

**SELECTBOARD MEETING
TUESDAY, SEPTEMBER 20, 2016
SELECTBOARD MEETING ROOM – 7:00 P.M.**

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 *September 6, 2016 Regular Selectboard Meeting*
3. ANNOUNCEMENTS/OPEN FORUM
 - ❖ Certificates of Recognition to Ethan Michael McKeever and Luke William Hoefler for attainment of Eagle Scout Award
4. CONSENT AGENDA
 - A. One Day Beer and Wine License Request:
 - Donna Koske, for Polish American Citizen’s Club – October 1, 2016 – 515 Granby Road
 - Reverend Michael Twohig, for St. Theresa of Lisieux – October 1, 2016 – Parish Center, 9 East Parkview Drive
5. NEW BUSINESS
 - A. White Wing Request to Purchase Town Property
 - B. Columbia Street Tree Removal
 - C. Ted Belsky-Canal Park Project
 - D. BATTERY BROOK PARK FEE INCREASES
6. RESIGNATIONS/APPOINTMENTS
 - A. Robert Lynes – Acceptance of Resignation as Town Constable
7. OTHER BUSINESS
 - A. Symposium of Understanding
 - B. Library Integration MOU
 - C. FY 17 TA Evaluation Final
8. TOWN ADMINISTRATORS REPORT
9. CHAIRMAN’S REPORT
10. ADJOURN

**SELECTBOARD MEETING
TUESDAY, SEPTEMBER 6, 2016
SELECTBOARD MEETING ROOM – 7 P.M.
MINUTES**

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

At 7:01 p.m., Chair Hine called the meeting to order, noting that all members were present.

1. APPROVAL OF MINUTES

SB Member Forcier moved to approve the minutes of August 16, 2016. SB Member Etelman seconded. The motion passed unanimously 5:0.

2. ANNOUNCEMENTS

SB Member Etelman reminded residents that this Thursday, September 8, 2016 is the state primary election with polls open from 7 a.m. to 8 p.m. and all voting at the high school. There are several contested races on the ballot, so she encouraged residents to do their homework before casting ballots.

Saturday, September 17, 2016 is the 5th annual Book It 5K Walk/Run to benefit the South Hadley Public Library, Ms. Etelman continued. Proceeds will go to support the summer reading program. The race starts at 9 a.m. and registration is presently open. Also September 17th, the Selectboard office today approved the use of the town common for a free yoga class to celebrate International Yoga Month. The class will be held on the town common from 12 to 3 p.m. The following day, September 18th, the South Hadley Falls Neighborhood Association (SHFNA) will host a block party at 2 p.m. in Fred Smith Park, the little park next to the Old Firehouse Museum.

SB Member Forcier informed the listening audience that this Sunday, September 11, 2016 at 10 a.m., the South Hadley Fire Department and South Hadley Police Department will commemorate the 15th anniversary of 9/11. The ceremony will take place at 10 a.m. on the town common.

With regard to his request at the last meeting to “Save the Date” of Sunday, October 16th, the first annual South Hadley jazz festival will take place at PVPA starting at 10 o’clock on that day, SB Member Brezinsky confirmed. The event is being sponsored by Music and Arts South Hadley (MASH), the Pioneer Valley Performing Arts (PVPA) School, South Hadley school music departments and the town. The featured artist is Tom Bergeron, currently the principal trumpet in the Springfield symphony and an artist with significant performing and teaching credentials. Mr. Bergeron will be coming with a quintet from New York City and will give a talk prior to his performance. The festival will feature jazz music and master classes geared toward musicians. Beginning at noon, musicians will kick off seven performance sets in the new performance space at PVPA, starting with Valley Jazz Divas - three jazz vocalists with a rhythm section – and followed by Brazilian Bossa Nova, Samba and big band music. The performance will culminate with Tom Bergeron and his quintet at 6:30 p.m. All performances are free to the public.

3. OPEN FORUM

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

Jon E. Camp of 202 Lathrop Street asked why there are barriers around the entrances to Town Hall.

The Fire District #1 fire chief ordered the town to close all those entrances as he felt they posed a hazard, Chair Hine responded. The Fire Department cited the town with violation of CMR 527 1.4.4, failure to maintain exterior egresses, Mr. Sullivan elaborated. The chief did a visual inspection along with the Building Commissioner on Thursday and decided to come back the next day because there was some concern over the safety of the exits. Town officials received an order Friday to close the exits until such time as they are made safe. They had expected a report this afternoon from

a structural engineer but it was not received. The Selectboard office did receive a report from a certified mason who reviewed the entrances and gave an estimate of \$104,943 for the work entailed. In his report, the mason stated that, "after inspecting the existing structure, it is my opinion that there is no present danger of structural failure resulting in brick or masonry collapse at the present time." Town officials hope that once supplied with an engineering report they can start the process of making necessary repairs and doing what the town can reasonably afford to repair the exterior. He apologized for the inconvenience and expressed the hope that the entrances will be reopened soon.

Obviously, the town wants to err on the side of safety, Chair Hine added.

Mr. Camp asked the status of the study of public buildings and the senior center.

The town has started the process of overall inspection and evaluation of public buildings and hopes to meet next week with the engineering firm contracted to conduct the study, Mr. Sullivan responded. Immediately after, consultants will start evaluating the need for a new senior center. He wanted the new Council on Aging director to have some time in her position before starting the needs assessment but should be ready to start by the end of September, he confirmed.

4. CONSENT AGENDA

A. One Day Beer and Wine License Requests:

- **Mark Garner, MHC Dining Services – September 10, 2016 – MHC Pageant Amphitheater**
- **Jillayne Flanders – September 29, 2016 – All Saints' Episcopal Church, 7 Woodbridge Street**
- **Rachel Osborn, Willits-Hallowell Center – September 15, 2016 – MHC Art Museum**

Chair Hine asked if anyone wished to pull an item off for separate discussion. As no one did, **SB Member Brezinsky moved to approve the consent agenda. SB Member Etelman seconded. The motion passed unanimously 5:0.**

5. REQUEST TO USE TOWN COMMON FOR CHOWDER FEST ON OCTOBER 9, 2016

The Selectboard office received an e-mail from Marilyn Ishler requesting the use of the town common for ChowderFest from 10 a.m. to 5 p.m. on Sunday, October 9, 2016, Mr. Sullivan related. He has tentatively reserved the commons for that date. The Lion's Club is seeking restaurants interested in participating.

6. POLICE CHIEF CONFIRMATION HEARING

The Town Administrator has recommended Lieutenant Steve Parentela to serve as Police Chief, Chair Hine reported. The final step in the appointment process is for the Selectboard to hold a confirmation hearing.

The search "has been an enjoyable process," Mr. Sullivan related. The process for this appointment is relatively new; under the Acts of 2012, South Hadley made some adjustments to how the Town Accountant, Police Chief and DPW Superintendent are appointed and selected. Over two dozen applicants from 11 different states applied, and four finalists were selected to be interviewed by a vetting committee comprised of Maynard Police Chief Mark Dubois, Town Accountant Bill Sutton and Assistant Town Administrator Jennifer Wolowicz. The finalists were a strong field of four candidates with a great deal of experience, but search committee members felt strongly that Lt. Parentela was the best choice for South Hadley. The search committee recommended Lt. Parentela for appointment, and he conducted another interview and did a background check. His strengths and his knowledge of the South Hadley Police Department are what set him apart. He has had the pleasure of working very closely with Lt. Parentela since his predecessor retired. He has been very responsive and communicates well and it has really been a pleasure, so it is his pleasure to recommend him to the Selectboard as Police Chief for the Town of South Hadley.

Lt. Parentela thanked the Selectboard for the opportunity to sit before them. The process has been enjoyable for some but somewhat stressful for him as he awaits their final decision, he acknowledged candidly.

SB Member Forcier commented that he has had several officers approach him extolling the virtues of the [interim] chief and has had several very positive conversations with the chief himself. He looks forward to his doing a great job.

Members asked questions and offered comments. Chair Hine assured Lt. Parentela of his confidence that he knows the department very well, having come up through its ranks. However, this will be a very different position and a different relationship, he pointed out. In the past, he participated in union negotiations to represent the officers and the staff; now he will be participating on the management side. He asked how he views this change.

