

**SELECTBOARD MEETING
TUESDAY, JANUARY 8, 2019
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

Art reception in Selectboard Meeting Room prior at 6:30 p.m. for Featured Artist Sarah Meile

1. CALL TO ORDER
2. APPROVAL OF MINUTES: Draft minutes of the Nov. 27 and Dec. 18 meetings
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
 - A. Request for a Multi-Date Beer and Wine License for Tower Theaters on Jan. 18 and 19.
5. NEW BUSINESS
 - A. CDF Grant Review (Jim Mazik PVPC)
 - B. Review License Issuance for 2019
 - C. 2019 Ledges Rate Recommendation
6. RESIGNATIONS/APPOINTMENTS
 - A. Resignation of Grace Kelly (2020) from the Council on Aging
7. OTHER BUSINESS
 - A. Selectboard Policy Revisions
 - B. FY 2020 Budget
8. TOWN ADMINISTRATORS REPORT
9. CHAIRMAN'S REPORT
10. ADJOURN

**SELECTBOARD MEETING
TUESDAY, NOV. 27, 2018
MINUTES
SELECTBOARD MEETING ROOM – 7 P.M.**

Present were Chair Ira Brezinsky, Vice Chair Andrea Miles, Clerk Jeff Cyr, member Sarah Etelman, member Bruce Forcier, and Town Administrator Michael J. Sullivan.

CALL TO ORDER

Brezinsky called the meeting to order at 7 p.m.

APPROVAL OF MINUTES

Forcier motioned to approve the draft minutes of the Oct. 16 and Nov. 13 Selectboard meetings. Cyr seconded. Brezinsky noted the Oct. 16 minutes indicate the Selectboard will “host” an executive session and felt the wording should be changed to “hold.” The change will be made. All in favor.

OPEN FORUM

John Howard said the Sustainability and Energy Commission talked to the school committee about Energy Core conducting a green energy audit on the high school, which issues more electricity by half than any other building in town. “There’s room for improvement and it’s a free audit,” said Howard. Sullivan said Superintendent Nicholas Young has expressed interest in allowing it to happen.

Joanna Brown of Precinct E said there is a second living building in Amherst – the Hitchcock Center for the Environment – which offers tours. She urged the public to visit.

ANNOUNCEMENTS

Forcier noted the Bike Walk Committee is having a guided walking trek to explore the grounds of Ledges Golf Course at 1 p.m. on Sunday, Dec. 9; Know Your Town will sponsor a community-wide reception for John Scibak Dec. 7 from 6:30-8:30 in the town hall auditorium; and Santa’s Land begins Dec. 6 and will run Dec. 6, 7, 8, 9, 13, 14, 15, 15 from 5:30-7:30 p.m. at Buttery Brook Park.

SENATOR ELECT JO COMERFORD

Brezinsky shared issues important to town residents with Comerford, which include: additional funding for the River to Range Trail, funding support for a more walkable South Hadley, potential for a MassWorks grant for Newton and Lyman streets, transportation issues, green communities, senior center funding, an idea of using a portion of casino revenue for construction of the senior center or Council on Aging funding, Mosier construction, education funding, a more sustainable health care system, opioid issues, shared regional planning services, Route 202 Corridor development, and regulation more friendly to municipal electric departments.

Comerford said she has been deeply engaging with communities in the district and is laying the groundwork for filing her first round of legislation. Her efforts are focused on education, environment, and health care.

She spoke to the issues highlighted by Brezinsky and took a handful of questions from the audience.

CHANGE OF MANAGER

Forcier motioned to approve a change of manager at Sok's from Nicholas Vautrin to Sokharun Yim. Cyr seconded. All in favor. Sullivan said Sok's has been a great asset downtown and the town hasn't receive any complaints about the business.

COLLEGE STREET CLOSURE

Cyr motioned to temporarily close College Street on Dec. 7 for the annual Holiday Stroll hosted by the South Hadley and Granby Chamber of Commerce. Forcier seconded. All in favor.

SMART GROWTH FUND

The Selectboard discussed a request from the Planning Department for costs associated with engineering for the Newton/Lyman Street area for a Complete Streets application for \$27,000. The Selectboard, said Sullivan, has the power to spend the money out of a 40R grant. Cyr motioned to approve the request. Etelman seconded. All in favor.

TOWN ADMINISTRATOR'S REPORT

Highlights of the town administrator's report discussed by the board included the unveiling of solar panels on Kendal Hall on the MHC campus, which Sullivan said itself doubles the amount of solar generated in town. He said there are many ways the town is making progress in energy, including purchasing hybrid police cruisers and improvements to town buildings. The Hampshire County Group Insurance Trust was also discussed. For the full report, see the Nov. 27 Selectboard packet.

