

**SELECTBOARD MEETING
TUESDAY MAY 3, 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
 - April 5, 2016 Executive Session Minutes*
 - April 19, 2016 Executive Session Minutes*
 - April 19, 2016 Regular Selectboard Minutes*
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
 - A. ONE DAY ALL ALCOHOL LICENSE REQUEST:
 - Janet Glick, for MHC Alumnae Association – May 14, 2016 – Chapin Auditorium
 - B. ONE DAY BEER AND WINE LICENSE REQUEST:
 - Mark Garner, for MHC Dining Services – May 14, 2016 – Skinner Green, MHC College
 - Susan Canedy, for Friends of the Gaylord Library – June 4, 2016 – All Saints' Church
5. NEW BUSINESS
 - A. Appropriations Report
 - B. RDA Budget
 - C. STM/ATM Motions
 - D. Complete Streets Policy
6. APPOINTMENTS/RESIGNATIONS
7. CONTINUING BUSINESS
 - A. MPIC Annual Review
 - B. Ledges Update
 - C. Social/E-mail Access Policy
8. APPOINTMENTS/RESIGNATIONS
 - A. Acceptance of Resignation - Sue Brouillette, Youth Commission
9. TOWN ADMINISTATOR REPORT
10. OTHER BUSINESS; Town Administration Evaluation FY 16/FY 17
11. CHAIRMAN'S REPORT
12. Executive Session under M.G.L. Chapter 30A, Section 21 (a) 7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; DPW Request for Grievance Hearing.
13. ADJOURN

SELECTBOARD MEETING
TUESDAY, APRIL 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 opened the meeting at 7 p.m. noting that all members were present.

1. REORGANIZATION OF BOARD

ELECTION OF CHAIR

Chair DeToma called for nominations for chair. **SB Member Forcier nominated SB Member Hine.** Chair DeToma asked if there were any other nominations. Hearing none, **he called the motion to a vote, and it passed unanimously 5:0.**

SB Member Hine assumed the position of chair and thanked Mr. DeToma for his leadership over the past year.

ELECTION OF VICE-CHAIR

Chair Hine opened the floor to nominations. **SB Member DeToma nominated SB Member Etelman to serve as vice chair.** There being no further nominations, **Chair Hine called the motion to a vote, and it passed unanimously.**

ELECTION OF CLERK

SB Member Brezinsky nominated SB Member Forcier. Hearing no other nominations, **SB Member Hine closed the nominations and called the motion to a vote. It passed unanimously.**

2. APPROVAL OF MINUTES

SB Member Forcier moved to approve the minutes of the March 22, 2016 and April 5, 2016 regular Selectboard meetings. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

3. ANNOUNCEMENTS

SB Member Etelman congratulated the entire Hine family but especially Zachary Hine who was the top American finisher in the Boston Marathon yesterday and the 10th finisher overall. She also congratulated his sister, Melissa Hine, who recorded a personal best.

Ms. Etelman said she polled members as to their availability to begin hosting Selectboard “In the Community” meetings again and found that two members and Mr. Sullivan are available on Wednesday, April 27th. Members scheduled the next event for April 27, 2016 at 8 a.m. at Friendly’s. Ms. Etelman said she would prepare a press release.

Mr. Brezinsky reminded residents that Music and Arts South Hadley (MASH) will sponsor “CraftFest,” a craft fair featuring 42 crafters and artisans and live music, this Saturday at the Plains Elementary School from 10 a.m. to 3 p.m. The event is free of charge, and more information is available on the MASH facebook page or the website. Organizers are hoping to make it an annual event.

SB Member DeToma announced that the Lion’s Club will be sponsoring a spaghetti supper at the Roost this Monday, May 2nd. He also noted that the Town Administrator will be making a presentation on the budget and warrant articles on Wednesday, May 4th at 6 p.m. in the Town Hall auditorium. Just prior to the presentation, the Town Moderator will hold an orientation for new Town Meeting members. Town officials will also post an informational video produced by the Secretary of State on the Town Meeting process to the town website for the benefit of new members.

