

HYBRID TRI- BOARD & SELECTBOARD MEETING AGENDA

Tuesday, Feb. 6, 2024 - 6:30 p.m.

Senior Center Multi-Purpose Room

Join Zoom Webinar from your computer: <https://us02web.zoom.us/j/86468550738?pwd=SE9tOEFwcE00RkNKK1gzck1sWUNFUT09>

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Note: Not all topics listed here may 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. This meeting may be audio and/or visually recorded.

1. CALL TO ORDER

2. TRI-BOARD MEETING

1. [FISCAL YEAR 2024 BUDGET UPDATE](#)
2. Finance Discussion
 - a. Local Estimate Receipts: Bill Sutton/Lisa Wong
 - b. Cherry Sheet: Lisa Wong / Jen Voyik
 - c. Enterprise Funds: Bill Sutton/ Lisa Wong
 - d. Available Funds/Free Cash/Stabilization Funds: Bill Sutton/ Lisa Wong
 - e. Tax Levy/New Growth: Missy Couture Ribold
 - f. Overlay/Exemptions/Local Options: Missy Couture Ribold
 - g. Investment Income: Donna Whiteley

h. OPEB: Bill Sutton/Donna Whiteley

i. Senior Tax Work-off program: Chuck Romboletti

j. Wage & Classification: Chuck Romboletti

3. CAPITAL & MAINTENANCE

a. Capital: Scott Moore

b. MOSIER: MARK MCLAUGHLIN / JEN VOYIK

4. FY25 Budget: Lisa Wong / Mark Mclaughlin

a. Budget Overview: Lisa Wong / Mark Mclaughlin

b. Human Services: Lisa Wong / Mark Mclaughlin

Documents:

[FISCAL YEAR 2024 BUDGET UPDATE- DEC COMPREHENSIVE QUARTERLY REPORT.PDF](#)

3. ANNOUNCEMENTS / PUBLIC COMMENT

4. APPROVAL OF MINUTES

Draft minutes of Jan. 16, 2024

Documents:

[DRAFT JAN. 16, 2024 SELECTBOARD MEETING MINUTES.PDF](#)

5. CONSENT AGENDA

1. Request for multi-day beer & wine license from Kathleen Van Winkle for Feb. 9, March 8, April 12, and May 10.

Documents:

[GAYLORD MEMORIAL MULTI-DATE BEER AND WINE LICENSE REQUEST.PDF](#)

6. NEW BUSINESS

1. Sustainable Vehicle Policy Version 1.04
2. ARPA requests - Water Pollution Control, Police Staffing Study, Neighbors Helping Neighbors

Documents:

[SOUTH HADLEY SUSTAINABLE VEHICLE POLICY V1.04.PDF](#)
[ARPA - NHN FUNDING REQUEST.PDF](#)
[ARPA - CHAMBER MEMO FEB 2024.PDF](#)

7. RESIGNATION

1. Ali Shahrestani - Sustainability & Energy Commission
2. Cynthia Baker - Historic District Study Committee

8. TOWN ADMINISTRATOR'S REPORT

Documents:

[TA REPORT - FEB. 6, 2024.PDF](#)

9. EXECUTIVE SESSION

GL Ch. 30 §21(a) 3 - To discuss strategy with respect to the matter of Chicopee Concrete Service, Inc v. Hutchinson, et al. (South Hadley Planning Board and Board of Health) C.A. No. 2180CV00038 and 328 Hadley St and 40 Sullivan Lane, and to discuss strategy with respect to the matter of Town of Concord v. Rasmussen, Appeals Court Case No. 2023-P-0310.

10. ADJOURN



DECEMBER 31, 2023

STATEMENT OF REVENUES AND EXPENDITURES
QUARTERLY REPORT

WILLIAM SUTTON



Date: January 26, 2024

To: Selectboard
Lisa Wong, Town Administrator
Appropriations Committee

From: William Sutton
Town Accountant

Subject: December Quarterly Financial Report

December Quarterly Report:

This letter is to inform you that the Statement of Expenditures vs. Appropriations printout has been run for December 2023. The printout was analyzed for expenditures exceeding budgeted totals by more than 50.0%, since this report represents expenditures through the first half of the fiscal year. The printout has been checked and highlighted for informative purposes to determine the course the various appropriations are on for the fiscal year. There is not necessarily a major problem with the appropriations that are more than 50.0% spent since some departments have the majority of their expenditures at the start of the fiscal year and/ or due to the timing of some of the various expenditures. However, close attention may need to be applied to these appropriations as we move forward into the fiscal year and further expenditures are processed.

