

**BOARD OF SELECTMEN MEETING
MONDAY, FEBRUARY 4, 2019
6:00 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 6:00 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 UPSEU Local 424M regarding the proposed MOA; per M.G.L. c. 30A, § 21(a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel in the Water Department, The Veterans Services Department and the Animal Control Department; 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 UPSEU Local 424M regarding the proposed MOA; per M.G.L. c. 30A, § 21(a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel in the Water Department, The Veterans Services Department and the Animal Control Department; 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 the Chairman so declares 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.

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. No one responded and Chairman Boilard asked that the minutes reflect as such.

APPOINTMENTS WITH THE BOARD

7:00 P.M. FY 2020 Budget Proposal – Nick Breault, Town Administrator, and Thomas Sullivan, Assistant Town Administrator of Budgeting and Finance/Treasurer/Collector

Town Administrator (TA) Nick Breault and Assistant Town Administrator of Budgeting and Finance/Treasurer/Collector Tom Sullivan presented the FY 20 Budget Proposal. TA Breault stated the Board of Selectmen asked Department Heads to present budget numbers with 2% increases and also with a -1% decrease in expenses for comparison noting that some numbers are not variable such as pension obligations, contracts, and increasing health care costs. Some of the numbers in the proposed budget are placeholders that will be refined.

TA Nick Breault presented \$87,083 as positive bottom line stating that this number does not include any of the new staffing requests, including two new firefighters, a new position in the Parks and Recreation Department and a part-time library position. TA Breault stated that the HWRSD department numbers are still being formulated and could possibly be addressed by HWRSD staff including Mr. Howard Barber and Mr. Ed Cenedella who both are present tonight.

TA Breault reviewed the line items of the report and gave an overview of the budget. It was highlighted that a major pressure on the budget is the eight high position level retirements known to date as there are large vacation and sick leave payouts with the departure of the tenured staff. The vacation payout is estimated to be \$125,000 and sick leave buyback is estimated to be approximately \$179,000 with \$162,804 coming directly out of the budget, and a portion of DPW Director's payout will be paid from the enterprise fund. These expenses could be paid out of free cash and there can be further consideration of leaving the job positions open for the duration of their vacation time payout to alleviate budget pressure. Added expenses will be incurred to hire for the retirement positions also. The school assessment is a large consideration to the taxpayers who are very sensitive to the tax payer burden. The assessment stands at a 3% increase to be \$702,851 over the FY19 assessment.

Some departments were budgeted with modest increases, some with modest decreases, and some remained static. Several departments proposed requests from free cash such as the Parks & Recreation Department and the Fire Department. The Library Municipal Appropriation Requirement (MAR) this year is \$731,223, a 1.25% increase from last year. This year some of the Town's healthcare

expense for library staff portion may be included in the MAR budget to help meet its required number. The Veterans Agent is making efforts to help Veterans receive Federal benefits which pose no cost to the Town in lieu of receiving State benefits which the Town is responsible for paying 25% of the aid cost. Fire Department has some mandated expenses anticipated this fiscal year. The DPW/Engineering, Water and Highway departments are anticipating retirement expenses, salary increases, and foreseeable overtime expenses and a mandated increased work load. \$25,000 has been moved out of the sidewalk fund to help alleviate budget pressures in this department.

The community use of the DRC has been declining over recent years and there is a future proposal to increase the fees for the DRC stickers. Also the one day hazardous waste disposal event will not take place this year as the fixed costs for the event have become prohibitive. Hazardous waste requests will be forwarded to NEDT Household Hazardous Waste Collection Center.

Assistant Town Administrator of Budgeting and Finance/Treasurer/Collector Tom Sullivan stated that he continues to fund reserves, pulling \$1 million from free cash into Capital Stabilization Project for future building studies and the possible new Senior Center. There is also a proposed study for connecting Town Hall to sewer and other studies for the schools as well as other planned projects. TA Breault also reported he is meeting with the Community Preservation Committee regarding projects for FY 20 on February 6, 2019 with Town Counsel. DPW Director Miga stated that the enterprise funds are stable. Budget discussion ensued.

