

**BOARD OF SELECTMEN MEETING  
MONDAY, JANUARY 27, 2020  
TOWN OFFICE BUILDING, SELECTMEN'S MEETING ROOM  
240 SPRINGFIELD STREET, WILBRAHAM, MA**

**MINUTES**

**PRESENT:** Chair Susan C. Bunnell (presiding); Selectmen Robert W. Russell; 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 5:30 PM.

**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, c. 30A, § 21(a) (2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or contract negotiations with nonunion personnel: Recreation Seasonal Workers; DPW Director; Police Chief; § 21(a) (3) to discuss strategy with respect to collective bargaining: NEPBA Local 120 and UPSEU Local 424M; 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 Russell so moved to hold an executive session for the following purposes: Per M.G.L. c. 30A, c. 30A, § 21(a) (2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or contract negotiations with nonunion personnel: Recreation Seasonal Workers; DPW Director; Police Chief; § 21(a) (3) to discuss strategy with respect to collective bargaining: NEPBA Local 120 and UPSEU Local 424M; 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. Selectmen Boilard seconded the motion. Roll call vote: (Chair Bunnell – yes, Selectmen Russell – yes, Selectmen Boilard - yes).

Following the conclusion of the Executive Session, the Board reconvened in Open Session at 7:00 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 P.M. - N. DeLong, IT Director: Technology Efficiency Fund Request for Cloud Phone System Phase 2

IT Director Nate DeLong presented his Technology Efficiency Fund Request to the Board. IT Director DeLong read the documents submitted with his request as follows:

"The IT Department is requesting \$19,242.75 from the encumbered FY2019 Technology Efficiency Projects Fund. There are currently \$41,000 of encumbered funds remaining.

The funds would be used to migrate the DPW Highway, Fire Department (HQ + ST2), and the Senior Center building's phones to the Town's current cloud based VoIP phone system that was implemented in 2019. The request covers \$10,080.75 for phone hardware and implementation costs, \$1602.00 for 4 months of fees (Mar-June) and \$7560.00 for a network switch to upgrade connectivity between the affected buildings.

Detailed Description:

The phone systems at the DPW Highway building, Senior Center and both Fire Department buildings are considered "end of life" by their manufacturer (NEC). Acquiring new or replacement phones has become difficult, with sources such as eBay needing to be used. Any changes done to these systems have to be performed by external telecommunications vendors at a per-incident service fee.

By migrating away from these legacy digital phone systems to the Town's cloud hosted VoIP system, many benefits can be achieved:

- Eliminating the problems (dropped calls, lines not working, call routing issues, etc.) that plague the Senior Center's aging phone system and enabling their phones to not be physically tied to the YMCA building. If a new Senior Center is built, these phones can seamlessly be moved there, as long as the building is connected to the existing municipal fiber network.
- Enabling these facilities to "three digit dial" any extension that is already on the cloud phone system. This includes Town Hall, Library, Public Access, Recreation and IT/Facilities.

- Move away from legacy Verizon copper phone lines to modern VoIP over fiber Internet/WAN cabling. However, a handful of copper lines will remain integrated into the new system for redundancy and fall-back.
- Maintenance of the phones (moves, adds, changes, etc.) are included in the monthly fee.”

IT Director DeLong gave an overview of the implementation of Phase 2. He also reviewed the cost savings from the project.

**MOTION (Russell, Boilard): Move to recommend the approval of the request of Nathan DeLong, IT Director, for \$19,242.75 from the Technology Efficiency Fund for the Cloud Phone System Phase 2, and to forward said recommendation for approval to the Finance Committee for final consideration. Approved (3-0).**

*Materials Referenced: Technology Efficiency Fund Request application letter and application submitted by IT Director DeLong, 2020-01-17 ePlus - Cisco Catalyst 9300 Switch Quote document, New Era Technology quotes for Adding New Locations to Existing New Era Cloud and Up Front Costs for Cloud Additions submitted to the Selectmen's Office 1.24.2020.*

7:05 P.M. - Tonya Basch, Assistant DPW Director: SMRF Contract; 120 Old Boston Road

Chair Bunnell announced that this matter is tabled tonight as the SMRF contract deadline has been extended to late February.

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

Town Administrator's Report

Town Administrator Nick Breault stated that the FY21 Budget will be presented at the next meeting. Michael's Pasta in the Pan restaurant has closed abruptly without notice recently. The Board agreed to invite the business owner to come speak with them at the February 10th meeting. The Hampden Wilbraham Partners for Youth's "Let's Talk About Vaping" event is tomorrow evening at the Middle School.

