

**SELECTBOARD MEETING
TUESDAY, SEPTEMBER 1, 2015
TOWN HALL AUDITORIUM – 7:00 P.M.
AGENDA**

Note: Not all the topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.

1. CALL TO ORDER
2. APPROVAL OF MINUTES *August 11, 2015 Regular Selectboard Meeting*
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
 - A. One Day Beer and Wine License Requests:
 - David Isakson, for Ebenezer's Bar & Grill – September 12, 2015 – 60 Bridge Street parking lot
 - Susan Canedy, for Friends of the Gaylord Library – various dates – 47 College Street
 - Bernice Strong, for Historical Society – September 4, 2015 - 46 Woodbridge Street
5. 7:10 P.M. – Joint Meeting with Board of Library Trustees to Appoint New Trustee.
CANDIDATES:
 - Barbara Merchant, Denise Presley, Cindy Pyle
6. 7:30 P.M. – Joint Meeting with South Hadley Electric Light Department (SHELD) Municipal Light Board (MLB) to fill vacancy on MLB.
CANDIDATES:
 - Mitchel Malinowski, Daniel Whitford, Jeffrey Millard
7. CANDIDATE INTERVIEWS
 - A. Jeffrey Millard – Golf Commission Full Member to a Term ending June 30, 2016
 - B. Vernon Blodgett, Jr. – Town Meeting Review Committee
8. NEW BUSINESS
 - A. Sewer Rates FY 16
 - B. Consolidation of Spring 2016 Presidential and Town Election (initial discussion)
9. RESIGNATIONS/APPOINTMENTS
10. OTHER BUSINESS
 - A. Selectboard Policies
 - B. Town Hall Use Policy
 - C. Bike Walk Committee
 - D. Town Administrator FY 16 Evaluation
11. TOWN ADMINISTRATOR'S REPORT New Building Permit Fees/ Building Department, Solar RFP Technical Assistance Grant, More Solar, Chamber of Commerce, Selectboard in the Community, Miscellaneous Updates
12. ADJOURN

**SELECTBOARD MEETING
TUESDAY, AUGUST 11, 2015
SELECTBOARD MEETING ROOM – 7:00 P.M.
MINUTES**

Present were Members: Chair Francis J. DeToma, Vice Chair Ira J. Brezinsky, Clerk Bruce C. Forcier and John R. Hine; Town Administrator Michael J. Sullivan. SB Member Sarah Etelman was not in attendance.

Chair DeToma called the meeting to order at 7 p.m., noting that SB Member Etelman was absent.

Chair DeToma opened the meeting by thanking Kristin Will for her generosity in lending her artwork to the town for display in the Selectboard Meeting Room for the past six months. He welcomed new artist Timna Tarr, thanking her for allowing the town to display her beautiful art work.

1. APPROVAL OF MINUTES

SB Member Brezinsky moved to approve the minutes of July 14, 2015. SB Member Forcier seconded. The motion passed unanimously 4:0.

2. ANNOUNCEMENTS

There will be a car show this Sunday, August 16th at Buttery Brook Park from 9 a.m. to 3 p.m. with proceeds to go toward improvements to the park, SB Member Forcier announced.

SB Member Brezinsky thanked all who participated in and volunteered for FallsFest, especially event sponsors. With a budget of over \$40,000, the festival had over \$27,000 in sponsorship from local businesses, he related. Late in the game E-Ink stepped forward as a primary event sponsor - a great surprise and very welcome development. He offered thanks to all the sponsors posted on the www.shfallsfest.com website. The event had 200 or more volunteers, and organizers hosted an after-party at Buttery Brook Park to wine and dine these unpaid assistants. For three years in a row the event has been blessed with great weather, and its success continues to grow, he enthused. It's now "cast in stone" that the fourth Saturday of July every year until further notice will be FallsFest.

Chair DeToma informed those present that the Redevelopment Authority is partnering with the Conway School of Landscape Design to create a landscape plan for Smith Park, the property adjacent to the Old Firehouse Museum, and property across the street with a monument. For a nominal fee, students will provide landscape design services.

As hinted at the last Selectboard meeting, South Hadley did indeed receive over \$850,000 in FY 2015 Community Development Block Grant (CDBG) funds, Mr. DeToma confirmed. The budget includes money for rehabilitating about 12 housing units in the Falls. The project calls for zero interest loans to be made available to income-eligible homeowners to be forgiven after 15 years if the owner remains in the home. Interested individuals are directed to contact Shirley Stevens, Housing Coordinator for PVPC, at (413) 781-6045.

The state Attorney General's office has approved the by-laws voted on at the last Annual Town Meeting with a couple of reservations, Mr. DeToma announced. And, a tentative date for auction of excess town properties has been scheduled for September 30, 2015 at 11 a.m. in the Selectboard Meeting Room, he reported.

On behalf of the Selectboard, Chair DeToma thanked South Hadley Fire District No. 2 water commissioners for once again abating water bills for the Town Farm and middle school athletic fields up to \$1,000.

Mr. Sullivan reminded residents that, as part of a series of Saturday citizen information symposiums, on September 12th at 9 a.m. town officials will host a seminar to demonstrate and provide training on the town's new website. Civic Plus representatives from Lawrenceville, Kansas and the IT coordinator will participate. Members of volunteer boards and committees are particularly encouraged to attend. The workshop will be held at the library.

The Selectboard's August 'In the Community' event is tentatively scheduled for Tuesday, August 25th at 8 a.m. at a location to be determined, SB Member Forcier added.

3. CONSENT AGENDA

A. One Day Beer and Wine License Requests:

- Gregory Tiner, President – August 15, 2015 – South Hadley Sporting Club, 135 River Road
- Robert Adam, owner – August 13, 2015 – Tower Theaters, 19 College Street
- Robert Adam, owner – September 15, 2015 – Tower Theaters, 19 College Street
- Jonathan S. Szymonik – September 19-20, 2015 – McCray's Farm 'TruckFest', 55 Alvord Street
- Mark Garner, MHC Dining Services – September 12, 2015 – Tent on Green
- Donna Koske – August 29, 2015 – Polish American Citizens Club, 515 Granby Road

Chair DeToma asked if anyone wished to remove an item for separate discussion. Mr. DeToma suggested voting separately on the request from the South Hadley Sporting Club since no application was submitted. **SB Member Hine moved to approve the consent agenda. SB Member Brezinsky seconded. The motion passed unanimously 4:0.**

SB Member Brezinsky moved to conditionally approve the application from the South Hadley Sporting Club subject to Mr. Tiner coming in to complete an application. SB Member Forcier seconded. The motion passed unanimously 4:0.

Chair DeToma expressed his understanding that Police Chief David LaBrie is satisfied with arrangements for beverage service and security for the "TruckFest" event.

4. CANDIDATE INTERVIEWS

KYLE STEINBOCK

Mr. Steinbock was present to discuss his interest in appointment to the Municipal Golf Commission. He has attended two meetings, he confirmed. He thinks the course is the best course in Western Massachusetts; it is a hidden gem that nobody knows about. Operators are doing a great job up there although there are some problems in the kitchen, he shared. Mrs. Krutzler noted that there is a vacancy for a full member and that he is applying for full membership.

Mr. Forcier expressed enthusiasm to see a member seeking appointment. **He moved to appoint Mr. Steinbock as a full member to a term ending June 30, 2016. SB Member Hine seconded. The motion passed unanimously 4:0.**

WILLIAM SCHENKER

William Schenker was present to discuss his interest in appointment to the Council on Aging. In explaining his motivation, he stated that is very grateful for the support he received from townspeople in his career as a police officer and sees this as a chance to pay back some of that support.

When asked his thoughts on the senior center's future, Mr. Schenker said he is not going to try to reinvent the wheel; he is sure there will eventually be a move to a new building, but it can't happen overnight - it takes time. They have a beautiful new roof on a building that may collapse before it does, he quipped.

SB Member Hine moved to appoint Mr. Schenker to a term on the Council on Aging ending June 30, 2018. Mr. Brezinsky seconded. The motion passed unanimously 4:0.

LINDA YOUNG

Linda Young was present to discuss her interest in appointment to the Town Meeting Review Committee. She has been a Town Meeting member for many years as well as serving on the Charter Commission and many other committees in town. Her strength is in listening to people and talking to people, she suggested. Town Meeting has evolved over the years and she thinks the one thing that needs to be worked on is communication between the Selectboard and other department heads and Town Meeting and the Town Administrator and Town Meeting. To her, this is the weakest link.

SB Member Hine asked if she had any thoughts in terms of another significant issue: the number of people interested in serving keeps declining, and this poses a serious problem, he pointed out.

Based on the number of candidates running for president on the Republican side versus the number on the Democratic side and the candidates for the Holyoke mayoral race, she is hoping there will be a shift, Mrs. Young responded. She would hate to see membership get much lower, since it should be a democratic process.

Mr. DeToma suggested that the challenge of finding ways to involve more and younger residents could be taken up by the ad hoc committee. It will be interesting to see if moving to an evening Town Meeting makes a difference, Mrs. Young responded.

SB Member Brezinsky moved to appoint Linda Young to the Town Meeting Review Committee. SB Member Forcier seconded. The motion passed unanimously 4:0.

So far, Nancy Knadler, John Kelly and Joan Rosner have been designated as representatives of the Appropriations Committee, School Committee and Planning Board, respectively, Mrs. Krutzler advised.

5. VIOLATION HEARINGS

Lieutenant Steve Parentela recounted the results of an alcohol compliance check conducted June 17, 2015. Police used underage youth to go into alcohol establishments and attempt to purchase alcohol, he explained. In conducting the check, officers followed ABCC guidelines such as not bringing identification into the establishment and having an officer accompany the under-age operative. Operatives are instructed not to lie or misrepresent their age and told that, if asked for id, they should say they don't have any.

Four establishments violated the law by serving alcohol to minors, he reported. In three of those cases, operatives weren't even asked for identification; on one occasion, the operative was asked for an i.d. and said he didn't have any. Then, he was asked if he was over 21. He said "no," but the sale was still made.

Officers identified the individuals that sold the alcohol; three of the four admitted that they did so in error while one employee said he thought all patrons were carded.

During the last compliance check in the fall of 2014 there was 100% compliance, Lieutenant Parentela confirmed. Back in 2007, South Hadley had an almost a 50% failure rate for establishments, which wasn't unique across the state. The Executive Office of Public Safety (EOPS) awards grants to conduct compliance checks. Since 2011 the Police Department has done two checks a year and probably had only 11 violations. Four was a fairly large number, he acknowledged.

Mr. Sullivan stressed that no attempt was made to alter the appearance of the operatives to make them appear older.

Members asked questions and offered comments. When asked if he had any thoughts/theories about why there was such a high failure rate, Lieutenant Parentela said it just seemed like employees weren't paying attention or following procedures.

The Selectboard is the town's License Commission, Chair DeToma noted. He outlined the board's License Violation Policy as follows: 1) 1st Offense – warning, 2) 2nd Offense – One Day Suspension of License, 3) 3rd Offense– Three to Seven Day Suspension.

AARYNA, INC., D/B/A WHITE WING PACKAGE STORE

Dahru Swadia, a family member of the business owners, appeared on behalf of the business. Mr. Swadia apologized for the infraction, assuring members that the proprietors do make every effort to uphold regulations. The manager had

hired a new employee and it was her first week on the job. They did sign her up for TIPs certification prior to her hiring but the class was called off that week.

Chair DeToma noted that it is the second violation for White Wing.

SB Member Brezinsky clarified the town's policy with regard to TIPs certification, particularly confirming that businesses are expected to provide documentation to the Selectboard office of TIPs certification when adding new employees. He asked if White Wing had an employee manual in place that advised employees of alcohol regulations and policies.

The business had a TIPs certified person working at the counter at the time of the sale, Mr. Swadia responded.

Chair DeToma opened the floor to public comment. There being none, he opened the next hearing.

HUANG FAMILY RESTAURANTS INC., D/B/A ICHIBAN

Manager Tina Huang explained that the employee who served the under-aged individual was a kitchen worker who tried to help in the dining area because she saw a customer sitting there not being waited on.

SB Member Hine asked if there was somebody who was TIPs certified working at the time, and Ms. Huang said yes. The kitchen worker "normally never goes out" to the dining area, she stressed. The worker has not completed TIPs training because there is no intention of having her serve alcohol in the future.

SB Member Brezinsky asked if Ichiban had an employee manual and if it contained information about alcohol service and the requirement for TIPs certification. Ms. Huang said they do have one and employees are required to take a test before serving alcohol.

PHONESAVANH CHANTHAVONG, D/B/A THAI PLACE THREE

Manager Vieng Chanthavong informed Selectboard members that serving alcohol to an under-aged customer that night was "an honest mistake." The employee in question was TIPs certified, he confirmed. "I'm glad this happened, actually," he commented, suggesting that it will have the effect to "wake everyone up." He took the employee involved off the schedule for a couple of weeks as a punishment to set an example for other employees, he advised.

