

06.27.2022

Select Board Meeting Minutes

Town Hall - Select Board's Conference Room

Monday, June 27, 2022 @ 6:00 p.m.

All meetings of the Select Board are recorded

Location: Select Board Conference Room

All meetings of the Select Board are recorded except Executive Session

Date of this meeting: June 27, 2022

Meeting Notice: This meeting held Pursuant to Chapter 20, Acts of 2021

Notice: Hybrid meeting with limited technology until new equipment comes in the future. In the event of any technical difficulties, we will ensure a recorded tape of the proceedings is placed upon the Town Web page after the meeting.

The Public Body convened in Open Session according to M.G.L. c.30A, S21 (b) (1). The scheduled meeting of the Select Board was called to order by Chairman Russ Fox at 6:00 p.m.

ATTENDANCE: Chairman, Russell S. Fox – Present
Vice-Chairman, Doug Moglin - Present
Clerk, Jason Perron - Present
Chief Administrative Officer, Karl J. Stinehart – Present
Administrative Assistant, Robin A. Solek – Present

Chairman roll call attendance of Board Members present for meeting.

Public Comments: Retired Police Chief Kevin Bishop, Gargon Terrace spoke in high regard of the Southwick Civic Fund and the accomplishments and community service the Civic Fund has provided to the community. He is requesting the Select Board draft a letter supporting the Southwick Civic Fund.

For verbatim please visit www.southwickma.org. 6/27/22 audio minutes.

Zoom: There were none.

6:05 p.m. Hearing: Seasonal Liquor License Disc Tap LLC d/b/a New England Disc Golf Center and appoint Andrew Gardner as Manager @51 John Mason Road:

Mr. Fox read the legal ad in its entirety. Attorney Miller was present on zoom.

A MOTION was made by D. Moglin, seconded by J. Perron (Vote: Unanimous) to open the hearing. **Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

Attorney Miller gave a brief description of the plan, operating hours and their intent. Hours for serving alcohol Wednesday – Friday 2:00 p.m. – 7:00 p.m. Saturday 11: 00 a.m. – 7:00 p.m. and Sunday 12:00 p.m. – 6:00 p.m.

Mr. Fox opened comments for the public to speak in favor:

Jessica Thornton, 352 Granville Road. In favor. The applicant's intent and purpose is in good faith

Paula Young, 34 John Mason In favor.

Jackie Ranney, 159 South Loomis In favor.

Walt Drennan, 100 Fred Jackson Road. In favor.

Harold Heap, 16 Wynnfield. In favor, supports the applicant. Polite, friendly at the course.

There were 2 others that spoke in favor that were not town residents.

No comments on zoom.

There were 4 letters/emails submitted that were in favor of the Seasonal Liquor License. Mr. Fox opened comments for the public to speak against:

Attorney Foscett, representing the Baribeau's , 46 John Mason Road are requesting to deny the sale / service of alcohol. A handout was provided to the Select Board listing four factors the Select Board should consider.

- The appropriateness of a liquor license at a particular location
- The views of the inhabitants of the locality in which a license is sought
- Traffic
- The type of operation that carries the license

Kimberly Hannah, 2 John Mason Road. Not in favor. Walks dogs, residents ride bikes, narrow road that is not well maintained.

Jess Pelley, 15 John Mason Road. Not in favor. Increase in traffic, there are children in the neighborhood, dogs, people walking.

Inga Hotaling, Kline Road: Not in favor. Young crowd alcohol impairs judgement
No comments on zoom.

Attorney Miller stated the Planning Board has approved. The ABCC will determine if it qualifies as a golf course. There will be a limited amount of food served 120 seats consisting of picnic tables. There are no plans for any entertainment.

Mr. Fox reviewed and stated the hours for the serving of alcohol. There are between 200-250 rounds of golf per week with occasional tournaments.

Mr. Moglin stated the hours would be binding and another hearing would have to be held should the applicant want to amend the hours, no entertainment or music.

Mr. Perron had concerns of the portable rest rooms along with no hand wash station. The staff and manager would have to manage crowd control. There is no solid plan for a structure.

A MOTION was made by D. Moglin, seconded by J. Perron (Vote: Unanimous) to continue the hearing. **Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

The Select Board will continue the hearing on 7/25/22 @ 6:30 p.m.

6:15 p.m. Public Hearing: Comcast Cable TV Contract Renewal with Cable TV Adhoc Board, Town Counsel and Comcast:

A MOTION was made by D. Moglin, seconded by J. Perron (Vote: Unanimous) to open the hearing. Mr. Fox, Chairman read the introduction statement. Please see attachment. The Comcast Representative, Town Counsel, and Cable TV Adhoc Board were in attendance. Town Counsel had met with the Cable TV Adhoc Board relating to the cable television renewal license.