4. OPEN FORUM

Chair Hine asked if anyone wished to address the Selectboard under Open Forum.

Jon E. Camp said he had some questions about capital planning. Mr. Hine informed him that this would be an agenda item later in the meeting and encouraged him to wait for this discussion, and he agreed.

5. APPOINTMENTS

Liz Austin was present to discuss her interest in appointment to the Cultural Council. She is somewhat familiar with the council's grant application process since she presented an application for the "Walking the Falls" project on behalf of the Rise of the Falls Facilitation Group (ROFF), she related. She said she knows some current and former council members. She thinks she was invited to join partly because one of the mandates across the state is that cultural councils entertain proposals for projects involving natural history, and she has a background in wildlife and fisheries conservation and the Connecticut River. She is very interested in the whole scope of the arts and bringing them to town, she added. It is also a great thing to be able to give away money, she said facetiously.

Mr. DeToma commented that Ms. Austin was a diligent and attentive member of ROFF and contributed enormously to the groups' success.

SB Member DeToma moved to appoint Liz Austin to the Cultural Council to a term expiring June 30, 2017. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

Marie Rohan, a candidate for appointment to GROSouth Hadley, said she has been gardening with the community garden for three years and also growing herbs for the food pantry. The position of vice president has been vacant for awhile. She just started a program called "seeds and stories" at the Gaylord Library to bring people together to garden and learn about the rich agricultural heritage of the area, she shared. She has great respect for garden manager Wayne Desroches and would like to support his work with the garden, she indicated.

SB Member Brezinsky moved to appoint MarieRohan to GROSouth Hadley. SB Member Etelman seconded. The motion passed unanimously 5:0.

6. ATM/STM Warrants

In some earlier drafts of the Special Town Meeting warrant, Article 9 – an attempt to resolve a title issue surrounding 27 Bardwell Street, the former public library - was left out, Mr. Sullivan explained. When the property was bequeathed to the town, the deed contained language that referred to its use as "a library and/or a park." Obviously, the town made a conscious decision to use it as a library. The article in question is to petition the legislature to take the land out of Article 97, an article of the state constitution intended to make sure that land designated as a park is not converted to another use. Technically it has never been under 97, since Article 97 wasn't introduced until 1972 and the library was bequeathed to the town in 1923. The town has had four or five lawyers look at this (title examiners for the buyer and the town) and all have said that the language is ambiguous since it states that the property would be used as a library *or* a park and it has never been used as a park. The article will allow the sale of the property to go forward, he concluded.

It is important for the town to move forward with the transfer of the property, he suggested. The developer has been very faithful and is going to be making a substantial investment in the property. A sinkhole started forming in one area of the parking lot over the weekend and the DPW was there repairing it today, and it costs the town money to maintain vacant buildings. (The town spent about \$2,400 last year to drain and winterize the building.) It is worthwhile to move forward with a project that will benefit the town from a tax standpoint, and he hopes the article passes. Once approved, the request will go to the legislature and then to the Executive Office of Environmental Affairs for the governor's signature. He is hoping to resolve the issue by June. Town counsel has spoken to Representative Scibak and he is ready to deliver the request once the article is approved.

Ms. Etelman said she thought Article 10 was going to be revised to indicate that providing an e-mail address was not mandatory and to state that phone numbers are also acceptable. Mr. Sullivan said this would be clarified by the motion.

Mr. DeToma moved to approve the Annual Town Meeting warrant. Ms. Etelman seconded. The motion carried 5:0.

Mr. Brezinsky moved to approve the Special Town Meeting warrant. Ms. Etelman seconded. The motion carried 5:0.

Mr. Sullivan said he would begin assigning warrant articles to members on a rotating basis. He promised to provide members with motions and appendices.

