

**SELECTBOARD MEETING  
TUESDAY, JULY 14, 2015  
SELECTBOARD MEETING ROOM – 7:00 P.M.  
AGENDA**

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

1. CALL TO ORDER
2. APPROVAL OF MINUTES *June 16, 2015 Regular Selectboard Meeting*
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
  - A. One Day Beer and Wine License Requests:
    - Robert Adam, Owner – July 23, 2015 – Tower Theaters, 19 College Street
5. APPOINTMENT CANDIDATE INTERVIEWS
  - A. Halley Ofner – Cultural Council to a term ending June 30, 2018
  - B. Kyle Steinbock – Golf Commission Alternate to a term ending June 30, 2016
  - C. Stephen Fox – Cable TV Advisory Committee to a term ending June 30, 2018
  - D. Bob Berwick – Town Meeting By-law Review Committee a term ending June 30, 2016
  - E. Desiree Smelcer – Trustees of the Old Firehouse Museum to a term ending June 30, 2016
  - F. Mary Billion –COA to a term ending June 30, 2017
  - G. Amy Foley - Registrar of Voters to a term ending June 30, 2016
6. NEW BUSINESS
  - A. Town Meeting Review Committee
  - B. SHELD Chair Report on Ad-hoc Committee on Fiber/Connectivity
  - C. End of FY 15 Transfers
  - D. Bond Anticipation Note Report
  - E. June Alcohol Compliance Check
  - F. Agenda Listings Discussion
  - G. Building Permit Rates
  - H. Map 15 Parcel 117/2 Adverse Claim (2 acre (non ConsCom) land)
  - I. End of FY15 Golf Course Report
7. RESIGNATIONS/APPOINTMENTS
  - A. Reappointment of Ken Williamson to the Historical Commission to a term ending
  - B. Resignation as of July 31, 2015 Library Trustees Hollis Haley
8. OTHER BUSINESS
  - A. Town Administrator's FY 16 Evaluation
  - B. Review of Selectboard Policies
  - C. Discussion of September 1 meeting at Library
9. Town Administrators Report, BATTERY BROOK UPDATE, APPROPRIATIONS MEETING, MASSWORKS GRANT, PROFESSIONAL DEVELOPMENT, BAN, T/C OFFICE ADJUSTMENTS
10. ADJOURN

**SELECTBOARD MEETING  
TUESDAY, JUNE 16, 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, Sarah Etelman and John R. Hine; Town Administrator Michael J. Sullivan.

Chair DeToma called the meeting to order at 7:03 p.m., noting that all members were present.

**1. APPROVAL OF MINUTES**

**SB Member Forcier moved to accept the minutes of the June 2, 2015 regular Selectboard meeting. SB Member Brezinsky seconded. The motion passed unanimously 5:0.**

**2. ANNOUNCEMENTS**

The regular monthly meeting of the South Hadley Falls Neighborhood Association (SHFNA) falls on the 4<sup>th</sup> of July this coming month and so has been postponed to July 11th at 10 o'clock at the public library, Chair DeToma related. The South Hadley/Granby Chamber of Commerce is hosting a special 'after 5' event at Happy Days Family Fun Spot in Granby on Tuesday, June 23<sup>rd</sup>, he added. The event will feature free Gifford's ice cream samples, miniature golf, etc. Those planning to attend are asked to RSVP to Dale Johnston at [Dale@SHGChamber.com](mailto:Dale@SHGChamber.com) since space is limited, he advised.

SB Member Etelman reminded residents that the South Hadley Farmer's Market is now open every Thursday from 1 to 6 p.m. on the Town Common. There are a really good variety of vendors with several produce vendors, a coffee vendor, bread vendor, etc. Also, the next Selectboard 'In the Community' coffee hour will be Tuesday, June 23<sup>rd</sup> from 5:30 to 6:30 p.m. at the Old Firehouse Museum at 4 North Main Street. The South Hadley Historical Society will host the Selectboard and offer tours to visitors. She encouraged those who hadn't been on a tour to take time to check it out.

**3. OPEN FORUM**

Chair DeToma asked if anyone wished to address the Selectboard under open forum.

**Golf Commission Chair William Foley** opened by saying that he didn't want to steal Ledges General Manager Doug Juhasz's thunder but that he wanted to comment on circumstances that led to the most financially successful month in the golf course's history. The Ledges hosted a two-day Spring Stroke Play event for the Connecticut chapter of the Professional Golfers' Association (PGA) May 13<sup>th</sup> and 14<sup>th</sup>, followed by a Special to the Republican article by Russ Held quoting pro golfers who extolled the condition of the course. A pro from Connecticut compared it to 'Augusta,' and, from that point on, there was a tremendous increase in rounds. A follow-up interview with Mike Fontaine and picture of the course appeared in the Boston Globe and e-mail contacts were made with both the sectional and national PGA. For the balance of the month, there was a tremendous boon from the event, he related. He informed members that an additional event has been added – a junior PGA event June 29<sup>th</sup>. Despite the fact that the course opened two weeks behind schedule due to the severity of the winter, there is a chance that the Ledges will operate this fiscal year without a deficit, he reported. Tremendous credit is owed to Mr. Juhasz and his staff; having played there last week the conditions are as good as he's seen anywhere; it certainly surpasses all the local public golf courses, he concluded.

Chair DeToma thanked Mr. Foley and other members of the Golf Commission, referring to the monthly financial report as 'heartwarming.'

**4. CONSENT AGENDA**

**A. One Day Beer and Wine License Requests:**

- **Joan Grenier, for Odyssey Bookshop – June 23, 2015 – Odyssey Bookshop, 9 College Street**
- **Imad Zubi, MHC Conference Services – June 22, 23, 24, 25, 2015 – Chapin Auditorium (Gordon Research Conferences)**

- Imad Zubi, MHC Conference Services – June 29<sup>th</sup>, 30<sup>th</sup> and July 1, 2, 2015 – Chapin Auditorium (Gordon Research Conferences)
- Imad Zubi, MHC Conference Services – July 6, 7, 8, 9, 2015 – Chapin Auditorium (Gordon Research Conferences)
- Imad Zubi, MHC Conference Services – July 13, 14, 15, 16, 2015 – Chapin Auditorium (Gordon Research Conferences)

**SB Member Brezinsky moved to approve the consent agenda. SB Member Hine seconded.** Mr. Forcier reminded applicants of the importance of getting applications in on time in the summer months. **The motion carried 5:0.**

**5. DEED TO ACCEPT BARE MOUNTAIN PARCELS FOR CONSERVATION PURPOSES**

**Elizabeth L. Wroblicka, Esq., an attorney for the Kestrel Land Trust,** was present to request Selectboard signatures on a deed to confirm the South Hadley Conservation Commission’s ownership of two parcels on the Mount Holyoke range.

Attorney Wroblicka explained that the two parcels are land-locked and located off Route 116. South Hadley Town Meeting voted in 1996 and 1997 to grant them to the Conservation Commission but nothing was ever done to follow up on the transfer. The town initially acquired the land through tax takings, and Town Meeting transferred it to the care and custody of the Conservation Commission. Project proponents are now trying to record a deed so that the property is in the town’s name. The deed is from the Town of South Hadley to the Town of South Hadley, acting by and through its Conservation Commission, she clarified. The action is basically solidifying/formalizing what was done in ’96 and ’97.

**SB Member Forcier moved to approve the Selectboard’s signature on a deed granting Map 61, Parcel 19 and Map 61, Parcel 6, which are two undeveloped parcels on the Holyoke range that are currently being managed as conservation land, to the Town of South Hadley, Massachusetts acting by and through its Conservation Commission consistent with a vote of Town Meeting dated May 4, 1996 and a vote of Town Meeting dated May 3, 1997 and appended to the deed. SB Member Etelman seconded. The motion passed unanimously 5:0.** Members signed the deed.

**6. TONY JUDGE – AGRICULTURAL COMMISSION CANDIDATE**

Chair DeToma prefaced the interview by stating that the Selectboard had had some concerns about the sustainability of the Agricultural Commission given that its membership has dwindled to two people.

Mr. Judge expressed confidence that the Agricultural Commission can serve a good and useful role in South Hadley. He acknowledged that the town doesn’t have a great deal of existing agriculture but noted that what it has is valuable to the character of the town. “We should find every way we can to preserve and even expand agricultural activity,” he stressed.

The Agricultural Commission can first be aware of the state of existence of agriculture in town and take good measure of it, and subsequently protect and celebrate the agricultural heritage of the town, he suggested. He said he envisioned South Hadley holding a local ‘Farm Day’ where residents could remember the agricultural tradition of the town. There are people interested in market gardening, organic gardening, raising poultry, etc. and these activities are something town officials should encourage. Possible activities for a commission include expanding community garden activities, having a role in the farmer’s market, etc. He said he thought the committee could also serve an educational purpose by letting especially young people know of the town’s strong agricultural heritage. He thinks the Agricultural Commission does serve a purpose and, if revived, could form a group eager to support farming and agricultural activities. It is well worth doing, he concluded. He added that he is aware of a number of people who would be interested in being involved who aren’t presently involved in town government and that he would like to serve on such a commission.

**DISCUSSION**

SB Member Etelman pointed out that there are a number of other committees with vacancies and that there are three vacancies on the Agricultural Commission. She wondered if the Selectboard should consolidate some of the boards due

to the multiple vacancies. She is a little concerned about opening up a committee that hasn't produced any interest for a while and perhaps spreading the town's resources too thin, she commented.

Mr. Judge said that, although he didn't think it appropriate to mention names, he could tell the Selectboard that there are five or six people interested in serving.

SB Member Brezinsky noted that, even if it were decided tonight to disband the Agricultural Commission, this action would require a bylaw change. Although initially it made sense to disband the committee given that it had been inactive, the presence of a person prepared to make something happen presents a great opportunity to see if it is possible to reactivate it. If it works out; wonderful, if not, there is no negative budgetary impact, he noted.

SB Member Hine pointed out that the goals and objectives of the Town Administrator for FY 2016 include looking at the existing committee structure. He agreed that town officials need to look at active committees but noted that, since they have somebody who is interested and trying to make a difference, he sees no issue with going forward for now.

Chair DeToma stated his understanding that members are in agreement to go forward with the Agricultural Commission.

#### **7. CARLENE HAMLIN – COUNCIL ON AGING CANDIDATE**

Town Clerk Carlene Hamlin was present to discuss her interest in serving on the Council on Aging. Selfishly, she would like to see the committee get up and running and she thinks she can add to that, she explained. She served on the Selectboard for 12 years and prior to that was a Town Meeting member and active on numerous other committees, including the Recreation Commission. When it comes to capital initiatives, she has a wealth of knowledge. She mentioned that she had been mentored by two women – Karen Kirsten and Peggy Woods – who have had a great impact on Western Massachusetts through projects such as the Volleyball Hall of Fame, where they raised over \$100,000, and the Holyoke Heritage State Park carousel. She would like to get involved in raising money, which has always been a passion of hers. She mentioned that she and her husband are recent empty-nesters.

Following her interview, Mr. Sullivan asked Ms. Hamlin to explain the notification process to be followed for annual appointments. Mrs. Hamlin explained that newly-appointed board members will all receive e-mails notifying them of their appointment and attaching the conflict of interest regulation, Open Meeting Law guidelines and instructions to come to Town Hall to be sworn in. The names of anyone not following this process will be given to the Selectboard at its first meeting in July to see if members want to take any follow-up action.

The Town Clerk has been very diligent and engaged in taking over more of the responsibilities for the appointment process, Mr. Sullivan confirmed. After the Selectboard makes its appointments tonight, the Selectboard office will be handing off the next part of the process to the Clerk's office.

Each appointee will receive a template letter of congratulations stating his or her term length, committee name and committee chair, and the respective chair will be copied on the e-mail, Mrs. Hamlin continued. In addition to being directed to complete Conflict of Interest training, the new member will receive a Code of Conduct, E-mail Retention Policy and Board Policies and Procedures and be instructed to turn in the receipt for conflict of interest training. Once the receipt is provided, the member will be sworn in. She has a large swearing-in book and her intern is getting a podium for appointees to be sworn in on. She will come back to the Selectboard for direction on what to do with appointees who do not come in to be sworn in. She expressed willingness to extend her office hours to accommodate anyone who can't make it in during regular business hours.

#### **8. ANTHONY'S CHANGE OF MANAGER APPLICATION**

At 7:40 p.m., Chair DeToma opened a Change of Manager hearing for Anthony's Dance Club. Daniel Kelly presented the application, accompanied by Edward R. Tourangeau. Mr. Tourangeau was previously the manager of record from 2005 to 2010, during which time the club had no liquor license violations, Mr. Kelly advised. Mr. Tourangeau is TIPS certified

as are the other bartenders. He left Anthony's in 2010 to manage another club and has been in the industry all his life. He will be the face of the club going forward.

He left to be manager at the Mardi Gras in Springfield, another property owned by the corporation's principals, Mr. Tourangeau elaborated. He was asked if he would be interested in returning to Anthony's after some incidents there. Upon his return, he re-implemented a police detail through South Hadley Police Chief David LaBrie, he related.

SB Member Hine asked if he anticipated any changes in how the business is conducted, the hours, interior or exterior appearance, etc.

He thinks the establishment is cosmetically appropriate for now, Mr. Tourangeau responded. His major concern is getting a good employee base and making sure that the customers who frequent the business are desirables and not people that are showing up drunk, abusing narcotics, etc. His concern is the core group of people that work for him and the customers they attract, he clarified.

In response to a question about the police detail initiated, Mr. Tourangeau said it begins at 11 p.m. on Friday and Saturday night and goes to 2:30 a.m.; the company hires two South Hadley police officers to patrol the parking lot to make sure it is safe and that no one is doing anything inappropriate.

**SB Member Brezinsky moved to approve the change of manager application. SB Member Hine seconded. The motion passed unanimously 5:0.**

#### **9. FY 2016 ANNUAL APPOINTMENTS**

Mr. Sullivan presented the list of applicants for appointment to volunteer boards and committees (see list attached to original minutes).

##### **AGRICULTURAL COMMISSION**

**SB Member Etelman moved to appoint Todd Sugrue and Tony Judge to the Agricultural Commission to three-year terms ending in 2018. SB Member Forcier seconded. The motion passed unanimously 5:0.**

##### **BYLAW REVIEW COMMITTEE**

**SB Member Etelman moved to appoint Charles Sabourin and Michael J. Wozniak to three-year terms on the Bylaw Review Committee. Chair DeToma seconded. The motion passed unanimously 5:0.**

##### **CABLE TV ADVISORY COMMITTEE**

**SB Member Etelman moved to appoint Eric Zahm and Dale Johnston to one-year terms on the Cable TV Advisory Committee. SB Member Hine seconded. The motion passed unanimously 5:0.**

##### **CANAL PARK COMMITTEE**

**SB Member Etelman moved to appoint Richard Constant, William Bacis and Eleanor Klepacki to three-year terms on the Canal Park Committee. SB Member Brezinsky seconded. The motion passed unanimously 5:0.**

##### **CAPITAL PLANNING COMMITTEE**

**SB Member Etelman moved to appoint SB Member Brezinsky to a three-year term on the Capital Planning Committee. SB Member Forcier seconded. The motion passed unanimously 5:0.**

##### **WHITING STREET FUND COMMISSIONERS**

**SB Member Etelman moved to appoint Hazel Snopek, Margaret St. Martin, Ryan Bagley and Pauline Casey to one-year terms on the Whiting Street Fund Commissioners. Mr. Brezinsky seconded. The motion passed unanimously 5:0.**

##### **COMMUNITY AND ECONOMIC DEVELOPMENT COMMISSION**

SB Member Etelman moved to appoint Michael Fisher and Kevin McCaffrey to three-year terms on the Community and Economic Development Commission. SB Member Forcier seconded. The motion passed unanimously 5:0.

**CONSERVATION COMMISSION**

SB Member Etelman moved to appoint Jack Fleming and James Canning to three-year terms on the Conservation Commission. SB Member Forcier seconded. The motion passed unanimously 5:0.

**CONNECTICUT RIVER CHANNEL MARKING COMMITTEE**

SB Member Etelman moved to appoint Luke Brunelle Jr. to a three-year term on the Connecticut River Channel Marking Committee. SB Member Brezinsky seconded. It was noted that, with only one member, the committee does not presently have a quorum. SB Member Etelman encouraged anyone interested to apply. The motion carried 5:0.

**COUNCIL ON AGING**

SB Member Etelman moved to appoint Judith Fortier, Donald Lever, Sheila Adams and Carlene Hamlin to three-year terms on the Council on Aging. She encouraged residents with interest in the council to apply to that board. Mr. Brezinsky seconded. The motion passed unanimously 5:0.

**CULTURAL COUNCIL**

SB Member Etelman moved to appoint Marion Canning, Renee Sweeney and Emily Dean to three-year terms on the Cultural Council. SB Member Forcier seconded. The motion passed unanimously 5:0.

Members agreed it would be appropriate to send letters of thanks to members who were obliged to step down due to having reached two-term limits for their long-time service; particularly, Martha Terry and Donna Robideau.

**FORESTRY COMMITTEE**

SB Member Etelman moved to appoint Stephen Roberts, Lyndon Bagg and Michael Lamontagne to three-year terms on the Forestry Committee. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

**HISTORIC DISTRICT STUDY COMMITTEE**

SB Member Etelman moved to appoint Cynthia Baker and Pauline Casey to the Historic District Study Committee and encouraged residents to apply so the Historic District Study Committee could have a full complement. SB Member Forcier seconded. The motion passed unanimously 5:0.

