

**BOARD OF SELECTMEN MEETING  
MONDAY, JANUARY 13, 2020  
TOWN OFFICE BUILDING, SELECTMEN'S MEETING ROOM  
240 SPRINGFIELD STREET, WILBRAHAM, MA**

**MINUTES**

**PRESENT:** Chair Susan C. Bunnell (presiding; Selectmen Robert J. Boilard, Nick Breault - Town Administrator, and Heather Kmelius - Administrative Assistant to the Board of Selectmen and Town Administrator. The meeting was called to order at 6:41 PM.

**NOT PRESENT:** Selectmen Robert W. Russell

**EXECUTIVE SESSION**

Chair Bunnell stated the following. As Chair 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: UPSEU Local 424M; per M.G.L. c. 30A, § 21(a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel: Police Chief; DPW Director; and per M.G.L. c. 30A, § 21(a) (6) to consider the purchase, exchange, lease or value of real property: Memorial School; whereas an open meeting may have a detrimental effect on the bargaining position of the Board of Selectmen, and as the Chairman I so declare; and that the Board of Selectmen shall reconvene in open session.

**Selectmen Boilard 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: UPSEU Local 424M; per M.G.L. c. 30A, § 21(a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel: Police Chief; DPW Director; and per M.G.L. c. 30A, § 21(a) (6) to consider the purchase, exchange, lease or value of real property: Memorial School; whereas an open meeting may have a detrimental effect on the bargaining position of the Board of Selectmen, and the Chairman so declares and that the Board of Selectmen shall reconvene in open session. Roll call vote: (Chair Bunnell – yes, Selectmen Boilard - yes).**

Following the conclusion of the Executive Session, the Board reconvened in Open Session at 7:01 PM.

**PLEDGE OF ALLEGIANCE**

Chair Bunnell asked all to join the Selectmen in saying the Pledge of Allegiance. She then announced, in accordance with Mass. General Law Chapter 30(A), section 20, that the Selectmen's meeting was being recorded by the Wilbraham Public Access and the Board of Selectmen's Office. Chair Bunnell asked if there was anyone present in the audience also recording the meeting. No one was recording the meeting.

**APPOINTMENTS WITH THE BOARD**

7:00 PM – J. Sasen and A. Scafuri Interviews for Commission on Disabilities

This appointment was postponed as the interview candidates were not able to be present this evening.

7:05 PM – T. Plantier – Signage Discussion | Open Space Committee

Tracey Plantier, Open Space Committee (OSC) member, was present to give an overview of an initiative the Committee is pursuing. The OSC is proposing visible signage for the existing open space locations in Town. Ms. Plantier showed photos of the following locations in Town: the road entering Rice's Nature Preserve, Sawmill, Mt. Marcy, 12 Mile Brook, and Oakland Street. She showed photos of other similar locations in the state with nice signage. She also showed preliminary draft rendering designs of the proposed signage. It was also stated that the Community Gardens sign was recently damaged and needs to be reinstalled and repaired. Ms. Plantier is filing a CPC application for funding of this signage initiative.

Selectman Boilard stated that he has concern about tagging locations with signage that do not have ample parking for increased visitors. Resident Matt Villamino asked about CPA funding coverage. Ms. Plantier discussed community volunteer partnerships that will assist with the sign installation process and gave a price estimate of the proposed inexpensive aluminum signage. This appointment was informational and Ms. Plantier will keep the Board updated on OSC's progress.

*Materials Referenced: T. Plantier showed photos of Town locations and proposed sign renderings to the Board during the meeting but did not leave copies of the materials for the Board or Selectmen's office to keep.*

7:10 PM - Christopher Craig, PVMCD: Mosquito Control District

Mr. Christopher Craig, Program Coordinator of the Pioneer Valley Mosquito Control District (PVMCD) was present to discuss Mosquito Control. He gave a presentation about the Mosquito Control Board that provided an overview of the commission's personnel, five person Board, and the committee's charge. The PVMCD presentation was focused on the EEE and West Nile outbreak increases in the State. PVMCD's proposed solutions include the process of larvaciding, adultciding, water management, and efficacy research and public outreach. Services are paid for by members in an "a la carte" fashion with the standard membership fee of \$5000.

Tree Warden and Pest Control Manager David Graziano was present to ask several questions about engaging the services of PVMCD. Public Health Nurse Jill Conselino was not able to be present this evening. BTI is what the PVMCD uses in the field and it was stated by Mr. Craig that BTI is very benign and only toxic to insects, not harmful to fish and other critters, and approved for organic farm use. Cost projections are available for the Town upon request. Tree Warden and Pest Control Manager Graziano also asked for reported results of the measured success of their programs. Health Agent Lorri McCool discussed the best ways to educate residents. TA Breault has experience with a community that conducted aerial spraying and the costs was about \$12000 five years ago. The Board will take this information into consideration.

*Materials Referenced: 26 slide PowerPoint presentation and PVMCD Information Guide presented to the Board by C. Craig of the PVMCD during the meeting on file in the Selectmen's Office.*

#### 7:20 PM – Health Inspector L. McCool – Food Truck discussion

Health Inspector (HI) Lorri McCool was present for a food truck discussion with the Board. HI McCool explained that mobile food trucks are growing in popularity. Historically mobile food vendors in Wilbraham must obtain one day permits for each daily event. Discussion ensued about seasonal or annual food permits for mobile food vendors and the proposed regulations to consider. The Town's general by-law would require an approved change at Town Meeting and the Selectmen plan to bring this article forward on the warrant in May 2020. The comparison of home residential kitchens and insurance coverage requirements were discussed.

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

#### Town Administrator's Report

Town Administrator (TA) Breault corrected his statements from last week to confirm that the VF grant money awarded to Wilbraham is for the purchase of two diesel trucks, not electric vehicles. The Town Offices are closed on Monday, January 20, 2020 in observance of Martin Luther King Day and the next Selectmen's meeting is scheduled to take place on January 27, 2020. Lastly, TA Breault plans to present the FY21 budget at the next Selectmen's meeting along with Asst. Town Administrator for Budget & Finance Tom Sullivan.

#### Board of Selectmen Updates

Chair Bunnell stated that Dr. Diane Testa and Cece Doucette discussed 5G technologies recently at an event and may be able to offer information and feedback about this event to the community. Chair Bunnell was also recently notified about upcoming PFAS public hearings.

#### Citizens Open Forum

No one took advantage of the Citizens Open Forum.

#### **OLD BUSINESS**

##### Senior Center Building Committee

Chair Bunnell read the approved motion from November 18, 2019 as follows: *Move to establish a Proposed Senior Center Building Committee consisting of 9 members to advise and assist in determining the time, expenses and operating costs associated with a proposed senior center at the site selected by the Senior Center Feasibility Study Committee located at the parcel of land at 240R Springfield Street.* Director of Elder Affairs Paula Dubord spoke about the Feasibility Study under contract currently. Residents Bob Tourville and Matt Villamino discussed the committee's performance and reporting expectations. It is anticipated that the Building Committee will bring the proposed Senior Center article forward on the Annual Town Meeting warrant. Resident Dave Sanders asked about the town building study and the timing of its results. TA Breault stated that the building study RFPs will go out at the end of January 2020 and the results would be expected in March 2020. The Board clarified that the town building study is not considering proposed alternative use of Memorial School.

##### 120 Old Boston Road Recycling Update

TA Breault stated that Town Counsel is going to provide more information on this matter soon. The Board was advised that they need to make a decision on this issue on January 27, 2020.

##### Springfield MRF Contract Proposal

The Town must make a decision on January 27, 2020 about the MRF contract in order to meet the imposed January 31, 2020 decision deadline. Discussion ensued about the upcoming decision options and the contract's obligations.

##### DPW Director Position: Job Description; Hiring Consideration and Process

This matter was tabled.

##### Special Town Meeting Warrant

TA Breault states that the articles for Special Town Meeting (STM) are due by January 31, 2020. He also stated that there are two articles expected to be on the STM warrant.

Annual Town Meeting: Warrant Articles and Deadlines

TA Breault stated that deadlines for the Annual Town Meeting (ATM) financial articles must be scheduled. It was noted that warrant articles can be written with 'place holder' information and the proposed numbers on submitted articles can be finalized closer to the warrant publication. Non-financial ATM articles are due by mid-march.

**MOTION (Boilard, Bunnell): Move to set the deadline to submit monetary warrant articles for the Annual Town Meeting on May 11, 2020 as February 14, 2020 at 4:30 p.m. Approved (2-0).**

**NEW BUSINESS**

Acceptance of Broadband Advisory Committee Resignation – C. Goonan

**MOTION (Boilard, Bunnell): Move to accept the resignation of Christine Goonan from the Broadband Advisory Committee effective January 8, 2020. Approved (2-0).**

*Materials Referenced: Email from C. Goonan received by the Selectmen's Office 1.8.2020.*

Appointment of a Broadband Advisory Committee member

The Board noted that there are only four people on the Broadband Advisory Committee and the Committee is very busy at this time. It will discuss more information about the work of the Committee at the meeting on January 27, 2020 when a full Board is present. The Board agreed to appoint the candidate previously interviewed.

**MOTION (Boilard, Bunnell): Move to appoint Zbigniew "Joe" Kielczewski to the Broadband Advisory Committee for a term beginning January 13, 2020 through June 30, 2020. Approved (2-0).**

*Materials Referenced: Application from Z. Joe Kielczewski received by the Selectmen's Office 8.8.2019.*

**LICENSING AND OTHER APPROVALS**

Application for a Temporary Food Establishment Permit – Colleen F. Nadeau dba Creative Cakes at Colleen

**MOTION (Boilard, Bunnell): Move to approve a Temporary Food Establishment Permit to Colleen F. Nadeau dba Creative Cakes by Colleen, for food preparation and service at the Fieldcrest Brewing LLC, located at 2343 Boston Road, Wilbraham, Massachusetts, on Saturday, January 25, 2020, between the hours of 4:00PM and 9:00PM; pending the health inspector's favorable inspection. Approved (2-0).**

Request to Place Banners or Signs - Hampden-Wilbraham Partners for Youth (Amendment from 11.25.2019)

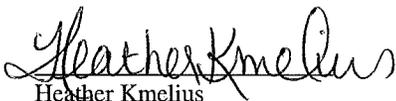
**MOTION (Boilard, Bunnell): Move to amend the motion made on November 25, 2019 granting permission to Ruth DiCristoforo of the Hampden-Wilbraham Partners for Youth placement of temporary signs at the "Selectmen's Approved Sign/Banner Locations", promoting the "Let's Talk About Vaping" event including dinner and a presentation taking place at the Wilbraham Middle School on Tuesday, January 28, 2020, with a Snow Date on Thursday, January 30, 2020, with signs to be installed starting on January 14, 2020 and removed no later than January 31, 2020. Approved (2-0).**

**MEETING MINUTES**

November 18, 2019 - Open Session

This matter was tabled.

Having no further business, Selectman Boilard made a motion to adjourn the meeting and Chair Bunnell seconded the motion and the Board of Selectmen unanimously voted to adjourn at approximately 8:30 PM.



Heather Kmelius  
Administrative Assistant to the BOS/TA



Susan C. Bunnell, Chair



Robert W. Russell, Vice Chairman



Robert J. Boilard, Clerk