ADJOURN

Forcier motioned to adjourn. Cyr seconded. All in favor. The meeting adjourned at 8:33 p.m.

**SELECTBOARD MEETING
TUESDAY, DEC. 18, 2018
MINUTES
SELECTBOARD MEETING ROOM – 7 P.M.**

Present were Chair Ira Brezinsky, Vice Chair Andrea Miles, Clerk Jeff Cyr, member Sarah Etelman, and Town Administrator Michael J. Sullivan. Member Bruce Forcier was absent.

CALL TO ORDER

Brezinsky called the meeting to order at 7 p.m.

DAN CAREY

Brezinsky shared issues important to town residents with Carey, which include: additional funding for the River to Range Trail, funding support for a more walkable South Hadley, potential for a MassWorks grant for Newton and Lyman streets, transportation issues, green communities, senior center funding, an idea of using a portion of casino revenue for construction of the senior center or Council on Aging funding, Mosier construction, education funding, a more sustainable health care system, opioid issues, shared regional planning services, Route 202 Corridor development, and regulation more friendly to municipal electric departments.

Carey said issues of education funding, the opioid epidemic and treatment and recovery, and health care are among his focus issues, as well as transportation and environmental issues. With the Selectboard and audience, he discussed health care, the Route 202 corridor, Mosier School, transportation and the PVT. “I know John [Scibak] was from South Hadley but I hope you see me so much you’ll think I’m from South Hadley,” said Carey. He noted he will hire Kelly O’Reilly from South Hadley as an aide. He is getting his office together and is working out the office hours he will hold in each of the four towns he represents on a regular basis.

ANNOUNCEMENTS

Sullivan noted town hall will be closed Dec. 24, 25, 31 and Jan. 1. He suggested calling the Council on Aging and the public library for their specific hours.

Sullivan also highlighted the current artist whose work is hanging on the walls in the Selectboard meeting room – Ally Rohan – whose exhibit timeframe has just finished. Artist Sarah Miele will next install her work which will be on display for the board’s Jan. 8 meeting.

EGG AND I ADDRESS CHANGE

Sullivan said Egg and I owner David Simard has chosen not to renew the business’s beer and wine license. Sullivan said the town shouldn’t be in any rush to fill the now-available license.

RESIGNATION

Etelman motioned to accept the resignation of Robert David Baldwin from the Hampshire Council of Governments. Miles seconded. All in favor.

COLLIERS CONTRACT

Sullivan said the Collier’s contract for the new senior center is complete and awaiting the signature of Selectboard members.

TA REPORT

Sullivan said South Hadley’s designation as an “Opportunity Zone” gives South Hadley a “leg up.” He also spoke about rising school department costs related to an increase in students with spectrum disorders.

For the full town administrator's report, please see the Dec. 18, 2018 Selectboard packet.

ADJOURN

Miles motioned to adjourn. Etelman seconded. All in favor. The meeting adjourned at 7:56 p.m.

DRAFT



The Commonwealth of Massachusetts

Town of South Hadley



Selectboard
116 Main Street, Room 109

APPLICATION FOR 1 DAY BEER AND WINE - MULTI DATE LICENSE

Application #

TGL-18-371

Date Submitted

12/29/2018

Applicant Name: **South Hadley's Tower Theaters**

Company:

Applicant Address: **19 College Street South Hadley MA 01075**

Applicant Phone: **4135333456** Applicant Email: **badam@towertheaters.com**

Dates Applied For: **1/18/19, 1/19/19**

Hours of Operation: **3:00 PM - 11:00 PM**

Address of Location: **19 COLLEGE ST, Souh Hadley, MA 01075**

Location Description: **Movie Theater**

Type of Event: **Movie Opening**

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
12/29/2018	\$60.00	Paypal	Paypal

TOWN OF SOUTH HADLEY

Public Hearing – 7:10 PM Tuesday, January 22, 2019
Snow Date: - 7:10 PM Tuesday, February 5, 2019

Municipal Office Building
116 Main Street, South Hadley
FY 2019 South Hadley Community Development Fund Application

The South Hadley Selectboard will conduct a Public Hearing on Tuesday, January 22, 2019 at 7:10 PM at the South Hadley Municipal Office Building, 116 Main Street, South Hadley, MA. In case of inclement weather, the public hearing will be held on Tuesday, February 5th at the same time and location listed above.

The public is encouraged to attend this meeting to discuss the FY19 application to the MA Department of Housing and Community Development for up to \$800,000 in available Community Development Block Grant Funds. If awarded, the Pioneer Valley Planning Commission will assist the town of South Hadley with the administration of the program. All persons with questions or comments regarding the grant application will have an opportunity to be heard. Those unable to attend can send written comments to the South Hadley Board of Selectmen.

