

**SELECT BOARD MEETING
MONDAY, MARCH 2, 2026 6:30 P.M.
TOWN OFFICE BUILDING, SELECT BOARD'S MEETING ROOM
240 SPRINGFIELD STREET, WILBRAHAM, MA
MINUTES**

**This meeting is conducted in accordance with Mass. General Law Chapter 30(A), section 20,
and in accordance with Chapter 2 of the Acts of 2023.**

PHYSICALLY PRESENT: Chair Michael A. Squindo, Vice Chair Marc Ducey, Clerk Susan C. Bunnell, Town Administrator Nick Breault and Administrative Assistant to the Select Board and the Town Administrator Heather Kmelius. The meeting was called to order at 6:30 PM.

OPEN SESSION 7:00 PM

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT PER MGL C. 30(A), S. 20 AND CHAPTER 2 OF THE ACTS OF 2023

Chair Squindo asked all to join the Select Board in saying the Pledge of Allegiance. He then stated the following "In accordance with Mass. General Law Chapter 30(A), section 20, and in accordance with Chapter 2 of the Acts of 2023, I announce that this meeting of the Select Board is being recorded by Wilbraham Public Access and the Select Board's Office and the "Go To Meeting" system; and ask if there is anyone present who is also recording this meeting".

Kristin Rivers of the Wilbraham Hampden Times announced recording of the meeting.

Consent Agenda Items for March 2, 2026:

The Chair announced the removal of the September 8, 2025 meeting minutes from consent agenda tonight.

LICENSING AND OTHER APPROVALS

Application for an annual permit to operate a Food Establishment: Big Y Foods Inc dba Big Y Express #94, located at 1993 Boston Road

Application and Notice for Charitable or Non-Profit Event: Wilbraham Community Gardens hosting the 15th annual "Plowing the Community Garden" event on May 2, 2026 from 11a-3p located at 700 Monson Road

Application for an annual 2026-2027 food truck: Kettle & Pine managed by Robert Mucha Jr. of West Brookfield, MA

Minutes: ~~September 8, 2025~~, February 2, 2026 and February 9, 2026 Open Sessions

MOTION (Ducey, Bunnell): Move to approve the March 2, 2026 consent agenda as presented, contingent upon receipt and completion of all application documents, inspections and fees. Approved (3-0).

APPOINTMENTS WITH THE BOARD

6:35pm Michael Andrews, Fire Chief: Sign New Employment Contract for July 1, 2026-June 30, 2029

Chief Andrews was present in person. The Board was pleased to announce the approval of the Fire Chief's new three year contract. The Board and the Chief signed the documents. The Board congratulated the Chief.

6:40pm Nick Breault, Town Administrator: Sign New Employment Contract for July 1, 2026-June 30, 2029

Town Administrator Breault was present in person. The Board announced the approval of the Town Administrator's new three year contract. The Board congratulated the Town Administrator.

6:45pm Jeff Sereni and Kevin Lyons, Flashvote: Review of the Community Priorities Survey Results; Discussion of the Next Survey, and Surveys through June 30.

Squindo would like Flashvote technical questions answered. Flashvote was not present for this appointment with the Board.

The Flashvote results will be posted on the town website from the first survey completed.

7:15pm PUBLIC HEARING: CCW Catering, LLC, 859 Stony Hill Road, application for multiple amendments to an annual Sec.12 All Alcoholic Beverages License including:

- Change of Manager,
- Change of Officers/Directors/LLC Managers,
- Change of Ownership Interest,
- and Change of DBA.

Chair Squindo opened the public hearing at 7:15pm, and asked all those who wish to speak to please sign in.

Clerk Bunnell to read the legal notice into the record: *The Wilbraham Select Board will hold a public hearing under Massachusetts General Laws, Chapter 138, Section 12, on Monday, March 2, 2026 at 7:15 pm, at the Town Office Building, 240 Springfield Street, Wilbraham, to hear public comment on an application to amend an annual Section 12: All Alcoholic Beverages License submitted by CCW Catering, LLC., located at 859 Stony Hill Road, Wilbraham. The applicant seeks the following amendments: Change of Manager, Change of Officers/Directors/LLC Managers, Change of Ownership Interest, and Change of DBA. All those wishing to comment on the referenced application will be heard. This hearing will be conducted in person and virtually.*

Atty. Ben Coyle was present in person. He serves as President of CCW Catering, LLC (CCW). He reviewed the history of CCW's liquor license and management. Javier Correa, also present in person, is the new proposed Liquor License manager. He's been working at CCW since 2022 and is TIPS certified. The license will be 100% managed by CCW Catering LLC, and will no longer will have a food service vendor with an investment in CCW's management.

