

**SELECTBOARD MEETING
TUESDAY, FEBRUARY 2, 2016
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.

1. CALL TO ORDER/ROLL CALL
2. APPROVAL OF MINUTES *January 19, 2016 Regular Selectboard Meeting*
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
 - A. ONE DAY BEER AND WINE LICENSE REQUESTS:
 - Mark Garner, for MHC Dining Services – February 6, 2016 – Chapin Auditorium
5. NEW BUSINESS
 - A. March Meetings (March 8, 22)
 - B. Recap of MMA Conference
 - C. Presidential Primary Warrant March 1, 2016
 - D. SHELD PILOT FY 17
6. APPOINTMENTS/RESIGNATIONS
7. OTHER BUSINESS
 - A. Town Meeting Review Recommendation
 - B. Budget FY17 Update (M Sullivan)
8. TOWN ADMINISTATOR REPORT; MMA Winter Conference, Falls Traffic Patterns, Bardwell Street Condos, MPIC, DHCD MassWorks Meeting, Hazzard Mitigation Plan, Ice Rink, Telecom
9. CHAIRMAN’S REPORT
10. OTHER BUSINESS
11. EXECUTIVE SESSION under M.G.L. Chapter 30A, Section 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; Police Union Negotiations
12. ADJOURN

**SELECTBOARD MEETING
TUESDAY, JANUARY 19, 2016
SELECTBOARD MEETING ROOM – 7 P.M.
MINUTES**

Present were Members: Chair Francis J. DeToma, Vice Chair Ira J. Brezinsky, Sarah Etelman, Bruce C. Forcier and John R. Hine; Town Administrator Michael J. Sullivan.

Chair DeToma called the meeting to order at 7:03 p.m., noting that all members were present.

1. MINUTES

SB Member Forcier moved to approve the minutes of the December 15, 2015 and January 5, 2016 Selectboard meetings. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

2. ANNOUNCEMENTS

Nomination papers are available for anyone interested in running for positions in the April 12, 2016 Annual Town Election, SB Member Etelman reminded. Open seats include Town Moderator, Selectboard, School Committee, Board of Assessors, Board of Health, Municipal Light Board (four positions available - two (2) three-year terms, one (1) two-year term and one (1) one-year term), Housing Authority, Planning Board, Trustees for Free Public Library and Hampshire Council of Governments (COG). In addition, each of the precincts will have eight Town Meeting member positions open. Nomination papers are available in the Town Clerk's office and due back February 23rd for major offices and February 16th for Town Meeting members. (Town Meeting members running for reelection are only required to return postcards indicating their intention to continue serving, not return nomination papers, she clarified.) And, absentee ballots for the Presidential Primary on March 1st are now available. Anyone wishing to vote absentee can do so either on-line or by coming into the Town Clerk's office.

Chair DeToma commended Sue Brouillette and DPW Superintendent Jim Reidy, the two principals behind the annual "Bag the Community" food drive which took place over the Martin Luther King weekend. "Scores" of volunteers turned out to help, and it was once again an incredible event, he related. Workers filled nearly a whole semi-trailer with donated food for the South Hadley Food Pantry. He offered thanks and commendation to all involved.

The Lion's Club monthly spaghetti supper will be Monday, February 1st from 4:30 to 6:30 p.m. at the Roost.

SB Member Forcier drew audience members' attention to the artwork of Jack Barry - former South Hadley postmaster - that now graces the walls of the Selectboard Meeting Room. His work will be on display for the next six months, and Selectboard members will have a reception for him prior to the next Selectboard meeting on February 2nd.

SB Member Hine announced that the 2016 fireworks display will be Sunday, July 3rd with a rain date of Tuesday, July 5th at the Michael E. Smith Middle School (MESMS).

Chair Hine asked if anyone wished to address the Selectboard under open forum. No one responded.

3. CONSENT AGENDA

A. ONE DAY BEER AND WINE LICENSE REQUESTS:

- **Mark Garner, MHC Dining Services – February 13, 2016 – Chapin Auditorium**
- **Luke Brunelle, Jr. – March 13, 2016 – Brunelle's Marina (Leprechaun Plunge)**

SB Member Forcier moved to accept One Day Beer and Wine License requests from Mark Garner and Luke Brunelle. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

4. PRESENTATION OF SOUTH HADLEY PUBLIC LIBRARY JOINT INTEGRATION COMMITTEE

Mitchell Resnick and Barbara Erwin, chairs of the South Hadley Public Library (SHPL) and Gaylord Memorial Library Board of Trustees, respectively, presented a report on the findings of the Joint Integration Committee. **Joint Integration Committee member Winston Lavalley, Gaylord Memorial Library Director Chris Quigley, SHPL Trustees Maxine Chevala and Dave Morell and SHPL Library Director Joe Rodio** were also in attendance. **Jeff Barnett from the Gaylord Memorial Library** was another participant who was unable to be present, Mr. Resnick noted.

