

**SELECTBOARD MEETING
TUESDAY MAY 17, 2016
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/ROLL CALL
2. APPROVAL OF MINUTES *May 3, 2016 Regular Selectboard Minutes
May 3, 2016 Executive Session Minutes*
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
 - A. ONE DAY BEER AND WINE LICENSE REQUESTS:
 - Katharine Bedard for MHC Class of 1981 Reunion – May 21, 2016 – Kidder Hall, All Saints Episcopal Church, 7 Woodbridge Street
5. Grievance Hearing; Level III AFSCME Local 1033 DPW (7:15)
6. Dangerous Dog Hearing (7:30)
7. NEW BUSINESS
 - A. Request to Consider Formation of Commission on Disability
 - B. Police Chief Interim Appointment
 - C. Ledges Commission Bill Foley
8. CONTINUING BUSINESS
 - A. Complete Streets Policy
9. APPOINTMENTS/RESIGNATIONS
 - A. Nathalie Vicencio – Application for Appointment to Cultural Council
10. TOWN ADMINISTATOR REPORT
11. CHAIRMAN’S REPORT
12. OTHER BUSINESS
13. ADJOURN

**SELECTBOARD MEETING
TUESDAY, MAY 3, 2016
SELECTBOARD MEETING ROOM – 7 P.M.
MINUTES**

Present were Members: Chair John R. Hine, Vice Chair Sarah Etelman, Clerk Bruce C. Forcier and Ira J. Brezinsky; Town Administrator Michael J. Sullivan. Francis J. DeToma was absent.

Chair Hine called the meeting to order at 7:03 p.m. noting that SB Member DeToma was not present.

1. APPROVAL OF MINUTES

SB Member Forcier moved to accept the minutes of the April 5, 2016 and April 19, 2016 Executive Sessions and the April 19, 2016 regular Selectboard meeting. Ms. Etelman seconded. The motion passed unanimously 4:0.

SB Member Forcier reminded residents that activities at BATTERY BROOK PARK are starting in the not too distant future. Cruise nights will begin May 20th from 5:30 p.m. to dusk, and Saturday, May 21, 2016 the Bike/Walk Committee will host a bike rodeo from 1 to 4 p.m.

The Selectboard received a letter from John O'Connor, Director of Veterans Services, regarding Memorial Day activities, Mr. Forcier continued. The Memorial Day Parade will be Monday, May 30, 2016, commencing at 11 a.m. from South Hadley High School and proceeding to Town Hall. Those joining the cemetery tour are asked to meet in the parking lot of Town Hall at 8:30 a.m. The celebration has gotten bigger and better every year and is a great way to honor the veterans, Mr. Forcier observed.

SB Member Etelman reminded Town Meeting members that tomorrow - May 4th - the Town Administrator will be doing a review of Town Meeting articles at 6 p.m. Beginning at 5:30 p.m. the town moderator will hold an orientation for new Town Meeting members. Town Meeting is a week from tomorrow starting at 6 p.m.

2. OPEN FORUM

Chair Hine asked if anyone wished to address the Selectboard under open forum. No one spoke.

3. CONSENT AGENDA

A. ONE DAY ALL ALCOHOL LICENSE REQUEST:

- Janet Glick, for MHC Alumnae Association – May 14, 2016 – Chapin Auditorium

B. ONE DAY BEER AND WINE LICENSE REQUEST:

- Mark Garner, for MHC Dining Services – May 14, 2016 – Skinner Green, MHC College
- Susan Canedy, for Friends of the Gaylord Library – June 4, 2016 – All Saints' Church

Chair Hine reviewed the consent agenda. He asked if any member wished to pull an item off for separate discussion. As no one did, **Mr. Forcier moved to approve consent agenda. Ms. Etelman seconded. The motion carried 4:0.**

APPROPRIATIONS REPORT

Chair Hine expressed his understanding that the report had been e-mailed to all Town Meeting members. Mr. Sullivan said he appreciated the hard work of the Appropriations Committee on the budget process, which began way back in September for FY 2017. He particularly thanked Town Accountant Bill Sutton and Assistant Town Account Lynn Roberts for their diligence with respect to the budget and all department heads that participated. He stressed that it is a tight budget and a very honest budget and said he hopes it will have success May 11th.

He shares the concern of the Appropriations Committee about the balance of free cash, he acknowledged. The town has become more dependent on free cash as it is netting less state aid every year. All information about the budget can be found on the Town Administrator and Town Meeting page of the website, and he encouraged people to peruse those

pages. He thinks the town is in solid financial shape and that town officials have done some things to put it in even more solid financial shape, such as contributing to the Other Post Employment Benefits (OPEB) account, he added.

Mr. Hine noted that the report includes a good breakdown of free cash use for the past few fiscal years. In its summary, the Appropriations Committee basically supports the Town Administrator's budget, capital requests and all financial articles on the Special Town Meeting and Annual Town Meeting warrants, he pointed out.

4. REDEVELOPMENT AUTHORITY BUDGET

Redevelopment Authority (RDA) Chair Tony Judge and Treasurer Imad Zubi presented the FY 2017 RDA budget. Mr. Sullivan confirmed that the source of funding is a Smart Growth Planning District grant from the state in the amount of \$350,000 which the state strongly suggests be used for planning purposes. Town officials have signed all contract documents but have not yet received the money. The \$90,000 appropriation is essential to keep the RDA's momentum going, he asserted. The RDA has money in place to finish the work of the consultant but the FY 2017 appropriation is additional money necessary for additional exercises and other needs.

Mr. Judge thanked Mr. Sullivan for his support throughout the process and thanked the Selectboard for its support over the last year and a half.

He referred to a recent public presentation of the Redevelopment Plan at a well-attended Know Your Town (KYT) forum. The RDA came up with a practical plan that recognizes real need and real consequence and reflects the comments and ideas offered by people both inside the community and beyond. The plan is essentially ready for approval and will be submitted to the Department of Housing and Community Development (DHCD) in the next week or so. RDA members have been advised that they should get DHCD approval first since if state officials make changes they would otherwise have to come back and have the town approve an amended plan. After going to the state, the plan will come to the Selectboard and Planning Board and finally to Town Meeting. In the meantime, the work of planning must go on. Selectboard approval of this budget will make it possible for the RDA to move forward and to keep its momentum.

SB Member Etelman asked what the appropriation is for if the contract with McCabe Associates has been concluded.

The scope of the current contract is to complete the redevelopment plan and present it, Mr. Sullivan explained. There are other exercises McCabe Associates hopes to do once the plan is unfolded.

The FY 2017 appropriation "is really in service of implementation," Mr. Judge clarified. "We think it's terribly important to really step on the gas," he elaborated. RDA members consider McCabe's continued support and consultation in the implementation phase very important to continued progress. They are anticipating needing \$40,000 for these services.

Members are hoping to get some advice on economic development and are anticipating legal fees that will be built into that and are also looking for some support with grant writing, Mr. Zubi added.

