

**SELECTBOARD MEETING
TUESDAY, SEPTEMBER 3, 2019
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: Draft minutes of Aug. 20, 2019
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
 - A. Requests for two One-Day Beer and Wine Licenses from Nichole McClellan on Sept. 20 and Sept. 27
 - B. Request for a One-Day All Alcohol License from Kim Prough on Oct. 18
5. NEW BUSINESS
 - A. Remote Participation
 - B. Community Compact
 - C. DPW Superintendent Search Process
6. RESIGNATIONS/APPOINTMENTS
7. OTHER BUSINESS
 - A. Main Street Pump Station Project
8. TOWN ADMINISTRATOR REPORT
9. CHAIR REPORT
10. ADJOURN

**SELECTBOARD MEETING
TUESDAY, AUG. 20, 2019
MEETING MINUTES
SELECTBOARD MEETING ROOM – 7 P.M.**

Present were Chair Andrea Miles, Vice Chair Jeff Cyr, Clerk Christopher Geraghty, member Sarah Etelman, member Bruce Forcier, and Town Administrator Michael J. Sullivan.

CALL TO ORDER

Miles called the meeting to order at 7 p.m.

APPROVAL OF MINUTES

Forcier motioned to approve the minutes of July 9, 2019 and Aug. 14, 2019. Cyr seconded. All in favor.

CONSENT AGENDA

Etelman asked to pull out the second item on the consent agenda, which was a request for a multi-date beer & wine license for Susan Canedy on Sept.6, Oct., 4, Nov. 1, Dec. 6.

Forcier motioned to approve the rest of the consent agenda, which was a one-day beer & wine license for Jacqueline Reardon on Sept. 14, 2019. Cyr seconded. All in favor.

Etelman asked if, related to the second item, the Gaylord Library was a town property. Canedy did not check off a box on the request which asks if the event is being held on town property. Sullivan said Gaylord Library is not considered town property. Etelman motioned to approve the request. Cyr seconded. All in favor.

RECYCLING AND REFUSE PROJECT

The town's contract with Republic Services expires in the spring of 2020. As a proactive measure, Sullivan said he convened a cross section of staff members who live in South Hadley or surrounding communities to discuss South Hadley's trash options. He will approach the Selectboard in September with ideas and suggestions. After this, the Selectboard can take public suggestions and questions. For any resident who wants to get a jump on suggestions or comments, email DPW Senior Clerk Kellie Lempke at klempke@southhadleyma.gov or Executive Assistant to Administration Kristin Maher at kmaher@southhadleyma.gov.

TRAFFIC SIGN AND CONTROL PROPOSAL/REPORT

Sullivan said he asked for a report to be generated by the police department about traffic areas of high concern. He noted it was not exhaustive research but specific to highly concerning areas. The report, included in the Aug. 20, 2019 Selectboard packet, pointed out the need for changing a three-way stop at North Main and West Summit streets to a four-way stop.

Sullivan also discussed Lithia Springs Road. He said the town feels it is clearly marked that there is no parking allowed on that street. Numerous citations have been given out to those not abiding by the signs.

Forcier moved the Selectboard allow a four-way stop at the intersection of North Main and West Summit streets enforceable upon installation. Etelman seconded. All in favor. Sullivan said MassDOT is OK with the stop, although they do not have jurisdiction over it. It is set to be installed by Sept. 1.

INTERMUNICIPAL AGREEMENTS

Sullivan said MGL requires the board take a vote to allow the town to be in municipal agreements, such as with the Pioneer Valley Bike Share, the Connecticut River Task Force or the City of Northampton to provide Sealer of Weights and Measures services. He said none of the agreements are new.

Forcier moved to accept, in accordance with Massachusetts General Law Chapter 40 section 4A, South Hadley's commitments and responsibilities as to the inter-governmental agreements as listed above for FY 2020. Cyr seconded. All in favor.

