

**SELECTBOARD MEETING
TUESDAY, MAY 15, 2018
SELECTBOARD MEETING ROOM – 7:00 P.M.
AGENDA**

Note: Not all the topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice. These meetings may be audio and/or visually recorded

1. CALL TO ORDER
2. APPROVAL OF MINUTES
3. ANNOUNCEMENTS/OPEN FORUM
4. Boy Scouts presentation
5. New employee introductions: Treasurer/Collector Donna Whiteley, Employee Engagement Specialist Michelle Parent, Gaylord Brach Librarian Lizzie Meier
6. CONSENT AGENDA
 - a) Request for One Day Beer and Wine License: Willits-Hallowell Center. Rachel Osborn. Friday, May 18, 2018.
 - b) Request for One Day Beer and Wine License: Willits-Hallowell Center. Rachel Osborn. Saturday, May 19, 2018.
 - c) Request for One Day Beer and Wine License: Willits-Hallowell Center. Rachel Osborn. Saturday, May 26, 2018.
 - d) Requests for One Day Beer and Wine License: Tower Theaters. Robert Adam. Thursday, May 17, Friday, May 18, Saturday, May 19, 2018.
 - e) Multiple requests for One Day Beer and Wine Licenses: Buttery Brook Park Cruise Night. David Capriati. Thursdays May 18, 25.
June 1, 8, 15, 22, 29.
July 6, 13, 20, 27.
Aug. 3, 10, 17, 24, 31.
7. NEW BUSINESS
 - a) Anne Barry – Farmers’ Market on Town Common
8. RESIGNATIONS/APPOINTMENTS
 - a) Interview for appointment to Bylaw Review Committee – Anne Awad
 - b) Interview for appointment to Board of Assessors – Marilyn Ishler
 - c) Mary Hirschel Bylaw Review Resignation
 - d) Desiree Smelcer Historical Commission
9. OTHER BUSINESS
 - a) Ledges RFP Update

- b) Senior Center Building Committee
- c) Summer Schedule
- d) Annual Appointment of Committee Discussion

10. TOWN ADMINISTRATORS REPORT

11. CHAIRMAN'S REPORT

12. Executive Session: Union Negotiations (A&B Unit AFSCME), Cable Contract Negotiations

13. ADJOURN



TOWN OF SOUTH HADLEY
SPECIAL LICENSE
WINE AND MALT APPLICATION
(Revised 5/2015)

To the Licensing Authorities:

Date: 4/30/18

The undersigned hereby applies for a Special License – Wine and Malt in accordance with the provisions of the Statutes relating thereto:

NAME: DAVID CAPRIATI

COMPANY/ORGANIZATION: The beerguy LLC

ADDRESS: 21 Mountain View ST South Hadley MA 01075

TELEPHONE: [REDACTED]

DATE APPLIED FOR: 5/18 5/25 6/1 6/8 6/15 6/22 6/29 7/6 7/13 7/20 7/27 8/3 8/10

PREMISES TO BE LICENSED: 8/17 8/24 8/31 BUTTERY BROOK PARK

Cruise Night

HOURS OF OPERATION: 4:30 - 8:30 pm

ALCOHOL WILL BE (CHECK ONE): SOLD GIVEN AWAY

TYPE OF EVENT: Cruise Night

RESTRICTIONS ON SPECIAL LICENSE – WINE AND MALT

1. If the event is to be held indoors in a building or structure not certified as a place of assembly, an inspection must be 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 – WINE AND MALT

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 if injury or damage shall result from the exercise of the license.

Signature of Applicant: [Signature]

LIQUOR LIABILITY INSURANCE REQUIREMENT

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

This is your official TIPS certification card. Carry it with you as proof of your TIPS certification

Congratulations!

This card certifies that you have successfully completed the TIPS (Training for Intervention ProcedureS) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.



Sincerely,

A handwritten signature in black ink, which appears to read "Adam Chafetz".