**HISTORICAL COMMISSION**

SB Member Etelman moved to appoint Susan Canedy to a two-year term on the Historical Commission to 2017 and Scott Sargent, Desiree Smelcer and Adam Sweet to three-year terms on the Historical Commission to 2018. SB Member Brezinsky seconded. The motion passed unanimously 5:0. Ms Etelman again encouraged anyone interested to apply for the open seat on the commission.

**MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)**

Mr. Sullivan noted that Linda Young has decided not to seek reappointment and thanked her for her years of service to the committee. He spoke to the chair today and she is asking the Selectboard to make a plea to residents to consider applying to the MPIC. The purpose of the MPIC is to work with the Selectboard and various boards and committees in town to make sure the Master Plan adopted in 2010 is being carried out and not simply sitting on the shelf, SB Member Etelman elaborated. She encouraged anyone even remotely interested in the master plan to check it out.

**MUNICIPAL GOLF COMMISSION**

Mrs. Hamlin asked Selectboard members to kindly consider appointing George Francis, Mark DuBois and Leonard Finkowski to terms expiring in 2018 and to change the term expiration dates of seats occupied by Dale Gurek and Dan Whitford to 2016. The terms of Bill Foley and Jim Brough expire in 2017, she noted. If Kyle Steinbock is appointed to an alternate position as expected, this will leave one remaining vacancy for an alternate member, she clarified.

**SB Member Etelman moved to appoint George Francis, Mark DuBois and Leonard Finkowski to three-year terms on the Golf Commission. SB Member Brezinsky seconded. The motion passed unanimously 5:0.**

SB Member Brezinsky noted that Dale Gurek is probably the member with the longest tenure on the Golf Commission. He requested that he be thanked for his service.

**OPEN SPACE COMMITTEE**

**SB Member Etelman moved to appoint Nicole Sanford and Roger Beer to five-year terms on the Open Space Committee with terms expiring in 2020. SB Member Forcier seconded.**

Mrs. Hamlin reminded members that, per the General Bylaw, the committee is intended to have members from the Conservation Commission, Historical Commission and Recreation Department. She recommended that the Selectboard reach out to recruit representatives from these constituencies. **The motion passed unanimously 5:0.**

**RECREATION COMMISSION**

Mark Dubois and Patrick Dawson are seeking reappointment to the Recreation Commission through 2018, Mr. Sullivan advised. Ron Michalski is not seeking reappointment, he noted.

**SB Member Etelman moved to appoint Mark Dubois and Patrick Dawson to the Recreation Commission for three year terms. SB Member Forcier seconded. The motion passed unanimously 5:0.**

**REGISTRAR OF VOTERS**

Shelley Gingras is seeking reappointment and Amy Foley is seeking to fill the unexpired term of Clare Belanski, who is retiring, Mr. Sullivan noted. Ms. Foley has not yet been interviewed so the Selectboard decided to defer action on her appointment until its next meeting. **SB Member Etelman moved to appoint Shelley Gingras to a three-year term on the Registrar of Voters. Mr. Forcier seconded. The motion passed unanimously 5:0.**

**SOLID WASTE ADVISORY COMMITTEE**

**SB Member Etelman moved to appoint Ted Boulais, Michael Fisher, Sharon Hart, John Hine, Yem Lip, Ron Michalski and Veronique Blanchard Smith to one-year terms on the Solid Waste Advisory Committee. SB Member Forcier seconded. The motion passed unanimously 5:0.**

**SUSTAINABILITY AND ENERGY COMMISSION**

**SB Member Etelman moved to appoint Veronique Blanchard Smith, Russell Fleury and Melissa O'Brien to three-year terms on the Sustainability and Energy Commission. Mr. Brezinsky seconded. The motion passed unanimously 5:0.**

Although shown on the appointment list, appointments to the Town Meeting Electronic Communication Advisory Committee are moderator appointments and so do not require Selectboard action, Mr. Sullivan noted. Similarly, the Traffic Sign Committee is made up of town employees who serve in an ex-officio capacity.

**TREE COMMITTEE**

SB Member Etelman noted that, per charter, there are supposed to be five regular members and unlimited associates. As nobody in particular was designated as an associate member, Mr. Sullivan suggested that the Selectboard appoint Kelly Woods in this capacity.

**SB Member Etelman moved to appoint Karen Doherty to a one-year term on the Tree Committee, Michael Lamontagne and Dennis Swartwout to two-year terms, Ted Boulais and Linda Young to three-year terms and Kelly Woods to a one-year associate's position. SB Member Forcier seconded. The motion passed unanimously 5:0.**

**TRUSTEES OF THE OLD FIREHOUSE MUSEUM**

SB Member Etelman moved to appoint Diane Laroche, Philip Laroche and Kenneth Merchant as Trustees of the Old Firehouse Museum. SB Member Brezinsky seconded. The motion passed unanimously 5:0.

**WETLANDS BYLAW ADMINISTRATIVE APPEALS COMMITTEE**

Ms. Etelman moved to appoint Mark Cavanaugh, Sharon Hart, John Hine and Yem Lip to one-year terms on the Wetlands Bylaw Administrative Appeals Committee. Mr. Forcier seconded. The motion passed unanimously 5:0.

**YOUTH COMMISSION**

Chief LaBrie and Tanya Kopec are not seeking reappointment to the adult task force, Mr. Sullivan reported. SB Member Etelman encouraged residents to seek appointment, since there are several open seats. Mrs. Hamlin mentioned that there will be a special swearing-in ceremony for youth members of the commission on Tuesday, June 23<sup>rd</sup>.

Mr. Sullivan read the names of proposed appointees. **SB Member Etelman moved to appoint Maritza Roman, Jailene Rodriguez, Andrei Danilchenko, Dylan Sparks, Angela LaBel, Dominique Stevenson Pope, Julia LaBlanc, John Neimeic and Jessica Allen to one-year terms on the Youth Task Force. Mr. Brezinsky seconded. The motion carried 5:0.**

SB Member Brezinsky commented that one reason some committees may be lacking membership is that members have been serving for a length of time. He suggested that in its restructuring the Selectboard might want to take a look at term limits. If there is a good reason for having a limit; great, but if not, town officials might consider eliminating them.

Mr. Sullivan mentioned that employees are working to refine the appointment process more and more each year. He thanked the Town Clerk and Administrative Secretary for working hard on this project.

**10. LEDGES MONTHLY REPORT**

May was a very good month for the Ledges, Mr. Juhasz reported. Course operators had the perfect combination of everything: great weather, outstanding course conditions and great press coverage from the Connecticut event. Reviews are coming in every day about how wonderful the course is and what a great experience it is to play there.

The course did a little over 4,700 rounds in May, almost 900 more than last May, he related. Employees took in a little over \$128,000 in golf revenue, up over \$27,000 from last May. Food and beverage revenue was a little over \$55,000 (\$55,555.61) for the month, up \$6,800 from the previous May. Total facility revenue was a little over \$184,000 for the month, \$34,000 better than last May. He is very happy to say that they are doing very well this month, he concluded.

The Connecticut Stroke Play championship held on May 13<sup>th</sup>/14<sup>th</sup> was a tremendous success; players raved about the course, and the Connecticut section said it was one of the best run events they have had in the past several years. Representatives offered the Ledges the Western Massachusetts junior championship the 29<sup>th</sup> of this month. The Ledges also is being offered next year's 2016 Match Play tournament, a very prestigious three-day event. He expressed hope that the course will have a PGA event every year and continue to get great reviews for them.

The course has five very nice events booked in June – the largest one a charity event this Friday – with over 300 people coming for dinner. It is an afternoon shotgun event and managers are closing the restaurant so employees can prepare the food. Guests will be utilizing the pavilion and outside patio as well as the surrounding grounds for this fundraiser.

The Groupon promotion was very successful again this year with a little over \$27,000 in sales. He established a cross promotion with Dave DiRico's golf shop, offering some of its customers coupons for play at the Ledges. All of the promotions have been bringing in a tremendous number of people. The Valley View Grille is open daily for lunch and dinner and open on weekends for breakfast as well. He has a site visit Friday with a company to discuss the possibility of installing solar covers to sections of the parking lot. The solar panels could potentially wipe out electricity costs.

Members asked questions and offered comments. Through the end of May the course was slightly better financially than it was through the end of May last year, Mr. Juhasz reported. He is happy to say that financially operators have

fought back up even with initial setbacks. Due to publicity, they are having a tremendous amount of play coming in from Connecticut and even people coming from Boston. Yesterday alone he booked three different groups coming in to the area for business. One of the visitors read an article about the golf course in the Boston Globe.

In response to a question from Mr. Brezinsky, Mr. Juhasz said he did think the course was bringing some people for overnight visits since some were asking for hotel recommendations. SB Member Brezinsky asked if there was any opportunity to partner with local hotels, and Mr. Juhasz agreed this would be a great avenue to try to explore.

SB Member Hine said that when he opened up the Boston Globe on line and saw a picture of the Ledges, he was very impressed. Mr. Juhasz mentioned another media club the golf course has been featured in.

Mr. Hine mentioned the presence of walkers. 'Safety is always a concern,' Mr. Juhasz noted. He expressed the hope that people using the property stay on designated paths and be very aware of golfers, not cutting across playing areas.

SB Member Hine asked if there was information that could be posted or provided to people with regard to golf course etiquette, and Mr. Juhasz said he would welcome the Selectboard, Town Administrator or himself trying to put together a guide. He would like to try to find a balance between the course being used as a recreation area and golfers perceiving it as a problem. He suggested working on an information sheet at the next Golf Commission meeting.

"We have a good deal of momentum here and we want to preserve it," Chair DeToma commented.

SB Member Brezinsky said he was surprised that walkers are allowed since that is unusual in his experience.

"We would like to try to find a way to keep as many people happy as we can," Mr. Juhasz responded.

There are significant areas of the property not used for golf that are appropriate for walking, members agreed. Mr. Brezinsky suggested using outside groups such as the boy scouts to map these areas and then perhaps identify them with signage for the public. Caution is necessary in identifying areas safe for walking because certain holes such as Hole #4 that goes around the pond is very narrow, Mr. Juhasz advised. Golfers may actually aim at the cart path on this hole because it is away from the water.

Mr. Sullivan noted that he receives a lot of the calls from walkers. One issue raised was that employees themselves sometimes have dogs at the course, so he reached out to Ledges to make sure staff members' dogs are not on site. He said he thought if there was a defined path that could be used and well-defined rules about not interrupting play, etc., it would be beneficial.

He tries to be sensitive to the fact that people looking to walk early in the morning and late in the evening are primarily South Hadley residents who have been paying a portion of their taxes toward the golf course for years, Mr. Sullivan observed. He appreciates people coming from Boston and other areas but wants to make sure that make some consideration is given to residents in this regard.

SB Member Forcier endorsed Mr. Hine's suggestion of having an etiquette sheet that could be handed out by either a starter or at the pro shop. He asked whether the pavilion would be enclosed for the June 19<sup>th</sup> event, as has been discussed in the past. There is still no signage down by the road to identify the Valley View Grille, he added.

Mr. Juhasz said he would check tomorrow on the sign for the Valley View Grille. With regard to the pavilion, he did not have the money in the budget so he chose not to put a ceiling in. Also, a certain number of birds have taken over the pavilion so work will have to wait until they have moved off. This is on a list of pending projects.

Chair DeToma mentioned that the fence adjacent to the ITM facility is starting to look a little dilapidated, and Mr. Juhasz said he will be looking at that in 2016.

**CULTURAL COUNCIL REQUEST TO CONVERT EX-OFFICIO, NON-VOTING POSITIONS TO FULL MEMBERS**

Chair DeToma discussed the request by the Cultural Council to convert its two ex-officio, non-voting positions to full members. Mr. Sullivan expressed the opinion that there is no requirement in the General Bylaw or state law to have ex-officio members and that eliminating them is within the Selectboard's discretion. Members agreed to allow the ex-officio members to become regular members.

**11. TOWN HALL USE POLICY**

Mr. Sullivan referred to a draft policy for the use of public space passed out that evening. He is not looking for action tonight but would like members to review the proposal. He tried to mirror what the school does in separating non-profit and for profit uses. He hopes the Selectboard will support him in developing a protocol calling for an employee to be assigned to oversee outside events. (He mentioned having found doors unlocked following events in the past.) Administrators will eventually solve this problem through technology but also have to address it with some type of policy. He has put a stop to individuals being able to check out a key from the dispatch center, he noted. The proposed policy is a small attempt to move toward having more controls. The library charges \$25 an hour with a \$50 minimum, he related. (He noted that the schools and the library have done a great job at developing policies of use.)

SB Member Brezinsky asked him to send out the policy electronically.

Members decided that Mr. Forcier and Ms. Etelman will staff the Selectboard 'In the Community' event June 23<sup>rd</sup> from 5:30 to 6:30 p.m. at the Old Firehouse Museum.

**12. SELECTBOARD POLICIES AND PROCEDURES**

SB Member Hine reminded members that the Selectboard usually reviews its policy once a year. Chair DeToma offered to go through the policy with Mr. Sullivan to suggest possible changes.

**13. TOWN ADMINISTRATOR'S FY 2016 PERFORMANCE EVALUATION**

SB Member Etelman presented the proposed evaluation tool. Subcommittee members followed the format of the last several years of having five major categories for evaluation: Communication/community relations, Organizational structure, Policy development, Innovation (projects/initiatives/streamlining) and Fiscal management. Chair DeToma suggested putting it on the agenda for the next meeting.

As part of their discussion, members agreed that it was important for him to spend some of his time in the coming year in honing organizational structure as has been demonstrated tonight, Mr. Sullivan commented.

**14. SUMMER SCHEDULE**

Members agreed to meet July 14<sup>th</sup> and August 11<sup>th</sup>. Mr. Sullivan said he will notify the chair if an additional meeting is needed. The Selectboard will have two large tasks July 14<sup>th</sup> – taking any votes necessary to 'balance the books' at the end of the fiscal year and awarding the BAN anticipation note for \$2.5 million with funds to be available July 28<sup>th</sup>. Ms. Etelman suggested continuing to supplement the business meeting with an 'In the Community' event each month.

**SB Member Etelman moved to adjourn. SB Member Forcier seconded. The motion passed unanimously 5:0. The meeting was adjourned at 9:05 p.m.**

**RESPECTFULLY SUBMITTED,**

**LAURA KRUTZLER  
ADMINISTRATIVE SECRETARY**

## **EXHIBIT A**

### List of Documents Reviewed at June 16, 2015 Selectboard Meeting:

1. June 16, 2015 Agenda
2. Minutes of the June 2, 2015 regular Selectboard Meeting.
3. E-mail from Emily Crowe, manager of the Odyssey Bookshop, requesting One Day Beer and Wine license on behalf of Joan Grenier for Celebration of Book Clubs Evening on Tuesday, June 23, 2015 at the Odyssey Bookshop, 9 College Street from 6 to 8 p.m.
4. One Day Beer and Wine License Applications from Imad Zubi for Mount Holyoke College Conference & Event Services for Gordon Research Conferences June 22, 23, 24 and 25, 2015 from 5 p.m. to 12 a.m. in Chapin Auditorium.
5. One Day Beer and Wine License Applications from Imad Zubi for Mount Holyoke College Conference & Event Services for Gordon Research Conferences June 29 and 30 and July 1 and 2, 2015 from 5 p.m. to 12 a.m. in Chapin Auditorium.
6. One Day Beer and Wine License Applications from Imad Zubi for Mount Holyoke College Conference & Event Services for Gordon Research Conferences July 6, 7, 8 and 9, 2015 from 5 p.m. to 12 a.m. in Chapin Auditorium.
7. One Day Beer and Wine License Applications from Imad Zubi for Mount Holyoke College Conference & Event Services for Gordon Research Conferences July 13, 14, 15 and 16, 2015 from 5 p.m. to 12 a.m. in Chapin Auditorium.
8. Volunteer Board Application from Amy Foley for Appointment to Registrar of Voters.
9. Volunteer Board Application from Carlene Hamlin for Appointment to the Council on Aging.
10. Volunteer Board Application from Kyle Steinbock for Appointment to the Municipal Golf Course Commission.
11. Change of Manager Application from Anthony's Dance Club, d/b/a Centerfold Anthony's, 500 New Ludlow Road, South Hadley, MA from Joanne Askins to Edward R. Tourangeau.
12. May 2015 Monthly Ledges Golf Course Financial Report and Narrative.
13. Explanation of Request for Selectboard to Sign Deed Transferring Ownership of Map 61, Parcels 6 and 19 (undeveloped property on Bare Mountain) from the Town of South Hadley to the Town of South Hadley, Acting by and through its Conservation Commission, from Conservation Administrator Janice Stone.
14. Draft Quitclaim Deed for Map 61, Parcels 6 and 19 from the Town of South Hadley to the Town of South Hadley, Acting by and through its Conservation Commission, with copies of 1996 and 1997 Town Meeting votes approving transfer.
15. Request from Cultural Council Chair Lucia Foley for Selectboard to Convert Two Ex-officio, Non-Voting Members of Cultural Council to Regular Members.

16. Memo from Administrative Secretary Laura Krutzler to Selectboard, Town Administrator and Town Clerk regarding Annual Appointments.
17. FY 2016 Board and Committee Annual Appointment List.
18. Responses from Chairs of Cable TV Advisory Committee, Canal Park Committee, Community and Economic Development Commission, Conservation Commission, Cultural Council, Golf Commission, Master Plan Implementation Committee, Trustees of Old Firehouse Museum, Open Space Committee, Recreation Commission, Registrar of Voters, Whiting Street Fund Commissioners and Youth Commission and Individual Responses from Members of Wetlands Bylaw Administrative Appeals Committee to Inquiry Regarding Re-appointment of Members with Expiring Terms.
19. Town Administrator FY 2016 Performance Evaluation Format.
20. Town Administrator Report Dated June 12, 2015.



