

**SELECTBOARD MEETING  
TUESDAY, MARCH 5, 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**

1. CALL TO ORDER
2. APPROVAL OF MINUTES: Draft minutes from the Feb. 19. 2019 meeting
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
  - A. Request for a One-Day Beer and Wine License from Willits Hallowell on March 22
5. NEW BUSINESS
  - A. Permit, Fee and License Rate Review
  - B. Petition Single Payer Health Insurance
  - C. Open Meeting Law Violation Claim (MTA)
  - D. Open Space Classification Report
  - E. Warrant for Annual Town Election
6. RESIGNATIONS/APPOINTMENTS
7. OTHER BUSINESS
  - A. FY 2020 Budget Update
  - B. ATM/STM Update
8. TOWN ADMINISTRATORS REPORT
9. CHAIRMAN'S REPORT
10. ADJOURN

**SELECTBOARD MEETING  
TUESDAY, FEB. 19, 2019  
DRAFT MEETING MINUTES  
SELECTBOARD MEETING ROOM – 7 P.M.**

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

**CALL TO ORDER**

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

**MINUTES**

Forcier motioned to approve the minutes of the Feb. 5, 2019 meeting. Cyr seconded. All in favor.

**ANNOUNCEMENTS**

Forcier noted the Bike Walk Committee is holding a maple syrup trek on Feb. 24 at 355 Main St.

**CONSENT AGENDA**

Forcier motioned to approve the consent agenda, which included a request for a one-day all alcohol license for the Leprechaun plunge on March 10 and a request for a one-day beer and wine license for the Friends of Gaylord Library on March 1. Etelman seconded. All in favor.

**TOWN MEETING SCHEDULE**

Sullivan highlighted the schedule for the upcoming annual and special town meetings.

March 8 is the deadline for citizen petitions for the Annual Town Meeting. These petitions require 10 signatures of registered voters.

April 2 is the deadline for letting the town administrator know if a department or board is considering an article.

April 10 is the deadline for citizen petitions for the Special Town Meeting. These require 100 signatures of registered voters.

April 16 is the date the warrant will close.

May 1 will be the town administrator's public review of the articles, held in the town hall auditorium at 6 p.m.

May 8 is the date for both the annual and special town meetings, held at 6 p.m. in the town hall auditorium.

Citizen petition signature forms must be submitted to the town clerk's office for certification of registered voters.

**MOSIER SCHOOL STATEMENT OF INTEREST**

The Massachusetts School Building Authority did not select the 2018 Statement of Interest that was submitted by the School Committee for consideration of a renovation/building project for Mosier Elementary School. In order to be considered for the next cycle, the School Committee is asking the Selectboard to submit the same request to the MSBA. The Selectboard agreed to proceed with a Statement of Interest for 2019.

## **BOARD OF HEALTH PETITION**

Forcier motioned to accept a citizen petition certified by the town clerk requesting to add an article to the May Annual Town Meeting warrant about expanding the Board of Health from three elected members to five with three-year staggered terms. Etelman seconded. All in favor.

## **RESIGNATION**

Forcier motioned to accept the resignation of Bob Berwick from the Sustainability and Energy Commission with thanks for his hard work. Etelman seconded. All in favor.

## **FY2020 BUDGET UPDATE**

Sullivan said reductions have been made to the budget. He said the town estimated the increase in health care costs was going to be between \$350,000-\$400,000. This has since been reduced given the acceptance of Chapters 21 and 22. Sullivan said The Hampshire County Health Insurance Trust announced there will be a zero percent increase in premiums for next year, saving money for the town and employees.

Sullivan also highlighted a change in the DPW budget design which will allow TOSH to have greater flexibility. The change doesn't take funds away from the department but does allow for a better ability to pay employees out of the proper accounts.

He also noted a substantial increase in retirement costs – 13 percent – largely due to additional staff and increases in salaries.

## **TOWN ADMINISTRATOR'S REPORT**

Cyr applauded the Bylaw Review Committee for taking on the sign issue. Sullivan said TOSH needs to consider what is enforceable relating to signs. The most effective bylaws are those that stay within the guidelines.

