

SELECTBOARD MEETING
TUESDAY, NOV. 13, 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: *Draft minutes of the Oct. 2, 16 and 30 meetings.*
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
 - A. One Day Beer and Wine license for Willits Hollowell on Nov. 15 from 6:30-10 p.m.
5. Introduction of Town Administrator's Police Chief appointment
6. NEW BUSINESS
 - A. 2019-2025 Stormwater Compliance Requirements discussion
 - B. Senior Center Building Committee OPM Recommendation
7. RESIGNATIONS/APPOINTMENTS
8. OTHER BUSINESS
 - A. Selectboard Policies
 - B. Town Administrator Evaluation Tool
 - C. Town Meeting Review
 - D. School Board Invitation to Attend Selectboard Meeting
 - E. January 2019 Selectboard Meeting Schedule (recommended January 8 and 22)
9. TOWN ADMINISTRATORS REPORT
10. CHAIRMAN'S REPORT
 - State Senator Comerford November 27, 2018
 - State Representative Carey December 18, 2018
11. ADJOURN

**SELECTBOARD MEETING
OCT. 2, 2018
MINUTES
SELECTBOARD MEETING ROOM – 7 P.M.**

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

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 Sept. 25, 2018 Selectboard meeting. Miles seconded. All in favor.

ANNOUNCEMENTS / OPEN FORUM

Forcier announced the Board of Health will host two flu clinics. He also noted absentee ballots are available for the November election in the town clerk's office.

NEW BUSINESS

Forcier motioned to approve a request from Deb Hartnett of Orchards Golf Course for two additional beverage carts for Oct. 20, 2018 for the Italian Open. Miles seconded. All in favor.

COMCAST CABLE RENEWAL

Forcier motioned to renew the Comcast cable contract as outlined and discussed at the previous meeting. Cyr seconded. All in favor. Sullivan noted TOSH received one inquiry about the renewal from a resident concerned about Comcast's customer service. Sullivan said he and the resident had a good conversation about what TOSH can and cannot do with a cable contract. Sullivan noted he found the name "Lancaster" written in South Hadley's contract.

TOWN MEETING

Sullivan said he will ask the Selectboard to set a date of Nov. 7 for a Special Town Meeting. A number of budgetary items need to be addressed and Nov. 7 happens to be the best date when checking with town council and Appropriations. Sullivan will hold a TA review of the warrant at 5:30 p.m. on Oct. 30.

PUBLIC HEARING:

Brezinsky called the 7:10 public hearing - regarding a transfer of an All Alcoholic Beverages License from Polish American Citizens Club, Inc of South Hadley, d/b/a Polish American Citizens Club at 515 Granby Rd., South Hadley, MA, 01075, to Chicowings, Inc d/b/a The Hangar Pub and Grill, 515 Granby Rd., South Hadley, MA, 01075, with a change of manager and a change of license type – to order at 7:10 p.m.

Harold Tramazzo, owner of the Hangar Pub and Grill, said the Polish American Club building is a good fit for the Hangar and the Hangar is a good fit for the community.

Forcier asked the chair to enter into the record a letter from Janice Faginski concerning the bond holders of the Polish American Club. He also said his remarks should in no way be perceived as him being unexcited for the Hangar to come to down.

Faginski's letter said: "My interest in addressing the Selectboard committee this evening is the sale of the liquor license of the Polish American Citizens Club of South Hadley to Chicowings, Inc, DBA the Hangar Pub and Grill.

Last March 6, I addressed the committee in reference to the sale of the liquor license from the club to Mr. Brett Remillard due to the fact that a vote of the bondholders of the club was never taken to approve the sale. As a bondholder of the club I have also not been notified of this particular sale.

It is not my intention to stop this sale, but it is my concern that all 219 bondholders on record in the amount of \$21,900 as of tax returns filed in 2013 by the club's longtime accountant be repaid the amount of the bond they legally possess.

What is the amount agreed upon for this sale and where are the proceeds from this sale to go? I have spoken to several town departments and there are amounts owed by the Polish Club, both past due and present. One to the South Hadley Electric Light Department in the amount of \$2,061.33 as of September 18, 2018 and a present bill to South Hadley Water District #1 in the amount of \$156.20.

Since the Polish Club is a non-profit organization no one is to profit from the conveyance of deed, leases, mortgages and other instruments of conveyance of real or personal property. Before further transactions are taken, I would ask the Selectboard to inform the Alcoholic Beverages Control Commission of the bondholders' concerns and question regarding the transfer of this liquor license."

Forcier said the Selectboard, as the local licensing authority, has very little say over the proceeds, and he would endorse the Selectboard approving the transfer.

Brett Remillard, of 1 McDowel Dr., South Hadley, said he purchased the Polish American Club's mortgage from PeoplesBank. He said they were in foreclosure and the bondholders didn't have the right to anything at that point. He said he spoke to Janice Faginski and offered her \$100 for her portion of the bond. He also said he has paid back a couple other bondholders, as a show of good faith.

Tramazzo said any past due bill balances will get settled at closing and are part of a real estate transaction. To Remillard's point, he said, there is no real claim. "It's unfortunate," he said.

Brezinsky said, "I think we hear that very clearly." He added that the board has been advised by the ABCC that any of the real estate issues and bond issues are not in the Selectboard's purview - that members are strictly here to talk about the transfer of a liquor license.

Brezinsky called the hearing to a close at 7:19 p.m. Miles motioned to transfer the All Alcoholic Beverages License from the Polish American Club to Chicowings, Inc DBA the Hangar Pub and Grill with a change of manager and license type. Cyr seconded. All in favor.

Cyr welcomed Tramazzo and the Hangar to South Hadley.

TOWN ADMINISTRATOR'S PBE

Etelman and Miles are involved in putting together and making adjustments to Sullivan's Town Administrator Performance Based Evaluation. They took the form from last year and looked at what they could update, move around or eliminate. Suggestions for Sullivan's PBE include adding his TA reports to a more prominent place on the website; increase training for staff; formalize an organizational chart of town hall staff; establish/enrain the usefulness of municipal platforms; produce a report going over each municipal building in the long and short term; memorialize the budget process.

POLICIES

Miles and Etelman also worked on updating the Selectboard policies. Some of the changes they've proposed include changing language from he/she to they/their to be more inclusive, similar to the change from Selectmen to Selectboard; adding language to allow the majority of the Selectboard to add items to an agenda at a future meeting; adding some language about procedure to have in place for boards to reference if needed. They will work to clean up the revised policies for a first reading at a future meeting.

MHC

On behalf of the Selectboard, Forcier congratulated Sonya Stevens on being named the new president of Mount Holyoke College. Brezinsky will write a letter to that effect to Stevens.

CHAIRMAN'S REPORT

Brezinsky noted he has taken a position as the town administrator of Goshen. He will not run for reelection in the April town election when his term is up. He said he could have made the decision to resign early but did not want to do, particularly so as not to force a special election when a regular election will take place in a few months. He also noted while he is currently happy to remain as chair, he would step down as chair if others on the board felt it would be better.

ADJOURN

Forcier motioned to adjourn. Cyr seconded. The meeting adjourned at 8:57 p.m.

RESPECTFULLY SUBMITTED
Kristin Maher
Executive Assistant to Administration

Jennifer Gundersen

EXECUTIVE SUMMARY

Progressive and collaborative leadership which focuses on personnel development to attain community and agency goals. Serving 24 years in community focused policing, 15 years in a leadership role, with a true commitment to improving the services that are provided to the community.

CORE QUALIFICATIONS

- Community Collaboration
- Commitment to Transparency
- Budgeting
- Recruitment and Training
- Personnel Development
- Organizational Leadership
- Strategic Planning
- Critical Incident Management

PROFESSIONAL EXPERIENCE

Amherst, Massachusetts Police Department, 48 sworn personnel, 15 civilian personnel

Captain, Operations Division (July 2016 – Present): Leads the uniform patrol function of the agency consisting of 40 sworn patrol officers and supervisory personnel. Implements problem oriented, sector based policing in multicultural and diverse community of 38,000 residents and 3 institutions of higher learning. Collaborates with internal and external stakeholders to identify strategies to ensure efficient and safe delivery of police services while strengthening agency relationship with the community. Plans, oversees and directs all uniform and patrol operations of the agency to ensure compliance with best practice, adherence to accreditation standards and attainment of agency goals and mission. Commands and oversees police canine program, disturbance response tactical team, fleet, peer support program, equipment and facility needs. Serves as incident commander and operational planner for large-scale special events occurring with the community. Liaisons with numerous community stakeholders including select board, colleges, business improvement district and social service agencies to promote beneficial communication and cooperation. Commands and oversees agency ancillary services including 15 civilian staff assigned to emergency communications, parking enforcement and animal control/welfare.

Captain, Administrative Division (November 2009 – July 2016): Led the administrative function of the agency consisting of 7 sworn investigators and supervisory staff. Directed the professional standards/internal affairs function of the agency, managing and supervising the investigation of all complaints of misconduct against agency personnel while promoting transparency and accountability within all agency practices. Directed the accreditation process of the agency to numerous successful re-accreditation awards. Designee to develop and manage the 4.5 million dollar budgetary process of the agency with strict adherence to municipal and state fiscal regulations. Wrote and managed numerous state and federal grants. Commanded and supervised in-service training, specialized training and field officer training of all sworn and civilian personnel. Oversaw 3 civilian staff assigned to the agency records and informational technology functions. Commanded and oversaw all recruitment of sworn and civilian personnel, focusing on improving the diversity of the workforce. Served as agency public information officer developing media relationships and utilization of online social media resources. Employed a civilian analyst, implemented the agency's first crime analysis program.