MOTION (Ducey, Bunnell): Move to approve the application submitted by CCW Catering, LLC for multiple amendments to an annual Section 12 All Alcoholic Beverages License including: Change of Manager, Change of Officers/Directors/LLC Managers, Change of Ownership Interest, and Change of DBA; and to forward the application to the ABCC for final review and approval. Approved (3-0).

MOTION (Ducey, Bunnell): Move to close the public hearing.

Hearing closed at 7:21pm.

7:20pm CCW Catering LLC: Discussion about golf course renovations, etc.

Atty. Ben Coyle was present in person. . He serves as President of CCW Catering, LLC (CCW). In 2022, a lease agreement amendment between the town and CCW resulted during the construction of the new Senior Center. The construction work resulted in some CCW golf course changes. Coyle gave an overview of the work done to the course including holes 3 and 6. In lieu of rent to the town, CCW has paid into an escrow account with a current balance of about \$121,000 (bank account statements shared). Total amount to be collected from CCW in escrow will max at approximately \$322,000 per the contract agreement. CCW has hosted NGA events, and looks forward to its 100 year anniversary celebration next year.

MOTION (Ducey, Bunnell): Move to approve the release of \$121,000 from the escrow account as reimbursement for a portion of the CCW golf course renovation expenses. Approved (3-0).

REPORTS AND CITIZENS' OPEN FORUM

Town Administrator's Report

Breault announced the passing of Thomas Reavy who completed 20 years of services through the Conservation Commission, as well as a serving on the Board of Registrars.

The cell tower application is filed with the Planning Board office for the proposed tower near the Wilbraham Soccer Club fields, 540 Stony Hill Rd. The application documents are available on the town website for review.

The Transportation Network Company Division of the Department of Public Utilities announced that moving forward there will be no collection of fees for rideshare transport in Massachusetts starting in 2027.

The Board received a late request today from a town business asking permission to host BYOB (bring your own beer/wine) events. The Police Chief suggested a proposal be reviewed and the LLA for consideration.

Congratulations was shared for the town's approval of Complete Streets funding awarded for renovation work of Stony Hill and Springfield Street intersection.

Select Board Updates

Bunnell joined the PVPC online session about communication strategies and had positive feedback.

The Springfield Outlook Chamber event took place this week. Bunnell plans to attend the MMA Policy Committee meeting next week in Boston. There is an MMA event at UMASS on March 11 about the annual town meeting procedures. She also announced that the Traffic Safety Team has meeting next Tuesday.

Squindo attended the Playground and Recreation Commission meeting. He will speak about future of Memorial School property later in the meeting.

Citizens Open Forum

None.

OLD BUSINESS

FY 2027 Budget Proposal: Decisions on Priorities to Advise the Finance Committee

- Use of Excess Levy Capacity
- Fire Department: Four new Full-Time Firefighters/Paramedics Requested
- WRECC (Dispatch): One new Full-Time Dispatcher Requested
- Facilities and Maintenance: One new Part-Time (15 hours) Staff Requested; Memorial School Operating Status
- HWRSD Assessment Amount
- Capital Requests Recommendations
- Stabilization Funds, OPEB Funds, etc. Recommendations
- Any Other Operational Budget Priorities/Recommendations

Sam Boyd, Director of Facilities and Maintenance was present in person. He's asking for \$100,000 to fund the Memorial School building. Since the end of Cathedral High School's rental of the building years ago, the Parks & Recreation programs bring about 1,200 people to the building per week. He reviewed the deterioration of the building over recent years due to its use.

Bunnell gave an overview of the Playground and Recreation Commission meeting that took place with a focus on the future of this property. Ducey agreed that the Memorial building needs funding to support its current operations. Boyd spoke about the potential mothballing proposal procedures of Memorial School.

