

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

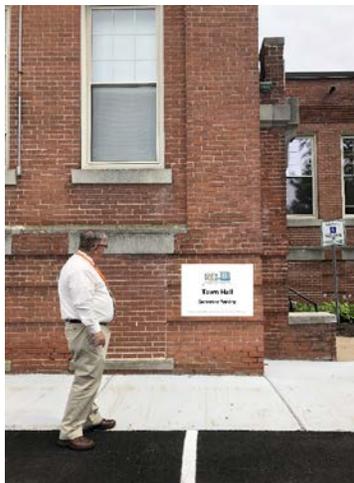
Michael J. Sullivan
Town Administrator

September 4, 2018

Honorable Selectboard Member:

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 recently. There is a lot happening, I hope this report will frame some of the more contemporary and demanding tasks at hand.

Project Updates; the Town Hall/Police Department parking lot project is nearing completion. The new design added over a dozen new spaces. Depicted below are two spaces reserved for customers who are accessing services in Town Hall (just outside Selectboard Meeting Room entrance). We would like to have people park their vehicles in the spaces when they are likely to be in TH for less than 30 minutes. This person seems to have misplaced their vehicle.



Of course if someone was to disobey the request, as it is public space there is not really much we can or want to do to insist on compliance. Luckily most citizens will see the convenience, respect the effort and adhere to the rule. Thank you to Superintendent Reidy, Asst. Superintendent Viv Price and DPW Specialist Matt O'Connor for their involvement in this project.

The "Employee Entrance" on the back side of the auditorium is now outfitted with a security camera and the door can be opened with the fob on the back of an employee identification card. Both measures are meant to protect the employee and

116 MAIN STREET, SUITE 109, SOUTH HADLEY, MASSACHUSETTS 01075-2896

the building. The Pleasant Street and Bridge Street entrances will also be outfitted with a camera and fob access over the coming months. The system stores 72 hours' worth of activity and can be replayed if necessary.

We are still becoming familiar with the system capabilities. One of our goals in this project is to have the technological competency to monitor and secure the building remotely. It is far too common an occurrence where the police find the building, unlocked or even people inside roaming about, I think you would agree neither situations are acceptable. Eventually the system will allow us to know who is in the building and possibly allow more public access off hours in a safe manner. I appreciate the effort ATA Jennifer Wolowicz has put forth on this project.



I have growing level of confidence we will see some visible signs of progress with the telecom project. Up to this point it has largely been "server" or "fiber" work which I suspect is done somewhere in a dimension beyond my understanding. IT Coordinator Jamie Doolittle continues to work with Concept Telecom on this project. This will be a great tool once it is fully implemented, better messaging features, better conferencing, call forwarding etc.

I met last week with Mike Ebner (Concept), Steve Burke (Metropolitan Telephone) and Jamie to review the hand sets and options last week. We will be using Mitel phones, as they are compatible with the system the schools installed two years ago. This gives us a higher level of understanding and serviceability. We have also directed the contractor to keep it simple. The School system and the Town system will also offer redundancy.

Assistant Town Administrator Jennifer Wolowicz, Media Coordinator Bob Smith and I have met recently to discuss the installation of the monitor boards in Town Hall. People will be able to see information and a directory of offices on these screens. There will be one when you come in Town Hall near the SB Meeting Room, just above the "Tree City" banner. The other will be as you come in the Pleasant Street entrance mounted above the hall just before the Assessor's Office.

Website Refresh, has been moving right along. Kristin Maher has been shouldering most of the update, while I and other "Refresh Partners" are very comfortable not to help too much....I mean get in the way.

There has been some new pictures taken for the website which is very exciting, thank you Kristin Maher. Each department has been tasked with working to update their pages.

Lucia Foley a citizen who has great insight into web design generously took time from her busy schedule to meet with Kristin to discuss some of her observations and made suggestions on how we can improve the user access. We will be calling on others, including the Selectboard members to give their input. Residents are encouraged to send in ideas and pictures to kmaher@southhadleyma.gov

Roof leaks on the second floor were reported recently to administration. The roof replacement is only eight months old. Our property management contractor Dean Development is in contact with the roofing contractor to resolve the issue. We have been assured it is still under warrantee.

Town Hall Sewer Line, We have removed the tree which was suspected of causing the damage to the sewer lines, the stump was removed last week, I have asked the DPW Superintendent Jim Reidy to get a price estimate from the group doing line work in town presently.



Once we get an estimate we will go forward replacing the crushed sewer line. I would like to get the Selectboard's approval at the appropriate time to install a sidewalk which would lead up to an assembly area in front of the monuments replete with four benches at the edge of the assembly area for Veteran's Day, Memorial Day or other appropriate ceremonies.

The sidewalk would be handicap accessible and would be constructed over the new sewer line. I believe coordinating the two projects would lower the cost considerably. As the tree was dedicated to WW1 veterans over a hundred years ago this would be a suitable remembrance in the trees absence.

