

**SELECTBOARD MEETING  
TUESDAY, OCTOBER 18, 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
2. APPROVAL OF MINUTES *October 6, 2016 Regular Selectboard Meeting*
3. ANNOUNCEMENTS/OPEN FORUM
4. 7:15 P.M. - PUBLIC HEARING upon the application for a Transfer of a Section 15 All Alcohol Package Store License from Marlyn Corporation, d/b/a Liquor Town to Amherst Market TK Inc., d/b/a/ Liquor Town and upon the request for a Change of Location of a Section 15 All Alcohol Package Store License from 19 Bridge Street, South Hadley, MA to 506 Granby Road, South Hadley, MA, with a Change of Manager to Vimal Patel.
5. CONSENT AGENDA
  - A. Orchards Golf Course - Request for Temporary Modification of License Terms to Allow Three Beverage Carts on Golf Course for Italian Open on Saturday, October 22, 2016
6. NEW BUSINESS
  - A. RDA Draft Financial Plan
7. RESIGNATIONS/APPOINTMENTS
8. OTHER BUSINESS
  - A. Library Integration MOU
  - B. MEDEX Rates January 1, 2017
  - C. Special Town Meeting January 11, 2017
9. TOWN ADMINISTRATORS REPORT
10. CHAIRMAN'S REPORT
11. ADJOURN



Laura Krutzler <lkrutzler@southhadleyma.gov>

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## Notice of Cancellation of Hearing

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**Laura Krutzler** <lkrutzler@southhadleyma.gov>

Thu, Oct 13, 2016 at 10:38 AM

To: Timothy O'Leary <tpolawoffice@gmail.com>

Cc: "Michael J. Sullivan" <msullivan@southhadleyma.gov>, Ryan & Boudreau <rb@ryanandboudreau.com>

Attorney Leary,

Attached please find a letter regarding Tuesday's public hearing. I understand that Town Counsel Edward Ryan has been in touch with you regarding this transaction. Since the Selectboard is relying on him for legal advice, please feel free to address any questions to him.

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My personal e-mail address is [lkrutzler@southhadleyma.gov](mailto:lkrutzler@southhadleyma.gov). To forward information for distribution to the entire Selectboard, please use [Selectboard@southhadleyma.gov](mailto:Selectboard@southhadleyma.gov).

Laura Krutzler  
Administrative Secretary  
Town of South Hadley  
(413) 538-5017, ext. 135 (phone)  
(413) 534-1041 (fax)



**O'Leary.101216.pdf**  
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# TOWN OF SOUTH HADLEY



JOHN R. HINE  
Chair  
SARAH ETELMAN  
Vice-Chair  
BRUCE C. FORCIER  
Clerk  
IRA J. BREZINSKY  
Member  
FRANCIS J. DETOMA  
Member

MICHAEL J. SULLIVAN  
Town Administrator  
Telephone (413) 538-5017  
Fax (413) 534-1041

SELECTBOARD OFFICE  
116 Main Street, Suite 109, South Hadley, Massachusetts 01075-2896  
[selectboard@southhadleyma.gov](mailto:selectboard@southhadleyma.gov)

October 13, 2016

Timothy P. O'Leary, Esq.  
One Campus Lane  
Easthampton, MA 01027

Re: Application for Transfer of License from Marlyn Corporation, d/b/a Liquor Town to Amherst Market TK Inc., d/b/a Liquor Town, 506 Granby Road

Dear Attorney O'Leary,

Upon consultation with the town attorney, the Selectboard office has determined that it is not possible for the Selectboard to consider the above-referenced application as presented. 506 Granby Road is not a suitable location for a Section 15 package store because it is already licensed as a Section 12 All Alcohol Restaurant. Please be advised that the public hearing advertised for Tuesday, October 18, 2016 at 7:15 p.m. has been cancelled.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,  
TOWN OF SOUTH HADLEY

A handwritten signature in blue ink that reads "Laura Krutzler".

Laura Krutzler  
Administrative Secretary



Laura Krutzler <lkrutzler@southhadleyma.gov>

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## Selectboard Meeting

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**Deb Hartnett** <dhartnett@orchardsgolf.com>  
To: Laura Krutzler <lkrutzler@southhadleyma.gov>

Tue, Oct 11, 2016 at 5:05 PM

Thanks Laura,

Is it possible, at this late date, to get put on the agenda for 10/18? We have our annual Italian Open on October 22nd and need the temporary modification of our liquor license to allow us to have 3 beverage carts on the course. I'm sorry we are asking so late, but we just remembered it today.

