

Town of Wilbraham



2017 Annual Town Report

TOWN OF WILBRAHAM



2017 ANNUAL TOWN REPORT

The Annual Town Report is available in a digital format at www.wilbraham-ma.gov or upon request.

Please direct your request to:

**The Selectmen's Office
240 Springfield Street
Wilbraham, Ma 01095
(413) 596-2800 ext. 101**

Table of Contents

<u>Introduction & General Info</u>	<u>Pg. #</u>
Wilbraham Tid Bid Facts	2
Commendations & Appreciation	3
In Memoriam	3
Employee Service Recognition	3
Retirements	3
New Employees in 2017	3
Employee Promotions	3
Employee Departures	3
Directors/Dept. Directory	4
Appt. Positions/Boards/Cmtes	5-8
Elected Officials	8-9
Federal & State Delegation	9
Political Town Committees	9-10
<u>Administration</u>	
Board of Selectmen	21-23
By-law Study Committee	23-24
IT Dept.	19-21
Town Clerk	12-20
Town Moderator	10-12

<u>Finance</u>	
Board of Assessors	25-26
Capital Planning Committee	25
Community Preservation Cmte.	27-28
Finance Committee	28
Town Accountant	29; 30-34
Treasurer/Collector	29; 35-40

<u>Public Works</u>	
Engineering Division	41; 44
Highway Division	41-42; 45
Solid Waste Division/DRC	44
Wastewater Division	42
Water Division	42-44

<u>Building & Land Use</u>	
Agricultural Commission	45-47
Building Dept.	46-47
Community Gardens	47
Conservation Commission	47-48
Open Space & Rec. Cmte	48-50; 51
Planning Board	50-52
Sealer of Weights & Measures	52-53
Zoning Board of Appeals	53

<u>Public Safety</u>	
Ambulance Oversight Committee	54
Animal Control/Dog Office	54
Central Dispatch	57-58
Fire Dept./EMS/Emergency Mgmt.	55-57
Local Emergency Planning Cmte.	58
Parking Clerk	58-59
Police Dept.	59-62
Police Station Building Cmte.	60; 62

<u>Health & Human Services</u>	
Cemetery Commissioners	63-64
Council on Aging/Elder Affairs	64
Health Inspector/Board of Health/ Advisory Board of Health	64-65
Wilbraham Housing Authority	66
Veterans Affairs Dept.	66-67

<u>Parks, Recreation & Culture</u>	
The Athenium Society	68
Cable TV Advisory Committee	71-79
Historical Commission	68
Parks & Recreation Dept.	69
Public Access	72; 79-80
Public Library	69-71
Wilbraham Cultural Council	68

<u>Hampden Wilbraham Reg. School District (HWRSD)</u>	
HWRSD	81- 101



“For anyone bound to this soil by birth or longing, Wilbraham is a joyous anthem to a life well-lived.” - Joan Paris, Resident & former Asst. Town Administrator.

Tid-Bit Facts

Settled: 1731

Incorporated: 1763

Population: 15,069

Area: 22 Square Miles

County: Hampden County

Bound by: Hampden, Monson, Palmer, Ludlow, Springfield & East Longmeadow

Registered Voters: 10,510

Dwellings: 5,861

Tax Rate: \$22.00

Moody’s Bond Rating: Standard & Poor ‘s AA+

Form of Government: Open Meeting, Board of Selectmen & Town Administrator

History: Town of Wilbraham was a locale formally known as the *Outward Commons*, which was a part of the City of Springfield.



Photo courtesy of http://en.wikipedia.org/wiki/Great_Wilbraham

Wilbraham 2017 Notables

In Memoriam

Norberta Anne Nestor
Municipal Secretary

William Broadbent
Lieutenant
Fire Department

George Paquin
Sewer Superintendent

Daniel Merritt
Fire Chief
Fire Department

Richard Searles
Heavy Equipment Operator
Department of Public Works

Lorene Struzziero
Wilbraham Schools

Retirements

Francis W. Nothe
Fire Chief
40 years of service

Roger Tucker
Police Chief
31 years of service

Employee Promotions

Vincent Pafumi
Acting Water Superintendent

David Bourcier
Fire Chief

Deputy Fire Chief
Peter Nothe

Kevin Brown
Fire Captain

Mary Bell
Assistant Library Director

Robert Zollo
Police Chief

Jeffrey Hastings
FT Dispatcher

Seasonal/Per Diem Employees
Dylan Pariseau, Seasonal DPW Worker
Brian Mascaro, Seasonal DPW Worker
Nathan Schreffler, On-Call Dispatcher
Nicholas Frappier, On-Call Dispatcher

Employee Service Recognitions

Ten Years of Service
Ronald Rausher, Facilities & Maint. Supv.
Vincent Pafumi, Heavy Equipment Operator
Ptl. Joseph Brewer, Police Officer
Ptl. Aderico Florindo, Police Officer
Pt. Victor Robidoux, Firefighter/EMT
Pt. James Royce, Firefighter/EMT

Twenty Years of Service
Ptl. Daniel Menard, Police Officer
Jeffrey Lewis, Mechanic, DPW
David Clark, Dispatcher
Paul Willoughby, Heavy Equipment Operator
Sgt. Shawn Baldwin, Police Sergeant

Thirty Years of Service
Capt. Peter Nothe, Fire Captain/EMT

Forty Years of Service
Chief Francis Nothe, Fire Chief

Commendations & Appreciation

In 2017, the Board of Selectmen was pleased to honor the following residents for their outstanding achievements, or service to the community of Wilbraham.

William G. Lyons & Cynthia A. Lyons
For their unwavering commitment & exemplary generosity to the Town; its community and for the numerous contributions they have made to improve the quality of life for all Wilbraham residents.

Isabela Ferraro
Congratulations on receiving the Girl Scout's Gold Award and for his commendable contribution to the Wilbraham Community

New Employees

Full Time Employees
Bernard Davidow, Asst. Ref. Librarian
Matthew Sterling, Firefighter/EMT
Jennifer Arce, Admin. Clerk, Parks & Rec.
Nicholas Panasian, Heavy Equip. Operator
Derrick Merrill, Firefighter/EMT
Jeshua Charette, Heavy Equip. Operator

Part Time Employees
Gloria Wilson, Public Health Nurse
David Clark, Dispatcher
Johnathan Dynek, Dispatcher
Katherine Chapdelaine, Dispatcher
Sandy Martinez, Dispatcher

Employee Departures

Lisa Hammerle, Recreation Clerk
Jeffrey Scribner, Heavy Equip. Operator
Lee Giglietti, Public Health Nurse
Lauren Kovarik, Library Page
Jeshua Charette, Heavy Equip. Operator
Veronika Meschke, Library Page
Nathan Schreffler, On-Call Dispatcher
Nicholas Frappier, On-Call Dispatcher
David Clark, Dispatcher
Dylan Pariseau, Seasonal DPW Worker
Brian Mascaro, Seasonal DPW Worker
Dominic Brady, Groundskeeper/HEO
Daniel Gore, Heavy Equip. Operator
Gloria Wilson, Public Health Nurse

Directors/Department Directory

Director	Department	Phone #
Nancy Johnson, Town Accountant	Accounting	596-2800 ext. 108
	Ambulance, Non-emergency business	596-2273
Manuel Silva, Principal Assessor	Assessors	596-2800 ext. 209
	Board of Appeals (Zoning)	596-2800 ext. 117
Lorri McCool, Health Inspector Gloria Wilson, Public Health Nurse	Board of Health/Health Inspector Public Health Nurse	596-2800 ext.101 596-2800 ext. 120
Lance Trevallion, Bldg. Inspector/Zoning Off. Ronald Rauscher, Facilities & Maintenance Supervisor	Building Department Appointments (Plumbing & Gas) Inspection Appointments (Electrical) Facilities & Maintenance	596-2800 ext. 204 ext. 228 ext. 229 ext. 120
Melissa Graves, Admin. Asst./Land Mgmt. Coordinator/Community Garden Coordinator	Conservation	596-2800 ext. 204
Michael Masely, Animal Control Officer	Dog Officer (Animal Control)	599-1253
Edmond W. Miga, Jr., Town Engineer William Sperrazza, Supt. of Operations	Engineering Dept./Dept. of Public Works	596-2800 ext. 208
Francis W. Nothe, Fire Chief (Jan. 1-20, 2017) David Bourcier, Fire Chief (Jan. 20-Dec. 2017)	Fire Department, Non-Emergency business	596-3122
Herta Dane, Human Resource Coordinator	Human Resources	596-2800 ext.100
Nathan DeLong, IT Director	IT Department	596-2800 ext. 115
Karen Demers, Library Director	Library	596-6141
Candace Ouillette Gaumond, Parking Clerk	Parking Department	596-2800 ext. 101
Bryan Litz, Parks & Recreation Director	Parks & Recreation Department Coach Information	596-2816 596-2402
John Pearsall, Planning Director	Planning & Community Develop. Dept.	596-2800 ext. 203
Roger Tucker, Police Chief Shirley Rae, Central Dispatch Supervisor	Police Department Non-Emergency Business/Dispatch	596-3837
Anthony Aube, Executive Director	Public Access Television	599-0940
Nick Breault, Town Administrator	Selectmen/Town Administrator	596-2800 ext. 103
Paula Dubord, Director of Elder Affairs	Senior Center/Dept. of Elder Affairs	596-8379
Thomas Sullivan, Asst. Town Administrator of Budgeting & Finance/Treasurer/Collector	Tax Collector/Treasurer	596-2800 ext.206; ext. 207
Beverly Litchfield, Town Clerk	Town Clerk	596-2800 ext. 200
	Trash Bags & Recycling	596-2800 ext. 206
David Graziano, Tree Warden	Tree Services	(413) 246-7345
Laurie Broadbent, Director of Veterans' Affairs	Dept. of Veterans Affairs	596-8657
Lionel Duquette, Supt. of Water Dept.	Water & Sewer Division	596-2826

2017 Appointed Positions/Boards/Committees

(The year listed post-name is the year the volunteers' term expires; No year listed indicates an indefinite term.)

ADA Coordinator Lance Trevallion 2018	Asst. Dir. of Parks & Rec. Dept. Erin Carroll	Cable TV Advisory Committee Thomas G. Magill 2019 Daniel Kelley 2019 George Reich 2019 Christopher Bovino 2020 VACANCY VACANCY VACANCY
Advisor to the Board of Health VACANCY	Asst. Town Engineer Tonya Basch	
Advisory Board of Health Catherine Jurgens 2018 Dr. Thomas G. Magill 2018 Loralee Nelson 2018 Dr. Thomas S. Gould 2018 Teri Brand 2018 Tim O'Neil 2018 Francis Barbaro 2018	Assistant Treasurer Lynne Frederick	
	Board of Assessors John M. Wesolowski 2020 Roger J. Roberge, II 2019 Lawrence G. LaBarbera 2018	Capital Planning Committee Nicholas P. Manolakis 2019 Timothy F. Murphy 2020 Glenn M. Rooney 2018 Paul Kukulka 2020 Todd E. Luzi 2018
Agricultural Commission Richard Hoffman 2018 VACANCY 2018 Judy VanRaalte 2020 Robert Matthews 2020 Robert Anderson 2020	Board of Fire Commissioners Edward T. Rigney, Jr. 2019 Gary Petzold 2018 Ralph Guyer 2020	Cell Attendant Brian M. Kibbe 2018 VACANCY
Alternate Building Inspector Wendell Hulbert 2018	Board of Library Trustee Lucy Pelland 10/2017(<i>resigned</i>) Raymond Burk 2018 Marjorie Williams 2019 James S. Jurgens 2019 Linda Moriarty 2020 Linda Dagradi 2020 VACANCY	Cell Attendant-Matron Katherine M. Gomes 2018 Mary Bready 2018
Alternate Burial Agent Carole Tardif 2018	Board of Registrars Thomas W. Mango 2018 Donna Fountain 2020 VACANCY	Cemetery Commissioners George Gordon 2019 Wilfred R. Renaud Jr. 2020 Donald Bourcier 2018
Alternate Dog Officer Rosemarie Masley 2018		Chief Procurement Officer Candace Ouillette Gaumond 2018
Alternate Electrical Inspector Paul Shepardson 2018	Board of Selectmen Susan C. Bunnell 2020 Robert W. Russell 2018 Robert J. Boilard 2019	Commission on Disability Edward E. White 10/2017 (<i>resigned</i>) Margarita Dennis-Wurm 1/2017 (<i>resigned</i>) R. Steven Fraton 2017 (<i>resigned</i>) Earl Way 2019 Beverly Litchfield 2018 Barbara Harrington 2018 Marylou Fabbo 2020 Diane DaSilva 2020 Jean B. Courtney 2020 Kate Barlow 2019 VACANCY VACANCY
Alter. Plumbing & Gas Inspector Dennis Chaffee 2018	Broadband Advisory Committee Felix Zayas 2018 Tom Newton 2018 Christopher Bovino 2018 VACANCY VACANCY VACANCY	
Alter. PVPC Joint Transportation Board Dena Grochmal 2018	Building Inspector/Zoning Officer Lance Trevallion 2018	
Ambulance Oversight Committee John Rigney 2019 Thomas Hurley 2018 Paula Chevrier 2018 Heather Mullen 2020 John T. Leibel 2020	Burial Agent Beverly Litchfield 2018	
Animal Control Officer Michael Masley 2018		
Animal Inspector Rachel Taylor 2018	Bylaw Review Committee John Broderick 2017 Judith Theocles 2017 Anna Levine 2017 David A. Sanders 2017 Edward Lennon 2017 Beverly Litchfield	
Assistant Collector Janet Costa		
Assistant Director of DPW Tonya Basch		

2017 Appointed Positions/Boards/Committees

(The year listed post-name is the year the volunteers' term expires; No year listed indicates an indefinite term.)

Community Preservation Cmte.

Patrick O. Kiernan 7/2017 (*resigned*)
Michelle Emirzian 5/2017 (*resigned*)
Aaron Tillberry 6/2017 (*resigned*)
Jason Burkins 10/2017 (*resigned*)
John Broderick 2019
Brian Fitzgerald 2020
Jeffrey Smith 2016
Stoughton L. Smead 2020
Dave Proto 2018
Atty. Arthur Wolf 2021
Gordon E. Allen 2021
Cliff "CW" Zimmer 2020
VACANCY

Conservation Commission

Paul Ekness 2017 (*resigned*)
Stoughton L. Smead 2019
Christopher J. Brown 2019
George Reich 2018
Thomas R. Reavey 2018
Robert McMaster 2020
James Roberts 2020
Alice Colman 2018
William Dane, Assoc. Member 2020

Constable

Sgt. Edward Lennon 2018
David J. Goodrich, Sr. 2018

Council on Aging

Giles Turcotte 2019
Diane Weston 2019
Robert Page 2019
M. Trant Campbell 2018
Theresa Munn 2020
Ellen O'Brien 2020
Charles J. Marsman 2020

Deputy Fire Chief

David Bourcier 1/2017 (*promoted*)
Peter Nothe 2/2017 (*promoted*)

Deputy Sealer of Weights and Measures

Gary Petzold 2018

Dir. of Public Works/Town Engineer

Edmond W. Miga Jr. 2018

Director of Elder Affairs Dept.

Paula Dubord 2018

Director of Veterans Affairs Dept.

Laurie A. Broadbent 2018

Director of Central Dispatch

Shirley Rae

Director of DPW — Highway Division

William Sperrazza

Director of Info. & Technology Dept.

Nathan DeLong

Director of Wilbraham Public Library

Karen Demers

Director of Planning & Community Development Dept.

John Pearsall

Director of Parks & Rec. Dept.

Bryan Litz 2019

Economic Development Initiative

Steering Committee

Patrick J. Brady 2018
Stephen Brand 2018
Linda J. Prystupa 2018
David A. Sanders 2018
Jeffrey A. Smith 2018
James E. Thompson 2018
Donna Fountain 2018

Electrical Inspector

Edward Poulin 2018

Emergency Management Director

Francis W. Nothe 1/2017 (*retired*)
David Bourcier 2018

Executive Director of

Wilbraham Public Access Television

Anthony Aube

Facilities & Grounds Maint. Superv.

Ronald Rauscher

Fair Housing Committee

VACANCY
VACANCY
VACANCY

Fence Viewer

Francis C. Barbaro 2018
David A. Sanders 2018

Field Driver

VACANCY
VACANCY

Finance Committee

Nancy Piccin 6/2017 (*resigned*)
Michael Mannix 6/2017 (*resigned*)
Michael Mazzuca 2020
Kevin Corridan 2019
Daniel Miles 2019
Carolyn Brennan 2018
Anna Levine 2018
Timothy F. Murphy 2018
Marc Ducey 2020
Kevin Murray 2020
Todd E. Luzi 2019

Fire Captain Interview Committee

Russell Anderson 2017
Nick Breault 2017
Edward T. Rigney, Jr. 2017

Fire Chief

Francis W. Nothe 1/2017 (*retired*)
David Bourcier 1/2017 - 2018

Forest Warden

Francis W. Nothe 1/2017 (*retired*)
David Bourcier 3/2017 - 2018

Health Inspector

Lorri McCool 2018

Historical Commission

Walter Clark 6/2017 (*resigned*)
Carol M. Albano 6/2017 (*resigned*)
Patrick O. Kiernan 2019
Michelle Lawler 2018
Arthur Wolf 2018
Brett Johnson 2020
Roberta Albano 2020
VACANCY
VACANCY

HWRSD School Committee

James S. Burke 2018
James E. Thompson 2020
William Bontempi 2018
Patricia Gordon 2020
Sean F. Kennedy 2019
Lena Buteau
Lisa Morace

Insurance Advisory Board

Michael Cygan
John Kirchof
Adam Hart
Lynne Frederick
Karen Demers
Melissa Graves

2017 Appointed Positions/Boards/Committees

(The year listed post-name is the year the volunteers' term expires; No year listed indicates an indefinite term.)

Municipal Project Mgr. (Mt. Marcy Project)

John Pearsall 2017

Municipal Records Officer

Anthony Aube
Beverly Litchfield
Bryan Litz
Edmond Miga, Jr.
David Bourcier
Nancy Johnson
Nick Breault
Roger Tucker
John Pearsall
Karen Demers
Lance Trevallion
Laurie Broadbent
Manuel Silva
Nathan DeLong
Karen Dubord
Thomas Sullivan

National Grid-Single Point of Contact for Emergencies

David Bourcier

Local Community Mitigation Advrsy. Cmte.

Judith Theocles 2018

Local Emergency Planning Committee

Robert A. Rusczyk 2018
Roger W. Tucker 2018
Francis W. Nothe 2018
Robert J. Boilard 2018
Ed Cenedella 2018
Lorri McCool 2018
Ralph Guyer 2018
David Bourcier 2018
Terry Nelson 2018
Anthony Aube 2018
David R. Pasquini 2018
Stoughton L. Smead 2018
Capt. Timothy Kane 2019
William Sperrazza 2019
Capt. William Manseau 2018

Measurer of Wood and Charcoal

Gary Petzold 2018

Moderator

George L. Reich 2018

On-Call Dispatcher

David Squires 2018
Lisa Bouchard 2018

On-Call Firefighter/EMT

VACANCY

Open Space and Recreation Committee

Marianne Moner 2019
Joseph Calabrese 2019
Brian Fitzgerald 2018
Jonathan Taylor 2018
Edward McCorkindale 2018
Edna Colcord 2018
Steve Lawson 2020
Tracey Plantier 2020
Judith Theocles 2020
Susan Burk 2020

VACANCY

Parking Clerk

Candace Ouillette Gaumond 2018

Pastoral Advisor to the Council on Aging

Rev. Panteleimon Klostri 2018

Personnel Board

Paul D. Lemieux 2019
Mark Manolakis 2018
Miriam Siegel 2019
Camie Lamica 2020
Joseph Kelly 2020

Pest Control Officer

David Graziano 2018

Planning Board

James E. Moore 2019
Tracy Plantier 2020
John P. McCloskey 2021
David A. Sanders 2022
Jeffrey A. Smith 2018

Planning Board — Associate Seat

Gordon E. Allen 2020

Playground and Recreation Commission

Marian E. Poe-Heineman 6/2017 (resigned)
Patricia Silk 6/2017 (resigned)
Stanley J. Soja 11/2017 (resigned)
Michelle Pastore 2019
Marc Atkins 2018
Emilie Hisgen 2020
William Scatolini 2019
Cliff Zimmer 2018
Aaron Tillberry 2020
Jonathan Stogner 2020

Plumbing and Gas Inspector

Bernard Sears 2018

Police Chief

Roger Tucker 12/2017 (retired)
Robert Zollo.....12/2017 to present
(Acting Police Chief)

Police Chief Search Committee

David Bourcier
Nick Breault
Glen Clark
Herta Dane
Paul Madera
Edward T. Rigney, Jr.

Police Station Building Committee

Roger Fontaine Chairman
Edward Rigney Vice-Chairman
Chief Roger Tucker
Chief Francis Nothe
Chief David Bourcier
Roger Chapdelaine
Paul LaPlante
Patti Diotalevi
James Dowd
Thomas Sullivan
Lance Trevallion

Poundkeeper

Michael H. Masley 2018

Principal Assessor

Manuel D. Silva 2018

Public Access TV Committee

Roy L. Scott 2018
Sandra Belcastro 2018
Janet Vitkus 2018
Dolores Gravel 2018
Karl Jurgen 2018
VACANCY
VACANCY
VACANCY

PVPC Alternate Commissioner

David A. Sanders 2018

PVPC Commissioner

Tracey Plantier 2018

PVPC Joint Transportation Board

Tonya Basch 2018

PVPC ZEV Work Group

Susan C. Bunnell 2018

PVTA Advisory Board

Paula Dubord
Susan C. Bunnell 2017 (Alternate Rep.)

Rep. to Grtr. Spfld. Senior Services, Inc.

Peter Schmidt

Scantic Valley Health Trust

Thomas Sullivan 2018

2017 Appointed Positions/Boards/Committees

(The year listed post-name is the year the volunteers' term expires;
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Scantic Valley Health Trust - Alternate

Nick Breault 2018

Sealer of Weights and Measures

Susan Petzold 2018

Senior Ctr. Bldg. Feasibility Cmte.

Carolyn Brennan
Nicholas Manolakis
Gina Kahn
M. Trant Campbell
Paula Dubord
Thomas Sullivan
Norma Bandarra
Dennis Lopata

Sewer Advisory Board

Joseph R. Kakley 2018
Frank Pychewicz 2020
VACANCY
VACANCY
VACANCY

Solid Waste Advisory Committee

Kevin Dorsey 2018
VACANCY
VACANCY
VACANCY

Stormwater Committee

Dena Grochmal 2018
John Pearsall 2018
Tonya Basch 2018
William Sperrazza 2018
Lance Trevallion 2018

Surveyor of Lumber

Edward P. Lindsay Jr. 2018
VACANCY

Tax Title Custodian

Thomas Sullivan 2018

Town Administrator

Nick Breault 2018

Town Archivist

Brett Johnson 2018

Town Clerk

Beverly J. Litchfield 2018

Town Counsel

Stephen M. Reilly, Jr. 2018

Traffic Safety Team

Edmond J. Miga
William Sperrazza
John Pearsall
Nick Breault
Tonya Basch
Robert J. Boilard
Roger W. Tucker

Treasurer/Collector/Asst. Town Admin. of Finance & Budgeting

Thomas P. Sullivan

Tree Warden

David A. Graziano 2018

Veterans' Graves Officer

Laurie Broadbent 2018

Water Commissioner

Thomas D. Pilarcik 2020
James B. Dunbar 2018
Mary E. McCarthy 2019

Water Superintendent—Water Division

Lionel Duquette 7/2017 (resigned)
Vincent Pafumi.....7/2017 to 12/2017
(Acting Water Superintendent)

Weigher of Grain

VACANCY

Wilbraham Cultural Council

Jean Stone 6/2017 (resigned)
Martha Damon 6/2017 (resigned)
Janet Vitkus 6/2017 (resigned)
Janet Wise 6/2017 (resigned)
Mary Manning 6/2017 (resigned)
Valerie Ducey 2018
Susan Adams 2019
Susan Bennett 9/2017 – 2020
Jane E. Clark 9/2017—2020
VACANCY
VACANCY
VACANCY

Wilbraham Housing Authority

Jason A. Burkins 2017
Judy Cezeaux 2021
Ann Turcotte 2018
Angel L. Reyes 2018
Peter N. Manolakis 2020

Wilbraham Nature and Cultural Council

Susan C. Bunnell 2018

WPL Renovations Implementation Cmte.

Holly Murray 2020
James Jurgens 2020
Corinne Sawyer 2020
Karen Demers 2020
Ronald Rauscher 2020
Raymond Burk 2020
Paul Huijing 2020

Reg. Emergency Communications Ctr. Cmte.

Chief Francis Nothe 1/2017 (retired)
Chief David Bourcier 1/2017 — present
Chief Roger Tucker
Nick Breault

Zoning Board of Appeals

H. Clark Abbott 2018
Edward E. Kivari 2018
Mark J. Albano 2019

Zoning Board of Appeals Associate Seats

Betsy Johnsen 2019
Charles A. Pelouze 2020

2017 Elected Officials

(as of May 20, 2017)

Board of Selectmen/Board of Health/Sewer Commissioners

Robert J. Boilard (R) 2019
Susan C. Bunnell (U) 2020
Robert W. Russell (R) 2018

Town Clerk

Beverly J. Litchfield (D) 2018

Town Moderator

George L. Reich (R) 2018

Board of Assessors

John M. Wesolowski (R) 2020
Roger J Roberge II (R) 2019
Lawrence G. LaBarbera (R) 2018

HWRSD Regional School Cmte.

Sherrill Caruana (D) 2020
 Patrick O. Kiernan (U) 2020
 William J. Bontempi (R) 2018
 Michelle P. Emirzian (R) 2018
 Sean F. Kennedy (D) 2019

Tree Warden

David A. Graziano (R) 2018

Cemetery Commissioners

Donald Bourcier (R) 2018
 Wilfred R. Renaud, Jr. (D) 2020
 E. George Gordon (R) 2019

Board of Water Commissioners

James B. Dunbar (R) 2018
 Mary E. McCarthy (R) 2019
 Thomas Pilarcik (U) 2020

Board of Library Trustees

Raymond Burk (R) 2018
 Linda F. Moriarty (R) 2020
 James S. Jurgens (R) 2019
 Marjorie Williams (D) 2019
 Linda Maria Dagradi (D) 2020
 Lucy I. Pelland (D) 2018

(resigned 10/2017)

Planning Board

David A. Sanders (R) 5/2017
 James J. Rooney (R) 2020
 Jeffrey A. Smith (U) 2018
 Tracey Plantier (D) 2020
 John P. McCloskey (D) 2021
 James E. Moore (U) 2019

Wilbraham Housing Authority

Peter N. Manolakis (R) 2020
 Anne Turcotte (D) 2018
 Judy L. Cezeaux (R) 2021
 Angel L. Reyes (U) 2018

(State appt. seat)

Attested by:

Town Clerk Beverly J. Litchfield,
MMC, CMMC

Governor Charlie Baker (R)

Office of the Governor
 State House, Rm. 280
 Boston, MA 02133
 Phone: 1-888-870-7770
 1-617-725-4005
 1-413-784-1200 Springfield
 1-202-624-7713 Washington
 E-mail: goffice@state.ma.us

U.S. Senator

Elizabeth Warren (D)
 2400 John F. Kennedy Bldg.
 15 New Sudbury St.
 Boston, MA 02203
 Phone: 1-617-565-3170

317 Hart

Senate Office Bldg.
 Washington, DC 20510
 Phone: 1-202-224-4543

U.S. Senator

Elizabeth Warren (D) - Cont.
 1550 Main St., Suite 406
 Springfield, MA 01103
 Phone: 413-788-2690

U.S. Senator

Edward J. Markey (D)
 975 JFK Federal Building
 15 New Sudbury St
 Boston, MA 02203
 Phone: 1-617-565-8519

218 Senate Russell Office Bldg.
 Washington, DC 20510
 Phone: 1-202-224-2742

1550 Main Street, 4th floor
 Springfield, MA 01101
 Phone: 413-785-4610

Congressman—2nd Cong. Dist.

Richard E. Neal (D)
 300 State St., Suite 200
 Springfield, MA 01105
 Phone: 413-785-0325

341 Cannon House Office Bldg.
 Washington, DC 20515
 Phone: 1-202-225-5601

Representative in Gen. Court

12th Hampden District
Angelo J. Puppola, Jr.
 State House, Room 236
 Boston, MA 02133-1054
 Phone: 1-617-722-2430

Email: angelo.puppola@mahouse.gov

2341 Boston Rd., Suite 204
 Wilbraham, MA 01095
 413-596-4333

Email: repangelopuppola@aol.com

State Senator**1st Hampden-Hampshire District**

Eric P. Lesser (D)

State House Room 519

Boston, MA 02133

Phone: 1-617-722-1291

Email: eric.lesser@masenate.gov

60 Shaker Road, Unit 3B
 East Longmeadow, MA 01028
 Phone: 413-526-6501

2017 Democratic Town Committee

Executive Officers

Linda Dagradi, Chairman
 Sean F. Kennedy, Vice Chairman
 Anna G. Levine, Treasurer
 Christine Goonan, Secretary
 Megan Dubord, Executive Cmte. @ Large

Elected Members

Robert Anderson
 David Barry
 Virginia Barry
 David Chivers
 Jane Clark
 William Fogarty
 Ivan Gothner
 Karen Grycel
 Everett Hanford
 Lisa Jones
 Mark Jones
 Thomas Kenefick, III
 Sean Kennedy
 Ann Marie King
 Dana Lee Luzi
 Todd Luzi
 Jake Luzi
 Patricia McDiarmid
 Shawn O'Connor
 Joseph Pessolano
 Marjorie Pessolano
 Elizabeth Quigley
 Gloria Russell
 Carole Tardif
 James Thompson
 Ann Tousignant

2017 Federal & State Delegation

Gilles Turcotte
Bruce Williams
Marjorie Williams
Arthur Wolf

Ann Marie Kibbe
Joyce McComb
Patrick McComb
Robert Sullivan, Jr.

Lifetime Members

Gale Candara
John Fitzgerald
Barbara Kirby
Kevin Moriarty

**2017 Republican
Town Committee**

Executive Officers

David Sanders, Chairman
Vacant, Vice Chairman
D. John McCarthy, Treasurer
Joelene Guzzo, Secretary

Elected Members

Frank Barbaro
Robert Boilard
William Bontempi
Barbara Bourcier
Donald Bourcier
James Burke
George Gordon
John Guzzo
Richard Howell
Kathy Krawczyk
Catherine Labine
Peter Manolakis
Mark Manolakis
Michael Mazzuca
Mary McCarthy
Thomas Reavey
George Reich
James Rooney
Robert Russell
Elizabeth Sallade
Marcie Sanders
Roy Scott
Janet Shea
John Wesolowski

Associate Members

Peter Ablondi
David Graziano
Charlotte Logan
Richard Labine
Deborah Reavey
Frederick Sallade
Anthony Vecchio

Administration

Town Moderator

**A Citizens Guide to Wilbraham
Town Meeting - 2017**

Description

Wilbraham has an Open Town Meeting form of government. This form of government is the purest form of direct democracy. Town Meeting is considered a legislative body. During the meeting, each voter is a legislator. At the Meeting, voters will be asked to approve Town budgets; capital expenditures, zoning changes, Town Bylaw changes, compensation for employees and elected officials, Town acquisition or disposition of land and more. "Open" Town Meeting means that all Wilbraham registered voters are eligible to participate and vote.

Each year, Wilbraham must conduct an Annual Town Meeting. Town Bylaws require that this Meeting be called by the Selectman during the timeframe of April through June. Recent tradition has been to schedule the Meeting the Monday prior to Town Elections, which are held on the third Saturday of May.

The Selectmen may call a Special Town Meeting at any time. Special Town Meetings are called as needed.

All Town Meetings are televised and rebroadcast, at various times, by the Wilbraham Public Access channel.

The Warrant

The Warrant is basically the agenda for Town Meeting. It contains a number of Articles which set the framework for Motions that will be made at Town Meeting. The Articles themselves are not necessarily the motions that will be made

at Town Meeting. The Board of Selectmen are responsible for: determining the appropriate Articles and preparing the Warrant; obtaining Legal opinion on the validity of proposed Articles; gathering input from Town staff and boards; and distribution of the Warrant.

Any ten voters have the right to petition the Board of Selectmen to put an Article on the Annual Town Meeting Warrant. This number increases to one hundred (100) for inclusion in a Special Town Meeting; and two hundred (200) to petition the Board to call a Special Town Meeting. For Annual Town Meeting, the deadline for submitting citizen's petitions for a Warrant Article is February 1 for Articles which have a monetary impact; and approximately March 1st for Articles with no monetary impact. Citizen petitioners should contact the Selectmen or Town Administrator as early as possible for guidance. The Selectmen retain the right to reject any Citizen's Petition Article which might not be legally appropriate.

Town Meeting "Cast"

Registered Wilbraham Voters – Each voter is a legislator at Town Meeting. They are full participants in budgeting, allocating funds and law making. Upon checking in to the Meeting, voters will be given a voting card, which they will hold up, (either for or against a motion,) when the vote is called by the Moderator. Non-voters may attend the Meeting but may not vote; and may address the Meeting only with permission, (traditionally this permission is presumed for Town Staff.)

Town Moderator – The Town Moderator is elected for a three (3) year term during Town Elections. The Moderator presides over Town Meeting and is responsible for its conduct consistent with Town Bylaws, Massachusetts General Laws and the parliamentary procedures defined in, *Town Meeting Time*, (a handbook of parliamentary law published by the Massachusetts Moderators Association.) Massachusetts General Laws grant The Moderator broad authority to accept parliamentary motions, regulate debate and rule speakers in or out of order. A primary role of the moderator is to insure that motions (or amendments to motions) remain within the scope of the Article published in The Warrant.

(Continued on page 11)

(Continued from page 10)

Board of Selectmen – As noted above, the Selectmen prepare the Warrant. Traditionally, they present the motions associated with most Articles (generally Zoning Article motions are made by the Planning Board and Citizen Petition Article motions are made by the petitioners). However, any voter may make the motion for an Article. The Selectmen may present recommendations or explanations of Articles.

Town Clerk – The Town Clerk is an elected official responsible for maintaining Town records. During Town Meeting, the Town Clerk is responsible for checking in voters; and recording votes and actions taken at Town Meeting. If the elected Moderator is not present at the start of the Meeting, the Town Clerk will conduct the Meeting until the Town Meeting voters elect a temporary Moderator.

Finance Committee - The Finance Committee is appointed by the Board of Selectmen. They have the authority to make recommendations on all Warrant Articles. They are deeply involved with the budgeting process and make a detailed explanation of the proposed budget to Town Meeting. Their budget recommendation is included in The Warrant. While the Finance Committee is charged with making recommendations on all Articles, traditionally they have referred recommendations on Zoning Articles to the Planning Board.

Town Counsel – Town Counsel attends Town Meeting to provide legal opinions on proposed actions being considered. The Moderator may consult with Counsel prior to issuing a ruling, if the Moderator is in doubt about the legality of that ruling.

Boards, Committees and Staff – Depending on the Article, Town Boards, Committees or Staff may be called on to make presentations or provide explanations on various Articles.

Town Meeting Procedures

The Town Moderator is the elected official who is responsible for conducting Town Meeting. The Moderator's authority and duties are defined in Massachusetts General Laws – primarily Part I, Title VII, Chapter 39;

and the Town of Wilbraham Bylaws. Furthermore, the Town Bylaws specifically state that “in all matters not specifically provided for in law or by the By-laws of the Town of Wilbraham, the Moderator shall be guided by the principles and rules of practice contained in the work entitled, *Town Meeting Time, A Handbook of Parliamentary Law...*” This book is published by the Massachusetts Moderators Association and is used by most Town Moderators in Massachusetts.

