

**SELECTBOARD MEETING  
TUESDAY, OCTOBER 15, 2019  
SELECTBOARD MEETING ROOM – 7:00 P.M.  
AGENDA**

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

1. CALL TO ORDER
2. APPROVAL OF MINUTES: Draft minutes of Oct. 1, 2019
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
  - A. Request for a One-Day Beer & Wine License from Nichole McClellan for Oct. 25
  - B. Request for a One-Day Beer & Wine License from Raymond Barry for Nov. 2
  - C. Request for a One-Day Beer & Wine License from Nichole McClellan for Nov. 22
5. TRI-ANNUAL APPOINTMENT INTERVIEWS
  - A. Carol Gillis – Bike Walk
  - B. Samantha Crowley – Cultural Council
  - C. Reisa Alexander – ZBA
  - D. Karl Hidden – SEC
  - E. Heather Clark-Blankenbaker – COA
  - F. Walter Braley – Golf Commission
  - G. Robert Pueschel – COA
  - H. Liane Pueschel - COA
6. NEW BUSINESS
  - A. Finalize Warrant for Nov. 20 Special Town Meeting
  - B. Recreation Commission Chair, Director Conversation
  - C. Vote to allow Orchards Golf Club to have an additional “Beverage Cart” for Oct. 19 event at the facility
7. OTHER BUSINESS
8. TOWN ADMINISTRATOR’S REPORT
9. CHAIRWOMAN’S REPORT
10. ADJOURN

**SELECTBOARD MEETING  
TUESDAY, OCT. 1, 2019  
MEETING MINUTES  
SELECTBOARD MEETING ROOM – 7 P.M.**

*Present were Chair Andrea Miles, Vice Chair Jeff Cyr, Clerk Christopher Geraghty, member Sarah Etelman, member Bruce Forcier, and Town Administrator Michael J. Sullivan.*

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Cyr motioned to approve the minutes of Sept. 17, 2019. Forcier seconded. All in favor.

**ANNOUNCEMENTS**

Forcier noted the South Hadley Police Department's participation in the National Prescription Drug Take-Back Day on Oct. 26 from 10-2 at the station; the Handbag Bingo Fundraiser for the new senior center on Oct. 18 at 7 p.m.; and the Council on Aging Winter Preparedness Fair Oct. 19 from 10 a.m. to 2 p.m. and 5 – 7 p.m.

Sullivan thanked all of the 77 volunteers and Conservation Administrator / Planner Anne Capra who gave their time to the Source to Sea Cleanup last Friday during which 900 pounds of trash was removed from or around the Connecticut River.

**NEW STAFF INTRODUCTION**

Sullivan introduced Matt Cowie as the new Facilities Manager / Health & Safety Coordinator. Cowie has been on the job six weeks, catching up on all the various buildings and their needs, and has compiled project lists for each facility.

**CONSENT AGENDA**

Forcier motioned to approve the consent agenda, which consisted of a request for a One-Day Beer & Wine by David Capriati for Oct. 17. Cyr seconded. All in favor.

Sullivan reminded one-day liquor license applicants to submit their requests at least two weeks in advance of a Selectboard meeting.

**TRI-ANNUAL INTERVIEWS**

The Selectboard interviewed Michelle Theroux for the Master Plan Implementation Committee and Ira Brezinsky for the Bylaw Review Committee and Cultural Council. The Selectboard will conduct another round of interviews Oct. 15 and appoint residents at that time.

**TRASH / RECYCLING FUTURE SERVICE MODEL DISCUSSION**

Next year, the town's trash removal contract with Republic Services will expire. Sullivan explained the South Hadley Internal Trash Team, comprised of staff who hear often from residents regarding trash pick-up, various department heads, and staff who live in town or other communities, have met a couple of times to discuss practical trash removal options. The group

focused on three scenarios. The first is keeping the same pick-up system and green bags but needing to raise the annual trash fee due to increasing global trash industry rates. The second is seeking RFPs from vendors for a toter system and eliminating the green bag requirement. The green bags offset part of the annual trash fee, so without the green bags plus the cost of a toter, the total annual charge to each home would be about \$225. Weekly pick-up could be orchestrated directly between a homeowner and the trash removal company if a homeowner wants. The third option is for the municipality to remove itself completely from trash pick-up and require homeowners to contract with private pick-up, which will likely be the most expensive option.

Sullivan said it is a complex issue. He spoke with Republic Services about resolving an issue some residents have with wanting weekly pick-up. Republic could solve this by offering a format to residents who want a weekly pick-up to request that directly with Republic and be billed for that weekly pick-up directly by Republic. Sullivan said the reality is someone has to pay the cost of an extra pick-up – if it isn't the taxpayers as a whole, it would be individuals.

Miles said there is a public education piece that needs to be shared about what is out of South Hadley's control regarding trash rates and how residents can reduce their trash output by recycling, donating and composting food waste which accounts for 25 percent of trash collection. Geraghty agreed and said South Hadley should focus on what it can control, such as food waste, unlike tipping fees.

Etelman suggested a Saturday forum to get a guided conversation going about solid waste.

The Selectboard will revisit the issue at least in November and in January.

#### **NOV. 20 SPECIAL TOWN MEETING DRAFT ARTICLES**

Sullivan read the draft Special Town Meeting warrant articles, most of which are still in draft form:

ARTICLE 1. To see if the Town will vote to accept the South Hadley Urban Renewal and Redevelopment Plan as reviewed by the Massachusetts Department of Housing and Community Development as of July 18, 2019 and as further articulated in Appendix A, or take any other action thereto.

ARTICLE 2. To see if the Town will vote to accept Massachusetts General Law Chapter 40 subsection 8J, for the purpose of establishing a five member South Hadley Commission On Disabilities (COD) appointed by the Selectboard consistent with Chapter 40, or take any other action thereto.

ARTICLE 3. To see if the Town will to transfer from Unreserved Free Cash the sum of \$25,000 for the purpose researching and developing a process for determination and acceptance of streets and ways in the Town of South Hadley, or take any action relative thereto.

ARTICLE 4. To see if the Town will vote to transfer from the Cable Studio Fund the sum of \$28,000 for the purpose of capital improvements at the studio, or take any action relative thereto.

ARTICLE 5. To see if the Town will vote to transfer from Unreserved Free Cash in the sum of \$18,000 to fund a traffic sign calming project through the Department of Public Works and as further articulated in Appendix B, or take any other action thereto.