Deb Hartnett

Course Accountant

Orchards Golf Club - CBIGG

18 Silverwood Terrace

South Hadley, MA 01075

(413) 535-2582 ext. 16

[dhartnett@orchardsgolf.com](mailto:dhartnett@orchardsgolf.com)

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**From:** Laura Krutzler <lkrutzler@southhadleyma.gov>

**Sent:** Tuesday, October 11, 2016 4:57:32 PM

**To:** Deb Hartnett

**Subject:** Re: Selectboard Meeting

[Quoted text hidden]

## Financial Plan

### Land Acquisition Costs

The estimated cost for proposed acquisition is shown in Table XX-1, and is based on assessed valuation of the properties to be acquired. Easements are valued at \$3,000 per easement. Two proposed acquisitions are for a portion of an existing parcel. The acquisition cost in these two cases is based on a proportional share of the assessed valuation based on the proportional acreage to be acquired. A detailed appraisal will be conducted to evaluate the current property values before any formal actions for acquisition are undertaken. Assessed valuations are based on 2015 South Hadley Assessor's data. NOTE: The results of the windshield appraisals for the acquisition parcels may alter the budget.

The South Hadley Redevelopment Authority will obtain two independent appraisals for each parcel to be acquired prior to actual land acquisition pursuant to 760 CMR 12.04 after DHCD's formal approval of the South Hadley Falls Urban Redevelopment and Renewal Plan.

Officers and members of the South Hadley Redevelopment Authority have no direct or indirect interest in any properties within the South Hadley Falls Urban Redevelopment & Renewal Plan target area, with the exception of one board member's residence. A disclosure as to this ownership is found in the Appendix.

**Table XX-1. Land Acquisition Costs.**

	PHASE 1	PHASE 2	PHASE 3
Acquisitions (needing appraisals) [Phase 1: 9 parcels; Phase 2: 7 parcels; Phase 3: 2 parcels]	\$ 2,186,670	\$ 893,900	\$ 470,400
Acquisitions (waiver sites) [Phase 2: 6 parcels; Phase 3: 4 parcels] Values in red serif font not a part of totals		\$ 2,812,600	\$ 1,658,100
Potential Acquisitions (yellow)(5) Values in red serif font not included in totals		\$ 784,300	
Easements BATTERY BROOK Multi-Use Path(9)	\$ 18,000		
Easements RIVERFRONT Multi-Use Path (17)	\$ 34,000		
<b>ACQUISITION COSTS BY PHASE</b>	\$ 2,238,370	\$ 893,900	\$ 470,400
Appraisals for Acquisition	\$ 105,000	\$ 57,000	

	PHASE 1	PHASE 2	PHASE 3
Survey for easements	\$ 65,000		
Survey for acquisition	\$ 8,000	\$ 5,000	
Phase 1 Site Assessments	\$ 140,000	\$ 72,000	\$ 24,000
Legal (2% of acquisition)	\$ 115,864	\$ 89,816	\$ 42,570
<b>SUB-TOTAL LAND ACQUISITION COSTS</b>	<b>\$ 6,227,064</b>	<b>\$ 4,714,616</b>	<b>\$ 2,213,070</b>

### Site Preparation & Remediation Costs

Site preparation costs include archeological reconnaissance studies, environmental clean-up, building demolition and grading of parcels, fencing and other security measures as may be warranted. Site preparation activities – demolition, grading, fencing and security are estimated to be \$777,083, which is being budgeted over all three phases. Demolition costs and grading costs are the primary cost and have been estimated at \$7.00 per building SF on properties to be acquired where demolition is needed for re-use. \$85,000 is budgeted for fencing, security and insurance.

