

**BOARD OF SELECTMEN MEETING  
MONDAY, JUNE 17, 2019  
TOWN OFFICE BUILDING, SELECTMEN'S MEETING ROOM  
240 SPRINGFIELD STREET, WILBRAHAM, MA**

**MINUTES**

**PRESENT:** Chair Susan C. Bunnell (presiding); Selectmen Robert W. Russell; Nick Breault - Town Administrator, Herta Dane - Human Resource Coordinator and Heather Kmelius - Administrative Assistant to the Board of Selectmen and Town Administrator. The meeting was called to order at 6:00 PM.

**ALSO PRESENT:** Police Chief Robert Zollo  
**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) (3) to discuss strategy with respect to collective bargaining--UPSEU Local 424M; and NEPBA Local 120; whereas discussion an open session may have a detrimental effect on the bargaining position of the Board of Selectmen, and as the Chairman 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) (3) to discuss strategy with respect to collective bargaining--UPSEU Local 424M; and NEPBA Local 120; whereas discussion an open session 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. Roll call vote: (Chair Bunnell – yes, Selectmen Russell – yes).**

Following the conclusion of the Executive Session, the Board reconvened in Open Session at 7:00 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 present in the audience was recording.

**APPOINTMENTS WITH THE BOARD**

7:00 P.M. Dr. Diane Testa, Roberta Albano; Historical Commission: Main Street Signs; Memorial School

Dr. Diane Testa, Chair of the Historical Commission, was present on behalf of the Historical Commission to present the idea for proposed historical signage to be placed at the north, south and west ends of the town's historical center. The proposed signs are intended to help beautify the town and also complement the Wilbraham & Monson Academy's existing signage. The Historical Commission has consulted with Agnoli Sign, a Springfield sign company and the proposed signs are estimated to cost approximately \$7,000 - \$8,000 per sign including a sturdy pole. The proposed budget for the three signs would be \$21,000 to \$25,000, not including installation. Historical Commission member, Roberta Albano, joined the meeting at 7:03pm. Dr. Testa and Ms. Albano stated that they are looking for the Board's approval of the project and for help with funding next year. Proposed sign locations and sign content were discussed. It was noted in the discussion that the Town has voted against approving a "Historic District" in Wilbraham. Chair Bunnell acknowledged that a proposal like this must go through budget process and get approved by residents at Town Meeting. Chair Bunnell also considered other proposed funding sources such as Community Preservation Commission. Jeff Smith, Planning Board Chair, resident and former CPC member, was present in the audience and gave an overview of the CPC application process stating that the CPC Committee likes applications to be submitted early in advance of the early January deadline so that the it has the opportunity for proper project vetting. Assistant DPW Director Tonya Basch spoke about DPW regulations and requirements for installation of signs. The Board was in favor of the Historical Commission pursuing the idea.

Ms. Albano stated that she would like to discuss Memorial School, a school building that she attended as a junior high in her youth. The Historical Commission is considering studying and evaluating its role in reviewing the historical significance of town homes and buildings. The Historical Commission is specifically interested in preserving the Memorial School building because of its significance to the Town and would like to be involved in the process of determining the former school building's future.

Dr. Testa stated that the Town does not have a "demolition delay by-law" as some surrounding communities have in place. She stated that some recent homes along Main Street have been demolished without public notice. She further stated that the recently demolished homes could have had historical contents that would be valuable to the Town's historical collection. Chair Bunnell encouraged the Chair of the Planning Board Jeff Smith to discuss the process of the Main Street home demolition. Mr. Smith explained the Planning Board and Building Inspector's knowledge and involvement in the process of the recent demolitions. Mr. Smith stated that the Town By-laws could be looked at in terms of the required notice to the public for future projects similar to this.

Town Administrator (TA) Breault discussed blighted property bylaw issues and stated that he is willing to research the idea of a "demolition delay by-law". Mr. Smith stated that he will discuss the proposed ideas with Planning Director Pearsall and Building Inspector Trevallion, perhaps including a notification to the Historical Commission when permits for demolition of older building are requested.