SB Member Brezinsky said he didn't have any concern that the money would not be properly spent but thought it would be extremely helpful to have a narrative to go along with the breakdown to express what was just stated. With regard to travel expenses, he asked if there was a conference coming up.

Mr. Judge observed that it is probably wise for RDA members to be active in professional associations to learn from the experience of other communities in redevelopment activities. He stressed that the requests are for expenses they can reasonably anticipate based on their experience. If the money is not spent, it will go back to the town, he assured.

SB Member Etelman said she was not able to attend the KYT presentation and would love to see a presentation of the plan. She would like to see an accounting of what has happened so far, she stated.

Mr. Judge said he thought this was a reasonable request and that he was more than willing to provide that narrative. Retrospectively, the public presentation might have better been done under the auspices of the Selectboard than KYT, he acknowledged. He said he would provide Selectboard members with a copy of the power point presentation. Part of the process this summer is to come before the Selectboard for approval of the plan, which might be done in conjunction with the Planning Board, he suggested. That action is proposed for July or August. In the meantime, he will provide a narrative that supports the budget, he agreed.

Chair Hine asked why the budget request wouldn't come at the fall town meeting when the RDA formally presents the plan. Mr. Judge said he didn't want to encourage a lapse in momentum between now and the fall. They certainly want to have the benefit of McCabe Associates' expertise over the next five months, he stressed.

Chair Hine said the question is whether the RDA should be expending funds before Town Meeting approves the plan.

Mr. Sullivan pointed out that the RDA has no staffing. Once the plan is complete, there will be questions asked and additional information sought. If the plan needs to be adjusted, RDA members are going to need expertise to help with that. He tries to afford his time to the RDA as does Richard Harris, but additional expertise is needed, he indicated.

The RDA will have to hire someone eventually, Mr. Judge concurred. In the next few months they will be trying to determine what kind of experience is needed, whether it is someone skilled in putting together parcels of land, grant writing, general administrative work or communicating the authority's purpose. He suspects they will want to contract with someone in the next year and they are trying now to better understand the skill set needed. In addition to staff, they will need a laptop computer.

Mr. Brezinsky commented that making a distinction between pre-approval and post approval expenses and providing an explanation of how money will be spent in the two separate time frames might be helpful. The RDA clearly needs money prior to Town Meeting approval but won't need all \$7,500 for professional services prior to that point. It might be wise to get it all appropriated at once or to consider what is needed from July 1st to the date of the fall Special Town Meeting. In conjunction with approval of the redevelopment plan, there could be additional funding in excess of \$7,500, he pointed out.

Mr. Judge agreed and said he could write the narrative in that format.

Mr. Sullivan urged members not to lose sight of the fact that the money provided by the 40R grant is planning money, and this is a planning function. He reminded all that the funding is not coming from the tax base and is not being appropriated. Also, he reminded those present that McCabe's quote of \$108,000 for consulting services was the lowest quote received. It is important to note that in his conversations with RDA members, they hope to become self-sufficient similar to a housing authority and not another department supported by taxation. Redevelopment authorities and housing authorities are created under the same Mass. General Laws. Most redevelopment authorities do become self-sufficient, he stressed.

If they are any good at all he thinks they will be able to create funding through grants and property acquisition, Mr. Judge concurred. Maybe they will sell something, he added. 'We'll be cousins but we won't always be in your pocket,' he commented facetiously.

Mr. Zubi stressed that none of them are experts in redevelopment. They all need that education and are committed to trying to get it and that is where some of the conference fees come in. McCabe has been invaluable in educating them and helping them to negotiate the state approval process. He anticipates continuing that education over the next year. In addition, they don't want the redevelopment plan to sit on the shelf, he stressed.

We don't want to be in the position of saying "hey, we got the plan approved, now what are we going to do," Mr. Judge explained. We want to know what we're going to do. He reiterated his intention to provide a narrative and Power point

presentation. Members are also looking forward to hearing from the Environmental Protection Agency (EPA) in regards to a Brownfields grant application. If approved, consultants will be able to begin doing some of the work. They can't begin redevelopment while people have concerns about what is in the ground, he noted.

Selectboard members agreed to a joint meeting with the Planning Board. Chair Hine thanked everybody on the committee for their extraordinary work.

5. MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC) ANNUAL REVIEW

MPIC Chair Judy Gooch presented an update of the group's activities, accompanied by Ann Eaton and Margaret Jodoin. Lots of good things have been happening, she reported, citing the Tiger Trolley, the new Plains Elementary School and the addition of bike lanes as examples. In addition to these visible signs, there are things people experience rather than see; i.e., communication is much better and lots of groups are posting minutes and agendas.

With regard to backstage things, the Selectboard is responsible for a lot and MPIC members applaud them for that; she mentioned cross training of employees, policy development and renovation projects as examples.

Planning seems to be the theme of the evening, and there's a lot of good planning going on, she observed, citing the Redevelopment Authority and recent effort to adopt the Community Preservation Act (CPA), even though it did not pass. The Master Plan calls for one other plan which they think would be very useful; a vision for town-wide recreational opportunities, a goal that is presently contained in the Recreation Commission's task matrix. The Recreation Commission focuses on organized activities but there is a lot more to recreation than sports teams and summer camps, etc. MPIC members would like to see that goal moving forward, she shared.

The task matrix for the Sustainability and Energy Commission (SEC) calls for creating a five-year plan for town-wide sustainability. There is no definition of what that means. The MPIC would also like to see that move ahead, although the MPIC is not the appropriate body to coordinate such a project.

Challenges: there are not enough people and hours in the day to cover all the actions anticipated by the master plan, she acknowledged. They are very grateful for the time and energy volunteers and employees put in. One barrier is that there are not enough hands to do the work. Another barrier is that within the Master Plan, some tasks are assigned to a certain entity but that entity says that it's not their job. The Cultural Council is charged with increasing the use of the Town Common but members say "that's not us." The Recreation Department is supposed to be creating pocket parks. There are a number of instances where tasks are not being tackled because the entity assigned does not feel it is its responsibility. Another type of barrier is a task that requires multiple entities. The question is always who is in charge; who is going to take the lead. The CPA initiative set a very good model because CPA proponents had to engage other entities and went out and met with and talked to other groups.

Updated matrices as well as the MPIC's report to Annual Town Meeting will be on their webpage, Mrs. Gooch advised. There will be links in the report to the matrices.

The Planning Board has 112 assigned tasks in the Master Plan. Of those, 60 are in process, 10 are completed, five will be taken on in the next fiscal year and 22 are not going to be tackled. Where goals are not in process, they have tried to give brief explanations.

Looking ahead, one of the things South Hadley's Master Plan does not have is some sort of mechanism for updating the plan. Most comprehensive plans call for being updated at five-year intervals. In 2015 when the master plan was coming up on its five-year anniversary the MPIC went to the Planning Board, described its status and asked what planners wanted them to do; continue to monitor only Master Plan tasks; follow Master Plan tasks regardless of who is responsible, etc. For example, they asked if they should follow the Redevelopment Authority since it has taken over some redevelopment tasks or follow the Bike/Walk committee. Also, they asked if the Planning Board wanted them to follow new priorities set by an entity. The Planning Board said "no," stick with Master Plan priorities. The Planning

Board spent the summer going through Master Plan goals and picking out tasks that have not been accomplished and prioritizing them for the next five years.

