

**SELECTBOARD MEETING
TUESDAY, OCT. 2, 2018
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 the Sept. 25, 2018 meeting*
3. ANNOUNCEMENTS/OPEN FORUM
4. 7:10 PUBLIC HEARING
 - A. Transfer of an All Alcoholic Beverages License from Polish American Citizens Club, Inc of South Hadley, d/b/a Polish American Citizens Club at 515 Granby Rd., South Hadley, MA, 01075, to Chicowings, Inc d/b/a The Hangar Pub and Grill, 515 Granby Rd., South Hadley, MA, 01075, with a change of manager and a change of license type.
5. NEW BUSINESS
 - A. Request from Deb Hartnett of Orchards GC for two additional beverage carts for Oct. 20, 2018 for the Italian Open.
6. OTHER BUSINESS
 - A. Town Administrator's PBE
 - B. Selectboard policies
 - C. Comcast cable renewal
7. TOWN ADMINISTRATOR'S REPORT
8. CHAIRMAN'S REPORT
9. ADJOURN

**SELECTBOARD MEETING
SEPT. 25, 2018
MINUTES
SELECTBOARD MEETING ROOM – 7 P.M.**

Present were Chair Ira Brezinsky, Vice Chair Andrea Miles, Clerk Jeff Cyr, member Sarah Etelman, member Bruce C. Forcier, and Town Administrator Michael J. Sullivan.

CALL TO ORDER

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

ANNOUNCEMENTS

Forcier noted the Bike Walk Committee will hold a trek at Black Stevens on Sunday, Oct. 21 at 1 p.m. He also noted the Friends of the South Hadley Elderly are selling calendars as a fundraiser for the senior center.

Etelman said the next Symposium of Understanding is set for Oct. 18 and is going to be focused on accepting community feedback for an incoming police chief following the retirement of current Police Chief Steven Parentela.

She also highlighted the South Hadley Falls Neighborhood Association's annual cleanup day on Saturday, Oct. 20 from 9 a.m. to 12 p.m. and the Source to Sea Cleanup on Sept. 28.

Sullivan noted early voting for the state election will begin Oct. 22 in the clerk's office from 8 a.m. to 5 p.m. It will be held Oct. 22, 23, 24, 25, 26, 29, 30, 31, and Nov. 1 with that same time. On Nov. 2 it will be held from 8 a.m. to 12 p.m. in the clerk's office.

CONSENT AGENDA

Forcier motioned to approve a request for a One-Day Beer & Wine license from Rachel Osborn of Willits-Hallowell for a picnic at the MHC Boathouse from 12-3 p.m. on Friday, Oct. 5. Miles seconded. All in favor.

RESIGNATIONS

Forcier motioned to accept the resignation of Mary Billion from the Council on Aging Board of Directors with appreciation.

Regarding the two appointments next on the agenda - of Donna Natale and Rita Starzyk to two open positions on the Council on Aging - Etelman said the Selectboard should have a better, more comprehensive way of letting residents know about board/committee vacancies instead of solely relying on coverage of Selectboard meetings and word-of-mouth. Appointing residents one at a time is not efficient or necessarily fair, she said, noting a resident could get a "heads up" from a board/committee of an upcoming resignation. Etelman pointed out residents eager to join a board/committee are welcome to attend any meeting as a member of the public, and every opening on a board/committee, in most cases, does not necessarily need to be filled immediately.

Miles likened the instance of the two specific appointments on the night's agenda to a job interview where employers look further down a list of finalists if their original choice doesn't work out. Natale and Starzyk were part of a larger group who had previously applied for open positions on the Council on Aging Board of Directors and previously been interviewed by the Selectboard.

Brezinsky said the Selectboard will reevaluate the appointment process at its next meeting.

Forcier motioned to appoint Donna Natale to the Council on Aging for a three-year term ending in 2021 and Rita Starzyk to a two-year term ending in 2020. All in favor.

COMCAST HEARING

Sullivan said contract negotiations have taken place with Comcast for eight months. He reminded the public that TOSH cannot negotiate Comcast telephone or internet. TOSH solely can negotiate cable services, and are limited in that. He said TOSH discussed a shorter, five-year agreement with Comcast. Comcast was willing to do that but would provide fewer grant funds. TOSH decided to negotiate for \$30,000 a year in a 10-year contract. The funds will go to the PEG access account which is used to support the cable studio, channel 15, equipment investments and making more events public. Sullivan said TOSH would like to increase the number of town hall entrances monitored by cameras and will be adding new electronic message boards in town hall.

The Selectboard decided to wait to take a vote on the contract to give the public time to read it.

NEW BUSINESS

Forcier motioned to enter into an agreement for sealer of weights and measures services with Northampton and authorized the chair to sign that agreement. Miles seconded. All in favor.