TOWN OF SOUTH HADLEY  
SPECIAL LICENSE  
WINE AND MALT APPLICATION

To the Licensing Authorities:

Date: \_\_\_\_\_

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

NAME: Robert Adam

COMPANY: South Hadley's Tower Theaters

ADDRESS: 19 College St.

CONTACT: Robert Adam

TELEPHONE: 413 533-3456

DAY(S) APPLIED FOR: Thurs July 9th & Thurs July, 23rd, 2015

PREMISES TO BE LICENSED: 19 College St.

HOURS OF OPERATION: 4pm - 11pm

TYPE OF EVENT: Opera in HD and a Ballet in HD

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: [Handwritten Signature]

Date Select Board Approved/Denied: \_\_\_\_\_ License #: \_\_\_\_\_



19 College Street, South Hadley, MA 01075 - 413-533-FILM

South Hadley Selectboard  
Town Hall  
116 Main Street, Room 109  
South Hadley MA 01075

June 26, 2015

Dear Selectboard,

Tower Theaters is asking that you kindly review our application for two single-day beer and wine licenses. We have two special feature screenings (an Opera and a Ballet) planned for the month of July. We would like to offer our customers the option of purchasing beer or wine at these events.

The dates and times we are requesting the one-day beer and wine license for are:

Thursday, July 09, 2015 from 4 PM until 11 PM.

Wednesday, July 23, 2015 from 4 PM until 11 PM.

Thank you for your time and consideration.

A handwritten signature in black ink, appearing to read 'R Adam', written in a cursive style.

Robert Adam, Owner  
South Hadley's Tower Theaters, LLC



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

Mon, Jun 15, 2015 at 4:33 PM

### Application for Appointment to Board, Commission, or Committee

#### Step 1

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      Cultural Council

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?      After reading what the Cultural Council wants to accomplish and taking the recent survey, I became very interested in getting involved. I am a recent resident of South Hadley, having purchased a home with my fiancee last February, and would really like to be involved in the community!

#### Please Provide the Following Information

Name      Halley Ofner

Email	<a href="mailto:halley.ofner@gmail.com">halley.ofner@gmail.com</a>
Address1	<i>Field not completed.</i>
Address2	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip	<i>Field not completed.</i>
Primary Phone	(202) 957-0318
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.)	The majority of my work experience is in higher education and I have spent ample time working with a variety of cultural student groups and organizing events. My degree is in Communications, with a minor in Marketing, and I was Editor-in-Chief of both my high school and university yearbooks (I say this not to brag but to demonstrate skill in organizing/creativity). I consider myself an amateur photographer and graphic designer. As far as design work, I frequently create posters, cards, invitations, and more through my current position as Donor Relations Specialist at Smith College. I also just finished designing my own wedding invitation, which I'm quite proud of! In regards to event planning, I have worked as a free-lance wedding planner/organizer and have organized events ranging from small (private dinners for 5-10 people) to large (meetings for 50-200). I have also played a key role in planning for events on the scale of thousands for Smith's campaign launch as well as the inauguration of our current president. I am an organized

and creative person and sincerely hope I'm able to help plan and implement some great programming in South Hadley!

---

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

While I didn't upload one, I am happy to provide a letter of interest if requested. I am also happy to provide writing and/or design samples, if needed!

---

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

Town Website, Email from Town of South Hadley, Other

---

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

Other: The Cultural Council survey

---

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

Wed, May 27, 2015 at 12:36 PM

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Application for Appointment to Board, Commission, or Committee

#### 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

Select the boards, commissions, and committees your are interested in.

- Agricultural Commission
- Appropriations Committee
- Board of Appeals
- Bylaw Review Committee
- Cable TV Advisory Committee
- Canal Park Committee
- Capital Planning Committee
- Commissioner of Whiting Street Fund
- Community and Economic Development
- Count River Channel Marketing Committee
- Conservation Commission
- Council on Aging
- Cultural Council
- Forestry Committee
- Historical Commission
- Historic District Study Committee
- Master Plan Implementation Committee
- Municipal Golf Commission
- Open Space Committee
- Personnel Board
- Personnel Review Board
- Recreation Commission

- Redevelopment Authority
- Sustainability and Energy Commission
- Traffic Sign Committee
- Other
- Solid Waste Advisory Committee
- TM Electronic Communication Advisory Commission
- Tree Committee

**Please give any details regarding your interest in this appointment?**

I have a vested interest in the golf course. Ive been a member with my son for the past 3 years. I take pride in my home town house. I think I have a lot to offer.

**Name\***

Kyle Steinbock

**Email\***

kylesteinbock

**Address1**

7 Olde Plains Hollow

**City**

South Hadley

**State**

MA

**Zip**

01075

**Primary Phone\***

4132469275

**Alternate Phone**

4132469275

**Cell Phone:**

4132469275

**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

Massachusetts General Law defines immediate family as "His or her spouse, and their parents, children, brothers, and sisters"

**Do you now or have you previously served in Town government?**

No

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

Check all that apply

Newspaper

Town Website

Email from Town of South Hadley

Channel 15

Another Resident

Other

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

Mark DuBouis

The following form was submitted via your website: Application for Appointment to Board, Commission, or Committee

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

Please give any details regarding your interest in this appointment?: I have a vested interest in the golf course. Ive been a member with my son for the past 3 years. I take pride in my home town house. I think I have a lot to offer.

Name: Kyle Steinbock

Email: kylesteinbock

Address1: 7 Olde Plains Hollow

City: South Hadley

State: MA

Zip: 01075

Primary Phone: 4132469275

Alternate Phone: 4132469275

Cell Phone: 4132469275

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

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.: Mark DuBouis

Additional Information:

Form Submitted on: 5/27/2015 12:36:40 PM

Submitted from IP Address: 50.176.137.79

Referrer Page: <http://www.southhadley.org/FormCenter/Selectboard-4/Application-for-Appointment-to-Board-Com-44>

Form Address: <http://www.southhadley.org/FormCenter/Selectboard-4/Application-for-Appointment-to-Board-Com-44>

TOWN OF SOUTH HADLEY MA  
Application for appointment to board, commission, or committee

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

First name: Stephen Last name: Fox

Address: 15 Miller Avenue, South Hadley, MA 01075

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

Home phone: 413-534-5087 Other phone: \_\_\_\_\_ Email: cyfie@yahoo.com

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

Cable TV Advisory Committee

1. How did you learn of the vacancy? (check all that apply):
- Newspaper Name of Newspaper(s): \_\_\_\_\_
  - Town Website (<http://southhadley.ma.gov>)
  - Email from Town of South Hadley
  - Channel 15
  - From another resident: \_\_\_\_\_
  - Other: Please Specify: Facebook page (Sarah Etelman)
2. Why are you interested in this appointment? (You may include a letter or resume or send an email with more information)  
I would like South Hadley residents to get the best possible deal with the cable companies.
3. What skills and experience do you have? (knowledge, other volunteer experience, employment experience, etc.) : TV Repair training, USAF; 25 years Communications Sq. at Barnes ANG; IT Manager Spfld BMC
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

  
Signature

June 9, 2015  
Date

Please return form to:  
Town Of South Hadley  
Selectboard Office, Town Hall  
116 Main Street  
South Hadley Ma 01075  
[selectboard@southhadley.ma.gov](mailto:selectboard@southhadley.ma.gov)



Laura Krutzler <lkrutzler@southhadleyma.gov>

### Committee Rosters

Laura Krutzler <lkrutzler@southhadleyma.gov>  
To: Bob Berwick <bsberwick@gmail.com>

Fri, Jul 10, 2015 at 3:34 PM

Hi, Bob,

In looking back through my e-mail records, it came to my attention that I never asked you to fill out a standard application for appointment to the Town Meeting Review Committee. The Selectboard has asked that all candidates for appointment complete this simple, one-page form. At some point before the meeting Tuesday, could you please fill out and submit the application at the following link:  
<http://www.southhadley.org/FormCenter/Selectboard-4/Application-for-Appointment-to-Board-Com-44>.

Thank you for your attention. We look forward to seeing you Tuesday!

On Thu, Jul 2, 2015 at 11:00 AM, Laura Krutzler <lkrutzler@southhadleyma.gov> wrote:

Hi, Bob,

Sorry for the delay in getting back to you. The Selectboard has decided to put the topic of reactivating the Town Meeting Ad-Hoc Review Committee on its agenda on Tuesday, July 14th, and Selectboard members would like to hear your thoughts on the subject as well as interview you to discuss your interest in appointment to the committee. Please consider this e-mail an invitation to attend the meeting at 7 o'clock in the Selectboard Meeting Room for a brief, informal interview. If for any reason you are unable to attend, please let me know and we will try to find an alternate date.

Thank you for your interest in participating in the effort to improve the effectiveness and efficiency of Town Meeting!

On Wed, Jun 17, 2015 at 12:50 PM, Bob Berwick <bsberwick@gmail.com> wrote:

I# dv# dwfk#lqj#p |#dyrul#h#p rw#sulp h#w#p h#eurgfdw#r#k#h#h#ndfwerdug#P hhw#lqj#dw#l#jkw#r#  
srsfrq#k#l#w#p h#exw#h#l#g#kdyh#wudz ehulhv#Dq|z d|/#p d|#kdyh#p lvng#w#exw#h#grq#w#infoc#khdulqj#  
dq|wk#lqj#Berxw#dssrlqwlqj#lq#g#krf#Vrz q#P hhw#lqj#Jhy#lz #Frp p lw#h#l#g#k#rshg#k#dw#k#l#z rx#g#eh#  
rq#k#h#djhqgd#lqg#h#k#lgn#w#l#lq#p srwdq#w#k#lqj#r#h#frq#w#k#w#k#l#frp p lw#h#l#g#kdyh#p dq|#hdvrq#v#  
iru#d|lqj#k#l#lqg#z rx#g#eh#k#dss|#k#k#duh#p|#k#rx#jkw#h#g#r#k#rsh#k#dw#k#l#z lo#h#q#lq#k#s#frp lqj#  
Vhdfwerdug#djhqgd#rrq#l#k#dqnv1  
Ere#huz lfn

--  
Ere#huz lfn  
55#l#dw#h#hg#E#ulgjh#Ddqh  
Vrxwk#K dqh|#P D#B 43 :8

--  
Please note: my new e-mail address is [lkrutzler@southhadleyma.gov](mailto:lkrutzler@southhadleyma.gov). Please use this address for future e-mails. To forward information for distribution to the entire Selectboard, please continue to use [Selectboard@southhadley.org](mailto:Selectboard@southhadley.org).

Laura Krutzler  
Administrative Secretary  
Town of South Hadley



Laura Krutzler <lkrutzler@southhadleyma.gov>

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

noreply@civicplus.com <noreply@civicplus.com>

Thu, Jun 25, 2015 at 5:37 PM

To: lkrutzler@southhadleyma.gov, chamlin@southhadleyma.gov

### Application for Appointment to Board, Commission, or Committee

#### Step 1

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.

Firehouse Museum Building Trustee

Please give any details regarding your interest in this appointment?

I am the current President of the Historical Society, and have an undergraduate and graduate degree in History. Also, my specialty is in archival preservation, and curatorial management,

#### Please Provide the Following Information

Name      Desiree Smelcer

Email      [smelcerdesi@yahoo.com](mailto:smelcerdesi@yahoo.com)

Address1	19 Saybrook Circle
Address2	<i>Field not completed.</i>
City	South Hadley
State	Massachusetts
Zip	01075
Primary Phone	413-219-9904
Alternate Phone	413-538-5045
Cell Phone:	413-219-9904

**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.	I was a Town Meeting Member. I am Chairperson of the Historic Commission, and was secretary of the Historic Commission.
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	Please see attached vitae. I am attaching my resume as my letter of interest, because I believe that my background speaks volumes about my love of history.
Please list any additional information you think may be helpful in reviewing your application.	My interest in preserving history has been since I was a child. It is my sincere hope that I can assist in forwarding this goal with the Firehouse Museum building, and make the space conducive to telling the history of South Hadley.
How did you learn of the vacancy you are applying for?	Email from Town of South Hadley

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 [Smelcer\\_Vitae\\_updated6\\_10.doc](#)

---

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

**Desirée A. Smelcer**  
19 Saybrook Circle  
South Hadley, MA 01075  
(413) 593-5598  
smelcerdesi@yahoo.com

### **Education**

#### **Masters:**

**University of Rhode Island.** Kingston, RI.

**Masters of Library Science and Masters in American History.** July 2009. Specialization: Archives and Reference. Familiar with all Readers Advisory Materials, Government Publications, and Humanities materials.

Library Science Thesis: Archives on the Cheap

History Thesis: Women and Birth Control on the Oregon Trail.

**Bachelor of Arts.** May, 1998.

**Wheaton College.** Norton, MA.

**Double Major:** Anthropology and History (American & European)      **Minor:** Classics, Women's Studies

**Massachusetts Teacher Tests:** Passed Literacy and Communication, and Secondary History

**Language Skills:** American Sign Language: Level II Interpreter.

**Certifications:** Archivist Specialization with Certification, Secondary Teacher Certification, Curatorial Certification, Mass. Board of Library Commissioners Certification.

### **Computer Skills**

- Worked 5 years using Evergreen Circulation and Cataloging, and running reports.
- Worked 10 years using Millennium Circulation and Cataloging
- Worked 3 years using the Virtual Catalog as a patron and as a staff member.
- Familiar with Public and Academic Databases.
- Frequent User of MBLC Suite of Databases,
- Familiar with Government Publications and websites.
- PC and MAC Hardware and Software.
- Microsoft Office (Word, Excel, PowerPoint, Access, Publisher, Outlook)
- Windows 3.1, 95, 98, 2000, 7, 8, 8.1, 10, ME, XP, 2000, VISTA, DOS.
- Internet Explorer, Mozilla Firefox, Netscape, Unix, & Pegasus,
- E-mail systems.
- Created websites with Notepad using original programming, HTML, CSS, & Dreamweaver.
- Also created and developed various forms of databases using html and Access.
- User of Genealogy databases Ancestry and HeritageQuest Online.

### **Work Experience**

**South Hadley Public Library.** South Hadley, MA. December 2005 – Present.

- **Adult Services Librarian.** July 2010 – Present.
  - Provides Reference Services to the public, answers reference and readers advisory questions, researches and guides patrons in difficult and complex questions.
  - Maintains, upgrades, and updates all library computers, and servers. Assists in the technology directive, from the online databases, network applications, and online resources. Provides training and supervision of staff for technology upgrades.
  - Provides training to all community members, groups and general public for use of library services, and technology such as e-books and the online catalog.
  - Creates and implements programs and speakers of interest to the general public. Runs the monthly book discussion, Adult Summer Program, and South Hadley Reads program. Creates and prepares an electronic display, special exhibits and compiles biographies as needed.
  - Manages, preserves, and archives the Local History and Genealogy Collections.
  - Manages and implements OCLC and Inter Library Loans for the Eastern part of the state and out of state requests.
  - Applies for grants as needed.
  - Participates in collection development through selection and withdrawal of materials.
- **Circulation Library Assistant.** December 2005 – July 2010

- Check-in and checkout library items, input new and delete old periodical information in Millennium Circulation program, update and create patron records, send out and update item billing information, assist all patrons with reference questions, computer questions, and item availability.
- 
- Input in the Virtual Catalog and all Inter-Library Loan items from other libraries throughout the state of MA, when the reference librarian is not available.
- Created and implemented Reader's Advisory materials for public use. Specifically Historical Romance & Romance, Christian Fiction, and Science Fiction & Fantasy. I am also familiar with all non-fiction materials available at our library and can recommend materials accordingly.
- Archived and cataloged stereoscope pictures for future use, and troubleshoot other older materials in the library for preservation.
- Assisted with the supervision of volunteers as needed.
- Created and implemented Preservation Plan for Archival Materials.
- Evaluated and preserved various forms of archival materials including 35 mm slides, 1918 newspapers, 1960's photographs, legal papers from 1660's pertaining to the town, and books of various states including red-rot.
- Pursued and implemented a gaming program for Adults and Teens.
- Assist the reference librarian with all aspects of research and questioning when reference librarian is not available or at the library.
- Wrote and Received a Grant for the Program "Bytes to Books" from the Massachusetts Cultural Council.
- Facilitated a book club discussion on "The Book Thief".
- Created digital presentations through PowerPoint of current events and library information.

**Springfield Public Schools. School-To-Career.** Springfield, MA. September 2001 – August 2003

➤ **Career Specialist/Teacher of High School History**

➤ **High School of Science and Technology & Commerce High School**

- Assisted all students with the tools to obtain future career positions, knowledge, and information to follow their chosen career path. This includes but is not limited to Career Interest Inventories, Financial Aid meetings with students and parents, creation of after-school programs for students to obtain training for a career and job path, mentoring for MCAS testing, tutoring, assisting with choosing a college, the college application process, helping students with the transition from high school to college, and customer service training.
- Supervised, Facilitated, and Directed 13 high school teachers and 65 9<sup>th</sup> grade students for 6 weeks over the summer for the School-To- Career program.
- Taught career related information and American History to 9<sup>th</sup> grade students.

**Educational Talent Search-Valley Opportunity Council.** Holyoke, MA. Sept. 2000 – Sept. 2001

➤ **Career Counselor**

- Assisted and directed First Generation/Low Income students with Career Development for College. This includes but is not limited to career interest evaluations, the college application process, financial aid information, FAFSA & CSS Profile assistance, counseling for personal problems, tutoring/academic assistance, fee waivers for SAT I, II, CSS Profile, ACT, and supportive mentoring and counseling to student and family.