Obtained grant funding to develop and staff the crisis intervention team providing improved service to community members suffering from mental illness.

Lieutenant, Operations Division (September 2007 – November 2009): Led, evaluated and mentored personnel as commander of the evening shift and all sworn police officers and supervisors assigned. Maintained discipline and delegated tasks to those under command for the effective and efficient operation of the patrol division. Informed those under command of changes in departmental policy, rule or law and ensured adherence to same.

Lieutenant, Administrative Division (September 2003 – September 2007): Oversaw community outreach efforts including bicycle patrol, rape/aggression defense class, adventure based ropes course and youth outreach programs. Ensured that underserved populations within the community were receiving exceptional police services. Served as accreditation manager of the agency, writing policy and procedures to adhere to standards and best practice. Oversaw all technology functions of the agency, including mobile computing, vehicle and faculty video/audio recording systems, and the records management system. Developed and implemented the college student internship program.

Sergeant, Operations Division (September 2000 – September 2003): Assigned as shift commander to the day, evening and overnight shifts. Responsible for the supervision of patrol officers, review of personnel performance and assignment of personnel to sectors within the community. Planned and organized immediate incident response for emergencies and weather related events. Supervised arrests and oversaw all patrol officer reporting, to ensure compliance with policy and judicial standards.

Detective, Investigative Division (February 1997 – September 2003): Investigated major crimes to ensure successful prosecution. Specialized in sexual assault and domestic violence cases, serving as the Domestic Violence Officer to provide superior service to survivors of domestic and sexual violence.

Patrol Officer (December 1994 - February 1997): Engaged in community policing efforts, responded to calls for service, proactively identified quality of life issues and addressed same. Identified and apprehended offenders.

EDUCATION AND PROFESSIONAL MEMBERSHIPS

Master of Liberal Arts, Public Administration, Westfield State University, Westfield MA; Capstone Thesis: *Improving Government Services with Regionalization, Shared Services and Networks;* 2016

FBI National Academy, Session #226, Quantico VA; 2006

Master of Science, Criminal Justice Administration, Western New England University, Springfield, MA; 2000

Bachelor of Arts, Political Science, Stonehill College, North Easton, MA; 1991

Professional Memberships: International Association of Chiefs of Police, FBI National Academy Associates, FBI Law Enforcement Executive Development Association, National Association of Women Law Enforcement Executives

PROFESSIONAL DEVELOPMENT SUMMARY

Massachusetts Police Training Committee (MPTC) Police Chief and Command Leadership Training, FBI Law Enforcement Executive Development (LEEDA) Supervisory Leadership, MPTC Instructor Certification, Command Leadership-Fair and Impartial Policing, Effective Community Engagement, Crisis Intervention, Field Force Command and Planning for Executives/FEMA/Center for Domestic Preparedness, Incident Command System (ICS) Public Information Officer, ICS 400, ICS 300, ICS Emergency Operation Center, Internal Affairs Investigations, Management of Accreditation, Executive Level Budgeting and Finance, Governmental Regionalization

Essay Question for South Hadley Chief of Police Interview

October 11, 2018

Please describe yourself as a public safety professional. The categories listed below should serve as a guide for you. Assign a percentage to each category and give your understanding of each with an example of where it helped having or hurt from not having in your personal police experience.

If you have other categories that are a better fit for your personal knowledge or experience please feel free to add on to our list.

- Enforcement (arrest, court, reports, speeding tickets, surveillance)
- Community Relations (outreach, educating the public, schools, seniors, public gatherings)
- Record keeping (reports, evidence, documentation)
- Training (beyond academy)
- Personnel Management (managing police officers, encouraging professional development of staff, as Chief you are a manager more so than a public safety professional)
- Knowledge/Information sharing colleagues (after shifts, with dispatch, is everyone on the same page?)

1. Professional Statement

I believe that a valuable trait I possess as a public safety professional is my ability to promote innovation and growth for both the organization and individual. If chosen to lead the South Hadley Police Department, I am committed to building relationships, developing teamwork, inspiring and motivating those within the agency. I'm collaborative in my leadership style and am diligent in promoting an environment where information is shared and that all employees are valued for what they have to offer the agency.

2. Enforcement (arrest, court, reports, speeding tickets, surveillance)

6%: In my current position of Captain in Charge of Patrol Operations, I do not have current experience in the enforcement efforts of the agency as my role is solely supervisory and administrative. However, that does not negate my responsibility to understand and have knowledge of crime, patterns and occurrences within the community that I serve. To compensate for my lack of direct enforcement activity, I keep myself abreast in changes in the laws, both motor vehicle and criminal. I read professional journals frequently so that I am aware of trends and technology that can assist our officers in serving the community with the utmost efficiency. I read every call for service that our personnel respond to, as well as all incident and arrest reports. I attend all roll calls when on duty and I use the information gleaned from the reports I read to have dialogue with officers at these roll calls. This also gives me the opportunity to publically communicate a word of encouragement for a job well done. In addition, each month I review

officer activity statistical reports to ensure that our officers are accountable to the community. This information is shared and discussed with lieutenants at monthly meetings where we decide how to better focus the efforts of our officers.

3. Community Relations (outreach, educating the public, schools, seniors, public gatherings)

22%: As a public safety professional, being accessible, visible and an involved participant within the community is an important component of my job. For the police to build trust and confidence with the people they serve, police need to reach *out* to the community, not wait for the community to contact them. Outreach and being accessible to the community is a tenet of my professional profile. I am currently the co-chair of the Amherst/UMASS Campus and Community Coalition to Address High Risk Drinking. I am an executive board member of the Hampshire County Opiate Prevention and Education Coalition to address the rise in prescription opioid misuse and abuse. I am a member of the Town of Amherst Homeless Systems Working Group which problem solves the impact of persons who are homeless in the Amherst community. I am developing with high school leadership an updated response to critical incidents in the school, focusing on improving the reunification process. However, my most valuable accomplishment as it relates to community relations and outreach is my fostering and supporting of personnel under my command to develop community relationships. I encourage and expect that personnel identify partnerships with community stakeholders to improve the safety and security of the community we serve. I assign officers to be liaisons to the homeless shelter, senior citizens/TRIAD, downtown community business improvement district, UMASS athletics, mental health resources/crisis intervention, drug abuse response teams, fraternal organizations and specific geographical neighborhoods which are affected by crime and disorder. I oversee and support a team of 4 officers that are ALICE certified and we are currently facilitating the education of all schools within our community of this new method to improve school safety in the event of an active shooter. I assign officers on a weekly basis to various community events, including First Day of School Celebrations, Fire Department Open House, Town Common Fairs, Halloween Festivals, and Winter Festival etc. I prioritize that our personnel are able to attend these community functions, as it offers the community this one-on-one less formal access to their officers. Equally important is the benefit to the officers as they have the opportunity to interact with community members in these positive settings.

In addition, in my previous position as Captain in Charge of Administration, I implemented the departmental web blog, then Facebook and Twitter pages to improve our communication and education to the public. These tasks have since been delegated to an officer who has further enhanced and improved our online presence. I am fully committed to using social media and other nontraditional methods to improve communication and education to those we serve.

4. Record keeping (reports, evidence, documentation)

6%: In my previous position as Captain in Charge of Administration I oversaw the Records function of the agency. I have a clear understanding of Massachusetts General Laws as it relates to public records, records retention and personnel records. I also oversaw the Property and Evidence function of the agency, having a lieutenant that conducted the day to day supervision of the officers assigned. There is a great deal of police department and community liability in the Property and Evidence function of the any law enforcement agency. The experience I have is invaluable when transitioning to a Chief of Police position as I can ensure that the integrity of the internal Property and Evidence system is established or maintained from the onset of my tenure. My extensive experience as the Accreditation Manager also have provided me with a great deal of knowledge of the importance of documentation to minimize agency and community liability.

5. Training (beyond academy)

22%: I have recently earned a Master's in Public Administration from Westfield State University. I choose to get this 2nd master's degree as I wanted to improve my breadth of knowledge as it relates to the operation of all government and non-government organizations, as my academic focus prior to obtaining this advanced degree was limited to law enforcement. As a direct benefit of this course of study, I have improved collaboration with NGO/nonprofits in the community I serve, including churches, homeless support services and the Amherst Survival Center. My resume details other applicable command and leadership training as it relates to my ability to be a successful Chief of Police. Some of my trainings include Massachusetts Police Training Committee (MPTC) Police Chief and Command Leadership Training, FBI Law Enforcement Executive Development (LEEDA) Supervisory Leadership, MPTC Instructor Certification, Command Leadership-Fair and Impartial Policing, Effective Community Engagement, Crisis Intervention, Field Force Command and Planning for Executives/FEMA/Center for Domestic Preparedness, Incident Command System (ICS) Public Information Officer, ICS 400, ICS 300, ICS Emergency Operation Center, Internal Affairs Investigations, Management of Accreditation, Executive Level Budgeting and Finance, and Governmental Regionalization.