*Materials referenced: One page document dated Monday June 3, 2019 with text and photos distributed by Dr. Testa during the meeting.*

#### 7:10 P.M. Atty. Frank Fitzgerald, Jonathan Murray: Discussion, 120 Old Boston Road Recycling Facility Plan

Attorney Frank Fitzgerald and Mr. Jonathan Murray, Director of Operations of USA Waste & Recycling were present to discuss the Recycling facility plans at the location located at 120 Old Boston Road. Chair Bunnell noted this meeting and discussion is a result of a proposed revision to the recycling facility's operation plans. The plans propose increasing the tonnage of waste to be processed by the facility. A site walk took place on June 13, 2019 with Selectmen Bunnell and Russell, TA Breault and Planning Board members were present. Planning Board Chairman Smith stated that the Planning Board had a meeting following the site walk for discussion. Attorney Fitzgerald outlined the multiple state and Town entities involved in the approval process to facilitate this plan modification. Attorney Fitzgerald talked about setting up meetings with the two condo association residents nearby as part of its voluntary outreach. They also plan to talk to River Road and other abutters about the increased traffic, weight of trucks. Public Hearing will take place. Planning Board Chairman Smith recommended expanding the radius of abutter notification voluntarily and Attorney Fitzgerald agreed to the idea. A certified abutters list will be presented to the Board before proceeding. Site suitability will take 120 days. Attorney Fitzgerald and Mr. Murray stated that they are open to discussion throughout the process. Discussion ensued regarding the recent site walk highlighting the impressive facility and the lack of odor at the site.

#### 7:25 P.M. Tonya Basch, DPW: FY 20 DRC Fees

Assistant DPW Director Tonya Basch was present to discuss the proposed fee increases for the DPW FY20's DRC fees. She referenced the email correspondence and the financials justifying the increase of fees that the Board reviewed. Chair Bunnell and Selectmen Russell agreed that the numbers are self-explanatory and confirmed that the new prices would be effective July 1, 2019.

**MOTION (Russell, Bunnell): Move to approve the recommended DPW FY20 DRC fee increases as presented: Disposal Fee of CRT's, TV's and air conditioners - \$25.00 per sticker, DRC vehicle stickers for seniors - \$100 per annual sticker, and DRC vehicle stickers for anyone under age 65 - \$120 per annual sticker. Approved (2-0).**

*Materials referenced: "DRC Budget Worksheet" dated 6.10.19 and email correspondence between DPW Director Miga and TA Breault submitted by DPW Dept.*

#### **OPEN SESSION (for topics not reasonably anticipated 48 hours in advance of meeting)**

##### Town Administrator's Report

TA Breault stated that the Fire Chief Search Committee's (FCSC) search process is well underway. Initial interviews are scheduled for tomorrow. The FCSC has confirmed that the Assessment Center date will be July 18, 2019. They are seeking an air conditioned classroom space in one of the schools for the Assessment Center date. TA Breault reported that he received notice that he passed the third and final MCCPO procurement training test and he will now file for his Procurement Certification. Bid documents for DPW Garage will open soon with advertising starting June 19<sup>th</sup> after 2pm, filed sub bids are due June 27<sup>th</sup>, and bids are scheduled to be opened on July 10, 2019. The DPW project is estimated to be approximately \$500,000. The Chamber Breakfast is Thursday June 20, 2019 and Chair Bunnell is scheduled to attend. Lastly, TA Breault has a rescheduled meeting with Patrick Carneval, Director of the Governor's Office in Western Massachusetts in Springfield this Thursday. The next Board of Selectmen meeting is scheduled on July 1, 2019.

##### Board of Selectmen Updates

The Board discussed the Fire Department using the DPW garage building that is poised for demolition for a training exercise today. The Peach Blossom Festival that took place on June 15, 2019 was marvelous according to Selectmen Russell offering a nice selection of vendors and activities. A world record was achieved at the event with 312 people created a "human peach".