The town is seeking input on community needs and the proposed projects to be included in the grant application. Projects currently being discussed include bathroom modifications to up to 4 units at Lathrop Village and town-wide housing rehabilitation.

The South Hadley Municipal Office Building is handicapped accessible. Persons who require special accommodations should contact the town at least one week prior to the hearing date at (413) 538-5017. For further information on the proposed grant program contact PVPC Deputy Director James M. Mazik at (413) 781-6045 or jmmazik@pvpc.org.



2019 Rates:

Weekday "18 Holes"

Category	Walking	With Cart
Resident	\$26.00	\$38.00
Resident Senior (62 years & up)	\$22.00	\$34.00
Non-Resident	\$31.00	\$43.00
Non-Resident Senior (62 years & up)	\$24.00	\$36.00
Moonlight (play after 5pm)	\$25.00	\$30.00
Military & Student (with proper ID)	\$24.00	\$36.00
Junior (13-17 years)	\$15.00	\$22.00
Juniors 12 and under	\$1.00	\$1.00

Weekday "9 Holes"

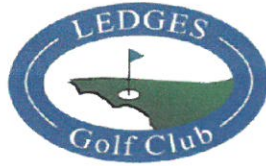
Category	Walking	With Cart
Resident	\$22.00	\$28.00
Non-Resident	\$22.00	\$28.00
Junior (13-17 years)	\$8.00	\$15.00
League (during scheduled league times)	\$22.00	\$29.00
Juniors 12 and under	\$1.00	\$1.00

Weekend "18 Holes"

Category	Walking	With Cart
Resident	\$35.00	\$46.00
Resident Twilight (after 2pm)	\$26.00	\$38.00
Non-Resident	\$40.00	\$52.00
Non-Resident Twilight (after 2pm)	\$31.00	\$42.00
Moonlight (play after 5pm)	\$25.00	\$30.00
Military, Senior and Student after 2PM	\$25.00	\$36.00
Junior (13-17 years)	\$15.00	\$25.00
Juniors 12 and under	\$1.00	\$1.00

Weekend and Holiday "9 Holes" (after 12pm only)

Category	Walking	With Cart
Resident	\$22.00	\$30.00
Non-Resident	\$24.00	\$32.00
Junior (13-17 years)	\$9.00	\$16.00
Junior 12 and under	\$1.00	\$1.00



Ledges Golf Club 2019 Annual Pass Application

Name: _____

Date of Birth: _____

Address: _____

Home Phone: _____

City: _____ State: ___ Zip: _____

Work Phone: _____

Email: _____

Cell Phone: _____

Spouse (*family membership option*): _____

Child #1: _____

Child #2: _____

<u>Check One</u>	<u>Category</u>	<u>No Cart</u>	<u>With Cart</u>
<input type="radio"/>	Family, 7 day	\$2,100.00	\$3,100.00
<input type="radio"/>	Senior Family, 7 day*	\$1,900.00	\$2,900.00
<input type="radio"/>	Single, 7 day	\$1,500.00	\$2,300.00
<input type="radio"/>	Single, weekday**	\$1,100.00	\$1,700.00
<input type="radio"/>	Senior, 7 day*	\$1,425.00	\$2,125.00
<input type="radio"/>	Senior, weekday**	\$1,150.00	\$1,650.00
<input type="radio"/>	Twilight (after 1pm), 7 day	\$1,150.00	\$1,450.00
<input type="radio"/>	Twilight (after 1pm), weekday**	\$900.00	\$1,200.00
<input type="radio"/>	Junior, 14 and under, 7 day	\$250.00	N/A
<input type="radio"/>	Junior, 15-22, 7 day***	\$400.00	\$1,000.00
<input type="radio"/>	Young professional, 23-29, 7 day	\$1,100.00	\$1,800.00
<input type="radio"/>	GHIN Handicap Service	\$35.00	
<input type="radio"/>	TOTAL:		

Please see reverse side for policies and other important information and for signature agreement.

Payment Options (check one):

- Check payable to: **Ledges Golf Club**
Mail to: Ledges Golf Club, 18 Mulligan Drive, South Hadley, MA 01075
- Cash
- Credit Card: Visa Master Card AMEX Discover
- Name on Card: _____
- Credit Card #: _____ Exp Date: _____ Code: _____

CC Signature: _____

Date: _____

The Ledges Golf Club Annual Pass is valid for the 2019 golf season (open to close). All pass holders are expected to follow ALL club rules and policies. This agreement entitles the pass holder to unlimited golf at the Ledges Golf Club for the season.

*To be eligible for the Senior Category, you must be 62 years of age as of April 1, 2019.

**Weekday passes are good Monday thru Friday, EXCLUDING the following holidays: Memorial Day, Independence Day, Labor Day, Columbus Day.

