

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

Michael J. Sullivan  
Town Administrator

August 28, 2019

Honorable Selectboard;

Please accept this report as an abridged accounting of activities I and other municipal employees have been involved in over the last two weeks on your behalf. Thank you for your guidance and patience in these matters.

Please contact me if you need any clarification or additional information on the subjects covered in the report or other concerns you may have in regards to other initiatives.

**King Information;** As we now have completed four annual cycles with King Info Systems the value has not been diminished over time. The system continues to save us time and allow us to retrieve documents more quickly.

This purge there has been 43 boxes aligned for destruction once we receive the approval from Secretary of State's Office. There was 38 new boxes of records placed into the system. Deputy Administrator Jennifer Wolowicz coordinated the process and King presented her with all the necessary paperwork for getting the destruction approval from the State.

The tracking system update for all records was provided to IT Coordinator Jaime Doolittle so we can maintain the system in good working order. We presently have 1100 boxes of records and there is more mapping and plan records in addition. Thank you to all the departments for their cooperation in the annual purge.

King Info staff were also on hand this past week as they continue work on Inspectional Service "Plan" files and some maps for other departments.

**Main Street Pump Station;** As you all are aware there was an unfortunate release of untreated effluent into the Connecticut River on August 23. Thanks to WWTP Supervisor Melissa Labonte for quickly enacting protocols which allowed us to avoid having possibly hundreds of thousands of gallons from backing up and damaging public and private property.



The cause was a collar which detached from a by-pass pipe during the installation process of a 24 inch valve. Ms. Labonte's report gives greater detail and will be reviewed at the Selectboard Meeting.

**LISC Boston Grant;** You may recall One Holyoke applied for a grant from a Boston based organization to promote the two census tracts in Holyoke and the one in South Hadley Federal Economic Opportunity Zones. Local Initiatives Support Corporation Boston mission is to build and support communities working towards building

resilient living.

Recently Planner Richard Harris, Associate Planner Anne Capra and I met with Marcos Morrero Holyoke's Economic Development and Planning Director, along with the Executive Director of "One Holyoke" Michael Moriarty to discuss how both communities can assist him and benefit from getting information out to the development and investment communities about the conjoined O-Zones in South Hadley and Holyoke.

A component strategy will be to educate the citizenry about Federal Economic Opportunity Zones. Mr. Moriarty will use the \$15K grant to create summary narratives describing the communities and the investment potential in an electronic and limited print guide book. He will also be holding three informational sessions one in each census tract.

We also continued discussions about how best to share information about business investment opportunities which one community may be able to accommodate that the other may be well suited. We have two businesses we were able to accommodate in that regard in recent history (Mohawk, Environmental Integrity). We look forward to leveraging our good relations and synergy.

**Urban Renewal and Redevelopment Plan;** There will be a public hearing before the Selectboard on September 17 as part of the required public information campaign leading up to the November 20 Special Town Meeting to discuss the plan.

Hopefully citizens will use this and other opportunities to hear more about the plan and hear comments from the RDA members. This has been a long slog for the members, I congratulate them on bringing it closure to the finish line. I also thank Associate Planner Anne Capra and Planner Richard Harris for all their efforts, as well.

**PVTA Advisory Board;** I am very much enjoying my return to the PVTA Board, however I suspect my colleagues miss Marilyn Ishler more than ever. As I try to get up to speed I am suspicious that I am asking too many questions about ground which has already been covered. So far they have been kind.

You may recall we accessed the PVTA surplus vehicle program several years ago and received a small Ford Transit Van at no cost. We used the vehicle for two years and then sold it on Muncibid. We may have come very close to net zero cost on the vehicle.

We have the opportunity to get another vehicle this one fully equipped 2013 Ford F350 with 175K miles on the odometer. The interior is in looks brand new, engine serviced every two months, handicap accessible, tires have about 20K miles left according to the PVTA mechanic. The cost to us would be to remove the decals and possibly add our own, registration and insurance.

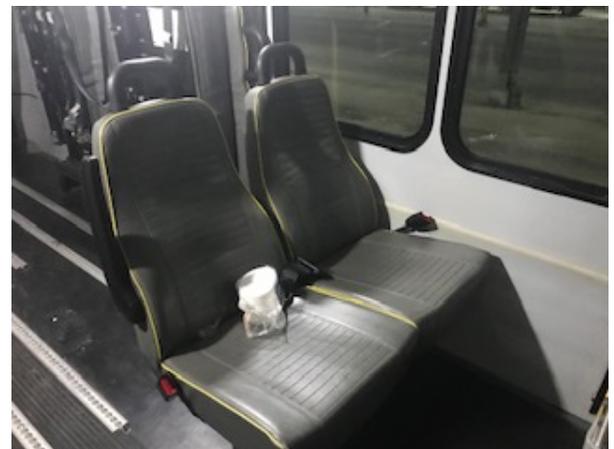
As the COA Van is aging I believe this may be a good backup solution for very small money. If you recall when the van was in an accident last year we had to rent a substitute vehicle. This will also give us some versatility when the demand is higher or if we are transporting larger groups.

I do not think we should use this opportunity to expand service or necessarily take the van replacement request off of the capital plan, but this would give us some cushion and may help to extend the life of the present van.

**Governor's Western Mass Office;** It was my pleasure recently to host Matt Carnevale the head of Governor Baker's Western Mass office. Matt was previously the MEMA director for the four western counties. I always had a great working relationship with him and it was great to catch up.

We discussed a number of topics and he was very receptive to putting forward some of those forward a senior cabinet meetings. Including how they may make the process of E911 submittals less arduous. Presently we must meet a series of documentation acts far beyond reasonableness to be reimbursed. We also discussed the "Community Compact" renewal, our MassWorks application and a compilation of other issues.

I also wanted to express my gratitude to him as to how the Baker-Polito administration continues to be attentive to cities and towns. It is much appreciated.



**“Hunger Does n’t Take a Vacation”**; Thank you to all the generous employees who were able to donate to the drive. We collected 435 pounds of food for Neighbors Helping Neighbors. Thank you to Kristin Maher for her efforts in particular!

**New Police Officer**; I have at the recommendation of Chief made a conditional offer of employment to former South Hadley resident Karl Kapinos. Presently Karl is a police officer with the Exeter Police Department. He has a Bachelor’s Degree in Criminal Justice from American International College.

If Officer Kapinos accepts the conditional offer we are hoping the state will accept his New Hampshire training so we can accelerate his processing and have him on the street more quickly. He will be filling the vacancy caused by the retirement of Lt. Luscomb.

Respectfully submitted;

Michael J. Sullivan  
Town Administrator, South Hadley