

**SELECTBOARD MEETING  
TUESDAY, FEBRUARY 21, 2017  
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 p.m., Chair Hine called the meeting to order, noting that all members were present.

**1. APPROVAL OF MINUTES**

**SB Member DeToma moved to accept the minutes of February 7, 2017. SB Member Forcier seconded. The motion passed unanimously 5:0.**

**2. ANNOUNCEMENTS**

SB Member Forcier offered thanks to Maurice and Arlene LaFlamme for hosting an informative event related to their maple syrup operation and commended members of the Bike/Walk Committee for organizing the trek at the Leblanc Conservation area this past Sunday, February 19<sup>th</sup>. Ninety people showed up for a guided tour of the sap-collecting operation. Past events tended to attract older participants, but this event drew grandparents with grandchildren, parents with children, etc., and three times the number of usual trekkers, he shared.

Monday, February 27, 2017 at 6 p.m. the Friends of Buttery Brook Park will hold a meeting at the South Hadley Public Library to kick-off the new year at the park, Mr. Forcier announced. Members have posted a schedule of events on the town website. With the meeting, the Friends group is hoping to solicit public input on improvements to the park, including the fate of the skate park. Members have worked very hard to raise funds and are looking for ideas to improve the park. Park management is accepting comments in verbal or written form if anyone is unable to attend the meeting, he said.

And, the Lion's Club will continue with its first Monday of the month spaghetti suppers on Monday, March 6<sup>th</sup> at the Roost from 4:30 to 6 p.m., SB Member DeToma reminded. The charge for a spaghetti dinner is \$6. In other news, Annual Irish Night will be held again this year on Saturday, March 11<sup>th</sup> at the Knights of Columbus, Council 69, on Granby Road in Chicopee with proceeds to support the annual Holyoke St. Patrick's Day Parade. Mr. DeToma invited anyone looking for tickets to call him at (413) 533-8561. Each ticket includes entry into a raffle for a roundtrip ticket for two to Ireland or to anywhere else in the world of comparable value.

As previously announced, FallsFest is going to be happening again this summer July 29<sup>th</sup>, 2017, SB Member Brezinsky reminded. In partial support, coordinators will be hosting the 4<sup>th</sup> annual FestForward party Saturday, April 1<sup>st</sup> in the Town Hall auditorium. The event will be from 7 to 10 p.m., with music from Midlife Crisis and an additional performance by the Berkshire Hills Music Academy (BHMA) troupe. Tickets are \$25 in advance and \$25 at the door. The event will feature food stations by Log Rolling, the catering service of the Delaney House and Log Cabin, and the Yarde House. Tickets are available at Gerry's Music, Village Eye Care, or by e-mail from [contact@shfallsfest.com](mailto:contact@shfallsfest.com). Mr. Brezinsky also invited those interested in obtaining tickets to call him at (413) 219-5577.

And, the second annual craft festival will take place April 22, 2017 at the Plains Elementary School from 9:30 a.m. to 3 p.m. A variety of artists are being juried to display their products.

Chair asked if anyone present wished to address the Selectboard under open forum. No one responded.

**3. CONSENT AGENDA**

**A. ONE DAY BEER AND WINE LICENSE REQUEST:**

- **Imad Zubi, Willits-Hallowell Conference Center – March 23, 2017 – Mary Wooley Hall**

**SB Member Forcier moved to approve the consent agenda as presented. SB Member Etelman seconded. The motion passed unanimously 5:0.**

**4. RENEW STEVE MCCRAY LICENSE TO FARM LAND AT BACHELOR/STONY BROOK CONSERVATION AREA**

Chair Hine presented a request to renew the annual license to Steve McCray to farm six fields at the Bachelor Brook/Stony Brook Conservation Area for calendar year 2017. The Selectboard has granted the license to Mr. McCray annually for a number of years, he related.

In response to a question from SB Member DeToma, Mr. Sullivan said the fields are part of an 8.9-acre area to be enclosed by the 'River to Range' accessible trail loop.

**SB Member Forcier moved to renew Steve McCray's license to farm land at the Bachelor Brook/Stony Brook Conservation Area. SB Member Etelman seconded. The motion passed unanimously 5:0.**

**5. DRAFT FY 2018 BUDGET.**

Mr. Sullivan presented his draft FY 2018 budget in detail, highlighting significant changes from the current fiscal year. It is an expense budget only as he has not yet started to apply available revenues. He has pulled funding for the Gaylord Memorial Library out of the General Fund (GF) budget to be presented in a separate article but left the Redevelopment Authority budget in the GF budget, he clarified.

The Selectboard overall budget has gone down from \$328,000 last year to \$312,000 this year, partly due to the fact that the economic development line item has been moved over to a new section of the budget devoted to redevelopment activities.

Cable access, which is completely funded from PEG access money, has gone up slightly, but the \$6,000 increase does not affect the GF budget, he stressed.

The amount of the Reserve Fund has been reduced as recommended by the Appropriations Committee, Mr. Sullivan continued. The committee has impressed upon him that they want to limit the use of this account, he indicated. The fund is for "unforeseen expenditures" that occur during the fiscal year.

With regard to the Reserve Fund, it is the only mechanism for addressing unexpected expenses after the Annual Town Meeting, Chair Hine pointed out. If unforeseen expenses come up after Town Meeting and before June 30th, there is no other mechanism. In the last 60 days of the year, town officials are allowed to transfer funds between departments, SB Member Brezinsky clarified.

Mr. Brezinsky said his concern is earlier in the year when there is a legitimate unforeseen expense. It would be unfortunate if there was no other way to address such a need than to call a Special Town Meeting. Town officials don't have any track record of using this money in a frivolous way, he observed.

Mr. Sullivan noted that the reserve fund is actually back to its historical level of between \$20 and \$25,000. The only time it went up is when he put \$45,000 in it, and this was met with some resistance, he related. He does not see the reduction as a significant issue, he indicated.

SB Member DeToma commented that \$45,000 seems entirely reasonable to him given the likelihood that something could happen.

Selectboard members could always call a Special Town Meeting in 14 days, Mr. Sullivan noted.

**ACCOUNTANT/AUDITOR BUDGET**

This budget is relatively level, down about \$1,000.

**WAGE & CLASSIFICATION**

This is the fund for annual increases for non-represented employees, Mr. Sullivan explained. Last year salary increases averaged 1%. The amount shown is divided among about 32 employees. Wage increases are based on performance evaluation.

**HUMAN RESOURCES**

He is recommending increasing the salary of the Payroll and Benefits Specialist from \$42,393 to \$47,475. A new overtime law requires that anybody making \$47,474 or less and in a confidential managerial position may earn overtime for any hours worked over 40. A number of companies have moved salaried employees to just above that threshold. In this case, this employee often works over 40 hours and probably would have made out as well if not better in overtime pay. The overall budget went up about \$12,000.

He is recommending \$27,000 for professional development.

In other changes,

- The Assessors' budget went down by \$700.
- The Collector/Treasurer budget decreased by \$2,000 despite the fact that about \$20,000 in mailing costs for tax bills, etc. were moved to this budget. Bank service charges continue to go down to the credit of the Collector, he observed.
- The annual audit has gone up by \$1,000.
- The Elections budget is down because of a fewer number of elections.
- In the Clerk's office, the number of hours of part-time staff has been increased from 15 to 29 hours a week.
- The Conservation Department budget is down \$3,000.

- Contract bargaining was moved from the Selectboard budget to Legal Services. Cable contract bargaining will be funded out of PEG access funds. He expressed the opinion that it makes sense to have all of the legal services in the same place.

SB Member Brezinsky asked about the related topic of fiber optic; whether that is ever going to come to fruition and, if so, how it might impact cable contract renewal negotiations.

The new SHELd Manager, Sean Fitzpatrick, started today, Chair Hine noted.

The budget line item for internet access within the IT budget increased from \$5,000 to \$42,000 to include funding to create a WAN for the phone system, Mr. Sullivan related. He felt that he needed to put a placeholder there in case the decision is made to proceed with procurement of a new system. Town officials want to get cable service to the Ledges. Comcast's original price was \$56,000 for high-speed cable to the Ledges and IT staff have gotten that down to \$11,000. The golf course still uses satellite TV service. Administrators are still looking at the options and this is very much a draft, he stressed.

The overall IT budget increased by \$55,000, he continued.

SB Member Brezinsky asked whether the increase should be considered a capital expense.

Mr. Sullivan said they are buying a service, so he is not really sure.

Extension of fiber would be equipment, SB Member Brezinsky suggested. It strikes him as a capital expense, he observed.

If the Capital Planning Committee would like to review it, he is certainly agreeable, Mr. Sullivan said. Michael Ebner of Concept Telecom has not yet presented to the Capital Planning Committee. The service is related to a Voice Over IP (VOIP) phone system.

