

**BOARD OF SELECTMEN MEETING
THURSDAY, MARCH 25, 2021 6:00 P.M.
TOWN OFFICE BUILDING, SELECTMEN'S MEETING ROOM
240 SPRINGFIELD STREET, WILBRAHAM, MA
MINUTES**

This meeting is conducted in compliance with Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 (attached) signed on March 12, 2020.

PRESENT BY PHONE: Administrative Assistant to the Board of Selectmen and the Town Administrator – Heather Kmelius. The meeting was called to order at 6:02 PM.

PHYSICALLY PRESENT: Chairman Robert W. Russell, Selectmen Robert J. Boilard, Selectmen Carolyn F. Brennan, and Town Administrator Nick Breault.

PLEDGE OF ALLEGIANCE

Chairman Russell asked all to join the Selectmen in saying the Pledge of Allegiance. He then stated the following "In accordance with Mass. General Law Chapter 30(A), section 20, I announce that this meeting of the Board of Selectmen is being recorded by Wilbraham Public Access and the Board of Selectmen's Office and the "Go To Meeting" system; and ask if there is anyone present who is also recording this meeting". Chairman Russell confirmed that no one was recording the meeting.

The Chairman announced that this meeting is conducted in compliance with Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 signed on March 12, 2020. Most participants of this meeting are attending electronically and he asked all individuals to please identify themselves each time that they speak and to please remain on "mute" if you are not speaking.

Town Administrator – Covid Clinic Update

TA Breault reported that public Health Nurse (PHN) Jill Conselino has been contacted with a second invitation to participate in the regional Palmer vaccination clinic as its volume is growing. PHN Conselino will discuss this, as well as health related grant application information with the Board on March 29, 2021. The Board has information about these grants in the e-folders for review on Monday, March 29, 2021.

APPOINTMENTS WITH THE BOARD

Town Accountant Interviews

The Board of Selectmen asked the following questions of both of the candidates during their individual interviews as follows:

Chairman Russell

- Introduce yourself and describe your education, experience, and share why you would like this position.
- Provide definitions of free cash, debt exclusion vs. override, and Enterprise funds in language for the public to understand.
- Describe your 1st day on the job.
- Provide an example of a time where you found wasteful spending and how did you reduce it.
- Are there any questions that you would like to ask the Board at this time?

Selectman Boilard

- Describe your preparedness for the position and the related committee meeting schedule demands.
- How would you recommend using free cash?
- Describe your experience with accounting computer software/technology.

Selectman Brennan

- Describe your financial philosophy.
- Please describe your relationship with Department Heads and discuss how you respond to their unique needs.
- The Town has considerable resources available through various grant awards. Please describe your experience in managing and accounting for grants and talk a little about some of the challenges that may come along with the funding.
- Where do you see yourself in 5 years?

6:10pm - Anna Dyrkacz

Town Accountant candidate Anna Dyrkacz entered the Selectmen's Meeting Room at 6:07pm. Ms. Dyrkacz thanked the Board for and introduced herself. She gave an overview of her education and professional work experience. Ms. Dyrkacz is a Town resident who has undergraduate and graduate degrees from WNEU. She has been an accountant for approximately twenty years with experience working with for-profit and non-profit organizations. She explained that she is highly proficient with IT systems and she is currently getting a certificate in Cyber Security. She provided definitions and discussed her understanding of municipal accounting terminology. On her first day at work, she would make staff introductions and start to learn the expectations of job and how she can help the needs of the staff and help build the team. She finds financial saving in information technology, contracts, software, outside resources, and by centralizing office supplies purchasing. She utilizes Microsoft Outlook for organizing her scheduling and remembering deadlines. She suggested recommending applying free cash to the Town's current priorities. She reviewed several software systems that she has experience using including ADP, McKesson, Lawson, Mass 90, SAP, etc.

Ms. Dyrkacz stated that she values being a team player with staff and department heads. She stated that she is protective of her professional fiscal responsibilities as though it were her personal finances in being careful to be accurate and consistent. She has experience with grant funding from her non-profit work experience. In five years, she sees herself working for the Town of Wilbraham.

Ms. Dyrkacz asked the Board a few questions including what type of personality they believe is needed for this position. Selectman Brennan responded that being responsive is important and that you must be able to handle difficult problems. She also emphasized the importance having good people skills. The Board suggested when asked the questions that her biggest hurdle would be learning municipal accounting and getting to know all of the many people she will interact with in this job. Ms. Dyrkacz thanked the Board for the interview and left the meeting at 6:30pm.

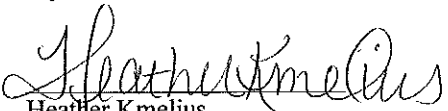
6:40pm - Derek H. Geser

Town Accountant candidate Derek Geser entered the Selectmen's Meeting Room at 6:33pm. Mr. Gesser introduced himself to the Board and gave an overview of her education and professional work experience. He has undergraduate degrees, as well as an MBA. He has six years of work experience as Town Accountant. He defined the municipal accounting terms that he was asked to define. On his first day of work, he explained that he would get to know the staff and the accounting systems in place. He also would learn how things work with the Town. Mr. Geser believes in reviewing funding to make sure items are not over budgeted. He uses a day planner to stay organized and is ready for the evening meeting commitments of this job. He stated that he would recommend using free cash use for one time capital items. He also explained that he has used multiple software accounting systems, and that he is very proficient in Microsoft Office. He believes he works well with other department heads. He sees himself as a financial reporter that supports all of the departments by helping them reach their financial goals. He has experience working with grant funding and understands the rules. In the next five years, Mr. Geser would like to get back into municipal accounting and stay for many years. He stated that he has not worked with the Town's SoftRight accounting system but he has an IT background and believes he can learn it. Mr. Geser left the room at 6:46pm.

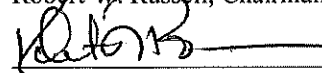
The Board agreed to think about its decision for a few days and will announce its decision on Monday, March 29, 2021. TA Breault thanked the interview panel and all of the staff's efforts during the interview process.

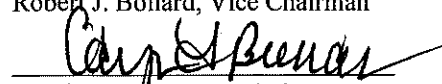
Materials Referenced: Job application packets and resumes for A. Dyrkacz and D. Geser received by the HR office from the candidates. Draft BoS Open Session 12.15.2020 meeting minutes. Word document titled "Nancys Questions from December 120720". Town Accountant Interview Evaluation Form used by the interview panel on November 20, 2020 and March 19, 2021. DLS Accountant/Auditor Responsibilities January 2020.

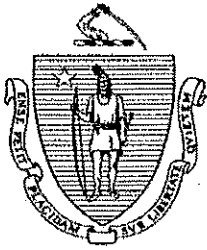
Having no further business, Selectman Boilard made a motion to adjourn the meeting and Selectman Brennan seconded the motion. The Board unanimously voted in a roll call vote (Chairman Russell – yes, Selectman Boilard – yes, Selectmen Brennan-yes) to adjourn at 6:48PM.


Heather Kmelius
Administrative Assistant to the BoS/TA


Robert W. Russell, Chairman


Robert J. Boilard, Vice Chairman


Carolyn F. Brennan, Clerk



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CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G. L. c. 30A, § 20**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”); and

WHEREAS, many important functions of State and Local Government are executed by “public bodies,” as that term is defined in G. L. c. 30A, § 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention (“CDC”) and the Massachusetts Department of Public Health (“DPH”) have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

NOW THEREFORE, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

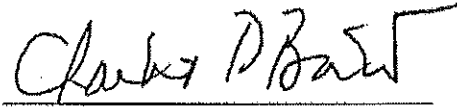
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at 6:40 PM this 12th day of
March, two thousand and twenty.

A handwritten signature in cursive script, appearing to read "Charles D. Baker". The signature is written in dark ink and is positioned above a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts