

**HYBRID SELECTBOARD MEETING  
TUESDAY, JAN. 10, 2023  
AGENDA  
SENIOR CENTER CONFERENCE ROOM  
7 P.M.**

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**Note: Not all topics listed here may 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. This meeting may be audio and/or visually recorded.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES:** Draft Minutes of Dec. 19, 2022
- 3. ANNOUNCEMENTS/OPEN FORUM**
- 4. NEW BUSINESS**
  - A. Human Rights Commission Appointment
  - B. Special Municipal Employees
- 5. OLD BUSINESS**
  - A. ARPA Update
  - B. Capital Update
  - C. FYF2024 Budget
- 6. TA REPORT**
- 7. ADJOURN**

**Selectboard Meeting**  
**Jan. 10, 2023**  
**Motions**

**MINUTES**

- A. I move to accept the draft minutes of Dec. 19, 2022.

**NEW BUSINESS**

- A. No motion needed. For discussion only to advertise vacant positions on the Human Rights Commission.
  
- B. I move to designate the School Committee and Board of Assessors as Special Municipal Employees in accordance with MGL c. 268A.

**ADJOURN**

- A. I move to adjourn.

**HYBRID SELECTBOARD MEETING  
MONDAY, DEC. 19, 2022  
DRAFT MEETING MINUTES  
SENIOR CENTER MULTI-PURPOSE ROOM  
6 P.M.**

*Present were Chair Jeff Cyr, Vice Chair Andrea Miles, Clerk Renee Sweeney, member Carol Constant, member Nicole Casolari, and Town Administrator Lisa Wong.*

**CALL TO ORDER**

Cyr called the meeting to order at 6 p.m.

**MINUTES**

Constant motioned to accept the draft minutes of Dec. 6, 2022. Miles second. All in favor. Unanimous.

**ANNOUNCEMENTS**

Miles noted the South Hadley Community Band will perform Dec. 20 at the senior center at 6 p.m.

**CONSENT AGENDA**

Constant motioned to approve the One Day Beer & Wine License requests from Karen Franz for Jan. 12 & Feb. 10. Casolari seconded. All in favor. Unanimous.

**ANNUAL LICENSE RENEWALS**

Sweeney motioned to accept the 2023 license renewals as publicly presented in the Dec. 19, 2022 Selectboard packet and allow renewal upon completion of all applications, submittal of all fees, completing all required inspections, and any other laws, bylaws or regulations required for issuance. Miles seconded. All in favor. Unanimous.

**BUTTERY BROOK PARK FEES**

Casolari motioned to accept the Buttery Brook Park 2023 fees as presented. Sweeney seconded. All in favor. Unanimous.

**FIREWORKS DATES**

Sweeney motioned to approve the fireworks for Saturday, July 1 with a rain date of Sunday, July 2. Miles seconded. All in favor. Unanimous.

**TRAFFIC REVIEW**

Constant motioned to approve No Parking Dusk to Dawn/Tow Zone signs on the unpaved portion of Lithia Spring Road owned by the Town, a No Outlet sign on Camden St., a stop sign on Columbia St., a stop sign at the Stonegate Drive intersection and an advance warning sign on Mosier St. Sweeney seconded. All in favor. Unanimous.

**SHOWCASE SOUTH HADLEY USE OF TOWN COMMON**

Sweeney motioned to approve use of the Town Common for April 29, 2023 for the SHOWCASE South Hadley festival. Miles seconded. All in favor. Unanimous.

### **BYLAW AUDIT**

Wong gave an overview of the new town clerk's efforts to audit town meetings to ensure the appropriate follow-up was done for votes related to Mass General Law and town bylaws following the discovery that a bylaw creating the Commission on Disabilities was not submitted to the AG's office a couple of years ago.

### **FY24 BUDGET**

Wong offered an update on the FY24 budget.

### **ST. PATRICK'S PARADE PARTICIPATION**

Members decided to participate in the St. Patrick's Day Parade.

### **RESIGNATION**

Constant motioned to accept with regret the resignation of Johnstone Campbell from the Commission on Disabilities. Cy thanked Johnstone for his service and said he would be missed. Sweeney seconded. All in favor. Unanimous.

### **TA REPORT**

Constant highlighted the housing production plan and Cyr thanked Senator Comerford for her service to South Hadley.

### **ADJOURN**

Constant motioned to adjourn. Sweeney seconded. All in favor. The meeting adjourned at 7:02 p.m.

**Respectfully submitted**  
**Kristin Maher**  
**Executive Assistant to Administration**

Lisa Wong  
 Town Administrator

To: Selectboard  
 From: Lisa Wong  
 Date: January 5, 2022  
 Re: ARPA update

Total Approved	\$1,394,460.13
Total ARPA	\$5,268,233.00
Total Remaining	\$3,873,772.87

PROJECT	STATUS	FUNDING	APPROVAL
High School mold remediation	Complete	\$500,000.00	9/4/21
High School mold remediation	Complete	\$341,074.13	10/26/21
COVID testing and contract tracing	Complete	\$95,000.00	1/4/22
Public Health Nurse	Complete	\$11,520.00	3/1/22
Housing Production Plan Update	In progress	\$40,000.00	3/1/22
Judd Brook Sewer Interceptor	In progress	\$150,000.00	3/1/22, 3/22/22
Nearmap	Complete	\$14,866.00	5/17/22
Public Health Nurse	In progress	\$40,000.00	5/17/22
Neighbors Helping Neighbors	Complete	\$5,000.00	5/17/22
Cultural Council	In progress	\$25,000.00	5/17, 6/7/22
South Hadley and Granby Chamber of Commerce	In progress	\$50,000.00	6/21/22
Falls Facade Improvement Program	In progress	\$30,000.00	8/16/22
Dry Brook Well Aquifer Study	In progress	\$10,000.00	9/20/22
Judd Brook Sewer Interceptor	In progress	\$32,000.00	10/4/22
Land of Low Value project	In progress	\$50,000.00	10/18/22
	Total Approved	\$1,394,460.13	
	Total ARPA	\$5,268,233.00	
	Total Remaining	\$3,873,772.87	as of 1/1/23

PROJECT	Request	Recommendation	Town Administrator Comments
MESM HVAC Upgrade	\$105,000.00	\$0.00	Further Study needed; Fund via capital
High School HVAC Upgrade	\$1,500,000.00	\$1,500,000.00	Request increased from 500k to 1.5m by TA but could be a lot more. Further Study needed.
Town Hall Repointing/Masonry	\$236,000.00	\$0.00	Should be a FY24+ Capital request
Conservation Area Trail Improvements	\$30,000.00	\$0.00	Capital approved 9500k. Continue to fund via capital or budget
Access to Lithia Springs	\$25,000.00	\$0.000	Further Study needed
Book Restoration and Preservation	\$40,371.00	\$0.00	Put on Capital list for FY24+ to be funded with free cash
Owner Unknown Parcel Research/Land of Low Value	\$100,000.00	\$0.00	Ongoing project. 50k approved already.
Morgan St. Pump Station Upgrade	\$350,000.00	\$0.00	Put on Capital list for FY24+ to be funded with retained earnings
Judd Brook Interceptor Lining Project	\$2,150,000.00	\$2,257,500.00	Recommend. Add 5%.
Comprehensive Waste Management Plan	\$320,000.00	\$202,000.00	Last one completed in 2001. Project can be phases: 1 -202k; 2 - 42k, 3 - 77k. Phase 2 & 3 can be funded with retained earnings
WPC Security	\$150,000.00	\$0.00	Put on Capital list for FY24+
Ledges: River & Irrigation Pump System	\$113,600.00	\$0.00	Put on Capital request list for FY24 per conversation with IGM and fund with retained earnings
DPW administration hvac	\$24,000.00	\$0.00	Put on Capital list for FY24
SCADA System Upgrade	\$78,000.00	\$0.00	Could be funded from Water Improvement Fund
South Hadley Fire District No. 2 Generator	\$110,000.00	\$0.00	Could be funded from grant
NEW REQUEST Dog Park Erosion Repair	\$10,000.00	\$0.00	Completed by the Friends of the Dog Park
<b>Total Capital Requests =</b>	<b>\$6,374,570.00</b>	<b>\$3,974,366.00</b>	<b>= Total Capital Recommendations</b>
		<b>-\$100,593.13</b>	<b>= Remaining if recommendations funded</b>