7. ADDITIONAL NIGHT ANNUAL TOWN MEETING DISCUSSION

Members discussed that it was necessary to set a date for continuation in case the Annual Town Meeting extends beyond one evening. Mr. Sullivan said he had been asked to ask the Selectboard if they felt there was a need for a second evening and, if so, to set a date. Suggestions have ranged from the following night to the following Wednesday to the following month, he shared.

Ms. Etelman proposed that it be the following Wednesday the 18th. Mr. Brezinsky said he thought this was fine for this year but that a survey of Town Meeting members should be taken to see what their preference is for the future. He asked if staff could have a simple survey available for 11th. Mr. Sullivan said he could send one out electronically. Given that there are 23 articles total he said he thought it was very doable to finish in one evening. There was a good crowd at the Appropriations Committee hearing and Town Meeting members have been receiving information and asking for information, he noted. A lot of communities suggest a time frame as a guideline for the moderator, he related. It is illegal for Town Meeting to go past midnight.

SB Member Brezinsky moved to set an extension of Town Meeting for 6 p.m. the following Wednesday, May 18, 2016. SB Member DeToma seconded. The motion passed unanimously 5:0.

8. CAPITAL PLANNING COMMITTEE ANNUAL REPORT

Ted Boulais presented the Capital Planning Committee (CPC) report, accompanied by CPC members Joan Rosner and John Pietras. For FY 2017, the committee recommends a \$30,000 project utilizing cable access funds and seven projects totaling \$1.232 million to be funded through rolling debt. One million of the suggested \$1.232 million will come from new borrowing and \$232,000 will come from unspent money previously borrowed for the Mosier School roof project and Michael E. Smith Middle School (MESMS) hot water heater. The two school projects were completed for less than the budgeted amount, he reminded.

Mr. Boulais described the individual projects as follows:

Replace Truck #10. This vehicle is 19 years old and in very bad shape; it will not pass inspection. The new six-wheel dump truck will have a plow and a combination sander/dump body and a computerized load output for sand and salt distribution. (This feature could potentially provide a reduction in the amount of material used by up to 30%, he related.)

Security enhancement project for South Hadley High School lobby - \$225,000. Funds will be used to create a secure lobby just inside the front entrance. Plans call for new interior doors with electronic locks and a lobby with bullet-resistant glass. The secure lobby will allow School Department personnel to control entry to the building.

The original lobby renovation project for the middle school was estimated to cost \$70,000 and later increased to \$150,000, SB Member Etelman reminded. At the time, she asked that the Selectboard be able to see all of the security upgrades. She expressed her understanding that there are three altogether.

Ted Boulais confirmed there will be one for Mosier Elementary School.

Ms. Etelman pointed out that the \$225,000 estimate for the high school lobby is considerably more than the \$150,000 for the middle school. Also, she shared her observation that it only applies to one entrance but that there are other entrances in use.

Chief LaBrie was consulted and it was discussed that security threats generally occur at the main entrance and that people trying to gain access do not tend to use other entrances, Mr. Boulais said. The School Department has had many, many meetings with Chief LaBrie as well as the state trooper charged with handling the designs of lobby upgrades, he assured. The school has a protocol for keeping the other entrances locked during school hours, he confirmed.

Ms. Etelman clarified that she just wants to make sure that if the town is spending \$225,000 to secure an entrance it is taking all action necessary to do so. She understands it reflects the recommendation of public safety officials but, it “just feels kind of flimsy,” she observed.

Mr. Boulais conceded the point and acknowledged that this was a topic of conversation among CPC members but that they are relying on the recommendation of public safety officials. Mr. Brezinsky added that the middle school also has another quasi-main entrance, so the discussion came up in discussion of that project as well. All of the schools are single story with all kinds of entrances. He agreed with Ms. Etelman but said that, at the end of the day, “safety professionals are telling us that human nature is such that a potential aggressor goes to the main entrance 99% of the time.”