As part of the acquisition activities, SHRA intends to undertake Phase 1 site assessments of each property to be acquired. SHRA working with the Town will seek use of US EPA brownfields site assessment funding (including the state DEP pool of US EPA site assessment funds) and brownfields assessment and clean up funds from MassDevelopment. Depending upon the findings of the initial site assessment activities, the SHRA will look to using a wide range of funding and techniques to minimize its risk and exposure to brownfields liability and to appropriately remediate sites, including the use of Activity Use Limitations (AULs), Covenant Not to Sue, US EPA Brownfields clean up funds and brownfields revolving loan funds, as well as designated redevelopers may undertake assessment and cleanup using private funding, or assessment and cleanup may be partially funded through a combination of federal and state assistance programs as available and funded. One owner has indicated a willingness to donate a parcel to the Redevelopment Authority for re-use, however, the site will likely require extensive remediation. For purposes of budgeting, \$1 million is being set aside for potential remediation activities, plus an additional \$400,000 for site assessment (Phase 2 and 3 studies) over all three phases.

Another site preparation activity is an archeological reconnaissance study along South Hadley Falls' Connecticut Riverfront area and Buttery Brook, as needed. \$250,000 is being budgeted for archeological reconnaissance studies and advanced archeological studies in total. The specific scope of work will be developed in consultation with the Massachusetts Historical Commission, after a review of existing archeological studies of the area. The SHRA anticipates working with the Town to seek funding from MHC to undertake this activity.

## **Public Improvement Costs**

Public Improvement Costs are provided in the Table on Public Improvements by phase and desired public improvement. Cost estimates are order of magnitude estimates, and have been prepared without the benefit of survey, engineering, design, or geo-technical evaluation. These order of magnitude cost estimates are not for construction. More detailed engineering and design plans will be needed.

Funding public improvements for the implementation of the South Hadley Falls URRP will require a partnership with the SHRA and the Town of South Hadley. It is anticipated that the Town and SHRA will aggressively pursue state and federal resources to help fund capital improvements. Local match is often required, and the SHRA will identify sources of local match which may include special town appropriation, private philanthropy, bank financing, Community Preservation Act awards if enacted, and other local resources.

Funding for the Connecticut River Multi-Use path is anticipated from transportation enhancement funding, namely FAST, as well as trails funding. Funding for daylighting Buttery Brook is anticipated through a variety of funding sources including federal and state initiatives regarding environmental and brownfields assessment, cleanup and reuse, as well as watershed-management funding.

Transportation improvements, including intersections, traffic calming measures, streetscape improvements, parking areas, are anticipated to be supported through local and state funding, including MassWorks. Potential funding for walkability includes transportation sources, as well as public health sources.

Public art enhancements and installations will be supported through private donations, foundation funding, and state arts funding initiatives. MA Historical Commission's preservation services fund will be tapped to support preservation-related activities.

The Community Preservation Act, if enacted by votes in South Hadley, will create another potential funding source for some projects envisioned in the urban renewal plan related to preservation, open space and affordable housing.

## **Initiatives**

The South Hadley Urban Redevelopment and Renewal Plan outlined a series of programmatic initiatives and development projects. This line item pertains to programmatic initiatives, and anticipate need for resources. Some initiatives may be able to be successfully implemented from a policy and advocacy perspective, others may require in-kind support and services from the Town, such as with code enforcement. The budget table on Initiatives provides the line item detail for initiatives.

## **Relocation**

As a result of planned acquisitions, the South Hadley Redevelopment Authority anticipates there may be up to nine relocations required of businesses. There are no residential properties being acquired, and

no residential relocations are envisioned. In Phase 1, there two relocations that may be required. In Phase 2, there are five relocations that may be required, and in Phase 3, there are two relocations that may be required as a result of acquisition by SHRA. All businesses and residents (if any – none are anticipated) displaced by public action will receive relocation assistance and payment under the Massachusetts General Laws, Chapter 79A, and in accordance with CMR 27.02 and 27.03, and applicable federal regulations. A detailed relocation study will be conducted to determine specific relocation costs. It should be noted, however, that only at the time of the filing of the relocation claim, will the true cost of relocation be known. Relocation budget expenses include payments to impacted businesses and individuals, as well as a relocation consultant.

The South Hadley Electric Light Department (SHELD), a municipal utility, has announced its intention to relocate its facility in South Hadley Falls in 2013, which is also located in the South Hadley Falls Urban Redevelopment & Renewal Plan area. The SHRA intends to acquire this town-owned property for redevelopment, after SHELD identifies its new headquarters and relocates. As town-owned property, SHRA does not intend to provide relocation payments to the Town or SHELD. SHRA intends to respond to the re-use opportunity SHELD's planned move creates, and is not prompting this relocation. It is important to note that SHELD announced its relocation plans in 2013 prior to the formation of the South Hadley Redevelopment Authority.