Mrs. Erwin began by reviewing the history of the Joint Integration Committee. The committee has been meeting for four years and received a grant from the Massachusetts Board of Library Commissioners (MBLC) this past year to pay for a consultant, Mrs. Erwin related. Over the past year, participants met and came up with a plan which has been provided to the Selectboard. Major benefits of integration that would improve service delivery to the town are as follows: having one catalogue, one card and one webpage, having all archival material in one data base, having a coordinated purchasing system and having unified calendars of programs and events and newsletters, she related.

One of the missions of the committee was to verify that service plans for each of the libraries could be agreed upon, Mr. Resnick explained. He referred to the proposed service plan beginning on Page 5. The highest priority service areas were identified as: 1) improved provision of materials and programs for leisure reading and listening pleasure, 2) maintaining a comfortable place to visit both physically and virtually, 3) improving services for young readers, and 4) providing life-long learning opportunities. Imbedded in the proposed service plan are goals and objectives and a projected timeline. Library administrators would like to see the plan phased in over three years, starting with features that could be integrated at no cost, he advised.

The committee drafted a proposed budget for unifying library services and estimates that unification could be accomplished in FY 2018, he continued.

Mr. Resnick drew members' attention to an itemization of combined expenses for FY 2016. The current budget of the South Hadley Public Library is \$615,000 and the town provides an appropriation for Gaylord of approximately \$31,000 so the total amount currently appropriated for library services is \$647,000.

SB Member Hine asked if the additional \$50,000 required to operate both libraries would come from the Gaylord Memorial's endowment, and Mr. Resnick said the plan is to present the total budget of \$697,000 for combined services to Town Meeting for approval.

SB Member Etelman mentioned several references in the report to the need to find out more about the condition of the Gaylord building. She said she would imagine any information on maintenance/capital needs would add to the total cost. Mr. Resnick said his hope was that the parties could enter into a Memorandum of Agreement (MOA) for the use of the building that would spell out who would be responsible for maintenance, utilities, etc.

Ms. Etelman asked who owns the building and is responsible for maintenance now, and Mrs. Erwin said the building is owned by Gaylord. The land is owned by the town, Mr. Sullivan interjected. It would not be his recommendation to covet the building since it is a building that needs work, he assured. In conversations back and forth and a letter to Mrs. Erwin he has stated that they could spend a lot of time and effort in determining who owns what, but, at the end of the day, the test of ownership is the sale of the property. If either party were to sell the property, the seller would have to get permission or a tax title lawyer would not give title insurance on the property, he asserted. The seller would have to clarify the 1913 deed conveying the cemetery land for use as a library. The land was clearly given to the library in perpetuity but didn't change the deed at the Hampshire County Registry of Deeds. It's an issue that's been a stickler and a discussion point for a long period of time. He expressed the opinion that, at the end of day, it is a distinction with no difference. There is no intention by either party to discontinue the use of the building as a library, and the Selectboard has indicated to him that it supports its continued use as library, he concluded.

There is no need for the subject to be an impediment to the ongoing consideration of joint integration, Chair DeToma agreed. As long as the Gaylord continues to operate the building as a library, it is a moot issue.

One of the big steps taken this year was to include the Gaylord appropriation in the overall library budget, Mr. Sullivan continued. Presenting the Gaylord budget within the library department “is a clear way to stay within the parameters suggested to us by DOR and by the law.” The town technically cannot fund any entity that it doesn’t have contractual control over, he stated. He expressed his understanding that the libraries have worked out an agreement to continue services under this arrangement. His suggestion is to increase the Gaylord appropriation to \$35,000, he noted.

Mr. Resnick commented that combining the budgets is “an elegant solution” to transitioning to joint services for FY 17.

Mr. Hine asked for the main drivers behind the combined budget of \$697,000, and Mr. Resnick said most of the cost is bringing on Gaylord employees as town employees. Library officials would like to see two Gaylord employees brought on as town employees and will also be asking for an additional 15-hour a week entry-level library assistant. There will be some economies of scale as the libraries begin joint purchasing, but it is not possible to predict exactly what those numbers will be, he added.

Mr. Sullivan noted that some of the proposals will have to be negotiated with the union. The town will also incur some retirement costs and health care costs as a result of adding employees, he said.

SB Member Hine noted that the town has been working very hard to reduce its overall Other Post Employment Benefits (OPEB) liability.

Mr. Resnick said he would hope that there would be agreement that there is a value to the services that would be rendered to the town.

Members asked questions and offered comments. The plan is to keep Gaylord open the same number of hours, Mr. Resnick confirmed.

One strength of the Gaylord Library is the Friends of the Gaylord Library organization, Chair DeToma observed. He asked Mrs. Erwin what she envisioned the role of the friends being going forward.

Mrs. Erwin said she thought the group would still act as a fund-raising arm for capital improvements. The volunteers regularly hold fundraisers such as “Wine Down Fridays” and a “Wine, Cheese & Chocolate” event, she confirmed.