SB Member Brezinsky asked if he had an employee manual with any language about alcohol service. He said he did not. He expressed the opinion that TIPs certification is inadequate, since it is only a thirty-minute class.

Mr. DeToma opened the floor to public comment. At the request of a reporter, he reviewed the penalties for violation, confirming that the Selectboard has the discretion to suspend and even revoke a license for repeated offenses. He also agreed with a reporter's stated understanding that the factor of new ownership creates a gray area as to whether a violation is considered a repeat offense.

SB Member Brezinsky pointed out that, although the violation against White Wing is the second cited in two years, the previous violation occurred under different ownership. His opinion is that the current owners should not be held to the shortcomings of the prior owners, he shared.

SB Member Hine agreed that, although it has not been made part of its formal policy, the Selectboard has discussed over the years that it is not fair to hold a new owner responsible for past misdeeds. SB Member Forcier concurred, commenting that he thought the proceeding has 'put the fear of God' in license holders. Owners do take the violations seriously and all seem to be contrite, he suggested.

Mr. DeToma concurred with the majority opinion but stressed that selling to underaged individuals is a serious violation that cannot be tolerated. It is the owners' responsibility to follow regulations and he stated his hope that, going forward, they will do so.

Mr. Hine commented that, as a board, they need to address the issue of servers who are not TIPs-certified. There are two violations – alcohol being sold to underage people and employees selling/serving without training, he clarified.

SB Member Brezinsky strongly urged business owners to have an employee manual with strong language concerning alcohol serving policies and to require each employee to read and sign it. It's very important for owners to make crystal clear, especially to new employees, the business policy with regard to alcohol service, he suggested.

SB Member Hine moved to issue a warning to the three establishments before them tonight. SB Member Forcier seconded. The motion passed unanimously 4:0.

In all three cases, if staff is found to be serving without TIPs certification or violating any other regulation, it will be considered a second violation, Mr. Sullivan stressed.

LEDGES END OF FY 15 REPORT

Ledges General Manager Doug Juhasz presented the FY 2015 end of year report and the July 2015 monthly report. The area experienced much colder temperatures in the months of September, October and November in 2014, bringing rounds for the period down by 778 over the same time period the year before and revenue down by \$39,000. The course also experienced a long, harsh winter bringing total rounds from September of 2014 to April of 2015 down by 1,600 and revenue down by \$62,000.

Information collected from PGA PerformanceTrak (the largest source of rounds played data in the golf industry) showed the Connecticut section (including all of Connecticut and Western Massachusetts courses) down 10% in rounds and revenue from September 2014 through April of 2015. In comparison, Ledges' rounds and revenue were down only 8%, so Ledges performed better in comparison to its Connecticut section counterparts, Mr. Juhasz pointed out.

May and June were very strong months enabling the course to make up over 1,200 rounds and \$57,000 in revenue, putting the course down just over 400 in rounds and \$4,000 in total revenue for the year. He was very happy to see they had a strong resurgence once the weather changed and were able to make up some of the money, he concluded.

If data were presented by calendar year, it would show 14,490 rounds and \$598,000 in revenue from January 1st through July 2013. 2014 saw 14,565 rounds played and \$621,000 in revenue from January through July, representing a one percent (1%) increase in rounds and four percent (4%) increase in revenue. 2015 saw 15,494 rounds played and \$652,000 in revenue, for a six percent (6%) increase in rounds and five percent (5%) increase in total revenue. Looking at it from one year to the next Ledges is still in a growth pattern, he pointed out. But, overall for the FY 2015 season, the course did finish at a \$128,000 operating loss compared to the \$100,000 loss the year before.

The food and beverage operation showed a \$28,000 net profit for FY 2015 and the pro shop experienced a net profit of \$15,000, he advised.

SB Member Brezinsky pointed out that the additional \$28,000 loss over the prior fiscal year closely mirrors the \$30,000 reduction in net operating income (NOI) in the month of June. Revenue in June was essentially flat but expenses were up almost \$29,000 (\$28,732). He asked what accounted for the increase in expenses.

\$10,000 of the increased expense was personnel services, Mr. Juhasz explained. He hired a head chef and food and beverage manager intended to serve as front-of-the-house manager. He also had staff come in three hours earlier each day to man the Grab and Go stations and put more staff on in golf operations in response to a directive discussed at a Golf Commission meeting.

Another difference as far as expenses is IGM's contract, he continued. The town is in between two contracts so the difference from last year was a \$5,000 increase.

Mr. Brezinsky clarified that he was referring specifically to the month of June. This year there was \$195,000 in sales as compared to \$196,300 last year. However, expenses were up \$28,700. He is interested in the one-time expenses or timing issues that caused this one-time increase. He has complete confidence that, as far as sales, service and the ability to deliver a fantastic golf experience, management is hitting a home run. His concern is on the expense side, he said.

Mr. Juhasz expressed his belief that a month-to-month comparison isn't reliable because the timing of payrolls and posting of expenses may skew results. However, he noted that a \$2,633 insurance payment was made in June, representing the liquor liability insurance premium for the entire year. In years past, insurance for the golf course was paid out of the town's liability insurance but the expense has been shifted to the golf budget. This was not a budgeted item in FY 2015 but hit the books in June. It has previously been shown as an indirect cost at the end of the fiscal year.

Members asked questions and offered comments. With regard to food and beverage operations, Mr. DeToma observed that business is good when events are going on but that sometimes the restaurant is fully staffed with minimal business.

He would love to have more people stop by and have lunch, Mr. Juhasz agreed. The course does need the support of people in town to help increase revenue. It was nice to see people come in for lunch today that were not golfers.

With regard to advertising, Mr. Forcier noted that e-mails seem to have stopped but that an ad was included in Valpak.

He paid \$549 for the Valpak promotion that goes out to 25,000 to 30,000 homes, Mr. Juhasz confirmed. That direct promotion has led to about \$9,000 in increased revenue in the month of July, representing 350 additional rounds. He is able to track the business brought in because it is necessary to add profiles for people who aren't in the system. The promotion "gives them a chance to develop a loyal customer," he opined.

On the subject of walkers, the Golf Commission was going to come up with some kind of an etiquette hand-out, SB Member Forcier reminded. He still sees walkers up there on the fringes, he noted.

The Golf Commission has not yet put together a formal letter; commissioners do think walking on the facility during play is very dangerous, Mr. Juhasz replied. The majority of people using the facility are not going out on the course but are staying on the main road, he noted. Members talked last night about drafting a formal letter to let residents know the policy but commissioners want to run the text by the Selectboard before issuance.

Mr. DeToma suggested the commission consider posting signs at appropriate spots to warn people of possible hazards.

Commissioners consulted Attorney Ryan, and he confirmed that allowing walkers does pose potential liability, Mr. Juhasz agreed. Members are still trying to formulate some kind of policy and have every intention of forwarding it to the Selectboard before making it public. In the meantime, they are issuing friendly reminders to pedestrians.

SB Member Brezinsky noted that the course took a slide backwards this fiscal year in food and beverage revenue, and Mr. Juhasz confirmed that profit was down about \$11,000.

When asked if he had any specific strategies for addressing this, Mr. Juhasz acknowledged that the decision to add staffing last year did not pay off. He employed a bar manager to whom he paid a higher wage in the hopes that she would guide the front of the house. That person has moved on, and he is going to go back to working with Chef John to manage the front of the house himself, he related. He is also looking at scheduling people differently based on sales; i.e. having one waitress on and another on call depending on business. He is also considering going back to having the pro shop collect money for 'grab and go' items to eliminate the necessity of having another employee come in three hours earlier to staff this station.

6. JULY 2015 MONTHLY REPORT

July was a great month with 5,292 rounds, up almost a thousand rounds (926) from the previous July. Golf revenue finished at \$133,000, a \$25,000 increase over last year. Food and beverage revenue was kind of flat-lined, actually down \$388 dollars, leading to discussion of strategies for increasing this revenue source such as putting a coupon into golf carts. An increase in visitors to the course should be an opportunity to sell more food, he contended. Total revenue for the month was up \$25,000, finishing at \$191,000.

Mr. Juhasz reviewed notable recent and upcoming events, including corporate outings by Citizens Bank, Baystate Health and Yankee Candle, the Marion Open Golf Tournament with 138 players on August 8th, the Recreation Department's junior camp and the Connecticut Section PGA Junior Golf Tour August 12th and the 2015 Massachusetts Golf Association (MGA) Senior Amateur Qualifier August 18th. In August, the course is averaging over 190 players a day and about \$1,000 more in revenue per day, he reported.

He reviewed recent personnel changes, including hiring of a new sous chef and prep cook, Giovanni Sanchez and Edmund Rivera. He also hired three new people in the restaurant and one new individual in golf operations to cover people going back to school.

For May, June, July and August the course is presently up about \$46,000 in revenue over last year, he shared.

7. FY 2014 Annual Audit

Tom Scanlon, Jr. of Scanlon & Associates presented the results of the FY 2014 audit. The audit went very well; auditors made no material adjustments to the town's financial statements, he advised. It is a risk-based audit; i.e. – the sole purpose of the audit is to opine on the town's financial statements, he clarified. There is a misconception that the primary purpose of an audit is to detect fraud, he remarked.

The audit ranks deficiencies in internal controls as follows: material weaknesses, significant deficiencies and other matters, Mr. Scanlon explained. As shown by the management letter, South Hadley's only deficiencies are classified as other matters, which is good. 'Other matters' are basically the company's recommendations to its clients on ways to achieve maximum efficiency, he elaborated. The report includes five such recommendations for the current year.

Mr. Scanlon reviewed the report's recommendations as follows:

DEFICIT ACCOUNTS

Various deficit accounts affect the town's fund balance such as Chapter 90 money and grant accounts, since these funds must be expended in anticipation of reimbursement, Mr. Scanlon explained. If reimbursement is not received within 90 days of the close of the fiscal year, the state will reduce the town's Free Cash balance by any outstanding deficit when it is certified as of July 1st. There are procedures at accounting and management levels to review these accounts, but he would like to shift the onus to departments to make sure reimbursement requests are submitted in a timely manner. The deficit of such accounts as of June 30th was about \$200,000, with Chapter 90 being the biggest. Several school grant accounts and public safety grants also have negative balances; town officials should shift the onus back to departments to make sure they are monitoring these accounts, he recommended.

REVIEW VENDOR FILE

As part of its review of financial statements, auditors test a lot of expenditure transactions for compliance with IRS requirements. The IRS requires each vendor to have a W-9 on file, which triggers issuance of a 1099 statement. As they went through vendor files they saw that these needed to be cleaned up a little. Since the time of their field work in April, the Accounting Department has made a lot of strides in this area, he noted.

REVIEW EMPLOYEE SURETY BONDS

The town had a change in personnel among financial officers. The Treasurer/Collector is bonded at \$100,000 and the general requirement is for a \$200,000 bond.

The bond amount has been increased, Mr. Sullivan confirmed.

Also, under Massachusetts General Law, there is a requirement that the Town Clerk be bonded, although this is something of a risk-based assessment since she presently does not handle large amounts of money. South Hadley presently does not have a bond for this position, so he would recommend doing a risk assessment to see if one is warranted.

Mr. Sullivan said he had consulted with the town's insurer and determined that the bond wasn't really needed because there is a surety bond within the town's General Liability coverage. However, he will get a separate surety bond as recommended, he assured.

GASB 68 - ACCOUNTING AND FINANCIAL REPORTING FOR PENSIONS

Right now the town has an unfunded liability that is disclosed at the plan level, Mr. Scanlon reminded. In other words, the Hampshire County Retirement System assesses member communities for the difference between its assets and the unfunded liability represented by future pension obligations. GASB 68 moves this unfunded liability to the town's balance sheet. Since the auditors opine on the town's balance sheet, they will have to do testing related to the accuracy of these figures. A lot of information has to be passed down from the plan level to the member units, he related. Town officials will see the town's negative net position grow because of its pension and OPEB liabilities. He expects delays in the issuance of audit reports for the first two years following implementation of this accounting standard, he advised.

Chair DeToma asked if this would impact the town's bond rating.

The liability has always been recognized so bond ratings have already taken this into consideration, Mr. Scanlon said. He expressed his understanding that the impact will be more on his profession since auditors will now have to gather more evidence to opine on municipal balance sheets. It will affect the town's bond rating if the town *doesn't* implement this accounting standard. If the plan were not to pass information down to its members units, he would not be able to opine on the town's financial statement and thus would have to give either a qualified or adverse opinion. This would affect the town's ability to sell bonds on the bond market as a lot of bidders won't bid on a qualified opinion, he disclosed.

NEW OMB CIRCULAR

The OMB A-133 circular, which triggers the requirement for a single audit for entities receiving over half a million in federal funds, is changing, Mr. Scanlon related. All policies and procedures for monitoring federal grants now have to be in writing. The Massachusetts Department of Elementary and Secondary Education (DESE) is having a workshop on this topic in September, he said.