Mr. Sullivan said he included copies of the “top priorities” as set by the Planning Board in the Selectboard packet.

With regard to a process for updating the plan, Mr. Brezinsky commented that it appears that they’ve arrived at one.

Mrs. Gooch said she couldn’t speak for the Planning Board but it appears that they are intending to do another five years and then revisit the plan.

He believes the Master Plan has served the town very well over the last six years, Mr. Brezinsky volunteered. He applauded the MPIC for keeping people’s feet to the fire. It has absolutely not been the case that the plan has been put on a shelf, he observed.

The MPIC has actually caused some movement [toward accomplishment of Master Plan objectives] which they really appreciate, Mr. Sullivan agreed. Sometimes a spring reminder is just enough to get projects started. You really do inspire us to do a better job, he assured. Chair Hine thanked the committee for its hard work.

Mr. Brezinsky summarized the Selectboard’s ‘to do’ list as 1) creating a town-wide vision for recreational activities and 2) figuring out what a five-year sustainability plan would look like. They also face the challenge of not having enough people and figuring out the “not my job” syndrome.

As far as a town-wide recreation plan, while the town hasn’t intentionally taken steps towards this, there is a new relationship between the Recreation Department and the Ledges and other initiatives such as FallsFest and events proposed by the Bike/Walk Committee, Farmer’s Market and McCray’s Farm, Mr. Sullivan related. In addition, the Recreation Department is going to be coming in with a request to establish some town tennis courts. These individual projects do have to be brought together into a comprehensive plan, he agreed. He expressed the opinion that private sector entities like Brunelle’s Marina, the Orchards and McCray’s Farm also need to be considered as part of such a plan. It is a big task but we are taking some interesting steps toward it, he submitted.

Chair Hine asked if there was interest on the part of members in convening a joint meeting with the Planning Board to discuss progress toward master plan goals. Mr. Sullivan said he would imagine there is very good reason to try to convene a joint meeting with the Planning Board on a number of subjects. He suggested that one of the Selectboard’s June meetings could be held in the auditorium and be held jointly with the Planning Board, and members agreed.

6. SPECIAL TOWN MEETING/ANNUAL TOWN MEETING MOTIONS

The motions have been reviewed by town counsel and assigned to individual members, Mr. Sullivan related. He encouraged members to take copies of the articles assigned to them. He will give his presentation on Town Meeting warrant articles tomorrow night at 6 p.m., he confirmed.

7. COMPLETE STREETS POLICY

A draft Complete Streets policy was included in the packet, Chair Hine said.

The draft is just another step toward putting a policy in place that is consistent with state policy, Mr. Sullivan advised. Existence of a policy earns the town points on various grant applications. When talking to MassHighway or DHCD, state officials always ask if the town has a Complete Streets policy in place. The proposed policy resembles a Complete Streets policy that scored in the 93% range. The policy commits the town to doing everything it can to provide streets that allow different modes of transportation such as pedestrian, bike, car, motorcycle, wheelchair or scooter. Anytime there is a redesign or reconstruction of streets, care is taken to make sure consideration is given to accommodating all modes of transportation. Adoption of the policy does not necessarily commit the town to including bike lanes, etc. if it is impossible to do within the right-of-way. The policy obliges the town to replace sidewalks and construct roads to

accommodate all citizens. He said he did not think it could be quantified as adding to the cost of road construction; rather, "it adds people to your streets."

Through leadership from the Selectboard, about \$1.8 million in new streets are going in throughout South Hadley, Mr. Sullivan continued. The town has been trying to comply with best practices for complete streets for the past year. As can be seen with some of the ongoing road construction, contractors are putting handicapped accessible ramps at the end of streets and building roads with bike lane capacity.

In response to the notion that this policy will result in more expense, SB Member Brezinsky said he thought one could also make the argument that everybody involved has expertise and training, so instead of redoing road projects, everything is done right the first time, resulting in savings.

The town has already sent five people to Complete Streets training - three from the DPW, the Emergency Manager and a Police Department representative, Mr. Sullivan advised.

Since the town is outsourcing engineering services, SB Member Brezinsky asked if it has been a requirement that the consultant have Complete Streets training. Mr. Sullivan said it has not been a requirement but that the person now in place does have that training.

Being the first reading, Chair Hine said he was inclined not to take action tonight but to post the policy to the website for public comment and have it on the agenda again in two weeks.

8. LEDGES UPDATE

Members were provided with a spreadsheet and narrative summarizing the course's year-to-date financial performance. General Manager Andy Rogers has gotten the Ledges off to a very good start, Mr. Sullivan reported. People that haven't been playing there for a while are now rejoining and becoming part of the Ledges. The course has had weekend after weekend of good weather and has been booked solid. The manager is having difficulty getting the kitchen open because of having trouble finding qualified people. The town has reached out to a number of programs, including the University of Massachusetts hospitality program, Holyoke Community College (HCC) culinary arts, etc.

SB Member Etelman commented on the narrative, pointing out that the first page is all good news. The hard work that has gone into bringing people back is truly heartening, she observed, expressing thanks to Mr. Rogers. SB Member Forcier echoed this sentiment, confirming that the credit belongs to the new manager. It is clear that the emphasis on service comes from the top down. By all accounts, head pro James Falco and his assistant go out of their way [to make people feel welcome]. SB Member Brezinsky agreed, saying that it looks like things are off to a very good start.

Mr. Sullivan said he and the General Manager will be relying on the Accounting Department to provide them with an abbreviated financial report each month going forward. They want to make as much information available as possible but to focus on improving the bottom line which is revenue vs. expenses. The town is solidly committed to using less than \$485,000 worth of free cash to subsidize operations this fiscal year, he assured.

SB Member Brezinsky noted that the fiscal year-to-date information is fine but that he would like to see a breakdown of the monthly reporting period as well.

Chair Hine asked how the course stands with regard to the projected end-of-year deficit. They are looking to have less of a deficit than expected, Mr. Sullivan confirmed. In all fairness, the course had a strong season at the end of last year, he acknowledged. His prediction is that FY 2016 will beat FY 2015. He said he intends to bring Mr. Rogers before the Selectboard for updates quarterly instead of monthly.

9. SOCIAL/E-MAIL ACCESS POLICY

Chair Hine asked if the draft policy would be converted to standard policy format since it is now presented as bullets. Ms. Etelman offered to do a lead-in paragraph. Chair Hine suggested that it be formatted a little more.

Upon being advised that this is the second reading, **SB Member Brezinsky moved to approve the Social/E-mail Access Policy with the request changes. SB Member Forcier seconded. The motion passed unanimously 4:0.**

10. APPOINTMENTS/RESIGNATIONS

Ms. Etelman moved to accept the resignation of Sue Brouillette and to thank her for her years of service on the Youth Commission. SB Member Brezinsky seconded. Chair Hine mentioned that she’s been a “work horse” on many groups.