Attached is a summary report of the General and Enterprise Funds revenues and expenditures through December.

Attached is a listing of the departments whose expenditures exceeded 50.0% of the budget as of 12/31/23. I also attached a quick summary page on how revenues are tracking through the same time period. If there are any further questions or explanations needed, please do not hesitate to contact me.

General Fund Revenues and Expenditures-Budget to Actual Summary as of 12/31/2023

	FY24 Budget	FY24 Actuals Through 12/31/23	% of Budget
<i>Revenues</i>			
Property Taxes	\$ 32,688,846	\$ 15,799,176	48.3%
Motor Vehicle Taxes	\$ 1,791,770	\$ 342,804	19.1%
Other Taxes; Liens & Excises	\$ 99,000	\$ 183,952	185.8%
Penalties & Interest	\$ 100,000	\$ 74,783	74.8%
In Lieu of Taxes	\$ 1,483,803	\$ 797,456	53.7%
Other Departmental Revenues	\$ 145,000	\$ 43,235	29.8%
Licenses and Permits	\$ 245,000	\$ 234,917	95.9%
State Revenue	\$ 14,771,495	\$ 7,558,901	51.2%
Fines and Forfeitures	\$ 10,000	\$ 4,401	44.0%
Investment Income	\$ 55,000	\$ 478,801	870.5%
Miscellaneous Revenues	\$ 80,000	\$ 32,585	40.7%
Total	\$ 51,469,914	\$ 25,551,011	49.6%

	FY24 Budget	FY24 Actuals Through 12/31/23	% of Budget
<i>Expenditures</i>			
General Government	\$ 2,927,891	\$ 1,260,640	43.1%
Public Safety	\$ 3,754,078	\$ 1,632,844	43.5%
Education	\$ 24,587,460	\$ 8,396,294	34.1%
DPW	\$ 1,931,711	\$ 738,411	38.2%
Human Services	\$ 1,274,777	\$ 509,282	40.0%
Libraries & Culture	\$ 826,266	\$ 388,119	47.0%
Debt	\$ 3,366,237	\$ 1,163,263	34.6%
Misc/ Unclassified	\$ 10,267,947	\$ 7,664,670	74.6%
InterGov Assessments	\$ 3,379,113	\$ 1,672,507	49.5%
Total	\$ 52,315,480	\$ 23,426,030	44.8%

General Fund Revenues and Expenditures - Budget to Actual

Highlights of December Quarterly Report

- Revenue items listed below represent the larger revenue items or changes that appear material in nature at this time only.
- Note of caution: The timing of receipts in a particular month from one year to the next can impact the overall assumptions either favorably or unfavorably.
- Based on the Revenue report as of December 31, 2023:
- The majority of the General Fund revenues are tracking similar to last year and within or exceeding the revenue estimates at this time with a few exceptions. A couple highlighted areas are listed below.

Revenues that are tracking above last year at this time:

- In Lieu of Taxes is up about \$147,000. This is due to the estimated increase in SHELDC reimbursables for indirect costs as well as a “true up” payment for prior year reimbursements.
- Interest Income is up roughly \$295,000 above this time last year. This is due to higher interest rates and current favorable market conditions on our investments.

Revenues that are tracking below last year 's revenues:

- Tax Liens are down about \$28,000 or 35% from this time last year. This partly could be due to the timing of the lien payments.
- Motor Vehicle Excise payments are down \$17,000 (4.7%). This is due to the timing of the payments and commitments.
- Penalties and Interest is down \$23,000 about 24% from this time last year mainly in excise and tax liens.
- Other Licenses and Fees are down \$62,000 or 21% from last year mainly in building permits.
- Miscellaneous Revenue is down \$39,000 due to grant reimbursement monies for fringe benefits which we received last year and have not yet received for FY24 but should.

**List of Departments Exceeding 50.0% of Budget
Listing as of 12/31/23:**

Department	Type	% Spent	Notes
<i>General Government:</i>			
Selectboard	Other Expenses	79.8%	Dues and Subscriptions
IT Department	Other Expenses	63.0%	Software Maintenance; Telephone
Internal Service Fund	Other Expenses	53.6%	Office Supplies
<i>DPW:</i>			
Snow & Ice (as of 1/25/24)	Personal Services	48.2%	Bal 1/25/24 \$10,868
	Other Expenses	96.5%	Bal 1/25/24 \$2,834
<i>Libraries & Culture:</i>			
Library	Other Expenses	51.0%	Network Services; Facilities Mgmt; Educational Supplies
<i>Unclassified/ Misc:</i>			
Employee Benefits	Retirement Contrib.	100.0%	Timing of payments - paid up front
	Health Insurance	53.7% *	Timing of payments - (Should have favorable turnback)
Other Misc.	Liability Insurance	95.3%	Payment at start of year;