Mr. Scanlon expressed his understanding that recommendations from the prior year's management letter have been addressed. Among other things, the 2013 management letter recommended adopting a reserve fund for payment of accrued liability for compensated absences upon an employee's retirement or separation from service.

In contract negotiations, town officials have been trying to lower this unfunded liability, Mr. Sullivan volunteered. They have had great success with at least two bargaining units in lowering the amount of sick time employees can retain from 240 hours to 180 hours. Administrators hope efforts to lower this liability in addition to steps to fund it will bode well for the town's financial position.

Mr. Scanlon referred to other recommendations made last year, such as the recommendation to adjust procedures related to inventory control and voided sales at the golf course.

With regard to voided sales, Mr. Brezinsky asked if these are now documented in some way. In 2013, they were not, Mr. Scanlon said. When he returned this year, he found that all voided sales are now documented in the point-of-sale system.

Landfill post-closure costs are being monitored, Mr. Scanlon reported, and the town accountant is working on a manual of financial policies and procedures. It is advisable to have some fund balance policies in place in case there is a change in management, he noted.

With regard to the prior year's recommendation for Electric Light Department Reconciliation, all SHELD's cash is held by the town, Mr. Scanlon stressed. There is an enterprise fund with a cash balance and fund balance, he noted. The electric light department has its own regulations. However, accountants should be reconciling various accounts such as cash, accounts payable, fixed assets, compensated absences and depreciation to the general ledger on a periodic basis. He expressed his understanding that Mr. Sutton will be meeting with SHELD accountants next week to start this process.

Mr. Hine expressed his understanding that SHELD is on a different fiscal year, and Mr. Scanlon confirmed that this is a requirement for reporting to the Department of Public Utilities (DPU) under M.G.L. Chapter 164 and does present some challenges to reconciling accounts.

Mr. Sullivan noted that a number of municipal light boards in the state have found a way to resolve the fiscal year issue.

SB Member Brezinsky asked if it is typical for municipal utilities to have separate accountants, and Mr. Scanlon said it is. Municipal utilities are governed by Chapter 164 which is unique, so in his opinion it is necessary for accounting procedures to be separate. Chair DeToma asked if it would be possible at some point to do a combined audit, and Mr. Scanlon said it would be possible but is a matter of weighing the benefit of such an audit against its potential cost. The three primary reasons for an audit are 1) the federal requirement that entities spending over half a million in grant funding be audited, 2) an intention to issue general obligation bonds, and 3) generally sound business practice. When it comes to the third reason, clients have to understand what an audit is; it is really just opining on an organization's financial statements, he reiterated.

Mr. Sullivan clarified that SHELD certainly balances its books; this is purely a reconciliation issue that has an effect on the town's audit. The goal is to reconcile the cash accounts at the time the town does its audit, he explained.

SHELD holds no cash, all the cash is held by the town, Mr. Scanlon clarified. Scanlon & Associates simply does not opine on the figure for cash in SHELD's enterprise fund reflected on the town's balance sheet.

SB Member Hine referred to Mr. Scanlon's statement that the electric company's December 31 statements are not audited. He asked if this was a fact to be concerned about or just a statement of fact that didn't carry any particular concern, and Mr. Scanlon said he thought it was the latter.

Mr. Sullivan thanked Town Accountant Bill Sutton and Mr. Scanlon. He commended Mr. Sutton for his work in putting together a financial policy this year.

8. OTHER POST EMPLOYMENT BENEFITS (OPEB) TRUST POLICY, INVESTMENT POLICY

The OPEB Trust is a reserve fund primarily for payment of health insurance for employees, Mr. Sullivan reminded. At one time an actuarial study calculated the town's OPEB liability at \$35 million dollars; this was reduced in a subsequent study to \$31.5 million; town officials have since made some changes (i.e. - going from Medex 2 to Medex 3) that has further reduced that liability. In the meantime, the town has put money into the OPEB trust. The proposed policy creates guidelines for the town's investment strategy. He referred to a meeting with representatives from Bartholomew & Company, a group that invests municipal funds, attended by himself, the Treasurer/Collector, the town accountant and the chair. Town officials have taken a moderate approach that has been fairly successful; they are not making millions but are not risking a lot of money, he related.

The investment policy has been reviewed and signed by the treasurer and he is requesting Selectboard approval and signature on the OPEB trust agreement, Mr. Sullivan related. The agreement formalizes the Selectboard's commitment to upholding GASB standards, the federal Employment Retirement Income Security Act (ERISA) and other regulations

affecting OPEB funds. The policy allows investment that is a little more risky since the money will be invested over a longer period of time. Right now the town has about \$200,000 in the account.

Chair DeToma said he was very impressed with the management company, whose consultants are very knowledgeable and professional. It is clear representatives will be capable of giving town officials ongoing advice about changes in legislation, etc.

He has always liked the way Bartholomew breaks down each trust fund, Mr. Sullivan agreed. Statements show a starting balance, change in investment and ending balance and every trust fund is listed in the report. It is important for the public to know officials are taking steps to standardize investment practices and follow applicable rules and regulations.

Per Article 5, the members of the trust are the Town Accountant, Town Treasurer, chair of the Selectboard, chair of the Appropriations Committee and Town Administrator, Chair DeToma detailed.

SB Member Brezinsky moved to endorse the OPEB trust agreement and investment policy. Mr. Hine seconded. The motion passed unanimously 4:0.

9. BIKE/WALK AD-HOC DIRECT REPORT DISCUSSION

Some members of the Bike/Walk committee have requested that they be a direct report to the Selectboard rather than to the Sustainability and Energy Commission, Mr. Sullivan explained. They feel it would improve communication and facilitate progress on projects of joint interest to the Bike/Walk group and the Selectboard.

Chair DeToma expressed his understanding that this would involve making the group an ad hoc committee. Members are very energetic and committed, and it seems like good idea to him, he volunteered.

SB Member Hine asked how the Sustainability and Energy Commission (SEC) feels about the request.

It came as quite a surprise to them that the SEC hasn't met in about a year according to Melissa O'Brien, Mr. Sullivan responded. He said he didn't think there was any objection from the SEC.

Linda Young of 48 Westbrook Road informed members that there are presently 13 members of the Bike/Walk Committee and the group has rotating chairs. Ms. O'Brien is acting chair and the group's representative to the steering committee for the Pioneer Valley Planning Commission (PVPC) bike path study, she said.

PVPC has had one meeting of the steering committee which Ms. O'Brien attended, Mr. Sullivan related. The Bike/Walk Committee expressed some concerns about the progress of the PVPC study and these have been conveyed to PVPC representatives. The steering committee is meeting tomorrow at 5 p.m., it was noted.

If the Selectboard is agreeable, he would suggest getting a list of active participants from Ms. O'Brien and appointing them as an ad hoc committee.

SB Member Brezinsky questioned whether formal action to designate the group as an ad hoc committee is needed if the group is functioning well as presently constituted.

The Bike/Walk Committee would like to see closer relationship with the Selectboard, Mr. Sullivan suggested.

Personally, she would like to get out from under the SEC since it hasn't met since April of 2014, Mrs. Young volunteered. Members would like to be able to report to someone directly, she said.

If its status as a committee is formalized the Bike/Walk group will be bound to follow the Open Meeting Law and take minutes, SB Member Hine noted.

SB Member Forcier moved to establish the Bike/Walk committee as currently constituted as an ad hoc committee to open lines of communication. SB Member Hine seconded.

Audience member Pauline Casey suggested that the proposal go back to the Bike/Walk Committee for its consideration prior to final action. There is no hurry, Mrs. Young agreed. In the meantime, if members want to come before the Selectboard they are welcome, SB Member Brezinsky assured.

Members decided to table further action.

10. RESIGNATIONS/APPOINTMENTS

SB Member Forcier moved to accept the resignations of David B. Rundle from the Canal Park Committee, Janet Lieson from GroSouth Hadley and Nancy Knadler from the Capital Planning Committee with thanks. SB Member Brezinsky seconded. The motion passed unanimously 4:0.

11. TOWN HALL USE POLICY

Members decided to postpone discussion to the next meeting.

12. BUILDING DEPARTMENT FEE SCHEDULE

Mr. Sullivan and Building Commissioner Charlene Baiardi presented proposed fees. In formulating the rates, the two looked at surrounding communities and concentrated on making the fee schedule easy to understand for builders and the public but at the same time more comprehensive. The goal is for South Hadley's fees to be competitive and to add items previously not listed, such as solar voltaic systems, satellite dishes, tents and temporary structures. (The tent fee was lowered, he noted.) Mr. Sullivan commended Ms. Baiardi for her initiative and hard work in reviewing the fees. For comparison purposes, she provided Selectboard members with fee schedules for ten surrounding communities.

In setting the fees, they tried to think not only about comparisons to other towns but also about how much work is actually involved in inspecting the projects, Ms. Baiardi added. "We aren't here to make money; we are just here to level-fund the department," she stressed.

Contractors should sense that they're getting their money's worth for what's being offered to them, Chair DeToma remarked.

Ms. Baiardi noted that when fees are based on construction costs, construction costs are calculated based on the mean for the area.

Chair DeToma expressed a desire to take the proposal under advisement, since it is the first time members have seen it. Mr. Sullivan said he hoped members would approve the fees soon so they can put them in place. In almost every case, they are actually lowering rates, he pointed out. He suggested that, if approved, the Selectboard make the new rates effective September 1st to give the Building Department time to distribute them to contractors.

Members asked questions and offered comments.

SB Member Forcier asked if there were some things being charged for that have not been charged for in the past, and Ms. Baiardi said yes, she has added a Certificate of Occupancy fee and fee for a temporary Certificate of Occupancy.

Mr. Sullivan explained that Certificates of Occupancy are generally included in the issuance of a building permit but that the Building Department is regularly called upon by realtors to provide Certificates of Occupancy for homes being sold. This calls upon Ms. Baiardi to do research to make sure permits were issued for prior construction and that the project is code-compliant. There was previously no charge for this service. He thinks \$30 is reasonable to compensate the department for staff time spent researching the request.

SB Member Brezinsky asked the reason for the difference in how the fees for new construction are calculated vs. the fees for an addition or renovation. The fee for new construction is a base amount plus \$8 per \$1,000 construction costs while the fee for additions is based on square footage, he noted.

It is traditional to base fees for new construction on construction cost, Ms. Baiardi responded. New construction has additional features not present with an addition, such as electrical, water and sewer service coming into the house, a foundation and drainage. Additions to an existing house are usually charged by square footage. She inspected two kitchens today – one costing \$80,000 and one \$3,000 - but spent the same amount of time on site for both projects. It seems fair in this case that the charge for her time be exactly the same, despite the difference in value, she opined.

Mr. Brezinsky asked if the two had done any test calculations to compare the cost of a permit for a 2,500 square foot home based on square footage vs. construction costs. Mr. Sullivan expressed willingness do some modeling if desired.

SB Member Forcier moved to accept the proposed South Hadley Building Department fees effective September 1, 2015. SB Member Hine seconded.

There was a brief discussion as to whether fees should be effective August 12th since they are primarily being lowered, but Mr. Sullivan said he thought it was desirable to give builders a chance to provide feedback and to give the Building Department a chance to get proposed fees out to builders. The purpose of deferring adoption is to give the building community or anybody else a chance to weigh in between now and the next meeting, he elaborated.

The motion passed unanimously 4:0.

13. SELECTBOARD APPOINTMENT TO TOWN MEETING REVIEW COMMITTEE

SB Member Brezinsky volunteered to serve as the Selectboard representative to the committee.

SB Member Hine moved to appoint SB Member Brezinsky as the Selectboard representative to the Town Meeting Review Committee. SB Member Forcier seconded. The motion passed unanimously 4:0.

14. TOWN ADMINISTRATOR'S REPORT

Staff is working on a MassWorks application, Mr. Sullivan advised. They will also be looking at remote participation September 15th. He informed members of the decision made in consultation with the chair to hold the September 1st Selectboard meeting in the Town Hall auditorium, since the meeting is not able to be broadcast live from the library.

Revision of the Selectboard Policies and Procedures manual and approval of the Town Administrator performance evaluation tool is still pending, Chair DeToma noted.

The August 25th Selectboard 'In the Community' event will be 8 a.m. at the Egg & I with Chair DeToma and SB Member Forcier, members decided. **Upon motion made and seconded, the meeting was adjourned at 10:01 p.m.**

RESPECTFULLY SUBMITTED,

**ADMINISTRATIVE SECRETARY
LAURA KRUTZLER**



**TOWN OF SOUTH HADLEY
SPECIAL LICENSE
WINE AND MALT APPLICATION**

To the Licensing Authorities:

Date: 8/12/15

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

NAME: DFI Enterprises, Inc

COMPANY: Ebenezer's Bar & Grill

ADDRESS: 60 Bridge St.

