

**BOARD OF SELECTMEN MEETING
MONDAY, OCTOBER 21, 2019
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 6:03 PM.

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: IAFF Local 1847, UPSEU Local 424M, NEPBA Local 120, and IUOE Local 98; and per M.G.L. c. 30A, § 21(a) (6) To consider the purchase, exchange, lease or value of real property: DPW Building Property; per M.G.L. c. 30A, § 21(a) (2) To conduct strategy sessions in preparation for negotiations with nonunion personnel: Recreation Department; Health Agent; whereas an open meeting 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: IAFF Local 1847, UPSEU Local 424M, NEPBA Local 120, and IUOE Local 98; and per M.G.L. c. 30A, § 21(a) (6) To consider the purchase, exchange, lease or value of real property: DPW Building Property; per M.G.L. c. 30A, § 21(a) (2) To conduct strategy sessions in preparation for negotiations with nonunion personnel: Recreation Department; Health Agent; whereas an open meeting 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. 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 6:55 PM.

APPOINTMENTS WITH THE BOARD

6:55 P.M. G. Reich – Presentation of Commendation

Chair Bunnell invited Conservation Commission Member George Reich and the Conservation Commission Chairman Chris Brown to join the Board at the front of the room. Chair Bunnell read the prepared Commendation of George Reich aloud.

The Board thanked George for his dedicated time and service to the Town and photos were taken with the Conservation Committee.

Materials Referenced: Commendation for G. Reich signed by the Selectmen and presented to G. Reich on 10.21.19.

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 was recording.

7:00 P.M. Public Hearing – Transfer of Liquor License, Pledge of License and Use of new DBA CCW Catering LLC, 859 Stony Hill Road

Attorney Julie Dialessy-Lafley of Bacon Wilson P.C. was present representing and along with Kevin Davis, County Club of Wilbraham President, and Mark Sparks, General Manager of The Grille of CCW. All parties were asked to sign in. Attorney Julie Dialessy-Lafley gave an overview of the proposed transfer of the All Alcohol Liquor License from CCW Catering, LLC to CCW Catering 2019, LLC. They are also proposing the use of a new DBA name. Mark Sparks is already the Manager on Record and will remain in place with the proposed changes. It was described that the comprehensive application covers the internal club transaction and memorializes the changes that have been predicted maintaining the organizational structure. Clarification of the ownership and the Operating Agreement were defined for clarification in the event of unpredicted dissolution. No members of the public wished to speak about this matter.

MOTION (Russell, Boilard): Move to allow the Transfer of a Section 12: All Alcoholic Beverages Service License submitted by CCW Catering, LLC with a proposed transfer to CCW Catering 2019, LLC dba The Grille at CCW, located at 859 Stony Hill Road, Wilbraham, with Marc W. Sparks remaining as the designated alcohol service manager; and to allow the use of the new dba The Grille at CCW as presented; and to approve a pledge of license to Country Bank for Savings, and to forward said application to the Alcohol Beverages Control Commission for review and approval. Approval (3-0).

Materials Referenced: Application for CCW Catering, LLC for Transfer of Liquor License, Pledge of License and Use of new DBA delivered to the Selectmen's office 9.26.19. Legal Notice posted with the Town Clerk 10.3.19. Certified Abutters list prepared by the Assessor's Office received 10.3.19, certified mail receipts mailed on 10.3.19 and Wilbraham Hampden Times newspaper advertisement from the 10.10.19 edition.

7:10 P.M. Public Hearing - CONTINUATION: Change of Manager - NEC OPCO I, DBA WILBRAHAM F.L. ROBERTS #04071, 2788 Boston Road

Chair Bunnell opened the continuation of the public hearing at 7:12pm.

MOTION (Russell, Boilard): Move to withdraw the Change of Manager application at the request of the applicant received October 21, 2019 and to close the public hearing. Approved (3-0)

Materials Referenced: Email from B. Shurtleff, Paralegal from NEC OPCO I, DBA WILBRAHAM F.L. ROBERTS #04071 received by the Selectmen's Office requesting withdrawal of application.