Chair DeToma voiced the opinion that the friends would still have an important role to play in raising money for capital projects. The volunteers are an important asset that Gaylord brings to the table, he acknowledged.

SB Member Etelman asked if there would be a need for the library’s endowment to be used after the integration plan is implemented in FY 2018.

Mrs. Erwin confirmed that the fund would continue to be used for capital improvements to the buildings.

Chair DeToma asked about the breakdown of “assessment” costs for FY 2017 on page 18, and Mr. Resnick explained that the assessment is for membership in the automated resource sharing network (CWMARS). The assessment now is \$24,205 and would be increased by \$3,139 to add Gaylord. Gaylord is now only able to avail itself of this service indirectly, he elaborated.

The Gaylord is not a member of the CWMARS system but employees are able to place holds on materials for their patrons, Mrs. Quigley explained. Patrons cannot place their own holds. It would be much more efficient and equitable for Gaylord patrons to participate as full members of the system. Gaylord’s resources would also be available for loan.

SB Member Hine said it sounded like a lot of activities such as the unified calendar could proceed, and Mr. Resnick confirmed that this is part of the timeline.

Chair DeToma commended both sets of trustees for their fine work. Mr. Resnick asked if a link to the report could be added to the town website, and Mr. Sullivan said yes. A Know Your Town (KYT) forum on the report has been scheduled for March 23, 2016.

5. MICHAEL E. SMITH MIDDLE SCHOOL (MESMS) SECURITY ENTRANCE CHANGE ORDER

School Superintendent Nicholas Young presented a change order for the project to upgrade the MESMS security entrance. The project previously received approval for \$70,000 but, after going out to bid, the School Department now has a revised quote for \$149,000. He said he was hesitant to present the project in too great a detail in a public forum but said school officials have taken to heart recommendations made by state police experts to enhance security.

School officials have taken a series of other measures to enhance security but he repeated that he is hesitant to get into details since he has been cautioned not to.

SB Member Forcier asked if the recommendation contained in Trooper Carmichael's original report to switch the positions of the administrative offices had been implemented, and Mr. Young confirmed that each recommendation made by Trooper Carmichael had been incorporated into the final plan.

Dr. Young referred to the extensive process school officials have gone through to research options available to enhance school security. It is fair to say administrators have spent numerous hours in conversations looking at every angle to find the least expensive yet safe alternative to bring forward, he assured. Administrators have been extremely financially responsible in all school department funding requests and have been reluctant to make very many. They have learned a lot through this process that will enable them to strengthen school security, he observed. He thanked the Capital Planning Committee for its consideration, noting that the subject has been a protracted agenda item for them.

The Selectboard presented a list of capital projects at the Annual Town Meeting which included the original proposal to upgrade middle school security for \$70,000, SB Member Hine reminded. He expressed his understanding that the School Department went out to bid and now has a revised proposal for \$149,000.

School officials started with an initial quote in good faith. They went through a procurement process, and bids came in higher than expected. Capital Planning Committee members made suggestions for reducing the cost which they followed up on with the successful bidder in close consultation with the Police Department, resulting in a reduction from \$198,000 to \$149,000, he related. Dr. Young noted that he also consulted Trooper Carmichael about adjustments to make sure they were not compromising safety.

Meanwhile, school officials were pleased to see that the roof replacement project came in well under bid, leaving extra funds available to be diverted to the security entrance.

SB Member Hine asked if the project would serve as a model for similar projects at the high school and Mosier Elementary, and Dr. Young agreed that the project would be a model of sorts as it served to identify basic elements needed to enhance security. At one point the idea of presenting all three projects as one package was considered, but the Capital Planning Committee recommended that school officials look at this project in isolation, he reported. He didn't think in all his years he had dug into a capital project quite as deeply.

Given that it may serve as a model, it is reasonable to expect that, in increasing the cost of this project, Selectboard members likely are making a commitment to upholding similar standards at the other schools, Mr. Hine suggested.

SB Member Etelman expressed her understanding that the plan went above and beyond the recommendations from the state police.

However, Dr. Young maintained that this was a misunderstanding that he had worked very hard to correct. The belief that school officials are seeking material of a greater cost and caliber than what was originally recommended is not accurate, he insisted. "We believe that we are right where the recommendations are," he remarked.

Ms. Etelman said she would really like to see proposals for security upgrades to all three schools presented to Town Meeting as a complete plan. It feels as if this is being done "piecemeal," she observed. For her, this is a huge increase to go from a \$70,000 project to a \$150,000 project, she noted.

Dr. Young reiterated that school officials started with a complete plan and but had broken it down into individual projects at the request of the Capital Planning Committee.

Ms. Etelman said she understood, but she would still like Town Meeting members to be presented with a complete plan.

Mr. Brezinsky asked Dr. Young about the excerpt from the Capital Planning Committee's report stating that, "with the exception of the bullet resistant materials, the proposed renovations are in line with the recommendations issued by State Trooper Carmichael."