The quorum for a Town Meeting in Wilbraham is fifty (50) voters. The Town Clerk will inform the Moderator once a quorum is present. The Meeting will be called to order and after opening procedures have been completed, the Warrant Articles will be taken up. Articles will be taken up in the order prescribed by the Warrant. Generally, only Consent Agenda Items (description follows) or inter-dependent Articles will be taken out of order.

As mentioned earlier, the Article itself is not the Motion. However, the Motion associated with an Article must be within the scope of that Article as presented in the Warrant. A “reasonable” voter who has read the Article should not be surprised by the content of the Motion. Motions that expand upon the Article or materially change it will be ruled out of order by the Moderator. Any voter may make a Motion related to the Article being taken up. However, traditionally, the Selectmen have made most motions. Once there is a Motion and a second, the proponents of the Article may make a presentation to Town Meeting. These proponents may be Town Officials (elected, appointed or staff) or individual voters (especially for a Citizen's Petition Article.) In order to provide a balanced Meeting, the Moderator will permit opponents to make formal (projector) presentations, as well. However, the Moderator expects to be notified of both pro and con presentations, and to approve their content and duration, in advance. After the presentations, Town Voters may question or argue in support or opposition to the Motion. Any voter wishing to speak, should line up at one of the microphones in the aisles. Once they are recognized by the Moderator, they should state their name and address. Town Employees need not provide their address, but they should let Town Meeting know whether or not they are a

Wilbraham voter. Speakers and presenters are encouraged to be brief, to the point and to avoid repetition. Debate is encouraged; but personal attacks are not. Please argue the content of the Motion, not the merits of those presenting their view points. As long as there are voters lining up to speak, Wilbraham By-laws do not allow the Moderator to cut off debate until five (5) voters have spoken on both sides of the issue. If there are less than five (5) voters speaking for one side, debate may be cut off after the five (5) voters have spoken on the other side.

The Consent Agenda is a series of Articles which are voted in a single Motion and Vote. The Selectmen, with input from the Moderator, Town Counsel and the Finance Committee identify Articles which they feel will generate no controversy or debate. These often tend to be “housekeeping” type Articles. After the Consent Agenda Motions are read, the Moderator will announce the Article Numbers which are included. If any voter wishes to discuss an Article, he or she should shout “hold” as the Article number is announced by the Moderator. This Article will be removed from the Consent Agenda and moved and discussed in its normal position in the Warrant.

Any voter may offer an amendment to an Article (except CPA articles which may not be amended.) However, like the main motion, the amendment must not go beyond the scope of Article that was published in the Warrant. A voter may also offer one amendment to an amendment. An amendment requires a simple majority vote to pass, regardless of the quantum of vote required for the original motion. If the amendment passes, the original motion is replaced by the amended motion. The vote is then held on this amended motion and the required quantum of vote returns to that of the original motion.

Town Meeting voting is generally done by voters holding up their voting card. When voters check in, their voter registration will be confirmed. Then they will be given a colored card which they will hold up when asked for their vote. Different types of Motions require different quanta of vote to pass. Most Motions require a simple majority (the Motion would fail if the vote were tied.) A lesser number require a two-thirds (2/3) vote (Zoning Articles are the most common in this group.) Finally, there are rare occasions when the requirement

(Continued on page 12)

(Continued from page 11)

may be four-fifths (4/5) or nine-tenths (9/10) vote to pass. For votes that require a simple majority or two-thirds, the Moderator may declare the results based observation. If any seven (7) voters stand to challenge the Moderators declaration of vote, a count will be made by the election tellers. For those Articles that require a four-fifths or nine-tenths majority, a count must be taken unless the vote is unanimous. If a count is taken, there is no provision for Meeting members to request a recount.



From left to right: Beverly Litchfield, Town Clerk, and Carole Tardif, Asst. Town Clerk. Photo courtesy of C. O. Gaumond.

As a registered voter, the Moderator is entitled to vote. However, the Moderator will only vote if a count has been taken, and the Moderators vote affect the result.

A motion for Reconsideration of a previous Article will only be allowed if the person making the motion cites specific new information that has come to light since the original vote; and that person voted with the prevailing side. For example, a subsequent Article may have had an impact on a prior Article and now someone who voted with the majority has changed their mind. Reconsideration is not to be used as a parliamentary mechanism for a recount because the voter makeup of the Meeting may have changed since the original vote on the Article.

Adjournment

Town Meeting shall not be adjourned until all Warrant Articles have been dealt with. It may be continued to a specific date.

Town Moderator
George Reich

Town Clerk

Town Clerk's Office

Beverly Litchfield, Town Clerk
Carole Tardif, Assistant Town Clerk

ANNUAL TOWN MEETING
MAY 15, 2017

Attendance:

Precinct A: 81
Precinct B: 71
Precinct C: 98
Precinct D: 90
Total ----- 340

In accordance with the Warrant, as posted, the inhabitants of the Town of Wilbraham, qualified to vote in Town affairs, met in Minnechaug Regional High School on Monday, May 15, 2017. At 7:10 p.m. Moderator George Reich noted a quorum was present and called the meeting to order. The Moderator welcomed all and commenced with a brief explanation of the process for the evening.

In respect of tradition, the names of those town employees recently deceased since our last meeting were read. These names are printed in the annual town report. A moment of silence was held in their honor.

The Pledge of Allegiance was then recited followed by Town Clerk Beverly J. Litchfield reading the call of the meeting.

Consent Agenda - Finance Committee Recommends: Passing by unanimous

vote that the Town accept and approve the following motions as presented in the anticipated motions handout. Articles 1, 2, 4, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 23, 47,48, and 50. **(Articles marked *)**

***ARTICLE 1. Choosing miscellaneous officials – Finance Committee Recommends:** Passing by unanimous vote that the following persons be elected to the indicated offices for the ensuing year: Poundkeeper, Michael H. Masley; Surveyor of Lumber, Edward P. Lindsay; Measurer of Wood and Charcoal, Gary Petzold.

***ARTICLE 2. Hearing reports – Finance Committee Recommends:** Passing by unanimous vote that the town accepts the reports of all officers and committees as printed in the Annual Town Report.

ARTICLE 3. Funding Transfers FY 2017 – Finance Committee Recommends: Passing by unanimous vote pursuant to Section 33B of Chapter 44 of the General Laws, voted to transfer the sum of \$94,347 from previously appropriated but unexpended funds in the following FY'2017 budgets:

#610 Library-Salaries	\$3,301
#192 Town Properties-Fuel	\$43,445
#194 Group Health Insurance	\$47,601

and to place such funds in the following amounts in the following FY'2017 budgets:

#420 Highway-Overtime (Snow Removal)	\$21,536
#420 Highway—Expenses (Snow Removal)	\$69,510
#610 Library—Expenses	\$3,301

***ARTICLE 4. Ambulance Fund Transfer – Finance Committee**
Recommends: Passing by unanimous vote to appropriate \$30,000 from Receipts reserved for Appropriation for Ambulance to the FY'2017 Ambulance Budget to cover operating expenses.

ARTICLE 5. Parliamentary procedures – Finance Committee
Recommends: Passing by a majority vote that the Town adopt special parliamentary procedures for the purpose of implementing the provisions of Chapter 580 of the Acts of 1980 (Proposition 2½), as amended, and as set forth in a document entitled "Article 5, Exhibit A," on file with the Town Clerk.

ARTICLE 6. Compensation for elected Town officials. Finance Committee
Recommends: Passing by a majority vote to fix the compensation for elected Town Officers for fiscal year July 1, 2017 to June 30, 2018, as follows: Assessors, \$3,455 per year, chairman, \$3,813 per year; Town Clerk, \$83,095 per year (all fees revert to the Town treasury); Moderator, \$200 Annual Town Meeting, \$50 Special Town Meeting; Selectmen, \$5,001 per year, chairman \$5,833 per year; Tree Warden, \$10,315 per year; Water Commissioners, \$150 per year; Cemetery Commissioners, no salary; Library Trustees, no salary; Planning Board Members, no salary; Poundkeeper, Field Drivers, Weighers of Grain, Surveyors of Lumber, Measurers of Wood and Charcoal; all other Town officers elected other than by official ballot, fees only, fixed by General Laws.

ARTICLE 7. Budget appropriations – Finance Committee
Recommends: Passing by a majority vote to accept the report of the Finance Committee and vote to raise and appropriate \$40,806,873 and transfer \$26,000 from offset receipts (for Dog Officer Expenses) to cover the necessary capital expenditures and operating expenses of the Town for Fiscal Year 2018 (July 1, 2017 to June 30, 2018) per appropriations listed separately in the Town Meeting Workbook and incorporated herein by reference, with the exception of those budgets and expenditures which will be voted on separately in subsequent Articles.

Brief explanations were offered by Finance Committee member Nancy Piccin and Superintendent of Schools Albert Ganem, Jr.

***ARTICLE 8. Water Enterprise Fund Budget – Finance Committee**
Recommends: Passing by unanimous vote that the following sums be appropriated for the Water Enterprise Fund: Salaries, \$415,089; Expenses, \$1,500,466, and that \$1,915,555 be raised as follows: \$1,843,555 from Water Department receipts and \$72,000 from retained earnings.

***ARTICLE 9. Water Enterprise Fund Reserve Fund – Finance Committee**
Recommends: Passing by unanimous vote that the Town vote to appropriate from water receipts the sum of \$25,000 for a Fiscal Year 2018 Reserve Fund.

***ARTICLE 10. Wastewater Enterprise Fund Budget – Finance Committee**
Recommends: Passing by unanimous vote that the following sums be appropriated for the Wastewater Enterprise Fund: Salaries, \$232,356; Expenses, \$997,317, and that \$1,229,673 be raised as follows: \$1,161,673 from Wastewater Department receipts and \$68,000 from retained earnings.

***ARTICLE 11. Wastewater Enterprise Fund Reserve Fund – Finance Committee**
Recommends: Passing by unanimous vote that the Town appropriates from wastewater receipts the sum of \$15,000 for a Fiscal Year 2018 Reserve Fund.

***ARTICLE 12. Solid Waste Enterprise Fund Budget – Finance Committee**
Recommends: Passing by unanimous vote that the following sums be appropriated for the Solid Waste Enterprise Fund: Salaries, \$140,750; Expenses, \$202,250, and that \$343,000 be raised as follows: \$303,031 from Solid Waste Enterprise Fund receipts, and \$39,969 from retained earnings.

***ARTICLE 13. Solid Waste Enterprise Fund Reserve Fund – Finance Committee**
Recommends: Passing by unanimous vote that the Town appropriates from Solid Waste Enterprise Fund receipts the sum of \$4,000 for a Fiscal Year 2018 Reserve Fund.

ARTICLE 14. Appropriation for Capital Outlays – Finance Committee
Recommends: Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator that the Town

appropriates \$1,447,000 to pay costs of the following capital outlay items:

Vehicles & Equipment	\$1,150,000
Remodeling Public Buildings	\$297,000

including the payment of all costs incidental and related thereto; and that to meet this appropriation, \$150,000 shall be transferred from Receipts Reserved for Appropriation for Ambulance, to pay a portion of the cost of the new quint fire apparatus, and the Treasurer, with the approval of the Selectmen, is authorized to borrow \$1,447,000 in accordance with Chapter 44 of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action relative thereto.

Brief presentations were made by Fire Chief David Bourcier and Capital Planning Chairman Nick Manolakis.

***ARTICLE 15. Receipts reserved for appropriation for ambulance – Finance Committee**
Recommends: Passing by unanimous vote to appropriate \$754,275 from Receipts Reserved for Appropriation for Ambulance to Ambulance personal services, operating and capital costs, pursuant to Section 5 of Chapter 40 of the General Laws.

***ARTICLE 16. Appropriations for Ambulance Depreciation Account – Finance Committee**
Recommends: Passing by unanimous vote to appropriate \$50,000 from Receipts Reserved for Appropriation for Ambulance to be held in a depreciation account for vehicle and equipment replacement pursuant to Section 5 of Chapter 40 of the Massachusetts General Laws.

(Continued on page 14)

(Continued from page 13)

***ARTICLE 17. Receipts reserved for appropriation for cemeteries – Finance Committee Recommends:** Passing by unanimous vote to appropriate \$20,000 from Receipts Reserved for Appropriation for Cemeteries to Cemetery operating expenses, pursuant to Section 5 of Chapter 40 and Section 16 of Chapter 114 of the General Laws.

***ARTICLE 18. Acceptance of PEG Access and Cable Related Fund – Finance Committee Recommends:** Passing by unanimous vote to accept General Laws Chapter 44, Section 53F ¾ which establishes a special revenue fund known as the PEG Access and Cable Related Fund. This fund is to begin operation for fiscal year 2018, which begins on July 1, 2017.

***ARTICLE 19. Receipts reserved for appropriation for Wilbraham Public Access Television – Finance Committee Recommends:** Passing by unanimous vote to appropriate \$202,207 from the PEG Access and Cable Related Fund for Appropriation for Wilbraham Public Access Television, pursuant to Section 53F ¾ of Chapter 44 of the Massachusetts General Laws.

ARTICLE 20. Reserve Fund – Finance Committee Recommends: Passing by unanimous vote to raise and appropriate \$250,000 for a Fiscal Year 2018 Reserve Fund.

ARTICLE 21. Special Appropriation for road repaving and preservation – Finance Committee Recommends: Passing by a majority vote to raise and appropriate \$150,000 to repave, resurface and/or crack seal public ways.

ARTICLE 22. Other Post Employment Benefits Liability Trust Fund – Finance Committee Recommends: Passing by unanimous vote that the town vote to raise and appropriate or transfer from the following available funds (free cash, water receipts, wastewater receipts, solid waste receipts, receipts reserved for appropriation for ambulance) a sum of money to be placed into the Other Post-Employment Benefits Liability Trust Fund, established

under the provisions of Massachusetts General Laws Chapter 32B, Section 20,

ARTICLE 28. Zoning By-Law Amendment - Rezoning from R-40 to N.S. – Planning Board Recommends:

FUND	SOURCE	AMOUNT
General Fund	Raise and appropriate	\$300,000
Water Enterprise Fund	Water receipts	\$9,800
Wastewater Enterprise Fund	Wastewater receipts	\$4,200
Solid Waste Enterprise Fund	Solid waste receipts	\$2,000
Receipts Reserved for Appropriation for Ambulance	Receipts reserved for appropriation for ambulance	\$7,800

***ARTICLE 23. Municipal Building Insurance Fund – Finance Committee Recommends:** Passing by unanimous vote to raise and appropriate \$1,000 for the Municipal Building Insurance Fund.

Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator to amend the Wilbraham Zoning By-Law as printed in Article 28 of the Warrant.

ARTICLE 24. Stabilization Fund – Finance Committee Recommends: Passing by unanimous vote to transfer \$50,000 from Free Cash to be added to the Stabilization Fund and to transfer \$250,000 from free cash to be added to the Capital Stabilization Fund, both in accordance with Section 5B of Chapter 40 of the Massachusetts General Law.

ARTICLE 29. Acceptance of Public Ways – Passing by a majority vote to accept Carla Lane as a public way as printed in Article 29 of the Warrant.

ARTICLE 25. Zoning By-Law Amendment – Agricultural Use Regulations – Planning Board Recommends: Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator to amend the Wilbraham Zoning By-Law as printed in Article 25 of the Warrant.

ARTICLE 30. Acceptance of Deeds – Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator that the Town accept such deeds and grants of land given to the Town as recorded at the Hampden County Registry of Deeds or the Hampden County Land Registration Office since the date of the last Annual Town Meeting as filed by the Board of Selectmen with the Town Clerk as “Article 30, Exhibit A.

This article was moved to follow Article 54 since the information in Article 54 would be reflected in Article 25.

ARTICLE 31. Community Preservation Program Budget – Finance Committee Recommends: Passing by a majority vote to appropriate or reserve from the Community Preservation annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative costs, community preservation projects and other expenses in fiscal year 2018, as printed in Article 31 of the Warrant, with each item to be considered a separate appropriation.

ARTICLE 26. Zoning By-Law Amendment – Restoration of Non-Conforming Uses and Structures – Planning Board Recommends: Requiring a two-thirds vote, passing by unanimous vote to amend the Wilbraham Zoning By-Law as printed in Article 26 of the Warrant.

ARTICLE 27. Zoning By-Law Amendment – Miscellaneous Business Use Regulations – Planning Board Recommends: Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator to amend the Wilbraham Zoning By-Law as printed in Article 27 of the Warrant.

APPROPRIATIONS	
FY 2018 estimated revenues for Administrative Costs	\$7,500
RESERVES:	
FY 2018 estimated revenues for Historic Preservation Reserves	\$41,472
FY 2018 estimated revenues for Community Housing Reserves	\$41,472
FY 2018 estimated revenues for Open Space Reserves	\$41,472
FY 2018 estimated revenues for Non-Committed Reserves	<u>\$290,309</u>
FY 2018 estimated total of revenue in Reserves	\$414,725
Estimated new surcharge collections for FY 2018	\$360,630
Estimated State Match for FY 2018	<u>\$54,095</u>
FY 2018 estimated total	\$414,725

ARTICLE 32. Community Preservation Program Project for Preservation of Town Record Books – Finance Committee Recommends: Passing by a majority vote to transfer \$9,254 from the Community Preservation Historic Preservation Fund for a Community Preservation Project for the preservation of town record books in the custody of the Town Clerk.

ARTICLE 33. Community Preservation Program Project for the Country Club of Wilbraham Farmhouse – Finance Committee Recommends: Passing by a majority vote to transfer \$44,180 from the Community Preservation Historic Preservation Fund for a Community Preservation Project to provide funding for a maintenance and improvement project to preserve the physical structure of the Country Club of Wilbraham’s Farmhouse, formerly the old clubhouse.

ARTICLE 34. Community Preservation Program Project for the Wilbraham Children’s Museum – Finance Committee Recommends: Passing by a majority vote to transfer \$8,000 from the Community Preservation Historic Preservation Fund for a Community Preservation Project to provide funding to remove and relocate the building’s septic tank as well as to remove a large tree in order to install the septic tank and an ADA (Americans with Disabilities Act) ramp in the appropriate locations so to make the Wilbraham Children’s Museum fully accessible and finish accessibility code renovations to the Wilbraham Children’s Museum.

ARTICLE 35. Community Preservation Program Project for Tennis Court Restoration at Minnechaug Regional High School – Finance Committee Recommends: Passing by a majority vote to transfer \$61,541 from the Community Preservation Non-Committed Fund for a Community Preservation Project to provide funding for the restoration of Minnechaug Regional High School (MRHS) Tennis Courts so to refurbish and extend the life of the tennis courts and provide adjacent ADA parking spaces and handicap accessible entrance gate to the tennis courts.

ARTICLE 36. Community Preservation Program Project for Atlantic White Cedar Swamp Management Project – Finance Committee Recommends: Passing by a majority vote to transfer \$24,000 from the Community Preservation Open Space Fund for a Community Preservation Project to implement a CPA funded Atlantic White Cedar Swamp Management Project within Town-owned conservation land known as Atlantic White Cedar Swamp.

ARTICLE 37. Community Preservation Program Project for Thayer Brook Easy Woodland Trail – Finance Committee Recommends: (Referred back to committee.) Motion made and seconded to table this article to the end of the meeting. Motion passed by declared two-thirds vote by the Moderator. Taken as last article of the evening – Due to confusion on correct wording, a motion was made and seconded to refer this article back to the Community Preservation Committee for

further review. Motion carried by unanimous vote.

(MOTION [BOILARD]: Move to transfer \$54,800 from the Community Preservation Non-Committed Fund to provide monies for the design and construction of an ADA accessible trail at Thayer Brook.)

ARTICLE 38. Community Preservation Program Project for Glendale Cemetery – Finance Committee Recommends: Passing by a majority vote to transfer \$19,320 from the Community Preservation Non-Committed Fund to provide funding to repair thirty (30) colonial tablets in Glendale Cemetery.

ARTICLE 39. Community Preservation Program Project for Spec Pond Fishing Platform – Finance Committee Recommends: Passing by a majority vote to transfer \$5,000 from the Community Preservation Non-Committed Fund for a Community Preservation Project to complete the Spec Pond Fishing Platform/Dock project.

ARTICLE 40. Community Preservation Program Project for Spec Pond Pavilion/Picnic Grove/Basketball Courts Landscaping – Finance Committee Recommends: Passing by a majority vote to transfer \$79,829 from the Community Preservation Non-Committed Fund for a Community Preservation Project that includes landscaping and installing fencing around the Spec Pond basketball courts, the Picnic Grove and Pavilion.

ARTICLE 41. Community Preservation Program Project for Spec Pond Beach – Finance Committee Recommends: Passing by a majority vote to transfer \$40,000 from the Community Preservation Non-Committed Fund for a Community Preservation Project to conduct a study of Spec Pond Beach’s Guardhouse and Bathhouse buildings; lay a concrete walkway around, and erect a shade structure near, the Bathhouse and necessary tree removal and stump grinding.

ARTICLE 42. Community Preservation Program Project for the Spec Pond Remediation – Finance

(Continued on page 16)

Committee Recommends: Passing by a majority vote to transfer \$75,000 from the Community Preservation Non-Committed Fund for a Community Preservation Project to remediate the invasive plants within Spec Pond.

ARTICLE 43. Community Preservation Program Project for Affordable Housing Renovations – Finance Committee Recommends: Passing by a majority vote to transfer \$197,216 from the Community Preservation Affordable Housing Fund and \$27,784 from the Community Preservation Non-Committed Fund for a Community Preservation Project to redesign fifteen (15) congregate housing units into nine (9) one-bedroom apartments with four (4) apartments designed to be wheelchair accessible at The Pines, located at 88 Stony Hill Road.

ARTICLE 44. Community Preservation Program Project for Old Meeting House Preservation – Finance Committee Recommends: As amended, passing by a majority vote to transfer \$3,120 from the Community Preservation Historic Preservation Fund for a Community Preservation Project to rehabilitate and restore study the attic level of the Old Meeting House so to further preserve the historic building.

A motion to amend article by deleting “rehabilitate and restore” and insert “study” in its stead passed by a majority vote. Vote on final wording listed above.

ARTICLE 45. Mount Marcy (Silo Farm Associates, LLC) Land Purchase – Finance Committee Recommends: Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator to appropriate Two Hundred Thousand Dollars (\$200,000) to be expended, in addition to the One Hundred Fifty Thousand Dollars (\$150,000) previously appropriated under Article 31 of the Warrant at the 2016 Annual Town Meeting, for a total project appropriation of Three Hundred Fifty Thousand Dollars (\$350,000) to pay costs of acquiring, by negotiated purchase, a parcel of land referred to as "Mount Marcy" and being a portion of property located at 611V Glendale Road owned by Silo Farm Associates, LLC, consisting of 47.31 acres, more or less, and identified more specifically in the Purchase and Sale Agreement dated May 1, 2017, between

Silo Farm Associates, LLC and the Town of Wilbraham, to be managed and controlled by the Conservation Commission of the Town of Wilbraham in accordance with M.G.L. Chapter 40, Section 8C for conservation and passive recreation purposes; that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44 and Chapter 44B of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, provided, however, that the amount of any borrowing authorized by this vote shall be reduced by any federal or state aid or private donations received by the Town prior to the issuance of such bonds or notes; that the Board of Selectmen and the Conservation Commission are authorized to file on behalf of the Town of Wilbraham any and all applications deemed necessary for funding from The Commonwealth of Massachusetts LAND grant program or any other applications for funds in any way connected with the scope of this acquisition; that the Board of Selectmen and the Conservation Commission, as they deem appropriate, are authorized to enter into all agreements and execute any and all instruments including the conveyance of a perpetual conservation restriction to the Minnechaug Land Trust or any other nonprofit organization qualified and willing to hold such a restriction in accordance with M.G.L. Chapter 184 as required by Section 12(a) of Chapter 44B or Chapter 293 Section 10 of the Acts of 1998 as amended, as may be necessary on behalf of the Town of Wilbraham to affect said purchase. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. A motion adjourn the meeting until Tuesday, May 16, 2017 at 7:00 PM failed to pass by a majority. Meeting continued with the next article.

ARTICLE 46. Public Safety Communication System Upgrade – Finance Committee Recommends: Passing by unanimous vote that the Town

transfer from free cash (2016) Thirty Nine Thousand Nine Hundred Four Dollars and Twenty Six cents (\$39,904.26) and from Premium on the 2017 Bond issue, One Hundred Ninety Thousand Ninety Five Dollars and Seventy Four cents (\$190,095.74) in addition to the Two Hundred Fifty Thousand Dollars (\$250,000) previously appropriated under Article 23 of the Warrant at the 2014 Annual Town Meeting to be used to upgrade the multi-site two-way Public Safety radio system.

***ARTICLE 47. Authorization to Dispose of Surplus Equipment – Finance Committee Recommends:** Passing by unanimous vote that the Town authorizes the Board of Selectmen on behalf of the Town to sell, transfer, or otherwise dispose of damaged, obsolete, or unneeded tangible personal property or equipment owned by the Town.

***ARTICLE 48. Grants Authorization – Finance Committee Recommends:** Passing by unanimous vote that the Town authorizes the Board of Selectmen to apply for and accept federal or state grants or monies as may be available and to authorize the expenditure of any such grants or funds received from the LAND Grant Program, and to authorize the Board of Selectmen and/or Conservation Commission to grant a conservation restriction on said parcel(s) of land, if applicable, pursuant to the provisions of G.L. c.44B, Section 12, such grants in accordance with the terms of said grants.

ARTICLE 49. Adoption of New General By-Law – Article I, Section 112 Departmental Revolving Funds – Passing by a majority vote to amend the General By-Laws of the Town of Wilbraham by adding a new Section, Article I, Section 112, as set forth in a document entitled “Article 49, Exhibit A”, to establish and authorize revolving funds for use by certain Town departments, boards, committees, agencies or officers under M.G.L. c. 44 § 53E½.

The Town of Wilbraham authorizes the following Revolving Funds:

Revolvin g Fund	Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	Fees, Charges, or Other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable From Fund	Other Requirements or Reports	Fiscal Years
Council on Aging	Director of Elder Affairs	Revenue collected from donations from individuals, organizations and events; memorial donations; and fees for classes, trips and programs	Payment of costs connected with programs and events; repair and maintenance of equipment and furnishings; purchase of memorials and volunteer recognitions; and fees for instructors and classes.	Expenditures authorized by the Director of Elder Affairs, not exceeding a total of \$20,000 in any fiscal year.	Transfer end of year balance to subsequent fiscal year. The balance in the revolving account shall not exceed \$20,000	Fiscal year 2018 and subseque nt years.
Compost Bins	Director of Public Works	Revenue collected from the sale of compost bins.	To purchase additional compost bins.	Expenditures authorized by the Director of Public Works, not exceeding a total of \$5,000 in any fiscal year.	Transfer end of year balance to subsequent fiscal year. The balance in the revolving account shall not exceed \$5,000	Fiscal year 2018 and subseque nt years.
Cemeteri es	Cemetery Commissioners	Revenue collected from the sale of boundary markers; foundations, winter access charges and for opening and closing graves	To purchase boundary markers, foundations, and opening and closing of graves.	Expenditures authorized by Cemetery Commissioners, not exceeding a total of \$20,000 in any fiscal year.	Transfer end of year balance to subsequent fiscal year. The balance in the revolving account shall not exceed \$20,000	Fiscal year 2018 and subseque nt years.
Communi ty Garden	Conservation Commission	Revenue collected from the Community Garden lot rentals fees and donations.	To purchase goods, tools and services, including water resources, for the use of the gardeners enrolled in the program.	Expenditures authorized by Conservation Commission, not exceeding a total of \$6,000 in any fiscal year.	Transfer end of year balance to subsequent fiscal year. The balance in the revolving account shall not exceed \$6,000	Fiscal year 2018 and subseque nt years.

***ARTICLE 50. Authorization to Enter into Lease/Purchase Agreements – Finance Committee Recommends:** Passing by unanimous vote that the Town vote to authorize the Board of Selectmen to make contracts for the lease, with option to purchase, of various municipal equipment, subject to annual appropriation, if in the opinion of the

Board it is in the best interests of the Town. The Board of Selectmen shall identify within its budget submission to the Finance Committee, any contract for the lease with an option to purchase.

ARTICLE 51. Rescind Unused Borrowing Authorizations – Finance Committee Recommends: Passing by

unanimous vote to rescind the unused borrowing authorizations identified and printed in Article 51 in the Warrant, whose final costs were less than the amounts authorized or were paid down prior to permanent financing that were approved by previous Town meetings.

(Continued on page 18)

UNISSUED AMOUNT	DATE OF APPROVAL	WARRANT ARTICLE	ORIGINAL PURPOSE	<u>SECTION 10.8 MARIJUANA NOT MEDICALLY PRESCRIBED</u>
\$385,000	5/16/16	14	Departmental Equipment	Consistent with MGL Ch. 94G, Section 3 (a)(2), all types of marijuana establishments as defined in MGL Ch. 94G, Section 1(j), to include all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited in the Town of Wilbraham.
\$21,000	5/11/15	47	Departmental Equipment	

ARTICLE 52. Town By-Law Amendment - Revisions to General By-Laws – Passing by unanimous vote to amend the General By-Laws of the Town of Wilbraham, as recommended by the By-Law Study Committee, by making the non-substantive changes set forth in the document entitled "2017 Proposed Revisions to General By-Laws of the Town of Wilbraham" by inserting the red text and deleting the strikethrough red text as shown therein, which document is on file with the Town Clerk's Office and available on the Town's official website at <http://www.wilbraham-ma.gov>. The revisions in this document include, but are not limited to; those outlined in the document entitled "2017 Outline of Proposed Revisions to the General By-Laws of the Town of Wilbraham" set forth in a document entitled "Article 52, Exhibit B".

ARTICLE 53. Adoption of New General By-Law – Article VI, Section 610 Pawnbrokers, Junk and Secondhand Dealers – Passing by unanimous vote to modify the existing Town By-Laws, relative to Article VI *Regulation of Public Conduct*, Section 610 "Collecting Junk", by deleting it in its entirety, and replacing it as set forth in a document entitled "Article 53, Exhibit C" on file with the Town Clerk.

ARTICLE 54. Adoption of New General By-Law – Article VI, Section 605 Regulations Concerning Chickens on Fewer than Five (5) Acres – Passing by a majority vote to modify the existing Town By-Laws, relative to Article VI-*Regulation of Public Conduct*, by adding a new Section 605 "Regulations Concerning Chickens on Fewer than Five (5) Acres" as set forth in a document entitled "Article 54, Exhibit D" on file with the Town Clerk.

ARTICLE 55. Town By-Law Amendment – Fines for Violations – Passing by unanimous vote to modify the

existing Town By-Laws Article I *General Provisions*, Section 103 "Fines for Violations" by deleting it in its entirety and replacing it with the following:

SECTION 103 FINES FOR VIOLATIONS

Whoever violates any of the provisions of these By-Laws shall be punished by a fine of twenty dollars (\$20), unless otherwise provided by the Mass. Gen. Laws or these By-Laws.

ARTICLE 56. Town By-Law Amendment – Destruction of Signs – Passing by unanimous vote to modify the existing Town By-Laws Article VII *Traffic By-Laws*, Section 704 "Destruction of Signs" by increasing the fine from twenty (\$20) dollars to fifty (\$50) dollars.

ARTICLE 57. Town By-Law Amendment-Marijuana Not Medically Prescribed – Passing by a majority vote to amend the General By-laws of the Town of Wilbraham by adding a new General By-law Section 638 as follows:

SECTION 638 MARIJUANA NOT MEDICALLY PRESCRIBED

Consistent with MGL Ch. 94G, Section 3(a)(2), all types of marijuana establishments as defined in MGL Ch. 94G, Section 1(j), to include all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited in the Town of Wilbraham.

ARTICLE 58. Zoning By-Law Amendment -Marijuana Not Medically Prescribed – Planning Board Recommends: Requiring a two-thirds vote, passing by a declared two-thirds vote to amend the Wilbraham Zoning By-laws by adding a new Zoning By-Law Section 10.8 as follows:

ARTICLE 59. Zoning By-Law Amendment - Temporary Moratorium on Marijuana Establishments- Planning Board Recommends: Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator, to

amend the Wilbraham Zoning By-laws by adding a new Section 10.9 as set forth in a document, entitled "Article 60, Exhibit E".

ARTICLE 60. Water Enterprise Retained Earnings – Passing by a majority vote to appropriate \$118,172 from available funds in the Water Enterprise Fund retained earnings account to fund painting, cleaning and repairs to the 2 million gallon water tank on Bartlett Avenue.

ARTICLE 61. Drainage System Repairs – Finance Committee Recommends: Passing by unanimous vote to raise and appropriate or transfer from available funds (free cash) \$250,000 to be used for Repairs to a Drainage System on Main Street.

Motion to adjourn the annual town meeting to the annual town elections scheduled for May 20, 2017 was made

(Continued on page 19)

**2017 ANNUAL TOWN ELECTION
MAY 20, 2017**

Total Registered Voters ---	10,418	Voted by Precinct	Total Registered
Total Vote Cast -----	1,746	Precinct A - 399	2688
% Voted -----	17%	Precinct B - 394	2572
		Precinct C - 416	2538
		Precinct D - 537	2620

SELECTMAN - 3 YRS.
Susan C. Bunnell 1102*
David A. Sanders R 589

ASSESSOR - 3 YRS.
John M. Wesolowski R 1288*

REG. SCHOOL COMMITTEE - 3 YRS.
Patricia Gordon R 545
Shemill Caruana D 944*
Dennis John McCarthy R 269
Patricia McDiarmid D 600
Patrick O. Kieman 704*

CEMETERY COMMISSIONER - 3 YRS.
Wilfred R. Renaud Jr D 1304*

WATER COMMISSIONER - 3 YRS
Thomas D. Pilarcik 748*
Rik Alvarez D 553
Jeffrey E. Litchfield 225

LIBRARY TRUSTEE - 3 YRS
Linda F. Moriarty R 964*
Linda Maria Dagradi D 701*
Ronnie Lynn Haislip-Hansberry D 615

PLANNING BOARD - 5 YRS
James J. Rooney R 891*
Kevin Q. Comidan 602

PLANNING BOARD - 2 YRS
James E. Moore, Jr 1204*

QUESTION 1 - Prohibit Marijuana Establishments

YES - 1244*
NO --- 477

ATTEST: Beverly J. Litchfield, MMC, CMMC
Town Clerk

* Denotes Winner

(Continued from page 18)

and seconded. Motion carried by unanimous vote. Meeting adjourned at 11:45 p.m.

Respectfully submitted,
Beverly J. Litchfield, MMC, CMMC
Town Clerk of Wilbraham

**Information and
Technology
(IT) Department**

During 2017, much of the IT Department's time was utilized supporting the day-to-day technology needs of all Town municipal departments. The IT Department currently has 3 full time staff members (IT Director, Network Administrator and a Helpdesk/Website Support Technician). Outside consultants were leveraged to provide the extra support when needed.

Many IT Department accomplishments are below:

- Supported all Town department printers, copiers, network devices, workstations, servers, software, video, phone, radio, security and other "IT-like" systems. IT staff priority is to ensure that all Town departments maintain continuity of business operations - especially those providing public facing services.
- Continued using open source virtualization technologies to virtualize more Town servers and workstations.
- Continued operation and maintenance of wireless technology in Town buildings. Many Town buildings and properties support free Wi-Fi access.
- Continued maintenance and operation of the municipal building-to-building (WAN/VPN) network using free and

(Continued on page 20)

TOWN BULLETIN

June 23, 2017

Boston, MA

Articles 26, 27, 28, 49, 55 and 56 - We approve Articles 26-28 and 49, 55, 56, and the map related to Article 28, from the May 15, 2017 Wilbraham Annual Town Meeting. (This is part one of articles submitted to this office for review.)

Maura Healey
Attorney General

Nicole B. Caprioli
By: Nicole B. Caprioli
Assistant Attorney General
Municipal Law Unit
10 Mechanic Street, Suite 301
Worcester, MA 01608
(508) 792-7600 ext. 4418
nicole.caprioli@state.ma.us

September 1, 2017

Boston, MA

Articles 25, 52, 53, 54, 57, 58 and 59 - We approve Articles 25, 52, 53, 54, 57, 58 and 59 from the May 15, 2017 Wilbraham Annual Town Meeting.