Chair Bunnell stated that last week she attended the Mass Municipal Association Policy Committee Meeting on Energy and the Environment. Chair Bunnell was asked to serve as Acting Chair in light of the absences of the current committee chair. Legislative committees have asked this committee for recommendations on some issues including for example, The Dark Skies Bill. Parts of this bill were discussed and described as a request to require communities to use lighting specifically not to effect night vision. The Committee came to the consensus to recommending preparing some "Best Practices for Municipalities" surrounding this issue rather than make legislation. Chair Bunnell further discussed that legislation is being brought forward to propose regulatory changes to the Renewable Portfolio Standard, Class I and II Waste to Energy that will alter the way that waste to energy is classified. She encouraged everyone to responsibly recycle.

### Citizens Open Forum

Mr. Don Flannary, resident of 3 Springfield Street, wants to know the true cost of converting Memorial School into a new Senior Center versus the cost of building a new facility. He would like the residents to have these real numbers to consider. Mr. Flannary stated that he tried to discuss the same issue at the 2019 Annual Town Meeting. He asked Mr. Russell to clarify his comments from the last Board meeting regarding the building studies proposed in Town.

Chair Bunnell stated that the Senior Center Feasibility Committee is doing its due diligence and its process is not complete. Selectmen Russell stated that there is no predisposition for any end result and the Board will formulate its judgment based on the Senior Center Feasibility Committee's findings. The Selectmen are committed to assisting the Senior Center Feasibility Committee move through its process and will rely on its report. Mr. Flannary is concerned because he stated that the committee never considered Memorial School properly. Selectmen Russell confirmed the Senior Center Feasibility Committee's process and recognized that several existing buildings were considered. Chair Bunnell clarified that the results are data driven. Mr. Flannary requested personal notice of the bid for the buildings study. The Board stated that there would be public notice.

Bob Tourville, Ridge Road resident, asked for clarification about the recycling operations at 120 Old Boston Road and recent proposed project modifications. TA Breault noted that the facility accepts construction debris, not household trash. Selectmen Russell and Chair Bunnell noted site visit takeaways. Mr. Tourville also spoke about Wilbraham Monson Academy's connection to the Town and was pleased with the Peach Blossom Festival event location this year. He further discussed linking the Town and the WMA's web sites.

### **OLD BUSINESS**

#### Facilities Manager/Groundskeeper position

Chair Bunnell stated that she not prepared to take action to approve this job description. The Board agreed to table the issue at this time and to make sure that Selectmen Boilard is present for the consideration of this issue at the next meeting. The person in this position now will retire mid-August.

#### Hiring Policy Discussion

TA Breault summarized his preliminary discussion with Town Counsel about the processes necessary to bring the Town's hiring practices in line with role and responsibilities of Town committees and commissions. This issue is in initial stages at this time.

### **NEW BUSINESS**

#### Happy Wasteland Studios

TA Breault stated that he is still waiting to speak with the Conservation Commission regarding Happy Wasteland Studio's proposal to film movie scenes on Town conservation land. This issued was tabled to the July 1, 2019 meeting.

#### Sewer Abatements

**MOTION (Russell, Bunnell): Move to approve the Sewer Abatements as presented in a Memo dated June 17, 2019 from Ed Miga, Sewer Department/DPW Director. Approved (2-0).**

*Materials Referenced: Sewer Abatement Memo from E. Miga, Sewer Department/DPW Director dated 6.17.19.*

#### Cemetery Mowing Bid Award Approval

Chair Bunnell inquired about the amount of the three year contract in comparison to the last three year contract. TA Breault states that the total bid was for \$36,500, which is \$1,000 less than last year.

**MOTION (Russell, Bunnell): Move to award the Wilbraham Cemetery Commission Mowing Contract to Ridgeline Property Maintenance LLC for three years as recommended by the Wilbraham Cemetery Commission's Memo dated June 12, 2019. Approved 2-0.**

*Materials referenced: Wilbraham Cemetery Commission Contract dated June 12, 2019 and received by the Selectmen's Office 6.13.19. Cemetery Mowing Bid package 2019-2022, 19 pages.*

#### Appoint Interim Animal Control Officer

TA Breault stated that the Interim Animal Control Officer (ACO) Mike Masley has given notice to the Selectmen's Office that June 29, 2019 will be his last day of service. The Town Animal Inspector is willing to assume the ACO duties until the Town ACO is able to return to work.