Enterprise Fund Revenues and Expenditures - Budget to Actual

	FY24 Budget	FY24 Actuals Through 12/31/23	% of Budget
<i>Revenues</i>			
Landfill			
Charges for Services/ Misc.	\$ 1,350,016	\$ 983,225	72.8%
Investment Income	\$ 60,000	\$ 32,406	54.0%
Total	\$ 1,410,016	\$ 1,015,631	72.0%
Waste Water Treatment			
Charges for Services/ Misc.	\$ 2,464,092	\$ 1,564,067	63.5%
Investment Income	\$ 51,000	\$ 67,109	131.6%
Total	\$ 2,515,092	\$ 1,631,176	64.9%
Ledges Golf Course			
Charges for Services/ Misc.	\$ 1,062,880	\$ 677,051	63.7%
Food & Beveridge	\$ 340,000	\$ 243,749	71.7%
Total	\$ 1,402,880	\$ 920,800	65.6%
Total	\$ 5,327,988	\$ 3,567,607	67.0%

	FY24 Budget	FY24 Actuals Through 12/31/23	% of Budget
<i>Expenditures</i>			
Landfill	\$ 1,404,305	\$ 599,864	42.7%
Waste Water Treatment	\$ 1,657,373	\$ 852,085	51.4%
Ledges Golf Course	\$ 1,402,880	\$ 567,042	40.4%
Total	\$ 4,464,558	\$ 2,018,991	45.2%

Highlights of December Quarterly Report - Enterprise Funds

- Overall, revenues in the Landfill Enterprise Fund are tracking similar to last year at this time. “Pay as You Throw” revenues are down about \$26,000, but interest income is up \$29,000.
- Revenues in the WWTP are up roughly \$356,000 from last year. This is mainly due to the sewer rate increase of approximately \$316,000 and investment income is up \$36,000. An increase in revenues for the year was expected.
- Golf Course revenues (non food & beverage) are tracking about \$21,500 or 3% higher than last year. This is basically in greens fee’s and season passes. Food and beverage is up approximately \$17,500 from this time last year.

Expenses:

<u>Department</u>	<u>Type</u>	<u>% Spent</u>	<u>Notes</u>
WWTP	Other Expense	56%	Sewer Supplies; chemicals; engineering; sludge disposal

**VIRTUAL SELECTBOARD MEETING
TUESDAY, JAN. 16, 2023
DRAFT MEETING MINUTES – 7 P.M.**

Present were Chair Andrea Miles, Vice Chair Carol Constant, member Renee Sweeney, member Jeff Cyr, clerk Nicole Casolari, and Town Administrator Lisa Wong.

CALL TO ORDER

Miles called the meeting to order at 7 p.m.

APPROVAL OF MINUTES

Cyr motioned to approve the draft minutes of Dec. 5, 2023 and Dec. 19, 2023 as presented. Constant seconded. All in favor. Unanimous.

ROLL CALL VOTE

*Cyr - Aye
Sweeney- Aye
Constant- Aye
Casolari- Aye
Miles- Aye*

ANNOUNCEMENTS / PUBLIC COMMENT

Constant noted the Feb. 22 Know Your Town candidates' night event. Miles reminded residents of the bylaw in which sidewalks must be cleared by residents within 24 hours of a snowstorm.

The Selectboard recognized Eagle Scouts Cameron Allen Williams and Beau Briere for the completion of their Eagle Scout projects.

ABCC SEASONAL POPULATION

Cyr moved to certify South Hadley will have a temporary increased population of 18,150 as of July 1, 2024 and to authorize digital signatures from the Selectboard. Sweeney seconded. All in favor. Unanimous.

ROLL CALL VOTE

*Cyr - Aye
Sweeney- Aye
Constant- Aye
Casolari- Aye
Miles- Aye*

FRCOG HIGHWAY PROGRAM

Sweeney motioned to authorize the Town Administrator to sign the FRCOG Highway Program Authorization as presented. Cyr seconded. All in favor. Unanimous.

ROLL CALL VOTE

*Cyr - Aye
Sweeney- Aye
Constant- Aye*

Casolari- Aye
Miles- Aye

LANDFILL POST CLOSURE SERVICES CONTRACT

Constant Motion to approve the contract with Tighe and Bond and to authorize the town administrator to sign the contract as presented. Cyr seconded. All in favor. Unanimous.

ROLL CALL VOTE

Cyr - Aye
Sweeney- Aye
Constant- Aye
Casolari- Aye
Miles- Aye

COMPREHENSIVE WASTEWATER MANAGEMENT PLAN

Constant motioned to authorize the town administrator to execute and sign a contract with BETA Group Inc as presented. Cyr seconded. All in favor. Unanimous.

ROLL CALL VOTE

Cyr - Aye
Sweeney- Aye
Constant- Aye
Casolari- Aye
Miles- Aye

ZONING BYLAW AMENDMENT for 506 GRANBY ROAD

Constant motioned to refer the Zoning Bylaw Amendment for 506 Granby Road to the Planning Board Sweeney seconded. All in favor. Unanimous.

ROLL CALL VOTE

Cyr - Aye
Sweeney- Aye
Constant- Aye
Casolari- Aye
Miles- Aye

ST. PATRICK'S PARADE

Miles, Casolari, Constant and possibly Sweeney will march in the Holyoke St. Patrick's Day Parade.

VETERANS DISTRICT MEMORANDUM OF AGREEMENT

Wong reviewed the draft memorandum of agreement to form a veterans district with the towns of South Handley, Granby and the City of Holyoke. The item will appear on a February agenda.

ARPA UPDATE

Wong reviewed unexpended ARPA balances and explained prioritizing requests for funding.

LEDGES GOLF COURSE CONTRACT EXTENSION

Cyr motioned to approve the agreement for limited extension and amendment of contract between the Town of South Hadley and International Golf Maintenance, Inc for operational services at the Ledges Golf Club and authorize the town administrator to execute the contract extension as presented. Constant seconded. All in favor. Unanimous.

ROLL CALL VOTE

Cyr - Aye
Sweeney- Aye
Constant- Aye
Casolari- Aye
Miles- Aye

WAGE AND COMPENSATION STUDY

Assistant Town Administrator / Human Resources Director Chuck Romboletti provided a verbal update on the status of the wage and compensation study conducted by the UMass Boston Collins Center for Public Management.

DEIB TRAINING

Sweeney motioned to approve the scope of services as presented. Casolari seconded. All in favor. Unanimous.

ROLL CALL VOTE

Cyr - Aye
Sweeney- Aye
Constant- Aye
Casolari- Aye
Miles- Aye

CITIZEN OF THE YEAR AWARD

Constant suggested waiting to decide ownership of dolling out the award until Know Your Town considers ownership.

BUTTERY BROOK PARK

Constant motion to approve the Buttery Brook Park Rental Rates as presented. Cyr seconded. All in favor. Unanimous.

ROLL CALL VOTE

Cyr - Aye
Sweeney- Aye
Constant- Aye
Casolari- Aye
Miles- Aye

MMA VOTING PROCEDURE

Cyr motion to authorize Carol Contant to vote in place of the Selectboard Chair at the January 20, 2024 Massachusetts Municipal Association Business Meeting. Sweeney seconded. All in favor. Unanimous.

ROLL CALL VOTE

Cyr - Aye

Sweeney- Aye

Constant- Aye

Casolari- Aye

Miles- Aye

FY25 BUDGET

Wong reviewed FY25 department requests and their budget narratives. The Feb. 6 tri-board meeting will have a robust discussion of the FY25 budget.

TOWN MEETING REVIEW COMMITTEE

Casolari provided an update on the TMRC's work collecting data from its town meeting member survey. Residents can provide input at the Feb. 29 Know Your Town forum and a future survey on March 5 during the town election. The TMRC intends to have a complete report to present by the start of May.

RESIGNATION

Constant motioned to accept with regret the resignation of Frank DeToma from the Historical Commission and Historic District Study Committee, and thanked him for his service. Cyr seconded. All in favor. Unanimous.

ROLL CALL VOTE

Cyr - Aye

Sweeney- Aye

Constant- Aye

Casolari- Aye

Miles- Aye

TA REPORT

For the full TA report, see the Jan. 16, 2024 Selectboard agenda on the town website.

ADJOURN

Cyr motioned to adjourn. Sweeney seconded. All in favor. Unanimous.

ROLL CALL VOTE

Cyr - Aye

Sweeney- Aye

Constant- Aye

Casolari- Aye

Miles- Aye

The meeting adjourned at 8:54 p.m.

**Respectfully submitted,
Kristin Maher
Executive Assistant to Administration**



OD-122

1 Day Alcohol License

Status: Active

Submitted On: 1/18/2024

Primary Location

No location

Permit Info

Permit For*

1 Day Beer and Wine

Check This Box to Request Multiple Dates

Number of Dates Requested

4

Check This Box If Event(s) Is/Are Being Held On Town Property

Check this box to acknowledge that individual applicants can be approved for up to 30 permits per year. *

Event Details

Date of Event*

02/09/2024

Alternate Date

06/08/2024

I acknowledge that the alternate date is only valid if the event is rescheduled.