It is a different perspective but no different from when he was representing the union body, Lt. Parentela suggested. Everything he has done has been for the Town of South Hadley even when he was union president, he asserted. Previous town administrators can confirm that he was fair; he represented the union body, but he also was fair to the taxpayers and citizens of South Hadley. Some say it is a different job but he does not see it as different if participants are fair to all parties. The previous police chief, John O'Connor, (present in the audience) will tell you that the two of them had many a debate, but, at the end of the day, Chief O'Connor was looking out for the best interests of the police department and the Town of South Hadley and so was he. He will continue to do so, he assured.

SB Member Brezinsky asked Lt. Parentela to talk about the strengths of the department and areas where there are opportunities for growth.

Some of the strengths are that we have great people working for us, Lt. Parentela responded. As police officers, police try to stay out of politics and do their job. The search process looked like it was going to take on political overtones when officials made the decision to look outside the department. He personally saw that administrators were looking out for the best interests of the town, but some department members saw it differently, questioning why town officials were going outside when they had a strong internal candidate. He was born in Holyoke, began living in South Hadley days later, went through the South Hadley school system and has been part of South Hadley his whole life – 54 years. It is difficult to separate the politics from his police duties but he is looking forward to learning all aspects of the job, including the political side.

One of the areas in which the department could grow is in staffing, Lt. Parentela continued. At one time, there were 29 officers; there are now 25. In the last few years, the detective bureau has been inundated with fraud complaints and other areas of investigation such as street crime have taken a back seat. Department members are forced to work more efficiently. He will be striving to get people back in the ranks. When an officer is hired, it takes a long time to get him on the street because of the requirement to complete police academy and street training. He will look into bringing back reserve officers. He is a community policing type of officer but community policing takes time and time is money in the Police Department. The department used to do bike patrols and it was a great thing, but with a lack of funding, they have not been doing them. He will work with the Selectboard to try to increase their numbers, he said.

SB Member Etelman read aloud from a press release regarding the confirmation hearing. "If the confirmation is issued, there will be a regimen of professional trainings to expand the chief's understanding of management issues, collective bargaining, customer service and other related areas," she quoted. She asked whether the lieutenant thought there are other areas in which it would be helpful for him to get additional training.

Lt. Parentela said he thought collective bargaining training from the management side would be "huge" and that finance training would be helpful. Police chief associations also have professional development seminars that he would like to attend that cover a range of management principles such as disciplining officers.

Chair Hine referred to recent incidents and tragedies involving police officers and the public. He asked for his view of steps the town needs to take to be proactive and to insure that the town has the best possible relationship between the police department and the community.

What really demonstrates the importance of the police department to the community is "what's going on today, right now, right here in this room," Lt. Parentela responded. He referred to a discussion a few weeks ago of a request to tie blue ribbons around trees in support of police. For the police officers in South Hadley, symbolism is not important,

substance is important, he stressed. Selectboard members are not just appointing him as chief; they are telling every member of the department that they value them and the sacrifices they make every day, he explained.

He referred to the daily sacrifices officers make in missing holidays and special occasions and the stress the job places on their families. The Selectboard and Town Administrator are sending “a serious message to the South Hadley Police Department” that if members work hard and contribute to the community, they will be rewarded, he maintained.

At one time, he traveled around the state as a Massachusetts DARE officer and heard horror stories of police incidents in other communities. “These guys self-police themselves and they watch each other; they’re a great team over there,” he related. It is easy to be the chief with the department that is in place. “Substance over symbolism,” he reiterated. It is not blue ribbons on the poles; it is how police are treated by elected officials, he emphasized.

SB Member DeToma said it seemed to him that they had avoided some of the sensitive subjects, so he asked the lieutenant’s position on the Red Sox vs. the Yankees. Lt. Parentela said he was a Mets fan!

Mr. Brezinsky expressed pleasure at the search’s outcome and commented that Lt. Parentela is now part of a legacy of former chiefs who have come up through the ranks. Just-retired Chief LaBrie, Chief Schenker and Chief Decker all deserve credit for having fostered the type of culture that results in this longevity. He thanked the former chiefs and particularly Chief LaBrie for having done a great job, particularly in difficult financial times, to guide things in a positive way.

SB Member Etelman moved to follow through with the Town Administrator’s recommendation and confirm the new police chief. SB Member Brezinsky seconded. Mr. Brezinsky noted that the presence of a number of department members to support him is a great testimony to Lt. Parentela. **The motion passed unanimously 5:0.**

The town will go forward with a conditional offer of employment, Mr. Sullivan related. He and Lt. Parentela have discussed the parameters and he does not think there are going to be any issues. The intention is to complete the interim contract that expires September 30 and to swear Lt. Parentela in as the police chief of South Hadley on that date. They are talking about having a small ceremony.

7. APPOINTMENTS TO CANAL PARK COMMITTEE

Joshua Driver was present to discuss his interest in appointment to the Canal Park Committee. He has always had an interest in history. He moved to South Hadley a few years ago and is interested in contributing to the community and thought this would be a good fit. He attended a few meetings and liked the other members of the committee. The canal system is a good system, and he would be glad to help promote it in any way possible, he presented.

Mr. Brezinsky alluded to former member Ted Belsky, who was a major proponent of the canal system. He was a college professor whose specialty was history; it will be great for Joshua to continue where he left off, he commented.

Aaron Haesaert was present to discuss his interest in appointment. He and Mr. Driver are friends as well as distant family members, he volunteered. He also has an affinity for local history and, like Mr. Driver, did not know much about the history of the canal but was intrigued by its story. He also thinks there is a need to preserve the canal and steward it going forward. It sounds like the membership is an aging group that could benefit from an injection of youth, he added.

The Canal Park Committee has been around for a long time but has a low profile, SB Member Brezinsky observed. It has actually become and will become even more important going forward from an economic development point of view. When Sustainable Design Assessment Team (SDAT) members came to town a few years ago, the redevelopment concept discussed was very much based around the history of the falls and its condition two or three hundred years ago and the importance of the river. Like the new library, the Canal Park Committee and the canal itself are going to become more important as one of the cornerstones of redevelopment, he suggested.

The Redevelopment Authority has been working for 18 months on a redevelopment plan that is nearing its completion, SB Member DeToma added. The redevelopment plan places a lot of emphasis on the falls, multi-use paths and redevelopment of the riverfront, he agreed. Mitch Resnick has been a faithful member of the South Hadley Falls Neighborhood Association (SHFNA) and comes to monthly association meetings. There is a lot of activity focused on the falls, the riverfront and the canal, so members will be hearing from the Redevelopment Authority, he confirmed.

One of the things he discussed with Mr. Resnick is that he has 20 years of branding design experience and has done a lot of environmental work, so these are potential strengths he brings to the board, Mr. Haesaert volunteered.

The town has received a quote for \$27,000 to replace the decking at the outlook and is waiting for quotes to replace pavement and concrete and restore lighting fixtures, Mr. Sullivan advised. (Three light standards along the park were vandalized and removed.) The deck has to be brought into compliance with new building code standards. Plans also call for removal of the chain link fence and its replacement with something more attractive. Town officials have talked about presenting the project to Town Meeting this fall and going before capital planning by the end of September. Proponents hope to rededicate the outlook to the memory of Ted Belsky and his hard work on its behalf.

Mr. Sullivan confirmed the importance of branding to help solidify the identity of the landmark since it is known by various names (Bicentennial Park, Canal Park, the park across from Hubert Place, etc.). The improvements are the first phase of a larger project to enhance the park, including trail improvements, creation of a permanent vegetation plan and making the resource more accessible, he shared. The town has done as much as it can in-house but now needs to contract services to perform the work.

SB Member Brezinsky moved to appoint Aaron Haesaert and Joshua Driver to three-year terms on the Canal Park Committee. SB Member DeToma seconded. The motion passed unanimously 5:0.

8. LEDGES MONTHLY REPORT

Mr. Sullivan presented the Ledges July financial report. Some of the graphs need further clarification, he agreed. The bottom line is that the course had a very good year last year and operations are off that pace by about \$3,000. The disparity is also due to there being one less weekend in this year's reporting period. He and General Manager Andy Rogers noticed that they are down \$1,200 to \$1,400 in the food and beverage area, a figure not shown on this report. Some of that has to do with new food items being introduced that are more profitable but that are selling less. They will have a more in-depth report in October. For some reason, the sale of women's golf wear is down significantly, and he has asked Mr. Rogers to look into this; i.e. - whether there are fewer women golfing than in the past. It is something they have to drill down and analyze further.

SB Member Etelman requested that, for future comparisons, the chart be formatted to show July 2015 vs. July 2016 side by side. The spreadsheet is hard to digest as formatted, she commented.