**Bantry Bay Ventures, L.L.C. (Verizon)** Hartford, CT March 2000 – September 2000

➤ **Executive Assistant**

- Executed Human Resource and Assistant duties including payroll, insurance, maintaining five deposit accounts including a non-profit Foundation account, wire transfers from stocks to money market funds to owner's personal and business accounts, maintain business files, and keep CEO's schedule.

**Old Sturbridge Village.** Sturbridge, MA January 1999 – March 2000

➤ **Museum Assistant**

- Assisted the curators with artifact cataloging, database management, historical research, and general clerical work.

### **Associations**

Chicopee Historical Society, 2 years, South Hadley Library Volunteer- 7 months (in 2005), Massachusetts Library Association, American Library Association, CODA- International: (Children of Deaf Adults) Lifetime Member, Member of the South Hadley Historical Society, and Member of the Historic Commission.

## References Attached

### References:

**Helen Gage**

33 Boynton Avenue  
South Hadley, MA 01075  
(413) 536-9162

**Jay Schafer**

154 Hicks Way  
Amherst, MA 01003-9275  
(413) 545- 0284

**Bob Williford**

27 Bardwell Street  
South Hadley, MA 01075  
(413) 538-5045



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, Jun 17, 2015 at 1:35 PM

### Application for Appointment to Board, Commission, or Committee

#### Step 1

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      Council on Aging

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.      *Field not completed.*

Please give any details regarding your interest in this appointment?      I have a Associates Degree in Human Service with a focus on Aging. I would like to use my experience and education to help the Council on Aging progress in to the future.

#### Please Provide the Following Information

Name      Mary Billion

Email      [mebillion@gmail.com](mailto:mebillion@gmail.com)

Address1	55 High Street
Address2	<i>Field not completed.</i>
City	South Hadley
State	MA
Zip	01075
Primary Phone	413-575-3408
Alternate Phone	413-533-2623
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.)	I am currently working at Hadley Housing Authority, previously I was at the South Hadley Housing Authority.
Please list any additional information you think may be helpful in reviewing your application.	<i>Field not completed.</i>
How did you learn of the vacancy you are applying for?	Newspaper
If you indicated another resident or other above, please provide the resident's name or provide additional details.	<i>Field not completed.</i>



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

Fri, May 22, 2015 at 9:46 AM

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Application for Appointment to Board, Commission, or Committee

### 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

Select the boards, commissions, and committees your are interested in.

- |   |  |
|---|--|
| <input type="checkbox"/> Agricultural Commission              | <input type="checkbox"/> Appropriations Committee                |
| <input type="checkbox"/> Board of Appeals                     | <input type="checkbox"/> Bylaw Review Committee                  |
| <input type="checkbox"/> Cable TV Advisory Committee          | <input type="checkbox"/> Canal Park Committee                    |
| <input type="checkbox"/> Capital Planning Committee           | <input type="checkbox"/> Commissioner of Whiting Street Fund     |
| <input type="checkbox"/> Community and Economic Development   | <input type="checkbox"/> Count River Channel Marketing Committee |
| <input type="checkbox"/> Conservation Commission              | <input type="checkbox"/> Council on Aging                        |
| <input type="checkbox"/> Cultural Council                     | <input type="checkbox"/> Forestry Committee                      |
| <input type="checkbox"/> Historical Commission                | <input type="checkbox"/> Historic District Study Committee       |
| <input type="checkbox"/> Master Plan Implementation Committee | <input type="checkbox"/> Municipal Golf Commission               |
| <input type="checkbox"/> Open Space Committee                 | <input type="checkbox"/> Personnel Board                         |
| <input type="checkbox"/> Personnel Review Board               | <input type="checkbox"/> Recreation Commission                   |

- Redevelopment Authority
- Sustainability and Energy Commission
- Traffic Sign Committee
- Other
- Solid Waste Advisory Committee
- TM Electronic Communication Advisory Commission
- Tree Committee

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

Board of Registrar

Please give any details regarding your interest in this appointment?

As a lifelong resident of South Hadley I would like to become more involved in the in the workings of the town. The Board of Registrar is an interest of mine that is a commitment that fits perfectly into my schedule.

Name\*

Amy Foley

Email\*

[amdfoley@gmail.com](mailto:amdfoley@gmail.com)

Address1

82 Park Steet

City

South Hadley

State

Massachusetts

Zip

01075

Primary Phone\*

4133131734

Alternate Phone

4133131734

Cell Phone:

4133131734

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?

Yes

Massachusetts General Law defines immediate family as "His or her spouse, and their parents, children, brothers, and sisters"

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.**

I am currently on the Recreation Commission and in the past I served on the Youth Commission.

**What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)**

I have served on the Recreation Commission for the past nine years which has given me great insight into how committees work. I am a teacher at South Hadley High School, led the Community Sub-Group of the Anti-Bullying Task Force, have help coordinate and volunteered in the Bag the Community Food

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

I am also the current President of the South Hadley Swim Club which has provided me invaluable leadership skills.

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

Check all that apply

- Newspaper
- Email from Town of South Hadley
- Another Resident
- Town Website
- Channel 15
- Other

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

Carlene Hamlin and Nicole Casolari

The following form was submitted via your website: Application for Appointment to Board, Commission, or Committee

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.

## Procedure and Policy for Annual Appointments for Boards, Committees and Commission

Selectboard approved September 16, 2014

1. A list will be delivered to the Selectboard for all fiscal year appointments scheduled for July 1<sup>st</sup> by the first Selectboard meeting in April. The list will include the following: the length of term, and whether it is presently filled or open. If candidate is an incumbent on other committees/boards, a list of those boards should be attached.
2. Board chairs will be notified in April of pending re-appointments or vacancies by the Selectboard Administrative Assistant, and will be asked to notify other members. Chairpersons will be encouraged to advise the Selectboard of the incumbent's participation, including attendance, conflicts and/or general participation as a board member.
3. All positions which will be appointed for July 1 will be contained in a list prepared by the Selectboard Administrative Assistant and verified by the Town Clerk. Said list will be read at Annual Town Meeting by the Selectboard Chair or his/her designee, placed on the town website and otherwise disseminated as widely as possible. The notification to the general public of the annual appointments will commence immediately following the Selectboard acceptance of the list of appointments (first meeting in April).
4. Interested parties for all board positions should apply via online form copied to the Town Clerk and Selectboard Administrative Assistant. The Town Clerk will review the submittals, as to any requirements set forth in by-laws, Massachusetts General Laws or other demands and forward to the Selectboard prior to the first meeting in June.
5. The Selectboard will schedule interviews for the candidates as it determines necessary and as expediently as possible. All new appointees to any board or commission must be interviewed at a Selectboard meeting. In the event an incumbent is challenged for the position s/he will be offered the opportunity to be interviewed by the Selectboard as well.
6. All annual appointed positions will be considered available, with consideration for the incumbent at the will of the individual Selectboard members. No person will be denied the right to submit an online application for appointments as listed in the first meeting in April. Incumbents must submit an application.
7. The Selectboard will consider the appointments no later than the second meeting of June and make the appointments as expediently as possible.
8. Upon appointments being made by the Selectboard, the Administrative Aide will deliver an executed certificate of appointment which has been signed by the Selectboard to the Town Clerk. The Clerk will notify said appointee via written letter delivered via postal and/or electronic mail notifying the candidate of their appointment. The Town Clerk may be directed to call by telephone or make other means of contact if it is necessary to do so.
9. The Town Clerk will request the appointee to present him/herself in person to sign the official registry, be sworn in by the Town Clerk and be presented with any directives which will help them in their service to the Town of South Hadley. This should include but not be limited to: ethics regulations, records requirements, meeting quorums and posting requirements, and other general information regarding boards and commissions. The appointees cannot participate in any vote of the board or commission until this step is completed and their appointment certificates have the Clerk's seal applied. The Clerk will notify the Chair of the

board or committee of the person's appointment and send a copy of the certificate electronically to the Selectboard Office.

All applicants are encouraged to familiarize themselves with responsibilities of the board, commission or authority appointment they are seeking. It is suggested that applicants attend meetings, engage present members, and contact the chairperson or Selectboard members in this pursuit.

Interim appointments due to resignations or otherwise unfilled positions will be considered for the remainder of term when presented to the Selectboard. A list of committees, including vacancies, will be maintained by the Town Clerk on the town website and available in the Town Clerk's Office. A full online application is required, as is an interview. All resignations and/or appointments being considered must appear on the published agenda. No application will be considered at the Selectboard meeting when the resignation for the position is received. If a submittal arrives after the agenda is published it will be held over until the next Selectboard meeting.

This procedure applies strictly to board, committee, authority, and/or commission appointments.

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**Timeline: Annual Appointment Process**

List of needed appointments -> Selectboard:	1st Selectboard meeting in April
Board Chair notification	April (following the SB acceptance of list)
Notification to general public:	May 1
Read list at Town Meeting:	2nd Saturday in May
Application deadline:	Last Thursday in May
Applicant list to Selectboard from TA:	1st Selectboard meeting in June
Selectboard consider appointments:	by 2nd meeting in June
Appointments effective:	July 1

Draft

### Town Counsel Appointment Process

A person serving as South Hadley Town Counsel, ~~must~~will be licensed in the Commonwealth of Massachusetts to practice law, must have three years' of direct experience working in a municipal setting or ten years of legal experience with a working knowledge of municipal law, ~~and~~ must be of sound character.

The position should not be considered a full time position for the purpose of benefits and will be compensated on a per hour basis, unless ~~otherwise another arrangement is~~ agreed upon by the appointee and the Selectboard. Any arrangement must be in the best interest financially and practicably for the Town of South Hadley in the judgment of ~~the~~ majority of the South Hadley Selectboard.

~~In the case of a new appointment, the position should be advertised by the Human Resources Officer or the Town Administrator, and require responses from individual candidates or firms by no later than April 3<sup>rd</sup>. The Town Counsel position will be advertised for no less than forty-five days. The initial appointment should be by way of a simple majority vote (3 out of 5) with all members present, and take place on or before the last day of the fiscal year at a posted meeting of the Selectboard. Details of Interviews, vetting, resumes, letters of recommendation and/or any other requirements will be set by the Selectboard at its sole discretion.~~

~~The Selectboard or its assignee will negotiate terms of the agreement between the individual and/or the firm. If the appointed counsel is a "firm," a lead contact must be appointed. The Selectboard maintains its right to seek representation for areas of special expertise without consent from appointed counsel, if it deems such arrangement to be in the best interest of the Town of South Hadley.~~

~~Following the initial appointment, ~~T~~the Selectboard reserves the right to renew a Town Counsel appointment without any vetting process for the succeeding fiscal year by a super majority vote (5-0 or 4-1 with all members ~~must be~~ present) if such renewal is deemed by the Selectboard to be seen as in the best interest of the Town of South Hadley. This vote should take place the first meeting in March annually. If the Selectboard fails to take a vote at said meeting, or if ~~if~~ no meeting is held in March, ~~the~~ appointment will renew automatically.~~

~~The position should be advertised by the Human resources or Town Administrator to seek an individual candidate or firm no later than April 3<sup>rd</sup> if a reappointment does come to pass. The Town Counsel position will be advertised held open for no less than forty-five days. The initial appointment should be by way of a simple majority vote (3 out of 5) with all members present. On or before the last day of the fiscal year at a posted meeting of the Selectboard. Interviews, vetting, resumes, letters of recommendation and/or any other requirements will be set by the Selectboard at their sole discretion.~~

~~The Selectboard or their assignee will negotiate terms of the agreement between the individual and/or the firm. If the appointed counsel is a "firm", a lead contact must be appointed. The Selectboard maintains their right to seek representation for areas of special expertise without consent from appointed counsel, if in the best interest of the Town of South Hadley.~~



Laura Krutzler <lkrutzler@southhadleyma.gov>

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## Appointment of Representatives to Town Meeting Ad-Hoc Review Committee

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Laura Krutzler <lkrutzler@southhadleyma.gov>

Wed, Jun 17, 2015 at 4:12 PM

To: Selectboard <selectbrd@southhadleyma.gov>, Thomas Terry <tterry21@aol.com>, kevchrismc@mac.com, Nicholas Young <nyoung@shschools.com>, "Jeffrey D. Squire" <jeff@berkshiredesign.com>, Richard Harris <rharris@southhadleyma.gov>, "Edward J. Ryan, Jr., Esq." <Ryan.Boudreau@comcast.net>

Cc: "Michael J. Sullivan" <msullivan@southhadleyma.gov>

Good afternoon, Selectboard, Appropriations Committee, School Committee and Planning Board Chairs,

I have been asked to contact your respective committee chairs to request that your boards act to appoint a representative to a Town Meeting Ad Hoc Review Committee which was established per action of Town Meeting in 2010. Per the provisions of this bylaw, this committee was intended to be established every five years beginning in 2015 to review the operations of Town Meeting and recommend improvements. We would appreciate your designating a representative at your earliest convenience and forwarding the person's name to the Selectboard office. In the meantime, we will be soliciting additional representatives from Town Meeting members and the community at large.

Thank you for your attention!

### **SECTION 419 TOWN MEETING AD-HOC REVIEW COMMITTEE (05-08-10)**

419.1 A Town Meeting Review Committee shall be appointed every five (5) years beginning in 2015. Said committee shall include the Town Moderator, one representative each from the Selectboard, School Committee, Appropriations Committee, Planning Board, three (3) Town Meeting Members and up to four (4) registered voters who are not Town Meeting Members to be appointed by the Selectboard. Said Committee shall report their findings and recommendations regarding ways and means to improve the effectiveness and efficiencies of Town Meeting to the Selectboard within six (6) months of their appointment or such further time as the Selectboard may grant.

--

Please note: my new e-mail address is [lkrutzler@southhadleyma.gov](mailto:lkrutzler@southhadleyma.gov). Please use this address for future e-mails. To forward information for distribution to the entire Selectboard, please continue to use [Selectboard@southhadley.org](mailto:Selectboard@southhadley.org).

Laura Krutzler  
Administrative Secretary  
Town of South Hadley  
(413) 538-5017, ext. 135 (phone)  
(413) 534-1041 (fax)

List of Transfers needed:

<u>Total Other Expenses</u>	<u>Amount Needed</u>
Selectboard	\$ 15,000 *
Town Counsel	\$ 2,000 *
Town Hall	\$ 5,000 *
Street Lighting	\$ 7,200
Old Firehouse Museum	\$ 550
Unemployment	\$ 6,500
Property Insurance	\$ 14,061
FICA	\$ 2,312
	<hr/>
total O/E	\$ 52,623
DPW - Vehicle Maint P/S	\$ 1,081
	<hr/>
Total	\$ 53,704
Funding Sources/Transfers	
Reserve Fund	\$ 22,000 *
Health Insurance transfer	\$ 22,873
Bd of Health P/S	\$ 5,000
I.T. Other Expense	\$ 2,750
DPW - Administrative P/S	\$ 1,081
	<hr/>
	\$ 53,704



# TOWN OF SOUTH HADLEY

Appropriations Committee

116 Main Street

South Hadley, Ma 01075-2896

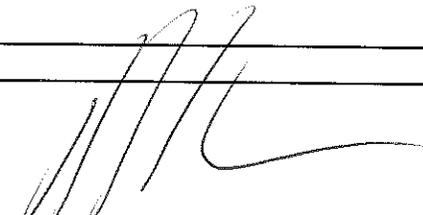
(413)538-5017

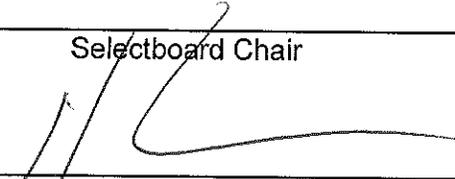
Request is hereby made for the transfer from the Reserve Fund in accordance with Section 6 of Chapter 40 of the Massachusetts General Laws.

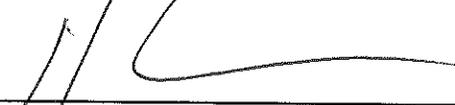
**Department:**

Account	Account #	Current Balance	Amount Requested
		\$ -	\$ -
Selectboard O/E	11222-52180	\$ 6,868.00	\$ 15,000.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

Rationale for request(s) made:

  
 \_\_\_\_\_  
 Department Head Signature

  
 \_\_\_\_\_  
 Selectboard Chair

  
 \_\_\_\_\_  
 Town Administrator

### Action of Appropriations Committee

Transfer voted in sum of:

\_\_\_\_\_ Personnel Services  
5,150.00 Other Expenses  
 \_\_\_\_\_ Capital Outlay

  
 \_\_\_\_\_  
 Clerk, Finance Committee

2/9/18  
 \_\_\_\_\_  
 Date



# TOWN OF SOUTH HADLEY

## Appropriations Committee

116 Main Street

South Hadley, Ma 01075-2896

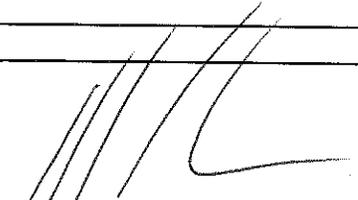
(413)538-5017

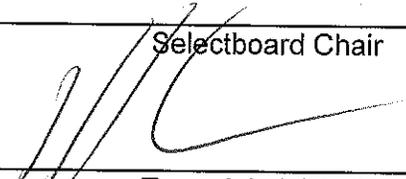
Request is hereby made for the transfer from the Reserve Fund in accordance with Section 6 of Chapter 40 of the Massachusetts General Laws.