Maura Healey
Attorney General

Nicole B. Caprioli
By: Nicole B. Caprioli
Assistant Attorney General
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(Continued from page 19)

open software on commodity hardware.

- Continued battery backup (UPS) installation, upgrades and battery maintenance in all facilities.
- Continued working with surrounding municipal and regional IT Directors to plan framework for future regionalization, mutual aid, grant application, training and other group efforts.
- Continued maintenance, upgrades and content coordination for the Town website (<http://wilbraham-ma.gov>) and other linked Internet technologies (Facebook, Twitter, Blackboard Connect [reverse 911], and others).
- Continued involvement in the design, planning, installation and maintenance of the Town's public safety and other radio communication systems.
- Continued performing memory, hard drive and component upgrades, cleanings and other maintenance to extend the useful lifespan of Town computers and network devices.
- Continued e-waste removal from Town facilities and departments for proper re-purposing or eco-friendly recycling.
- Continued operation and monitoring of MBI fiber circuits for Town Hall and Fire HQ buildings.
- Continued operation and maintenance of IT Department emergency operations center (EOC) radio communications system. EOC system enables IT Department to monitor government communications (FD, PD, DPW) and incorporates civilian Ham radio integration. The system utilizes off-grid battery power which can be charged via grid connection or solar/other power. The system is portable and can

(Continued on page 21)

VOTER REGISTRATION BY PRECINCT
(As of December 31, 2017)

<u>PREC</u>	<u>Rep</u>	<u>Dem</u>	<u>Unen</u>	<u>Liber.</u>	<u>Political Designations</u>	<u>Total</u>
A	538	754	1390	3	32	2717
B	509	674	1393	4	18	2598
C	543	580	1396	9	20	2548
D	482	704	1416	3	14	2619
TOTAL:	2072	2712	5595	19	84	10,482

VITAL STATISTICS

<u>BIRTHS</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
MALES	35	43	29	50
FEMALES	44	40	34	35
TOTALS	79	83	63	85
 MARRIAGES	 42	 41	 49	 46
 DEATHS				
MALES	106	106	95	92
FEMALES	152	154	120	146
TOTALS	258	260	215	238

ATTEST: Beverly J. Litchfield, MMC, CMMC
Town Clerk

TOWN CLERK – STATEMENT OF RECEIPTS & DISBURSEMENTS
JULY 1, 2016 – JUNE 30, 2017

FY '17 RECEIPTS

2,310	DOG TAG REGISTRATIONS	\$24,100.75
4	STRAY FINES	\$ 40.00
2	BOARDING FEES	\$ 20.00
326	LATE FEES	\$11,655.00
9	NON-CRIMINAL TICKETS	\$ 850.00
19	MISCELLANEOUS FEES	\$ 20.22
39	MARRIAGE LICENSES	\$ 1,170.00
1,358	COPIES OF RECORDS	\$13,574.55
286	HUNTING PERMISSIONS	\$ 572.00
128	BUSINESS CERTIFICATES	\$ 5,040.00
5	RAFFLE PERMITS	\$ 100.00
7	GAS PERMITS	\$ 820.00
2	CEMETERY BOOKS	\$ 4.00
8	STREET LISTING BOOKS	\$ 115.00
3	POLE LOCATIONS	\$ 120.00

TOTAL FY '17 RECEIPTS \$58,201.52

As stated in Section 106 of the Wilbraham Town By-Laws, whenever any Town official or committee is entitled to collect any fees, said fees shall revert to the Town treasury unless otherwise provided by statute or this By-Law. All fees listed above have been disbursed to the Town treasury.

(Continued from page 20)

be made mobile during emergencies.

- Continued usage of cloud/SaaS services for some departments and evaluation of feasibility and cost effectiveness of migrating other internally hosted systems to these services.
- Worked with the Police Building Committee and all related project managers and vendors to successfully implement all technologies in the new police station. Technologies include: HVAC control/monitoring, security and access control management, surveillance systems, wireless controller and access points, additional computers and phones. Migrated all servers, workstations, printers and phone system from the old building.
- Worked with an outside vendor to install a new fiber optic plant that connects SafetyNET (FD, PD, DPW and IT buildings) with the Ridge Road communications tower site, Library, Fire Station 2 and Public Access.
- Discontinued MBI fiber connections at Library, Fire Station 2 and the old police station to save costs.
- Took over the old police station at 16 Main Street. Migrated IT staff and equipment from Town Hall to the new building. The new building will serve as IT staff offices and meeting space, technology inventory and archival storage, and offsite disaster recovery storage for existing data rooms located in other town buildings..

IT Department

Nathan DeLong, Director
John Sternala, Network Administrator
Wayne Wrubel, IT Support &
Website Technician

Board of Selectmen



*Board of Selectmen
(From left to right: Susan C. Bunnell; Chairman
Robert W. Russell and Robert J. Boilard)*

In May 2017, Robert W. Russell; Robert J. Boilard and Susan C. Bunnell resumed their seats on the Board of Selectmen. Following the Annual Town Election, the Board of Selectmen reorganized with Robert W. Russell assuming the position of Chairman, Robert J. Boilard, Vice Chairman, and Susan C. Bunnell as Clerk.

The Board typically meets weekly on Monday evenings at 7:00pm, less often during the summer months. The Selectmen approve a quarterly meeting schedule which is posted on the town website and in Town Hall. Meeting agendas are posted a minimum of 48 hours prior to scheduled meetings.

The Board of Selectmen attended to various municipal matters throughout 2017, such as lease agreements, the Annual Budget, Town Meeting, consideration of disposition of surplus property, bid awards, petitions for underground conduit installations, personnel matters, acceptance of public ways, Town committee and board oversight and approving or supporting various grants, regional initiatives and licensing applications, et. al.. There were also several matters worthy of individual mention, including: participation in the Massachusetts Department of Environmental Protection's application procedure for, and oversight of the public hearing process regarding JPZ, Inc.'s

major modification of the existing site assignment for solid waste handling facility on Old Boston Road; demolition of 2451 Boston Road (the former Belli's Restaurant property); Wilbraham's participation and withdrawal from the proposed Regional Emergency Communication Center; and the completion of construction of the new police station on Boston Road. Additionally, the Board of Selectmen focused on economic development by creating and appointing an Economic Development Initiative Steering Committee to examine economic development in Wilbraham and seek opportunities to promote, sustain and support economic development in Town. The Board also invited guest speakers, such as Joseph Turek, from Palmer Redevelopment Authority and others to discuss economic development at Board meetings to determine opportunities and programs that may be suitable to stimulate economic development in Wilbraham.

The Board of Selectmen addressed several neighborhood issues in 2017 involving Highmoor Drive/Rice Nature Preserve, Wilbraham Children's Museum and Crane Hill Disc Golf Course. The Selectmen worked with the Highmoor Drive residents, Minnechaug Land Trust and the Conservation Commission to resolve some issues occurring at the entrance of Rice Nature Preserve through several neighborhood meetings conducted at the

(Continued on page 22)

(Continued from page 21)

Selectmen’s meetings. As a result, the Police Department increased their monitoring of traffic speed and suspicious activities occurring on Highmoor Drive and its cul-de-sac and a new entrance/regulation sign was installed at the Rice Nature Preserve entrance on Highmoor Drive. The Board of Selectmen worked with Board of Directors of the Wilbraham Children’s Museum and the abutting residents of the Wilbraham Children’s Museum to mediate issues that arose as result of accessibility improvements occurring on the property of the Wilbraham Children’s Museum. After various meetings with the parties, the Wilbraham Children’s Museum made accommodations to assist in alleviating some of the neighbors’ concerns. The Board also addressed concerns raised by abutting neighbors of the Crane Hill Disc Golf Course by working with the Playground and Recreation Commission, Park and Recreation Department and the members of the Crane Hill Disc Golf League.

In 2017, the Board of Selectmen recognized William and Cynthia Lyons for their generous gifts to the Wilbraham Police Department and the Fire Department’s Ambulance Fund with an official citation. The Selectmen also honored Wilbraham and Monson Academy for its charitable donation to the Wilbraham Fire Department to assist with the purchase of a new ladder truck. In addition, the Selectmen recognized Isabela Ferraro for her distinguished achievements in Girl Scouting.

As the policy making body for the Town, the Board of Selectmen met numerous times and worked closely with the Bylaw Study Committee to revise and update several of the Town’s bylaws. Accordingly, the Selectmen and Bylaw Study Committee proposed a number of bylaw changes and new bylaws at the Town Meeting in May 2017, all of which were approved.

Organizational

Following reorganization in May 2017, the Selectmen determined liaison responsibilities so that Town Departments and Boards/Committees/Commissions each had a liaison from the Selectboard. These assignments were:

2017 Selectmen Liaison Assignment		
Robert W. Russell Chairman	Robert J. Boilard Vice Chairman	Susan C. Bunnell Clerk
HWRSD School Committee	Local Emergency Planning Committee	Finance Committee
Cable TV Advisory	Solid Waste Advisory Committee	Fire Department
Public Access TV Committee	Scantic Valley Health Trust	Police Department
Country Club of Wilbraham	Commission on Disability	Wilbraham Nature & Cultural Center
Zoning Board of Appeals	Planning Board	Water Commission
Conservation Commission	Assessors’ Office	Sewer Advisory Board
Community Preservation Committee	Building Department	Council on Aging
Historical Commission	Public Library	Open Space & Recreation Committee
Cemetery Commission	Department of Veterans’ Affairs	Cultural Council
Personnel Board	Playground & Recreation Committee	Capital Planning Committee
Broadband Advisory Committee	Traffic Safety Team	Treasurer’s/Collector’s Office
Information Technology		Advisory Board of Health
		Accounting Office
		Engineering Dept./DPW

There were other organizational/personnel changes that the Selectmen addressed in 2017, (for further information, please see *Wilbraham 2017 Notables* in the beginning section of the Town Report.) The Selectmen said farewell to retiring Fire Chief Francis Nothe (December 2016) and promoted Deputy Fire Chief David Bourcier to Chief. Police Chief Roger Tucker retired in December 2017 and Police Captain Robert Zollo was promoted Police Chief effective January 1, 2018. Relative to collective bargaining, the Selectmen ratified two Collective Bargaining Agreements in 2017: International Association of Firefighters, AFL-CIO, Local 1847 Union and New England Police Benevolent Association, Local 120 Union. Both Collective

Bargaining Agreements are effective from July 1, 2016 until June 30, 2020.

In addition to directing matters relative to the Town’s organizational structure and personnel, the Board also oversaw the Town’s various committees, boards and commissions. The Selectmen met regularly with members of the Finance Committee, HWRSD School Committee, Bylaw Study Committee and Community Preservation Committee to stay abreast of their progress as well as to answer questions or provide guidance. In 2017, the Board appointed or re-appointed 137 volunteers to various Town Committees, Boards and Commissions.

(Continued on page 23)

(Continued from page 22)

Licenses/Permits

The Board of Selectmen serves as the Local Licensing Authority and the Board of Health in Wilbraham. Part of that authority included the issuance of licenses and permits to businesses, vendors or individuals seeking to conduct business in Town.

approving 4 sewer commitments; and reviewing requests for 7 sewer abatements and 3 sewer bill hardships with requests to waive late fees in 2017. The Board also approved a variance for a Title V Septic System for a property on Railroad Avenue.

The Board extends their sincere appreciation to all the volunteers who serve as members on Town Boards,

By-Law Study Committee

The By-Law Study Committee, as defined in the Town of Wilbraham By-Laws, Section 515b, shall assist the Town Clerk in updating the By-Laws ensuring their proper order and publication. After initially meeting with the Board of Selectmen, the Selectmen charged the Committee with the following:

- Analyze By-Laws for completeness by reviewing the Town of Wilbraham’s By-Laws, relative federal and state laws and comparing Annual Town Reports; and
- Review the Town’s By-Laws for correct grammatical format, including typos and ease of understanding; and
- Formulate and make recommendations to the Board of Selectmen regarding proposed new By-Laws, and correcting, updating or deleting existing By-Laws as deemed appropriate.

2017 Licenses/Permits	
Type of License/Permit	Number Issued
New Annual Food Establishment Permit	5
New Common Victualer License	2
New Cream & Milk License	1
New Annual Caterer’s License	1
New Annual Entertainment License (Sundays)	1
New Annual Entertainment License (Mondays-Saturdays)	1
New License for Underground Storage of Flammable and Combustible Liquids, Flammable Gases and Solids	1
Amended Annual Entertainment License	3
Amended Annual Liquor Licenses (Section 15 or Section 12)	5
Temporary Food Establishment Permit	32
Temporary Entertainment License (1 Event)	14
Section 14: Special Alcohol License (1 day license)	25
Seasonal Food Establishment Permit	2
Seasonal Operation of Swimming Pool License	2
Seasonal Camp License	8
2017 License Renewals	167
Total Licenses/Permits Issued in 2017	270
Total Revenue from Licenses/Permits in Calendar Year 2017	\$51,978.43

In 2017, the Selectmen reviewed and approved 29 applications relative to requests to use public property for various events to be held in Wilbraham. Additionally, the Selectmen approved 14 requests to place banners or signs on Town property to advertise community happenings. The Board welcomed several new businesses in Town in 2017, assisting those businesses through the licensing and permitting process. Those new businesses are: Tap Room Grill (new owner); Pafumi, The Daily Pint (new owner), and The Burger Bar.

The Board of Selectmen also serves as the Town’s Sewer Commissioners. As result of this responsibility, the Board dealt with a number of routine sewer matters, such as

Committees and Commissions, and to Town employees for their exceptional and dedicated service to the Town of Wilbraham and its community.

Board of Selectmen

Robert W. Russell, Chairman
Robert J. Boilard, Vice Chairman
Susan C. Bunnell, Clerk

Town Administrator

Nick Breault

Administrative Assistant to the Town Administrator/Board of Selectmen

Candace Ouillette Gaumont

The Board of Selectmen appointed John Broderick, Edward Lennon, David Sanders, Judith Theocles, and Michael Mannix in 2015. As required under the town By-Laws, Town Clerk Beverly Litchfield served as an ex-officio member. Attorney Anna Levine replaced Michael Mannix in March of 2016.

One of the first tasks the Committee undertook was to make a ‘first pass’ review of the By-Laws to get an overall look at what changes and updates may be needed. The committee compiled a list of issues and tasked individual members with looking into specific issues that were found. This review took several meetings.

One of the main tasks of the Committee was to recommend non-substantive changes to the General By-Laws. The recommendations of the Committee

(Continued on page 24)

(Continued from page 23)

focused on improving linguistic and formatting consistency throughout the document, updating the English and correcting names or titles. The changes also included deleting historical parenthetical references and correcting typos. These revisions did not change the meaning or intent of the By-Laws in any material way. These updates included over 700 individual changes to the By-Laws. These changes were made in red ink for ease of review at the 2017 Town Meeting. In August of 2017, the Attorney General's Office approved all the proposed changes that were passed at the Annual Town Meeting.

The Committee researched how state law controlled the terms of the persons appointed by the Selectmen under Article IV of the By-Laws. The Committee proposed several changes that allowed the Selectmen the option to appoint positions to their maximum number of years allowed under state law.

The Committee did a review of all By-Law fines. Several By-law fines were adjusted for consistency and to be in line with By-Laws currently in use in other towns.

The following By-Laws were either added, deleted, or significantly updated at either the 2016 or 2017 Annual Town Meetings as recommended by the Committee.

Section	By-Law	Action
103	Fines for Violations	Amended
409	Constables	Amended
412	Warrant Posters	Deleted
603	Public Consumption Alcohol	Amended
604	Dog Licensing	Amended
605	Regulations - Chickens <5 Acres	New
610	Pawnbrokers-Junk Dealers License	Delete / Replace
635	Littering	New
637	Public Consumption Marijuana	New
704	Destruction of Signs	Amended
705	Obedience to Traffic Regulations	Delete / Replace
706	Parking Prohibited	Amended

The Committee also researched several issues which were ultimately not brought forward to town meeting for approval:

- Changing the town's form of

government. This was found to be outside of the committee's function.

Changing the quorum of the Finance Committee. The Finance Committee and Selectmen discussed this possibility and determined to leave the quorum unchanged.

Recall Election By-Law. A recall election provision under the town's current form of government can only be accomplished by requesting a special act of the State Legislature which was found to be outside of the committee's function.

Blight By-Law. The Committee found that passage and enforcement of such a By-Law would require significant resources. The committee found that due to the variables involved, the issue would require a separate committee.

There was a request from the Selectmen to review the status of the Fire Commissioner By-Law. After meeting with the Fire Commissioners and the Board of Selectmen, no changes were made to the By-Law.

The Committee researched regulating the use of residential

dumpsters. The issue was found to be more closely related to zoning and Board of Health regulations.

- The Committee explored combining the Water Commissioners with the Sewer Advisory Committee. Both groups supported the idea. However, due to state requirements of such a combined system, the merger was found not to be a good fit for Wilbraham; and the current setup was left in place.

- At the request of the Selectmen, the Committee also looked at amending the name of the "Playground and Recreation Commission" to "Parks and Recreation Commission" as well as changing the Commission's jurisdiction and oversight of the town golf course to the Board of Selectmen's responsibility. Prior to the 2017 Annual Town Meeting, Town Counsel recommended postponing the change due to potential conflicts with state law.

By-Law Study Committee

- Edward Lennon, Chairman
- John Broderick, Vice Chairman
- David Sanders
- Judith Theocles
- Anna Levine, Esq.

Beverly Litchfield, Ex Officio,
Town Clerk

If you would like to receive emergency or urgent information notifications from the Town of Wilbraham, you may go to the Town's website (www.wilbraham-ma.gov) and click on the Blackboard Connect link at the bottom, left side of the website's home page.



Finance

Board of Assessors

The Board of Assessors is comprised of three members each elected for a three-year term. This past year Chairman John M. Wesolowski board member Roger J. Roberge II congratulated Lawrence G. LaBarbera on his re-election to another three year term. The daily functions of the Assessor's Office are managed by Principal Assessor Manuel D. Silva, MAA, and three staff members, Cathy A. Barnes, Katherine N. Robinson and Susan Redman.

During the past year the staff performed interim year revaluation of all property in the Town, which is required by the Massachusetts Department of Revenue (DOR). The DOR states that all property must be within 10% of full and fair market value as of January 1st each year. After a thorough analysis of the sales transactions in 2016 and the income & expense details of the commercial properties, the assessment to sale ratio showed the Town needed some adjustments. All of the work was completed in-house, in addition to the revaluation the cyclical inspection program was ongoing. This will continue into the current fiscal year to fulfill the DOR requirement that all property is inspected at least once every nine years.

The Assessors and the staff have continued their responsibilities this past year relating to the Community Preservation Act, Senior Work-Off Program, Senior, Blind and Veteran Exemption Programs. All these programs allow some taxpayers, who meet certain eligibility requirements, to receive abatements on their annual taxes. The processing of the paperwork relating to exemptions for all of the programs is considerable and is ably handled by the Assessors staff.

In fiscal year 2018, the taxable value of the town for real and personal property amounts to \$1,645,432,500. A slight increase in total value due mainly to market condition adjustments that the Town needed to implement. Additionally, new construction, both residential and

commercial added to the Town's value. New construction, remodeling and additions, or new growth, was \$19,092,753 and will produce \$420,041 in new tax dollars. The Massachusetts Department of Revenue approved the tax rate for fiscal year 2018 at \$22.64 per \$1,000 of assessment. The new rate is an increase of \$.64 from last year's rate of \$22.00. This single rate applies to all classes of real and personal property in accordance with the vote of the selectmen at the classification hearing held on November 6, 2017.

In summary, our goal and primary concern is to provide the town with a professional service completed by a professional and competent staff. This will result in a fair and equitable distribution of the property taxes that finance the services provided by other departments in town.

Board of Assessors

John M. Wesolowski, Chairman
Lawrence G. LaBarbera, Assessor
Roger J. Roberge, II, Assessor

Assessors' Office

Manuel D. Silva, MMA,
Principal Assessor

Cathy A. Barnes, Asst. Administrator
Katherine N. Robinson, Sr. Admin. Clerk
Susan M. Redman, Admin. Clerk

Capital Planning Committee

The Capital Planning Committee is a five-person committee, three appointed by the Board of Selectmen and two appointed by the Finance Committee. We report to the Board of Selectmen. Members serve three-year terms.

The Capital Planning Committee reviews the capital expenditures of the town by

maintaining a ten-year Capital Plan. We update the plan every year. These plans are formulated by speaking to department managers of the town and evaluating their capital projects. Projects are things such as maintenance of town buildings, (including all school buildings, except Minnechaug Regional High School,) vehicle/fleet management, and equipment purchases that are more than \$10,000.

Our methodology also includes open public meetings, reviewing annual requests and recommendations submitted by town departments, on-site meetings, tours of the facilities, input from citizens, and requests from the Board of Selectmen. We present the Capital Plan for review at the annual budget hearing and Town Meeting.

Looking at FY 2018 (Past Year) the town approved borrowing of \$1,150,000, for vehicles and equipment and \$297,000, for the remodeling of public buildings.

Looking at FY 2019 (coming year) the Committee anticipates a borrowing recommendation of \$90,000 for vehicles and equipment and \$50,000 for the remodeling of public buildings. The Committee will be talking to department managers and the school staff at public meetings to better solidify final recommendations for Town Meeting.

Our Committee is assisted by four very helpful town employees who attend most meetings. Town Treasurer/Collector Thomas Sullivan is a key resource for formulating a capital strategy, preparing online scenarios and helping with risk assessment. Town Accountant Nancy Johnson provides exceptional administrative support, research, and project work. Building Inspectors Lance Trevallion and Facilities & Maintenance Supervisor Ron Rauscher are great resources, monitoring and reporting about the status of ongoing projects. Their expertise in the construction area is extremely valuable.

Capital Planning Committee

Nicholas Manolakis, Chairman
Paul Kukulka, Vice Chairman
Todd Luzi
Glenn Rooney
Nancy Piccin

Board of Assessors

MASSACHUSETTS DEPARTMENT OF REVENUE DIVISION OF LOCAL SERVICES BUREAU OF ACCOUNTS					
TOWN					
TAX RATE RECAPITULATION Fiscal Year 2018					
TAX RATE SUMMARY					
a. Total amount to be raised (from page 2, line)					
\$ 48,546,148.80					
b. Total estimated receipts and other revenue sources (from page 2, line)					
11,293,557.00					
c. Tax Levy (la minus lb)					
\$ 37,252,591.80					
d. Distribution of Tax Rates and levies					
CLASS	(b) Levy percentage (from LA5)	(c) lc above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	88.6790	33,035,225.88	1,459,153,504.00	22.64	33,035,235.33
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	7.3735	2,746,819.86	121,325,496.00	22.64	27,46,809.23
Net of Exempt					
Industrial	1.7870	665,703.82	29,403,900.00	22.64	665,704.30
SUBTOTAL	97.8395		1,609,882,900.00		36,447,748.86
Personal	2.1605	804,842.25	35,549,600.00	22.64	804,842.94
TOTAL	100.0000		1,645,432,500.00		37,252,591.80
MUST EQUAL 1C					
Board of Assessors					
Manuel D Silva, Principal Assessor, Wilbraham, msilva@wilbraham-ma.gov 413-596-2800 11/7/2017 8:45 AM					
Comment: I am authorized to sign, signed copies are on file					
Do Not Write Below This Line -- For Department of Revenue Use Only					
Reviewed By: James Podolak					
Date: 11/10/2017					
Approved: Deborah Wagner					
Director of Accounts: Mary Jane Handy					
<i>Mary Jane Handy</i>					

MASSACHUSETTS DEPARTMENT OF REVENUE DIVISION OF LOCAL SERVICES BUREAU OF ACCOUNTS			
TOWN			
TAX RATE RECAPITULATION Fiscal Year 2018			
LOCAL RECEIPTS NOT ALLOCATED *			
Receipt Type Description	(a) Actual Receipts Fiscal 2017	(b) Estimated Receipts Fiscal 2018	
1. MOTOR VEHICLE EXCISE	2,243,767.47	2,124,045.00	
2. OTHER EXCISE			
a. Meals	0.00	0.00	
b. Room	13,297.10	13,000.00	
c. Other	207.09	200.00	
3. PENALTIES AND INTEREST ON TAXES AND EXCISES	247,966.45	240,000.00	
4. PAYMENTS IN LIEU OF TAXES	2,553.00	2,500.00	
5. CHARGES FOR SERVICES - WATER	0.00	0.00	
6. CHARGES FOR SERVICES - SEWER	0.00	0.00	
7. CHARGES FOR SERVICES - HOSPITAL	0.00	0.00	
8. CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00	
9. OTHER CHARGES FOR SERVICES	12,686.00	12,000.00	
10. FEES	34,824.25	34,000.00	
11. RENTALS	32,727.83	30,000.00	
12. DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00	
13. DEPARTMENTAL REVENUE - LIBRARIES	10,021.96	10,000.00	
14. DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00	
15. DEPARTMENTAL REVENUE - RECREATION	0.00	0.00	
16. OTHER DEPARTMENTAL REVENUE	32,472.45	30,000.00	
17. LICENSES AND PERMITS	209,467.22	210,000.00	
18. SPECIAL ASSESSMENTS	0.00	0.00	
19. FINES AND FORFEITS	28,235.20	28,000.00	
20. INVESTMENT INCOME	42,356.62	40,000.00	
21. MEDICAID REIMBURSEMENT	0.00	0.00	
22. MISCELLANEOUS RECURRING (PLEASE SPECIFY)	2,235.50	1,846.40	
23. MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	106,107.25	33,108.60	
24. Totals	3,018,925.39	2,808,700.00	
I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2018 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.			
Accounting Officer			
I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.			
Nancy Johnson, Town Accountant, Wilbraham, njohnson@wilbraham-ma.gov 413-596-2800 11/7/2017 10:06 AM			
Comment:			
* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or departmental revolving funds per Chapter 44, Section 53E 1/2. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.			
** Written documentation should be submitted to support increases / decreases of FY 2018 estimated receipts to FY 2017 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).			
NOTE : The information was Approved on 11/10/2017			

MASSACHUSETTS DEPARTMENT OF REVENUE DIVISION OF LOCAL SERVICES BUREAU OF ACCOUNTS	
TOWN	
TAX RATE RECAPITULATION Fiscal Year 2018	
A. Amounts to be raised	
1a. Appropriations (col. (b) through col.(g) from page 4)	47,864,715.00
1b. Other amounts to be raised	
1. Amounts certified for tax title purposes	0.00
2. Debt and interest charges not included on page 4	0.00
3. Final Awards	0.00
4. Total overlay deficit	0.00
5. Total cherry sheet offsets (see cherry sheet 1-ER)	19,825.00
6. Revenue deficits	0.00
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00
8. CPA other unappropriated/unreserved	282,809.00
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00
10. Other - PVPC ASSESSMENT	2,238.64
TOTAL 1b (Total lines 1 through 10)	304,872.64
1c. State and county cherry sheet charges (C.S. 1-E-C)	173,908.00
1d. Allowance for abatements and exemptions (overlay)	202,653.16
1e. Total amount to be raised (Total 1a through 1d)	48,546,148.80
B. Estimated receipts and other revenue sources	
1a. Estimated receipts - State	
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	1,633,093.00
2. Massachusetts school building authority payments	0.00
TOTAL 1a	1,633,093.00
1b. Estimated receipts - Local	
1. Local receipts not allocated (page 3, col (b) Line 24)	2,808,700.00
2. Offset Receipts (Schedule A-1)	26,000.00
3. Enterprise Funds (Schedule A-2)	3,852,513.00
4. Community Preservation Funds (See Schedule A-4)	1,008,969.00
TOTAL 1b	7,698,182.00
1c. Revenue sources appropriated for particular purposes	
1. Free cash (page 4, col (c))	589,904.26
2. Other available funds (page 4, col (d))	1,374,377.74
TOTAL 1c	1,964,282.00
1d. Other revenue sources appropriated specifically to reduce the tax rate	
1a. Free cash, appropriated on or before June 30, 2017	0.00
1b. Free cash, appropriated on or after July 1, 2017	0.00
2. Municipal light source	0.00
3. Other source :	0.00
TOTAL 1d	0.00
1e. Total estimated receipts and other revenue sources (Total 1a through 1d)	11,293,557.00
V. Summary of total amount to be raised and total receipts from all sources	
a. Total amount to be raised (from 1e)	48,546,148.80
b. Total estimated receipts and other revenue sources (from 1e)	11,293,557.00
c. Total real and personal property tax levy (from 1c)	37,252,591.80
d. Total receipts from all sources (total 1/b plus 1/c)	48,546,148.80

MASSACHUSETTS DEPARTMENT OF REVENUE DIVISION OF LOCAL SERVICES BUREAU OF ACCOUNTS										
TOWN										
TAX RATE RECAPITULATION Fiscal Year 2018										
WILBRAHAM										
TOWN										
APPROPRIATIONS										
City/Town or Council Meeting Date	FY*	(a) Total Available Of Each Meeting	(b) From Release and Appropriate Funds	(c) From Free Appropriations (See B-1)	(d) From Other Appropriations (See B-2)	(e) From Offset Appropriations (See A-1)	(f) From Enterprise Funds (See A-2)	(g) From Community Preservation Funds (See A-4)	(h) From Departmental Revolving Funds	(i) Borrowing Allowance (Other)
05/16/2017	2018	46,854,539.26	41,481,872.00	599,804.26	982,075.00	26,000.00	2,068,827.00	726,160.00	51,000.00	1,487,000.00
05/16/2017	2018	1,268,873.00	0.00	0.00	20,000.00	0.00	1,248,873.00	0.00	0.00	0.00
05/16/2017	2018	551,207.00	0.00	0.00	202,207.00	0.00	349,000.00	0.00	0.00	0.00
05/16/2017	2018	190,095.74	0.00	0.00	190,095.74	0.00	0.00	0.00	0.00	0.00
	Total	47,864,715.00	41,481,872.00	599,804.26	1,274,377.74	26,000.00	3,666,699.00	726,160.00	51,000.00	1,487,000.00
* Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2017 or fiscal 2018.										
** Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.										
*** Include only revolving funds pursuant to Chapter 44, Section 53E 1/2.										
Clerk: I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council. Beverly J. Unfield, Town Clerk, Wilbraham, bjohnson@wilbraham-ma.gov 413-596-2800 11/7/2017 9:42 AM Comment:										
NOTE : The information was Approved on 11/10/2017										
Page 4 of 6										
Printed on 11/10/2017 10:55:59 AM										

Community Preservation Committee

Community Preservation Committee (CPC) is a nine member volunteer panel consisting of representatives of six Town primary committee appointees: Historical Commission; Playground and Recreation Commission, Wilbraham Housing Authority, Conservation Commission, Open Space and Recreation Committee and Planning Board, plus three Board of Selectmen appointees. Member terms are three years or less. CPC meets monthly, more frequently from September through April. Autumn and winter meetings are to encourage public project applications that may fit into the CPA categories of Community Housing, Open Space Acquisition and Preservation, Historic Resource Preservation and Land for Outdoor Recreation as required by the Act. Applications for funding in the next fiscal year close in mid-January. Spring meetings are to interview CPA Applicants for projects that do fit within the CPA requirements; conduct weekend site visits at the project locations, gather information from outside experts, such as Town Counsel and Community Preservation Coalition consultants in Boston. "Does this project fit within the requirements of the Act?" CPC deliberations and recommendations are completed and voted during March. Applications that are approved are forwarded for information to Finance Committee and Board of Selectmen for Warrant preparation before final vote at Annual Town Meeting in

April.

Wilbraham adopted the Massachusetts Community Preservation Act at the 2004 Annual Town Meeting to purchase the Rice Nature Preserve. A Real Estate Tax surcharge of 1.5% was adopted to fund

within the Historic Resources, Open Space Acquisition and Preservation, Community Housing and Land for Outdoor Recreation categories. The Wilbraham CPA Plan with Future Needs List was completed and posted on the town Website in 2017 and should be updated annually.

B. Communicate with six primary Committees, Select Board and Department Heads to identify current CPA potential projects. During 2017 the Wilbraham CPA Application Form was updated and eleven FY2018 project Applications were recommended and approved at April Town Meeting.

C. The Community Preservation Act mandates an Annual Hearing that was held at the Town Hall, November 21, 2017, to receive public reaction to past and current CPA projects, funding process, bidding laws and prevailing wage requirements. Public and past applicant reactions have been favorable.

WILBRAHAM CPA FY2018 ESTIMATED REVENUE PROJECTION*					
Assume a 15% state match as DOR's estimate will not be available until mid-March 2017 In March 2016, the Department of Revenue's estimate for FY2017 was 19%, we received 20.6%.					
Assuming \$360,630 (Local Raised) + \$54,095 (15.0% State Match) = \$414,725					
REVENUE	Open Space	Historic	Housing	Non - Committed	Total
FY2017 Carry over	\$68,870	\$25,977	\$156,744	\$229,498	
FY2018 New funds*	\$41,472	\$41,472	\$41,472	\$290,309	
Total Available Revenue	\$110,342	\$67,449	\$198,216	\$519,807	\$895,814
EXPENDITURES	Open Space	Historic	Housing	Non Com	
Project					
1 Admin Fees/expenses				\$7,500	
2 Town Clerk Records		\$9,254			
3 Childrens Museum ADA bathroom		\$8,000			
4 Minnechaug Tennis Court				\$61,541	\$14,708 Hampden 23.9%
5 CCW clubhouse repairs		\$44,180			\$46,833
6 Atlantic White cedar swamp mgt prog	\$24,000				
7 Grave repairs Glendale				\$19,320	
8 Spc Pond Fishing Dock				\$5,000	
9 Spec Pond Complex reno				\$79,829	
10 Spec Pond Beach reno				\$40,000	
11 Spec Pond Invasive plant remediation				\$75,000	
12 The Pines 15 Congregate units			\$197,216	\$27,784	
13 Old Meeting House Study		\$3,120			
Total Project Expenses	\$24,000	\$64,554	\$197,216	\$315,974	\$601,744
BALANCE	Open Space	Historic	Housing	Non - Committed	
Total Funds Retained	\$86,342	\$2,895	\$1,000	\$203,833	\$294,070

local CPA projects to be combined with State funds generated from Registry of Deeds fees which totaled \$60,036.00 for FY2017 projects that were approved by vote of 2016 Annual Town Meeting.

The Community Preservation Act requires that each of the 172 Massachusetts participating communities must:

- A. Develop a Community Preservation Plan to document local Future Needs

The Community Preservation Committee holds regular, mid-week evening meetings at the Town Hall that are posted the week before in accordance with Massachusetts Open Meeting Law. Each agenda is outlined in the Meeting Posting on the Town Hall exterior Announcement Board and may appear on the Town Website. All

(Continued on page 28)

(Continued from page 27)

meetings are open to the public and community participation is welcomed. The CPC purpose is to make Wilbraham a better place than we found it. To honor our Founders' courage and tradition, preserve their historic buildings and open space, restore their monuments and fulfill their vision of education, prosperity and freedom in a safe, rural community with high quality of life resources for our children that follow.

Community Preservation Committee

Stoughton L. Smead, Chairman

Patrick O. Kiernan

Michelle Emirzian

Aaron Tillberry

Jason Burkins

John Broderick

Brian Fitzgerald

Jeffrey Smith

Dave Proto

Arthur Wolf, Esq.

Gordon E. Allen

Cliff "CW" Zimmer

Finance Committee

The Finance Committee is a committee of nine members of your community, appointed by the Board of Selectmen, for three year terms. Over the past few years we have had a number of new members join the board with very different professional backgrounds giving us some very unique perspectives regarding the town's finances.