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

Town Administrator's Report

Town Administrator (TA) Breault stated that he was contacted by MGM Springfield regarding their first mitigation payment to Wilbraham. They would like to present the Town with a "big check" representing the funds during a meeting before October 29, 2019. The Board agreed that this could be done at the next regular meeting.

The Broadband RFQ for the Route 20 project is finally going out to various vendors and it is due back on November 15, 2019. Selectmen Russell stated that there are newly available options to the Town in regards to financing opportunities for Broadband implementation. Selectmen Russell suggested that TA Breault connect with Consultant Mr. Jeff Christenson, and then this matter will be discussed in an Open Session meeting of the Board. Broadband Advisory Committee Chair Bob Touville asked that the Board clarify the number of people on the Broadband Committee to establish the quorum. The Board stated that it will have an answer at the next meeting.

Board of Selectmen Updates

Selectman Russell offered praise regarding the Wilbraham Fire Department's well attended Open House event last Saturday. Chair Bunnell discussed taking points from a recent MMA's Policy Committee on Energy and the Environment. She reported that a Solid Waste Master Plan is being distributed and is open for comment. The MMA recently spoke at a public hearing in favor of improved recycling of disposed mattresses and latex paint. In response to Chair Bunnell's comments, TA Breault asked the Board if they would like to consider a Solid Waste Advisory Committee formation and the Board agreed to explore the idea.

Citizens Open Forum

No citizens took advantage of the Open Forum.

OLD BUSINESS

Basketball Officials Pay Rate Grades 3-5

Chair Bunnell stated that the Parks and Recreation Department is seeking to improve the level of the officiating of basketball game for Grades 3-5 and has approached the Board with a proposed pay increase for the officials and to require officials to be 18 years of age or older.

MOTION (Russell, Boilard): Move to approve the pay range of \$20-\$25 per game for basketball referees for Grades 3 through 5. Approved (3-0).

Materials Referenced: "Brief Job Descriptions" provided by the Park and Rec. Dept. Email correspondence from 9.12.19 through 9.18.19 from Parks and Rec Director Litz, Asst. Director E. Carroll, HR Coord H. Dane and TA Breault. Excel spreadsheet "Copy of Parks and Rec Pay Rates 1.1.19". "Town Officials Usage and Payment" document showing surrounding communities' information provided by the Parks and Rec Department for review.

Consideration of Finance Committee appointment

Chair Bunnell stated that this position is open on the Finance Committee because Dan Miles declined reappointment. The Board thanked Nicholas Devanski and asked the Administrative Assistant to reach out and offer other open positions to the Mr. Devanski.

MOTION (Russell, Boilard): Move to appoint Kevin Hanks to the Finance Committee for a term beginning October 7, 2019 and with a term ending date of June 30, 2022. Approved (3-0).

Draft Fiscal Year 2021 Budget Memo

TA Breault asked for guidance and suggestions from the Board for the budget process as it is about to begin for FY21. The Budget Memo will be sent out November 4, 2019. Selectman Boilard like to see the Full Level fund with the needs and wants listed, as he does not like to see automatic renewals. The Board agreed to further discuss this at a later meeting.

Materials Referenced: Draft Budget Memo for FY21 for review to be sent out in November 2019, prepared by TA Breault.

For Signature: Local 98 Collective Bargaining Agreement

TA Breault noted that there have been several significant changes made in this union contract and final documents are prepared for signature at this meeting. This contract is for a small group of professional librarians and accurately reflects that in its final form.

Materials Referenced: Final draft "Agreement Between the Town of Wilbraham and The International Union of Operating Engineers Local 98 July 1, 2017-June 30, 2020 prepared for signature.