Sullivan reminded residents that in relation to Comcast the town cannot negotiate content, the price charged to customers, or anything to do with phone or internet service. What the FCC says the town can negotiate is the length of the Comcast contract and the surcharge. Sullivan said an important factor to understand is the town has to offer the same agreement to any other provider that wants to come into South Hadley. Additionally, he said in communities that didn't renew or agree to any plan the FCC has said the community needs to buy the residual plan and all infrastructure from Comcast.

Most recently, the town negotiated a 10-year contract with Comcast in which the town will receive \$300,000 over 10 years as a commitment to improve public television and access to public television.

For the full town administrator's report, please see the Feb. 19, 2019 Selectboard packet.

## **EXECUTIVE SESSION**

While still in open session, Etelman motioned to move to executive session under MGL Ch 39 subsection 23b for the purposes of discussing bargaining and to discuss pending legal settlements. Forcier seconded.

**Members voted affirmatively by roll call vote as follows:**

<b>SB Member Forcier</b>	<b>Aye</b>
<b>SB Member Etelman</b>	<b>Aye</b>
<b>Vice Chair Miles</b>	<b>Aye</b>
<b>Clerk Cyr</b>	<b>Aye</b>

Miles said the board will not return to open session. The meeting adjourned at 7:38 p.m.

**RESPECTFULLY SUBMITTED**  
**Kristin Maher**  
**Executive Assistant to Administration**

DRAFT



# The Commonwealth of Massachusetts

## Town of South Hadley



Selectboard  
116 Main Street, Room 109

### APPLICATION FOR 1 DAY BEER AND WINE LICENSE

Application #

**TGL-19-10**

Date Submitted

**2/28/2019**

Applicant Name: **Rachel Osborn**

Company:

Applicant Address: **Willits-Hallowell Center, 50 College St. South Hadley Massachusetts 01075**

Applicant Phone: **4135382220**

Applicant Email:

**rosborn@mtholyoke.edu**

Date Applied For: **Friday, March 22, 2019**

Hours of Operation:

**8:45-10:30pm**

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

Description of Location: **Art Museum Lobby**

Type of Event: **Reception**

#### RESTRICTIONS:

- If the event is to be held indoors in a building or structure that is not annually certified as a place of assembly, an inspection may be required by the Town Building Inspector and appropriate District Fire Inspector. The applicant is responsible to schedule the inspections, if necessary.
- Per MGL Chapter 138, Section 12 and 13, alcohol cannot be sold between the hours of 2 a.m. and 8 a.m. Monday-Saturday or between the hours of 1 a.m. and 12 noon on Sunday.

#### OTHER RESTRICTIONS:

#### LIABILITY DISCLAIMER:

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

#### LIQUOR LIABILITY INSURANCE REQUIREMENT

For any event held on town-owned property, liquor liability insurance naming the Town of South Hadley as an additional insured must be obtained prior to the event with a minimum per occurrence amount of \$250,000. A certificate of insurance showing liquor liability insurance coverage must be submitted with this application.

Payment Date	Amount Paid	Payment Type	Payment Number
2/28/2019	\$30.00	Credit Card	XXXX-XXXX-XXXX-3519

RECEIVED  
TOWN OF SOUTH HADLEY  
TOWN CLERK'S OFFICE

2019 FEB 22 PM 3:24 *just*

**TO: The Selectboard of the Town of South Hadley, MA**

The undersigned request that the following article on Single Payer healthcare in Massachusetts be inserted in the warrant for the May 8, 2019 Annual Town Meeting for the Town of South Hadley.

Please let us know if there is anything further we need to do.



Stephanie Strand

Western Mass Medicare for All

Granby/South Hadley Hub

413-297-5363

**Proposed Resolution in Support of Single Payer Healthcare in Massachusetts  
South Hadley Town Meeting**

Whereas the US remains the only industrialized nation that does not provide universal health coverage to its citizens; and

Whereas US health outcomes are far below those of other industrialized nations, to the detriment of general well-being and national productivity; and

Whereas approximately 30% of current healthcare dollars are spent on bloated administrative costs and profits required by insurance companies, compared with 3% to 4% overhead costs for a Single Payer system; and

Whereas recent healthcare reforms still leave many citizens with costs beyond their means and care below their needs; and

Whereas the health and financial well-being of future generations--our children and grandchildren--depend on meaningful health coverage changes now; and