Mr. Sullivan said he has discussed with Youth Commission Director Danielle Stelma that is difficult to get students to join the Youth Commission since there are so many other interest groups competing for their attention. His direction to her has been to go to the high school and see if she can help in any way. If she can re-establish the Youth Commission; great. If not, she can see how she can assist with other efforts.

SB Member Etelman asked if it would require Town Meeting action to sunset the committee and Mr. Sullivan said he believed it would. **The motion passed unanimously 4:0.**

11. TOWN ADMINISTRATOR EVALUATION FY 16/FY17

Chair Hine told members to expect to see the evaluation tool approved last summer. He asked them to complete the evaluations and return them to him and he will develop a composite evaluation based on the responses. He will be sending an e-mail shortly to members with the tool attached.

Ms. Etelman moved to enter Executive Session under M.G.L. Chapter 30A, Section 21 (a) 7 to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; for the DPW union’s request for a grievance hearing. Mr. Forcier seconded. Members voted affirmatively by roll call vote as follows:

SB Member Brezinsky	Aye
Chair Hine	Aye
SB Member Etelman	Aye
SB Member Forcier	Aye

Chair Hine announced that they would not return to public session.

RESPECTFULLY SUBMITTED,

**LAURA KRUTZLER
ADMINISTRATIVE SECRETARY**

EXHIBIT A

List of Documents Reviewed at May 3, 2016 Selectboard Meeting:

1. May 3, 2016 Agenda.
2. April 5, 2016 and April 19, 2016 Executive Session minutes and April 19, 2016 regular Selectboard meeting minutes.
3. One Day All Alcohol License Application from Janet Glick, for Alumnae Association of Mount Holyoke College, for dinner reception from 5 p.m. to 10 p.m. on Saturday, May 14, 2016 in Chapin Auditorium.
4. One Day Beer and Wine License Application from Mark Garner, for Mount Holyoke College Dining Services, for reception in a tent on Skinner Green from 9 a.m. to 2 a.m. on Saturday, May 14, 2016.
5. One Day Beer and Wine License Application from Susan Canedy, for Friends of the Gaylord Library, for fundraising event from 3 to 9 p.m. on Saturday, June 4, 2016 at All Saints Episcopal Church, 7 Woodbridge Street, South Hadley, MA.
6. 2016 Report of the Appropriations Committee.
7. Complete Streets Administrative Policy for the Town of South Hadley.
8. South Hadley Comprehensive Plan Implementation Matrix, MPIC Selectboard Goals – 2016 Revision.
9. Master Plan Recommended Actions Top Priorities for various boards as established by the Planning Board.
10. E-mail from Sue Brouillette notifying town of resignation from Adult Task Force of South Hadley Youth Commission.
11. Town Administrator Report dated April 29, 2016.

fax

Subject: **Special License Wine and Malt Application**

Date May 7, 2016

To: **Laura / Selectboard**

From: **Katharine (Kate) Bedard**

Phone number: 413.538.5017, ext 135

Phone number: 413.531.9664

Fax number: 413.534.1401

No. of pages 2 including cover sheet

Comments:

Laura and the Selectboard,

Please review our application for a one day permit at your next meeting. Is it imperative that a representative from our MHC committee be present at the board meeting? I will be out of state until the 18th and my co-chair doesn't live close. The dinner / social event is a sit down event at All Saints Church, Kidder Hall with limited beer and wine available to our guests. Please call me at my cell: 413.531.9664 to confirm receipt of this fax. Thank you.

Regards,

Kate



TOWN OF SOUTH HADLEY
SPECIAL LICENSE
WINE AND MALT APPLICATION
 (Revised 5/2015)

To the Licensing Authorities:

Date: 5/7/16

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

NAME: Katharine M. Bedard - Co-chair Sat eve dinner

COMPANY/ORGANIZATION: MHC CLASS OF 1981 Reunion

ADDRESS: 41 Woodbridge St

TELEPHONE: 413.531.9664

DATE APPLIED FOR: Saturday, May 21, 2016

PREMISES TO BE LICENSED: Kidder Hall, All Saints Church,
7 Woodbridge St, South Hadley

HOURS OF OPERATION: 5-11 pm

ALCOHOL WILL BE (CHECK ONE): SOLD _____ GIVEN AWAY

TYPE OF EVENT: Class of 1981 Reunion dinner / social

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: Katharine M Bedard

LIQUOR LIABILITY INSURANCE REQUIREMENT
 For any event where alcohol is to be sold on town-owned property, liquor liability insurance naming the Town of South Hadley as an additional insured must be obtained prior to the event with a minimum per occurrence amount of \$250,000. A certificate of insurance showing liquor liability insurance coverage must be submitted to the Selectboard office at the time of application.



The Commonwealth of Massachusetts
General Laws

PART I: ADMINISTRATION OF THE GOVERNMENT
TITLE VII: CITIES, TOWNS AND DISTRICTS

CHAPTER 40: POWERS AND DUTIES OF CITIES AND TOWNS

Section 8J: Disability commission; powers and duties; members; terms

Section 8J. A city which accepts the provisions of this section by vote of its city council, subject to the provisions of its charter, or a town which accepts the provisions of this section at an annual or special town meeting, may establish a commission on disability, hereinafter called the commission, to cause the full integration and participation of people with disabilities in such city or town. Such commission shall (1) research local problems of people with disabilities; (2) advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities; (3) coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts office on disability; (4) review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of said city or town as they affect people with disabilities; (5) provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability; (6) coordinate activities of other local groups organized for similar purposes.

Said commission shall keep records of its meetings and actions and shall file an annual report which shall be printed in the city or town annual report and shall have at least ten meetings annually.

Said commission shall consist of not less than five nor more than nine members. In cities, the members shall be appointed by the mayor, subject to the provisions of the city charter except that in cities having a Plan D or Plan E form of government said appointments shall be by the city manager, subject to the provisions of the charter, and in towns they shall be appointed by the selectmen, except towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen and except towns having a town council form of government, the town manager. A majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town. The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. The chairperson and other officers shall be chosen by a majority vote of said commission members.

Said commission may receive gifts of property, both real and personal, in the name of the city or town, subject to the approval of the city council in a city or the board of selectmen in a town, such gifts to be managed and controlled by said commission for the purposes of this section.



The Commonwealth of Massachusetts
General Laws

PART I: ADMINISTRATION OF THE GOVERNMENT
TITLE VII: CITIES, TOWNS AND DISTRICTS

CHAPTER 40: POWERS AND DUTIES OF CITIES AND TOWNS

Section 22G: Funds received from fines for handicap parking violations; deposits in account; expenditures

Section 22G. Any city or town which has accepted the provisions of section eight J is hereby authorized to allocate all funds received from fines assessed for violations of handicap parking in said city or town to the commission on disabilities.