SB Member Brezinsky noted that food revenue is down significantly but it doesn't look like expenses were reduced accordingly. Mr. Sullivan acknowledged that the restaurant probably had more staffing than it should have had in July. "The Valley View has been our weakness this year; there's no question about it," he confirmed. The restaurant got a late start and managers had trouble hiring staff and "struggled mightily" to fill vacancies. Back in April, management was very golf-focused; the focus was to improve the experience of golfers. They have heard from golfers that the golfing experience has improved; now, "our next task is to bring the food service back along." One factor affecting costs is that they had to pay a premium for cooks to attract qualified candidates. The pay for the lead chef is now \$17.20, substantially more than last year. He expects the numbers to look better at the end of the year because of some adjustments they have made. They are no longer paying a year-round chef and golf pro, he pointed out.

Mr. Rogers has done a really commendable job, but it hasn't been easy, particularly in the area of food. From what he hears, people say the golf experience is really positive. Staff will be meeting in October for a more lengthy discussion internally before presenting a proposal to the Selectboard. It has become clear that the town has to adjust rates.

For the winter, the plan is to have no inventory, unplug everything electrical and just keep enough heat on to keep pipes from freezing. They think they can save between five and six thousand dollars doing that, far more than they made with events. They haven't had time to dedicate to appropriate planning for additional activities. As Selectboard members recall, they tried to do some projects and actually lost money. At the time, they had year-round staff to use for planning purposes; now they are extracting some savings by not paying employees through the winter.

Last year there was some criticism of the town for closing early despite favorable weather; this year, they are going to stay open as long as possible. There was some discussion of charging season passholders for play after Thanksgiving but they decided this would not be fair without advance notification. Next year, they are hoping to have a solar photovoltaic array to save some money on electricity.

Mr. Brezinsky asked Mr. Sullivan to take a look at signage posted in the offseason. In the past, signage has been pretty negative, he observed. On the one hand, the town says residents are welcome to use the course offseason; on the other hand, everything is "No, no no." He asked him to take a look and see if there are more positive ways to say, 'Don't do that.'

9. SOLAR REQUEST FOR PROPOSALS (RFP)

The RFP was issued last week and will be published in the state registry tomorrow, Mr. Sullivan reported. Working with Beth Greenblatt of Beacon Integrated Services, the town is seeking proposals to expand its solar array at the capped landfill, install a canopy display at the Ledges and possibly install a system at the Toth property. The consultant is not sure the Toth property is a viable location so the town may or may not want to include this site. They hope to choose a partner by mid-October.

Proposals must be received by October 17, 2016, responses will then be vetted and a recommendation presented to the Selectboard. Financial arrangements for solar installations vary; some rely on the resale of electricity produced through a Power Purchase Agreement (PPA) with the town's utility if the provider is a publicly-traded utility. The town's RFP is designed to allow the developer to negotiate with SHELD based on the market and to rely on the vendor's expertise to negotiate a PPA. The town's benefit will be realized through a lease of the land on which the solar arrays are located. The town will also be able to tax the equipment as personal property.

The project must be awarded, contracted and in place by the end of February per the Department of Energy Resources (DOER) guidelines, so the project has an incredibly fast turnaround.

Chair Hine asked if DOER provides tax credits or incentives, and Mr. Sullivan said yes. Owners of solar projects are able to sell Solar Renewable Energy Credits (SREC's) to electricity suppliers, so this is what makes the projects profitable for developers. Mr. Sullivan expressed appreciation for the Selectboard's support.

Mr. Brezinsky expressed his understanding that the RFP is written to allow bidders to suggest other possible locations for installations such as the schools, and Mr. Sullivan confirmed this is the case. The RFP allows bidders to look at other property held by the town.

Roofs can be problematic because they are generally designed to hold a certain snow weight, Mr. DeToma commented. The roof on the new dining common at Mount Holyoke College is specifically designed to hold the weight of solar arrays, Mr. Sullivan noted.

Mr. DeToma recalled that Mr. Sullivan had showed them a solar facility in his former community (Maynard) constructed under a different financial arrangement.

Maynard partnered with a developer to put a solar array on the landfill, Mr. Sullivan confirmed. Because the “wheeling” rate was lower, it was more profitable and the developer was willing to give more money back. The town had a small land lease, taxed the solar equipment and was able to negotiate a percentage of revenue from the sale of the electricity.

SB Member DeToma asked about the informal discussions with SHELD about purchasing the electricity generated.

SHELD commissioners have been incredibly cooperative, Mr. Sullivan reported. Their price was a little high - \$55 a megawatt. Town officials have always said they want to make sure that whatever is done in the area of solar is good for both the town and SHELD. SHELD is getting advice from the Massachusetts Municipal Wholesale Energy Company (MMWEC) and other entities. The decision to have the developer negotiate the power purchase agreement was partly because it was felt a vendor would have a greater knowledge of the market and be more familiar with models for similar agreements. Taking steps towards more renewable energy is a great thing for South Hadley, he suggested.

Chair Hine asked how a developer can be expected to formulate a proposal without knowing the financial arrangement with SHELD.

It would be wise for anyone considering the project to go to SHELD and have a conversation with them, Mr. Sullivan said. He imagines there will be a number of people interested, and his advice would be to meet early and often with SHELD. The successful bidder will be expected to only sell electricity to SHELD, he confirmed.

Mr. DeToma asked if there would be a need for additional transmission lines, and Mr. Sullivan said not at those sites.

10. NOVEMBER 8, 2016 ELECTION EARLY VOTING SCHEDULE

Mr. Sullivan thanked Town Clerk Carlene Hamlin for preparing the schedule for early voting. Eighty-seven hours of additional voting are being made available through the proposal. Additional money for the extended hours was built into the election budget, he confirmed.

At the last election, the town had problems with some of its tabulators, Mr. Sullivan reminded. The vendor, LHS, has replaced all of those voting machines at no cost to the town and also committed to having a technician available to the town on election day.

SB Member Etelman moved to set the early voting schedule prior to the federal election scheduled for November 8, 2016 for the Town of South Hadley and open to all South Hadley registered voters as follows:

Early voting will be held in the Town Clerk’s Office in South Hadley Town Hall at 116 Main Street on:

- ❖ **Monday October 24, 2016 7 AM until 5 PM**
- ❖ **Tuesday October 25, 2016 8:30 AM until 7 PM**
- ❖ **Wednesday October 26, 2016 8:30 AM until 5 PM**
- ❖ **Thursday October 27, 2016 7 AM until 9 PM**
- ❖ **Friday October 28, 2016 8:30 AM until 5 PM**
- ❖ **Saturday October 29, 2016 9 AM until 1 PM**
- ❖ **Monday October 31, 2016 7 AM until 5 PM**
- ❖ **Tuesday November 1, 2016 8:30 until 7 PM**
- ❖ **Wednesday November 2, 2016 8:30 AM until 5 PM**
- ❖ **Thursday November 3, 2016 7 AM until 9 PM**
- ❖ **Friday November 4, 2016 8:30 AM until 12 Noon**

And, early voting will be held at the Senior Center, 45 Dayton Street, South Hadley on Thursday October 27, 2016 from 9 AM until 1 PM. SB Member Forcier seconded.

Members asked about the staffing requirements for early voting, and Mr. Sullivan said the Secretary of State's office simply requires there to be one person in the office, although they do not believe this is enough. Poll workers will work some of the hours and some staff at Town Hall are being trained to serve as back-ups.

The Secretary of State is going to give them two centralized tabulators since early voting will be taking place at the Clerk's office at the same time as voting is open on Dayton Street. **The motion passed unanimously 5:0.**

11. 2017 SEWER RATES

DPW Superintendent Jim Reidy's recommendation is to keep the rate the same as it currently is, Chair Hine reported.

The rate is currently \$265 per Equivalent Dwelling Unit (EDU) with a 41C abatement of \$30, Mr. Sullivan advised. The town has held the same rates for four years, he noted.

SB Member Brezinsky asked for an update on the status of the Sewer Enterprise Fund.

SB Member Brezinsky moved to maintain the current sewer rate of \$265 per EDU for single-family homes and to maintain the 41c abatement of \$30. SB Member Etelman seconded. The motion passed unanimously 5:0.

12. SYMPOSIUM OF UNDERSTANDING

The Symposium of Understanding is set for Saturday, September 24, 2016, Ms. Etelman reminded. They have begun reaching out to potential participants and are looking for people interested in participating. This is a kick-off event for a series of events leading up to presentation in the spring of what's being called a "document of human understanding." They are looking for about 25 people who are not typical town leaders but rather people who usually stay in the background. Anyone interested in participating can contact her or Mr. Sullivan at setelman@southhadley.ma.gov or msullivan@southhadley.ma.gov. There will be an opportunity for town leaders to have input later, she assured.