Whereas small businesses and startups are disadvantaged by the high costs of providing private insurance to their employees under the current system, and such businesses are critical to the economy of South Hadley; and

Whereas health insurance is becoming an increasing burden on municipal budgets in MA, including in South Hadley, and South Hadley would be relieved of appropriating money for future retiree health benefits; and

Whereas South Hadley's annual cost for health insurance could be reduced by more than \$1.5 million under Single Payer, funds that could be freed up for employees and for important municipal needs; and

Whereas the November 2018 ballot question supporting single payer healthcare garnered "yes" votes from 66.3% of South Hadley citizens who weighed in on the issue; and

Whereas the Massachusetts Senate Bill SD2062 and House Bill HD2974 seek to establish a healthcare trust funded through a payroll tax that is less costly to Massachusetts residents than their current premiums, deductibles and co-pays, while a): covering *all* necessary preventive care

and medical treatment; b) enabling people to see their current--or any--in-state provider for health care and providing for out-of-state emergency care; and c) ensuring health decisions are made between patients and their healthcare providers, *not* insurance adjusters;

THEREFORE be it resolved:

That the Town of South Hadley endorses Massachusetts Senate Bill SD2062 and House Bill HD2974 and will communicate its support to our State Senator and State Representative.

NAME

ADDRESS

<u>Stephanie Strand</u>	<u>10 Wright Place S. Hadley</u> ✓
<u>Debra Magnuson</u>	<u>11 Sycamore Knolls S. Hadley</u> ✓
<u>Christa Reardon</u>	<u>25 Carlton St. S. Hadley</u> ✓
<u>Marie Rohan</u>	<u>165 Sycamore Knolls S. Hadley</u> ✓
<u>M.P. Clum</u>	<u>121 Hadley Village Rd</u> ✓
<u>Mary Hamer</u>	<u>42 Hadley St, S. Hadley, MA</u> ✓
<u>Merie Ryan</u>	<u>42 Hadley St. S. Hadley, MA</u> ✓
<u>Joanne Marcotte</u>	<u>168 Granby Road, South Hadley</u> ✓
<u>James Sheard</u>	<u>4 Jewett Lane, South Hadley</u> ✓
<u>Robert Plummer</u>	<u>10 Jewett Lane, South Hadley</u> ✓
<u>Kathleen T</u>	<u>7 Saybrook Circle South Hadley, MA</u> ✓
<u>Alynn M. Garcia</u>	<u>1 Harvard St South Hadley, MA</u> ✓
<u>James Carney</u>	<u>100 LEAMAN ST SO. HADLEY, MA</u> ✓
<u>[Signature]</u>	<u>127 Groby Rd</u> ✓

~~Edward Lane~~

10 Jewett Ln S Hadley ✓

Leonard McInerney

60 Hillcrest PK S.H. ✓

Stephen Frantz

300 North Main Street, S.H. ✓

Vernon Blodgett

11 Sycamore Knolls, S. Hadley ✓

~~John~~

4 Ludlow Rd. S.H. ✓

~~John~~

10 Wright Pl. S.H. ✓





The Commonwealth of Massachusetts  
Office of the Attorney General  
One Ashburton Place  
Boston, Massachusetts 02108

## OPEN MEETING LAW COMPLAINT FORM

### Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

#### Instructions for filing a complaint:

- o Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- o To file the complaint:
  - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body **AND** to the municipal clerk.
  - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
  - o Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

#### Instructions for a public body that receives a complaint:

- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- o After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address it. At the same time, the body must send the Attorney General a copy of the response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

#### Once the public body has responded to the complaint:

- o If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- o When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).



## OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

### Your Contact Information:

First Name: Paul Last Name: DeMarco

Address: 78 West Pelham Rd.

City: Shutesbury State: MA Zip Code: 01072

Phone Number: +1 (413) 535-2415 Ext. \_\_\_\_\_

Email: pdemarco@massteacher.org

Organization or Media Affiliation (if any): South Hadley Education Association/MTA/NEA

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual  Organization  Media

### Public Body that is the subject of this complaint:

City/Town  County  Regional/District  State

Name of Public Body (including city/town, county or region, if applicable): South Hadley Select Board

Specific person(s), if any, you allege committed the violation: \_\_\_\_\_

Date of alleged violation: Jan 8, 2019

## Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

The Select Board failed to post on its agenda for the January 8, 2019 meeting that it planned to hold its first reading on a motion to adopt MGL c 32B, s 21-22.