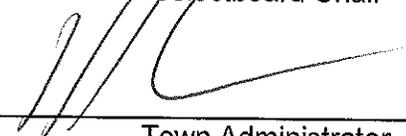
**Department:**

Account	Account #	Current Balance	Amount Requested
		\$ -	\$ -
Town Counsel O/E	11512-52210	\$ 1,471.00	\$ 2,000.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

Rationale for request(s) made:

  
 \_\_\_\_\_  
 Department Head Signature

  
 \_\_\_\_\_  
 Selectboard Chair

  
 \_\_\_\_\_  
 Town Administrator

**Action of Appropriations Committee**

Transfer voted in sum of:

\_\_\_\_\_ Personnel Services  
 \$2,000 \_\_\_\_\_ Other Expenses  
 \_\_\_\_\_ Capital Outlay

  
 \_\_\_\_\_  
 Clerk, Finance Committee

2/18/15  
 \_\_\_\_\_  
 Date



# TOWN OF SOUTH HADLEY

Appropriations Committee

116 Main Street

South Hadley, Ma 01075-2896

(413)538-5017

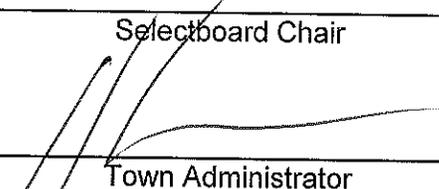
Request is hereby made for the transfer from the Reserve Fund in accordance with Section 6 of Chapter 40 of the Massachusetts General Laws.

**Department:**

Account	Account #	Current Balance	Amount Requested
		\$ -	\$ -
Town Hall O/E	11922-52236	\$ 3,551.00	\$ 5,000.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

Rationale for request(s) made:

  
 \_\_\_\_\_  
 Department Head Signature

\_\_\_\_\_ Selectboard Chair  
  
 \_\_\_\_\_  
 Town Administrator

### Action of Appropriations Committee

Transfer voted in sum of:

\_\_\_\_\_ \$5,000 \_\_\_\_\_  
 \_\_\_\_\_

Personnel Services  
 Other Expenses  
 Capital Outlay

  
 \_\_\_\_\_  
 Clerk, Finance Committee

\_\_\_\_\_ 2/9/15 \_\_\_\_\_  
 Date



# South Hadley Police Department

41 Bridge Street

South Hadley, MA 01075-2844

Tel. 413-538-8231 - Fax 413-533-0697



David J. LaBrie  
Chief of Police

**RECEIVED**  
TOWN OF SOUTH HADLEY  
SELECTBOARD

JUL -- 2 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:	
	<u>Mike Sullivan</u>
	<u>SELECTBOARD</u>

TO: Selectboard  
FR: Chief David LaBrie  
DA: June 29, 2015  
RE: Alcohol License – Underage compliance check

Dear Board Members:

The Department received funding from the Executive Office of Public Safety as part of their Underage Alcohol Enforcement Grant Program. That funding has allowed the Department to assign dedicated patrols to monitor package stores for legal aged young adults purchasing alcohol for minors, and increase patrols of gathering places along with residential homes where underage drinking had been previously reported.

On Wednesday June 17, 2015 South Hadley Officers conducted an alcohol compliance check utilizing two 18 year old males to enter alcohol licensed establishments throughout Town and attempt to purchase alcohol. Neither had any identification, and were instructed to indicate they had no identification if asked and be truthful about their age. They were also instructed to leave the premise upon receipt or purchase of any alcohol. The attached spread sheet details the results, showing four (4) of the twenty-five (25) establishments that were checked sold alcohol to an underage individual. Obviously this is a bit disappointing as all of the alcohol licensee checked last fall passed the compliance check.

Tailgate Picnic was checked at 7:16pm by an 18 year old male. He was able to purchase a six pack of Blue Moon bottles. The clerk later identified as Aryn Banas asked for an ID. The buyer indicated he did not have one. The clerk then asked if he was 21, to which he indicated he was not. She still completed the sale. When questioned later, she indicated she was a new employee and it was very busy, but did state that she had been told by the management to check every ID every day.

White Wing Package Store was checked at 8:19pm by an 18 year old male. He was able to purchase a six pack of Coors Light bottles without being asked for identification. Officers were able to observe the clerk on duty, who was described by the 18 year old as a female, in her 40's with dark hair. Officers subsequently notified the clerk, Rebecca Gallagher, of the violation. She denied selling the alcohol to anyone underage and claimed she checked every ID.

Thai Place Three was checked at 8:27pm. The 18 year old male sat at a booth and ordered a Coors Light. The server later identified as Alyson Pouliot did not request an ID, but delivered the beer. The customer paid for the beer and exited the restaurant. Ms. Pouliot acknowledged her mistake when questioned about the transaction.

Ichiban, Huang Family Restaurant was checked at 8:00pm. The 18 year old male sat at the small bar in the dining area. A waitress, later identified as Xiuqing Zheng, served a glass of Miller Lite beer to the underage customer without asking for identification. The male indicated that the waitress could not understand English and he had to point to the tap of beer he wanted. Upon entering the bar to serve the violation, officers observed the unattended beer still on the bar. The manager, Hang Jug Huang indicated that Ms. Zheng normally works as a cook, but came out to assist the wait staff as it was extremely busy.

None of the above named individuals who sold or served alcohol to the minors have alcohol training certifications on file with the Licensing Authority.

As always, I am available for further discussion or explanation of these violations at your request.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Don A. Burt". The signature is written in a cursive, slightly slanted style.

Chief of Police

**2015 Town of South Hadley Liquor Licensees  
Underage Alcohol Purchase Law Compliance Check 6/17/15 (1800-2100)**

*Twenty five (25) establishments checked, four (4) failures.*

<b>Business Name</b>	<b>Address</b>	<b>Manager</b>	<b>Time In</b>	<b>Time Out</b>	<b>Results</b>
4 Brothers Gourmet	461 Granby Rd.	Michelle LaPlante	Closed		
Allery's, Pioneer Valley Liquor Sales, Inc.	314 Newton St.	Cesare Ferrari	19:42	19:43	PASS
Cozy Oak's, ROJO Inc.	21 Lyman St.	Sandra J. Whitney	19:49	19:51	PASS
Dockside, Event Tent	1 Alvord St.	Lucien Brunelle, Jr.	Closed		
Dockside, Inc	1 Alvord St.	Lucien Brunelle, Jr.	20:11	20:13	PASS
Ebenezer Bar and Grill	60 Bridge St.	David F. Isakson	20:30	20:31	PASS
Egg and I, SIMARDCO Inc.	20-26 Main St.	David J. Simard	Closed		
Elegancia Event & Meeting Room	506 Granby Rd.	Ada I. Rodrigues	Closed		
Family Pizza & Grinders	334 Newton Street	Alfredo & Rosa Maria Falvo	19:36	19:37	PASS
Food 101 Bar & Bistro, Village Food	19 College St.	Alan J. Anischik	19:40	19:40	PASS
Gagne's Market, RAJ Liquors, inc.	Pearl St & Amherst Rd.	Mahammed Sheikh	20:05	20:06	PASS
Hadley Mart	2086 Memorial Drive	Donald Oberlander	19:58	19:59	PASS
Halfway House, South Hadley Café, Inc.	322 Newton St.	Nicholas Yee	19:41	19:41	PASS
Haydocy's	72 Lamb St.	Karl J. Haydocy	Closed		
Ichiban, Huang Family Restaurants Inc.	2090 Memorial Dr.	Hang Zhang Huang	20:00	20:09	FAIL
IYA, Sushi & Noodle Kitchen	15 College Street	Edison Yee	19:22	19:22	PASS
Johnny's Bar & Grill, The Bean Group, LLC	25 College St.	Anita S. Yee Rondeau	19:35	19:35	PASS
Kendade Atrium	50 College St.	Imad Zubi	Closed		
Ledges Golf Club, Town of South Hadley	18 Mulligan Dr.	Douglas Juhasz	19:12	19:16	PASS
Liquor Town, Marlyn Corp.	19 Bridge St.	Phillip A. Chesky	20:25	20:26	PASS
Mandarin Gourmet, Wongs Northeast, Inc	481 Newton Street	Michael Wong	19:28	19:31	PASS
Parthenon Restaurant, D.P. Parthenon, Inc.	475 Newton St.	Dimitrios Pananas	19:22	19:27	PASS
Polish American Citizen's Club, Inc.	515 Granby Rd.	Donna Koske	20:35	20:40	PASS
SOK's	30 Bridge St. Box 3	Sokharun Yim	20:26	20:27	PASS
Stoney's Pub, Pioneer Valley, Inc	1-3 Bridge Street	John Tabak	20:23	20:23	PASS
Tailgate Picnic	7 College St.	John & Alicia Magri	19:16	19:18	FAIL
Tap Room, The Bean Group. LLC	25 College St.	Anita S. Yee Rondeau	Closed		
Thai Place Three	480 Granby Rd.	Phonesavahn Chantahvong	20:27	20:36	FAIL
The Orchards Golf Club, Orchards, LLC	18 Silverwood Terr.	Jason Waters	19:58	20:01	PASS
Thirsty Mind Coffee Bar, Abisok, Inc.	23 College St.	Kenneth Kosiba	19:30	19:32	PASS
Trustees of Mount Holyoke College	Blanchard Hall & Patio	Mark Garner	Closed		
White Wing Package Store	568 Newton St.	Kannagi L. Swadia	20:19	20:20	FAIL
Willits Hallowell Center, Inc	Mount Holyoke College	Imad Zubi	Closed		
Yarde House, Colonel Woodbridge Tavern, Inc.	3 Hadley St.	Scott D. Marshall	19:50	19:54	PASS
Anthony's Dance Club, Inc.	500 New Ludlow Rd.	Edward Tourangeau	Not Attempted		

# TOWN OF SOUTH HADLEY LIQUOR LICENSE POLICIES

*(Adopted December 17, 2013)*

The South Hadley Selectboard (“Selectboard) hereby establishes the following rules and regulations for any establishment serving alcoholic beverages in accordance with Massachusetts General Laws Chapter 138. These rules are supplementary to any statutory requirements and to the rules and regulations of the Alcoholic Beverages Control Commission (ABCC).

## HOURS

### 1.0 RESTAURANTS, CLUBS, HOTELS AND GENERAL-ON-PREMISES

Hours of operation shall be as set by the Selectboard and stated on the face of the license but in no case shall exceed the following parameters:

**Sundays – 11:00 A.M. to 2:00 A.M.**

**Weekdays – 8:00 A.M. to 2:00 A.M.**

Sale of alcoholic beverages to cease at least 30 minutes before closing time.

Lights are to be turned on 15 minutes before closing hour, and all drinks must be off the tables and all patrons off the premises by closing time.

Employees must be off the premises one hour after closing time but can remain after this deadline only with notification to the Police Department.

### 2.0 Mandatory Training Requirement

Beginning with 2015 license renewals, all holders of annual or seasonal liquor licenses shall participate in a program approved by the Liquor Liability Joint Underwriting Association of Massachusetts (LLJUA - converted to Hospitality Mutual Insurance Company in 2008) and/or the Selectboard designed to train management and bartenders/employees in methods of observation and detection to avoid selling or serving to intoxicated persons and or minors. All managers shall have successfully completed such program prior to his/her appointment and such training and successful completion shall also be required for all bartenders, wait staff, sales clerks and employees serving or selling any alcohol.

### 2.1 Verification of Server Training

All establishments must maintain a roster or certificate of trained personnel available for inspection by the licensing authority or an authorized agent thereof. An updated roster shall be submitted with the annual renewal application. The roster shall include 1) employee name, 2) employee date of birth, 3) date of hire, 4) type of training, 5) training certificate and 6) date of expiration.

### 3.0 Penalties for Violations

The Chief of Police may initiate alcohol compliance checks at any establishment at any time using ABCC’s compliance check guidelines. Refusal to cooperate with a police officer designated by the Chief of Police to perform compliance checks will be considered a violation of this policy. The following penalties represent guidelines for action by the Selectboard. Only offenses which have occurred within the five (5) years preceding the date of violation shall be used in calculating the number of offenses for purposes of sentencing guidelines. In addition, violations that occur after five ‘clean’ inspections shall be considered 1<sup>st</sup> offenses.

- 1st offense: Warning
- 2nd offense: One Day Suspension of License
- 3rd offense: Three – Seven Day suspension (dependent on time between violations)

### 4.0 Business Arrangements of License Holders

- 4.1 Managers in the licensed premises shall not be changed until the South Hadley Selectboard and the Alcoholic Beverages Control Commission (ABCC) have approved such change.
- 4.2 No licensee shall permit any person to have a direct or indirect financial or beneficial interest in the licensed business or to receive any revenue from the business or to manage the premises other than the persons properly approved by the Selectboard and the salaried employees of such persons. No change in the stock ownership of a corporation shall be made after the license has been granted or renewed without the approval

of the Selectboard. Any change in officers or directors of a corporation requires prior approval of the Selectboard and the ABCC.

**4.3** No licensee shall pay an employee any percentage of the profits of the business or pay an employee in any manner other than by salary or hourly rate except upon approval of the Selectboard.

**5.0** **A licensee shall not make a sale or delivery of an alcoholic beverage to an intoxicated person.**

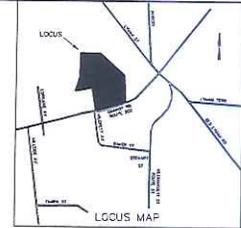
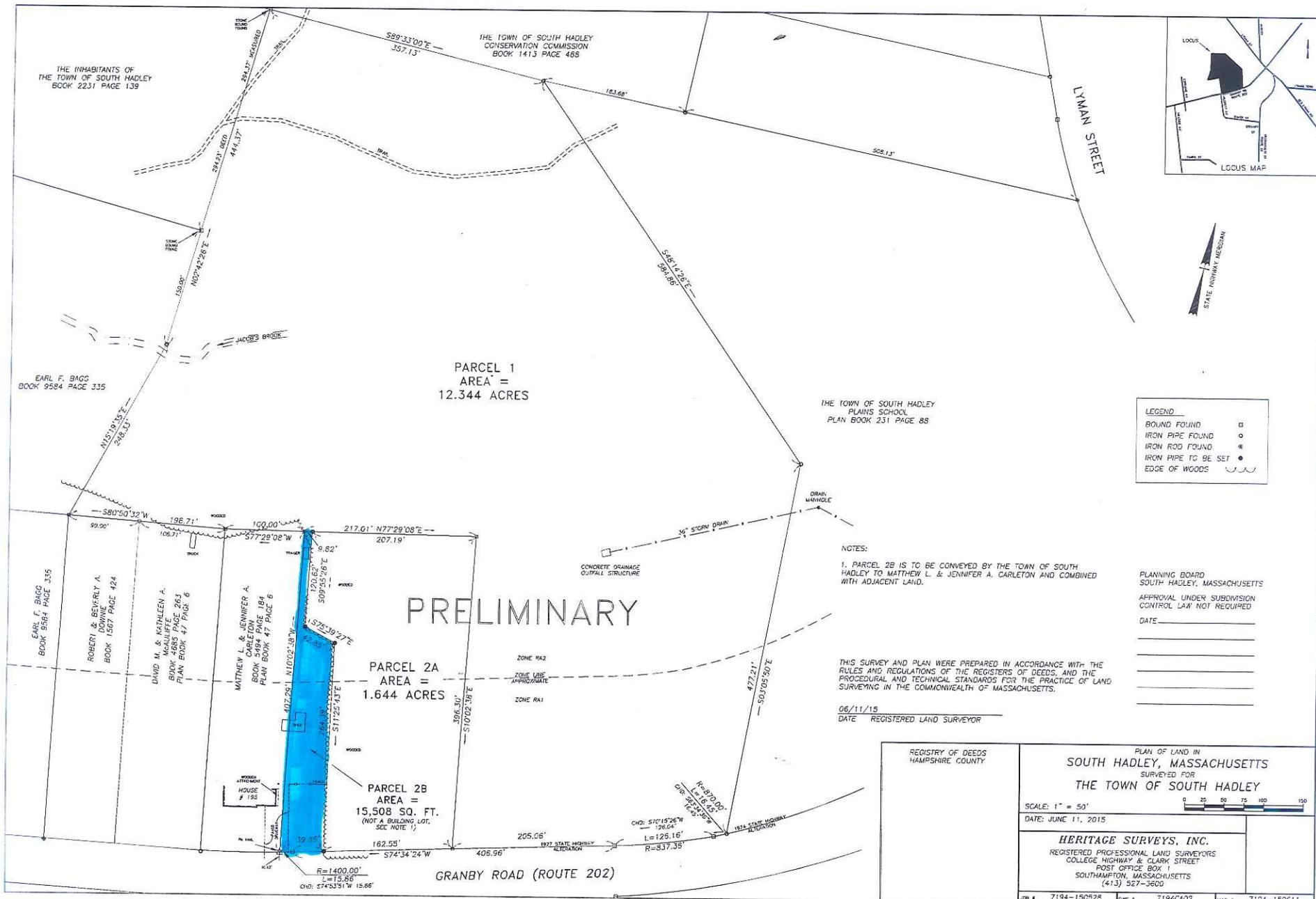
**6.0** No licensee shall provide entertainment of any kind unless the licensee holds an entertainment license issued pursuant to the General Laws, Chapter 140, Section 183A. (This does not apply to private functions such as wedding receptions where the function is not open to the public and there is no charge for admission).

**7.0** No alcohol consumption by employees while on duty.

**8.0** Additional regulations may apply to special licenses issued under M.G.L. Chapter 138, Section 14; applicants are required to check with the Selectboard office for additional conditions attached to One Day Beer and Wine or All Alcohol Licenses.

