

**BOARD OF SELECTMEN MEETING
MONDAY, FEBRUARY 3, 2020
TOWN OFFICE BUILDING, SELECTMEN'S MEETING ROOM
240 SPRINGFIELD STREET, WILBRAHAM, MA
MINUTES**

PRESENT: Vice Chairman Robert W. Russell (Presiding Officer/Acting Chair); 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 6:40 PM.

NOT PRESENT: Chair Susan C. Bunnell

EXECUTIVE SESSION

Presiding Officer Russell stated the following. Chair Susan Bunnell will not be present for tonight's meeting. In her absence, I will be presiding as Acting Chair at this meeting. 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: Public Access Production Coordinator; HR/BOS Clerk; Assistant Treasurer; and per M.G.L. c. 30A, § 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) (3) to discuss strategy with respect to pending litigation; whereas an open meeting may have a detrimental effect on the bargaining and litigating positions of the Board of Selectmen, and as the Chair 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, c. 30A, § 21(a) (2) To conduct strategy sessions in preparation for negotiations with nonunion personnel: Public Access Production Coordinator; HR/BOS Clerk; Assistant Treasurer; and per M.G.L. c. 30A, § 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) (3) to discuss strategy with respect to pending litigation; whereas an open meeting may have a detrimental effect on the bargaining and litigating positions of the Board of Selectmen, and the Chair so declares and that the Board of Selectmen shall reconvene in open session. Roll call vote: (Acting Chairman Russell – yes, Selectmen Boilard - yes).

Following the conclusion of the Executive Session, the Board reconvened in Open Session at 7:24 PM.

PLEDGE OF ALLEGIANCE

Acting Chair Russell 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, that the Selectmen's meeting was being recorded by the Wilbraham Public Access and the Board of Selectmen's Office. Chair Russell 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. FY 2021 Budget Proposal – Nick Breault, Town Administrator, and Thomas Sullivan, Assistant Town Administrator of Budgeting and Finance/Treasurer/Collector

Town Administrator (TA) Breault and Asst. Town Administrator for Budget & Finance/Collector/Tax Title Custodian Tom Sullivan presented the proposed FY21 budget. The Town is approximately one million dollars under the levy limit under the excess capacity today and the budget proposal is approximately \$69,428 under the tax levy limit at this time. The presentation reviewed each department's numbers highlighting changes and anticipated needs. The Town Clerk will have more elections this year as it's a Presidential election year. The four Collective Bargaining Units contracts are all ending June 30, 2020. There are at least four retirements expected and sick leave buyback payments are expected. The Planning Department may restructure its staffing needs in the future year. Money is allocated for better care and maintenance and improved contract services of Town Buildings. Some modest increases were discussed, along with anticipated estimated healthcare cost increases. The Fire Department has requested two full time Fireman/EMT hires. The proposed uses of Free Cash were discussed including the Fire department's needs for equipment. There was discussion about changing the Animal Control Officer position to a department structure, rather than using a receipts system used since 1984. The Tree Warden's budget is burdened with the aftermath of the gypsy moth damage and the multitude of trees marked for removal. There is more money in this budget to help prevent problems like branches falling. The Public Health Nurse payroll has been moved into the Board of Health budget with proposed new funding for a new Sharps program. The town must meet the Library's Municipal Appropriation Requirement (MAR) of FY21 of \$742,266. Library Director Demers was present to discuss the Office Supplies proposed increase this year. The Parks and Recreation Department's restructuring over last year has gone well. The Historical Commission is seeking funding for historical signs. Town debts were acknowledged. Proposed Capital Projects totaling \$273,980 were reviewed from Free Cash. The Sick Leave Buy Back anticipated amount totals \$103,552. Wilbraham's split for the school district funding is increasing with so many of Hampden's students are enrolling in Wilbraham schools. The climbing tax rate is

always of significant concern. Discussion at length ensued about the FY21 budget and resident questions and comments were addressed.

Materials Referenced: Excel spreadsheet titled "Draft Presentation Feb3 FY'21 BUDGET WORKBOOK" prepared and presented by TA Breault.

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

Town Administrator's Report

TA Breault stated that there is a Regional Government Meeting on February 19, 2020 at 7:00pm at the Police Station Community Room. Regional and local community leaders and representatives have been invited to this meeting to discuss agenda topics including items such as regional services like the MURF, Animal Control, Dispatch, and Board of Health matters. TA Breault also stated that the Town Hall lobby display window has been decorated highlighting American Health month with several photos of employee pet photos.

Materials Referenced: Regional Government Meeting invitation email to surrounding Towns dated 1.28.2020.

Board of Selectmen Updates

There were no updates from the Selectmen.

Citizens Open Forum

Resident Dave Sanders asked about the status of the Town Building Study status. TA Breault stated that the process was delayed due to a problem with another bid matter. Mr. Sanders asked about the status of the State's Boston Road future improvement work. TA Breault stated that MassDOT seems to be moving along with its plans for future work. Mr. Sanders was referred to Mass DOT regarding updates regarding the State Highway Boston Road. Public hearings will take place about this work prior to the project commencing. Resident Don Flannery asked about the Special Town Meeting warrant and distribution. Mr. Flannery stated that he has submitted two new warrant articles to the Town Clerk today and confirmed that he would like them on the Annual Town Meeting Warrant.

Library Director Karen Demers stated that the Library Legislative Breakfast is taking place on March 6, 2020 at 9am in new East Forest Park Library in Springfield.