The agenda states that the Board would review the FY 2020 budget. However, the minutes show when that item came up the Town Administrator acknowledged he had no update on the FY2020 budget and instead motioned the Select Board to adopt MGL c 32B, s 21-22.

940 CMR 29.03 requires that the list of topics in an Open Meeting posting "shall have sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting." The January 8, 2019 meeting posting failed to specify the Town Administrator and the Select Board planned to discuss adopting provisions of Massachusetts law that would have substantial impact on the Town's obligations to its employees and their exclusive bargaining representatives as well the compensation and benefits packages provided to all employees.

The high interest of the public in this subject is well demonstrated by the fact that the subsequent January 22, 2019 meeting posting which included "Acceptance of Chapter 21, 22 for Health Insurance" generated standing room only attendance at that meeting.

The Administrator and the Select Board purposefully omitted mention of s 21-22 from its January 8 posting to avoid public scrutiny and participation during the required first reading of the motion to adopt.

The town bylaws require that in the absence of an emergency the Select Board will not vote on a policy at the same meeting that it is first introduced. The intentional omission of s 21-22 in the January 8 meeting posting means that the first reading is null and void. Therefore, the vote on January 22 violates the town bylaws as it was essentially the first properly posted reading of the policy and is similarly null and void.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

The Select Board shall operate in conformity with state law, the town bylaws and its own rules of procedure.

The Select Board shall acknowledge and find that its failure to abide by all of the above means its vote to adopt MGL c 32B s 21-22 on January 22, 2019 is null and void.

## Review, sign, and submit your complaint

### I. Disclosure of Your Complaint.

**Public Record.** Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

**Publication to Website.** As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

### II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

### III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: \_\_\_\_\_

Paul DeMarco

Date: \_\_\_\_\_

2-21-19

For Use By Public Body  
Date Received by Public Body:

For Use By AGO  
Date Received by AGO:

ASSESSORS

KEVIN E. TAUGHER, Chair  
THOMAS R. REIDY, Clerk  
LYNN MASSON, Member

MELISSA L. COUTURE RIMBOLD, Associate Assessor

To: Michael Sullivan, Town Administrator  
From: Melissa L. Couture Rimbold   
Date: February 26, 2019

Dear Mike,

As discussed at the fiscal 2019 tax classification hearing held on December 4, 2018, I have analyzed the open space discount and the impact it would have on the community's 16 parcels classified as Class Two, Open Space. Open space is defined as land maintained in an open or natural condition which contributes significantly to the benefit and enjoyment of the public.

The open space discount is one of the three (3) exemption options available to municipalities during the classification hearing annually. The Selectboard may allow for a discount for all Class Two, Open Space properties with certain exclusions:

1. Land taxable under Chapter 61, 61A, 61B
2. Land under a permanent conservation restriction
3. Land held for production of income

This discount may reduce the amount of the tax levy paid by the open space class to no less than 75% of its full and fair cash share of the levy, i.e., may allow a discount of up to 25%. The tax rate impact when adopting an open space discount lowers the open space tax rate because the amount of the levy paid by the class is reduced. Those taxes are shifted to the residential class alone, which means a higher residential tax rate. The commercial, industrial and personal property rates are not affected. As illustrated at the hearing, the open space class tax rate would decrease to \$13.33 and all other classes would have a rate of \$17.75.

I contacted the town of Bedford as they are the sole community in the Commonwealth listed as having adopted the open space discount. On December 12, 2018, I was notified by Victor Garofalo, Finance Director/Collector/Treasurer that Bedford had eliminated the open space discount in fiscal 2018 and it is no longer offered.

I then moved onto the Department of Revenue's website to garner information regarding the administration and procedures for this exemption. I have found that the Assessment Administration: Law, Procedures and Valuation manual is one of the only places with reference to this discount. This is concerning as there is no direction or standards on administering this exemption. (The second paragraph of this letter reflects the information available to me on this subject.)

I started the tax analysis and ran a report of the potentially affected properties. I determined that at least one (1) of the sixteen (16) properties would not qualify as it is under the Forest Legacy program which is a permanent restriction on the property. I then applied to the valuations the tax rate at full value (\$17.75) as well utilizing a rate as if we had adopted the open space discount (\$13.33) and calculated the difference.