SPECIAL TOWN MEETING – NOV. 20, 2019

Forcier motioned to hold a Special Town Meeting on Nov. 20, 2019. Etelman seconded. All in favor. Sullivan said the primary driver of holding a special town meeting is the South Hadley Falls Redevelopment Plan which has recently been approved. The Special Town Meeting will be held at 6 p.m. in the town hall auditorium.

MOBILITY DEVICE REGULATIONS

Sullivan said one concern other communities have had is not having restrictions or regulations in place regarding shared mobility devices – scooters, Segways, bikes, etc. South Hadley was recently approached by a group that wanted to drop scooters at Mount Holyoke College. Mount Holyoke was not interested. Scooters often get left on sidewalks and create hazards. In the draft regulations, Etelman noted a need to add “those” in a sentence in Section 2, Section C, Subsection 2 to read “... serve areas outside those already served by bikeshare.”

Forcier moved to establish the mobility device regulations as amended. Cyr seconded. All in favor.

LITHIA SPRINGS LOT 3 RIGHT OF FIRST REFUSAL

Forcier motioned to not exercise the Selectboard's right of first refusal as per the provisions of MGL Chapter 61A on the land in South Hadley known as Lot #3 Lithia Springs Road and waive the 120-day waiting period to exercise said right of first refusal. Cyr seconded. All in favor.

FIRE DISTRICT 2 PARKING REQUESTS

Fire District 2 requested three public parking spots in front of the fire station located near a fire hydrant be reserved for fire district activities. Sullivan said the Selectboard is the only town entity who has the right to manage such requests. He said the district had already installed a fire hydrant near the sidewalk and has been using the three public parking spots in front of the hydrant prior to its written request to the board.

Sullivan said residents have called and questioned why the district was selling its water to a pool business, questioned how a pool business vehicle can park in those three public spots requested

to be reserved specifically for fire district activities and fill its tank using the hydrant, and questioned the usability of the sidewalk by those of all abilities if a hose is stretched across it while a pool business fills its tank. Sullivan said the Selectboard has no governance over the district and to whom it sells its water.

Miles asked if there is a record of Fire District 2 asking the town to install the fire hydrant located in front of the three public parking spaces. Sullivan said his understanding is the town would need to be asked for such an installation, and there is no record of Fire District 2 requesting the installation of the hydrant. Miles asked if drivers who park in the public spaces in front of the hydrant have been ticketed. Sullivan said no.

Sullivan said the lines marking the town's three parking spaces near the fire station have mysteriously been removed.

Etelman said that hydrant has been located there for at least two years. Her concern is these spaces are being reserved only for Fire District 2 to sell water to a pool business.

Miles said the district is asking the board to retroactively allow the district to use three public parking spaces for fire district activities.

Cyr said when the Village Commons project was completed years ago, someone determined the required amount of parking spaces for the area based on the number of businesses, and that would have been the time to approach the town about accommodating specific fire department spaces.

Sullivan said he sent this issue to legal council for clarification on the town's options. Legal counsel is researching the issue. The Selectboard decided to table to item until legal counsel offers an opinion.

RESIGNATIONS / APPOINTMENTS

Forcier motioned to accept the resignation of Simon Elliot from the Zoning Board of Appeals. Cyr seconded. All in favor.

Forcier motioned to accept the resignation of Margaret Sullivan from Gro South Hadley. Etelman seconded. All in favor. Sullivan said Gro South Hadley is not an official Town of South Hadley board or committee as none of its members are appointed by the Selectboard. This letter of resignation is more of a courtesy.

Forcier motioned to appoint Ben Sabbs and Laura Friesner to the Recreation Commission with terms to end in 2023 and 2022 respectively. Cyr seconded. All in favor.

