE

Application #

**TGL-18-8**

Date Submitted

**2/12/2018**

Applicant Name: **Imad Zubi**

---

Company: **Willits-Hallowell Center**

---

Applicant Address: **50 College Street South Hadley MA 01075**

---

Applicant Phone: **(413) 538-2217** Applicant Email: **izubi@mtholyoke.edu**

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Date Applied For: **03/14/2018** Hours of Operation: **4:30pm- 6:30pm**

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Address of Location: **50 COLLEGE ST, Souh Hadley, MA 01075**

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Description of Location: **Cassani Room, Shattuck Hall**

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Type of Event: **Reception**

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#### RESTRICTIONS:

- If the event is to be held indoors in a building or structure that is not annually certified as a place of assembly, an inspection may be required by the Town Building Inspector and appropriate District Fire Inspector. The applicant is responsible to schedule the inspections, if necessary.
- Per MGL Chapter 138, Section 12 and 13, 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.

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Payment Date	Amount Paid	Payment Type	Payment Number
	\$0.00		



**MOLA**  
Massachusetts Opioid Litigation Attorneys

SWEENEY MERRIGAN  
LAW



KP LAW  
The Leader in Public Sector Law

## Your Massachusetts Legal Team Fighting the National Opioid Epidemic

**Massachusetts Opioid Litigation Attorneys (MOLA) is a consortium of local and national law firms filing suit against the world's largest pharmaceutical manufacturers and distributors to hold them accountable for flooding our communities with opioids, resulting in massive economic damages to Massachusetts cities and towns.**

The MOLA litigation, being brought on behalf of the taxpayers of Massachusetts municipalities, is aimed at recovering monetary damages from the pharmaceutical manufacturers and distributors for their role in the devastating opioid epidemic. The damages sought on behalf of individual cities and towns are for past costs including law enforcement, needle exchanges, Narcan, EMS, treatment services, etc., as well as future mitigation/abatement damages for the foreseeable expenditures of taxpayer dollars toward treatment, education, and prevention.

### Some additional information about this litigation:

- **This is a Mass Tort litigation, *not* a Class Action.** A class action suit requires all participants to have essentially the same injuries. Here, the damages from one municipality to another are very different and thus this is not a class action. We are filing suit on behalf of individual municipalities; these lawsuits will be consolidated for pretrial and discovery purposes.
- **We are not suing individual doctors or pharmacies.** MOLA believes the most effective approach to this litigation is to focus on the primary sources of this epidemic.
- **Individual municipalities will not have to bear the cost of the litigation.** The attorneys working on your case will *only* get paid from the verdict or settlement. The attorneys will front all costs and will *only* be reimbursed if successful.

Working with the MOLA team benefits local Massachusetts municipalities because they will be represented by our consortium of lawyers that includes multiple national law firms as well as three local firms with extensive mass tort litigation experience and a deep understanding of municipal law: [Sweeney Merrigan Law](#), [Rodman, Rodman & Sandman](#), and [KP Law](#).



**Our consortium is the national leader in this litigation, with more opioid cases on file than any competing firm or group in the country.**

**To learn more about how your municipality can get involved, contact us at [massmola.com](http://massmola.com) or (617) 391-9001.**



## Frequently Asked Questions

### 1. Is this litigation a Class Action or a Mass Tort?

This is a mass tort litigation, not a class action. *A class action suit requires all participants to have essentially the same injuries. Here, the damages from one municipality to another are very different and thus this is not a class action.* We are filing suit on behalf of individual municipalities. Each individual municipality will have its own right to either accept or reject its specific settlement offer. Should a particular municipality decide to reject all offers and go to trial, these cases will be tried *in Massachusetts* by our team of local and national attorneys.

### 2. Isn't the Attorney General already pursuing the defendants?

The AG is investigating the defendants and considering bringing an action to recover damages on behalf of the Commonwealth. *However, even if the Attorney General does bring suit on behalf of the Commonwealth, there is no guarantee that any funds recovered in that action would directly benefit municipalities. Pursuing individual lawsuits on behalf of individual cities and towns will ensure that recovery money will go directly to the municipalities impacted by this crisis.* We feel that individual lawsuits by the municipalities will expand the scope of recovery throughout the Commonwealth and better the municipalities as a whole. Moreover, this will not interfere in any way with the Attorney General's efforts to seek recovery on behalf of the Commonwealth.

### 3. Where will these cases be filed?

Cases are being filed all over the country. In Massachusetts, we believe that cases should be filed in Federal Court and then consolidated into a Multidistrict Litigation (MDL) with other cases throughout the Commonwealth and the country to address pretrial and discovery issues. After these issues are resolved, the cases will likely be settled or sent back to Massachusetts for trial. We believe this is the most efficient, least burdensome, and most cost effective way to pursue these cases against some of world's most profitable companies. While every municipality has the right to choose how its case is pursued, most municipalities have expressed a greater comfort level participating in the national litigation effort.

### 4. We don't have a lot of resources to commit to this. How much time is required?

Because this litigation is centralized in a MDL in Ohio, most of the discovery will focus on the defendants while the cases are there. A few cases will be worked up and tried before the others ("bellwether trials"); these cases will serve as a barometer for the other cases in the MDL and may lead to settlement discussions. If settlement offers are obtained, each municipality will decide whether to accept or reject its specific offer. If the offer is rejected, the case will return to Massachusetts for trial. *We have a comprehensive legal team with extensive municipal and trial experience to manage, oversee and facilitate any required involvement from the municipality, and there should be ample time to plan and manage any such participation by each municipality well in advance.*

### 5. How do the legal expenses work?

*Because our consortium has more clients throughout the country than any other group of attorneys, we can provide great economies of scale.* The costs involved in this litigation are likely to be substantial. Instead of those costs being shouldered by a small handful of clients, our costs (assuming there is a successful recovery) will be spread among our many clients throughout the country, resulting in much lower costs being deducted from the awards to the local municipalities. No up-front payment of costs will be required from the municipalities.

**To learn more about how your municipality can get involved, contact us at  
massmola.com or (617) 391-9001.**



## Our National Opioid Litigation Consortium

In partnering locally with the Massachusetts Opioid Litigation Attorneys (MOLA), your municipality will be supported by a national powerhouse, including many of the top lawyers in Massachusetts and the country. We are initiating litigation against some of the largest and wealthiest pharmaceutical companies, and our consortium will bring to bear the financial and human resources necessary to be successful.

As the national leader in this litigation, our consortium of lawyers have more opioid cases on file than any competing firm or group in the country. For that reason, our consortium has been appointed to many key leadership positions spearheading the national litigation on behalf of hundreds of cities and towns across the country, as part of the MDL consolidation.

This specialized legal team has had the opportunity to retain some of the country’s preeminent experts including former DEA agents who were recently featured on the program 60 Minutes. Those former agents have agreed to testify exclusively for our group. We have also retained experts in the fields of addiction recovery, urban and rural blight, the economics of addiction, and others.

The MOLA consortium extends beyond Sweeney Merrigan Law, Rodman, Rodman & Sandman, and KP Law, to include six other national law firms and several leaders of the national Plaintiff Steering Committee:

**Paul T. Farrell, Jr., Greene Ketchum Farrell Bailey & Twell, LLP, Plaintiff Co-Lead Counsel**

**Troy Rafferty, Levin Papantonio, P.A., Plaintiff Co-Liaison Counsel**

**Michael J. Fuller, McHugh Fuller Law Group, Plaintiff Executive Committee**

**Peter Mougey, Levin Papantonio, P.A., Plaintiff Executive Committee**

**Roland Tellis, Baron & Budd, Plaintiff Executive Committee**



To learn more about how your municipality can get involved, contact us at [massmola.com](http://massmola.com) or (617) 391-9001.

# **ENGAGEMENT TO REPRESENT**

RE: Town of South Hadley, Massachusetts civil suit against those legally responsible for the wrongful distribution of prescription opiates and damages caused thereby.

**TOWN OF SOUTH HADLEY, Massachusetts** (hereinafter “CLIENT”), by and through its Board of Selectmen, hereby retains the law firm LEVIN, PAPANTONIO, THOMAS, MITCHELL, RAFFERTY & PROCTOR, PA (“Firm”) on a contingent fee basis, to pursue all civil remedies against those in the chain of distribution of prescription opiates responsible for the opioid epidemic which is plaguing the TOWN including, but not limited to, filing a claim for public nuisance to abate, enjoin, recover and prevent the damages caused thereby.

**Peter J. Mougey** of the Firm shall serve as LEAD COUNSEL. CLIENT authorizes lead counsel to employ and/or associate additional counsel, with consent of CLIENT, to assist LEAD COUNSEL in the just prosecution of the case. CLIENT consents to the participation of the following firms (collectively referred to, herein, as “Attorneys”), if no conflicts exist, including but not limited to conflicts pursuant to the Massachusetts Ethics laws and the Massachusetts Rules of Professional Conduct:

LEVIN, PAPANTONIO, THOMAS, MITCHELL, RAFFERTY & PROCTOR, PA  
316 South Baylen Street  
Pensacola, Florida

SWEENEY MERRIGAN LAW, LLP  
268 Summer Street, LL  
Boston, Massachusetts

RODMAN, RODMAN & SANDMAN, P.C.  
442 Main Street, Suite 300  
Malden, Massachusetts

GREENE, KETCHUM, FARRELL, BAILEY & TWEEL, LLP  
419 11th Street  
Huntington, West Virginia

BARON & BUDD, PC  
3102 Oak Lawn Avenue #1100  
Dallas, Texas

HILL PETERSON CARPER BEE & DEITZLER PLLC  
500 Tracy Way  
Charleston, West Virginia

POWELL & MAJESTRO, PLLC  
405 Capitol Street, P-1200  
Charleston, West Virginia

MCHUGH FULLER LAW GROUP  
97 Elias Whiddon Road  
Hattiesburg, Mississippi

KP LAW, P.C.  
101 Arch Street, 12<sup>th</sup>  
Floor  
Boston, Massachusetts

CLIENT is retaining the Firm and Attorneys collectively and not as individuals, and attorney services to be provided to CLIENT hereunder will not necessarily be performed by any particular attorney.

In consideration, CLIENT agrees to pay twenty-five percent (25%) of the total recovery (gross) in favor of CLIENT as an attorney fee whether the claim is resolved by compromise, settlement, or trial and verdict (and appeal). The gross recovery shall be calculated on the amount obtained before the deduction of costs and expenses. CLIENT grants the Firm an interest in a fee based on the gross recovery. If a court awards attorneys' fees, the Firm shall receive the "greater of" the gross recovery-based contingent fee or the attorneys' fees awarded. **CLIENT shall not pay to the Firm and Attorneys a fee of any kind or nature if there is no recovery.**

The Firm and the Attorneys shall advance all necessary litigation expenses necessary to prosecute these claims. All such litigation expenses, including the reasonable internal costs of electronically stored information (ESI) and electronic discovery generally or the direct costs incurred from any outside contractor for those services, will be deducted from any recovery after the contingent fee is calculated and shall be paid to the Firm and Attorneys. **CLIENT shall not be required to reimburse the Firm and Attorneys for litigation expenses of any kind or nature if there is no recovery.**

CLIENT acknowledges this fee is reasonable given the time and labor required, the novelty and difficulty of the questions involved, and the skill requisite to perform the legal service properly, the likelihood this retention will preclude other retention by the Firm, the fee customarily charged in the locality for similar legal services, the anticipated (contingent) litigation expenses and the anticipated results obtained, the experience, reputation, and ability of the lawyer or lawyers performing the services and the fact that the fee is contingent upon a successful recovery.