Discussion, Senior Center Study Feasibility Report; Next Steps

Paula Dubord, Director of Elder Affairs was present for this discussion. Chair Bunnell stated that she recently reviewed the 2012 Needs Study conducted and she recommended that she would like to see the committee's reports from 2012 and 2019, and the 2019 report addendum posted on the Town website and the Board agreed. Ms. Dubord asked for an estimated timetable of future events. Chair Bunnell responded that the Board would like to have a public meeting/forum within the month. The Board agreed that it would like to have a meeting with the Sr. Center Feasibility Committee prior to a proposed forum. The forum is tentatively going to be scheduled on November 13th or 20th. Ms. Dubord suggested the Senior Center as a public forum venue based on its accessibility. Resident Matt Villimino asked for clarification of the purpose of the proposed public forum. Selectman Boilard would like all residents to be able to be present and would like the process to be as transparent as possible. It was clarified that the Town will vote on a proposed new Senior Center at the 2020 ATM. A Building Committee will likely be required in order to bring this matter forward to the residents on the ATM warrant. The Board agreed to invite Ms. Dubord to the next meeting for further discussion.

Materials Referenced: "2012 Needs Assessment", "2019 Report" and "2019 Addendum" prepared by Senior Center Feasibility Committee and submitted to the Selectmen's Office via email.

Municipal Vulnerability Preparedness (MVP) Program

Chair Bunnell stated that this MVP program was started two and a half years ago by the Governor and she gave an overview of the application process. Catherine Ratte from the PVPC was recently present at a recent Board meeting to offer insight about the application process. Selectman Boilard suggested that he was comfortable with the overlap of the program's requirements with the DPW based on the prior meeting. The Board was in favor of submitting an application.

MOTION (Russell, Boilard): Move that the Town of Wilbraham make application to the Municipal Vulnerability Preparedness Program Study. Approved (3-0).

Firefighter Interviews Date

TA Breault stated that five or six interviews are anticipated to be scheduled for three open Firefighter positions. The interviews need to be scheduled and the Board agreed they should be scheduled at a separate meeting during the week of November 4, 2019. Preliminary interviews are confirmed for Thursday October 24, 2019.

Springfield Materials Recycling Facility (MRF) Contract

Chair Bunnell stated that preliminary forecast reports for recycling costs have been released. TA Breault stated that DPW Director Ed Miga anticipates a \$34,000 cost increase for an equal level of recycling service next year. Currently, there is no cost to the Town for the same level of service. TA Breault again mentioned the consideration of a proposed Solid Waste Advisory Committee. It was also noted that the MOA could have a positive impact if use of the Town's DRC increases as a result. MRP currently accepts plastic, cardboard and recyclables now. MRF is going to start charging a fee per ton.

Materials Referenced: Letter from Mass DEP dated 10.30.19 (23 pages), Western Mass Regional Recycling Contract Update email correspondence 10.15.19., Draft contacts Mass DEP and the Contractor and Single/Dual Stream Designated Communities, Letter from Springfield Municipal Recycling Facility Advisory Board, and Springfield Material Recycling Facility – Municipal Agreement for reference.

120 Old Boston Road Recycling Facility: Consultants; MOA

TA Breault stated consultants will be reviewed for engineering and the MOA for this process. The Town has previously received funds cover the execution of the process from the applicant.

Materials Referenced: Waste Transfer Station Manual for Decision Making and draft MOU documents to help facilitate

Police Community Room Policy

The Board revised the pdf document. TA Breault noted that the document revision removes the restriction of the possession of weapons per Chief Zollo's review of the agreement.

MOTION (Russell, Boilard): Move to approve the Police Community Room Policy as amended. Approved (3-0).

Materials Referenced: Amended final draft of the Police Community Room Policy prepared by TA Breault for review at this meeting.

Consideration of EDISC request for committee participation by a Board of Selectmen

Chair Bunnell stated that the EDISC has invited a Selectmen to be a member of the EDISC. TA Breault clarified the role of this position in accordance with MGL should be an ex-officio role. Following a Selectmen's term ending, this EDISC position would also terminate.

MOTION (Russell, Boilard): Move to establish an ex-officio position for a Board of Selectmen member on the EDSIC. Approved (3-0).

MOTION (Russell, Boilard): Move that Mr. Boilard be the ex-officio member of the EDISC representing the Board of Selectmen. Approved (3-0).