Name or Organization Hosting Event*

Gaylord Memorial Library Association

Describe in a paragraph specific details of the event and what is taking place.*

Guests can taste wines and have light snacks for \$10 entry. This is a fundraiser for the Gaylord Memorial Library Association.

Provide a description of where alcohol will be sold and consumed on site.*

In the rotunda of the library

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

When patrons purchase tickets, we will inform them

Street address of where the event is held*

47 College St

Hours of operation (Ex. 8:00 AM - 5:00 PM)*

5:00 PM - 7:30 PM

Date of Event*

03/08/2024

Alternate Date

06/08/2024

I acknowledge that the alternate date is only valid if the event is rescheduled.



Name or Organization Hosting Event*

Gaylord Memorial Library Association

Describe in a paragraph specific details of the event and what is taking place.*

Guests can taste wines and have light snacks for \$10 entry. This is a fundraiser for the Gaylord Memorial Library Association.

Provide a description of where alcohol will be sold and consumed on site.*

In the rotunda of the library

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

When patrons purchase tickets, we will inform them

Street address of where the event is held*

47 College St

Hours of operation (Ex. 8:00 AM - 5:00 PM)*

5:00 PM - 7:30 PM

Date of Event*

04/12/2024

Alternate Date

06/08/2024

I acknowledge that the alternate date is only valid if the event is rescheduled.



Name or Organization Hosting Event*

Gaylord Memorial Library Association

Describe in a paragraph specific details of the event and what is taking place.*

Guests can taste wines and have light snacks for \$10 entry. This is a fundraiser for the Gaylord Memorial Library Association.

Provide a description of where alcohol will be sold and consumed on site.*

In the rotunda of the library

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

When patrons purchase tickets, we will inform them

Street address of where the event is held*

47 College St

Hours of operation (Ex. 8:00 AM - 5:00 PM)*

5:00 PM - 7:30 PM

Date of Event*

05/10/2024

Alternate Date

06/08/2024

I acknowledge that the alternate date is only valid if the event is rescheduled.



Name or Organization Hosting Event*

Gaylord Memorial Library Association

Describe in a paragraph specific details of the event and what is taking place.*

Guests can taste wines and have light snacks for \$10 entry. This is a fundraiser for the Gaylord Memorial Library Association.

Provide a description of where alcohol will be sold and consumed on site.*

In the rotunda of the library

Describe how you will designate to where alcohol sales and consumption will be limited on site.*

When patrons purchase tickets, we will inform them

Street address of where the event is held*

47 College St

Hours of operation (Ex. 8:00 AM - 5:00 PM)*

5:00 PM - 7:30 PM

Signature

I acknowledge that issuance of a 1 Day Alcohol license does not exempt me from additional licensing requirements (ex. entertainment license, mobile food permit, etc.).*



By checking this box and typing my name I do hereby certify under the pains and penalties of perjury that the information provided in this application is true and correct.*



Type your full name*

Kathleen Van Winkle

Town of South Hadley – Sustainable Vehicle Policy

The South Hadley Selectboard and the South Hadley School Committee have approved the following Sustainable Vehicle Policy (“Policy”) to govern the replacement and purchase of all nonexempt municipal vehicles with the most sustainable vehicle option, as defined below.

- South Hadley Selectboard approval date: [date]
- South Hadley School Committee approval date: [date]

One purpose of this Policy is to support the town’s Green Communities Grant Program application, which aims to unlock funds for the town to reduce energy usage and expenditures.

POLICY STATEMENT

In an effort to reduce the Town of South Hadley’s fuel consumption, energy costs, save taxpayer money, and to maximize sustainability, the Selectboard and the School Committee hereby adopt a policy to purchase fuel-efficient vehicles with the lowest total cost of ownership.

It is recognized that all Town departments will take action to minimize fuel use and to minimize greenhouse gas emissions from town operations by adopting this Sustainable Vehicle Policy.

This Policy shall inform and guide all South Hadley employees regarding the purchase and efficient use of town vehicles. Town departments shall make efficient use of municipal vehicles in order to minimize the cost of town operations to taxpayers, to protect and preserve the natural environment and quality of life in South Hadley, and to reduce emissions.

PURPOSE

To establish a requirement that the Town of South Hadley purchase only fuel-efficient vehicles with the lowest lifetime cost of ownership for municipal and local public-school use. This requirement fulfills criterion 4 of the Massachusetts Green Communities Grant Program.¹

Criterion 4 requires all departments within a Green Community to purchase fuel-efficient vehicles for municipal use, whenever such vehicles are commercially available and practicable. To meet this requirement municipal governments and school districts must:

- Adopt a Fuel-Efficient Vehicle Policy requiring all municipal departments and divisions to purchase fuel-efficient vehicles,
- Develop and maintain a vehicle inventory for all four-wheeled vehicles, and
- Provide a plan for replacing non-exempt vehicles with vehicles that meet specified fuel efficiency ratings.

¹ <https://www.mass.gov/guides/becoming-a-designated-green-community#-criterion-4->

TOTAL COST OF OWNERSHIP

The Total cost of ownership (TCO) is the purchase price of a vehicle plus the costs of operation over its life span and is a way of assessing the long-term value of an asset to the town in order to save taxpayer money.

Assessing the total cost of ownership means taking a bigger picture look at the vehicle's value over time. TCO considers a vehicle's long-term costs and expenses incurred during the vehicle's useful life and ultimate disposal. The item with the lower total cost of ownership returns the better value in the long run, resulting in taxpayer savings.

The United States Department of Energy, Office of Energy Efficiency and Renewable Energy provides useful information and tools for helping to determine the total cost of ownership: <https://www.fueleconomy.gov/>

For example, an electric vehicle (EV) generally costs less than a gasoline or diesel-powered vehicle over the life of the vehicle, according to numerous studies.² The lower TCO results from lower fuel costs – SHELDT electricity rates versus gasoline/diesel fuel – and maintenance savings. EV's have no need to change oil or replace spark plugs, for instance.

APPLICABILITY

This Policy applies to all divisions and departments of the Town of South Hadley.

DEFINITIONS

Combined city and highway MPG (EPA Combined fuel economy): Combined Fuel Economy means the fuel economy from driving a combination of 43 percent city and 57 Percent highway miles and is calculated as follows:

$$=1/((0.43/City\ MPG)+(0.57/Highway\ MPG))$$

Drive System: The manner in which mechanical power is directly transmitted from the drive shaft to the wheels. The following codes are used in this Policy:

- AWD = All Wheel Drive: 4 -wheel drive automatically controlled by the vehicle power train system
- 4WD = 4-Wheel Drive: driver selectable 4-wheel drive with 2-wheel drive option
- 2WD = 2-Wheel Drive

Heavy-duty vehicle: A vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.

Internal combustion engine (ICE) vehicle: A vehicle powered by an internal combustion engine (gasoline or diesel).

² *Electric Vehicle Ownership Costs*. Chris Harto. Consumer Reports, October 2020.

Electric Vehicle (EV)³: A vehicle that is powered by an electric motor that draws electricity from a battery and is capable of being charged from an external source.

Hybrid Electric Vehicle (HEV): A vehicle that combines an internal combustion engine with an electric-powered motor, switching between the two to improve fuel economy. An HEV is *not* capable of being charged from an external source.

Plug-In Hybrid Electric Vehicle (PHEV): A vehicle that combines an internal combustion engine with an electric-powered motor, switching between the two to improve fuel economy. A PHEV is capable of being charged from an external source.

Level 2 EV Charging Station: A charging station that delivers an electrical current from a hardwired unit to the vehicle via the connector. Level 2 equipment offers high-rate alternating current (AC) charging through 240 Volt electrical service, and is common for home, workplace, and public charging. Level 2 chargers can charge an EV to 80 percent from empty in 4-10 hours (overnight) and a PHEV in 1-2 hours.

GUIDELINES

All departments/divisions shall purchase only fuel-efficient vehicles with the lowest lifetime ownership cost for municipal use whenever such vehicles are commercially available and practicable.

The Town of South Hadley will develop and maintain an annual vehicle inventory for *all* vehicles, both exempt and non-exempt. The town will also develop and maintain a plan for replacing any non-exempt vehicles with vehicles that meet the fuel efficiency ratings below. If an EV or PHEV is not available to meet the need, the replacement vehicle must meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criterion 4 published by the MA Department of Energy Resources' Green Communities Division.

The following fuel efficiency ratings are set to ensure that at least five or more automatic transmission models of mass production are available for sale in Massachusetts (all from affordable brands; no luxury brands). Based on 2019 EPA data, vehicles are to have a combined city and highway MPG no less than the following:

- 2-wheel drive car: 30 MPG
- 4-wheel drive car: 29 MPG
- 2-wheel drive van 22 MPG
- 4-wheel drive van 20 MPG
- 2-wheel drive pick-up truck: 21 MPG

³ Also known as BEV (battery electric vehicle)

- 4-wheel drive pick-up truck: 18 MPG
- 2-wheel drive sport utility vehicle: 24 MPG
- 4-wheel drive sport utility vehicle: 21 MPG

Electric vehicles or hybrid or vehicles in those classes will meet these criteria.