Dr. Young invited Police Chief David R. LaBrie to help him address this issue. Chief LaBrie pointed out that the only mention of bullet proof glass in Trooper Carmichael's report is for the window in the administrative office. The trooper states that the doors need to be "sturdy or secure" without specifying a particular material, Chief LaBrie advised. He did indicate that bullet resistant glass is optimal but said no other school in the area has that, the chief related.

Dr. Young stressed that he believed himself to be following Trooper Carmichael's recommendations. Trooper Carmichael recommended that the entrance be a secure lobby, and the school's architect tells him that bullet-resistant glass is the minimum standard for a secure lobby. As he was aware of some confusion as to whether this went above and beyond the trooper's recommendations, he had worked very hard to make sure that it was the most cost-effective option which addressed the recommendation of the report, he asserted.

It is true that, on a global scale, South Hadley has gone above and beyond in pursuing school security, and he does not apologize for that, Dr. Young continued. In surveying his peers, South Hadley is not alone in considering these types of improvements. He mentioned Northampton, Gateway, Amherst and Belchertown as school districts discussing similar measures. It is certainly a theme now in public schools, he acknowledged.

Chief LaBrie agreed that he would want to see bullet resistant glass in order to make the building absolutely secure but said he would not want to see the project delayed because of a funding issue. Securing the vestibule and moving the administrative office is critical, he asserted. The architect's proposal is "state of the art," and he would recommend funding it if possible. Cutting the budget would not be pursuing the best option, but he would rather see it cut back than not done at all.

School Committee Representative John A. Kelly pointed out that alternative materials that satisfy the requirement that the doors be sturdy are actually more expensive than bullet-resistant glass. The issue at hand is that doorways lead into the schools and children are on the other side of those doors, he pointed out. As far as delay, Trooper Carmichael's letter was written over a year ago, effectively putting the town on notice that security improvements are needed. From a legal standpoint, the clock started ticking then, he maintained.

Mr. Sullivan cautioned him against setting up a legal case for someone in the future. Getting a letter from a state trooper does not put the town on notice of a liability, he contended.

Discussion continued, with Mr. Brezinsky pressing for more information about the proposed glass. The Selectboard has been told there is a \$30,000 to \$40,000 difference in cost between what is being proposed and what was recommended.

The key factor is the protective level of the inside of the lobby, Dr. Young explained. The school's expert said it is not possible for the lobby to be secure without the material proposed.

Trooper Carmichael never said bullet-proof glass should not be used, he just said "sturdy doors" should be in place, Chief LaBrie volunteered. The trooper gave a general suggestion, and the outside expert hired by the schools recommended the specific solution.

Both Officer Fleming and Trooper Carmichael believed there was a film material that could be used over glass to provide a level of safety, Mr. Kelly added. In consulting with architects and ballistic experts, he learned this was not the case. From that point on, capital planners discarded the idea of film and moved to a bullet-resistant material.

He is looking for a path forward to get the most pressing of the three projects moving, Dr. Young emphasized. He expressed confidence that the savings on the roof project is more than enough to address the increased cost of the vestibule.

In response to a direct question from Mr. Brezinsky, Chief LaBrie said he "absolutely" recommends moving forward with the project as presented.

SB Member Brezinsky moved to approve the request. Chair DeToma seconded. His issue all along was the perceived disparity between Trooper Carmichael's recommendation and the architect's specifications, Mr. Brezinsky said. From the beginning, his position has been to follow the recommendations of the safety professionals. "Our police chief is recommending that we do this and that it needs to be done now, and that's all I need to hear," he commented.

SB Member Forcier noted that since the change will not impact borrowing or funding, he supports the request. He suggested town officials will need to have a larger discussion about the other schools, and Mr. Brezinsky agreed. **The motion passed unanimously 5:0.**

6. MASSACHUSETTS MUNICIPAL ASSOCIATION (MMA) BUSINESS MEETING – ARTICLES AND RESOLUTIONS

Mr. Brezinsky had asked that resolutions to be considered at the upcoming MMA meeting be discussed prior to the meeting. On close inspection, members realized that the resolutions included in the packet were those adopted in 2015 rather than the ones to be considered this year. Since they did not have the right resolutions, discussion was tabled.

7. RIVER TO RANGE RECREATIONAL TRAILS GRANT APPLICATION LETTER

Mr. Sullivan updated members on the status of the River to Range Recreational Trails Grant application. The project has been divided into two phases. Phase 1 creates an accessible loop around the hay field off Ferry Street and includes a parking lot with handicapped spaces. The Pioneer Valley Planning Commission (PVPC) has asked the town to increase its match from \$18,000 last year to \$25,000 this year and will be asking Mount Holyoke College for a similar match. They have also asked the town to increase its in-kind contribution from \$5,000 to \$8,000.

Phase 2 is construction of a bridge over Bachelor Brook leading to an accessible scenic lookout. The suggestion from the Recreational Trails Grant program was to scale down the parking lot, so project proponents have reduced the number of parking spaces from 19 to nine, five of which will be accessible and four which will be for the general public.