## **REVENUES**

The South Hadley Redevelopment Authority anticipates working with the Town to receive an annual appropriation for core operations (minimum \$100,000 annually) plus in-kind support. SHRA will work in partnership with the Town on capital project initiatives to be supported by state, federal and philanthropic grant funding as well as local resources. One potential sources may be 40R payments to the Town.

The projects outlined in this plan will be supported by a mix of funding sources. Local funding options include property sales, enactment and use of District Improvement Financing with Chapter 23L, MGL.

**South Hadley Falls Proposed Public Improvements  
Urban Renewal Plan**

	Improvement	Short-Term 0 to 6 years	Mid-Term 7 to 14 years	Long-Term 15 to 20 years	Phase 1 Cost	Phase 2 Cost	Phase 3 Cost	Total Cost
1	Bridge and Main Street –Create a Gateway approach to South Hadley Falls with a Roundabout and pedestrian crosswalks	X			\$ 875,000	\$ -	\$ -	\$ 875,000
2	Main Street and Lamb – Roundabout and pedestrian crosswalks for traffic calming and safety of persons, particularly children accessing the Beachgrounds	X			\$ 575,000	\$ -	\$ -	\$ 575,000
3	Streetscape Improvements using a Complete Streets approach, including traffic calming, sidewalks and lighting along Main Street from Canal and Main to Lamb Street and Main Street	X			\$ 280,000	\$ -	\$ -	\$ 280,000
4	Streetscape Improvements – Bridge Street from Main to Lamb		X		\$ -	\$ 50,000	\$ -	\$ 50,000
5	Buttery Brook Daylighting Study and Plan				\$ 250,000	\$ -	\$ -	\$ 250,000
6	Buttery Brook Path – daylighting and connection from Main Street to the River – initial phase. Does not include acquisition costs.	X			\$ 250,000	\$ 300,000	\$ 300,000	\$ 850,000
7	Buttery Brook Multi-Use Path Main Street to Gaylord – phased approach	X	X	X	\$ 275,000	\$ 550,000	\$ 275,000	\$ 1,100,000
8	Outdoor amphitheater at Buttery Brook -- grading, seating, landscape	X			\$ 290,000	\$ -	\$ -	\$ 290,000

**South Hadley Falls Proposed Public Improvements  
Urban Renewal Plan**

	Improvement	Short-Term 0 to 6 years	Mid-Term 7 to 14 years	Long-Term 15 to 20 years	Phase 1 Cost	Phase 2 Cost	Phase 3 Cost	Total Cost
<b>9</b>	Provide for safer streets, including traffic calming on School Street between Lamb and Bardwell		X	X	\$ -	\$ -	\$ -	\$ -
<b>10</b>	Storm water Management and Drainage Improvements	X	X	X	\$ 150,000	\$ 500,000	\$ 500,000	\$ 1,150,000
<b>11</b>	Multi-use path along Connecticut River that can be enjoyed by walkers and bicyclists.	X			\$ 1,000,000	\$ 850,000	\$ -	\$ 1,850,000
<b>12</b>	Fiber-optic upgrades in the Falls	X	X		\$ 200,000	\$ 150,000	\$ 350,000	\$ 700,000
<b>13</b>	Main Street parking lot upgrade	X			\$ 300,000	\$ -	\$ -	\$ 300,000
<b>14</b>	Sidewalks and Crosswalks Upgrade – both sides of all streets in the Falls and ADA compliance upgrades	X	X	X	\$ 600,000	\$ 800,000	\$ 600,000	\$ 2,000,000
<b>15</b>	Intersection Improvements at Bridge Street and Lamb Street			X	\$ -	\$ -	\$ 500,000	\$ 500,000