ARTICLE 6. To see if the Town will vote to establish a General By-law to address earth removal and related actions, and to further describe jurisdictional oversight of said activity, as articulated in Appendix C, or take any action relative thereto.

ARTICLE 7. To see if the Town will vote to transfer from the Senior Center Stabilization Fund \$900,000 to the Senior Center Building Account for the purpose of funding construction, design or other actions related to the building of a new Senior Center at 45-47 Dayton Street, or take any other action thereto.

ARTICLE 8. To see if the Town will vote to **School Placeholder** or take any other action relative thereto.

ARTICLE 9. To see if the Town will vote to amend Chapter 18 section 18-1 and 18-7 of the Town of

South Hadley General Bylaws to allow a local election on March 3, 2019 and as further articulated in

Appendix D or take any other action relative thereto.

ARTICLE 10. To see if the Town will vote to establish **Health Department Placeholder (vaping/atomizing/flavors)** or take any other action relative thereto.

ARTICLE 11. To see if the Town will vote to transfer from Unreserved Free Cash the sum of \$9,000 to Liability Insurance 19457 57850 Deductibles, or take any other action relative thereto.

In reference to draft Article 6 regarding earth removal which was proposed by residents, Sullivan said town counsel reviewed the language and counsel's concerns are not onerous. They advise holding public hearings about the proposed bylaw. The Selectboard discussed holding a public hearing at their next meeting on the proposed bylaw. The board also agreed to formally add the draft article onto the warrant.

### **OAK / LYMAN TERRACE THREE-WAY STOP**

Etelman moved to approve a three-way stop at the intersection of Lyman Terrace and Oak Avenue. Forcier seconded. All in favor.

### **SEWER WARRANT**

Forcier motioned to approve the request for a Sewer Use Fee Warrant for the billing date of Oct. 1, 2019 in the amount of \$1,207,080. Cyr seconded. All in favor.

### **PERSONNEL AUDIT / TA SUCCESSION PROCESS**

Sullivan suggested the Selectboard invest in a personnel audit prior to takings steps for the town administrator succession planning that needs to occur before he retires in June 2020. He said it comes at a good time for the board to obtain a third-party expert to look at what things have worked well and what haven't under his tenure to lead the board in their search for his replacement. He wants to make sure the Selectboard has plenty of time to plan. He said an estimated cost would be \$20,000 if one firm does both an audit and town administrator search. A personnel audit by itself would be \$9,000 if the Selectboard chooses different firms for each task.

Etelman said she is concerned with making sure the Selectboard does not create a situation similar to what was created before Sullivan was hired. She appreciates the idea of a personnel audit, but feels the time to do that would be after the board has hired someone and let that person decide if he or she feels an audit is necessary. Unlike when Sullivan was hired, she wants the

future town administrator to be able to make personnel decisions without being hampered by decisions over which he or she had no control. She feels a succession plan is the most important thing to focus on at the moment.

Miles agreed that getting a blueprint of a succession plan laid out as soon as possible is needed.

Geraghty said he doesn't believe the Selectboard needs to have a full town-wide audit performed, but if the Selectboard decided to use a third-party firm for the town administrator search a portion akin to an audit is performed as part of the search.

Sullivan said he will begin assembling some firms and professionals in the field and give the list to the Selectboard chair to look over. The board can review them as a whole or split into a sub-committee of members to cull down the firms to later bring before the full Selectboard for interviews. He said the process would likely last through February and would allow the Selectboard to make a decision in time for budget season in May.

#### **TA REPORT**

Sullivan attended a Hampshire Health Insurance Trust Executive Committee meeting and noted the committee voted 4 to 2 to align the MEDEX co-pays with the active employees' plan. This will result in a 5.3% decrease in premium costs if accepted by the HHIT Insurance Advisory Commission. He said the trust extricated itself from the HCOG without damage to its reserves.

Cyr pointed out the news about the Hangar getting its South Hadley project back on track with a possible early 2020 opening is exciting.

For the full Town Administrator's Report, see the Oct. 1, 2019 Selectboard packet on the town website, here: <https://www.southhadley.org/Archive.aspx?AMID=38>

#### **CHAIRWOMAN'S REPORT**

Miles said she will attend a MMA event at UMass this Saturday. She will attend a workshop about regionalization of services and a second workshop relating to growth.

#### **ADJOURN**

Forcier motioned to adjourn. Cyr seconded. All in favor. The meeting adjourned at 8:45 p.m.

**RESPECTFULLY SUBMITTED**  
**Kristin Maher**  
**Executive Assistant to Administration**

1 Day Alcohol License

**OD-19-14**

Submitted On: Sep 27, 2019

**Applicant**

 Nichole McClellan  
  


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### Applicant Email

Check this box if the applicant does not have an email address.      **Static Field**

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### Permit Info

**Permit For**

1 Day Beer and Wine

**Check This Box to Request Multiple Dates**

--

**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.

true

---

### Event Details

**Date of Event**

10/25/2019

**Name or Organization Hosting Event**

Faculty Friday

**Provide a Detailed Description of What The Event Is**

Faculty Reception

**Street Address of Where The Event is Held**

Warbeke Room

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

2:30 PM - 6:15 PM

1 Day Alcohol License

**OD-19-16**

Submitted On: Oct 01, 2019

**Applicant**

 Raymond Berry  
  


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### Applicant Email

Check this box if the applicant does not have an email address.

Static Field

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### Permit Info

**Permit For**

1 Day Beer and Wine

**Check This Box to Request Multiple Dates**

--

**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.

true

---

### Event Details

**Date of Event**

11/02/2019

**Name or Organization Hosting Event**

Easter Seals MA & Pedal Thru Youth

**Provide a Detailed Description of What The Event Is**

Easter Seals and PTY have teamed up for this awesome event. All proceeds raised will go to purchasing as many adaptive bikes as possible.

**Street Address of Where The Event is Held**

McCrays Farm, 55 Alvord Street, South Hadley MA 01075

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

5:30pm-10:30pm

1 Day Alcohol License

**OD-19-15**

Submitted On: Sep 27, 2019

**Applicant**

 Nichole McClellan  
  


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### Applicant Email

Check this box if the applicant does not have an email address.

Static Field

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### Permit Info

Permit For

1 Day Beer and Wine

Check This Box to Request Multiple Dates

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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.

