

**BOARD OF SELECTMEN MEETING
MONDAY, FEBRUARY 24, 2020
COMMUNITY ROOM, WILBRAHAM POLICE DEPARTMENT
2780 BOSTON ROAD, WILBRAHAM, MA 01095**

MINUTES

PRESENT: Chair Susan C. Bunnell (presiding); Selectmen Robert W. Russell; Nick Breault - Town Administrator, and Heather Kmelius - Administrative Assistant to the Board of Selectmen and Town Administrator. The meeting was called to order at 6:01PM.

NOT PRESENT: Selectmen Robert J. Boilard

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) (2) To conduct strategy sessions in preparation for negotiations with nonunion personnel: DPW Director; Police Chief; Animal Control Officer; stipend requests and compensation; 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; whereas an open meeting may have a detrimental effect on the bargaining 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 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. Chair Bunnell seconded the motion. Roll call vote: (Chair Bunnell – yes, Selectmen Russell – yes).

Following the conclusion of the Executive Session, the Board reconvened in Open Session at 7:23 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

7:00pm - B. Harrington – Certificate of Appreciation

Barbara Harrington, Social Services Coordinator, was present to accept her Certificate of Appreciation celebrating her ten years of service to the Town. The Board congratulated Ms. Harrington.

Materials Referenced: Certificate of Appreciation for B. Harrington prepared by HR Clerk S. Grassetti hand delivered to B. Harrington at the meeting.

7:05pm –T. Basch, DPW Director: Disclosures: Trash and Recycling Issues (SMRF, 120 OBRRC MOU Amendment)

Town Counsel Steve Reilly and DPW Director Basch were present. Town Counsel Reilly stated that there have been two changes to the MRF contract recently. There is uncertainty if the MRF will get the minimum participation necessary for its future operations leaving it deemed a "wildcard".

DPW Director Basch stated that as of July 1, 2020, the free use of the MRF for the Town of Wilbraham's recyclables will terminate. The MRF's new proposed contract is expensive and complicated causing Wilbraham to research other options. USA Waste is committed to doing \$5/less per ton than anything the MRF offers. USA Waste's rate is available for the expected 645 tons per day effective July 1, 2020 as proposed in the MOU. DPW Director Basch believes that USA Waste's offer is very reasonable and cooperative as opposed to the MRF that is very restrictive. USA Waste relayed to DPW Director Basch that it is highly committed to recyclables and keeping the Town processing costs at a reasonable rate. Chair Bunnell recently toured the USA Waste facility in Connecticut recently highlighting the company's enormous commitment to recycling. They will be able to take all plastics 1-7, including the black plastics.

Resident and PT DPW Recycling Attendant employee Bob Tourville commented that Holyoke is working on a negotiation with the MRF for a better customized deal and formulating ideas for regional solutions.

MOTION (Russell, Bunnell): Move to accept the DPW Director Tonya Basch's Disclosures as presented and determine that there is no conflict of interest. Approved (2-0).

MOTION (Russell, Bunnell): Move to approve the Memorandum of Understanding between the Town of Wilbraham and 120 Old Boston Road Recycling, LLC relative to the disposal of recyclable material collected at the Town's Disposal and Recycling Facility as presented. Approved (2-0).

Materials Referenced: Draft ADDENDUM TO MEMORANDUM OF UNDERSTANDING prepared for signature, Old Boston Road Draft Financial Impact Document - Western Recycling Potential Overall Benefit Analysis (2 pages). Two conflict of interest disclosure documents from DPW Director Basch hand delivered to the Selectmen's Office 2.6.2020. Confidential Memo from Town Counsel Reilly to the Selectmen dated 2.24.2020.

7:10pm – Dr. Testa, Historical Commission Chair: Signage discussion

Dr. Diane Testa, Chair of the Historical Commission was present to discuss the Commission's interest in placing historical Town signage in the north, south, and west areas of the center of Town. Dr. Testa presented renderings of the signs that they would like to purchase from Art-Tec Signs. The Commission has money (approximately \$3,050) in its current budget that must be spent by June 30, 2020 for the purchase of two of the signs. They are asking for more money in the next budget to cover the cost of the third sign in the next fiscal cycle FY21. The proposal costs presented do not include installation. Chair Bunnell stated her interest in clarifying if CPC funds could be applied to this project. Dr. Testa's impression from the CPC was that this project was not something that qualified to be applicable for use from its funds. Chair Bunnell stated that she is in favor but the Board decided not to take action as there was not a full Board present.