STATE ELECTION WARRANT

Forcier motioned to approve the warrant for the state election on Nov. 6, 2018. Cyr seconded. All in favor.

TOWN MODERATOR

Forcier, in accordance to MGL Chapter 41, S10, moved to place the position of town moderator on the ballot at the next annual town election with a term expiring April 13, 2021. Miles seconded. All in favor.

ZONING

Etelman motioned to refer a request for a zoning map amendment for 622 Granby Road to the planning board for a public hearing. Cyr seconded. All in favor.

SEWER USE FEE

Sullivan said there are several capital needs in infrastructure TOSH should consider and suggested the Selectboard look at fees to make sure TOSH is keeping up with infrastructure and costs. There is no increase in a sewer use fee in this fiscal year.

Forcier motioned to approve the request for a sewer use fee warrant for the billing date of Oct. 1, 2018 in the amount of \$1,141,355. Cyr seconded. All in favor.

1 CANAL STREET

Forcier moved to authorize the Selectboard chair to sign all documents regarding the sale of 1 Canal Street to AAD, LLC, as reviewed and/or prepared by town counsel. Etelman seconded. All in favor.

Sullivan said it remains the same condominium project – three structures with four units in each structure. Each unit will be three floors with a garage downstairs. He said it’s a million-dollar investment for the Falls, which hasn’t seen this kind of investment for a long while.

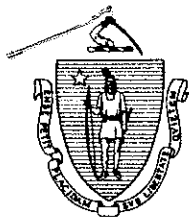
TA REPORT

For the full town administrator’s report, see the Sept. 25, 2018 Selectboard meeting packet.

ADJOURN

Forcier motioned to adjourn. Cyr seconded. All in favor. The meeting adjourned at 7:44 p.m.

RESPECTFULLY SUBMITTED
Kristin Maher
Executive Assistant to Administration



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street Boston, MA 02114
www.mass.gov/abcc

APPLICATION FOR A TRANSFER OF LICENSE

Municipality

1. TRANSACTION INFORMATION

- Transfer of License
- Alteration of Premises
- Change of Location
- Management/Operating Agreement
- Pledge of Inventory
- Pledge of License
- Pledge of Stock
- Other
- Change of Class
- Change of Category
- Change of License Type (\$12 ONLY, e.g. "club" to "restaurant")

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

The purpose of this application is to accomplish three things:
 Transfer the All Alcohol License from Polish American Citizens Club Inc of South Hadley to Chicowings Inc.
 Change the license type from a 12 Club license to a 12 Restaurant License
 Change the Manager on record

2. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
On-Premises-12	\$12 Club	All Alcoholic Beverages	Annual

3. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Current or Seller's License Number FEIN

Entity Name

DBA Manager of Record

Street Address

Phone Email

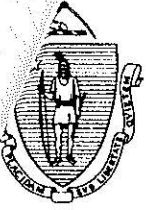
Add'l Phone Website

4. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. If this application alters the current premises, provide the specific changes from the last approved description. You must also submit a floor plan.

Single Story Building with Basement
 Main Floor 6404 Sq Ft (Seating & Customer Area)
 Basement 2948 Sq Ft (Locked closet in Basement used for Alcohol Storage Only. No customer access)

Total Sq. Footage	<input type="text" value="9352"/>	Seating Capacity	<input type="text" value="96"/>	Occupancy Number	<input type="text" value="199"/>
Number of Entrances	<input type="text" value="1"/>	Number of Exits	<input type="text" value="4"/>	Number of Floors	<input type="text" value="2"/>



*The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street Boston, MA 02114
www.mass.gov/abcc*

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION FOR A TRANSFER OF LICENSE

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: <https://www.paybill.com/mass/abcc/retail/>
PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL

EPAY CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input checked="" type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input checked="" type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | | <input type="checkbox"/> Other <input type="text"/> | <input type="checkbox"/> Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS
TRANSMITTAL FORM ALONG WITH
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
239 CAUSEWAY STREET
BOSTON, MA 02241-3396**

Major Goals of the South Hadley

Town Administrator M Sullivan

Fiscal Year '19

1. Communication/Community relations

- Branding/image-building, increase use of social media, on-line payments.
- Look for private sector partners to promote South Hadley
- Overhaul/update/refresh Town website

Formatted: Font: Times New Roman, 12 pt, Bold

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

2. Organizational structure

- Continue to develop a succession plan for all departments and administration.
- Updated Town of South Hadley organizational chart.
- Increase Town website use and functionality

Rating:

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Comments:

3. Policy Development

- Continue to streamline department procedures and processes.
- Continue Town employee professional development.
- Work to increase use of town sponsored platforms (i.e. ClearGov, ViewPermit, Cartiographic)

Rating:

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Comments:

4. Innovation (projects/initiatives/streamlining)

- Develop a short-term and long-term plan for Town buildings.
- Continue renovations on Town Hall building.
- Continue to explore and develop “Creative Economy” opportunities.
- Explore Regional and Inter-municipal Opportunities for service delivery

Rating:

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Comments:

5. Fiscal management

- Continue to evaluate long-term borrowing and debt retirement strategies for the town.
- Review all fees and charges from various departments.
- Review budget process with the intent to standardize the process for future.