Attorneys shall have the right to represent other municipalities, governmental agencies or governmental subdivisions in other opioid related actions or similar litigation, subject to the requirements of the Massachusetts Rules of Professional Conduct relating to conflicts of interest, and CLIENT consents to such multiple representation. CLIENT has determined that it is in its own best interests to waive any and all potential or actual conflicts of interest which may occur as the result of Attorneys' current and continuing representation of other entities in similar litigation.

This litigation is intended to address a significant problem in the TOWN. The litigation focuses on the wholesale distributors and manufacturers of opioids and their role in the diversion of millions of prescription opiates into the illicit market which has resulted in opioid addiction, abuse, morbidity and mortality. There is no easy solution and no precedent for such an action against this sector of the industry. Many of the facts of the case are locked behind closed doors. The billion-dollar industry denies liability. The litigation will be very expensive and the litigation expenses will be advanced by the Firm with reimbursement contingent upon a successful recovery. The outcome is uncertain, as is all civil litigation, with compensation contingent upon a successful recovery.

The Firm intends to present a damage model designed to abate the public health and safety crisis. This damage model may take the form of money damages and/or equitable remedies (e.g., an abatement fund). The purpose of the lawsuit is to seek reimbursement of the costs incurred in the past fighting the opioid epidemic and/or recover the funds necessary to abate the health and safety crisis caused by the unlawful conduct of the wholesale distributors and manufacturers of opioids. CLIENT agrees to compensate the Firm, wholly contingent upon prevailing, by paying 25% of any settlement/resolution/judgment, in favor of CLIENT, whether it takes the form of monetary damages or equitable relief. For instance, if the remedy is in the form of monetary damages, CLIENT agrees to pay 25% of the gross amount to Firm as compensation and then reimburse the reasonable litigation expenses. If the remedy is in the form of equitable relief (e.g., abatement fund), CLIENT agrees to pay 25% of the gross value of the equitable relief to the Firm as compensation and then reimburse the reasonable litigation expenses, subject to appropriation of funds therefore and the applicable provisions of Massachusetts law. To the extent that the remedy includes both monetary damages and equitable relief, 25% of the monetary value of the equitable relief together with 25% of the monetary damages will be deducted from the total monetary damages as compensation for the Firm. If such compensation exceeds the total amount of the monetary damages awarded, payment of the additional compensation amount shall be subject to appropriation of funds therefor. To be clear, however, the Firm shall not be paid nor receive reimbursement from public funds unless required by law. However, any judgment arising from successful prosecution of the case, or any consideration arising from a settlement of the matter, whether monetary or equitable, shall not be considered public funds for purposes of calculating the contingent fee unless required by law. Under no circumstances shall CLIENT be obligated to pay any attorneys' fee or any litigation expenses except from moneys expended by defendant(s) pursuant to the resolution of CLIENT's claims. If the defendant(s) expend their own resources to abate the public health and safety crisis in exchange for a release of liability, then the Firm will be paid the designated contingent fee from the resources expended by the defendant(s). CLIENT acknowledges this is a necessary condition required by the Firm to dedicate their time and invest their resources on a contingent basis to this enormous project. If the defendant(s) negotiate a release of liability, then the Firm should be compensated based upon the consideration offered to induce the dismissal of the lawsuit.

The division of fees, expenses and labor between the Attorneys will be decided by private agreement between the law firms and subject to approval by CLIENT. Any division of fees will be governed by the Massachusetts Rules of Professional Conduct including: (1) the division of fees is in proportion to the services performed by each lawyer or each lawyer assumes joint responsibility for the representation and agrees to be available for consultation with CLIENT; (2) CLIENT has given *written* consent after full disclosure of the identity of each lawyer, that the fees

will be divided, and that the division of fees will be in proportion to the services to be performed by each lawyer or that each lawyer will assume joint responsibility for the representation; (3) except where court approval of the fee division is obtained, the *written* closing statement in a case involving a contingent fee shall be signed by CLIENT and each lawyer and shall comply with the terms of the Massachusetts Rules of Professional Conduct; and (4) the total fee is not clearly excessive.

The Firm and Attorneys will perform the legal services called for under this Agreement, keep CLIENT informed of progress and developments, and respond promptly to CLIENT's inquiries and communications. CLIENT will be truthful and cooperative with the Firm and Attorneys, disclose to the Firm and Attorneys all facts relevant to the claim, keep the Firm and Attorneys reasonably informed of developments, and be reasonably available to attend any necessary meetings, depositions, preparation sessions, hearings, and trial as reasonably necessary.

LEAD COUNSEL shall appoint a contact person to keep CLIENT reasonably informed about the status of the matter in a manner deemed appropriate by CLIENT. CLIENT at all times shall retain the authority to decide the disposition of the case and personally oversee and maintain absolute control of the litigation, including but not limited to whether to settle the litigation and on what terms.

CLIENT may discharge the Firm and Attorneys at any time by written notice effective when received by LEAD COUNSEL. Unless specifically agreed by the Firm and CLIENT, the Firm and Attorneys will provide no further services and advance no further costs on CLIENT's behalf with respect to the litigation after receipt of the notice. If the Firm is CLIENT's attorney of record in any proceeding, CLIENT will execute and return a substitution-of-attorney form immediately on its receipt from the Firm.

Upon conclusion of this matter, LEAD COUNSEL shall provide CLIENT with a written statement stating the outcome of the matter and, if there is a recovery, showing the remittance to the client and the method of its determination. The closing statement shall specify the manner in which the compensation was determined under the agreement, any costs and expenses deducted by the lawyer from the judgment or settlement involved, and, if applicable, the actual division of the lawyers' fees with a lawyer not in the same firm. The closing statement shall be signed by the CLIENT and each attorney among whom the fee is being divided.

At the conclusion or termination of services under this Agreement, the Firm and Attorneys will release promptly to CLIENT all of CLIENT's papers and property. "CLIENT's paper and property" includes correspondence, deposition transcripts, exhibits, experts' reports, legal documents, physical evidence, and other items reasonably necessary to CLIENT's representation, whether CLIENT has paid for them or not.

Nothing in this Agreement and nothing in the Firm and Attorneys' statement to CLIENT may be construed as a promise or guarantee about the outcome of this matter. The Firm and Attorneys make no such promises or guarantees. The Firm and Attorneys' comments about the outcome of this matter are expressions of opinion only and the Firm and Attorneys make no guarantee as to the outcome of any litigation, settlement or trial proceedings.

The relationship to CLIENT of the Firm and Attorneys, and any associate counsel or paralegal provided through them, in the performance of services hereunder is that of independent

contractor and not that of employee of CLIENT, and no other wording of this Agreement shall stand in derogation of this paragraph. The fees and costs paid to the Firm and Attorneys hereunder shall be deemed revenues of their law office practice and not as a remuneration for individual employment apart from the business of that law office.

This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement to the extent that the parties carry it out.

If any provision of this Agreement is held in whole or in part to be unenforceable, void, or voidable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the parties hereto submit to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.

SIGNED, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**Town of South Hadley, Massachusetts**

\_\_\_\_\_  
Michael J. Sullivan, Administrator

Accepted:

LEVIN, PAPANTONIO, THOMAS, MITCHELL, RAFFERTY & PROCTOR, PA  
316 South Baylen Street  
Pensacola, Florida

By \_\_\_\_\_ Date \_\_\_\_\_  
Peter J. Mougey  
*Lead Counsel*

Accepted:

SWEENEY MERRIGAN LAW, LLP  
268 Summer Street, LL  
Boston, Massachusetts

By \_\_\_\_\_ Date \_\_\_\_\_  
Peter M. Merrigan  
*Massachusetts Counsel*

Accepted:

RODMAN, RODMAN & SANDMAN, P.C.  
442 Main Street, Suite 300  
Malden, Massachusetts

By \_\_\_\_\_ Date \_\_\_\_\_  
Richard M. Sandman  
*Massachusetts Counsel*

Accepted:

KP LAW, P.C.  
101 Arch Street  
Boston, Massachusetts

By \_\_\_\_\_ Date \_\_\_\_\_  
Mark R. Reich  
*Massachusetts Coordinating Counsel*

**List of Departments Exceeding 50.0% of Budget**  
**Listing as of 12/31/17:**

<u>Department</u>	<u>Type</u>	<u>% Spent</u>	<u>Notes</u>
Selectboard	Other Expenses	52.2%	celebrations;supplies; dues & sub
IT Department	Other Expenses	64.1%	Software Maintenance; computer replace
Internal Service Acct	Other Expenses	55.5%	office supplies
Tree Warden	Other Expenses	51.7%	Other purchased services; groundskeeping
Snow & Ice (as of 2/8/18)	Personal Services	160.0%	Bal 2/8/18 (\$12,252)
	Other Expenses	162.0%	Bal 2/8/18 (\$49,528)
Council on Aging	Personal Services	51.0%	hot meals driver; volunteer coord
Recreation	Other Expenses	76.2%	other expenses
Employee Benefits	Group Health Insurance	56.2%	Timing of payments
	Retirement Contrib.	100.0%	Timing of payments
	FICA	50.1%	FICA/Medicare
Other Misc.	Liability Insurance	87.8%	Payment at start of year; deductibles
Channel Markings	Other Expenses	100.0%	Intergovernmental pymnt
Ledges Golf	Personal Services	51.4%	Assistants; Other Staff
	Other Expenses	51.0%	Equipment rentals; CC charges utilities; outside ervices;linen supplies,,,



WILLIAM SUTTON, Town Accountant

To: Selectboard  
Appropriations Committee

From : William Sutton  
Town Accountant

February 13, 2018

This letter is to inform you that the Statement of Expenditures vs. Appropriations printout has been run for December 2017. The printout was analyzed for expenditures exceeding budgeted totals by more than 50.0%, since this report represents expenditures through the first half of the fiscal year. The printout has been checked and highlighted for informative purposes to determine the course the various appropriations are on for the fiscal year. There is not necessarily a major problem with the appropriations that are more than 50.0% spent, since some departments have the majority of their expenditures at the start of the fiscal year and/ or due to the timing of some of the various expenditures. However, close attention may need to be applied to these appropriations as we move forward into the fiscal year and further expenditures are processed.

Attached is a listing of the departments whose expenditures exceeded 50.0% of the budget as of 12/31/17. Also attached is a copy of the complete printout, excluding school, of expenditures (the report can be quite lengthy). I also attached a quick summary page on how revenues are tracking through the same time period as well as a revenue report. If there are any further questions or explanations needed, please do not hesitate to contact me.

Thank you,

William Sutton  
Town Accountant

cc: Michael Sullivan  
Town Administrator  
Jennifer Wolowicz  
Assistant Town Administrator

Revenue items listed below represent the larger revenue items or changes that appear material in nature at this time only.

Note of caution: The timing of receipts in a particular month from one year to the next can impact the overall assumptions either favorably or unfavorably.

Based on the Revenue report as of December 31, 2017:

The majority of the General Fund revenues are tracking similar to last year and within or exceeding the revenue estimates at this time with a few exceptions. A couple highlighted areas are listed below.

**Revenues that are tracking above last year at this time:**

Tax Liens/Foreclosures is up over \$90,000. This is due to tax foreclosure proceeds collected during the FY. Motor Vehicle Excise is up 45% from this time last year. This is largely due to timing as the revenues “level off” somewhat to last year looking ahead to January. Revenue should once again well exceed the conservative estimate.

Veterans Reimbursement is up about \$40,000 from last year due to increased commitments and a higher estimated state reimbursement.

**Revenues that are tracking below last year's revenues:**

Building/Electrical permits are down substantially from last year due to the inflated amount last year from the Mount Holyoke College permit. Overall revenues are tracking favorably within the estimate.

Municipal Medicaid is down about \$80,000 from last year but this is a timing issue.

Overall interest income has not been posted for the quarter yet so it is not determinable at this time how it is comparing to last year.