TA Breault gave an overview of the highlights from the MMA Annual meeting and Trade show that he attended recently with Chair Bunnell this weekend. The "Mass Town Careers" program was unveiled and Chair Bunnell would like this program information linked to the Town website. Social Media policies were also discussed. TA Breault met the new Town Manager of Longmeadow, Lynn Simmons, at the event. He further suggested the possibility of scheduling a regional Selectmen's meeting specific to SMRF needs. The Board agreed and proposed a regional meeting on February 19, 2020 at 6:30pm at Police Station.

Board of Selectmen Updates

Chair Bunnell attended the Annual MMA event also and reported event highlights including solar canopies and recycling information. Chair Bunnell will not be present for the next meeting on February 3, 2020.

Citizens Open Forum

Resident Bob Tourville offered suggestions regarding technology connection through the DRC. He also discussed recycling.

**OLD BUSINESS**

FY21 Budget Discussion

TA Breault stated that he is meeting with the Finance Committee on February 12<sup>th</sup>. TA Breault will present the FY21 Budget Presentation on February 3rd with Tom Sullivan, Assistant Town Administrator for Budget & Finance.

Broadband Committee: Website; Committee Status; MLP

The Board has had time to review the web site without any issues and is awaiting information from Entry Point's Jeff Christenson.

**MOTION (Russell, Boilard): Move to approve the launch of the Broadband Advisory Committee's website. Approved (3-0).**

Senior Center Building Project

Senior Center Building Project member Karl Jurgens was present. The Committee has met with the architect and has a future meeting scheduled with Tom Sullivan. Selectman Boilard stated that he does not want the process to be rushed to meet this year's ATM deadlines and he asked that the Building Committee value accuracy over speed. Mr. Jurgens stated that he will keep the Board updated during this committee's process.

DPW Director Position: Job Description; Hiring Consideration and Process

Following Ed Miga's recent retirement after 36 years, the Board announced the appointment of Tonya Basch as the new DPW Director.

**MOTION (Russell, Boilard): Move to appoint Tonya Basch as DPW Director for a term starting January 27, 2020 through June 30, 2022 at a salary of Grade 7 at \$116,642. Approved (3-0).**

*Materials Referenced: Job Application submitted by T. Basch to HR Department received on 12.30.2019.*

### Special Town Meeting Warrant

TA Breault plans to print the warrant for the STM in the Wilbraham-Hampden Times. Discussion ensued regarding the placement of the warrant in the newspaper. TA Breault will ask the Board to close the STM warrant at the next meeting.

### Annual Town Meeting: Warrant Articles and Deadlines

Monetary warrant articles are due February 14. All other warrant articles are due on the 28<sup>th</sup>. TA Breault gave an overview of the anticipated warrant articles including approval of home rule legislation on hiring policy for the Board and the ten CPC articles for the warrant.

TA Breault gave examples of other warrant articles that the Board might want to consider adding to the warrant including a local option meals tax and consideration of making the Town Clerk position appointed rather than elected. More examples will be provided as the date gets closer.

## **NEW BUSINESS**

### Town Employment and Senior Tax Work Off Program

HR Coordinator Herta Dane explained she is asking the Board to make a policy decision based on the following two situations. She stated that there is a paid part-time employee who is also applying for a Senior Tax Work Off position in another department. Also, there is an employee candidate that is being considered for part-time employment as well as the Senior Tax Work Off applicant in the same department. Discussion ensued about possible actions. The Board will consider this and discuss at a future meeting.

### Parks & Recreation 2020 Seasonal Pay Rates

The Board approved the proposed increases to the Summer Camp position pay rates and Chair Bunnell explained that the increased camp payroll costs are covered by fees charged for camp program.

**MOTION (Russell, Boilard): Move to approve the Parks and Recreation Department's 2020 Seasonal Summer pay rates as presented. Approved (3-0).**

*Materials Referenced "2020 SUMMER SEASONAL PAY SCALE" document submitted by Parks and Rec. Director B. Litz to Human Resources on 1.16.2020.*

### Chapter 61B review – 242 Monson Road

Chair Bunnell reviewed that the town is considering its right of first refusal for 242 Monson Road, land currently classified as Chapter 61B. All of the relevant Boards and Committees have received this notice with time to respond with input. Chair Bunnell read the feedback received from the Planning Board that noted that any future land development activity on this property requires prior review and approval by the Planning Board under the Ridgeline & Hillside District Regulations of the Wilbraham Zoning By-Law.