The hearing was open to public comments: Mike McMahon, 30 Lauren Lane, Southwick, MA has complained over the years about Comcast's services and does not get satisfactory resolution. For verbatim please visit www.southwickma.org 6/27/22 audio minutes. There were no zoom public comments.

A MOTION was made by D. Moglin, seconded by J. Perron (Vote: Unanimous) to close the hearing.

The Cable TV Adhoc Board will review the contract.

6:30 p.m. Joint Select Board & Planning Board Re-Appointments with Jessica Thornton Planning Board Associate Member per Town Code Ch. 185-40 Section B:

Mr. Fox thanked Ms. Thornton for her dedication and participation as an Associate member of the Planning Board. He requested a vote to accept the nomination of re-appointment of Jessica Thornton as an Associate member of the Planning Board.

A MOTION was made by Mr. Doherty, Chairman Planning Board, seconded by D. Spina
RCV: D. Spina: Yes, D. Sutton: Yes, M. Doherty: Yes, M. Phelps: Yes, R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.

6:35 p.m. Review and make re-appointments or appointments to Emergency Management Departments, SEMA, RACES and CERT as shown on attached list to the Agenda:

- **A MOTION** was made by Mr. Moglin, seconded by Mr. Fox (Vote-Unanimous) to re-appoint all members listed for CERT, RACES and SEMA. See attachment.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.

Payables, Payroll and Minutes:

- Acknowledge Payables Warrant #2228B, dated 6/14/22, in the amount of \$252,473.76
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to approve the Open Session Minutes 6/13/22.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to approve the Executive Session Minutes 6/13/22
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.

Meeting Discussion Items, Action Items, Bills, Mail, Correspondence, Vendor and/or Personnel Contracts, Personnel Decisions, Policy Adoptions, Payroll Actions, Old Business, New Business, Etc.-Possible Motions/Votes:

- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to accept a donation in the amount of \$25.00 by S. Deyo for the ACO Department.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to accept Donation of R.O.V. (for SPD Lake Use) from WRSHAC.
- Discussion of increased energy related expenses and options to offset (ie) minor account freeze/ARPA. The Select Board will use all resources available including ARPA funds, FinCom Reserve to help offset the increase costs.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to authorize the Chairman to sign MOA w/Fire Local 4919 IAFF Unit for Fire Protection Officer (FPO) and Board approval of F.P.O. Job Description.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to accept a donation in the amount of \$15,000.00 from Christ Church Methodist to SPD Gift Account.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.

- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to accept a donation in the amount of \$15,000.00 from Christ Church Methodist to SFD Gift Account.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to accept a donation in the amount of \$5,000.00 from Christ Church Methodist to Council on Aging.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to approve FY 23 DPW Bids submitted from R. Brown, DPW Director
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to accept a donation in the amount of \$170.00 Grant by Sarah Gillett Services for the Elderly Inc. to the Southwick Library.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to approve Nick Chambers SFD EMT-B & Firefighter.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to approve Invoice #12 FY 20 Southwick Community Assistance Program in the amount of \$7,670.44.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to approve Sewer Abatement in the amount of \$92.50 for 109 Congamond TravelTown LLC.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.

New Business:

- ***FY 23 Sewer Rates discussion and adoption. The Westfield rate needs to be incorporated.*** A MOTION was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) approved increases of 15% FY 23 and 15% FY 24.
- ***Part-time Board Secretary for SHC, HSIS, EDC and SCC Duties / Job Position and Job Description. Changes were adopted as submitted by Mr. Moglin***

Old Business:

- North Pond violations site waiting for Fish & Game Agreement. – Becoming a serious problem
- Town Hall HVAC Design almost complete.
- Sewer System IMA with City of Westfield update
- Board and Committee procedure to notify and appoint members in process
- Deputy Fire Chief Recruitment Process - Assessment
- Citizen awareness of Board and Committee openings. Mr. Moglin announced that if any citizens have an interest on serving a Board or Committee, please visit the town webpage, Ch.15 for more information or contact the Select Board's Office @569-5995.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to adjourn at 8:05 p.m.

Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.

There was no Executive Session.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Robin A. Solek".

Robin A. Solek

Administrative Assistant

Good evening, my name is Russell Fox, I am a member of the Town Select Board. Pursuant to state law, the Town Select Board is the statutory cable television Issuing Authority for the Town of Southwick.