***To purchase a golf cart, you must have a valid driver's license.

The term "Family" is limited to immediate family members. Immediate family members include spouse and up to two children 18 years of age or younger and living at home or college students 22 years of age or under, living at home and holding a current valid college identification.

This pass is non-refundable and non-transferable.

Tee times for pass holders can be made up to ten days in advance (subject to availability). Pass holders without a tee time will be accommodated based on availability.

Dress policy, Handicap Flag Policy, Refund Policy, and Rain Check Policy on file and available upon request.

By signing this, you have read and understand all rules of this pass. Failure to comply with these rules could result in suspension or termination of the pass. I hereby apply for membership at the Ledges Golf Club and subject to ALL rules and regulations of the Club.

Pass-holders Signature:

Date:

Staff Only:

Payment #1:

Payment #2:

Payment #3:

100 Nymphaeae St., South Hadley, MA 01075

Dec. 5, 2018

Ms Leslie Hennessey
Director
C.O. A.
Dayton St.
So. Hadley, MA. 01075

I regret to inform
you that I will no
longer ~~be~~ be able to
serve on
the board.

Very truly yours,
Doreen M. Kelly

RECEIVED
TOWN OF SOUTH HADLEY
TOWN CLERK'S OFFICE
2018 DEC 14 PM 4:10

POLICIES AND PROCEDURES

TOWN OF SOUTH HADLEY

SELECTBOARD

DRAFT

Adopted April 2001

(Amended May 21, 2007)

(Revised July 21, 2009)

(Amended October 4, 2011)

Draft Revised September 26, 2018

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

The Selectboard will not vote on a policy at the same meeting that it is first introduced. This rule may be waived if the Selectboard 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 Selectboard will, at a minimum, review these policies and procedures bi-annually.

AUTHORITY:

The Selectboard is an elected board and derives its authority and responsibilities from the statutes and enabling legislation ratified by the General Court 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, and recodified at a Special Town Meeting January 11, 2017, the South Hadley Selectboard 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 Selectboard or its remaining members may call a special Town election to fill the unexpired term or terms in accordance with Massachusetts General Law Chapter 41 section 10 or any other applicable law.

ROLE OF THE SELECTBOARD:

The Selectboard is responsible for policy development and review for compliance. Therefore, the Selectboard is responsible for supervising the departments of the general government that are not supervised by the other elected officials. Responsibility and authority to supervise these departments is delegated to the Town Administrator; and therefore the Selectboard 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 through the Town Administrator. The responsibility for addressing these issues is thus carried out through the Town Administrator. The Selectboard may be called upon by the Town Administrator, on issues which have a significant level of complexity and cannot otherwise be resolved effectively by Administration. The Selectboard may request further review or reporting from Administration on concerns periodically.

ROLE OF THE TOWN ADMINISTRATOR:

The Selectboard appoints a Town Administrator who functions as the Town’s Chief Administrative Officer consistent with the Massachusetts General Law Acts of 2012 Chapter 458 (Article IV section 4 e360 General Code). 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 Selectboard in the formulation of policy. The Town Administrator must maintain a close working relationship with all members of the Selectboard. The Town Administrator shall regularly brief the Selectboard on all important issues.

In order to provide the Town with continuity of management, the Selectboard is committed to maintaining an employment agreement with the Town Administrator that delineates the Town Administrator's 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 document the evaluations received by the deadline given. The Selectboard will then employ the following procedures as recommended by counsel:

1. Selectboard votes on whether or not the compiled document as presented by the Chair as the evaluation is approved.

BOARD POLICIES AND STANDARDS OF CONDUCT:

I. A member of the Selectboard, in relation to their community should:

- A. Realize that their basic function is to carry out the Selectboard's mandated responsibilities and develop Town policy related thereto, with administration delegated to the Town Administrator.
- B. Realize that they are one of a team and should abide by board decisions once they are made.
- C. Be well-informed concerning the duties of Selectboard members on both local and state levels.
- D. Remember that they represent the entire community at all times.
- E. Accept the office of Selectboard as a means of unselfish service, not benefit personally or politically from their 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

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

- A. Respect 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 support for to apply the policies set by the Selectboard.

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

- A. Recognize that action at official legal meetings is binding and that they alone cannot bind the Selectboard outside of such meetings.
- B. Not make statements or promises of how they will vote on matters that will come before the Selectboard until they have had an opportunity to hear the pros and cons of the issue.
- C. Uphold the intent of Executive Session and respect the privileged communication that exists in Executive Session. Chapter 39 S23B
- 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 Selectboard despite difference of opinion.