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true

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### Event Details

**Date of Event**

11/22/2019

**Name or Organization Hosting Event**

Faculty Friday

**Provide a Detailed Description of What The Event Is**

Faculty Reception

**Street Address of Where The Event is Held**

New York Room

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

2:30 PM - 6:15 PM

# Tri-Annual Interviews – October

The Selectboard interviews and appoints residents to boards and committees three times a year - February, June and October. Applicants must be registered to vote in the Town of South Hadley. Current vacancies and a digital application form can be found here: <https://www.southhadley.org/692/Board-Vacancies>

## Oct. 1

- Michelle Theroux – MPIC
- Ira Brezinsky – Bylaw Review, Cultural Council

## Oct. 15

- Carol Gillis – Bike Walk
- Samantha Crowley – Cultural Council
- Reisa Alexander – ZBA
- Karl Hidden – SEC
- Heather Clark-Blankenbaker – COA
- Walter Braley – Golf Commission
- Robert Pueschel – COA
- Liane Pueschel - COA

<b>BOARD/COMMITTEE</b>	<b># MEMBERS</b>	<b># VACANCIES</b>	<b># EXP. 2020</b>
Appropriations Committee	9	0	3
Bike/Walk Committee	9	2	9
Bylaw Review Committee	7	3	1
Canal Park Committee	7	1	2
Conservation Commission	7, 1 Assoc.	0	2
Council on Aging Board	11	2	3
Cultural Council	11 Reg, 1 Assoc.	1	3
Golf Commission	7 Reg, 2 Alt.	3, 1 Alt.	2
Historical Commission	7	2	2
Historic District Study Committee	7	0	2
Master Plan Implementation Committee	9	1	3
Recreation Commission	9	0	2
Registrar of Voters	3	0	1
Sustainability & Energy Commission	5	2	2
Tree Committee	7	0	4
Trustees of the Old Firehouse Museum	8	1	2
Zoning Board of Appeals	3 Reg, 2 Assoc.	1 Assoc.	1 Assoc.

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

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

Mon, Aug 26, 2019 at 6:13 PM

To: chamlin@southhadleyma.gov, kmaher@southhadleyma.gov, sgmeiner@southhadleyma.gov

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

#### Step 1

##### Committees

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

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

Choose From the Following    Bike/Walk Committee

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

Please give any details regarding your interest in this appointment?    *Field not completed.*

#### Please Provide the Following Information

Name    Carol Gillis

Email

Address1    7 College Street

Address2    Apartment 3

City    South Hadley

State    MA

Zip    01075

Primary Phone

Alternate Phone    *Field not completed.*

Cell Phone:    *Field not completed.*

#### General Questions

Are you a registered voter in    Yes

the Town of South Hadley?

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Are you a Town Meeting Member? No

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Is any of your immediate family employed by the Town of South Hadley? No

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Do you now or have you previously served in Town government? No

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What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.) Federal Government Information Technology (IT) Manager (retired 2005).  
ESL Classes And Tours ((Amherst Jones Library)  
See, Hear, Feel Film Education ((Amherst Cinema for Valley 3rd Graders)  
Landscape and Garden Committee (Condo Association Amherst)  
Election worker Amherst (transferring to South Hadley)  
Farm volunteer (Simple Gifts Farm -CSA Member)

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Please list any additional information you think may be helpful in reviewing your application. I am an outdoor enthusiast—I bike, hike, x-ski, play tennis and travel.

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

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If you indicated another resident or other above, please provide the resident's name or provide additional details. *Field not completed.*

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Upload a Letter of Interest *Field not completed.*

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



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**General Questions**

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Are you a registered voter in the Town of South Hadley? Yes

---

Are you a Town Meeting Member? No

---

Is any of your immediate family employed by the Town of South Hadley? No

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Do you now or have you previously served in Town government? No

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What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.) I have extensive and diverse volunteer experience in various communities. From high school through graduate school I led or co-lead various student organizations which involved a variety of tasks such as: running meetings, communicating with other student organizations to plan events, planning events, keeping track of budget and spending, setting up and breaking down events, creating and running social media pages/emails, and more. I am a social worker and have experience in communicating with agencies/organizations within a community.

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Please list any additional information you think may be helpful in reviewing your application. I feel passionately about community-based projects and would truly enjoy being a part of the committee.

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

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

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Upload a Letter of Interest [Letter of Interest.pdf](#)

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

## **Samantha Crowley**

8 Grandview Street  
South Hadley, MA 01075

**10 September 2019**

### **South Hadley Cultural Council**

2 Canal Street  
South Hadley, MA 01075

To Whom It May Concern:

I recently bought a home in South Hadley and am interested in joining the South Hadley Cultural Council committee. I have a passion for community-based projects and believe that my extensive and diverse education, volunteer, and work experiences make me a great candidate to join the council.

My experiences as a student, volunteer, and social worker have provided me with numerous opportunities to experience leadership, co-leadership, event planning, tracking budget and spending, communicating with other community agencies/organizations, establishing and running social media pages, public speaking, and more. Additionally, I have experience in and enjoy working both independently and on a team.

I feel passionately about getting involved in the community I live in and working alongside others to provide meaningful experiences to others within the community. I am a quick learner and strive to meet my own goals, as well as work to meet the goals of the larger group. I can assure you I would be an asset to the council.

If you would like to talk more, please feel free to contact me by phone at \*\*\*\*\*. I hope to hear from you soon.

Sincerely,

**Samantha Crowley**

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

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

Wed, Sep 18, 2019 at 9:22 AM

To: chamlin@southhadleyma.gov, kmaher@southhadleyma.gov, sgmeiner@southhadleyma.gov

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

#### Step 1

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##### Committees

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

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

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Choose From the Following      Zoning Board of Appeals

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

Please give any details regarding your interest in this appointment?      I live in South Hadley. I attended Mount Holyoke at a Francis Perkins Scholar from 2005 - 2008 and graduated with a degree in Neuroscience and Behavior. I have a background in real estate. I believe that I could offer some level of knowledge and experience to discussions. I adore South Hadley and specifically chose our town to live with my young daughter. I feel it is important to preserve and cultivate green spaces, yet, at the same time, make decisions that help ensure that the town can generate adequate income to support administrative needs, infrastructure repair, and community interests.

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#### Please Provide the Following Information

---

Name      Reisa Alexander

---

Email

---

Address1      [6 Kenlee Gardens](#)

---

Address2      *Field not completed.*

---

City      South Hadley

---

State      MA

---

Zip      01075

---

Primary Phone

---

Alternate Phone *Field not completed.*

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Cell Phone:

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**General Questions**

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Are you a registered voter in the Town of South Hadley? No

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Are you a Town Meeting Member? No

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Is any of your immediate family employed by the Town of South Hadley? No

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Do you now or have you previously served in Town government? No

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What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.) Real estate agent with prior and ongoing continuing education efforts to improve and solidify knowledge.

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Please list any additional information you think may be helpful in reviewing your application. Yes, I do need to and will register to vote in South Hadley!

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How did you learn of the vacancy you are applying for? Town Website, Another Resident

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

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Upload a Letter of Interest *Field not completed.*

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

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

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

Thu, Oct 3, 2019 at 3:15 PM

To: chamlin@southhadleyma.gov, kmaher@southhadleyma.gov, sgmeiner@southhadleyma.gov

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

#### Step 1

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##### Committees

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

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Choose From the Following    Sustainability and Energy Commission

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

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Please give any details regarding your interest in this appointment?    Sustainability and Energy have been a focus of mine for many years. One of my favorite things about living in South Hadley is that we have municipal electricity that is predominantly powered by hydro-electric.

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#### Please Provide the Following Information

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Name    Karl Hidden

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Email

---

Address1    [39 Abbey St.](#)

---

Address2    *Field not completed.*

---

City    South Hadley

---

State    MA

---

Zip    01075

---

Primary Phone

---

Alternate Phone    *Field not completed.*

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Cell Phone:

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#### General Questions

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Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	No
Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in Town government?	No
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	Although I am currently a student at UMass, I have had a 27 year career in the communications industry with a company with over 91,000 employees. Over the last 11 years of my employment, I was a member of the sustainability committee and we were able to implement a recycling program for discarded wire, eliminate the single use of cardboard boxes by delivering equipment to field employees in a plastic tote, save on heat and electricity by installing timers and locking thermostats. In my personal life I am committed to doing what I can to foster sustainability. We have made it a priority to hand water our vegetable garden, thus saving hundreds of gallons of water per year, we have a hybrid-electric vehicle, and we work hard to make sure that we recycle anything that we can. I believe that I bring practical hands on experience from my career, motivation to aid the commission in maintaining and implementing smart ideas, and a willingness to listen and learn.
Please list any additional information you think may be helpful in reviewing your application.	<i>Field not completed.</i>
How did you learn of the vacancy you are applying for?	Town Website
If you indicated another resident or other above, please provide the resident's name or provide additional details.	<i>Field not completed.</i>
Upload a Letter of Interest	<i>Field not completed.</i>

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

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

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

Sat, Oct 5, 2019 at 7:47 AM

To: chamlin@southhadleyma.gov, kmaher@southhadleyma.gov, sgmeiner@southhadleyma.gov

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

#### Step 1

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##### Committees

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

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

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Choose From the Following    Council on Aging

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

Please give any details regarding your interest in this appointment?    *Field not completed.*

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#### Please Provide the Following Information

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Name    Heather Clark-Blankenbaker

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Email

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Address1    [10 The Knolls](#)

---

Address2    *Field not completed.*

---

City    South Hadley

---

State    MA

---

Zip    01075

---

Primary Phone

---

Alternate Phone    *Field not completed.*

---

Cell Phone:    *Field not completed.*

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#### General Questions

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Are you a registered voter in    Yes

the Town of South Hadley?

---

Are you a Town Meeting Member? No

---

Is any of your immediate family employed by the Town of South Hadley? No

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Do you now or have you previously served in Town government? No

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What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.) I have over 15 years working in the non profit sector with more than 50% of services going to seniors. The position I hold now with the Commonwealth is 100% senior focused.

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Please list any additional information you think may be helpful in reviewing your application. I feel that seniors are an under served population , and I want to do what I can to make sure they receive the aid they need and deserve.

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

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If you indicated another resident or other above, please provide the resident's name or provide additional details. *Field not completed.*

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Upload a Letter of Interest [HC resume 2019.doc](#)

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

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

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

Sat, Sep 21, 2019 at 11:54 AM

To: chamlin@southhadleyma.gov, kmaher@southhadleyma.gov, sgmeiner@southhadleyma.gov

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

#### Step 1

---

##### Committees

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

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

---

Choose From the Following      Golf Commission

---

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

---

Please give any details regarding your interest in this appointment?      I have just retired and I am looking for activities to keep my mind and body busy. I am an avid golfer and a new resident to town. This sounds like a good opportunity to contribute to my new community and meet people and make connections.

---

#### Please Provide the Following Information

---

Name      Walter Braley

---

Email

---

Address1      10 Lakeview Ave

---

Address2      *Field not completed.*

---

City      South Hadley

---

State      MA

---

Zip      01075

---

Primary Phone

---

Alternate Phone

---

Cell Phone:

---

#### General Questions

---

Are you a registered voter in the Town of South Hadley?	Yes
Are you a Town Meeting Member?	No
Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in Town government?	No
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	I am a recently re3tired Chemical Engineer. I have done project management for many years and I have several years of experience on the board of a credit union. I am an avid golfer and have been involved in the game 50 years.
Please list any additional information you think may be helpful in reviewing your application.	<i>Field not completed.</i>
How did you learn of the vacancy you are applying for?	Town Website
If you indicated another resident or other above, please provide the resident's name or provide additional details.	<i>Field not completed.</i>
Upload a Letter of Interest	<i>Field not completed.</i>

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---

## Golf Commission

---

**Carlene Hamlin** <chamlin@southhadleyma.gov>  
To: Walter Braley <> Cc: Kristin Maher  
<kmaher@southhadleyma.gov>

Thu, Oct 3, 2019 at 9:40 AM

Kristin,

Mr Braley has registered to vote in South Hadley.

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[Quoted text hidden]

---

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

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

Tue, Oct 8, 2019 at 11:23 AM

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

#### Step 1

---

##### Committees

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

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

---

Choose From the Following    Council on Aging

---

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

---

Please give any details regarding your interest in this appointment?    *Field not completed.*

#### Please Provide the Following Information

---

Name    Robert H. Pueschel

Email

---

Address1    32 pine st.

---

Address2    *Field not completed.*

---

City    South Hadley

---

State    MA

---

Zip    01075

---

Primary Phone

---

Alternate Phone

---

Cell Phone:

#### General Questions

---

Are you a registered voter in    Yes

the Town of South Hadley?