Funds so received shall be deposited by the city or town treasurer in a separate account and shall be used solely for the benefit of persons with disabilities. Said account shall be established by the city or town treasurer and shall be kept separate and apart from all other monies. Expenditures from said account, including accrued interest, if any, shall be made upon the recommendation of the commission on disabilities in accordance with the accepted procedures of the city or town for the disbursement of funds, including the approval of the mayor and city council or the town manager or board of selectmen. The city or town accountant shall submit annually a report of said account to the mayor and city council or the town manager and board of selectmen for review and a copy of said report shall be forwarded to the bureau of accounts.



Local Officials Guide

Presented by the Massachusetts Office On Disability



Process for Establishing a Municipal Commission On Disability and Accepting Handicapped Parking Fines

Establishing Your Commission On Disability...Easy As 1, 2, 3

Local acceptance of a General Law is subject to municipal charter provisions of your community. Generally speaking a member of the legislative body proposes a paper/warrant item. The Legislative Body would then vote on the measure.

Step 1 - Adopt MGL 40, 8J *This Creates the COD*

- ✓ Identify a sponsor to propose the acceptance of MGL 40, 8J

Legislative body votes on...

- ✓ *Ordered: That the City/Town of _____ accept the provisions of Massachusetts General laws Chapter 40, Section 8J relative to the establishment of the municipal Commission On Disability*

In Cities;

If the VOTE is approved, your measure goes to your Mayor for approval.

- ✓ **In Towns;**
If the VOTE is approved then your COD is created. Now, you can propose another measure to accept HP Parking fines

Step 2 - Adopt MGL 40, 22G *This Allows Collection of Fines*

- ✓ Identify a sponsor to propose the acceptance of MGL 40, 22G

Legislative body votes on...

- ✓ *Ordered: That the City/Town of _____ accept the provisions of Massachusetts General laws Chapter 40, Section 22G relative to collecting Handicap Parking Fines*

In Cities;

If the VOTE is approved, your measure goes to your Mayor for approval.

- ✓ **In Towns;**
If the VOTE is approved then your COD can accept HP Parking fines

Step 3 - Appoint Members

- ✓ Commissions On Disability may have from Five (5) to Nine (9) members. Members are usually appointed by the Mayor or Town Manager, but MGL 40, 8J outline the particulars for each City/Town charter. A majority of members should be persons with disabilities.



Benefits of Creating a Commission On Disability

Advise

- ✓ Advise and assist local officials with compliance to federal and state disability laws
- ✓ Assist local disability advocates with Technical Assistance, advocacy and Disability related matters

Research & Information

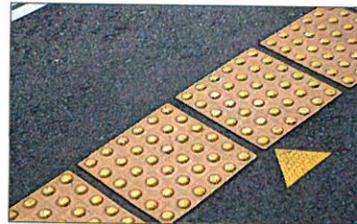
- ✓ Be a voice to let developers know that they have obligations to comply with Disability Laws and regulations
- ✓ Represent the interest of Persons with Disabilities, at certain times some PWD's may need assistance to express their views
- ✓ On behalf of Taxpayers who expect and deserve equal protection under the law

Review

- ✓ Projects that may come before Planning Board, Town Meeting, City Council, etc.
- ✓ Assist municipality with ensuring the Self-Evaluation meets the requirements of the Americans with Disabilities Act
- ✓ Assist municipality with implementation and upkeep of their Transition Plan

Coordinate

- ✓ With the MOD to keep abreast of applicable laws & regulations
- ✓ With advocates and elected officials



Contact the Massachusetts Office On Disability

**Mass. Office On Disability
1 Ashburton Place, Room 1305
Boston, MA 02108**

**Email: info-mod@state.MA.US
Call: 617 727-7440
URL: www.Mass.Gov/MOD**

Commonwealth of Massachusetts Massachusetts Office On Disability



A Presentation of: How to Start a

Local Commission on Disability In Your Community

- ✓ MGL Chapter 40 Section 8J
- ✓ MGL Chapter 40 Section 22G
- ✓ Local COD Case Studies
- ✓ MOD As a Resource



Process for Starting A Commission on Disability in Your Community



Commission Established Under MGL Chapter 40 Section 8J

- A city/town needs to **First** adopt MGL Chapter 40 Section 8J, which formally establishes a Commission on Disability (COD) in the community. The formalized COD acts as an advisory board to their appointing authority.

Adoption of MGL Chapter 40 Section 22G

- A city/town, that has adopted MGL Chapter 40 Section 8J, can **Then** adopt MGL Chapter 40 Section 22G, which allows funds collected from HP parking fines to be given to the COD. MGL Chapter 40 Section 22G allows the COD to use the collected funds "*solely for the benefit of persons with disabilities...*"

Use of HP Parking Funds Collected to Hire Police Details

- One way the COD's use the collected funds is to hire police details whose sole purpose is to monitor HP parking within their community. The COD's work with the Police to hire details and use the funds to pay for those details.



How Chapter 40 Section 22G Fines Are Used Solely to Benefit Persons with Disabilities



Alternatives to Police Details

- COD's, in the past, have set up a HP Parking Patrol where certain COD Members are "deputized" to capture all the appropriate information for a person illegally parked, including pictures and affidavit, and submit to the local Police Department for a ticket to be issued. PLEASE NOTE, even though some COD's still do this, MOST COD's are hiring police details instead..

Other Uses of HP Parking Fines Collected

- COD's have used HP Parking fines for the following purposes:
 - Barrier Removal
 - Education
 - Assistive Technology
 - Fairs/Events



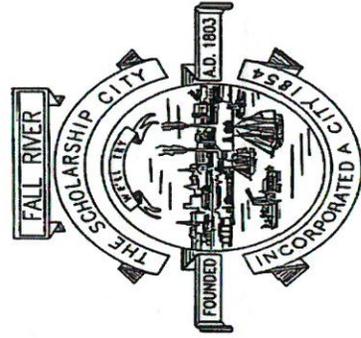
Case Studies



Burlington Disability Access Commission

- They recently started hiring police details to monitor HP parking in their community. They have been so successful, Channel 7 did a news story on their program.
- At the last COD meeting I attended in May, they have raised over \$130,000.
- This program has allowed the Police to catch numerous people using the placards illegally.

Fall River Commission on Disability



- They have, because of the success in hiring police details, decided to hire 2 full time police officers to monitor HP parking within the community.
- They fund about 70% of the cost of the officers.
- The amount they collect varies, but as of January, they had collected over \$200,000.



Case Studies



Watertown Commission on Disability



- They have produced an Accessible Dining Guide for restaurants in Watertown.
- Provide closed captioning for Town Council Meetings.
- Provide SPEDPAC Funding.
- Provide CART Reporting to other Town Agencies.
- Offer Programs in the Schools to raise awareness.

Agawam Commission on Disability



- The COD has purchased HP Parking signs for municipality and local businesses to install.
- Offer training and speakers to discuss disability related topics and raise awareness.
- Funded poured rubber surface for playgrounds.
- **Other Notable Commission on Disabilities Hiring Police Details**
 - Waltham, Framingham, Leominster, Scituate, Beverly, and Lynn



Related Laws



1. Municipalities can adopt the provisions set forth within MGL Chapter 40 Section 8J, which duly establishes a municipal Commission On Disability. The municipality then has the option to adopt MGL Chapter 40 Section 22G, which allows the fines collected from HP parking fines to go to and be used by the Commission On Disability.
2. MGL Chapter 40 Section 21:
 - a. Allows the Police onto private property to enforce the parking.
 - b. Has specific signage language (Handicapped Parking: Special Plate Required. Unauthorized Vehicles May Be Removed at Owner's Expense) that must be present for a ticket to be issued
 - c. Allows tickets to be imposed for people who are parked blocking the curb cut.
3. MGL Chapter 40 Section 22:
 - a. Allows people with HP plates or placards to park at timed zones longer than stated time.
4. MGL Chapter 40 Section 22A:
 - a. Exempts people with HP plates or placard to not have to feed physical parking meters.



MOD As A Resource



Questions?

Please Utilize MOD as a Resource

Contact Us;

The Massachusetts Office On Disability

1 Ashburton Place, Room 1305

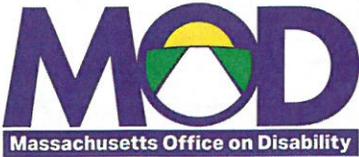
Boston, MA 02108

617 727-7440



7





What Does MOD Do?

Mission: to ensure the full and equal participation of all people with disabilities in all aspects of life by working to advance legal rights, maximum opportunities, supportive services, accommodations and accessibility in a manner that fosters dignity and self determination.

MOD's Four Areas of Focus

Advocacy

- Information & Referral on civil rights and resources
- Technical Assistance on reasonable accommodations, applicability of architectural access codes, etc.
- Client Assistance Program for Vocational Rehabilitation and Independent Living Center consumers
- Assistance with disability-related discrimination and denial of service
- Architectural review/site visits
- Technical Advisor to local Commissions on Disability

Training

- Community Access Monitor
- Emergency Preparedness
- Americans with Disabilities Act
- Commissions on Disability
- Customized & Special Topics

Monitoring

- Commonwealth Executive branch ADA Coordinator
- Architectural Access Board Member
- State 911 Commission
- Disability policymaking

Resources

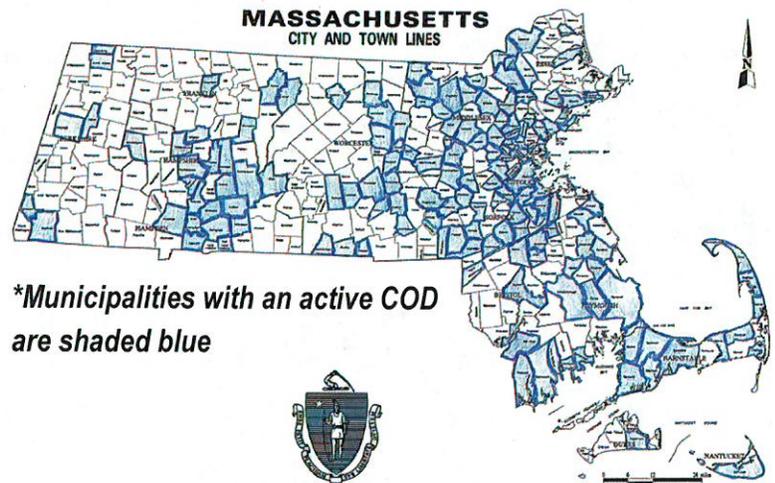
- Quarterly Newsletter
- Website
- Fact Sheets
- Disability Laws Booklet
- Videos
- Public Outreach
- Other Publications



Local Commissions on Disability

Commissions on Disability (COD)

- Advise and assist municipal officials in ensuring compliance with federal and state disability laws;
- Review policies and activities of municipal departments and boards as they affect persons with disabilities;
- Provide information, referral, advocacy and technical assistance to individuals, businesses and organizations in all matters pertaining to disability;
- Coordinate the activities of other local groups organized to meet the needs of persons with disabilities.



Connect with



For Information On...



Mass.gov

Visit our website:
mass.gov/mod



Follow us on Twitter:
[@Massdisability](https://twitter.com/Massdisability)

Massachusetts Office on
Disability

One Ashburton Place
Room 1305

Boston, MA 02108

Phone: 617.727.7440

Toll Free: 800.322.2020

Fax: 617.727.0965



Subscribe to our Blog:
blog.mass.gov/mod

YouTube

Watch us on YouTube:
Mass Office on Disability

Sample Operating By-Laws

By-Laws of the _____ COMMISSION ON DISABILITY

ARTICLE I: TITLE AND PURPOSE:

1. The name of this commission is the Commission on Disability (hereafter referred to as the Commission).
2. The purpose of the Commission is to coordinate or carry out programs in coordination with programs of the Massachusetts Office on Disability in order to bring about full and equal participation in all aspects of life in the City/Town of _____ - for people with disabilities.
3. The purpose of these by-laws is to establish principles, policies and procedures for the governance of this Commission.

ARTICLE II: POWERS AND DUTIES:

1. Research, understand, evaluate and advocate local issues, challenges and opportunities encountered by people with disabilities.
2. Coordinate the activities of other local groups organized to meet the needs of people with disabilities.
3. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the City/Town of _____ - as they affect people with disabilities.
4. Work in cooperation with the departments and agencies of the City/Town of _____ - to bring about maximum participation of people with disabilities.
5. Initiate, monitor, and promote legislation at the city, state and federal level which advances the equal status of people with disabilities.
6. Encourage public awareness of disability issues.
7. Provide information and advice to individuals, businesses, organizations and public agencies in all matters pertaining to disability.
8. Recruit and recommend prospective Commission members to the Mayor. At least one month prior to making recommendations, the Commission shall solicit nominations and ensure that said nominations reflect different disabilities.
9. File an annual report, which shall be printed in the City/Town report.
10. Receive gifts of property, both real and personal in the name of the City/Town subject to the approval of the city council; such gifts to be managed and controlled by the Commission.
11. Take such action as the Commission considers appropriate to ensure the equal access status of persons with disabilities.

ARTICLE III: MEMBERSHIP:

1. The Commission shall consist of seven members appointed by the Mayor. The majority of members shall consist of people with disabilities. One of the members may be a member of the immediate family of a person with a disability. One member shall be either an elected or appointed official of the City/Town. The members shall initially serve the following terms: **(a.)** Two members shall serve one-year terms; **(b.)** Two members shall serve two-year terms; and **(c.)** Three members shall serve three-year terms.
2. After the initial term, all members shall serve three-year terms.
3. Resignation shall be made by notifying the chairperson in writing.
4. If any member is absent from three regularly scheduled meetings in any one calendar year, a recommendation shall be made to the Mayor that he/she be removed from the Commission, unless any or all absences have been excused for good cause by the chairperson. Good cause shall include, but not limited to: illness, a death in the family, weather, and professional responsibilities.
5. The Mayor shall fill any vacancy for the remainder of the unexpired term in the same manner as an original appointment.
6. Any members of said Commission may, after a public hearing, is so requested, be removed for cause by the appointing authority.
7. Members shall get the approval of the Commission prior to making statements or joining activities on behalf of the Commission.
8. All members shall have full voting rights.