#### **REDEVELOPMENT AUTHORITY**

The town previously funded the Redevelopment Authority (RDA) at \$95,000. After discussion with the RDA chair and the Planning Director, he is proposing bringing forward the request for an extra hand in the Planning Department to coordinate redevelopment. At some point, the town has to own the Redevelopment Plan, he remarked. The request is to move some of the money to a line item to create a Redevelopment Authority Specialist/Associate Planner.

His hope is that the position will be embraced and that people will understand that town officials are making an internal investment.

SB Member Brezinsky asked if there has been any joint discussions between the Planning Board and the RDA. He understands that the Planning Director has spoken with the Planning Board and Planning Board chair, Mr. Sullivan said.

He is wholeheartedly in support, SB Member Brezinsky assured. His only question is how the position gets integrated.

Last year the town took the first step by making the Conservation Administrator a direct report to the Planning Director, Mr. Sullivan advised. This would be similar in that the RDA specialist would report directly to the Planning Director. He understands that Mr. Harris had a conversation with his board and that they see the benefit of it.

The three of them are meeting tomorrow with the Redevelopment Authority in Holyoke and meeting next week with the Planning Director in Montague, SB Member DeToma related.

#### **PUBLIC BUILDING MAINTENANCE**

With respect to utility spending, some of the energy conservation measures that have been put in place are working, resulting in reduced costs, Mr. Sullivan reported. Custodial services are up about \$1,500 this year. With respect to Facilities Management/Repair-Maintenance, the budget calls for \$125,000 to maintain four buildings. In response to a question, he confirmed that the town is no longer using Facility Dude to track maintenance and repairs.

There are some features in Civic Ready that could be used to track maintenance procedures, he said. For now, maintenance is being tracked on an Excel spreadsheet. Town employees follow regular maintenance schedules for boiler service, roof drain cleaning, etc.

One of the largest expenditures is for rubbish removal at \$54,000. Overall, the budget is up about \$4,000.

Office supplies have been cut \$3,000. Town Reports has increased slightly since it has been a little short.

#### **POLICE BUDGET**

Last year, negotiated increases to the contract were not included in the original budget, so money was added at the last Town Meeting. The department no longer has a police officer on light duty offsetting some of the dispatching costs, so this line item has increased. Training overtime is up \$6,000. He fully agrees with the chief about the need to invest in training for the department, he assured.

The same complement of police officers are going to cost about \$90,000 more this year. Every third week one of the detectives is entitled to on call pay. On the Personnel Services side, the police budget is up about \$100,000, he related.

Mr. Sullivan reviewed the Police Department Ordinary Maintenance budget. Vehicle supplies have gone up significantly due to two contributing factors: new vehicle parts are more expensive and fewer repairs are being done in-house. When the department had Crown Victoria's many of the repairs were so standard that the then Lieutenant and now chief used to do many of them himself.

The police budget is up a little over \$100,000 and he does not see a lot of areas they should skimp on, particularly training, he concluded.

For FY 2018, the line items for Assistant Wiring and Assistant Plumbing Inspector will be combined, Mr. Sullivan continued. Under state law, wiring and plumbing inspectors are allowed to do work in town but cannot inspect their own work, so towns have to bring in another inspector for these projects, he explained. Expected revenue for the Building Department is up three-fold, he added. One building permit at Mount Holyoke College this year brought in \$200,000. He does not see the big projects in the future that have benefited this department, but for this year and next year, the town is going to see sizeable increases in revenues; largely due to large projects taking place such as the Blanchard Hall expansion, Berkshire Hills Music Academy (BHMA) building project and Ferry Street condo construction. The goal throughout the state is for Building Departments to be self-supporting, he remarked.

SB Member Brezinsky asked how close South Hadley is to having that department be self-supporting.

It is paying into the General Fund by a mile this year and will be close to being self-supporting in 2018, Mr. Sullivan stated. It is cyclical, he acknowledged. Town officials are just not going to see this kind of large-scale building on a continuous basis, he asserted.

In other changes,

- Tree Warden Budget - \$500 was cut from tree planting. \$1,500 was appropriated last year and as of 1/1/2017, only \$300 had been spent.

Some planting was done out of the Cumberland Farms account, Mr. Sullivan noted. Mr. Brezinsky asked if the Tree Committee had recommended replacement of any trees that had not yet happened, and Mr. Sullivan said no.

"A lot of trees have come down," SB Member Etelman observed.