Materials Referenced :Renderings of the proposed green Historical signs by Art Tec Signs and 1 page proposal for three sings by Art-Tec signs submitted to the Board by D. Testa during the meeting.

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 Board is meeting at Police Station tonight due to Early Voting taking place all week at Town Hall for Primary. TA Breault met with Ludlow Town Administrator Ellie Villano, Facilities Director Sam Boyd, Assistant Town Administrator for Budget and Finance/Collector/Treasurer Tom Sullivan, ACO Ricky Seldomridge, and DPW Director Basch for a walk-through of the shared Dog Kennel facility and reviewed repairs and upgrades that are needed. Last Friday the State also did an inspection and added several additional action items for updating in order to bring the facility into compliance. Some of the State's requirements include covering the walls so that they are non-porous and improvements to the heating system. It was noted that this building is thirty years old and the Town plans to use funds from the Small Project Fund for this work, along with Ludow's financial contribution.

TA Breault stated that the Board is meeting on March 2, 2020 taking place at Town Hall and Special Town Meeting is at Minnechaug Regional High School on March 9, 2020 at 7pm. There is also a Budget RoundTable School Committee meeting next Monday March 2 at 5pm. Senator Lessor may visit with the Board on March 2 or a subsequent meeting to review budget priorities.

TA Breault stated that the Regional Government meeting was successful and productive. There were good speakers present at the event. Representatives were present from Ludlow, Palmer, East Longmeadow, Longmeadow, Wilbraham and Hampden. The next Regional Government meeting is scheduled to take place on April 15, 2020 at 7pm in Hampden.

Materials Referenced: Dog Pound Agreement with Ludlow documents from 1982-1994.

Board of Selectmen Updates

Chair Bunnell stated that Steve Ellis from DEP was present at the Regional Government meeting and talked comprehensively about recycling and the problems associated with glass recycling. The last remaining Massachusetts facility for glass recycling closed recently. There was discussion about regional purchase and use of a glass pressure grinder. Other topics discussed included a regional 911 service, and grant programs. There is a "Crumbling Foundations" forum taking place on March 14 from 10a-12p in Monson at the Granite Valley Middle School. Longmeadow is focused on a comprehensive study of its Senior Services. PVPC said one municipality is talking about regionalizing services. Selectman Russell attended a wonderful Fire Department's Badge Ceremony celebrating two new hires and two promotions with family and friends present.

Citizens Open Forum

Resident and PT DPW Recycling Attendant employee Bob Tourville stated that private hauler trash services are not able to negotiate pricing. He also stated that www.WilbrahamFiber.com is now a live site and encouraged residents to visit. He inquired about posting signage at the DRC regarding the new live website and the Board advised him to file a sign application. He also personally hopes that Assistant Town Administrator in Budget and Finance/Collector/Treasurer Tom Sullivan will not retire soon.

OLD BUSINESS

FY 2021 Budget Proposal

TA Breault is meeting with the Finance Committee this week to review the proposed FY21 Budget. He gave an overview of budget to the Board. As of now, the budget is approximately \$111,000 under this year's levy limit cap. The Town is approximately one million dollars under the total levy limit. The budget includes a 2.5% + increase from schools. He asked about including the Fire Department's proposal fund to complement grant money to assist in hiring two new firefighters, and the Board agreed by consensus that this should be included. SVRHT's rates came in at a 5-6% increase rather than 8% anticipated and this is reflected in the budget draft this evening. The ACO budget may be taken out of offset receipts structure. Stipend requests are reflected in the budget. There is \$5,000 allocated for a new Sharps program. Funds were not included for a mosquito control program. There were funding requests from the Agricultural Commission and the Historical Commission. TA Breault also asked the Board to consider adding a non-union compensation study review for next fiscal year as this has not been done since 2002.

The Board agreed by consensus that the budget as discussed tonight is appropriate for presentation to the Finance Committee.

Materials Referenced: Scantic Valley Regional Health Trust Health Plan Rate Projections for FY21 July 2020-June 2021 Prepared by Gallagher Benefit Service, Inc, dated February 12, 2020 (18 pages), SVRHT FY21 Approved Rates & Funding 2-19-2020 (1), Budget Memo dated 2.24.2020 from TA Breault to the Board, Feb 24 BOS FY21 BUDGET WORKBOOK prepared by TA Breault. Updated Finance Committee Agenda for March 4, 2020 meeting.

Special Town Meeting

TA Breault stated that the Special Town Meeting will take place on March 9, 2020 at Minnechaug Regional High School 7pm. There are two warrant articles.

Annual Town Meeting: Warrant Articles

TA Breault stated that he will have a list of articles for the Board next week including the local options meals tax, petitioned articles, and the food truck article. Discussion ensued about the articles.

DPW Director Job Description

No discussion about this matter took place.

MOTION (Russell, Bunnell): Move to approve the DPW Director job description as presented. Approved (2-0).

Materials Referenced: Draft Job Description for Director of Public Works/Town Engineer position prepared and submitted by HR Coordinator H. Dane.

Senior Center Building Project

There is no update on this matter. TA Breault stated that Committee is planning to have this matter on a Special Town Meeting warrant in the Fall of 2020. They will talk to the Board about this at a future meeting.

Town Employment and Senior Tax Work Off Program

TA Breault stated that this action would allow an active part time employee to also participate in the Senior Tax Work Off Program, as the employee's position must be designated a Special Municipal Employee.

MOTION (Russell, Bunnell): Pursuant to Section 1 of Chapter 268A of the Massachusetts General Laws, the Board of Selectmen of the Town of Wilbraham votes to classify the position of Recycling Attendant as Special Municipal Employee. Approved (2-0).

MOTION (Russell, Bunnell): The Board of Selectmen of the Town of Wilbraham votes to authorize the holders of the part-time position of Recycling Attendant to perform another job during normal working hours. Approved (2-0).

Materials Referenced: DISCLOSURE BY SPECIAL MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT AS REQUIRED BY G. L. c. 268A, § 20(d)- Blank Form, Two draft motions prepared by Labor Counsel for the Board's use during this meeting.

NEW BUSINESS

Approve the hire of Part Time Dispatcher – L.Hebert

Dispatch Supervisor Anthony Gentile was present. He stated that there was a part-time employee resignation recently and following interviews, Lori Hebert has been selected to fill the position.

MOTION (Russell, Bunnell): Move to approve the hire of Lori Hebert for the position of part time dispatcher. Approved (2-0).

Materials Referenced: Job application and resume submitted to HR online on 1.29.2020 received from L. Hebert.

Re-Appointment to Commission on Disabilities – K. Barlow

Kate Barlow resigned her COD appointment in September 2019 due to scheduling conflicts that are no longer an issue.

MOTION (Russell, Bunnell): Move to re-appoint Kate Barlow to the Commission on Disabilities for a term beginning February 24, 2020 through June 30, 2021. Approved (2-0).

Materials Referenced: Volunteer Application and resume submitted to the Selectmen's Office via email on 2.18.2020 from K. Barlow.

Request to Authorize Sick Leave Donations

TA Breault stated that here are people in the bargaining unit willing to donate time to a fellow unit member who does not have any sick leave time. This is a similar vote from 2017 as long as donations come from the same bargaining unit. Chair Bunnell mentioned that the differing pay rate donations have not have a negative impact to the Town. This approval process would be done by forms submitted to the TA for consideration.

MOTION (Russell, Bunnell): Move to approve the donation of accrued sick leave of up to 5 days by UPSEU union employees to a UPSEU union employee retroactive to February 19, 2020; and authorize the Town Administrator to approve such requests. Approved (2-0).

Materials Referenced: Draft Agreement between the Town of Wilbraham and the International Union of Operating Engineers Local 98 effective July 1, 2014 to June 30, 2017, BOS Agenda 1.9.2017, Open Session BOS Minutes 1.9.2017. Confidential Memo dated 1.6.2017 from TA Breault to the BOS, Letter from Officer Lennon dated 1.28.2012 to TA Weitz.

Designation of Special Employee – Recycling Attendant

See Town Employment and Senior Tax Work Off Program agenda in Old Business.

Approval the Hire of Heavy Equipment Operator

This matter was tabled to the March 2, 2020 meeting.

LICENSING AND OTHER APPROVALS

Application for Temporary Food Establishment Permit – Ruth's Pies

MOTION (Russell, Bunnell): Move to approve a Temporary Food Establishment Permit to April Beston dba Ruth's Pie, for food preparation and service at the Southern New England Conference of the UCC's Super Saturday event, located at Minnechaug Regional High School 621 Main Street, Wilbraham, Massachusetts, on Saturday, March 14, 2020, between the hours of 8:00AM and 3:45PM; pending the health inspector's favorable inspection. Approved (2-0).

Materials Referenced: Application packet for Temporary Food Establishment Permit to April Beston dba Ruth's Pie received by US Mail 2.13.2020.

Application for Temporary Food Establishment Permit – Calvin Rose dba Calvin Rose Fat Boyz BBQ

MOTION (Russell, Bunnell): Move to approve two Temporary Food Establishment Permits to Calvin Rose dba Calvin Rose Fat Boyz BBQ, for food preparation and service at the Fieldcrest Brewing LLC, located at 2343 Boston Road, Wilbraham, Massachusetts, on Saturday, March 14, and April 18, 2020, between the hours of 12:00PM and 10:00PM; pending the health inspector's favorable inspection. Approved (2-0).

Materials Referenced: Application packet for Temporary Food Establishment Permits received from Calvin Rose dba Calvin Rose Fat Boyz BBQ by the Selectmen's Office by hand delivery.

Application and Notice for Charitable or Non-Profit Event – Cup to Pint Fun Run

MOTION (Russell, Bunnell): Move to approve the application and notice for a Charitable and Non-Profit Event to Miriam Siegel for the 6th annual Cup to Pint Fun Run benefiting the Wilbraham Commission on Disabilities on June 13, 2020, from 2:00pm to 7:00pm; and forward to public safety officials for review. Approved (2-0).

Materials Referenced: Application and notice for a Charitable and Non-Profit Event application received from M. Siegel by the Selectmen's Office on 2.14.2020.

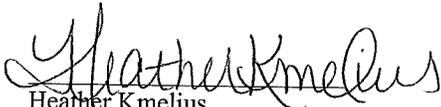
MEETING MINUTES

- August 27, 2018 – Executive Session
- January 6, 2020 – Executive Session
- January 13, 2020 – Executive Session
- January 27, 2020 – Executive Session
- February 3, 2020 – Executive Session
- August 27, 2018 - Open Session
- January 27, 2020 – Open Session
- February 10, 2020 – Open Session

MOTION (Russell, Bunnell): Move to approve the Executive Session Meeting Minutes from August 27, 2018, January 6, 2020, January 13, 2020, January 27, 2020, and February 3, 2020 and the Open Session Meeting Minutes from August 27, 2018, January 27, 2020, and February 10, 2020 as presented. Approved (2-0).

Materials Referenced: Draft Open Session Meeting Minutes from 8.27.2018, 1.27.2020 & 2.10.2020 and Executive Session Meeting Minutes from 8.27.2018, 1.6.2020, 1.13.2020 and 1.27.2020 and 2.3.2020 prepared by BOS/TA Admin Assistant H. Kmelius.

Having no further business, Selectman Russell made a motion to adjourn the meeting and Chair Bunnell seconded the motion, with the Board of Selectmen unanimously voting to adjourn at approximately 8:20 PM.


Heather Kmelius
Administrative Assistant to the BOS/TA


Susan C. Bunnell, Chair


Robert W. Russell, Vice Chairman


Robert J. Boilard, Clerk