OLD BUSINESS

Special Town Meeting: Close the Warrant; Distribution

Acting Chair Russell stated that there will be two warrant articles on the Special Town Meeting Warrant. One article will address funding for the new Middle School roof funding and one article will be for the appropriation for the funding of a backhoe using VFW grant funding pursued by the DPW department.

MOTION (Boilard, Russell): Move to close the warrant for the Special Town Meeting on March 9, 2020. Approved (2-0).

Materials Referenced: Draft Special Town Meeting Warrant prepared by TA Breault.

Annual Town Meeting: Warrant Articles

No discussion took place.

Senior Center Building Project

Acting Chair Russell attended this Committee's last meeting recently. They are scheduling several future meetings to formulate future steps.

Resident Don Flannery asked the Board's permission to present his plan to relocate the Senior Center to Memorial School during the Senior Center Building Committee meetings. The Board advised him that he will be able to present at Town Meeting with his petitioned article. The Board reminded Mr. Flannery that he has the ability to have public meetings using Town facilities and gain support of his ideas to move the Senior Center to Memorial School. Library Director Demers stated that Mr. Flannery can use the library's projector during his meetings. Mr. Flannery stated that he did not feel his plans were being given fair consideration.

NEW BUSINESS

Public Access Production Coordinator: Consideration of Candidate to Hire

TA Breault stated that this is a replacement hire at an established approved payrate. A qualified candidate has been selected for hire.

MOTION (Boilard, Russell): Move to approve the hire of Jennifer Buchanan for the part time position of Production Coordinator at Wilbraham Public Access Television at \$18.76 per hour. Approved (2-0).

Materials Referenced: Resume and job application received by the Selectmen's Office from J. Buchanan on 12.7.2019.

Authorization to hire Building Inspector/Zoning Enforcement Officer

This hire is to replace a position where the staff member is retiring.

MOTION (Boilard, Russell): Move to authorize the hire of a Building Inspector/Zoning Enforcement Officer. Approved (2-0).

Materials Referenced: Authorization to hire document prepared by HR Coordinator H. Dane.

Authorization to hire Principal Assessor

This hire is to replace a position where the staff member is retiring.

MOTION (Boilard, Russell): Move to authorize the hire of a Principal Assessor. Approved (2-0).

Materials Referenced: Authorization to hire document prepared by HR Coordinator H. Dane.

LICENSING AND OTHER APPROVALS

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

MOTION (Boilard, Russell): Move to approve a Section 14 Special Alcohol Service License to Kenneth Lynch of the St. Cecilia Knights of Columbus Council 10195 for the serving of wines and malt beverages at the Knights of Columbus' St. Patrick Day Dinner event held at St. Cecilia Church, located at 42 Main Street, Wilbraham, Massachusetts, on March 14, 2020, between the hours of 5:00 PM and 10:00 PM, and to approve the waiving of the license fee for a non-profit organization. Approved (2-0).

Materials Referenced: Application for a Section 14 Special Alcohol Service submitted by hand delivery to the Selectmen's Office by KOC K. Lynch with a cover letter from Knights of Columbus Deacon James Ziembra dated and received on 1.15.2020.

Application and Notice for Charitable Walking or Running Event – Rotary Club of Hampden-Wilbraham

Joe Kielczewski and Tyler Witkop, representing the Rotary Club, were present to discuss the proposed event. They are hoping for participation by about 150 riders this year. They are busy updating some of the bike routes. They invited the Selectmen to attend the event.

MOTION (Boilard, Russell): Move to grant permission to Joe Kielczewski, representing the Rotary Club of Wilbraham-Hampden's 2nd Tour de Minnechaug Mountain cycling event benefitting the Rotary Club's youth development projects, for the use of public ways and sidewalks for a charitable, public bike ride, and use of Main Street, Tinkham Road, Stony Hill Road, Glendale Road, Ridge Road, Mountain Road, Monson Road, Burleigh Road, Beebe Road, Soule Road, Ruth Drive, Pidgeon Drive, Boston Road and Crane Hill Road on Sunday, May 17, 2020, from 8:00am to 12:00pm; and forward to public safety officials for review. Approved (2-0).

Materials Referenced: Application for an

MEETING MINUTES

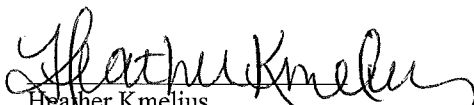
August 27, 2018 - Open Session


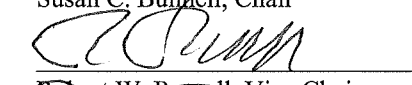
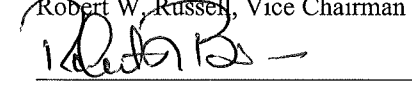
January 27, 2020 - Open Session

This matter was tabled to the February 10, 2020 meeting.

Materials Referenced: Open Session BOS Minutes from 8.27.2018 and 1.27.20 prepared by Admin Assist. H. Kmelius.

Having no further business, Selectman Boilard made a motion to adjourn the meeting and Vice Chairman Russell seconded the motion and the Board of Selectmen unanimously voted to adjourn at approximately 8:56 PM.


Heather Kmelius
Administrative Assistant to the BOS/TA


Susan C. Bunnell, Chair

Robert W. Russell, Vice Chairman

Robert J. Boilard, Clerk