**Enterprise Funds:**

Revenues in the Landfill Enterprise Fund are tracking higher than last year at this time. The largest increase is in the Pay As You Throw revenues of about \$40,000.

Revenues in the WWTP Enterprise Fund appear to be tracking favorably.

Golf Course revenues (non Food & Beverage) are tracking about \$50,000 lower than last year. Basically in the area of greens fees and seasons passes. Season passes represents about a \$25,000 decrease which could be a timing issue.

Food & Beverage is down from this time last year (roughly \$9,000). Management is aware of this situation as we move forward.



**FY2019 Summary Budget Request**

	FY16	FY17	FY18	FY19	FY19
Department	Expended	Expended	Budgeted	Requested	TA Recommended
<b>1220 Selectboard</b>					
Selectboard-Personnel Services	\$ 282,361	\$ 283,840	\$ 287,647	\$ 287,145	\$ 286,645
Selectboard-Other Expenses	\$ 55,241	\$ 34,866	\$ 29,900	\$ 23,200	\$ 23,200
Total Selectboard	\$ 337,602	\$ 318,706	\$ 317,547	\$ 310,345	\$ 309,845
<b>1250 Cable Access</b>					
Cable Access-Personnel Services	\$ 79,000	\$ 80,910	\$ 87,000	\$ 81,433	\$ 84,933
Cable Access-Other Expenses	\$ 53,160	\$ 25,654	\$ 25,700	\$ 25,700	\$ 25,700
Total Cable Access	\$ 132,160	\$ 106,564	\$ 112,700	\$ 107,133	\$ 110,633
<b>1320 Reserve Fund</b>					
Total Reserve Fund	\$ 20,033	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
<b>1350 Accountant/Auditor</b>					
Accounting/Auditing- Personnel Services	\$ 182,092	\$ 185,516	\$ 193,213	\$ 196,519	\$ 196,519
Accounting/Auditing- Other Expenses	\$ 60	\$ -	\$ 160	\$ 160	\$ 160
Total Accounting/Auditing	\$ 182,152	\$ 185,516	\$ 193,373	\$ 196,679	\$ 196,679
<b>1360 Wage and Classification</b>					
Merit Plan	\$ 76,545	\$ 52,000	\$ 96,000	\$ 65,000	\$ 65,000
Transferred/Expended	\$ (66,446)	\$ (47,422)	\$ (65,523)	\$ -	\$ -
Total Wage and Classification	\$ 10,099	\$ 4,578	\$ 30,477	\$ 65,000	\$ 65,000
<b>1370 Human Resources</b>					
Human Resources Personnel Services	\$ 43,395	\$ 43,086	\$ 55,994	\$ 49,500	\$ 49,500
Human Resources Other Expenses	\$ 46,583	\$ 49,898	\$ 47,900	\$ 47,900	\$ 50,200
Total Human Resources	\$ 89,978	\$ 92,984	\$ 103,894	\$ 97,400	\$ 99,700
<b>1410 Assessor</b>					
Assessor-Personnel Services	\$ 133,008	\$ 133,714	\$ 133,699	\$ 133,694	\$ 133,694
Assessor-Other Expenses	\$ 39,774	\$ 41,183	\$ 41,810	\$ 41,810	\$ 41,810
Total Assessor	\$ 172,782	\$ 174,897	\$ 175,509	\$ 175,504	\$ 175,504
<b>1460 Collector/Treasurer</b>					
Collector/Treasurer-Personnel Services	\$ 162,548	\$ 193,602	\$ 192,546	\$ 140,102	\$ 149,500
Collector/Treasurer-Other Expenses	\$ 41,398	\$ 50,881	\$ 53,750	\$ 62,733	\$ 62,733
Total Collector/Treasurer	\$ 203,946	\$ 244,483	\$ 246,296	\$ 202,835	\$ 212,233

## FY2019 Summary Budget Request

Department	FY16 Expended	FY17 Expended	FY18 Budgeted	FY19 Requested	FY19 TA Recommended
<b>1490 Town Audit</b>					
Total Town Audit	\$ 29,000	\$ 31,500	\$ 32,500	\$ 33,000	\$ 33,000
<b>1500 Town Clerk</b>					
Town Clerk-Personnel Services	\$ 73,723	\$ 76,957	\$ 106,113	\$ 106,113	\$ 107,500
Town Clerk-Other Expenses	\$ 4,936	\$ 4,088	\$ 6,600	\$ 7,500	\$ 10,000
Total Town Clerk	\$ 78,659	\$ 81,045	\$ 112,713	\$ 113,613	\$ 117,500
<b>1510 Legal Services</b>					
Legal Services-Personnel Services	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
Legal Services-Other Expenses	\$ 11,335	\$ 33,182	\$ 62,000	\$ 53,500	\$ 58,000
Total Legal Services	\$ 13,935	\$ 35,782	\$ 64,600	\$ 56,100	\$ 60,600
<b>1550 Information Technology</b>					
Information Technology-Personnel Services	\$ 56,912	\$ 59,339	\$ 61,111	\$ 61,111	\$ 63,546
Information Technology-Other Expenses	\$ 173,200	\$ 173,205	\$ 224,060	\$ 239,187	\$ 239,187
Total Information Technology	\$ 230,112	\$ 232,544	\$ 285,171	\$ 300,298	\$ 302,733
<b>1620 Elections</b>					
Elections-Personnel Services	\$ 21,825	\$ 28,302	\$ 23,700	\$ 31,500	\$ 24,000
Elections-Other Expenses	\$ 13,561	\$ 14,799	\$ 12,300	\$ 18,075	\$ 17,600
Total Elections	\$ 35,386	\$ 43,101	\$ 36,000	\$ 49,575	\$ 41,600
<b>1750 Planning Board/Conservation</b>					
Planning Board-Personnel Services	\$ 163,298	\$ 164,093	\$ 204,291	\$ 195,541	\$ 198,533
Planning Board-Other Expenses	\$ 2,724	\$ 3,211	\$ 43,535	\$ 69,400	\$ 32,750
Total Planning Board	\$ 166,022	\$ 167,304	\$ 247,826	\$ 264,941	\$ 231,283
<b>1920 Public Building Maintenance</b>					
Total Building Maintenance	\$ 206,866	\$ 261,521	\$ 262,430	\$ 267,730	\$ 267,730
<b>1930 Internal Service Fund</b>					
Total Internal Service Fund	\$ 13,951	\$ 9,874	\$ 13,000	\$ 13,000	\$ 12,000

## FY2019 Summary Budget Request

Department	FY16 Expended	FY17 Expended	FY18 Budgeted	FY19 Requested	FY19 TA Recommended
<b>1950 Town Reports</b>					
Total Town Reports	\$ 2,171	\$ 2,228	\$ 2,500	\$ 2,800	\$ 2,800
<b>2100 Police</b>					
Police-Personnel Services	\$ 2,437,249	\$ 2,321,084	\$ 2,419,457	\$ 2,471,672	\$ 2,468,772
Police-Other Expenses	\$ 237,539	\$ 249,135	\$ 251,883	\$ 259,290	\$ 258,865
Total Police	\$ 2,674,788	\$ 2,570,219	\$ 2,671,340	\$ 2,730,962	\$ 2,727,637
<b>2410 Inspection Services</b>					
Inspection Services-Personnel Services	\$ 133,849	\$ 151,094	\$ 162,320	\$ 162,717	\$ 167,222
Inspection Services-Other Expenses	\$ 2,900	\$ 4,711	\$ 5,100	\$ 11,550	\$ 11,550
Total Inspection Services	\$ 136,749	\$ 155,805	\$ 167,420	\$ 174,267	\$ 178,772
<b>2440 Weights and Measures</b>					
Weights and Measures-Personnel Services	\$ 6,215	\$ 6,215	\$ 6,215	\$ 6,215	\$ 6,215
Weights and Measures-Other Expenses	\$ 312	\$ 102	\$ 300	\$ 360	\$ 360
Total Weights and Measures	\$ 6,527	\$ 6,317	\$ 6,515	\$ 6,575	\$ 6,575
<b>2940 Tree Warden</b>					
Tree Warden-Personnel Services	\$ 30,000	\$ 29,982	\$ 30,000	\$ 30,000	\$ 30,000
Tree Warden-Other Expenses	\$ 58,875	\$ 65,131	\$ 64,800	\$ 64,500	\$ 64,500
Total Tree Warden	\$ 88,875	\$ 95,113	\$ 94,800	\$ 94,500	\$ 94,500
<b>4210 DPW: Administration</b>					
DPW: Administration-Personnel Services	\$ 184,500	\$ 184,773	\$ 192,714	\$ 193,712	\$ 193,712
DPW: Administration-Other Expenses	\$ 53,043	\$ 65,080	\$ 67,355	\$ 67,355	\$ 77,965
Total DPW: Administration	\$ 237,543	\$ 249,853	\$ 260,069	\$ 261,067	\$ 271,677
<b>4220 DPW: Construction and Maintenance</b>					
DPW: Constr and Mtce-Personnel Services	\$ 302,006	\$ 307,487	\$ 357,908	\$ 362,160	\$ 362,160
DPW: Constr and Mtce-Other Expenses	\$ 96,043	\$ 88,190	\$ 105,700	\$ 105,700	\$ 107,900
Total DPW: Construction and Maintenance	\$ 398,049	\$ 395,677	\$ 463,608	\$ 467,860	\$ 470,060
<b>4230 Snow and Ice Removal</b>					
Snow and Ice-Personnel Services	\$ 17,134	\$ 60,803	\$ 20,380	\$ 20,380	\$ 20,380
Snow and Ice-Other Expenses	\$ 110,274	\$ 300,708	\$ 79,631	\$ 79,632	\$ 79,632
Total Snow and Ice Removal	\$ 127,408	\$ 361,511	\$ 100,011	\$ 100,012	\$ 100,012

## FY2019 Summary Budget Request

Department	FY16 Expended	FY17 Expended	FY18 Budgeted	FY19 Requested	FY19 TA Recommended
<b>4240 Street Lighting</b>					
Total Street Lighting	\$ 105,476	\$ 101,917	\$ 103,500	\$ 101,000	\$ 101,000
<b>4910 DPW: Vehicle Maintenance</b>					
DPW: Vehicle Mtce-Personnel Services	\$ 50,741	\$ 50,801	\$ 51,356	\$ 52,374	\$ 52,374
DPW: Vehicle Mtce-Other Expenses	\$ 100,868	\$ 99,438	\$ 103,000	\$ 103,000	\$ 100,000
Total DPW: Vehicle Maintenance	\$ 151,609	\$ 150,239	\$ 154,356	\$ 155,374	\$ 152,374
<b>5110 Board of Health</b>					
Board of Health-Personnel Services	\$ 143,956	\$ 146,277	\$ 152,313	\$ 153,818	\$ 153,495
Board of Health-Other Expenses	\$ 41,924	\$ 34,203	\$ 52,950	\$ 56,000	\$ 59,010
Total Board of Health	\$ 185,880	\$ 180,480	\$ 205,263	\$ 209,818	\$ 212,505
<b>5410 Council on Aging</b>					
Council on Aging-Personnel Services	\$ 287,799	\$ 263,183	\$ 294,153	\$ 314,914	\$ 315,099
Council on Aging-Other Expense	\$ 91,111	\$ 88,835	\$ 98,910	\$ 102,110	\$ 94,350
Total Council on Aging	\$ 378,910	\$ 352,018	\$ 393,063	\$ 417,024	\$ 409,449
<b>5430 Veterans' Services</b>					
Total Veterans' Services	\$ 357,213	\$ 338,434	\$ 360,500	\$ 360,500	\$ 360,500
<b>6100 Library</b>					
Library-Personnel Services	\$ 419,259	\$ 422,111	\$ 465,247	\$ 465,583	\$ 465,583
Library-Other Expenses	\$ 197,392	\$ 230,394	\$ 244,675	\$ 251,050	\$ 246,550
Total Library	\$ 616,651	\$ 652,505	\$ 709,922	\$ 716,633	\$ 712,133
<b>6300 Recreation</b>					
Recreation-Personnel Services	\$ 99,742	\$ 111,908	\$ 124,700	\$ 124,701	\$ 124,701
Recreation-Other Expenses	\$ 1,201	\$ -	\$ 1,050	\$ 1,050	\$ 1,040
Total Recreation	\$ 100,943	\$ 111,908	\$ 125,750	\$ 125,751	\$ 125,741
<b>6500 DPW: Parks</b>					
DPW: Parks-Personnel Services	\$ 272,305	\$ 284,164	\$ 291,234	\$ 257,781	\$ 257,781
DPW: Parks-Other Expenses	\$ 126,988	\$ 133,479	\$ 138,085	\$ 138,085	\$ 138,085
Total DPW: Parks	\$ 399,293	\$ 417,643	\$ 429,319	\$ 395,866	\$ 395,866

