

**SELECTBOARD MEETING
TUESDAY, FEBRUARY 2, 2016
SELECTBOARD MEETING ROOM – 7 P.M.
MINUTES**

Present were Members: Chair Francis J. DeToma, Vice Chair Ira J. Brezinsky (7:12 p.m.), Sarah Etelman, Bruce C. Forcier and John R. Hine; Town Administrator Michael J. Sullivan.

Chair DeToma called the meeting to order at 7:03 p.m. He noted that Mr. Brezinsky was due to arrive momentarily.

Chair DeToma recognized Jack Barry, accompanied by his wife Dot, as the most recent artist to display artwork in the Selectboard Meeting Room. Selectboard members held a reception for Mr. Barry before the meeting and are delighted to feature his works, which range from poignant to whimsical to somewhat outrageous. He expressed appreciation for Mr. Barry's long-time presence in the community and role as South Hadley's former postmaster as well as his artistic talents and thanked him for allowing the town to showcase his work.

Mr. Barry commented that little did he realize when he was in high school in this building 70 years ago that his pictures would one day be here or that he himself would be here 70 years later. He thanked the Selectboard.

1. MINUTES

SB Member Forcier moved to approve the minutes of the January 19, 2016 Selectboard meeting. SB Member Etelman seconded. The motion passed unanimously 4:0. Mr. Sullivan said Mr. Brezinsky had asked him to extend his thanks to Mrs. Krutzler for an excellent job on the minutes.

2. ANNOUNCEMENTS

Next Wednesday, February 10th is the deadline to register to vote or to change party affiliation for those planning to vote in the presidential primary March 1, 2016, SB Member Etelman reminded. The Annual Town Election is April 12th and nomination papers for open positions are available in the Town Clerk's office. She expressed her understanding that there are several seats for which no one is running. Seats up for re-election include Town Moderator, Selectboard, School Committee, Board of Assessors, Board of Health, Municipal Light Board (Town Meeting recently increased the board from three to five members so there are four positions available), Housing Authority, Planning Board, Trustee for Free Public Library and South Hadley representatives to the Hampshire Council of Governments (COG). She encouraged residents to consider taking out nomination papers. The deadline for returning nomination papers for major offices is Tuesday, February 23rd and for returning cards for Town Meeting members, February 16th. There are also open positions in all five Town Meeting precincts.

The South Hadley Falls Neighborhood Association (SHFNA) meets the first Saturday of every month and the next meeting is scheduled for February 6, 2016 at the South Hadley Public Library at 10 a.m., Chair DeToma reminded. Anyone interested in South Hadley Falls is welcome to attend.

Voting for the upcoming presidential primary will be held at the high school from 7 a.m. to 8 p.m. on March 1st, he announced.

3. CONSENT AGENDA

A. ONE DAY BEER AND WINE LICENSE REQUESTS:

- **Mark Garner, for MHC Dining Services – February 6, 2016 – Chapin Auditorium**

SB Member Forcier moved to accept the consent agenda. Mr. Hine seconded. The motion passed unanimously 5:0.

SB Member Brezinsky arrived at 7:12 p.m.

4. MARCH MEETING SCHEDULE

Members agreed to hold Selectboard meetings on March 8th and March 22nd due to the regular meeting date's conflict with the Presidential Primary Election March 1st. Mr. Brezinsky said he would not be available March 8th. **Mr. Hine moved to reschedule the March meetings to March 8th and March 22nd. Ms. Etelman seconded. Motion carried 5:0.**

Anyone interested in putting a warrant article on the Annual Town Meeting warrant should start thinking about that process, Mr. Sullivan reminded. He will be presenting a schedule with deadlines for submission of warrant articles, approving warrants, etc., at the next meeting.