**South Hadley Falls Proposed Public Improvements  
Urban Renewal Plan**

	Improvement	Short-Term	Mid-Term	Long-Term	Phase 1	Phase 2	Phase 3	Total Cost
		0 to 6 years	7 to 14 years	15 to 20 years	Cost	Cost	Cost	
16	Traffic Calming on School Street between Lamb and Bardwell		X		\$ -	\$ 150,000	\$ -	\$ 150,000
17	Continue and sustain transit service in the Falls	X	X	X	\$ 300,000	\$ 400,000	\$ 300,000	\$ 1,000,000
18	Route 116 Bridge enhancements between the Falls and Holyoke, including a bike path across the bridge and the use of art/ architectural lighting.	X			\$ 50,000	\$ 1,000,000	\$ -	\$ 1,050,000
19	Wayfinding		X		\$ -	\$ 50,000	\$ -	\$ 50,000
20	Interpretative signage for historic walks*	X	X		\$ 7,500	\$ 7,500	\$ -	\$ 15,000
21	Interpretative signage for riverfront amenities*		X		\$ -	\$ 25,000	\$ -	\$ 25,000
22	Public Art -- Main Street and Buttery Brook Path		X		\$ -	\$ 300,000	\$ -	\$ 300,000
23	Public Art and lighting on Route 116 Bridge			X	\$ -	\$ -	\$ 300,000	\$ 300,000
24	Community Garden area along Buttery Brook adjacent to planned 40R housing area	X	X		\$ 35,000	\$ -	\$ -	\$ 35,000

**South Hadley Falls Proposed Public Improvements  
Urban Renewal Plan**

	Improvement	Short-Term	Mid-Term	Long-Term	Phase 1	Phase 2	Phase 3	Total Cost
		0 to 6 years	7 to 14 years	15 to 20 years	Cost	Cost	Cost	
<b>25</b>	Restoration and Interpretation of the South Hadley Falls first navigable canal. Steps include commissioning an archeological study of the riverfront area; undertaking a historic resources report/ feasibility study; and the actual restoration and interpretation of South Hadley's first navigable canal in the US.			X	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000
<b>26</b>	Development of a pier north of canal for ferry/boat launching area.			X	\$ -	\$ -	\$ 1,750,000	\$ 1,750,000
<b>27</b>	Smith Park Landscape Upgrade & Enhancements	X			\$ 7,500	\$ -	\$ -	\$ 7,500
<b>28</b>	Additional Amenities in Riverside Park and throughout the Falls to foster walking for all ages and abilities	X			\$ 25,000	\$ -	\$ -	\$ 25,000
<b>29</b>	Wi Fi Hot Spot(s) throughout the Falls	X			\$ 100,000	\$ -	\$ -	\$ 100,000
<b>30</b>	Remove rubble piles from riverfront and re-seed and re-grade as needed			X	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
<b>31</b>	Development of look out points along the Connecticut River and Buttery Brook	X	X	X	\$ 100,000	\$ 200,000	\$ 300,000	\$ 600,000
<b>32</b>	Designate and sign healthy walking routes in South Hadley Falls.	X			\$ 12,500	\$ 1,000	\$ 1,500	\$ 15,000
<b>33</b>	Undertake a study of traffic flow, including a review of one-way and two-way street options for Bolton and other nearby streets.				\$ 20,000	\$ -	\$ -	\$ 20,000

**South Hadley Falls Proposed Public Improvements  
Urban Renewal Plan**

	Improvement	Short-Term	Mid-Term	Long-Term	Phase 1	Phase 2	Phase 3	Total Cost
		0 to 6 years	7 to 14 years	15 to 20 years	Cost	Cost	Cost	
<b>34</b>	Upgrade parking area and circulation area by the riverfront at Beachgrounds Park.		X		\$ -	\$ 30,000	\$ -	\$ 30,000

Sub-Total	\$ 5,702,500	\$ 5,363,500	\$ 9,176,500	\$ 20,242,500
20% Contingency	\$ 1,140,500	\$ 1,072,700	\$ 1,835,300	\$ 4,048,500
<b>TOTAL ESTIMATED COST -- Order of Magnitude</b>	<b>\$ 6,843,000</b>	<b>\$ 6,436,200</b>	<b>\$ 11,011,800</b>	<b>\$ 24,291,000</b>

These Order of Magnitude Cost Estimates were prepared without the benefit of a survey, design, or geo-technical analysis. Cost estimates are based on professional experience and knowledge. These cost estimates should not be relied upon for construction. Additional planning and design of preliminary conceptual options is required.

## Memorandum of Understanding

### Gaylord Memorial Library Trustees and the Town of South Hadley

July 15, 2016

This memorandum is intended to allow the above parties to use their available resources to provide library access and programming to the public, delineate responsibilities, protect the ownership rights, and to respect each party's duties and responsibilities to its various constituencies. This agreement is intended by both parties to comply with all laws and regulations set forth at the local, state or federal level. Furthermore, this MOU is intended to encourage an eventual final merger of both systems and should be used as planning tool to that end.