I made an assumption that the fifteen (15) parcels would qualify for Chapter 61B simply based on the fact that they meet the acreage requirement. Chapter 61B is a program set by statute which is designed to encourage the preservation of the Commonwealth's open space and to promote recreational land uses. This program would afford the community a lien against the property for tax recapture and provide the community with a possible opportunity to purchase such land if taken out of the program. The value of the land for recreational purposes cannot exceed 25% of the fair market value of the land.

I calculated the tax based on a reduced chapter land valuation. It is evident that the property owners would save more tax dollars with a Chapter 61B valuation (75% discount) than they would through a reduced tax rate by adopting the open space discount (25% discount). Chapter 61B also provides opportunities for retention of the open space that the Open Space Discount does not.


In conclusion, the open space discount has no clear direction on implementation, procedures or administration of the program. There is currently no way to determine if any of the fifteen (15) properties in question would qualify for either program of tax relief without further investigation and full cooperation from property owners.

The board has estimated the following

- that if the Selectboard has a desire to implement this program, that our office have a minimum of a three (3) month lead time to be able to research and implement the program.
- That we would need third party support at a cost of up to \$10,000.

I have enclosed the tax analysis for your review. My board and I will present this information to the Selectboard at your convenience and request.

Respectfully submitted,

  
Melissa L. Couture Rimbald  
Associate Assessor

Encl (1)

Open Space Discount analysis Fiscal 2019

Location	Map	Parcel	Owner	Acreage	Land Value	Total Value	FY19 full rate \$17.75	OSD rate \$13.33	Difference	If 61B 25% of mkt val	Difference2
AMHERST RD	60	26	SELTZER JAMES C	65.00	125,700	125,700	2,231.18	\$ 1,675.58	\$ 555.59	\$ 557.79	\$ 1,673.38
HADLEY ST	63	7	PARTYKA FAMILY REAL	41.49	56,600	56,600	1,004.65	\$ 754.48	\$ 250.17	\$ 251.16	\$ 753.49
LITHIA SPRING RD	59	12	BROCKWAY HORACE T III	8.30	9,000	9,000	159.75	\$ 119.97	\$ 39.78	\$ 39.94	\$ 119.81
LITHIA SPRING RD	59	13	BROCKWAY HORACE T III	11.10	3,000	3,000	53.25	\$ 39.99	\$ 13.26	\$ 13.31	\$ 39.94
LITHIA SPRING RD	59	14	BROCKWAY HORACE T III	10.10	2,800	2,800	49.70	\$ 37.32	\$ 12.38	\$ 12.43	\$ 37.28
MT LOT	61	13	BRAINERD MARY FRANCES	20.20	27,600	27,600	489.90	\$ 367.91	\$ 121.99	\$ 122.48	\$ 367.43
MT LOT	60	30	BURNS C PORTER JR	30.80	42,000	42,000	745.50	\$ 559.86	\$ 185.64	\$ 186.38	\$ 559.13
MT LOT	60	36	OLESIUK JOSEPH	10.20	13,900	13,900	246.73	\$ 185.29	\$ 61.44	\$ 61.68	\$ 185.04
PEARL ST	57	20	BALLENTINE KATHERINE ANNE	13.00	7,100	\$ -	-	N/A - Forest Legacy Program		N/A - Forest Legacy Program	
PEARL ST	57	21	NESTOR BERNARD A	9.80	13,400	13,400	237.85	\$ 178.62	\$ 59.23	\$ 59.46	\$ 178.39
PEARL ST	57	22	NESTOR BERNARD A	7.30	10,000	10,000	177.50	\$ 133.30	\$ 44.20	\$ 44.38	\$ 133.13
PEARL ST	57	3	OUELLETTE LORRAINE G	10.00	13,700	13,700	243.18	\$ 182.62	\$ 60.55	\$ 60.79	\$ 182.38
PEARL ST	57	8	OUELLETTE LORRAINE G	6.00	8,200	8,200	145.55	\$ 109.31	\$ 36.24	\$ 36.39	\$ 109.16
PEARL ST	57	10	OUELLETTE LORRAINE G	13.97	19,100	19,100	339.03	\$ 254.60	\$ 84.42	\$ 84.76	\$ 254.27
PEARL ST	57	11	OUELLETTE LORRAINE G	8.30	11,300	11,300	200.58	\$ 150.63	\$ 49.95	\$ 50.14	\$ 150.43
PEARL ST	57	16	OUELLETTE LORRAINE G	12.00	16,400	16,400	291.10	\$ 218.61	\$ 72.49	\$ 72.78	\$ 218.33
Totals				379,800	372,700	\$ 6,615.43		\$ 4,968.09	\$ 1,647.33	\$ 1,653.86	\$ 4,961.57



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

Michael J. Sullivan  
Town Administrator

March 1, 2019

Honorable Selectboard,

Please accept this abridged account of projects and initiatives my colleagues and I are engaged in on your behalf in town hall and throughout South Hadley. We collectively appreciate your support.

**Electronic Information Panels;** As we continue cosmetically and technically updating town hall the number of questions keep rising ... and rightfully so. The new info panels have been installed near the two primary entrances (Pleasant Street and near PD) to provide an assortment of pertinent information.

The questions mostly revolve around how they will be used and how they improve functionality for customers at town hall. We have some primary ways we will use the panels, such as communicating directional information, contact information, announcements, reminders and certain policies (i.e. Visitor's Code of Conduct).

The panels may scroll meeting postings, broadcast meetings when there are larger crowds, connect to Channel 15, provide short training videos or PSAs. To be honest, we have some key functions already developed as part of the strategy, but we do not want to be limited by our own imaginations. One visitor suggested we should have pictures scrolling of different iconic spots in South Hadley - great idea! We will be meeting in the next week with stakeholders to develop use policies and discuss ideas for utilization of the panels.

ATA Wolowicz has coordinated this part of the "hallway rehab" as she has with other aspects (ie. the flooring). The compliments are consistent from the public. As always, we appreciate the SB's support and investment in our efforts to make steady progress on a modest budget in regard to maintaining town hall.

There have been some who have raised questions about these changes and I understand it is difficult for some people to see historic debris removed for efficiency, cleanliness or in some cases safety. I assure you, as I have explained before, we take great effort to have all materials reviewed by persons in our system who understand the difference between historical importance and "old things" in town hall. Joe Rodio and Desiree Smelcer from the library reviewed all the artifacts and advised us on what

“treasure” is and what is not, and what might be of limited value in the marketplace. More to come as we progress.

Both the credenza and sealers display were determined to have no historical value and sold on MuniBid as is our common practice for surplus material. I have spoken before about the dangers of municipal hoarding and appreciate the SB’s continued support in keeping town hall from becoming an area that resembles the shoes in the bottom of my closet.

**Appropriations Budget Hearing;** The initial FY 2020 budget meeting with Appropriations went well. It was the same evening as the Open Space and Master Plan listening session. It also was a snowy evening which I imagine had an affect on both crowds.

The Appropriations Committee heard about where the FY20 draft is in the process. I communicated to the body how much more difficult this year’s budget is, and how between the sharp increase in the 2020 retirement assessment and the money provided for the schools, albeit far from what is needed by the schools for FY 20, to maintain an apposite service level for all departments.

There will likely be some necessary contraction for FY 21 as well, but I caution about using reserve funds (i.e. stabilization accounts) or unreserved free cash for re-occurring municipal cost. We also discussed the DPW budget consolidation.

**School Committee Invitation:** Superintendent Young has extended an invitation and I have accepted to discuss the FY20 budget on Monday, March 4. I understand there is a great deal of concern related to the amount available and the causal effect to the schools.

There will be no disagreement from me that there is significant evidence of need for a larger increase. I can say it was my sincere hope earlier on in the process there would more general fund available to ease the pain the budgetary realities tend to create. The bottom line is, over the last six years I have tried allocate as much as possible to the school budget side. I would say the Selectboard and Town Meeting has always shown support for that approach, as education is a top priority for them as well.

However, it is critical we have a budget which is interdependent when it comes to predicted reoccurring revenues and reoccurring costs. Using URFC to plug holes now would likely make the matters more difficult in future years, unless there is a concrete plan to correct over a year. There is nothing I can see in the immediate future which would make sense to such an approach.