**FY2019 Summary Budget Request**

<b>Department</b>	<b>FY16 Expended</b>	<b>FY17 Expended</b>	<b>FY18 Budgeted</b>	<b>FY19 Requested</b>	<b>FY19 TA Recommended</b>
<b>6510 Canal Park Committee</b>					
Total Canal Park Committee	\$ 870	\$ 741	\$ 2,500	\$ 2,500	\$ 2,500
<b>6710 Old Firehouse Museum</b>					
Total Old Firehouse Museum	\$ 5,838	\$ 5,071	\$ 7,680	\$ 6,335	\$ 6,335
<b>7110 Retirement of Debt</b>					
Total Principal: Long-Term Debt	\$ 2,905,159	\$ 2,911,471	\$ 2,911,406	\$ 2,137,486	\$ 2,137,486
<b>7510 Interest: Long-Term Debt</b>					
Total Interest: Long-Term Debt	\$ 1,297,005	\$ 1,247,636	\$ 978,283	\$ 988,540	\$ 988,540
<b>7520 Interest: Short-Term Debt</b>					
Total Interest: Short-Term Debt	\$ 9,146	\$ 163,396	\$ 336,861	\$ 26,000	\$ 26,000
<b>9110 Retirement</b>					
Total Retirement	\$ 2,503,500	\$ 2,674,901	\$ 2,787,457	\$ 2,869,344	\$ 2,869,344
<b>9130 Unemployment Compensation</b>					
Total Unemployment Insurance	\$ 107,251	\$ 81,979	\$ 110,000	\$ 100,000	\$ 100,000
<b>9140 Group Health Insurance</b>					
Total Group Health Insurance	\$ 3,683,632	\$ 3,956,824	\$ 4,452,000	\$ 4,476,800	\$ 4,738,800
<b>9160 Fica/Medicare</b>					
Total Fica/Medicare	\$ 325,713	\$ 341,500	\$ 340,000	\$ 390,000	\$ 375,000
<b>9450 Liability Insurance</b>					
Total Liability Insurance	\$ 238,323	\$ 266,494	\$ 271,000	\$ 272,360	\$ 270,360
<b>2950 Ct. River Channel Marker</b>					
Total Ct. River Channel Marker	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
<b>4340 DPW: Landfill</b>					
DPW:Landfill-Personnel Services	\$ 108,536	\$ 92,720	\$ 92,365	\$ 96,925	\$ 94,162
DPW:Landfill-Other Expenses	\$ 1,013,701	\$ 896,116	\$ 925,378	\$ 936,378	\$ 920,678
Total DPW: Landfill	\$ 1,122,237	\$ 988,836	\$ 1,017,743	\$ 1,033,303	\$ 1,014,840

**FY2019 Summary Budget Request**

	FY16	FY17	FY18	FY19	FY19
Department	Expended	Expended	Budgeted	Requested	TA Recommended
<b>4360 DPW:Sewerage</b>					
TOTAL DPW:Sewerage	\$ 53,871	\$ 57,686	\$ 57,400	\$ 57,400	\$ 57,400
<b>4430 DPW:Water Pollution Control</b>					
DPW:WWTP-Personnel Services	\$ 388,956	\$ 394,653	\$ 404,521	\$ 451,237	\$ 451,237
DPW:WWTP-Other Expenses	\$ 599,374	\$ 719,495	\$ 752,950	\$ 752,950	\$ 753,300
Total DPW: Water Pollution Control	\$ 988,330	\$ 1,114,148	\$ 1,157,471	\$ 1,204,187	\$ 1,204,537
<b>6800 Ledges Golf Course</b>					
Ledges-Personnel Services	\$ 141,113	\$ 138,443	\$ 122,500	\$ 104,000	\$ 60,000
Ledges-Other Expenses	\$ 812,622	\$ 788,626	\$ 782,034	\$ 796,618	\$ 743,618
Total Ledges Golf Course	\$ 953,735	\$ 927,069	\$ 904,534	\$ 900,618	\$ 803,618
<b>6810:Valley View @ Ledges</b>					
Valley View @ Ledges-Personnel Services	\$ 114,243	\$ 141,075	\$ 124,000	\$ 119,000	\$ 119,000
Valley View @ Ledges-Other Services	\$ 150,495	\$ 155,136	\$ 146,550	\$ 148,550	\$ 108,400
Total Valley View @ Ledges	\$ 264,738	\$ 296,211	\$ 270,550	\$ 267,550	\$ 227,400
<b>SCHOOL</b>					
Personnel	\$ 15,329,975	\$ 15,576,286	\$ 15,898,661	\$ -	\$ -
Expense	\$ 4,806,273	\$ 4,841,845	\$ 4,589,116	\$ -	\$ -
Tuitions	\$ 386,011	\$ 359,198	\$ 426,290	\$ -	\$ -
<b>Total School</b>	\$ 20,522,259	\$ 20,777,329	\$ 20,914,067	\$ 21,251,067	\$ 21,251,067
<b>Conservation Land Fund</b>					
Conservation Land Fund	\$ 94	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
<b>Workers' Compensation</b>					
Total Workers' Compensation	\$ 181,600	\$ 148,691	\$ -	\$ 150,000	\$ 150,000
<b>Injured on Duty</b>					
Total Injured on Duty	\$ 59,361	\$ 55,292	\$ 40,000	\$ 70,000	\$ 70,000
<b>Stabilization</b>					
Total Stabilization	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000
<b>Capital Stabilization</b>					
Total Capital Stabilization	\$ -	\$ -	\$ 200,000	\$ 100,000	\$ 100,000
<b>OPEB</b>					

## FY2019 Summary Budget Request

Department	FY16	FY17	FY18	FY19	FY19
	Expended	Expended	Budgeted	Requested	TA Recommended
Total OPEB	\$ -	\$ -	\$ 480,000	\$ 100,000	\$ 100,000
<b>Senior Center Stabilization</b>					
Total Sr. Ctr Stabilization	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000
<hr/>					
<i>Total General Fund</i>	\$ 18,967,205	\$ 19,782,280	\$ 20,699,159	\$ 19,862,527	\$ 20,092,006
<i>Total Misc. Trust</i>	\$ 241,055	\$ 203,983	\$ 1,075,000	\$ 775,000	\$ 775,000
<i>Total Receipts Reserved</i>	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
<i>Total DPW: Landfill</i>	\$ 1,122,237	\$ 988,836	\$ 1,017,743	\$ 1,033,303	\$ 1,014,840
<i>Total DPW: WWTP</i>	\$ 1,042,201	\$ 1,171,834	\$ 1,214,871	\$ 1,261,587	\$ 1,261,937
<i>Total Ledges</i>	\$ 1,218,473	\$ 1,223,280	\$ 1,175,084	\$ 1,168,168	\$ 1,031,018
<i>Total School</i>	\$ 20,522,259	\$ 20,777,329	\$ 20,914,067	\$ 21,251,067	\$ 21,251,067
	\$ 43,116,930	\$ 44,151,042	\$ 46,099,424	\$ 45,355,152	\$ 45,429,368

**TOWN OF SOUTH HADLEY WORKING DRAFT  
INITIAL 2019 BUDGET REQUEST COMPARISON AS OF 2/15/18**

This Document is Subject to Change and not Final  
(FY 2019 Requests do not include any Capital Items)

	FY2018 BUDGET	FY2019 REQUEST	DIFF	% CHANGE
<b>GENERAL FUND:</b>				
<b>INTERNAL SERVICE ACCT</b>	\$ 13,000	\$ 12,000	\$ (1,000)	-7.69%
<b>SELECTBOARD</b>				
PERSONAL SERVICES	\$ 287,647	\$ 286,645	\$ (1,002)	-0.35%
OTHER EXPENSES	\$ 29,900	\$ 23,200	\$ (6,700)	-22.41%
TOTAL SELECTBOARD	\$ 317,547	\$ 309,845	\$ (7,702)	-2.43%
<b>HUMAN RESOURCES</b>				
PERSONAL SERVICES	\$ 55,994	\$ 49,500	\$ (6,494)	-11.60%
OTHER EXPENSES	\$ 47,900	\$ 50,200	\$ 2,300	4.80%
TOTAL HUMAN RES	\$ 103,894	\$ 99,700	\$ (4,194)	-4.04%
<b>RESERVE FUND</b>	\$ 20,000	\$ 20,000	\$ -	0.00%
<b>ACCOUNTING</b>				
PERSONAL SERVICES	\$ 193,213	\$ 196,519	\$ 3,306	1.71%
OTHER EXPENSES	\$ 160	\$ 160	\$ -	0.00%
TOTAL ACCOUNTING	\$ 193,373	\$ 196,679	\$ 3,306	1.71%
<b>ASSESSORS</b>				
PERSONAL SERVICES	\$ 133,699	\$ 133,694	\$ (5)	0.00%
OTHER EXPENSES	\$ 41,810	\$ 41,810	\$ -	0.00%
TOTAL ASSESSORS	\$ 175,509	\$ 175,504	\$ (5)	0.00%
<b>COLLECTOR/TREASURER</b>				
PERSONAL SERVICES	\$ 192,546	\$ 149,500	\$ (43,046)	-22.36%
OTHER EXPENSES	\$ 53,750	\$ 62,733	\$ 8,983	16.71%
TOTAL COLLECTOR/TREAS	\$ 246,296	\$ 212,233	\$ (34,063)	-13.83%
<b>TOWN AUDIT</b>	\$ 28,500	\$ 29,000	\$ 500	1.75%
<b>GASB 45 - ACTUARY STUDY</b>	\$ 4,000	\$ 4,000	\$ -	0.00%
<b>TOWN CLERK</b>				
PERSONAL SERVICES	\$ 106,113	\$ 107,500	\$ 1,387	1.31%
OTHER EXPENSES	\$ 6,600	\$ 10,000	\$ 3,400	51.52%
TOTAL TOWN CLERK	\$ 112,713	\$ 117,500	\$ 4,787	4.25%
<b>TOWN COUNSEL</b>				
PERSONAL SERVICES	\$ 2,600	\$ 2,600	\$ -	0.00%
OTHER EXPENSES	\$ 62,000	\$ 58,000	\$ (4,000)	-6.45%
TOTAL TOWN COUNSEL	\$ 64,600	\$ 60,600	\$ (4,000)	-6.19%
<b>IT DEPARTMENT</b>				
PERSONAL SERVICES	\$ 61,111	\$ 63,546	\$ 2,435	3.98%
OTHER EXPENSES	\$ 224,060	\$ 239,187	\$ 15,127	6.75%
TOTAL IT DEPARTMENT	\$ 285,171	\$ 302,733	\$ 17,562	6.16%

