

**BOARD OF SELECTMEN MEETING
MONDAY, MARCH 2, 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 7:00 PM.

PLEDGE OF ALLEGIANCE

Chair Bunnell asked all to join the Selectmen in saying the Pledge of Allegiance. She then stated that 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 pm Senator Eric Lesser: FY21 Budget Priorities; Legislative Update

State Senator Eric Lesser and Joel McAuliffe, District Director, introduced themselves to the Board. Chair Bunnell discussed the HWRSD school budget and the impacts of the population shift and overall declining enrollment with disproportionate between Wilbraham and Hampden. For the last two fiscal years, the impact has been significant to Wilbraham specifically. Selectman Russell discussed the MSBA regulations regarding spending of grant money and the rollout of the Student Opportunity Act (SOA). Senator Lesser stated that MSBA is on his radar and he would like to see project financing be more nimble and flexible. New building development costs and maintenance costs have been rising at an accelerated pace and maintenance costs continue to rise also. The SOA will not bring Wilbraham/Hampden significant funds. Senator Lesser acknowledged that Wilbraham is struggling with very high out of district placements costs and regional transportation costs. They encouraged the Town to reach out to their office with needs and questions and gaining more state support. There is 7 year commitment to full funding of the SOA law in its entirety (\$300 million additional funding offered). Senator Lesser addressed that this is a political process to navigate. Selectman Boilard gave an overview of the Budget Routable meeting this evening at 5pm that Senator Lesser and the Selectmen attended with the School Committee. Senator Lesser stated that the Governor's budget is operating off of a 2.8% growth from overall tax income revenue, yet he advised caution with stock market volatility and coronavirus.

New earmarks for the Town were discussed and are due by late March early April 2020. Chair Bunnell praised the sidewalk connection work on Tinkham by Fountain Park paid for by last year's earmark funds. They talked about the future work at Post Office Park sidewalks near Spec Pond. The turf field improvement success was also credited to state funding. TA Breault will reach out to Department Heads for other earmarks. Discussion ensued about the TA Breault talked about Home Rule issue to be addressed at ATM. Senator Lesser also discussed the "Thrive After Fifty-Five" event taking place on June 18, 2020 at Springfield College and encouraged attendance.

Materials Referenced: Email from J. McAuliffe to TA Breault dated 3.2.2020. Excel spreadsheet titled "Mar2 FY'21 BUDGET WORKBOOK" prepared by TA Breault for review at this meeting.

7:15 pm Public Hearing: NEC OPCO I, INC. DBA WILBRAHAM F.L. ROBERTS #04071, Change of Manager Sec.15 Liquor License

District Manager of Nouria Manager/F.L. Roberts Sam Webby and F.L. Roberts Wilbraham store Manager Laura Roberts were present. Ms. Roberts stated that she has worked in retail for 30 years and she has been with this company for the last two years. She has also managed this store location since October 2019.

MOTION (Russell, Boilard): Move to approve Laura Roberts as the new Manager of Record per the Change of Manger request of NEC OPCO I, INC. DBA WILBRAHAM F.L. ROBERTS #04071, and forward said application to the Alcohol Beverages Control Commission for review and approval. Approved (3-0).

Materials Referenced: The Comm. Of Mass. ABCC Application for AMENDMENT – Change of Manager received by US Mail in the Selectmen's Office from NEC OPCO I, INC. DBA WILBRAHAM F.L. ROBERTS # 04071 on 2.10.2020. Completed Form 43. Legal Notice – Public Hearing Change of Managed stamped and posed by the Town Clerk on 2.12.2020. Certified mail receipt from applicant received via US Main on 2.24.2020

7:20 pm D. Lopata and P. Dubord: Senior Center Building Committee update and Fall Special Town Meeting discussion

(*A quorum of the Senior Center Building Committee may be present for this meeting.)

Senior Center Building Committee members were present including Chair Dennis Lopata, Paula Dubord, Ted Sowa and Karl Jurgens. TA Breault stated that this committee seeking a Special Town Meeting Vote in the fall of 2020 for the proposed new Senior Center. The committee wants to forego the Annual Town Meeting in May in order to have time to educate the public. TA Breault stated that this is a Presidential Election Year and that potentially funding for the proposed Senior Center would require a separate election. It was recommended that the Special Town Meeting not be scheduled at this time. TA Breault stated that the Board would need the Committee's proposal 4-8 weeks in advance of the Special Town Meeting following a Joint meeting with the Finance Committee, Capital Planning Committee, and the Selectmen.