LEDGES SUMMER REPORT

IGM submitted a favorable report on the Ledges' season thus far. Management has suggested to Sullivan revenues are up significantly. Expenses are also up but by much less. Management is concerned if this trend continues they may need to look at cutting the season short or opening

later in the 2020 spring to ensure their budget balances and they remain true to their agreement to stick by their allotted budget.

Sullivan said he feels they should continue with their calendar and not end the season earlier. If the town did have to adjust its budget based on their positive revenue projections, he feels Town Meeting would be amenable to adding enough to make sure Ledges is open in the beginning of the next season. It would not be a taxation issue; it would be money coming from the additional revenue.

Forcier accepted the report as a record. Cyr seconded. All in favor.

DOG PARK UPDATE AND MOA

The Selectboard reviewed the draft memorandum of agreement between the town and the Friends of South Hadley Dog Park. Cyr expressed concern over a section describing possible snow removal: *“The Town will provide the following; limited snow removal (within five days of end of storm, only in paved parking and road access), will assist with seasonal upkeep by way of debris removal and will support operations as municipal capacity will allow and as formally requested in writing to the Selectboard.”* He said he is not comfortable with the town using its own vehicles to not consistently but at times plow the park after town meeting agreed to no additional town funding. Sullivan said if school parking lots are not taken care of, the dog park will not be taken care of. More pressing issues would take precedent over the park. He called it a legitimate concern. Geraghty said it would be better if it was more clearly outlined when the town would sometimes be able to plow.

The Selectboard agreed to add a clause under the third paragraph, “The Town will provide the following” in which the Selectboard will review on March 30, 2020 the amount of town resources used related to limited snow removal following the first winter in which the dog park is open. Upon review, the Selectboard will determine if the town will continue to provide limited snow removal or cease the limited removal entirely.

Forcier moved to enter into the agreement with the Friends of South Hadley Dog Park as amended. Cyr seconded. All in favor.

Forcier moved to give the town administrator the authority to go forth with the construction grant application. Etelman seconded. All in favor. Sullivan said once the town receives it the Selectboard can then accept or deny it.

ST. THERESA’S AND COA AGREEMENT

Sullivan said this is a great space for what the town is attempting to do – run the senior center out of a local space. He said the parish pastor has been incredible to work with and officials have made every effort to try and accommodate whatever the town needs. Rent will be \$6,000 a month with utilities included. The senior center construction project is estimated to last 18 months. The rent will be funded from the Council on Aging budget, although the town did budget money into the construction cost for operations. Sullivan said the town would like to not have to touch that funding and put it toward the project itself.

Forcier motioned to allow the Selectboard to enter into the lease agreement between the Town of South Hadley and St. Theresa's Parish and the Diocese as presented. Cyr seconded. All in favor.

ADA REPORT

Sullivan said administration knew this report would be very difficult. There is some low hanging fruit the town should start to consider. An ADA Commission should be proposed at Town Meeting.

Etelman asked about steps taken for any new building being constructed right now being ADA compliant. Sullivan said the Center for Living and Working has been speaking to the senior center Owners Project Manager. CLW will also speak with the former OPMs on the Plains School and public library projects.

Cyr said he was surprised to see the amount of money needed to be in compliance. He was on the Plains School Building Committee and is pleased to hear CLW will talk to the Plains and library OPMs about getting those buildings up to ADA compliance.

Sullivan said it will be expensive to fix but it would not have been if it was taken care of during construction. He said Jim Mazik from CLW is going to work with the town on a priorities list.

TOWN ADMINISTRATOR'S FY20 PBE

The Selectboard will vote on a final draft of the town administrator's performance-based evaluation at its Sept. 3 meeting.

TA REPORT

The Selectboard briefly highlighted the repointing of town hall, trash collection ideas, a September legal seminar for boards and committees, a town hall food drive, and tree issues outlined in the Town Administrator's Report. See the Aug. 20, 2019 packet for the full report.

ADJOURN

Forcier motioned to adjourn. Cyr seconded. All in favor. The meeting adjourned at 8:51 p.m.