Boyd also spoke about his proposal for a new staff member to work 15 hours per week for custodial work and light maintenance at town buildings. Boyd reviewed prior year budgets for his department where he has consistently asked for two full time staff. Discussion about the Memorial School property took place.

Fire Chief Andrews answered questions from Ducey about fire call procedures and ASL compliance. HWRSD budget numbers for Wilbraham and Hampden were discussed as placeholders.

Ducey spoke about budgets for all departments and firmly does not want to touch excess capacity in this year's budget.

Bunnell spoke about her 32 years of experience working on the budget and about excess capacity and overrides. She is in favor of fully funding Memorial at \$100,000. She looks forward to the Building Utilization Committee's work results and recommendations. Discussion ensued about future possibilities for the Memorial School property.

Dispatch Director Gentile was present using GoToMeeting. He spoke about his request to hire a full time dispatcher for the day shift to help alleviate overtime costs. Day shift have more senior employees and overtime costs are higher. Gentile explained that needs more time to do his administrative duties and believes a new hire would help with this ask. Gentile spoke about the grant funding opportunities to cover expenses.

HWRSD Matters:

- Proposed Amendments to the Regional Agreement
- Facilities Merger Proposal Updates

Regional Agreement language changes have prompted town counsel to speak with HWRSD counsel. More discussion is needed following counsel's involvement.

Hampden is reconsidering entertaining discussion about a shared Facilities Merger proposal for the town and school at a meeting this week.

Annual Town Meeting, May 11, 2026:

- Review of Version 1 of the Draft Warrant
- Warrant Article Deadline for Departments, Boards, Commissions: March 13, 2026

Warrant articles are due March 13, 2026. Town Counsel is coming in this month for quarterly office hours. Breault reviewed the list of proposed warrant articles including General Code updates, land taking, snow plowing, update to public shade tree by law, etc.

Broadband Design-Build Application Update

Last Friday February 27th, Breault spoke with the Inspector General's Office, the receiver of Wilbraham's Design Build Broadband application. These applications are rare in Massachusetts. Broadband Committee Chair Tom Newton, Select Board member Bunnell, Town Counsel Venckauskas, and Administrative Assistant Heather Kmelius were also on the call. Breault gave an overview of the discussion outlining the Design Build legal procedures. If the Board would like to proceed, this application will need to be amended and more work needs to be completed for compliance. This process will take approximately seven months. It's a possible suggestion that the market has past the town by for this project. More discussion will take place about this.

NEW BUSINESS

Reserve Fund Transfer Request for Memorial School

Sam Boyd, Director of Facilities and Maintenance was present in person. He's asking for a reserve fund transfer for \$15,000 to cover increased heating fuel needed this year. He explained that failing sump pumps and collapsed ceiling at this building also caused expenses.

MOTION (Ducey, Bunnell): Move to recommend the approval of the Reserve Fund Transfer from the Director of Facilities and Maintenance Sam Boyd for \$15,000 for expenses resulting from the extreme winter weather related to the Memorial School maintenance, and to forward to the Finance Committee for final review and approval. Approved (3-0).

Approval of Microsoft software purchase and internet speed purchase for IT Department

MOTION (Ducey, Bunnell): Move to authorize the Chair to sign the contract approval for ePlus Technology Inc.'s service to migrate the town's email system to Microsoft Office 365 for \$72,285.40 and to authorize the Chair to sign the contract approval for AccessPlus's service to increase internet speed for \$2,050; and to authorize the IT Director permission to execute all corresponding paperwork. Approved (3-0).

Recap of Playground and Recreation Commission Meeting on Memorial School:

Tuesday, February 24, 2026, 6:30 p.m., Wilbraham Senior Center

The Board members attended this meeting where discussion focused on the future options for Memorial School property. Discussion about the Memorial School property took place.

Accept the Resignation of Diane Weston from the Council on Aging effective April 30, 2026

MOTION (Ducey, Bunnell): Move to accept the Resignation of Diane Weston from the Council on Aging effective April 30, 2026. Approved (3-0).

Reappointment of Economic Development Committee Members for terms through June 30, 2027: Anthony Colapietro, Brian Easler, Brittany Meece, Heidi Pafumi, Christal Russo, Jeffrey Smith (One Vacancy on the Committee)

MOTION (Ducey, Bunnell): Move to reappoint the Economic Development Committee Members for terms through June 30, 2027 including Anthony Colapietro, Brian Easler, Brittany Meece, Heidi Pafumi, Christal Russo, and Jeffrey Smith. Approved (3-0).

Approval of a Candidate, Melissa Reyes, and Compensation, to fill a Full Time Dispatcher Vacancy

MOTION (Ducey, Bunnell): Move to approve the hire of Melissa Reyes as a Full Time Dispatcher at Grade 3, Step A, with a starting hourly rate of \$25.30 on a date to be determined by the WRECC Director. Approved (3-0).

Approval of two part time Dispatchers

MOTION (Ducey, Bunnell): Move to authorize the hire of two part-time dispatchers. Approved (3-0).

Approve the Select Board 2026 Spring Meeting Schedule; Discuss the Summer 2026 Meeting Schedule

Breault spoke about proposed summer meeting schedule. He asked the Board to consider summer schedules for a future scheduling decision.

MOTION (Ducey, Bunnell): Move to approve the Select Board 2026 Spring Meeting Schedule as presented. Approved (3-0).

The Board signed Treasury Warrants. Chair Squindo announced that treasury warrants were signed last week outside of the 1/26/26 Select Board meeting that was canceled due to weather.

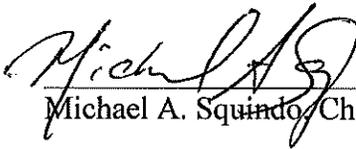
Executive Session

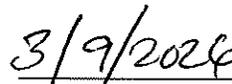
Chair's Announcement

Chair Squindo stated the following: "As Chair of the Select Board I hereby announce the Select Board will hold an executive session for the following purposes: Per M.G.L. c. 30A, § 21(a)(2) to discuss strategy with respect to non-union negotiations—All non-union employees; Per M.G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to collective bargaining— HWEA Unit A and Unit C Updates from Chair (HWRSD Negotiations); UPSEU Local 420, IAFF Local 1847, NEPBA Local 120; Per M.G.L. c. 30A, § 21(a)(6) to consider the purchase, exchange, lease or value of real property—230V Manchonis Road Extension; and I as Chair of the Select Board, declare that discussion in an open session may have a detrimental effect on the bargaining, negotiating, or litigating position of the Select Board; and that the Select Board will adjourn from executive session.

Ducey so moved the following motion to hold an executive session for the following purposes: Move the Select Board hold an executive session for the following purposes: Per M.G.L. c. 30A, § 21(a)(2) to discuss strategy with respect to non-union negotiations—All non-union employees; Per M.G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to collective bargaining— HWEA Unit A and Unit C Updates from Chair (HWRSD Negotiations); UPSEU Local 420, IAFF Local 1847, NEPBA Local 120; Per M.G.L. c. 30A, § 21(a)(6) to consider the purchase, exchange, lease or value of real property—230V Manchonis Road Extension; and as Chair of the Select Board, he declares that discussion in an open session may have a detrimental effect on the bargaining negotiating, or litigating position of the Select Board; and that the Select Board will adjourn from executive session. Bunnell seconded the motion. Roll call vote: (Mr. Squindo - yes, Mr. Ducey, Ms. Bunnell – yes).

Having no further business in open session, the Board moved into executive session at 8:49pm and did not return to open session.


Michael A. Squindo, Chair


Date Approved

Materials referenced: Motions agenda 3-2-2026; FY27 Proposed Warrant Articles folder. "v1 draft ATMW 021726"; "IGO Summary em 022726"; "Wilbraham Broadband Design Build NTP Application Final 012326"; All budget related documents in e-folder "Budget 030226", CCW Catering LLC liquor license amendments application and all related documentation; Consent agenda including meeting minutes and applications from Big Y Foods, Inc, Kettle & Pine and an application for Plow Day event at the Community Gardens; "BYOB proposal", "2.25.26 Rideshare TNC Funds Done CY2027", Reavy obituary, "Wilbraham_Complete_Streets_FY26_R2_Decision_Letter", Reserve Fund Transfer documents from S. Boyd; Fire Chief and Town Administrator employment contracts 2026-2029; SB Spring Schedule 2026.