However, as a public safety professional I am most impactful not in the trainings that I have received, but the trainings opportunities that I have provided my colleagues with. It is vital that a community invest in their team for professional growth, and a true commitment to professional development is a cornerstone of my leadership philosophy. For 6 years I oversaw all recruit, in-service and specialized training for all members of the Department. I do not believe that a community is served best with a team full of police generalists. I support specialization within the ranks of an organization so that members can enhance their skills and have ownership in that skill set. Examples of specialized training that I have coordinated and supported include advanced crime scene technicians, motorcycle patrol, computer forensic evidence collection, narcotic investigators,

bicycle patrol, canine unit, peer support staffing, drug recognition expert, in-service and police academy instructors. Training provides not only job satisfaction for the employee, but it improves service and reduces community liability.

6. Personnel Management (managing police officers, encouraging professional development of staff, as Chief you are a manager more so than a public safety professional)

22%: In my experience, there is a difference between leadership and management and both must be effective to ensure organizational success. The Chief of Police is responsible for the leadership of the organization and sets the vision and direction of the organization and then sells these ideas. This vision, when clearly defined and communicated, unites the organization and strengthens the comradery between members. Management, by contrast, creates the goals and objectives as identified by the leader's vision. In my current role as Captain in Charge of Patrol Operations, I am certainly responsible for the management of the organization as my focus is on the structure of an organization, staffing, assignments, priorities, and accountability. In my current position, I hold myself and first line supervisors accountable for personnel under our command. With the lieutenants and sergeants we have consistent dialogue regarding their performance and that of their officers working for them. Most often, the dialogue is positive but when it needs to be corrective or for the redirection of staff, personnel understand that the rules are applied consistently thus redirection is more easily attained.

I am responsible for all scheduling of the 38 personnel assigned to the patrol division, which rotates every 4 months. With the lieutenants, we review call volume, time of year, officer activity and officer sector to determine where to best put our officers for shift rotations. Police officers are more successful when they are assigned to roles for which they are well suited. This includes matching up supervisors who can more effectively motivate particular officers and supervisors who can best oversee and supervise those officers that need more direction. As a manager, I know that our millennial co-workers are very skilled practitioners, value feedback and appreciate the opportunity to provide input into the direction of the agency. I engage and rely on all members of the organization to contribute to ensure success. I am also eager to learn from my peers and rely on the subject matter experts at the agency to provide insight as to the direction and initiatives within the organization. I support specialization, rotating assignments and short term schedule modifications to engage and motivate members. I support an organization where everyone has their role in the operation of the agency. Patrol officers are trusted with a great deal of authority and autonomy to oversee various functions of the agency, whether it be fleet, uniforms, communications, tactic equipment or targeted outreach. Providing officers these responsibilities not only offers them purpose within the agency, but gives them accomplishments that demonstrate they are ready for promotion. I have provided operational oversight and support to equipment purchases and enforcement initiatives that have been 100% facilitated by patrol officers. I also support and

encourage officers to attend specialized training so that they can hone their skills, provided an improved service to the community and improve job satisfaction. At times when budgets are tight, I have written for and utilized grant funding to provide trainings.

7. Knowledge/Information sharing colleagues (after shifts, with dispatch, is everyone on the same page?)

22%: When I was assigned as the Captain in Charge of Patrol Operations, it was evident that there was a lack of information sharing within the patrol division. To combat this problem I implemented two changes which have proven successful in improving information sharing. First, the Monday Staff Meeting were summarized in writing and shared with all command officers via email by the end of the day. It was then expected that all sergeants were to read the notes from the weekly staff meeting at their roll calls, promoting discussion with the officers. The goal was keeping the officers informed and to engage them in discussion regarding issues concerning the agency. Feedback gleaned from the roll calls consistently is communicated back to command staff, assisting in decision making.

Secondly, I implemented bimonthly “Captains and Lieutenants Meetings.” This provides two to three hours where the high level command staff are able to discuss and identify goals and objectives for the improvement of the organization. One week after this meeting, there is a “Lieutenants and Sergeants Meeting,” where ideas are further flushed out. Finally, after this meeting all sergeants are expected to have a one hour meeting with their staff to discuss the meetings, solicit feedback on proposed organization improvements, purchases or policy modifications. Rarely does a policy change occur without department members have knowledge of why/how/when this is happening. Improved communication has almost eliminated the complaint that officers would often have that they did not know the direction of the agency or the reasoning behind decisions that had been made.

In my current position, I also oversee the civilian Dispatch Center. I have an excellent relationship with the dispatch supervisor and we meet 2-3 times per week. These consistent meetings ensure that the police side is keeping the communication personnel informed of community events, staffing issues, policy modifications.

EMPLOYMENT CONTRACT BETWEEN

Town of South Hadley and Chief Jennifer Gundersen

On this 9th day of November, 2018, the Town of South Hadley, a municipal corporation with a business address of 116 Main Street South Hadley, Massachusetts, (hereinafter the "Town") by the Town Administrator acting for the Selectboard and Chief Jennifer Gundersen (hereinafter the "Chief") enter into the following contract pursuant to Massachusetts General Laws Chapter 41, Section 108O, as amended.

WHEREAS, the Town is desirous of securing the services of the Chief in the administration of the South Hadley_Police Department (hereinafter the "Department"); and

WHEREAS, the Chief wishes to perform the duties of the position of the Chief of Police as provided herein and subject hereto; and

NOW, THEREFORE, the Town and the Chief hereby and hereinafter agree to the following terms and conditions as stated herein and subject to the statutory references that shall be incorporated into this Contract.

Section 1. APPOINTMENT

The Town hereby and hereafter appoints the Chief pursuant to and in accordance with the Acts of 2012 Chapter 458, as amended November 8, 2012 and adopted by the Massachusetts General Court and signed by the Governor.

Section 2. TERM

- a. The initial term of this Contract shall be for an initial 3 year term commencing on January 4, 2019 and ending on January 3, 2022. If the Chief is not notified ten (10) months prior to the expiration date this agreement will automatically be extended for an additional year inclusive of all applicable terms of contract from said expiration date.

Section 3. COMPENSATION & BENEFITS

- a. The Town shall pay the Police Chief the sum of \$136,000 annually. The Police Chief will participate in the South Hadley Employee Performance Based

Evaluation (PBE) program and afforded related compensation relative to the PBE program.

- b. The Chief may request the Town Administrator annually by March 1st each year, review the compensation in respect to professional standards and other reasonable factors (i.e. education, training, comparable professional salaries).
- c. In addition to the foregoing, the Chief shall receive, and be entitled to, the following benefits:
 1. Vacation Leave: The Chief shall be entitled to fifteen (15) days of vacation leave in each twelve (12) month period included in this agreement. Vacation leave shall be scheduled by the Chief so as not conflict with the needs of the Town to the greatest extent possible. There will be no carry over or pay out for this benefit. The Chief may be paid for one week's unused vacation by notifying the Town Administrator. A request must be made to the Town Administrator on or before April 1st, payment if agreed would be made on the final pay period of the fiscal year and should be considered part of base salary for retirement purposes for year granted.
 2. Sick Leave: The Chief shall accrue ten (10) sick days per year, which shall be awarded at the start and on the anniversary date of this agreement annually for the duration of the contract.
 3. Personal Leave: The Chief shall be entitled to two (2) personal days per contract year to be taken at the Chief's discretion.
 4. Bereavement Leave: In the event of the death of a spouse, son, daughter, father, mother, stepson, stepdaughter, stepfather, stepmother, brother, sister, grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild or any person not classified above, but who permanently resides with the family of the Chief, the Chief shall be granted five (5) days off, and in the event of a death in the Chief's family for a relative other than those herein enumerated, the Chief shall be granted two (2) days off as bereavement leave within a reasonable amount of time, subject to approval of the Town Administrator, without loss of pay for the purpose of attending funeral services, arranging for burial, and as a period of bereavement. Leave without loss of pay under this section will not be deducted from sick, personal or vacation leave.

5. Holiday Pay: If the Chief is on-duty at any time on a Town-recognized holiday, the Chief will be able to adjust her schedule. The Chief may adjust her schedule, as she deems necessary when called upon to perform duties on holidays consistent with policies for other managers.
6. Uniform Allowance: The Chief shall receive an annual allowance of \$2,000 in the first year of this agreement and \$1,000 each subsequent year of this agreement for the purchase and maintenance of uniforms.
7. Health Insurance: The Chief shall be eligible to obtain health and dental insurance coverage under a choice of plans offered through the Town. The Town shall contribute consistent with standard employee percentages of the premium for such coverage.
8. Life Insurance: The Town shall provide the Chief with standard life insurance coverage provided to all employees.
9. Supplemental Insurance: The Town shall provide the Chief with a supplemental insurance policy or self-fund leave equal to eighty percent of the Chief's salary for up to one hundred eighty two days for any illness which fully or partially adversely affects the Chiefs ability to perform the normal duties of South Hadley Police Chief. This may include provisions under the Family Medical Leave Act, if consistent with the law and proper notification is given to the Town Administrator. Use of this clause must be consistent with any sick leave policies or laws as to documentation.
10. Injured on Duty Benefits: As a sworn police officer, the Chief shall be eligible for injured on duty benefits as provided by G.L. c. 41, § 111F. At the Town's request, the Chief will attend and cooperate fully with an evaluation by a Town physician to determine eligibility for benefits under G.L. c. 41, § 111F or to otherwise determine fitness for duty.
11. Retirement Benefits: As a sworn police officer, the Chief shall be entitled to retirement benefits under Chapter 32 of the Massachusetts General Laws.