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Comments:

POLICIES AND PROCEDURES
TOWN OF SOUTH HADLEY
SELECTBOARD

DRAFT

Adopted April 2001
(Amended May 21, 2007)
(Revised July 21, 2009)
(Amended October 4, 2011)
Revised Draft September 26, 2018

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PURPOSE:

The Selectboard of the Town of South Hadley, recognizing the need to codify the traditional and accepted working relationships among the members of the Selectboard, between the Selectboard and the Town Administrator, and the Selectboard and other town boards, committees, officials and citizens, and also recognizing the need to systemize and reduce to writing the Town's public policies and procedures, hereby undertake to create operating procedures for the Selectboard.

NATURE OF POLICIES AND PROCEDURES:

These policies and procedures contain items relating to topics that cannot be addressed elsewhere. Subjects that would more appropriately be addressed in statutes, by-laws or regulations are not addressed in this document. Where there is confusion as to the application of a similar Selectboard policy or procedure addressed here, the language contained in this document will prevail.

PROCEDURE FOR ESTABLISHING POLICIES AND PROCEDURES:

Draft policies and procedures will be placed on the agenda for any regularly scheduled meeting of the Selectboard. Drafts will be in writing, and may be introduced only by a Selectboard Member or the Town Administrator. Upon receipt of a draft, the Selectboard may choose to discuss the policy immediately or schedule the discussion for a future meeting. The Selectboard may schedule any hearings or meetings it deems necessary for discussion. The Selectboard may distribute a draft for comment to appropriate officials as it deems necessary.

The Selectboard will not vote on a policy at the same meeting that it is first introduced. This rule may be waived if the Selectboard unanimously votes that prompt action is necessary. A majority of the full five member board is necessary for adoption.

The Town Administrator will be responsible for implementation of all policies and procedures.

The Selectboard will, at a minimum, review these policies and procedures bi-annually.

AUTHORITY:

The Selectboard is an elected board and derives its authority and responsibilities from the statutes and enabling legislation ratified by the General Court of the Commonwealth of Massachusetts and the By-laws of the Town of South Hadley.

ELECTION AND QUALIFICATION:

In accordance with Town vote, effective April 1, 1991, and recodified at a Special Town Meeting January 11, 2017, the South Hadley Selectboard consists of five duly elected members. Before assuming official duties, each newly elected member shall be sworn in by the Town Clerk.

VACANCIES ON THE BOARD:

When a vacancy occurs in the membership of the Selectboard, the Selectboard or its remaining members may call a special Town election to fill the unexpired term or terms in accordance with Massachusetts General Law Chapter 41 section 10 or any other applicable law.

ROLE OF THE SELECTBOARD:

The Selectboard is responsible for policy development and review for compliance. Therefore, the Selectboard is responsible for supervising the departments of the general government that are not supervised by the other elected officials. Responsibility and authority to supervise these departments is delegated to the Town Administrator; and therefore the Selectboard or its individual members will refrain from involvement in day-to-day operations. Concerns and questions about the operation of departments, requests and information from department heads, and suggestions for improvements are to be made through the Town Administrator. The responsibility for addressing these issues is thus carried out through the Town Administrator. The Selectboard may be called upon by the Town Administrator, on issues which have a significant level of complexity and cannot otherwise be resolved effectively by Administration. The Selectboard may request further review or reporting from Administration on concerns periodically.

ROLE OF THE TOWN ADMINISTRATOR:

The Selectboard appoints a Town Administrator who functions as the Town's Chief Administrative Officer consistent with the Massachusetts General Law Acts of 2012 Chapter 458 (Article IV section 4 e360 General Code). The primary duties of the Town Administrator shall be the day- to-day administration of the general government as outlined in the position's job description. The Town Administrator will also assist and work under the direction of the Selectboard in the formulation of policy. The Town Administrator must maintain a close working relationship with all members of the Selectboard. He/She shall regularly brief the Selectboard on all important issues.

In order to provide the Town with continuity of management, the Selectboard is committed to maintaining an employment agreement with the Town Administrator that delineates his/her responsibilities and conditions of employment as permitted by statute.