I will be chairing this evening's public hearing. Additionally, I am joined by the other members of the Town Select Board and members of the Town's Cable Advisory Committee.

This hearing is being conducted pursuant to the requirements of Massachusetts General Laws, Chapter 166a and the regulations of the Massachusetts Cable Television Division, at 207 CMR 4.00. Notice of this evening's hearing was published in the Westfield Evening News on June 13, 2022, and June 20, 2022 those notices will be made a part of today's hearing record.

Zoom records are also being made of this hearing.

We are here today to seek public comment relative to the cable television renewal license for the Town of Southwick. Comcast of Massachusetts II, Inc. (hereinafter referred to as "Comcast") is the incumbent provider for the town's existing non-exclusive cable television franchise. The current non-exclusive cable television license is scheduled to expire in September of 2022. Please note that this meeting is limited only to cable television and is not meant to address internet or phone services provided by Comcast or an affiliate thereof.

In accordance with Mass. CMR 207 2.00, once the proposal has been received by the Town, it will be made available for public inspection during regular business hours at Southwick Town Hall.

In reviewing a license for renewal, federal and state law impose limitation on the facts the Issuing Authority shall consider in whether to award a renewal cable television license including:

- 1) The licensee's management and technical expertise;
- 2) Financial capability; and
- 3) Legal ability to operate a cable system.

Specifically, the Issuing Authority shall consider whether the cable operator has substantially complied with the material terms of the existing franchise and with applicable law; the quality of the cable operator service, including signal quality, and response to consumer complaints, and whether the cable operators proposal for renewal is reasonable in light of the Town's cable television needs and interests, and in light of the respective costs. Speakers should limit public comments to matters such as these.

Factors such as rates charged by cable operators, and programming (such as specific cable channel offerings, and cable television service packages), while important and essential to each cable television customer's satisfaction with its choice in video provider, may

generally not be permitted by state and federal law as a basis for consideration by the Issuing Authority of whether to grant a renewal cable television license.

If you have testimony or a comment to make today, please give your name and street address and speak clearly so that there can be an accurate record of everything that you are saying.

We have allocated approximately thirty (30) minutes for this hearing, so I will ask all speakers to be as brief and concise as possible. Speakers should place their names on the sign-up sheet that is circulating.

I will now ask any representative from Comcast present at this hearing to introduce his or herself, and make a brief introductory statement, if he or she wishes to do so, and then we will open the hearing to public comment.

Board Name	Term Length	Appointed By	First Name	Last Name	Calculated Start Date	Calculated End Date	Title
Agricultural Commission	1 Year	Select Board	Sage	Fury	7/1/2021	6/30/2022	Associate
Agricultural Commission	1 Year	Select Board	Brett	Colson	7/1/2021	6/30/2022	Associate
Agricultural Commission	1 Year	Select Board	Zachary	Barnett	7/1/2021	6/30/2022	Associate
Agricultural Commission	3 Years	Select Board	Dennis	Clark	7/1/2019	6/30/2022	Member
Agricultural Commission	3 Years	Select Board	Maryssa	Cook-Obregon	7/1/2021	6/30/2022	Member
Agricultural Commission	3 Years	Select Board	Ronald	Cecchini	7/1/2021	6/30/2022	Member
Alternate Building Inspector	1 Year	Select Board	Robert	Sullivan	7/1/2021	6/30/2022	Member
Alternate Building Inspector/Mutual Aid	1 Year	Select Board	Arthur	Lawler	7/1/2021	6/30/2022	Member
Alternate Gas & Plumbing Inspectors	1 Year	Select Board	Stanton	Brzoka	7/1/2021	6/30/2022	Member
Alternate Gas & Plumbing Inspectors	1 Year	Select Board	Glenn	Rida	7/1/2021	6/30/2022	Member
Board of Appeals	3 Years	Select Board	Paul	Gregoire	7/1/2021	6/30/2022	Member
Board of Appeals	1 Year	Select Board	Michael	Parent	7/1/2021	6/30/2022	Associate
Board of Appeals	1 Year	Select Board	Thomas	Stapleton	7/1/2021	6/30/2022	Associate
Cable TV Advisory	1 Year	Select Board	Paul	Connolly	7/1/2021	6/30/2022	Member
Cable TV Advisory	1 Year	Select Board	Sue	Fox	7/1/2021	6/30/2022	Member
Cable TV Advisory	1 Year	Select Board	Thomas	Bengston	7/1/2021	6/30/2022	Member
Capital Projects Expend Committee	3 Year	Select Board	Joseph	Deedy	5/21/2019	5/20/2022	Select Board Member
Ch. 148A Municipal Hearing Officer	1 Year	Select Board	Karl	Stinehart	7/1/2021	6/30/2022	Member
Chief Administrative Officer	3 Years	Select Board	Karl	Stinehart	7/1/2019	6/30/2022	Member
Community Emergency Response Team	1 Year	Select Board			7/1/2021	6/30/2022	
Community Emergency Response Team	1 Year	Select Board	Eric	Carroll	7/1/2021	6/30/2022	Member
Community Emergency Response Team	1 Year	Select Board	Charles	Darling	7/1/2021	6/30/2022	Member
Community Emergency Response Team	1 Year	Select Board	Charles	Dunlap	7/1/2021	6/30/2022	Member
Community Emergency Response Team	1 Year	Select Board	Pauline	Dunlap	7/1/2021	6/30/2022	Member
Community Emergency Response Team	1 Year	Select Board	Keith	Stromgren	7/1/2021	6/30/2022	Member
Community Emergency Response Team	1 Year	Select Board	Iain	White	7/1/2021	6/30/2022	Member
Conservation Committee	3 Years	Select Board	Kevin	Solek	7/1/2021	6/30/2022	Member
Conservation Committee	3 Years	Select Board	Maryssa	Cook-Obregon	7/1/2021	6/30/2022	Member
Council on Aging	3 Years	Select Board	Harvey	Hollm	7/1/2019	6/30/2022	Member
Cultural Council	3 Years	Select Board	Steve	Brudzinski	7/1/2019	6/30/2022	Member
Cultural Council	3 Years	Select Board	Maria	Gallo	7/1/2019	6/30/2022	Member
Cultural Council	3 Years	Select Board	Pauline	Thomas	7/1/2021	6/30/2022	Member
Department of Public Works Director	1 Year	Select Board	Randal	Brown	7/1/2021	6/30/2022	Member
Director of Assessment	1 Year	Select Board	Sue	Gore	7/1/2021	6/30/2022	Member

approved
6/27/22
3:0: Yes

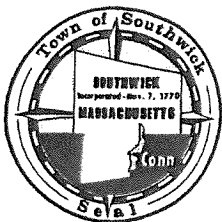
DPW Supervisor	1 Year	Select Board	Richard	Bosak	7/1/2021	6/30/2022	Member
Economic Development	1 Year	Select Board	Amber	Bach	7/1/2021	6/30/2022	Member
Economic Development	1 Year	Select Board	Serena	Fuller	7/1/2021	6/30/2022	Member
Economic Development	1 Year	Select Board	Michael	McMahon	7/1/2021	6/30/2022	Chairman
Economic Development	1 Year	Select Board	Craig	Samuelson	7/1/2021	6/30/2022	Member
Economic Development	1 Year	Select Board	Susan	Zidek-Krusen	7/1/2021	6/30/2022	Member
Gas & Plumbing Inspector	1 Year	Select Board	Stanley	Brzaska	7/1/2021	6/30/2022	Member
Graves Officer	1 Year	Select Board			7/1/2021	6/30/2022	
Health Director	1 Year	Select Board	Alex	White	7/1/2021	6/30/2022	Director
Health Director		Select Board	Thomas	FitzGerald	7/1/2020	6/30/2022	INTERN
High Speed Internet Committee	1 Year	Select Board	Douglas	Moglin	7/1/2021	6/30/2022	Chairman
High Speed Internet Committee	1 Year	Select Board	Christopher	Boyd	7/1/2021	6/30/2022	Member
High Speed Internet Committee	1 Year	Select Board	Marelene	Quinlan	7/1/2021	6/30/2022	Member
High Speed Internet Committee	1 Year	Select Board	Alisha	Sullivan	7/1/2021	6/30/2022	Member
High Speed Internet Committee	1 Year	Select Board	James	Johnson	7/1/2021	6/30/2022	Member
High Speed Internet Committee	1 Year	Select Board	Jessica	Bishop	7/1/2021	6/30/2022	Member
High Speed Internet Committee	1 Year	Select Board	Bob	Boyd	7/1/2021	6/30/2022	Member
High Speed Internet Committee	1 Year	Select Board	Ian	Creswell	7/1/2021	6/30/2022	Member
High Speed Internet Committee	1 Year	Select Board	Jason	Giguere	7/1/2021	6/30/2022	Member
High Speed Internet Committee	1 Year	Select Board	David	LaBombard	7/1/2021	6/30/2022	Member
Historical Commission	3 Years	Select Board	Cassandra	Bach	7/1/2021	6/30/2022	Member
Historical Commission	2 Years	Select Board	Lee	Hamberg	7/1/2021	6/30/2024	Member- resigned
Lake Management	1 Year	Select Board	W.K.	Phillips	7/1/2021	6/30/2022	Associate
Lake Management	3 Years	Select Board	Deborah	Herath	7/1/2021	6/30/2022	Member
Lake Management	1 Year	Select Board	Rick	Wylot	7/1/2021	6/30/2022	Associate
Lake Management Canal Commission	3 Years	Select Board	Deborah	Herath	7/1/2021	6/30/2022	Member
Lake Management Canal Commission	1 Year	Select Board	W.K.	Phillips	7/1/2021	6/30/2022	Associate
Local Emergency Planning Committee	1 Year	Select Board	Thomas	FitzGerald	7/1/2021	6/30/2022	Member
Local Emergency Planning Committee	1 Year	Select Board	Douglas	Moglin	7/1/2021	6/30/2022	Select Board Member
Local Emergency Planning Committee	1 Year	Select Board	Karl	Stinehart	7/1/2021	6/30/2022	Chief Administrative Officer
Local Emergency Planning Committee	1 Year	Select Board	Charles	Dunlap	7/1/2021	6/30/2022	SEMA
Local Emergency Planning Committee	1 Year	Select Board	Russell	Anderson	7/1/2021	6/30/2022	Fire Chief
Local Emergency Planning Committee	1 Year	Select Board	Richard	Stefanowicz	7/1/2021	6/30/2022	Alternate SFD
Local Emergency Planning Committee	1 Year	Select Board	Rhett	Bannish	7/1/2021	6/30/2022	Lt. SPD / Chairman
Local Emergency Planning Committee	1 Year	Select Board	Marc	Siegel	7/1/2021	6/30/2022	Alternate SPD
Local Emergency Planning Committee	1 Year	Select Board	Randal	Brown	7/1/2021	6/30/2022	DPW
Local Emergency Planning Committee	1 Year	Select Board	Cindy	Sullivan	7/1/2021	6/30/2022	COA
Local Emergency Planning Committee	1 Year	Select Board	Jennifer	Willard	7/1/2021	6/30/2022	School Supt
Local Emergency Planning Committee	1 Year	Select Board	Stephen	Presnal	7/1/2021	6/30/2022	School Bus Mgr
Local Emergency Planning Committee	1 Year	Select Board			7/1/2021	6/30/2022	

Local Emergency Planning Committee	1 Year	Select Board	Joshua	Towse	7/1/2021	6/30/2022	Hospital Representative
Local Emergency Planning Committee	1 Year	Select Board	Karen	Wzorek	7/1/2021	6/30/2022	School Trans
Local Emergency Planning Committee	1 Year	Select Board	John	Cain	7/1/2021	6/30/2022	Business Rep
Master Plan Advisory Committee	1 Year	Select Board	Douglas	Moglin	7/1/2021	6/30/2022	Select Board Member
Open Space and Recreation Committee	1 Year	Select Board			7/1/2021	6/30/2022	
Open Space and Recreation Committee	1 Year	Select Board			7/1/2021	6/30/2022	
Open Space and Recreation Committee	1 Year	Select Board			7/1/2021	6/30/2022	
Open Space and Recreation Committee	1 Year	Select Board			7/1/2021	6/30/2022	
Open Space and Recreation Committee	1 Year	Select Board			7/1/2021	6/30/2022	
Open Space and Recreation Committee	1 Year	Select Board			7/1/2021	6/30/2022	
Open Space and Recreation Committee	1 Year	Select Board			7/1/2021	6/30/2022	
Parking Ticket Hearing Officer	1 Year	Select Board	Michelle	Hill	7/1/2021	6/30/2022	Member
Pioneer Valley Planning Commission	1 Year	Select Board	Jon	Goddard	7/1/2021	6/30/2022	Member
Planning Board	1 Year	Select Board	Jessica	Thornton	7/1/2021	6/30/2022	Associate
Radio Amateur Civil Emergency Service	1 Year	Select Board	Eric	Carroll	7/1/2021	6/30/2022	Member
Radio Amateur Civil Emergency Service	1 Year	Select Board	Charles	Darling	7/1/2021	6/30/2022	Member
Radio Amateur Civil Emergency Service	1 Year	Select Board	Charles	Dunlap	7/1/2021	6/30/2022	Member
Radio Amateur Civil Emergency Service	1 Year	Select Board	Pauline	Dunlap	7/1/2021	6/30/2022	Member
Radio Amateur Civil Emergency Service	1 Year	Select Board	Keith	Strongren	7/1/2021	6/30/2022	Member
Radio Amateur Civil Emergency Service	1 Year	Select Board	Iain	White	7/1/2021	6/30/2022	Member
Sealer Weights & Measures	1 Year	Select Board			7/1/2021	6/30/2022	
Sealer Weights & Measures	1 Year	Select Board			7/1/2021	6/30/2022	
Select Board	3 Years	Select Board	Karl	Stinehart	6/25/2019	6/24/2022	Chief Administrative Officer
Sewer Implementation Committee	1 Year	Select Board	Freda	Brown	7/1/2021	6/30/2022	Member
Sewer Implementation Committee	1 Year	Select Board	Gerald	Patria	7/1/2021	6/30/2022	Member
Sewer Implementation Committee	1 Year	Select Board	Arthur	Pinell	7/1/2021	6/30/2022	Member
Sewer Implementation Committee	1 Year	Select Board	Brian	Pranka	7/1/2021	6/30/2022	Member
Sewer Implementation Committee	1 Year	Select Board	Randal	Brown	7/1/2018	Life Term	Member
Southwick Emergency Management Agency	1 Year	Select Board			7/1/2021	6/30/2022	
Southwick Emergency Management Agency	1 Year	Select Board	Eric	Carroll	7/1/2021	6/30/2022	Member
Southwick Emergency Management Agency	1 Year	Select Board	Charles	Darling	7/1/2021	6/30/2022	Assistant Director
Southwick Emergency Management Agency	1 Year	Select Board			7/1/2021	6/30/2022	
Southwick Emergency Management Agency	1 Year	Select Board	Charles	Dunlap	7/1/2021	6/30/2022	Director
Southwick Emergency Management Agency	1 Year	Select Board	Pauline	Dunlap	7/1/2021	6/30/2022	Member
Southwick Emergency Management Agency	1 Year	Select Board	Keith	Stromgren	7/1/2021	6/30/2022	Assistant Director
Southwick Emergency Management Agency	1 Year	Select Board	Iain	White	7/1/2021	6/30/2022	Member
Special Assistant DPW	1 Year	Select Board	Richard	Grannells	7/1/2021	6/30/2022	Member

approved
6/27/22
JES
3:0

approved
6/27/22
3:0 ybs

[illegible]



COMMONWEALTH OF MASSACHUSETTS

Town of Southwick

454 COLLEGE HIGHWAY SOUTHWICK, MA 01077

Department of Public Works

Telephone (413) 569-6772 Fax (413) 569-5001

June 10, 2022

To: Select Board (as Sewer Commissioners)

From: Randal Brown, P.E., NGICP, DPW Director

Re: Sewer Rate Study

Dear Select Board,

① Tabled to 6/27/22 on 6/13/22
② 6/27/22 Approved 15% FY 23
Sewer rate 15% FY 24

This letter provides a financial summary of the Sewer Division and a request to consider a rate modification. Sewer rates were last raised in 2021 to the current rate of \$9.25/1,000 gallons.

The Town's expenses and debt service continue to exceed the sewer revenue. Moneys are typically transferred from the Town's general fund and Sewer Retained Earnings to compensate for this difference.

There are 4 main expenses for the Sewer Division, summarized as follows:

1. Debt and Interest Payments – 44% of total expenses (average of last 3 years)
The Debt and Interest payments cover the original sewer expansion project in the early 2000's plus the sewer interceptor project which was completed in 2014. In FY23, the amount of debt/interest payments will be \$606,905.
2. Salaries, Operation and Maintenance (not including flow fees) – 20%
Salaries, Operations and Maintenance costs (not including flow fees) cover the daily expenses of the sewer division. These expenses typically increase 2-3% from year to year to account for salary adjustments and increased operating costs.
3. Sewer IMA Payment to Westfield – 18%
The IMA loan repayment to Westfield ends in FY24, which will eliminate the annual IMA payment which is approximately \$240k/year.
4. Sewer Flow Fees to Westfield – 18%
Under the terms of IMA Amendment 4 signed in February 2022, Westfield raised Southwick's flow fee rate as follows: FY22 (second half) - \$5.17; FY23 - \$5.58; and FY24 (thru October) - \$7.52. This accounts for a 60% increase in FY24, or \$170,000 annual cost, over the last rate in IMA Amendment 3. A new IMA with Westfield must be negotiated soon to determine the new rates beyond October 2023. For the purposes of this analysis, it is assumed that the new rates will be in line with the FY24 rate in the current IMA with an annual 4 - 8% increase, which is consistent with the rates Westfield is charging their customers through FY27.

There are 5 main sources of revenue into the Sewer Division, summarized as follows:

1. User Fees – 33% of total revenue (average of last 3 years)

This includes the fees collected through sewer bills which are collected semi-annually. In FY23, revenue collected from user fees is expected to be \$470,000 if there are no rate adjustments.

2. Draw from Unreserved Retained Earnings – 19%

In FY23, \$345,283 will be taken from Sewer Unreserved Retained Earnings to help balance the budget, leaving \$188,854 in the account. The Unreserved Retained Earning Account can no longer be relied upon as a revenue source beyond FY23.

3. Betterment Payments Paid to Town – 19%

Receipts from betterment principal and interest payments has been steadily declining by an average of 7% each year. In FY16, this revenue was \$338,733 and in FY23 it is projected to be \$222,000. Over 50% of sewer users have already paid off their loan early thus avoiding paying interest charges to the Town. These payments were originally established to mirror the Town's loan payments for construction of the original sewer system. However, the Town is still paying the loans but not recouping any interest from these accounts. DPW previously suggested the Town should consider applying any early betterment payments to the Sewer Department's debt as a principal payment. This would hurt the Sewer Division's short-term finances, but provide a better outlook long-term by minimizing any non-recouped interest payments that is still being paid through the Town's loans.

4. Town Subsidy – 18%

The Town Subsidy typically covers the IMA payment to Westfield, but in past years the Town has also contributed additional funds to help balance the budget. Here is a summary of the Town Subsidy over the past few years.

	To Cover IMA Payment	Additional Contribution	Total Town Contribution
FY14	\$247,586	\$175,641	\$423,227
FY15	\$245,986	\$127,076	\$373,062
FY16	\$246,733	\$143,827	\$390,560
FY17	\$245,663	\$105,176	\$350,839
FY18	\$246,428	\$137,534	\$383,962
FY19	\$250,079	\$88,319	\$338,398
FY20	\$245,587	\$50,000	\$295,587
FY21	\$239,985	\$0.00	\$239,985
FY22	\$227,638	\$0.00	\$227,638

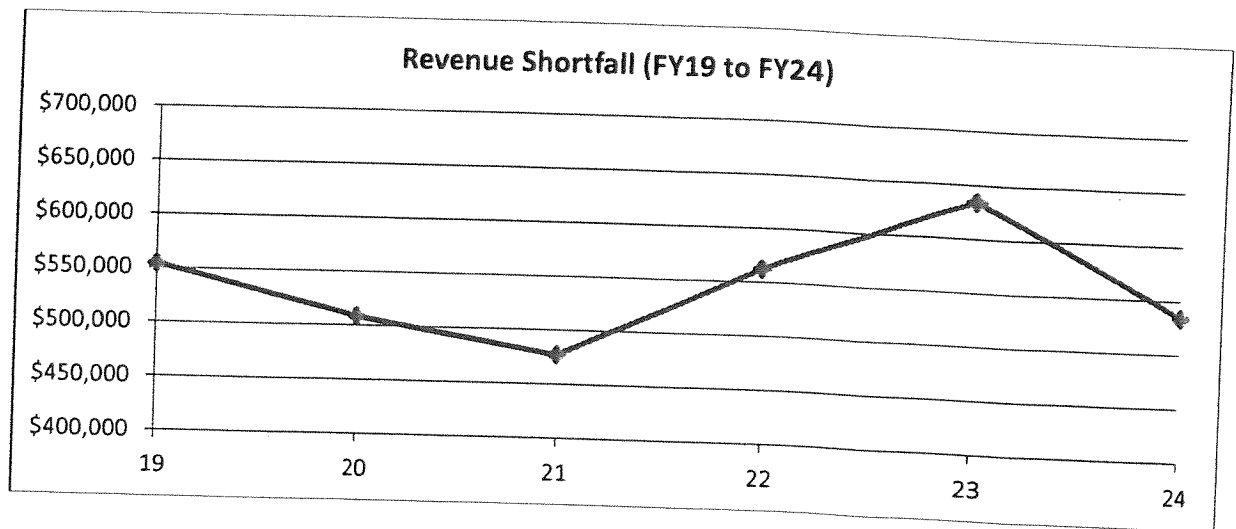
5. Unapportioned Sewer Revenue – 9%

Unapportioned Sewer Revenue varies from year to year, but typically ranges from \$100,000 to \$150,000. However, as homeowners continue to pay off betterments early, this number will eventually lower.

6. Other – 2%

Sewer expenses are expected to peak in FY23 primarily due to the increase in sewer flow payments to Westfield, then drop by 7% in FY24 after the last IMA loan payment is made. A significant portion of the savings from the last IMA payment are offset by the increase in flow fees to Westfield under IMA Amendment 4.

The following chart shows the actual and anticipated shortfall in funding between revenue collected from user fees and betterment payments vs. sewer expenses from FY19 to FY24.



In prior years, this difference was made up by transferring funds from Sewer Retained Earnings accounts and via the Town Subsidy. As noted earlier, the Sewer Retained Earnings account can no longer be counted on as a revenue source beyond FY23. Further, DPW understands that the Select Board prefers to discontinue the Sewer Subsidy after the last IMA payment is made in early FY24. Betterment payments and unapportioned sewer revenue are also major sources of funding, however the Town has no control over the amount of revenue coming in from those sources. That will leave user fees as the only funding source available to make up this difference, which in FY24 is expected to be approximately \$530,000.

DPW feels that a rate increase should be considered at this time to account for the revenue shortfall. DPW also requests that the Select Board consider increasing the Town Subsidy to help offset the impact to the sewer users.

The following table shows the anticipated annual increase in revenue based on various rate increases.

Rate Increase	New Rate (\$/1,000 Gallons)	Projected Annual Increase in Revenue
10%	\$10.20	\$45,000 to \$55,000
20%	\$11.10	\$90,000 to \$100,000
40%	\$12.95	\$185,000 to \$195,000
60%	\$14.80	\$280,000 to \$290,000
80%	\$16.65	\$370,000 to \$380,000
100%	\$18.50	\$465,000 to \$475,000
115%	\$19.90	\$535,000 to \$545,000

BOS approved
15% FY23
15% FY24
3-0
6/2/22

If the Sewer Commissioners wishes to completely eliminate any contributions from the Town's General Fund and solely rely on user fees to cover all expenses for the Sewer Division except the IMA payments that end in FY24, the sewer rates will need to be increased by 115% to the rate shown in the above table.

The main issue plaguing the finances of the Sewer Division is a lack of new users. As you are aware, several votes to help facilitate the Phase II expansion failed at recent Town Meetings. The Town is in need of adding several hundred to a thousand new customers. Once the system expands to this size, revenue collected from the new users would help offset the rate impacts to the current sewer users that are required at this time. The only significant new sewer users in the

past 5 years include the School District and Lakewood Village apartments, however these customers will only marginally improved the Sewer Division's bottom line. Suffield is currently in discussions to expand their sewer system by a connection to the Town's, which would likely generate some revenue to the Sewer Division, but that is still in the planning and concept stage.

I would be happy to discuss this in more detail.

Sincerely,

A handwritten signature in black ink, appearing to read "Randal Brown". The signature is fluid and cursive, with the first name "Randal" being more prominent than the last name "Brown".

Randal Brown, P.E., NGICP
DPW Director

Sign In Sheet

June 27, 2022

Select Board Meeting

Please Print *****Legibly*****
Sign in Below

NAME	COMPANY/ADDRESS/PHONE/INFO (whichever)
Pandy Brown	95 Fred Jackson Rd
Lynne Mulligan	55 Honey Pot Rd Suck
Sarah Mulligan	55 Honey Pot Rd Suck
Colby Mulligan	55 Honey Pot Road Suck
Joe [unclear]	258 [unclear] Rd
Kevin Bischof	31 Ganson farm.
Marcus Ples	28 Depot St.
PATRICK JUBB	34 DEER RUN
David Sutton	207 Mart Viney Rd Suck
Donna Andrew Gale	5 Paint Grove Rd
DAVE SPINA	7 GREAT BROOK DR
Chris Kerry Grantfield	22 [unclear] Jackson

Sign In Sheet
June 27, 2022
Select Board Meeting

*Please Print *****Legibly******
Sign in Below

NAME	COMPANY/ADDRESS/PHONE/INFO (whichever)
Carol Guay	173 Mort Vining Rd
Eileen Leahy	Comcast
Jessica Thornton	352 Greenville Rd
Wendy Diondrio	141 Fred Jackson Rd
Tony Marzullo	39 John Mason
Freda Brown	34 John Mason
Andrew Gardner	348 Valleyview Dr Westfield MA
Erin Beaulac	70 Holyoke Rd Westfield
Ang Hotaling	45 Kline Rd
Diana Foskett	Atty for Robert & Carol Baibeau
Michael Sweeney	16 Lexington Circle
Paula Young	34 John Mason Rd
Jim Welsch	195 Hartland Hollow Rd