	FY2018 BUDGET	FY2019 REQUEST	DIFF	% CHANGE
<b>ELECTIONS</b>				
PERSONAL SERVICES	\$ 23,700	\$ 24,000	\$ 300	1.27%
OTHER EXPENSES	\$ 12,300	\$ 17,600	\$ 5,300	43.09%
TOTAL ELECTIONS	\$ 36,000	\$ 41,600	\$ 5,600	15.56%
<b>CONSERVATION LAND TRUST</b>	\$ 5,000	\$ 5,000	\$ -	0.00%
<b>PLANNING BOARD</b>				
PERSONAL SERVICES	\$ 204,291	\$ 198,533	\$ (5,758)	-2.82%
OTHER EXPENSES	\$ 43,535	\$ 32,750	\$ (10,785)	-24.77%
TOTAL PLANNING BOARD	\$ 247,826	\$ 231,283	\$ (16,543)	-6.68%
<b>TOWN HALL</b>				
PERSONAL SERVICES	\$ -	\$ -	\$ -	0.00%
OTHER EXPENSES	\$ 262,430	\$ 267,730	\$ 5,300	2.02%
TOTAL TOWN HALL	\$ 262,430	\$ 267,730	\$ 5,300	2.02%
<b>TOWN REPORTS &amp; MATERIALS</b>	\$ 2,500	\$ 2,800	\$ 300	12.00%
TOTAL TOWN REPORTS	\$ 2,500	\$ 2,800	\$ 300	12.00%
<b>POLICE DEPT.</b>				
PERSONAL SERVICES	\$ 2,419,457	\$ 2,468,772	\$ 49,315	2.04%
OTHER EXPENSES	\$ 251,883	\$ 258,865	\$ 6,982	2.77%
TOTAL POLICE DEPT	\$ 2,671,340	\$ 2,727,637	\$ 56,297	2.11%
<b>INSPECTION SERVICES</b>				
PERSONAL SERVICES	\$ 162,320	\$ 167,222	\$ 4,902	3.02%
OTHER EXPENSES	\$ 5,100	\$ 11,550	\$ 6,450	126.47%
TOTAL BUILDING INSPECTOR	\$ 167,420	\$ 178,772	\$ 11,352	6.78%
<b>WEIGHTS &amp; MEASURES</b>				
PERSONAL SERVICES	\$ 6,215	\$ 6,215	\$ -	0.00%
OTHER EXPENSES	\$ 300	\$ 360	\$ 60	20.00%
TOTAL WEIGHTS & MEASURES	\$ 6,515	\$ 6,575	\$ 60	0.92%
<b>TREE WARDEN</b>				
PERSONAL SERVICES	\$ 30,000	\$ 30,000	\$ -	0.00%
OTHER EXPENSES	\$ 64,800	\$ 64,500	\$ (300)	-0.46%
TOTAL TREE WARDEN	\$ 94,800	\$ 94,500	\$ (300)	-0.32%
<b>HIGHWAY ADMIN</b>				
PERSONAL SERVICES	\$ 192,714	\$ 193,712	\$ 998	0.52%
OTHER EXPENSES	\$ 67,355	\$ 77,965	\$ 10,610	15.75%
TOTAL HIGHWAY ADMIN	\$ 260,069	\$ 271,677	\$ 11,608	4.46%
<b>CONSTR &amp; MAINT</b>				
PERSONAL SERVICES	\$ 357,908	\$ 362,160	\$ 4,252	1.19%
OTHER EXPENSES	\$ 105,700	\$ 107,900	\$ 2,200	2.08%
TOTAL CONSTR & MAINT	\$ 463,608	\$ 470,060	\$ 6,452	1.39%
<b>SNOW &amp; ICE</b>				
PERSONAL SERVICES	\$ 20,380	\$ 20,380	\$ -	0.00%
OTHER EXPENSES	\$ 79,631	\$ 79,632	\$ 1	0.00%
TOTAL SNOW & ICE	\$ 100,011	\$ 100,012	\$ 1	0.00%
<b>STREET LIGHTING</b>	\$ 103,500	\$ 101,000	\$ (2,500)	-2.42%
<b>VEHICLE MAINT.</b>				
PERSONAL SERVICES	\$ 51,356	\$ 52,374	\$ 1,018	1.98%
OTHER EXPENSES	\$ 103,000	\$ 100,000	\$ (3,000)	-2.91%
TOTAL VEHICLE MAINT	\$ 154,356	\$ 152,374	\$ (1,982)	-1.28%

	FY2018 BUDGET	FY2019 REQUEST	DIFF	% CHANGE
<b>BOARD OF HEALTH</b>				
PERSONAL SERVICES	\$ 152,313	\$ 153,495	\$ 1,182	0.78%
OTHER EXPENSES	\$ 52,950	\$ 59,010	\$ 6,060	11.44%
TOTAL BOARD OF HEALTH	\$ 205,263	\$ 212,505	\$ 7,242	3.53%
<b>COUNCIL ON AGING</b>				
PERSONAL SERVICES	\$ 294,153	\$ 315,099	\$ 20,946	7.12%
OTHER EXPENSES	\$ 98,910	\$ 94,350	\$ (4,560)	-4.61%
TOTAL COUNCIL ON AGING	\$ 393,063	\$ 409,449	\$ 16,386	4.17%
<b>VETERANS</b>				
OTHER EXPENSES	\$ 360,500	\$ 360,500	\$ -	0.00%
TOTAL VETERANS	\$ 360,500	\$ 360,500	\$ -	0.00%
<b>LIBRARY</b>				
PERSONAL SERVICES	\$ 465,247	\$ 465,583	\$ 336	0.07%
OTHER EXPENSES	\$ 244,675	\$ 246,550	\$ 1,875	0.77%
TOTAL LIBRARY	\$ 709,922	\$ 712,133	\$ 2,211	0.31%
<b>RECREATION</b>				
PERSONAL SERVICES	\$ 124,700	\$ 124,701	\$ 1	0.00%
OTHER EXPENSES	\$ 1,050	\$ 1,040	\$ (10)	-0.95%
TOTAL RECREATION	\$ 125,750	\$ 125,741	\$ (9)	-0.01%
<b>PARKS DEPT.</b>				
PERSONAL SERVICES	\$ 291,234	\$ 257,781	\$ (33,453)	-11.49%
OTHER EXPENSES	\$ 138,085	\$ 138,085	\$ -	0.00%
TOTAL PARKS DEPT.	\$ 429,319	\$ 395,866	\$ (33,453)	-7.79%
<b>CANAL PARK</b>	\$ 2,500	\$ 2,500	\$ -	0.00%
<b>FIREHOUSE MUSEUM</b>	\$ 7,680	\$ 6,335	\$ (1,345)	-17.51%
<b>CABLE STUDIO ACCOUNT</b>				
PERSONAL SERVICES	\$ 87,000	\$ 84,933	\$ (2,067)	-2.38%
OTHER EXPENSES	\$ 25,700	\$ 25,700	\$ -	0.00%
TOTAL CABLE STUDIO	\$ 112,700	\$ 110,633	\$ (2,067)	-1.83%
<b>WAGE &amp; CLASS COLA &amp; MERIT</b>	\$ 96,000	\$ 65,000	\$ (31,000)	-32.29%
(Moved to various General Fund budgets)	\$ (65,523)		\$ 65,523	
(Moved to various Enterprise budgets)	\$ -		\$ -	
Salary Adjustments			\$ -	
(Moved to various General Fund budgets)			\$ -	
<b>TOTAL TOWN</b>				
<b>OPERATING BUDGETS</b>	\$ 8,517,152	\$ 8,591,476	\$ 74,324 *	0.87%
<b>TOWN OPERATING BUDGETS</b>				
PERSONAL SERVICES	\$ 5,946,388	\$ 5,979,464	\$ 33,076	0.56%
OTHER EXPENSES	\$ 2,570,764	\$ 2,612,012	\$ 41,248	1.60%
<b>Total</b>	\$ 8,517,152	\$ 8,591,476	\$ 74,324	0.87%

	FY2018 BUDGET	FY2019 REQUEST	DIFF	% CHANGE
<b>Shared Fixed/ Unclassified Costs:</b>				
<b>RETIREMENT OF DEBT</b>				
PRINCIPLE	\$ 2,911,406	\$ 2,137,486	\$ (773,920)	-26.58%
LONG TERM INTEREST	\$ 978,283	\$ 988,540	\$ 10,257	1.05%
SHORT TERM INT.	\$ 336,861	\$ 26,000	\$ (310,861)	-92.28%
TOTAL DEBT	\$ 4,226,550	\$ 3,152,026	\$ (1,074,524)	-25.42%
***				
(Less Debt Exclusion Debt)	\$ (2,436,807)	\$ (1,273,806)	\$ 1,163,001	-47.73%
Total Debt less Exclusion	\$ 1,789,743	\$ 1,878,220	\$ 88,477	4.94%
<b>RETIREMENT CONTRIB</b>				
CONTRIBUTORY	\$ 2,787,457	\$ 2,869,344	\$ 81,887	2.94%
NON-CONTRIBUTORY	\$ -	\$ -	\$ -	0.00%
TOTAL RETIREMENT	\$ 2,787,457	\$ 2,869,344	\$ 81,887	2.94%
<b>UNEMPLOYMENT</b>	\$ 110,000	\$ 100,000	\$ (10,000)	-9.09%
<b>GROUP HEALTH INS</b>	\$ 4,452,000	\$ 4,738,800	\$ 286,800	6.44%
<b>FICA/MEDICARE</b>	\$ 340,000	\$ 375,000	\$ 35,000	10.29%
<b>LIABILITY INS.</b>	\$ 271,000	\$ 270,360	\$ (640)	-0.24%
<b>WORKERS' COMP</b>	\$ 220,000	\$ 150,000	\$ (70,000)	-31.82%
<b>STABILIZATION FUND</b>	\$ 150,000	\$ 150,000	\$ -	0.00%
<b>SENIOR CR STABILIZATION</b>	\$ 200,000	\$ 200,000	\$ -	0.00%
<b>CAPITAL STABILIZATION</b>	\$ 200,000	\$ 100,000	\$ (100,000)	-50.00%
<b>POLICE LINE OF DUTY</b>	\$ 40,000	\$ 70,000	\$ 30,000	75.00%
<b>OPEB TRUST</b>	\$ 480,000	\$ 100,000	\$ (380,000)	-79.17%
<b>TOTAL FIXED/ UNCLASSIFIED</b>	\$ 13,477,007	\$ 12,275,530	\$ (1,201,477)	-8.92%
<b>TOTAL GENERAL FUND</b>	\$ 21,794,159	\$ 20,867,006	\$ (927,153)	-4.25%
(Excluding School)				
### Less Debt Exclusion Debt	\$ (2,436,807)	\$ (1,273,806)	\$ 1,163,001	-47.73%
<b>TOTAL G/F LESS EXCLUSION</b>	\$ 19,357,352	\$ 19,593,200	\$ 235,848	1.22%
Estimated State Reimb on School Proj	\$ 1,350,586			