---

Are you a Town Meeting Member? No

---

Is any of your immediate family employed by the Town of South Hadley? No

---

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

---

If yes, please list the board(s), commission(s), or committee(s) on which you serve(d), and the dates of service for each. Cable and Traffic Sign committees. Also Clerk for elctions

---

What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.) President Ceo of munufaturing

---

Please list any additional information you think may be helpful in reviewing your application. Chairman of the Board for the HVNA

---

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

---

If you indicated another resident or other above, please provide the resident's name or provide additional details. *Field not completed.*

---

Upload a Letter of Interest *Field not completed.*

---

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

---

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

---

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

Tue, Oct 8, 2019 at 11:28 AM

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

#### Step 1

##### Committees

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

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

---

Choose From the Following *Field not completed.*

---

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

---

Please give any details regarding your interest in this appointment? *Field not completed.*

#### Please Provide the Following Information

---

Name Liane Pueschel

Email

---

Address1 *Field not completed.*

---

Address2 32 Pine St.

---

City South Hadley

---

State MA

---

Zip 01075

---

Primary Phone

---

Alternate Phone

---

Cell Phone:

#### General Questions

---

Are you a registered voter in Yes

the Town of South Hadley?

---

Are you a Town Meeting Member? No

---

Is any of your immediate family employed by the Town of South Hadley? No

---

Do you now or have you previously served in Town government? No

---

What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.) Retired Director of Nursing Services at Mont Marie for 35 years. Mont Marie is a long term care facility for seniors.

---

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

---

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

---

If you indicated another resident or other above, please provide the resident's name or provide additional details. *Field not completed.*

---

Upload a Letter of Interest *Field not completed.*

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[Quoted text hidden]

COMMONWEALTH OF MASSACHUSETTS  
SOUTH HADLEY, MASSACHUSETTS

WARRANT  
Hampshire, ss.

TO: Either of the Constables of the Town of South Hadley

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of South Hadley that the SPECIAL TOWN MEETING will be held in the TOWN HALL AUDITORIUM on Wednesday November 20, 2019 at 6:00 PM or as soon thereafter as the subject matter of this warrant can then and there be reached, and the Town Clerk is required to notify and warn the Town Meeting Members then and there to meet and act on the following articles:

ARTICLE 1. To see if the Town will vote to accept the South Hadley Falls Urban Renewal and Redevelopment Plan as reviewed by the Massachusetts Department of Housing and Community Development as of July 18, 2019 and as further articulated in Appendix A, or take any other action thereto.

ARTICLE 2. To see if the Town will vote to accept Massachusetts General Law Chapter 40 subsection 8J, and create a by-law for the purpose of establishing a five member South Hadley Commission On Disabilities (COD) appointed by the Selectboard consistent with Chapter 40, or take any other action thereto.

ARTICLE 3. To see if the Town will to transfer from Unreserved Free Cash the sum of \$25,000 for the purpose researching and developing a process for determination and acceptance of streets and ways in the Town of South Hadley, or take any action relative thereto.

ARTICLE 4. To see if the Town will vote to transfer from the Cable Studio Fund the sum of \$28,000 for the purpose of capital improvements at the studio, or take any action relative thereto.

ARTICLE 5. To see if the Town will vote to transfer from Unreserved Free Cash in the sum of \$18,000 to fund a traffic calming sign project through the Department of Public Works and as further articulated in Appendix B, or take any other action thereto.

ARTICLE 6. To see if the Town will vote to establish a General By-law to address earth removal and related actions, and to further describe jurisdictional oversight of said activity, as articulated in Appendix C, or take any action relative thereto.

ARTICLE 7. To see if the Town will vote to transfer from the Senior Center Stabilization Fund \$900,000 to the Senior Center Building Account for the purpose of funding construction, design or other actions related to the building of a new Senior Center at 45-47 Dayton Street, or take any other action thereto.

ARTICLE 8. To see if the Town will vote to **School Placeholder** or take any other action relative thereto.

ARTICLE 9. To see if the Town will vote to amend Chapter 18 section 18-1 and 18-7 of the Town of South Hadley General Bylaws to allow a local election on March 3, 2019 and as further articulated in Appendix D or take any other action relative thereto.

ARTICLE 10. To see if the Town will vote to establish a “Retail Adult Only Tobacco License” under regulations set by the South Hadley Board of Health and as further articulated in Appendix E or take any other action relative thereto.

ARTICLE 11. To see if the Town will vote to transfer from Unreserved Free Cash the sum of \$9,000 to Liability Insurance 19457 57850 Deductibles, or take any other action relative thereto.

ARTICLE 12. To see if the Town will vote to transfer from Unreserved Free Cash the sum of \$15,000 to undertake a land of low value process and/or owner unknown in a joint project of the Assessor and Collector/ Treasurer departments , or take any other action relative thereto.

ARTICLE 13. To see if the Town will vote to transfer from Unreserved Free Cash the sum of \$4,000 to install a NSA 3600 Firewall for the Stony Brook server , or take any other action relative thereto.

ARTICLE 14. To see if the Town will vote to transfer from Retained Earnings the sum of \$88,000 as grant match for improvements to the Waste Water Plant SCADA system and installation of a ammonia monitoring system as required, or take any other action relative thereto.

ARTICLE 15. To see if the Town will vote to grant license and allow transfer of said license for property at 15 Kimberley Drive (Book 12391 page 141, Plan Book 134 page 74 lot # 35) in respect to a “30 foot wide Sewer Easement” as depicted in Appendix F, or take any other action thereto.

ARTICLE 16. To see if the Town will vote to transfer from Unreserved Free Cash the sum of \$16,438 to line item Council on Aging 15411-51044 Clerk/Typist or take any other action relative thereto.

ARTICLE 17 (PB-1). To see if Town Meeting will amend Chapter 255 (the Zoning Bylaw) in Section 255-35A by clarifying the purposes of the District; in Section 255-35B by clarifying status of uses prohibited in an underlying zoning district; in Section 255-35E by clarifying/modifying the prohibited uses; in Section 255-35F by deleting item (1) in its entirety and inserting a new item (1) regarding restrictions on “exempt” activities under Section 255-84 and clarifying/modifying the restrictions on uses; in Section 255-35H by clarifying that all uses requiring a Special Permit in the underlying zoning district also require a Special Permit in the Water Supply Protection District; in Section 255-35H(2)(a) by revising application requirements consistent with the Special Permit Granting Authority’s Rules and Regulations; in Section 255-35H (3)(a) by clarifying/revising the Special Permit Review Process to be followed for the Water Supply Protection District relative to the basis and time frame for specified Boards/Commissions to vote on applications; and in Section 255-35H (3) by adding a subparagraph (d) regarding

exceptions to requirements for votes as detailed in the Planning Board’s Report to Town Meeting, or take any other action relative thereto.