To validate this agreement, the Gaylord Memorial Library Trustees, the South Hadley Public Library Trustees, the South Hadley Selectboard and South Hadley Town Meeting must review and vote to authorize this MOU.

The South Hadley Public Library Director will oversee and direct all day to day activities at the Gaylord Memorial Library related to this agreement, within the construct and compliant with all policies, acts and by-laws of the Town of South Hadley. The South Hadley Library Director will have the right to change programming, adjust hours, staffing levels, and schedules and otherwise manage the activities to benefit the library services as a whole to the community. The Director must in writing notify both the South Hadley Public Library Trustees and the Gaylord Memorial Library Trustees thirty days in advance of substantial changes (i.e. adding or reducing a day to the Gaylord Memorial Library schedule permanently, introducing or cancelling a service, etc.). Said changes would not necessarily require approval, but the Director should seek support of all parties.

The Gaylord Memorial Library Trustees will retain ownership of the building, including and related to furniture/equipment, collections, to include but not limited to books, artwork, archival documents and any other articles of value which are part of article of inventory submitted by the Gaylord Memorial Library Trustees prior to exercising this MOU and represented as Appendix "A" (attached when available). The inventory will be on loan to the operation of the integrated system. The inventory will be insured and created by the Gaylord Memorial Library Trustees, with aforesaid Gaylord Memorial Library Trustees named as the insured party and the recipients of any proceeds in the event of a loss.

The Town of South Hadley, through the South Hadley Public Library Trustees, will commit to protect, manage and maintain the collection, less change in condition due to reasonable and normal use. All fines and fees assessed and/or collected will be considered revenue of the Town of South Hadley and will be appropriated according to law and/or policy of the Town of

South Hadley. The South Hadley Public Library Trustees will employ and direct staff to use reasonable best practices in protecting and maintaining the collection. The Gaylord Memorial Library Trustees will have the right to remove any item(s) from the loaned collection (as articulated in Appendix "A") by providing written notice to the South Hadley Public Library Director, signed by the Gaylord Memorial Board Chair and presented by hand to the South Hadley Public Library Director. The Director will remove the item(s) as soon as possible from circulation or use and proceed to secure the item(s) properly or deliver as instructed by the letter. Any cost associated with removal or storage will be the responsibility of the Gaylord Memorial Library.

The Gaylord Memorial Library building will remain an exception to the above provision. The building will remain in the care and custody of the Gaylord Memorial Library Trustees. The Town of South Hadley cannot and does not accept any responsibility for the structural or system defects (i.e. accessibility, HVAC, wiring, required safety devices). The Town of South Hadley will not invest in the short or long term preservation of the building under this agreement. No public funds will be expended to enhance or improve a privately held property, except where allowed by law or legally provided by grant revenues.

The Town of South Hadley will provide funds, as approved by Town Meeting for fuels (heat, hot water), utilities (water, electricity, internet, telephone and sewer) and sufficient funds to contract or otherwise facilitate normal operational, light maintenance services, and schedules cleaning of the building. These services will be overseen and directed by the South Hadley Public Library Director.

The property surrounding the library and owned by the town (as per Hampshire County recorded deed) will be included in the contracted service or otherwise be the responsibility of the Town of South Hadley to reasonably maintain. This should include snow removal from walkways, drives and parking areas, maintenance of grass area and existing landscaping in accordance with best practices and available resources. If at any time the property surrounding the library is determined not to be owned by the Town or gifted or otherwise conveyed to the Gaylord Memorial Library or other entity by Town Meeting by proper vote and record, the Town will cease to offer maintenance of the property surrounding the library and presently delineated as "town property" in the Town of South Hadley Assessor's files and in the Hampshire County Register of Deeds. The exterior property maintenance will then become a responsibility of the Gaylord Memorial Library including any associated costs.