**Motion for the land transfer July 14, 2014;**

*I move that the Selectboard, on behalf of the Town of South Hadley, with the recommendation of Town Counsel, Edward J. Ryan, Jr. , execute a Quit Claim deed transferring title, pursuant to authority granted under Article 8 of the November 19, 2013 Special Town Meeting to a parcel described in the deed to Matthew L. Carlton and Jennifer A Carlton of 195 Granby Road, South Hadley, Ma in full and final settlement of their claim for adverse possession as more particularly set for the in their Notice of Demand and Presentment of Claim from the Law Office of Steven Samolewicz dated April 15, 2015 and further that all costs incident to this transfer be borne by the claimants.*



**LEGEND**

BOUND FOUND	□
IRON PIPE FOUND	○
IRON ROD FOUND	⊕
IRON PIPE TO BE SET	●
EDGE OF WOODS	⌋

**NOTES:**  
 1. PARCEL 2B IS TO BE CONVEYED BY THE TOWN OF SOUTH HADLEY TO MATTHEW L. & JENNIFER A. CARLETON AND COMBINED WITH ADJACENT LAND.

PLANNING BOARD  
 SOUTH HADLEY, MASSACHUSETTS  
 APPROVAL UNDER SUBDIVISION  
 CONTROL LAW NOT REQUIRED  
 DATE \_\_\_\_\_

THIS SURVEY AND PLAN WERE PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS, AND THE PROCEDURAL AND TECHNICAL STANDARDS FOR THE PRACTICE OF LAND SURVEYING IN THE COMMONWEALTH OF MASSACHUSETTS.

06/11/15  
 DATE REGISTERED LAND SURVEYOR

REGISTRY OF DEEDS HAMPSHIRE COUNTY	PLAN OF LAND IN <b>SOUTH HADLEY, MASSACHUSETTS</b> SURVEYED FOR <b>THE TOWN OF SOUTH HADLEY</b>	
	SCALE: 1" = 50' 	DATE: JUNE 11, 2015
<b>HERITAGE SURVEYS, INC.</b> REGISTERED PROFESSIONAL LAND SURVEYORS COLLEGE HIGHWAY & CLARK STREET POST OFFICE BOX 1 SOUTHAMPTON, MASSACHUSETTS (413) 527-3600		
JOB # 7194-150528	Dwg # 7194CA02	MAP # 7194-150611

**PRELIMINARY**

**PARCEL 1  
 AREA =  
 12.344 ACRES**

**PARCEL 2A  
 AREA =  
 1.644 ACRES**

**PARCEL 2B  
 AREA =  
 15,508 SQ. FT.  
 (NOT A BUILDING LOT,  
 SEE NOTE 1)**

**GRANBY ROAD (ROUTE 202)**

AFFIDAVIT

We, Matthew L. Carleton and Jennifer A. Carleton, being first duly sworn, depose and state under oath the following:

1. On March 31, 1997 we purchased property located at 195 Granby Road, South Hadley, Massachusetts which was recorded in the Hampshire County Registry of Deeds Book 5087 Page 140.
2. During the time of our ownership we have used, maintained, and landscaped the land owned by the Town of South Hadley identified as Lot 2B on a Plan of Land recorded in the Hampshire County Registry of Deeds Plan Book 15, Page 112/2.
3. We also discovered that the prior owner, Shirley E. Belanger, exclusively used the same portion of the land for a period of at least twelve (12) years during her ownership.
4. The use of the land identified as Lot 2B was open and continuous for over twenty (20) years.
5. The use was exclusive, adverse and notorious and as a result is a valid adverse possession claim against the Town of South Hadley.
6. Because we have established a valid adverse possession claim we were prepared to initiate an adverse possession claim in Hampshire County Superior Court.

The Affiants confirm that all the statements and representations this Affidavit are made to establish a valid adverse possession claim and are relevant to establishing title to Lot 2B.

Signed as a sealed instrument this \_\_\_\_\_ day of July, 2015.

\_\_\_\_\_  
Witness to Both

\_\_\_\_\_  
Matthew L. Carleton

\_\_\_\_\_  
Jennifer A. Carleton

COMMONWEALTH OF MASSACHUSETTS

Hampshire, ss:

July \_\_, 2015

Then personally appeared the above named Matthew L. Carleton and Jennifer A. Carleton, personally known to me to be the persons who signed above and acknowledged the foregoing instrument to be their free act and deed, before me

---

Steven E. Samolewicz  
Notary Public  
My Commission Expires: 11/7/2019



Laura Krutzler <lkrutzler@southhadleyma.gov>

---

## Annual Appointments

---

**Kenneth Williamson** <williamson98@comcast.net>  
To: Laura Krutzler <lkrutzler@southhadleyma.gov>

Thu, Jun 18, 2015 at 8:23 PM

Dear Laura,

I would like to be reappointed to the Historical Commission.

Best regards,

Ken

On Jun 16, 2015, at 5:29 PM, Laura Krutzler <lkrutzler@southhadleyma.gov> wrote:

Ken - I just thought I would try reaching out to you one more time before tonight's meeting. The Selectboard is acting on annual appointments tonight and have asked me to check with individuals whose terms are expiring to see if they are willing to continue serving in their appointed positions. Could you please let me know if you are interested in being reappointed to the Historical Commission or if you are content to have your term lapse?

If for some reason you don't get this e-mail until after tonight's meeting please know that your name can still be presented for appointment at the next regular Selectboard meeting in July. Thank you for the favor of a response!

On Tue, Jun 9, 2015 at 3:33 PM, Laura Krutzler <lkrutzler@southhadleyma.gov> wrote:

Good afternoon, Historical Commission members,

Please excuse the last-minute nature of this request, but the Selectboard is making annual appointments at its meeting next Tuesday, and the terms of five members of the Historical Commission - Susan Canedy, Scott Sargent, Desiree Smelcer, Adam Sweet and Kenneth Williamson - are expiring June 30, 2015.

I have heard from Adam and Scott indicating their desire to remain on the commission but have not heard from the other three as to whether or not you are willing to accept reappointment. Please let me know at your earliest convenience whether you are seeking reappointment so that I can present your names to the Selectboard, if necessary. Thank you for your attention and for the favor of a reply!

--

Please note: my new e-mail address is [lkrutzler@southhadleyma.gov](mailto:lkrutzler@southhadleyma.gov). Please use this address for future e-mails. To forward information for distribution to the entire Selectboard, please continue to use [Selectboard@southhadley.org](mailto:Selectboard@southhadley.org).

Laura Krutzler  
Administrative Secretary  
Town of South Hadley  
(413) 538-5017, ext. 135 (phone)  
(413) 534-1041 (fax)

133 Cold Hill  
Granby, MA 01033  
July 2, 2015

Dr. Mitchell Resnick  
Chairman, South Hadley Board of Library Trustees  
41 Ashton Lane  
South Hadley, MA 01075

Dear Dr. Resnick,

With regrets, I am resigning from the Library Board of Trustees. The reason for my resignation is that I am moving to Granby, MA. The effective date will be July 31, 2015.

Sincerely,  
*Hollis D. Haley*  
Hollis D. Haley

cc: South Hadley Board of Selectmen  
Carlene Hamlin, South Hadley Town Clerk

**RECEIVED**  
TOWN OF SOUTH HADLEY  
SELECTBOARD

JUL - 7 2015

Meeting  
 Agenda  
 New  
 Ok to Play  
 Send/Cons

Action  
 Ex Session  
 End

*M. Resnick*  
~~REMOVED AND REFILED TO~~  
~~SELECTBOARD~~

**POLICIES AND PROCEDURES**

**TOWN OF SOUTH HADLEY**

**SELECTBOARD**

Draft

**Adopted April 2001**

**(Amended May 21, 2007)**

**(Revised July 21, 2009)**

**(Most recently amended October 4, 2011)**

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**PURPOSE:**

The Selectboard of the Town of South Hadley, recognizing the need to codify the traditional and accepted working relationships among the members of the Board, between the Board and the Town Administrator, and the Board and other town boards, committees, officials and citizens, and also recognizing the need to systemize and reduce to writing the Town’s public policies and procedures, hereby undertakes to create operating procedures for the Selectboard.

**NATURE OF POLICIES AND PROCEDURES:**

These policies and procedures contain items relating to topics that cannot be addressed elsewhere. Subjects that would more appropriately be addressed in statutes, by-laws or regulations are not addressed in this document. Where there is confusion as to the application of a similar Board policy or procedure addressed here, the language contained in this document will prevail.

**PROCEDURE FOR ESTABLISHING POLICIES AND PROCEDURES:**

Drafts of any proposed changes in this policies and procedures document will be placed on the agenda for any regularly scheduled meeting of the Board. Drafts will be in writing, and may be introduced only by a Selectboard Member or the Town Administrator. Upon receipt of a draft, the Board may choose to discuss the issue immediately or schedule the discussion for a future meeting. The Board may schedule any hearings or meetings it deems necessary for discussion. The Board may distribute a draft for comment to appropriate officials as it deems necessary.

The Board will not vote on a policy at the same meeting that it is first introduced. This rule may be waived if the Board unanimously votes that prompt action is necessary. A majority of the full five member board is necessary for adoption.

The Town Administrator will be responsible for implementation of all policies and procedures.

The Board will, at a minimum, review these policies and procedures annually.

**AUTHORITY:**

The Selectboard is an elected Board and derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts and the By-laws of the Town of South Hadley.

## **ELECTION AND QUALIFICATION:**

In accordance with Town vote, effective April 1, 1991, the Board consists of five duly elected members. Before assuming official duties, each newly elected member shall be sworn in by the Town Clerk.

## **VACANCIES ON THE BOARD:**

When a vacancy occurs in the membership of the Selectboard, the Board or its remaining members shall call a special town election to fill the unexpired term or terms in accordance with Massachusetts General Laws.

## **ROLE OF THE SELECTBOARD:**

The Board is responsible for policy development and review for compliance. Therefore, the Board is responsible for supervising the departments of the general government that are not supervised by the other elected officials. Authority to supervise these departments is delegated to the Town Administrator; and therefore the Board or its individual members will refrain from involvement in day-to-day operations. Concerns and questions about the operation of departments, requests and information from department heads, and suggestions for improvements are to be made to the Town Administrator. The responsibility for addressing these issues is thus carried out through the Town Administrator.

## **ROLE OF THE TOWN ADMINISTRATOR:**

The Board appoints a Town Administrator who functions as the Town's Chief Administrative Officer. The primary duties of the Town Administrator shall be the day-to-day administration of the general government as outlined in the position's job description. The Town Administrator will also assist and work under the direction of the Board in the formulation of policy. The Town Administrator must maintain a close working relationship with all members of the Board. He/She shall regularly brief the Board on all important issues.

In order to provide the Town with continuity of management, the Selectboard is committed to maintaining an employment agreement with the Town Administrator that delineates his/her responsibilities and conditions of employment as permitted by statute.

## **EVALUATION OF THE TOWN ADMINISTRATOR**

The process for reviewing the performance of the Town Administrator is set out in the employment agreement between the Selectboard and the administrator. Following submission of individual performance reviews to the Selectboard chair, the chair then compiles a compendium of all evaluations received by the deadline given. The Selectboard will then employ the following procedures as recommended by counsel:

1. Board votes on whether on not content of compendium of evaluation is approved by only those board members who actually participated in the evaluation process.
2. Board votes to approve compendium as approved by chair.
3. Board then decides process for negotiating any merit increase.

**BOARD POLICIES AND STANDARDS OF CONDUCT:**

I. A member of the Selectboard, in relation to his or her community should:

- A. Realize that his or her basic function is to carry out the Board's mandated responsibilities and develop Town policy related thereto, with administration delegated to the Town Administrator.
- B. Realize that he or she is one of a team and should abide by board decisions once they are made.
- C. Be well-informed concerning the duties of Board members on both local and state levels.
- D. Remember that he or she represents the entire community at all times.
- E. Accept the office of Selectboard as a means of unselfish service, not benefit personally or politically from his or her board activities.
- F. In all appointments, avoid political patronage by judging all candidates on merit, experience, and qualifications only.
- G. Abide by the ethics rules established by the Commonwealth and not use the position to obtain inside information on matters which may unfairly benefit anyone.

II. A member of the Selectboard, in his or her relations with administrative officers of the Town should:

- A. Endeavor to establish sound, clearly defined policies that will direct and support the administration for the benefit of the people of the community.
- B. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- C. Give the Town Administrator the appropriate responsibility for discharging his or her disposition and solution.

III. A member of the Selectboard, in his or her relations with fellow board members, should:

- A. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
- B. Not make statements or promises of how he or she will vote on matters that will come before the Board until he or she has had an opportunity to hear the pros and cons of the issue.
- C. Uphold the intent of Executive Session and respect the privileges communication that exists in Executive Session.
- D. Make decisions only after all facts on a question have been presented and discussed.
- E. Treat with respect the rights of all members of the Board despite any differences of opinion.

#### **ORGANIZATION OF THE BOARD:**

The Chair shall be elected annually at the first Board meeting following the Annual Town Election. The Board may remove the Chair at any time. Nominations require no second. The immediate past Chair shall preside as Chairman pro-tem until the Chair is elected. If there is no immediate past Chair, the senior member in terms of current service shall serve as Chair pro-tem. In the case of members with the same amount of seniority, the member receiving more votes in the most recent election shall serve. If a vacancy occurs in the office of Chair, the Board shall elect a successor. The Board shall further appoint a Vice-Chair and Clerk under the same provisions as stated for the Chair.

#### **RESPONSIBILITIES OF THE CHAIR:**

The Chair of the Board shall:

- 1. Preside at all meetings of the Board and start all Board meetings and hearings on time. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes, and preside over the discussion of agenda items and hearings.
- 2. Be circumspect in allowing each member to present his/her views while tactfully preventing any member from monopolizing the meeting and/or discussion.
- 3. Be thoroughly familiar with parliamentary procedure as it applies to Board operations.

4. Provide time in his/her schedule to consult with the Town Administrator and the Vice Chair on the preparation of the agendas and meeting materials.
5. Provide leadership which brings individual Board members together as an effective policy-making body.
6. Sign official documents that require the signature of the Chair.
7. Call special meetings in accordance with the Open Meeting Law.
8. Arrange orientation for new members with the Town Administrator.
9. Represent the Board at meetings, conferences and other gatherings unless otherwise determined by the Board or delegated by the Chair.
10. Serve as spokesperson for the Board and present the Board position unless otherwise determined by the Board or delegated by the Chair.
11. Make liaison appointments for special projects if warranted with a deadline for expiration of the assignment.
12. The Chair shall have the same rights as other members to offer motions and resolutions, to discuss questions and to vote thereon.

**RESPONSIBILITIES OF THE VICE-CHAIRMAN:**

The Vice-Chair of the Board shall act in the place of the Chair during his/her absence. Should the chair leave office, the Vice-Chair shall assume the duties of Chair until the Board elects a new Chair.

The Vice Chair shall provide time in his/her schedule to consult with the Town Administrator and Chair on the preparation of agendas and meeting materials.

**RESPONSIBILITIES OF THE CLERK:**

The Clerk of the Board shall make the motion to approve the bill warrants. In the absence of the Administrative Secretary, the Clerk shall act as recording secretary.

**REGULAR BOARD MEETINGS:**

Regular Board meetings are held the first and third Tuesdays of each month unless changed by the majority of the Board. The Board shall not meet on days designated as legal holidays or Election Days.

**SPECIAL MEETINGS:**

A meeting called for any time other than the regular meetings shall be known as a “Special Meeting.” The same rules as those established for regular meetings will apply. Special Meetings may be called provided that a majority of the members agree to meet and all Board members are notified.

**WORKING MEETINGS:**

The Selectboard may conduct informal “working sessions” from time to time as the situation warrants. At such meetings, which will be posted in accordance with the Open Meeting Law, no official action will be taken. A synopsis of transactions of informal meetings will be made a part of the minutes of the following regular meeting.

**MEETING PROCEDURES:**

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure and the Open Meeting Law. It is the practice that application of such procedure be on a relatively informal basis, due to the size of the group and the desirability of flexibility in the expression of opinion. Roberts Rules of Order is used as a guide in matters requiring clarification of definition.

A quorum shall consist of three members of the Board. Actions and decisions shall be by motion, second, and vote. Split votes will be identified by ratio. As a practical courtesy, action on critical or controversial matters or the adoption of policy or appointments shall be taken, whenever practicable, with the full Board in attendance.

The Town Administrator is expected to be in attendance at all meetings of the Board. The Town Administrator shall attend in order to keep the Board informed and advised and recommend in all matters that fall within the jurisdiction of his/her office. He/She shall carry out the actions of the Board as they relate to the conduct and administration of town affairs under his/her jurisdiction.

**EXECUTIVE SESSION:**

The reasons for holding an Executive Session and the procedure for entering Executive Session shall be as spelled out in M.G.L. Chapter 30A, Section 21. Only items clearly allowed by the Open Meeting Law shall be included in the Executive Session. The mover must specify in the motion to enter Executive Session the reason the session is sought. A majority of the members present must vote to enter Executive Session by roll call vote. The Chair must state whether or not the Board will reconvene in open session.

**AGENDA PROCEDURES:**

The responsibility for coordinating and planning the weekly agenda is that of the Town Administrator. Each of the Board members and the Town Administrator may place items on the agenda provided they meet the time deadlines for submission of agenda items established by the Town Administrator.

All items for the agenda must be submitted to the Town Administrator by 2:00 p.m. on the Wednesday preceding the Board's meeting. Items of emergency or strictly of a routine nature that may develop after closing of the agenda may be considered under "other business" at the discretion of the Town Administrator or Board Chair.

