

BOARD OF SELECTMEN'S MEETING
MONDAY, APRIL 9, 2012
7:00 PM AT THE TOWN OFFICE BUILDING

PRESENT: Selectmen Patrick J. Brady (presiding), Robert J. Boilard and James E. Thompson and Town Administrator Robert A. Weitz.

I. APPOINTMENTS WITH THE BOARD

Award of Fire Station General Contractor Bid

Selectmen met with Wilbraham's Fire Chief Francis Nothe and Building Inspector Lance Trevallion regarding their recommendation to award the Fire Station General Contractor bid to Western Builders of Granby, Massachusetts. The amount of the bid is \$2,556,800. Chief Nothe and Inspector Trevallion noted that once the contract is signed, then a determination will be made as to the start of the project. The phase of the project on the building's garage is tentatively scheduled to conclude in October, 2012, during the fall season. However, the project will be completed much later in the year. Also pointed out by Chief Nothe, that in the interim, during the expansion and renovation of the fire station, the Boston Road fire station building will be closed for a short period of time. Monson/Wilbraham Academy has donated space in their field house to serve as a temporary workspace for the Fire Departments' administrative staff. There will also be a construction trailer set up outside of the Boston Road Fire Station temporarily for the crew and medical supplies. Some of the trucks will also be outside. A short power supply will be run out to the trucks to ensure the equipments safety during cold weather. When Chairman Brady inquired if there was any further information about the project, Fire Chief Nothe and Inspector Trevallion noted that utility and gas lines will be placed under Boston Road; however, there is no foreseen disruption to Boston Road's use during the placement of such lines.

MOTION made (Boilard) and seconded (Thompson) to move to award the Boston Road Fire Station Renovation General Contractor bid to Western Builders of Granby, MA. Approved 3-0.

Materials referenced: Letter, dated March 23, 2012, sent to Paul Ugolini of Western Builders, from Mr. Trevallion, Building Inspector and Project Manager, regarding "Additions and renovations to the Wilbraham Main Fire Station-Wilbraham, Ma;" and the General Bid Tabulation document, dated April 6, 2012.

II. TOWN ADMINISTRATOR'S REPORT

Mr. Weitz reported that State Senator Gale Candaras sent a message indicating that the special legislation for the golf course lease has been passed by the House of Representative and State Senate. The legislation is now before the Governor for signing. Chairman Brady voiced that the golf course lease be added to the May 14 Annual Town Meeting's Town Warrants.

III. BOARD OF SELECTMEN UPDATES

IV. OLD BUSINESS

Approve Town Meeting Warrants

MOTION made (Boilard) and seconded (Thompson) to move to approve the May 14, 2012 Annual Town Meeting warrant of 50 articles, as presented by the Town Administrator April 9, 2012, and that said warrant be prepared for printing and distribution, excepting only legal or technical corrections to be made before Thursday, April 19, 2012; and to add an warrant article approving an amendment to the golf course lease. Approved 3-0

Materials referenced: May 14, 2012 Annual Town Meeting Warrant.

Remote Participation Policy (Open Meeting Law)

Mr. Weitz explained that the Remote Participation Policy would allow a Board or Committee Member to participate in a Board or Committee meeting remotely, if he or she was out of Town on urgent business. The Chairman of the Board or Committee would have to approve the member's request and reason for the physical absence. Additionally, there would need to be a two-way audio connection between the participant and Committee in order to participate remotely. This policy request was put forth by Wilbraham's Open Space Committee's Vision Task Force. The policy content follows similar guidelines as drafted by the Attorney General's Office.

MOTION made (Boilard) and seconded (Thompson) to move to adopt the Remote Participation Policy drafted by the Town Administrator and dated March 26, 2012 to allow for remote participation of Board and Committee meetings in limited circumstances, as allowed under Massachusetts Open Meeting Law and under the regulations of the Attorney General's Office. Approved 3-0

Materials referenced: draft of local policy for implementation of remote participation of board and committee member

Memorial School Use/Reuse

Mr. Weitz reported that there has been discussion regarding Cathedral High School's request to extend its lease of use of the Memorial School building for a longer period of time than originally authorized. In order to do so, the Board of Selectmen will need to approve the allowance of an extension of the lease beyond the current time frame established.