Chair Hine asked if there is a timetable for the Mosier School lobby renovation project. Based on conversations with Superintendent Nick Young and the school department, school officials would like to redo the Mosier entrance in conjunction with other renovation projects at the school. The volume of projects is such that it would be appropriate for a school building project, he advised. The timeframe for that is a few years out. Doing all the projects together seems to make more sense than doing work ahead of time that may not fit in with the rest of the work.

With respect to the difference in cost, the high school will be getting a whole new set of doors and windows, whereas at MESMS there are already both outside and inside doors so workers are just adding electronic locks and viewing windows so staff can see who is in the lobby. Most of the infrastructure is in place at the middle school while at the high school it is necessary to build a whole new wall out of glass.

Repair playground at Mosier - \$100,000. There is presently a paved playground and the paving is in horrible shape. “It’s not safe for kids to play on.” There is a manhole projecting above the surface in one area.

Senior Center – replacing carpet in carpeted areas, including the library and offices - \$22,000.

Town Hall elevator rebuild - \$75,000. Money will be used to rebuild the elevator with all new controls and code-compliant safety equipment.

Fire detection system at Town Hall – \$100,000. Money will be used to install a modern fire detection system. A recent inspection identified a number of violations. Fire officials have allowed Town Hall to remain in service but are requiring a fire watch for events with crowds over a certain threshold until a new system is installed.

DPW sidewalk repairs - \$500,000. This money is rolling debt that has been committed to sidewalk repair and represents the first of four installments for upgrading sidewalks. Sidewalk repair is something sorely needed in many areas in town.

Chair Hine asked if the committee has plans showing the sidewalks slated for replacement. DPW Superintendent Jim Reidy maintains a list of scheduled projects but he doesn’t know which ones are planned for completion next year, Mr. Boulais responded. The DPW typically tries to coordinate sidewalk replacement with road improvement projects.

The capital plan lists the projects planned for FY 2016 on the road and sidewalk tab of the Excel spreadsheet, Mr. Sullivan advised.

\$500,000 represents the first installment of \$2 million allocated for sidewalks, Mr. Brezinsky clarified. The funding represents a significant new investment that is fairly unprecedented as the town is investing local money for the first time as opposed to just the annual Chapter 90 award. The reason for allocating money now is to enable projects to begin so that the work can be undertaken and completed in a timely manner.

Mr. Boulais confirmed that the cost figures are estimates and that the work will be put out to bid. The carpet will be procured through a bid process and the rest of the work will be solicited through Requests for Proposals (RFP's), Mr. Sullivan clarified. Borrowing for project financing is scheduled to take place July 8th. The town will begin issuing RFP's and soliciting bids after Town Meeting, he said.

Town officials are borrowing July 8th so as not to exceed the threshold for bank-qualified lending in FY 2016. Maintaining eligibility for this rate saves half a percentage point in interest. The total bond issue will be \$3.5 million and will include remaining money for the library and Plains School. Borrowing will be in the form of state house bonds.

SB Member Etelman noted that the capital plan posted to the website is a pdf document and so does not have tabs at the bottom. She asked if the list of sidewalk repairs could be posted with the other Town Meeting background material.

The last item is \$30,000 for the purchase of equipment that will allow live broadcast from remote locations, Mr. Boulais continued. The project has two components: 1) a mobile piece of equipment that accepts video feeds from cameras at remote sites and relays it to the studio, and 2) a webcam. The equipment does not have wireless capability and so has to connect to high-speed internet; therefore, it cannot be used to broadcast from places like the Beachgrounds without internet access. The library has been suggested as a good location for the webcam.

Chair Hine asked the purpose of the webcam and Mr. Boulais said to "keep up with the Joneses." Many towns have webcams.

According to the cable studio manager, members of the public have asked for a camera showing water flowing over the Holyoke Dam, Mrs. Rosner interjected.

Mr. Sullivan said he believed the webcam is a relatively small portion of the overall cost. Local TV stations sometimes tie into webcams and use their pictures in weather broadcasts, he said. It is good advertising for the town, he pointed out.