5. RECAP OF MASSACHUSETTS MUNICIPAL ASSOCIATION (MMA) CONFERENCE

Members shared highlights and impressions of the recent MMA meeting. Mr. Forcier expressed special appreciation for a presentation by Attorney General Maura Healey on a partnership between the AG's office and the New England Patriots to increase awareness of domestic violence among high school students called "Game Change." He also commented favorably on the strong emphasis throughout the program on opioid abuse. He reminded South Hadley residents that the South Hadley Police Department is a safe disposal site for needles and medication. He attended a forum on emerging issues that focused on autonomous vehicles, or self-driving cars, he added. According to the presenter, a big push for this technology is going to come from aging baby boomers who don't want to give up their independence in driving, and towns should plan ahead for this trend.

SB Member Brezinsky confirmed that a major theme of the conference was the opioid epidemic. He suggested that at some point in the near future Selectboard members ask Karen Walsh Pio, coordinator of the South Hadley Drug and Alcohol Prevention Coalition, to come in and give an update on what is happening on this front in South Hadley.

Mr. Brezinsky also shared information gleaned about a program sponsored by AARP and the World Health Organization (WHO) called "Network of Age-Friendly Communities." Any community can sign up to become an age-friendly community and he thought this would be well worth investigating. He cited an interesting statistic that, by December 31, 2016, for the first time in history there will be more individuals in the United States over 60 than under 20.

In a related matter, Mr. Sullivan mentioned that Carol Constant of Loomis Communities is very involved in trying to make South Hadley a dementia-friendly community. Toward that end, the next professional development day will be dedicated to training town employees to recognize signs of dementia. Town officials are trying to create a centralized point of contact for this information and will designate someone at the Council on Aging to accept referrals and bring services to people in need. South Hadley has positioned itself well to have a lot of services available for seniors, such as Loomis Village, etc. The Selectboard will be receiving a letter asking it to declare April 2016 Dementia Awareness Month, he added. By June of this year he hopes to have a wellness procedure in place involving well-being checks on residents over a certain age following significant events such as natural disasters, etc. He is putting together a team of employees from various departments to make these home visits.

While in Boston, he and Mr. Sullivan paid a visit to MassWorks program administrators at the Department of Housing and Community Development (DHCD) to seek guidance on South Hadley's upcoming MassWorks grant application, Chair DeToma reported. DHCD representatives reviewed the town's previous application and offered suggestions and recommendations for strengthening the request, he shared. The application is due in late August/early September.

Based on his interest in economic development, he attended a panel discussion on economic development for small towns, Mr. DeToma continued. A panelist led participants through a SWOT (strengths, weaknesses, opportunities, threats) exercise to analyze the unique strengths of each community. Participants identified features of communities well-positioned for economic development: i.e. - local support groups, a master plan, scenic landscapes, farms, proximity to a prominent institution or employer, waterfront and downtown infrastructure. He concluded that, in comparison to other communities, South Hadley has many of these salient features and is well-positioned for economic growth. He left the meeting feeling optimistic and motivated to increase South Hadley's efforts to promote itself to potential developers.

A disaster planning meeting will be held at 6 p.m. on Wednesday, February 10th in the Selectboard Meeting Room, SB Member Etelman added. The town is in the process of updating its FEMA-approved Hazard Mitigation Plan and public input is being sought.

SB Member Etelman reported attending a seminar on the regionalization of emergency dispatch services. She expressed her understanding that South Hadley explored this possibility a few years ago but decided it wasn't advantageous at that time. She said she hopes that at some point in the near future the town decides to revisit this decision. Much of Eastern Massachusetts has joined regional districts as have many communities in the Berkshires and Franklin County, she noted. There is a circle right in the middle of Western Massachusetts that is not regionalized and South Hadley is right in the middle of that.

Mr. Sullivan agreed town officials need to look at this option. He cited regional initiatives South Hadley does participate in such as a regional lock-up and a grant application for a regionalized housing office but all agreed much more could be done. Mr. Sullivan stressed that the town is very open to regional initiatives but, "We're at the dance, and nobody wants to dance with us."

Mr. Brezinsky pointed out the irony that larger, wealthier communities are availing themselves of this opportunity while smaller, less wealthy communities are missing out.

Mr. Sullivan noted that with regionalization efforts he is familiar with, he has been cautioned that communities can not initially look at the cost but have to focus on the overall benefit of the service in terms of improved service, better-trained staff, more redundancy, etc.

SB Member Brezinsky asked if the Hampshire Council of Governments (COG) might help facilitate some discussions and Mr. Sullivan said it certainly could.

6. MARCH 1ST 2016 PRESIDENTIAL PRIMARY WARRANT

Members discussed the necessity to set the hours for the Presidential Preference Primary March 1st. Per the warrant, election hours are 7 a.m. to 8 p.m. with all precincts (A, B, C, D and E) voting at the high school.

Ms. Etelman moved to approve the warrant. Mr. Brezinsky seconded. The motion passed unanimously 5:0.

7. SHELD PAYMENT IN LIEU OF TAXES (PILOT) FY 2017

Chair DeToma referred to a letter from Municipal Light Board (MLB) Chair Anne Awad proposing a new method for calculating the Electric Light Department's annual PILOT to the town. The payment would be based on actual costs the town incurs in providing services to the utility rather than the value of SHELD assets. Also included in the packet were sample PILOT calculations from the towns of Westfield and Littleton provided by the Town Administrator.

Mr. Sullivan expressed great appreciation to the SHELD board and chair for initiating a discussion but said he personally did not consider what was being proposed to be a PILOT but rather a recovery of costs. In support, he presented the fact that tax payments are more communal in nature and are generally assessed equitably on the basis of land and property values rather than on the basis of services received. If taxpayers were treated similarly and only had to pay for services used, some households would pay a lot while others wouldn't pay anything, he pointed out. In contrast, from the examples provided (Westfield and Littleton), it can be seen that it is fairly common for municipal utilities to pay PILOT's based on the value of property as reported to the Department of Public Utilities (DPU).

In 2014, the town-estimated value of SHELD's property was \$5,964,097 while the value of its assets reported to the DPU was \$26,260,248; quite different, he said. Given the fact that PILOT discussions are expanding in many communities, he expressed the hope that whatever formula the town adopts for SHELD is something that can subsequently be applied to other entities. He stressed that he is not proposing to tax all of the nonprofits in town but pointed out that Boston is an

example of a community that does now receive PILOTS from almost every nonprofit. He acknowledged that nonprofits provide a service back to the community and asserted that a discounted rate based on this intangible contribution is fair.

He reviewed the details of the Littleton Electric Light Department's (LELD) PILOT, which is based on 3.5% (\$1,154,615) of the value of its assets as reported to DPU (\$32,988,990). LELD breaks the contribution up into several separate payments, including payments to the two school systems served by the utility, the Littleton Water Department and the town's General Fund. He also reviewed the calculation of Westfield's PILOT.

Mr. Sullivan referred to the difficulty of calculating the value of town services provided to SHELD as proposed by Ms. Awad. "I don't think it's a feasible project to even try and do that," he stated. Instead, he suggested town officials "keep it simple" and base the PILOT on values, in particular true values, i.e. – what is reported to the DPU.

He acknowledged that prevailing practices for calculating PILOTS are "all over the place." Littleton, Westfield, Braintree and Groton are based on values reported by the utility, but in other places there are annual agreements and alternative methods of calculation. A private utility would be paying taxes based on the value of its assets, he pointed out. As an example, Verizon pays taxes on \$3.5 million worth of poles in South Hadley. Since Verizon owns half the poles, SHELD owns the other half for an estimated value of \$3.5 million. Since the total town-assessed value of SHELD's assets is only \$5 million, this would indicate that its remaining assets are only worth \$1.5 million, Mr. Sullivan noted. The \$26 million dollar value reported to DPU seems much more reasonable based on the size of the town, he observed.

Mr. Sullivan acknowledged that SHELD has increased its PILOT to \$674,000 for this year. He expressed appreciation and assured ratepayers and residents that the town is putting the money to good use. In response to a question from Mr. Brezinsky, he clarified that \$168,000 of that payment is a PILOT, while \$506,382 is reimbursement for costs incurred by the town.

He is pleading for a sensible, consistent formula that can easily be applied from year to year and that is fair to the ratepayers and taxpayers and comparable to other communities, he concluded. He is seeking direction from the Selectboard to formulate a recommendation based on the models presented, i.e. – a PILOT payment based on the net book value of the utility's assets as reported to the DPU. Once the Selectboard approves the recommendation, Chair DeToma could reach out to the chair of SHELD to discuss, he suggested.

Selectboard members individually and collectively expressed unanimous support for this approach.

Mr. Sullivan reiterated his intention to use a discounted rate to recognize the fact that the municipal utility is valuable to the community.

SB Member Brezinsky suggested that the people involved in the conversation should be the Selectboard chair, the MLB chair, the Town Administrator, and either the manager or Chief Financial Officer (CFO) of SHELD.

8. TOWN MEETING REVIEW COMMITTEE (TMRC) RECOMMENDATION

TMRC Chair Robert Berwick presented the committee's recommendations based on its recent review of Town Meeting operations and procedures. Mr. Berwick acknowledged the work of fellow committee members Linda Young, Vern Blodgett, Ira Brezinsky, John Kelly, Nancy Knadler, Joan Rosner and Ed Ryan.

Through the course of its meetings, the committee received input from a variety of people, including Mr. Sullivan, Capital Planning Committee Chair Ted Boulais and Appropriations Committee Chair Tom Terry, Mr. Berwick related. Initially, discussions focused on communication. All agreed that the budget process in South Hadley is managed and communicated well and has been streamlined over the past few years, and that commendation is in order to those responsible.

That being said, there is a question mark as to how well individual Town Meeting members are informed, he conceded. He referred to the expression, "you can lead a horse to water, but you can't make him drink." The group believes town officials have to provide as much water and make it as easy to drink as possible. Much of the discussion centered on how to make information that is already available even more readily available. Members know that budget information is available on the town website very early on, and one of the primary recommendations is to get this information to Town Meeting members directly.

In presenting the committees' recommendations, Mr. Berwick stressed that members do not want to make any more work for anybody but want to make sure that the work that is already being done is efficiently communicated to Town Meeting members. He reviewed specific recommendations as follows:

- 1) When the budget is in formation, notify Town Meeting members by e-mail and send a link to preliminary budget documents. When the budget timeline has been finalized, send Town Meeting members reminders of significant meetings.
- 2) Have a specific meeting to which the Selectboard, Town Meeting members, Appropriations Committee and Capital Planning Committee members are invited for discussion of the budget no later than March 20th before the budget is so firm that there is very little room for changes. He compared this meeting to the so-called Tri-board meeting (Selectboard, School Committee and Appropriations Committee) traditionally held at the beginning of the budget process.
- 3) Make a draft five-year Capital Plan available to Town Meeting members with information on the source of funding for each particular item, whether through Town Meeting appropriation or the bonding process.
- 4) Revisit the issue of having e-mail addresses available for Town Meeting members on a voluntary basis. Although this proposal was voted down at the last Annual Town Meeting, members would like it to be re-presented making absolutely clear that the option is entirely voluntary.
- 5) To improve accountability, post attendance reports of Town Meeting members on the website so constituents know which members regularly attend.

He was surprised to find that South Hadley's Town Meeting attendance is strictly average in comparison to other communities, Mr. Berwick volunteered. (He had expected to find it low.) South Hadley averages 77%, right in the middle of other towns surveyed. In its survey the committee found that the size of Town Meeting makes no difference to attendance, so it made no sense to change it. With the change to holding Town Meeting on a weekday evening, members suggest setting a second potential date well ahead of time so Town Meeting members know when it will be.

With regard to the assurance that TMRC members don't intend to make more work, Mr. Sullivan countered that if he has to make more presentations or send a link as a reminder; it *is* more work. Going to a Selectboard meeting entails hours of preparation. "This is additional work, so it's going to take away from other duties that I have," he asserted.

He noted that, as he is sometimes reminded, in 2012 Town Meeting voted to take the budget process out of the Tri-board and put it into the hands of the Town Administrator. He said he did not see how discussion of bringing back the Tri-board was respectful of that vote. At the three Town Meetings he's attended, he's had no indication from Town Meeting members that they feel as if they are not getting enough budget information. He shared his perception that only a small group of members holds this sentiment and that creating more work and creating more process is one of the things that scares young people away from government. He appreciates the group's recommendations and has already used some of them to improve communications, he confirmed. It would be wise to see how those improvements play out going forward, he suggested.

Mr. Berwick said he did not disagree. He voiced his perception that the impetus for allowing Town Meeting members to weigh in earlier focused more on capital expenditures than on other parts of the budget process.

SB Member Brezinsky explained that the recommendation to invite Town Meeting members to a preliminary budget discussion not later than March 20th is based on the current budget timetable. The present timeline calls for a final draft budget to be reviewed by the Selectboard March 2nd and delivered to the Appropriations Committee the next day.

Per the same schedule, the budget packet would be delivered to Town Meeting members a month later in preparation for the Appropriations Committee hearing. In asking that Town Meeting members be invited to a preliminary discussion by March 20th, members' intention was to invite them to the second Selectboard meeting in March, when the most comprehensive budget discussion typically takes place.

The goal was to pinpoint a time in the budget process prior to the Appropriations Committee hearing for Town Meeting members to have a say, he explained. The intent was not to create an inordinate additional amount of work but to make the forum part of the existing process, he elaborated. The recommendation initially called for a budget presentation at this meeting but this language was removed to avoid obligating staff to prepare a special presentation.

Mr. Sullivan reminded those present that Town Meeting voted to change the budget process in 2012. He questioned why the legislation passed then did not include a provision for Town Meeting to weigh in on the budget. The act specifically states that the budget is to be prepared by the Town Administrator, he maintained.

TMRC members did not consider any change to the policy that the Town Administrator crafts the budget, Mr. Berwick assured. The vote [to approve special legislation] was in 2012, and it is now 2016, he noted. The purpose of reconvening the review committee is to assess how things are going now, he stressed. Prior to the administrator preparing the budget, Town Meeting members provided so much input on individual budget items that it was cumbersome and unproductive, Mr. Berwick acknowledged. However, what may have been lost is the practice of using Town Meeting in a consulting capacity as well as a voting capacity, he suggested. The change being sought is to include Town Meeting members in the process of finalizing the budget. Right now, the only time Town Meeting weighs in on the budget is on Town Meeting day. That was a loss from pre-2012 practice. TMRC members are seeking the opportunity for Town Meeting members to weigh in on the budget prior to Town Meeting in an advisory capacity just as the Selectboard, Appropriations Committee and Capital Planning Committee do, he concluded.

Mr. Sullivan expressed the opinion that this potentially could put the Town Administrator in an untenable position by allowing a small group of voters to pressure him to change the budget in a way he does not support, making it no longer "his" budget. He has never seen this model in other towns, he added. Town Meeting's role is the check, not the balance, he asserted. The legislative body - Town Meeting - is asked for overall approval, not opinions on individual items. That is why in cities, city councils can only take away from a budget; they can't add to it, he suggested.

Ms. Etelman proposed that, as a compromise, in his communications with Town Meeting members, Mr. Sullivan could notify them of Selectboard meetings at which the budget would be discussed and encourage them to attend.

Mr. Sullivan said staff regularly sends the agenda and entire packet to Town Meeting members, as well as budget information and quarterly reports from the Accounting Department. Ms. Etelman asked if he could double-check who this is distributed to since she has not been receiving this information as a Town Meeting member.

SB Member Brezinsky said what Ms. Etelman proposed is essentially what is being recommended.

SB Member Hine noted that the discussion involves philosophical questions that will not be fully answered tonight. There is general agreement that the old method of going through the budget line by line was "insane." With any change, it is inevitable that there be growing pains. Chair DeToma agreed, adding that some recommendations are administrative in nature and fairly simple to implement. He suggested Selectboard members take the report under advisement, digest it, establish priorities and take steps to address some of the "low-hanging fruit."

Mr. Berwick expressed recognition that, although his group has made recommendations, decisions are not in its hands. The committee would appreciate a philosophical discussion of the role of Town Meeting at some point, he confirmed.

SB Member Hine referred to the great significance of decisions that come before Town Meeting independently of the budget process with long-term implications for the town, such as the decision to purchase and operate the golf course.

He stressed the need to remind people of the importance of the role of Town Meeting irrespective of the budget process.

Mr. Sullivan stressed that he has already implemented some of the feedback from the committee by stepping up his communications to Town Meeting members.

Members agreed to put the report on the agenda for the next meeting.

9. BUDGET FY 2017

Town officials were elated a week ago when the governor announced that he was increasing local aid by 3.8%, representing an additional \$84,000 for South Hadley, Mr. Sullivan reported. However, this increase was offset by additional charges to the school budget for outgoing tuition of over \$200,000, creating about a \$160,000 gap between revenue and expenses.

Mr. Sullivan reviewed the expense side of the budget as shown on an excel spreadsheet. As presently proposed, the cost of town Personal Services will increase by \$60,000 in FY 2017, from \$5,557,482 to \$5,617,549, or 1.08%; a fairly modest increase. Other Expenses will increase about \$35,000, or 1.54%, leading to an overall increase of 1.22%, below the targeted 1.25%.

He drew attention to the Retirement of Debt budget category. Here, South Hadley's expense for principal on long-term debt grew by \$36,442 for FY 2017, while the cost of long-term interest decreased by \$39,970, for a net decrease.

Short-term interest went up by 441% from \$30,200 to \$163,396. This reflects the \$150,000 payment on the principal of rolling debt together with interest associated with this debt. Next year, this line item will grow by another \$150,000 for a total of \$300,000 and the following year it will go up another \$150,000 to \$450,000. The final year the payment will rise to \$600,000, at which point it will level off. For five years after that, the town will spend \$600,000 a year to buy down its short-term debt. If interest rates rise, town officials have the option to convert the short-term notes to long-term debt.

Virtually all of the long-term interest (94%) now is for the library and new Plains Elementary School. A very small percentage is for the renovation projects at the high and middle schools and the Ledges.

The payment for contributory retirement rose by \$174,649, he continued. (Last year the increase was about \$350,000.)

Budget information will be on the website tomorrow on the Selectboard, Appropriations Committee and Town Meeting pages, he advised.

Unemployment is always a wild card, but he is estimating a \$6,000 increase. Group health insurance premiums rose 6.8%, but the town's assessment only went up 2% solely because the town has tightly controlled staffing levels by not filling vacant positions. The town's share of the premium for a family membership in a Preferred Provider Organization (PPO) is \$17,000 per employee, he advised. Less expensive plans are \$9,000 to \$12,000.

Mr. Brezinsky asked how close to the baseline the town is in terms of controlling staff and Mr. Sullivan said he did not see many opportunities left to cut. "I wouldn't say that we're at the bottom, but there's not a lot of fat left."