EXEMPTIONS Vehicles that are exempt from the municipal Fuel Efficient Vehicle Policy include off-road vehicles, motorcycles and heavy-duty vehicles. Heavy-Duty vehicles are defined as having a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds. Examples include fire engines, ambulances, and some public works vehicles. In addition, police cruisers are currently exempt from this criterion due to market availability; however, starting in FY 26 (July 1, 2025), police cruisers will no longer be exempt and new acquisitions will have to adhere to this policy. While these vehicles remain exempt from the policy, municipalities are encouraged to consider acquiring hybrid and zero-emission models as they replace existing cruisers. Police and fire department administrative vehicles **MUST** meet fuel efficient requirements. PLEASE NOTE: If a vehicle is found on www.fueleconomy.gov, then it has a GVWR of less than 8,500 pounds, is NOT a heavy-duty vehicle and is NOT exempt.

It is the responsibility of the Town of South Hadley to check the Green Communities Division's Guidance for Criterion 4 for updates prior to ordering replacement vehicles.

In order to implement this policy, the town will install a sufficient number of Level 2 EV charging stations to support electric vehicles or hybrid-electric vehicles as they are purchased. Those charging stations will be installed in the parking facilities or areas where town vehicles are stored overnight.

Plug-in hybrid-electric vehicles will be operated from battery power whenever possible, minimizing the use of the internal combustion engine, and will be recharged overnight.

Exemptions

Heavy-duty vehicles: examples include fire-trucks, ambulances, and some public works trucks that meet the definition of heavy-duty vehicle.

Police and fire department administrative vehicles are *not* exempt and must meet fuel-efficient requirements.

Inventory

The following information will be included in the vehicle inventory list (Appendix A), which shall be updated on an annual basis and provided to the Massachusetts Green Communities Division.

NOTE: Departments/Divisions may use EPA combined city and highway MPG estimates or actual combined MPG.

- Department
- Model Year
- Manufacturer & Model
- GVW > 8500 pounds? (Y or N)
- Exempt or non-exempt
- Drive System: 2 WD, 4WD or AWD
- Propulsion: ICE, EV, HEV or PHEV
- MPG Rating (leave blank for EVs)

QUESTIONS / ENFORCEMENT

All other inquiries should be directed to the department/division responsible for fleet management and/or fleet procurement. This Policy shall be enforced by the Town Administrator and/or her designee(s).

APPENDIX A – CRITERION 4 REQUIREMENTS

To meet Criterion Four of the Green Communities Program, municipalities need to adopt by action of the local official or body with authority to enact municipal policies a written Fuel-Efficient Vehicle Policy that requires municipal departments and divisions to purchase only fuel-efficient vehicles (See Appendix A, model policy). Both general government and school districts are required to enact a fuel-efficient vehicle policy for a municipality to meet this requirement, and letters documenting adoption must be provided and signed by the appropriate municipal authorities, as noted below. Letters from other municipal officials are not acceptable.

For letters from the general government and school district:

- General Government – The general government must provide a letter from the Chief Executive Officer of the city or town stating that it has adopted the Fuel-Efficient Vehicle Policy. The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the mayor in any other city, and the Board of Selectmen in any other town unless some other officer or body is designated to perform the functions of a Chief Executive Officer under the provisions of a local charter or laws having the force of a charter.
- Public School Districts - For a municipality to meet this requirement, its public school district must provide a letter from the School Superintendent stating that it has adopted the Fuel-Efficient Vehicle Policy. Please note that even if the school has no vehicles, or only has vehicles that are exempt from the Policy, adoption of the Policy by the school must be provided since the school may acquire non-exempt vehicles in the future.

APPENDIX B - SAMPLE TOWN ADOPTION LETTER

Letter must be on Town Letterhead

MA Department of Energy Resources
Green Communities Division
100 Cambridge Street – Suite 1040
Boston, MA 02114

[DATE OF LETTER]

At a public Board of Selectmen meeting held on [DATE], the Board of Selectmen of South Hadley voted to adopt the attached Fuel Efficiency Vehicle Policy.

Thank you,

Signature and Typed Name of Chair

FUNDING REQUEST

Organization

Neighbors Helping Neighbors, Inc.

Mission

The mission of Neighbors Helping Neighbors, Inc. is to:

- Meet the needs of individuals and families having food hardship
- Improve the health and well-being of our communities
- Educate and advocate about the issues of hunger and nutrition in our communities

Programs

Neighbors Helping Neighbors provides food to those in need through the following programs

- The Pantry at 30 Carew St. on Wednesday afternoons and Saturday mornings
- Home deliveries
- Mobile pantries in South Hadley, Granby and, in conjunction with the Food Bank of WMASS, Chicopee
- Snacks at the South Hadley High School

Needs

The growth over the past 3 years in the number of clients served, the pounds of food distributed and the funds spent on the purchase of food:

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Service visits	7,123	10,288	19,314
Pounds of food	151,171	199,108	248,035
Cost of food	\$16,603	\$58,908	\$85,306
Net Revenue	\$18,894	(\$51,670) ¹	\$14,304.23 ²

1 – Includes \$5,000 Town ARPA grant

2 – Includes \$80,000 State ARPA grant

Request

\$30,000

MEMO

To: Selectboard

From: Town Administrator Lisa Wong

Date: February 6, 2024

Re: ARPA Requests

Three requests for ARPA funding to consider:

- 1) \$10,000 for a Police Staffing Study Report (low quote is \$9,500) - funding reallocated from Mosier SOI project
- 2) \$92,000 for the Comprehensive Wastewater Management Plan - only \$250,000 was already allocated from the Enterprise for the first phase, but all three phases were bid to get savings - funding from \$37,620 in (undistributed) ARPA, and reallocation from the following ARPA projects - \$13,138.55 from Float Nurse, \$36,756.74 from Remediation, 0.65 from To Go Bags and \$4,484.06 from Test Kits.
- 3) \$30,000 from Neighbors Helping Neighbors for food pantry. Funding would come from the reallocation of the Test Kits fund (about \$40k remaining in that fund).
Recommendation is to fund at \$10k and consider \$10k at the end of the calendar year.

If all requests were funded at the recommended level, there would be about \$30k remaining in the Test Kits line and \$0 in unallocated funds. The Health Department is able to obtain Test Kits for free and has recently ordered a batch available at the Library, Town Hall and Senior Center. More will be ordered for the Schools.

The Judd Brook project has a \$500,000 contingency funded by ARPA (\$3m in total ARPA allocated for the entire project). \$175k has been used so far from that contingency fund. It is uncertain whether all of the ARPA Funds will be used and we will know more by May.

Andrea Miles, Chair
Carol Constant, Vice-Chair
Nicole Casolari, Clerk
Jeff Cyr
Renee Sweeney

Lisa Wong
Town Administrator

Town Administrator's Report to Selectboard February 6, 2024

Administration, Finance and Operations

- **Municipal Empowerment Act:** The Governor announced the bill that gives tools to municipalities. For more details: www.mma.org/gov-healey-files-municipal-empowerment-act/

Community

- **Library:** The library has plenty of programs to offer including:
 - In a timely program that reflects today's headlines, on **Wednesday, February 14 at 6:00**, Prof. Sohail Hashmi of Mt. Holyoke College will give a talk on ***Understanding the Israel-Hamas Conflict***.
 - Have you ever wanted to attend a TED Talk? David Bonanno will practice his talk ***Trauma Is Not Logical, So Here's How to Beat It*** on **Wednesday, February 28 at 6:00**. This lecture will teach attendees the basics of a simple yet efficient method for resolving trauma once and for all. Bonanno is a clinical psychologist, author, and speaker.

Facilities

- Complete mini split install in HR/clerk/conservation/planning. Tankless hot water heater has been installed at the PD. A new fire alarm and burglar alarm system was installed at the Parks barn.

Planning

- **ValleyBike:** Northampton facilitated a request for proposals for the regional bikeshare that was suspended due to the operator's bankruptcy. The bids were due Jan 31 and are being evaluated. In the coming weeks, the town will be notified of the options including the annual expense.
- **Pearl Street Culvert:** DER grants used for design. Applying for grant due Feb for construction. Grant covers 50% of \$675k estimate and will need to go to Town Meeting for the town share.

Public Works

- **Judd Brook:** Project at halfway point with a completion date still in the late Spring. Change order likely due to camera work showing more pipes in the ground than on the plan. (up to \$150k).
- **DPW Building Capital:** All complete except waiting to get 2 dumpsters for park
- **Street Sweeper:** Late April estimated arrival. southhadley.org/391/Street-Sweeping.
- **Vehicle Auction:** excess vehicles went to auction. Town will net \$22k
- **Main Street TIP Project:** The state is working on 25% design and scheduling a public hearing.