Agenda items *normally* include:

1. Call Meeting to Order
2. Acceptance of Minutes
3. Announcements/Open Forum
4. Scheduled Appointments
5. Old/New Business & Information
6. Contract Reviews and Approvals
7. Personnel Related Matters
8. Appointments/Resignations
9. Town Administrator's Report/Goals Update
11. Items Pending
12. Adjournment

Members of the Board, staff, Town Administrator or others who prepare background material for the Board's meeting must have such material submitted to the Selectboard's Office **by Thursday at noon**. If background information is insufficient, complicated, or if complex memorandum or motions are presented at the meeting which were not in the Board's meeting packet, any member should feel free to request the tabling of the item to allow careful study of the material presented or the motion proposed.

The agenda shall be available to the public and the press at the Selectboard's Office and on the town's website by noon of the Friday preceding the Board's meeting date and the agenda shall be available outside the Selectboard Chambers at the same time. Copies of the minutes of the previous meeting and all other important correspondence, reports and other pertinent background materials shall be included in the packet forwarded with the agenda to Board members.

(Section deleted 5/06) .The Board shall not begin discussion of, or act on an agenda item after 10:00 p.m. of a regularly scheduled meeting. This rule may be waived by a majority vote of a three or four-member meeting at the discretion of the Chair.

**MINUTES:**

The Selectboard Clerk shall record open meetings of the Board in the event the administrative secretary is not present. The Administrative Secretary shall prepare draft minutes from the meeting.

Minutes circulated to members of the Board on or before any Friday shall be in order for approval at the next regular meeting of the Board. By unanimous consent, minor corrections, such as typographical errors, may be made to the minutes without advance circulation of such corrections.

Minutes shall contain a full statement of all actions taken by the Board and of the disposition of all proposals for action. Approved minutes shall be recorded in a Minutes Book which shall be bound annually by calendar year. Minutes of Executive Sessions shall be handled in accordance with M.G.L. Chapter 30A, Section 22. Minutes, (other than Executive Session) are available for public inspection.

#### **MEDIA RELATIONS:**

Representatives of the press and other news media are welcome to attend all meetings of the Selectboard except Executive Sessions.

Whenever possible, and as permitted by statute, the Selectboard will make available to representatives of the news media notices of meetings, agendas and such supporting materials as deemed appropriate by the Selectboard. Where applicable, costs may be charged for copies of such materials as provided by the Public Records Law.

As appropriate or warranted, press releases will be issued by the Chair of the Selectboard or his/her designee to keep the public informed about town business and the operations of the Selectboard.

#### **APPOINTMENTS:**

The Board makes numerous appointments each year. Appointments are generally made for one, two or three years in length. In no case, may appointments be made for more than three years unless specifically allowed under statute. Appointments are generally made in June of each year and effective July 1. In the case of appointments, no second to the nomination or motion will be required prior to Board action.

Whenever possible the Board will seek variety in backgrounds, interests, ages, gender and geographic areas of residents, so that a true cross-section of the community will be reflected. In order to attract qualified and interested persons, vacancies will be made public as far in advance of appointment as practicable. Vacancies may be advertised in the local paper as well as on the Town's web page. Appointments should be based on merit and qualifications rather than political merit.

1. A list will be delivered to the Selectboard for all fiscal year appointments scheduled for July 1<sup>st</sup> by the first Selectboard meeting in April. The list will include the

- following: the length of term, and whether it is presently filled or open. If candidate is an incumbent on other committees/boards, a list of those boards should be attached.
2. Board chairs will be notified in April of pending re-appointments or vacancies by the Selectboard Administrative Assistant, and will be asked to notify other members. Chairpersons will be encouraged to advise the Selectboard of the incumbent's participation, including attendance, conflicts and/or general participation as a board member.
  3. All positions which will be appointed for July 1 will be contained in a list prepared by the Selectboard Administrative Assistant and verified by the Town Clerk. Said list will be read at Annual Town Meeting by the Selectboard Chair or his/her designee, placed on the town website and otherwise disseminated as widely as possible. The notification to the general public of the annual appointments will commence immediately following the Selectboard acceptance of the list of appointments (first meeting in April).
  4. Interested parties for all board positions should apply via online form copied to the Town Clerk and Selectboard Administrative Assistant. The Town Clerk will review the submittals, as to any requirements set forth in by-laws, Massachusetts General Laws or other demands and forward to the Selectboard prior to the first meeting in June.
  5. The Selectboard will schedule interviews for the candidates as it determines necessary and as expediently as possible. All new appointees to any board or commission must be interviewed at a Selectboard meeting. In the event an incumbent is challenged for the position s/he will be offered the opportunity to be interviewed by the Selectboard as well.
  6. All annual appointed positions will be considered available, with consideration for the incumbent at the will of the individual Selectboard members. No person will be denied the right to submit an online application for appointments as listed in the first meeting in April. Incumbents must submit an application.
  7. The Selectboard will consider the appointments no later than the second meeting of June and make the appointments as expediently as possible.
  8. Upon appointments being made by the Selectboard, the Administrative Aide will deliver an executed certificate of appointment which has been signed by the Selectboard to the Town Clerk. The Clerk will notify said appointee via written letter delivered via postal and/or electronic mail notifying the candidate of their appointment. The Town Clerk may be directed to call by telephone or make other means of contact if it is necessary to do so.
  9. The Town Clerk will request the appointee to present him/herself in person to sign the official registry, be sworn in by the Town Clerk and be presented with any directives which will help them in their service to the Town of South Hadley. This should include but not be limited to: ethics regulations, records requirements, meeting quorums and posting requirements, and other general information regarding boards commission until this step is completed and their appointment certificates have the Clerk's seal applied. The Clerk will notify the Chair of the board or committee of

the person's appointment and send a copy of the certificate electronically to the Selectboard Office.

All applicants are encouraged to familiarize themselves with responsibilities of the board, commission or authority appointment they are seeking. It is suggested that applicants attend meetings, engage present members, and contact the chairperson or Selectboard members in this pursuit.

Interim appointments due to resignations or otherwise unfilled positions will be considered for the remainder of term when presented to the Selectboard. A list of committees, including vacancies, will be maintained by the Town Clerk on the town website and available in the Town Clerk's Office. A full online application is required, as is an interview. All resignations and/or appointments being considered must appear on the published agenda. No application will be considered at the Selectboard meeting when the resignation for the position is received. If a submittal arrives after the agenda is published it will be held over until the next Selectboard meeting.

This procedure applies strictly to board, committee, authority, and/or commission appointments.

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**Timeline: Annual Appointment Process**

List of needed appointments -> Selectboard:	1st Selectboard meeting in April
Board Chair notification acceptance of list)	April (following the SB
Notification to general public:	May 1
Read list at Town Meeting:	2nd Saturday in May
Application deadline:	Last Thursday in May
Applicant list to Selectboard from TA:	1st Selectboard meeting in June
Selectboard consider appointments:	by 2nd meeting in June
Appointments effective:	July 1

**ADVISORY COMMITTEES OF THE SELECTBOARD:**

The Board may appoint standing or ad-hoc advisory committees to aid on matters under the Board's jurisdiction. The use of such advisory committees provides greater expertise and more widespread citizen participation in the operation of government.

Charges to advisory committees will be in writing and shall include the work to be undertaken, the time in which it is to be accomplished, and the procedures for reporting to the Selectboard. Each committee must report in writing at least annually to the Selectboard. The Selectboard's Office will be sent copies of all committee minutes, which will be forwarded to Selectboard members. The Board will discharge committees upon the completion of their work. In addition each committee shall be provided with a Committee Handbook addressing issues such as conduct and law.

The charges and membership of standing advisory committees will be reviewed periodically (at least annually) to assess the necessity and desirability of continuing each

committee. Reappointments will be based on an evaluation of the member's contribution, the desirability of widespread citizen involvement, and the changing needs of the committee and the town.

It is the policy of the Selectboard to appoint qualified citizens representing all sections of the Town to all such advisory committees. In order to attract qualified and interested persons, vacancies will be made public as far in advance of an appointment as practicable.

### **RELATIONS WITH OTHER TOWN BOARDS, COMMITTEES AND COMMISSIONS:**

The Selectboard is aware that coordination and cooperation is needed among the Town's major boards, committees and commissions not only in the day-to-day operations of government but also to: 1). set town-wide goals and priorities, 2). identify and anticipate major problems and work together toward their resolution, and 3). develop a process for dealing with state government.

Therefore, as the executive board historically responsible for the overall leadership and coordination of Town affairs, the Selectboard will:

1. Make itself available to meet with the chairs of major boards and committees to carry out functions 1-2 listed above.
2. Regularly schedule meetings of the Selectboard, Appropriations Committees and School Committee with South Hadley's state legislators to discuss legislative issues which affect the Town of South Hadley.
3. Meet annually with all elected/appointed boards for the purpose of sharing information and coordinating efforts on projects, initiatives and concerns of mutual interest.
4. The Town Administrator is responsible for inter-board communication in the day-to-day operation of government. The Town Administrator will develop a process for exchange of information and the provision for advice and recommendations among the boards, committees and commissions with common interest, which will include but not be limited to the exchange of minutes, the establishment of a central repository for data, studies and reports and the appointment of members or staff of boards, committees or commissions as liaison with one another around common projects.

### **RELATIONS WITH CITIZENS:**

The Board recognizes that it both represents and is accountable to all the citizens of the Town. It is the Board's policy to make every effort to strengthen communications with citizens. Measures will be instituted to increase citizen participation, encourage citizen

input into governmental decisions, and to keep citizens informed of all actions contemplated or taken by the Board and/or Town Meeting which will affect them. To this end the following steps will be taken:

1. An individual citizen or group of citizens may request an appointment before the Board by contacting the Town Administrator, stating precisely the reasons for the appearance and the action desired and naming a spokesperson for the group. Participants shall be given the opportunity to make a reasonable presentation through the spokesperson and to express opinions and ask for pertinent information. Background data shall be prepared by the boards and departments concerned prior to the appointment insofar as possible, so that all parties involved can have a reasonable understanding of the subject matter. Citizens are encouraged to have written materials submitted for the Board's meeting packet.
2. To the reasonable extent possible, persons who will be directly affected by proposed Board discussion and/or action will be notified by the Administrative Secretary of the date and time of the meeting at which the matter will be discussed or acted upon by the Board.
3. In considering matters of citizen concern at a regular meeting, the public will be allowed to ask questions or make statements relative to the matter under consideration at the discretion of the Chair or upon request of any member of the Board.
4. All citizen questions and complaints are to be answered promptly. Questions and concerns relating solely to the Selectboard will be answered promptly by the Chair, after consulting with the Board, or at the discretion of the Chair, the Town Administrator. Those needing prompt attention by the Board should be referred to the Chair for inclusion in the next meeting agenda.
5. All other questions, and all complaints, are to be referred to the Selectboard's Office for action or recommendations. In those rare instances where common sense dictates that the Board member receiving the complaint deal directly with a department head, the Board member shall inform the Town Administrator of the issue and its disposition. Town departments will be given the benefit of the doubt by any Selectboard receiving a complaint until such additional information has been obtained.
6. The Selectboard invites comment from residents of South Hadley as part of its regularly scheduled meetings. Therefore, there will be an agenda item titled "Open Forum" during which members of the public are invited to address the Selectboard. Open Forum will generally be allocated 15 minutes and each resident will be allowed to speak for no more than three minutes. However, time allocated at each meeting will be determined at the discretion of the Chair. The Selectboard will require that each resident speak in a civil and respectful manner. The Chair will interrupt and stop any resident who uses profanity or behaves in a similarly

unacceptable manner. The Board will not act on a matter introduced during Open Forum on the same night unless this rule is waived by unanimous vote of the board.

### **EMPLOYEE GRIEVANCES:**

Employee grievances for non-unit staff are to be handled as delineated in the Town's Personnel By-Laws and Personnel Manual

### **PROCEDURE FOR CONDUCTING DOG HEARINGS:**

A written complaint must be filed with the Selectboard. The complaint should describe and name the dog and fully identify the owner. The complaint should further specify why and how the dog is considered to be vicious. Specify all times, dates and reasons.

Upon receipt of a request for a hearing, the hearing will be included in the agenda for a regular meeting. The Health Department will notify the Dog Officer and all involved persons. Hearings will be held in open session. The procedure for conducting a hearing is as follows:

1. Read complaint - fully identify and describe dog, present picture if available. Note that the hearing is being conducted under Massachusetts General Laws Chapter 140.
2. Swear in the complaint that all information and statements are the whole truth and nothing but the truth.
3. Hear report from the Dog Officer and/or Health Director.
4. Take testimony from complainants - directly question as to why dog is considered vicious or dangerous. Are they fearful of dog? Is their excessive barking, etc.?
5. Take testimony from owner and/or others speaking on his/her behalf.
6. At the conclusion of the hearing the Board may render its decision or take the matter under advisement, announcing the intended date of decision.
7. The dog shall not attend the hearing.

### **TOWN MEETINGS:**

Town Meeting serves as the legislative branch for local government. The Selectboard is responsible for providing leadership by presenting requests to Town Meeting and making presentations on those requests. It is the responsibility of each Board member to assure prior to each presentation that the Board has taken a position, by vote, on the intent of the article and promises that will be made. The Board shall be in session during Town

Meeting and will be consulted when an issue or question arises which dictates a response on the floor.

1) Annual Town Meetings

By statute, the Town Meeting warrant is the Selectboard's warrant. The Selectboard may insert articles in the warrant on their own initiative or by written petition signed by ten (10) registered voters for the Annual Town Meeting. It is a By-law of the Town of South Hadley that its Annual Town Meeting be held in the evening of the second Wednesday in May.

2) Special Town Meetings

The Selectboard will call a Special Town Meeting when prompt consideration of the particular matter(s) proposed for inclusion on the warrant for the Special Town Meeting serves the interest of the Town. The Selectboard must call a Special Town Meeting if it receives a written request, signed by two hundred (200) registered voters. It is the practice of the Town of South Hadley to address major issues at the Annual, versus a Special, Town Meeting.

The Selectboard may insert any article in the warrant of its own initiative or by written petition signed by one hundred (100) registered voters for a Special Town Meeting. The Selectboard may, at its discretion, also insert articles in the warrant upon request of another committee.

Notwithstanding the above, in the interest of economy of operations and imposition on Town Meeting Members, the Selectboard will strive to limit the calling of Special Town Meetings to the minimum necessary as is otherwise in the Town's best interest. In determining whether to call a Special Town Meeting, the Selectboard may consult with other town committees, officials, and staff as appropriate. It is strongly recommended that the Moderator and Town Clerk be consulted for each Town Meeting.

## **APPENDIX**

Board and Committee Handbook – Adopted August 2001 (enclosed)

Selectmen Reappointment Form – Adopted May 2001 (enclosed)

\*Licenses, Permits, and Fees – as of July 1, 2010

\*Records Retention

Miscellaneous Policies

Inspection of Public Records

\* Will be provided at a later date

# Draft



July 7, 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.

**Buttery Brook Park Western Mass News;** Some of you may have caught the news story about the Buttery Brooks lack of a modified swing and a fading crosswalk. It should be stated I feel the story was an honest attempt to show South Hadley as uncaring or at least unresponsive by the media outlet.

They were aware the DPW Superintendent was on vacation and as both the Town of South Hadley DPW Superintendent and ADA Coordinator he could ably reply to some of the questions being demanded. Yet they were inclined to report the story as if lives were in immediate peril, with the end result of casting an ill light on a very caring community.

The issue was reported via email about the crosswalk only on June 4<sup>th</sup>, the Superintendent responded on June 5<sup>th</sup> that he would look into it and get back to the family. He told them he would be going on vacation, while on vacation June 22 he was sent another email asking for an update, I heard two days later the family had engaged the media bully, was working with a lawyer and added the "swing" to the inquiry.

I received a call on June 26 (a day off for me). I returned the call promptly when I returned on June 29, I received a call back from Jennifer Martinez of Western Mass News. She asked me some pointed questions about accessibility and invited me to appear on camera. I stated I would ask she wait one more day for the Superintendent to return so we could have accurate facts. Yes if this was an "emergency" I could contact the Superintendent, this in my eyes would not be resolved to any great degree by interrupting the DPW Superintendent's vacation.

Upon his return I placed a call and we discussed our mutual concerns about continuing a "mid-stream" crosswalk in a heavily traveled area. This is recognized by road experts at all levels to be one of the most dangerous situations. The ill-advised crosswalk which has a faint outline remaining, was installed presumably to accommodate the State Swimming Pool which has long since been filled in. There are sufficient and demonstrably safer cross walks at Abbey and Willamansett and at the entrance to the Big Y Plaza and we encourage citizens to use those access points.

As far as the adaptive swing we identified there was a modified swing being removed from the play area at the new Plains School. The playscape was scheduled to be removed which made this swing available. We will use as many other parts from the Plains as possible, but some will be out of compliance with the ever changing regulations for playground equipment. It should be noted the playground was never

meant to be returned to Plains School, as they have accommodated the need in the plan and in a more modern age appropriate way

As a Friday **addition** to this story, there was a very complementary story from Western Mass News this morning about how quickly South Hadley reacted to the request. While the gesture from them is appreciated, I believe it would have been easier to report when all the facts were in, instead of sensationalizing it. That aside I appreciate the per say retraction. It was always our intent and remains, to do what we can when we can.

**Town Hall Issues;** We are recovering from a recent leak in a pipe in Town Hall. It would be an overstatement to say it “flooded”, but there was a good half inch of standing water in the records room for the Treasurer/Collectors Office. There were several damages boxes which we did our best to salvage and we have incurred some expense stopping the leak and will have more to come when we try to identify where the leak is and how it will be remedied. Presently we are limping by with some faucets working and other bypassed by the short term leak repair.