Adam F. Chafetz
HCI President

Name: DAVID J CAPRIATI
Exam Date: 2/21/2018 Expiration Date: 2/13/2021

TIPS On Premise

CERTIFIED

Issued: 2/21/2018

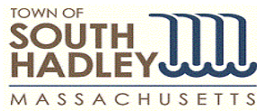
Expires: 2/13/2021

DAVID J CAPRIATI
21 Mountain View St
South Hadley, MA 01075-2133

For service visit us online at www.gettips.com

TIPS Trainer: Richard Grise, 53717





Kristin Maher <kmaher@southhadleyma.gov>

Fwd: South Hadley Farmers Market

1 message

Mike Sullivan <msullivan@southhadleyma.gov>
To: Kristin Maher <kmaher@southhadleyma.gov>

Tue, Apr 17, 2018 at 12:28 PM

Please add to the May 15 agenda,
Mike
Michael J. Sullivan
Town of South Hadley, Administrator
[116 Main Street](#)
[South Hadley, Massachusetts 01075](#)
[413.538.5017](tel:413.538.5017) ext.136
msullivan@southhadleyma.gov



----- Forwarded message -----

From: **South Hadley Farmers' Market** <shfarmersmarket@gmail.com>
Date: Sat, Apr 14, 2018 at 9:57 AM
Subject: South Hadley Farmers Market
To: Mike Sullivan <msullivan@southhadleyma.gov>

Hi Mike,
Anne Barry here. Hope all is well with you (you = you plural!).

I am writing to request that I be put on the agenda of the May 15 Select Board meeting so that I can secure the Board's permission to allow the Farmers Market to operate on the Town Common again this year.

In addition, here are the dates for this year's market.

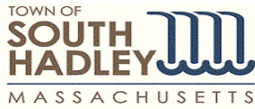
We open Thursday June 14 and run through Thursday October 11, and our hours will be the same as last year, 2 - 6 pm.

If May 15 is not a good day, I could always come on May 1, but I do prefer the later date.

Thank you.
Anne

--

South Hadley Farmers' Market
PO Box 887
South Hadley, MA 01075
413-561-0111
shfarmersmarket@gmail.com
[facebook.com/SouthHadleyFarmersMarket](https://www.facebook.com/SouthHadleyFarmersMarket)



Kristin Maher <kmaher@southhadleyma.gov>

Online Form Submittal: Application for Appointment to Board, Commission, or Committee

noreply@civicplu.com noreply@civicplu.com

Wed, May 2, 2018 at 2 18 PM

To: chummel@southhadleyma.gov, chamlin@southhadleyma.gov, kmaher@southhadleyma.gov

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.

You can also [print and mail a written copy \(PDF\)](#) to the Selectboard Office at 116 Main Street South Hadley MA 01075.

Please Note: when submitting online, when you click the "submit" button you are agreeing to read a copy of the Massachusetts General Laws Chapter 268A "Conflict of Interest" provided by the Town Clerk, if appointed, and to the best of your abilities agree to abide by the provisions of the statute. You may receive a phone call to confirm your interest in the appointment.

Choose From the Following Bylaw Review Committee

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for.

Please give any detail regarding your interest in this appointment?

I have experience in drafting, reviewing, and implementing bylaws in the Town I previously lived in. I have Board and Committee experience in compliance with relevant bylaw

Please Provide the Following Information

Name Anne Awad

Email [REDACTED]

Address1 [4 Jewett Lane](#)

Address2 *Field not completed*

City	South Hadley
State	MA
Zip	05773
Primary Phone	██████████
Alternate Phone	<i>Field not completed.</i>
Cell Phone:	██████████

General Questions

Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	Yes
Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in Town government?	Yes
If yes, please list the board(s), commission(s), or committee(s) on which you serve(d), and the dates of service for each.	In prior Town (Amherst): Town Meeting, Select Board In South Hadley: Town Meeting and SHELD Board of Commissioners
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	Management background in health care system including human resources, medical practice management, implementation of electronic systems for data tracking, marketing, corporate compliance, quality improvement, etc. Board background as member of nonprofit Boards and as consultant for Board training.
Please list any additional information you think may be helpful in reviewing your application.	I am committed to open government and interested in the operations of government. I want to help insure that good bylaws are developed and implemented (and monitored) in order to improve government function.
How did you learn of the vacancy you are applying for?	Another Resident
If you indicated another resident or other above, please provide the resident's name or provide additional details.	Vernon Blodgett
Upload a Letter of Interest	STATEMENT OF INTEREST for BYLAW REVIEW COMMITTEE.docx