- Highway Administration – down by about \$3,000. For the sake of the public, Mr. Sullivan explained that the reduction does not mean the town is not necessarily doing massive amounts of work funded by Chapter 90 money or being funded by capital borrowing. It is not the case where town officials are neglecting some highway responsibilities, he assured. As a side point, he encouraged residents to inform him of potholes as it is the season where they commonly form.
- An equipment operator has been moved from the Parks Budget to Construction & Maintenance. He has talked to the Town Accountant about the possibility of consolidating construction, parks and maintenance into one budget. They want people to be used flexibly and are trying to work towards that end, he noted.
- The Snow and Ice Budget is up one dollar as required by state law.
- With regard to street lights, municipal electricity use is tracking well, he reported. They have talked about using solar panels to power signs where it makes sense.
- Vehicular supplies – he took it upon himself to increase this account because of how it is trending.

For the Health Department, he has increased the dog officer contract, Mr. Sullivan advised. The town presently does not have a dog officer and is looking for a new employee after Shawn O'Brien resigned in January. They are talking to other communities and exploring whether a regional option makes sense.

The Board of Health is slightly down from what was budgeted last year.

### **COUNCIL ON AGING**

The Volunteer Coordinator has always been a part-time position, and the director feels very strongly that it can no longer be a part-time position. Under the scenario presented, the town would be paying for 25 hours and the formula grant for 15 hours. Leslie Hennessey makes a very convincing argument that this is the area where she sees a growing need and has lobbied vigorously for the increased hours, he shared. Reporting responsibilities and grant writing have been added to the position, he said.

The Senior Center has a wealth of activities and they need to be coordinated, SB Member DeToma observed. He could imagine that it would be a full-time job to coordinate all those volunteers and use them effectively, he stated.

The overall COA budget is up about \$8,000.

Veterans Services is up 20%, from \$300,300 to \$360,500, Mr. Sullivan presented. The state reimburses 75% of these costs, he reminded.

SB Member Brezinsky noted that this budget has gone up dramatically year after year. He would be interested to see how South Hadley's experience compares with the rest of the state, he said.

Mr. Sullivan said he would get a comparison.

### **PUBLIC LIBRARY**

In the library budget, some substantial increases are seen in the Circulation Librarian and Adult Services Librarian positions. The Head of Technical Services position is going unfilled, and administrators have shifted some of the higher responsibilities of that position to the Circulation Librarian and Adult Services Librarian. He feels as though the town is responsible to give them salary increases with these increased responsibilities.

And, the library is going from one Library Assistant to four part-time positions. The new staffing structure gives the Library Director greater flexibility and saves money on benefits.

The library budget is down slightly and overall operating expenses are down, partly due to the Gaylord Library appropriation being taken out. \$35,000 is going to be presented in a separate article, he reminded.

Mr. Brezinsky asked if the town needs a waiver from the state because the library budget is going down. Mr. Sullivan said he believes they are within the percentage that the budget can be reduced without a waiver. There are some extenuating circumstances, he added.

In the Recreation Department budget, he has added duties to both the assistant and the director and talked to them both about increases. Andy Rogers has done an excellent job and has expressed to him that he wouldn't be able to do it without Danielle Stelma's help and has advocated for her increase. Mr. Rogers would also like to have some money available to him for hiring entertainment.

### **PARKS**

There is a \$10,000 increase to the Personnel Services side of the Parks budget based on grade changes, Mr. Sullivan presented. One employee was shifted to another part of the DPW budget but one position was added (Mr. Inicky) and the other three employees had salary increases.

In Fixed/Unclassified Costs, the long-term debt figure is wrong; it will be up another \$120,000, Mr. Sullivan said. Contributory retirement is up and Health Insurance is up \$500,000. "That's a back breaker," he remarked.

Expenses are slightly up in bonding as administrators have decided to indemnify a number of different employees who handle cash to protect the town.

The Ledges Golf Course budget is down slightly over the previous year.

The police Injured on Duty (IOD) account has been tracking pretty well, so he is proposing contributing \$20,000 less to it this year. Workers' Compensation has not been tracking very well and so he is proposing increasing that contribution from \$115,000 to \$220,000. There have not been more Workers' Compensation claims but they have been more expensive.

He is proposing contributing \$180,000 to the OPEB account.

The School Department Budget is up. Last year, it was \$20,777,329, and it is \$21,089,067 this year.