CONTACT: David Isakson

TELEPHONE: 413-531-8605

DAY(S) APPLIED FOR: Sept. 12, 2015

PREMISES TO BE LICENSED: 60 Bridge St. - parking lot

HOURS OF OPERATION: 8:00 AM - 10:00pm

TYPE OF EVENT: Fund Raiser - Penny's Pride

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: *David Isakson*

Date Select Board Approved/Denied: _____ License #: _____



**TOWN OF SOUTH HADLEY
SPECIAL LICENSE
WINE AND MALT APPLICATION**

To the Licensing Authorities:

Date: August 14, 2015

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

NAME: Susan M. Conedy
 COMPANY: The Bayford Library
 ADDRESS: 47 College Street, So. Hadley, MA 01075
 CONTACT: Cris Quigley, Executive Director
 TELEPHONE: 538-5047
 DATE APPLIED FOR: Sept. 11, Oct. 2, Nov. 6, Dec. 4 2015; Jan. 8, Feb. 5, Mar. 4, April 1, May 6, 2016
 PREMISES TO BE LICENSED: 47 College Street, So. Hadley, MA 01075
 HOURS OF OPERATION: 5:00 PM - 7:00
 TYPE OF EVENT: Fundraiser

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: Susan M. Conedy

LIQUOR LIABILITY INSURANCE REQUIREMENT
 For any event 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.



**TOWN OF SOUTH HADLEY
SPECIAL LICENSE
WINE AND MALT APPLICATION**

FEE: \$30

Pr 8/24/15

Z.K.

To the Licensing Authorities:

Date: 9/24/15

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

NAME: Bernice B. Strong

COMPANY: Sycamores - Historical Society

ADDRESS: 46 Woodbridge Street

CONTACT: Bernice Strong

TELEPHONE: 534-0373

DATE APPLIED FOR: 9/24/15

PREMISES TO BE LICENSED: Sycamores - 46 Woodbridge St.

HOURS OF OPERATION: 3-7pm

TYPE OF EVENT: ~~Wake~~ Wake for Kenneth Williamson

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

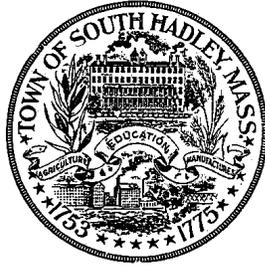
By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license 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: Bernice B. Strong

LIQUOR LIABILITY INSURANCE REQUIREMENT
For any event 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.

TOWN OF SOUTH HADLEY

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



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

SELECTBOARD OFFICE
116 Main Street, Suite 109, South Hadley, Massachusetts 01075-2896
selectboard@southhadleyma.gov

August 24, 2015

PUBLIC NOTICE

THE SELECTBOARD AND SOUTH HADLEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES WILL MEET JOINTLY ON TUESDAY, SEPTEMBER 1, 2015 AT 7:10 P.M. IN THE TOWN HALL AUDITORIUM TO FILL A VACANCY ON THE BOARD OF LIBRARY TRUSTEES PURSUANT TO M.G.L. CHAPTER 41, SECTION 11.

LAURA KRUTZLER
ADMINISTRATIVE SECRETARY

MUNICIPAL LIGHT BOARD CANDIDATES

CANDIDATE	DATE	E-MAIL	HOME PHONE	MOBILE	COMMITTEE	ACKNOW- LEDGMENT	INTERVIEW
Mitchel Malinowski	8/14/2015		(413) 536-7845		SHELD	8/25/2015	9/1/2015
Dan Whitford	8/19/2015	dan.whitford@comcast.net	(413) 322-9368	(517) 926-7372	SHELD	8/25/2015	9/1/2015
Jeffrey Millard	8/26/2015	jmillard@mtb.com	(410) 274-9933		SHELD	8/28/2015	9/1/2015

August 14, 2015

To Whom It May Concern:

I would like to be considered for the appointment to the SHEL D board.



Mitchel Malinowski
4 Michael Drive
South Hadley, MA 01075

413-536-7845

(413) 537-1440

RECEIVED
TOWN OF SOUTH HADLEY
SELECTBOARD

AUG 14 2015

<input type="checkbox"/> Meeting	<input type="checkbox"/> Action
<input type="checkbox"/> Agenda	<input type="checkbox"/> Ex Session
<input type="checkbox"/> New	<input type="checkbox"/> Old
<input type="checkbox"/> OK to Pay	
<input checked="" type="checkbox"/> Send/Copy to:	

MIKE SULLIVAN
SELECTBOARD



Laura Krutzler <lkrutzler@southhadleyma.gov>

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

noreply@civicplus.com <noreply@civicplus.com>
To: lkrutzler@southhadleyma.gov, chamlin@southhadleyma.gov

Thu, Aug 20, 2015 at 5:03 PM

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

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.

SHELD Municipal Light Board

Please give any details regarding your interest in this appointment?

See attached letter

Please Provide the Following Information

Name

Daniel Whitford

Email	dan.whitford@comcast.net
Address1	5 Misty Court
Address2	<i>Field not completed.</i>
City	South Hadley
State	MA
Zip	01075
Primary Phone	(413) 887-1168
Alternate Phone	<i>Field not completed.</i>
Cell Phone:	(413) 887-1168

General Questions

Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	No
Is any of your immediate family employed by the Town of South Hadley?	<i>Field not completed.</i>
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.	Sustainability and Energy Commission (2010-2015) Golf Committee (2012-2015)
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	See attached
Please list any additional information you think may be helpful in reviewing your application.	See attached

Newspaper

How did you learn of the
vacancy you are applying
for?

If you indicated another
resident or other above,
please provide the resident's
name or provide additional
details.

Upload a Letter of Interest [MLB Application_D.Whitford_8.19.15.pdf](#)

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

Dan Whitford
5 Misty Court
South Hadley, MA 01075

August 19, 2015

To: South Hadley Selectboard

Municipal Light Board Members: Anne Awad, Kurt Schenker

I am applying for selection to fill the vacancy on the Municipal Light Board (MLB).

I've attached a résumé for consideration. I hope you will find that my technical and management skills qualify me as a viable candidate. I believe my background as an engineer and manager of large and small organizations are relevant to this position.

As a South Hadley resident and participant in the town's Sustainability and Energy Commission, I have become familiar with SHELD operations, projects, and challenges. I have attended MLB meetings and am familiar with topics under development and personnel dynamics.

In the course of the past elections to fill vacancies on the MLB, I've supported candidates who promoted transparency in SHELD management, financial accountability, and extended community involvement in major projects including a new facility and establishing a broadband service. Election results indicated strong public support for candidates with those views. I support related initiatives and as a MLB member would provide an independent, open-minded, and cautious approach to support community views. I believe that continued progress in establishing MLB oversight and transparency in SHELD operations requires selection of a candidate who shares these views.

I would be pleased to share my views on specific SHELD topics and my proposed approach in moving forward on key initiatives. I am available to meet privately at your convenience and will otherwise answer your questions and explain my position at the selection hearing.

Best regards,

A handwritten signature in black ink that reads "DL Whitford". The signature is written in a cursive, flowing style.

Attached: Résumé

Daniel Whitford
5 Misty Court
South Hadley, MA 01075

E-mail: dan.whitford@comcast.net
<https://www.linkedin.com/in/whitforddaniel>
(413) 887-1168

Summary

I have been a South Hadley resident since August 2008 and have served the community on the Sustainability and Energy Commission and Golf Committee.

Professional

- Mechanical and nuclear engineer with experience in mechanical, electrical, and instrumentation systems.
- Independent engineering, environmental, and sustainability consultant
- Owner and Production Manager of a machine shop in Holyoke, MA
- Over 30 years of experience in managing large organizations, diverse teams, and applying technology to difficult problems
- Broad experience in managing R&D, developing and implementing solutions across the federal sector, and applying innovative technologies to government requirements.

Skills and Areas of Expertise

- Organizational assessment—establishing performance metrics and implementing , management controls
- Solution engineering—problem assessment, program planning and management, solution development and implementation
- Information engineering—applying commercial and government off-the-shelf solutions to client needs. Process modeling, measurement, and improvement
- Nuclear, mechanical and electrical systems engineering
- Industrial operations and processes—planning, production, quality assurance
- Business practices including contracting, management of intellectual property, financial management, program planning and budgeting

Employment

October 2013-Present: Managing partner in ownership and operation of Universal Quality Machine, a machine shop in Holyoke, MA.

June 2011-Present: Pioneer Valley Technical Solutions (Principal) – a multi-dimensional company with staff and capabilities to deliver solutions across a broad range of client needs.

Feb 2008-Present: Noblis (<http://www.noblis.org>)

Senior Principal / on-call consultant– technical contributor, task manager, project and business development. Project leader in a wide variety of challenging projects in the national security, intelligence, and environmental sustainability areas.

1995-Feb 2008: Pacific Northwest National Laboratory / Battelle Memorial Institute

Program Manager responsible for project delivery, client relationship management, business development, program integration, and as a technical contributor.

- **Sep 2007 – Feb 2008:** Project Manager for two DoD Intelligence Community projects. Business development and client relationship management.
- **Nov 2005–Aug 2007:** Project Manager for a highly successful multi-million dollar classified project for the U.S. intelligence and counterintelligence communities.
- **Oct 2002–Nov 2005:** Project Manager and technical lead for an Information Operations (IO) program at the Defense Intelligence Agency (DIA)
- **1999–2002:** DIA–Intergovernmental Personnel Act (IPA) Assignment – U.S. Intelligence Community classified projects and special assignments
- **1995–1998:** DOE program coordinator for the control and safeguarding of nuclear materials program within the Former Soviet Union (FSU). Established program plans, guidelines, and controls. Provided leadership for multi-laboratory project teams in a rapidly growing program that grew from \$20M in the first year to \$45M during the second year.

1971–1995 U.S. Navy

- **1993–1995** Deputy Commander, Naval Undersea Warfare Center—full spectrum RDT&E with 7,000 people—\$1 billion/year budget.
- **1992–1993** Commander of a submarine squadron. Twelve operational and new construction submarines, auxiliary ships, a 1200-man repair activity, a major supply operation, and a multi-million infrastructure.
- **1991–1992** Managed Navy Special Access Programs (budget, R&D, testing, and life cycle support, operations).
- **1988–1991** Commanding Officer of a fast-attack submarine.
- **1972–1988** US Navy—Operational and staff assignments

Education

- BS in Mechanical Engineering, United States Naval Academy (1971). Top 10%. Award-winning Trident Scholar (independent research program)
- U.S. Navy Nuclear Propulsion Training (one year course, graduate level)
- MIT Seminar 21 graduate
- Graduate courses - George Mason University, UC Berkeley
- US Government professional courses - Contracting, Personnel Management, and Measurement and Signatures Intelligence (MASINT)

Security Clearance – Top Secret / DOE Q

References – on request

TOWN OF SOUTH HADLEY MA

Application for appointment to board, commission, or committee

26 2015

[Handwritten signature]
9:30 am

Town Clerk

The information on this form will be used to help the Selectboard to appoint residents.

First name: Jeffrey Last name: Millard

Address: 12 Alvord Street, South Hadley, MA 01075

What is the best way to contact you? (Please provide the information for one or two):

Home phone: _____ Other phone: 410-274-9933 Email: jmillard@mtb.com

Current vacancies are listed at www.southhadleyma.gov. To which board, commission, or committee do you seek appointment? (If you indicate more than one, please indicate your preference):

SHELD Board of Directors

- How did you learn of the vacancy? (check all that apply):
 - Newspaper Name of Newspaper(s): Town Reminder
 - Town Website (<http://southhadleyma.gov>)
 - Email from Town of South Hadley
 - Channel 15
 - From another resident: _____
 - Other: Please Specify: _____

2. Why are you interested in this appointment? (You may include a letter or resume or send an email with more information)

I am involved in analyzing equipment used in base load and peaking facilities and alternative energy projects and believe I can add support to your current board members.

3. What skills and experience do you have? (knowledge, other volunteer experience, employment experience, etc.) : Degree in accounting and 6 years on the board of a quasi government agency as Treasurer and President.

4. Do you now or have you previously served in town government? Yes No

5. If yes, please list the board, commission or committee on which you serve(d), and the dates of your current term or the dates when you served: _____

6. Are you a registered voter? Yes No

7. Are you a town meeting member? Yes No

8. Is any of your immediate family employed by the town of South Hadley? (MA General Law defines immediate family as "His or her spouse, and their parents, children, brothers, and sisters")

Yes No

[Handwritten signature]
Signature

August 26, 2015
Date

Please return form to:
Town Of South Hadley
Selectboard Office, Town Hall
116 Main Street
South Hadley Ma 01075
selectboard@southhadleyma.gov

JEFFREY A. MILLARD
2926 Saint Paul Street
Baltimore, Maryland 21218
Work: 410.662.6073
Cell: 410.274.9933

OBJECTIVE:

To use my experience, sound judgment and dedication to minimize risk, improve returns, implement senior management philosophy and to enhance the Asset Management function of a progressive, bank lessor.