There was a lively discussion about delaying work on the middle school pool deck at the Appropriations Committee hearing, SB Member DeToma observed. The pool deck repair has been delayed a couple of times, although a report on its condition has been out for a few years, Mr. Boulais confirmed. When the report was done, engineers reported that the deck was in fair to good condition but that repairs needed to be made to stop its deterioration. At its final meeting, CPC members asked school officials to have another inspection done to see if it is still in fair to good condition. This will guide them as to where to place the project on the priority list going forward, he elaborated.

Referring to the document posted to the website as "Capital Plan FY 16-FY 21", Jon E. Camp of 202 Lathrop Street noted that not all the projects listed on this document for FY 2016 appear on the Capital Planning Committee report to the Selectboard. Which is the official list of capital projects? he asked.

The official list of projects that have been fully accepted is the one that was just presented, Mr. Sullivan clarified. The other list is a list of projects that have been proposed but have not been fully vetted and are still under discussion.

However, not all the projects listed on the CPC's recommendations are on the spreadsheet, Mr. Camp pointed out. He asked where the CPC gets its list.

Requests for capital projects are made each year at budget time, accepted by the Town Administrator and sent to the CPC, Mr. Sullivan explained. Once an application is received, he puts the request on the list in consultation with the chair. That becomes the "working list" that appears on the website. On occasion, things will come up that did not appear on earlier versions of the capital plan, such as the fire detection system. Administrators did not know there was a need for a fire detection system earlier. Similarly, the Town Hall elevator was moved up in priority due to an incident where someone got trapped in the elevator on a Friday afternoon. When elevator technicians came out they suggested some hydraulics needed to be looked at. The plan of projects that have been fully vetted and accepted is the one that

has been presented tonight. The working list is one that changes on a regular basis based on need and communication with departments, etc. When a need is brought to his attention, he informs the chair and the CPC does its best to address it and move it up on the list, he explained.

After tonight's action, the list will be updated to indicate which projects were approved and which were not, Chair Hine related. Those that don't get approved will be moved over to FY 2018. Sometimes projects get put on what is known as the "watch list." He cited bleachers as an example of this type of project.

Some people have commented on the fact that Town Hall and the Senior Center were just put on the list last year, Mr. Sullivan continued. Town officials are "betwixt and between;" if they don't put a project on the list they are told, "Why didn't you put it on the list and make us aware of it." If they do, they are accused of just wanting a new Town Hall. The Town Hall has some ADA challenges and is not the most efficient use of space. In addition, the building is over 100 years old and 40,000 square feet. Heating and air-conditioning the space is not as efficient as possible and, as a community and a town, they perhaps should consider a more effective and efficient place to conduct business.

The town's physical plant has had a great deal of deferred maintenance so capital planners never know which building is going to "throw up a rocket," Mrs. Rosner added. The whole point of the CPC from its inception was to figure out a way to get on top of maintenance issues, and the rolling debt mechanism has made that easier. To Mr. Camp's point about a changing list, CPC members are never surprised to walk in and find something new on their agenda, she stressed.

Discussion continued, with Mr. Brezinsky voicing his opinion that if a Town Meeting member tells them something doesn't make sense, they have an obligation to look at it and to make sure it does make sense. The reality is that it's been two-plus years since the town has had anything called a capital plan. They are making progress, he maintained. The short-term borrowing strategy has been introduced at a time when the capital plan is in transition. There's a lot of good stuff happening but we're still in a bit of a transition, he suggested. He agreed with Mr. Camp that they need to do better in terms of understanding what the capital plan is and knowing that at any point in time what's reflected in the plan is what they think and expect to the best of their knowledge. His point is well-taken, he concluded.

Mr. Camp said town officials might want to look at making the plan longer and going out 15 or 20 years to project when roofs will need to be replaced, etc. There are eight items on the report, and only four of them are on the spreadsheet. He stressed the need to look at all buildings and land and see what's needed. "Think long-term," he advised.