Section 4. DUTIES

The head of the Police Department for the Town shall be the Chief of Police. The Chief shall have administrative control of the Police Department and civilian

dispatch center and related police functions. The duties of the Chief shall include, but not be limited to, the following:

- a. Maintaining adequate public safety in the Town of South Hadley;
- b. Supervising or assigning when appropriate the daily operations of the Department;
- c. Supervising, directing or assigning as appropriate all Department personnel;
- d. Preparing and submitting the Department budget request to the Town Administrator;
- e. Keeping the Town Administrator advised of Department matters;
- f. Submitting reports to the Town Administrator either orally or in writing when requested or required in order to ensure the proper communication between the Town and the Department;
- g. Being responsible for all Departmental expenditures, as well as the receipt of funds and property in the custody of the Department;
- h. Being responsible for all Department property in custody of the Department;
- i. Supervising and controlling of all Department equipment and motor vehicles belonging to or used by the Department;
- j. Establishing weapons, ammunition, uniforms, equipment and vehicle specifications for the Department;
- k. Being in charge of all special, auxiliary and/or intermittent police officers;
- l. Supervising and controlling all training programs for Department personnel and the assignment of personnel to such programs;
- m. Maintaining the discipline of Department personnel; issuing orders, rules, regulations, policies and procedures; and assigning of all departmental personnel to shifts and duties;
- n. Being available for hearings before any Board of the Town at which the Chief is directed by the Town Administrator to appear and before the Town Meeting when necessary and as instructed;
- o. Planning, organizing, directing, staffing and coordinating Police operations;

- p. Communicating with the public, including the media, on matters related to crime, police operations and Department policy;
- q. Being responsible for the proper training and qualification of personnel for duty;
- r. Maintaining adequate books and records for the Department in such detail to furnish all information necessary for the operation of the Department and to permit analysis and report;
- s. Coordinating with other Town Departments' non-law enforcement activities as appropriate and directed; and
- t. Any activities or responsibilities as articulated in the job description presented at time of hire, any changes or adjustments to the "job description" must be agreed upon by both parties and will not be in effect until such time the change is signed by the Chief of Police and Town Administrator.
- u. Being responsible for such other reasonable duties as requested by the Town Administrator directly, or other such reasonable duties as are consistent with the duties of a Police Chief and as may be required in accordance with the state and federal law, the Town's By-laws, the Police Department Rules and Regulations and the Acts of 2012 Chapter 458.

Section 5. HOURS OF WORK

- a. The Chief shall devote that amount of time and energy reasonably necessary to faithfully perform the duties of the Chief of Police under this Contract.
- b. It is recognized that the Chief must devote a great deal of time outside normal office hours to conduct the business of the Town. The Chief, therefore, shall be allowed to alter her schedule as the Chief deems appropriate during said normal office hours, and at such times that will least adversely impact Department operations.

Section 6. INDEMNIFICATION

The Town agrees to defend, save harmless and indemnify the Chief against any complaint, claim, demand, suit or judgment, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of the Chief's duties as Police Chief of the Town. This provision shall survive any

termination of this agreement with respect to acts or omissions while serving as the Chief.

Section 7. INSURANCE

- a. Professional Liability Insurance: The Town agrees to furnish at its own expense, professional liability insurance for the Chief with liability limits of not less than one million (\$1,000,000.00) DOLLARS.
- b. Disability Insurance: The Town agrees to procure a disability insurance plan for the Chief providing salary continuation and medical expense coverage in such amounts as it reasonably determines appropriate, or, alternatively, to continue the Chief's pay and benefits for any period of total or partial non-work-related disability for three years from the act or incident which is directly related to the disability. A date of diagnosis would qualify if there is no specific event related to the disability.

Section 8. DEATH DURING TERM OF EMPLOYMENT

If the Chief dies during the term of her employment, the Town shall pay to the Chief's estate all the compensation which would otherwise be payable to the Chief up to the date of the Chief's death, including, but not limited to, unused leave days.

Section 9. DUES AND SUBSCRIPTIONS

The Town agrees to budget for and pay, an appropriate amount for the professional dues and subscriptions of the Chief for continued and full participation in national, regional, state and local associations and organizations necessary and desirable for continued professional growth and advancement and for the good of the Town, including but not limited to the International Association of Chiefs of Police, the New England Police Chiefs Association, the Massachusetts Police Chiefs Association and the applicable regional Massachusetts Police Chiefs Association.

Section 10. AUTOMOBILE

- a. The Town shall provide a police vehicle for use by the Chief of Police and pay for all attendant operating and maintenance expenses and insurance. Said vehicle is to be used by the Chief of Police in connection with the performance of his duties as Chief of Police, and for his/her professional growth and development. The vehicle may be used by the Chief at any time due to emergency nature of the position.

- b. The Chief of Police may, upon mutual agreement of both parties, use the Chief's own private automobile for the duties as Chief of Police. In the event such agreement is reached, the Town shall pay for all maintenance expenses and insurance of such vehicle. The Town shall reimburse the Chief of Police at the IRS rate in effect when such vehicle is used by the Chief of Police in connection with the performance of the duties as Chief of Police and for professional growth and development.

Section 11. PROFESSIONAL DEVELOPMENT

- a. The Town recognizes its obligations to the professional development of the Chief and shall give the Chief adequate opportunities to develop the Chief's skills and abilities as a law enforcement administrator. Accordingly, the Chief shall be allowed to attend a minimum of one conference each year without loss of vacation or other leave, and shall be reimbursed by the Town for all expenses (including travel expenses) incurred which is relevant to the position and duties. Additionally, the Town shall pay for the Chief's travel and subsistence expenses for professional courses, institutes, seminars, symposiums or additional conferences, as requested by the Chief and approved by the Town Administrator. Both parties recognize the value in respect to professional development.

The Town shall reimburse the Chief for reasonable expenses incurred in connection with the Chief's attendance at professional management development courses and/or seminars. The Chief will be eligible for tuition reimbursement as described in the Town of South Hadley Personnel Manual.

Section 12. DISCIPLINE, DISCHARGE

- a. It is agreed that the Chief may be disciplined or discharged by the Town Administrator only for just cause, upon proper notice and only after a hearing at which the Chief shall have the right to be represented by counsel of the Chief's choosing. The Chief shall have the option of choosing whether or not any such hearing shall be closed to the public or be held as an open or public hearing.
- b. The term "proper notice" as it appears in this section means that written notice of the hearing must be given to the Chief at least ten (10) business days prior to the date of the hearing and must set forth the following: (i) the date, time and location of the hearing; (ii) the reason for the hearing; (iii) the charges alleged; and (iv) the range of discipline considered. The principles of progressive discipline will apply and the Town recognizes its obligation to provide the Chief with periodic performance evaluations.

- c. The Chief may appeal any discipline to the South Hadley Selectboard. The Chief, or Town, may appeal any decision upheld by the Selectboard to (i) the district court wherein the Chief resides; or (ii) any superior court having jurisdiction or (iii) a mutually agreed upon arbitrator from a list of certified arbitration specialist. A list will be requested for certified arbitrators from the American Association of Arbitrators of certified professionals of that organization. The cost of an arbitrator would be borne fully by the Town. Each of the aforementioned courts shall have jurisdiction of any petition for writ of mandamus for reinstatement of the Chief if he alleges that he has been improperly suspended or discharged.
- d. In the event of the suspension or discharge of the Chief, of arbitration, or the District Court for the judicial district wherein the Chief resides, or the Superior Court shall reverse a suspension or discharge and order that the Chief be reinstated to duty, the Chief shall be entitled to back pay, benefits (including costs stemming from discontinuation of any benefits state within this contract) and counsel fees.
- e. The Chief may be placed on “Administrative Leave” with full pay and benefits at any time necessary and reasonable to conduct an investigation into allegations related to the Chief and or the department. This ‘leave” should not be considered a disciplinary action or punitive.

Section 13. RESIGNATION, TERMINATION & NON-REAPPOINTMENT

- a. Voluntary Resignation: In the event the Chief intends to resign voluntarily before the natural expiration of any term of employment, then the Chief shall give the Town thirty (30) days written notice in advance, unless the parties otherwise agree in writing. Provided such notice is given, the Chief will be entitled to receive pay for any unused leave time and compensation or be allowed to utilize said time in whole or in part for the remainder of the agreement with balance paid on the final date.
- b. Involuntary Resignation: In the event the Chief resigns following a formal suggestion by the Town that she resign before the expiration of the then applicable term of employment, the Town agrees to pay the Chief a lump sum severance payment equal to the balance of any term of appointment but in no event less than six (6) months’ salary and benefits.

Section 14. NO REDUCTION OF BENEFITS

The Town agrees that the Town shall not at any time during this Contract reduce the salary, compensation or other benefits of the Chief, except to the extent that

such reduction is evenly applied across-the-board for all non-union department heads in the Town.

Section 15. MISCELLANEOUS PROVISIONS

- a. This Contract shall be construed and governed by the laws of the Commonwealth of Massachusetts.
- b. If any provision of this Contract is declared or found to be illegal, unenforceable, or void by a court of competent jurisdiction, then both Parties shall be relieved of all obligations under that provision. The remainder of the Contract shall be enforced to the fullest extent permitted by law.
- c. No amendment or modification of this Contract shall be valid unless it shall be in writing and signed by both Parties.
- d. The Parties executing this Contract agree that the recitals herein constitute the entire agreement between the parties. No other agreement, including any other written, oral or other agreement, will be considered to exist or to bind the parties to this Agreement. No representative of any party to this Contract, had, or has any authority to make any representation or promise not contained in this Contract, and each of the parties to this Contract acknowledges that such party has not executed this Contract in reliance upon any such representation or promise.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract as of the date first above written.

For the Town of South Hadley
Town Administrator Michael J. Sullivan

For the Chief of Police
Jennifer Gundersen

2018 New Permit	2019	2020	2021	2022	2023 Year 5	2024 Year 6	2025 Year 7	2028 Year 10
7/1 New Permit Effective Date								
10/1/18 NOI due date	by 6/30 Final SWMP	by 6/30 Add'l SWMP requirements		by 6/30 Add'l SWMP requirements				
Requires annual public participation /involvement	2 messages per year to 4 categories. Shall annually allow public participation in review & implementation of SWMP	2 messages per year to 4 categories. Shall annually allow public participation in review & implementation of SWMP	2 messages per year to 4 categories. Shall annually allow public participation in review & implementation of SWMP	2 messages per year to 4 categories. Shall annually allow public participation in review & implementation of SWMP				
	Annual training on IDDE, good house-keeping	Annual training on IDDE, good house-keeping Annual SWPPP Training	Annual training on IDDE, good house-keeping Annual SWPPP Training	Annual training on IDDE, good house-keeping Annual SWPPP Training	Annual training on IDDE, good house-keeping Annual SWPPP Training			
	by 6/30 SSO Inventory (for past 5 years) Done for everything I know of.	by 6/30 Phase I Mapping requirements include outfalls, receiving waters, initial catchment delineations, open channel conveyances, interconnections, municipally owned treatment structures	Annually update as work is completed & report progress on annual report	Annually update as work is completed & report progress on annual report	Annually update as work is completed & report progress on annual report	Annually update as work is completed & report progress on annual report	Annually update as work is completed & report progress on annual report	by 6/30 Phase II Mapping requirements shall include outfall lat/long, pipes, manholes, CB's, refined catchment delineations, combined system if applicable, sewer system if available
	6/30 Written IDDE Program to include depts & responsibilities, written procedures for dry weather screening & sampling, & by years end catchment investigations							
	by 6/30 Initial outfall & interconnection inventory with priority ranking (excluded, low & high priority, & problem based on listed criteria)		by 6/30 Dry weather screening of all outfalls & interconnections shall be completed in order of ranking.					
	by 12/30 Written Catchment Investigation Procedure	by 6/30 Catchment Investigations of outfalls ranked as "problem" shall be initiated prior to this date.					by 6/30 Investigations of all catchments assoc. w/ problem outfalls shall be completed	by 6/30 Investigations of all catchments assoc. with problem, high & low priority outfalls shall be completed
	by 6/30 Develop Const. Site regulations if not done. by 6/30 Written procedures for Const. Site plan review, inspection & enforcement.	by 6/30 Post Const. - shall develop or modify regulations to incorporate new requirements						
		by 6/30 Develop an inventory of all permittee owned facilities in the listed categories		by 6/30 Assessment on street design, parking lot guidelines and other regs affecting impervious cover. If assess. says changes can be made to reduce, then shall include a schedule to implement & be part of SWMP				
		by 6/30 In not already developed, written O & M procedures for various municipal activities, which will be part of the SWMP.		by 6/30 Assessment of local regs for feasibility of LID, green mgmt practices, etc. Shall include recommendations and implementation schedule.				
		by 6/30 If not already developed a written Infrastructure O & M (sweeping, CB cleaning, etc.) which will be part of SWMP		by 6/30 Permittee shall identify 5 permittee owned properties for SW retrofits and begin addressing them	Annually shall add add'l sites so always 5 in the inventory until none remain			
		by 6/30 Develop & fully implement SWPPP's for designated permitte owned operations.						
Lake & Pond Phosphorus TMDL Requirements (Bachelor Brook)	Annual certification on proper mgmt of turf grass areas per (331 CMR 31). Any applicable???							
Long Island Sound TMDL requirements for Ct. River Watershed:	- Must be included in the SWMP - 3 annual messages on specified topics - Adopt/amend post const. for BMP's to be optimized for N removal - Retrofit & priority rankings shall include consideration of BMP's to reduce N. - Establish requirements to reduce N in municipal operations	- 3 annual messages on specified topics	- 3 annual messages on specified topics	- 3 annual messages on specified topics - Complete a N Source Identification Rpt to include calc. of total urbazed are discharging to watershed, all screening/monitoring results, ID of potential catchments w/ high N, & ID of all potential retrofits to reduce N. To be submitted to EPA w/ annual rpt.	- 3 annual messages on specified topics - Retrofit Evaluation Rpt for all properties or areas id'd as potential. Eval. To include next development opportunity, est. cost, engineering or regulatory feasibility, and a schedule for all.		- Plan & install 1 BMP as a demonstration. - Continue with retrofits according to schedule, and track all. Must include total area treated, design storage volume & est. N removal.	
Discharges to waters w/ E.coli/pathogen impair w/out a TMDL	- Must be included in the SWMP - Annual messaging to dog owners on pet waste/detrimental effects. - Info to owners of septic systems on proper maintenance in any catchment that discharges to these waters.	Catchments draining to these waters shall be designated either "problem" or high priority in implementation of the IDDE program.						
Discharges to waters w/ a solids impairment w/out a TMDL	- Must be included in the SWMP - Municipal Operations: Target areas w/ high loadings for add'l street sweeping, etc.. Actions to target high loadings will be included in annual	Const/post const regs for SW systems on Comm/Ind land use areas shall incorporate add'l design criteria for spill & SW management.						

LAURIE CASOLARI, Assist. Chair

LESLIE A. HENNESSEY, Director

November 6, 2018

Dear Mr. Sullivan,

New Senior Center Building Sub Committee: Leslie Hennessey, Richard Ness, Rick Pio and Michael Siddall. In attendance for the Town of South Hadley: Jennifer Wolowicz, Assistant Town Administrator and Procurement Officer for the Town of South Hadley

On Wednesday, October 31st and Thursday, November 1st the subcommittee of the New Senior Center Building Committee met and interviewed five firms for the position of Owner's Project Manager for the Town of South Hadley's new senior center building project. Subcommittee member Michael Siddall facilitated the interview process. Council on Aging director Leslie Hennessey provided a historical background of the project and an overview of the expectations of the Town. Once the interviews ended and the subcommittee reviewed and discussed the capabilities of each firm to meet the agreed upon criteria, Colliers International was the choice for recommendation.

We based our decision on the following criteria:

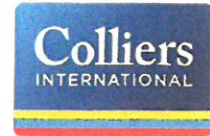
- The ability to work cooperatively with the senior center director and meet the Town's expectations.
- Overall presentation; the experience and depth of the team assigned to South Hadley.
- Answers provided to interview questions.

Colliers International presented a thorough presentation of the firm's ability to achieve the Town's objectives and expectations. The firm effectively described their team's approach to the project from design phase through to construction phase and their cohesive team delivered thoughtful and personalized responses to the committees' questions.

The subcommittee hereby puts forth the recommendation to hire Colliers International as the firm to represent the Town of South Hadley as the Owner's Project Manager for the new senior center building project.

Most Sincerely,

Leslie Hennessey
Director
South Hadley Council on Aging
45 Dayton street
South Hadley, MA



September 24, 2018

Chief Procurement Officer
South Hadley Town Hall
116 Main Street, Office 103
South Hadley, MA 01075

**Subject: Response to Request for Owner's Project Management Services
for the Senior Center Replacement Project**

Dear Chief Procurement Officer and SCBC OPM Review Committee:

Colliers International | Project Management Northeast was founded in 1996 and has operated for more than two decades with a fairly simple mission in mind – **to be the premier provider of owner's project management (OPM) services.**

We have firmly established ourselves as a leading provider of comprehensive owner's project management services and have served **more than 50 cities and towns** throughout the Commonwealth. We have worked as the OPM for a vast range of municipal construction projects, and as such, we are well-versed in the guidelines, policies and procedures relative to such endeavors.

Our mission has been to fully serve as an advocate for state and municipal construction authorities and other building committees throughout the planning, design, and construction process. The core objectives of our delivery of owner's project management services include:

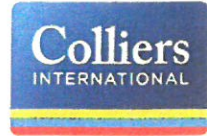
- > **PROTECT** the interests of the Town of South Hadley
- > **REDUCE** costs and maximize value
- > **PRESERVE** the project schedule
- > **ENSURE** construction quality

The following are some of the municipal construction projects where we have served or are currently serving in the role of owner's project manager:

- > **Hadley's New Senior Center**
- > **Hadley's New Fire Substation**
- > **Chicopee's RiverMills Older Adult Community Center**
- > **West Boylston's Senior Center**
- > **Hudson's Senior Center**
- > **Rocky Hill's New Senior Center**
- > Amherst's Jones Library
- > West Springfield Public Library
- > Longmeadow's New Public Works Facility
- > Hampden Police Station
- > Fitchburg's City Hall Campus
- > Fitchburg Public Library
- > Dudley's Pearle L. Crawford Memorial Library

As previously mentioned, **Colliers' project experience includes serving as the Town of Hadley's owner's project manager** during the construction of the New Senior Center and the New Fire Substation and for the Hopkins Academy's Roof Replacement Project as part of the MSBA's Accelerated Repair Program. **Colliers also served in the role of**





commissioning agent for the construction of the New Plains Elementary School in the Town of South Hadley.

In addition and worth mentioning is the fact that Colliers has played major roles in the very successful East Meadow Elementary School Project in Granby, the RiverMills Older Adult Community Center in Chicopee, the Easthampton High School and New Pre-K to Grade Eight School Projects in Easthampton, the Holyoke High School Project in Holyoke, and the Jones Library Project in Amherst. Our recent involvement in the previously mentioned projects provides us with intimate knowledge and experience of the area.

Our team is based locally in Agawam, only 13 miles away from the South Hadley Senior Center. **Our Construction Representative proposed for your project, Adam Dalessio, is a resident of Longmeadow**, located 14 miles from South Hadley, and is available to support the Town as needed.

As you continue to read our qualifications, we are confident that you will see how our previous experience, our devoted and qualified staff, our time-tested management approach, and our dedication to owner's project management services will provide the Town of South Hadley with the best team to deliver your project successfully.

We look forward to the opportunity to formally present our qualifications, approach and project team to you in person and are excited about the prospect of partnering with you as you embark on this project to bring the South Hadley Senior Center up to the standards you seek.

I am personally committed to helping you meet your objectives. If you have questions or require additional information, you can contact me at, you can contact me at (413) 592-0030 ext. 118 or marc.sklenka@colliers.com.

Sincerely,

Marc Sklenka, LEED AP, MCPPO
Senior Director

PROJECT TEAM



SENIOR DIRECTOR Marc Sklenka, LEED AP, MCPPO

- > 25+ years of experience within the construction industry
- > Project experience includes: Chicopee's RiverMills Older Adult Community Center, West Springfield Public Library, Fitchburg Public Library, Southwick-Tolland-Granville RSD Multiple Projects, West Springfield High School, Nantucket PS New Intermediate School & Cyrus Peirce Middle School



PROJECT DIRECTOR Ken Guyette, MCPPO

- > 20+ years of experience within the design and construction industry having served as project manager, designer, builder, and owner
- > Project experience includes: Hadley's New Senior Center & New Fire Substation, Longmeadow's New Adult Center, West Boylston's Senior Center, Amherst's Jones Library, West Springfield Public Library, North Adams' Colegrove Park Elementary School



PROJECT MANAGER Phil Palumbo, MCPPO

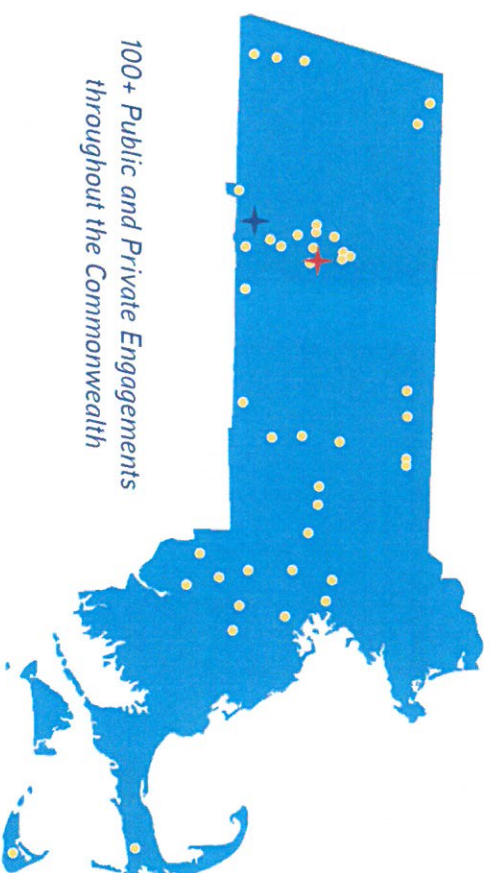
- > 10+ years of design, engineering, construction and property management expertise
- > Project experience includes: Hadley's New Senior Center & New Fire Substation, West Boylston's Senior Center, Chicopee's River Mills Older Adult Community Center, Narragansett's Templeton Center School, Northborough's Lincoln Street Elementary School



CONSTRUCTION REPRESENTATIVE Adam Dalessio

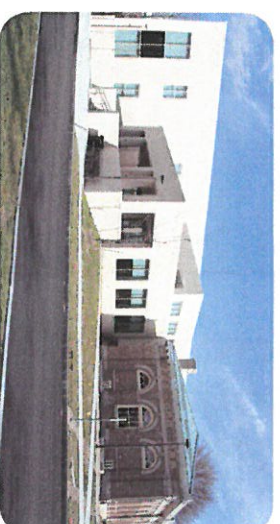
- > 10+ years of experience within the construction industry
- > Project experience includes: Longmeadow's New Adult Center, Longmeadow's New Public Works Facility, Granby's East Meadow Elementary School, Northampton's Leeds Elementary School and Bridge Street School, Baystate Medical Center (Children's Hospital Wing, Heart and Vascular Center, Level 1 Trauma Center)

PROJECT EXPERIENCE



100+ Public and Private Engagements throughout the Commonwealth

- > Hadley's New Senior Center
- > Longmeadow's New Adult Center
- > Chicopee's RiverMills Older Adult Community Center
- > West Boylston's Senior Center
- > Hadley's New Fire Substation
- > Amherst's Jones Library
- > West Springfield Public Library
- > Longmeadow's Public Works Facility
- > Hampden Police Station
- > Fitchburg's City Hall Campus & Public Library
- > Dudley's Pearle L. Crawford Memorial Library
- > Granby's East Meadow Elementary School
- > Easthampton's High School & New Pre-K to Grade 8 School
- > Holyoke High School



OWNER'S PROJECT MANAGEMENT HIGHLIGHTS

- 50+ Public Contracts in the Commonwealth
- 3 Million gsf
- \$1 Billion Construction Cost

CLIENT TESTIMONIALS

"Your planning, advocacy and perseverance was one of the primary reasons this project was funded and completed... I wanted to thank you for your outstanding work to bring this project to fruition."

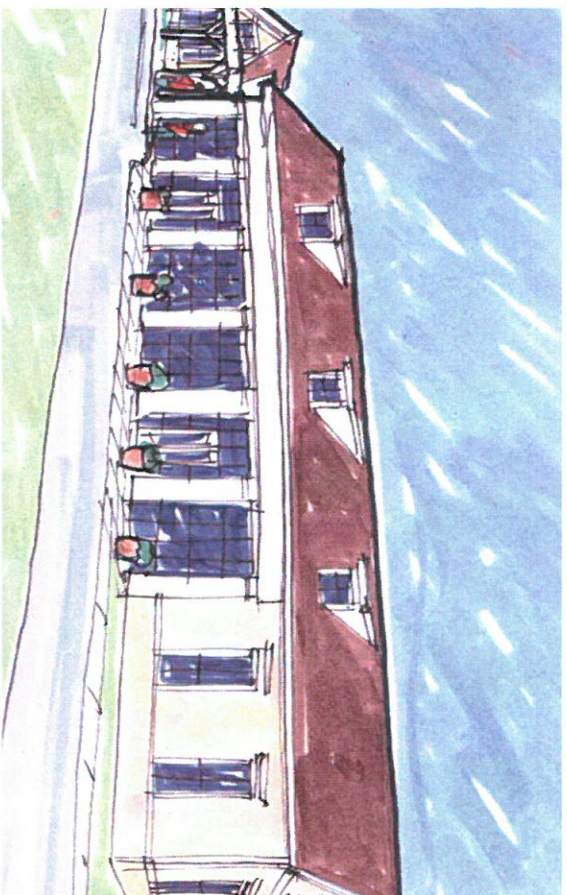
Jay Berry, Superintendent
Southwick-Tolland-Granville Regional School District

"There is simply no way that we would have been successful in seeing this project come to a successful completion without the care and diligence that we received from Colliers during each phase."

Gary Keith, Building Committee Chairman
West Bridgewater Middle / Senior High School

PROJECT UNDERSTANDING

- > New Construction
- > Existing structure will be demolished in its entirety
- > New facility to provide a range of programs and services to meet the needs of older adults residing in South Hadley
- > Estimated Square Footage 18,000 - 20,000 square feet
- > Expected Project Cost \$11.2 Million
- > OPM responsible from the pre-design phase through to and including project completion and occupation of the project



CONSIDERATIONS & CHALLENGES

- > Remediation & Demolition of Existing Facility
- > Temporary Facility for Activities & Functions during Construction
- > Consolidation of Existing Lots 154 & 155
- > Existing Subsurface Soil Conditions
- > Contractor Pre-Qualification
- > Focus on Cost, Quality, & Schedule

OUR APPROACH

DESIGN PHASE

- > Budget Review
- > Schedule Review / Management
- > Project Meeting Participation
- > Budget & Cost Reconciliation
- > Value Engineering
- > Design Review
- > Regulatory Process Coordination
- > Phasing / Construction Logistics Plan Development
- > Financial Management
- > Monthly Reporting

CONSTRUCTION PHASE

- > Pay Application & Change Order Management
- > Prevailing Wage Compliance
- > Schedule Review / Oversight
- > Project Meeting Participation
- > Regulatory Requirement Adherence
- > Construction Logistics Plan Management
- > Quality Assurance Inspections
- > Monthly Reporting
- > FF&E

COST – QUALITY – SCHEDULE

Tom of Branford CT Wash Intermediate School 6/27/16		Proposed Budget- 161.5K Ac GSF
1. New Construction SSGF	62,500	62,500
2. Renovation-Academic GSF	96,500	96,500
3. Renovation-SICE GSF	5,000	5,000
Total GSF	164,000	164,000
4. New Construction SSGF - Current	\$ 400.00	\$ 400.00
5. Renovation SSGF - Current	\$ 310.00	\$ 310.00
6. New Construction SSGF - Escalated	\$ 333.50	\$ 333.50
7. Renovation SSGF - Escalated	\$ 423.86	\$ 423.86
8. Total Construction w/ Escalated	\$ 1,467.36	\$ 1,467.36
9. Total Project SSGF	\$ 529.72	\$ 529.72
Building Construction		
A. New Building Construction	\$ 38,600.0	\$ 38,600.0
B. Existing Building Renovation-Academic	\$ 2,180.0	\$ 2,180.0
C. Existing Building Renovation-SICE	\$ 1,800.0	\$ 1,800.0
Total Building Construction	60,300.0	60,300.0
Related Construction		
A. Sitework	2,800.0	Included
1. Site Prep	Included	Included
2. Drives, Paths & Patios	Included	Included
3. Parking	Included	Included
4. Site Improvements	Included	Included
5. Landscaping & Planting	Included	Included
6. Building Demolition	372.0	Included
7. Asbestos Abatement	300.0	Included
8. Airtec yields	300.0	Included
9. Sewer Utility Installation	300.0	Included
10. Water & Fire Protection	Included	Included
11. Storm Sewer	Included	Included
12. Electric	Included	Included
13. Data & Communications	Included	Included
14. Site Lighting	Included	Included
15. Gas	Included	Included
16. Steam	NA	NA
17. Sprinkler Water	NA	NA
18. Hazardous Waste	1,181.0	Included
Total Related Construction	4,856.0	4,856.0
Sub Total Construction - Current	\$ 65,156.0	\$ 65,156.0

III. Inflation - 2018 Construction (2017)		4.0%	5,350.4
A. Total Construction - Escalated (FF&E)			70,286.4
B. Furniture, Fixtures & Equipment (FF&E)			1,321.6
C. Loose Furnishings			Included
D. Program Related Equipment			Included
E. Data Equipment			Included
F. Telecommunications Equipment			1,321.6
G. Audio/Visual Equipment			25.0
H. Specialty Storage			2,682.2
Total FF & E			2,682.2
Fees and Expenses			
A. Fees			Not Included
1. Existing Conditions & Space Program			4,000.0
2. Architect			692.0
3. Special Consultants			195.0
4. Project Management			195.0
5. Bidding			195.0
6. CH2M Hill			195.0
7. Owner's Legal Fees			73.0
8. Owner's Legal Fees			100.0
9. Utility Assessment			5,187.6
10. Subtotal Fees			1,054.4
B. Expenses			16.8
1. Owner's Insurance			16.8
2. Permits (State of CT Ed Fee)			15.0
3. Printing			100.0
4. Construction Utilities Use			0.35%
5. Site Burials			245.9
6. Materials Testing			5.0%
7. Special Inspections			239.0
8. Consultant Reimbursables			190.0
9. Moving/Relocation			NA
10. Physical Plant Expenses			25.0
11. Misc. Expenses			5.0
12. Advertising			NA
13. Temporary Site Operations			NA
14. Temporary Construction Organization			NA
15. Site Relocation			NA
16. Subtotal Expenses			6,568.7
Total Fees and Expenses			6,568.7
A. Construction			4,274.1
B. Furniture, Fixtures & Equipment			3,974.6
Total Construction			8,200.0
Total Project			\$ 83,200.0

SAMPLE TOTAL PROJECT BUDGET

Colliers
PROJECT ACTIVITIES SUMMARY

North Haven Middle School
Job No. 101-0047 - EA NR

Construction Administrator: G. Galsano
Project Manager: (860) 291-8590

ACTIVITY	START DATE	END DATE	STATUS
Construction Management - General	10/1/17	07/31/18	Open
Construction Management - General	10/1/17	07/31/18	Open
Construction Management - General	10/1/17	07/31/18	Open

Colliers
DAILY CONSTRUCTION REPORT

10/1/17

10/2/17

SAMPLE MILESTONE SCHEDULE

Activity	Start Date	End Date	Status
1. Admin Approval	10/1/17	10/1/17	Completed
2. Schematic Design	10/1/17	10/1/17	Completed
3. Preliminary Design	10/1/17	10/1/17	Completed
4. Final Design	10/1/17	10/1/17	Completed
5. Construction Management	10/1/17	07/31/18	Open
6. Construction Management	10/1/17	07/31/18	Open
7. Construction Management	10/1/17	07/31/18	Open
8. Construction Management	10/1/17	07/31/18	Open
9. Construction Management	10/1/17	07/31/18	Open
10. Construction Management	10/1/17	07/31/18	Open
11. Construction Management	10/1/17	07/31/18	Open
12. Construction Management	10/1/17	07/31/18	Open
13. Construction Management	10/1/17	07/31/18	Open
14. Construction Management	10/1/17	07/31/18	Open
15. Construction Management	10/1/17	07/31/18	Open
16. Construction Management	10/1/17	07/31/18	Open
17. Construction Management	10/1/17	07/31/18	Open
18. Construction Management	10/1/17	07/31/18	Open
19. Construction Management	10/1/17	07/31/18	Open
20. Construction Management	10/1/17	07/31/18	Open
21. Construction Management	10/1/17	07/31/18	Open
22. Construction Management	10/1/17	07/31/18	Open
23. Construction Management	10/1/17	07/31/18	Open
24. Construction Management	10/1/17	07/31/18	Open
25. Construction Management	10/1/17	07/31/18	Open
26. Construction Management	10/1/17	07/31/18	Open
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95. Construction Management	10/1/17	07/31/18	Open
96. Construction Management	10/1/17	07/31/18	Open
97. Construction Management	10/1/17	07/31/18	Open
98. Construction Management	10/1/17	07/31/18	Open
99. Construction Management	10/1/17	07/31/18	Open
100. Construction Management	10/1/17	07/31/18	Open

SAMPLE CONSTRUCTION REPORT

Major Goals of the South Hadley

Town Administrator M Sullivan

Fiscal Year '19

1. Communication/Community relations

- Branding/image-building, increase use of social media, on-line payments.
- Look for private sector partners to promote South Hadley (i.e. business, non-profits)
- Feature items from the TA report on website, continue to broaden circulation of the TA Report.
- Continue to provide opportunities for residents to be heard on contemporary subjects of importance. (forums, Saturday sessions etc.)

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

2. Organizational structure

- Continue to develop a succession plan for all departments and administration.
- Updated Town of South Hadley organizational chart.
- Increase Town website use and functionality
- Develop and suggest more building and safety oversight
- Continue strengthen personnel development through training and education opportunities

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

3. Policy Development

- Continue to streamline department procedures and processes.
- Set a budgetary steps in a policy.

- Create policies and opportunities to increase use of town sponsored platforms (i.e. ClearGov, ViewPermit, Cartiographic)
- Develop strategies to increase productivity and personnel growth and retention
- Create a policy to have all public building conditions reviewed annually.

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

4. Innovation (projects/initiatives/streamlining)

- Develop a short-term and long-term plan for Town buildings.
- Continue renovations on Town Hall building.
- Continue to explore and develop “Creative Economy” opportunities.
- Explore Regional and Inter-municipal Opportunities for service delivery
- Develop and articulate in writing a budget process with timelines
- Assist with developing SB appointment process for Boards and Committees

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

5. Fiscal management

- Continue to evaluate long-term borrowing and debt retirement strategies for the town.
- Review all fees and charges from various departments.
- Review budget process with the intent to standardize the process for future.
- Develop standardized formula for Other Post-Employment Benefit Fund

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

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

Michael J. Sullivan
Town Administrator

November 9, 2018

Honorable Selectboard,

This is certainly shaping up to be a very busy period. This report will briefly capture some of the issues and projects which have been occupying my time, as well as others in town hall, over the last two weeks.