**MOTION (Russell, Bunnell): Move to appoint Ricky Seldomridge as the Interim Animal Control Officer for a term beginning June 30, 2019 and ending at the discretion of the Board. Approved (2-0).**

Appoint Interim Emergency Management Director

TA Breault stated that this position stays with the Fire Chief, or Interim Fire Chief as it stands at this point in time, and should have been appointed at the same time.

**MOTION (Russell, Bunnell): Move to appoint Pete Nothe as the Interim Emergency Management Director for a term beginning July 1, 2019 and ending at the discretion of the Board. Approved (2-0)**

Reserve Fund Transfer for Animal Control

TA Breault stated that the Town's Animal Inspector found an abandoned horse in town and the Town is faced with the unforeseen costs associated with the animal's caretaking and feeding while in the Town's care. The horse has since been turned over as a rescue. The expenses incurred require a reserve fund transfer of \$700.00. TA Breault stated that there is a second reserve fund transfer request for \$225.00 that is needed to cover the payroll expense for prorated pay for the new Animal Inspector.

**MOTION (Russell, Bunnell): Move to recommend the approval of the request of Town Administrator Nick Breault for a reserve fund transfer in the amount of \$700.00 to account #01-292-5307 to cover the costs associated with animal care, including recent unforeseen and unusual expenses relative to the care of a horse, and to forward said recommendation to the Finance Committee for consideration. Approved (2-0).**

**MOTION (Russell, Bunnell): Move to recommend the approval of the request of Town Administrator Nick Breault for a reserve fund transfer in the amount of \$225.00 to account # 01-292-5110 to cover the costs to hire an Animal Inspector and pay a pro-rated amount of stipend through the end of the Fiscal Year, and to forward said recommendation to the Finance Committee for consideration. Approved (2-0).**

*Materials referenced: Two reserve Fund Transfer applications from TA Breault received 6.17.19.*

Approval of FY20 Compensation Rates

Chair Bunnell stated that these were approved at Town Meeting this year as part of the approved budget.

**MOTION (Russell, Bunnell): Move to approve the FY2020 Compensation Plan for non-union/management positions, the FY 2020 Compensation Plan for Part Time Clerical positions, and individual FY 2020 employee pay rates as submitted on a spreadsheet entitled "Town of Wilbraham - Non-union FY 2020 Pay Rates". Approved (2-0).**

*Materials referenced: Spreadsheets submitted by HR Coordinator H. Dane titled "ACTUAL PAY RATES FY 2020 AS APPROVED 6-17-2019", "NON UNION COMP PLAN FY 2020 @ 2%", "PART TIME CLERICAL PLAN FY 2020 @ 2%".*

Re-Appointments of Boards, Committees & Commissions

Chair Bunnell stated that she is prepared to take action only on the reappointments of Administrative Officials as time did not allow her to review the Board and Committee reappointments. The Board and Committee reappointments will be reviewed on July 1, 2019.

**MOTION (Bunnell, Russell): Move to approve the re-appointments as presented on the spreadsheet titled "2019 Reappointments – Administrative Officials" attached to the minutes of this meeting. Approved (2-0).**

*Materials referenced: Excel Spreadsheet titled "2019 Reappointments - Administrative Officials" prepared by Admin Assist. BOS*

Notice of Resignation & Retirement – Sgt. Daniel Carr

**MOTION (Russell, Bunnell): Move to accept the resignation and retirement of Sgt. Daniel Carr, with prejudice, effective June 17, 2019. Approved (2-0).**

*Materials referenced: Letter of resignation submitted to the Selectmen's Office dated 6.17.19 from Sgt. Carr.*

**LICENSING AND OTHER APPROVALS**

Application for a Seasonal Camp License

- Spec Day Camp, 45C Post Office Park
- Ferdie's Soccer Magic, Wilbraham Soccer Club Field on Stony Hill Road
- All American Gymnastics Academy, 65 Post Office Park
- Beech Tree Camp, WMA Campus, 423 Main St.