Every roof in town has been evaluated and they could add that information to a plan, Mr. Sullivan confirmed. Having participated in capital plans in other communities, he would say that before they start thinking about 15 to 20 years they should really plan well for five years. There's been great progress the last couple of years. Rolling debt has helped, but the work of the Capital Planning Committee has helped to a greater extent, he stated. They are in the midst of doing an internal audit of town buildings that will dovetail with the funding request to Town Meeting. He is collecting the age of roofs, the status of handicapped-accessibility, etc. The people in charge of buildings received surveys a month ago to identify those issues. There was a complete analysis in 2002 and much of the work being done now was identified in 2002. We need to be better at the five-year plan before moving on to a longer-term plan, he asserted.

Mr. Camp agreed that further out the plan would consist of placeholders rather than detailed projects. However, people need to know what those placeholders will be, he maintained. It's a learning curve for everybody, Mrs. Rosner concluded.

Mr. Brezinsky said he liked the suggestion of changing the label of the spreadsheet to something other than capital plan, such as capital needs, etc. He agreed the spreadsheet should be updated to reflect whatever action is taken tonight.

Mr. Sullivan called for a motion to accept and approve the list. Per the requirements of the borrowing, the list must be published to Town Meeting by May 1st.

Ms. Etelman moved to accept and approve the list as presented by Capital Planning dated April 2, 2016. Mr. Forcier seconded. The motion passed unanimously 5:0.

9. TOWN ADMINISTRATOR REPORT

Mr. Sullivan gave an update on professional development day. Presenters were very knowledgeable and informative and gave an overview of dementia. On the negative side, he received a complaint from a resident who came to pay an excise bill only to find Town Hall closed. He apologized to anyone who was inconvenienced by the closure and encouraged the public to sign up for Civic Ready so they can be informed of closures in advance.

Also, some people didn't get their trash picked up because DPW employees were at the training. He went and picked up the trash. He understood residents' chagrin because they did not meet the expected level of service. It was a good day but he apologized for not communicating as well as he should have. They will do a better job next time, he assured.

Mr. Brezinsky moved to enter 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; for Police Negotiations. Chair Hine declared that an open session would have a detrimental effect. Ms. Etelman seconded. Chair Hine said the board would not return to open session. Members voted affirmatively by roll call vote as follows:

SB Member DeToma	Aye
SB Member Brezinsky	Aye
Chair Hine	Aye
SB Member Etelman	Aye
SB Member Forcier	Aye

The regular meeting was adjourned at 8:34 p.m. Members recessed to Executive Session.

RESPECTFULLY SUBMITTED,

LAURA KRUTZLER
ADMINISTRATIVE SECRETARY

EXHIBIT A

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

1. April 19, 2016 Agenda.
2. March 22, 2016 and April 5, 2016 Selectboard Minutes.
3. May 11, 2016 Special Town Meeting Warrant.
4. May 11, 2016 Annual Town Meeting Warrant.
5. Capital Planning Committee Report to the Selectboard dated April 2, 2016.
6. Application for Appointment to Board, Commission or Committee from Liz Austin for the Cultural Council.
7. Application for Appointment to Board, Commission or Committee from Marie Rohan for GROSouth Hadley.
8. Town Administrator Report dated April 15, 2016.



**TOWN OF SOUTH HADLEY
SPECIAL LICENSE
ALL ALCOHOLIC APPLICATION**

To the Licensing Authorities:

Date: _____ April 20, 2016 _____

The undersigned hereby applies for a Special License – All Alcoholic in accordance with the provisions of the Statutes relating thereto:

NAME: Janet Glick

COMPANY: Alumnae Association of Mount Holyoke College

ADDRESS: Mary Woolley Hall, 50 College Street, South Hadley, MA, 01075

CONTACT: Janet Glick

TELEPHONE: 413-538-2652

DAY(S) APPLIED FOR: Saturday, May 14, 2016

PREMISES TO BE LICENSED: Chapin Auditorium

HOURS OF OPERATION: 5pm-10pm

TYPE OF EVENT: Dinner

RESTRICTIONS ON SPECIAL LICENSE – ALL ALCOHOLIC

1. If the event is to be held indoors in a building or structure not certified as a place of assembly, an inspection must requested and performed by the building inspector and the head of the fire department. To schedule an inspection, please call 413-532-5343 (District 1) or 413-534-5803 (District 2).
2. Per MGL Chapter 138, Sections 12 and 33, 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.