1 Day Alcohol License

OD-19-8

Applicant

 Nichole McClellan
 nmcclell@mtholyoke.edu


Applicant Email

Check this box if the applicant does not have an email address.

--

Permit Info

Permit For

1 Day Beer and Wine

Check This Box to Request Multiple Dates

--

Check This Box If Event(s) Is/Are Being Held On Town Property

--

Check This Box to Acknowledge 30/Year Limit

--

Event Details

Date of Event

09/20/2019

Description of Event

International Relations

Description of Location

Art Museum Lobby

Hours of Operation (Ex. 8:00 AM - 5:00 PM)

5:00 PM - 8:00 PM

1 Day Alcohol License

OD-19-7

Applicant

 Nichole McClellan
 nmcclell@mtholyoke.edu


Applicant Email

Check this box if the applicant does not have an email address.

--

Permit Info

Permit For

1 Day All Alcohol

Check This Box to Request Multiple Dates

--

Check This Box If Event(s) Is/Are Being Held On Town Property

--

Check This Box to Acknowledge 30/Year Limit

--

Event Details

Date of Event

09/27/2019

Description of Event

Advancement

Description of Location

Prospect Maker Space

Hours of Operation (Ex. 8:00 AM - 5:00 PM)

5:00 PM - 9:00 PM

1 Day Alcohol License

OD-19-4

Applicant

 Kim Prough



Location

9 E PARKVIEW DR
South Hadley, MA 01075

Applicant Email

Check this box if the applicant does not have an email address.

--

Permit Info

Permit For

1 Day Beer and Wine

Check This Box to Request Multiple Dates

--

Check This Box If Event(s) Is/Are Being Held On Town Property

--

Check This Box to Acknowledge 30/Year Limit

--

Event Details

Date of Event

10/18/2019

Description of Event

Bingo Fundraiser for New Senior Center

Description of Location

Event to be held inside the gym of the church

Hours of Operation (Ex. 8:00 AM - 5:00 PM)

5:30PM - 11PM

Remote Participation

May a member of a public body participate remotely?

The Attorney General's Regulations, 940 CMR 29.10, permit remote participation in certain circumstances. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the Open Meeting Law, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

Note that the Attorney General's regulations enable members of public bodies to participate remotely if the practice has been properly adopted, but do not require that a public body permit members of the public to participate remotely. If a public body chooses to allow individuals who are not members of the public body to participate remotely in a meeting, it may do so without following the Open Meeting Law's remote participation procedures.

How can the practice of remote participation be adopted?

Remote participation may be used during a meeting of a public body if it has first been adopted by the chief executive officer of the municipality for local public bodies, the county commissioners for county public bodies, or by a majority vote of the public body for retirement boards, district, regional and state public bodies. The chief executive officer may be the board of selectmen, the city council, or the mayor, depending on the municipality. See G.L. c. 4, § 7.

If the chief executive officer in a municipality authorizes remote participation, that authorization applies to all public bodies in the municipality. 940 CMR 29.10(2)(a). However, the chief executive officer determines the amount and source of payment for any costs associated with remote participation and may decide to fund the practice only

for certain public bodies. See 940 CMR 29.10(6)(e). In addition, the chief executive officer can authorize public bodies in that municipality to "opt out" of the practice altogether. See 940 CMR 29.10(8).

Note about Local Commissions on Disability: Local commissions on disability may decide by majority vote of the commissioners at a regular meeting to permit remote participation during a specific meeting or during all commission meetings. G.L. c. 30A, § 20(e). Adoption by the municipal adopting authority is not required.

What are the permissible reasons for remote participation?

Once remote participation is adopted, any member of a public body may participate remotely only if physical attendance would be unreasonably difficult.

What are the acceptable means of remote participation?

Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Text messaging, instant messaging, email and web chat without audio are not acceptable methods of remote participation. Note that accommodations must be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

What are the minimum requirements for remote participation?