Mr. Hine moved to allow the chair to write a letter of support for this year's application. Ms. Etelman seconded. The motion passed unanimously 5:0. The increased match is contingent on Town Meeting approval, it was noted.

8. RENEWAL OF DOCKSIDE EVENT TENT SEASONAL LICENSE

SB Member Forcier moved to approve a seasonal on-premise license renewal for the Dockside Event Tent. SB Member Etelman seconded. The motion passed unanimously 5:0.

9. ESTIMATE OF INCREASED SEASONAL POPULATION

SB Member Brezinsky moved to certify that South Hadley has an increased seasonal population as of July 1st of 17,524. SB Member Etelman seconded. The motion passed unanimously 5:0.

10. BUDGET FY 2017

The expense side of the budget is fairly evolved while the revenue side is still in a great deal of flux, Mr. Sullivan reported. He will be meeting with the town accountant next week to finalize some figures but is waiting for state figures to see how revenues are trending. The state budget doesn't form a semblance of clarity until April, but the town is right on its timeline. The expense side of the budget should be before the board in early March and he is hoping to have a draft budget on line for Town Meeting members and the public to review Friday, February 5th, he presented.

He encouraged the public to send questions on the budget to him directly.

11. COA DIRECTOR RETIREMENT

Selectboard members received a letter from Joanne Trybus dated January 11, 2016 informing them of her intention to retire on Wednesday, June 29th of this year, Chair DeToma related. He commended Mrs. Trybus for her dedication to her work and to every aspect of the Council on Aging.

12. STREETLIGHT POLICY FINAL

SB Member Forcier moved to accept the final draft of a streetlight policy. SB Member Brezinsky seconded.

SB Member Forcier expressed his understanding that the policy calls for the Town Administrator to act as a gatekeeper for streetlight activation requests but also asks the police chief and DPW Superintendent to recommendations in instances of safety. Residents can appeal to the Selectboard if they don't like the Town Administrator's decision. **The motion passed unanimously 5:0.**

13. GAYLORD ADMINISTRATION/TOWN HALL COMMITTEE REQUEST

The Selectboard received a letter from the South Hadley Redevelopment Authority (SHRA) at its last meeting asking it to consider looking at the Gaylord Administration Building as a potential site for town offices, Chair DeToma reminded.

SHRA Chair Gerald A. Judge stressed that what is being proposed is simply a feasibility study to see if this would be a useful idea to pursue.

SB Member Etelman reiterated the concern she raised at the last meeting of not wanting to focus on one building. She wants to make sure they are including any other building under consideration in any feasibility study because otherwise she thought they run the risk of being viewed as settling on a particular site prematurely, she clarified.

Mr. Judge acknowledged her point and said he would be willing to include other sites. He absolutely did not think the town should look at just one site at all, he stressed.

Chair DeToma noted that the Redevelopment Authority will soon be presenting a comprehensive plan and wondered aloud if there would be any harm in deferring the study until that time.

Members discussed at some length. Mr. Judge expressed concern that deferral or delay could go on indefinitely and strongly advocated for getting started. In response to a comment from Mr. Brezinsky, he confirmed that he envisioned the study and associated committee being short-lived.

SB Members Brezinsky and Etelman voiced concern about "putting the cart before the horse." Mr. Brezinsky pointed out that the study makes the assumption that some town buildings need to be "put out to pasture" while that is a much more comprehensive and long-term supposition. Ms. Etelman said she thought parties such as SHEL and the town needed to come together prior to a study and discuss the need for space in more general terms. The conversation needs to start with "what are the needs" rather than "what does this space look like," she suggested.

The redevelopment authority has strongly stated that SHELD should be in South Hadley Falls, Mr. Judge reminded. He noted that the Gaylord building “seems to us to be an answer to that question.” The SHRA could undertake the feasibility study itself but thought it wise to come to the Selectboard and propose it jointly.

Chair DeToma agreed that any effort would certainly need to be informed by actual needs. It would be good to have a general idea of the parameters necessary in any prospective building, he confirmed. However, he suggested that this could be done simultaneously, and Mr. Brezinsky and Mr. Judge agreed the two processes were not mutually exclusive.

Mr. Brezinsky asked how the commercial property owners had been engaged, and Mr. Judge said they had aggressively been trying to find tenants for some time.

The town did a study on the Town Hall in 2009, Mr. Sullivan advised.

A number of communities have used the model of adapting existing space within their community for public use, Mr. Sullivan related. In Easthampton, the old B & G Mechanical and Tighe & Bond space was converted into a Town Hall, Burlington converted an old Red Hat facility into a Town Hall which it leases, the City of Cambridge took over an IBM facility for its new police station and Franklin, MA took over a medical center. However, he referred to the oversight of the Division of Capital Asset Management (DCAM) and restrictions governing the public procurement process. Town officials cannot have an exclusive proposal for one entity but instead must design an RFP and solicit bids, he noted. The owners of the old grocery complex might bid on it, and someone may propose new construction, he pointed out.