The present Gaylord Memorial Library employees will be encouraged to apply for positions posted by the Town of South Hadley which will as appropriate reflect the duties and responsibilities needed to operate Gaylord Memorial Library under this agreement. The Town of South Hadley is an equal opportunity employer and has adopted a hiring and recruitment policy which is designed to acquire the most qualified staffing available in a transparent and open process. If the Town of South Hadley chooses it may seek to use a temporary service when sensible and economical. All hires will be considered "new hires." They will be afforded

all benefits which are applicable and will be appointed in accordance with South Hadley Acts of 2012, South Hadley Personnel Policy Manual (available on-line Human Resources page) or related properly voted municipal policies. There will be no carry over of benefits, longevity or seniority if present employees are determined as best candidates and offered employment. These positions will be considered "permanent" and will be part of a collective bargaining agreement and approval by AFSCME Clerical Unit A/B.

The Gaylord Memorial Library Trustees may exercise their right to withdraw from this agreement by notifying the Town Administrator of said intent by April 1 of a given year, or sooner. If the Gaylord Memorial Library Trustees exercise this right, the relationship between the parties will be dissolved on the next June 30 following notification. The South Hadley Public Library will retrieve any material, collections, equipment or other assets of the Town of South Hadley and no further expressed commitment relationally or financially from this agreement will exist.

If the Town wishes to terminate the relationship it will do so by a vote of Annual Town Meeting. If said vote is taken, the Gaylord Library Trustee Chair will be noticed of the action within ten days of the vote and the relationship will be terminated at the end of the fiscal year. Example: if a vote of Town Meeting were taken to dissolve this agreement on the May 10, 2017 Annual Town Meeting the Town of South Hadley would cease to support or be part of this agreement on June 30, 2017. Prior to any such vote, the Chair of the Gaylord Library would be sent a letter notifying him/her that such an article has been made part of the Town Meeting Warrant as soon as it has been presented to the Selectboard. As previous stated, if a separation were to occur, the Town of South Hadley Public Library under the instruction and direction of the Library Director would remove any of its material, collections, equipment, or other such assets. Furthermore, the financial commitment described in this agreement would end.

Any installation of equipment, alterations or modifications which would require change to the interior or exterior of the Gaylord Memorial Library must be by mutual consent. Alterations must be proposed or sought by the South Hadley Public Library Trustees or its assigned agent (Library Director, Selectboard, Administration) in writing and must be agreed upon or rejected by the Gaylord Memorial Library Trustees and an approval/denial must be delivered in writing to the South Hadley Public Library Trustees within sixty days of said request.

The Gaylord Memorial Library Trustees may be granted access during any non-programed hours, for purposes they deem appropriate and necessary for their use, including public events. The Gaylord Memorial Library will be responsible for all equipment or content inventory during these events. Any damage caused to inventory or equipment or repair or replacement costs arising would be the responsibility of the Gaylord Memorial Library Trustees. The Gaylord Memorial Library Trustees will inform the Library Director of such plans as a professional courtesy seven days prior or earlier if possible. South Hadley Public Library employees will not be called upon or directed by The Gaylord Memorial Library Trustees to facilitate or participate in any activity without consent from the South Hadley Public Library Director.

Revised October 6, 2016 MJS

This memorandum of understanding does not imply or attempt to circumvent or ignore any existing federal, state or local laws or statutes. It is solely intended to create a vehicle to improve the free public library service to the citizens of South Hadley and utilize all assets to do so. Any costs or expenditures intended or suggested by this agreement, as are all municipal expenditures or appropriations, are subject to approval by Town Meeting. This agreement does not intend to infringe on that legal responsibility, or bind the Town of South Hadley beyond any of its legal power to enter into such an agreement.

DRAFT

## MEDEX 2 w/PDP - 2017

	<u>2015</u>	<u>2016</u>	<u>% change</u>
Blue Medicare Rx \$5/10/25	\$ 136.74	\$ 148.85	8.9%
Medex 2	\$ 129.47	\$ 136.68	5.6%
BCBS Admin	\$ 23.59	\$ 23.59	0.0%
Trust Admin/CanaRx	\$ 4.20	\$ 4.20	0.0%
	<u>\$ 294.00</u>	<u>\$ 313.32</u>	<u>6.6%</u>

	<u>2016</u>	<u>2017</u>	<u>% change</u>
Blue Medicare Rx \$5/10/25	\$ 148.85	\$ 175.03	17.6%
Medex 2	\$ 136.68	\$ 136.68	0.0%
BCBS Admin	\$ 23.59	\$ 23.59	0.0%
Trust Admin/CanaRx	\$ 4.20	\$ 4.90	16.7%
	<u>\$ 313.32</u>	<u>\$ 340.20</u>	<u>8.6%</u>

Medex 3	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
	\$ 357.00	\$ 394.00	\$433.40	\$509.00



October 14, 2016

Honorable Selectboard,

Please accept this as an abridged account of initiatives and activities performed by myself and town hall staff since my last report. If Selectboard Members or others receiving this document would like to discuss any of its contents please feel free to contact me at [msullivan@southhadleyma.gov](mailto:msullivan@southhadleyma.gov) or (413) 538-5017.