At \$252,000, the liability insurance premium is still below the five-year high paid by the town and still \$20,000 below the next lowest quote received when bids were solicited three years ago. Joining the Massachusetts Inter-local Insurance Agency (MIIA) has really benefited the town, and he said he didn't think anyone could match the service or the cost.

The Worker’s Compensation fund began the year with a balance of \$555,868 and has been dipped into somewhat for payment of claims. The town is averaging claims of about \$130,000 a year and he is trying to keep at least two years worth of experience on hand, he related.

The balance of the Stabilization Fund is \$1,524,324, and he proposes putting \$100,000 into this account. Last year, the town only put \$50,000 into the IOD account, and he has increased that to \$65,000 this year. The balance is \$600,307.

The total General Fund budget has increased by \$646,741, from \$19,427,731 to \$20,074,472, excluding schools, Mr. Sullivan presented.

Mr. Sullivan quickly reviewed the status of the enterprise budgets, noting that the Landfill (Solid Waste) Personal Services budget is down 31.9% through a reduction in positions while Other Expenses are down 14%. The Wastewater Treatment Plant (WWTP) budget is down considerably and the Ledges Golf Course budget is down 1.1%.

The school budget is up 1.25% - a very modest increase - and he has set aside \$200,000 as a contribution to the Other Post Employment Benefits (OPEB) trust. The liability must be fully funded by 2038, he reminded. The total budget request for FY 2017 is \$44,341,447, representing a 1.58%, or \$688,012 increase.

All in all, the town is very close to a balanced budget if nothing changes, Mr. Sullivan concluded. The problem is, things change all the time, he conceded.

10. OPEN MEETING LAW COMPLIANCE

SB Member Hine explained that to be compliant with state regulations regarding the posting of public meetings the Selectboard needs to designate a public posting site for all public bodies per Massachusetts General Law.

SB Member Hine moved that the official posting site for South Hadley for all public bodies will be the town website. SB Member Etelman seconded. The motion passed unanimously 5:0.

11. EXECUTIVE SESSION

SB Member Brezinsky moved to enter Executive Session under M.G.L. Chapter 30A, Section 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares - for Police Union Negotiations. SB Member Hine seconded. Chair DeToma declared that an open meeting would have a detrimental effect on negotiations. **Members voted to enter Executive Session by roll call vote as follows:**

Sarah Etelman	Aye
John Hine	Aye
Ira Brezinsky	Aye
Bruce Forcier	Aye
Francis J. DeToma	Aye

Members announced that they would not return to open session. The open meeting was adjourned at 9:26 p.m.

RESPECTFULLY SUBMITTED,

**LAURA KRUTZLER
ADMINISTRATIVE SECRETARY**

EXHIBIT A

List of Documents Reviewed at February 2, 2016 Selectboard Meeting:

1. February 2, 2016 Agenda.
2. Minutes of January 19, 2016 regular Selectboard meeting.
3. One Day Beer and Wine License request from Mark Garner, Mount Holyoke College Dining Services, for a reception on Saturday, February 6, 2016 from 8 p.m. to 2 a.m. in Chapin Auditorium.
4. Election Warrant for March 1, 2016 Presidential Primary.
5. Letter from Anne Awad, Chair of the Municipal Light Board dated January 22, 2016, re: SHELD PILOT Payment.
6. Letter from Daniel M. Knapik, Mayor of the City of Westfield, re: acceptance of \$405,919 in-lieu-of-taxes (ILOT) contribution from Westfield Gas and Electric for FY 2014.
7. Letter from Daniel J. Howard, General Manager of the Westfield Gas and Electric Department, to Westfield Mayor Daniel M. Knapik re: Calculation of FY 2014 ILOT contribution.
8. Text of Westfield City Council Vote Accepting FY 2014 ILOT Contribution.
9. Littleton Electric Light Department (LELD) Payment in Lieu of Tax (PILOT) Worksheet 2015.
10. Town Meeting Review Committee Final Report – January 2016.
11. Town Administrator Report dated January 28, 2016.