STATEMENT OF INTEREST for BYLAW REVIEW COMMITTEE

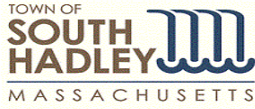
To the Select Board:

I am interested in appointment to the Bylaw Review Committee. I have recently ended a term of office with the South Hadley Electric Light Department, Board of Commissioners. I wish to continue to serve the Town in another capacity and the Bylaw Review Committee interests me. I have experience in government as a retired state employee and am a retired nonprofit executive. I currently have a consulting business that provides part time employment. I consult to health delivery entities, nonprofits, and community groups/coalitions. I provide management expertise, board training, executive search, and public campaign development (community coalitions).

In previous employment I was involved in grants management, human resources, legal strategy, program development, corporate compliance, and other aspects of agency operation. I write well.

I served on the Amherst Select Board for 9 years, 6 of them as Chair. In that role I was actively involved in writing, fielding (including advocacy with Town Meeting), and implementing bylaws for the Town. In South Hadley, I am interested in bylaws that are basic and clear to produce the desired outcomes and in transparency in the development of said bylaws. I would devote much time to this and would appreciate the opportunity to serve the Town.

I



Kristin Maher <kmaher@southhadleyma.gov>

Online Form Submittal: Application for Appointment to Board, Commission, or Committee

noreply@civicplu.com noreply@civicplu.com

Mon, May 7, 2018 at 3 23 PM

To: chummel@southhadleyma.gov, chamlin@southhadleyma.gov, kmaher@southhadleyma.gov

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.

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116 Main Street
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Choose From the Following

Other

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for.

Board of Assessors

Please give any detail regarding your interest in this appointment?

I believe that elder representation should continue on the board. I have used a tablet for meetings.

Please Provide the Following Information

Name

Marilyn Ishler

Email

[REDACTED]

Address1

[58 Mountainview Street](#)

Address 2

Field not completed

City	South Hadley
State	MA
Zip	01075
Primary Phone	██████████
Alternate Phone	██████████
Cell Phone:	██████████

General Questions

Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	Yes
Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in Town government?	<i>Field not completed.</i>
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	Director Council on Aging 15 years; Board of Selectmen 9 years; Chair South Hadley 250th Anniversary; Representative to PVTA 10+ years; elected or appointed to Parks & Playgrounds Commission, Recreation Commission, Personnel Board, Town Meeting Review Committee, Town Meeting Member 46 years.
Please list any additional information you think may be helpful in reviewing your application.	Resident 51 years and have been active in some way for most of those years whether KYT, PTO, Recreation or church CCD. I may not have been born here but this is my home town.
How did you learn of the vacancy you are applying for?	Other
If you indicated another resident or other above, please provide the resident's name or provide additional details.	Selectboard agenda
Upload a Letter of Interest	5-7-18 application for Board of Assessors.docx

Email not displaying correctly? [View it in your browser.](#)

To: Atty. Edward Ryan
CC: Town Administrator, Michael Sullivan
CC: Assessor Chair, Kevin Taugher
From: Marilyn G. Ishler
Date: May 7, 2018
Re: Opening on Board of Assessors

My name is Marilyn Ishler, I live at 58 Mountainview Street and have been an active resident for 50 years. I am applying for this position because there should continue to be elder representation on the Board of Assessors.

In the past I have served as a Town Meeting Member, on the Parks & Playgrounds Commission, Recreation Commission, Personnel Board, Chaired the 250th Anniversary Committee, Chaired Town Meeting Committee, South Hadley Representative to PVTA and 9 years on the Board of Selectman (where I became familiar with using a tablet for meetings). Prior to my retirement I was the Director of the South Hadley Counsel on Aging.

