

**BOARD OF SELECTMEN MEETING
MONDAY, JANUARY 7, 2019
6:15PM AT TOWN OFFICE BUILDING, SELECTMEN'S MEETING ROOM
240 SPRINGFIELD STREET, WILBRAHAM, MA
MINUTES**

PRESENT: Chairman Robert J. Boilard (presiding); Selectmen Susan C. Bunnell; Selectmen Robert W. Russell, Town Administrator Nick Breault and Heather Kmelius, Administrative Assistant to the Board of Selectmen and Town Administrator. The meeting was called to order at 6:18 PM.

EXECUTIVE SESSION

Chairman Robert Boilard stated the following. As Chairman of the Board of Selectmen, I hereby announce the Board of Selectmen will hold an executive session for the following purposes: per M.G.L. c. 30A, § 21(a) (3) to discuss strategy with respect to collective bargaining with the NEPBA Local 120, UPSEU Local 420M, and IUOE Local 98; and per M.G.L. c. 30A, §21(a) (3) to discuss strategy with respect to litigation regarding a claim for payment; whereas an open meeting may have a detrimental effect on the bargaining and litigating positions of the Board of Selectmen, and as the Chairman I so declare; and that the Board of Selectmen shall reconvene in open session.

Selectmen Bunnell so moved to hold an executive session for the following purposes: per M.G.L. c. 30A, § 21(a) (3) to discuss strategy with respect to collective bargaining with the NEPBA Local 120, UPSEU Local 420M, and IUOE Local 98; and per M.G.L. c. 30A, §21(a) (3) to discuss strategy with respect to litigation regarding a claim for payment; whereas an open meeting may have a detrimental effect on the bargaining and litigating positions of the Board of Selectmen, and that the Board of Selectmen shall reconvene in open session. Roll call vote : (Chairman Boilard – yes, Selectmen Bunnell – yes, Selectmen Russell – yes).

Following the conclusion of Executive Session, the Board reconvened in Open Session at 7:04 PM.

Announcement per mgl c.30(A), s.20(E)

PLEDGE OF ALLEGIANCE

Chairman Boilard asked all to join the Selectmen in saying the Pledge of Allegiance. He then announced, in accordance with Mass. General Law Chapter 30(A), section 20(e), that the Selectmen's meeting was being recorded by Wilbraham Public Access and the Selectmen's Office. Chairman Boilard asked if there was anyone present in the audience also recording the meeting tonight. Chris Mazza from The Reminder stated that he was recording the meeting and Chairman Boilard asked that the minutes reflect as such.

APPOINTMENTS WITH THE BOARD

Public Hearing: License to Sell for On-premises Consumption Alcoholic Beverages Produced by Person Holding Sec. 19B, 19C or 19E License – Fieldcrest Brewing Company, LLC, 2343 Boston Road

Mr. and Mrs. Adam and Shannon Field, the owners of Fieldcrest Brewing Company, LLC, were present and signed into the public hearing. They received the required licensing from the Federal and State alcohol authorities and are now seeking local approval to open the brewery. Mr. Field stated that they have completed multiple renovations over last several months and are hopeful to open as early as February 2019. He stated that the kitchen was removed and replaced with brewing equipment. The business will brew multiple beers on site and customers will be able consume the beer on site and take the product home in growlers. Mr. Field has communicated with Health Inspector, Lorri McCool. Mr. Field will obtain the Board of Health licenses needed once he has finalized the options for their limited menu. Customers will be allowed to bring their own food, have food delivered to the brewery, or have access to the establishment's limited menu including hotdogs, pretzels and chips. Mrs. Field stated they are looking enhance the neighborhood and have nearby restaurant menus on hand. They also hope to have food trucks visit with proper licensing. All beverage orders must be made at the bar as there will not be any servers or waitstaff on the dining room floor. All of the servers are TIPS certified. Mr. Field stated that the Special Permit issued by the ZBA for the use of this property allowed hours of operation daily from noon to 10:00 P.M. There were no comments from the audience.

MOTION (Bunnell, Russell): Move to approve a new License to Sell For On-Premises Consumption Alcoholic Beverages Produced by Person Holding Sec. 19C for Fieldcrest Brewing Company, LLC; Adam Field, Manager; with the hours for sale of alcoholic beverages as follows: noon – 10pm seven days a week; and forward said application to the Alcohol Beverages Control Commission for review and approval. Approved (3-0).

Materials referenced: Legal Notice stamped by the Town Clerk 12.18.18, Certified Abutters List from Assessors Office dated 12.17.18, Copies of seven certified mailings to abutters, Copy of Legal Notice publication in the Wilbraham-Hampden Times on 12.27.18. Fieldcrest Brewing Company, LLC's ABCC license received by the Selectmen's Office 12.10.18 (73 pages).