Fiscal Year	Department	Funding Source	Description	Appropriated	Expended	Balance	Jan 2023 Status
2020	Cable Studio	Cable Studio Fund	Studio Improvements	\$ 28,000	\$ 25,724	\$ 2,276	Used for some set design equipment in 2023
2023	Cable Studio	Cable Studio Fund	Studio Improvements	\$ 65,000	\$ 42,389	\$ 22,611	Carried forward for future studio renovations/equipment
2023	COA	Free Cash	Van	\$ 85,000	\$ -	\$ 85,000	If get grant in 2023, can be reappropriated.
2023	DPW	Free Cash	Plow	\$ 68,500	\$ -	\$ 68,500	Ordered waiting on delivery date for truck. Sander delivered.
2023	DPW	Free Cash	Trailer	\$ 6,500	\$ 6,200	\$ 300	Delivered.
2023	DPW	Free Cash	Skid Steer	\$ 80,000	\$ -	\$ 80,000	\$50k grant received, getting quotes. Will trade in existing.
2023	DPW	Free Cash	Parks-Roof/Siding	\$ 105,000	\$ -	\$ 105,000	Awarded at 91,550. Complete before Spring.
2023	DPW	Free Cash	Parks-Sander	\$ 6,000	\$ -	\$ 6,000	Delivered and installed.
2023	DPW	Free Cash	BBP-Improvements	\$ 10,000	\$ -	\$ 10,000	Parks will order supplies. Complete before Spring 2023.
2023	DPW/Conservation	Free Cash	Queensville Pond Dam	\$ 65,000	\$ -	\$ 65,000	Local match. Est at \$42,000 and be spent by 6/2023.
2022	I.T.	Free Cash	Equipment Upgrade	\$ 100,000	\$ 91,568	\$ 8,432	Work will be completed by June 2023
2023	Library	Free Cash	Carpet	\$ 20,000	\$ 9,995	\$ 10,005	Completed 2022
2023	Planning/Cons	Free Cash	Conservation Area Improvements	\$ 9,500	\$ -	\$ 9,500	Awarded to repair stairs/install signage. Complete May 2023.
2022	Police	Free Cash	Vehicles	\$ 236,000	\$ 217,899	\$ 18,101	Vehicles delivered. Waiting for some equipment.
2022	Police	Free Cash	Communications Equipment	\$ 1,300,000	\$ 701,954	\$ 598,046	Additional testing in summer 2023 needed.
2023	Police	Free Cash	HVAC	\$ 132,000	\$ 132,000	\$ -	Work almost complete.
2023	Police	Free Cash	LED Lights	\$ 14,000	\$ -	\$ 14,000	Not moving forward. Project costs came in over 50k.
2023	Police	Free Cash	Vehicles	\$ 124,000	\$ 118,440	\$ 5,560	Waiting for vehicle delivery.
2023	Police	Free Cash	Roof	\$ 90,000	\$ 57,000	\$ 33,000	Project will begin in April 2023
2023	Police	Free Cash	Office Equipment	\$ 10,000	\$ -	\$ 10,000	Ongoing
2022	School	Free Cash	Equipment	\$ 30,000	\$ 30,000	\$ -	Complete
2022	School	Free Cash	Dishwasher	\$ 82,000	\$ 82,000	\$ -	Complete
2023	School	Free Cash	Drainage/HVAC	\$ 675,000	\$ -	\$ 675,000	Bid documents being developed now.
2023	Town Clerk	Free Cash	Document Preservation	\$ 100,000	\$ -	\$ 100,000	Getting quotes and additional funding
2020	WWTP	Retained Earnings	I & I Study	\$ 35,000	\$ 35,000	\$ -	Complete
2022	WWTP	Retained Earnings	Roof Repair	\$ 85,000	\$ -	\$ 85,000	Ongoing
2022	WWTP	Retained Earnings	Generator	\$ 400,000	\$ -	\$ 400,000	Waiting for electrical study to be complete in Jan/Feb 2023
2023	WWTP	Retained Earnings	Main St Generator	\$ 400,000	\$ -	\$ 400,000	Waiting for electrical study to be complete in Jan/Feb 2023
2023	WWTP	Retained Earnings	Channel Grinder	\$ 35,000	\$ -	\$ 35,000	Will complete in June 2023 during low flows
2023	WWTP	Retained Earnings	Security Gate	\$ 40,000	\$ -	\$ 40,000	Working on pricing for gate piece of project
2023	WWTP	Retained Earnings	Station Evaluation	\$ 40,000	\$ 32,337	\$ 7,663	Report in Jan/Feb 2023
2023	Ledges	Retained Earnings	Pump Replacement	\$ 113,600	\$ -	\$ 113,600	Working w/ Tighe & Bond for design specs.