Any public body using remote participation during a meeting must ensure that the following minimum requirements are met:

1. A quorum of the body, including the chair or, in the chair's absence, the person chairing the meeting, must be physically present at the meeting location;
2. Members of a public body who participate remotely and all persons present at the meeting location must be clearly audible to each other; and
3. All votes taken during a meeting in which a member participates remotely must be by roll call vote.

What procedures must be followed if remote participation is used at a meeting?

At the start of any meeting during which a member of a public body will participate remotely, the chair must announce the name of any member who is participating remotely; such information must also be recorded in the meeting minutes. The chair's statement does not need to contain any detail about the reason for the member's remote participation.

Members of public bodies who participate remotely may vote and shall not be deemed absent for purposes of G.L. c. 39, § 23D. In addition, members who participate remotely may participate in executive sessions but must state at the start of any such session that no other person is present or able to hear the discussion at the remote location, unless the public body has approved the presence of that individual.

If technical difficulties arise as a result of utilizing remote participation, the chair (or, in the chair's absence, person chairing the meeting) may decide how to address the situation. Public bodies are encouraged, whenever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If a remote participant is disconnected from the meeting, the minutes must note that fact and the time at which the disconnection occurred.



Announcing Year Five of the Community Compact Program

Lieutenant Governor Karyn Polito



I hope you all are enjoying your summer. I am writing to announce the Year 5 Community Compact Cabinet (CCC) program. Fostering a strong partnership with our municipalities continues to be a top priority for the Baker-Polito Administration, and the Community Compact Cabinet is a prime example of how the state remains responsive to the needs of municipalities.

The first four years of the program have been incredibly successful, with all 351 cities and towns signing up for the Best Practice program, more than 200 municipalities and school districts receiving Efficiency and Regionalization grants, and close to 190 municipalities receiving funds from the IT Grant program. In FY20, we will continue to offer the Best Practice program and the IT Grant program.

MEMORANDUM

To: Mike Sullivan, Town Administrator
From: Melissa LaBonte, WWTP Compliance Manager
Date: August 28, 2019
Re: Sewage Discharge at the Main Street Pump Station

On August 22, 2019, there was an accidental discharge of sewage to the Connecticut River. The discharge occurred while the Town's contractor, Scherbon Consolidated, was working on a scheduled replacement of a 24" valve at the Main Street Pump Station. Tighe & Bond has been working as the consulting engineer for the Town on this project.

To replace the 24" valve, the contractor had to set up bypass pumping. Two large pumps (one primary pump and a second to act as a backup) were placed outside the pump station and 8" pipe/hoses were laid from manholes in the driveway to the pumps and then inside the pump station where they were connected to a 10" station drain line. The bypass plan was approved by Tighe & Bond and had been successfully used previously during other projects at the pump station.

The equipment for the bypass was supplied by United Rentals. Scherbon completed the installation of the bypass equipment on August 19th and the system was tested by running it for a few hours on August 20th and August 21st. On August 22nd, the bypass pumping was run for an hour before Scherbon began working on the replacement of the 24" valve. Around 10:45 am, the discharge hose completely broke apart, and sewage began filling the pump station. Scherbon's Project Supervisor notified Melissa LaBonte, who in turn notified MassDEP and Jim Reidy.

The pump station filled up too quickly to repair the broken hose. Once the level reached the point where sewage would start backing up into residences in the neighborhood, Melissa notified MassDEP that we had to open the emergency bypass valve. This valve diverts the sewage from the pump station and discharges it to the Connecticut River. The discharge began at 11:20 am. Notifications were made to the downstream community Boards of Health as required.

The only option at this point was to put the existing valve back together and turn the station pumps back on. The contractor performed these tasks and the bypass valve was closed at 3:53 pm. An estimated 284,000 gallons of sewage was discharged.

Scherbon replaced the broken bypass hose and completed the replacement of the 24" valve on August 27th without any further problems.



Massachusetts Department of Environmental Protection
 Bureau of Water Protection – Wastewater Management Program
Sanitary Sewer Overflow (SSO)/Bypass
Notification Form

FOR DEP USE ONLY

Tax Identification Number

A. Reporting Facility

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Facility Information

South Hadley Division of Water Pollution Control MA0100455
 Reporting Sewer Authority Permit #

2. Authorized Representative Transmitting Form:

Melissa LaBonte 413-538-5040 x201
 First Name Last Name Telephone No.
WPC Compliance Manager mlabonte@southhadleyma.gov
 Title E-mail Address

B. Phone Notifications:

See DEP Regional Office telephone and fax numbers at the end of this form.

1. **MassDEP staff** contacted: Matthew Sokop
 first name last name
 Date/Time contacted: 8/22/19 11:06 am pm
 Date Time
2. **EPA staff** contacted: Douglas Koopman
 first name last name
 Date/Time EPA contacted: 8/22/19 1:45 am pm
 Date Time
3. Board of Health contacted: Various
 First Name Last Name
 Date/Time contacted: 8/22/19 _____ am pm
 Date Time
4. Others notified (select all that apply); Conservation Commission
 Harbormaster Shellfish Warden Division of Marine Fisheries
 Downstream Drinking Water Supplier Watershed Association
 Beach Resource Manager Other: Natural Heritage/Endangered Species Program
 (specify)

C. SSO Information

1. SSO Discovered: 8/22/19 11:20 am pm
 Date Time
 By: George Roy Scherbon Consolidated, Inc. Opened bypass valve per Town Staff
2. SSO Stopped: 8/22/19 3:53 am pm
 Date Time
3. SSO Discharge from: Sanitary Sewer Manhole Pump Station
 Backup into Property Other: Main Street Pump Station
 (specify)
4. SSO Discharge to: Ground Surface (no release to surface water)
 Direct to Receiving Water Connecticut River
 (surface water)
 Catch basin to Receiving Water _____
 (surface water)
 Backup into Property Basement



Sanitary Sewer Overflow (SSO)/Bypass Notification Form

Tax Identification Number

C. SSO Information (cont.)

Location: Emergency bypass adjacent to pump station, 151 Main St. South Hadley, MA 01075
(Description of discharge site or closest address)

5. Estimated SSO Volume at time of this Report: 284,193 gallons

Method of Estimating Volume: Calculation based on measurements during discharge

6. Cause of SSO Event:

Rain Event Pump Station Failure Insufficient Capacity in System

Treatment Unit failure

Sewer System Blockage: Pipe Collapse Root Intrusion Grease Blockage

Other: Station being bypassed during a valve replacement project in accordance with a Bypass Plan. A discharge hose failed on the bypass, and flooded the station.

7. Corrective Actions Taken:

The contractor had already partially removed the existing 24" valve that was being replaced. Once the station flooded to the level where it would back up in the sewer line, the emergency bypass valve was opened to prevent flooding of residences and businesses in the South Hadley Falls area adjacent to the station. In the meantime the valve pit also flooded, preventing the contractor from putting the existing valve back together. Steps were immediately taken to remove the water from the pit and identify & stop the source. Once this was completed, the contractor was able to stop that flow and put the original valve back together so the station pumps could be turned on. Within a few minutes of the station pumps being turned on the emergency valve was closed.

Impact Area cleaned and/or disinfected: Yes No

Ongoing work at the pump station so has not been completed yet. Outfall area is not easily accessible and not considered a public access area.

Corrective Actions Completed: Yes No

Yes, with the exception of cleaning the outfall area.