An idea proposed early on in his tenure was to move Town Hall into the Police Department and build a new public safety complex, Mr. Sullivan related. If a committee is formed, these are all things that have to be looked at and compared to the cost of rehabilitating Town Hall. He tends to think Town Hall could make some really attractive living space, he shared. A final proposal is taking over some space in the area of the bridge coming into South Hadley Falls to adapt as a Town Hall.

Mr. Sullivan mentioned capital projects that would be needed to upgrade the existing building for more long-term use, such as re-pointing the exterior and elevator upgrades. He suggested the possibility of the Selectboard instructing him to begin compiling a report including research on construction costs and ideas being looked at in other communities.

Mr. Judge said he thought the Redevelopment Authority would be willing to take a step back and say, let’s not do a study on 27 Gaylord but let’s begin a conversation about the relocation/consolidation of town offices.

Chair DeToma agreed that getting some sense of the needs in terms of square footage, etc. would be helpful.

SB Member Hine commented that there is an element of building fatigue in the community. The town has built a new library and a new school, and the idea of starting a committee might elicit a negative reaction, he pointed out.

Mr. Sullivan expressed his understanding that the Selectboard’s message to him has been to find interesting ways to do this within existing revenues. “If you plan this properly, you don’t necessarily have to raise taxes,” he observed.

Mr. Judge proposed that the chairs of the Redevelopment Authority and the Selectboard meet with the Town Administrator and try to develop an approach. SB Member Hine suggested directing the Town Administrator to start putting together a plan as to how to meet the needs of the community, and members indicated agreement.

14. TOWN ADMINISTRATOR REPORT

Mr. Sullivan reminded residents to sign up for emergency notifications from Civic Ready if they haven’t already.

SB Member Brezinsky asked if the energy savings performance project with Siemens was wrapped up. Mr. Sullivan said he was scheduled to be trained on the new heating system the week after next and believed that, after that, the contract with Siemens would be concluded. The town is well within the projected savings estimated by the contract, although the cost reductions are due to degree days more than anything else, he reported.

15. CHAIRMAN'S REPORT

Chair DeToma said he was a little concerned about the number of elected positions available and would urge the citizenry to consider taking out papers and applying. He made the suggestion of dividing up some of the open positions at the next meeting and Selectboard members getting on the phone to encourage some of their friends to run for office.

SB Member Forcier moved to adjourn. SB Member Brezinsky seconded. The motion passed unanimously 5:0. The meeting was adjourned at 9:28 p.m.

RESPECTFULLY SUBMITTED,

**LAURA KRUTZLER
ADMINISTRATIVE SECRETARY**

EXHIBIT A

List of Documents Reviewed at January 19, 2016 Selectboard Meeting:

1. January 19, 2016 Agenda.
2. Minutes of December 15, 2015 regular Selectboard meeting.
3. Minutes of January 5, 2016 regular Selectboard meeting.
4. One Day Beer and Wine License request from Mark Garner, Mount Holyoke College Dining Services, for a reception on February 13, 2016 from 8 p.m. to 2 a.m. in Chapin Auditorium.
5. One Day Beer and Wine License application from Luke Brunelle, Jr. for “Leprechaun Plunge” fundraising event on March 13, 2016 from 12 p.m. to 6 p.m. at Brunelle’s Marina.
6. Letter from the South Hadley Public Library/Gaylord Memorial Library Joint Integration Committee to the Selectboard dated January 8, 2016 and report on South Hadley Library Integration Project, August – October 2015, Cheryl Bryan Consulting. Report includes Integrated South Hadley Libraries Service Plan, Combined FY 2016 Expenses of South Hadley Public Library & Gaylord Memorial Library, Possible Administrative Structure of South Hadley Public Libraries, South Hadley Libraries Staffing Chart and Report from August 7, 2015 Meeting of South Hadley Public Library and Gaylord Library Trustees.
7. Resolution Ensuring a Strong and Enduring Fiscal Partnership Between Cities and Towns and State Government in Fiscal 2016 and Beyond (2015).
8. Resolution Relative to Investments in Municipal Capital Projects to Facilitate Economic Growth and Protect the Health and Safety of Citizens (2015)
9. Resolution Ensuring a Modern and Sustainable Personnel Management and Benefit System to Attract and Retain Public Employees, Provide Excellent Municipal Services, and Ensure Prudent Use of Taxpayer Dollars (2015)
10. Letter from Lieb Architects & Associates, P.C. to Dr. Nicholas D. Young, PhD, ED, MBA dated November 18, 2015 re: South Hadley Schools Secure Lobbies Project at the South Hadley Middle School, Architect’s Project No. 2015-03 with attached e-mail of cost breakdown from Michael O’Connell, Contractors Network, Inc.
11. Bid sheet with record of General Bids for South Hadley Schools Secure Lobbies Project.
12. Estimate from Yankee Glass, LLC for Ballistic and Security Glazing at Main Entrance of Michael E. Smith Middle School dated October 23, 2015 together with product sheets for School Guard Glass, CRL Bullet Resistant Windows and U.S. Armor.
13. On-premises Seasonal All Alcohol License Renewal Application for Dockside, Inc., d/b/a Riverside Event Tent.
14. Memo from Laura Krutzler to Selectboard dated January 15, 2016 re: Estimate of Increased Seasonal Population.
15. M.G.L. Chapter 138, Section 17.