Jeff Cyr, Chair  
Andrea Miles, Vice-Chair  
Renee Sweeney, Clerk  
Carol Constant  
Nicole Casolari

Lisa Wong  
Town Administrator

To: Selectboard  
From: Lisa Wong  
Date: 1/10/20  
Re: Fiscal Year 2024 Budget - Considerations

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Expenses: The following proposals are being considered for the Fiscal Year 2024 budget. No decisions will be made until March when the revenue figures are clearer. Some proposals may be considered in future fiscal years. Department budgets are due to the Town Administration for review on January 19th so more information will be available at the January 24th joint meeting with the School Committee and the Appropriations Committee.

- Employee Benefits & Insurance: anticipate that health insurance will rise at least 5%
- Facilities: Add personnel to cover all town buildings, including schools. Assist with Commission on Disabilities, Capital Planning Committee and Sustainability and Energy Commission work.
- Golf Course: Under discussion. Expenses will increase as will anticipated revenue.
- Health: Add part time license social worker, part time administrative assistant. Explore new models for animal control.
- Libraries: Add part time archivist
- Public Safety: Add captain or deputy chief position
- Public Works: Add highway and parks forepersons
- Senior Center: Add part time COA Custodian, shift  $\frac{1}{3}$  of two existing salaries off of grant.
- Veterans: Add Veterans Director position due to the dissolving of the district with Easthampton.
- Wage and Classification: Allocate funding for potential wage increases. Study should be complete in FY24.

Revenue: The Governor's budget is not likely to come out until March 1. There will be less than a week before the Town Administrator will present a draft budget to the Selectboard on March 7.

- State aid: 25% of the total budget. Total net aid increased 12.6% between FY22 and FY23, 0.37% between FY21 and FY22, 4.69% between FY20 and FY21, and actually decreased 5.13% between FY 17 to 18. The state usually holds a revenue consensus hearing, which will give guidance on if and how much growth to anticipate in the FY24 budget.
- Taxes: 57% of the budget total. Cannot be increased by more than 2.5% per year.
- Local Receipts: Under 5% of the budget total. Increased the last few years by ~3%.