Before I delve into the activities, I want to take the time to thank the Selectboard members again for your support. It is not always easy to watch issues take shape, or worse, lose shape, as elected officials when you are being asked, "Trust me, it will work out," by a manager (in this case Town Administrator). You have collectively shown great fortitude in that regard. I hope you and the citizens of South Hadley are nearly as happy as I am to be afforded the opportunity to serve as Town Administrator through June 30, 2021. I assure you I will work hard right up to the end of the agreement and will assist the Town of South Hadley in any way I can beyond the last day.

Mass Mobility Conference: South Hadley was well represented at the annual MasDOT/UMass sponsored "Moving Together Conference 2018" at the Boston Park Plaza.

Planner Richard Harris, Associate Planner Anne Capra, DPW Super Jim Reidy, BWC Chair Mariann Millard and I all piled into the mini-van (child car seats were removed) to attend this informative and timely gathering of traffic engineers, public officials, state and local practitioners from across Massachusetts.

In the first session I attended, the subject matter was about the state "Traffic Records Coordinating Commission" (TRCC), which is a group of police (state and local), court officials, traffic engineers, MassDOT personnel, trauma physicians and others who develop crash standards for all towns and reporting parties in the Commonwealth.

Some interesting statistics: Automobiles/bikes account for 3.1% of all vehicular accidents. There were 74 pedestrian fatalities in 2017 and they represent 21% of deaths. The presenters discussed some of the more common devices to calm traffic, and also touched upon some relatively new gadgetry on the market. At the end of the day there is not anything as effective as being aware and going slow in equal measures.

Symposium of Understanding: On October 18, about 25 residents of South Hadley got together to create a profile of what they felt a police chief would need to serve this town well and what they should know about South Hadley should they accept the job.



There were many attributes articulated through a group process by the attendees. Having the ability to build a team effectively, having empathy, understanding social justice, and possessing the ability to make tough decisions all made the list.

It was very helpful input for me as the Town

Administrator. When reviewing the complete list it was evident it would be hard, if not impossible, to be all of what the group there that night or what each citizen may call for in a Police Chief. However, many of the concepts resonated with me and I did share the list with the candidate I felt was best suited and ultimately my appointment. I asked, "Do you understand the needs as described?" and she said she did in our interview.

Police Chief Appointment: So, let me tell you a little about the process. There were 27 good candidates who applied for the South Hadley Police Chief position. To protect the process, the applicants were blind to me and coordinated by Human Resources Director Jennifer Wolowicz. There was a panel of three, as is standard policy, on the vetting committee - the HR Director, Northampton Police Chief Jody Kasper, and Town Accountant William Sutton.

Over a two-day period, they offered interviews to seven of the most qualified applicants based on experience, education and other factors related to the profession. Once their work was complete, I met with the panel to hear their impressions and receive their recommendations and the reasoning for those endorsements.

The panel felt there were three, possibly four, which could reasonably take on the challenges ahead in South Hadley. Interestingly enough, the panel recognized a number of the same traits expressed by the Symposium attendants. I asked some more questions, and it came into focus there was a candidate which was perhaps a better fit than the others. So naturally I started with that applicant. I immediately set up an initial interview and set about asking questions about the candidate.

Chief Parentela, to the Town Manager who serves the community she is in, to police who served under her command, to others who worked with her or knew of her professionally, I was determined to ask people who I trusted their opinion to tell me about the candidate. To say it all checked out would be an understatement.

She served a community – Amherst - with a diverse population; she understood ‘Town/Gown’ relationships; she had a primary understanding of the need and process for becoming an accredited police department - just for starters. While South Hadley is a smaller community, the experience is very scalable and significant for the department.

Captain Jennifer Gundersen is presently with the Amherst Police Department where she has made impressive and continuous progress from patrol officer to the rank of captain in her 24 years of service. She holds a Bachelor of Arts degree in Political Science from Stonehill College, a Master of Science degree in Criminal Justice Administration and another Master of Liberal Arts degree in Public Administration. She has a solid reputation throughout the region, including Amherst, and is highly regarded by her colleagues. Captain Gundersen resides in Easthampton with her wife and family.

My appointment is bolstered by every confidence she will be an outstanding leader in the mold of those who have proceeded her as Town of South Hadley Police Chief, and will help set a course for the future of the department in a complex field of work. I would like to thank everyone who gave input to this process, especially ATA Wolowicz and Chief Parentela, who offered great insight and guidance. Thank you to the citizens who participated in the Symposium of Understanding and as always to the SB for their support. Captain Gundersen also recognizes she is coming to a department with a great deal of talent, which she is anxious to harness.

“Coaching from Good to Great:” Peoples Bank invited ATA Wolowicz and I to attend a seminar on improving organizational function. I am so glad I went. There were about 50 participants from more than 30 different entities - for profit, non-profit, quasi-governmental groups - and it really was cross section. The crowd was also fairly diverse, all which added to the discussions.

The leader of the seminar was School Committee Member Christine Phillips who is the Vice President of HR at Peoples. She was very impressive. She engaged the attendees, brought real life situations to the discussion, and most importantly helped everyone understand their own organizations better. It was intimidating to recognize how much organizational work we have ahead of us, but in a sick way a relief to find we were not the "most dysfunctional."

MHC/TOSH Safety Group: Jim Reidy, Chief Parentela and I met with VP Shannon Gurek, Paul Breen and Chief Ray Labare from MHC for a third installment of the Town/Gown Safety Collaborative. Boa Lang and Kristen Moskal were representing MassDOT at the gathering.

As per usual there was ideas brought to the table which came from our various constituencies. It was very helpful to have Lang in attendance as a traffic engineer, but also the vast knowledge he brings to the table. We all agree we need to take a measured and pragmatic approach to this issue and not rush to a solution.

The goal of this group is to make it safer for all in the 116 corridor near MHC, to create learning tools like the MHC video (now on our website) encouraging pedestrians to be more aware, ultimately to improve the overall safety of the area, and to take best practices gained and use them as a templates in other places throughout town.

Now that the driver has been charged with vehicular manslaughter and the state police have attributed it to being a distracted driver (looking at phone for GPS) in the accident which caused this review, I can say without reservation my hope is something good will come out of the tragedy which has ruined at least two lives. I also feel strongly we should take steps to improve pedestrian and vehicle safety in a sensible manner and avoid doing something just because it keeps us busy or looking like we are taking action.

We have asked PVPC through a DLTA grant to start some traffic counts along College Street. Once we have that, we are planning to engage a traffic engineer to make some recommendations. Also, we have asked SHELD to look at some street lighting improvements and the possibility of allowing MHC to place some video cameras along the way.

Special Town Meeting: Thank you to everyone who helped to make the STM run so smoothly. Especially, thank you to the Selectboard for their time, effort and support to make it a success. I appreciate it and I am confident the community does as well.

The Town Clerk and her staff did great planning and making sure the meeting went was orderly. With the addition of election this could have gone sideways, but the Clerk

planned well and executed to perfection. Thank you to Town Counsel Brian O’Toole for coming prepared and being patient with me leading up to November 7.

I thought Temporary Moderator Jody Miller did an exceptional job leading the body, allowing people to express their views without having the meeting become atrophied. The subject matter did not seem to be overly contentious and it goes without saying South Hadley Town Meeting Members once again displayed how civic duty can be conducted in a civil manner.

The Town Meeting Members once again came prepared, asked sensible questions and displayed respect for differing opinions. Plus, we were out in one-and-a-half hours.

It is truly a pleasure working with such an august governmental body. You may have heard it is not always this way!

Respectfully submitted,

Michael J Sullivan
Town Administrator,
South Hadley



“Now, that’s a welcome sight! I was just beginning to miss decision-making.”

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

Michael J. Sullivan
Town Administrator

November 9, 2018

Members of the South Hadley Selectboard, Town Meeting Members, Board and Committee Members, Residents, and other stakeholders,

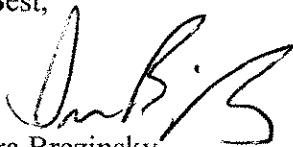
On behalf of the South Hadley Selectboard, we offer hearty congratulations to our newly elected State legislators, Senator-Elect Jo Comerford and Representative-Elect Dan Carey. Both have impressive resumes, a significant history of public service, and will be outstanding advocates for the interests of South Hadley the great western Massachusetts region.

In anticipation of the coming legislative session set to begin in January, both individuals have been invited to join the Selectboard in dialogue over the issues that are of greatest importance to the Town of South Hadley, its residents, businesses, nonprofits, and schools. I am pleased to announce that both have graciously accepted our invitation. Senator-Elect Comerford will be attending our November 27 meeting and Representative-Elect Carey will be on hand for our December 18 meeting. Both meetings start at 7:00 PM.

Please take a few moments to think about issues that you believe are important to our community and/or the greater western Mass region, where you believe our legislators can have a positive influence. The Selectboard would very much like to hear from you. You can email your thoughts to selectboard@southhadleyma.gov or email individual SB members (contact information can be found at <http://southhadleyma.gov/Directory.aspx?DID=19>).

We welcome your attendance at any and all Selectboard meetings and particularly at these upcoming meetings as we engage our future legislative advocates in important and exciting dialogue.

Best,



Ira Brezinsky
South Hadley Selectboard, Chair