Application for Tobacco Sales Permit – Sir Louis Cigars, 2345 Boston Road

Mr. Hunter Marosits presented small scale business plans to utilize the vacant basement level space of his existing commercial building located at 2345 Boston Road to operate a specialized cigar sales business. Mr. Marosits operates his business on the first floor of the same property. He plans to promote the cigar sales business through online promotion. Sales will be conducted by appointment only to start, and perhaps evolve as the business matures. Mr. Marosits describes this business venture as a hobby business. He understands that no smoking is allowed on the premises. The Board and the audience did not have any issues or comments.

MOTION (Bunnell, Russell): Move to approve a Tobacco Sale Permit to Sir Louis Cigars pending satisfactory inspection by the Health Inspector. Approved (3-0).

Materials referenced: Application for Tobacco Sales Permit received by the Selectmen's Office 12.19.18 (5 pgs) and Sir Louis Cigars Mass DOR Sales and Use Tax Registration Certificate and Mass DOR Retailer License for Sale of Cigars and Smoking Tobacco.

OPEN SESSION (for topics not reasonably anticipated 48 hours in advance of meeting such as:)

Town Administrator's Report

Town Administrator (TA) Nick Breault stated that Michael Clark from Senator Lesser's office contacted him to schedule a meeting regarding FY 20 budget priorities that was confirmed for February 4, 2019. TA Breault is looking for input from the Board and Department Heads. TA Breault was notified that he passed the procurement training test from last training session he attended. There is one more training session that he will attend at a later date to complete his Procurement training. The next Board meeting is scheduled for Monday, January 14, 2019.

Materials referenced: Budget Memo created and distributed by TA Breault dated 11.9.18 and shared with Town Departments Heads, School District, Finance Committee, Capital Planning Committee and the Board of Selectmen.

Board of Selectmen Updates

Selectmen Bunnell is excited about the Town's recently announced Green Communities designation giving the Town access to \$152, 815 for future Town projects. Selectmen Bunnell and TA Breault plan to attend the upcoming MMA Annual Meeting and trade show and Selectmen Bunnell will be moderating a workshop at the event. Chairman Boilard stated that there is a meeting on January 10, 2019 with representatives from the Wilbraham and Hampden Board of Selectmen, Town Administrators from both communities, legal counsel, and School District representatives with intent to discuss the direction of the ongoing lawsuit, the future of the schools, as well as discussion about MSBA and future repairs at Wilbraham Middle School.

Citizens Open Forum

Resident Dave Sanders inquired about the Boards' receipt of complaints about the volume of ground mount commercial solar panels on private property and the Board members responded that they have received some complaints from individuals. Chairman Boilard stated that he is not clear on the legal authority the Board has to interfere with the solar development. The Board stated that a moratorium could be considered but that it will only serve to slow the solar development process down. Mr. Adam Field, Wilbraham business owner, asked about the use of food trucks in town. Selectmen Russell stated that currently a prohibition on food truck operations and that he understands that the use of food trucks has increased in popularity in recent years. The Board discussed the opportunity of reviewing this issue with a contemporary perspective.

OLD BUSINESS

FY 20 Budget Updates

Town Administrator (TA) Nick Breault and Assistant Town Administrator Tom Sullivan have been conducting several budget meetings with Department Heads that should be concluded by next week. TA Breault stated that the FY 20 Budget presentation to the Board is planned for January 28, 2019 and gave an overview of some of the budget challenges. The school assessment was released recently showing the town's assessment will go up approximately 1 % from last year as a result of a continuation of the population shift between the towns. That will have a significant financial impact on the budget as the population shift alone can consume a large portion of the increase that would otherwise be proposed to support the school district's budget needs.

TA Breault stated up to nine retirements are expected in the next fiscal year and this will be a significant anticipated expense. Most retirees have reported sick leave buyback options that must also be considered in the budget plans. TA Breault would like to see a salary pool allocated for excess retirement expenses with so many retirements expected during one fiscal year. He stated that recruitment will be urgent to fill critical roles. He also stated that additional staffing requests have been received from multiple departments.

Materials referenced: Email from Assistant TA Sullivan to TA Breault and others regarding Town student count.

Green Communities Designation and Priorities

Town Administrator (TA) Nick Breault stated Wilbraham received a Green Community Designation. The Town can now apply for project funding totaling \$152,815. The Board discussed possible projects including capital projects and possible school renovations and other town building updates. TA Breault will find out if the funds can be accrued annually. The next deadline is February 9, 2019 when an application outlining proposed use of the funds is due to the State.

