

**BOARD OF SELECTMEN'S MEETING**  
**MONDAY, MARCH 26, 2012**  
**7:00 PM AT THE TOWN OFFICE BUILDING**

PRESENT: Selectmen Patrick J. Brady (presiding), Robert J. Boilard and James E. Thompson, Town Administrator Robert A. Weitz, and Pamela E. Beall, selectmen's secretary.

**I. APPOINTMENTS WITH THE BOARD**

Candace Ouillette Gaumond: Candidate for Administrative Assistant

Selectmen met Candace Ouillette Gaumond, who is recommended by the Town Administrator as the Administrative Assistant to the Town Administrator and Board of Selectmen. Ms. Gaumond introduced herself and spoke about her education, experience and background which would contribute to a municipal position. She responded to selectmen's questions.

**MOTION made (Boilard) and seconded (Thompson) to approve the hire of Candace Ouillette Gaumond as the Administrative Assistant to the Town Administrator and Board of Selectmen. Approved 3-0.**

*Materials referenced: employment application and resume*

Glenroy Buchanan: Coordinator of Farmers Markets

Selectmen met with Glenroy Buchanan, coordinator of local farmers markets for the Pioneer Valley Growers. He noted that the Main Street market would begin in May and continue to the end of October. There will be small changes, with possibly one or two restaurants setting up food service. In early June, there will be a special event with Trees Bring Hope, a local organization assisting homeowners to restore trees lost during the storms of 2011. At that time, the group is planning to honor Llewellyn Merrick for his long career in agriculture and his dedicated support for local farming. The board agreed to provide a suitable commendation and agreed that Mr. Merrick is very deserving of recognition. The board had no concerns with the 2012 plans as outlined.

IT Director: Special Projects

Selectmen met with IT Director Nate DeLong about two projects to be undertaken from the budget for special projects.

Mr. DeLong reported that he met with the Town Administrator and the Finance Committee about supplemental funds for a project which would enhance and upgrade **telecommunications capacity** in conjunction with the renovation of the main fire station on Boston Road. There was agreement to ask for an appropriation at the Annual Town Meeting to fund an additional sum (about \$40,000) to be used with FY 11 encumbered funds to construct a 100' tower with builds capacity for the future.

**MOTION made (Boilard) and seconded (Thompson) to approve the expenditure of \$4,000 from the FY 11 IT Project Fund (encumbered), for the purpose of enhancing telecommunications for emergency services. Approved 3-0.**

Mr. DeLong introduced Ron St. James, a regional sales representative for Civic Plus, a **website design and development** company. Mr. DeLong and other staff have considered a number of proposals and recommend Civic Plus as an effective and forward thinking alternative to the current web provided. Mr. St. James addressed cost and services and offered a prepared video presentation on web functions which would be available to Wilbraham. Mr. St. James responded

to concerns about initial costs, annual hosting charges, and option for a design upgrade in four years.

**MOTION made (Boilard) and seconded (Thompson) to approve the expenditure of up to \$18,984 from the FY 12 IT Project Fund for the purpose of design and development of a new website for the town. Approved 3-0.**

*Materials referenced: video presentation by Civic Plus*

## II. TOWN ADMINISTRATOR'S REPORT

Mr. Weitz reported that a **technical assistance grant** of \$50,000 has been awarded to the town by the US Army Corps of Engineers for evaluation of drainage and flooding issues at Spear Brook, Woodland Dell and Tinkham Road.

Also reported was a state **sewer rate relief** allocation of \$300.

## III. BOARD OF SELECTMEN UPDATES

## IV. OLD BUSINESS

### Special Town Meeting

Mr. Thompson reported that Moderator Anthony Scibelli will not be available for the Special Town Meeting on April 2. He asked selectmen to consider recruiting a candidate to be nominated for temporary moderator at the start of the meeting.

### Open Meeting Law: Remote Participation Local Policy

Selectmen briefly discussed the draft of a local acceptance and policy which would allow town board and committee members to participate in meetings. The policy is consistent with the regulations put forward by the Attorney General late last year. Mr. Thompson would like to postpone action to more carefully read the policy.

*Materials referenced: draft of local policy for implementation of remote participation of board and committee members; background materials from recent Open Meeting Law regulations from the AG office*

### 250<sup>th</sup> Anniversary Funding

Selectmen briefly discussed the information collected about anniversary funding in other towns. Selectmen would like the 250<sup>th</sup> Anniversary Committee to make a presentation to the Town Meeting.

**MOTION made (Boilard) and seconded (Thompson) to place an article on the Annual Town Meeting Warrant requesting funding in the amount of \$15,000 for the 250<sup>th</sup> Anniversary Celebration under the provisions of MGL chapter 40, section 5. Approved 3-0.**

*Materials referenced: survey of expenditures for similar purposes in other towns and prior meeting background from committee*

## V. NEW BUSINESS

### Offset for Dog Officer

**MOTION made (Boilard) and seconded (Thompson) to increase the Dog Officer offset to \$26,000 for Fiscal Year 2013 budget planning purposes. Approved 3-0.**

Reserve Fund: Recreation Department

Director Bryan Litz addressed the board to explain some of the unforeseen expenses that have resulted in a small deficit in department expense accounts.

**MOTION made (Boilard) and seconded (Thompson) to recommend to the Finance Committee the transfer of \$ 14,950 from the Reserve Fund to the Parks And Recreation Department for the purpose of funding unforeseen expenses to the end of FY 12. Approved 3-0.**

*Materials referenced: Request for Transfer from Town Accountant*

PEC Agreement for Insurance Plans and Mitigation

Mr. Weitz explained the provisions in the General Laws which allow municipalities to make insurance plan changes, and during the first year to negotiate with employee groups to use 25% of the projected savings to mitigate the impact of the changes. The amount available would be given back as a premium “holiday” covering one or two weeks of insurance payments for employees. Mr. Boilard noted that the 75% of the savings could be linked to the unfunded liability budget that the town is contributing to each year.

Selectmen briefly discussed John Kirchoff’s decision, as the retiree representative to the Public Employee Committee, to decline signing the agreement. A letter from Mr. Kirchoff was referenced, stating that he voted in favor of the agreement, but he would like a resolution to the retirees’ request to change the town’s share of insurance premiums for retirees which is referenced in the appendices of the agreement.

**MOTION made (Boilard) and seconded (Thompson) to accept an agreement with the Public Employee Committee regarding modification of insurance plan offerings and impact mitigation as required under Massachusetts General Laws, chapter 32B, section 21 to 23, as prepared and presented by the Town Administrator at the close of the negotiation period March 23, 2012. Approved 3-0.**

**VI. LICENSING AND OTHER APPROVALS**

**VII. MINUTES OF MEETINGS**

**MOTION made (Boilard) and seconded (Thompson) to accept the meeting minutes of March 19, 2012 and Executive Session of March 19, 2012 as submitted. Approved 3-0.**

**VIII. EXECUTIVE SESSION**

There was no executive session.

Having no further business, the meeting was adjourned at 8:27 PM.

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Town Administrator

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Patrick J. Brady, Chairman

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Robert J. Boilard, Vice Chairman

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James E. Thompson, Clerk