LIABILITY DISCLAIMER FOR SPECIAL LICENSE – ALL ALCOHOLIC

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 Select Board as Local Licensing Authority, shall not be liable to the licensee or others in injury or damage shall result from the exercise of the license.

Signature of Applicant: Janet Glick

Date Select Board Approved/Denied: _____ License #: _____

MOUNT HOLYOKESM

DINING SERVICES

April 26th, 2016

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

I am applying for a day Beer and Wine license for the following location, date and time. This is for Mount Holyoke College Reunions. The certification/Sponsor should read: Mount Holyoke College Dining Services.

DATE:

Saturday, May 14th, 2016

LOCATION:

Skinner Green

TIME:

9:00a– 2:00am

Please contact me if any further information is needed. Thank you very much for your attention to this matter. Please email me when the license is ready for pick up.

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

COMPLETE STREETS ADMINISTRATIVE POLICY FOR THE TOWN OF SOUTH HADLEY

Vision and Intent

Complete Streets are designed and operated to provide safety and accessibility for all the users of our roadways, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages and abilities. Complete Streets principals contribute toward the safety, health, economic viability, equity and quality of life in a community by providing accessible and efficient connections between home, schools, work, recreation, and retail destinations by improving the pedestrian and vehicular improvements through the community.

The purpose of South Hadley's Complete Streets policy is to provide accommodations for all road users by creating a road network that meets the needs of individuals utilizing a full range of transportation modes. To the best extent possible, the Town of South Hadley will ensure that all plans, designs, operations and maintenance of streets safely accommodate all users of all ages and abilities. This policy directs decision makers to consistently plan, design, construct, and maintain streets for the accommodation of all anticipated users including, but not limited to, pedestrians, bicyclists, motorists, emergency vehicles, transit, freight, and commercial vehicles in a context sensitive manner. This policy shall apply to all municipal, state, and federal (when allowed by law) roadway repairs, upgrades, and expansion projects within the public right of way and private developments requiring approval from the Town. Procedures will be developed to ensure Complete Street elements are incorporated into these activities.

Core Commitment

The Town of South Hadley recognizes that all users of all modes, including, but not limited to, pedestrians, bicyclists, transit users, school bus riders, motorcyclists, motorists, delivery and service personnel, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. "All Users" includes users of all ages and abilities, including those with disabilities.

The Town of South Hadley recognizes that all projects (new, maintenance, or reconstruction) are opportunities to implement Complete Street design principals. The Town will, to the maximum extent possible, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

Complete Street design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval from the Town of South Hadley, as well as projects funded by the state or federal government, such as Chapter 90 funds, city

improvement grants, Transportation Improvement Program (TIP), MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding, and other state and federal funds for street and infrastructure design, shall adhere to the Town of South Hadley's Complete Street Policy. Private developers and related street design components or corresponding street-related components, including new subdivisions, shall adhere to the Complete Street Policy for the Town of South Hadley. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets resolution, including the design, construction, and maintenance of such roadways with the Town boundaries.

Exceptions

Exceptions to the policy are only allowed upon approval of the Town Administrator based on recommendations by the Police Chief, City Planner and DPW Superintendent, or other relevant departments or authority:

1. Facilities where specific users are prohibited by law, such as interstate freeways or pedestrian malls. An effort will be made, in these cases for accommodations elsewhere;
2. Where cost of accommodation is excessively disproportionate to the need or probable use or probable future use;
3. The existing public right-of-way or adjacent land is constrained in a manner that inhibits the addition of transit, bicycle, or pedestrian improvements. In this case, the Town shall consider alternatives such as lane reduction, lane narrowing, on-street parking relocation, shoulders, signage, traffic calming, or enforcement;
4. Where such facilities would constitute a threat to public safety or health;
5. Where construction and future maintenance will create significant adverse environmental impacts to streams, flood plains, wetlands, or historical resources.