Mosier School Senior Leadership Review; Recently I attended a review of the conditions at Mosier School by the MSBA appointed "Senior Leadership Review Committee". The committee is comprised of education professionals from across the state from a variety

116 MAIN STREET, SUITE 109, SOUTH HADLEY, MASSACHUSETTS 01075-2896

of back grounds (i.e. teachers, administrators, advocates). These teams conduct field work as part of the needs assessment the SB and School Committee agreed to last year.

It was clear from the discussion they had concerns about the viability of the “portable classrooms”. There was also a number of questions asked about appropriate space for one on one work or engaging students with IEPs in a proper environment. Superintendent Young attempted to down play the fact we were using old utility closet for these services and expressed a “we do our best with what we have available” message, the group was clearly concerned about having suitable space to deal with these needs.

The tone was very professional, when I was asked by the panel how we intended to pay for the project I stated I have been directed by the SB to work to develop a strategy of paying for the bonding costs within existing revenues and otherwise with available funds. It looked very positive, I received no indication they were leaning towards a reno or a full construction, however they did inquire about other available land adjacent to the Mosier School.

Leaping Wells Nature Trail; There has been a slight glitch on this project as estimates came in somewhat higher than expected and the proposing contractors had no “trail” building experience, as required in the RFP. We are re-tooling the project and dissecting the project into component parts. This will allow us to use experienced trail builders where appropriate, we also expect to lower the overall cost.

Conservation Administrator Anne Capra has been instrumental in directing this project. We intend to bring this in under budget and create a amenity the Town of South Hadley will enjoy and respect

Canal Park; Speaking of respectful efforts Phase II Canal Park Reno continues. You can see below the bike rack is installed on the south end of the park and waiting to be used. The pad will be pour in the next month so we can install the new benches. These benches were custom built by MassCOR’s Cedar Junction facility and a comparable savings. It is a good day when we can add some socially responsible training to a project.



The next part of this project will concentrate on the Northside of the park. The lower trail just off the Ted Belsky Overlook will be abandon. Hikers will be encouraged to access the trail at the northern most point along Canal Street. The existing benches will be pulled out, reconditioned at the DPW or by Hampshire Community Service over the winter and re-installed near the Kuzma Memorial. We continue to work with Mitch Resnick and the Canal Park Committee on this asset.



IGM; We will have the final "draft" in the packet. I have been meeting regularly with Town Counsel trying to incorporate suggested changes which strengthen the agreement along with trying to eliminate those pesky "edits" for language, spelling or sanity.

I would recommend the Selectboard finalizing the agreement on Tuesday. I spoke with Steve Gano from IGM on Thursday and their CFO is away until next Monday. If there are any unexpected changes, which there should not be, the worst that could happen would be that it would come back before you at the next meeting. I believe if the SB signs it sends a strong message that the Town of South Hadley has exhausted the negotiation process.

As you can see we will have to perform a furniture, fixture, equipment and structure inventory at the close of the season to attach to the contract. The inventory will be signed off by both parties, but I would suggest doing that a couple of weeks before the start date of agreement.

State Primary; September 4, 2018 the Town of South Hadley opened the polls for voting. At closing 29% of the registered voters cast ballots. While this is disappointment to all, as we always hope for full participation, it was a higher percentage than many communities.

Having the primary the day after the Labor Day holiday was difficult, but The Town Clerk with help of Kristin Maher, Jamie Doolittle and Sarah Gmeiner did an excellent job of reminding/cajoling and ultimately convincing voters to participate through social media, website, signage and other means. Nice work everyone!

There were some concerns expressed about release time from the schools and access to vote counts, but we will continue to work to accommodate requests, while protecting the process.

Tragic Accident @ MHC Crosswalks; we were all saddened to hear of the tragic death of a pedestrian. These accidents are horrible leaving one person dead and another broken. Words cannot express the depth of the sorrow, no more than we can prevent every misfortune.

Realizing the Selectboard has gotten several inquiries from constituents looking for more preventative measures, I truly appreciate your leadership and patience. Waiting for the facts from the State Police Reconstruction Team, realizing there are up to 3,900 crossings daily, growing your understanding of traffic safety standards, allows the municipality to calmly participate in a solution process.

Chief Parentela and I will meet with MHC officials next week to collect ideas and perspectives from our partner (MHC). We will be meeting with District 2 MassDOT soon as part of the strategy development. I appreciate as leaders you have reacted appropriately and patiently while this incident is investigated. Having a process lacking impulsiveness is critical to a better solution.

We do have partners in this, MassDOT, MHC, residents and the Town will be part of any improvements, but that is in the future. How can people help now? As many of you have said to me already "check the speed limit", "be more aware", "stay off your phone", "go slow and pay attention", all would help.

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

Respectfully submitted,

Michael J. Sullivan
Town Administrator, South Hadley