Library integration will be presented as a separate article, as was done with the Redevelopment Authority and OPEB budgets the first year. Town officials know there is going to be significant discussion for and against this proposal.

## **6. BONDING STRATEGIES**

Every once in a while, the town has the opportunity through the Massachusetts School Building Authority (MSBA) to significantly reduce debt through the MSBA paying what is referred to as an accelerated payment. The town incurred debt for the High School and Michael E. Smith Middle School renovations of which \$7,319,231.25 is presently owed. Under this scenario, MSBA would pay its portion - \$3,937,731.13. The town would not pay any more than is already committed but would re-issue the bond at a lower interest rate, saving \$388,848. The savings would all go directly to the tax payers; no additional money goes into the coffers of the town, he stressed.

Chair Hine expressed his understanding that the proposal calls for retiring the current bond and re-borrowing at a lower rate to pay off the obligation.

Action only takes Selectboard approval, Mr. Sullivan advised. Unibank Financial Adviser David Eisenthal and Bond Counsel Matt Feher have said expediting this is wise in case interest rates start to creep up. It is a prime time to pay this off if the town is able, he confirmed.

Chair Hine asked if there are additional costs that would be incurred.

The cost of bond preparation is \$5,000.

If the town does nothing, taxpayers and the state would pay an additional \$1,069,176.25 over the life of the loan, which will be paid off in 2021. The current principal is \$6,925,000.00, Mr. Sullivan stated. The bottom line is that the town's bond adviser is suggesting that town officials have the opportunity to save the taxpayers \$388,000, he stressed.

Another option is for the town to pay \$360,000 this year and have the MSBA pay its share off; this would result in \$422,000 in savings to taxpayers. A final payoff would require an appropriation in May, so there would be a risk of interest rates changing more dramatically. After lengthy conversation with Mr. Eisenthal, he reached the conclusion that the additional savings is not so great as to justify the increased risk of the second option.

Since the first option only requires a Selectboard vote, town officials could conceivably have it started by the next meeting. He offered to bring Mr. Eisenthal in for additional information, and SB Member Etelman said she would appreciate hearing a good explanation as to the difference between the two options.

Chair Hine suggested scheduling a discussion before the next meeting.

For the \$422,000 savings, there must be a Town Meeting vote, Mr. Sullivan reiterated. The \$388,000 savings just requires a simple vote of the Selectboard. In order to get a fractional increase in savings on interest, the town would have to pay money out of reserves, SB Member Brezinsky clarified.

Mr. Sullivan pointed out the irony that, under the second scenario (making a payoff of \$360,000), the town would be borrowing for equipment on one hand and paying off debt on another.

The MSBA program has only been open since January 15<sup>th</sup>, so South Hadley is in the forefront of taking advantage of this opportunity, Mr. Sullivan said. Under the old reimbursement model, the MSBA paid its share of construction costs over the life of the loan, Chair Hine volunteered. With the Plain Schools construction, the MSBA paid its share of costs during the construction process. Now, the MSBA is offering to expedite payments to get loans off its books even sooner, Chair Hine suggested.

SB Member Brezinsky expressed the preference for having Mr. Eisenthal come to the Selectboard's next meeting if he is available. Other members concurred. In the meantime, Mr. Sullivan said he was sure he would be amenable to taking phone calls.

#### 7. ESTIMATE OF INCREASED SEASONAL POPULATION

This is an annual exercise to certify an increase in seasonal population in order to qualify to continue to issue seasonal liquor licenses, Chair Hine explained.

**SB Member Forcier moved to certify that South Hadley has an increased seasonal population as of July 1<sup>st</sup> of 17,524. SB Member Etelman seconded. The motion passed unanimously 5:0.**

#### 8. BALLOT QUESTIONS

Mr. Sullivan asked if members were agreeable to going forward with ballot questions for a ban on plastic bags with die-cut handles and an anti-corruption resolution. Members indicated that they were. Draft wording has been sent to the Secretary of State, he advised.

**9. SELECTBOARD 'IN THE COMMUNITY' EVENT**

SB Member Etelman said she sent a doodle invitation to members for the next Selectboard 'In the Community' event. Members scheduled the next event for Wednesday, March 8<sup>th</sup> at the Council on Aging with SB Members Forcier and Etelman to attend. Mr. Sullivan said he would inform Mrs. Hennessey.

**10. TOWN ADMINISTRATOR REPORT**

SB Member Forcier asked Mr. Sullivan if he knew what the two most recent storms have cost. Mr. Sullivan said the whole week probably cost about seven or eight grand.