	FY2018 BUDGET	FY2019 REQUEST	DIFF	% CHANGE
<b>REC RES'D / ENTERPRISE FUNDS:</b>				
<b>FUND #24 REC RES'D APPROP</b>				
CHANNEL MARKERS	\$ 3,500	\$ 3,500	\$ -	0.00%
TOTAL CHANNEL MARKERS	\$ 3,500	\$ 3,500	\$ -	0.00%
<b>TOTAL REC RES'D APPROP</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>0.00%</b>
<b>FUND #64 LANDFILL</b>				
<b>LANDFILL</b>				
PERSONAL SERVICES	\$ 92,365	\$ 94,162 **	\$ 1,797	1.95%
OTHER EXPENSES	\$ 925,378	\$ 920,678	\$ (4,700)	-0.51%
TOTAL LANDFILL	\$ 1,017,743	\$ 1,014,840	\$ (2,903)	-0.29%
<b>TOTAL LANDFILL FUND</b>	<b>\$ 1,017,743</b>	<b>\$ 1,014,840</b>	<b>\$ (2,903)</b>	<b>-0.29%</b>
<b>FUND #66 WASTE WATER</b>				
<b>WWTP</b>				
PERSONAL SERVICES	\$ 404,521	\$ 451,237	\$ 46,716	11.55%
OTHER EXPENSES	\$ 810,350	\$ 810,700	\$ 350	0.04%
TOTAL WWTP FUND	\$ 1,214,871	\$ 1,261,937	\$ 47,066	3.87%
<b>TOTAL WWTP FUND</b>	<b>\$ 1,214,871</b>	<b>\$ 1,261,937</b>	<b>\$ 47,066</b>	<b>3.87%</b>
<b>FUND #68 GOLF COURSE</b>				
<b>LEDGE'S GOLF COURSE</b>				
PERSONAL SERVICES	\$ 122,500	\$ 60,000	\$ (62,500)	-51.02%
OTHER EXPENSES	\$ 782,034	\$ 743,618	\$ (38,416)	-4.91%
TOTAL GOLF COURSE	\$ 904,534	\$ 803,618	\$ (100,916)	-11.16%
F&B - PERSONAL SERVICES	\$ 124,000	\$ 119,000	\$ (5,000)	-4.03%
F&B - OTHER EXPENSES	\$ 146,550	\$ 108,400	\$ (38,150)	-26.03%
TOTAL GOLF COURSE F&B	\$ 270,550	\$ 227,400	\$ (43,150)	-15.95%
<b>TOTAL GOLF COURSE</b>	<b>\$ 1,175,084</b>	<b>\$ 1,031,018</b>	<b>\$ (144,066)</b>	<b>-12.26%</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 25,205,357</b>	<b>\$ 24,178,301</b>	<b>\$ (1,027,056)</b>	<b>-4.07%</b>
<i>(not including School Budget)</i>				

	<b>FY2018 BUDGET</b>	<b>FY2019 REQUEST</b>	<b>DIFF</b>	<b>% CHANGE</b>
<b>SCHOOL BUDGET</b>				
Personnel	\$ 15,878,661	\$ -	\$ (15,878,661)	-100.00%
Expense	\$ 4,003,550	\$ -	\$ (4,003,550)	-100.00%
Transportation	\$ -	\$ -	\$ -	
Tuitions	\$ 1,031,856	\$ -	\$ (1,031,856)	-100.00%
<b>Total School</b>	\$ 20,914,067	\$ 21,251,067	\$ 337,000	1.61%
<b>TOTAL ALL FUNDS</b>				
	\$ 46,119,424	\$ 45,429,368	\$ (690,056)	-1.50%

**POLICIES AND PROCEDURES**  
**TOWN OF SOUTH HADLEY**  
**SELECTBOARD**

**Adopted April 2001**  
**(Amended May 21, 2007)**  
**(Revised July 21, 2009)**  
**(Most recently amended October 4, 2011)**

## Contents

Purpose	3
Nature of Policies and Procedures	3
Procedure for Establishing Policies and Procedures	3
Authority	3
Election and Qualification	4
Vacancies on the Board	4
Role of the Selectboard	4
Role of the Town Administrator	4
Evaluation of the Town Administrator	4
Board Policies and Standards of Conduct	5
Organization of the Board	6
Responsibilities of the Chair	6
Responsibilities of the Vice-Chair	7
Responsibilities of the Clerk	7
Regular Board Meetings	7
Special Meetings	8
Working Meetings	8
Meeting Procedures	8
Executive Session	8
Agenda Procedures	8
Minutes	9
Media Relations	10
Appointments	10
Advisory Committees of the Selectboard	11
Relations with other Town Boards, Committees and Commissions	12
Relations with Citizens	12
Employee Grievances	14
Hearings before the Board	14
Procedure for Conducting Dog Hearings	15
Town Meetings	15
APPENDIX:	17
Board and Committee Handbook	
Selectboard Reappointment Form	
Licenses, Permits and Fees	
Records Retention	
Miscellaneous Policies	
Inspection of Public Records	
Board and Committee Appointments	

**PURPOSE:**

The Selectboard of the Town of South Hadley, recognizing the need to codify the traditional and accepted working relationships among the members of the Board, between the Board and the Town Administrator, and the Board and other town boards, committees, officials and citizens, and also recognizing the need to systemize and reduce to writing the Town's public policies and procedures, hereby undertake to create operating procedures for the Selectboard.

**NATURE OF POLICIES AND PROCEDURES:**

These policies and procedures contain items relating to topics that cannot be addressed elsewhere. Subjects that would more appropriately be addressed in statutes, by-laws or regulations are not addressed in this document. Where there is confusion as to the application of a similar Board policy or procedure addressed here, the language contained in this document will prevail.

**PROCEDURE FOR ESTABLISHING POLICIES AND PROCEDURES:**

Draft policies and procedures will be placed on the agenda for any regularly scheduled meeting of the Board. Drafts will be in writing, and may be introduced only by a Selectboard Member or the Town Administrator. Upon receipt of a draft, the Board may choose to discuss the policy immediately or schedule the discussion for a future meeting. The Board may schedule any hearings or meetings it deems necessary for discussion. The Board may distribute a draft for comment to appropriate officials as it deems necessary.

The Board will not vote on a policy at the same meeting that it is first introduced. This rule may be waived if the Board unanimously votes that prompt action is necessary. A majority of the full five member board is necessary for adoption.

The Town Administrator will be responsible for implementation of all policies and procedures.

The Board will, at a minimum, review these policies and procedures annually.

**AUTHORITY:**

The Selectboard is an elected Board and derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts and the By-laws of the Town of South Hadley.

## **ELECTION AND QUALIFICATION:**

In accordance with Town vote, effective April 1, 1991, the Board consists of five duly elected members. Before assuming official duties, each newly elected member shall be sworn in by the Town Clerk.

## **VACANCIES ON THE BOARD:**

When a vacancy occurs in the membership of the Selectboard, the Board or its remaining members shall call a special town election to fill the unexpired term or terms in accordance with Massachusetts General Laws.

## **ROLE OF THE SELECTBOARD:**

The Board is responsible for policy development and review for compliance. Therefore, the Board is responsible for supervising the departments of the general government that are not supervised by the other elected officials. Authority to supervise these departments is delegated to the Town Administrator; and therefore the Board or its individual members will refrain from involvement in day-to-day operations. Concerns and questions about the operation of departments, requests and information from department heads, and suggestions for improvements are to be made to the Town Administrator. The responsibility for addressing these issues is thus carried out through the Town Administrator. The Board may be called upon to resolve disputes that are unable to be resolved on the staff level. The Board may follow-up on concerns or issues addressing these approved policies.

## **ROLE OF THE TOWN ADMINISTRATOR:**

The Board appoints a Town Administrator who functions as the Town's Chief Administrative Officer. The primary duties of the Town Administrator shall be the day-to-day administration of the general government as outlined in the position's job description. The Town Administrator will also assist and work under the direction of the Board in the formulation of policy. The Town Administrator must maintain a close working relationship with all members of the Board. He/She shall regularly brief the Board on all important issues.

In order to provide the Town with continuity of management, the Selectboard are committed to maintaining an employment agreement with the Town Administrator that delineates his/her responsibilities and conditions of employment as permitted by statute.

## **EVALUATION OF THE TOWN ADMINISTRATOR**

The process for reviewing the performance of the Town Administrator is set out in the employment agreement between the Selectboard and the administrator. Following

submission of individual performance reviews to the Selectboard chair, the chair then compiles a compendium of all evaluations received by the deadline given. The Selectboard will then employ the following procedures as recommended by counsel:

1. Board votes on whether on not content of compendium of evaluation is approved by only those board members who actually participated in the evaluation process.
2. Board votes to approve compendium as approved by chair.
3. Board then decides process for negotiating merit increase, full Board in Executive Session or subcommittee thereof.

**BOARD POLICIES AND STANDARDS OF CONDUCT:**

I. A member of the Selectboard, in relation to his or her community should:

- A. Realize that his or her basic function is to carry out the Board's mandated responsibilities and develop Town policy related thereto, with administration delegated to the Town Administrator.
- B. Realize that he or she is one of a team and should abide by board decisions once they are made.
- C. Be well-informed concerning the duties of Board members on both local and state levels.
- D. Remember that he or she represents the entire community at all times.
- E. Accept the office of Selectboard as a means of unselfish service, not benefit personally or politically from his or her board activities.
- F. In all appointments, avoid political patronage by judging all candidates on merit, experience, and qualifications only.
- G. Abide by the ethics established by the Commonwealth and not use the position to obtain inside information on matters which may benefit someone personally.

II. A member of the Selectboard, in his or her relations with administrative officers of the Town should:

- A. Endeavor to establish sound, clearly defined policies that will direct and support the administration for the benefit of the people of the community.
- B. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.

- C. Give the Town Administrator the appropriate responsibility for discharging his or her disposition and solution.

III. A member of the Selectboard, in his or her relations with fellow board members, should:

- A. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
- B. Not make statements or promises of how he or she will vote on matters that will come before the Board until he or she has had an opportunity to hear the pros and cons of the issue.
- C. Uphold the intent of Executive Session and respect the privileges communication that exists in Executive Session.
- D. Make decisions only after all facts on a question have been presented and discussed.
- E. Treat with respect the rights of all members of the Board despite difference of opinion.

**ORGANIZATION OF THE BOARD:**

The Chair shall be elected annually at the first Board meeting following the Annual Town Election. The Board may remove the Chair at any time. Nominations require no second. The immediate past Chair shall preside as Chairman pro-tem until the Chair is elected. If there is no immediate past Chair, the senior member in terms of current service shall serve as Chair pro-tem. In the case of members with the same amount of seniority, the member receiving more votes in the most recent election shall serve. If a vacancy occurs in the office of Chair, the Board shall elect a successor. The Board shall further appoint a Vice-Chair and Clerk under the same provisions as stated for the Chair.

**RESPONSIBILITIES OF THE CHAIR:**

The Chair of the Board shall:

1. Preside at all meetings of the Board and start all Board meetings and hearings on time. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes, and preside over the discussion of agenda items and hearings.
2. Be circumspect in allowing each member to present his/her views while tactfully preventing any member from monopolizing the meeting and/or discussion.
3. Be thoroughly familiar with parliamentary procedure as it applies to Board

operations.

4. Provide time in his/her schedule to consult with the Town Administrator and the Vice Chair on the preparation of the agendas and meeting materials.
5. Provide leadership which brings individual Board members together as an effective policy-making body.
6. Sign official documents that require the signature of the Chair.
7. Call special meetings in accordance with the Open Meeting Law.
8. Arrange orientation for new members with the Town Administrator.
9. Represent the Board at meetings, conferences and other gatherings unless otherwise determined by the Board or delegated by the Chair.
10. Serve as spokesperson for the Board and present the Board position unless otherwise determined by the Board or delegated by the Chair.
11. Make liaison appointments for special projects if warranted with a deadline for expiration of the assignment.
12. The Chair shall have the same rights as other members to offer motions and resolutions, to discuss questions and to vote thereon.

**RESPONSIBILITIES OF THE VICE-CHAIRMAN:**

The Vice-Chair of the Board shall act in the place of the Chair during his/her absence. Should the chair leave office, the Vice-Chair shall assume the duties of Chair until the Board elects a new Chair.