EVALUATION OF THE TOWN ADMINISTRATOR

The process for reviewing the performance of the Town Administrator is set out in the employment agreement between the Selectboard and the administrator. Following submission of individual performance reviews to the Selectboard chair, the chair then compiles a document the evaluations received by the deadline given. The Selectboard will then employ the following procedures as recommended by counsel:

1. Selectboard votes on whether or not the compiled of the document as presented by the Chair as the evaluation is approved.

BOARD POLICIES AND STANDARDS OF CONDUCT:

I. A member of the Selectboard, in relation to his or her community should:

- A. Realize that his or her basic function is to carry out the Selectboard's mandated responsibilities and develop Town policy related thereto, with administration delegated to the Town Administrator.
- B. Realize that he or she is one of a team and should abide by board decisions once they are made.
- C. Be well-informed concerning the duties of Selectboard members on both local and state levels.
- D. Remember that he or she represents the entire community at all times.
- E. Accept the office of Selectboard as a means of unselfish service, not benefit personally or politically from his or her board activities.
- F. In all appointments, avoid political patronage by judging all candidates on merit, experience, and qualifications only.
- G. Abide by the ethics established by the Commonwealth

II. A member of the Selectboard, in his or her relations with administrative officers of the Town should:

- A. Respect clearly defined policies that will direct and support the administration for the benefit of the people of the community.
- B. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- C. Give the Town Administrator the appropriate support for to apply the policies set by the Selectboard.

III. A member of the Selectboard, in his or her relations with fellow board members, should:

- A. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Selectboard outside of such meetings.
- B. Not make statements or promises of how he or she will vote on matters that will come before the Selectboard until he or she has had an opportunity to hear the pros and cons of the issue.
- C. Uphold the intent of Executive Session and respect the privileged communication that exists in Executive Session. Chapter 39 S23B
- D. Make decisions only after all facts on a question have been presented and discussed.
- E. Treat with respect the rights of all members of the Selectboard despite difference of opinion.

ORGANIZATION OF THE BOARD:

The Chair shall be elected annually at the first Selectboard meeting following the Annual Town Election. The Selectboard may remove the Chair at any time. Nominations require no second. The immediate past Chair shall preside as Chairman pro-tem until the Chair is elected. If there is no immediate past Chair, the senior member in terms of current service shall serve as Chair pro-tem. In the case of members with the same amount of seniority, the member receiving more votes in the most recent election shall serve. If a vacancy occurs in the office of Chair, the Selectboard shall elect a successor. The Selectboard shall further appoint a Vice-Chair and Clerk under the same provisions as stated for the Chair.

RESPONSIBILITIES OF THE CHAIR:

The Chair of the Selectboard shall:

1. Preside at all meetings of the Selectboard and start all Selectboard meetings and hearings on time. In doing so, he/she shall maintain order in the meeting room, follow the posted agenda and preside over votes for agenda items and hearings.
2. Be circumspect in allowing each member to present his/her views while tactfully preventing any member from monopolizing the meeting and/or discussion.
3. Be thoroughly familiar with parliamentary procedure as it applies to Selectboard operations.
4. Provide a regular scheduled time to consult with the Town Administrator and the Vice Chair on the preparation of the agendas and meeting materials.

5. Provide leadership which brings individual Selectboard members together as an effective policy-making body.
6. Sign official documents that require the signature of the Chair.
7. Call special meetings in accordance with the Open Meeting Law.
9. Represent the Selectboard at meetings, conferences and other gatherings unless otherwise determined by the Selectboard .
10. Serve as spokesperson for the Selectboard and present the Selectboard position unless otherwise determined by the Selectboard.
11. Make liaison appointments for special projects if warranted with a deadline for expiration of the assignment.
12. The Chair shall have the same rights as other members to offer motions and resolutions, to discuss questions and to vote thereon.

RESPONSIBILITIES OF THE VICE-CHAIR:

The Vice-Chair of the Selectboard shall act in the place of the Chair during his/her absence. Should the Chair leave office, the Vice-Chair shall assume the duties of Chair until the Selectboard elects a new Chair.

The Vice Chair shall provide time in his/her schedule to consult with the Town Administrator and Chair on the preparation of agendas and meeting materials.

RESPONSIBILITIES OF THE CLERK:

The Clerk of the Selectboard shall in the absence of the Executive Assistant to Administration, act as recording secretary.

REGULAR BOARD MEETINGS:

Regular Selectboard meetings are held the first and third Tuesdays of each month unless changed by the majority of the Selectboard. The Selectboard shall not meet on days designated as legal holidays or Election Days.

SPECIAL MEETINGS:

A meeting called for any time other than the regular meetings shall be known as a "Special Meeting." The same rules as those established for regular meetings will apply. Special Meetings may be called provided that a majority of the members agree to meet and all Selectboard members are notified.

MEETING PROCEDURES:

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure and the Open Meeting Law. It is the practice that application of such procedure be on a relatively informal basis, due to the size of the group and the desirability of flexibility in the expression of opinion. **Roberts Rules of Order** is used as a guide in matters requiring clarification of definition.

A quorum shall consist of three members of the Selectboard. As a practical courtesy, action on critical or controversial matters or the adoption of policy or appointments shall be taken, whenever practicable, with the full Selectboard in attendance. Actions and decisions shall be by motion, second, and vote. Split votes will be identified by ratio.

The Town Administrator is expected to be in attendance at all meetings of the Selectboard. The Town Administrator shall attend in order to keep the Selectboard informed and advised and recommend in all matters that fall within the jurisdiction of his/her office. He/She shall carry out the actions of the Selectboard as they relate to the conduct and administration of town affairs under his/her jurisdiction.

CONSENT AGENDA:

When developing the agenda the Chair/Vice Chair may authorize items similar in nature to be presented as a consent agenda to be voted on as whole. If any Selectboard member requests to have any item withdrawn from the consent agenda each item will then be voted on separate.

SECOND READING:

Any policies or series of policies accepted by the Selectboard must be accepted by two separate votes at two separate meetings unless a unanimous vote is taken by the SB to accept by a singular vote.

EXECUTIVE SESSION:

The reasons for holding an Executive Session and the procedure for entering Executive Session shall be as spelled out in M.G.L. Chapter 39A, Section 23B. Only items clearly allowed by the Open Meeting Law shall be included in the Executive Session. The mover must specify in the motion to enter Executive Session the reason the session is sought. A majority of the members present must vote to enter Executive Session by roll call vote. The Chair must state whether or not the Selectboard will reconvene in open session.

AGENDA PROCEDURES:

The responsibility for coordinating and planning the weekly agenda is that of the Town Administrator. Each of the Selectboard members and the Town Administrator may request to place items on the agenda provided it is allowed by the Chair and or Vice-Chair.

All items for the agenda must be submitted to the Town Administrator by 2:00 p.m.

on the Wednesday preceding the Selectboard's meeting. Items of emergency or strictly of a routine nature that may develop after closing of the agenda may be considered under "other business" at the discretion of the Town Administrator Vice-Chair or Selectboard Chair.

Agenda items *normally* include:

1. Call Meeting to Order
2. Acceptance of Minutes
3. Announcements/Open Forum
4. Scheduled Appointments
5. Old/New Business & Information
6. Appointments/Resignations
7. Town Administrator's Report/Goals Update
8. Adjournment

Members of the Selectboard, staff, Town Administrator or others who prepare background material for the Selectboard's meeting must have such material submitted to the Selectboard's Office **by Thursday at noon**. If background information is insufficient, complicated, or if complex memorandum or motions are presented at the meeting which were not in the Selectboard's meeting packet, any member should feel free to request the tabling of the item to allow careful study of the material presented or the motion proposed.

The agenda shall be available to the public and the press at the Selectboard's Office and on the town's website by **of the Friday preceding** the Selectboard's Tuesday meeting date and the agenda shall be available from the Selectboard Office, as well. Copies of the minutes of the previous meeting and all other important correspondence, reports and other pertinent background materials shall be included in the packet forwarded with the agenda to Selectboard members. The packet will be available in the Selectboard Office upon request.

The Selectboard shall not begin discussion of or act on an agenda item after 10:00 p.m. of a regularly scheduled meeting.

MINUTES:

The Town Administrator shall record open meetings of the Selectboard in the event the Executive Assistant to Administration is not present. The Executive Assistant to Administration shall prepare draft minutes from the meeting.

Minutes circulated to members of the Selectboard on or before any Friday shall be in order for approval at the next regular meeting of the Selectboard. By unanimous consent, minor corrections, such as typographical errors, may be made to the minutes without advance circulation of such corrections.

Minutes shall contain **a statement** of all actions taken by the Selectboard and of the

disposition of all proposals for action. Approved minutes shall be maintained in accordance with MGL Minutes of Executive Sessions shall be handled in accordance with M.G.L. Chapter 30A, Section 22. Minutes, (other than Executive Session) are available for public inspection.

MEDIA RELATIONS:

Representatives of the press and other news media are welcome to attend all meetings of the Selectboard except Executive Sessions.

APPOINTMENTS:

The Selectboard makes numerous appointments each year. Appointments are generally made for one, two or three years in length. In no case may appointments be made for more than three years unless specifically allowed under statute. Appointments are generally made in June of each year and effective July 1. In the case of appointments, no second to the nomination or motion will be required prior to Selectboard action.

Whenever possible the Selectboard will seek diversity in making all appointments to reflect the entire community. In order to attract qualified and interested persons, vacancies will be made public as far in advance of appointment as practicable. Vacancies may be advertised in the local paper as well as on the Town's web page. Appointments should be based on merit and qualifications rather than political merit.

The Executive Assistant to Administration will:

1. Provide by June 1 a list of the annual appointments to be filled by the Selectboard.
2. Notify the Chair of the appropriate board or committee requesting recommendations regarding reappointment or the filling of vacancies and request completion of the Selectboard's Reappointment Form.
3. Notify incumbents and request their statements of availability regarding reappointment.

All candidates seeking appointment for the first time to a position shall submit a short electronic application with appropriate attachments (i.e. vitae, resume) if the applicant feels it necessary or appropriate for appointment to be considered. This application shall be included in the Selectboard agenda packet distributed in advance of the meeting. The Selectboard may consider reappointments to positions at its pleasure. A statement/resume will only be requested from a candidate seeking reappointment by specific request of a member of a board. A copy of the application will be sent via electronic mail to Chair of the board of committee applicant has expressed interest whenever possible.

The Selectboard will interview candidates seeking an appointment for the first time to boards, positions with more than one candidate, and all elected positions being filled as a result of a vacancy. Other interviews will be conducted at the discretion of the Selectboard. If a candidate has been interviewed for an opening on a board (and not

appointed)and an additional opening subsequently occurs within 90 days the board may appoint without a new interview.

Appointments will normally be made only when all members of the Selectboard are present. Appointments will be made by a majority vote of the Selectboard. A 4/5 vote of the Selectboard may suspend any portion of this section.

If necessary, additional appointments may be made at other times of the year at the discretion of the Selectboard.

AD-HOC ADVISORY COMMITTEES OF THE SELECTBOARD:

The Selectboard may appoint standing or ad-hoc advisory committees to aid on matters under the Selectboard's jurisdiction. The use of such advisory committees provides greater expertise and more widespread citizen participation in the operation of government.

Charges to advisory committees will be in writing and shall include the work to be undertaken, the time in which it is to be accomplished, and the procedures for reporting to the Selectboard. Each committee must be re-appointed annually by the Selectboard. The Selectboard's Office requires that all boards/commissions post agendas and minutes timely on the website and file with the Town Clerk as required. The Selectboard will discharge committees upon the completion of their work.

The charges and membership of standing advisory committees will be reviewed annually to assess the necessity and desirability of continuing each

committee. Reappointments will be based on an evaluation of the member's contribution, the desirability of widespread citizen involvement, and the changing needs of the committee and the town.

It is the policy of the Selectboard to appoint qualified citizens representing all sections of the Town to all such advisory committees. In order to attract qualified and interested persons, vacancies will be made public as far in advance of an appointment as practicable.

RELATIONS WITH OTHER TOWN BOARDS, COMMITTEES AND COMMISSIONS:

The Selectboard is aware that coordination and cooperation is needed among the Town's major boards, committees and commissions not only in the day-to-day operations of government but also to: 1). set town-wide goals and priorities, 2). identify and anticipate major problems and work together toward their resolution, and 3). develop a process for dealing with state government.

Therefore, as the executive board historically responsible for the overall leadership and coordination of Town affairs, the Selectboard will:

1. Annually schedule a meeting with the chairs of major boards and committees to carry out functions 1-2 listed above.
2. Regularly schedule meetings of the Selectboard, Appropriations Committees and School Committee with South Hadley's state legislators to discuss legislative issues which affect the Town of South Hadley.
3. Meet annually with all elected/appointed boards for the purpose of sharing information and coordinating efforts on projects, initiatives and concerns of mutual interest.
4. The Town Administrator is responsible for inter-board communication in the day-to-day operation of government. The Town Administrator will develop a process for exchange of information and the provision for advice and recommendations among the boards, committees and commissions with common interest, which will include but not be limited to the exchange of minutes, the establishment of a central repository for data, studies and reports and the appointment of members or staff of boards, committees or commissions as liaison with one another around common projects.

RELATIONS WITH CITIZENS:

The Selectboard recognizes that it both represents and is accountable to all the citizens of the Town. It is the Selectboard's policy to make every effort to strengthen communications with citizens. Measures will be instituted to increase citizen participation, encourage citizen

input into governmental decisions, and to keep citizens informed of all actions contemplated or taken by the Selectboard and/or Town Meeting which will affect them. To this end the following steps will be taken:

1. An individual citizen or group of citizens may request an appointment before the Selectboard by contacting the Town Administrator, stating precisely the reasons for the appearance and the action desired and naming a spokesperson for the group. Participants shall be given the opportunity to make a reasonable presentation through the spokesperson and to express opinions and ask for pertinent information. Background data shall be prepared by the boards and departments concerned prior to the appointment insofar as possible, so that all parties involved can have a reasonable understanding of the subject matter. Citizens are encouraged to have written materials submitted for the Selectboard's meeting packet.
2. To the reasonable extent possible, persons who will be directly affected by proposed Selectboard discussion and/or action will be notified by the Executive Assistant to Administration of the date and time of the meeting at which the matter will be discussed or acted upon by the Selectboard.
3. In considering matters of citizen concern at a regular meeting, the public will be allowed to ask questions or make statements relative to the matter under consideration at the discretion of the Chair or upon request of any member of the Selectboard.
5. All other questions, and all complaints, are to be referred to the Town Administrator
6. The Selectboard invites comment from residents of South Hadley as part of its regularly scheduled meetings. Therefore, there will be an agenda item titled "Open Forum" during which members of the public are invited to address the Selectboard. Open Forum will generally be allocated 15 minutes and each resident will be allowed to speak for no more than three minutes. However, time allocated at each meeting will be determined at the discretion of the Chair. The Selectboard will require that each resident speak in a civil and respectful manner. The Chair will interrupt and stop any resident who uses profanity or behaves in a similarly unacceptable manner. The Selectboard will not act on a matter introduced during Open Forum on the same night unless this rule is waived by unanimous vote of the board.
7. The South Hadley Selectboard fully supports the "Visitors Code of Conduct" as expressed (section 478-6 of the South Hadley Workplace Manual.

HEARINGS BEFORE THE BOARD:

Hearings before the Selectboard will be conducted in accordance with the following procedures. Variations may be necessary to comply with statutory requirements applicable to particular matters. The procedure for conducting dog and utility hearings

are hereinafter outlined:

1. Notice. The Administrative Secretary will advertise the hearing and notify interested persons, such as abutters, as required by statute or as directed by the Chair in the absence of statutory requirements.
2. Hearings will be held in open session unless otherwise voted by the Selectboard in compliance with the Open Meeting Law Massachusetts General Law Chapter 39 section 23B .
3. The Chair will announce the nature and purpose of the hearing, identify the particular matter, and recite the notice given. Where appropriate, the Chair will outline the procedure to be followed. All questions shall be addressed to the Chair.
4. The order of presentation will be:
 - a. Presentation by proposer
 - b. Receipt of recommendations from any town agency or officer
 - c. Statements by proponents
 - d. Statements by opponents
 - e. Rebuttal statements by proponents and opponents
 - f. Where appropriate, questions may be asked of any person making a statement after the statement is finished. Questions will be accepted first from members of the Selectboard.
5. The board will accept written statements in favor of or against a proposal or application. Written statements submitted to the Selectboard prior to or during the meeting will be read by individual Selectboard members and incorporated by reference into the record of the public hearing. All such statements will be taken into consideration by the Selectboard in rendering its decision.
6. The Chair of the Selectboard may impose reasonable time limitations any Selectboard member may motion to close the hearing if public input has been reasonably exhausted.
7. At the conclusion of the hearing, the Selectboard may render its decision or take the matter under advisement, announcing the intended date of decision.

PROCEDURE FOR CONDUCTING VICIOUS DOG HEARINGS:

Hearing will be conducted under Massachusetts General Law Chapter 140 , and any other applicable laws or by-laws.

A written complaint must be filed with the Selectboard. The complaint should describe and name the dog and fully identify the owner. The complaint should further specify why and how the dog is considered to be vicious. Specify all times, dates and reasons.

Upon receipt of a request for a hearing, the hearing will be included in the agenda for a regular meeting. The Administrative Secretary will notify the Dog Officer and all involved persons. Hearings will be held in open session and consistent with Massachusetts General Laws Chapter 140.. The procedure for conducting a hearing is as follows:

1. Read complaint, fully identify and describe dog (name, address, owner), present picture of dog if available, Veterinarian notes etc..
2. Swear in the complaint and others to give testimony in the hearing, swearing all information and statements are the whole truth and nothing but the truth.
3. The dog shall not attend the hearing.
4. Hear report from the Animal Control Officer and/or Health Director.
5. Take testimony from complainants or victims - directly question as to why dog is considered vicious or dangerous.
6. Take testimony from owner and/or others speaking on his/her behalf.
7. At the conclusion of the hearing the Selectboard may render its decision or take the matter under advisement, announcing the intended date of decision.
8. Upon rendering a decision the Selectboard will instruct the Town Administrator to take all appropriate actions to seek compliance with said order within MGL Chapter 140.

TOWN MEETINGS:

Town Meeting serves as the legislative branch for local government. The Selectboard is responsible for providing leadership by presenting requests to Town Meeting and making presentations on those requests. It is the responsibility of each Selectboard member to assure prior to each presentation that the Selectboard has taken a position, by vote, on the intent of the article and promises that will be made. The Selectboard shall be in session during Town Meeting and will be consulted when an issue or question arises which dictates a response on the floor.

1) Annual Town Meetings

By statute, the Town Meeting warrant is the Selectboard's warrant. The Selectboard may insert articles in the warrant on their own initiative or by written petition signed by ten (10) registered voters for the Annual Town Meeting. It is a By-law of the Town of South Hadley that its Annual Town Meeting be held on the second **Wednesday** of May.

2) Special Town Meetings

The Selectboard will call a Special Town Meeting when prompt consideration of the particular matter(s) proposed for inclusion on the warrant for the Special Town Meeting serves the interest of the Town. The Selectboard must call a Special Town Meeting if it

receives a written request, signed by two hundred (200) registered voters. It is the practice of the Town of South Hadley to address major issues at the Annual, versus a Special, Town Meeting.

The Selectboard may insert any article in the warrant of its own initiative or by written petition signed by one hundred (100) registered voters for a Special Town Meeting. The Selectboard may, at its discretion, also insert articles in the warrant upon request of another committee.

Notwithstanding the above, in the interest of economy of operations and imposition on the voters, the Selectboard will strive to limit the calling of Special Town Meetings to the minimum necessary as is otherwise in the Town's best interest. In determining whether to call a Special Town Meeting, the Selectboard may consult with other town committees, officials, and staff as appropriate. It is strongly recommended that the Moderator and Town Clerk be consulted for each Town Meeting .

DRAFT

This is a key intersection and would make an appreciable difference in how the area looks. There are more cars than allowed and the lack of effort is apparent. In a letter to the owner I have stated I would lobby the SB heavily not to renew this license if some minimum level improvement does not occur by December 1.

There can be and are other properties we need to address, this property is presenting an opportunity now and we will continue to gain compliance at a variety of other properties. The bottom-line this is in the best interest of the Town of South Hadley to address properties when we can give our bandwidth.

FY 2020 Budget; It is that time of the year when we need to address the upcoming fiscal year budget. I will be sending out the annual guidelines on or about October 15th, the request will include a directive to review and update Capital Planning requests for projects, consider costs and review revenues for those departments which generate funds.

The economy has been very robust, but we must hold on for a period of inflation. To position the municipality for that seeming inevitability there will have to be a re-doubling of our frugality. Since 85% plus of our budget is personnel we will have to be creative on that side of the budget to weather this storm.

I still believe the Town of South Hadley is in a very strong financial position, but if we are, and I suggest we should and can forge ahead with an aggressive investment in the town, then we must be creative in delivering services.

Special Town Meeting; I have discussed with the Chair the need to consider a Special Town Meeting. There are a number of budgetary adjustments I will recommend you consider to supporting, all of these issues were uncertain at the time of the budget process.

There are a number of retirements which may cause some additional money being placed in the Compensation Fund, The Ledges budget needs be adjusted moving appropriated finds from personnel and retained earnings to support the service contract. The new inter-municipal agreement with NoHo for Sealers of Weights and Measures services will require a budget shift from "personal services" to "other expense", as well. We are working to ensure these changes are done with in previous appropriations to the greatest extent possible. I will also recommend an adjustment to our expected revenue from the state Unrestricted Local Government Aid was slightly higher.

A few articles will which will require additional funds will be the repairs to the sewer line in Town Hall which has caused the basement flooding and damage the under carriage

of the elevator according to the latest state inspection. We will ask for a \$25K match in order to apply for a grant to develop a dog park. I will try to keep you and the Town Meeting Members informed about other issues or articles which may be appropriate as I become aware.

The date I will be requesting the SB to set the STM will be November 7, the day after the State Election. I have spoken with the Town Clerk and she understands the reasoning why this date makes sense. I do expect it will be a reasonably small warrant. The meeting needs to be held after Unreserved Free Cash is certified (late October) and before the tax rate is set to allow an adjustment of revenues, mix in holidays and winter blowing our way, it seems like the date works.

Service Kiosk; We are very excited about taking delivery of our new service kiosk. IT Coordinator James Doolittle has been working on this for some time and it has just arrived. Do not rush down to Town Hall to apply for permits, pay with a credit card and print-out the permit (automatically printing will not apply to all permits, sorry), get property information, or



a host of other features, as it is not yet installed or operational yet. It will take several weeks before we fire this machine up, but at last it is here. I am sure I will be talking about it in the future. It will be placed just outside the auditorium. This will alleviate in some case when offices are closed for training, sickness or other issues. Depending on the success and after we are more familiar with the expected glitches we may asking the SB to support another kiosk in the PD lobby for 24/7 Town Hall service, but we want see if we can get this one to walk before we start to run. Our own R2D2. Oh yeah the phones have been delivered!

Thank you for your support and attention,

Respectfully submitted,

Michael J. Sullivan
Town of South Hadley, Administrator