**HCHIT;** A vote was taken at the Hampshire County Health Insurance Trust Insurance Advisory Committee meeting to increase the MEDEX rate for all retirees by 8.6%. Admittedly there was no choice, as there was no other options and required by the federal government. Jackie Iskander Payroll and Benefits Coordinator and I were in attendance in Deerfield to hear the discussion.

The increase is largely due to increases from Medicaid, the cost will go from \$313.32 per month to \$340.20. That would mean about fourteen dollars per each of the 250+ retirees (they would be responsible for the other half). It is always is exceptionally difficult to consider these increases to retirees, but is directly related to the increased cost of prescription drugs.

The good news is if HCHIT had not moved from MEDEX 3 to MEDEX 2 a couple of years ago the premium would have likely gone from \$333 to \$509. No increase is exceedingly palatable, but keeping it below \$400 as opposed to sending it over \$500 has to take away some of the sting.

**Capital Planning Committee;** As the SB had discussed at the last meeting the budget process has begun and Capital Planning is certainly become an essential part of that process. Capital Chairman Boulais brought the committee together to review how projects are coming along, what is on the horizon, both planned and unexpected.

The opportunity was provided to present the Ted Belsky Overlook renovation project. While there was no vote taken or requested there seemed to be a general consensus it was both deserved and needed. The project is requesting \$97K to refurbish the area closest to the outlook and the outlook. The expectation is they will have a recommendation set for the Special Town Meeting which is now suggested for Wednesday January 11, 2017. There will also likely be a recommendation for a cruiser, I believe these requests will be appropriate for an unreserved free cash expenditure.

I expect unreserved free cash and enterprise account retained earnings to be certified by the state by the end of October and my expectation is that it will be primarily due to better than expected revenues, close out of unexpended articles and other contributing factors.

**Professional Development Day;** I would like to thank Assistant Assessor Missy Couture and ATA Wolowicz for putting together the latest addition of Professional Development.

The focus of the day will be how we will improve and better use some of the CAI mapping features on the town website and available to employees. Tim Fontaine from Cartiographics will take us through the platform and speak to some of the innovations which have and are being developed.

We will also address other topical items with staff and speak to the January 13, 2017 which will be focused on the substantial changes to the record request or "Sunshine" laws in the Commonwealth.

**Town Hall Entrance Update;** The initial masonry work was performed over the Columbus Day Weekend. We have been informed by the Fire District they will consider allowing us to re-open once a satisfactory report from the engineer has been received in their office.

Fuss and O'Neill was engaged in this project and gave instructions to the mason as to what should be addressed. It was the feeling of the mason and after visual inspection from the their engineer that the entrance ways were safe and there was no eminent threat of failure, once we get that in writing we should be good to go.

**Early Voting Town Hall/COA:** We start early voting on Monday October 24 at 7AM. The Clerk's Office has been working diligently to ensure a successful experience for voters. There will be a "remote" voting opportunity on Thursday October 27 from 9 until 1, there will also be Saturday voting in Town Hall.



Hopefully these efforts will inspire voter participation. It is nearly impossible to say just how successful or what level of demand these measures will place on the process or how it will change the traditional voting date of November 8 (at High School).

We will have some designated "voter "parking along Pleasant Street to also assist the process. We are encouraging all citizens who are registered to vote to do so and to explore these new options, so we may determine and report to the Secretary of State's Office how valuable they are to the public.

Selectboard, thank you for your support and guidance, to all Town Meeting Members who are seeing this please note the Selectboard is considering January 11 as a possible date for Special Town Meeting, please advise me if there are any significant challenges for groups or individuals so they can be considered.

Respectfully submitted,

Michael J. Sullivan  
Town Administrator, South Hadley