Materials Referenced: None.

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

Town Administrator's Report

PHN Jill Conselino was in attendance to give an update to the Board regarding the coronavirus outbreak in the news. PHN Conselino has been in discussion with the Fire Department staff and she met with them this morning regarding purchasing supplies and preparedness planning a defined plan for the possibility of a coronavirus outbreak locally. PHN Conselino keeps the Town website up to date regarding coronavirus. HWRSD sent out ConnectEd notice to families. PHN Conselino was on a conference call today and noted that the Massachusetts risk level was described as low as there has only been one case in the State. She distributed virus information to the Board and referenced the international travel restrictions. PHN Conselino stated that she can be reached directly with any questions.

TA Breault stated that the Finance Committee is meeting March 4, 2020 and it is a Joint Meeting with the School Committee. The Special Town Meeting is scheduled for March 9, 2020 with 2 articles on the warrant. The Finance Committee has invited the Selectmen to its meeting on March 11, 2020 to discuss the budget. TA Breault also stated that there is no regular Selectmen's meeting on March 23, 2020 and the Board's next regular meeting will be on March 16, 2020.

Materials Referenced: Letter from HWRSD Superintendent Ganem Jr and HWRSD Nurse Leader T. Brand to District families dated 2.27.2020. Document titled "Coronavirus (COVID-19) Update" posted on Town website by PHN J. Conselino. Excel spreadsheet titled "Mar2 FY'21 BUDGET WORKBOOK" prepared by TA Breault for review at this meeting. BOS and Finance Committee Joint Meeting Postings with the Town Clerk for 3.4.2020 and 3.11.2020. PHN Conselino submitted four pages of 2019 Novel Coronavirus (COVID-19) documentation from the CDC to the Board for review while she was speaking during the meeting.

Board of Selectmen Updates

Chair Bunnell stated that the HWRSD Roundtable meeting tonight was successful and encouraged residents to watch the recording. Chair Bunnell also attended the last Finance Committee meeting where TA Breault presented the budget proposal.

Materials Referenced: BOS and HWRSD Joint meeting posting for 3.2.2020.

Citizens Open Forum

Resident Bob Tourville asked the Selectmen about permission to put up Broadband signage at the Special Town Meeting. Resident Matt Villamino asked that a display be present at the Special Town Meeting regarding the proposed Senior Center on behalf of the Friend of the Wilbraham Seniors.

Resident John Broderick was present to complaints about the WPA broadcasting of meetings. He stated there have been broadcasting problems for 10-15 years. He asked that it be fixed or stop broadcasting. The Board will look into this matter.

Resident John Broderick talked about the consideration of implementing a Local Meals Tax program in Wilbraham that would generate \$125,000 income/year. This tax is an alternative solution to raising property taxes. Mr. Broderick would like to bring this matter to Town Meeting. It was noted that several local communities have this tax in place, yet Wilbraham and Hampden do not.

OLD BUSINESS

FY 2021 Budget Proposal

TA Breault presented the FY21 proposed budget to Finance Committee at a recent public meeting. TA Breault reviewed the feedback from the Finance Committee regarding tree work funding.

Materials Referenced: Excel spreadsheet titled "Mar2 FY'21 BUDGET WORKBOOK" prepared by TA Breault for review at this meeting.

Special Town Meeting

Special Town Meeting will take place on Monday, March 9, 2020 at 7pm at Minnechaug Regional High School. TA Breault will send out a reminder to residents through a robocall this Thursday and Sunday.

Annual Town Meeting: Warrant Articles

TA Breault stated that March 14, 2020 is the deadline for all warrant articles.

Senior Center Building Project

This matter was addressed during the Senior Center Building Committee's appointment with this Board earlier in this meeting.

Historical Commission: Historical Signage approval

TA Breault stated that Chair Dr. Diane Testa would like permission for the Historical Commission to move forward with its proposed signage project. The Board told her at the last meeting (where Selectman Boilard was not present) that the Community Preservation Committee has reached out saying that her project was not turned down. The Board would like to know the specific locations of the proposed signage and agreed to take this matter up in two weeks after more info is received. No action was taken at this time.

Materials Referenced: Two Renderings of the proposed Historical signs by Art Tec Signs and 1 page proposal for three signs by Art-Tec signs submitted to the Board by D. Testa during the BOS meeting 2.28.2020 meeting.