The Vice Chair shall provide time in his/her schedule to consult with the Town Administrator and Chair on the preparation of agendas and meeting materials.

**RESPONSIBILITIES OF THE CLERK:**

The Clerk of the Board shall make the motion to approve the bill warrants. In the absence of the Administrative Secretary, the Clerk shall act as recording secretary.

**REGULAR BOARD MEETINGS:**

Regular Board meetings are held the first and third Tuesdays of each month unless changed by the majority of the Board. The Board shall not meet on days designated as legal holidays or Election Days.

### **SPECIAL MEETINGS:**

A meeting called for any time other than the regular meetings shall be known as a “Special Meeting.” The same rules as those established for regular meetings will apply. Special Meetings may be called provided that a majority of the members agree to meet and all Board members are notified.

### **WORKING MEETINGS:**

The Selectboard may conduct informal “working sessions” from time to time as the situation warrants. At such meetings, which will be posted in accordance with the Open Meeting Law, no official action will be taken. A synopsis of transactions of informal meetings will be made a part of the minutes of the following regular meeting.

### **MEETING PROCEDURES:**

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure and the Open Meeting Law. It is the practice that application of such procedure be on a relatively informal basis, due to the size of the group and the desirability of flexibility in the expression of opinion. Roberts Rules of Order is used as a guide in matters requiring clarification of definition.

A quorum shall consist of three members of the Board. As a practical courtesy, action on critical or controversial matters or the adoption of policy or appointments shall be taken, whenever practicable, with the full Board in attendance. Actions and decisions shall be by motion, second, and vote. Split votes will be identified by ratio.

The Town Administrator is expected to be in attendance at all meetings of the Board. The Town Administrator shall attend in order to keep the Board informed and advised and recommend in all matters that fall within the jurisdiction of his/her office. He/She shall carry out the actions of the Board as they relate to the conduct and administration of town affairs under his/her jurisdiction.

### **EXECUTIVE SESSION:**

The reasons for holding an Executive Session and the procedure for entering Executive Session shall be as spelled out in M.G.L. Chapter 30A, Section 21. Only items clearly allowed by the Open Meeting Law shall be included in the Executive Session. The mover must specify in the motion to enter Executive Session the reason the session is sought. A majority of the members present must vote to enter Executive Session by roll call vote. The Chair must state whether or not the Board will reconvene in open session.

### **AGENDA PROCEDURES:**

The responsibility for coordinating and planning the weekly agenda is that of the Town Administrator. Each of the Board members and the Town Administrator may place items

on the agenda provided they meet the time deadlines for submission of agenda items established by the Town Administrator.

All items for the agenda must be submitted to the Town Administrator by 2:00 p.m. on the Wednesday preceding the Board's meeting. Items of emergency or strictly of a routine nature that may develop after closing of the agenda may be considered under "other business" at the discretion of the Town Administrator or Board Chair.

Agenda items *normally* include:

1. Call Meeting to Order
2. Payment of Bills
3. Acceptance of Minutes
4. Announcements/Open Forum
5. Scheduled Appointments
6. Old/New Business & Information
7. Contract Reviews and Approvals
8. Personnel Related Matters
9. Appointments/Resignations
10. Town Administrator's Report/Goals Update
11. Items Pending
12. Adjournment

Members of the Board, staff, Town Administrator or others who prepare background material for the Board's meeting must have such material submitted to the Selectboard's Office **by Thursday at noon**. If background information is insufficient, complicated, or if complex memorandum or motions are presented at the meeting which were not in the Board's meeting packet, any member should feel free to request the tabling of the item to allow careful study of the material presented or the motion proposed.

The agenda shall be available to the public and the press at the Selectboard's Office and on the town's website by noon of the Monday preceding the Board's meeting date and the agenda shall be available outside the Selectboard Chambers at the same time. Copies of the minutes of the previous meeting and all other important correspondence, reports and other pertinent background materials shall be included in the packet forwarded with the agenda to Board members.

(Section deleted 5/06) .The Board shall not begin discussion of, or act on an agenda item after 10:00 p.m. of a regularly scheduled meeting. This rule may be waived by a majority vote of a three or four-member meeting at the discretion of the Chair.

#### **MINUTES:**

The Town Administrator shall record open meetings of the Board in the event the administrative secretary is not present. The Administrative Secretary shall prepare draft minutes from the meeting.

Minutes circulated to members of the Board on or before any Friday shall be in order for approval at the next regular meeting of the Board. By unanimous consent, minor corrections, such as typographical errors, may be made to the minutes without advance circulation of such corrections.

Minutes shall contain a full statement of all actions taken by the Board and of the disposition of all proposals for action. Approved minutes shall be recorded in a Minutes Book which shall be bound annually by calendar year. Minutes of Executive Sessions shall be handled in accordance with M.G.L. Chapter 30A, Section 22. Minutes, (other than Executive Session) are available for public inspection.

### **MEDIA RELATIONS:**

Representatives of the press and other news media are welcome to attend all meetings of the Selectboard except Executive Sessions.

Whenever possible, and as permitted by statute, the Selectboard will make available to representatives of the news media notices of meetings, agendas and such supporting materials as deemed appropriate by the Town Administrator. Where applicable, costs may be charged for copies of such materials as provided by the Public Records Law.

As appropriate or warranted, press releases will be issued by the Chair of the Selectboard or his/her designee to keep the public informed about town business and the operations of the Selectboard.

### **APPOINTMENTS:**

The Board makes numerous appointments each year. Appointments are generally made for one, two or three years in length. In no case, may appointments be made for more than three years unless specifically allowed under statute. Appointments are generally made in June of each year and effective July 1. In the case of appointments, no second to the nomination or motion will be required prior to Board action.

Whenever possible the Board will seek variety in backgrounds, interests, ages, gender and geographic areas of residents, so that a true cross-section of the community will be reflected. In order to attract qualified and interested persons, vacancies will be made public as far in advance of appointment as practicable. Vacancies may be advertised in the local paper as well as on the Town's web page. Appointments should be based on merit and qualifications rather than political merit.

The Administrative Secretary will:

1. Provide by June 1 a list of the annual appointments to be filled by the Board.

2. Notify the chair of the appropriate board or committee requesting recommendations regarding reappointment or the filling of vacancies and request completion of the Selectboard's Reappointment Form.
3. Notify incumbents and request their statements of availability regarding reappointment.

All candidates seeking appointment for the first time to a position shall submit a short written statement or resume. This statement/resume shall be included in the Board agenda packet distributed in advance of the meeting. The Board may consider reappointments to positions at its pleasure. A statement/resume will only be requested from a candidate seeking reappointment by specific request of a member of the Board.

The Board will interview candidates seeking an appointment for the first time to boards with permitting authority, positions with more than one candidate, and all elected positions being filled as a result of a vacancy. Other interviews will be conducted at the discretion of the Board.

Notice of candidates being interviewed shall be included in the agenda distributed to the Board. The Board may request the candidates for a position not listed above to be interviewed. Those candidates not being interviewed will be considered upon receipt of a statement/resume.

Appointments will normally be made only when all members of the Board are present. Appointments will be made by a majority vote of the Selectboard. A 4/5 voted of the Board may suspend any portion of this section.

Each appointed official must report in writing at least annually to the Selectboard.

#### **ADVISORY COMMITTEES OF THE SELECTBOARD:**

The Board may appoint standing or ad-hoc advisory committees to aid on matters under the Board's jurisdiction. The use of such advisory committees provides greater expertise and more widespread citizen participation in the operation of government.

Charges to advisory committees will be in writing and shall include the work to be undertaken, the time in which it is to be accomplished, and the procedures for reporting to the Selectboard. Each committee must report in writing at least annually to the Selectboard. The Selectboard's Office will be sent copies of all committee minutes, which will be forwarded to Selectboard members. The Board will discharge committees upon the completion of their work. In addition each committee shall be provided with a Committee Handbook addressing issues such as conduct and law.

The charges and membership of standing advisory committees will be reviewed periodically (at least annually) to assess the necessity and desirability of continuing each

committee. Reappointments will be based on an evaluation of the member's contribution, the desirability of widespread citizen involvement, and the changing needs of the committee and the town.

It is the policy of the Selectboard to appoint qualified citizens representing all sections of the Town to all such advisory committees. In order to attract qualified and interested persons, vacancies will be made public as far in advance of an appointment as practicable.

### **RELATIONS WITH OTHER TOWN BOARDS, COMMITTEES AND COMMISSIONS:**

The Selectboard is aware that coordination and cooperation is needed among the Town's major boards, committees and commissions not only in the day-to-day operations of government but also to: 1). set town-wide goals and priorities, 2). identify and anticipate major problems and work together toward their resolution, and 3). develop a process for dealing with state government.

Therefore, as the executive board historically responsible for the overall leadership and coordination of Town affairs, the Selectboard will:

1. Annually schedule a meeting with the chairs of major boards and committees to carry out functions 1-2 listed above.
2. Regularly schedule meetings of the Selectboard, Appropriations Committees and School Committee with South Hadley's state legislators to discuss legislative issues which affect the Town of South Hadley.
3. Meet annually with all elected/appointed boards for the purpose of sharing information and coordinating efforts on projects, initiatives and concerns of mutual interest.
4. The Town Administrator is responsible for inter-board communication in the day-to-day operation of government. The Town Administrator will develop a process for exchange of information and the provision for advice and recommendations among the boards, committees and commissions with common interest, which will include but not be limited to the exchange of minutes, the establishment of a central repository for data, studies and reports and the appointment of members or staff of boards, committees or commissions as liaison with one another around common projects.

### **RELATIONS WITH CITIZENS:**

The Board recognizes that it both represents and is accountable to all the citizens of the Town. It is the Board's policy to make every effort to strengthen communications with citizens. Measures will be instituted to increase citizen participation, encourage citizen

input into governmental decisions, and to keep citizens informed of all actions contemplated or taken by the Board and/or Town Meeting which will affect them. To this end the following steps will be taken:

1. An individual citizen or group of citizens may request an appointment before the Board by contacting the Town Administrator, stating precisely the reasons for the appearance and the action desired and naming a spokesperson for the group. Participants shall be given the opportunity to make a reasonable presentation through the spokesperson and to express opinions and ask for pertinent information. Background data shall be prepared by the boards and departments concerned prior to the appointment insofar as possible, so that all parties involved can have a reasonable understanding of the subject matter. Citizens are encouraged to have written materials submitted for the Board's meeting packet.
2. To the reasonable extent possible, persons who will be directly affected by proposed Board discussion and/or action will be notified by the Administrative Secretary of the date and time of the meeting at which the matter will be discussed or acted upon by the Board.
3. In considering matters of citizen concern at a regular meeting, the public will be allowed to ask questions or make statements relative to the matter under consideration at the discretion of the Chair or upon request of any member of the Board.
4. All citizen questions and complaints are to be answered promptly. Questions and concerns relating solely to the Selectboard will be answered promptly by the Chair, after consulting with the Board, or at the discretion of the Chair, the Town Administrator. Those needing prompt attention by the Board should be referred to the Chair for inclusion in the next meeting agenda.
5. All other questions, and all complaints, are to be referred to the Selectboard's Office for action or recommendations. In those rare instances where common sense dictates that the Board member receiving the complaint deal directly with a department head, the Board member shall inform the Town Administrator of the issue and its disposition. Town departments will be given the benefit of the doubt by any Selectboard receiving a complaint until such additional information has been obtained.
6. The Selectboard invites comment from residents of South Hadley as part of its regularly scheduled meetings. Therefore, there will be an agenda item titled "Open Forum" during which members of the public are invited to address the Selectboard. Open Forum will generally be allocated 15 minutes and each resident will be allowed to speak for no more than three minutes. However, time allocated at each meeting will be determined at the discretion of the Chair. The Selectboard will require that each resident speak in a civil and respectful manner. The Chair will interrupt and stop any resident who uses profanity or behaves in a similarly

unacceptable manner. The Board will not act on a matter introduced during Open Forum on the same night unless this rule is waived by unanimous vote of the board.