Jeff Cyr, Chair  
Andrea Miles, Vice-Chair  
Renee Sweeney, Clerk  
Carol Constant  
Nicole Casolari

Lisa Wong  
Town Administrator

## Town Administrator's Report to Selectboard January 10, 2023

### Administration, Finance and Operations

- The Mass Municipal Association has detailed bills that they will file for the upcoming legislative cycle, including requesting that the meals tax doubles (South Hadley voted to adopt this local option): [www.mma.org/mma-announces-legislative-package-for-2023-24-session](http://www.mma.org/mma-announces-legislative-package-for-2023-24-session).

### Community

- The Age and Dementia Friendly Resource booklets have been published in English and Spanish and can be found at the Library, Senior Center and Town Hall. Special thanks to the many partners involved in its creation! The guides are posted on the Town's website.

### Planning

- **Titus Pond Wetlands Restoration:** South Hadley is currently using Municipal Vulnerability Preparedness (MVP) funding to complete design and permitting for an ecological restoration project and community recreational access trail at Titus Pond on Route 116/Newton Street, as well as downstream improvements to the Mountain Avenue culvert and adjacent wetlands. Restoration and ecological enhancement of the Titus Pond impoundment to a series of wetland systems will increase flood storage capacity and habitat function, and allow for the declassification of the Queensville Dam. Titus Pond itself is part of an underutilized town-owned Conservation Area that is impacted by stormwater runoff and impaired by significant algal blooms during much of the season—conditions which are expected to worsen as temperatures and precipitation-driven nutrient inputs increase with climate change.

Rather than spend money on perpetual upkeep of the dam, the Town would prefer to declassify the dam and restore the surrounding ecosystem for improved stormwater retention capacity to prevent flooding of densely populated downstream neighborhoods and improve water quality/alleviate potential public health concerns associated with nutrient and bacteria impairments. The Town anticipates pursuing FY24 funding to finalize construction documents, issue an Invitation for Bids for construction, and complete construction of the wetland restoration project, including removal of the outlet control structure which currently impounds water at Titus Pond. The Town will simultaneously refine the precise design of, and finalize construction plans for, associated community access points/trails into the Conservation Area, which will ultimately function as part of a larger network of accessible walking paths and sidewalks within the Town's Newton Street Smart Growth District and surrounding area. The Town intends to pursue other trail and access-focused funding to construct the trail components of the project as a second phase of construction.

The Town will also be continuing outreach and engagement in the larger watershed to build further understanding about the connections between watershed health and climate resilience and working to advance additional downstream improvements in future project phases. The Expression of Interest for the MVP Grant is due on January 20, 2023.

### Public Health

- **FREE Test kits**, masks, gloves, bandages, and other PPE was delivered to the Town from the State. Test kits delivered to the library and senior center are available to the public on a first come, first serve basis.
- **COVID Monitoring:** The Massachusetts Department of Public Health informed us that the wastewater monitoring program for Covid-19 is being extended for the full 2023 year and will continue to be funded by the Massachusetts Department of Public Health. The most recent BioBot data show a big spike in COVID detected in local wastewater. The Town posts all the reports on the town website: [www.southhadley.org/1026/COVID-19-RESPONSE](http://www.southhadley.org/1026/COVID-19-RESPONSE)

### Public Safety

- **Mental Health:** The South Hadley Police Department is partnering with Gateway, Community Behavioral Health Center (CBHC) for 2023. This team approach allows for the clinician and police officer to provide services to those community members who struggle with mental health and wellness or are in crisis. Community Behavioral Health Center services are always available by calling 1-833-CHD-TALK.

### Public Works

- **Paving:** The Town is keeping an eye on asphalt prices for paving projects expected to be done this spring. The prices have fallen over the winter and the Town should be able to get much more paving done with the lower prices. Streets scheduled for paving include River, Lathrop, Alvord, Sunset and the Wastewater Treatment Plant Parking lot. BETA is finalizing the street and sidewalk analysis and prioritization for the Town in the next few months. This will help the Town in longer term planning.