**MOTION (Russell, Boilard): Move to waive the Town's first refusal option under the provisions of Massachusetts General Laws, Chapter 61B, Section 9, for property owned by Joseph S. Fusco, located at 242 Monson Road, Wilbraham, Massachusetts, described in a Notice of Intent, dated November 21, 2019. Approved (3-0).**

*Materials Referenced: Memo from Admin Assistant H. Kmelius to Town Departments dated 12.18.2019. Letter from Delvin, Peters & Tarpey, LLC to Chair Bunnell dated November 21, 2019 and received by certified mail 11.22.2019. Memos to Board of Selectmen from Conservation Commission received 1.14.2020, from Open Space Committee received on 1.17.2020, received from the Planning Board received on 1.13.2020.*

### Chapter 41 Section 111F: Injury on Duty

**MOTION (Russell, Boilard): Move to indemnify Private Victor Robidoux according to MGL Chapter 41 Section 111F for 144 hours lost from January 3 through January 21, 2020, related to his injury on duty of June 27, 2019. Approved (3-0).**

*Materials Referenced: Letter from Fire Chief Andrews to HR Coordinator Dane received on 1.22.2020.*

### Acceptance of retirement notice – N. Johnson

The Board accepted the retirement notice with regret.

**MOTION (Russell, Boilard): Move to accept the retirement notice of Town Accountant Nancy Johnson on or around January 22, 2021. Approved (3-0).**

*Materials Referenced: Letter from Town Accountant N. Johnson to the Board of Selectmen dated 1.1.2020.*

### Acceptance of retirement notice – M. Silva

The Board accepted the retirement notice with regret.

**MOTION (Russell, Boilard): Move to accept the retirement notice of Principal Assessor Manuel Silva on or around June 19, 2020. Approved (3-0).**

*Materials Referenced: Letter from Principal Assessor M. Silva to the Board of Selectmen dated 1.24.2020.*

Technology Efficiency Fund Request: ACO Laptop

IT Director Nate DeLong stated that this request is to facilitate the data exchange between the Town Clerk's Office and the ACO regarding dog licensing information and related matters. This request would allow the purchase of a laptop or Surface that would be used by the ACO. Maintenance has conducted a test of this communication technology that was successful.

**MOTION (Russell, Boilard): Move to recommend the approval of the request of Nick Breault, Town Administrator, for \$1,500 from the Technology Efficiency Fund for the purchase of a laptop computer for use by the Animal Control Officer, and to forward said recommendation for approval to the Finance Committee for final consideration. Approved (3-0).**

*Materials Referenced: Technology Efficiency Fund Request application submitted by TA Breault dated 1.27.2020.*

**LICENSING AND OTHER APPROVALS**

Application for a Section 14 Special Alcohol Service - Knights of Columbus

This application was tabled for a future meeting.

Application for an Entertainment License - Knights of Columbus

**MOTION (Russell, Boilard): Move to grant the application for a one day entertainment license to Kenneth Lynch of the Knights of Columbus Council 10195 to have entertainment including amplified recorded music and dancing, as well as an Irish Dancing performance by the Claddugh School of Dancing to take place at St. Cecilia's Church located at 42 Main Street for the Knights of Columbus' St. Patrick Day Dinner event, scheduled for March 14, 2020, from 5:00pm to 10:00pm, and to approve the waiving of the license fee for a non-profit organization. Approved (3-0).**

*Materials Referenced: Application for an Entertainment License received by the Selectmen's Office from K. Lynch on 1.15.2020.*

**MEETING MINUTES**

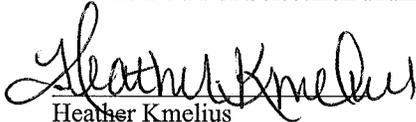
November 18, 2019 - Open Session

January 13, 2020 - Open Session

**MOTION (Russell, Boilard): Move to approve the Open Session Meeting Minutes from November 18, 2019 and January 13, 2020 as presented. Approved (3-0).**

*Materials Referenced: Open Session BOS Minutes from 11.18.19 and 1.13.20 prepared by Admin Assist. H. Kmelius.*

Having no further business, Selectman Russell made a motion to adjourn the meeting and Selectman Boilard seconded the motion, with the Board of Selectmen unanimously voting to adjourn at approximately 7:46 PM.



Heather Kmelius  
Administrative Assistant to the BOS/TA



Susan C. Bunnell, Chair



Robert W. Russell, Vice Chairman

---

Robert J. Boilard, Clerk