NEW BUSINESS

Technology and Efficiency Request – M. Andrews, Fire Chief

Chair Bunnell stated that this topic was removed from tonight's agenda at Fire Chief Andrews' request in order to have more time to research a more cost efficient purchase option.

Fire Department Request to Dispose of Surplus Property

Chair Bunnell stated that new SCBA units are being provided to the Fire Department using federal grant money. The old packs have one year left of usage and she noted that it would cost the Town money to dispose of them. In lieu of disposal, the Fire Department would like to donate them to the Spencer Fire Department to fulfill their current needs.

MOTION (Russell, Boilard): Move to declare 22 complete SCBA's as surplus property as the equipment is being replaced through a federal grant and given the 22 air packs have a \$0 trade in value per the vendor; and to approve of the donation of the 22 air packs to the Spencer, MA Fire Department. Approved (3-0)

Materials Referenced: Letter from Fire Chief M. Andrews to Chair Bunnell (not dated) re: SCBA disposal and donation.

Approval of Parks and Recreation Department Job Descriptions: Part Time Administrative Clerk, Recreation Program Coordinator, and Activities and Volunteer Coordinator in the Senior Center

MOTION (Russell, Boilard): Move to approve the job descriptions for the positions of Part-time Administrative Clerk and Program Coordinator in the Parks and Recreation Department, and the position of Activities and Volunteer Coordinator in the Senior Center. Approved (3-0).

Materials Referenced: Draft version and Final Draft version of Part-time Administrative Clerk and Program Coordinator in the Parks and Recreation Department, and the position of Activities and Volunteer Coordinator in the Senior Center submitted for review by Human Resource Coord. H. Dane.

2020 Seasonal Population Increase Estimation for ABCC Reporting Purposes

Chair Bunnell stated that the ABCC uses this information relative to seasonal business regulation.

MOTION (Russell, Boilard): Move to approve the estimated temporary increased resident population of Wilbraham, as of July 10, 2020 will be 14,597 based on information from the Town Clerk received on October 15, 2019 to be used for reporting purposes for the ABCC. Approved (3-0).

Materials Referenced: 2020 Seasonal Population Increase Estimation Form received by the ABCC via email 10.11.19 and prepared by Admin. Assist. for signature at the meeting.

Appointment of Acting Building Inspector/Acting Zoning Enforcement Officer

MOTION (Russell, Boilard): Move to appoint Wendel Hulbert as the Acting Building Inspector/Acting Zoning Enforcement Officer at a pay rate of \$40.00 per hour for a term effective October 21, 2019 and ending at the discretion of the Board of Selectmen. Approved (3-0).

Materials Referenced: Employment application for W. Hulbert received by Human Resources 10.17.19.

Accept resignation of Heavy Equipment Operator – B. Farnsworth

MOTION (Russell, Boilard): Move to accept the resignation of Blake Farnsworth from the position of Heavy Equipment Operator effective October 15, 2019. Approved 3-0.

Authorization to hire replacement Heavy Equipment Operator

MOTION (Russell, Boilard) Move to authorize the replacement hire of a Heavy Equipment Operator effective immediately. Approved (3-0).

Materials Referenced: Authorization to Hire Form for HEO provided to the Selectmen by HR Coordinator H. Dane.

Sewer Abatements

MOTION (Russell, Boilard): Move to approve Sewer Abatements totaling \$21,168.70, as listed in a memo dated October 21, 2019, from Ed Miga, Sewer Department /Director of Public Works. Approved (3-0).

Materials Referenced: Memo dated October 21, 2019, from Ed Miga, Sewer Department /Director of Public Works submitted to the Selectmen's Office.

ABCC Renewals 2020

TA Breault stated that the 2020 ABCC Renewals have been mailed out. The Board has the 2020 renewals for review. TA Breault reported that The Tap Room owner, Mr. Siniscalchi is non-responsive to requests for contact. The Tap Room is scheduled for public auction on December 4, 2019. The liquor license is advertised to be included in the auction. In previous discussions with Mr. Siniscalchi he committed to monthly contact with TA Breault. TA Breault reported that he has not had any contact since August 2019. Mr. Siniscalchi is not responsive or reachable and the Board agreed to have certified letter to Mr. Siniscalchi to try to make contact.