Best Practices

The Town of South Hadley's Complete Street Policy will focus on developing and maintaining a connected, integrated network that serves all road users. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects.

Implementation of the Town of South Hadley's Complete Street Policy will be carried out cooperatively within all departments in the Town of South Hadley with multi-jurisdictional cooperation, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

Complete Streets principles include the development and implementation of projects in a context sensitive manner in which project implementation is sensitive to the community's physical, economic, and social setting. The context sensitive approach to process and design includes a range of goals by considering stakeholder and community values on a

level plane with the project need. It includes goals related to livability with greater participation of those affected in order to gain project consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets, including:

- Massachusetts Department of Transportation, Project Development & Design Guidebook;
- Massachusetts Department of Transportation Separated Bike Lane Planning and Design Guide;
- Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
- National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide and Urban Street Design Guide
- Federal Highway Administration Separated Bike Lane Planning and Design Guide;
- American Association of State Highway Transportation Officials (AASHTO), A Policy on Geometric Design of Highway and Streets as well as the AASHTO Guide for the Development of Bicycle Facilities;
- United States Department of Transportation Federal Highway Administration's Manual on Uniform Design Controls;
- The Architectural Access Board (AAB) Rules and Regulations;
- Documents and plans created for the Town of South Hadley, such as bicycle and pedestrian network plans.

Performance Measures

Complete Streets implementation and effectiveness should be constantly evaluated for success and opportunities for improvement. The Town will develop performance measures to gauge implementation and effectiveness of the policies. These performance measures may include, but not be limited to:

- Number of staff with Complete Streets training;
- Total miles of bike lanes;
- Total miles of roadway with a shoulder of 4 feet wide or greater;
- Linear feet of sidewalk added or reconstructed;
- Crosswalk and intersection improvements;
- Number of crosswalks evaluated for ADA compliance;
- Number of ADA compliant curb ramps installed;
- Closure of gaps in bicycle / pedestrian infrastructure network;
- Number of bicycle racks installed;
- Crash and personal injury data;
- Citations for traffic violations;
- Public participation in bicycle, pedestrian, and transit systems;

- Estimate of the quantity of funds applied toward the design and construction of Complete Street measures.

Implementation:

The Town shall seek to make Complete Street practices a routine part of everyday operations, shall approach transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

Implementation of this policy will be coordinated by the DPW Superintendent and be carried out cooperatively within all departments in the Town of South Hadley with multi-jurisdictional cooperation, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

The Town will maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk network and to implement the Town's Complete Streets build out vision.

The Town shall review and either revise or develop proposed revisions to all appropriate planning documents (master plan, open space & recreation plan, etc), zoning and subdivision codes, bylaws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Street principles.

The Town shall promote interdepartmental project coordination among Town departments with an interest in the public right-of-way in order to make enhanced use of fiscal resources.

The Town will train pertinent Town staff and decision-makers on the content of Complete Streets principles and best practices for implementing the Town's Complete Street policy.

The City will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.

DATED THIS _____ DAY OF _____, _____

South Hadley Selectboard



Laura Krutzler <lkrutzler@southhadleyma.gov>

FY 2017 Annual Appointments

Susan Brouillette <brouillettesusan73@gmail.com>
To: Laura Krutzler <lkrutzler@southhadleyma.gov>

Wed, Apr 20, 2016 at 9:42 AM

Hi, Laura.

Thank you for the email. Because I have moved to Holyoke, I must resign as a board member of the Youth Commission. I remain an enthusiastic supporter of this organization, however, and plan to remain involved in whatever capacity the Youth Commission desires.

Again, thank you.

Sue Brouillette
[Quoted text hidden]