Chairman Boilard concluded the discussion highlighting the unique budget challenges this year. TA Breault recommends sending 3% school assessment number to Finance Committee as a basis point for consideration. The Board agreed by consensus to send the proposal to the Finance Committee.

Materials referenced: "2/4 FY 20 Workbook" Excel spreadsheet prepared by TA Breault and presented during this meeting. HWRSD FY20 Budget draft received by HWRSD to TA Breault for budgeting purposes, "Free Cash" document dated February 2016 from the DOR.

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

Town Administrator's Report

Town Administrator (TA) Nick Breault met with Michael Clark from Senator Lesser's office today regarding budget priorities and current and future projects. Discussion focused on topics including: MRHS new turf project, sidewalks by the Woods to the shopping area, Stony Hill traffic stacking lane issues, dredging of Spec Pond, paving and drainage work at Spec Pond, and the possibility of connecting Post Office Park to Spec Pond. On February 25, 2019 or March 4, 2019, Mr. Clark will come to talk to Board. TA Breault stated that the Town Clerk's Office will be closed February 6, 2019 through February 8, 2019 this week for conference. The auditors will be on site at the Town Hall from February 11th through the 15th. Network Administrator John Sternala was pleased to report to TA Breault that this is the 11th year the Town's Senior Center worked with the AARP and the IT Department to provide equipment for the seniors to process their tax returns. The Finance Committee is meeting February 6th and 13th regarding the BOS budget and these could possibly be joint meetings. Town Accountant Nancy Johnson stated Kevin Murray is resigning from the Finance Committee.

Board of Selectmen Updates

None.

Citizens Open Forum

No citizens took advantage of the Citizen Open Forum

OLD BUSINESS

Warrant Articles

No discussion at this time.

Green Communities Designation and Priorities

Town Administrator (TA) Breault stated a draft application is not prepared for review tonight. TA Breault, Assistant DPW Director Tonya Bosch, Building Inspector Lance Trevallion and DPW Director Ed Miga spoke with a representative from Tighe & Bond regarding the proposed ASHRAE Level 2 study proposals. The cost of building studies range from \$0.15 to \$0.74 per sq. ft. Tighe and Bond will forward an estimate. Only buildings included in energy reduction plan as part of original application, therefore the only school building that can be included is Memorial School. The Temperature Control system at the Fire Department will possibly be sidelined as the issue as not identified by the PRISM study for the application. TA Breault recommended the boiler at DPW as a better focus for the application because it was included in PRISM study. The draft application will be prepared for the February 11, 2019 Board meeting.

Materials referenced: "Criterion 3 Step 4: Complete Table 4 – ECMs" document from the Green Communities Wilbraham application, Memo to the Board from TA Breault dated 2.1.19, "Certificate of Application" signature form page for the application to be submitted in February, 2019, and Prism Energy's Report "ENERGY CONSERVATION MEASURES Recommended for DOER APPLICATION" dated October 10, 2018.

Massachusetts School Building Authority (MSBA) - Statement of Interest (SOI)

HWRSD Director of Finance, Operations and Human Resources Howard Barber, Superintendent Al Ganem, Jr., and Director of Facilities Ed Cenedella were present. Mr. Barber stated that the MSBA SOI includes information regarding the Middle School roof that is 29 years old which will meet the 30 year old requirement of the application. Last year excess of \$10,000 was spent to repair the aged roof.

It was clarified that it is not a mandate that the Board weigh in with approval of the SOI, but that the HWRSD officials feel it's important for the Selectmen to vote their approval of the document prior to submission. Superintendent Ganem, Jr. intends to include the Selectmen's Agendas and Meeting Minutes as part of their application to the MSBA. Chairman Boilard stated that at last Annual Town Meeting funds were appropriated for replacement doors at the Wilbraham Middle School and confirmed that this was not a conflicting project.

Superintendent Ganem, Jr. stated that this district has not applied for funds for the last four years. The Board clarified that this project opportunity would be properly promoted to the public and that all of the information and public documents will be easily accessible to the public also. Mr. Barber confirmed that as a regional school district presenting an accelerated repair program for a Wilbraham specific building it is subject to a two tiered approval process as identified on page 3 of the application process.