D. Comments/Attachments/Follow-up

I wish to provide (select all that apply):

Attachment Additional comments below: No additional comments or attachments

Additional comments and planned actions:



**Sanitary Sewer Overflow (SSO)/Bypass
Notification Form**

Tax Identification Number

E. Certification Statement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature of Authorized Representative

Date Signed

Please keep a copy of this report for your records. When submitting additional information, include the MassDEP Incident Number from this report.

MassDEP Regional Office and EPA Telephone and Fax Numbers:

Northeast Region	Phone: 978-694-3215	Fax: 978-694-3499
Southeast Region	Phone: 508-946-2750	Fax: 508-947-6557
Central Region	Phone: 508-792-7650	Fax: 508-792-7621
Western Region	Phone: 413-784-1100	Fax: 413-784-1149
EPA	Phone: 617-918-1510	
EPA for Southeast Region, David Turin	Phone: 617-918-1598	Fax: 617-918-0598
EPA for Northeast, Central and Western Regions, Douglas Koopman	Phone: 617-918-1747	Fax: 617-918-0747
DEP 24-hour emergency	Phone: 888-304-1133	

Andrea Miles, Chair
Jeff Cyr, Vice-Chair
Christopher Geraghty, Clerk
Sarah Etelman
Bruce Forcier

Michael J. Sullivan
Town Administrator

August 28, 2019

Honorable Selectboard;

Please accept this report as an abridged accounting of activities I and other municipal employees have been involved in over the last two weeks on your behalf. Thank you for your guidance and patience in these matters.

Please contact me if you need any clarification or additional information on the subjects covered in the report or other concerns you may have in regards to other initiatives.

King Information; As we now have completed four annual cycles with King Info Systems the value has not been diminished over time. The system continues to save us time and allow us to retrieve documents more quickly.

This purge there has been 43 boxes aligned for destruction once we receive the approval from Secretary of State's Office. There was 38 new boxes of records placed into the system. Deputy Administrator Jennifer Wolowicz coordinated the process and King presented her with all the necessary paperwork for getting the destruction approval from the State.

The tracking system update for all records was provided to IT Coordinator Jaime Doolittle so we can maintain the system in good working order. We presently have 1100 boxes of records and there is more mapping and plan records in addition. Thank you to all the departments for their cooperation in the annual purge.

King Info staff were also on hand this past week as they continue work on Inspectional Service "Plan" files and some maps for other departments.

Main Street Pump Station; As you all are aware there was an unfortunate release of untreated effluent into the Connecticut River on August 23. Thanks to WWTP Supervisor Melissa Labonte for quickly enacting protocols which allowed us to avoid having possibly hundreds of thousands of gallons from backing up and damaging public and private property.

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



The cause was a collar which detached from a by-pass pipe during the installation process of a 24 inch valve. Ms. Labonte's report gives greater detail and will be reviewed at the Selectboard Meeting.

LISC Boston Grant; You may recall One Holyoke applied for a grant from a Boston based organization to promote the two census tracts in Holyoke and the one in South Hadley Federal

Economic Opportunity Zones. Local Initiatives Support Corporation Boston mission is to build and support communities working towards building resilient living.

Recently Planner Richard Harris, Associate Planner Anne Capra and I met with Marcos Morrero Holyoke's Economic Development and Planning Director, along with the Executive Director of "One Holyoke" Michael Moriarty to discuss how both communities can assist him and benefit from getting information out to the development and investment communities about the conjoined O-Zones in South Hadley and Holyoke.

A component strategy will be to educate the citizenry about Federal Economic Opportunity Zones. Mr. Moriarty will use the \$15K grant to create summary narratives describing the communities and the investment potential in an electronic and limited print guide book. He will also be holding three informational sessions one in each census tract.

We also continued discussions about how best to share information about business investment opportunities which one community may be able to accommodate that the other may be well suited. We have two businesses we were able to accommodate in that regard in recent history (Mohawk, Environmental Integrity). We look forward to leveraging our good relations and synergy.