ARTICLE IV: OFFICERS:

1. The officers shall include a chairperson, vice chairperson, secretary and treasurer.
2. Officers shall be elected annually by the majority vote of the Commission.
3. One member may hold more than one office.
4. Duties:

The chairperson shall:

Develop the agenda in coordination with the other officers; preside over all meetings; appoint subcommittees as needed; and authorize expenditures as needed. (The vice chairperson shall perform all the functions of the chairperson in his/her absence.)

The secretary shall:

Keep records of all meetings attendance, minutes, and correspondence; post notice of all meetings forty-eight (48) hours before each meeting at the City/Town clerk's office; and send notice of meetings and minutes of the prior meeting to the members at least fourteen (14) days prior to the meeting.

The treasurer shall:

Keep records of all financial matters; develop a budget in coordination with the Commission; prepare a financial statement for inclusion in the annual report.

ARTICLE V: MEETINGS:

1. Regular meetings shall be held at least six (6) times a year.
2. A quorum shall consist of four (4) members.
3. Meeting minutes will be amended and approved at the next meeting.
4. Special meetings can be called by the chairperson or by any three (3) members.

Sample Operating By-Laws

5. Decisions will be made by a majority of those members present, unless where otherwise noted in these by-laws.
6. Notice of meetings will be sent to the members at least fourteen (14) days prior to the meeting.
7. Meetings shall adhere to Robert's Rule of Order.

ARTICLE VI: AMENDMENTS:

These by-laws may be amended at any duly constituted meeting of the Commission by two-thirds vote of those members present provided written notice of the proposed amendment is distributed to each member at least fourteen (14) days prior to the meeting.

COMMISSION ON DISABILITY GOALS:

ENSURE MUNICIPAL SERVICES, PROGRAMS, MEETINGS AND EMPLOYMENT OPPORTUNITIES ARE AVAILABLE AND ACCESSIBLE TO PERSONS WITH DISABILITIES:

Meet with appropriate staff: the Americans with Disabilities Act Coordinator, Select Board, Mayor, City/Town Manager, Planning Staff, Building Inspector, and Department of Public Works to review regulations, priorities, make a plan and set timelines; survey all municipal buildings, facilities, and sidewalks for access; assess each service, program and activity for physical and communication accessibility and to make sure policies are not discriminatory; review grievance procedures and notification of rights; prioritize what needs to be done (especially the expensive building renovations); and be aware of new programs, services & construction. Work with those involved to make sure they meet the needs of people with disabilities.¹

ENSURE BUSINESSES, AGENCIES, AND ORGANIZATIONS ARE ACCESSIBLE TO PERSONS WITH DISABILITIES:

Survey businesses, agencies and organizations for communication and architectural access. Work with owners and managers to encourage compliance with the Americans with Disabilities Act, the Architectural Access Board's regulations and other disability laws. Educate owners and managers about the needs of persons with mobility, hearing, visual, cognitive and other disabilities. Introduce them to federal IRS \$15,000 tax deduction for barrier removal and \$5,000 tax credit for ADA compliance.

ENCOURAGE MOBILITY:

Survey all parking lots that are open to the public for HP designated spaces. Work with owners and the building inspector to bring the lots into compliance with AAB and ADA regulations and municipal by-laws. Review on-street HP designated parking and curb cuts. Work with local officials to increase both if necessary. Propose an ordinance/by-law that allow police to ticket cars on privately owned, publicly used parking lots and that increases fines for violations of HP parking. Evaluate transportation needs. Work with Regional Transit Authority, Council on Aging, municipal officials to increase (or to provide!) accessible transportation.

INCREASE ACCESSIBLE AFFORDABLE HOUSING:

Work with housing authority to increase adaptable and accessible housing. Meet with local builders/developers to encourage development of accessible and adaptable housing.

ALL STUDENTS WITH DISABILITIES SHOULD RECEIVE AN EDUCATION COMPARABLE TO THAT GIVEN TO NON-DISABLED STUDENTS IN THE LEAST RESTRICTIVE, MOST INTEGRATED SETTING:

Evaluate programs for students with disabilities for mainstreaming and integration. Evaluate schools for architectural accessibility. Introduce a disability awareness program in the schools.

BE A RESOURCE: PROVIDE INFORMATION AND REFERRALS ON A BROAD RANGE OF DISABILITY ISSUES:

Advertise the Commission's existence. Post the community with flyers or brochures, put articles in the newspaper, use cable TV and radio. Establish a way for people to contact the Commission. Either set-up an office and phone answering machine or assign one commission member to be the contact person. Develop a file of information.

ADVOCATE FOR THE RIGHTS OF INDIVIDUALS WITH DISABILITIES AND DISABILITY GROUPS:

Set up and publicize a mechanism for people to contact the commission with their individual concerns. Work with appropriate officials and organizations to resolve situations. Work with the Massachusetts Office on Disability Client Services Program.

EDUCATE THE PUBLIC ABOUT DISABILITY ISSUES:

Develop good relationships with newspapers, TV and radio stations (start a column or regular show, write press releases about your work). Initiate awareness program in the schools. Speak to civic organizations such as Lions, Girl Scouts, Chamber of Commerce, and Rotary. Hold disability awareness workshops.

OTHER CONSIDERATIONS:

Determine how many people in your community have a disability (Massachusetts census figures indicate 17% of the population as having a disability; that percentage might be higher if you have a large elderly population). Conduct a needs survey or hold a public hearing. Contact organizations in your community with similar concerns; veteran's office, council on aging, special needs parents' advisory committee. Work together on common issues. Establish an advisory committee, friends of the commission or associate membership to increase support.

¹ **Some examples:** All public meetings should be held in accessible locations. Emergency services, such as police and fire departments, should have telecommunication devices for people who are deaf (TTY's are devices which enable persons who are deaf to communicate by telephone). Written material, such as town reports and newsletters, should be available on tape and in Braille upon request for people who are visually impaired. Announcements about municipal activities, such as recreational programs, meetings, public health programs, and employment opportunities, should be publicized on the radio, cable TV, as well as in print. Sign language interpreters should be available at meetings and activities upon request.

COMPLETE STREETS ADMINISTRATIVE POLICY FOR THE TOWN OF SOUTH HADLEY

Vision and Intent

Complete Streets are designed and operated to provide safety and accessibility for all the users of our roadways, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages and abilities. Complete Streets principals contribute toward the safety, health, economic viability, equity and quality of life in a community by providing accessible and efficient connections between home, schools, work, recreation, and retail destinations by improving the pedestrian and vehicular improvements through the community.