NEW BUSINESS

Release of Executive Session Minutes Discussion

TA Breault asked the Board how it would like to handle the release of Executive Session minutes. The Board agreed by consensus that the Chair can authorize the release.

Selectmen's Spring Meeting Schedule

The Board did not have any issues with the proposed meeting schedule.

MOTION (Russell, Boilard): Move to approve the Selectmen's 2020 Spring Meeting Schedule as presented. Approved (3-0).

Materials Referenced: Draft of "BOARD OF SELECTMEN 2020 Spring Meeting Schedule" prepared by Admin. Assistant H. Kmelius for the Board's review during this meeting.

LICENSING AND OTHER APPROVALS

Application for Temporary Food Establishment Permit – Christopher Snow dba Rustic Fusion Mobile Café

MOTION (Russell, Boilard): Move to approve a Temporary Food Establishment Permit to Christopher Snow dba Rustic Fusion Mobile Café, for food preparation and service at the Fieldcrest Brewing LLC, located at 2343 Boston Road, Wilbraham, Massachusetts, on Tuesday, March 17, 2020 between the hours of 3:00PM and 9:00PM; pending the health inspector's favorable inspection. Approved (3-0).

Materials Referenced: Application for Temporary Food Establishment Permit packet from C. Snow dba Rustic Fusion Mobile Café received by the Selectmen's Office on 2.24.2020.

Application and Notice for Charitable Walking or Running Event – Rotary Club of Hampden-Wilbraham – Amendment from 2.3.2020

MOTION (Russell, Boilard): Move to amend the motion made on February 3, 2020 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 AND Glenn Drive, Brainard Road, Forest Street, Manchonis Road, and Hillcrest Drive on Sunday, May 17, 2020, from 8:00am to 12:00pm; and forward to public safety officials for review. Approved (3-0).

Materials Referenced: Application and Notice for Charitable Walking or Running Event received from Rotary Club of Hampden – Wilbraham President J. Kielczewski submitted to the Selectmen's Office 2.28.2020 via email.

Application for Temporary Food Establishment Permit – Jaju Pierogi LLC

MOTION (Russell, Boilard): Move to approve a Temporary Food Establishment Permit to Casey White of Jaju Pierogi LLC, for food preparation and service at the Fieldcrest Brewing LLC, located at 2343 Boston Road, Wilbraham, Massachusetts, on Sunday, March 22, 2020, between the hours of 12:00PM and 4:00PM; pending the health inspector's favorable inspection. Approved (3-0).

Materials Referenced: Application for Temporary Food Establishment Permit packet from C. White of Jaju Pierogi LLC via US Mail on 2.22.2020 in the Selectmen's Office.

Application for Permit to Operate a Food Establishment for Change of Ownership – Orchard Valley

Table this matter.

MEETING MINUTES

September 24, 2018 – Open Session

October 15, 2018 – Open Session

October 29, 2018 – Executive Session

MOTION (Russell, Boilard): Move to approve the Open Session Meeting Minutes from September 24, 2018 and October 15, 2018 and the Executive Session Meeting Minutes from October 29, 2018 as presented. Approved (3-0).

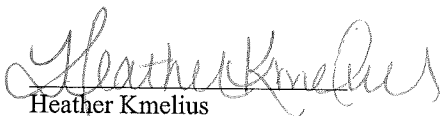
Materials Referenced: Open Session BOS Minutes from 9.24.2018 & 10.15.2018 and Executive Session Minutes from 10.29.2018 prepared by Admin Assist. H. Kmelius.

EXECUTIVE SESSION

Chair Bunnell stated the following at 8:10pm. "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: 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, UPSEU Local 424M, IAFF Local 1847; 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 for the purpose of adjournment."

Selectmen Russell so moved to hold an executive session for the following purposes: 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: 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, UPSEU Local 424M, IAFF Local 1847; whereas an open meeting may have a detrimental effect on the bargaining positions of the Board of Selectmen, and the Chairman so declares and that the Board of Selectmen shall reconvene in open session for the purpose of adjournment. 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 9:03 PM. 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 9:03 PM.



Heather Kmelius
Administrative Assistant to the BOS/TA



Susan C. Bunnell, Chair



Robert W. Russell, Vice Chairman



Robert J. Boilard, Clerk