Urban Renewal and Redevelopment Plan; There will be a public hearing before the Selectboard on September 17 as part of the required public information campaign leading up to the November 20 Special Town Meeting to discuss the plan.

Hopefully citizens will use this and other opportunities to hear more about the plan and hear comments from the RDA members. This has been a long slog for the members, I

congratulate them on bringing it closure to the finish line. I also thank Associate Planner Anne Capra and Planner Richard Harris for all their efforts, as well.

PVTA Advisory Board; I am very much enjoying my return to the PVTA Board, however I suspect my colleagues miss Marilyn Ishler more than ever. As I try to get up to speed I am suspicious that I am asking too many questions about ground which has already been covered. So far they have been kind.

You may recall we accessed the PVTA surplus vehicle program several years ago and received a small Ford Transit Van at no cost. We used the vehicle for two years and then sold it on Municibid. We may have come very close to net zero cost on the vehicle.

We have the opportunity to get another vehicle this one fully equipped 2013 Ford F350 with 175K miles on the odometer. The interior is in looks brand new, engine serviced every two months, handicap accessible, tires have about 20K miles left according to the PVTA mechanic.

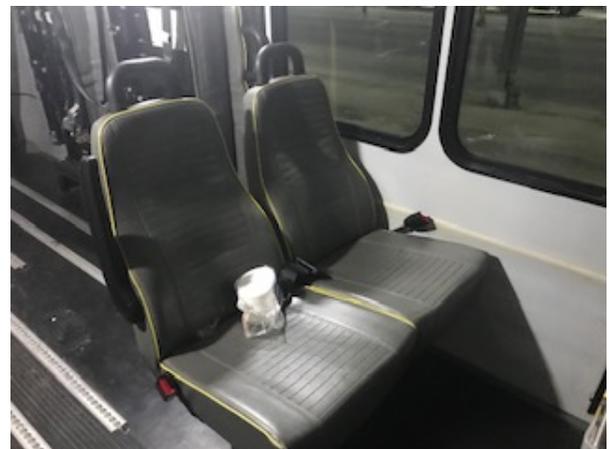
The cost to us would be to remove the decals and possibly add our own, registration and insurance.

As the COA Van is aging I believe this may be a good backup solution for very small money. If you recall when the van was in an accident last year we had to rent a substitute vehicle. This will also give us some versatility when the demand is higher or if we are transporting larger groups.

I do not think we should use this opportunity to expand service or necessarily take the van replacement request off of the capital plan, but this would give us some cushion and may help to extend the life of the present van.

Governor's Western Mass Office; It was my pleasure recently to host Matt Carnevale the head of Governor Baker's Western Mass office. Matt was previously the MEMA director for the four western counties. I always had a great working relationship with him and it was great to catch up.

We discussed a number of topics and he was very receptive to putting forward some of those



forward a senior cabinet meetings. Including how they may make the process of E911 submittals less arduous. Presently we must meet a series of documentation acts far beyond reasonableness to be reimbursed. We also discussed the "Community Compact" renewal, our MassWorks application and a compilation of other issues.

I also wanted to express my gratitude to him as to how the Baker-Polito administration continues to be attentive to cities and towns. It is much appreciated.

"Hunger Doesn't Take a Vacation"; Thank you to all the generous employees who were able to donate to the drive. We collected 435 pounds of food for Neighbors Helping Neighbors. Thank you to Kristin Maher for her efforts in particular!

New Police Officer; I have at the recommendation of Chief made a conditional offer of employment to former South Hadley resident Karl Kapinos. Presently Karl is a police officer with the Exeter Police Department. He has a Bachelor's Degree in Criminal Justice from American International College.

If Officer Kapinos accepts the conditional offer we are hoping the state will accept his New Hampshire training so we can accelerate his processing and have him on the street more quickly. He will be filling the vacancy caused by the retirement of Lt. Luscomb.

Respectfully submitted;

Michael J. Sullivan
Town Administrator, South Hadley