SB Member DeToma encouraged residents to provide input on the Statement of Interest (SOI) for Mosier Elementary School. It is a difficult issue and the Selectboard needs some guidance from Town Meeting members, he observed.

SB Member Etelman suggested making the topic part of the Selectboard's 'In the Community' discussion.

SB Member Brezinsky asked if it would be appropriate to have the Hampshire County Health Insurance Trust (HCHIT) as an agenda item since the town is looking at a \$500,000 increase in this budget next year. He wondered aloud if there are issues having to do with the trust that it would be appropriate for the Selectboard to discuss.

The Hampshire Council of Governments (COG) Director and Assistant Director have asked to come to the Selectboard meeting the second meeting in April, Mr. Sullivan related. The HCHIT has accumulated a sizeable trust through contributions from South Hadley and other communities. Industry standards say insurance trusts should keep about three months' worth of claims in reserve to be healthy. The HCHIT has about 10 times that. Trust officials have used some of the reserve to smooth out premium increases. Still, at the end of the day, there is going to be at \$18 or \$19 million in reserves; very healthy for a trust of that size.

At a Hampshire COG meeting, it came up that the COG would like to be more involved in rate setting, Mr. Sullivan reported. It is a little bit troubling given some of the struggles that the COG has been having and that many of the member communities (i.e. - Dudley, Orange, Athol) are not part of the council, he opined. The insurance trust is a wholly-owned subsidiary of Hampshire COG, he said.

He would love to see the rates be lower. He has suggested some changes to co-pays and deductibles to try to control some of the rate increases. The current plan is a great plan, he acknowledged. But it makes sense from the standpoint that co-pays and deductibles benefit those who are staying healthy and that is the way the system works, he suggested.

Chair Hine reminded members that Mr. Sullivan had presented options for replacing the trust at one point. He asked if it was anything worth revisiting in his mind.

Member towns would have to negotiate with all their unions to negotiate changes to the health insurance plan, Mr. Sullivan said. He thinks it would be a tough proposal to sell. There would be a great deal of savings for the towns. At one point the town's experience was at 65% of claims to premiums; now it is at 70 something. The town's experience is still good but not as good, he concluded.

MIIA individually rates each community that is a participant in its health insurance plan. For a community South Hadley's size, he is very fearful of self-insured plans, and that's where the greatest savings are.

"Self-insured makes me very nervous," he proclaimed. There are other carriers that might be interested such as Health New England, Tufts, Fallon, etc., he confirmed.

He doesn't think they would be able to make a change for this budget season.

SB Member Brezinsky asked if they could have an internal discussion prior to Mr. Ford's visit in April. Mr. Sullivan asked if members would like to talk to HCHIT Director Shea or Art Bomengen. He will see who is available when, he said.

Mr. Sullivan said he was told that one patient with Hepatitis C had reached \$980,000 in claims. There is stop loss insurance at \$250,000.

**SB Member Etelman moved to adjourn. SB Member Forcier seconded. The motion passed unanimously 5:0. The meeting was adjourned at 8:55 p.m.**

**RESPECTFULLY SUBMITTED,**

**LAURA KRUTZLER**

**ADMINISTRATIVE SECRETARY**

**EXHIBIT A**

List of Documents Reviewed at February 21, 2017 Selectboard Meeting:

1. February 21, 2017 Agenda.
2. Minutes of February 7, 2017 regular Selectboard meeting.
3. One Day Beer and Wine License application from Imad Zubi, Mount Holyoke College Willits-Hallowell Conference Center, for a reception on March 23, 2017 from 4 to 6:30 p.m. in the New York Room of Mary Wooley Hall.
4. Explanation of Steve McCray Farm License 2017.
5. License Agreement between the Town of South Hadley and Stephen McCray, owner of McCray's Farm, for the agricultural use of six (6) parcels of land in the Bachelor Brook/Stony Brook Conservation Area for calendar year 2017.
6. Worksheet entitled, "Town of South Hadley Working Draft Fiscal 2018 Budget Request Comparison as of 2/16/17."
7. Memo from Laura Krutzler, Administrative Secretary, to Selectboard dated February 17, 2017 re: Estimate of Increased Seasonal Population.
8. Text of M.G.L. Chapter 138, Section 17, "NUMBER OF LICENSES GRANTED BY LOCAL LICENSING AUTHORITIES LIMITED."
9. Town Administrator Report dated February 16, 2017.