### **EMPLOYEE GRIEVANCES:**

Employee grievances for non-unit staff are to be handled as delineated in the Town's Personnel By-Laws and Personnel Manual. Under the Personnel Manual, the personnel practices are formulated by the Personnel Board with the approval of the Selectboard and Town Meeting acceptance. If employee grievances are brought to the attention of a Board member it shall be Board policy to proceed as follows:

Selectboard will not intercede or interfere with the process. The employee will be shown the administrative process to be followed.

### **HEARINGS BEFORE THE BOARD:**

Hearings before the Selectboard will be conducted in accordance with the following procedures. Variations may be necessary to comply with statutory requirements applicable to particular matters. The procedure for conducting dog and utility hearings are hereinafter outlined:

1. Notice. The Administrative Secretary will advertise the hearing and notify interested persons, such as abutters, as required by statute or as directed by the Chair in the absence of statutory requirements.
2. Hearings will be held in open session unless otherwise voted by the Board in compliance with the Open Meeting Law.
3. The Chair will announce the nature and purpose of the hearing, identify the particular matter, and recite the notice given. Where appropriate, the Chair will outline the procedure to be followed. All questions shall be addressed to the Chair.
4. The order of presentation will be:
  - a. Presentation by proposer
  - b. Receipt of recommendations from any town agency or officer
  - c. Statements by proponents
  - d. Statements by opponents
  - e. Rebuttal statements by proponents and opponents
  - f. Where appropriate, questions may be asked of any person making a statement after the statement is finished. Questions will be accepted first from members of the Board.

5. The board will accept written statements in favor of or against a proposal or application. Written statements submitted to the Selectboard prior to or during the meeting will be read by individual Selectboard members and incorporated by reference into the record of the public hearing. All such statements will be taken into consideration by the Board in rendering its decision.

6. At the conclusion of the hearing the Board may render its decision or take the matter under advisement, announcing the intended date of decision.

### **PROCEDURE FOR CONDUCTING DOG HEARINGS:**

A written complaint must be filed with the Selectboard. The complaint should describe and name the dog and fully identify the owner. The complaint should further specify why and how the dog is considered to be vicious. Specify all times, dates and reasons.

Upon receipt of a request for a hearing, the hearing will be included in the agenda for a regular meeting. The Administrative Secretary will notify the Dog Officer and all involved persons. Hearings will be held in open session. The procedure for conducting a hearing is as follows:

1. Read complaint - fully identify and describe dog, present picture if available. Note that the hearing is being conducted under Massachusetts General Laws Chapter 140.
2. Swear in the complaint that all information and statements are the whole truth and nothing but the truth.
3. Hear report from the Dog Officer and/or Health Director.
4. Take testimony from complainants - directly question as to why dog is considered vicious or dangerous. Are they fearful of dog? Is their excessive barking, etc.?
5. Take testimony from owner and/or others speaking on his/her behalf.
6. At the conclusion of the hearing the Board may render its decision or take the matter under advisement, announcing the intended date of decision.
7. The dog shall not attend the hearing.

### **TOWN MEETINGS:**

Town Meeting serves as the legislative branch for local government. The Selectboard is responsible for providing leadership by presenting requests to Town Meeting and making presentations on those requests. It is the responsibility of each Board member to assure prior to each presentation that the Board has taken a position, by vote, on the intent of the article and promises that will be made. The Board shall be in session during Town

Meeting and will be consulted when an issue or question arises which dictates a response on the floor.

1) Annual Town Meetings

By statute, the Town Meeting warrant is the Selectboard's warrant. The Selectboard may insert articles in the warrant on their own initiative or by written petition signed by ten (10) registered voters for the Annual Town Meeting. It is a By-law of the Town of South Hadley that its Annual Town Meeting be held on the second Saturday of May.

2) Special Town Meetings

The Selectboard will call a Special Town Meeting when prompt consideration of the particular matter(s) proposed for inclusion on the warrant for the Special Town Meeting serves the interest of the Town. The Selectboard must call a Special Town Meeting if it receives a written request, signed by two hundred (200) registered voters. It is the practice of the Town of South Hadley to address major issues at the Annual, versus a Special, Town Meeting.

The Selectboard may insert any article in the warrant of its own initiative or by written petition signed by one hundred (100) registered voters for a Special Town Meeting. The Selectboard may, at its discretion, also insert articles in the warrant upon request of another committee.

Notwithstanding the above, in the interest of economy of operations and imposition on the voters, the Selectboard will strive to limit the calling of Special Town Meetings to the minimum necessary as is otherwise in the Town's best interest. In determining whether to call a Special Town Meeting, the Selectboard may consult with other town committees, officials, and staff as appropriate. It is strongly recommended that the Moderator and Town Clerk be consulted for each Town Meeting.

## **APPENDIX**

Board and Committee Handbook – Adopted August 2001 (enclosed)

Selectmen Reappointment Form – Adopted May 2001 (enclosed)

\*Licenses, Permits, and Fees – as of July 1, 2010

\*Records Retention

Miscellaneous Policies

Inspection of Public Records

\* Will be provided at a later date

Sarah Etelman, Chair  
John Hine, Vice-Chair  
Andrea Miles, Clerk  
Ira Brezinsky  
Bruce Forcier

Michael J. Sullivan  
Town Administrator

February 16, 2018

Honorable Selectboard Member:

Please accept this report as an abridged accounting of activities I and the hardworking town employees have been addressing in South Hadley Town Hall and beyond. There is a lot happening, I hope this report will frame some of the more contemporary and demanding tasks at hand.

As always, thank you for the support, direction and leadership you provide!



**River to Range Phase I**, River to Range Phase 1, off of Ferry Street has officially started and with some reasonable weather is well on its way. This photo was supplied by the Assistant Planner/Conservation Administrator Anne Capra. The progress will remain weather dependent and I am encouraging the DPW to start their portion of the project (parking area) as soon as possible.

We are hoping that sometime in the spring we will officially open the trail with an appropriate celebration. The Selectboard and the Bike/Walk Committee should be very proud of this project. I also commend Mount Holyoke College for their investment and support of this project. Thank you to Senator Rosenberg, Representative Scibak, Governor Baker and Amanda Lewis (DCR) for their financial support. Internally Richard Harris and Anne Capra have done yeoman's work, as well.

**Solid Waste RFP**, the RFP to solicit interested parties is ready to go. DPW Superintendent Jim Reidy has done a great job authoring the document. We believe there is at least four interested well qualified groups.

The challenge will be this is happening at a very transitional time in Western Massachusetts both for trash hauling and disposal and recycling. The South Hadley Landfill is closed, you may have heard, Chicopee is essentially closed and the burn facility in West Springfield is at capacity. The state run recycling facility in Springfield is scheduled to close in two years.

This will all have a dispositive effect on hauling prices going forward, which would be true if we stayed with the present carrier or not. It is just hard to tell where it will shake out.

We have had some intro meetings with different contractors and we expressed to them how important service is to us. The present contractor is disappointed we are exercising our contractual right, which is understandable to seek other providers. I explained when we met, they have been a great community partner and until the recent serious service issues did reasonably well picking up the trash. That said we cannot ignore the issue of service breakdown was severe and unreasonably prolonged. They remain interested and stated they will likely make a proposal.

**Main Street TIP Project**, DPW Superintendent Jim Reidy and I met with Tighe and Bond Engineers to review some of the preliminary design for Main Street from the Chicopee line to the Library. The plans and project itself has been divided into four areas of concentration. Canal to Carew, Carew to Bridge, Bridge to Lamb (along Main), Lamb to the Chicopee line.

There are a few versions of bike and pedestrian concepts in these preliminary plans. I met with the Bike/Walk Chair Mariann Millard and asked for her and her committee to review the conceptual plans. Planning and the RDA have also been made aware.

This project is on the 2020 Transportation Improvement Plan, it could be moved up if the design is decided on and the plans are at 75% and other communities have projects which do not go forward. There is no rush, it is just nice to see we are working towards a substantial investment in infrastructure for 2020 to some of what we hope to see in FY 19 through the MassWorks Grant. Together it will be over \$3 million of investment.

**Senior Center**, The Senior Center Project will be discussed at the upcoming joint Appropriations/Capital Planning Meeting scheduled for Wednesday February 28 at 6 PM in Town Hall. There will be another similar presentation at the March 6<sup>th</sup> Selectboard Meeting.

Director Hennessey and Architect Tim Eagles (EDI) will both attend the meetings to offer an understanding of the project progress and past in regards to the conceptual plan.

As you know there is no final decision made on whether to build a center or not, the hope is the conceptual plan will have answered enough questions by late April that would allow a borrowing consideration to come before the Town Meeting. It is understood past projects may have been processed differently, the idea is to get a solid bonding commitment on where the project is at in the conceptual design level, before any more money or staff time is allocated to the concept. It is understood there is a number of questions to be answered.

**FY 19 Budget,** The draft budget has seen one minor and one significant change. The minor is a \$3,800 increase in the Town Clerk's budget to cover the General Code e360 maintenance fee and the cost of updates to by-laws or policy in FY19

The more significant change was \$434 K reduction in the short term borrowing. Because we had rolled some of the "rolling debt" into a fixed term bond last year to lock in some low interest rates, as they started to creep upward. It was necessary to move the scheduled annual increase from short term to long term interest. This does not change the term of an item, if a piece of equipment was scheduled to be paid off in eight years or a sidewalk in ten years that does not change. \$434K was already added to the Long Term interest and principal budget. It also does not change the schedule set forth in the original borrowing strategy.

The question was asked at the previous SB meeting about having some levy capacity in terms of the budget. In discussions with the Town Accountant William Sutton it was suggested some of that issue will be worked out when we have some of the final revenue figures, if there is any "excess" it will likely be a relatively small amount and I probably would recommend it be appropriated to OPED or similar fund, but we should wait and see how it all works out.

**Census Project,** I am happy to report we have made great progress in processing the census material. There are a number of people who made Herculean efforts to make this happen faster than originally predicted. Chief among them is Town Clerk Hamlin, but there should be others Kristin Maher, Courtney Hummel, Claudia Frappier, even I spent some time opening envelopes (you do what you are qualified to do) and sorting.

This has allowed the Clerk to rescind the original plan to limit hours of operation for the Clerk's Office, the office will also be open until 5 PM on February 20 for nomination paper to be returned. Great team work! Thank you all!

**ViewPoint Cloud**, Building, Health, Clerk, Assessors, IT, Planning and I attended a webinar in Room 1 on Monday to see some of the innovations VP will be offering with their “Cloud” feature.

It was clear it would be a nice tool to have, remote access to files for the Building Department or Health while out in the field. Checking applications on your Ipad, applying for applications, printing in the field and a host of other applications were interesting. We have asked VP to prepare a cost estimate for this new feature, so we will see where it goes from there. Thank you Jamie Doolittle for coordinating this webinar and idea.

**VBS/Bewegen;** It looks like we may be ready to go forward with installation of the e-bike share kiosks at the Town Common and at the PD as early as (late) April. The representatives of the vendor were in town this week and are developing final plans.

Town Planner Richard Harris has done an impressive job at coordinating this project and Mark Gilmore at SHELD has been very helpful. Thank you to both and others who have been chipping in on this project.

Thank you for your support and leadership!

Respectfully submitted;

Michael J. Sullivan  
Town Administrator, South Hadley