**MOTION (Russell, Bunnell) Move to grant Seasonal Camp Licenses for the Calendar Year 2019 to Spec Day Camp, located at Spec Pond Recreation Facilities located at 5 Spec Pond Way, from July 8, 2019 to August 16, 2019, pending the Health Inspector's inspection and approval. Approved (2-0).**

*Materials referenced: Seasonal Camp License submitted to the Selectmen's Office on 5.10.19 hand delivered by J. Arce.*

**MOTION (Russell, Bunnell):** Move to grant Seasonal Camp Licenses for the Calendar Year 2019 to Ferdie's Soccer Magic, located at the Wilbraham Soccer Club Field on Stony Hill Road, from July 15, 2019 to July 19, 2019, pending the Health Inspector's inspection and approval. Approved (2-0).

*Materials referenced: Seasonal Camp License submitted to the Selectmen's Office on 6.3.19 via US Mail.*

**MOTION (Russell, Bunnell):** Move to grant Seasonal Camp Licenses for the Calendar Year 2019 to All American Gymnastics Academy located at 65 Post Office Park, from June 24, 2019 to August 23, 2019, pending the Health Inspector's inspection and approval. Approved (2-0).

*Materials referenced: Seasonal Camp License submitted to the Selectmen's Office on 6.10.19 hand delivered by J. Saimeri.*

**MOTION (Russell, Bunnell):** Move to grant Seasonal Camp Licenses for the Calendar Year 2019 to Beech Tree Camp, part of the Wilbraham & Monson Summer Programs, located at 423 Main Street, from June 24, 2019 to August 3, 2019, pending the Health Inspector's inspection and approval. Approved (2-0).

*Materials referenced: Seasonal Camp license submitted to the Selectmen's Office on 6.10.19 hand delivered by WMA staff.*

#### Application for a Seasonal Food Establishment Permit

**MOTION (Russell, Bunnell):** Move to grant a seasonal Food Establishment Permit to Timothy Wing, Manager of Riversong Farm to sell prepackaged frozen USDA processed bison and elk at the Wilbraham Grown Farmers' Market, located at 500 Main Street, every Monday, for the 2019 Season from June to September, from 2:00pm to 6:00pm; and pending the Health Inspector's approval. Approved (2-0).

*Materials referenced: Application for Temporary Food Permit submitted to the Selectmen's Office on 6.3.19 and 6.14.19 by Riversong Manager T. Wing via US Mail and email.*

#### Wilbraham Nature and Cultural Council's Summer Series

Selectmen Russell inquired why the application was only for one concert event when historically the application is for all of the summer's scheduled concerts. It was noted that additional applications are coming for the other events and the difference in process was the result of a timing issue.

**MOTION (Russell, Bunnell):** Move to approve a Temporary Food Establishment Permit to Michelle Lawlor of the Wilbraham Nature and Cultural Center on behalf of Dave O'Brien of Krazy Jake's/KJ's Catering for food preparation and service at the Wilbraham Nature and Cultural Council's Summer Series concert held on June 27, 2019 between the hours of 5:00PM and 8:30PM located at Fountain Park, 883 Tinkham Road pending the health inspector's favorable inspection; and waive the license fees. Approved (2-0).

*Materials referenced: Application for Temporary Food Permit submitted to the Selectmen's Office on 6.17.19 from M. Lawlor of the WNCC.*

#### Application for Section 14: Special Alcohol Service License

**MOTION (Russell, Bunnell):** Move to grant a Section 14: Special Alcohol Service Licenses to Pat Brady and Tracey Plantier of the Wilbraham Nature and Cultural Center for the serving of wines and/or malt beverages from 6pm to 8:30pm at the Fountain Park Summer Concert Series to be held on June 27, 2019 at Fountain Park, 883 Tinkham Road, Wilbraham, Massachusetts; and to waive the license fees. Approved (2-0).

*Materials referenced: Section 14: Special Alcohol Service License submitted to the Selectmen's Office on 6.17.19 from T. Plantier of the WNCC.*

#### Application Entertainment License

**MOTION (Russell, Bunnell):** Move to approve a one day Entertainment License to Pat Brady of the Wilbraham Nature and Cultural Center to allow amplified live music and dancing at the Fountain Park Summer Concert to be held on June 27, 2019, between the hours of 6:00PM and 8:30PM, at Fountain Park, 883 Tinkham Road, Wilbraham, Massachusetts; and to waive the license fees. Approved (2-0).