16. Letter from Council on Aging Director Joanne Trybus dated January 11, 2016 notifying Selectboard of intention to retire on June 29, 2016.
17. Final Form of Streetlight Policy as revised January 14, 2016.
18. Town Administrator Report dated January 15, 2016.

MOUNT HOLYOKE

DINING SERVICES

1/21/1

To the Board of Selectmen
116 Main Street
South Hadley, MA 01075

I am applying for (1) day beer and wine license for the following location, date and time.
The certification/Sponsor should read: Mount Holyoke College Dining Services.

DATE:

LOCATION:

TIME:

Saturday February 6th, 2016

Chapin Auditorium

8:00p– 2:00a

Please email me when the license is ready for pick up. Thank you very much for your attention to this matter.

Mark J. Garner
Assistant Director – Cash Operations
Mount Holyoke College
mgarner@mtholyoke.edu
Office: 413-538-2522

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR PRESIDENTIAL PRIMARY

SS.

To the Constable of the Town of SOUTH HADLEY

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at

PRECINCT A, B, C, D & E

SOUTH HADLEY HIGH SCHOOL, 153 NEWTON ST, SOUTH HADLEY, MA 01075

on **TUESDAY, THE FIRST DAY OF MARCH, 2016**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primary for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE FOR THIS COMMONWEALTH
STATE COMMITTEE MAN SENATORIAL DISTRICT
STATE COMMITTEE WOMAN SENATORIAL DISTRICT
WARD OR TOWN COMMITTEE CITY OR TOWN

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of _____, 2016.

Selectmen of **SOUTH HADLEY**

POSTING: TOWN HALL (MAIN ST), MAIN LIBRARY, BIG Y (WILLIMANSETT ST),
COUNCIL ON AGING AND FIRE DISTRICT #2

_____, 2016.
Constable

Warrant must be posted by **February 23, 2016**, (at least *seven days prior* to the **March 1, 2016**, Presidential Preference Primary).

Electric Light Department Town of South Hadley

85 Main Street
South Hadley, MA 01075-2797

Telephone 413-536-1050
Fax 413-536-0741

RECEIVED
TOWN OF SOUTH HADLEY
SELECTBOARD

January 22, 2016

Michael Sullivan, Town Administrator
Town of South Hadley
116 Main Street, Room 109
South Hadley, Massachusetts 01075

JAN 27 2016

..... Meeting Action
..... Agenda Ex Session
..... New Old
..... Ok to Pay	
..... Send/Copy to	

MS
mike Sullivan

Re: SHELD PILOT payment


Dear Mr. Sullivan:

On January 21, 2016, the Municipal Light Board held a meeting to discuss, explore and evaluate different methods to calculate a payment in lieu of taxes (pilot). During this meeting, we discovered that there are many different methods currently used by other municipal light plants.

One method, in particular, appealed to us as it provides a very transparent and justifiable basis for making such a payment and we would like to solicit your thoughts on this matter.

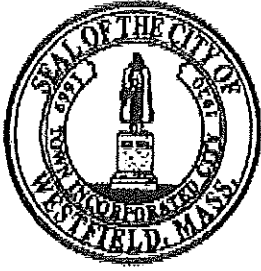
We propose to make future pilot payments to the Town in amounts sufficient to reimburse the Town for the actual costs it incurs in providing various services to the Department. We understand that this will involve some effort to both identify all the benefits SHELD receives from the Town and develop a reasonable basis for allocating the associated costs. Our pilot payment would of course be reduced by the costs we incur in providing services to the Town (exclusive of electricity sales which will continue to be billed under our current terms). Once established, however, this method will provide a consistent, easily understood, and justifiable basis for our future pilot payments.

We look forward to your feedback on this proposal.

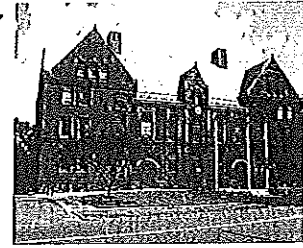
Sincerely,



Anne S. Awad, Chair
Municipal Light Board



City of Westfield



DANIEL M. KNAPIK
MAYOR

City Hall
59 Court Street
Westfield MA 01085

Telephone: (413) 572-6201
Fax: (413) 572-6274

12/5/13 Accepted

December 5, 2013

City Council
Westfield, MA 01085

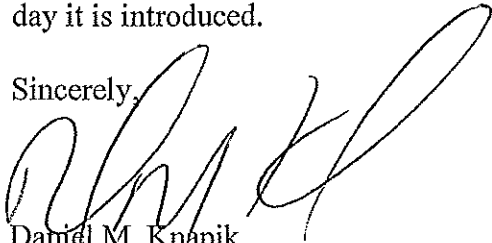
Attn: Karen Fanion
City Clerk

Ladies and Gentlemen:

This letter is a request for your immediate consideration and acceptance of an in-lieu-of-taxes contribution from the Westfield Gas and Electric in the amount of \$405,919 for FY14. Payments are to be made monthly in the amount of \$33,827.