It is well known that our house will be up for sale this year. I have no intention of moving out of South Hadley. It has been my home for over 50 years and I intend for it to continue to be my home until the Good Lord takes me to his.

You may reach me via my cell phone [REDACTED] or email [REDACTED].

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

Michael J. Sullivan
Town Administrator

May 11, 2018

Honorable Selectboard Members:

Please accept this report as an abridged accounting of activities I and the hardworking town employees have been addressing in South Hadley Town Hall and beyond. There is a lot happening. I hope this report will frame some of the more contemporary and demanding tasks at hand.

As always, thank you for the support, direction and leadership you provide!

ATM/STM, The effort of the SB, Appropriations, Capital, the Moderator, Clerk and staff puts forward to make Town Meeting a consensus success is colossal. A debt a gratitude is deserving - thank you to Kristin Maher, Anne Capra for pitching in assisting the Clerk, Jennifer Wolowicz for helping out with set up and facilitating the Town Members with special requests beyond candy. Thank you to DPW staff Matt O'Connor and Mark Schmitter for set up and breakdown assistance.

However I would be remiss not to comment on the effort from Dan Pease and Bob Smith from the Cable Access Department. These two individuals are tireless in ensuring that quality programming is delivered to residents. Their pride and professionalism is demonstrable in the product they produce and the diligence they display. Thank you both!

Of course South Hadley Town Meeting Members continue to be the stars of the show. Members come prepared to ask questions or present well thought out amendments to motions. I notice Town Meeting Members are coming with amendments already drafted out on paper ...this has a positive effect on the process of Town Meeting overall.

It was very interesting when the "Water Testing" article came up and there was no discussion, after a significant number of debates prior. I believe it was not for those forums the debate would have been long and there would have been not nearly the level of positive accomplishment.

However the \$10K to fund it drew a healthy discussion, about it being too little, too much, whether it would be added to a grant or supplement the grant or supplant the

grant for testing appliances in schools. Interestingly the accurate and fair answer to all these questions is we are not sure, but this is start and we will do our best to get the most out of the appropriation. I heard "baseline" mentioned more times than I can count. The redundancy underscored the fact people we listening and understood we are trying to build data which will insure the water is as good as we suspect!

PBE's: I am in full swing for the end of year PBE for department heads and direct reports. These in-person reviews are very time consuming.

Previously I felt that the "P" in PBE stood for "performance", but I have come to believe that it "P" should be for "progress". Each year I am more impressed by the individual progress made as opposed to a singular performance. Having the employees gain understanding of their service to the public and the organization is inspirational.

Overtime I have witnessed a significant shift in how managers see their role in the municipal organization. I feel there is a far greater willingness to pitch in on projects, to learn new techniques and a commitment to fellow employees. It is not to say we are devoid of any challenges, but we continue to work on our deficiencies.

The PBE process has really assist me in my role as Town Administrator. Each year meeting with managers and direct reports no less than twice and in most cases well over a dozen times to discuss the PBE or other matters I learn tremendous amounts from my colleagues, it is one of the "bonuses" in this job.

Comcast, The Cable Committee met recently with Atty. Eileen Brady from Comcast it was a productive meeting. Jaime Doolittle, Bob Smith and I were in attendance. I believe we are close to making a recommendation to the SB.

As we have discussed prior it is a short list of things we can change via a contract. Programing, internet, phone, channel line-up, and rates, some of the areas we would like to make changes are not part of the deal, according to FCC rules. We can negotiate the length of term, the surcharge amount and the origination grant.

River, Roll and Stroll, it was a little rainy, but there were still people drawn to the event. I cannot thank the volunteers and sponsors for their involvement. It would not happen without those parties.



As is in so many events there are key people making it happen. I can say Superintendent Reidy is a stalwart! He was involved in this event and without him and others at DPW it would not have happened without their dedication.

New VSO, Paul Siefert has started and is already settling in with Veteran community. Paul is in the office every day in the afternoon and is also accepting scheduled appointments. I am confident Paul will fit in to the South Hadley veteran community rather nicely.

Thank you as always!

Respectfully submitted

Michael J. Sullivan
Town Administrator, South Hadley