

**BOARD OF SELECTMEN MEETING**  
**MONDAY, APRIL 13, 2020**  
**TOWN OFFICE BUILDING, SELECTMEN'S MEETING ROOM**  
**240 SPRINGFIELD STREET, WILBRAHAM, MA**  
**MINUTES**

**PRESENT BY PHONE:** Chair Susan C. Bunnell (presiding); Selectmen Robert W. Russell; Selectmen Robert J. Boilard, and Heather Kmelius - Administrative Assistant to the Board of Selectmen and Town Administrator. The meeting was called to order at 6:20 PM.

**PHYSICALLY PRESENT:** Nick Breault - Town Administrator

**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.**

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--all nonunion personnel; per M.G.L. c. 30A, § 21(a) (3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares--UPSEU Local 424M, NEPBA Local 120, IAFF Local 1847, IUOE Local 98; and per M.G.L. c. 30A, § 21(a) (6) to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the Board of Selectmen--Country Club of Wilbraham, 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, § 21(a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel--all nonunion personnel; per M.G.L. c. 30A, § 21(a) (3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares--UPSEU Local 424M, NEPBA Local 120, IAFF Local 1847, IUOE Local 98; and per M.G.L. c. 30A, § 21(a) (6) to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the Board of Selectmen--Country Club of Wilbraham, and the Chair so declares and that the Board of Selectmen shall reconvene in open session. 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 7:16 PM.

**PLEDGE OF ALLEGIANCE**

Chair Bunnell asked all to join the Selectmen in saying the Pledge of Allegiance. She 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 ask if there is anyone present who is also recording this meeting". Chair Bunnell asked if there was anyone present in the audience also recording the meeting. No one was recording the meeting.

The Chair will announce 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 she asked all individuals to please identify themselves each time that they speak.

Town Administrator Nick Breault stated this meeting is also being recorded by "Go To Meeting".

**APPOINTMENTS WITH THE BOARD**

7:00 pm Fire Chief Andrews; Jill Conselino, Public Health Nurse; Lorri McCool, Health Director - COVID-19 Coronavirus Update  
Fire Chief Andrews reported that the EMS team has had daily communication. He stated that overall calls are down, but Covid-19 related calls have increased. All quarantined fire staff have been released to full duty and the department is operating at full strength. The Fire Department has received lots of public donations of supplies and the National Guard is making a supply delivery tomorrow. Testing is now being offered at the Big E now for first responders and grocery staff. Fire Chief Andrews added that all fire staff are dressed in full protection gear on every call now.

Public Health Nurse Jill Consolino has been in daily contact with Fire Chief Andrews. She reported that there 57 positive Covid-19 cases in Town, and 44 of those positives are from one nursing home. The nursing home has 25 residents and 19 staff with positive Covid-19 tests. Overall there have been seven deaths in Town.

Health Inspector Lorri McCool stated that the Board of Health is continuing to have lots of calls with DPH and State officials. Health Inspector McCool reported that groceries stores can only allow 40% total capacity in the building at one time. She also stated that emotional support is offered in this difficult time by calling 211. She asked that residents stay home as much as possible and asked that those who do go out to please wear a mask.

Dispatch Supervisor Anthony Gentile has been in contact with Chief Andrews noting that all positive Covid-19 case addresses are entered in their database so that addresses are flagged for future call staff awareness. Police Chief Zollo reported that things are operating at "status quo". TA Breault thanked all of those who reported tonight.

*Materials Referenced:*

7:05 pm Tonya Basch, Director, Department of Public Works: DRC Hours of Operation

DPW Director Tonya Basch reported that she and DPW Superintendent Sperrazza spent time at the DRC this weekend speaking with staff as the DRC is very busy lately as a result of residents being homebound. DPW Director Basch recommended adding more operating hours at the DRC on days it is typically closed to help mitigate problems related weekend traffic. She asked residents who use the DRC to please wear masks and to please refrain from socialization at the site. She proposed the tentative hours of 7a-3p on Mondays, Tuesdays and Thursdays. They would be utilizing current DPW staff causing no impact on the budgeting of the DPW. The Board was supportive.

**MOTION (Russell, Boilard): Move to allow additional operating hours at the DRC on Mondays, Tuesdays and Thursdays at the discretion of the DPW Director. Roll call vote: (Chair Bunnell – yes, Selectmen Russell – yes, Selectmen Boilard - yes).**

*Materials Referenced:*

7:10 pm Police Chief Zollo; Anthony Gentile, Dispatch Supervisor - Regional Dispatch Proposal with Hampden: Consideration of Hiring of Retired Personnel (temporary)

Dispatch Supervisor (DS) Anthony Gentile presented Regional Dispatch information regarding the consideration of merging Dispatch services with the Town of Hampden. DS Gentile reported that he spoke to State 911 at length about this proposal. He gave an overview of the proposed financials reporting that Hampden's portion of the merged service would be similar to the amount it would pay to join any regional service agreement. DS Gentile stated that one additional full time hire would be required and he does not think it would be a burden for his department as both Towns' ambulance and police departments work well together today. Selectman Russell was cautious about language of the MOU and Selectman Boilard agreed. Chief Zollo did not see a problem absorbing the department but again did not see a confirmed value to Wilbraham. It was reported that Hampden is waiting for Wilbraham's response. Fire Chief Andrews reported 14 mutual aid responses to Hampden in 2020 were conducted by his team. Discussion ensued. The Board would like to see more accurate financials. DS Gentile assured that Wilbraham would retain control of the department and relayed that the State encourages regionalization with additional available grants. The Board agreed to take this under consideration at this time.

Police Chief Zollo asked the Board to consider, as permitted by the Governor's recent Order, allowing his department to hire retirees on April 3, 2020. Chief Zollo asked the Board if it would like him to pursue this option as he has 5 people in mind that would meet the Governor's Order requirements (must be under age 65 and still be certified). He would do the leg work on this now to be proactive. Chief Zollo stated that this would be a last resort option after calling for support from the State Police and the National Guard. Chief Zollo is not aware of what other Towns are doing about this. Selectman Boilard asked about liability and concerns about injuries. Chief Zollo reported that he has 1-2 staff in quarantine and that he will struggle if he has 5-6 staff affected by this virus. Chief Zollo would have to work this out with the union also. The Board agreed to table the matter and have Zollo survey the retirees. The Board would like more information to make a decision.

*Materials Referenced: State 911 Department Documents: "Regional Public Safety Answering Point and Regional Secondary Public Safety Answering Point and Regional Emergency Communication Center Development Grant Application - Fiscal Year 2021" and "Regional Public Safety Answering Point and Regional Secondary Public Safety Answering Point and Regional Emergency Communication Center Development Grant Guidelines - Fiscal Year 2021". Document prepared and submitted to the Selectmen's Office 4.10.2020 titled "Proposed Wilbraham- Hampden Regional Emergency Communications Center" (2 pages). Email correspondence dated 4.10.2020 from TA Breault to Dispatch Supervisor Gentile and Police Chief Zollo. Email correspondence from Fire Commissioner E. Rigney to the Board of Selectmen, TA Breault, Chief Andrews, Chief Zollo, Dispatch Supervisor Gentile and Retired Chief Tucker dates 4.8.2020.*

7:20 pm Tom Sullivan, Assistant Town Administrator for Budget and Finance/Town Treasurer and Collector – Property Tax Deadline

Assistant Town Administrator for Budget and Finance/Town Treasurer and Collector (AST/T/C) Tom Sullivan was present by phone and stated that the Acts of 2020, Chapter 53 just passed and he recommends implementing two Sections of the Acts allowing the change of the property tax deadline to allow residents more time to pay and will alleviate pressure for the anticipated recession. AST/T/C Sullivan stated that this will not impact the Town's income flow. He already has the authority to waive up to \$15 as a late fee and this would allow people to pay with no penalty through June 30, 2020. The Board was supportive.

**MOTION (Russell, Boilard): Move that the Board of Selectmen, pursuant to sections 10 and 11 of Chapter 53 of the Acts of 2020, and because of the state of emergency declared by the governor pursuant to executive order 591, Declaration of a State of Emergency to Respond to COVID-19, extends the fourth quarter property tax deadline from May 1, 2020 to June 1, 2020, and to adopt the Local Option to Waive Interest on Certain Payments Made After Due Dates. Roll call vote: (Chair Bunnell – yes, Selectmen Russell – yes, Selectmen Boilard - yes).**

*Materials Referenced: None.*

7:25 pm Lance Trevallion, Building Inspector/ZEO - RVs for Healthcare Heroes MA

Building Inspector/ZEO Lance Trevallion was present by phone. Chair Bunnell stated that this matter will be tabled for now.

*Materials Referenced: None.*

7:30 pm Sam Boyd, Facilities Director – Mowing Contract

Facilities District Sam Boyd was present by phone. He stated that this contract is a higher than last year's as it includes Sevey Park and Memorial School properties. It was noted that Memorial School's mowing makes up \$14,000 of the total number based on its large size. Last year the mowing contract total was \$12,000. Discussion ensued.

Director Boys also gave an update regarding the Green Communities grant funds. He reported that there has been good progress on several projects and that the Town has approximately \$92,000 in funding to use before reapplying for more funding. Director Boyd also believes that the proposed Police energy efficient vehicles can be covered by this funding.

**MOTION (Russell, Boilard): Move to approve the mowing and lawncare maintenance contract as presented between the Town and Keith Isham Landscaping LLC for a term of April 10, 2020 through November 30, 2020 for \$27,000. Roll call vote: (Chair Bunnell – yes, Selectmen Russell – yes, Selectmen Boilard - yes).**

*Materials Referenced: Draft of Mowing and Landscaping Maintenance – Town Properties 2020 and Mowing Specs FY20-21. Bidder Info sheets from both bidders. Memo dated 4.10.202 from Facilities Director S. Boyd submitted to Board of Selectmen and TA Breault, along with the Procurement sheet (2 pages).*

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

Town Administrator's Report

TA Breault reported that the Run for Rick's Place event scheduled on May 2, 2020 is postponed indefinitely, along with several other community events. He reminded residents that events are all subject to the Governor's orders. TA Breault stated that April 20<sup>th</sup> is Patriot's Day and the Board will not meet on the holiday. The next meeting is scheduled to take place on April 27, 2020.

Board of Selectmen Updates

Selectman Russell stated that Former Selectman Lovejoy passed away this weekend. Chair Bunnell stated that as a member of the Fountain Park Board, the Board has decided to forego the 2020 concert series. The Board will book music performers for community performance this summer or early Fall as a way of giving back. Chair Bunnell stated that she participated on an MMA call with the State and that she has a PowerPoint presentation to share from this meeting on the Town's website. She noted that mma.org is a robust resource center for Covid-19 questions. Lastly, Chair Bunnell stated that Jeff Christenson from Entry Point Technologies wrote an interesting published article and she plans to share it on the Town's website also.

Chair Bunnell asked if any residents wanted to speak in a Citizen's Open Forum and no one responded on the phone or by electronic submission.

*Materials Referenced: MMA PowerPoint: MMA Update on COVID-19 for Select Board Members and Councillors - A Presentation for the Members of the Massachusetts Select Board Association and the Massachusetts Municipal Councillors' Association, April 10, 2020.*

**OLD BUSINESS**

Annual Town Meeting: FY21 Budget; Warrant Articles

Chair Bunnell noted that there is a draft of the Annual Town Meeting warrant in the efolder. Selectman Boilard stated that EDISC has pinpointed a warrant article that would create a tax incentive for new businesses with tax relief offerings. The committee is finalizing the details of the offerings and hopes to have it presented at the Annual Town Meeting in June 2020.

*Materials Referenced: Document titled "Draft FY 21 ATM Warrant 041320" prepared by TA Breault. EDISC Agenda for 4.13.2020 meeting. Excel spreadsheet "Apr10 FY21 BUDGET WORKBOOK" prepared by TA Breault.*

Financial Policies

Chair Bunnell stated that there are draft financial policies in the efolder for review that would help solidify the Town's financial policies. There would be a formalized piece of this policy regarding changes with Capital Planning. TA Breault stated that no action is needed to be taken tonight and the Board will revisit this on April 27, 2020.

*Materials Referenced: DLS Mass Department of Revenue presented "FINANCIAL POLICY MANUAL | TOWN OF WILBRAHAM, A COMMUNITY COMPACT CABINET INITIATIVE, NOVEMBER 2019" (103 PAGES).*

BOS Annual Town Report

TA Breault stated that a draft of the Annual Town Report is not prepared for this meeting. Administrative Assistant Heather Kmelius has been working on this report that can be reviewed along with the Selectmen's Town Report submission on April 27. TA Breault stated that the Town plans to go to print during the first week of May.

## NEW BUSINESS

### Consider Approval of DPW job descriptions Engineering Technician /Field Inspector & Engineer/GIS Coordinator; Authorization to Hire

Selectman Boilard stated these changes are being done with the intent to replace current DPW Director Basch's former Assistant DPW Director responsibilities. It was noted that additional staff and/or money was not added to the budget with this department reorganization.

**MOTION (Russell, Boilard):** Move to approve the job descriptions as presented for the Engineering Technician /Field Inspector & Engineer/GIS Coordinator. Roll call vote: (Chair Bunnell – yes, Selectmen Russell – yes, Selectmen Boilard - yes).

**MOTION (Russell, Boilard):** Move to authorize the hire for the Engineering Technician /Field Inspector position and the Engineer/GIS Coordinator position. Roll call vote: (Chair Bunnell – yes, Selectmen Russell – yes, Selectmen Boilard - yes).

*Materials Referenced: Excel spreadsheet titled "Copy of Engineering Old-Now New" comparing current DPW structure with reorganization prepared by DPW Director Basch and HR Coord. Dane. Email dated 3.13.2020 from DPW Director Basch to Admin Asst H. Kmelius, TA Breault and HR Coord H. Dane. Draft Job descriptions for the Engineering Technician/Field Inspector and the Engineer/GIS Coordinator position presented to the Selectmen's office via email 3.13.2020.*

### Consideration of Paid Time Off Carry Over Policy

The Board took no action on this matter.

### Reappointment of Animal Control Officer

There was no discussion about this matter.

**MOTION (Russell, Boilard):** Move to re-appointment Ricky Seldomridge as the Animal Control Officer for a term beginning May 1, 2020 through April 30, 2021. Roll call vote: (Chair Bunnell – yes, Selectmen Russell – yes, Selectmen Boilard - yes).

*Materials Referenced: None.*

### Sewer Abatements

**MOTION (Russell, Boilard):** Move to approve Sewer Abatements totaling \$4,752.20, as listed in a memo dated April 13, 2020, from Tonya Basch, Sewer Department /Director of Public Works. Roll call vote: (Chair Bunnell – yes, Selectmen Russell – yes, Selectmen Boilard - yes).

**MOTION (Russell, Boilard):** Move to approve Sewer Abatements totaling \$6,054.70, as listed in a memo dated April 13, 2020, from Tonya Basch, Sewer Department /Director of Public Works. Roll call vote: (Chair Bunnell – yes, Selectmen Russell – yes, Selectmen Boilard - yes).

*Materials Referenced: Two Sewer Abatement Memos prepared by DPW Director Basch to the BOS/Sewer Commissioners dated 4.13.2020 and submitted to the Selectmen's Office via email from DPW D. Daviau.*

## LICENSING AND OTHER APPROVALS

None.

## MEETING MINUTES

### February 24, 2020 Open Session

### February 24, 2020 Executive Session

### April 7, 2020 Open Session

**MOTION (Russell, Boilard):** Move to approve the Executive Session Meeting Minutes from February 24, 2020 and the Open Session Meeting Minutes from February 24 and April 7, 2020 as presented. Roll call vote: (Chair Bunnell – yes, Selectmen Russell – yes, Selectmen Boilard - yes).

*Materials Referenced: Draft Open Session Meeting Minutes from 2.24.2020 and 4.7.2020 and draft Executive Session Meeting Minutes from 2.24.2020 prepared by Admin. Asst. H. Kmelius.*

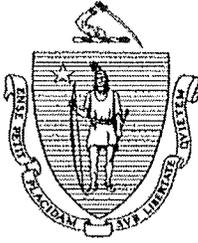
Having no further business, Selectman Russell made a motion to adjourn the meeting and Boilard seconded the motion and the Board of Selectmen unanimously voted in a roll call vote (Chair Bunnell – yes, Selectmen Russell – yes, Selectmen Boilard-yes) to adjourn at 8:32 PM.

  
Heather Kmelius  
Administrative Assistant to the BOS/TA

  
Susan C. Bunnell, Chair

  
Robert W. Russell, Vice Chairman

  
Robert J. Boilard, Clerk



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
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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

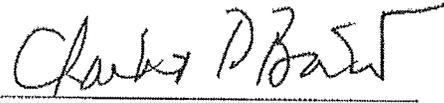
**WHEREAS**, both the Federal Centers for Disease Control and Prevention (“CDC”) and the Massachusetts Department of Public Health (“DPH”) have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, 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;

Given in Boston at 8:40 PM this 12th day of  
March, two thousand and twenty.

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

CHARLES D. BAKER  
GOVERNOR  
Commonwealth of Massachusetts