EXPERIENCE:

May 2005 To Present

M & T Bank

VP Manager, Equipment Management Group

- Manage the day-to-day operation of the Equipment Management group. This includes the setting of residuals for new transactions of all equipment types including corporate aircraft (fixed wing and rotary wing), rail (freight car and locomotives), manufacturing equipment, medical equipment, food processing, marine assets, project finance, energy projects etc. Responsible for negotiating end-of-lease terminations for larger transactions and managing and approving all other end of lease terminations. Negotiate document issues relating to maintenance and return language, insurance and filing requirements. Work with special assets to sell off lease and repossessed assets, manage workout situations as they relate to Asset Management and personally handled group and department reporting requirements. Order and review outside third party appraisals where required.
- Perform normal management functions to include hiring, training and termination of personnel, salary administration and annual income and expense planning. Manage various interim and compliance reporting requirements to include the annual FAS 13 review and internal matrices.
- Assist internal sales personnel (including bank relationship managers and leasing sales representatives) in determining the best structure for our clients based on equipment characteristics and tax rules.

Accomplishments

- Evaluated the need for a credit policy for the EMG group, wrote the policy and managed it's approval through the bank's normal credit policy update process.
- Designed and customized a request process for residual determinations, outside appraisal requests and the sale of returned equipment. The process includes the ability to track metrics for our group and easily provide tax transaction oriented data to credit and documentation. After acquiring input from all affected departments, trained our staff and implemented the Residual Authorization Approval Form and process

- Standardized asset codes and various end of term lease codes for the accounting system that is consistent with the RAF tracking process which allows us the ability to research internal transactions for future residual setting and properly plan end of lease remarketing strategies.
- Evaluated the need for a written tax policy to be used as guidance for sales representatives and documentation and worked with the bank's Director of Tax to write and implement the policy.
- Anticipated the need for future reporting requirements and managed the construction of an access data base from which all our reporting is now easily done.
- Identified the need to enhance the collections process and proceeded to evaluate all the cash management problems that were generating various collections issues. Worked with the cash management department of the bank, the operations and cash applications group of the bank and various internal leasing department personnel to quantify the problems, find mutually acceptable solutions to the problems and implement changes that have reduced errors by 90%+ and enhanced customer relations at all levels.
- Designed and implemented a FAS 13 review process that reduced work load and was acceptable to our internal finance and accounting departments and to internal and external audit personnel.

April 2000 to May 2005

Bank of America Leasing / Fleet Capital Leasing

SVP Valuation Manager

- Manage the residual setting activities of the leasing company to include approval of residuals on all asset types and all size and type transactions while managing six research analysts and one administrative assistant. This includes the day-to-day support of approximately 70 sales professionals involved in middle market, large ticket and syndicated transactions. Support includes setting residuals, document negotiation, ordering and review of third party appraisals for facility type transactions (including nuclear power plants and other energy production facilities, various refinery related facilities, oil and gas production platforms in the Gulf and auto production facilities, etc.), and assisting in structuring tax transactions to meet the needs of our customers.
- Responsible for the annual review of the health care matrix, the bank's small ticket leasing program matrix and the corporate aircraft matrix and setting residuals on helicopters and marine assets.
- Duties include the planning and execution of the annual FAS review including presentation of results to senior management and the development of an EMG authority matrix for residual approvals.
- Helped research, negotiate and develop a residual guarantee program with a foreign bank leasing company.
- Designed forms, storage systems and workflow solutions for a faster and more efficient research process. This included developing a system to accurately measure research turnaround time and a company wide equipment coding system. Currently proposing an automated portfolio and back end work flow system to the IT steering committee.
- Perform normal management functions including hiring, training and termination of personnel and salary administration.

FEBRUARY 1991 TO March 2000

GE Capital - Business Asset Funding /Metlife Capital Corporation

VP Manager, Equipment Management Group

- Managed the day-to-day activities of the Equipment Management group. This included the setting of residuals for new transactions of all equipment types, negotiating end-of-lease terminations, selling off lease and repossessed assets, managing workout situations as they relate to Asset Management and personally handled group and department reporting requirements.
- Performed annual income and expense planning. Goals in both of these areas were met every year.
- Supervised the annual residual matrix and FASB 13 reviews.
- Successfully defined reporting needs, analyzed available standard reports and, where necessary, designed new reports to meet the department's reporting requirements.
- Negotiated the company's first true operating lease.
- Successfully hired and trained new staff. Managed a wide range of experienced staff during normal times and staff shortages.
- Represented the company in work-out situations, equipment repossessions and bankruptcy hearings, including being an expert witness in the United States Bankruptcy Court, Eastern District of New York in the case of New England Marine Services Inc. vs Metlife Capital Credit Corporation. I was later deposed in a related case, the Commonwealth of Puerto Rico vs Metlife Capital Corporation, which has been successfully concluded after 10 years.
- Took an active part on the company's long-range planning board sub-committee for the Middle Market.

DECEMBER 1983 to FEBRUARY 1991

New England Capital Corporation

Vice President-Administration

- Began career with NECC as Controller, responsible for all day-to-day financial operations, budgets and income analysis and planning.
- Negotiated new building lease for the company and successfully managed the move of the company to new quarters.
- Analyzed several automated accounting programs and selected the one appropriate to NECC. This included the purchase of a new computer system.
- Took small-ticket lease portfolio from parent company, hired necessary personnel and ran off portfolio for a fee.
- Extensive work-out experience to include hiring attorneys, managing work-out cases to conclusion and selling off leases. Member of two unsecured creditors committees.
- Testified in BVI Holdings vs New England Financial as an expert witness in equipment valuation. Our case was won and a subsequent auction of the equipment yielded a return to the company within 1% of my estimated equipment value.
- Deposed in New England Capital Corporation vs. New Breed Moving Co. in 1988.

SEPTEMBER 1979 to NOVEMBER 1983

Robert Half, Inc.

Placement Manager

- Solicited job orders from all local companies.
- Interviewed candidates and matched relevant characteristics with open job orders for job placement.

EDUCATION:

January 1978

Central Connecticut State University

BA, Business Administration - Major in Accounting

Graduated Cum Laude.

OTHER TRAINING:

Completed 'Greenbelt for Champions', a senior management level 6 sigma quality program, at GE.

Other basic supervisory and negotiating courses offered throughout my leasing career.

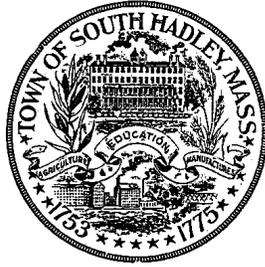
CURRENT COMMUNITY RESPONSIBILITIES:

Past President of the Charles Village Community Benefits District Management Authority (CVCBDMA) and Board member of the Charles Village Community Foundation (CVCF).

Coach of a U-12 coed 8v8 soccer team. I hold a National 'D' license.

TOWN OF SOUTH HADLEY

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



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

SELECTBOARD OFFICE
116 Main Street, Suite 109, South Hadley, Massachusetts 01075-2896
selectboard@southhadleyma.gov

August 24, 2015

PUBLIC NOTICE

THE SELECTBOARD AND SOUTH HADLEY ELECTRIC LIGHT DEPARTMENT (SHELD)
MUNICIPAL LIGHT BOARD (MLB) WILL MEET JOINTLY ON TUESDAY, SEPTEMBER 1, 2015
AT 7:30 P.M. IN THE TOWN HALL AUDITORIUM TO FILL A VACANCY ON THE MLB
PURSUANT TO M.G.L. CHAPTER 41, SECTION 11.

LAURA KRUTZLER
ADMINISTRATIVE SECRETARY

MUNICIPAL LIGHT BOARD CANDIDATES

CANDIDATE	DATE	E-MAIL	HOME PHONE	MOBILE	COMMITTEE	ACKNOW- LEDGMENT	INTERVIEW
Mitchel Malinowski	8/14/2015		(413) 536-7845		SHELD	8/25/2015	9/1/2015
Dan Whitford	8/19/2015	dan.whitford@comcast.net	(413) 322-9368	(517) 926-7372	SHELD	8/25/2015	9/1/2015
Jeffrey Millard	8/26/2015	jmillard@mtb.com	(410) 274-9933		SHELD	8/28/2015	9/1/2015

August 14, 2015

To Whom It May Concern:

I would like to be considered for the appointment to the SHEL D board.



Mitchel Malinowski
4 Michael Drive
South Hadley, MA 01075

413-536-7845

(413) 537-1440

RECEIVED
TOWN OF SOUTH HADLEY
SELECTBOARD

AUG 14 2015

<input type="checkbox"/> Meeting	<input type="checkbox"/> Action
<input type="checkbox"/> Agenda	<input type="checkbox"/> Ex Session
<input type="checkbox"/> New	<input type="checkbox"/> Old
<input type="checkbox"/> OK to Pay	
<input checked="" type="checkbox"/> Send/Copy to:	

MIKE SULLIVAN
SELECTBOARD



Laura Krutzler <lkrutzler@southhadleyma.gov>

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

noreply@civicplus.com <noreply@civicplus.com>
To: lkrutzler@southhadleyma.gov, chamlin@southhadleyma.gov

Thu, Aug 20, 2015 at 5:03 PM

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

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.

SHELD Municipal Light Board

Please give any details regarding your interest in this appointment?

See attached letter

Please Provide the Following Information

Name

Daniel Whitford

Email	dan.whitford@comcast.net
Address1	5 Misty Court
Address2	<i>Field not completed.</i>
City	South Hadley
State	MA
Zip	01075
Primary Phone	(413) 887-1168
Alternate Phone	<i>Field not completed.</i>
Cell Phone:	(413) 887-1168

General Questions

Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	No
Is any of your immediate family employed by the Town of South Hadley?	<i>Field not completed.</i>
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.	Sustainability and Energy Commission (2010-2015) Golf Committee (2012-2015)
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	See attached
Please list any additional information you think may be helpful in reviewing your application.	See attached

Newspaper

How did you learn of the
vacancy you are applying
for?

If you indicated another
resident or other above,
please provide the resident's
name or provide additional
details.

Upload a Letter of Interest [MLB Application_D.Whitford_8.19.15.pdf](#)

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

Dan Whitford
5 Misty Court
South Hadley, MA 01075

August 19, 2015

To: South Hadley Selectboard

Municipal Light Board Members: Anne Awad, Kurt Schenker

I am applying for selection to fill the vacancy on the Municipal Light Board (MLB).

I've attached a résumé for consideration. I hope you will find that my technical and management skills qualify me as a viable candidate. I believe my background as an engineer and manager of large and small organizations are relevant to this position.

As a South Hadley resident and participant in the town's Sustainability and Energy Commission, I have become familiar with SHELD operations, projects, and challenges. I have attended MLB meetings and am familiar with topics under development and personnel dynamics.

In the course of the past elections to fill vacancies on the MLB, I've supported candidates who promoted transparency in SHELD management, financial accountability, and extended community involvement in major projects including a new facility and establishing a broadband service. Election results indicated strong public support for candidates with those views. I support related initiatives and as a MLB member would provide an independent, open-minded, and cautious approach to support community views. I believe that continued progress in establishing MLB oversight and transparency in SHELD operations requires selection of a candidate who shares these views.

I would be pleased to share my views on specific SHELD topics and my proposed approach in moving forward on key initiatives. I am available to meet privately at your convenience and will otherwise answer your questions and explain my position at the selection hearing.

Best regards,

A handwritten signature in cursive script that reads "DL Whitford". The signature is written in black ink and is positioned below the "Best regards," text.

Attached: Résumé

Daniel Whitford
5 Misty Court
South Hadley, MA 01075

E-mail: dan.whitford@comcast.net
<https://www.linkedin.com/in/whitforddaniel>
(413) 887-1168

Summary

I have been a South Hadley resident since August 2008 and have served the community on the Sustainability and Energy Commission and Golf Committee.

Professional

- Mechanical and nuclear engineer with experience in mechanical, electrical, and instrumentation systems.
- Independent engineering, environmental, and sustainability consultant
- Owner and Production Manager of a machine shop in Holyoke, MA
- Over 30 years of experience in managing large organizations, diverse teams, and applying technology to difficult problems
- Broad experience in managing R&D, developing and implementing solutions across the federal sector, and applying innovative technologies to government requirements.

Skills and Areas of Expertise

- Organizational assessment—establishing performance metrics and implementing , management controls
- Solution engineering—problem assessment, program planning and management, solution development and implementation
- Information engineering—applying commercial and government off-the-shelf solutions to client needs. Process modeling, measurement, and improvement
- Nuclear, mechanical and electrical systems engineering
- Industrial operations and processes—planning, production, quality assurance
- Business practices including contracting, management of intellectual property, financial management, program planning and budgeting

Employment

October 2013-Present: Managing partner in ownership and operation of Universal Quality Machine, a machine shop in Holyoke, MA.

June 2011-Present: Pioneer Valley Technical Solutions (Principal) – a multi-dimensional company with staff and capabilities to deliver solutions across a broad range of client needs.

Feb 2008-Present: Noblis (<http://www.noblis.org>)

Senior Principal / on-call consultant– technical contributor, task manager, project and business development. Project leader in a wide variety of challenging projects in the national security, intelligence, and environmental sustainability areas.

1995-Feb 2008: Pacific Northwest National Laboratory / Battelle Memorial Institute

Program Manager responsible for project delivery, client relationship management, business development, program integration, and as a technical contributor.

- **Sep 2007 – Feb 2008:** Project Manager for two DoD Intelligence Community projects. Business development and client relationship management.
- **Nov 2005–Aug 2007:** Project Manager for a highly successful multi-million dollar classified project for the U.S. intelligence and counterintelligence communities.
- **Oct 2002–Nov 2005:** Project Manager and technical lead for an Information Operations (IO) program at the Defense Intelligence Agency (DIA)
- **1999–2002:** DIA–Intergovernmental Personnel Act (IPA) Assignment – U.S. Intelligence Community classified projects and special assignments
- **1995–1998:** DOE program coordinator for the control and safeguarding of nuclear materials program within the Former Soviet Union (FSU). Established program plans, guidelines, and controls. Provided leadership for multi-laboratory project teams in a rapidly growing program that grew from \$20M in the first year to \$45M during the second year.

1971–1995 U.S. Navy

- **1993–1995** Deputy Commander, Naval Undersea Warfare Center—full spectrum RDT&E with 7,000 people—\$1 billion/year budget.
- **1992–1993** Commander of a submarine squadron. Twelve operational and new construction submarines, auxiliary ships, a 1200-man repair activity, a major supply operation, and a multi-million infrastructure.
- **1991–1992** Managed Navy Special Access Programs (budget, R&D, testing, and life cycle support, operations).
- **1988–1991** Commanding Officer of a fast-attack submarine.
- **1972–1988** US Navy—Operational and staff assignments

Education

- BS in Mechanical Engineering, United States Naval Academy (1971). Top 10%. Award-winning Trident Scholar (independent research program)
- U.S. Navy Nuclear Propulsion Training (one year course, graduate level)
- MIT Seminar 21 graduate
- Graduate courses - George Mason University, UC Berkeley
- US Government professional courses - Contracting, Personnel Management, and Measurement and Signatures Intelligence (MASINT)

Security Clearance – Top Secret / DOE Q

References – on request

TOWN OF SOUTH HADLEY MA

Application for appointment to board, commission, or committee

26 2015

[Handwritten signature]
9:30 am

Town Clerk

The information on this form will be used to help the Selectboard to appoint residents.

First name: Jeffrey Last name: Millard

Address: 12 Alvord Street, South Hadley, MA 01075

What is the best way to contact you? (Please provide the information for one or two):

Home phone: _____ Other phone: 410-274-9933 Email: jmillard@mtb.com

Current vacancies are listed at www.southhadleyma.gov. To which board, commission, or committee do you seek appointment? (If you indicate more than one, please indicate your preference):

SHELD Board of Directors

- How did you learn of the vacancy? (check all that apply):
 - Newspaper Name of Newspaper(s): Town Reminder
 - Town Website (<http://southhadleyma.gov>)
 - Email from Town of South Hadley
 - Channel 15
 - From another resident: _____
 - Other: Please Specify: _____

2. Why are you interested in this appointment? (You may include a letter or resume or send an email with more information)

I am involved in analyzing equipment used in base load and peaking facilities and alternative energy projects and believe I can add support to your current board members.

3. What skills and experience do you have? (knowledge, other volunteer experience, employment experience, etc.) : Degree in accounting and 6 years on the board of a quasi government agency as Treasurer and President.

4. Do you now or have you previously served in town government? Yes No

5. If yes, please list the board, commission or committee on which you serve(d), and the dates of your current term or the dates when you served: _____

6. Are you a registered voter? Yes No

7. Are you a town meeting member? Yes No

8. Is any of your immediate family employed by the town of South Hadley? (MA General Law defines immediate family as "His or her spouse, and their parents, children, brothers, and sisters")

Yes No

[Handwritten signature]
Signature

August 26, 2015
Date

Please return form to:
Town Of South Hadley
Selectboard Office, Town Hall
116 Main Street
South Hadley Ma 01075
selectboard@southhadleyma.gov

JEFFREY A. MILLARD
2926 Saint Paul Street
Baltimore, Maryland 21218
Work: 410.662.6073
Cell: 410.274.9933

OBJECTIVE:

To use my experience, sound judgment and dedication to minimize risk, improve returns, implement senior management philosophy and to enhance the Asset Management function of a progressive, bank lessor.

EXPERIENCE:

May 2005 To Present

M & T Bank

VP Manager, Equipment Management Group

- Manage the day-to-day operation of the Equipment Management group. This includes the setting of residuals for new transactions of all equipment types including corporate aircraft (fixed wing and rotary wing), rail (freight car and locomotives), manufacturing equipment, medical equipment, food processing, marine assets, project finance, energy projects etc. Responsible for negotiating end-of-lease terminations for larger transactions and managing and approving all other end of lease terminations. Negotiate document issues relating to maintenance and return language, insurance and filing requirements. Work with special assets to sell off lease and repossessed assets, manage workout situations as they relate to Asset Management and personally handled group and department reporting requirements. Order and review outside third party appraisals where required.
- Perform normal management functions to include hiring, training and termination of personnel, salary administration and annual income and expense planning. Manage various interim and compliance reporting requirements to include the annual FAS 13 review and internal matrices.
- Assist internal sales personnel (including bank relationship managers and leasing sales representatives) in determining the best structure for our clients based on equipment characteristics and tax rules.

Accomplishments

- Evaluated the need for a credit policy for the EMG group, wrote the policy and managed it's approval through the bank's normal credit policy update process.
- Designed and customized a request process for residual determinations, outside appraisal requests and the sale of returned equipment. The process includes the ability to track metrics for our group and easily provide tax transaction oriented data to credit and documentation. After acquiring input from all affected departments, trained our staff and implemented the Residual Authorization Approval Form and process

- Standardized asset codes and various end of term lease codes for the accounting system that is consistent with the RAF tracking process which allows us the ability to research internal transactions for future residual setting and properly plan end of lease remarketing strategies.
- Evaluated the need for a written tax policy to be used as guidance for sales representatives and documentation and worked with the bank's Director of Tax to write and implement the policy.
- Anticipated the need for future reporting requirements and managed the construction of an access data base from which all our reporting is now easily done.
- Identified the need to enhance the collections process and proceeded to evaluate all the cash management problems that were generating various collections issues. Worked with the cash management department of the bank, the operations and cash applications group of the bank and various internal leasing department personnel to quantify the problems, find mutually acceptable solutions to the problems and implement changes that have reduced errors by 90%+ and enhanced customer relations at all levels.
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SVP Valuation Manager

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- Extensive work-out experience to include hiring attorneys, managing work-out cases to conclusion and selling off leases. Member of two unsecured creditors committees.
- Testified in BVI Holdings vs New England Financial as an expert witness in equipment valuation. Our case was won and a subsequent auction of the equipment yielded a return to the company within 1% of my estimated equipment value.
- Deposed in New England Capital Corporation vs. New Breed Moving Co. in 1988.

SEPTEMBER 1979 to NOVEMBER 1983

Robert Half, Inc.

Placement Manager

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EDUCATION:

January 1978

Central Connecticut State University

BA, Business Administration - Major in Accounting

Graduated Cum Laude.

OTHER TRAINING:

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Other basic supervisory and negotiating courses offered throughout my leasing career.

CURRENT COMMUNITY RESPONSIBILITIES:

Past President of the Charles Village Community Benefits District Management Authority (CVCBDMA) and Board member of the Charles Village Community Foundation (CVCF).

Coach of a U-12 coed 8v8 soccer team. I hold a National 'D' license.



Laura Krutzler <lkrutzler@southhadleyma.gov>

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

noreply@civicplus.com <noreply@civicplus.com>
To: lkrutzler@southhadleyma.gov, chamlin@southhadleyma.gov

Wed, Aug 19, 2015 at 4:29 PM

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 Municipal Golf Commission

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 details regarding your interest in this appointment? *Field not completed.*

Please Provide the Following Information

Name Jeffrey Millard

Email	jmillard@mtb.com
Address1	12 Alvord Street
Address2	<i>Field not completed.</i>
City	South Hadley
State	MA
Zip	01075
Primary Phone	410-274-9933
Alternate Phone	4196503107
Cell Phone:	410-274-9933

General Questions

Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	No
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.	CVCBD in Baltimore City, Maryland from 2004 to 2010
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	I am a fair golfer and have experience with accounting, equipment procurement and general management.
Please list any additional information you think may be helpful in reviewing your application.	<i>Field not completed.</i>

Newspaper

How did you learn of the
vacancy you are applying
for?

If you indicated another
resident or other above,
please provide the resident's
name or provide additional
details.

Field not completed.

Upload a Letter of Interest

Field not completed.

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



Laura Krutzler <lkrutzler@southhadleyma.gov>

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

noreply@civicplus.com <noreply@civicplus.com>
To: lkrutzler@southhadleyma.gov, chamlin@southhadleyma.gov

Tue, Aug 18, 2015 at 3:17 PM

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.

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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.

Town Meeting Review Committee

Please give any details regarding your interest in this appointment?

My wife and I are retired and moved to South Hadley a year ago (from eastern Massachusetts). We have attended numerous events, meetings and programs in town and have met many individuals who volunteer their time and talents to help make South Hadley the special and welcoming community we have found it to be. I have a long history of volunteer service to organizations whose purposes I have valued and, at

this point, I would like to volunteer to be of help to our new home town.

Please Provide the Following Information

Name	Vernon L. Blodgett, Jr.
Email	vlb@comcast.net
Address1	11 Sycamore Knolls
Address2	<i>Field not completed.</i>
City	South Hadley
State	MA
Zip	01075
Primary Phone	4135320569
Alternate Phone	<i>Field not completed.</i>
Cell Phone:	<i>Field not completed.</i>

General Questions

Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	No
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?	No
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	Employment experience: Over a 21-year period, I held a series of positions in a bank, including marketing, strategic planning, finance and investor relations. At the time it was acquired by another bank, I was senior v.p. and treasurer. Subsequently, I was v.p. of a corporate communications consulting firm that specialized in investor relations. Then, for almost 15 years, I worked with small start-up companies, helping them write business plans and facilitating CEO Groups at The Enterprise Center at Salem State University. Volunteer experience: Member of Board of Directors of 210-unit low- and moderate-income housing development, including three years as

president; Trustee of Massachusetts Association for the Blind, including five years as president; Board of Directors, National Investor Relations Institute, including one year as chair; Various positions in college alumni annual fund and church (local and denominational) committee leadership. Education: Boston Latin School (diploma), Dickinson College (B.A.) and Boston College (M.B.A.).

Please list any additional information you think may be helpful in reviewing your application.

I am a member of Know Your Town and currently serve as secretary pro-tem of the South Hadley Democratic Town Committee.

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.

Bob Berwick

Upload a Letter of Interest

Field not completed.

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

Town of South Hadley

Office of the Town Clerk



Carlene C. Hamlin
Town Clerk
CMMC

116 Main Street • Room 108 • South Hadley, MA 01075
Phone (413) 538-5017 x115 • Fax (413) 538-7565
E-Mail: chamlin@southhadleyma.gov

ADVANTAGES AND CHALLENGES OF COMBINED/DUAL ELECTIONS

ADVANTAGES

Increased Voter Interest and Turnout

- January 19, 2010 Special State -59% voter turnout – (vs. 47% Massachusetts statewide vote) and Special Local Election 40% voter turnout – (vs. 12% local election voter turnout).
- March 6, 2012 Presidential Primary - 41% voter turnout – (vs. 30% Massachusetts statewide vote) and Annual Town Election 41% voter turnout – (vs.12% local election voter turnout).
- September 6, 2012 State Primary – 30% voter turnout – (vs. 30% Massachusetts statewide vote) and Special Local Election - 31% voter turnout - vs. (12% local election voter turnout).

Cost Savings

- In South Hadley, the cost of running an election is about \$13,000 (5 precincts). By combining the elections, the Town saves an estimated \$8,500. Although we still incur the cost of ballot printing, there are savings with police, set up and election officers. The cost is more than holding one election alone, but far less than two separate elections.

Voter Convenience

- By combining the elections, voters will only have to come to the polling place and/or come to the office to complete absentee ballot applications once. Voters love it.

Staff Impact

- Preparation time for an election is the same, whether you have a 10% turnout or a 90% turnout. There is a moderate staff time savings with a combined election. Absentee ballots applied for separately, but maybe mailed together (in separate envelopes, with one outgoing and one return envelope). Separate recordings and lists must be maintained in CVR for each election. However, there are fewer walk-in contacts with customers, fewer phone calls, one special voter registration session (rather than two), and election officials gear up for one very long, very busy day rather than two very long, light-to-moderately busy days six weeks apart. Everyone benefits.

CHALLENGES

Separate Voting Lists and Check-In/Check-Out Tables

- You are running two separate elections on one day, and you must use separate voting lists and two separate check-in/check-out tables.

Precinct Staffing & Training

- We require a mandatory training session for all election workers about two weeks prior to the election, with additional time spent with the Wardens and Clerks. Each precinct will be staffed with 9 workers (Warden, Clerk and 7 election workers).

Ballot Boxes

- We will be the first in the Commonwealth to program IMAGECAST voting machines for a dual election.

South Hadley Town Hall Use Policy

(Draft)

June 16, 2015

Rooms will be made tentatively available upon electronic application being received by the Selectboard Office. Requesting parties may submit an application in writing if no electronic means are available to the party directly to Selectboard Office Room 109. The room reservation will be considered and notification will be made to the requesting party as to status (approval/denial) in a timely manner.

Once processed, the confirmation will be posted on the website calendar as soon as possible. Administration reserves the right to cancel any confirmation and notify the contact of cancellation twenty four hours before if necessary. All applications should be received at least thirty days before the event date.

The highest priority status will be given to Town of South Hadley appointed (ad-hoc or standing) board(s) commission(s), authority(s) and committee(s). Departments will have the next level of priority, with regional, state and federal requests to follow.

There will be no fee for use by the above groups, but there must be an individual (chair, member or staff) assigned primary responsibility for the building. The "assigned party" must be approved by administration.

Non-profit and Not for Profit

Groups external to any of the above listed divisions of government may request to use Town Hall meeting spaces by electronic application. All requests must be reviewed and approved by the Town Administrator or his/her assignee. A fee may be assessed for any reasonable costs related to the use demanded by the Town Administrator. An "assigned party" must sign and accept responsibility for returning the room used to its previous form and condition and will be responsible for any fees outstanding. The "assigned party" must turn off lights and lock all doors before leaving the building and other duties as directed by Administration. The "assigned party" must be the last to leave and if there is any concerns or incidents while they are acting in this capacity (and Town Hall Offices are closed) they should report it immediately to the South Hadley Police Department (413) 538-8231.

Any group or organization charging a fee or receiving remuneration in conjunction with the event will be assessed a reasonable fee, this does not preclude a fee for events offered free and open to the public, as reasonable. The Town of South Hadley reserves the right to be indemnified by the individual or organization.

Businesses and For Profit

Businesses, and profit based events, will be assessed costs related to any and all necessary monitoring. In addition there will be a one hundred dollar service fee and there will be a staff person appointed to

oversee the function and will act as the “assigned party”. This person will be an employee of the town and will be compensated at the appropriate rate and charged to the event applicant.

The organization, individual or company will provide the Town of South Hadley with indemnification and appropriate insurance as requested by Administration.

No alcohol will be served without the proper licensure and insurance accepted and approved by the Local Licensing Authority. No food will be served without approval from administration and the proper licensure and approval from the South Hadley Health Director. These requirements can be modified or waived by the South Hadley Selectboard at any time.

Additional approvals as required by law may be necessary from the local Fire District, Building Commissioner and or other regulatory agencies. Administration suggests full disclosure as to the activities, so administration may properly suggest to the applicant which agencies have some jurisdiction. Administration does not take any responsibility or will the Town accept any cost related to those inspections, requirements or permits.

No equipment may be brought into Town Hall without review of the existing infrastructures ability to properly accommodate said equipment. Any Town Hall equipment to be used must be listed in the application and approved as part of the process. No Town Hall equipment will be removed from the premises without approval and as part of a public use.

Definitions/Examples

Rooms: Selectboard Meeting Room, Town Hall Auditorium, Room 1 (lower level) other space as appropriate may be considered by Administration.

Assigned Party: A responsible person deemed by the Town Administrator.

Fees: Any cost associated with the requested function/meeting including, but not limited to, police or fire personnel, janitorial, porter services or other costs associated with the event.

Indemnification: appropriate and recognized insurance as required

Local Licensing Authority: Town of South Hadley Selectboard.

COMMUNITY USE OF SCHOOL FACILITIES

The School Committee may conduct educational and recreational activities on school property and shall allow the use thereof by individuals and associations and business for educational, recreational, social, civic, and philanthropic activities as it deems appropriate.

The affiliation of any such association with a religious organization shall not disqualify such association from being allowed such a use for such a purpose.

The use of such property as a place of assemblage for citizens to hear candidates for public office shall be considered a civic purpose within the meaning of this section.

The School Committee will establish rates (including custodial fees) for various classifications of eligible groups which desire to use school facilities.

The superintendent will issue such other rules and regulations for use of school facilities as are necessary.

Any group seeking to use school facilities shall comply with all state and federal laws.

PASSES FOR SENIOR CITIZENS

Upon application to the superintendent or his/her designee and upon producing proof of age or retirement, South Hadley residents 65 years or older or who are retired will be given free passes to South Hadley athletic events.

LEGAL REFS.: M.G.L. 71:71; 71:71B

Adoption date: January 10, 2006

Re-adoption date: July 8, 2014

RULES AND REGULATIONS FOR FACILITIES USAGE
By Non-School Department Groups

- Applicants receiving permission to use school property shall be directly responsible for the proper conduct of persons in the occupied facility, and must provide sufficient adult supervision. Any damages to school property during the applied period of use will be the financial obligation of the applicant.
- Applicants are responsible for inspecting the facilities to determine their suitability for the purpose for which it is used. The South Hadley School Department makes no warranty regarding the suitability of any facility for non-school usage.
- School buildings may not be used without a custodian present in the facility, unless a waiver is granted by the School Committee.
- Any organizations not affiliated with the South Hadley Public Schools may be required to submit a certificate of liability insurance prior to facility use.
- Facility rental fees will be established by the School Committee. Payment of such will be required for any groups or organizations not affiliated with the South Hadley Public Schools. The same fee will apply to all profit-based organizations, unless a separate charge is approved by the School Committee.
- Any organization using school buildings outside of regular custodial work hours will be charged additional fees for custodial overtime.
- Food and beverages of any kind will not be permitted in auditoriums, gymnasiums, libraries, or pool areas.
- All groups are responsible for cleaning up after their program and arranging their area in the manner it existed prior to organization/group use.
- Use of tobacco products, to include electronic tobacco products or electronic cigarettes, and/or the presence or consumption of alcohol or illegal drugs within the building or on school grounds is not permitted.
- Applicants will inform participants (and the parents of participants under age 18) that the event for which the facility is being used is not run by or under the supervision of the school department, and that the applicant is solely responsible for the event and any harm arising out of such usage of school property.
- Applicants are responsible for providing adequate supervision for their program, and for not exceeding the allowed capacity of the space(s) being used. The School Department reserves the right to limit the number of people in any particular space (ex. pool or gym) for safety reasons.

Adoption date: January 10, 2006

Re-adoption date: July 8, 2014

PROCEDURE FOR USE OF SCHOOL FACILITIES

Anyone wishing to use a school facility for any purpose must submit a Facilities Usage Application form. This form, as well as the rental rate sheet, is available at any school building or the Superintendent's Office.

The form must be submitted to the principal of the building being requested, at least two weeks in advance. Since there is often "competition" for use of key areas, and since the facilities are assigned on a first come basis, additional advance notice is beneficial to both the user and the school. School facilities are rarely available during the school day, but the School Committee may consider exceptions.

If the facility is available, the principal will sign the form and forward the application to the director of facilities for processing and approval. If the facility is not available, the form will be returned with the reason so noted. Anyone not receiving an approved or disapproved form back in approximately one week should contact the principal to see if the form has been processed.

Use of any school facility may involve building rental and/or custodial fees. Specific questions may be directed to the director of facilities.

A summary of the Rules and Regulations for using school facilities is printed on the back. A copy of the full School Committee Policy on the usage of school facilities is available upon request from the Superintendent's Office or any school office.

* * * * *

No public function should be posted and/or advertised until the Facilities Usage Application is approved. Otherwise, the risk is taken that the space may not be available and the posting/advertisement will be incorrect.

Adoption date: January 10, 2006
Re-adoption date: July 8, 2014

FACILITY RENTAL FEES

(Unless otherwise stated, all rates are per hour.)

<u>Space</u>	<u>In-Town Civic and Recr Groups *</u>	<u>In-Town Non-Profit and Individuals</u>	<u>Out-of-Town and Commercial</u>
Classroom	0	10	20
Cafeteria	0	20	40
Kitchen	0	15	30
Gym(w/o locker rooms)	0	20	40
Gym (w/locker rooms)	0	25	50
Auditorium	0	35	70

Pool (See separate policy # KF-E-3)

Other Charges:

1. If the building is not open and staffed with custodians, custodial overtime will be billed to the group renting the facility. There is no waiver of overtime charges; all groups are responsible for those costs.
2. If the building is open and no custodial overtime is needed, there will be no custodial charge above the rental fee outlined above.
3. In addition to custodial fees for the hours of usage, additional fees will be assessed for clean-up if necessary.

* Civic and Recreation Groups:

- Town government meetings
- Town recreation department activities
- Boy/Girl Scouts
- Chamber of Commerce
- South Hadley Community Band
- South Hadley Community Theatre
- South Hadley Youth Center
- South Hadley Lions Club
- South Hadley Know Your Town

In situations where there is no cost to the school system, or where fundraising to benefit the school system is involved, rates may be modified or eliminated by the superintendent.

* * * * *

In situations where extended usage for a long period will occur, rates may be set at a contract price.

SOUTH HADLEY PUBLIC SCHOOLS



Facilities Usage Application

Name of Organization: _____

Category: In-town Civic/Recreation ____ In-town Non-Profit/Individual ____ Commercial/Out-of town ____

Address _____ Telephone _____

Name of Person Requesting Usage _____

School Requested _____

Date(s) Requested _____ Hours Requested _____

Areas Requested: Auditorium ____ Music Room ____ Classrooms (state # needed) ____
 Library ____ Locker Room ____ Kitchen ____ Cafeteria ____
 Gym ____ Pool * ____ Other (specify) _____

* Pool: will you provide your own lifeguards? ____ Yes ____ No (School Dept. will provide at cost)

Purpose for which space will be used _____

List any equipment needed _____

Estimated # of people _____ (including participants and spectators)

Custodian Needed ____ Yes ____ No # of Hours _____

As an official representative of the above-named organization, I have read and am empowered to guarantee that this organization will fully comply with the rules and regulations governing this use of the school facility. I have read and will comply with M.G.L. Chapter 269 printed on the back of this form. I further agree that my organization will be responsible for any facility use costs and any costs caused by damages incurred during our use of the facility. I further agree that the Town of South Hadley (including the School Department) will not be liable for any injuries or damages caused by or during our use of the facility.

Signature _____ Date _____

Print Name _____

 The use outlined above is: ____ Approved ____ Not approved (reason _____)

Principal's Signature _____ Date _____

Facility Director's Approval _____ Date _____

Fees: Facility Rental _____ Custodial Overtime _____

Forward copies to: Requester ____ Sr. Custodian ____ Business Office ____ School ____ Cafeteria ____

Meeting Room Policy & Rules of Use

Page 1 of 2

The South Hadley Public Library's Board of Library Trustees has established this policy to ensure fair and equitable use of the library's meeting spaces. Meetings being held at the library must not interfere with regular library services or programs.

Guidelines:

1. All meetings must be open to the public. Library meeting space is primarily for non-profit organizations, groups, and individuals presenting civic, educational, and cultural programs to the public. *Private, closed, and/or family functions are not permitted.*
2. There is no fee for non-profit use of the rooms. For-profit use of the room (e.g. sales, direct marketing, public promotion of a commercial interest, consulting, private tutoring, etc.) is subject to a fee of \$50 for up to two initial hours, \$25 for each additional hour. Checks should be made payable to the "South Hadley Public Library".
3. One person from each group must assume responsibility for the meeting and provide contact information when reserving a room. Information about their organization and a description of the program being offered are required.
4. All meetings must provide free admission to the program. Merchandise related to the program may be sold as long as purchase is neither mandatory for admission nor required to participate in the program. Non-profit groups may request voluntary, free will donations from participants to defray the cost of speakers and presenters.
5. Because the library is a public meeting space, meetings being held at the library will be listed on a public calendar of library activities.
6. In order to make meeting space widely available to a variety of groups, limits may be placed on the number of times a single organization may use the meeting spaces in a calendar year.
7. Local businesses and associations may use the room for infrequent business meetings provided that direct public marketing and sales do not take place.
8. Requests for meeting space are reviewed by the Library Director for compliance with library and town policies. A Meeting Room Request Form may be used by the staff to track meeting room requests. Requests must be approved before space is reserved.
9. Individual political candidates may not use the meeting rooms for campaign purposes.
10. Library programs (including those coordinated by the Friends of the Library), town-sponsored programs, and school-sponsored activities will be given priority in reserving the room.

Meeting Space Information:

11. Most public meetings will be scheduled in the Trustees Conference Room (capacity: 24) and the Community Meeting Room (capacity: 120). These rooms are also available during non-library hours. Arrangements for after-hours use of the rooms requires the approval of the Library Director and a member of the booking group must be trained by library staff in properly securing the building.
12. The Story & Craft Room may be reserved for youth oriented activities during normal library hours following the guidelines of this policy.
13. The two Quiet Study Rooms on the library's second floor are available primarily on a drop-in basis. These rooms may be reserved for infrequent small group meetings during normal library hours following the guidelines of this policy.
14. The exterior lawn, patio, and pergola areas on the library property are considered meeting spaces for outdoor programming and use of those spaces will follow the guidelines of this policy.

Group Responsibilities:

15. Presenters and attendees are subject to all library rules, regulations, and policies including those for behavior and children's safety. Youth groups and activities must have adequate adult supervision.
16. Group members are responsible for setting up the room as needed for their meeting. Staff will assist by providing access to the necessary furnishings.
17. Light refreshments may be served in the Community and Trustee rooms. There is a small pantry in the Community Room; groups using the pantry need to request it to be unlocked. Groups serving refreshments must remove all leftover food and drink and deposit all trash into receptacles. The room should be left clean and orderly after use.
18. Requests to use the library's media equipment (projector, screens, DVD player, etc.) should be made at least two weeks in advance. Equipment may only be operated by a person experienced or trained by library staff in its use.
19. A group using the meeting room must hire a police officer at its own expense if in the opinion of the Library Trustees, Library Director, or law enforcement authorities the presence of a police officer is advisable for public safety and/or order.
20. The library is not responsible for items left in the building by meeting participants.
21. Damage or theft of library property or materials must be paid for by the organization or person responsible for reserving the room.
22. There is no smoking and no serving of alcoholic beverages in the building or on the library property.
23. The library will deny meeting space to any group or individual that discriminates on the basis of race, color, creed, gender, religion, handicap, or sexual orientation.
24. Verbal or written cancellation of a meeting room reservation is required at least two business days in advance. Repeated failure to notify the Library of a cancellation in the scheduled use of a meeting room may result in the denial of any future requests by the sponsoring organization.
25. Any required permits or licenses are the responsibility of the meeting group, not the Library.

Additional Information:

26. Use of the library facility does not in any way constitute or imply endorsement of the information being presented or displayed.
27. Failure to observe this policy may result in groups being denied access to meeting space for a time period determined by the Library Director.
28. The Library Director is responsible to enforce this policy in a fair and equitable manner. The Library Trustee Chair and Library Director may make exceptions to this policy that benefit the library and Town of South Hadley.

Revised & Approved November 3, 2014

Approved June 7, 2010

The Bike Walk Ad-Hoc Advisory Committee as presently comprised;

**Mariann Millard
Keith Davis
Linda Young
Marilyn Gass
Nancy Bozek
Margaret Jodoin
Lucia Foley
Larry Dubois
Doris Dubois
Melissa O'Brien**

Presented by Mellissa O'Brien

August 26, 2015

**Major Goals of the Town Administrator
2015/2016 (Year 3)**

1. Communication/community relations

- Branding/image-building
- Continue developing Town website
- Work to develop a system for board and commissions to better communicate projects to the public
- Increase training and public forums on topics of interest to the community
- Improve distribution of the Town Administrator report
- Have a regularly-published column with important issues or news about South Hadley

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

2. Organizational structure

- Examine and support needs and functions of boards and commissions
- Demonstrate and articulate other governmental structures seen as effective in other municipalities
- Review internal organizational structure and functions of component departments
- With the Selectboard, examine commissions and boards, regarding as to functionality and need
- Support the efforts of Town boards and commissions as needed

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

3. Policy development

- Assist thorough review and codification of town bylaws
- Present streamlined government concepts to be considered by the Selectboard and possibly Town Meeting
- Continue to develop written policies and procedures
- Establish a process for annual appointments
- Present strategies to reduce accumulated benefit time to present to unions and non-union employees
- Continue Town employee professional development

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

4. Innovation (projects/initiatives/streamlining)

- Develop a short-term and long-term plan for the Town Hall building
- Alternative transportation initiatives
 - Bike path study
 - PVRTA
- Alternative energy efficiencies and initiatives
- Continue to explore and develop “Creative Economy” opportunities
- Municipal technology
 - Swipe cards
 -
- Assist in the development of a Mass. Chapter 40R and 40B housing plan for the town (leave?)
- Continue to work with HG&E to enhance assets (leave?)

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

5. Fiscal management

- Use all means and resources to collect previously owed taxes and fees, including tax titles
- Develop long-term borrowing and debt retirement strategies for the town
- Ensure that audit reports are widely circulated and discussed
- Explore opportunities to make fee-based departments self-funded
- Present opportunities to increase customer access to online payments and other services
- Review all fees and charges from various departments

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

** It is recommended that the TA maintain a log of all of his major activities that are directed at the fulfillment of the Major Goals.

Summary:

Rating total:

Comments:



August 27, 2015

Honorable Selectboard;

Please accept this as an abridged accounting of recent activities of the Town Administrator on your behalf and related to various projects and initiatives.

New Building Permit Fees/ Building Department: The new fees for the Building Department have been posted in the office for contractors to review and will go into effect September 1 as instructed. The rate schedule has been placed on the website and discussed with contractors as available. As of this writing the Building Commissioner indicates there has been no adverse reaction, likewise in this office and all comments have been positive.

Early indications are it is a positive and clears up discrepancies in the previous rate schedule. We will continue to circulate the changes to the appropriate parties and discuss with the Selectboard any concerns or complaints related to the new schedule as they arrive for possible adjustments to consider.

In other Building Department news the candidates for Assistant Building Inspector were interviewed by the HR Director Jennifer Wolowicz, Town Planner Richard Harris and Building Commissioner Charlene Baiardi. They have recommended to me the appointment of David Gardner. David is a part-time local inspector in Greenfield and also has related past experience in Easthampton as a member of the ZBA and Planning Board. He will be assigned work by the Building Commissioner and will be working on average ten hours a week.

Solar RFP Technical Assistance Grant: This is a very exciting opportunity which is the direct result of the Assistant Town Administrator Jennifer Wolowicz and the Golf Course Manager Doug Juhasz. This \$12,500 grant will be used to engage a solar expert to create an RFP in seeking a partner to exploit solar power opportunities at the golf course.

The residual income from this project is intended go directly back to the General Fund unless otherwise authorized by Town Meeting. This is an exciting step forward for renewable concepts in South Hadley. Reduced costs of electricity will hopefully offset some of the present or future subsidies to the course.

More Solar: Recently Green Harbor Energy requested to tour our present solar array at the landfill. They brought with them principals of their group from Florida, Ohio and Massachusetts. Superintendent Reidy hosted the meeting and gave of his knowledge and insight in regards to the existing array and the possibilities for additional capacity.

Our reply to their interest was that the Town of South Hadley is very attracted to exploring and siting renewables where appropriate and beneficial to the municipality as a whole. They were going to

continue their due diligence and circle back to us in the next few weeks. We hope the sun will keep shining on South Hadley as we gain understanding and ferret out these prospects.

Lady Bea/ Brunelle's Marina and the Chamber of Commerce: There was a healthy turnout for this joint Chicopee/South Hadley Chamber Event. The Executive Director was busy clicking photos and everyone seemed to enjoy themselves a great deal.

Selectboard Member Sarah Etelman and Golf Manager Doug Juhasz were on hand. Doug was promoting the Ledges and as you might guess Sarah was promoting South Hadley, as per usual. I was inspecting appetizers.

Selectboard in the Community: Chairman DeToma and Selectboard Member Forcier and I paid an early morning visit to the Egg and I recently to allow residents to bring their concerns and questions forward in an informal session.

The restaurant was busy and there were a number of "thumbs up" expressed to the board members in attendance. The citizen discussion was centered on finding ways to promote more through the arts. The idea of a "pop up" event was again discussed and accolades were presented in respect to FallsFest. It truly has become a signature event and a matter of pride for South Hadley and its residents. My compliments to the organizers and sponsors for making it possible.

The discussion did include how FallsFest is well done, but how it also represents a great deal of work, from planning to the day of the event. It was stated by all any additional events would have to be supported and coordinated by citizen volunteers, as we all know the road to disaster is paved with good intentions when it comes to event planning. The municipality will certainly do its part where appropriate.

Miscellaneous Updates: The Town Hall Boiler RFP is out and has created a great deal of interest. Some inquiries from out of the area were looking for design material. I explained there simply was no "design" and that we were looking for an efficient and effective way from both a practical and price perspective to heat the building. There was not going to be any elaborate re-piping or space age design to tie into the Stone Age infrastructure which delivers the heat throughout (on occasion) the 100+ year old building.

Any elaborate design would have surely increased the cost significantly. We need an efficient system, which can last about twenty years and if Town Hall moves from its present address sooner, units that we could take with us. Any investment beyond would be difficult to justify.

I also had a request to check into how we are faring on reducing our energy consumption in respect to the recent upgrades, I found some, but not all the answers. Unfortunately, Siemens has still not completed the project in the schools, the good news we are meeting the QECB reduction goal (20%) in town buildings and the schools, in most cases exceeding the mark.

While electric rates have remained steady we are gathering information on natural gas prices. It is likely we will sign an agreement in September for a 36 month period with someone to provide us with the lowest possible rate.

Due to recent departures and our interns Nicole, Maeve and Ally going off to school (tried to get them to quit and just work here ...kidding) we are doing some revamping of workloads and adjustments to

schedules. The Treasurer/Collectors Office will not be open between 1-2 PM to accommodate lunches and to also have process time to increase accuracy. The Treasurer/ Collector has instituted a number of new procedures internally and is monitoring those changes as well. We are presently advertising for a Senior Clerk to be added to the Treasurer Collector's Office to fill a vacancy.

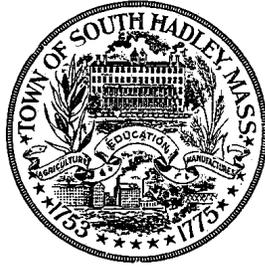
We also have had some changes in the DPW staffing and we are interviewing and considering reorganization options to best direct available human and fiscal resources. There are a number of moving parts to these personnel issues and I am committed to not just hiring people to positions just because some one left. HR, the TA and the department manager need to review each opening to find a way to better serve the public.

The FY 15 books are closed, there was money returned to the General Fund from various departments (amount to be determined), but it looks to be a very busy FY 16. Thank you for all your support and the vacation was enjoyable and other than a few leaks (second floor Men's Room) things were relatively quiet around Town Hall.

Respectfully submitted,

Michael J. Sullivan
South Hadley, Town Administrator

TOWN OF SOUTH HADLEY



JENNIFER L. WOLOWICZ
Assistant Town Administrator
Telephone (413) 538-5017
Fax (413) 534-1041

116 Main Street, Suite 103, South Hadley, Massachusetts 01075-2896
jwolowicz@southhadleyma.gov

Assistant Town Administrator Report

August 24, 2015

To: Selectboard
From: Jennifer L. Wolowicz, Assistant Town Administrator

Our summer interns are leaving us to get back to high school and go off to college. We want to thank Maeve Fitzgerald, Ally Craven and Nicole Casolari for all the good work that they did for us this summer and wish them luck in the school year ahead.

Maeve had a tour of Town Hall this summer as she worked in the Planning, Building, Assessors, Human Resources & Treasurer/Collector offices. Ally worked in the Town Administrator's office and Nicole worked in the Clerk's office.

We are continuing to advertise for the Local Inspector position for the Building Department as we have not had many applicants.

Due to a retirement at the DPW/Highway division we had an internal posting for a Senior Heavy Motorized Equipment Operator. Ed Beattie was selected for the position based on his experience and skill set. We wish Ed good luck in his new position and responsibilities.

In the world of facilities we have installed a dehumidifier in Room 1 of the basement at Town Hall to assist in keeping the room free of moisture. Shortly after it was installed we noticed a difference in the conference room. Also, the entryway flooring of Town Hall has been replaced and looks much better.

We have bids out on the street for the new three year diesel fuel and gasoline contracts.

Municibid has been helpful to us again as we sold an old Crown Victoria on the site for \$1,550. The total revenue from sales on Municibid for FY15 was \$11,044.00.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley