

BOARD OF SELECTMEN MEETING
MONDAY, JANUARY 14, 2019
5:30 PM 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 5:34 PM.

Chairman Boilard announced in accordance with Mass. General Law Chapter 30(A). Section 20, that the Selectmen's meeting was being recorded by the Selectmen's Office.

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) (2) to conduct collective bargaining with the NEPBA Local 120; and per M.G.L. c. 30A, § 21(a) (3) to discuss strategy with respect to collective bargaining with the NEPBA Local 120; and per M.G.L. c. 30A, § 21(a) (3) to discuss strategy with respect to litigation regarding a claim for payment, and to discuss strategy with respect to litigation involving the HWRSD; 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) (2) to conduct collective bargaining with the NEPBA Local 120; and per M.G.L. c. 30A, § 21(a) (3) to discuss strategy with respect to collective bargaining with the NEPBA Local 120; and per M.G.L. c. 30A, § 21(a) (3) to discuss strategy with respect to litigation regarding a claim for payment, and to discuss strategy with respect to litigation involving the HWRSD; 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 7:23 PM.

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

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. Chairman Boilard asked that the minutes reflect no one was recording the meeting.

APPOINTMENTS WITH THE BOARD

Candidate Interview for the Historical Commission – T. Malysz

Mr. Ted Malysz introduced himself to the Board and gave an overview of his experience and expressed his interest in being a member of the Historical Commission. Mr. Malysz has resided in Wilbraham since 1983. He served in the Air Force Reserve for 24 years and worked for Mass Mutual for 29 years. He would like help preserve the rich local history of the Town and foster increased visibility for younger residents. Selectmen Bunnell stated that Historical Commission member Charlie Bennett emailed Selectmen Bunnell on behalf of the Commission expressing their support for Mr. Malysz' appointment.

MOTION (Bunnell, Russell): Move to appoint Thaddeus "Ted" Malysz to the Historical Commission for the term of January 14, 2019 to May 18, 2019. Approved (3-0).

Materials referenced: Volunteer application received in the Selectmen's Office hand delivered by T. Malysz received on December 13, 2018.

Candidate Interview for the Capital Planning Committee – J. Rooney

Mr. James Rooney stated that he is a lifelong town resident and also a member of the Planning Board. Mr. Rooney wants to help the efficiency of the Town and wants to be part of the conversations to help improve the community. Chairman Boilard confirmed that this Committee has five members and this open seat is a Board of Selectmen appointment. Selectmen Bunnell gave Mr. Rooney an overview of what to expect in his role as he stated that he does not have experience working with capital plans.

MOTION (Bunnell, Russell): Move to appoint James Rooney to the Capital Planning Committee for the term of January 14, 2019 to May 18, 2019. Approved (3-0).

Materials referenced: Volunteer application received in the Selectmen's Office hand delivered by J. Rooney received on January 8, 2019.

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

Town Administrator's Report

Town Administrator (TA) Breault stated that he and Selectmen Bunnell MMA Trade show this Friday. He stated that the Town Hall will be closed on January 21, 2019 in observance of Martin Luther King Day. The next meeting Board of Selectmen meeting will take place on January 28, 2019.

Board of Selectmen Updates

Selectmen Bunnell discussed the Pioneer Valley Data Collaborative's recently launched a new web page that provides comprehensive data that is a useful tool to all communities. Selectmen Bunnell met with the DPW and discussed several issues. She stated that the DRC has a Styrofoam recycling location on site. She also stated that the DRC has two clothing donation boxes, both confirmed to recycle textiles. Selectmen Bunnell also stated that the Attorney General's office is launching a series of webinars regarding relevant and interesting topics.

Selectmen Russell stated praise to the Town Administrator to pass along to the DRC staff noting the high level of customer service by employees at the DRC that has been recognized as excellent.

Citizens Open Forum

No citizens took advantage of the Citizens Open Forum.

OLD BUSINESS

FY 20 Budget Updates

Town Administrator (TA) Nick Breault asked the Board's permission to postpone the Budget presentation from January 28, 2019 to February 4, 2019 because some of the budget numbers will not be ready until February 1, 2019. TA Breault suggested the Board's consideration of proposing a local option meals tax. Selectmen Bunnell stated that several local communities have this in place and she would try to lock down more specific data at a later date.

Materials referenced: Memorandum form TA Breault to the Board Re: BOS Open Meeting Items Memo received during this meeting. Budget Memo submitted by TA Breault to Department Heads dated 11.9.18.

Annual Meeting Warrant Articles and Deadlines

Town Administrator (TA) Breault stated that with the Board of Selectmen's approval, he would like to send out a Press Release postponing the submission deadlines for warrant articles. The new proposal would allow the Budget Memo dated 11.9.2019 deadlines to be postponed per the following: Financial warrant articles with a deadline of February 1, 2019, and non-monetary warrant articles deadline to March 1, 2019. The Board did not have any issues with this change

MOTION (Bunnell, Russell): Move to set the following as the deadlines for Warrant Articles for the 2019 Annual Town Meeting: February 1, 2019 for monetary warrant articles; and March 1, 2019 for all other warrant articles including petitioned warrant articles. Approved (3-0).

Materials referenced: Memorandum form TA Breault to the Board Re: BOS Open Meeting Items Memo received during this meeting. Budget Memo submitted by TA Breault to Town Department Heads dated 11.9.18.

Green Communities Designation and Priorities

Selectmen Bunnell and Town Administrator (TA) Nick Breault recently had a conference call with Jim Barry, the local DOER representative. The conversation clarified that all funds do not need to be applied for at one time. Mr. Barry stated that an application for some of the funding must be submitted by February 9, 2019. Following Mr. Barry's initial review of the application, he then forwards the applications to Boston for further review. This process offers flexibility for the Town's use of the funds. None of the projects already in progress currently can be considered in this process as the approval by DoER must precede signing of contracts. Mr. Barry helped TA Breault and Selectmen Bunnell gain perspective as to which upcoming Town projects are eligible. TA Breault recommended submitting an application for ASHRAE Level 2 study for the Town buildings study and the Fire Station temperature controls.

Selectmen Russell inquired if the money is "use it or lose it". TA Breault stated that the funds are good until reapplication time and was not certain if the funds were able to accrue.

MOTION (Bunnell, Russell): Move to direct the Town Administrator to submit an application for the Green Communities grant to fund, or partially fund, a mechanical study, up to and including an ASHRAE Level 2 study, for any eligible Town buildings; and for a temperature control project at the Fire Station. Approved (3-0).

Materials referenced: Memorandum form TA Breault to the Board Re: BOS Open Meeting Items Memo received during this meeting. Architectural RFP from 2007 for Building Study of 11 Town Buildings (legal notice and RFP documents) 9 pages.

Town Buildings Study

Town Administrator (TA) Breault stated that there is no funding available for a Town Buildings study to identify what works needs to be looked at outside of the ASHRAE Level 2 studies. TA Breault stated that an RFP is not possible without appropriated funds.

Selectmen Russell clarified that certain buildings should be prioritized in this process. Chairman Boilard was frustrated that this issue was not going to have funding until next fiscal year. Chairman Boilard stated that the outside issue of merging the Hampden and Wilbraham middle school students at the Wilbraham Middle School building makes the timing of this study crucial. Residents of both Towns are relying on the study of Wilbraham Middle School to help the existing legal issues related to the middle school problems in existence. The Board finally agreed that the Wilbraham Middle School needs analysis this fiscal year. Several motion proposals were considered and modified. Following Selectmen Bunnell's motion that was seconded by Selectmen Russell to rescind all motions and amendments on the table at this point, the final motions were as follows:

MOTION (Bunnell, Russell): Move to direct the Town Administrator to develop bid for services for an ASHRAE Level 2 study for Wilbraham Middle School; and to develop a bid for architectural services for an assessment of the condition and the needs for general maintenance and upkeep for the Wilbraham Middle School. Approved (3-0).

MOTION (Bunnell, Russell): Move to direct the Town Administrator to develop bid for services for an ASHRAE Level 2 study for all Town Buildings including schools; and to develop a bid for architectural services for an assessment of the condition and the needs for general maintenance and upkeep of all Town Buildings, including Schools. Approved (3-0).

Materials referenced: Architectural RFP from 2007 for Building Study of 11 Town Buildings (legal notice and RFP documents) 9 pages.

Sewer Abatements (amendment from 1/7/19)

MOTION (Bunnell, Russell): Move to amend the motion from January 7, 2019 and approve the Sewer Abatements, 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 (amendment from 1/7/19)

The amendment moves the funds to its own account that allows the funds to adhere to the conditions of the gift.

MOTION (Bunnell, Russell): Move to amend the motion from January 7, 2019 to accept a gift from the Grace Jones Richardson Trust of \$6,000 to the Grace Jones Richardson Trust 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.

NEW BUSINESS

2019 Seasonal Population Increase Estimation for the ABCC

MOTION (Bunnell, Russell): Move to approve the estimated temporary increased resident population of Wilbraham, as of July 10, 2019 will be 14,675 based on information from the Town Clerk received on January 8, 2019 to be used for reporting purposes for the ABCC. Approved (3-0).

Materials referenced: Draft 2019 Seasonal Population Increase Estimation for the ABCC prepared by Admin. Assist. Kmelius for signature by the Board presented during the meeting.

MSBA (Massachusetts School Building Authority)

At the side note request of Chairman Boilard, Superintendent Al Ganem Jr. gave an overview of a school bus accident that took place earlier this afternoon and reported that all of the children were delivered home safely. The driver that hit the school bus was apprehended by the authorities.

HWRSD Director of Finance, Operations and Human Resources Howard Barber, Superintendent Al Ganem, Jr., and Director of Facilities Ed Cenedella were present. Mr. Barber gave an overview of process and timeline in order to submit the Statement of Interest (SOI) to the Massachusetts School Building Authority (MSBA) on or before Friday, Feb 15, 2019.

Superintendent Ganem stated that the short application window for accelerated repairs funds from the MSBA is the same for all applicants. Mr. Cenedella presented documents delineating specific application requirements, including language outlining the required Board of Selectmen vote that must take place prior to the SOI submission.

School representatives stated that they will be busy compiling and preparing the data and paperwork prior to the next meeting with the Selectmen. Roofs, boilers, windows and doors are the focused repairs associated with funding proposals. Chairman Boilard stated that he wants to make sure that the schools evaluated are ones that have long term value and use. Roofs, boilers, windows and doors are the only repairs associated with this emergency repairs program offered by the MSBA.

Superintendent Ganem confirmed the Selectmen's upcoming meeting schedule. Selectmen Bunnell stated that failure of past similar application attempts may have been avoided with better engagement of the Board, expected to be available for this application. Selectmen Bunnell stated that the SOI is a necessary step to be in the running for the funding. Mr. Barber stated that he is willing to present all of the application materials to the Board for review in advance of their meeting as he wants to make sure the Board is prepared to make a vote in time for the application deadline. Superintendent Ganem confirmed the Selectmen's upcoming meeting schedule and it was agreed that they will come back to meet with the Selectmen on February 4, 2019.

Materials Referenced: Documents submitted to the Board during the meeting from Ed Cenedella: "Statement of Interest "SOI" Overview for Accelerated Repair Program" and "Statement of Interest Frequently Asked Question: 2019".

Wilbraham Middle School Needs

Chairman Boilard stated that there was a meeting on Thursday, January 10, 2019 with the Town Administrators from Wilbraham and Hampden, the Board of Selectmen Chairs from Wilbraham and Hampden, and legal counselors. He stated that it was a positive meeting and more information would be released at a future date.

LICENSING AND OTHER APPROVALS

MEETING MINUTES

January 7, 2019 Exec. Sess.

MOTION (Bunnell, Russell): Move to approve the Executive Session minutes from January 7, 2019. Approved (3-0).

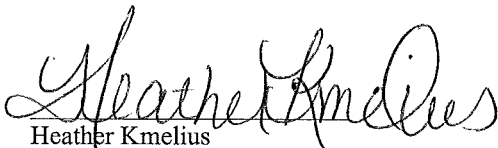
Materials referenced: Board of Selectmen Executive Session Minutes from 1.7.19 prepared by Admin. Assist. H. Kmelius and submitted for approval at this meeting.


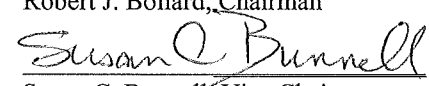

January 7, 2019 Open Session

MOTION (Bunnell, Russell): Move to approve the Open Session minutes from January 7, 2019. Approved (3-0).

Materials referenced: Board of Selectmen Open Session Minutes from 1.7.19 prepared by Admin. Assist. H. Kmelius and submitted for approval at this meeting.

Having no further business, the Board of Selectmen adjourned at 8:32 pm.


Heather Kmelius
Administrative Assistant to the TA/BOS


Robert J. Boilard, Chairman

Susan C. Bunnell, Vice Chairman

Robert W. Russell, Clerk