Town Buildings Study

Town Administrator (TA) Nick Breault confirmed that the proposed building study is unfunded at this time and an RFP would be required to move forward. If the study happens, the school buildings will be done first. The project cost is estimated to be expensive but variable based on the requested scope. There was agreement that all town building should be included.

NEW BUSINESS

Sewer Abatements

MOTION (Bunnell, Russell): Move to approve the Sewer Commitment, totaling \$236.70, as listed in a memo, dated January 7, 2019, from Ed Miga, Sewer Department. Approved (3-0).

Materials referenced: Memo from E. Miga, Sewer Department dated 1.7.19 received by the Selectmen's Office 1.2.19.

Police Department: Acceptance of Monetary gift

The Board shared appreciation for the generosity. Town Administrator Nick Breault will research Police's intention of use of funds.

MOTION (Bunnell, Russell): Move to accept a gift from the Grace Jones Richardson Trust of \$6,000 to the Police Gift Fund. Approved (3-0).

Materials referenced: Letter from Chief Zollo to the Board of Selectmen dated 12.17.18, Copy of check for \$6,000. Letter from Trust to Chief Tucker dated 12.3.18 and copy of Memorandum of Grant Conditions.

Establish Annual Town Meeting Date

Town Administrator Nick Breault asked the Board to consider revised warrant article deadlines. The Budget Memo sent to the Department Heads proposed January 25, 2019 as a submission deadline for monetary warrant articles and February 11, 2019 as a submission for non-monetary warrant articles. He proposed extending the non-monetary submission deadline to February 15, 2019 or February 22, 2019 to allow for hearing proceedings for articles that require such proceedings. The Board will make a decision about this at the next meeting.

MOTION (Bunnell, Russell): Move to schedule the Annual Town Meeting on May 13, 2019. Approved (3-0).

Materials referenced: Budget Memo created and distributed by TA Breault dated 11.9.18 and shared with Town Departments Heads, School District, Finance Committee, Capital Planning Committee and the Board of Selectmen.

Accept Fiscal Year 2020 Retirement Notices

**MOTION (Bunnell, Russell): Move to accept the retirements of:
Police Officer Lawrence Rich, effective on or around August 8, 2019,
Police Officer Harold Swift, effective on or around August 16, 2019,
Fire Captain Thomas Shaw, effective on or around September 20, 2019,
and Fire Captain William Manseau, effective on or around October 18, 2019. Approved (3-0).**

Materials referenced: W. Manseau's retirement letter received by the Selectmen's Office on 12.20.18, L. Rich's retirement letter received by the Selectmen's Office on 12.10.18, T. Shaw's retirement letter received by the Selectmen's Office on 12.20.18, and H. Swift's retirement letter received by the Selectmen's Office 11.27.18.

Approval of Replacement Hires and Promotions

The Board noted that it has received previous notices for regarding all of the retirements if they were not mentioned this evening. Town Administrator Nick Breault noted that the Dispatch Supervisor retirement will be of critical importance to the Town to fill the position quickly.

MOTION (Bunnell, Russell): Move to approve the replacement hire of two Police Officers, the promotion of two Privates to the rank of Captain in the Fire Department, the replacement hire of two Firefighter/EMT's, and the replacement hire of a Dispatch Supervisor and a replacement hire of a Part-Time Dispatcher. Approved (3-0).

LICENSING AND OTHER APPROVALS

Application for Entertainment License (One Day Event) – Wheely-Funn, Inc dba Interskate 91

MOTION (Bunnell, Russell): Move to grant permission to Wheely-Funn, Inc. dba Interskate 91 for the use of its facility located at 2043 Boston Road for the annual Girl Scout sleepover private event, scheduled for January 20-21, 2019, from 830pm to 7:00am, noting that the applicant holds an annual Sunday entertainment 2019 License approved by the Commonwealth of Massachusetts's Department of Public Safety, and forward event information to public safety officials for notification purposes. Approved (3-0).

Materials referenced: One Day Entertainment License received by the Selectmen's Office 1.2.19 from R. Gould of Interskate 91.

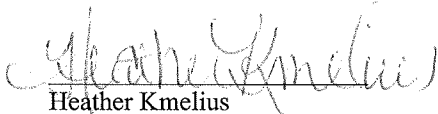
MEETING MINUTES

December 27, 2018

MOTION (Bunnell, Russell): Move to Approve the open session Minutes of December 27, 2018. Approved (3-0).

Materials referenced: Board of Selectmen Open Session Minutes from 12.27.18 prepared by Admin. Assist. H. Kmelius and submitted for approval at this meeting.

Having no further business, the Board of Selectmen adjourned at 7:46 pm.



Heather Kmelius
Administrative Assistant to the TA/BOS



Robert J. Boilard, Chairman



Susan C. Bunnell, Vice Chairman



Robert W. Russell, Clerk