ORGANIZATION OF THE BOARD:

The Chair shall be elected annually at the first Selectboard meeting following the Annual Town Election. The Selectboard 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 Selectboard shall elect a successor. The Selectboard 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 Selectboard shall:

- 1. Preside at all meetings of the Selectboard and start all Selectboard meetings and hearings on time. In doing so, they shall maintain order in the meeting room, follow the posted agenda and preside over votes for agenda items and hearings.
- 2. Be circumspect in allowing each member to present their views while tactfully preventing any member from monopolizing the meeting and/or discussion.
- 3. Be thoroughly familiar with parliamentary procedure as it applies to the Selectboard operations.
- 4. Provide a regularly scheduled time 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 Selectboard 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.
9. Represent the Selectboard at meetings, conferences and other gatherings unless otherwise determined by the Selectboard .
10. Serve as spokesperson for the Selectboard and present the Selectboard position unless otherwise determined by the Selectboard o.
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-CHAIR:

The Vice-Chair of the Selectboard shall act in the place of the Chair during the Chair's absence. Should the Chair leave office, the Vice-Chair shall assume the duties of Chair until the Selectboard elects a new Chair.

The Vice Chair shall provide a regularly scheduled time to consult with the Town Administrator and Chair on the preparation of agendas and meeting materials.

RESPONSIBILITIES OF THE CLERK:

The Clerk of the Selectboard shall in the absence of the Executive Assistant to Administration, act as recording secretary.

REGULAR BOARD MEETINGS:

Regular Selectboard meetings are held the first and third Tuesdays of each month unless changed by the majority of the Selectboard. The Selectboard 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 Selectboard members are notified.

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 Selectboard. 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 Selectboard 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 Selectboard. The Town Administrator shall attend in order to keep the Selectboard informed and advised and recommend in all matters that fall within the jurisdiction of the office. The Town Administrator shall carry out the actions of the Selectboard as they relate to the conduct and administration of town affairs under the Town Administrator's jurisdiction.

CONSENT AGENDA:

When developing the agenda the Chair/Vice Chair may authorize items similar in nature to be presented as a consent agenda to be voted on as whole. If any Selectboard member requests to have any item withdrawn from the consent agenda each item will then be voted on separate.

SECOND READING:

Any policies or series of policies accepted by the Selectboard must be accepted by two separate votes at two separate meetings unless a unanimous vote is taken by the SB to accept by a singular vote.

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 39A, Section 23B. 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 Selectboard 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 Selectboard members and the Town Administrator may request to place items on the agenda, provided it is allowed by the Chair and/or Vice-

Chair..

All items for the agenda must be submitted to the Town Administrator by 2:00 p.m. on **the Wednesday** preceding the Selectboard's Tuesday meeting. The agenda will be considered closed as of 5 p.m. Thursday preceding a regularly scheduled meeting. Items of emergency or strictly of a routine nature that may arise after closing of the agenda or for a special meeting called by the Chair may be considered under "other business" at the discretion of the Town Administrator or Selectboard Chair.

Agenda items *normally* include:

1. Call Meeting to Order
2. Acceptance of Minutes
3. Announcements/Open Forum
4. Scheduled Appointments
5. New/Other Business & Information
6. Appointments/Resignations
7. Town Administrator's Report/Goals Update
8. Adjournment

Members of the Selectboard, staff, Town Administrator or others who prepare background material for the Selectboard's meeting must have such material submitted to the **Selectboard's Office by Thursday at 5:00 p.m.** If background information is insufficient, complicated, or if complex memorandum or motions are presented at the meeting which were not in the Selectboard'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 Friday** preceding the Selectboard's Tuesday meeting date and the agenda shall be available from the Selectboard office 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 Selectboard members. The packet will be available in the Selectboard Office upon request.

Any matter considered to be "policy" in nature will be called for acceptance as a "first reading," and at a subsequent meeting be enacted after a "second reading" and an affirmative vote. If it fails by way of vote at either reading it should not be considered an established policy for the Town of South Hadley.

The Selectboard shall not begin discussion of or act on an agenda item after 10:00 p.m. of a regularly scheduled meeting.

MINUTES:

The Town Administrator shall record open meetings of the Selectboard in the event the Executive Assistant to Administration is not present. The Executive Assistant to

Administration shall prepare draft minutes from the meeting.

Minutes circulated to members of the Selectboard on or before any Friday shall be in order for approval at the next regular meeting of the Selectboard. 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 **statement** of all actions taken by the Selectboard and of the disposition of all proposals for action. Approved minutes shall be maintained in accordance with MGL 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.

APPOINTMENTS:

The Selectboard 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 Selectboard action.