Pursuant to Section 38 of the Council Rules, I request that this matter be acted upon the same day it is introduced.

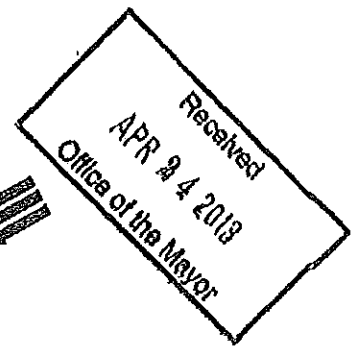
Sincerely,


Daniel M. Knapik
Mayor

100 Elm Street Post Office Box 990 Westfield, Massachusetts 01086-0990
 Telephone 413-572-0100 Facsimile 413-572-0104 www.wgeld.org

April 18, 2013

Honorable Daniel M. Knapik
 Mayor of the City of Westfield
 59 Court Street
 Westfield, Massachusetts 01085



Dear Mayor Knapik:

This letter provides the in-lieu-of-taxes (ILOT) contribution for the City's Fiscal Year 2014 based upon the vote of the Municipal Light Board at its June 9, 2004 meeting and its amendment to the ILOT formula of May 16, 2007.

I have calculated the approved formula resulting in an ILOT contribution from the Gas & Electric Department of \$570,919. The payment is based upon the following formula:

1. The ILOT is calculated based upon 70% of the book value of the general plant as contained in the DPU Annual Report for the most recent fiscal year for gas and electric accounts 389 to 399, multiplied by the current commercial tax rate, (\$31.09 per \$1,000).
2. The ILOT payment to the City was calculated by reducing the ILOT, as calculated above, by an agreed upon amount for non-statutory goods and services voluntarily provided by WG&E to the City, including traffic light maintenance at an agreed upon annual amount of \$85,000. This amount has been modified to reflect the traffic light upgrades for the downtown area that was requested by the City and is outlined in my letters to your office dated March 8, 2011 and March 17, 2011 for the FY 2012 – FY 2015 periods. The FY 2014 ILOT is further reduced \$80,000 to reflect the funds advanced by the WG&E to fund the Park Square lighting fixtures upgrade, as approved by the MLB at its July 11, 2012 meeting.

The adjusted ILOT payment of \$405,919 for FY-14 will be made by monthly payments of \$33,827, commencing on or after July 1, 2013.

Attached is a recommended vote for the City Council to accept the above ILOT contribution based on the Municipal Light Board formula.

Sincerely,

Daniel J. Howard
 General Manager

cc: Municipal Light Board

CITY COUNCIL
ILOT VOTE

VOTED: that the City Council accepts an ILOT contribution from the Gas & Electric Department of \$570,919. The payment to be based upon the following formula:

1. The ILOT is calculated based upon 70% of the book value of the general plant as contained in DPU Annual Report for the most recent fiscal year for gas and electric accounts 389 to 399, multiplied by the current commercial tax rate (\$31.09 per \$1,000).

2. The ILOT cash payment to the City was calculated by reducing the ILOT, as calculated above, by an agreed upon amount for non-statutory goods and services voluntarily provided by WG&E to the City, including traffic light maintenance at an agreed upon annual amount of \$60,000. The ILOT is further reduced for the City's FY 2012 to 2015 payments by \$25,000 in each of such fiscal years at the request of the Mayor to fund traffic light improvements as directed by the City. If the actual cost of said improvements is less than \$100,000, the FY2015 will be adjusted to reflect the actual cost. If the actual cost of said improvements exceeds \$100,000 then the FY2016 payment will reflect the excess balance. The FY 2014 ILOT cash payment is further reduced \$80,000 to reflect the funds advanced by the WG&E to fund the Park Square LED lighting fixtures upgrade, as approved by the MLB at the July 11, 2012 meeting.

that the ILOT cash payment for FY2014 be made by monthly payments of \$33,827 commencing on or after July 1, 2013.

**LELD Payment In Lieu of Tax (PILOT) Worksheet
2015**

Scott confirmed for FY2017 - 9/10/15 email

Total PILOT = Electric Plant in Service (DPU Report page 8B line 30 X 3.5%)

Electric Plant in Service	PILOT
\$32,988,990	\$1,154,615
School Grant - Littleton	\$20,000
School Grant - Boxborough	\$5,000
Safety Grant - Littleton	\$5,000
Community Development	\$25,000
Littleton Water Department	\$339,615 included in O&M budget
Remaining Funds to Littleton*	\$760,000

* includes Treas/Acct and Goldsmith St Bond payment.