*Materials referenced: One Day Entertainment License Application submitted to the Selectmen's Office on 6.17.19 from M. Lawlor of the WNCC.*

#### **MEETING MINUTES**

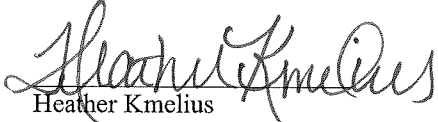
May 30, 2019 - Open Session

June 10, 2019 - Open Session

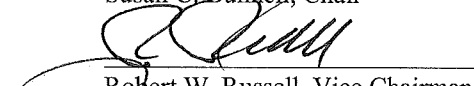
**MOTION (Russell, Bunnell):** Move to approve the Open Session minutes from May 30, 2019 and June 10, 2019 as presented. Approved (2-0).

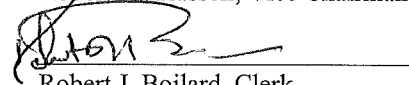
*Materials referenced: Open Session Minutes for May 30, 2019 and Open Session Minutes for June 10, 2019 prepared by Admin Assistant to BOS/TA - H. Kmelius.*

Having no further business, the Board of Selectmen adjourned at 8:07 PM.

  
Heather Kmelius  
Administrative Assistant to the TA/BOS

  
Susan C. Bunnell, Chair

  
Robert W. Russell, Vice Chairman

  
Robert J. Boilard, Clerk

Appointment Date	Term	Term Expires	Name	Position
04-Jun-18	one-year	6/30/19	Bernard Sears	Plumbing and Gas Inspector
04-Jun-18	one-year	6/30/19	Brian M. Kibbe	Cell Attendant
02-Jun-16	three-year	6/6/19	Bryan Litz	Director, Recreation Department
04-Jun-18	indefinite	6/30/19	Heather Kmelius	Parking Clerk
04-Jun-18	one-year	6/30/19	Pete Nothe	Emergency Management Director (Interim)
04-Jun-18	one-year	6/30/19	David Bourcier	Forest Warden
04-Jun-18	one-year	6/30/19	David Graziano	Pest Control Officer
04-Jun-18	one-year	6/30/19	David Sanders	Fence Viewer
04-Jun-18	one-year	6/30/19	David Squires	On-Call Dispatcher
04-Jun-18	one year	6/30/19	Dennis Chaffee	Alternate Plumbing & Gas Inspector
04-Jun-18	one-year	6/30/19	Edward Poulin	Electrical Inspector
04-Jun-18	one-year	6/30/19	Francis C. Barbaro	Fence Viewer
04-Jun-18	one year	6/30/19	Gary Petzold	Deputy Sealer W and M
23-Apr-18	one-year	6/30/19	Jered Sasen	Director of Veterans' Affairs
04-Jun-18	one year	6/30/19	John Pearsall	Municipal Project Manager
04-Jun-18	one-year	6/30/19	Katherine M. Gomes	Cell Attendant-Matron
04-Jun-18	one year	6/30/19	Lance Trevaillon	ADA Coordinator
04-Jun-18	one-year	6/30/19	Lorri McCool	Health Inspector
23-May-18	one year	6/30/19	Manuel D. Silva	Principal Assessor
04-Jun-18	one-year	6/30/19	Mary Bready	Cell Attendant-Matron
13-Aug-18	one year	6/30/19	Nick Breault	Chief Procurement Officer
04-Jun-18	one year	6/30/19	Paul Shepardson	Alternate Electrical Inspector
04-Jun-18	one-year	6/30/19	Paula Dubord	Director of Elder Affairs
04-Jun-18	one year	6/30/19	Stephen M. Reilly, Jr.	Town Counsel
04-Jun-18	one-year	6/30/19	Susan Petzold	Sealer of Weights and Measures
18-Jun-18	one-year	6/30/19	Tammy Turcotte	Animal Control Officer
04-Jun-18	one year	6/30/19	Wendell Hulbert	Alternate Building Inspector