Whenever possible the Selectboard will seek diversity in making all appointments to reflect the entire community. 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 Executive Assistant to Administration will:

1. Provide by June 1 a list of the annual appointments to be filled by the Selectboard.
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 electronic application with appropriate attachments (i.e. vitae, resume), if the applicant feels it necessary or appropriate for appointment to be considered. This application shall be included in the Selectboard agenda packet distributed in advance of the meeting. The Selectboard may consider reappointments to positions at its pleasure. A statement/resume will only be requested from a candidate seeking reappointment by

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specific request of a member of a board. A copy of the application will be sent via electronic mail to Chair of the board of committee applicant has expressed interest whenever possible.

The Selectboard will interview candidates seeking an appointment for the first time to boards/commissions, 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 Selectboard. If a candidate has been interviewed for an opening on a board (and not appointed) and an additional opening subsequently occurs within 90 days the board may appoint without a new interview.

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

If necessary, additional appointments may be made at other times of the year at the discretion of the Selectboard.

AD-HOC ADVISORY COMMITTEES OF THE SELECTBOARD:

The Selectboard may appoint standing or ad-hoc advisory committees to aid on matters under the Selectboard'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 be re-appointed annually by the Selectboard. The Selectboard's Office requires that all boards/commissions post agendas and minutes timely on the website and file with the Town Clerk as required. The Selectboard will discharge committees upon the completion of their work.

The charges and membership of standing advisory committees will be reviewed 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 cognizant of the need to demonstrate their leadership role in and cooperation by promoting board/commission communication and fostering positive relationships. The Selectboard may from time to time invite or request to be invited to be on the agenda of a board/commission or if warranted multiple boards/commissions. Particularly when there is a topic of mutual concern or matter that can reasonably be considered overlapping responsibility or jurisdiction.

The Town Administrator is responsible for Selectboard communication to boards/commissions in the day-to-day operation of government.

RELATIONS WITH CITIZENS:

The Selectboard recognizes that it both represents and is accountable to all the citizens of the Town. It is the Selectboard'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 Selectboard 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 Selectboard 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 Selectboard's meeting packet.
2. To the reasonable extent possible, persons who will be directly affected by proposed Selectboard discussion and/or action will be notified by the Executive Assistant to Administration of the date and time of the meeting at which the matter will be discussed or acted upon by the Selectboard.
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 Selectboard.
- 4.
5. All other questions, and all complaints, are to be referred to the Town Administrator.
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 no more than 15 minutes, and each resident will be allowed to speak for no more than two 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 Selectboard 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.

7. The South Hadley Selectboard fully supports the “Visitors' Code of Conduct” as expressed in section 2.478-6 of the Workplace Manual

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 Executive Assistant to Administration 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 Selectboard in compliance with the Open Meeting Law Massachusetts General Law Chapter 39 section 23B .
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 Selectboard.
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 Selectboard in

rendering its decision.

6. The Chair of the Selectboard may impose reasonable time limitations. Any Selectboard member may motion to close the hearing if public input has been reasonably exhausted.

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

PROCEDURE FOR CONDUCTING VICIOUS DOG HEARINGS:

Hearings will be conducted under Massachusetts General Law Chapter 140 , and any other applicable laws or by-laws.

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 Executive Assistant to Administration will notify the Dog Officer and all involved persons. Hearings will be held in open session and consistent with Massachusetts General Laws Chapter 140. The procedure for conducting a hearing is as follows:

1. Read complaint - fully identify and describe dog, present picture if available, name dog/owner/address, veterinarian documentation, etc..
2. Swear in the complaint that all information and statements are the whole truth and nothing but the truth.
3. The dog shall not attend the hearing.
4. Hear report from the Animal Control Officer and/or Health Director.
5. Take testimony from complainants - directly question as to why dog is considered vicious or dangerous. Are they fearful of dog? Is there excessive barking, etc.?
6. Take testimony from owner and/or others speaking on the owner's behalf.
7. At the conclusion of the hearing the Selectboard may render its decision or take the matter under advisement, announcing the intended date of decision.
8. Upon rendering a decision the Selectboard will instruct the Town Administrator to take all appropriate actions to seek compliance with said order.

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 Selectboard member to assure prior to each presentation that the Selectboard has taken a position, by vote, on the intent of the article and promises that will be made. The Selectboard 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 **Wednesday** 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.

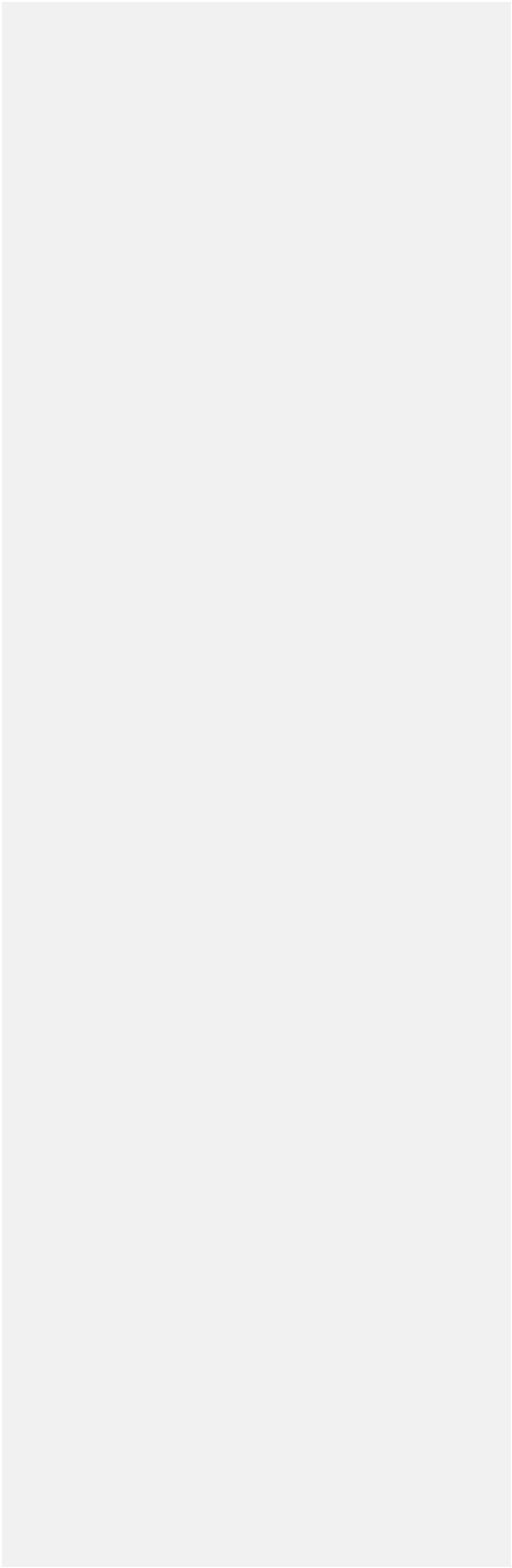
The Selectboard may insert any article in the warrant of its own initiative or by written petition signed by one hundred (100) registered voters for a Special Town Meeting. The Selectboard may, at its discretion, also insert articles in the warrant upon request of another committee.

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.

SUSPENSION OF POLICIES:

Any policies pertaining to the Selectboard may be suspended by the Selectboard for the good of the community, with the exception of those which are required by Federal, State or Town of South Hadley laws or by-laws, by a unanimous vote of elected members of the Selectboard. A motion to suspend will be considered out of order by the Chair if all elected members are not present. The motion should include the period of time or the particular issue the suspension would affect.

DRAFT



Ira Brezinsky, Chair
Andrea Miles, Vice-Chair
Jeff Cyr, Clerk
Sarah Etelman
Bruce Forcier

Michael J. Sullivan
Town Administrator

January 4, 2019

Honorable Selectboard;

Please accept my wish in regard to a happy, healthy and prosperous New Year for you and the Town of South Hadley. This report is an abridged accounting of the activities in town hall over the past several weeks. Thank you for your support!

Swearing-In Ceremony For Chief Gundersen; As you are aware, it was a packed house for the swearing-in of South Hadley Police Chief Jennifer Gundersen. The Northwestern DA Sullivan, more than a dozen chiefs and former chiefs, and Selectboard members Miles, Brezinsky, Forcier and Cyr were all in attendance, along with a large contingent of colleagues, family and friends of Chief Gundersen.



A large deputation of officers from South Hadley and other area departments displayed their support for the chief by attending and then later showering her with well wishes. Her children Noah and Hannah did a superb job leading the gathering in the Pledge of Allegiance and then participating in the pinning. Congratulations Chief Gundersen.

IGM Meeting; Rec Director Andy Rogers, IGM Ledges Superintendent Mike Fontaine, IGM VP Steve Gano and I had a very productive meeting this past week. It is the first of many as we are committing to regular gatherings throughout the season. Building this relationship is critically important for all parties. I welcome their willingness to collaborate in a diligent manner.

While they technically do not take over until January 15, the reality is they are and have been managing more, if not all, of the business aspects of the Ledges already. We worked out some of the keys/access, deposit practices, received the bond performance bond documents required, discussed some expenses which will be

appropriately divided (i.e. telephone, trash, internet) initially and other "housekeeping" items. It is refreshing to have a contractor who will get the job done professionally.

We did discuss the subject of tree removal and the procedure for removing the wood. There has been some citizen concern regarding how some recent firewood was handled. In the future, when they are cutting trees they will work more closely with our Tree Warden Chris Ryan, and when a tree or fallen trees are removed the DPW will bring it to the compost area for processing.