The Selectmen briefly discussed the immediate issue involving the use of the Memorial School building as well as the long term plan for the facility. Mr. Thompson expressed that the Board of Selectmen should be involved in lease negotiations of the Memorial School building. Mr. Boilard was in agreement and further expressed concern as to the long term use of the building upon Cathedral's departure from using the facility as well as revenue obtained from said lease. Chairman Brady also was in agreement that the Board of Selectmen has the right to be involved in any negotiations pertaining to the use of the Memorial School building, whereas the Town owns the facility. Mr. Weitz pointed out that under the current lease of this property, the Town may not be able to sublease the facility unless the Board of Selectmen follows the process outlined in the lease to take back the building, (if not used for District purposes.) Chairman Brady authorized the Town Administrator to contact Superintendent Martin O'Shea to express the Board's concerns and position on this matter. Mr. Weitz indicated that he will also inquire as to the School District's timetable and plans for use of the Memorial school building. No action was taken.

Materials referenced: Goonan, Peter. "Cathedral High School Faces Delay in Moving Back Tornado Damaged Campus in Springfield." Retrieved on 4/6/12, from <http://blog.masslive.com/breakingnews/print.html?entry=/2012/04/cathedr>

V. NEW BUSINESS

Annual Appointment of Veterans' Service Agent

MOTION made (Boilard) and seconded (Thompson) to move to reappoint Richard J. Prochnow as Veteran's Agent under the provision of Mass. General Laws Chapter 115, Section 3. Approved 3-0.

Materials referenced: Letter, dated March 26, 2012, from The Massachusetts Executive Office of Health and Human Services' Department of Veterans' Services, regarding M.G.L. chapter 115 – Veterans' Agents

Local 98 Contract: Proposed Amendment

Mr. Weitz reported that the International Union of Operating Engineers, Local 98, signed the new Collective Bargaining Agreement with the Town. However, there were several housekeeping items that were omitted in the signed agreement. The proposed amendment will correct this oversight.

MOTION made (Boilard) and seconded (Thompson) to move to approve and sign an Amendment to the Collective Bargaining Agreement between the Town and the International Union of Operating Engineers, Local 98, dated April 9, 2012 a copy of which shall be attached to the minutes of this meeting. Approved 3-0.

Materials referenced: Amendment to the Agreement between the Town of Wilbraham and The International Union of Operating Engineers, Local 98, effective July 1, 2011 to June 30, 2014.

Hiring Request: DPW Heavy Equipment Operator and Library Page (part time)

Mr. Weitz explained that as a result of another DPW position being filled, the DPW Heavy Equipment Operator position became vacant. He also explained that the Library Page position became vacant as a result of a resignation. Mr. Thompson inquired if the DPW position was a continuation of the reorganization of the DPW. Mr. Weitz stated no and reiterated that the position became vacant as a result of another DPW position being filled.

MOTION made (Boilard) and seconded (Thompson) to move to authorize hiring of DPW Heavy Equipment Operator for the DPW Highway Division to fill a vacant position. Approved 3-0.

Materials referenced: Completed and signed, "Authorization to Hire" form for the DPW Heavy Equipment Operator position, dated March 19, 2012.

MOTION made (Boilard) and seconded (Thompson) to move to authorize hiring of Library Page at the Wilbraham Public Library to fill a vacant position. Approved 3-0.

Materials referenced: Completed and signed, "Authorization to Hire" form for the Library Page position, dated April 5, 2012.

Request for Reallocation of Surplus Capital Planning Funds

Mr. Weitz reported that the Capital Planning Committee is requesting approval to reallocate surplus funds from prior bond authorizations from previous years. The Committee has approved to utilize \$75,000 of such funds for two projects: 1.) Cooling Tower at the Wilbraham Police Department (\$35,000); and 2.) Completion of the window replacement project (\$40,000) that was completed at the Wilbraham Public Library a few years ago.

MOTION made (Boilard) and seconded (Thompson) to move to approve the request of the Capital Planning Committee for the reallocation of \$75,000 of funds from prior year bond authorizations to fund the following projects: Police Department – Cooling Tower (\$35,000); Library – Completion of FY2008 window replacement project (\$40,000).

Approved 3-0.

Materials referenced: Memo, dated April 3, 2012, sent from Bob Quintin, Chairman of the Capital Planning Committee, regarding the reallocation of funds from prior bond authorizations.

Sewer Charge Abatements

MOTION made (Boilard) and seconded (Thompson) to move to approve Sewer Abatements totaling \$6,186.90 as listed in a memo from E. Miga dated April 9, 2012. Approved 3-0.

Materials referenced: Sewer Abatement Memo, dated April 9, 2012, from E. Miga, DPW Director.

Fire Department: Disposal of Surplus Property

Mr. Weitz explained the Wilbraham Fire Department is requesting to declare equipment, purchased from the Ambulance Gift Fund, as surplus and is seeking to sell such equipment. Proceeds from the sale will be returned to the Ambulance Gift Fund. Mr. Thompson inquired if the equipment was being sold because it was surplus or if the equipment was near the end of its life cycle. Mr. Weitz noted that the specifics regarding the equipments' status was not highlighted in the memo produced by Chief Francis Nothe. It was determined that action would be postponed until further information regarding the equipment to be sold could be provided to the Selectmen.

Materials referenced: Memo received from Wilbraham Fire Chief Francis W. Nothe, regarding above noted request.

Indemnification

MOTION made (Boilard) and seconded (Thompson) to move to indemnify Captain Raymond Kallaugher according to MGL Chapter 41 Section 111F for 488 hours lost between January 1 and March 31, 2012, due to his injury on duty of November 2011. Approved 3-0.

Materials referenced: Memo, dated April 5, 2012, sent from Wilbraham Police Chief Roger W. Tucker, regarding C41 S111F Injured on Duty Leave Request – Capt. Raymond J. Kallaugher.

VI. LICENSING AND OTHER APPROVALS

Request for banner: Garden Club at Gazebo Park Plant Sale

MOTION made (Boilard) and seconded (Thompson) to move to approve the placement of a Banner at Gazebo Park to be installed on April 27, 2012 by the Wilbraham Garden Club for a Plant Sale on May 12, 2012. Approved 3-0.

Materials referenced: Completed "Request to Place Banners or Signs" form submitted by the Wilbraham Garden Club.

Request for Road Race: MRHS Outing Club

MOTION made (Boilard) and seconded (Thompson) to move to grant permission to the Minnechaug Regional High School Outing Club for the use of public property, including streets and sidewalks for a road race on April 28, 2012 from 7:30 AM to 11:30 AM and to forward the request to public safety officials for review. Approved 3-0.

Materials referenced: Completed "Request for Use of Public Property for Special Events" form submitted by Minnechaug Regional High School Outing Club, dated March 29, 2012.

VII. MINUTES OF MEETINGS

Mr. Weitz reported that the March 26, 2012 minutes presented required a correction in the first item. The Selectmen briefly discussed this matter and determined to place acceptance of the March 26, 2012 minutes on hold until the correction could be made. No action taken.

VIII. EXECUTIVE SESSION

MOTION made (Boilard) and seconded (Thompson) to move to go into executive session for the purpose of discussing strategy in preparation for real estate negotiations because discussion in open session may have a detrimental affect on the town's position, and that the board return to open session to adjourn or resume regular business. Roll call vote to convene. Each Selectman (Boilard: yes; Brady: yes; Thompson: yes) voted in favor upon roll call. Approved 3-0.

Having no further business, the meeting was adjourned at 7:30pm.

Town Administrator

Patrick J. Brady, Chairman

Robert J. Boilard, Vice Chairman

James E. Thompson, Clerk