**Bartholomew Investments;** On a brighter note our investment portfolio has recovered over the last 45 days and has now topped \$20 million for the first time, from what I can

tell, in history. This is including \$5 plus million of SHELD funds. While this does not include the approximately \$1.2 million in OPEB, it does include all stabilization accounts, scholarship endowments and enterprise retained earnings.

Treasurer/ Collector Donna Whiteley and I recently met with Dory Huard, our advisor from Bartholomew, and did express concerns about what is on the horizon from an economic perspective. To protect against a "recession" we would be looking at some funds which are meant to combat the effects of such a market condition.

**Officer Dominick's Last Day;** After more than 30 years of police work Mark Dominick is leaving the South Hadley Police Department. Having been involved in almost every facet of police work he leaves respected by the citizens and his colleagues alike. The esteem in which he is held by his fellow officers was on display as people came from near and far on his last day to honor his service. Selectboard Member Cyr was on hand to wish him well on behalf of the SB. Best of luck Mark!



**South Hadley/Granby Chamber of Commerce;** I had the pleasure of meeting with Michelle Theroux (Berkshire Hills) and Steve Laplante (Laplante Realtors), as the co-chairs of the SoHa/Granby Chamber. The Chamber is re-tooling and re-inventing the organization. I was very encouraged and inspired by what I heard.

They are looking to be a more responsive and involved organization in terms of local government. We discussed the possibility of having a more productive dialogue on matters which concern government and business, particularly thinking about regulations, policies or bylaws. They hope to outline what may be unnecessary

impediments to growth of South Hadley businesses. I appreciate their outreach and their desire to forge such a partnership of thought to benefit the community as whole.

**April 26 Professional Development;** I know it seems like it is two months ahead, because it is, but I wanted to make sure you were aware of some of the exciting changes coming for the spring professional development day.

As I have mentioned we will be closed all day on Friday, April 26 to accommodate this event. However, we will not have a "summer" ProDev half day, as is our normal schedule.

This will be quite a change as there will be training sessions in the morning which will be different and innovative in the municipal space. Female employees will take a two-hour RAD class. This class is gender specific according to the curriculum requirements. It will run from 9:30 until 11:30 and will provide the participants with defense skills designed for women. I fully understand why this class needs to be gender specific. There are nearly 40 female employees who have already expressed interest in participating.

Their male colleagues will go golfing for the morning ... kidding! For the male employees, we will be led in some group exercise by Tom Schiff on how we can better understand the "#metoo" movement. The avoidance of risk has a fundamental component to have persons understand just how that risk may manifest itself in our everyday life - having male employees have the opportunity to ask questions, explore concerns and generally become more aware of their actions and how their words or actions may affect their female colleagues. There will be 20 employees participating in this training.

The afternoon will be about technologies and platforms we have invested in and how they may make our work easier or how it may allow the public to access information more fluidly. This is important as well, but I can say I think the morning, as planned out by ATA Wolowicz, is one of the most innovative uses of PD time we have witnessed. I am extremely excited about this PD.

**ADA Plan Kickoff;** The Assessment and Implementation Plan has begun. The team was in this past Wednesday, all day. While their complete report will not be received until mid-summer, we had the opportunity to see firsthand how these barriers innocently diminish accessibility.

There are some very basic steps we can take to improve access, but we also have some difficult obstacles. The age of the building and the period in which it was built stands as a challenge. We will start to incorporate some of the suggestions in advance of the report being received and will make accommodations as best as we can for

employees and visitors. They will be assessing all public buildings including the schools over the next several months.

We recently had a request for an accessible portable toilet at the town farm. I am happy to report Rec Director Rogers got right on it and all our portable units will be accessible units for the spring of 2019, including the town farm.

**Hampshire County Health Insurance Trust:** The proposed design plan changes were seeking final approval from the Hampshire Council of Governments this week, and we will likely be receiving official word early next week.

The Town of South Hadley will work as quickly as it can to convene the PEC, initiate the bargaining, and complete the process required by MGL. It is my sincere desire to make this as painless as possible for all parties.

Had this undesirable step of changing the plan had not been taken, as Selectboard members are painfully aware, there would be a sizable hole in the already tight budget. Again, thank you for your leadership in allowing the pathway to change.

Respectfully submitted,

**Michael J. Sullivan**  
Town Administrator, South Hadley