It is important we ensure that all the public has access to any byproduct. Similar to "sand" being available in winter, any wood should be available to the public. We need to do our best to ensure that access is safe and free of random chainsaws cutting branches based on the permission or authorization from parties who do not possess said authority. I am sure you can see how this could lead to a serious situation on many levels.

There was also conversation about off season use. I stated we want as much access for non-golfers as possible without causing damage or expense to the property. Snowshoes yes. Snow mobiles - **no!**

There is an agreed upon inventory of durable goods (tables, chairs, equipment) and soft assets (forks, knives, staff shirts, etc.) in place between the parties. The SB will have their recommended rates before you on Tuesday for your review and hopeful approval, and we are off and running or golfing!

Chief Steve Parentela; It goes without saying - I miss Steve Parentela. My statement should not be in any way construed as a negative in regard to Chief Gundersen. The two are, respectfully, separate people in the same position doing the work in a different way at a different time in history.

Steve Parentela as chief, or as a long-time employee of the Town of South Hadley, always displayed a deep and abiding love of this community. He came to work when many would have been inclined to recline at home.

His openness and willingness to assist the incumbent is really what Chief Parentela embodied. He truly would do and did whatever was asked of him at any time. As he said several times, "If you need me at two in the morning, please call me." Of course, I would not know if I should call him at the office, because he was always there, or so it seemed, day and night. More people with that attitude could make things a whole lot easier in so many ways.



It was unfortunate he was unable to attend the recent meeting of the Selectboard for you to present him with a token of your gratitude. He is certainly back in the "pink" and doing well.

I expressed on your behalf how grateful the Selectboard was for his service to South Hadley. He remains one of the best humans I have had the opportunity to work with. His empathy and work ethic are models for us all. I was able to present your plaque when he stopped by the office recently. Steve Parentela is a class act!

Injury at Buttery Brook Update; By way of an update, the parents of the six-year-old child who was injured at Buttery Brook recently have filed an insurance claim. At this point, much of the information is protected either by HIPPA or by wise practice, as we await settlement of any and all claims. We wish and expect the child a full recovery.

Without admitting any misstep or negligence related to this claim, we have taken steps to remove the heating device and the protective surround. We will be installing a split system which will actually help with warmer weather events in the space as well as supplying heating in the winter.

This incident is unfortunate and it should be noted that hundreds of children annually attend this Friends event without any report of injury when properly supervised. It is appreciated the effort the Friends of Buttery Brook display which results in countless little smiles.

Municipal Vulnerability Program (MVP) Grant; Emergency Management Director Sharon Hart, ATA Jennifer Wolowicz, DPW Superintendent Jim Reidy and I meet with Engineer Nick Lapointe and Environmental Scientist Julianne Busa from the Fuss and O'Neill Engineering firm to discuss the possibilities of South Hadley applying for a MVP grant in an upcoming round.

The first step would be to ask for a "planning grant" from the state (EOEA) which will allow Ms. Busa to conduct charrettes in town with stakeholders to identify priorities for a "Phase 1" grant from the same program. There is no match required and the focus is on climate change and how it affects municipalities.

A number of communities have been reasonably successful in using this grant to address localized flooding (i.e. East Street, Pearl Street, River Road, etc) and how a comprehensive plan may help alleviate some of the damage to private property. There are certainly other aspects - added pump station capacity, power redundancy, health vectors - which may be considered. I am sure you will hear more if we are successful in our grant quest.

COA Architect; There are more than 40 architects or other interested parties who have sought information on the RFQ for the Senior Center Design. Colliers, as you are aware, has been contracted to review and recommend to the SB a qualified firm.

It was reiterated to Colliers we are looking for a firm which can work within the budget as stated to provide a functional and efficient space for a Senior Center. This is yet another important step toward that goal. This will also give us a better vantage point on costs.

Symposium of Understanding MMMA Listening Session; A group of from the Massachusetts Municipal Managers Association will be in South Hadley on Tuesday in the Selectboard Meeting Room to hear about our efforts in becoming a more inclusive and accepting community.

The association is conducting listening sessions throughout the state in communities who have projects relative to the subject matter. South Hadley is their first stop. The time and date would not have been my first choice, but they wanted to come and I want to accommodate. If you can attend it would be helpful.

The effort is an attempt to create a catalog of "best practices" to prepare communities for the quickly evolving demographics and cultural change being experienced by municipalities. Thank you for your continued support on this subject matter.

Artist Sarah Miele; Some of you have already caught a glimpse of the new art show in the SB Meeting Room. The most common expression has been "impressive." I hope you agree. The artist will be at the 6:30 reception prior to the meeting. Please introduce yourself.

Respectfully submitted,

Michael J. Sullivan
Town Administrator, South Hadley