TA Breault asked for clarity on what action the Board needs to take at the February 11, 2019 meeting. Superintendent Ganem, Jr. stated that he would like to see the School Committee approve the documents at their meeting on February 7, 2019 and although it's not required, he would like the Selectmen to make a motion and vote approve the SOI documents for submission.

Materials referenced: Draft SOI prepared and Submitted to the Board for review at this meeting, Email correspondence from HWRSD H. Barber to TA Breault dated 1.30.19 and 1.31.19, Statement of Interest Overview for Accelerated Repair Program and Statement of Interest Frequently Asked Questions both submitted by HWRSD representatives.

NEW BUSINESS

Appoint Town Accountant

Nancy Johnson was present.

MOTION (Bunnell, Russell): Move to appoint Nancy Johnson to serve as Town Accountant effective February 10, 2018 through February 10, 2021. Approved (3-0).

Materials referenced: Email correspondence to the Town Clerk and Selectmen's Office dates 1.29.19.

Acceptance of Retirement Notice

MOTION (Bunnell, Russell): Move to accept the resignation of Edward Miga from the position of Director of Public Works/Town Engineer effective January 17, 2020. Approved (3-0).

The motion was immediately amended as follows:

MOTION AMENDMENT: (Bunnell, Russell): Move to amend the motion to accept the retirement of Edward Miga. Approved (3-0).

Materials referenced: Email retirement notice from DPW Director Miga received by the Selectmen's office 1.31.19.

Authorization to Hire Director of Public Works/Town Engineer

MOTION (Bunnell, Russell): Move to authorize the replacement hire of a Director of Public Works/Town Engineer. Approved (3-0).

Request for Transfer from the Reserve Fund

Parks and Recreation Department's Ron Dobosz was present to answer questions from the Board if necessary. The Board had no issues with transfer as the amount was already approved by Finance Committee.

MOTION (Bunnell, Russell): Move to recommend the approval of the request of Bryan Litz, Parks & Recreation Director, for a Reserve Fund Transfer in the amount of \$2,200.00, to replace the rusted bucket on the 2009 Kubota Loader; and as already approved by the Finance Committee on January 30, 2019. Approved (3-0).

Materials referenced: Request for Transfer from the Reserve Fund from B. Litz, Parks & Rec Director received by the Selectmen's office 1.31.19.

LICENSING AND OTHER APPROVALS

Request to Place Banners or Signs

Wilbraham-Hampden Coalition for Youth - A Community Talk with Dr. Ruth Potee

MOTION (Bunnell, Russell): Move to amend the motion from January 28, 2019 to grant permission to the Hampden-Wilbraham Partners for Youth Coalition for temporary signs at the approved Town Properties noted in the January 28, 2019 motion starting on February 8, 2019, promoting the Coalition's event "A Community Talk with Dr. Ruth Potee – Understanding Adolescent Brain and Risk Taking" Community Program; with signs to be removed not later than Friday, March 1, 2019. Approved (3-0).

Materials Referenced: Request to place Banners or Signs Application and related application materials received from R. Di Christoforo via email 1.14.19.

MEETING MINUTES

January 28, 2019 Open Session

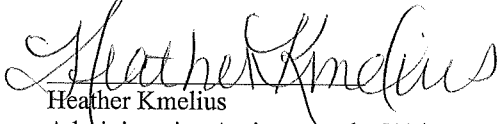
No action was taken as the document was not finalized for review.


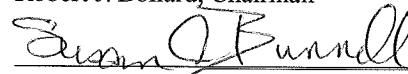
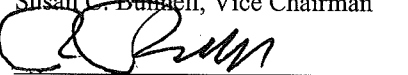
January 28, 2019 Exec. Sess.

MOTION (Bunnell, Russell): Move to approve the Executive Session minutes from January 28, 2019. Approved (3-0).

Materials referenced: Board of Selectmen Executive Session Minutes from 1.28.19 prepared by Admin. Assist. H. Kmelius and submitted for approval at this meeting.

Having no further business, the Board of Selectmen adjourned at 8:43 pm.


Heather Kmelius
Administrative Assistant to the TA/BOS


Robert J. Boilard, Chairman

Susan C. Bunnell, Vice Chairman

Robert W. Russell, Clerk