The day is taking shape. They are bringing in trained facilitators who are not South Hadley residents and are very excited to have professional help. Lunchtime would be a good time for Selectboard members to check in and learn what is going on, she suggested.

SB Member Forcier asked if there is going to be a link on the town website to additional information, and SB Member Etelman said she would get something to Mr. Sullivan.

They tried to find sponsors but he thinks sponsors will be more receptive after the idea is more fully developed, Mr. Sullivan indicated. He would like the Selectboard's permission to spend not more than \$1,500 on some expenses such as bringing in lunch and hiring facilitators. The money would come out of the Selectboard's discretionary budget.

SB Member Brezinsky moved to allow expenditures not to exceed \$1,500 for the event taking place on September 24th. SB Member Forcier seconded. Chair Hine expressed the opinion that it is important for the Selectboard to show its commitment to the event by showing they are willing to spend the money. SB Member Etelman is to be commended for taking the initiative to plan the event, SB Member Brezinsky agreed. "It is very proactive as opposed to being reactive," he noted, adding that it is a very modest commitment. **The motion passed unanimously 5:0.**

13. TOWN ADMINISTRATOR REPORT

Members asked questions and offered comments on items in the report. The Purchase and Sale Agreement for the Bardwell Street library has been signed and the town has the necessary approvals at the state level; town officials are just waiting to hear back from the Chicago title insurance company. The buyer could not get title insurance on the sale until the Article 97 vote was taken. Mr. Sullivan thanked Representative Scibak and Senator Rosenberg for getting the legislation through the state legislature and the governor for signing it the next day. SB Member DeToma thanked the developer for his patience.

With regard to the former Fibermark property, the developer currently has an application before the Planning Board.

Selectboard members received an e-mail from the School Committee asking if their concerns related to the \$500,000 encumbrance for the culinary arts program had been satisfied, Chair Hine related. He personally did not respond and asked others not to respond because he thought they were collectively of the opinion that this should not be a private conversation but rather a public discussion. His understanding is that the invitation to discuss the topic remains open.

The town will be publicizing early voting dates on the website, social media, etc., Mr. Sullivan confirmed. He reminded residents that voting is on Thursday this year.

By mutual agreement, members rescheduled the first regular Selectboard meeting in October from Tuesday, October 4th to Thursday October 6th.

Cable Studio Manager Bob Smith described plans to purchase and permanently mount two large-screen (60") monitors in the Selectboard Meeting Room. The monitors will replace the projector and portable screen now used for presentations. Initially the monitors will be on carts to allow them to be used to display articles and background material in the auditorium. As part of the redesign, the "hot seat" will be exchanged for a podium and relocated to the front of the room. The monitor can be set to display a live broadcast of the meeting when it is not being used for presentations.

Staff have discussed various options for placement of the monitors in the auditorium for Town Meeting.

SB Member Brezinsky stressed the desirability of keeping the set up of the room as flexible as possible.

Linda L. Young of 15 Westbrook Road expressed a preference for being able to see a person's face rather than having someone address the Selectboard from a podium with his back to the audience, and others agreed.

Mr. Smith said he would maintain that as a goal of any reconfiguration. They are tentatively planning to have the changes in place for the October 6th Selectboard meeting, Mr. Sullivan advised.

Upon motion made and seconded, the meeting was adjourned at 9:18 p.m.

RESPECTFULLY SUBMITTED,

**LAURA KRUTZLER
ADMINISTRATIVE SECRETARY**

EXHIBIT A

List of Documents Reviewed at September 6, 2016 Selectboard Meeting:

1. September 6, 2016 Agenda.
2. Minutes of the August 16, 2016 regular Selectboard meeting.
3. One Day Beer and Wine License application from Mark Garner, Mount Holyoke College Dining Services, for reception at the MHC Pageant Amphitheater from 8 p.m. to midnight on Saturday, September 10, 2016.
4. One Day Beer and Wine License application from Jillayne Flanders, DKG Society for Women Educators, for fundraising event (paint & sip) for South Hadley High School scholarship from 5:30 to 9 p.m. on Thursday, September 29, 2016 at All Saints' Episcopal Church, 7 Woodbridge Street.
5. One Day Beer and Wine License application from Imad Zubi for the Willits-Hallowell Center for a reception at the MHC Art Museum from 6 to 8 p.m. on Thursday, September 15, 2016.
6. Memo from Andrew Rogers to South Hadley Selectboard dated August 16, 2016 re: August Ledges Update.
7. Spreadsheet comparing July 2016 vs. July 2015 year-to-date revenue for the Ledges/Valley View.
8. Detailed line item comparison of amounts expended from Ledges operating budget July 2016 vs. July 2015.
9. Ledges Golf Club Comparative Sales Detail by Department (July 2016 vs. July 2015).
10. Chart showing comparisons of rounds, revenue and rates for March through August 2016.
11. E-mail from Marilyn Ishler requesting use of the Town Common for ChowderFest on October 9, 2016.
12. Legal Advertisement – Request for Proposals (RFP) for Solar Photovoltaic Systems.
13. Town of South Hadley notice in Central Register of Request for Proposals (RFP) for project to install, own and operate solar photovoltaic energy systems to include a ground-mounted system at the capped landfill and a parking canopy system at the public golf course.
14. Request for Proposals (RFP) for Solar Photovoltaic Systems on Town-owned Property under M.G.L. Chapter 30B, Section 16, real property disposition for the Town of South Hadley.
15. Motion to set early voting schedule for South Hadley for the November 8, 2016 national election.
16. Online Form Submittal: Application for Appointment to Board, Commission or Committee (Canal Park Committee) from Joshua Driver.
17. Online Form Submittal: Application for Appointment to Board, Commission or Committee (Canal Park Committee) from Aaron Haesaert.
18. E-mail from Collector/Treasurer Deborah Baldini confirming that South Hadley's FY 2016 sewer rate is \$265.00 per Equivalent Dwelling Unit (EDU).
19. Town Administrator Report dated September 1, 2016.



Laura Krutzler <lkrutzler@southhadleyma.gov>

Eagle Scout Recognition

Laura Krutzler <lkrutzler@southhadleyma.gov>
To: "Steven P. Roberts" <srobe21849@aol.com>

Mon, Sep 12, 2016 at 12:36 PM

Dear Mr. Roberts,

We were pleased to receive your letter informing the Selectboard of the accomplishment of Luke William Hoefler and Ethan Michael McKeever in obtaining the Eagle Scout award!

The Selectboard would be pleased to recognize this accomplishment by publicly presenting Certificates of Recognition to Luke and Ethan at its next regular meeting on Tuesday, September 20, 2016. The meeting starts at 7 p.m. and is held in the Selectboard Meeting Room. The certificate would be presented by Selectboard Chair John R. Hine at the beginning of the meeting.

Please consider this e-mail an invitation to you, Luke and Ethan to attend the meeting on September 20th. (Of course, family and other troop members are also welcome.) If for any reason Luke and Ethan are unable to attend, we will be happy to simply mail the Certificates of Recognition to your address in time for presentation at the recognition ceremony on September 25th.

Please accept our sincere congratulations on the accomplishment of Boy Scout Troop 303!

Warm regards,

--

My personal e-mail address is lkrutzler@southhadleyma.gov. To forward information for distribution to the entire Selectboard, please use Selectboard@southhadleyma.gov.

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



Boy Scout Troop 303
 Steven P. Roberts, Troop Committee Chairman
 8 Mary Lyon Drive, South Hadley, MA 01075
 Tel: 413-531-6720 / E-mail: Strobe21849@aol.com

1 September 2016

Mike Sullivan, Town Administrator
 Town Hall
 116 Main Street, Room 109
 South Hadley, MA 01075

I am proud to announce the accomplishments of **Eagle Scouts Ethan Michael McKeever and Luke William Hoefler** in obtaining Boy Scouts of America highest honor, the Eagle Scout award. This letter is to ask for your assistance in recognizing this significant achievement. Ethan and Luke are both active members of Boy Scout Troop 303 of South Hadley, Massachusetts.

Would you please be so kind as to send a letter or certificate of recognition or congratulations, along with any other items you wish to be presented to them during a recognition ceremony to be conducted September 25, 2016 at Saint Patrick's Social Center in South Hadley, Massachusetts.