The purpose of South Hadley's Complete Streets policy is to provide accommodations for all road users by creating a road network that meets the needs of individuals utilizing a full range of transportation modes. To the best extent possible, the Town of South Hadley will ensure that all plans, designs, operations and maintenance of streets safely accommodate all users of all ages and abilities. This policy directs decision makers to consistently plan, design, construct, and maintain streets for the accommodation of all anticipated users including, but not limited to, pedestrians, bicyclists, motorists, emergency vehicles, transit, freight, and commercial vehicles in a context sensitive manner. This policy shall apply to all municipal, state, and federal (when allowed by law) roadway repairs, upgrades, and expansion projects within the public right of way and private developments requiring approval from the Town. Procedures will be developed to ensure Complete Street elements are incorporated into these activities.

Core Commitment

The Town of South Hadley recognizes that all users of all modes, including, but not limited to, pedestrians, bicyclists, transit users, school bus riders, motorcyclists, motorists, delivery and service personnel, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. "All Users" includes users of all ages and abilities, including those with disabilities.

The Town of South Hadley recognizes that all projects (new, maintenance, or reconstruction) are opportunities to implement Complete Street design principals. The Town will, to the maximum extent possible, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

Complete Street design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval from the Town of South Hadley, as well as projects funded by the state or federal government, such as Chapter 90 funds, city

improvement grants, Transportation Improvement Program (TIP), MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding, and other state and federal funds for street and infrastructure design, shall adhere to the Town of South Hadley's Complete Street Policy. Private developers and related street design components or corresponding street-related components, including new subdivisions, shall adhere to the Complete Street Policy for the Town of South Hadley. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets resolution, including the design, construction, and maintenance of such roadways with the Town boundaries.

Exceptions

Exceptions to the policy are only allowed upon approval of the Town Administrator based on recommendations by the Police Chief, City Planner and DPW Superintendent, or other relevant departments or authority:

1. Facilities where specific users are prohibited by law, such as interstate freeways or pedestrian malls. An effort will be made, in these cases for accommodations elsewhere;
2. Where cost of accommodation is excessively disproportionate to the need or probable use or probable future use;
3. The existing public right-of-way or adjacent land is constrained in a manner that inhibits the addition of transit, bicycle, or pedestrian improvements. In this case, the Town shall consider alternatives such as lane reduction, lane narrowing, on-street parking relocation, shoulders, signage, traffic calming, or enforcement;
4. Where such facilities would constitute a threat to public safety or health;
5. Where construction and future maintenance will create significant adverse environmental impacts to streams, flood plains, wetlands, or historical resources.

Best Practices

The Town of South Hadley's Complete Street Policy will focus on developing and maintaining a connected, integrated network that serves all road users. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects.

Implementation of the Town of South Hadley's Complete Street Policy will be carried out cooperatively within all departments in the Town of South Hadley with multi-jurisdictional cooperation, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

Complete Streets principles include the development and implementation of projects in a context sensitive manner in which project implementation is sensitive to the community's physical, economic, and social setting. The context sensitive approach to process and design includes a range of goals by considering stakeholder and community values on a

level plane with the project need. It includes goals related to livability with greater participation of those affected in order to gain project consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets, including:

- Massachusetts Department of Transportation, Project Development & Design Guidebook;
- Massachusetts Department of Transportation Separated Bike Lane Planning and Design Guide;
- Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
- National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide and Urban Street Design Guide
- Federal Highway Administration Separated Bike Lane Planning and Design Guide;
- American Association of State Highway Transportation Officials (AASHTO), A Policy on Geometric Design of Highway and Streets as well as the AASHTO Guide for the Development of Bicycle Facilities;
- United States Department of Transportation Federal Highway Administration's Manual on Uniform Design Controls;
- The Architectural Access Board (AAB) Rules and Regulations;
- Documents and plans created for the Town of South Hadley, such as bicycle and pedestrian network plans.

Performance Measures

Complete Streets implementation and effectiveness should be constantly evaluated for success and opportunities for improvement. The Town will develop performance measures to gauge implementation and effectiveness of the policies. These performance measures may include, but not be limited to:

- Number of staff with Complete Streets training;
- Total miles of bike lanes;
- Total miles of roadway with a shoulder of 4 feet wide or greater;
- Linear feet of sidewalk added or reconstructed;
- Crosswalk and intersection improvements;
- Number of crosswalks evaluated for ADA compliance;
- Number of ADA compliant curb ramps installed;
- Closure of gaps in bicycle / pedestrian infrastructure network;
- Number of bicycle racks installed;
- Crash and personal injury data;
- Citations for traffic violations;
- Public participation in bicycle, pedestrian, and transit systems;

- Estimate of the quantity of funds applied toward the design and construction of Complete Street measures.

Implementation:

The Town shall seek to make Complete Street practices a routine part of everyday operations, shall approach transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

Implementation of this policy will be coordinated by the DPW Superintendent and be carried out cooperatively within all departments in the Town of South Hadley with multi-jurisdictional cooperation, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

The Town will maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk network and to implement the Town's Complete Streets build out vision.

The Town shall review and either revise or develop proposed revisions to all appropriate planning documents (master plan, open space & recreation plan, etc), zoning and subdivision codes, bylaws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Street principles.

The Town shall promote interdepartmental project coordination among Town departments with an interest in the public right-of-way in order to make enhanced use of fiscal resources.

The Town will train pertinent Town staff and decision-makers on the content of Complete Streets principles and best practices for implementing the Town's Complete Street policy.

The City will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.

DATED THIS _____ DAY OF _____, _____

South Hadley Selectboard



Laura Krutzler <lkrutzler@southhadleyma.gov>

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

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

Fri, Apr 22, 2016 at 12:02 PM

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.

You can also [print and mail a written copy \(PDF\)](#) to the Selectboard Office at 116 Main Street South Hadley MA 01075.

Please Note: *when submitting online, when you click the "submit" button you are agreeing to read a copy of the Massachusetts General Laws Chapter 268A "Conflict of Interest" provided by the Town Clerk, if appointed, and to the best of your abilities agree to abide by the provisions of the statute. You may receive a phone call to confirm your interest in the appointment.*

Choose From the Following Community and Economic Development, 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.

1. Cultural Council 2. Community & Economic Development

Please give any details regarding your interest in this appointment? I had been contacted by Lucia Fowley in the past but I could not commit because I was travelling a lot.

Please Provide the Following Information

Name Nathalie

Email	Vicencio
Address1	22 Maple Street
Address2	1st floor
City	South Hadley
State	MA
Zip	01075
Primary Phone	413-313-1716
Alternate Phone	<i>Field not completed.</i>
Cell Phone:	413-313-1716

General Questions

Are you a registered voter in the Town of South Hadley?	No
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 have been working in a social service setting since the age of 15. I have 12 years of experience working in the fair housing and anti-discrimination legal fields. I come from a very musical oriented family and have participated in several theater productions with a social justice focus.
Please list any additional information you think may be helpful in reviewing your application.	I am bilingual English and Spanish.
How did you learn of the vacancy you are applying for?	Town Website, Email from Town of South Hadley
If you indicated another resident or other above, please provide the resident's	<i>Field not completed.</i>

name or provide additional
details.

Upload a Letter of Interest *Field not completed.*

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