ARTICLE 18 (PB-2). To see if Town Meeting will amend Chapter 255 (the Zoning Bylaw) in Section 255-84A(2)(b) by specifying limitations under which a Development of site improvements for a subdivision is exempt from an Earth removal, excavation, and/or fill permit; in Section 255-84C (4) by adding additional supplemental application requirements; in Section 255-84D(1) by expanding the prohibited area for major earth removal, excavation, or fill activity to include the Water Supply Protection District; Section 255-84D(3) by changing “five” feet” to “ten feet” (or another dimension); and by replacing Section 255-84F Surety requirement a new Section 255-84F Performance guarantee requirement as detailed in the Planning Board’s Report to Town Meeting, or take any other action relative thereto.

Given under our hands this 5th day of November 2019:

\_\_\_\_\_  
Andrea Miles, Chair

\_\_\_\_\_  
Jeff Cyr, Vice Chair

\_\_\_\_\_  
Christopher Geraghty, Clerk

\_\_\_\_\_  
Sarah Etelman

\_\_\_\_\_  
Bruce Forcier

**SELECTBOARD  
TOWN OF SOUTH HADLEY**

True copy, attest:

---

Carlene Hamlin, Clerk  
Town of South Hadley

## General Bylaw--- Earth Removal Incidental to Construction Activities in the Town of South Hadley

### Article 1-Purpose:

1. To permit reasonable removal of earth for agriculture, residential, business, and industrial uses, while also protecting the value of the land within the Town and without imposing undue risk to the general public.
2. To limit earth removal from any agricultural, commercial, residential or commercial development to a reasonable and essential amount which is incidental to the primary principal end use.
3. To require that earth removal operations are conducted in a manner that will cause the least stress and harm to the Town's natural resources.
4. To prevent detriment to adjacent neighborhoods and abutting parcels from earth removal activities, ~~and~~
5. To prevent cumulative damage to landscape, aquifer, ~~and~~ topography, and related valuable and nonrenewable natural resources, while not unreasonably interfering with necessary, desirable, or creative land uses.

### Article 2-Authority:

This ~~general~~ by-law is adopted pursuant to the authority granted under General Laws Chapter 40, § 21, clause 17, ~~and shall be effective Town-wide.~~

### Article 3-Definitions:

1. Agricultural Excavation: The process of removing earth or other materials that are necessary and incidental to prepare a site for specific agricultural use.
2. Board: the South Hadley Planning Board.
3. Earth: all material normally and naturally composing part of the earth's surface and immediate subsurface, excluding water, including but not limited to, soil, clay, gravel, hard pan, loam, rock, peat and sand.
4. Earth Removal Permit: A written permit issued by the Board pursuant to this bylaw allowing earth removal subject to conditions.
5. Incidental: meeting all of the following criteria:
  - a. Is minor in significance to the primary use of a premises.
  - b. Is commonly established as ~~reasonably~~ customarily associated with the primary use of a premises.
  - c. Is necessary to carry out the primary use of the premises.

d. Is minor in its net effect to that of the principal use, based on the amount of material to be removed and the time period over which it is to be removed.

**4.6. Premises: one lot or all abutting lots or parcels which are, or are proposed to be, in the same ownership or use, together with all buildings and structures thereon.**

**2.7. Remove/Removal:** The severance of any Earth from its natural location, whether or not such Earth is moved from the lot to another location on the same lot or off the lot, by any means, including but not limited to, stripping, excavating, mining or blasting.

**3.1. Incidental: meeting all of the following:**

~~a. Is minor in significance to the primary use.~~

~~a. Is commonly established as reasonably associated with the primary use.~~

~~a. Is necessary to carry out the primary use.~~

~~a. Is minor in its net effect to that of the principal use, based on the amount of material to be removed and the time period over which it is to be removed.~~

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DRAFT

Article 4-Earth Removal Prohibited:

1. No person, firm, ~~or~~ corporation, ~~or other entity~~ shall excavate and/or remove any Earth from any lot in the Town of South Hadley, unless such activity is ~~a permitted or lawfully nonconforming use~~ authorized by an Earth Removal pPermit issued by the ~~Planning~~ Board.
2. Earth removal is prohibited unless it is: 1) necessary and incidental to a lawful end use for which has received all required local and state permits required by law have been issued for the use and which end use has been fully designed, or 2) exempt pursuant to Article 5 of this bylaw.

Article 5-Conditional Exemptions:

1. No Earth Removal pPermit ~~or special permit~~ shall be required for the following activities under ~~any South Hadley this~~ bylaw, provided the activities do not constitute a nuisance or danger to the public and conform to accepted engineering or agricultural practices:
  - a The Commissioner of Public Works and his/her agents and employees may perform Earth Removal activities in the performance of their public duties on any public way and on Town property.
  - b Earth Removal incidental to the permitted construction of foundations of buildings, walks, driveways, septic systems or swimming pools, and incidental to the installation of utilities, provided that the quantity of Earth subject to Removal does not exceed that displaced by the portions of construction and installation below finished grade.
  - c Construction of a structure on the premises for which a building permit has been issued, or incidental to the grading and development of contiguous property, and provided that such removal, excavation or addition is limited to the area within a distance not more than 100 feet from the building or improvements authorized under said permit.
  - d Earth Removal incidental to an approved definitive subdivision plan, or an approved business or industrial development plan, in which the amount of Earth subject to Removal does not exceed 5000 cubic yards in one calendar year, if the Earth is transported off the lot. The 5000 cubic yards shall not include Earth Removal which is incidental to the construction of foundations, walks, driveways, septic systems or swimming pools.
  - e Earth Removal incidental to landscaping, and/or clearing, and in which the amount of Earth subject to Removal does not exceed 200 cubic yards in one calendar year, if the Earth is transported off the lot, and does not exceed 500 cubic yards in one calendar year, if the Earth is transported within the lot.
2. The foregoing conditional exemptions shall be subject to inspection, determination, and enforcement by the Building Commissioner.
3. The Building Commissioner, shall issue a cease and desist order in any case in which the Building Commissioner's determines that:

- a the earth removal activity would not be necessary and incidental to an identified lawful principal use, a lawful structure, an approved subdivision road, or lawful utility installation, or
- b The earth removal activity would be excessive in scope or nature to the foregoing end use or structure, or
- c Would create unsafe conditions on or off the property, or
- d Would be a detriment or nuisance to nearby landowners or to the Town in general by reason of noise, dust, vibration, or other objectionable conditions.

Article 6-Fill:

A statement may be required from a certified professional to verify the source and content of fill material if the Earth Removal Permit is issued for the placement of fill. The analysis of the content of the fill material may be required so as to detect the presence and quantity of hazardous or substandard materials. This analysis shall be conducted by a certified professional hired by the Board at the expense of the applicant.

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Article 7-Application:

An application for an Earth Removal Permit shall be in writing. The application shall contain an accurate description of the portion of land on which the excavation will take place, shall state fully the purpose of the excavation, shall include payment of fees established by the Board, and shall include plans drawn by a registered surveyor or engineer. The application shall contain the following information:

(a) the precise location of the proposed excavation as part of the total land area of the subject property;

(b) the legal name and address of each owner of the property for which the permit is requested;

(c) the name and address of the applicant and the address which shall be sufficient for any notice required under the bylaw;

(d) the property lines, names and addresses of all abutters, including those across any way, from the most recent tax list as certified by the Board of Assessors;

(e) existing contours at two-foot intervals in the area from which material is to be excavated and in surrounding areas, together with the contours at two-foot intervals below which no excavation shall take place;

(f) natural features such as wetlands, the 100-year floodplain, ground cover, surface water and groundwater. Water table elevation shall be determined by test pits and soil borings satisfactory to

the Board. A log of soil borings shall be included, taken to the depth of the proposed excavation, congruent with the size and geological make up of the site;

(g) a topographical map showing drainage facilities, final grades, and proposed vegetation and trees;

(h) dust, erosion, and sediment-control plans for the site and trucks removing earth;

(i) the amount and cost of proposed restoration materials, and the source from which the applicant intends to obtain them;

(j) estimated quantity of material to be removed and topsoil to be replaced and the method to be used, verified by a registered surveyor or professional engineer;

(k) the proposed form of bond and the name and address of the bond issuer;

(l) an estimate of the number of truck trips, location of truck routes, and hours of truck traffic;

(m) designation on the required plan of any and all proposed phases and the number of cubic yards to be excavated in each, not to exceed [redacted] acres or [redacted] cubic yards, whichever is less; and

(n) reclamation, reuse and/or revegetation plan; and

(n) any other information which the Board may required.

Article 8-Hearing and Decision:

An Earth Removal Permit shall be granted only by an affirmative vote of a majority of the Board. Following receipt of an application for a permit for removal of earth from any land and determination by the Board or its designated agent that the application is complete, the Board shall appoint a time and place for a public hearing, not later than 45 days after the receipt of the completed application, notice of which shall be given to the applicant. The Board's decision shall be issued within 45 days of the close of the hearing.

Article 9-Surety:

The Board shall require as a condition to the granting of the Earth Removal Permit that the applicant furnish a performance bond, or other security, satisfactory to the Board. The minimum amount of any financial security shall be sufficient to cover the estimated cost of reclamation, plus reasonable contingency. The security shall not be released until a Board-approved surveyor or engineer has filed with the Board an "as built" plan and has also certified that the restoration has been completed in compliance with the Earth Removal Permit and the plans.

Article 10-Enforcement and Penalties:

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1. The Board or its designee shall enforce this bylaw and may pursue all available remedies for violations, or take any other action relative thereto.

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2. In accordance with General Laws Chapter 40, § 21, clause 17, penalties for violation of this bylaw shall be: \$50 for the first offense, \$100 for the second offense, and \$200 for each subsequent offense. Each day in which a violation occurs shall constitute a separate offense.

Article 11-Revocation:

The Board may revoke any Earth Removal Permit which it has issued for good cause, provided that it shall in writing offer to the permit holder an opportunity for a hearing within seven days after the revocation.

Article 12 – Applicability:

This bylaw shall be in addition to any other permits or approvals required by the Town of South Hadley and shall apply to all Earth Removal Activities existing and/or proposed.

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DRAFT

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**Fwd: Extra Bev Cart**

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**Mike Sullivan** <[msullivan@southhadleyma.gov](mailto:msullivan@southhadleyma.gov)>  
To: Kristin Maher <[kmaher@southhadleyma.gov](mailto:kmaher@southhadleyma.gov)>

Wed, Oct 9, 2019 at 4:15 PM

Michael J. Sullivan  
Town of South Hadley, Administrator  
116 Main Street  
South Hadley, Massachusetts 01075  
413.538.5017 ext.136  
[msullivan@southhadleyma.gov](mailto:msullivan@southhadleyma.gov)



----- Forwarded message -----

From: **Deb Hartnett** <[dhartnett@orchardsgolf.com](mailto:dhartnett@orchardsgolf.com)>  
Date: Thu, Oct 3, 2019 at 5:36 PM  
Subject: Extra Bev Cart  
To: Mike Sullivan <[msullivan@southhadleyma.gov](mailto:msullivan@southhadleyma.gov)>  
Cc: Chris Tallman <[Ctallman@orchardsgolf.com](mailto:Ctallman@orchardsgolf.com)>, Keith Cunningham <[kcunningham@orchardsgolf.com](mailto:kcunningham@orchardsgolf.com)>

Hi Mike,

Hope all is well. We have our annual Italian Open coming up on Saturday, October 19th. Requesting approval for an extra beverage cart for the day.

Thanks so much for your help.

Deb Hartnett  
Course Accountant  
Orchards Golf Club - CBIGG  
[18 Silverwood Terrace](#)  
South Hadley, MA 01075  
(413) 535-2582 ext. 16  
[dhartnett@orchardsgolf.com](mailto:dhartnett@orchardsgolf.com)

Andrea Miles, Chair  
Jeff Cyr, Vice-Chair  
Christopher Geraghty, Clerk  
Sarah Etelman  
Bruce Forcier

Michael J. Sullivan  
Town Administrator

October 11, 2019

Honorable Selectboard,

Please accept this report as an abbreviated accounting of activities within the Town of South Hadley. As always, I encourage all to contact Administration if they have questions or concerns about the material contained in this report or in regard to other municipal services or projects.

**Director of Public Works Search;** I have been informed by HR they have received seven applicants to date for the position and their process of qualifying the applicants in accordance with the posting and description has begun.

As I have explained previously, I am blind to the applicants until HR and the vetting panel make a recommendation to me as the appointing authority. Once I have the recommendation I will review the process and make a decision based on the recommendation to seek your approval of the incumbent.

Just as reminder - if I feel we do not have a suitable candidate I will suspend the search until after Jan. 1. This will certainly be a strain on the DPW, but I feel confident by way of the strength of the existing staff and support from administration we will make it through.

Two other related items: We have advertised for a part-time "Project Manager" position where the responsibilities will include those related to Tree Warden. Secondly, Deputy Town Administrator Jennifer Wolowicz will be spending time directly at the DPW. The DTA will be assisting with administering the DPW PBEs, learning about process and culture of the department, and looking for ways we may streamline or exact efficiencies at the DPW.

She will not be managing the department. That will be in the capable hands of the Acting Director Viv Price. Her primary function will be to assist Viv and use her HR skills to improve process and performance.

**Performance Based Evaluations;** Nine evaluation updates done, about ten more to go. While the PBE process is time consuming and I suspect there are a number of responsive groans when the participants receive the email inviting them in for the "session," I feel it is an important use of their time and mine.

Each session takes between an hour and an hour-and-a-half. I am enlightened each time we meet and I believe most leave with a sense of pride in their work. If they do not they should. It is very impressive some of the projects they are engaged in and inspiring to hear these passionate professionals go off on a tangent about their work. Not that the TA ever strays in these meetings.....hmmmmm.

The scope of the work we do is really incredible, from the Health Department's work on opioids or vaping to the numerous regional and state organizations our people find themselves leading in some capacity to mandates like Census 2020 to how managers are deeply involved in projects like the Senior Center. It is hard for the public to clearly see the length and breadth of municipal work. These PBEs remind me of all the hard work in which each department is engaged and as important how they are moving their department in a positive direction.

**Hampshire County Health Insurance IAC;** At a recent IAC meeting in Deerfield it was voted to lower the retiree health insurance rate for retirees \$355 a month to \$337 a month. There was an increase on prescription co-pays from \$5/\$10/\$25 to \$10/\$20/\$35 as part of the adjustment. There still will be prescription options (CanRX, extended supplies) which will hopefully offset cost for individuals who have numerous scripts.

In other news I was re-elected to serve on the Executive Committee, more so due to the fact no one else ran for the position. I do believe it has served South Hadley well by having the TA serve in this capacity. It enhances our regional presence, provides the TA with contacts in other towns for other issues and gives voice to our concerns.

The rates for active employees will be set in January. I am confident there will be no changes in the design plan (i.e. co-pays, deductibles) and I expect there to be a zero percent increase. The Trust continues to have healthy reserves and although prescription prices continue to be a concern, investments and experience trends remain stable.

**Green Communities;** Facilities Coordinator Matt Cowie and I had the opportunity to meet with Mark Rabinsky, the new Regional Director for "Green Communities," and the State Director Joanna Bissetta about the state of affairs in South Hadley relative to becoming a "Green Community." Beth Greenblatt also called in and greatly contributed to the conversation.

Beth advocated for the DOER to consider some of the savings above and beyond the 20% energy reduction, as we try to identify another 20%. The director was unmoved but did indicate the DOER would work with us to on our "savings" plan.

Beacon Associates will be working with Matt Cowie on the energy reduction plan from the new baseline (being developed) in preparation for hopefully submitting an application to the DOER for South Hadley to become a "Green Community," although the Nov. 22 deadline is of concern to complete said grant application.

**Bartholomew/ Investments;** Treasurer Donna Whiteley and I met with our investment team from Bartholomew, Sue Kelly and Brian Jamros. While there is much doomsday talk about the economy, the Town of South Hadley is doing well. While the picture is uncertain for next year the General Fund portfolio grew by just under a million dollars last year (including unrealized gains) and our investments out performed industry benchmarks.

Our OPEB, which has a more aggressive composite, also has done well. It is up about \$80K and now is over \$1.2 million....I know, but it is a start. All in all it is positive!

**Special Town Meeting;** Nov. 20 is coming quickly. I am doing everything I can to get the warrant organized and moving toward finalizing the articles language. Next, I will start to work on the motions and finalize the final versions of the appendices.

Recently I met with Frank DeToma from the Historic District Study Committee. After careful review and consideration he has suggested the article be pulled to allow further public discussion and debate on the merits of the district.

As requested I asked Town Counsel about whether earth removal operations presently operating under proper permits would be allowed to continue under this General Bylaw and it was Attorney Mead's opinion it would not be allowed to continue as written. If the Selectboard so chose, there could be a clause added to allow grandfathering in some manner or form.

There also has been discussion about whether the Health Department will go forward with an article for vaping and or "flavors" or just write a regulation under the lawful authority of the Board of Health.

**Tag Sales;** There have been more than thirty tag sales applied for throughout the Town of South Hadley. A list can be viewed on our website. I have asked the Police Department to take notice of the tag sales and encourage residents to apply online for the proper permit if they have not already.

This is a signature event for the community and we have been fielding calls from interested parties from Franklin, Hampden and Worcester Counties. We always remind callers this is an event which is organic by nature and is a success by not having municipal coordination.

**"What's New in Municipal Law";** Selectboard Member Forcier was in attendance last week at the Log Cabin to hear about the ever changing landscape of municipal finance. I know most of you have attended this exciting (sarcasm) event in years past.

Maureen Cronin, Melissa Rimbold (both from Assessor's Office), Treasurer/Collector Donna Whiteley, Town Accountant William Sutton and I were there to hear DOR Representatives inform the gathering of representing more than 65 municipalities from Dudley to Dalton. Each of us took something of value relative to our position away from the seminar from the labyrinth of subject matter that is municipal finance.

Commissioner Harding spoke about the robust economy in the Commonwealth, but was less enthusiastic about the growth in Western Massachusetts. There also was interesting discussion on tax title "bundling" and some of the problems which are growing out of this practice and the lawsuit it has spawned. We appreciate the efforts of the DOR and the amount of work they put into the event.

I hope you all have a wonderful autumn weekend!

Respectfully submitted,

**Michael J. Sullivan**  
**Town Administrator, South Hadley**