

**BOARD OF SELECTMEN'S MEETING
MONDAY, DECEMBER 13, 2010
7:00 PM AT THE TOWN OFFICE BUILDING**

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

I. APPOINTMENTS

Finance Committee

Selectmen met with Chairman Susan Bunnell and Finance Committee members Mark Ducey, Paul Bernier, Walter Damon, Denise Tessier, Roger Fontaine, Bob Russell, Dan Miles, and David Parke.

Chairman Thompson welcomed the Finance Committee and stated that the purpose was to exchange ideas and have general discussion of the selectmen's budget goals and the role of the Finance Committee. A talking-points list was prepared by Ms. Bunnell. Ms. Bunnell noted that the committee would like to get a sense of the selectmen's budget goals and priorities for FY 12, but also to take a longer view.

During discussion of FY 12 budget development, the parties noted some proposals and requests that would need research and oversight, such as school funding, staff cuts, staff restoration, Recreation Department staffing, Fire Department staffing, the Spec Pond project, public safety, full funding of long-range infrastructure upkeep, use of private vendors and/or consolidation of overlapping staff positions, regional development of dispatch services and possible joint purchase of major equipment to be shared among several towns. There was consensus to continue and increase funding for the retirement trust, created with town meeting approval last year.

The chairmen agreed to meet again in early January.

Materials referenced: talking points provided by Chairman Bunnell to selectmen

Public Television Proposal

Selectmen met with PATV Executive Director Caroline Cunningham and Chairman William J. Fogarty of the Public Access Television Advisory Committee. Mr. Thompson noted the committee has provided a community survey, a long-term plan with recommendations for equipment and expanded programming, as well as long-term technical goals. Mr. Brady noted that he had asked for a comparative approach evaluate the cost of the "deliverables" such as what we would gain from investment in staff and technology.

Mr. Fogarty stated that the committee believes a crucial element is a commitment for a non-tax-funded, part-time position, which would allow the planning to mature into actual projects and programs, including improved studio space and the equipment to upgrade all programming. He noted that the compensation for a part-time position has been allocated from the licensing revenue from Charter Cable. Mr. Fogarty cited a spectrum of public programs such as ongoing updates of school construction, development of Spec Pond, the town's 250th anniversary, more comprehensive government live broadcasts, and involving high school and college students in the public television community. The tasks to outlined the needs of the studio, to development procurement specifications will be enormous, and additional staff will be critical to initiate these

plans.

Chairman Thompson proposed that the board revisit this on January 3 and review a plan which would serve as a guide or roadmap.

John Garvey: Candidate for Open Space and Recreation Committee

Selectmen met with John Garvey who spoke with the board about his background and experiences as a long-time Wilbraham resident. He spoke of his interest in the work of the Open Space and Recreation Committee.

MOTION made (Brady) and seconded (Boilard) to appoint John Garvey to the Open Space and Recreation Committee for a partial term expiring May 2011. Approved 3-0.

John Medeiros: Licensing Matter

Selectmen met with John Medeiros and attorney Bruce Melikian regarding 2011 licensing for Medeiros-Williams Chevrolet. Mr. Medeiros explained that in 2010 his auto sales business declared bankruptcy and the franchise contract with General Motors was lost. He is engaged in ongoing effort to secure a new car franchise from another manufacturer, but has not been successful as yet. There is a lot of uncertainty in the business and he was not willing to guess how long it would take to secure a new franchise contract. Mr. Melikian stated that there were positive evaluations of the facilities and location, and a high probability that a franchise can be obtained, but there is also uncertainty.

Mr. Medeiros is looking for some consideration on extending his Class One license into 2011, in order to maintain a viable sales location and keep his employees. Selectmen expressed concern and a willingness to consider options which would allow the business to continue. Mr. Weitz stated that there may be some leeway under the circumstances.

MOTION made (Brady) and seconded (Boilard) to renew a Class One auto sales license to Medeiros Williams, Inc., in anticipation of restoration of an agreement with a new car franchise, authorizing Medeiros Williams, Inc., as a sales agent for said new car manufacturer, and to report back to the Board of Selectmen during July 2011. Approved 3-0.

Materials referenced: renewal application for Class One licensing, MGL relative to used car licensing

II. TOWN ADMINISTRATOR'S REPORT

Mr. Weitz reported on a recent meeting with **technology employees** from Public Access Television, the Public Library, and the IT Department. He said that some level of consolidation may be possible, excepting the library which is on its own state-wide network, but there would be more discussion as they document what their various technology tasks. They would also like to involve the school specialists in ongoing discussion. Mr. Brady stated that the objective would be to identify competing and complementary equipment and procedures that could be bundled for efficiency.

Mr. Weitz reported that a few employees still receive payroll checks, and the plan to put all employees on **electronic direct deposit** would be subject to union negotiations.

Mr. Weitz reported there have been conversations about the use of **Memorial School** for town storage. He reviewed this with the school officials, the Facilities Supervisor and Building Inspector and all are amenable.

III. SELECTMEN'S UPDATES

IV. CITIZEN'S OPEN FORUM

V. OLD BUSINESS

Police Software Proposal

Selectmen discussed the proposal for acquisition of citizen-initiated police reports (CopLogic). Mr. Boilard expressed reservation that Wilbraham's use would be very small compared to the investment and ongoing costs. He noted that the communities which have used it are much larger than Wilbraham. Selectmen agreed by consensus not to recommend use of town funds for this purchase.