Please Mail the recognition certificates and/or letters to:
 Steven P. Roberts, Troop Committee Chairman
 Boy Scout Troop 303
 8 Mary Lyon Drive
 South Hadley, Massachusetts 01075

All of the recognitions and letters will be compiled, and will be displayed during this ceremony.

Thank you very much for taking time from your busy work schedule to help this community and Boy Scout Troop 303 recognize the personal achievements and services of these Eagle Scouts.

Sincerely

Steven P Roberts

Steven P. Roberts, Troop Committee
 Boy Scout Troop 303

RECEIVED
 TOWN OF SOUTH HADLEY
 SELECTBOARD

SEP - 8 2016

Meeting _____ Action _____
 Agenda _____ Ex Session _____
 New _____ Old _____
 OK to Pay _____
 Sent/Copy to: _____

*SEARCHED AND E-MAILED
 TO SELECTBOARD*



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

To the Licensing Authorities:

Date: 9-1-16

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

NAME: DONNIA KOSKE

COMPANY/ORGANIZATION: POLISH AMERICAN CITIZENS CLUB

ADDRESS: 515 GRANBY Rd, SOUTH HADLEY, MA

TELEPHONE: 413-534-3919

DATE APPLIED FOR: 10-1-16

PREMISES TO BE LICENSED: 515 GRANBY Rd, South H Hadley

HOURS OF OPERATION: 11am to 10pm

ALCOHOL WILL BE (CHECK ONE): SOLD GIVEN AWAY

TYPE OF EVENT: ANNUAL CUSTOMER APPRECIATION PARTY -
OUTDOORS

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: Donna Koske

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.



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

To the Licensing Authorities:

Date: September 6, 2016

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

NAME: St Theresa of Lisieux

COMPANY/ORGANIZATION: Borman Catholic House of Prayer & Spirituality MA

ADDRESS: 9 East Parkview Drive, South Hadley MA

TELEPHONE: (413) 532-3228

DATE APPLIED FOR: October 1, 2016

PREMISES TO BE LICENSED: 9 East Parkview Drive South Hadley
Parish Center

HOURS OF OPERATION: 5-10 pm

ALCOHOL WILL BE (CHECK ONE): SOLD GIVEN AWAY

TYPE OF EVENT: Parish 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.

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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]

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.



RYAN & BOUDREAU, L.L.P.

COUNSELLORS AT LAW

Edward J. Ryan, Jr.
Paul D. Boudreau
Pamela S. Malchik
Brian J. O'Toole*

*Also Admitted to CT and FL Bar

129 College Street
South Hadley, Massachusetts 01075-0190
Telephone (413) 536-8891
Facsimile (413) 534-3676
E-mail rb@ryanandboudreau.com

Of Counsel
Renee L. Steese

Charles L. Kirkpatrick
(1912-2013)

Raymond R. Randall
(1948-1995)

RECEIVED

TOWN OF SOUTH HADLEY
SELECTBOARD

August 29, 2016

AUG 31 2016

<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"/> Ask to Pay	
<input checked="" type="checkbox"/> Hard Copy to:	

MIKE SULLIVAN
SCANNED AT 12:10 PM 9/1/16

RE: White Wing Convenience and Petrol *TO SELECTBOARD*
Krishnakant K. Swadia, Trustee of the
568 Newton Street Realty Trust

Michael Sullivan, Town Administrator
Board of Selectmen
Town of South Hadley
116 Main Street
South Hadley, MA 01075

Dear Mr. Sullivan:

On behalf of my above mentioned client, I am requesting on their behalf their interest in acquiring the property which is presently licensed to them pursuant to a license agreement which I have attached a copy hereto.

My clients are prepared to move forward with the purchase of said land as shown of the Exhibit attached hereto based upon establishing a fair market value for said parcel.

If the Town of South Hadley is agreeable to this request, please contact me in order to move forward with the agreed upon process and the transfer of the property from the Town of South Hadley to my client.

I thank you for your anticipated cooperation and look forward to working with you on this matter.

Very truly yours,

Paul D. Boudreau / emn

Paul D. Boudreau

PDB/emn

Attached

L I C E N S E

KNOW ALL MEN BY THESE PRESENTS that the **INHABITANTS OF THE TOWN OF SOUTH HADLEY**, a municipal corporation with a usual address of 116 Main Street, South Hadley, Hampshire County, Massachusetts ("Licensor"), hereby grants to **KRISHNAKANT K. SWADIA, Trustees Of The 568 Newton Street Realty Trust and AARYNA, INC.** a Massachusetts corporation d/b/a **WHITE WING CONVENIENCE AND PETROL**, at 568 Newton Street, South Hadley, Hampshire County, Massachusetts ("Licensee").

A License to use and occupy a certain parcel of land owned by the Licensor fronting on Newton Street and running along Kendrick Street in South Hadley which is more particularly described as the "Area of License Request" on a "Site Plan Based On Plan By Smith Associates, Surveyors, Inc. and dated July 21, 2014 which plan is marked Exhibit "A" and is attached hereto and made a part hereof.

The Licensor hereby grants this license to the Licensee, his/its heirs, successors and assigns for the purpose of parking motor vehicles and the placement of a trash dumpster all as in the area shown on said plan.

This license is hereby granted on the following terms and conditions.

1. The Licensee shall use the licensed premises only for the purpose of parking motor vehicles for the patrons of its convenience store and gas station and to place a trash dumpster with appropriate fencing to screen it from the neighbors view as more particularly shown in a sketch marked Exhibit "B" which is attached hereto and made a part hereof, said screening and fencing to be approved by the Licensor.
2. The Licensee hereby indemnifies, defends and saves Licensor harmless against and from any and all claims, damages, judgments, costs, and expenses, including attorney's fees, arising out of and relating to or

resulting from Licensee's use and occupancy of the Premises or any equipment therein or appurtenances thereto, or such as may result from any accident in or about any improvements on the Premises however cause, excepting only such damage or injury as may result from the negligent act or omission of Licensor, its agents, servants, or employees.

3. So long as Licensee duly and punctually performs and observes all of the terms, covenants and agreements to be performed and observed by Licensee, Licensee shall quietly and peaceably hold, possess and enjoy the premises for the purposes herein permitted without any hindrance or molestation from Licensor or any person claiming by, through or under Licensor.

4. Licensee shall be responsible for all of the upkeep and maintenance of the licensed premises including but not limited to lawn care, maintenance of any plantings, snow removal and sanding.

5. Licensee upon termination of this license by Licensor agrees peaceably to surrender to Licensor the premises in same condition in which they were delivered to Licensee or were subsequently improved by Licensee, ordinary wear and tear excepted, and upon such termination all obligations of Licensee shall cease except for those which accrued prior to termination.

6. Licensor may revoke and terminate this license at any time upon thirty (30) days prior written notice to Licensee at Licensee's above address.

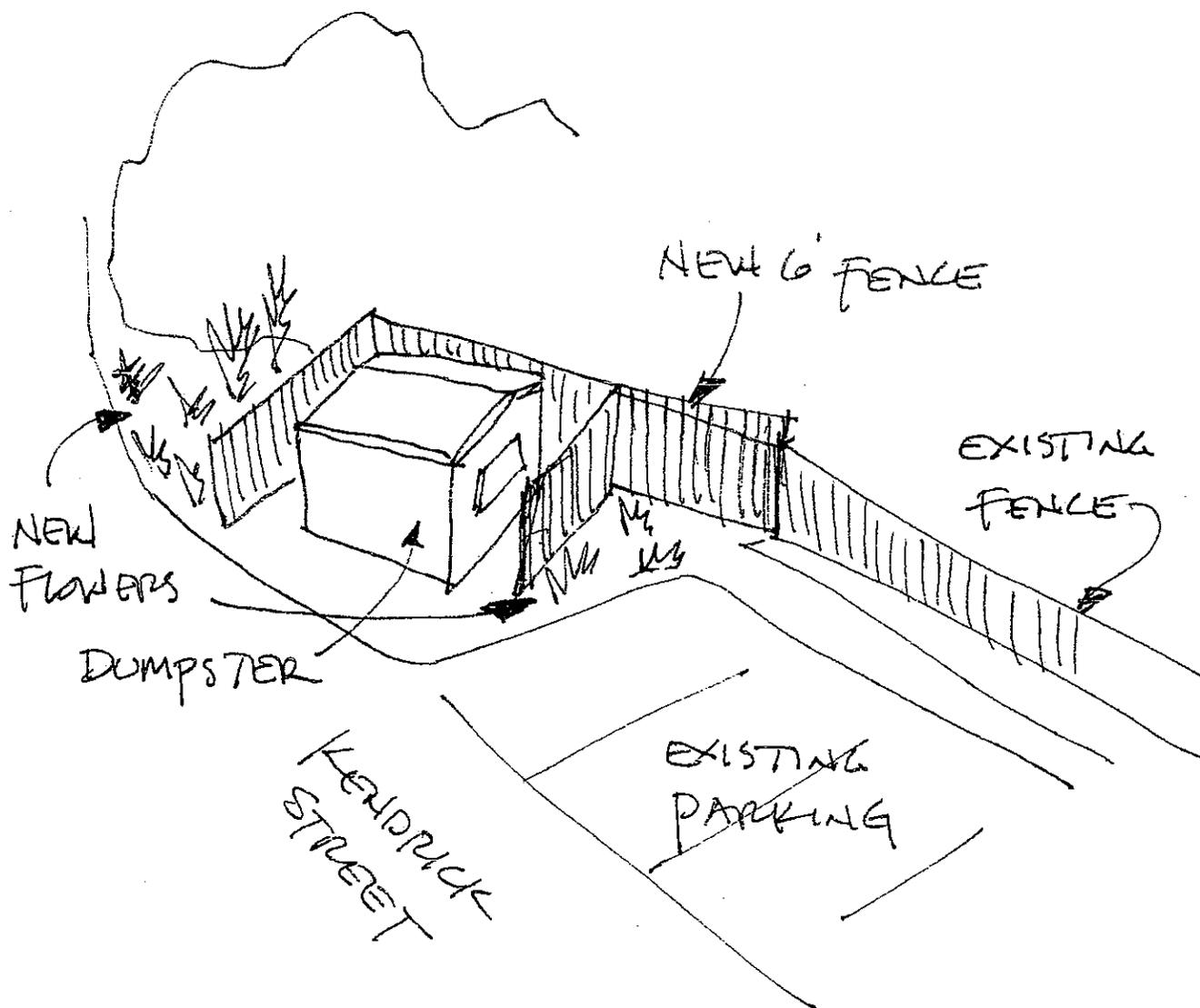
7. Licensee affirms that Licensor has made no representations or promises with respect to the premises, or the condition thereof, or the making or entry into this license except as in this license expressly set forth, and that no claims or liability shall be asserted by the Licensee against the Licensor for, and Licensor shall not be liable by reason of, breach of any representations or promises not expressly stated in this license.

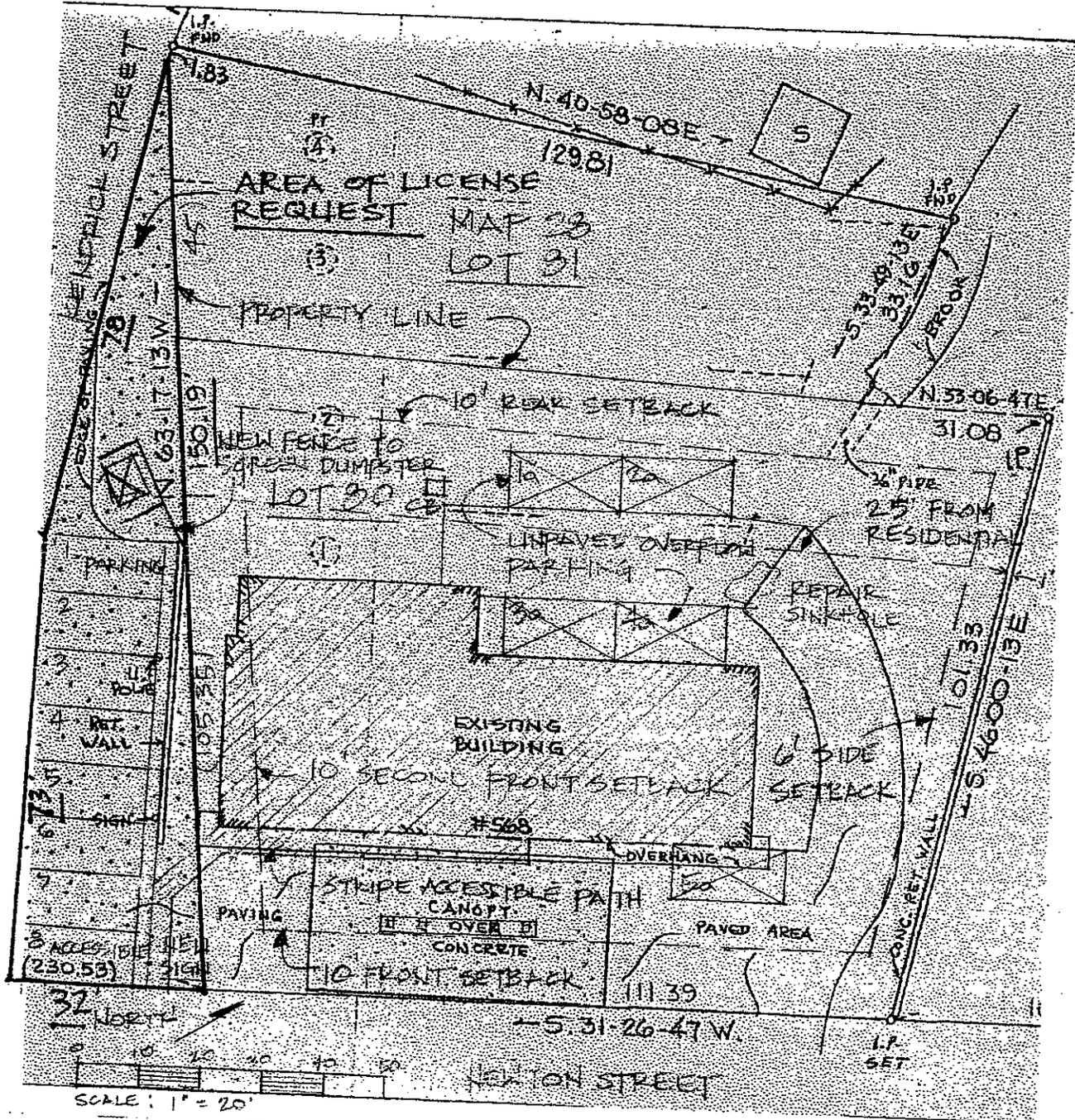
8. The license hereunder is personal to Licensee, his/its heirs, successors and assigns in title to the premises, and any attempted assignment or recording by Licensee or any breach of any obligation by Licensee, shall

9 September 2014

Regarding the Dumpster for White Wing

Raj Soodia
White Wing Convenience and Petrol
568 Newton Street
South Hadley, MA 01075





NOTE:
 SITE PLAN BASED ON PLAN BY
 SMITH ASSOCIATES, SURVEYORS, INC
 AND DATED 7-21-14

RENOVATIONS WHITE WING CONVENIENCE 568 NEWTON STREET, SOUTH HADLEY, MA		SITE PLAN
SCALE: 1" = 20'-0" DATE: 1 AUGUST 14 12 AUG 14	THESE DOCUMENTS ARE THE PROPERTY OF JEFFREY SCOTT PENN, ARCHITECT, TEL. 413-667-5236, AND MAY NOT BE USED OR REPRODUCED IN ANY WAY	OF 1 S1

REV. 8 SEPT 14, 18 SEPT 14

September 15, 2016

Honorable Selectboard,

The list below has been developed in respect to the South Hadley Sidewalk Improvement Initiative. The twelve trees listed will need to be removed in order to properly execute this portion of the initiative. There is no required hearing or notification in the town by laws or in Massachusetts General Law in respect to the tree removal.

In the interest of informing and promoting a healthy relationship with the citizenry the DPW Superintendent and the Tree Warden have been diligent in apprising the property owners directly affected by this project. The DPW Superintendent James Reidy called for and held a neighborhood meeting. It was reported some residents welcomed the removal and a smaller number of attendees had some concerns. The Superintendent did his best to relief some of the trepidation for those neighbors with objections or concerns.

The Tree Warden reviewed the project and met with several individual property owner to answer any questions. The Tree Committee has been made aware of the project by the Tree Warden. The resident who are interested are encouraged to apply and have been informed of the Tree Re-planting Grant Program offered by South Hadley Tree Committee, as they are actively seeking participants for this program to replace or add to South Hadley's Urban Forest.

As you could see by the photos contained in my most recent TA Report the need to remove these trees, as we improve the pedestrian system in South Hadley as part of becoming a more walkable community, is necessary. These removals will alleviate trip hazards, root damage to surface and sub-surface systems and improve accessibility by creating appropriate width sidewalks.

This project is consistent with our recent "Complete Streets" commitment, as well. Thank you for your review of this issue and if the public has any additional questions or concerns they should contact the DPW or the Administration Office.

Respectfully,

Michael J. Sullivan

Town Administrator, South Hadley

Town of South Hadley Department of Public Works and South Hadley Tree Warden
Public Notice of Intent
Tree Removal for Road Improvements Along Columbia, Dartmouth and Harvard Streets.

The South Hadley D.P.W. & South Hadley Tree Warden in accordance with chapter 87, section 4, Massachusetts General Law, intend to remove trees at the following locations.

1. North of 11 Columbia St. 20" Pin Oak
2. 15 Columbia St. 26" Pin Oak
3. 15 Columbia St. 8" Honeylocust
4. 15 Columbia St. 24" Pin oak
5. 19 Columbia St. 30" Pin Oak
6. 23 Columbia St. 26" Pin Oak
7. 27 Columbia St. 30".Pin Oak
8. 45 Dartmouth St. on Columbia St. 36" Pin Oak
9. 45 Columbia St. 26" Pin Oak
10. 45 Columbia St. 20" Pin Oak
11. 53 Dartmouth St. 24" Norway Maple
12. 23 Harvard St. 2 stem 26"&26" Red Oak

Capital Request Worksheet

September 14, 2016

Please answer the following questions to the best of your ability. You are encouraged, to attach picture, estimates or other material which you feel would support the need to place this on the South Hadley Five Year Capital Plan. Please consult on-line or contact me for the list if you do not have it.

A capital item should generally have a value of \$5,000 or greater and have a reasonable useful life of not less than five years. If you are in doubt or unclear about whether or not the item/project/repair you are proposing qualifies simply fill out the questions below and we will discuss it when we meet. Having additional information about items over \$5,000 will only help the process of budgeting.

Name of item/project/repair: Canal Park-Bicentennial Rehabilitation (Phase 1)

Brief description: The Town Meeting had voted in 2015 to consider creating a permanent memorial to the work of Ted Belsky, a long-time advocate for Canal Park and all that it represents. This directive from Town Meeting is at the heart of this request, although the park is in need of repairs either way. The deck structure have numerous safety and code deficiencies and after over 35 years of use is in need of a substantial upgrade. Included in Phase 1 is replacing all concrete sidewalks, including eliminating a small garden bed closest to front entrance to deck. The project would add a safety device to the handicap space to prevent a rolling hazard at the trail head area, it would replace all the decking and make the front area of deck accessibility compliant, the chain link fence would be replaced with a more appropriate fence from a maintenance and aesthetic perspective, there would be vista pruning and three ornamental lights would be placed back on the existing footings.

Cost estimate:

Deck repairs/replacement \$29,100

Pruning \$6,000*

Sidewalks/Paving \$55,700**

Re-lighting \$6,700

Total request \$97,500

*This would be the initial vista pruning the Canal Park Committee would seek a budget of \$2,000 to maintain and possibly increase the scope of the pruning. We do not have the capacity and or equipment to do this solely through the DPW.

**This includes fencing, the DPW would likely need to do some of the existing fence extraction, loam and seed and otherwise assist to reduce cost to stay with in this estimate.

What is estimate based on? (e.g. attached quote, industry, other similar projects): Quotes from contractors, with input from SHELD, DPW and the Town Property Management contractor.

Is this new to the Capital Plan? Yes

If yes, what year will the need arise (2017, 2018, 2019, 2020, 2021, 2022)?

If it is not a new request, what year had it been scheduled? 2017

If there is a need to change the schedule? Why? Moving it back is allowed.

Do you have recommendation for the funding source? Taxation or Unreserved Free Cash

Will there be any increased ancillary costs (i.e. energy, additional insurance, manpower, training) or will there be reduction of costs (please identify)? Yes the annual pruning and vegetation control if done properly will add approximately \$2,000 annually

Will your department retire a similar item/building? No

Will there be any resale or reuse value to the town that you are aware of? No

Town Administrator will be the direct contact for the project.

Supported by Canal Park Committee, Selectboard

Recommended Buttery Brook Park Fees Increases for CY2017

	Current Fee SH Residents	Current Fee SH Business	Current Fee Non-Resident	
Log Cabin	\$50.00	\$50.00	\$50.00	
Pavillion	\$140.00	\$195.00	\$245.00	
Picinc Tables (over 120 individuals)	\$10.00 ea	\$10.00 ea	\$10.00 ea	
	New Fee SH Residents	New Fee SH Business	New Fee Non-Resident	Fee Increases
Log Cabin	\$100.00	\$100.00	\$125.00	\$50 & \$75
Pavillion	\$215.00	\$215.00	\$320.00	\$75
Picinc Tables (over 120 individuals)	\$15.00 ea	\$15.00 ea	\$20.00 ea	\$5 & \$10

Received
Town of South Hadley

SEP 13 2016

Town Clerk

Sept 12, 2016

27 Sunset Ave

P.O. Box 231

So. Hadley, MA

01075

Please accept my
resignation from the
position of Constable
for the Town of South
Hadley, effective
immediately.

Robert W. Dwyer

ROBERT W. DWYER

Major Goals of the Town Administrator

Fiscal Year 2017

1. Communication/Community relations

- Branding/image-building, increase use of social media
- Work to develop a system for board and commissions to better communicate projects to the public
- Increase circulation of TA Report, submit columns to news outlets about South Hadley
- Continue TA attendance at various boards/commissions
- Create “Saturday Symposiums” or something similar to discuss community and other topical issues.
- Test emergency notification system on a quarterly basis, town closings, adoption of Civic Ready
- Continue to explore opportunities to increase customer access to online payments and other services

2. Organizational structure

- Examine functions of boards, consider or recommend best practices from other municipalities to be utilized with boards
- Review all present managers, as to potential organizational changes, adjustments and or promotions
- Submit an updated South Hadley Organizational Chart
- Increase Town website use and functionality, i.e. board/commission use, departmental use, more regular updates of material, update links. Including training to boards and commissions.
- Continue to improve process for annual appointments with of goal of increased participation.

3. Policy Development

- Assist thorough review and codification of town bylaws
- Continue to streamline department procedures and process
- Continue General Code project, including by-law review
- Continue Town employee professional development
- Seek best practices in other communities or through state agencies which may assist the Town
- Policy on improving circulation of open positions with an efficient and effective focus.

4. Innovation (projects/initiatives/streamlining)

- Develop a short-term and long-term plan for the Town Hall building, continue renovations
- Alternative transportation initiatives
 - Bike path study, PVTa
 - “Green Communities”
- Seek opportunities through Community Compact and other state a federal associations/agreements
- Continue to explore and develop “Creative Economy” opportunities
- Municipal technology
 - Swipe cards
 - Remote monitoring
- Continue to work with HG&E to enhance assets

5. **Fiscal management**

- Continue to evaluate long-term borrowing and debt retirement strategies for the town
- Ensure that audit reports are widely circulated and discussed
- Review all fees and charges from various departments
- Review budget process for FY 17 and FY 18 with the intent to standardize the process for future
- Research and recommend some financial transparency platforms for website

August 11, 2016

Honorable Selectboard,

Thank you for your input on the FY 17 Town Administrator Performance Based Evaluation. Your questions and suggestions were of great help in strengthening my PBE and also helpful to me be contemplative in terms of my role in improving overall performance of South Hadley Town Government.

Communicating with and building a strong relationship in the South Hadley community and developing strategies to allow this wonderful town to be seen in a good light beyond its borders remains a critical function of the Town Administrator and all employees. Being involved in regional and state wide programs is one component part of creating a SoHa "brand", communications through distribution of the TA Report, topical columns and meeting with boards, commissions and constituents is yet another part of this vital function of administration and "inside town hall" relation building is another key. I will attempt to use the evaluation points to guide me in placing the Town of South Hadley in the best possible light for all to see.

Organizational structure is an area where I will need continued focus. Both in terms of reviewing how we function as a government and how we can best serve the public with diminishing resources, organization of government remains important. The organizational chart has not been updated in some time, as we evolve the structure of government and incorporate changes from the Acts of 2012 which altered the "chart" significantly I will be working to create a visual clarification of roles and relationships throughout South Hadley town government.

There is both anecdotal and situational evidence where policy development has helped citizens to better understand how their municipal government functions. It is my experience that most people when residents and others see policies which are clearly thought out and administered equally, consistently and without favoritism they are more likely to accept those rules, even when they do not agree completely with the underlining tenants of the regulations.

We continue to seek innovative practices to assist in the work we do every day. Platforms and ideas which make town hall work more transparent and accessible continue to be a top priority. The final category is something which should come naturally, but I feel fiscal responsibility needs to stay as a key component of the town consciousness.

As some board members have discussed many of the evaluation points in each category could be considered under other or multiple headings where they are listed. This is very much a true statement, the PBE attempts to be a representation of where you as the Selectboard and I as the Town Administrator feel we need to concentrate on in FY 17. I do not see the redundancy as a problem. While the points are broad enough and in a reasonable quantity, it does not preclude time to be allocated to a pressing need or an unexpected opportunity as the year proceeds which may be considered in the final review. All items were considered and presented as part of the overall effort to improve town government and better serve all the people of South Hadley.

Thank you for your support and input.

Sincerely,

Michael J. Sullivan

Town Administrator, South Hadley



September 15, 2016

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.



Columbia Sidewalk Project; As we work through the challenges of rebuilding the sidewalk system throughout the Town of South Hadley there are some unfortunate “tradeoffs” which are never easy to navigate. One of those is maintaining the beauty of the tree lined streetscapes which are the hallmark of New England villages and towns. South Hadley should be proud of its commitment to maintaining the municipal forestation, the dedication of the Tree Committee, the annual revenue commitment for planting, pruning or removal of “diseased” trees and the efforts of Tree Warden Ryan has appropriately earned South Hadley to be called a Tree City USA.

Unfortunately, sometimes various initiatives can seem to be at cross purposes. An example has arisen out of the Columbia Street rebuilding sidewalk project. Making neighborhoods more walkable does not mean we have to remove trees, but in the Columbia Street area it does. We will have to remove nine Pin Oaks, one Norway Maple, one Honey Locust and one Red Oak, so we may make the sidewalks be accessible and reduce some of the root related trip hazards and hopefully prevent future damage to persons or public, in some case, private property.

If there was a reasonable and cost effective way to meet both goals of walkability and communal forestation in this case we would have taken such a path, I thank everyone who gave input and worked on this strategy and greatly appreciate the fact we were able to reduce the number of trees being removed. The estimated cost of the tree removal is \$14,000 and will be paid out of the article earmarked for the Columbia Street project.

Bike/Walk Steering Committee, On Wednesday September 14 the Bike Walk Steering Committee met with representatives from PVPFC to review the final draft of the Comprehensive Bike Study. The target is to have a completed product by early October to be released to the public.

There will be several strategies for the “Town” to explore and consider including an interesting idea of a “Bike Ferry” which would take interested cyclists across the Connecticut River to access bike ways in NoHo and E’Hamp. The plan will also suggest grant and funding opportunities and how we might partner to better utilize assets internal and external of the community.

The public hopefully has been seeing South Hadley mentioned as part of the Valley Bike Share Project along with UMass, Amherst, Northampton, Holyoke and Springfield. The original communities (which South Hadley was not a part of) have successfully secured \$1.7 million in National Highway (TIP) money for Phase 1; we would be part of Phase 2. There will be bike share kiosks in town, one near the Commons and one in the Falls (exact locations are yet to be determined) where users will be able to get a shared bike, and drop it off at any of the terminals in SoHa or the other communities. This program has been a great success in many communities across the country. This fits nicely in to our goals to increase cycling in South Hadley.

OpenGov; We have met with the first of the “fiscal transparency” platforms to better understand how something like this might serve the citizens of South Hadley. While each product I am sure has its advantages and strengths, it will be important to give appropriate review to each in order to make a decision whether to put forward one of these products or whether the investment will benefit the public. If we were to have a recommendation I would foresee it being made for the spring ATM.

These platforms would allow us to show budget and expenditure information with full transparency. A resident could go to the town website and see what is being budgeted for the next year and also see in nearly real time what has been expended for the present year. The software will except any Excel based data or a CSV file and with little effort allows citizens to use comparative tools like graphs and pie charts to relate data sets.

It also would allow us internally to map crime, health stats even new tree plantings. Being able to accurately and easily forecast expected costs and revenues out for multiple years is another dynamic part of these tools. Tracking resource usage and allocation of costs will become more a part of managing every city and town, so understanding what is in the marketplace to help us with those needs will be vital.

Cable Television Advisory Committee, Recently I was invited by Chairman Eric Zahm to a CATV Advisory Committee meeting. It was a good opportunity to see how new life has come to this committee, much through the persistence of the Chair and the commitment of new members. Like so many re-invigorated committees they have a store of ideas which they would like to explore. They range from much needed studio improvements to increased local programming to having a greater role in the studio operations.

I did express my concerns, I am sure that comes as a surprise to the SB, about the suggested changes to the management model and how it might affect some standard practices we have put in place recently in South Hadley from a personnel management vantage. As I have discussed centralization of message has been a historic defect in my opinion and with the SB support we have made great progress in that

regard. I did encourage the CATVC to craft a plan which outlines their ideas to present to the SB for your review.

As I stated at the meeting it has been quite some time since the advisory committee advised the SB and there will need to be a period to reestablish credibility. I thank the CATVC for resurrecting this committee and particularly congratulate the new members Steve Fox and Denise Pressley for their willingness to be a part of the rising.

Library Integration MOU; As part of the packet you have received the draft Memorandum of Understanding (MOU) for your review. This document outlines responsibilities between The Town of South Hadley and the Gaylord Memorial Library and is intended to allow both parties to move forward with integration of the libraries under a set of clearly stated parameters.

There is a fabled history on this integration, some of which is relevant to the integration, some less so, all illicit very passionate responses. I did my level best to remain somewhat agnostic during the preparation of the MOU. I met with the Chair of the Gaylord Memorial Library and the Chair of South Hadley Public Library Trustees, spoke with the South Hadley Public Library Director, attended some of the integration meetings, considered some defined itemized requests from the Gaylord Trustees, reviewed drafts with Town Counsel, considered the integration report and mostly did my best to be fair and consistent while remaining responsible to my employer. It is not as easy as it looks.

The MOU allows either party to extract themselves from the agreement and each has defined responsibilities. The South Hadley Public Library (SHPL) Director Joe Rodio will manage and allocate resources provided by the town. He will schedule and direct all staff, manage collections, oversee operations and follow all policies put in place by the Town and/or the SHPL Trustees.

The MOU is intended to offer a path towards integration of the two library systems with the resolve to have them become one. This is a first and cautious step towards consolidation, it is understandable it will be difficult for all parties to be in cadence.

Ted Belsky Overlook Project, In the Selectboard packet there is a Capital Planning request for your consideration. You may remember earlier this year I met with the Canal Park Committee at the property and we discussed some of the needs to address at Upper Canal Park. This was also the subject of discussion at the 2015 ATM where it was voted by Town Meeting to have administration develop a plan to place before the body.



The plan I would like to present is fairly simple, invest \$97K to refurbish and make safe the 1981 structure and surrounding areas of the Upper Canal –Bicentennial Park. I would consider this as part of Phase 1, Phase 2 would focus on trails and contemplation areas along the river’s edge.

This phase would repave the parking areas, replace the sidewalks, trim some vistas, reinstall the lighting, replace the fence and rebuild the decking to code. After completing the work I would suggest there be a dedication in memory of Ted Belsky by dedicating the site as the Ted Belsky Riverview Outlook or something appropriate and acceptable to the family and community. I would hope to receive the appropriation at the Fall STM so we may have the project completed by May or June of 2017.

Hampshire Flood Plain Maps; The Building Commissioner Charlene Baiardi, Health Director/Emergency Management Director Sharon Hart and I met with Joy Duperault Director of Flood Hazard Management for Mass DCR. Ms. Duperault works for the state and with FEMA to oversee flood plain mapping. I can tell you it was a very interesting and educational meeting.

There was a number of interesting topics, 59 properties (\$11 million in insured value) in South Hadley have flood insurance, there have been 17 claims made on the insurance since 1978. The national rate is 26% of the insured parties make a claim over a thirty year period. One of the most interesting tidbits was the fact a structure can be built in a flood zone, as long as they get local ConsCom approval. The building simply has to meet building code. If you need a mortgage that may present another issue, but there is no prohibition from the feds or state about building in a flood zone. We spoke about the new maps and again heard, Hampshire County is still in the work. This was an informal visit, there will be another more formal visit in a few months to discuss next steps in the mapping. It will be a longer and more detailed visit. Interesting!

Thank you for your support and interest on matters in South Hadley.

Michael J. Sullivan

Town Administrator, South Hadley