A significant amount of the ceiling will need to be opened up to facilitate the repair. This is a well-built lath and plaster over a steel mesh screen ceiling. This will be grueling and relatively expensive work. The maintenance contractor is working on a longer term solution for administration to consider. I am hoping we will be able to fashion a bypass for the water to get to the first floor bathrooms.



I also would encourage you to enjoy the beautiful landscaping provided and coordinated by the DPW-Parks Division at Town Hall. I would however be careful where you walk, as some citizens are not as respectful of the property. I am getting increasing number of calls from people in different areas of SoHa in respect to people not cleaning up after their dogs and in at least one case their pig. Beyond the civility of either taking responsibility for these little presents or making sure they are delivered to your own property, I would ask pet owners to be more responsible. While I am now armed with a new shovel to take care of Town Hall, I would ask that you not add to the load already being placed upon the municipality.

We also have installed a trash corral in the rear of Town Hall. It will hopefully help control some of the trash being blown around, increase the number of parking spaces and add to the professional look of the municipal center of government. The new “Operations Center” is in full use and the area is secured with key fob passes for access.

**Appropriations Committee End of Year Transfers;** On July 9 at 8 AM a quorum of the Appropriations Committee arrived bright eyed to discuss Reserve Fund Transfers and End of Year Intra Transfers. The

transfers included moneys from the reserve fund to satisfy unexpected shortfalls in the Selectboard, Town Hall and Town Counsel accounts. The major causes of the shortfalls for the Selectboard unexpected costs associated with the 8 Graves Street title taking and resulting eviction/cleanout, for Town Hall having a pipe burst on June 30 did not help things and Town Counsel was slightly over the \$40,000 budgeted due to expenses associated with bills from Kopelman and Paige regarding a development project.

There was also another number of intra-budget transfers approved by Appropriations to satisfy the need to balance the various accounts. The total amount of transfers is less than \$54,000 on a \$41.5 million budget.

**MassWorks Grant;** The Selectboard Chair, Town Planner and I recently participated in a “lunch and learn” webinar provided by the Massachusetts Department of Housing and Community Development. The session was very informative and will allow us to submit a more competitive grant. The grants are primarily given to communities or multiple jurisdictions (which is looked upon favorably) to enhance job creation, home production with a focus on affordable workforce housing.

My approach to this year is to build a foundation for future grant applications under this and the Commonwealth Compact. If we are successful in getting a project approved then all the better, the hope though is to build momentum for a stronger application for next year. I appreciate the assistance from the Planner and the Selectboard Chair, the circle of may expand as we proceed.

**PDD;** The quarterly Professional Development Day is scheduled for Friday July 10, it will be held at the Library which is somewhat of a departure. Town Hall will be closed at noon as per usual for these trainings.

The subject matter will largely have to do with how we treat each other as employees and the need understand that we must support responsible parties and assent to their knowledge and professional accountability. The title of the seminar is “Staying Off the Crazy Train”, unfortunately it is so easy to get tickets we struggle.

**Bond Anticipation Note;** There has been a few process hiccups in issuing this note which I believe at this writing are under control. The BAN unfortunate will not be sold until Thursday, there is no vote required for the Selectboard, but once the documents come in I will need to collect three or more signatures. I will notify you as soon as the paperwork arrives. This should not interrupt the availability of the funds which we expect by the end of the following week.

**T/C Office;** The Treasurer/Collector’s Office has been affected by some staffing adjustments. It is my hope the inconvenience to the citizens will be slight, but there will be some adjustment to hours. We will continue to encourage residents to use the drop box service at the rear of the Police Station, Invoice Cloud payment services (see website). Also general inquiries to the T/C Office via email make for expedient and accurate replies, keeping people from trudging in for information. We people need to make a direct transaction we ask that they attempt to come between 9 AM and noon or 1 PM to 4 PM, as we are keeping the office staffed during those hours. Lunch time when we can it will remain open, we encourage people to call ahead otherwise.

The staff is here some additional time, but we are dedicating those hours to improving accuracy as part of a multi-prong strategy to improve process which reaches beyond this one department.

There are some office which are short staffed for various reasons and we want the public to know calling ahead just before you leave may save you some level of frustration. As we shrink staffing to control costs and look for more ways citizens can access information or services remotely we ask for all parties to be understanding. It does take a village, maybe even a whole town to make this work fluidly.

We are genuinely grateful for all those citizens who understand and accept the changes we are completed to make in these times. We will continue to make these changes less impactful on the whole of the community.

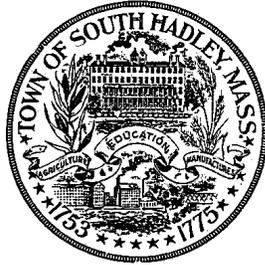
Thank you for your continued support a input, please note our next scheduled meeting is on August 11. I look forward to seeing everyone at FallsFest.

Respectfully submitted,

Michael J. Sullivan

Town Administrator, South Hadley

# 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**

June 26, 2015

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

Our new Operations Center will be “open for business” beginning July 1<sup>st</sup> (well not really as this is a secured area with access only by your employee ID badge) for our employees to use the photocopier, fax machine, postage meter and our internal mailboxes are now located in this area. This will provide a much needed layer of security for the postage meter and provide a more confidential area to copy work documents, receive faxes and deliver internal mail.

After a somewhat trying time in regards to recruitment for the Waste Water Treatment Plant we are now in a much better place in regards to staffing. Harry Dunham and Mike McMullen began employment on June 15 and are both receiving positive feedback.

We began offering discount tickets to Six Flags & Tower Theaters from the Human Resources Department. This is a great benefit for our employees that doesn't cost the town anything except in the way of administrative time and the employees appreciate the savings and convenience of purchasing them ahead of time.

The entrance closed signs have been on the front entrances since June 1<sup>st</sup> and it seems to be working out quite well. Although some people do not like change they adapt surprisingly well to it.

Julie attended Human Resources Boot Camp sponsored by the Mass Municipal Personnel Association (MMPA). This training is geared towards people who are new to the field of Human Resources and provides a good foundation for some of the more common Human Resource functions. Julie learned about hiring, termination and interview skills, job descriptions, performance evaluations, workplace violence as well as discrimination prevention.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley

# 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](mailto:selectboard@southhadleyma.gov)

## MEMORANDUM

**FROM:** Laura Krutzler, Administrative Secretary

**TO:** Selectboard; Town Administrator; Town Clerk Carlene Hamlin

**DATE:** July 9, 2015

**Re:** Appointed Officials Not Yet Sworn In

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The Town Clerk has given the Selectboard office a list of newly-appointed individuals that have not yet presented themselves to the Clerk's office to be sworn in. Please let us know what protocol you would like to follow in handling any that fail to take the step of being sworn to the performance of their official functions. (i.e. – contact by letter or phone call to remind of responsibility to be sworn in, rescind appointment, etc.)

Thank you for this additional direction.



Laura Krutzler <lkrutzler@southhadley.ma.gov>

## Appointments

**Carlene Hamlin** <chamlin@southhadley.ma.gov>  
To: Mike Sullivan <msullivan@southhadley.ma.gov>  
Cc: Laura Krutzler <lkrutzler@southhadley.ma.gov>

Tue, Jul 7, 2015 at 4:09 PM

Mike & Laura,

The attached are those people who have not turned in paperwork nor been sworn in. Policy was to rescind appointment, you're call, my sense is the lions share don't want to serve.

Below is a list the Board will be interviewing at it's next meeting with the terms to be served. It's my hope the Board appoints after interview:

*Board of Registrar: Amy Foley 2016*

*Cable TV Advisory Committee: Stephen Fox 2018*

*COA: Mary Billon 2017*

*Cultural Council: Halley Ofner 2018*

*Golf Commission: Associate Member, Kyle Steinbock 2016*

*Trustee Old Fire House Museum: Desiree Smelcer 2016*

**Ken Williamson was to be appointed/interviewed for Historical Commission is in the hospital not well. He will not be sitting on any committees moving forward, family and friends are very concerned.**

We received Hollis D. Haley's resignation as a Library Trustee. Her elected term runs through April 12, 2016. Selectboard fills this vacancy. Point of information, Dr. Donald D'Amato, current TMM ran unsuccessfully for a seat last April.

Please let me know if there is any additional information you may need.

Thank you,

Carlene

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Name of Committee	Members	Position	Expires	Contact Address	Contact Phone No	Contact E-mail	Notified	Sworn In 2016
<b>Agricultural - Shall consist of five (5) members with atleast three (3) members actively engaged in agriculture.</b>								
	Gerald Judge		2018	180 North Main Street	312.342.7298	<a href="mailto:tjudge@judgecompany.com">tjudge@judgecompany.com</a>	17-Jun	
<b>Canal Park Committee - Shall consist of seven members (7) each of whom shall serve for a three (3) year term.</b>								
	Richard A Constant		2018	100 Morgan Street	413.532.5654	<a href="mailto:RichardConstant@comcast.net">RichardConstant@comcast.net</a>	17-Jun	
<b>Capital Planning Committee - Consists of (9) members each representing committees shown and serving a three (3) year term. Mid-term vacancies filled by remaining members.</b>								
	Theodore Boulais - Chair	Appropriations Rep	2018	11 The Knolls	413.575.2067	<a href="mailto:tedpegb@comcast.net">tedpegb@comcast.net</a>	17-Jun	
<b>Community and Economic Development Commission - Shall consist of no less than five (5) and no more than (9) members with each member serving a three (3) year term.</b>								
	Kevin McCaffrey		2018	11 College Street Apt 4	413.538.2987	<a href="mailto:kmccaffr@mtholyoke.edu">kmccaffr@mtholyoke.edu</a>	17-Jun	
	Michael Fisher		2018	5 North Sycamore Knolls	413.493.1461	<a href="mailto:fishermichaelm@comcast.net">fishermichaelm@comcast.net</a>	17-Jun	
<b>Community Preservation Act Study Committee</b>								
<b>Not a Committee it's a function under Open Space</b>								
	Nicole Sanford	chair	2018	9 West Cornell Street	413.587.1376	<a href="mailto:pmnsanford@comcast.net">pmnsanford@comcast.net</a>	17-Jun	
	Ronald A. Michalski		2018	11 Blueberry Bend	413.572.3203	<a href="mailto:ramichalski@tighebond.com">ramichalski@tighebond.com</a>	17-Jun	
<b>Cultural Council - May only serve (2) three yr consecutive terms eligible for reapptment after 1 yr., not fewer than 5 members and not more than 9 members.</b>								
Appt 2012	Renee M Sweeney		2018	11 Boynton Avenue	413.265.4909	<a href="mailto:rmsweene@gmail.com">rmsweene@gmail.com</a>	17-Jun	
Appt 2015	Emily Dean		2018	4 Central Avenue	617.230.2313	<a href="mailto:emily.dunbar.dean@gmail.com">emily.dunbar.dean@gmail.com</a>	17-Jun	
Appt 2010	Marion Canning		2018	106 Lyman Street	413.533.7979	<a href="mailto:mcanning@springfieldcollege.edu">mcanning@springfieldcollege.edu</a>	17-Jun	
<b>Forestry Committee - Shall consist of three (3) members each who shall serve a three (3) year term.</b>								
	Steven Roberts	chair	2018	8 Mary Lyon Drive	413.532.3187	<a href="mailto:SRobe21849@aol.com">SRobe21849@aol.com</a>	17-Jun	
	Lyndon Bagg		2018	101 Hadley St	413.533.9391	Mail	17-Jun	
<b>Historical Commission- Shall consist of seven (7) members and serve a term of three (3) years.</b>								
	Scott Sargent		2018	34 Bridge Street Apt 1	413.218.5381	<a href="mailto:spade_and_marlowe@yahoo.com">spade_and_marlowe@yahoo.com</a>	18-Jun	
	Adam R Sweet		2018	56 Lincoln Avenue	413.248.7668	<a href="mailto:adamrsweet@gmail.com">adamrsweet@gmail.com</a>	18-Jun	
<b>Historic District Study Committee</b>								
	Cynthia Baker		2018	130 College Street	413.532.7600	<a href="mailto:ACB8456@aol.com">ACB8456@aol.com</a>	18-Jun	

Name of Committee	Members	Position	Expires	Contact Address	Contact Phone No	Contact E-mail	Notified	Sworn In 2016
<b>Municipal Golf Course Commission - Shall consist of seven (7) members and SB may appoint Alternates as they deem necessary, Alternates may serve (2) terms.</b>								
	Mark Dubois		2018	4 Scott Hollow Dr	413.532.4462	<a href="mailto:markedubois@msn.com">markedubois@msn.com</a>	18-Jun	
<b>Open Space Committee - Shall consist of no less than five (5) and no more than nine members. Members shall be appointed to five (5) year terms</b>								
	Ronald A Michalski		2020	11 Blueberry Bend	413.572.3203	<a href="mailto:ramichalski@tigebond.com">ramichalski@tigebond.com</a>	18-Jun	
	Nicole Sanford	Chair	2020	9 West Cornell Street	413.587.1376	<a href="mailto:pmnsanford@comcast.net">pmnsanford@comcast.net</a>	18-Jun	
<b>Recreation Committee</b>								
	Mark DuBois	Chair	2018	4 Scott Hollow Drive	413.532.4462	<a href="mailto:markedubois@msn.com">markedubois@msn.com</a>	19-Jun	
	Patrick Dawson		2018	7 Scott Hollow Drive	413.552.3868	<a href="mailto:patrick.dawson@medsolutions.com">patrick.dawson@medsolutions.com</a>	19-Jun	
<b>Solid Waste Advisory Committee (S)</b>								
	John Higgins	Chair	2018	68 Fairview Street	413.532.6131	<a href="mailto:septicssystem@comcast.net">septicssystem@comcast.net</a>	18-Jun	
	Veronique Blanchard-Smith		2018	47 Hadley Street	413.538.5033	<a href="mailto:vblanchard@southhadleyma.gov">vblanchard@southhadleyma.gov</a>	18-Jun	
	Theodore Boulais		2018	11 The Knolls	413.575.2067	<a href="mailto:tedpegb@comcast.net">tedpegb@comcast.net</a>	18-Jun	
	Michael Fisher		2018	5 North Sycamore Knolls	413.493.1461	<a href="mailto:fishermichaelm@comcast.net">fishermichaelm@comcast.net</a>	18-Jun	
	Yem Lip		2018	29 College View Heights	413.322.8056	<a href="mailto:ylip@longmeadow.org">ylip@longmeadow.org</a>	18-Jun	
	Ron Michalski		2018	11 Blueberry Bend	413.572.3203	<a href="mailto:ramichalski@tigebond.com">ramichalski@tigebond.com</a>	18-Jun	
<b>Sustainability and Energy Commission - Shall consist of no less than five (5) and no more than (9) members.</b>								
	Veronique Blanchard Smith		2018	88 Mountain Avenue	413.538.5033	<a href="mailto:Veronique28@comcast.net">Veronique28@comcast.net</a>	18-Jun	
	Melissa O'Brien		2018	2 Parkview Drive	---	<a href="mailto:xdoisneau@yahoo.com">xdoisneau@yahoo.com</a>	18-Jun	
<b>Tree Committee</b>								
	Karen D Doherty	Chair	2018	48 College View Heights	413.552.0133	<a href="mailto:Karendoherty2@gmail.com">Karendoherty2@gmail.com</a>	18-Jun	
	Theodore Boulais		2018	11 The Knolls	413.575.2067	<a href="mailto:tedpegb@comcast.net">tedpegb@comcast.net</a>	18-Jun	
	Linda Young		2018	15 Westbrook Road	413.532.3921	<a href="mailto:drillyoung@comcast.net">drillyoung@comcast.net</a>	18-Jun	
<b>Trustees of the Old Firehouse Museum</b>								
	Diane LaRoche	Chair	2018	16 Carew Street	413.532.7611	<a href="mailto:pdlaroche@msn.com">pdlaroche@msn.com</a>	18-Jun	
	Philip L LaRoche		2018	16 Carew Street	413.532.7611	<a href="mailto:pdlaroche@msn.com">pdlaroche@msn.com</a>	18-Jun	
	Kenneth Merchant		2018	20 Canal Street	413.330.8677	<a href="mailto:Bmerchant56@gmail.com">Bmerchant56@gmail.com</a>	18-Jun	

Name of Committee	Members	Position	Expires	Contact Address	Contact Phone No	Contact E-mail	Notified	Sworn In 2016
<b>Wetlands Bylaw Administrative Appeals Committee</b>	Yem Lip		2018	29 College View Heights	413.322.8056	<a href="mailto:ylip@longmeadow.org">ylip@longmeadow.org</a>	18-Jun	
<b>Whiting Street Fund Commissioners</b>	Margaret St. Martin		2018	31 Searle Road	413.536.3338	<a href="mailto:meghig@comcast.net">meghig@comcast.net</a>	18-Jun	
	Ryan S. Bagley		2018	72 Mountainview Street	413.785.4922	<a href="mailto:RYAN.BAGLEY@comcast.net">RYAN.BAGLEY@comcast.net</a>	18-Jun	
<b>Town Meeting Electronic Communication Moderator Appointment</b>	Larry Dubois		2018	148 East Street	413.531.9561	<a href="mailto:LHDDR@comcast.net">LHDDR@comcast.net</a>	23-Jun	
<b>Forest Warden Fire District 1</b>	Robert R. Authier		2016				23-Jun	
<b>Holyoke Range Advisory Comm. Rep:</b>	Bernard Nestor		2016				23-Jun	
	Dennis Rochon		2016				23-Jun	
<b>PV Transit Authority</b>	Marilyn G. Ishler		2016				23-Jun	
<b>Veterans' Burial Agent:</b>	John A. O'Connor		2016				23-Jun	