Ambulance Bid Award

MOTION made (Brady) and seconded (Boilard) to award the bid for the purchase of a new ambulance to Greenwood Emergency Vehicle of North Attleboro, MA in the value of \$151,289 meeting all the requirements and specifications in the procurement documents. Approved 3-0.

Materials referenced: memorandum of recommendation and background on bid process from Chief Nothe

Appointments to Boards and Committees

MOTION made (Brady) and seconded (Boilard) to appoint Nancy Haryasz to the 250th Anniversary Planning Committee, for a partial term expiring at the close of the anniversary year in 2013. Approved 3-0.

Materials referenced: letter of interest from candidate Haryasz

VI. NEW BUSINESS

Request for Hiring: Accounting Office

Mr. Weitz reported that long-time employee Elayne Stratton has given notice of retirement for January 2011, after 33 years with the Town of Wilbraham. Her functions in accounting include payroll and payables. The position is identified as a key position in managing the new in-house payroll system.

MOTION made (Brady) and seconded (Boilard) to go forward with the recruitment and hiring process for a full-time position as accounts payable and payroll clerk in the Accounting Department. Approved 3-0.

Materials referenced: letter of resignation from Elayne Stratton and memorandum from HR Coordinator

VII. LICENSING, OTHER APPROVALS
Alcohol Beverages License Renewals

MOTION made (Brady) and seconded (Boilard) to approve all categories of liquor licensing for 16 licensees, as presented in a renewal list dated December 13, 2010, all expiring December 31, 2011. Approved 3-0.

Materials referenced: license list, ABCC standard renewal forms and prepared certificate; ABCC reports

Alcohol Beverages License: Dolce Vita Enterprises LLC

Selectmen discussed the pending transfer of a liquor license from Rita's Trattoria to Abudanza. The secretary expressed some concern that the transfer could survive only if approved by the ABCC before December 30, or if the current licensee provided liquor liability insurance and paid the 2011 fees. Given that information, the board made a motion to provide some flexibility with the town's response.

MOTION made (Brady) and seconded (Boilard) to o renew the Section 12 liquor license to Dolce Vita Enterprises, d/b/a Rita's Trattoria, conditional upon receipt of a liquor liability insurance certificate and payment of fees before December 30, 2010 at noon, and otherwise to forward the renewal to the ABCC marked "disapproved" for 2011.

Note: On December 20, the ABCC approved the pending transfer; the new licensee provided the required liquor liability insurance for the 2011 continuation and renewal.

All other License Renewals

MOTION made (Brady) and seconded (Boilard) to approve renewal of licenses as listed on documents titled 2011 Renewals:

- Food Establishment (all types),
- Common Victualer,
- Retail Tobacco Sales,
- Local Entertainment,
- Sunday Entertainment,
- Auto Sales Class One and Two,
- Amusement Devices (games),
- Amusement Devices (juke box),
- Billiard Tables,
- Public and Semi-Public Swimming Pools,
- Motels,
- Tanning Facilities and Equipment,
- Retail Sales of Milk and Cream,
- Frozen Dessert Manufacturing, and
- Pasteurization,

said licenses expiring December 31, 2011. Approved 3-0.

Materials referenced: license lists and standard DPS form for Sunday entertainment

License Pending: no renewal application

MOTION made (Brady) and seconded (Boilard) that all licenses for the following businesses are to be marked "pending" to be issued upon receipt of a signed renewal application and fees for 2011:

- All American Gymnastics
- Boston Grille,

- **Brownstone Bed and Breakfast**
- **Krazy Jakes**
- **Labuda's Market**
- **Sugar DL's Baked Goods,**
- **The Kids Place**
- **Village Store and Café, and**
- **Wilbraham Pizzeria**

If no renewal application is received, selectmen authorize an expiration notice to be sent, advising businesses that operations requiring a license must cease December 31, 2010 at 11:59 PM. Approved 3-0.

License Pending: tax issues unresolved

MOTION made (Brady) and seconded (Boilard) that the following business are approved for licensing in 2011 only if tax delinquency issues are resolved before December 15 at 4:30 PM, otherwise the licensing will not be acted upon until a tax delinquency hearing scheduled for December 15 at 7:00 PM:

- **Roadside Pizza and Wings, and**
- **Boston Grille**

Approved 3-0.

Recreation Commission: Request for Signs

MOTION made (Brady) and seconded (Boilard) to I move to grant permission to the Friends of Recreation and the Recreation Commission to place three signs on town property to keep the public aware of progress on fundraising goals in 2011. Approved 3-0.

Materials referenced: e-mail request from director and sample sign art

VIII. MINUTES

Minutes were not prepared for review.

IX. OTHER CORRESPONDENCE, SIGNATURES (no votes required)

Minutes of previous meetings, letters of appreciation

X. EXECUTIVE SESSION

There was no executive session.

Having no further business, the meeting was adjourned at 8:40 PM.

Town Administrator

James E. Thompson, Chairman

Patrick J. Brady

Robert J. Boilard