Materials Referenced: 2020 ABCC Renewal application for Liquor License in Wilbraham (21 applications) received via email from the ABCC on 10.11.19. Tap Room Auction Notice taken from www.posnik.com.

LICENSING AND OTHER APPROVALS

Rotary Club of Wilbraham-Hampden

- License for Public Entertainment on Sunday (one day)
- Request for Use of Public Property for Special Events

Mr. Joe Kielczewski, President of the Rotary Club of Wilbraham-Hampden and several members of the Rotary Club were present. Mr. Kielczewski stated that the Rotary Club heard that Santa is coming to Wilbraham on December 8th for the Annual Tree Lighting! Mr. Kielczewski asked that municipal fee be waived for the one day Sunday Entertainment license. There will be a DJ and a children's choir providing holiday music. It was also highlighted that the Rotary Club is adding a charitable winter clothing drive to this year's event collecting new winter clothes for donation to the Community Survival Center. Selectman Russell suggested that a Request to Place Banners and Sign application be filed with the Selectmen's Office for review at the next meeting to make sure that residents are aware of the event. It was further suggested by Chair Bunnell that the schools help share the information and Mr. Kielczewski was certain that the newest member of the Rotary Club, Superintendent Al Ganem, Jr. could assist with those effects.

MOTION (Russell, Boilard): Move to grant permission to Joe Kielczewski of the Rotary Club of Wilbraham-Hampden to have one day Sunday entertainment on December 8, 2019 from 4:00pm to 7:00pm including a DJ, Amplified Music, and a live Children's Choir at the Annual Tree Lighting by Santa Claus event located at 480 Main Street and to approve the waiving of the municipal fees for a non-profit organization. Approved (3-0).

MOTION (Russell, Boilard): Move to grant permission to Joe Kielczewski of the Rotary Club of Wilbraham-Hampden for the use of Gazebo Park, located at 480 Main Street for the Annual Tree Lighting by Santa Claus, and to allow a collection of new winter clothes for kids to be donated to the Community Survival Center, scheduled for December 8, 2019, from 4:00pm to 7:00pm; and forward event information to public safety officials for notification purposes. Approved (3-0).

Materials Referenced: Application for License for Public Entertainment on Sunday (one day) and application for a Request for Use of Public Property for Special Events submitted by J. Kielczewski, President of the Rotary Club to the Selectmen's Office via email 10.17.19.

Wilbraham Hill Climb Committee

- Request to place Banners or Signs
- Request for Use of Public Property for Special Events
- Application and Notice for Charitable or Non-Profit Event
- Application for an Entertainment License (one day)

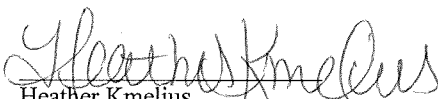
TA Breault stated that these applications are relative to the proposed 2020 Wilbraham Hill Climb. This event is proposed to take place on May 16, 2020 - Town Election Day. The Board agreed that it does not want a conflicting event to take place on Election Day.


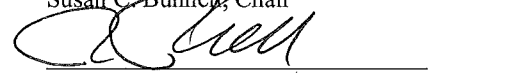
Materials Referenced: 4 Applications: Request to place Banners or Signs, Request for Use of Public Property for Special Events, Application and Notice for Charitable or Non-Profit Event, Application for an Entertainment License (one day) submitted by P. Maguire of the Wilbraham Hill Climb Committee and received by the Selectmen's Office 10.15.19.

MEETING MINUTES

None.

Having no further business, Selectman Russell made a motion to adjourn the meeting and Selectman Boilard seconded the motion and the Board of Selectmen unanimously voted to adjourn at 8:02 PM.


Heather Kmelius
Administrative Assistant to the BOS/TA


Susan C. Bunnell, Chair

Robert W. Russell, Vice Chairman

Robert J. Boilard, Clerk