Each member serves as a liaison to one or more departments, meeting with the department heads and discussing both the challenges and opportunities each department may have. The Finance Committee begins the budgeting process in the fall of each year, meeting and organizing the committee itself, and begins to meet with the Department heads in January. Simultaneously, the town administrator is also reviewing all the budgets and will work with the committee to present an overall budget first to the selectmen, and finally at town meeting.

The primary mission of the Finance Committee is to look over our town finances, weigh all of the requests from the department heads and try to prioritize where our tax money is spent in the most efficient manner. We are fortunate in Wilbraham to have some of the very best

professionals serving our town as department heads, and all of them care passionately about their roles. It is the Finance Committees job to evaluate where our resources are best spent, (or not) and make our recommendations to the Town Meeting in May.

The town is in a strong financial position after diligent work to contain costs. Our free cash was certified at \$2.4 million dollars, the result of actual receipts higher than estimates, expenses lower, and a conservation of free cash from last year.

At the Annual Town Meeting in May 2017, the town appropriated an additional \$300,000 into the Stabilization Funds bringing the total to \$3.16M.

The Reserve Fund can be used only for extraordinary and unforeseen expenses during the fiscal year. In FY2017, the Reserve Fund was \$250,000, from which we expended \$89,419 to fund various expenses that were unforeseen. We are continuing to make contributions into the Other Post Employment Benefit Trust Fund to reduce the unfunded liability. Since 2010, we have implemented a plan to pay down our debt early, and on a more consistent basis, minimizing the impact of new debt service in the budget from year to year.

Our meetings are open to the public and are broadcast on the Wilbraham Public Access channel. We welcome input from all citizens.

Finance Committee

Daniel Miles, Chairman

Nancy Piccin, Vice Chairman

Mike Mannix

Anna Levine, Esq.

Carolyn Brennan

Todd Luzi

Kevin Murray

Tim Murray

Marc Ducey



Wilbraham Town Office Building. Photo courtesy of Melissa Graves.

Town Accountant

The Accounting Department's main responsibility is maintaining the financial records of the town. We ensure the "books" are in balance at the end of each month and ready for closing at the end of the fiscal year. The Accounting Department provides the Department of Revenue's Division of Local Services with the information they need to, in turn, provide the town with a "free cash" figure at year end. The term "Free Cash" is also referred to as unappropriated fund balance and is a factor in every budget cycle. The "free cash" calculation includes surplus revenue, unexpended appropriations, balance from prior year free cash not appropriated and outstanding property taxes. The free cash figure for FY2017 was \$2,420,035 and will be available for appropriation in FY2019 which will be voted at the May 2018 Town Meeting. The town's policy is non-recurring revenues should only be used in support of non-recurring expenses or to build reserves.

The DOR also processes Retained Earnings for the town's Enterprise Funds. The Retained Earnings certified at the end of FY2017 were: Water \$410,994, Wastewater \$266,653, and Solid Waste \$29,875. The Enterprise Funds can also appropriate at the Annual Town Meeting, the retained earnings for their future budget purposes if they choose.

Every year, the Town of Wilbraham will have an independent auditor audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Wilbraham. The Annual Financial Statements prepared by Melanson and Heath are available in the Accounting Department.

Assistant Town Accountant Diane Hamakawa is responsible for processing the weekly payroll which includes maintaining all payroll related data bases for earnings, deductions and employee maintenance files. Diane also reconciles the monthly cash accounts with the Treasurer's Office.

Staff Accountant Debbie Brennan

processes all vendor payments for the departments. She checks all vendor bills for pertinent information as well as checking all calculations for accuracy. Debbie processes over 6,000 vendor bills in the course of a year. Debbie takes the minutes for the Finance Committee and Capital Planning Committee meetings.

During the year, we attend the Massachusetts Auditors & Accountants Association School at the University of Massachusetts. This is a three day event that brings us up to date on any new Massachusetts Municipal Laws. We are also brought up to date on any changes in the UMAS Accounting System. The continuing education is always helpful to the department. We also attend various Western Massachusetts Auditors & Accountants Association meetings during the year. We always try to stay abreast of any changes that may occur in the municipal accounting field.

In closing, I would like to thank the Board of Selectmen for their ongoing support and all of our department directors for their continued cooperation. I would like to thank my staff Assistant Town Accountant Diane Hamakawa and Staff Accountant Debbie Brennan for doing an outstanding job. It is greatly appreciated.

Respectfully submitted by,
Nancy Johnson
Town Accountant

Town Accounting Office
Nancy Johnson, Town Accountant

Diane Hamakawa, Staff Accountant
Debbie Brennan, Staff Accountant

Town Collector/ Treasurer's Office

The Town Collector/Treasurer's Office is responsible for the financial administration of all municipal funds, including cash flow analysis, all aspects of debt management, collection and reconciliation of receivables and cash, tax titles, payroll, trust funds, performance bonds, preparation of various fiscal reports and compliance with applicable federal and state laws. The department also oversees the administration of

employee benefits in retirement, the deferred compensation 457 plan, and the Section 125 Cafeteria plan. As Treasurer of the Town of Wilbraham, I also serve as the financial advisor to the Capital Planning Committee and forecast local receipts for the budget process, in addition to planning, designing, developing, and implementing new computerized applications for the Collector/Treasurer's Office and other various departments. I am also the Tax Title Custodian for the Town of Wilbraham. The Tax Title Custodian is charged with the care, custody, management and control of all property acquired by the foreclosure of tax titles.

The Collector/Treasurer's Office is also responsible for the timely billing and collection of 95% of the Town of Wilbraham operating revenues. This equates to the issuance of approximately 50,000 bills annually. The department also functions as the disbursing agent for the Town of Wilbraham and issues in excess of 16,000 payroll and accounts payable payments annually.

An update on a few of the department's major activities that we have worked on is as follows:

- On April 5, 2017, I took bids to issue permanent financing on an \$8,350,000 Bond Issue for the construction of the new Police Station as well as funding for the remodeling of the Fire Department and various other Capital Projects. The Town received an AA+ rating on the Bond Issue from Standard and Poor's Global rating. This is the second highest rating and reflects the Town's strong financial reserves, performance and very strong cash and debt positions along with a very strong local economy. The Town received seven bidders on the 15 year Bond issue with a winning bid from Piper Jaffray, at an interest rate of 2.256171 per cent.
- The Town of Wilbraham has demolished the property located at 2451 Boston Road. The Town will start the process to sell the vacant lots in the spring of 2018.

(Continued on page 35)

Town Accountant FY2017 Combined Balance Sheet

TOWN OF WILBRAHAM (UNAUDITED BALANCE SHEET)							
Combined Balance Sheet - All Types and Account Group FY2017							
	General Funds	Government Special Revenue	Fund Types Capital Projects	Proprietary Fund Types Enterprise	Fiduciary Fund Types Trust & Agency	Account Group General Long Term Debt	Totals Memorandum Only
Assets							
Cash & Cash Equivalents	4,070,536.10	2,838,389.08	750,805.10	1,852,354.07	146,478.84		9,658,563.19
Restricted Cash		962,075.00			4,447,151.67		5,409,226.67
Receivables:							
Property Taxes	1,178,718.05						1,178,718.05
Tax Liens	481,403.21						481,403.21
	162,136.88						162,136.88
Community Preservation Act Taxes Receivable		13,695.39		3,264,614.10			13,695.39
Utilities							3,264,614.10
Special Assessments	31,018.47						31,018.47
Other	19,507.97	428,702.69					448,210.66
Due from Other Governments	78,419.63						78,419.63
Taxes in Possession	170,308.83						170,308.83
Amt to be Provided for BANS							0.00
Amt to be Provided for Retirement of General Long Term Obligations						12,720,189.00	12,720,189.00
Other Amounts to be Provided						1,347,006.00	1,347,006.00
TOTAL ASSETS	\$6,192,049.14	\$4,242,862.16	\$750,805.10	\$5,116,968.17	\$4,593,630.51	\$14,067,195.00	\$34,963,510.08
Liabilities & Fund Equity							
Liabilities:							
Pre-Paid Taxes	64,905.02						64,905.02
Reserved for Abateements & Exemptions	226,038.72						226,038.72
Deferred Revenue	1,895,474.32	442,398.08		3,264,614.10			5,602,486.50
Performance Bonds					573,523.27		573,523.27
General Obligation Bonds							0.00
Accrued Compensated Absences							0.00
BAN'S Payable							0.00
TOTAL LIABILITIES	2,186,418.06	442,398.08	-	3,264,614.10	573,523.27	-	6,466,953.51
Fund Equity:							
Retained Earnings:							
Unreserved				712,339.02			712,339.02
Fund Balance:							
Reserved for Encumbrances	661,802.24	468,190.01		50,000.00			1,179,992.25
Reserved for Reduction of future excluded debt	107,830.52						107,830.52
Reserved for Expenditures	589,904.26	2,061,007.42	750,805.10	298,141.00	90,757.12	14,067,195.00	17,857,809.90
Reserved for Debt Payment				791,874.05			791,874.05
Unreserved, Undesignated	2,646,094.06	533,099.21					3,179,193.27
Restricted Fund Balance		738,167.44					738,167.44
TOTAL EQUITY	4,005,631.08	3,800,464.08	750,805.10	1,852,354.07	4,020,107.24	14,067,195.00	28,496,556.57
TOTAL LIABILITIES & FUND EQUITY	\$6,192,049.14	\$4,242,862.16	\$750,805.10	\$5,116,968.17	\$4,593,630.51	\$14,067,195.00	\$34,963,510.08

Town Accountant

FY2017 General & Enterprise Fund Expenditures

FY2017 GENERAL AND ENTERPRISE FUND EXPENDITURES						
DEPARTMENT	FY2017 BUDGET	FY2017 TRANS IN/OUT	FY2017 EXPENDED	FY2018 ENCUMBERED	FY2017 SURPLUS	
111 LEGAL EXPENSES	150,000.00	32,682.00	146,357.13	33,000.00	3,324.87	
113 TOWN MEETING SALARIES	27,700.00		25,338.42		2,361.58	
113 TOWN MEETING EXPENSES	15,420.00		9,266.80		6,153.20	
113 TOTAL DEPT.	43,120.00	0.00	34,605.22		8,514.78	
122 SELECTMEN SALARIES	380,994.00	(68,051.00)	268,177.09		44,765.91	
122 SELECTMEN EXPENSES	51,080.00		42,126.63	500.00	8,453.37	
122 TOTAL DEPT	432,074.00	(68,051.00)	310,303.72	500.00	53,219.28	
123 SELECTMEN NON-RECURRING	50,000.00		4,500.00		45,500.00	
131 RESERVE FUND	250,000.00	(89,419.00)			160,581.00	
134 ACCOUNTING SALARIES	172,136.00	2,620.00	172,819.29		1,936.71	
134 ACCOUNTING EXPENSES	35,525.00		30,459.74		5,065.26	
134 TOTAL DEPT.	207,661.00	2,620.00	203,279.03	0.00	7,001.97	
137 ASSESSORS SALARIES	188,593.00	6,288.00	193,585.15		1,295.85	
137 ASSESSORS EXPENSES	19,150.00		17,451.10		1,698.90	
137 ASSESSORS NON-RECURRING	9,650.00		232.50	8,500.00	917.50	
137 TOTAL DEPT.	217,393.00	6,288.00	211,268.75	8,500.00	3,912.25	
138 TREAS/COLL SALARIES	216,110.00	3,846.00	219,238.80		717.20	
138 TREAS/COLL EXPENSES	53,900.00		41,563.77	8,621.00	3,715.23	
138 TOTAL DEPT.	270,010.00	3,846.00	260,802.57	8,621.00	4,432.43	
154 INFORMATION TECH SALARIES	226,931.00	4,538.00	231,468.38		0.62	
154 INFORMATION TECH EXPENSES	207,930.00		196,143.32	11,000.00	786.68	
154 INFORMATION TECH NON-RECURRING					0.00	
154 TOTAL DEPT.	434,861.00	4,538.00	427,611.70	11,000.00	787.30	
161 TOWN CLERK SALARIES	131,587.00	2,620.00	134,206.57		0.43	
161 TOWN CLERK EXPENSES	4,325.00		2,948.25		1,376.75	
161 TOTAL DEPT.	135,912.00	2,620.00	137,154.82		1,377.18	
163 REGISTRARS SALARIES	8,700.00		3,744.00		4,956.00	
163 REGISTRARS EXPENSES	5,955.00		5,572.75		382.25	
163 TOTAL DEPT.	14,655.00	0.00	9,316.75	0.00	5,338.25	
171 CONSERVATION EXPENSES	1,500.00		965.02	500.00	34.98	
179 PLANNING SALARIES	103,853.00		100,429.37		3,423.63	
179 PLANNING EXPENSES	6,550.00		2,904.42	3,108.00	537.58	
179 TOTAL DEPT.	110,403.00	0.00	103,333.79	3,108.00	3,961.21	

Town Accountant

FY2017 General & Enterprise Fund Expenditures

FY2017 GENERAL AND ENTERPRISE FUND EXPENDITURES					
DEPARTMENT	FY2017 BUDGET	FY2017 TRANS IN/OUT	FY2017 EXPENDED	FY2018 ENCUMBERED	FY2017 SURPLUS
191 FACILITY MAINTENANCE SALARIES	69,729.00	1,395.00	71,123.54		0.46
191 FACILITY MAINTENANCE EXPENSES	104,100.00		102,778.25		1,321.75
FACILITY MAINTENANCE NON-RECURR	50,000.00	15,000.00	14,902.47	50,000.00	97.53
191 TOTAL DEPT.	223,829.00	16,395.00	188,804.26	50,000.00	1,419.74
192 TOWN PROPS. EXPENSES	406,710.00	(29,975.00)	308,364.28		68,370.72
MEMORIAL SCH MAINTENANCE	26,000.00		25,946.29		53.71
192 TOTAL DEPT.	432,710.00	(29,975.00)	334,310.57	0.00	68,424.43
193 GENERAL INSURANCE EXPENSE	468,500.00	5,272.00	427,692.50		46,079.50
194 GROUP INSURANCE EXPENSE	1,257,139.00	(47,601.00)	1,183,539.23		25,998.77
194 RETIREE HLTH INS REIMB	6,500.00				6,500.00
194 TOTAL DEPT	1,263,639.00	(47,601.00)	1,183,539.23		32,498.77
196 TOWN REPORTS	1,800.00		1,259.78		540.22
197 SURETY BONDS	1,600.00		1,477.50		122.50
198 PENSIONS EXPENSES	1,698,889.00		1,698,889.00		0.00
199 TOWN OFFICE EXPENSES	90,000.00		63,404.64		26,595.36
199 TOWN OFFICE NON-RECURRING	5,000.00			5,000.00	0.00
199 TOTAL DEPT.	95,000.00	0.00	63,404.64	5,000.00	26,595.36
210 POLICE DEPT. SALARIES	2,267,898.00	3,676.00	2,192,521.24		79,052.76
210 POLICE DEPT. EXPENSES	185,587.00		163,024.93		22,562.07
211 POLICE NON-RECURRING	84,000.00		84,000.00		0.00
210 TOTAL DEPT.	2,537,485.00	3,676.00	2,439,546.17	0.00	101,614.83
220 FIRE DEPT. SALARIES	1,776,015.00	29,434.00	1,740,515.04		64,933.96
220 FIRE DEPT. EXPENSES	147,900.00		134,566.86		13,333.14
220 FIRE NON-RECURRING					0.00
220 TOTAL DEPT.	1,923,915.00	29,434.00	1,875,081.90	0.00	78,267.10
225 PUBLIC SAFETY COMMUNICATIONS	14,400.00		14,400.00		0.00
240 DISPATCH SALARIES	449,089.00	1,395.00	437,160.24		13,323.76
240 DISPATCH EXPENSES	10,545.00		4,167.95		6,377.05
240 DISPATCH NON-RECURRING					0.00
240 TOTAL DEPT.	459,634.00	1,395.00	441,328.19	0.00	19,700.81
251 INSPECTORS SALARIES	148,097.00	1597.00	148,815.96		878.04
251 INSPECTORS EXPENSES	6,250.00		5,332.27	586.00	331.73
251 TOTAL DEPT.	154,347.00	1597.00	154,148.23		1,795.77

Town Accountant

FY2017 General & Enterprise Fund Expenditures

FY2017 GENERAL AND ENTERPRISE FUND EXPENDITURES						
DEPARTMENT	FY2017 BUDGET	FY2017 TRANS IN/OUT	FY2017 EXPENDED	FY2018 ENCUMBERED	FY2017 SURPLUS	
254 SEALER WGTS SALARIES	4,718.00	93.00	4,810.75		0.25	
254 SEALER WGTS EXPENSES	2,805.00		1,877.28		927.72	
254 TOTAL DEPT.	7,523.00	93.00	6,688.03		927.97	
291 CIVIL DEFENSE EXPENSES	10,700.00		10,699.81		0.19	
292 DOG OFFICER SALARIES	19,848.00	372.00	19,994.54		225.46	
292 DOG OFFICER EXPENSES	6,152.00		3,070.40		3,081.60	
292 TOTAL DEPT.	26,000.00	372.00	23,064.94	-	3,307.06	
294 TREE WARDEN SALARIES	9,915.00	199.00	10,112.71		1.29	
294 TREE WARDEN EXPENSES	43,891.00		42,109.49	1,600.00	181.51	
294 TOTAL DEPT.	53,806.00	199.00	52,222.20	1,600.00	182.80	
296 INSECT CONTROL SALARIES	2,816.00	57.00	2,871.00		2.00	
296 INSECT CONTROL EXPENSES	2,159.00				2,159.00	
296 TOTAL DEPT.	4,975.00	57.00	2,871.00		2,161.00	
301 REGIONAL SCHOOL ASSESSMENT	23,900,842.00		23,807,531.12		93,310.88	
410 ENGINEERING SALARIES	167,340.00	3044.00	170,380.08		3.92	
410 ENGINEERING EXPENSES	67,650.00		44,522.31	23,000.00	127.69	
410 TOTAL DEPT.	234,990.00	3044.00	214,902.39	23,000.00	131.61	
420 HIGHWAY SALARIES	615,615.00	21,536.00	575,525.98		61,625.02	
420 HIGHWAY EXPENSES	924,210.00	69,510.00	873,526.59	119,000.00	1,193.41	
420 HIGHWAY NON-RECURRING					0.00	
420 TOTAL DEPT.	1,539,825.00	91,046.00	1,449,052.57	119,000.00	62,818.43	
511 SANITARIAN SALARIES	11,628.00	227.00	11,604.58		250.42	
511 SANITARIAN EXPENSES	680.00		190.67		489.33	
511 TOTAL DEPT.	12,308.00	227.00	11,795.25		739.75	
541 C.O.A. SALARIES	140,701.00	2,387.00	138,902.99		4,185.01	
541 C.O.A. EXPENSES	11,100.00		9,671.54		1,428.46	
541 C.O.A. NON-RECURRING	5,835.00		5,835.00		0.00	
541 TOTAL DEPT.	157,636.00	2,387.00	154,409.53	0.00	5,613.47	
543 VETERANS SALARIES	26,000.00	1278.00	27,277.76		0.24	
543 VETERANS EXPENSES	74,930.00	15,700.00	90,410.15		219.85	
543 TOTAL DEPT.	100,930.00	16,978.00	117,687.91		220.09	
591 CEMETERIES EXPENSES	30,399.00		24,272.00		6,127.00	
591 CEMETERIES NON-RECURRING					0.00	
591 TOTAL DEPT.	30,399.00	0.00	24,272.00	0.00	6,127.00	

Town Accountant

FY2017 General & Enterprise Fund Expenditures

FY2017 GENERAL AND ENTERPRISE FUND EXPENDITURES						
	DEPARTMENT	FY2017 BUDGET	FY2017 TRANS IN/OUT	FY2017 EXPENDED	FY2018 ENCUMBERED	FY2017 SURPLUS
610	LIBRARY EXPENSES	215,995.00		207,492.56		8,502.44
	NON-RECURRING	3,301.00				3,301.00
610	TOTAL DEPT.	669,481.00	0.00	619,140.74	0.00	50,340.26
620	RECREATION SALARIES	263,724.00	2,985.00	263,170.75		3,538.25
620	RECREATION EXPENSES	59,074.00	7,295.00	65,991.81		377.19
620	RECREATION NON-RECURRING					
620	TOTAL RECREATION DEPT	322,798.00	10,280.00	329,162.56		3,915.44
650	HISTORICAL EXPENSES	250.00				250.00
690	PUBLIC ACCESS	15,000.00		14,999.67		0.33
700	DEBT	821,500.00		818,000.00		3,500.00
702	INTEREST ON DEBT	138,438.00		75,136.58		63,301.42
801	SPECIAL ARTICLES	796,097.24		398,710.00		397,387.24
	TOTAL GENERAL FUND	40,436,835.24		38,803,726.77	263,829.00	1,369,279.47
	WASTEWATER SALARIES	231,089.00		217,759.66		13,329.34
	WASTEWATER EXPENSES	974,745.00		947,686.53	27,000.00	58.47
	WASTEWATER NON-RECURRING					0.00
	INTERFUND TRANSFERS	52,923.00		52,923.00		0.00
	TOTAL DEPT.	1,258,757.00	0.00	1,218,369.19	27,000.00	13,387.81
	WASTEWATER SPECIAL ARTICLES	55,000.00		46,759.00		8,241.00
	WATER SALARIES	450,362.00		428,435.21		21,926.79
	WATER EXPENSES	1,500,335.00		1,412,000.41		88,334.59
	WATER NON-RECURRING					0.00
	INTERFUND TRANSFERS	116,433.00		116,433.00		0.00
	TOTAL DEPT	2,067,130.00	0.00	1,956,868.62	0.00	110,261.38
	WATER SPECIAL ARTICLES	25,000.00		21,127.66		3,872.34
	SOLID WASTE SALARIES	140,357.00		135,896.56		4,460.44
	SOLID WASTE EXPENSES	228,416.00		174,928.27		53,487.73
	INTERFUND TRANSFERS	30,143.00		30,143.00		0.00
	TOTAL DEPT.	398,916.00	0.00	340,967.83	0.00	57,948.17
	SOLID WASTE SPECIAL ARTICLES	4,000.00		-		4,000.00
	TOTAL ENTERPRISES	3,808,803.00	0.00	3,584,092.30	27,000.00	197,710.70
	TOTAL EXP GEN & ENTERPRISE FDS	44,245,638.24	0.00	42,387,819.07	290,829.00	1,566,990.17

(Continued from page 29)

- The Town utilized the Attorney General's receivership program to clean up and sell the property at 8 Dalton Street. Once the property was sold the town recovered all the back real estate taxes owed.

The goal of the Collector/Treasurer's Office is to perform the duties required by the town in an efficient and courteous manner. This goal requires teamwork to accomplish and would not be possible without the efforts of a great and friendly staff. I wish to thank Lynne, Janet, and Amy for their outstanding customer service and the work that they do for the town.

I also wish to thank the residents of Wilbraham, the Board of Selectmen, the Finance Committee, the Capital Planning Committee and other boards and departments for their continued support and cooperation. Lastly, if you have any questions about the department or its operations, please feel free to stop in and say "Hi" or call me at 596 - 2800. EXT 130 You can also check us out on the web at www.wilbraham-ma.gov.

Respectfully submitted
 Thomas P. Sullivan, CMMC, CMMT
 Assistant Town Administrator for Budget and Finance/Treasurer/Collector

Town Collector/Treasurer's Office
 Thomas P. Sullivan, CMMC, CMMT
 Assistant Town Administrator of
 Budgeting/ & Finance/Town Collector/
 Town Treasurer

Janet Costa, Asst. Collector
 Lynne Frederick, Ass. Treasurer
 Amy Delisle, Collection/Customers
 Service Asst.

TOWN OF WILBRAHAM		
BANK BALANCES AS OF JUNE 30, 2017		
CITIZENS	PARKS & RECREATION	40,017.61
CITIZENS	PAYROLL ACCOUNT	0.00
CITIZENS	POLICE BUILDING FUND	41,666.16
CITIZENS	RECREATION DEPARTMENT	28,543.79
CITIZENS	GENERAL FUND	359,934.94
COUNTRY BANK MONEY MARKET	GENERAL FUND	5,134,894.27
MMDT	CONSERVATION	29,085.96
MMDT	GENERAL	1,408,450.89
MMDT	STABILIZATION	0.00
MMDT	STABILIZATION-CAPITAL PROJECTS	0.00
MMDT	PEAK ROAD FUND	0.00
MMDT	DEACON WARRINER SCH FUND	0.00
MMDT	CHLOE BLISS STEBBINS FUND CHARITY	0.00
MMDT	TERCENTARY OBSERVANCE FUND	0.00
MMDT	SOLDIERS MONUMENT PK FUND	0.00
MMDT	CRANE PARK MEMORIAL FUND	3,702.25
PEOPLES SAVING BANK	GENERAL FUND	380,639.48
PEOPLES SAVING BANK	DEBT CARD ACCOUNT	3,000.00
PEOPLES SAVING BANK	STABILIZATION	1,339.28
PEOPLES SAVING BANK	DEA ASSET FUND	8,939.35
PEOPLES SAVING BANK	POLICE DRUG TRUST	19,319.30
PEOPLES SAVING BANK	COMMUNITY PRES ACT FUND	1,342,280.07
PEOPLES SAVING BANK	STABILIZATION-CAPITAL PROJECTS	5,367.82
PEOPLES SAVING BANK	250TH ANNIVERSARY FUND	0.00
PEOPLES SAVING BANK	TRUST FUNDS	7,660.41
PEOPLES SAVING BANK	CEMETERY TRUST	13,095.57
PEOPLES UNITED	GENERAL	4,924.37
TD BANKNORTH	VENDOR	1,709,809.97
TD BANKNORTH	CULTURAL COUNCIL	5,620.24
TD BANKNORTH	MONEY MARKET	0.00
UNIBANK	GENERAL FUND	474,794.46
UNIBANK AMBULANCE RCPTS	AMBULANCE ONLINE RECEIPTS	12,672.37
UNITED BANK	CEMETERY TRUST	0.00
UNITED BANK	SCHOOL LOT FUND	0.00
UNITED BANK	O.P.E.B. LIABILITY TRUST FUND	0.00
UNITED BANK	CHLOE BLISS STEBBINS FUND-LIBRARY	0.00
UNITED BANK	GENERAL FUND	0.00
TOTAL BANK ACCOUNTS		11,035,758.56
CERTIFICATE OF DEPOSITS		0.00
O.P.E.B. LIABILITY TRUST FUND		977,592.65
STABILIZATION ACCOUNT		2,204,035.75
CAPITAL STABILIZATION ACCOUNT		650,000.00
CEMETERY TRUST FUND		42,000.00
TOTAL CASH		14,909,386.96
BANK ACCOUNTS		11,035,758.56
CERTIFICATE OF DEPOSITS		3,873,628.40
TOTAL CASH BALANCE		14,909,386.96
BANK ACCOUNTS DIFF		0.00
TOTAL CASH BALANCE DIFF		0.00

Treasurer/Collector

Cash Paid July 1, 2016 to June 30, 2017

TAXES:	TOWN COLLECTOR			JULY 1, 2016 TO JUNE 30, 2017		
	OUTSTANDING	COMMITTED	REFUNDS	CASH - PAID TREASURER	ABATED & EXIFTRANSFERS	OUTSTANDING
PERSONAL PROPERTY						
1994	\$237					\$237
1995	\$2,888					\$2,888
1996	\$2,611					\$2,611
1997	\$2,442					\$2,442
1998	\$3,058					\$3,058
1999	\$2,708					\$2,708
2000	\$2,402					\$2,402
2001	\$2,338					\$2,338
2002	\$358					\$358
2003	\$914					\$914
2005	\$280					\$280
2006	\$385					\$385
2007	\$1,139					\$1,139
2008	\$1,474					\$1,474
2009	\$1,822					\$1,822
2010	\$1,762		\$9,713		\$9,713	\$1,762
2011	\$3,080		\$9,520		\$9,520	\$3,080
2012	\$3,369					\$3,369
2013	\$3,659					\$3,659
2014	\$3,462					\$3,462
2015	\$3,808			\$315		\$3,493
2016	\$7,404			\$1,396		\$6,008
2017		\$751,309	\$4,033	\$748,238		\$7,104
REAL ESTATE						TAX TITLE
1990	\$616					\$616
1991	\$8,387					\$8,387
1992	\$993					\$993
2009					-\$2,208	\$2,208
2010	\$0			\$0	-\$2,199	\$2,199
2011					-\$2,262	\$2,262
2012	\$2,938			\$2,938	-\$2,395	\$2,395
2013	\$0	\$103		\$103	-\$2,458	\$2,458
2014	\$128,511	\$102		\$123,534	\$5,079	\$0
2015	\$381,307	\$104	\$300	\$232,718	\$9,832	\$139,161
2016	\$808,135	\$107		\$375,149	\$93,384	\$339,709
2017		\$35,161,559	\$54,216	\$34,326,112	\$183,239	\$85,077
PREPAID TAXES	-\$51,281			\$13,625		-\$64,906
CPA						TAX TITLE
2009					-\$10	\$10
2010					-\$9	\$9
2011					-\$9	\$9
2012	\$17			\$17	-\$9	\$9
2013	\$0				-\$7	\$7
2014	\$960			\$942	\$18	\$0
2015	\$3,279			\$2,050	\$54	\$1,175
2016	\$7,481			\$3,670	\$827	\$2,983
2017		\$351,834	\$380	\$343,178	\$2,848	\$754

Treasurer/Collector

Cash Paid July 1, 2016 to June 30, 2017

		TOWN COLLECTOR			JULY 1, 2016 TO JUNE 30, 2017		
TAXES:	OUTSTANDING	COMMITTED	REFUNDS	CASH - PAID TREASURER	ABATED & EXIF	TRANSFERS	OUTSTANDING
PAYMENT IN LIEU OF TAXES - 2017		\$2,553		\$2,553			\$0
MOTOR VEHICLE EXCISE PRIOR YEARS 2011	\$0	\$955		\$955			\$0
2012	\$8,193			\$826			\$7,367
2013	\$8,467			\$1,083			\$7,384
2014	\$8,954		\$1,285	\$1,978	\$1,285		\$6,976
2015	\$20,836	\$59	\$1,464	\$11,527	\$1,698		\$9,135
2016	\$106,588	\$221,721	\$16,205	\$299,512	\$21,768		\$23,235
2017		\$2,097,995	\$17,223	\$1,965,019	\$42,306		\$107,893
FARM ANIMAL EXCISE							
2015	\$17	\$0		\$0			\$17
2016		\$336		\$207			\$129
APPORTIONED SEWER MAIN ST PROJ PD IN ADV	\$0	\$39,785		\$39,785			\$0
BETTERMENTS ADDED TO TAXES BETTERMENTS MAIN STREET							
2014	\$545			\$545			\$0
2015	\$545						\$545
2016	\$1,090			\$545			\$545
2017		\$152,600		\$151,238			\$1,363
BETTERMENTS ADDED TO TAXES WATER							
2017		\$61		\$61			\$0
		TOWN COLLECTOR			JULY 1, 2016 TO JUNE 30, 2017		
TAXES:	OUTSTANDING	COMMITTED	REFUNDS	CASH - PAID TREASURER	ABATED	TRANSFERS	OUTSTANDING
COMMITTED INTEREST SEWER PAID IN ADVANCE	\$58						\$58
PAID IN ADVANCE MAIN STREET		\$1,144		\$1,144			\$0
2014 MAIN STREET	\$436			\$436			\$0
2015	\$409						\$409
2016	\$763			\$382			\$382
2017		\$96,012		\$95,123			\$889
COMMITTED INTEREST WATER PAID IN ADVANCE		\$0		\$0			\$0
2017		\$18		\$18			\$0
LIENS ADDED TO TAXES SEWER							
2012						-\$237	\$237
2013						-\$1,245	\$1,245
2014	\$232			\$232			\$0
2015	\$416			\$416		\$0	\$0
2016	\$1,571			\$130		\$875	\$566
2017		\$10,070	\$187	\$8,153		\$1,018	\$1,086
LIENS ADDED TO TAXES WATER							
2014	\$297			\$297			\$0
2015	\$458			\$114			\$344
2016	\$504			\$48		\$450	\$6
2017		\$14,012		\$3,874		\$9,420	\$717
POLICE FALSE ALARM LIENS							

Treasurer/Collector

Cash Paid July 1, 2016 to June 30, 2017

		TOWN COLLECTOR			JULY 1, 2016 TO JUNE 30, 2017				
					CASH - PAID				
TAXES:	OUTSTANDING	COMMITTED	REFUNDS	TREASURER	ABATED & EXIF	TRANSFERS	OUTSTANDING		
2017		\$0		\$0		\$0	\$0		
WATER DEPARTMENT						TRANSFERS			
WATER RATES	\$64,952	\$2,261,421	\$531	\$2,217,929	\$19,111	\$9,565	\$80,300		
SEWER DEPARTMENT									
SEF	\$0			\$0			\$0		
SEWER USE	\$33,306	\$861,413	\$559	\$795,327	\$41,267	\$8,445	\$50,240		
LANDFILL						TRANSFERS			
2016	\$282,245					\$282,245	\$0		
2017		\$445,640	\$50	\$156,120		\$50	\$289,520		
ACCOUNTS RECEIVABLE:									
LIQUOR LICENSES	\$0	\$42,005	\$0	\$42,005	\$0		\$0		
VETERANS SERVICES	\$47,463	\$73,698		\$42,742	\$0		\$78,419		
SEWER PRIVLEDGE FEE									
TOWN & HIGH SCHOOL	\$1,183,195	\$0		\$91,015	\$0		\$1,092,180		
SEWER PRIVLEDGE FEE INTEREST		\$59,201		\$59,201			\$0		
MUNICIPAL LIGHT PLANT		\$2,400		\$2,400			\$0		
TOTALS	\$3,114,483	\$42,648,216	\$115,669	\$42,166,925	\$615,050	\$211,750	\$2,884,644	\$2,884,644	
ITEMS COLLECTED									
INTEREST - TAXES - CPA				\$197,065			DEPUTY FEES	\$23,742	
FEES - TAXES, WATER, SEWER, SEWER AVAILABILITY, ETC				\$95,854			FEES	\$31,561	
BAGS & 2ND CAR STICKERS				\$12,702			WATER FEE	\$29,307	
POLICE FALSE ALARMS				\$0			MISC RECEIPTS	\$0	
LANDFILL MISC (TV & MONITORS)				\$305			SEWER FEE	\$11,244	
MUNICIPAL LIENS				\$12,686			INSTALL FEE		
TREE TAPPING				\$1,000					
TOTAL CASH PAID TO TREASURER				\$42,486,536					
				\$42,486,536			TOTALS	\$95,854	

Treasurer/Collector FY2017 Cemetery Report

STATEMENT OF TRUST FUNDS FY 2017							
				2017			
	BALANCE	EXPENDABLE	NEW	INTEREST & DIVIDENDS	EXPENSES	BALANCE	EXPENDABLE
	30-Jun-16	30-Jun-16	FY 2017	FY 2017	FY 2017	30-Jun-17	6/30/2017
TOTAL CEMETERIES	\$52,259.53	\$9,455.69	\$1,037.47	\$1,798.57	\$0.00	\$55,095.57	\$11,254.26
THE VALUE OF STOCK DONATED BY ETHELBERT BLISS AS OF JUNE 30, 2017							
NAME	SHARES	PRICE	VALUE	NAME	SHARES	PRICE	VALUE
				COMCAST CORP. (CMCSH)	54	\$38.92	\$2,101.68
AIRPOINT COMMUNICATIONS (FRONTIER ATT (T))	1	\$15.40	\$15.40	CENTURY LINK (CTL)	6	\$23.88	\$143.28
FRONTIER COMMUNICATIONS (FTF)	360	\$37.73	\$13,582.80				
VERIZON (VZ)	1.33	\$17.40	\$23.14	VODAFONE (VOD)	28	\$28.73	\$804.44
	97	\$44.28	\$4,294.68				
				TOTAL VALUE			\$20,965.42
MISC FUNDS IN TRUST FOR	PRINCIPAL AMOUNT	MISC FUNDS IN TRUST FOR	PRINCIPAL AMOUNT	MISC FUNDS IN TRUST FOR	PRINCIPAL AMOUNT	MISC FUNDS IN TRUST FOR	PRINCIPAL AMOUNT
PEAKE ROAD SCHOOL LOT FUND	\$434.90	CHLOE B. STEBBINS (LIBRARY)	\$100.00				
SOLDIERS' MONUMENT	\$641.74	TERCENTARY OBSERVANCE	\$250.00				
	\$1,000.00	DEACON WARRINER SCHOOL	\$667.00				
		CHLOE B. STEBBINS (POOR FUND)	\$100.00				
						TOTAL MISC NON-EXPENDABLE TRUST AMOUNT	\$3,193.64
	BALANCE	EXPENDABLE	INTEREST		EXPENSES	BALANCE	EXPENDABLE
	30-Jun-16	30-Jun-16	FY 2017		FY 2017	6/30/2017	6/30/2017
MISCELLANEOUS							
PEAKE ROAD	\$1,357.17	\$922.27	\$3.41		\$0.00	\$1,360.58	\$925.68
SCHOOL LOT FUND	\$801.53	\$159.79	\$1.99		\$0.00	\$803.52	\$161.78
SOLDIERS' MONUMENT	\$1,387.37	\$387.37	\$3.45		\$0.00	\$1,390.82	\$390.82
CHLOE B. STEBBINS (POOR FUND)	\$1,734.10	\$1,634.10	\$4.34		\$0.00	\$1,738.44	\$1,638.44
CHLOE B. STEBBINS (LIBRARY)	\$100.86	\$0.86	\$0.24		\$0.00	\$101.10	\$1.10
TERCENTARY OBSERVANCE	\$1,427.43	\$1,177.43	\$3.53		\$0.00	\$1,430.96	\$1,180.96
DEACON WARRINER SCHOOL	\$832.90	\$165.90	\$2.09		\$0.00	\$834.99	\$167.99
TOTAL MISCELLANEOUS	\$7,641.36	\$4,447.72	\$19.05		\$0.00	\$7,660.41	\$4,466.77
AND MISCELLANEOUS	\$59,900.89	\$13,903.41	\$1,056.52		\$0.00	\$62,755.98	\$15,721.03
				INTEREST	TRANSFERS IN	TRANSFERS OUT	EXPENDABLE
STABILIZATION FUND		\$1,980,266.17	\$25,108.86		\$200,000.00	\$0.00	\$2,205,375.03
STABILIZATION FUND CAPITAL PROJECTS		\$5,087.74	\$280.08		\$650,000.00		\$655,367.82
OPEB LIABILITY TRUST FUND		\$694,249.47	\$13,643.18		\$269,700.00		\$977,592.65
POLICE DRUG FUND		\$19,271.13	\$48.17				\$19,319.30
POLICE DEB ASSET FUND		\$8,022.23	\$20.12				\$8,042.35
CONSERVATION FUND	\$28,823.20	\$28,823.20	\$262.76			\$29,085.96	\$29,085.96

Public Works

Department of Public Works

The following report for the Department of Public Works lists some of the activities and accomplishments performed throughout Fiscal Year 2017 in the five divisions of the Department.

Engineering Division

Managing all the DPW activities begins here. We ask that if residents have a DPW related problem, concern or just a question for guidance, to stop in or call us. Engineering logs and responds to thousands of service requests. The following is a list of activities in Engineering:

- FEMA – Hazardous Mitigation Grant – Hunting Lane/ Main Street Drainage project constructed during the summer of 2017. Final work will be completed in the Spring to Summer of 2018.
- Road resurfacing projects: (See list of street paved)
- GIS – ongoing updating and collection of data.
- Sidewalk Improvement Project continues. Repaired/replaced sidewalk on Main Street from Memorial School to Wright Place, then to Academy service driveway. Additionally sidewalks were replaced from Hunting Lane to Pomeroy.
- Inflow and infiltration – Ongoing State mandated reporting and compliance.
- Phase II stormwater - Federally mandated reporting and compliance.
- Communication radio repair.
- Grease trap pumping program

established for commercial accounts.

- Assist in Pine Drive survey of Public way.
- Subdivision inspections
- Bridge Preservation Project –East St/Red Bridge Road bridge over Chicopee River. Closed since March 2015. Opened November 2017. Cost \$2.2 Million. Contractor ETL. Funding- State.

- Repairing road trenches and pothole patching.
- Loam and seeding.
- Fixing plow damage.
- Catch basin cleaning.
- Culvert cleaning.
- Street Sweeping.
- Drainage installation (catch basin & pipe).

Dramlayer (Sewer Installer) Licenses	9
Pavement Cut/Stormwater Permits and Inspections	159
Residential Inquires Reported	2200
Sanitary Sewer Connection Permits and inspections	6
Septage Hauler Licenses	7
Septic System Installer Licenses	28
Water Installer Licenses	7
Water and Sewer Semi-annual Billing	3500
Water Backflow Billing	43
Trash Hauler licenses	7
Grease Trap Inspections	45

Engineering Division

Edmond W. Miga Jr. P.E.,
DPW Director/Town Engineer

Tonya L. Basch P.E.
Asst. DPW Director/Town Engineer

Dena Grochmal, Engineering Asst.
Donna Daviau, Admin. Asst.
Krystine Viess, Admin. Asst

- Sidewalk construction.
- Snow and Ice removal.
- Sign maintenance.
- Vehicle Maintenance.

In order to complete these tasks, the division has approximately 52 various pieces of equipment. There are two (2) mechanics responsible for keeping the equipment in running order.

Highway Division

The Highway Division is responsible for maintaining 125 miles of roads. Typical work assignments include:

- Painting crosswalks and stop lines.
- Tree and brush trimming, along with weed control.
- Roadside mowing.



East Street Bridge Opening Ceremony. Photo courtesy of Nick Breault, Town Administrator.

Department of Public Works

ROADS

The following roads were paved this year:

Street	Location	Description
Craigwood Terr.	1186 ft.	Mill and pave
Glenn Dr.	Stony Hill to Jill Lane 1300 ft.	Reclaim/pave
Herrick Pl.	Wright to Porter 727 ft.	Reclaim/pave
Hickory Hill Dr.	All 1130 ft.	Reclaim/pave
Highmoor Dr.	All 2450 ft.	Mill and pave
Highridge Rd.	All 1575 ft.	Reclaim/pave
Manor Rd.	All 450 ft.	Mill and pave
Oakland St .	Stony Hill to Pleasant View 2299 ft.	Reclaim/pave
Oakland St.	Main to Mirick Lane 2200 ft.	Mill and pave
Porter Dr.	All 1140 ft.	Reclaim/pave
Stirling Dr.	All 1775 ft.	Mill and pave
West Colonial Rd.	Town Line to South Colonial 2710 ft.	Shim and overlay
Wendy Rd.	All 400 ft.	Shim/overlay
Wright Place	Porter to end 1200 ft.	Reclaim and pave
Wellfleet Dr.	All 4100Ft	Mill and pave

Wastewater rates have remained unchanged since 2008. They are as follows:

Residential rate	\$4.10 per 100 c.f.
Commercial rate	\$5.00 per 100c.f.
Minimum charge	\$52.50
Maximum charge	\$492.00
Flat rate	\$270.60

Wastewater Division

Gary Butler, Wastewater Technician
Ed Jenkins (part time))

Water Division

During 2017 the list of duties performed by the Wilbraham Water Division included, but were not limited to the following:

- Maintenance of the town's four water booster stations
- Clean and Paint the 2.1 million gallon water storage tank. DN tank Inc. performed this work
- Rebuilt the altitude valve at the water storage tank
- Three (3) water breaks were repaired. Major break on Miller Street
- Ten (10) new water services were installed
- Implemented a fire hydrant flushing program
- Five (5) fire hydrants were replaced
- In excess of one hundred (100) main line gate valves were cleaned and checked for operation and exercised. This included leak detection for much of the system.
- Expanded the Towns leak detection program, performed by

(Continued on page 43)

Highway Division

William Sperrazza
Superintendent of Operations

Dennis Dumais, Highway Foreman
Paul Maguire
Mitchell Opalinski
Richard Vierthaler
Jeff Lewis
Bruce Sawyer
Nick Pazanni
Tim Grise
Doug Cutler
Ed Jenkins (part time)

maintaining 36 miles of sewer mains, along with ten (10) pump stations. Sewage is pumped to the City of Springfield's regional plant for treatment.

We continue to ask residents to be aware that it is illegal to hook a sump pump into the sewer system. As part of a DEP mandate we began our Inflow and Infiltration investigation. This program is often referred to as I&I. Inflow from sump pumps increases our bill from the City of Springfield, costing us all unnecessary money. Make sure your sump pump is not connected to sewer. Secondly, do not dump grease or oil down your drain. Grease and oil will solidify in your own plumbing and sewer lateral, as well as the Town's sewer lines. Expensive blockages can be avoided by simple practice of putting grease in the trash and not down the drain. As we find I&I issues they are addressed immediately. Our goal is to eliminate all I&I in our system so we can reduce our bill to the City.

Wastewater Division

This Enterprise Division has two (2) full-time employees and shares another employee half the time with the Highway Department. They are responsible for

Department of Public Works

(Continued from page 42)

C.A Turner; 2 leaks were detected at fire hydrants and fixed.

- Six hundred (600) work orders of various tasks were completed
- One hundred nineteen (119) testable backflow devices were tested at least once per Mass. D.E.P. regulation
- In excess of two hundred (200) water samples were taken for water quality analysis
- Three thousand three hundred (3,300) water meters were read during March and then again in September
- The water usage in 2017 was 389,091,000 million gallons as measured by the Massachusetts Water Resources Authority (MWRA) master meter.
- This year's water usage was a 15% decrease in 2017 usage due to the amount of perception in the summer months unlike our 2016 summer of drought conditions
- Started DEP mandated Cross Connection inspection of the water system
- Started a system wide meter replacement program to include auto read system

Documents submitted to DEP in 2017 included water quality result forms, weekly chlorine residuals, water pressure and pH charts, the Annual Statistical Report, and the Consumer Confidence Report (which were also mailed to every household and business in our PWS). Monthly state forms are sent to D.E.P. for documentation of water usage and chemical additions to our water.

The emergency backup generator project involving the Brookmont Drive and McIntosh Drive water booster stations was completed and online by July, 2017.

The Corrosion Control Facility on Miller Street in Ludlow, MA operated successfully in 2017 with only a few mechanical and technical problems.

This summer approximately 150 L.F. of 16 inch ductile water line was replaced on Main Street as part of the drainage improvement project. Overland water service was required in order to complete this project.

The Board of Water Commissioners meet monthly, which allows staff to have time to present plans, organize, and formulate agendas. We personally want to thank the commissioners for all their assistance. This year most notably was the renewal of our MWRA contract and the creation of a Water Drought Management Plan.

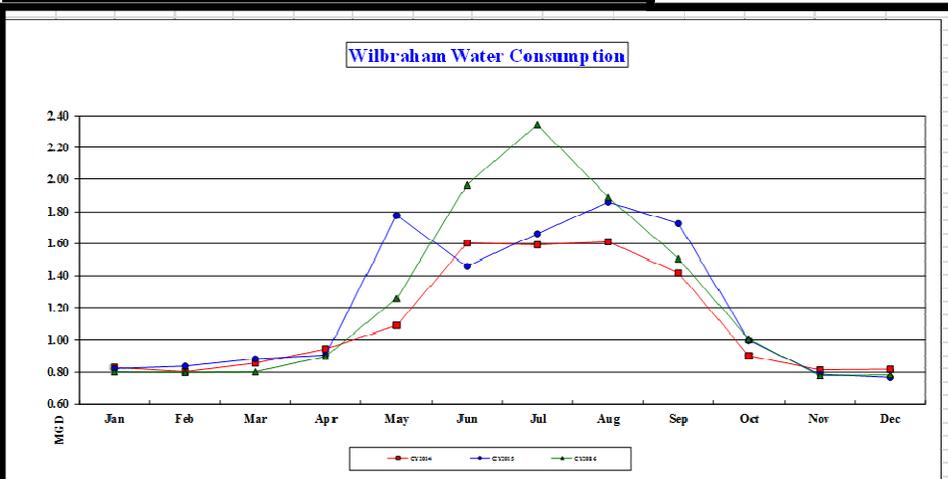
Board of Water Commissioners
 James B. Dunbar, Chairman
 Thomas D. Pilarcik
 Mary E. McCarthy

Water Rates as of 10/1/14: Cubic Feet (CF) (7.48 gallons per cubic foot)	
0-10000 CF	\$4.12/100 CF.
10001-20000 CF	\$4.32 /100 CF.
20001- And up	\$4.52/100 CF.
Min. bill 0-1500 CF.	\$61.80
Commercial flat rate	\$4.12/100 CF.

WILBRAHAM – TOTAL DAILY FLOW			
Month	2015 Flow (MGD)	2016 Flow (MGD)	2017 Flow (MGD)
Jan	0.820	0.802	0.794
Feb	0.836	0.800	0.750
Mar	0.883	0.800	0.781
Apr	0.907	0.898	0.852
May	1.744	1.257	1.081
Jun	1.463	1.968	1.421
Jul	1.660	2.344	1.510
Aug	1.858	1.893	1.612
Sep	1.725	1.508	1.419
Oct	0.998	1.004	0.900
Nov	0.786	0.779	0.814
Dec	0.767	0.781	0.817
Average	1.209	1.238	1.108



Photo courtesy of: <https://www.telegraph.co.uk/news/earth/drought/9195635/Wales-should-profit-from-selling-water-to-England.html>



Department of Public Works

Water Division

Lionel Duquette, Water Superintendent
Jan. to July 2017)

Vincent Pafumi
Acting Water Superintendent
(July 2017 to Dec. 2017)

Robert Gibson
Anthony Garceau
Paul Willoughby
Kevin LaPlante
Lionel Duquette (July to Dec. 2017)

peanut Styrofoam. The revenue from recycling has declined because of market condition.

Hazardous Waste collection day held in September for DRC customers was successful. The event is still being held at the High School. Wilbraham, East Longmeadow, Longmeadow, and Ludlow join together to hold this event. Thanks to Arlene Miller who works hard to make this event a success.

PAY AS YOU THROW PROGRAM CURRENT DRC FEES

Under 65 years old Car Sticker fee	\$100.00
Over 65 years old Car Sticker fee	\$85.00
Bag fee 33 gal. capacity	\$2.50
Bag fee 16 gal. capacity	\$1.50
Additional Car sticker fee	\$20.00

Solid Waste Division: Disposal & Recycling Center (DRC)

Bruce Strong
Matthew Kulak (part time)
Bob Bisi (retired 2017 – Thank you for your years of service.)

Solid Waste Division: Disposal & Recycling Center (DRC)

DRC HOURS OF OPERATION

Sunday: 12pm to 5pm
Monday: Closed
Tuesday: Closed
Wednesday: 7am to 3pm
Thursday: Closed
Friday: 7am to 3pm
Saturday: 7am to 5pm

Conclusion: we hope you get a sense of what the D.P.W. has done this past year. This report is our DPW History book of our Town. On behalf of all the staff in D.P.W., thank you for your support.

Respectfully submitted by:
Edmond W. Miga Jr., P.E.
Town Engineer/Director of Public Works

Closure work done on what was called the Lindsey Landfill was completed. This is the area where we do composting activity. The Engineering Department developed, planned, bid, obtained permits, and managed the closure work. By using material excavated from Bruer Pond, we were able to elevate the grade to achieve the required 2% slopes and then purchased hard pack material to establish the working pad for composting. Grass turf was established using onsite material from our composting operation. Most of the work was done using in-house DPW Staff.

The DRC operation is the Transfer Station and Recycling Center. Currently, the facility is staffed by one full time employee and one part time employee. Approximately 1,700 households use the DRC. Third party inspections were completed along with maintaining permits to operate.

Recycling plays a big role in trash disposal. This past year, we started accepting large Styrofoam blocks, no

DPW-Main St Hunting Lane Drainage Project. Photo courtesy of DPW.



Building & Land Use

Agricultural Commission



DPW-Main St Hunting Lane Drainage Project. Photo courtesy of DPW.



DPW-Main St Hunting Lane Drainage Project. Photo courtesy of DPW.



DPW-Main St Hunting Lane Drainage Project. Photo courtesy of DPW.

The Town of Wilbraham is a “Right to Farm Community.” Wilbraham citizens overwhelmingly approved its “Right to Farm By-Law” at its 2007 Town Meeting.

Our by-law states “it is the policy of the Town of Wilbraham, a “Right to Farm” community, to preserve, protect, and encourage the maintenance and improvement of agricultural land for the production of food and other agricultural products, and also for its natural, recreational and ecological value.

The Board of Selectmen appoints a five member Agricultural commission (AgCom) which is committed to “represent the farming community, encourage the pursuit of agriculture, promote agriculture-based economic activities and preserve, revitalize and sustain the Town’s agricultural businesses and lands.”

This year, the AgCom was particularly active.

AgCom helped develop a new “Wilbraham Grown” Farmers Market on Boston Road, which was well-received by the community. “Wilbraham Grown” is a collaborative effort of Wilbraham’s farms; Merrick Farm, Green Acres Fruit Farm, Stony Hill Farm and White Cedar FarmFit. Special thanks to Life Care Center of Wilbraham for its enthusiastic support and use of its front lawn; and to Gregory’s Pizza Pub Restaurant for the use of its parking lot. Plans are underway for a bigger and better “Wilbraham Grown” Farmers Market in 2018.

AgCom actively participated in the town-wide deliberations about a proposed “Chicken By-Law.” This by-law was successfully overwhelming passed at

(Continued on page 46)

Building & Land Use

(Continued from page 45)

Town Meeting. Wilbraham now expressly allows the raising of backyard chickens with clearly delineated guidelines. AgCom founding co-chair Edna Colcord led an educational program about chickens and the AgCom collaborated closely with the By-law Study Committee to bring this by-law to the community for its approval. AgCom has provided a guidebook, available at Town Hall, titled "How to Raise Backyard Chickens."

Thank you one and all-farmers and backyard gardeners alike-in your support of Wilbraham's agricultural endeavors.

Agricultural Commission
 Rob Anderson, Chairman
 Richard Hoffman
 Robert Matthews
 Judy VanRaalte

permits issued, 292 Roof Top Solar Units installed, 188 new swimming pools constructed and 308 sheds being built or placed on residential properties.

Both, the Electrical and the Plumbing/Gas Inspectors work part-time for the town. Bernie Sears has been inspecting plumbing and gas installations for the Town of Wilbraham since 1998. Ed Poulin the Town Electrical Inspector has been with us for a little over a year and is fitting in nicely with the team.

The Building Department also processes applications for annual inspections for occupancy of public buildings. These inspections are required annually to insure safe emergency exits, maximum occupancy numbers and exit lighting. This includes all schools, churches, restaurants, day care centers, gyms, and any other location that the public would gather and/or visit. In the year of 2017, Lance and Fire Safety Inspector, William Manseau,

(Continued on page 47)

Building Department

Lance Trevallion has been the Building Inspector/Zoning Enforcement Officer for the Town of Wilbraham for 19 years. Administrative Assistant, Melissa Graves has been working with Lance for 14 years and does double duty, as the Towns' Conservation Commission's Administrative Assistant and Land Management Coordinator. The departments Clerk, Sheileen Carlotto, has been with the department for 4 years now. Sue Bennett the Departments Senior Tax worker continues to assist our department in many ways throughout the year.

The Building Department has seen a decrease in the number of roof mounted solar projects coming in. The number of installations in 2016 was 105 with 43 in 2017. New construction of single-family homes increased from 14 in 2016 to 27 in 2017. Some fun facts from the Building Department within the last five years include 150 whole house generator

<u>Building Permits issued</u>		<u>Inspector: Lance Trevallion</u>	
Permits issued – 666	Fees collected - \$125,212.24	Inspections – 1900+-	
<u>Plumbing/Gas Permits issued</u>		<u>Inspector: Bernie Sears</u>	
Permits issued – 410	Fees collected - \$31,290.00	Inspections – 800+-	
<u>Electrical Permits issued</u>		<u>Inspector: Ed Poulin</u>	
Permits issued – 432	Fees collected - \$38,550.00	Inspections – 800+-	

<u>RESIDENTIAL PERMITS</u>	<u>NUMBER</u>	<u>FEES</u>	<u>EST. CONST. COST</u>
New Construction	27	\$46,371.24	\$7,182,795.00
Roof/Siding/Windows	170	\$10,280.00	\$2,035,044.53
Additions	13	\$6,924.00	\$1,127,054.52
Alterations/Renovations	84	\$19,980.00	\$2,797,957.94
Solar Panel Installation	43	\$8,600.00	\$1,248,705.50
Insulation	139	\$6,990.00	\$473,924.62
Decks	63	\$4,749.00	\$505,557.00
Accessory Buildings/Sheds	31	\$3,454.00	\$521,790.17
Swimming Pools	16	\$1,250.00	\$466,564.00
Sheet Metal	3	\$150.00	\$10,500.00
Demolitions	6	\$500.00	\$61,350.00
Wood Pellet Stoves	16	\$790.00	\$46,602.45
Swimming Pool Demolition	1	\$50.00	\$4,975.00
Temp Mobile Home	1	\$100.00	\$800.00
Event Tent	1	\$35.00	\$0.00
Total	666	\$110,223.24	\$16,483,620.73

<u>MUNICIPAL</u>	<u>NUMBER</u>	<u>FEES</u>	<u>EST. CONST. COST</u>
New Construction	1	\$0.00	\$154,000.00
Alterations/Renovations	1	\$100.00	\$24,950.00
Demolition	1	\$100.00	\$7,950.00
Sheds	1	\$0.00	\$15,000.00
Total	4	\$200.00	\$201,900.00

<u>COMMERCIAL</u>	<u>NUMBER</u>	<u>FEES</u>	<u>EST. CONST. COST</u>
Roof/Siding/Windows	5	\$450.00	\$ 448,029.00
New Construction	1	\$8,786.00	\$1,464,432.00
Alterations/Renovations	14	\$2,938.00	\$228,339.29
Addition	1	\$300.00	\$50,000.00
Signs	14	\$835.00	\$17,435.00
Sheet Metal	1	\$100.00	\$45,000.00
Insulation	1	\$1000.00	\$157,165.55
Demolition	1	\$0.00	\$31,225.00
Mechanical	2	\$400.00	\$35,750.00
Deck	1	\$100.00	\$500.00
Tents	9	\$280.00	\$0.00
Total	56	\$15,189.00	\$2,477,875.84

(Continued from page 46)

inspected 75+ locations, including 13 buildings at the Wilbraham & Monson Academy, Wilbraham Municipal Buildings, including all Town of Wilbraham schools and restaurants. The total fees collected in 2017 were \$2,700.00.

Building Department

Lance Trevallion, Building Inspector
Bernard Sears, Plumbing & Gas Inspector
Edward Poulin, Electrical Inspector

Melissa Graves, Administrative Assistant
Sheileen Carlotto, Building Dept. Clerk

Community Gardens

Food in the United States travels an average of 1300 miles from farm to fork, changes hands half a dozen times, and consumes fossil-fuel energy to produce a single calorie of modern supermarket food. Producing food locally greatly reduces the greenhouse gas emissions related to transportation of food. Fruits and vegetables sold in supermarkets spend as many as 7 to 14 days in transit. During this time, almost 50% of the transported food is lost to spoilage making it unsalable. Locally grown food reduces or eliminates this transit time, helping to greatly reduce waste.

There are many other advantages to growing and harvesting your own food. There is nothing quite like eating a tomato or cucumber fresh out of the garden. You plant exactly what you like and perhaps a few extra items that you want to try for the first time like okra, spaghetti squash or purple cauliflower. Why not attempt to grow those specialty items instead of paying high prices at the grocery store. We have numerous families that get together and rent several plots sharing the responsibilities and the rewards. A Community Garden creates opportunity for recreation, exercise, therapy and education. Having a garden plot encourages self-reliance, provides nutritious food for your family and reduces a family's annual food budget. An average plot can produce well over



Llewelyn Merrick at the Wilbraham Grown Farmers' Market.
Photo courtesy of the Agricultural Commission.

\$1000 a year worth of fresh produce. A typical garden plot can produce enough onions, squash and potatoes to last you all winter. People who garden (or who live with someone who gardens) are more likely to eat more fruits and vegetables on a daily basis.

We had our annual fall picnic in September and had a great turnout of homemade food and lots of gardeners to enjoy it. Some recipes were shared, stories were told and laughter was heard throughout the crowd.

Garden plots are available on a first-come, first-served basis with priority given to returning gardeners. New and returning gardeners are invited to attend the annual spring sign-up meeting held at the Wilbraham Town Hall prior to the growing season. The exact date of the meeting is published in the local newspaper. Garden plots are approximately 25' x 50' and the annual rental cost is \$30.00 per plot. There is water on-site as well as a portable toilet during the growing season. If you are interested in joining us at the Wilbraham Community Gardens or if you would like more information, you may contact the garden coordinator, Melissa Graves in the Conservation Commission office at 596-2800, ext 204.

Community Gardens

Melissa Graves
Community Garden Coordinator

Conservation Commission

Conservation Commission Division
The Conservation Commission met 18 times at open public meetings to review and permit projects ranging from limited tree removal to a development of single-family homes. Additionally, the Conservation Commission renewed the lease agreement to Ferrindino Farms for the tapping of up to 1000 Sugar Maple trees on Town-owned property. The first year was a success and is an excellent use of the property. The Conservation Commission approved bow hunting on seven of its sites limiting the permits issued to 200 during the deer hunting season. Hunting permits are typically issued by the Wilbraham Town Clerk during the month of July and are open to residents as well as non-residents. The Conservation Commission welcomed two new members in 2017. Alice Colman and Bill Dane began their terms in October and got right to work assisting in decisions regarding additions to residential homes, continued maintenance of Bennett Pond and a large ground-mounted solar panel system.

One of the most common inquiries to the Conservation Commission is whether a private landowner can cut and remove

(Continued on page 48)

(Continued from page 47)

trees on their property in close proximity to a wetland or pond. Under most circumstances and with approval of the Commission, it is possible to remove dangerous or diseased trees. Generally, the Commission would require certain conditions such as requiring the stump to remain in place for ground stability purposes or having the work completed in the dry season unless the tree is eminently dangerous to the resident safety or falling on the house.

Directly or indirectly, wetlands are often sources of public or private water supply. Wetlands purify water serving as a settling area whose soils and vegetation trap sediments which bind, and in some cases chemically break down, pollutants into non-toxic compounds. Wetlands are valuable to wildlife as a food source, nesting area and protective cover. Floodplains are protected because they provide "storage" for flood waters during storms. The job of the Conservation Commission is to protect the interests of the Wetlands Protections Act. The interests include Flood Control, Prevention of Storm Damage, Prevention of Pollution, Fisheries, Shellfisheries, Groundwater, Public or Private Water Supply and Wildlife Habitat.

Land Management Division

As we continue to better understand the various effects of a changing climate dynamic on our forest resource, the identification of resulting stressors, and the local vulnerabilities that these expose, becomes increasingly critical to forest managers. It is important to incorporate, into our forest management schemes, strategies designed to respond to climate altering effects such as increased annual temperatures (2°-3° by mid-century; 3°-5° by century's end), longer growing seasons, earlier snowpack melting, shifts in winter-spring flow rates, late drought conditions, and intense storm events. To do this, we are encouraged to expand our forest management timelines from the more traditional 10-year view to a longer-term vision of 50 years or more. In light of this new perspective, our projects seek to emphasize a silvicultural method that will both enhance the oak component of the Transition hardwoods – White pine upland forest type, and maintain a substantial, healthy over-story to help limit the reduction of soil moisture

throughout a longer growing season. Suitable habitat for oak species is considered to be relatively unaffected by climate through the end of the century according to the Tree Atlas (Mass. Wildlife Climate Action Tool, 2015, UMass, Amherst). As with all regeneration methods, our chosen technique will result in an increase in carbon uptake throughout our project sites, and help to insure long-term carbon storage in high quality wood products for eventual harvest re-entry. As with all the lands under their control, the Town of Wilbraham Conservation Commission is committed to keeping the project site in open space for both forest health and wildlife habitat connectivity for the foreseeable future.

Two Forest Management Projects were completed in 2017 including a site on Three Rivers Road and the other off of Oakland Street. The Three Rivers Road project was completed by Tetreault & Son Forest Management in early summer and the Oakland Street project was completed by John H Conkey & Sons Logging in late summer. While the appearance of the forest has changed dramatically, the overall outcome was very successful. The young forest will now have a chance to grow and flourish for decades to come and newly developed wildlife habitat areas will be homes to many small animals and birds.

Future projects include a Forest Management Project at Twelve Mile Brook East, an Easy Trail at Thayer Brook, restoration of trails and fishing at Sawmill Pond, a Forest Management Project at the McDonald Conservation Area and 2017 CPA funded project at the Atlantic White Cedar Swamp Conservation Area.

The Conservation Commission generally meets on the second and fourth Mondays of each month at 7:00 PM in the Town Office Building. The agenda is posted at least 48 hours in advance, at the Town Hall and on the Town web site. Interested people are always welcome and encouraged to participate. The office which is located in the Wilbraham Town Hall is open Monday-Friday, 8:30 A.M. – 4:30 PM.

Conservation Commission

Christopher Brown, Chairman
Stoughton Smead
George Reich
Thomas Reavey
Robert McMaster
James Roberts
Alice Colman
Associate Member, William Dane

Melissa Graves
Administrative Assistant & Land
Management Coordinator

**Open Space &
Recreation
Committee**

Mission Statement:

*Preserve significant open space by
investigating, educating, planning and
cooperating*

The Open Space and Recreation Committee (OSRC) worked with John Pearsall, Planning and Community Development Director, and Cedar Ridge on a plan for easements in the back portion of the Cedar Ridge property, which guarantee hikers complete access to the popular Alton's Way Trail and the Oaks Trail spur. These easements will provide a solid buffer against civilization, preserving the ambiance of the trails for generations to come.

Judi Theocles conducted talks with Michael Moore of Silver Bell Farm in Monson over the possibility of Twelve Mile Brook Trail hikers being able to access his property which is at the end of the Twelve Mile Trail in order to visit his establishment and possibly to proceed across the street to access a new Monson trail that recently opened. Mr. Moore not only agreed, but offered to hold a Flag Day event for children who were to hike through the Twelve Mile Trail, collecting parts of an American flag, and assembling the flag at the Silver Bell Farm. Unfortunately, due to the unusually large tick problem last spring, the event-hike was tabled until next year.

(Continued on page 49)

(Continued from page 48)

During spring school vacation, the OSRC teamed up with the Wilbraham Children's Museum to conduct a storywalk on the Thayer Brook Trail. Tracey Plantier put together a series of signs throughout the trail that featured parts of a story about a

Joe Calabrese set up an OSRC table at CommunityFest and managed to get many residents to fill out OSRC surveys. The surveys are also available on the OSRC website and on the Wilbraham Open Space Facebook page. The Committee includes our new Summit Trail loop, encourages Town residents to take a minute to fill out and send the survey as

grew profusely this year due to the constant rain, and it took a lot of effort for the Committee to keep up with it. In addition, blazes were replaced, and the websites and kiosks were updated to include our new Summit Trail loop, changes to the Twelve Mile Brook Trail and changes to the Thayer Brook Trail



Left: Jay Taylor points out one of the Wilbraham Hiking Challenge Markers. Finding all six markers wins the hiker a place in the Wilbraham Hiking Hall of Fame. Right: Joe Calabrese and Ed McCorkindale just finish up refurbishing another trail kiosk.

whale. Parents took their children on the walk and stopped at each sign to read the next part of the story to their children. When participants got to the Whale Rock, they sat for snacks while Joe Calabrese read a couple of other whale stories to them. Close to fifty people participated.

At Town Meeting, Steve Lawson spoke for a Warrant Article that would allow the Town to temporarily fund the acquisition of Mount Marcy if the State approved the Town of Wilbraham's proposal to acquire the property partly with State funds and partly with Community Preservation Act funds. Tracey Plantier and Joe Calabrese also spoke for the proposal. The proposal passed overwhelmingly. Unfortunately, the State did not grant funding, and the Marcy initiative is off for now.

the Committee will use the results to plan future endeavors.

Ed McCorkindale and Joe Calabrese worked with Terry Wilson, a teacher at the Wilbraham Middle School, to plan and execute a student field trip to the Alton's Way Trail which is behind the school. Ed created a tree identification activity for the hike. The idea was so well received that most of the sixth and seventh grade went out to do the activity. Students were engaged and well behaved throughout. Because of the success of the event, similar activities will be planned in the future.

Because of good weather, trail maintenance activities were conducted from spring through to winter. Vegetation

parking area.

After the Conservation Commission did forestry management work on the Town's Oakland Street property, the OSRC went out to create and blaze a new trail. The trail consists of two loop trails, one less than a mile and flat and one just over a mile, with some elevation factors. There is a small parking area at the entrance across from the Meadow View Road intersection with Oakland Street. A website for the trail is in the process of being created.

Committee members met with Carmine Angeloni, who is in charge of the upcoming Alton's Way forestry management. Carmine explained the

(Continued on page 50)

(Continued from page 49)

rationale behind the work which is to preserve healthy trees and make room for young ones to thrive. He took Committee members on a tour of the affected area, explaining what was to go and what was to stay. Committee members were impressed with the thinking behind the upcoming actions as they will help carry the beauty of the forest into the future. Especially interesting was the discussion of how the Conservation Commission plans to save and regenerate growth of the cherished white cedars.

Western Mass News came out and did a story on trail cleanup and safety after the big October wind-rainstorm. Video was taken of Committee members refurbishing a kiosk and clearing debris. The cleanup of Alton's Way also was hastened by the efforts of Rob Anderson, Chairman of the Agricultural Commission, with his tractor as several large trees had come down onto trails. The story was later aired on the nightly news.

The OSRC initiated the Wilbraham Hiking Challenge in the fall. The Committee placed a unique marker on each of the six main Wilbraham trails and challenged residents to get out to find them. Some were placed in obvious areas; others were a little more challenging to find. Participants are asked to take their picture with each of the markers. When all six pictures are received and confirmed by the Committee, the participants will be placed in the Wilbraham Hiking Hall of Fame which will be on the Committee's Facebook page. The challenge will be ongoing and has proved to live up to its name, as several groups who have gone after the markers have not yet found them.

The Committee's Facebook page which it initiated last year has grown well. It now serves as a bulletin board for upcoming trail maintenance and upcoming open space activities. It displays pictures of hikers and the beautiful scenery along Wilbraham trails. Residents are encouraged to "like" the Wilbraham Open Space Facebook page so they can remain up to date and to post their own photos of their hikes so others may enjoy them.

As usual, the Committee got interviewed for several newspaper articles in the Wilbraham Times. The Committee is committed to periodically contacting the paper about its activities so it can keep



Joe Calabrese reads a whale story at Whale Rock to toddlers and their parents on a Thayer Brook Storywalk which was set up by Tracey Plantier.



The Open Space Committee does an inspection of the Fountain Park Trail following one of their monthly meetings.

residents posted throughout the year. Also, Tracey Plantier did a presentation on open space in Wilbraham for the Wilbraham Garden Club which was attended by about fifty people.

Open Space and Recreation Committee

- Joe Calabrese, Chairman
- Marianne Moner, Secretary
- Edna Colcord
- Jay Taylor
- Judith Theocles
- Tracey Plantier
- Edward McCorkindale
- Brian Fitzgerald
- Steven Lawson
- Susan Burk

Planning Board

The Planning Board is responsible for overseeing land-use planning in the Town of Wilbraham. Working in close cooperation with the Planning Director and the Building Commissioner/Zoning Enforcement Officer, the Planning Board studies the resources and needs of the Town, particularly conditions affecting public welfare and safety related to land use and development. The Board is authorized to develop the Town's Master Plan to guide growth and make recommendations to ensure that development is consistent with the Master Plan. As the main author and "custodian" of the Town's Zoning By-Law, the Board

(Continued on page 51)



**Left: Wilbraham Boy Scouts work on clearing the 12 Mile Brook Trail.
Right: Edna Colcord works on setting up the new Oakland Trail.**



Winter on the Oakes Trail

(Continued from page 50)

is responsible for conducting public hearings and making recommendations on proposed amendments to the Zoning By-Law, which must be approved by Town Meeting. The Board also regulates the subdivision of land and the construction of new roadways, grants site-plan approval and special permits for various land-use proposals required by the Town's Zoning By-Law, and reviews all petitions for variances and other zoning matters filed with the Zoning Board of Appeals.

During 2017, the Planning Board met seventeen times, scheduled twenty-one appointments, facilitated one public forum, and held ten public hearings addressing a wide variety of issues and opportunities facing our community. We are pleased to submit a summary of our activities and accomplishments in 2017.

Development Activity

The Planning Board was kept busy dealing with the various residential and commercial projects proposed in the Town during the past year as follows:

- The Planning Board approved seven non-subdivision plans submitted by property owners. These are plans that revise existing property boundaries or divide land along existing road frontage and do not require subdivision approval. A total of three new residential building lots were created on existing town roads through the non-subdivision process.
- The Planning Board reviewed and approved a preliminary residential subdivision plan: "Alexander Lane Estates" consisting of 5 single family lots fronting on a cul-de-sac named

Alexander Lane located at 105V, 109V & 115V Silver Street. The Planning Board also continued to monitor work in the other approved subdivisions under construction: North Hills Lane, Samble Estates, Sherwin Road, Stonington Park, and Willow Brook Estates.

- The Planning Board granted Ridgeline and Hillside District Site Plan approval for the new residence proposed at 843 Glendale Road.
- The Planning Board conducted public hearings and approved five special permit zoning applications to allow the following developments: an accessory in-law apartment at the residence located at 6 Scenic Drive; detached garage at the residence located at 212 Springfield Street (remanded case from 2016); the continued operation of the existing commercial gasoline station and related accessory uses including a convenience store and automatic car wash under new ownership located at 2788 Boston Road; a detached accessory residential garage for the residence located at 843 Glendale Road; and a detached barn/storage building at the residence located at 1329 Tinkham Road.
- The Planning Board granted site plan approval to modify the existing farm stand at 899 Stony Hill Road with a revised hoop-house farm stand design.
- The Planning Board reviewed and provided feedback (as needed) on eleven Zoning Board of Appeals petitioner applications.
- The Planning Board also continued efforts to bring into special permit compliance the Large-Scale Ground-Mounted Solar Energy Facility located at 651 Main Street; promoted the successful demolition of the derelict building and future plans to redevelop the vacant commercial property at 2451 Boston Road that was taken by the Town for back taxes;

(Continued on page 52)

(Continued from page 51)

approved a determination that Wilton Drive is an existing private way that provides adequate access for zoning purposes for one potential single family building lot at 5V Wilton Drive; and facilitated a Public Forum hosted by local developers to discuss a mixed use development proposal in the Village Center regarding land owned by 6 Burt Lane, LLC including 466 Main Street, 468-470 Main Street, and 6 Burt Lane.

Zoning By-Law Amendments

At the Annual Town Meeting in May, voters adopted six articles amending the Zoning By-Law that were sponsored by the Planning Board.

- The first article revised and added agricultural definitions in section 1.3 and also revised the agricultural use regulations. The article also added section 3.9.2 to allow the keeping of backyard chickens with regulations varying by lot size.
- The second article relaxed the time constraint from one year to two years regarding the reconstruction of non-conforming buildings damaged by natural disaster.
- The third article added new definitions in section 1.3 and new use regulations in section 3.4.5 of the Schedule of Use Regulations Table for a number of new business uses.
- The fourth article rezoned the eastern portion of land located at 2 Crane Park Drive from Residence-40 to Neighborhood Shopping.
- The fifth article prohibited commercial, non-medical marijuana uses in all Zoning Districts in Wilbraham.

- The sixth article allowed a temporary moratorium on the sale of recreational marijuana to remain in effect through November 30, 2018 or until such time as the Town amends the Zoning By-Law to replace the moratorium with regulations governing the use of such establishments in Wilbraham.

Organization and Membership

The Planning Board is composed of five members elected to overlapping five-year terms and one associate member appointed to a three-year term. Members of the Planning Board proudly serve the community and receive no compensation.

At the annual Town election, James Rooney was elected to serve on the Planning Board for a five-year term and James Moore was elected to serve on the Planning Board for the remaining two-year term of former member Adam Basch who resigned from the Board in June 2016. In June 2017, Gordon Allen was reappointed to serve as the Associate Member for an additional three year term. The Planning Board reorganized by re-electing Jeffrey Smith as Chairman, re-electing Tracey Plantier as Vice Chair and re-electing John McCloskey as Clerk. Tracey Plantier continued to serve as the Town's representative to the Pioneer Valley Planning Commission and Jeffrey Smith continued to serve as the Planning Board's representative on the Community Preservation Act (CPA) Committee. Planning Director John Pearsall, Building Commissioner Lance Trevallion and Administrative Assistant Heather Kmelius functioned as the staff liaisons between the Planning Board and other Town boards and committees.

The Planning Board holds regularly

scheduled meetings on Wednesdays at 6:00 PM. Specific dates and agendas for meetings may be obtained from the Planning Office or from the Town website at <http://www.wilbraham-ma.gov>. All meetings are open to the public, and community participation from interested townspeople is always welcomed and encouraged. With your support, we will continue to provide the very best possible service for our community in the year ahead.

Planning Board

- Jeffrey Smith, Chair
- Tracey Plantier, Vice Chair
- John McCloskey, Clerk
- James Moore, Jr.
- James Rooney
- Gordon Allen, Associate Member

Planning & Community Development Department

- John Pearsall, Planning Director
- Lance Trevallion, Building Inspector
- Heather Kmelius, Administrative Assistant

Sealer of Weights & Measures

The Sealers of Weights and Measures are appointed by the Board of Selectmen and certified by the State to assure the public that any product they purchase in the town by weight or measure, and products that are scanned for cost will be accurately priced. Every business is inspected at least once a year. The weight and measure testing equipment used by the

(Continued on page 53)



Planning Board (from left to right): Gordon Allen, James Rooney, James Moore, Jeffrey Smith, Tracey Plantier, John McCloskey. Photo courtesy of Planning & Community Development Dept..

(Continued from page 52)

Sealers are certified by the State every five years to provide the accuracy required by Massachusetts General Laws. A pharmacy test kit was purchased as required by the State for the testing of pharmacy and jewelry store scales. Twenty-five businesses were visited during the year and eight random inspections of oil and propane trucks were carried out. All ATMs and fuel pumps were inspected for skimmers as dozens have been found recently in Western Massachusetts. The following field-testing was completed during inspections resulting in \$ 4,455 collected from sealing fees.

Item	Category	Sealed
Scales	Under 100 pounds	38
	100 – 5000 pounds	4
	5000-10,000 pounds	1
	Over 10,000 pounds	5
Liquid Meters	Balance	1
	Gasoline	58
Unit Pricing	Diesel	2
	Scanners	62

Four devices were found to be inaccurate and, after adjustments were made, they were sealed. Two businesses were given copies of the state laws and regulations in order to allow them to better serve the public.

Please contact your sealers if you have any questions or concerns about, cordwood, skimmers, and any products sold by weight or measure. Our email is sealer@wilbraham-ma.gov

Sealer of Weights & Measures

Susan Petzold, Sealer
Gary Petzold, Deputy Sealer

Zoning Board of Appeals

The purpose of the Board of Appeals is to hear and decide petitions for variances from the terms of the Zoning By-Law with respect to particular land or structures, but not to include variances for use; to hear and decide applications for special permits upon which the Board is empowered to act under the By-Law; to hear and decide appeals from any person seeking

enforcement action under the provisions of M.G.L. Chapter 40A (the State Zoning Act); and to issue comprehensive permits for low- and moderate-income housing authorized by M.G.L. Chapter 40B.

The Board of Appeals is a five-member board appointed by the Board of Selectmen for staggered three-year terms consisting of three full members and two associate members. The Board works closely with and relies upon Zoning Enforcement Officer Lance Trevallion to enforce the Zoning By-Law.

This past year, the Board of Appeals met seven times, held twelve public hearing sessions, and issued decisions on the following applications:

Zoning Board of Appeals

Edward E. Kivari Jr., Chairman
H. Clark Abbott
Mark Albano
Betsy Johnsen, Associate
Charles Pelouze, Associate

Zoning Enforcement Office

Lance Trevallion
Zoning Enforcement Officer

Heather Kmelius
Administrative Assistant

APPLICANT	ADDRESS	DECISION
Leon Charkoudian (Continuation from 2017) Appeal of Zoning Enforcement Determination	19 Peak Road	Denial of appeal – Decision pending appeal in land court
Stanley Kowalski, III, CEO of FloDesign Sonics Special Permit – Change of use from Residential to Commercial	384 Mam Street	Approved
Ken Bernard, Owner of Ken’s Automotive Repair Inc. Special Permit – Add new use including truck rental service and related retail store	2821 Boston Road	Approved
Meryl Callahan & Barbara Callahan Special Permit – Operation of Camp Callahan for Canines day care facility	2 River Road	Approved
Tax Title Custodian, Thomas Sullivan in Behalf of the Town of Wilbraham Special Permit – Alteration of a pre-existing non-conforming commercial building in a pre-existing non-conforming lot	2451 Boston Road	Approved
JPZ, Inc. Special Permit Amendment - Operation of a bulk materials transfer facility	120 Old Boston Road	Approved
Barbara Rovithis, Manager of The Mediterranean Wine Company LLC Special Permit – Wholesale wine distribution	1872 Boston Road	Approved
Susan Bunnell Special Permit – Taking of boarders and operation of a bed & breakfast home	41 East Longmeadow Road	Approved (taking of boarders only)
Paquette Realty Holdings, LLC and Excel Nursing Services, Inc. Special Permit – Change of use	4 Stony Hill Road	Approved
Thomas J. Kennedy III, President of Chemical Innovative Solutions, Inc. and Clonmacnoise Realty, LLC Special Permit – Operation of a research & development laboratory and professional and businesses offices (non-medical)	2689 Boston Road	Approved
George & Elizabeth Ann Fontaine, John & Joy Crane, Marc Markman & Dawn Shaw, as successors and/or assigns to John & Joy Crane Special Permit and/or Variance – Reconfiguration of a common boundary line of adjacent pre-existing non-conforming properties and a variance to allow the existing shed to remain in its current location	18 Bungalow Point & 17V Bungalow Point	Approved by Special Permit

Public Safety

Ambulance Oversight Committee

The Ambulance Oversight Committee continues to work with the Fire Chief, Deputy and administrative staff in overseeing the operation of the ambulance service. The committee's primary duty is reviewing and acting upon ambulance service fee abatements in accordance with well-established policy and protocol. In addition, ambulance fee schedule and structure are accessed in accordance with regulatory authority. It is our purpose to keep the ambulance service functional within the fire department.

It is important to note the town's ambulance service remains self sufficient on a receipts reserved basis, and continues to serve the town extremely well. During 2017 the ambulance service within the fire department treated 1,977 patients and transporting 1,555 patients to local area hospitals. Of these transports, BSMC-Spfd was the destination 49% of the time, with BSMC-Wing at 36% and Mercy at 15%. The top four patient medical conditions are traumatic injury, abdominal Pain, respiratory distress, and chest pain.

Many thanks go out to William and Cynthia Lyons for their generous donation of \$25,000 to be designated for the Ambulance Gift Fund for the purposes of Fire Department Ambulance upgrades. We have been benefactors of their generosity many times over and we are very grateful. In addition, we also like to thank the many others who have donated to the gift fund in memory of a loved one.

Respectfully submitted by,
Fire Chief David F. Bourcier

Ambulance Oversight Committee

Paula L. Chevrier
John Rigney
Tom Hurley
Heather Mullen

Wilbraham Fire Dept. Ambulance. Photo courtesy of the Ambulance Oversight Committee.



Animal Control Officer

Once again during the year of 2017, the Town of Wilbraham licensed a record number of dogs, 2,457 to be exact. This corresponds to 2,453, licensed dogs during the calendar year of 2016.

I want to thank all residents, who either licensed a new dog or re licensed an existing dog. It is both state and local law that all dogs, six months and older, be licensed within their town of residence (by-law 604.2). It is also both state and local law that all dogs, cats, and ferrets must be current on their rabies vaccination at all times. Also, please save yourself some money, (by avoiding late fees,) and license your dog in the Town Clerk's Office, from January 1 to March 31, the yearly licensing period.

Please be advised that all animal laws, 604.1 – 604.9, especially 604.4, the leash law, will be enforced on all town owned property. Areas such as Crane Hill Park, the McDonald land Preserve and the Rice Land Preserve.

While Fountain Park is private property, all State and local dog laws still apply. Dog owners are reminded that leads must

be attached to their pets; and to please pick up after pets to ensure everyone's enjoyment of the park.

Wildlife calls are on the rise at Animal Control. Please be advised that Animal Control or police will respond to either sick or perceived sick wildlife. Wilbraham abounds with wildlife; residents should make

an effort to educate themselves under the venue of people/wildlife cohabitation. Please do not hesitate to call Animal Control for any information in regards to people/wildlife interaction.

Finally, Animal Control, once again, responded to in excess of 1000 calls relating to potential by-law violations, stray pick-ups, vehicle/animal interactions, and various other domestic or wild animal situations in 2017.

Thank You; Sincerely,
Michael Masley, Wilbraham A.C.O.
MDAR, ACOAM, Certified Animal Control Officer
Certified Special Reserve Police Officer

Animal Control Officer
Michael Masley, MDAR, ACOAM,
Certified Animal Control Officer
Certified Special Reserve Police Officer

Follow the Wilbraham Fire Department on Twitter!



Fire Department, Emergency Medical Services & Emergency Management

Mission Statement of the Wilbraham Fire Department:

Our mission is to minimize personal and community risk from fires, medical emergencies and other threats to life and property through prompt emergency response, public education and code enforcement. In our performance, we will utilize all available resources, placing the highest priority on the preservation of life and health, followed by the protection of property and incident management.

We continue to provide an All Hazards approach to the department's response to request for service as well as emergency response. Fire Services, Medical, Emergency Management, Code Enforcement, SAFE Education, various Rescue Services such as auto extrication, ice and water rescue, high angle technical rescue, Hazardous Material, along with many other community services are provided.

Fire Chief Francis Nothe retired early this year with 40 years of service to this community. He has been a mentor to many of us and we appreciate his leadership and knowledge. We wish Chief Nothe the best in his retirement. In addition, we had several promotions and appointed two new Firefighters. The Firefighters are Privates Matthew Sterling and Derrick Merrill. We are very fortunate that both of our new Firefighter's have prior experience in fire and EMS in which they both came from the Hampden Fire Department. The promotions included Deputy Chief David Bourcier to Fire Chief, Senior Captain Peter Nothe to Deputy Fire Chief and Private Kevin Brown to Captain.

This past year we saw the passing of three

retired fire department members, Firefighter Herold "Bud" Porter, Lieutenant William "Willy" Broadbent and Leonard "Len" Von Flatern Jr. These past members did so much for the department and community and we appreciate their valuable service. As always our thoughts and prayers are with the families.

March 17, Eathan Waters-Flood was recognized as a "Young Hero" by Baystate Medical Center and The Wilbraham Fire Department. This eight year old boy was credited in recognizing that his great-grandmother was having a medical emergency in which he sought out help. He remained calm and comforted his grandmother until help arrived. Congratulations Eathan.

On May 15, voters approved the new purchase of a combination pumper and ladder truck. This new vehicle will take the place of two aging vehicles in our fleet. The new "quint" will have both operational capabilities of the two vehicles we are replacing. This will afford us operational efficiencies and savings to the town. I would like to thank the town's people for their support. In addition, I would also thank Wilbraham Monson Academy for the donation of \$20,000 to be applied toward the purchase of this new vehicle and another \$20,000 donation into the Fire Department Gift Account for the purchase of needed equipment. Voters that same night also approved the public safety communication system upgrade which both police and fire desperately needed. Again, thanks go out to the town for their continual support of public safety.

The "File of Life" program is once again up and running. The Senior Center, Medical Reserve Corps and the Fire Department have been working together to provide all Wilbraham Seniors with a File of Life Card. The File of Life Card contains medical history and a list of current medications. It is placed inside a magnetic red case and recommended to be placed on the refrigerator or somewhere else easily spotted by emergency personnel. This program has brought great success in the past and we are all proud that we can bring it back.

Health, fitness and wellbeing have always been a very real concern for our firefighters. This year we were able to send two Firefighters to a train-the-trainer Human Performance Workshop. This four

day program focuses on maximize performance, mental readiness, cardiac health, injury reduction and cancer prevention. Our two trained firefighters are currently providing training for the entire department. This program has had a profound impact on changing the culture and mentality of the fire service. Firefighters who have participated in this program state that they eat healthier, have more endurance and flexibility on the fire ground, sleep better, and experience stronger camaraderie in the firehouse. Our goal is to have our department transform into a much healthier, fitter, and safer department. We are in hopes that this program will significantly curtail the fire services troubling cancer, cardiac and orthopedic injury trends as well as ease the burden on taxpayers for these costs. Most importantly, this program will allow firefighters to operate more effectively and safely to hopefully reach, and enjoy their retirement years.

Training continues to be an important part of our state of readiness in 2017. The members of the department completed over 2,382 hours of training to maintain and improve the proficiency of this department. Other training included the utilization of outside resources such as National Grid, Friendly Ice Cream Corporation and Columbia Gas which they donated a multi-gas detector at a cost of \$2,000.00. We are very grateful with the partnerships that we have developed over the years and continue to develop as we move toward the future.

Emergency Management preparedness has been an ongoing process with updating Emergency Action Plans for National Grid, Columbia Gas, and Massachusetts Water Resources Authority. Annual meetings with our community partners to discuss strategies on emergency management have helped develop good working relationships prior to an emergency.

This year we received a total of \$3,220 in a grant from FEMA to purchase radio and fire equipment. The Emergency Management Performance Grant Program plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the

(Continued on page 56)

(Continued from page 55)

National Preparedness Goal (the Goal) of a secure and resilient Nation.

All members of the fire department have been up to date on various levels of upgrade in regards to the National Incident Management System (NIMS) training. This training provides a consistent nationwide template to establish a model for federal, state, tribal, local governments, private sector and non-governmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from emergency incidents regardless of cause, size or complexity.

We have also renewed our contract with Blackboard Connect. This system allows authorized Town officials to create and rapidly disseminate time-sensitive messages to every home phone, business phone, cell phone (with text messages) and email addresses stored in the notification database. With this system, authorized officials can send thousands of messages in minutes. You can sign up now by going to the town web-site and click on the Blackboard Connect tab.

In addition, this year we have been updating

our Comprehensive Emergency Management Plan (CEMP) and L.E.P.C. Hazardous Materials Emergency Plan with the Commonwealth. This program is designed to provide community emergency management officials with the ability, via the internet, to directly view and update their respective CEMP information. It will also allow

tool will help MEMA when allocating state resources and will give the agency new analytical capabilities.

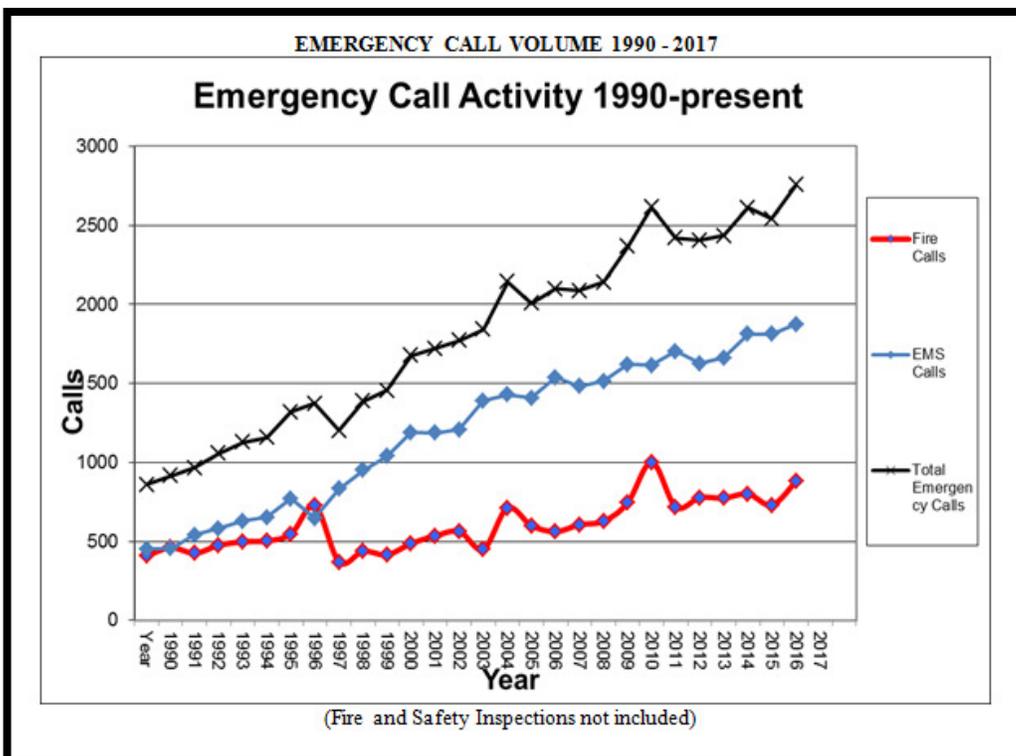
This year we received a total of \$6,547.00 in SAFE and senior grant funds from the Massachusetts Executive Office of Public Safety and Security. The SAFE program provides students with first-hand knowledge of the dangers associated with fire and age-appropriate information on preventing and surviving fires that occur. The senior program was created with the support of the Legislature to offer funds to local communities in support of senior fire prevention training and is aimed at educating seniors, among the vulnerable populations at risk of fire-related deaths, on fire prevention, general home safety and how to be better prepared in the event of a fire.



Wilbraham Fire Department on the scene of a fire. Photo courtesy of Wilbraham Fire Dept.

Massachusetts Emergency Management Agency (MEMA) to collect statewide data and build statewide datasets. This

We continually struggle to meet service delivery needs of the community. Many times outside agency are being called in to handle overlapping medical and other emergency calls. From March 1st to December 31st we have had 1,060 calls that overlap. Our goal is to meet the Matrix Staffing Study that the town had conducted back in 2008. Even though our call volume has increased over 500 calls per year



(Continued on page 57)

FIRE DEPARTMENT ACTIVITY 2017	
Fire / Emergency Responses	882
Emergency Medical Responses	1,874
Fire and Safety Inspections	1,656
Totals	4,412

(Continued from page 56)

since that time, this would at least give us a starting point in which we can then re-analyze the data and formulate short and long term goals. The study recommended four shifts to be staffed at six personnel in which only two shifts currently maintain. It also included having a staff position of a Captain of EMS and Training. This position would merge two current ancillary positions now being filled by two firefighters that work on shift. We have outgrown this practice as it no longer meets our operational needs and effectiveness. The department is currently looking into cost effective ways to meet these recommendations.

Finally I would like to thank the community, its leaders, voluntary boards and firefighters past and present who have supported this department in so many ways. In addition, our community partners for working with us in keeping this community safe. It takes many people for this organization to be successful in meeting our obligations. I feel we have accomplished this goal and very proud of being a part of an organization that really cares about the community we serve.

Respectfully submitted by,
David F. Bourcier, Fire Chief/Emergency Mgmt. Director

Board of Fire Commissioners:

Ralph Guyer
Gary Petzold
Edward Rigney

Fire Department Roster

David Bourcier*	Fire Chief
Peter Nothe**	Deputy Fire Chief
William Manseau *	Captain of Fire Prevention
Vacant / Not Filled	Captain of EMS & Training
Lena McCaffrey	Administrative Assistant
Maria Gildea	Ambulance Billing Clerk

Thomas Shaw*	Captain "B" Group
Daniel Corliss**	Captain "D" Group
Josh Mullen **	Captain "A" Group
Kevin Brown**	Captain "C" Group
Paul Budaj **	Senior Private / Training Officer
Anthony Cerini **	Senior Private / EMT Coordinator
Dane George **	Senior Private
Richard Hatch Jr. **	Senior Private
Victor Robidoux **	Private
James Royce **	Private / Assistant Mechanic
Kevin Brown **	Private
Jason Dimitropolis **	Private
Anthony Arventos **	Private / Head Mechanic
Mathew Walch **	Private
Jeffery Witek **	Private
Patrick Farrow **	Private
Chris Houghton **	Private
Adam Hart **	Private
John Fitzgerald **	Private
Jeff Kristek **	Private
Andrew Nothe **	Private
Mathew Sterling**	Private
Demick Memill**	Private

EMT *

Paramedic **

Central Dispatch

clean and comfortable building is much appreciated by all Central Dispatch employees, Thank- you, Wilbraham!

In 2017 Central Dispatch moved to our state of the art Dispatch center in the new Police Headquarters. The updated technology allows Dispatchers to monitor building security through the intricate camera system. Dispatch work stations are adjustable for comfort and ergonomic considerations. NG911 is in place, with a vastly improved mapping system. The new building has given Central Dispatch a self – contained Department within the Police Building. The gift of a modern, efficient,

The professional staff of Dispatchers continues to be the Public Safety answering point, fielding both emergency and administrative calls for the Police and Fire departments, plus after hours DPW and other town departments. In 2017 Central Dispatch documented 23,139 calls in our CAD system. Citizens are reminded to call the non-emergency Public Safety Dispatch number: 596-9771. This number is also the one to be given to your alarm company or Lifeline type system.

(Continued on page 58)

(Continued from page 57)

2017 brought changes to the face of Wilbraham Public Safety. Wilbraham now has a Public Safety “campus” with adjoining Police & Fire Departments. The retirement of Police Chief Roger Tucker in December was bittersweet. He has been an asset to the Town of Wilbraham; it is a much better place for having had Roger Tucker as Police Chief. The Police Department is in good hands going forward with Chief Robert Zollo. Fire Chief David Bourcier and Deputy Chief Peter Nothe have a great command staff in place. The rapport built over many years between the town departments has created a very fine Public Safety response system for Wilbraham.

Respectfully submitted,
Dispatch Supervisor
Shirley G. Rae

Central Dispatch

- Shirley G. Rae, Dispatch Supervisor
- Mark Duclos
- Brian Kibbe
- David Clark
- Anthony Gentile
- Annie Murphy
- David Squires
- Linda Hatch
- Jeffrey Hastings
- Johnathan Danek
- Stacy Martinez

Local Emergency Planning Committee

The Local Emergency Planning Committee has been diligent with the Emergency Planning and Community Right-to Know Act (EPCRA) Hazardous Chemical Storage Reporting Requirements. Its purpose is for any hazardous chemical used or stored in the workplace in which facilities in our community must maintain a material safety data sheet (MSDS), and submit the MSDS's to their State Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC) and local fire department. Facilities must

also report an annual inventory of these chemical by March 1 of each year. The information must be made available to the public.

Also this year we have been aggressive with updating our Comprehensive Emergency Management Plan (CEMP) with the Commonwealth. This program is designed to provide community emergency management officials with the ability, via the Internet, to directly view and update their respective CEMP information. It will also allow Massachusetts Emergency Management Agency (MEMA) to collect statewide data and build statewide datasets. This tool will help MEMA when allocating state resources and will give the agency new analytical capabilities.

In addition, work has started with preparation of a new Hazardous Materials Emergency Plan with will employ the latest format and mapping capabilities. Planning efforts are continually being reevaluated which include planning for a variety of disasters that may affect the community. Floods, hazardous materials spills, wildfires, natural disasters and even terrorism all constitute real challenges facing community leaders today.

We constantly take steps to make this community a safer place to live and work. The good communication between LEPC members, Local Government, Business Owners and residents makes the whole system succeed.

Respectively Submitted by,
David Pasquini
Chairman of the L.E.P.C.

Local Emergency Planning Committee

- David Pasquini, Chairman
- Robert A. Rusczek
- Roger W. Tucker
- Francis W. Nothe
- Robert J. Boilard
- Ed Cenedella
- Lorri McCool
- Ralph Guyer
- David Bourcier
- Terry Nelson
- Anthony Aube
- Stoughton L. Smead
- Capt. Timothy Kane
- William Sperrazza
- Capt. William Manseau

Parking Clerk

The Parking Clerk works collaboratively with the Wilbraham Police Department to enforce the Town's parking by-laws. The Parking Clerk is responsible for collecting parking citation fees, issuing late fees and processing unpaid parking citations with the Massachusetts Registry of Motor Vehicles (RMV) through the assistance of Arthur P. Jones and Associates.

Parking citation fees can range from \$15, \$50 to \$200, excluding late fees. A \$10 late fee is added to the original parking citation fee after 21 days of non-payment. After approximately 41 days of non-payment of the parking citation fee, the driver's name and registration information is forwarded to the RMV to be "marked." This is an attempt for the Town to collect the outstanding fees. The payment of the parking citation fee is enforced; whereas, the fees must be paid to the Town of Wilbraham before the RMV will conduct any business with the violator, such as renewing a driver's license, registering a car, etc.

In 2017, the Bylaw Study Committee offered an Article on the 2017 Town Meeting Warrant to alter the Town's parking bylaw, Section 706c3, which called to increase #26 parking violation fee from \$100 to \$200, and late fee from \$10 to \$50. On May 15, 2017, the Town voted to approve the bylaw change as offered. As result, the parking citation fee for #26 parking violation increased to \$200. All monies collected for this type of parking violation are allocated to the Commission on Disability to be utilized towards accessibility projects, etc.

In 2017, 19 parking citations were issued in the Town of Wilbraham. Additionally, 6 parking citations from previous years were resolved through payment. Parking

(Continued on page 59)

(Continued from page 58)

citations can include more than one violation offense. In 2017, 1 parking citation fell into this category. The breakdown of parking violations related to parking citations issued and, or resolved in 2017 can be found in the chart below.

For more information about parking regulations, please visit www.wilbraham-ma.org or contact the Parking Clerk at 413.596.2800 ext. 101.

Parking Clerk
Candace Ouillette Gaumont

Police Department

At the close of 2017, this year-end review of the Wilbraham Police Department

brought some major changes. The first of these major changes is the retirement of Chief Roger Tucker. Chief Tucker was employed by the town since 1986 (7 years as patrolmen, 7 years as a Sergeant, 12 years as a Captain and 6 years as a Chief). Chief Tucker's commitment to the town is an excellent example for every town employee to strive for. His selflessness and work ethic will be sorely missed. Chief Tucker's retirement will be a loss for the town but a gain for his wife, Camille, and his family. The Police Department would like to wish the Chief a well-deserved and long healthy retirement. On December 18, 2017, the Board of Selectmen appointed Captain Robert Zollo as the Acting Chief to replace Chief Tucker.

Chief Tucker had many accomplishments in his career; however, none larger than being an instrumental member of the Police Station Building Committee. The new station is located at 2780 Boston Road; and was officially open up for business on April 24,

(Continued on page 60)

2017 Breakdown of Parking Violations

Parking Violation #	Violation	Fine/Fee for Violation	# of Violations in 2017
1	Parked within a designated no parking zone.	\$15	2
3	So as to obstruct snow or ice removal	\$15	2
4	So as to obstruct a sidewalk	\$15	1
8	Within an intersection	\$15	1
9	Within twenty (20) feet of an intersecting way	\$15	1
12	So as to leave less than ten (10) feet wide unobstructed lane to the curb, edge or solid center line(s) of a street, highway or way.	\$15	1
19	Within a fire lane	\$15	3
20	On any street, highway or way for a period of time longer than one (1) hour between the hours of 1:00am and 7:00am of any day.	\$15	1
22	On school district property without a current parking sticker or except as a business or social invitee.	\$15	4
24	Impeding traffic within a designated parade route or other. (Citation issued due to impeding handicapped parking slot.)	\$15	1
25	Within ten (10) feet of a fire hydrant.	\$50	1
26	So as to obstruct or occupy a designated disabled veterans of handicap ramp, cross hatch area (as defined by MGL Chap. 40 §22a and or 521CMR, as amended from time to time) or parking area without proper plate or permit	\$200	1

In 2017, the collection efforts for parking citation fines were as follows:

2017 Collection Efforts of Parking Citation Fines

# of Parking Citations	Action Taken – Parking Citation	Fee Collected
10	Paid prior to late fee issued	\$150.00
3	Paid after issuance of 1 st notice of non-payment	\$45.00
1	Paid after issuance of late fee & 2 nd notice of non-payment	\$15.00
1	Paid after late fee issued & 3 rd notice of non-payment	\$15.00
3	Appealed parking citation. (1 appeal sustained; 2 appeals overturned and demand for payment issued.)	\$215.00
1	Parking citations were sent to the RMV for "marking"	\$0.00
6	Parking citations from previous years that were marked at the RMV were paid and cleared from RMV marking.	\$610.00
(7 parking citations issued in 2017)	TOTAL of FEES COLLECTED IN 2017	\$1,050.00

(Continued from page 59)

2017. The building is 15,800 square feet of state of the art technology, construction and is an envy of many Police Departments throughout New England. The building is a true representation of how the community feels about the Town and Police Department. The Department would like to thank all the members of Police Station Building Committee, the Board of Selectmen and the Town residents for this magnificent building.

The Department lost a good, young Patrolman to the Town Of Ayer. Officer Chris Rogers transferred to Ayer Police Department. Officer Rogers was an extremely hardworking, knowledgeable and dedicated officer for the Town. The Department extends best wishes and success in future endeavors for Chris. The Board of Selectmen authorized the Department to hire replacement to fill the vacant positions of Police Chief and Officer Rogers, which also included an additional, new police officer position.

Respectfully submitted by,
Chief Robert G. Zollo

Police Station Building Committee

The calendar year 2017 ushered in the final construction, furnishing, technology coordination and logistical phases of the new Wilbraham Police Station. Planning to advance the Department from a circa 1904 facility to the "state of the art" facility took many hours of planning by the Wilbraham Police Department (WPD) staff and the Building Committee. Not only the physical building but the advancement of technology brought forth many operational challenges as new building codes, data and communication equipment influenced the budget and operational adjustments.

As the finishing touches were applied to

POLICE DEPARTMENT PERSONNEL	
CHIEF	Roger W. Tucker
CAPTAINS	Timothy F. Kane, Jr Robert G. Zollo
SERGEANTS	Daniel E. Carr Mark A. Paradis Edward C. Lennon Shawn B. Baldwin Jeffrey Rudinski
PATROLMEN	Lawrence H. Rich III Thomas P. Korzec Harold R. Swift Christian A. Letendre Daniel E. Menard-School Resource Officer David Diogo--Resigned Michael J. Cygan-Investigator/Court Officer Joseph R. Brewer-K-9 Aderico P. Florindo Thomas D. Motyka Brent P. Noyes Justin R. Wall Christopher C. Arventos James E. Gagner Sean Casella Christopher Rogers---Resigned 12-17-17 Daniel Ryan Brian Strong Steven Glenn Mark Shlosser
ADMINISTRATIVE ASSISTANT	Lisa M. Bouchard
CELL ATTENDANTS	Lisa M. Bouchard Mary Bready Linda Ely Mark Duclos Anthony Gentile David Goodrich Matthew Lapre Reginald McCallister Brian Kibbe

the work plan, many tweaking adjustments had to be made for camera access, security, evidence storage, say nothing of the miles to the nucleus of dispatch, heating, energy and utility systems. Readyng the new building for occupancy took the coordination of contractors, vendor, neighboring community dispatchers and multiple Town Departments. All tasks were performed at an emergency ready status with no interruptions of community public safety.

The end result to the Community is a designed, tested public safety facility with an enhanced E-911 system with emergency standby power having modern day features of capacity, ergonomic supported equipment, fiber optic redundancy supporting security and communications for public safety

Follow the Wilbraham Police Department on Facebook!



protection.
The increased space and improved working conditions will provide police officers with the tools for high-level consumer services. Protection vehicles and equipment utilizing the carport, facility out

(Continued on page 62)

Police Department

I. CRIMINAL COURT COMPLAINTS	
Primary Arresting Offense	
Rape	4
Robbery	0
Assault Aggravated	4
Assault Simple	26
Intimidation	0
Arson	0
Restraining Order Violation	9
Burglary/Break & Enter	7
Shoplifting	45
Theft From Building	4
Theft from Motor Vehicle	5
All Other Larceny	10
Motor Vehicle Theft	6
False Pretenses/Swindle	8
Embezzlement	3
Stolen Property Offenses	8
Vandalism	5
Drug/Narcotic Violation	17
Weapon Law Violation	0
Bad Checks	1
Disorderly Conduct	7
Driving Under the Influence	44
Protective Custody	9
Family Offense/Non-Violent	0
Liquor Law Violation	6
Runaway	0
Trespass of Real Property	3
All Other Offenses	93
Traffic/By-law	332
Total	656
II. PERSONS ARRESTED OR CHARGED OFFENSE TYPE	
A. Criminal	273
B. Motor Vehicle	374
C. Protective Custody	9
Total	656
III. PERSONS ARRESTED OR CHARGED BY AGE	
A. Adults	636
B. Juvenile	20
Total	656

IV. PERSONS ARRESTED OR CHARGED BY OFFENSE TYPE/AGE	
A. Criminal	
Adults	256
Juvenile	17
B. Motor Vehicle	
Adults	371
Juvenile	3
C. Protective Custody	
Adults	9
Juvenile	0
Total	656
V. PERSONS ARRESTED OR CHARGED BY SEX	
A. Adults Charged	
Male	494
Female	133
B. Juvenile	
Male	15
Female	5
C. Adults placed in Protective Custody	
Male	7
Female	2
D. Juveniles placed in Protective Custody	
Male	0
Female	0
Total	656
VI. PERSONS INCARCERATED BY AGE/SEX	
A. Adults	
Male	220
Female	40
B. Juvenile	
Male	3
Female	3
Total	266

VII. UNIFORM TRAFFIC OFFENSES		
	Civil	Warning
Violate RMV Rules/Regulations	9	61
Stop Sign/Red Lens Violation	40	188
Text Messaging	4	43
Improper Pass/Marked Lanes	24	66
Seatbelt	12	60
Child Restraint	0	0
Passing School Bus	0	0
Speeding	137	313
Fail Inspection Motor Vehicle	186	401
Defective Equipment	19	177
Unregistered Motor Vehicle	21	11
No License/Reg. In Possession	31	20
All Other Moving Violations	13	27
Recreation Vehicle Violation	3	0
Total	481	1367
VIII. MOTOR VEHICLE VIOLATIONS BY TYPE		
A. Uniform Traffic Citations	481	
B. Warnings	1367	
C. Parking Violations	14	
Total	1848	
IX. UNIFORM CRIME REPORT (FBI CRIME INDEX OFFENSES)		
Forcible Rape	5	
Robbery	2	
Assaults	76	
Burglary	31	
Larceny-Theft	126	
Motor Vehicle Theft	10	
Arson	1	
Total	251	
X. BURGLARY BREAKDOWN		
Forced Entry	19	
Unlawful Entry	8	
Attempted Forced Entry	4	
Total	31	
XI. LARCENY BREAKDOWN		
Larceny over \$200	52	
Larceny between \$50 and \$200	37	
Larceny less than \$50	37	
Total	126	
XII. VEHICLE ACCIDENTS		
Fatal Accidents	1	
Personal Injury Accidents	66	
Property Damage Accidents	309	
Total	376	

XIII. PERSONS INJURED IN MOTOR VEHICLE ACCIDENTS	
Persons Killed	1
Persons Injured	99
Total	100
XIV. OTHER ACTIVITY - PUBLIC LOG	
Call Incidents (Citizens: 7,192; Police: 15,950)	23,142
Call Incidents needing further investigation	847
Alarms Investigated	1049
Lost/Missing Persons	34
Suspicious Persons/Activity	933
Deaths Investigated	13
Harassment	54
Towed Motor Vehicles	412
Domestic Disturbances	133
Vandalism	54
Unsecured Buildings	18
Shoplifting	63
Total	26,752
XV. STOLEN PROPERTY BREAKDOWN	
There was a total of \$44,623.00 taken in break-ins	
There was a total of \$29,033.00 taken in larcenies	
There was a total of \$86,350.00 taken in motor vehicle thefts	
There was a total of \$1,292.22 taken in robberies	
There was a grand total of \$161,298.00 in property stolen in Town in 2017	
XVI. RECOVERED PROPERTY (no entry)	
XVIII. PERMITS ISSUED	
Pistol Permits	217
F. I. D. Cards	17
Total	234
XIX. FEES COLLECTED	
Pistol Permit/F. I. D. Card	\$18,200.00
Video/Report Requests	\$2,230.00
Dealer Permits	0
Fingerprint Cards	0
Restitution Checks	0
Total	\$20,430.00

Police Department

Building Committee, WPD Staff and the many supporters of the Wilbraham Police Department offer many thanks.

Nothing of the magnitude of this project would have been completed without: Tecton Architects; W.J. Mountford Contractors, Construction Management Services, and our fine sub-contractors and utilities.

Wilbraham Police Station Building Committee

Roger Fontaine Chairman
 Edward Rigney Vice-Chairman
 Chief Roger Tucker, WPD
 Chief Francis Nothe, WFD
 Chief David Bourcier, WFD
 Roger Chapdelaine
 Paul LaPlante
 Patti Diotalevi
 James Dowd

Lisa Bouchard, WPD Admin. Assistant
 Nathan Delong, IT Director
 Shirley Rae, Central Dispatch Supervisor
 Thomas Sullivan Town Treasurer
 Lance Trevallion Building Inspector

STATISTICAL COMPARISON FOR UNIFORM CRIME REPORT – FBI CRIME INDEX

	2016	2017	% CHANGE
Criminal Homicide	0	0	0%
Rapes	5	5	0%
Robbery	1	2	+100%
Assault	95	76	-20%
Burglary/Res/Bus	51	31	-39%
Larceny	101	126	+25%
Auto Theft	12	1	-66%
Arson	3	1	-66%
Total	268	251	-6%

STATISTICAL COMPARISON FOR WILBRAHAM POLICE DEPT. ACTIVITY INDEX

	2016	2017	% CHANGE
Call Incidents	23604	23142	-2%
Written Complaints	898	847	-6%
Alarms Responded To	1070	1049	-2%
Protective Custody	10	9	-10%
Criminal Arrests	234	273	+16%
Vandalism	75	54	-28%
Domestic Disturbance	178	133	-25%
Motor Vehicles Accidents-Fatal	0	1	0%
Motor Vehicles Accidents – Injury	80	66	-17%
Property Damage	265	309	+16%
Motor Vehicle Accidents – Total	345	376	+9%
Shoplifting	23	63	+174%

MOTOR VEHICLE VIOLATIONS CITED

	2016	2017	%CHANGE
Civil	521	481	-8%
Warnings	1387	1367	-1%
Arrest Motor Vehicle	493	374	-24%
Total	2401	2222	-7%

(Continued from page 60)

building, evidential storage will protect Department assets and long-term physical and fiscal necessities of modern police work.

This four year building project to improve infrastructure would not have been possible without the support of the (past and) present Board of Selectmen, the financial planning of Town Treasurer Thomas Sullivan and the support of residents of the community. They support the new facilities at Town Meeting and General Election Bonding Approval. An extra accolade to those who attended our WPSBC presentations, station tours asked questions and presented ideas. The process of Town Government at its best to validate and spread the word that public safety infrastructure needed to be updated. Chief Roger Tucker postponed his retirement to make sure that the building was approved, designed and built in a realistic and cost effective manner. The



Health & Human Services

Cemetery Commissioners



The logo used by the Cemetery Commission for many years is of the grave of Eunice Chapman who died March 30, 1789 at the age of 17. She and her parents, Isaiah and Hazadiah (Soyer) Chapman and brother Isaiah Chapman were from East Haddam, Ct. and were Quakers who travelled north through Wilbraham to attend meetings. On their return on Monday, March 30, Eunice died in Wilbraham and was buried in the nearest cemetery which was Glendale Cemetery. Although Eunice is the only member of her family buried in Wilbraham, the elaborate monument to her memory was done with a great deal of love and care and is still in excellent condition.

The Wilbraham Cemetery Commission is responsible for the operation of the three town-owned cemeteries: Adams Cemetery located on Tinkham Road, East Wilbraham located on Boston Road, and Glendale Cemetery located at the intersection of Glendale and Monson Roads.

In 2017 there were 13 burials (6 in Adams, 4 in East Wilbraham, 3 in Glendale), 5 were full burials and 8 were cremation.

ADAMS CEMETERY

On Saturday, April 15, 2017 a monument rubbing class took place which was sponsored by the Wilbraham Library. Although the weather was inclement several people did take part.

In October the annual Adams Cemetery Tour sponsored by the Athenaeum Society was again held and was well attended.

Four historic monuments toppled during 2017. These were immediately repaired.

In the past few years more of the historic monuments are breaking or falling from their base due to the rusting of the iron pins holding the monument to the base because of age and exposure to the elements causing the stone to become weakened and brittle. When an old monument falls there is a very real



Photo courtesy of the Cemetery Commissioners.



Photo courtesy of the Cemetery Commissioners.



Photo courtesy of the Cemetery Commissioners.

possibility that it could shatter into several pieces. When the damage is discovered repair is done immediately. This has become a more frequent incident in the historic section. Simply a gentle shove or tap on the monument can cause it to collapse. We ask our visitors to please use caution when walking

near the historic stones.

EAST WILBRAHAM CEMETERY

Trees and shrubs have been pruned and general maintenance has taken place to keep up the appearance of the grounds.

GLENDALE CEMETERY

A new metal roof was installed on the shed in Glendale. Several old monuments were repaired with the assistance of CPA funds. An old tree in the north field was removed after part of the tree fell.



Photo courtesy of the Cemetery Commissioners.

(Continued on page 64)

(Continued from page 63)

The following chart shows the number of burials for the past 11 years in our cemeteries.

WILBRAHAM TOWN CEMETERY BURIALS				
YEAR	ADAMS	EAST	GLENDALE	TOTAL
2007	9	5	3	17
2008	5	2	4	11
2009	15	2	8	25
2010	10	4	4	18
2011	9	1	3	13
2012	6	5	2	13
2013	6	0	3	9
2014	9	1	11	21
2015	9	2	5	16
2016	7	7	4	18
2017	6	4	3	13
TOTAL	91	33	50	174

Source: Wilbraham Cemetery CIMS computer program

Cemetery Commissioners

Donald Bourcier, Chair
 Wilfred R. Renaud, Secretary/Treasurer
 George Gordon, Clerk

Council On Aging & Department of Elder Affairs

2017 found the Senior Center still located in the YMCA building. As the senior population continues to grow, and the school age population declines, most of the towns focus is on school closings, middle school mergers and dissolving the regional school agreement. There has been no progress on securing a larger senior center.

Wilbraham's Veteran's Agent was made a

full time position in July and that office brought more foot traffic into the Senior Center. A new Public Health Nurse came and went in 2017. Gloria Wilson held the

position for 6 months, spending most of that time without an actual office. In October, an office was made available for this position at the Town Hall.

In January, Greater Springfield Senior Services informed the town that they would no longer be providing weekly lunch through their Meals Program. Although a small group of regular lunch attendees, the staff made the decision to be "self-cook" and every Monday, prepares a homemade meal at a cost of \$3 per elder. A generous donation from Country Bank helps offset the cost of this program. 1,281 lunches were served in 2017.

The Senior Center continues to look for alternative funding sources to maintain level service to the elders of Wilbraham. The formula grant, issued through MCOA, is used to pay for salaries of the one paid van driver/custodian and half the salary of the Activities/Volunteer Coordinator. A Title III grant was also obtained for \$9,233, which offsets the salary of the Social Services Coordinator. Only the Director of Elder Affairs position is paid entirely from the town.

The Senior Center participates in the Wilbraham's Senior Tax Workoff program. Two van drivers and four receptionist positions are provided through this program.

Respectfully submitted by,
 Paula S. Dubord, Director of Elder Affairs

Council on Aging

M. Trant Campbell, Chairman
 Giles Turcotte
 Diane Weston
 Robert Page
 Theresa Munn
 Ellen O'Brien
 Charles J. Marsman

Council on Aging-Pastoral Advisor

Rev. Fr. Panteleimon Klostri

Department of Elder Affairs

Paula S. Dubord, Director
 Barbara Harrington, Social Service Coordinator
 Mary Ellen Schmidt, Activities/Volunteer Coordinator

Health Inspector/Title V Inspector/Board of Health/Advisory Board of Health

The Board of Health (Board of Selectmen) is responsible for protecting public health and the environment. The inspector is responsible for the enforcement of, and education for public health issues and regulations. The position requires the inspection of all restaurants, retail food establishments, motels, tanning and piercing salons, schools, swimming pools, bathing

(Continued on page 65)

2017 SENIOR CENTER STATISTICS			
Transportation	1830 rides provided.	786 to grocery store	187 to medical appointments
Events	16,532 programs & activities were provided (i.e. community education; fitness, health screenings, recreation and social.)		
Social Services	3,482 units of service were provided to 494 Wilbraham residents (i.e. housing; fuel assistance, food stamps, knox box, well-being checks, brown bag.)		
Volunteers	3,757 hours of volunteering was provided by 104 volunteers.		

(Continued from page 64)

beaches, camps for children and housing. These inspections are conducted to assure compliance with state and local regulations that govern them. When violations are observed, the facility is cited and a re-inspection is conducted to verify compliance.

response coordination. The Board of Health in conjunction with the Attorney's General Office has implemented a receivership program. Receivership is one of many strategies that our community is utilizing as part of our approach to deal with distressed and abandoned properties. The receiver is

The Hampden/Wilbraham Medical Reserve Corp (MRC) is a joint effort of both town Health Department, Fire Department, and Regional School District. Approximately 50 volunteers were identified which includes a diverse group of nurses, doctors, emergency medical technicians, physical therapists, and non-medical personnel from both communities. Primary focus for the unit has been to gain MRC recognition status, certify, organize, and train volunteers. Since start-up, the Unit has participated in joint emergency response exercises in the community, county, and state, established and activated an emergency dispensing site, conducted numerous immunization clinics, most notably for H1N1 immunizations in 2009-10. The unit also assisted local and surrounding communities during the June 1, 2011

2017 Health Inspections Conducted	
Food Establishments(i.e Restaurants, Non-profit Kitchen, Schools)	75
Food Establishment Retail	13
Food Establishment-Bakery/Residential Kitchen	14
Seasonal Food/Farmer's Market	11
One Day Food Establishments	8
Camps	5
Pools	8
Tanning Salons	3
Motel	1
Total Inspections in 2017	138

In addition to the above, the inspector is responsible for investigating complaints of trash and debris on private or public property, the health and welfare of individuals who may need assistance or guidance, noise complaints, septic system failure complaints, and air quality issues, hoarding and any other concern relating to public health. In all these instances the inspector conducts an inspection to determine the health risk, and follows up with a letter to, or contact with, the affected parties to eliminate the health risk. When compliance with an order is not obtained within the specified time, the inspector will continue the enforcement through the legal process. In these cases, the inspector submits the documentation to the appropriate court and represents the town in any subsequent court proceeding. The Board of Health, as a member of the Hampden County Health Coalition, has also become a part of the Health and Medical Coalition (HMCC). This coalition is comprised of individual healthcare organizations in Western MA (Berkshire, Franklin, Hampshire and Hampden counties) that agree to work together to maximize surge capacity and capability during medical and public health emergencies by coordinating preparedness planning, facilitating information sharing, mutual aid, and

responsible for rehabilitating and stabilizing a property that has been seriously neglected by the owner. The success of a receivership effort in a community requires teamwork. Cooperation and coordination from both outside and within municipal government are critical elements if a municipality is to be successful in using this very powerful tool. The action that triggers the beginning of a receivership process is a complaint to the municipal department that is responsible for enforcing the State Sanitary Code. Both the Building Department and Board of Health work together in enforcement/compliance. The health inspector is required to handle all aspects of the enforcement of Title V of the Environmental Code. This includes witnessing all site assessments required during percolation testing for new construction and repairs of all leach fields in the town. The proposed design for the new leach field or any component is submitted for the inspector to review/ approve. The inspector is then required to conduct all field inspections of the installation to assure compliance with the approved design. All aspects of Title V are handled through the Engineering Department at the Town Office Building. In 2017 the inspector witnesses 71 percolation tests, reviewed 108 septic designs, and inspected 103 installations.

tornado event, hurricane Irene response August 25, 2011, and the Nor'easter of October 29, 2011. Currently, volunteers number approximately 40. Ongoing activities are focused on recruiting new members and keeping volunteers trained, energized, and prepared to respond as needed.

Health Inspector/Title V Inspector
Lorri McCool

Board of Health
Susan C. Bunnell
Robert W. Russell
Robert J. Boilard

Advisory Board of Health
Francis Barbaro, Chairman
Catherine Jurgens
Dr. Thomas G. Magill
Loralee Nelson
Dr. Thomas S. Gould
Teri Brand
Timothy O'Neil

Administrative Assistant
Candace Ouillette Gaumond

Wilbraham Housing Authority

The Wilbraham Housing Authority (WHA) manages Elderly/Handicapped and Family Housing. There are two Elderly/Handicapped developments: Miles Morgan Court off Main St. and The Pines on Stony Hill Road. The family units are scattered throughout Wilbraham.

The Wilbraham Housing Authority completed many projects in 2017. A few of the items we have been focusing on are as follows:

- The Authority is working with Blackstone Architects and the Department of Housing and Community Development on a Congregate Redesign to nine (9) one-bedroom conventional apartments. The WHA applied for and received funding from the Community Preservation Committee and the Department of Housing and Community Development for this project.
- Smoke detectors in all of the family units were updated.
- All the roofs at the Miles Morgan Development were past their life span and replaced.
- The stairways in all buildings at the Miles Morgan Development were re-tiled.
- A number of water heaters were replaced.

The Wilbraham Housing Authority Board of Commissioners:

Three Commissioners are elected to a five year term in Town Elections. The fourth member is to be a tenant elected by tenants. (Regulations on this member are still being worked on.) The fifth commissioner is appointed by the Governor for a five year term. Board meetings are held at the Pines Development on the second Tuesday of each month at 7:00 p.m.

The Massachusetts Department of Housing and Community Development is the regulatory agency for the WHA. Applications for housing are available at the WHA offices or online, 88 Stony Hill

Road weekdays 8:30 a.m. to 12:30 p.m. or by calling (413)543-1700.

Wilbraham Housing Authority
Peter Manolakis, Chairperson
Anne Turcotte, Vice Chairperson
Judy Cezeaux, Treasurer
Angel Reyes, State Appointee

Paula Olsen, Executive Director

Department of Veterans' Affairs

This past year has seen some significant changes in our Veteran Services Department. We have now gone to full-time meeting the state requirement that "any town in Massachusetts with a population over 12,000 must have a full-time Veterans Agent."

I am happy to say that with the added time available I have been able to assist more Veterans with their federal claims and many have been successful. The Town of Wilbraham currently has 210 Veterans and Beneficiaries receiving \$281,212.00 a month from the Federal Government. This number is always changing but as of the November 2017 report we currently rank 103rd in the State. This is a lot of money coming into the Town that benefits all of us. This is why it is important to support our Veteran Services Department.

Once again this past year I participated in Veteran Ceremonies, Events, Guest Speaking, Parades, Veterans Day booths at the Big E and many local fairs, Veteran Service Officer Conferences and state trainings, Western MA VSO quarterly meetings, monthly meetings with other Veteran organizations, visiting our local nursing homes on a regular basis as well as special occasions, the Agawam Veteran Cemetery, and The Soldiers Home in Holyoke. I had the pleasure of being part of several memorable events this past year such as "Wreath's Across America" in November at the Agawam Veteran Cemetery. We lost several Wilbraham Veterans sadly this past year and I was honored to lay wreaths on their grave sites. I attended the Annual VSO Luncheon at the State House with our

Senator Eric Lessor, our State Rep Angelo Puppolo Jr. and Governor Charlie Baker. They are three people dedicated to the welfare of our Veterans and I cannot say enough great things about them. We held several "Veterans Coffee Hours" at local establishments such as Rice's Fruit Farm, Jakes and Friendly's. All establishments donated the coffee for our Veterans. We also held "Veteran Coffee Hours" at Orchard Valley Assisted Living for our Veterans that live there. It was open to all and the participation was greatly received. We held "Veteran Movie Days" at the Senior Center. We established a Gift Account with donations that were made, in lieu of flowers, from my father's passing - William Broadbent, a retired Wilbraham Fire Fighter and Veteran. I was the Guest Speaker again for the Town of Hampden's Memorial Day Parade. In June I was happy to be asked to speak at the Wilbraham Peach Festival. The ceremony was great and many were so happy to have the festival return. In August we learned that the remains of a Wilbraham man killed in the Pearl Harbor attack finally had been identified. YN3 Edmund T. Ryan was laid to rest August 2, 2017 at Arlington National Cemetery. Flags were flown at Half-Staff to honor and remember him. It was a long journey home for Petty Officer Ryan and we can never forget his ultimate sacrifice. Wilbraham became a "Purple Heart Town" on November 6th with a unanimous vote by the Selectmen. Currently there are 4 signs on streets that have boarding towns and we have 6 additional signs to be placed. In December I attended the Gold Star Tree Lighting ceremony held at the State House. I am humbled by all Gold Star families and ask that everyone give them our support and love at all times. We have just received 2 new solar flag lights to be installed at the Glendale Cemetery Flag and also replace the one at Brewers Pond. I am the towns Grave Officer and I am responsible for the Crane Park Memorials. This coming year we will be looking at having the Civil War monument cleaned and restored. It is important to take proper care of our memorials so that future generations will honor and remember those men and woman who have served our great country and fought for the freedoms we enjoy today. I manage an ever changing budget with regard to our local Veterans Chapter 115, I provide assistance with VA claims, appeals, health

(Continued on page 67)

(Continued from page 66)

care benefits, educational benefits, death benefits and the list goes on. If there is anyone who know of a Veteran in need please reach out to our office so that we can get them the help they need and deserve. As always, thank you for the continued support to our Department.

Programs and Ceremonies

Our annual Memorial Day Ceremony was held on Sunday May 28, 2017, 10:30 a.m. at Crane Park. Our Invocation was given by the Reverend Michelle Caron, Interfaith Minister. Reflections of Memorial Day were presented by State Representative Angelo Puppolo and Wilbraham Selectman Susan Bunnell. The Guest Speaker was Lieutenant Colonel Bennett W. Walsh, USMC, retired and current Superintendent of the Holyoke Soldiers Home. We welcomed The Polish American Veterans, Korean Veterans, and American Legion Post 286. Girl Scout Troop 12945 did the Posting of Color and led us in the Pledge of Allegiance. Boy Scout Troop 359 was also on hand to assist. The Minnechaug High School Choir performed the National Anthem. Minnechaug Regional High School Band graced us with their talents led by Band Director Margaret Reidy. This year we had A Proclamation from Governor Baker and Project 351 that was read by Joe Zebian 8th Grader at Wilbraham Middle School. The Civil War 10th Massachusetts Volunteer

Infantry did their gun salute. Taps closed out the ceremony. The new establishment Pafumi's Restaurant catered our event with huge success. The weather cooperated and we had a huge turnout.

Friday, November 11, 2017 at 11:00am we had a crowd of over 100 show support and gratitude at our Veterans Day ceremony. We remembered Wilbraham native YN3 Edmund T. Ryan. Killed in the attack at Pearl Harbor, his remains were identified and he was laid to rest in

Arlington National Cemetery on August 2, 2017. I announced that Wilbraham became a Purple Heart Town on November 6, 2017. Boy Scout Troop 359 did the Posting of Colors. Girl Scout Troop 12945 passed out our Programs. The Reverend Ralph Clark from the Evangel of Assembly Church of God did

Boy Scout Troop 359 did their annual Flag Burning Ceremony. This year's guest speaker was our very own Wilbraham native, Vietnam Veteran, retired Teacher and retired Wilbraham Veteran Service Officer, Richard J. Prochnow. Richard gave a very moving speech reflecting on his experiences in the War and asking us all

to remember those who fight for our freedoms today. He was presented with an award from the Massachusetts Veteran Service Officer Association for over 30 years of service. Everyone thanked Richard for all of his years of dedicated service to the Town of Wilbraham. After the ceremony everyone was invited to Pafumi's Restaurant for refreshments. The weather cooperated and it was a great event.

Veterans Benefits

The Commonwealth of Massachusetts provides one of the best state Veterans Benefit Programs in the nation. Cities and towns of Massachusetts dispense the benefits and are reimbursed a seventy-five percent from the Commonwealth for the cost of the benefits. In FY2017, the town spent \$86,152.96 in Veterans' Benefits, under Massachusetts General Law, Chapter 115, as approved by the Commissioner of Veteran Services of which seventy-five percent (\$64,614.72) will be reimbursed by the state to the town.

The Veterans Office assisted 173 Veterans and, or Veteran family members, and over 1,000 service units.

our Invocation. The Honorable Senator Lessor, State Representative Angelo Puppolo along with Selectmen Bob Russell, and Selectmen Susan Bunnell all spoke on what Veterans Day means to them. We welcomed our American Legion Post 286, Vietnam Veterans of American Chapter 111, and The Polish American Veterans. The Wilbraham Girl Scouts led us in the pledge of allegiance. The Minnechaug Regional High School Band and Choir showcased their talents.

The Veterans Office would like to extend a thank you to all that helped in making our programs a success.

Department of Veterans' Affairs

Laurie Broadbent, Veterans' Agent
Barbara Harrington, Admin. Asst.



Selectmen's Meeting: Wilbraham Becomes a Purple Heart Community. Photo courtesy of Wilbraham Dept. of Veterans' Affairs.



(From Left to Right: Richard Prochnow, former Director of the Dept. of Veterans Affairs; Laurie Broadbent, Director of the Dept. of Veterans' Affairs, Selectmen Susan C. Bunnell and Robert W. Russell. Photo courtesy of Wilbraham Dept. of Veterans' Affairs.

Parks, Recreation & Culture

The Atheneum Society of Wilbraham

The Old Meeting House Museum located on Main Street and Mountain Road in the center of town; is open free to the public on the second Sunday of each month from June through November. We are open in May but due to Mother's Day we will be open the third Sunday in May. December is our annual decorated Christmas tree display, and to coincide with the Town's activities we are open the first Sunday in December.

The Old Meeting House presented a fine selection of programs in 2017. This year we will continue our free annual ice cream social in July in the garden and our annual Candlelight Adams Cemetery tour in October, which has proven to be very popular along with other programs of interest to the Wilbraham Community.

Stop by and see items of interest at the Museum. It is full of town history.

Atheneum Society Trustees

Sandy Sanders, President
Peter Ablondi
Donald Boucier
Charlie Bennett
Steve Clark
Pat O'Brien
Lucy Peltier
Michelle Sampson
Nan Nieske
Michelle Cove
Gary Cove

Wilbraham Cultural Council

The Massachusetts Cultural Council's Local Cultural Program is the largest grassroots cultural funding network in the

nation, supporting community-based projects in the arts, humanities, and interpretive sciences annually. The goal of the Wilbraham Cultural Council (WCC) is to fund as many programs as possible to enhance and benefit the cultural vitality of the Town of Wilbraham. The amount of funds Wilbraham received this past year was \$4,800. We were able to connect with a variety of audiences. After two open meetings were held at Town Hall for informational purposes, the WCC received and considered twenty-three (23) applications requesting funding for 2017. We were pleased with the wide range of audiences we could reach. Music lovers were able to enjoy the Old Post Road Orchestra; students were able to attend Springfield Symphony Music Matters Educational Concert, children were able to attend Minecraft Madness at the library and all ages were able to experience Butterfly Day at Bruuer Pond. In addition, the Wilbraham Cultural Council was able to help support many other activities involving, children, students and our seniors!

We hope that the attendance will continue to increase for the programs offered.

The members of the Wilbraham Cultural Council feel that the programs selected for funding in 2017 supported the availability of rich cultural experiences for every Wilbraham resident.

Wilbraham Cultural Council

Janet Wise, Chair
Martha W. Damon, Secretary
Susan Adams
Mary Manning
Jean Stone
Janet Vitkus
Valerie Ducey

Historical Commission

The Wilbraham Historical Commission has undergone reorganization. New appointments include Brett Johnson Chair, Charles Bennett, commissioner and liaison to the Atheneum/ Old Meeting House Society, and Arthur Wolf, liaison to the CPA Committee.

In July, the historic circa 1734 Nathaniel Warriner house on Main Street was demolished. Brett Johnson sifted through the wreckage to rescue an 18th Century four paneled interior door with its original Suffolk latch, several wind braces and fragments of corner post and girt beams. The architectural fragments were donated to the Atheneum Society and are on display in the Societies' Hearse House.

The Historical Commission is in the early stages of developing a plan for the expansion of the Academy National Historic District. A historic property plaque project is also in the preliminary stage to begin the identification of historical properties along the Main Street "Center Village" corridor.

Further studies have also been planned for the preservation and re-use of the Loren Phelps Farmhouse located on the grounds of Fountain Park. Work is progressing for the nomination of that property to the National Register of Historic Places.

Wilbraham Historical Commission

Brett Johnson, Chairman
Michelle Lawler
Arthur Wolf
Brett Johnson
Roberta Albano
Patrick O. Kiernan (*resigned 7/2017*)
Walter Clark (*resigned 6/2017*)

Parks & Recreation Department

The Parks & Recreation Department had another successful year during 2017. The Department spent much of 2017 maintaining many of the programs we have created over the years, improving our maintenance of the facilities the Parks Department oversees, and welcoming new staff.

The year started like many of the past years, with turnover within the Parks & Recreation Department. Merrie Kaye completed her 17th year and retired at the end of 2016 completing her tenure as Administrative Assistant. The Town was left to fill the vacancy within the Administrative Assistant position and in March 2017 hired Jen Arce. Jen came over with a wealth of experience gained at the Ludlow Boys and Girls Club. To end 2017 the position of Parks Laborer became open, and the town started the hiring process with the hopes of having an employee on board for the start of 2018. The rest of the office staff continued to provide consistency to the Town, the Director, Bryan Litz, going on his 17th year, Ron Dobosz, Parks Foreman, completing his third year, and Erin Carroll completing her first year.

For 2017 the Department focused on modifying and transitioning many of our programs. In an effort to evolve the Department the Playground & Recreation Commission made the decision to pass off many of the details of some of the more involved programs to associations. The Department and Commission continued the process of transitioning Boys Lacrosse, Girls Lacrosse and Youth Football to associations. The intent is to improve the programs while lessening the burden on the Parks & Recreation Department. 2017 saw a greatly improved Falcon Youth Football Program thanks to the outstanding work of the Falcon Youth Football Association. The Department and Commission intend to look at each youth sports program and determine the best course of action for each program in future years. Many of our special events again

also continued on, such as the Turkey Day Jamboree and Annual Easter Egg Hunt at Spec Pond. The Friends of Recreation held their special events once again, the Oktoberfest concept was changed to A Night in the Park, 5K Race and Fishing Derby. The Department continues to look for new programs, classes / clinics and special events that benefit the Town of Wilbraham, while maintaining and improving our current allotment of offerings.

The busiest time of year continues to be the Summer. The summer months are home to the Spec Pond Beach, Spec Pond Day Camp, Pinney Pavilion rentals, our summer basketball league, numerous camps and clinics, along with preparation for Fall sports, many of which begin in August. The Day Camp was fortunate enough to have Zack Richer return for his fourth season at the helm, making the transition from summer to summer relatively easy. The beach and spray park also were fortunate enough to have Casey Moriarty return for a third year as Head Waterfront Director. The experienced Directors and staff led to another smooth summer with lots of happy patrons.

Renovations to our facilities this year where minimal, much of the work in regards to renovations was focused on the planning stages and securing funding. Fortunately the Department was fortunate to receive approval on three Community Preservation Act grants. The three projects will be started and completed in 2018 and are:

- Spec Pond Remediation
- Spec Pond Beach renovation and study

Spec Pond Pavilion / Picnic Grove/ Basketball Courts Landscaping

The Playground and Recreation Commission for the first time in years experienced some turn over. Long time members Patricia Silk (member since 2010), Marian Heinemann (member since 2013) and Stan Soja (member since 2004) all resigned at various points during 2017. Their positions were filled by three very enthusiastic and dedicated residents, Marc Atkin, Michelle Pastore and Emilie Hisgen. The Playground & Recreation Commission is thankful for all the years of service that Patricia, Marian and Stan served. We truly appreciate your years of service to the Town of Wilbraham, and

also look forward to a bright future with its three new members.

The Wilbraham Friends of Recreation welcomed one new member to the group, Andrew Wall. With the addition of the new member the group is now up to eleven members. The group continues to work hand in hand with the Parks & Recreation Department and Commission to fundraise and support many of the Parks related capital projects within the Town of Wilbraham.

The Parks & Recreation Department is committed to increasing and improving dynamic and diverse options for quality recreation. This is only possible by the support of countless volunteers; the Recreation Commission and Friends of Recreation members, committee members and many dedicated coaches. We applaud them for their years of service and dedication to not only the Parks and Recreation Department but also to the Town.

Playground & Recreation Commission

Bill Scatolini - Chairman

Jon Stogner

Aaron Tillberry

Clifford "CW" Zimmer

Michelle Pastore

Marc Atkin

Emilie Hisgen

Parks & Recreation Dept.

Bryan Litz, Parks & Rec Director

Erin Carroll, Assistant Parks & Rec
Director

Jen Arce, Adm. Assistant

Ron Dobosz, Parks Foreman

Jason Robinson, Parks Employee

Public Library

This year brought a number of staff changes and building improvements to the library. We welcomed Bernard Davidow to the staff as a part-time Assistant Reference Librarian, focusing on outreach and reference services, and Steve Fratoni as a Library Page. After seven years with the Assistant Library Director position frozen, the Town restored the position for FY2018. Mary Bell, formerly our Adult Services

(Continued on page 70)

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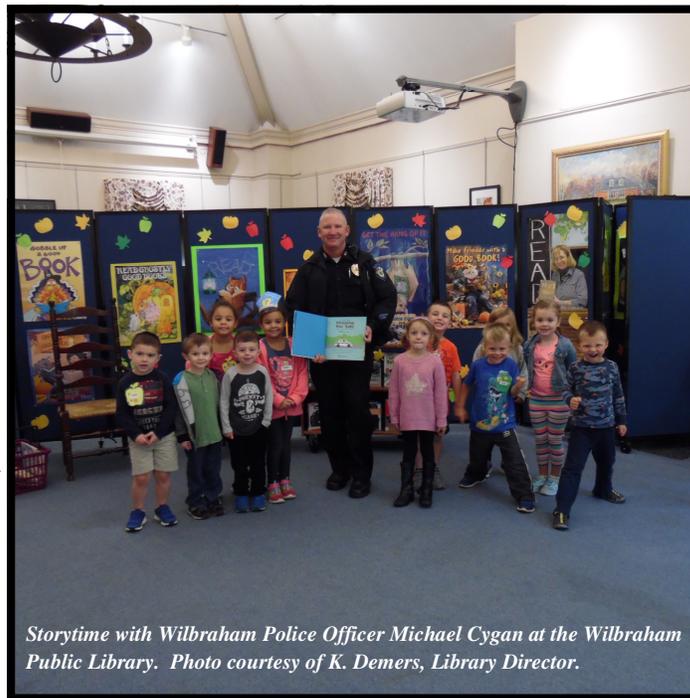
Librarian, was promoted to that position in December.

The library received an incentive through National Grid to make LED lighting upgrades. The new lights have been installed under the mezzanine level, upstairs, in staff areas, as well as in the parking lot. The new lights are projected to save the library \$7,000 annually in utility costs.

After having our staff workstations assessed for ergonomics, we invested in new chairs, adjustable computer monitors and keyboard trays, fatigue mats and footrests. These improvements will add to the comfort of the staff as well as reduce the possibility of workplace injury.

Outside the library, we added a “Media Drop” next to the “Book Drop”, for the convenience of returning items after hours. The second drop box will assist with the high volume of items returned over a holiday weekend.

The library added special STEAM collections – Science, Technology, Engineering, Arts, and Math – for both children and teen audiences. These collections include books as well as kits featuring devices to expose kids to robotics and coding. STEAM topics were also incorporated into our Storytime themes to



Storytime with Wilbraham Police Officer Michael Cygan at the Wilbraham Public Library. Photo courtesy of K. Demers, Library Director.

introduce our youngest users to science.

The Friends of the Library funded a wide variety of programs for all ages. They include monthly “Take and Make” activities for kids, “Stuffed Animal Sleepover” and “Cupcake Wars” with the community’s teens, and “Paint, Sip, Fun” art program and “Moonshine Holler” concert for adults and families, as well as many other events.

Residents unable to visit the library can take advantage of our outreach program. Library staff and volunteers are also working to tailor services to individuals in the town’s nursing homes, assisted living centers, and congregate housing

complexes. Partnering with the Greater Springfield Senior Services has allowed the library to deliver information about our outreach program through the “Meals on Wheels” service.

In addition to maintaining a collection of current books and titles on popular subjects, the library tries to offer the latest in digital resources. Our re-designed website was launched in early 2017, with the mobile-friendly design meeting current ADA requirements. New products accessible through the website include “OnePlay,” a collection of games for all ages, “Qello,” featuring music performances and documentaries, and “Brain HQ,” a system of games and activities to benefit memory and other brain performance areas. The library also subscribed to a service called “Beanstack” that allows us to better offer online reading programs, such as the “1000 Books Before Kindergarten” program and a new “Winter Reading Program” for teens.

The library was supported throughout the year by LIFT, the Friends of the Library, the Memorial-Endowment Fund, the Wilbraham Garden Club, the Wilbraham Cultural Council, the Wilbraham Women’s Club and the Junior Women’s Club, as well as several local businesses

(Continued on page 71)

Public Library - Brief Statistics				
Category	Adult	Teen	Children	Total
<i>Collection Holdings</i>				
Books	17,932	2,595	15,792	36,319
Periodicals	1,252	67	98	1,417
Video formats	2,820	0	1,193	4,013
Audio formats	2,462	64	422	2,948
<i>Circulation/Checkouts</i>				
Books	42,002	6,464	43,411	91,877
Periodicals	2,922	38	210	3,170
Video formats	16,044	0	5,648	21,692
Audio formats	5,953	237	1,084	7,274
Total items (includes other materials not listed above)				45,584
Total circulation (includes other materials not listed above)				126,898
	Adult	Teens	Children's	
Programs	106	46	101	253
Program attendance	1,200	1,008	3,346	5,554
Total library visits				74,146

(Continued from page 70)

who offered support for our summer reading program.

The Board of Trustees and the library staff thank all the organizations and individuals who serve on library committees, manage programs and events, and volunteer their time on behalf of the library.

Respectfully submitted,
Karen Demers
Library Director

Wilbraham Board of Library Trustees

- James S. Jurgens, Chairman
- Raymond Burk
- Marjorie Williams
- Linda Moriarty
- Lucy Pelland (resigned 10/2017)

Wilbraham Public Library Renovations Implementation Committee

- Holly Murray
- James Jurgens
- Corinne Sawyer
- Karen Demers
- Ronald Rauscher
- Raymond Burk
- Paul Huijing (resigned 2017)

Wilbraham Public Library

- Karen Demers, Director
- Mary Bell, Adult Services Librarian
- Bernard Davidow, Ref. & Outreach Librarian
- Heidi Kane, Children's Librarian
- Rachel Hapgood, Asst. Children's Librarian
- Lisa Nicholson, Asst. Children's Librarian
- Cindy Rusczek, Circulation & Technical Services Coordinator
- Susan Kent, Borrower Services
- Debra Searles, Borrower Services
- Susan Getchell, Borrower Services
- Lauren Kovarik, Library Page (resigned)
- Veronica Meschke, Library Page (retired)
- Robert Fratoni, Library Page

Cable TV Advisory Committee

The Town of Wilbraham Cable Advisory Committee was represented by the following: Dan Kelley, Chairman; Tom Magill, Vice Chairman, George Reich, Secretary, Daniel Cochran, Member (resigned 2016) and Christopher Bovino (appointed October 2017). Wilbraham Public Access (WPA) Executive Director Anthony Aube served as an Advisor and Attorney William August, Epstein & August, LLP, provided legal services to the Committee.

Tom Cohan, Director, Government Affairs, Charter Communications/New England/NY, represented Charter Communications through the Cable License Agreement negotiations.

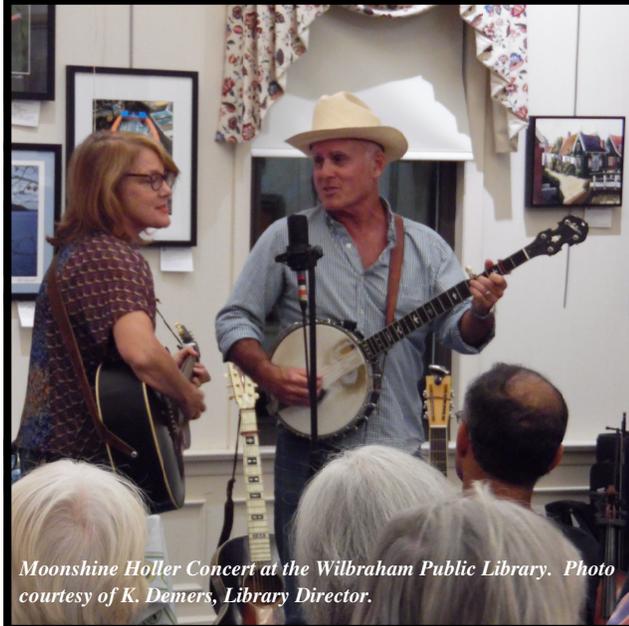
The Committee met in July 2015, to begin discussions surrounding the renewal of the Town's cable TV License Agreement with Charter Communications. The License is exclusive to Cable TV only, as the provisioning of Internet service is not a regulated service under the Town's authority. The effective date of the License renewal was March 22, 2017.

The Committee members began by reviewing the existing License Agreement as well as WPA financial requirements for both Operating Budgets and Capital Expenditures. From March 2016, through February 2017, the

(Continued on page 72)



Storytime Craft at the Wilbraham Public Library. Photo courtesy of K. Demers, Library Director.



Moonshine Holler Concert at the Wilbraham Public Library. Photo courtesy of K. Demers, Library Director.



Paint Sip Fun-Teen event the Wilbraham Public Library. Photo courtesy of K. Demers, Library Director.

(Continued from page 71)

Committee met regularly to conduct strategy sessions in preparation for contract negotiations.

The Committee received input from WPA regarding their future financial needs prior to contract negotiations and, in September 2016, reviewed the WPA Operating Budget, which projected \$180k expenses in 2017, increasing to \$273k in 2026.

Charter Communications submitted its License Renewal Application to the Town on March 14, 2016, along with a proposed/draft contract, which was reviewed by the Committee and Attorney August.

In addition to defining financial terms for a new agreement, the Committee agreed to seek, at no cost to the Town, a dedicated fiber optic service from WPA to Town Hall to deliver enhanced high-definition video service capabilities between WPA, Town schools and municipal buildings. The Committee felt this important technology upgrade was required to ensure WPA could continue to provide high-quality public and educational programming now, and into the foreseeable future.

In September 2016, the Town of Wilbraham Cable TV Advisory Committee submitted a formal request to Charter Communications that the following WPA budget recommendations be incorporated into the renewal Franchise Agreement between Charter Communications and the Town of Wilbraham:

- Charter Communications acceptance of the proposed WPA operating budget, dated 9/1/16, which projects expense of \$180, in 2017, and increases to \$273k in 2026;
- Charter Communications acceptance of a change from the current WPA funding "flat fee" be changed to a percentage of the cable TV bill,
- Charter Communications acceptance of a WPA funding percentage of the cable TV bill to be set at 4.5% for each year of the 10-year contract,
- Charter Communications acceptance of the proposed WPA Capital Budget request of \$300,000 for the 10-year licensing period,

- The replacement of the current Charter I-Net system with a fiber network connection between the WPA studio, located at 28 Springfield Street, Wilbraham, MA (aka The Little Red School House) to the Wilbraham Town Hall, located at 240 Springfield Street, Wilbraham, MA,
- \$25,000 for IP Encoder/Decoders, and
- One PEG Access Channel in HD.

Chartered the Committee's requests with:

- A 4.5% WPA Operating Budget with 3.5% in years 1-2; 4.0% in years 3-5, and 4.5% in years 6-10; and
- \$200,000 to be disbursed as \$100,000 in year 1 and another \$100,000 in year 6.

After much discussion and compromise, the Committee (and Tom on behalf of Charter Communications) agreed to the following:

- Acceptance of the proposed WPA operating budget, dated 9/1/16, which projects expense of \$180, in 2017, and increases to \$273k in 2026;
- Acceptance of a change from the current WPA funding "flat fee" be changed to a percentage of the cable TV bill,
- WPA Operating Budget contribution: 4.0% years 1 thru 5; 4.5% years 6 thru 10,
- WPA Capital Budget contribution: \$100,00 year 1; \$100,000 year 6,
- I-Net buyout: Charter to contribute \$25,000 to WPA to purchase an encoder and decoder,
- Charter Communications will provide a fiber optic line between Town Hall and WPA (The Little Red School House), and
- One PEG Access Channel in HD.

A casualty of the negotiations was the elimination of senior discounts. Charter Communications (Spectrum) discontinued the senior discounts in all its franchise agreements going forward.

Tom did, however, note that in Wilbraham, the basic service rate and equipment are regulated by the Massachusetts Department of Telecommunications and Cable, and the rate for basic service in Wilbraham for all customers is less than any senior discount off a basic service rate in an unregulated community.

The Committee recommended the negotiated agreement for approval by the Board of Selectmen.

Respectfully submitted by,
Daniel J. Kelley, Chairman

Cable TV Advisory Committee
Daniel J. Kelley, Chairman
Dr. Thomas Magill, Vice Chairman
George Reich, Secretary
Christopher Bovino (appt. 10/2017)

Wilbraham Public Access

Wilbraham Public Access (WPA) provides locally produced programs for the benefit of all Wilbraham residents. We deliver our programs through Charter's cable television system on channels 191, 192 and 193. We also deliver Video On Demand programming online. (Please visit the Town website to view our content www.wilbraham-ma.gov/vod.)

At WPA, training is extremely important as we are primarily an organization comprised of dedicated volunteers. Last year, WPA volunteers accounted for nearly 4,000 hours of production and post-production at WPA. Those volunteers also dedicated several thousand more hours doing field production. We are excited to see the organization continue to grow and branch out.

In 2017, productions of community events and Board/Committee meetings have been keeping us busy with a combined total of 318 productions. All the production of events and meetings would not be possible

(Continued on page 79)

Cable TV Advisory Committee

Charter - Wilbraham Renewal License

CHARTER LICENSE RENEWAL AGREEMENT

This License Renewal Agreement is between the Town of Wilbraham, hereinafter referred to as the "Issuing Authority" and Charter Communications Entertainment I, LLC 1/k/a Charter Communications, hereinafter referred to as the "Licensee."

WHEREAS, the Issuing Authority of the Town of Wilbraham, Massachusetts ("Town"), pursuant to Chapter 166A of the General Laws of the Commonwealth of Massachusetts, as inserted by Chapter 1103 of the Acts of 1971, as amended, is authorized to grant one or more non-exclusive, renewal licenses to construct, upgrade, operate and maintain a Cable Television System within the Town of Wilbraham and

WHEREAS, the Issuing Authority finds that the Licensee has substantially complied with the material terms of the current License under applicable laws, or has satisfactorily corrected any non-compliance, and that the financial, legal and technical ability of the Licensee is sufficient to provide services, facilities and equipment necessary to meet the future cable-related needs of the community, and

WHEREAS, having afforded the public adequate notice and opportunity for comment, Issuing Authority desires to enter into this License with the Licensee for the construction and operation of a cable system on the terms set forth herein; and

WHEREAS, the Issuing Authority and Licensee have complied with all federal and State-mandated procedural and substantive requirements pertinent to this License renewal;

NOW, THEREFORE, the Issuing Authority and Licensee agree as follows:

SECTION 1 Definition of Terms

1.1 Terms. For the purpose of this License the following terms, phrases, words and their derivations shall have the meaning ascribed to them in the Cable Communications Policy Act of 1984, as amended from time to time (the "Cable Act"), unless otherwise defined herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is mandatory and "may" is permissive. Words not defined shall be given their common and ordinary meaning. Citations to specific statutes or regulations shall include and encompass any amendments to such statutes or regulations as may be from time to time made.

-1-

Charter - Wilbraham Renewal License

- M. "Public School" shall mean any school at any educational level operated within the Service Area by any public school system, but limited to, elementary, junior high school, and high school.
- N. "Reasonable notice" shall be written notice addressed to the Licensee at its principal office or such other office as the Licensee has designated in writing to the Issuing Authority as the address to which notice should be transmitted.
- O. "Renewal License" shall mean the same as "License".
- P. "Service Area" shall mean the entire geographic boundaries of the Town of Wilbraham, and shall include any additions thereto by annexation or other legal means, subject to the exception in subsection 6.1 hereto.
- Q. "State" shall mean the Commonwealth of Massachusetts.
- R. "Street" shall include each of the following located within the Service Area: public streets, roadways, highways, bridges, land paths, boulevards, avenues, lanes, alleys, sidewalks, circles, drives, easements, rights-of-way and similar public ways and extensions and additions thereto, including but not limited to public utility easements, dedicated utility strips, or rights-of-way dedicated for compatible uses now or hereafter held by the Issuing Authority in the Service Area, which shall entitle the Licensee, subject to applicable law, to the use thereof for the purpose of installing, operating, repairing and maintaining the Cable System.
- S. "Subscriber" shall mean any person lawfully receiving Cable Service from the Licensee.
- T. "Town" shall mean the Town of Wilbraham, Massachusetts.

-3-

Charter - Wilbraham Renewal License

- A. "Cable System," "Cable Service," "Cable Operator" and "Basic Cable Service" shall be defined as set forth in the Cable Act
- B. "Cable Act" shall mean the Cable Communication Policy Act of 1984, as amended, 47 U.S.C. §§ 521, et. seq.
- C. "Effective date" or "Execution date" shall mean the date when both parties execute the License.
- D. "FCC" shall mean the Federal Communications Commission and any successor governmental entity thereto.
- E. "Franchise Fee" shall have the same meaning as the term found in the Cable Act at 47 USC §542(b) and (g), as they may from time to time be amended.
- F. "Gross Revenue" means any revenue received by the Licensee from the operation of the Cable System to provide Cable Services in the Service Area, provided, however, that such phrase shall not include: (1) any taxes, fee or assessment of general applicability collected by the Licensee from Subscribers for pass-through to a government agency, including the FCC User Fee; (2) unrecovered bad debt; (3) any exclusions required under applicable State law and (4) any PEG fees recovered from Subscribers.
- G. "Installation" shall mean the connection of the Cable System from feeder cable to Subscribers' terminals.
- H. "Issuing Authority" shall mean the Board of Selectmen of the Town of Wilbraham, Massachusetts.
- I. "License" or "Renewal License" shall mean the non-exclusive rights granted pursuant to this License to construct and operate a Cable System along the Public Ways within all or a specified area in the Service Area.
- J. "Licensee" or "Grantee" shall mean Charter Communications Entertainment I, LLC d/b/a Charter Communications or its lawful successor, transferee or assignee.
- K. "License Fee" shall have the same meaning as the term found in the Massachusetts cable statute at M.G.L. c.166A, §9, as it may from time to time be amended.
- L. "Person" shall mean an individual, partnership, association, organization, corporation or any lawful successor, transferee or assignee of said individual, partnership, association, organization or corporation.

-2-

Charter - Wilbraham Renewal License

SECTION 2 Grant of License

2.1 Grant. This Issuing Authority Renewal License hereby grants to the Licensee a nonexclusive Renewal License which authorizes the Licensee, subject to applicable law, to erect, construct, operate and maintain in, upon, along, across, above, over and under the Streets, now in existence and as may be created or established during its terms; any poles, wires, cable, underground conduits, manholes, and other conductors and fixtures necessary for the maintenance and operation of a Cable System. Nothing in this Renewal License shall be construed to prohibit the Licensee from offering any service over its Cable System that is not prohibited by federal or State law.

2.2 Term. The Renewal License and the rights, privileges and authority hereby granted shall be for a term of ten (10) years, commencing on the Effective Date of this License as set forth in subsection 15.7, unless otherwise lawfully terminated in accordance with the terms of this License.

2.3 License Requirements For Other License Holders. In the event that the Issuing Authority grants one (1) or more License(s), for the construction, operation and maintenance of any cable communications facility which shall offer services substantially equivalent to services offered by the Cable System, it shall not make the grant on more favorable or less burdensome terms. If said other License(s) contain provisions imposing lesser obligations on the company(s) thereof than are imposed by the provisions of this License, Licensee may petition the Issuing Authority for a modification of this License. The Licensee shall be entitled, with respect to said lesser obligations to such modification(s) of this License as to insure fair and equivalent treatment by this License and said other agreements.

In requesting amendments, the Licensee shall file a petition seeking to amend the License. Such petitions shall:

1. Indicate the presence of a cable Licensee or substantially equivalent competitor(s) using the public ways;
2. Identify the basis for Licensee's belief that certain provisions of the License place Licensee at a competitive disadvantage;
3. Identify the burdens to be amended or repealed in order to eliminate the competitive disadvantage.

-4-

Cable TV Advisory Committee

Charter - Wilbraham Renewal License

The Issuing Authority shall negotiate in good faith to address the concerns of the Licensee.

2.4 Police Powers and Conflicts with License. By executing the Renewal License, the Licensee acknowledges that its rights are subject to the powers of the Town to adopt and enforce general by-laws necessary to the safety and welfare of the public. The Licensee shall comply with all applicable State and Town laws, by-laws, rules, and regulations of general applicability. In the event of any conflict between this License and any Issuing Authority ordinance or regulation, apart from the lawful police powers of the Town, materially contradicting the applicable provisions of this License, the terms of this License shall prevail. This License is a contract and except as to those changes, which are the result of the Issuing Authority's exercise of its general police power, neither party may take any unilateral action, which materially changes the explicit mutual promises in this contract. Any changes to this License must be made in writing signed by the Licensee and the Issuing Authority.

2.5 Cable System License Required. No Cable System shall be allowed to occupy or use the streets or public rights-of-way of the Service Area or be allowed to operate without a Cable System License.

SECTION 3

License Renewal

3.1 Procedures for Renewal. The Issuing Authority and the Licensee agree that any proceedings undertaken by the Issuing Authority that relate to the renewal of the Licensee's Renewal License shall be governed by and comply with the provisions of Section 626 of the Cable Act, or any such successor statute, as well as any governing state statutes and regulations.

SECTION 4

Indemnification and Insurance

4.1 Indemnification. The Licensee shall, by acceptance of the License granted herein, defend the Issuing Authority, its officers, boards, commissions, agents, and employees for all claims for injury to any person or property arising out of the construction or operation of the Cable System and in the event of a determination of liability shall indemnify and hold Issuing Authority, its officers, boards, commissions, agents, and employees harmless from any and all liabilities, claims, demands, or judgments growing out of any injury to any person or property

Charter - Wilbraham Renewal License

arising out of the construction, repair, extension, maintenance, operation or removal of its wires, poles or other equipment of any kind or character used in connection with the operation of the Cable System. In the event any such claim arises, the Town shall tender the defense thereof to the Licensee and the Licensee shall defend, indemnify and hold harmless the Town, and settle or compromise any claims arising hereunder and the Town shall cooperate fully herein. If the Town determines in good faith that the Licensee cannot represent its interests, the Licensee shall be excused from any obligation to represent the Town. Notwithstanding the foregoing, the Licensee shall not be obligated to indemnify the Issuing Authority for any damages, liability or claims resulting from the willful misconduct or negligence of the Issuing Authority or for the Issuing Authority's use of the Cable System, including the use of any PEG channels by the Issuing Authority, the public access entity or Town departments. Indemnification under this provision shall be contingent upon the Issuing Authority giving to the Licensee such reasonable notice as not to prejudice the Licensee's ability to defend the Issuing Authority or the Town.

4.2 Insurance.

A. The Licensee shall maintain throughout the term of the License insurance in amounts at least as follows:

Workers' Compensation	Statutory Limits
Commercial General Liability	\$1,000,000 per occurrence, Combined Single Liability (C.S.L.) \$2,000,000 General Aggregate

Auto Liability including coverage on all owned, non-owned hired autos	\$1,000,000 per occurrence C.S.L.
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Umbrella Liability	\$1,000,000 per occurrence C.S.L.
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B. The Issuing Authority shall be added as an additional insured to the above Commercial General Liability, Auto Liability and Umbrella Liability insurance coverage.

C. The Licensee shall furnish the Issuing Authority with current certificates of insurance evidencing such coverage.

-6-

Charter - Wilbraham Renewal License

4.3 Performance Bond

The Licensee shall submit and maintain throughout the Renewal License a bond with corporate surety satisfactory to the Issuing Authority in the amount of ten thousand dollars (\$10,000.00) conditioned on the following terms:

(1) The satisfactory operation of the Cable System in accordance with the provisions of M.G.L. c. 166A §§5(a), (m) & (n) and this Renewal License.

(2) The satisfactory restoration of pavements, sidewalks and other improvements in accordance with M.G.L. c. 166A §5(g) and as approved by the Issuing Authority and Superintendent of Streets of the Town;

(3) The slighty preservation of trees and the vegetation in accordance with M.G.L.c. 166A §5(a) and as approved by the Issuing Authority and Tree Warden;

(4) The indemnification of the Town in accordance with M.G.L. c.166A §5(b);

(5) The satisfactory removal of the cable system in accordance with M.G.L. c.166A §5(f) and within six (6) months from the date of lawful notice from the Issuing Authority to so remove the cable system.

(6) Compliance with material terms of the Renewal License and any exposure of Licensee for non-compliance in accordance with the terms of this Renewal License.

This bond may be terminated or cancelled by Surety by thirty (30) days prior notice in writing to Principal and to Obligee at the end of the term of the current Renewal License or earlier if the bond can be terminated due to a change in state or federal law. Such termination or cancellation shall not affect any liability incurred or accrued under this bond prior to the effective date of such termination or cancellation. No claim, suit or action under this bond by reason of any such default shall be brought against Surety unless asserted or commenced within (12) months after the effective date of any termination or cancellation of this bond. The liability of the Surety shall be limited to the amount set forth above and is not cumulative.

Charter - Wilbraham Renewal License

SECTION 5

Service Obligations

5.1 No Discrimination. Licensee shall not deny service, deny access, or otherwise discriminate against Subscribers, channel users, or general citizens on the basis of race, color, religion, national origin, age or sex.

5.2 Privacy. The Licensee shall fully comply with the privacy rights of Subscribers as contained in Cable Act Section 631 (47 U.S.C. § 551).

5.3 F.C.C. Customer Service

The Licensee shall comply with the F.C.C. Customer Service Standards, See 47 C.F.R. § 76.309.(c).

5.4 Customer Service Hours and Telephone Response Service

The Licensee shall maintain a publicly listed toll-free telephone number for subscriber access to customer service representatives and its hours of service shall meet or exceed the F.C.C. definition of normal business hours. See 47 C.F.R. §76.309(c)(4).

5.5 Billing Practices Information and Procedures

(a) The Licensee shall inform all prospective Subscribers of complete information respecting billing and collection procedures, procedures for ordering changes in or termination of service, and refund policies, upon solicitation of service and prior to the consummation of any agreement for installation of service.

(b) All billing practices and procedures will be governed by the procedures set forth in 207 CMR §10.00 et seq. as may be amended from time to time.

5.6 Notification of Rates and Charges

The Licensee shall inform the Issuing Authority of all rates and charges of any kind, and all terms or conditions relating thereto. Thereafter, the Licensee shall inform the Issuing Authority of all changes in service, rates and charges of any kind, and all terms and conditions relating thereto in such time and manner as necessary to comply with law and regulations, and to the extent such service charges are under Licensee's control. The Licensee shall notify all Subscribers of any impending rate increases in such time and manner as necessary to comply with law and regulations.

-8-

Cable TV Advisory Committee

Charter - Wilbraham Renewal License

5.7 Disconnection and Termination of Cable Services

The account of a Subscriber shall be considered delinquent and therefore subject to disconnection only in accordance with Licensee's payment policy and subject to all applicable laws and regulations.

5.8 Employee and Agent Identification Cards

All of the Licensee's employees and agents entering upon private property, in connection with the construction, installation, maintenance and/or operation of the Cable System, including repair and sales personnel, shall be required to carry an employee photo identification card issued by the Licensee.

5.9 Equal Employment Opportunity

The Licensee shall comply with all laws and regulations with respect to Equal Employment Opportunities.

SECTION 6

Service Availability

6.1 Service Area. The Licensee shall make Cable Service distributed over the Cable System available to every residence within the Service Area where there is a minimum density of at least thirty (30) residences per linear strand mile of cable as measured from Licensee's closest existing Cable System plant; provided, however, that (i) all such homes are on the public way or a private way where Cable Service is available on the Effective Date of this License, or are located on public ways; (ii) such public ways or private ways can be accessed by Licensee from a public way without crossing a Town boundary; and (iii) to the extent that Licensee shall require easements, attachment to utility poles or other rights not granted herein, then such easements, attachments or other rights are available to Licensee on reasonable terms and conditions. Nothing herein shall be construed to preclude Licensee from charging a fee to any Subscriber or potential Subscriber for a standard or non-standard installation, as may be applicable. The Licensee may elect to provide Cable Service to areas not meeting the above standard. Licensee retains full ownership rights and interest in all portions of its Cable Television System, including, but not limited to, converters that it leases to subscribers, the Distribution Plant, the Cable Drops, the Outlets, the Subscriber Network, and the Trunk and Distribution System, as authorized in accordance with applicable law.

-9-

Charter - Wilbraham Renewal License

inspection as may be customary for Dept. of Public Works/Highway Department. Any such inspection shall not interfere with the Licensee's operations.

b) Any tests or inspections conducted by the Town shall be at the sole cost and expense of the Town and shall have the prior written approval of the Licensee. Unless otherwise mutually agreed upon, the Town shall give at least seven (7) days' prior notification to the Licensee of its intention to conduct any testing.

SECTION 7

Construction and Technical Standards

7.1 Compliance with Codes. All construction practices and installation of equipment shall be done in accordance with all applicable sections of the National Electric Safety Code.

7.2 Construction Standards and Requirements. All of the Licensee's plant and equipment, including but not limited to the antenna site, head-end and distribution system, towers, house connections, structures, poles, wire, cable, coaxial cable, fixtures and appurtenances shall be installed, located, erected, constructed, reconstructed, replaced, removed, repaired, maintained and operated in accordance with good engineering practices and performed by experienced maintenance and construction personnel.

7.3 Safety. The Licensee shall at all times employ ordinary care and shall use commonly accepted methods and devices preventing failures and accidents which are likely to cause damage.

7.4 Network Technical Requirements. The Cable System shall be operated so that it is capable of continuous twenty-four (24) hour daily operation, capable of meeting or exceeding all applicable federal technical standards, as they may be amended from time to time, and operated in such a manner as to comply with all applicable FCC regulations.

7.5 Performance Monitoring. Licensee shall test the Cable System consistent with the FCC technical signal quality regulations.

-11-

Charter - Wilbraham Renewal License

6.2 Service to New or Previously Unserved Single Family Dwellings Setback. The Licensee shall offer Cable Service to all new homes or previously unserved single dwellings located within 125 feet of Licensee's feeder cable at its published rates for standard Installation. Longer aerial drops and all underground drops shall be priced based on cost.

6.3 New Development Underground. In cases of new construction or property development where utilities are to be placed underground, the Issuing Authority agrees to make reasonable efforts to have the permitting authority require as a condition of issuing a permit for open trenching to any developer or property owner that such developer or property owner give Licensee at least 30 days prior notice of such construction or development, and of the particular dates on which open trenching will be available for Licensee's installation of conduit, pedestals and/or vaults, and laterals to be provided at Licensee's expense. Licensee shall also provide specifications as needed for trenching. Costs of trenching and easements required to bring service to the new development shall be determined by the Licensee and the developer or property owner in accordance with applicable law; except that if Licensee fails to install its conduit, pedestals and/or vaults, and laterals within five (5) working days of the date the trenches are available, as designated in the notice given by the developer or property owner, then should the trenches be closed after the five-day period, the cost of new trenching is to be borne by Licensee. Issuing Authority may satisfy the foregoing obligation by providing a copy of this section to the permitting authority annually, which Issuing Authority shall do upon written request by Licensee.

6.4 Inspections

a) In the event the Issuing Authority reasonably suspects non-compliance with Cable System construction and maintenance terms of this License, the Issuing Authority or its designee(s) shall have the right to inspect all construction, installation and/or upgrade work performed subject to the provisions of this License and to make such tests as it shall deem necessary to ensure compliance with the terms and conditions of this License and all other applicable law. Any such inspection shall be conducted at reasonable times on reasonable notice to Licensee, except that notice may be waived for public safety reasons involving need to inspect street conditions on a time-sensitive basis as may be customary for Department of Public Works/Highway Department. Licensee shall have the right to be present at any inspection except where street inspection is for safety purposes and involving customary right-of-way management and/or street restoration

75

Charter - Wilbraham Renewal License

SECTION 8

Conditions on Street Occupancy

8.1 General Conditions. Licensee shall have the right to utilize existing poles, conduits and other facilities subject to applicable law and attachment requirements if any, and shall not construct or install any new, different, or additional poles, conduits, or other facilities on public property until the written approval of the Issuing Authority is obtained, which approval shall not be unreasonably withheld.

8.2 Underground Construction. The facilities of the Licensee shall be installed underground in those Service Areas where existing telephone and electric services are both underground at the time of system construction. In areas where either telephone or electric utility facilities are installed aerially at the time of system construction, the Licensee may install its facilities aerially with the understanding that at such time as the existing aerial facilities are required to be placed underground by the Issuing Authority, the Licensee shall likewise place its facilities underground. In the event that the Issuing Authority uses municipal funding over which it may exercise discretionary use to reimburse any telephone or electric utilities for the placement of cable underground or the movement of cable, the Issuing Authority shall, upon written request of Licensee, exercise reasonable efforts to reimburse Licensee upon the same terms and conditions as any similarly situated telephone, electric or other utility.

8.3 Permits. The Issuing Authority shall cooperate with the Licensee in granting any permits required, providing such grant and subsequent construction by the Licensee shall not unduly interfere with the use of such Streets.

8.4 System Construction. All transmission lines, equipment and structures shall be so installed and located as to cause minimum interference with the rights and reasonable convenience of property owners and at all times shall be kept and maintained in a safe, adequate and substantial condition, and in good order and repair and shall comply with applicable law and electrical and generally applicable code requirements. The Licensee shall, at all times, employ ordinary care and use commonly accepted methods and devices for preventing failures and accidents which are likely to cause damage, injuries, or nuisances to the public. Suitable barricades, flags, lights, flares or other devices shall be used at such times and places as are reasonably required for the safety of all members of the public. Any poles or other fixtures placed in any public way by the Licensee shall be placed in such a manner as not to interfere with

-12-

Cable TV Advisory Committee

Charter - Wilbraham Renewal License
the usual travel on such public way and shall comply with applicable law and electrical and generally applicable code requirements.

8.5 Restoration of Public Ways. In compliance with M.G.L. c.166A, §5(g), Licensee shall, at its own expense, restore any damage or disturbance caused to the public way as a result of its operation, construction, or maintenance of the Cable System to a condition reasonably comparable to the condition of the Streets immediately prior to such damage or disturbance.

8.6 Removal in Emergency. Whenever, in case of fire or other disaster, it becomes necessary in the judgment of the Issuing Authority to remove any of the Licensee's facilities, no charge shall be made by the Licensee against the Issuing Authority for restoration and repair, unless such acts amount to gross negligence by the Issuing Authority.

8.7 Tree Trimming. In compliance with M.G.L. c.166A, §5(a), Licensee or its designee shall have the authority to trim trees on public property at its own expense as may be necessary to protect its wires and facilities.

8.8 Relocation for the Issuing Authority. The Licensee shall, upon receipt of reasonable advance written notice, to be not less than ten (10) business days, protect, support, temporarily disconnect, relocate, or remove any property of Licensee when lawfully required by the Issuing Authority pursuant to its police powers. Licensee shall be responsible for any costs associated with these obligations to the same extent all other users of the Issuing Authority rights-of-way are responsible for the costs related to their facilities.

8.9 Relocation for a Third Party. The Licensee shall, on the request of any person holding a lawful permit issued by the Issuing Authority, protect, support, raise, lower, temporarily disconnect, relocate in or remove from the Street as necessary any property of the Licensee, provided that the expense of such is, if in accordance with applicable law, paid by any such person requesting the relocation and the Licensee is give reasonable advance written notice to prepare for such changes. The Licensee may require such payment in advance. For purposes of this subsection, "reasonable advance written notice" shall be no less than ten (10) business day in the event of a temporary relocation and no less than one hundred twenty days (120) for a permanent relocation.

8.10 Reimbursement of Costs. If funds are available to any person using the Streets for the purpose of defraying the cost of any of the foregoing, the Issuing Authority shall, if it has discretionary control of available funds, reimburse the Licensee in the same manner in which

-13-

Charter - Wilbraham Renewal License
other similarly situated persons affected by the requirement are reimbursed. If the funds are controlled by another governmental entity, the Issuing Authority shall exercise reasonable efforts to make application for such funds on behalf of the Licensee.

8.11 Emergency Use. Licensee will comply with all federal and state Emergency Alert System ("EAS") requirements.

SECTION 9

Service And Rates

9.1 Offices and Phone. The Licensee shall maintain a toll-free telephone number and a phone service operated such that complaints and requests for repairs or adjustments may be received at any time.

9.2 Notification of Service Procedures. The Licensee shall furnish each Subscriber at the time service is installed, written instructions that clearly set forth information concerning the procedures for making inquiries or complaints, including the Licensee's name, address and local telephone number. Licensee shall give the Issuing Authority thirty (30) days prior notice of any rate increases, channel lineup or other substantive service changes.

9.3 Rate Regulation. Issuing Authority shall have the right to exercise rate regulation to the extent authorized by law, or to refrain from exercising such regulation for any period of time, at the sole discretion of the Issuing Authority. If and when exercising rate regulation, the Issuing Authority shall abide by the terms and conditions set forth by the FCC.

9.4 Continuity of Service. It shall be the right of all Subscribers to continue receiving Cable Service insofar as their financial and other obligations to the Licensee are honored.

SECTION 10

License Fee

10.1 Amount of Fee.

- a) Pursuant to MGL Chapter 166A §9, the Licensee shall pay to the Town, throughout the term of this Renewal License, a License Fee equal to \$0.50 per Subscriber per year, or such higher amount as may in the future be allowed pursuant to law. The number of Subscribers, for purposes of this section, shall be calculated as of December thirty-first of the preceding calendar year.

-14-

Charter - Wilbraham Renewal License

- b) In the event that the Town is permitted by Law to collect a License Fee expressed as a percentage of gross annual revenue in the future, the Licensee shall (i) immediately commence paying such a percentage license fee to the Town in accordance with applicable Law and based on gross annual revenues; and (ii) file with the Issuing Authority, with each such percentage license fee payment, a statement certified by a financial officer of Licensee certifying that total of all Gross Annual Revenues derived during the previous year.

- c) The Licensee shall not be liable for a Franchise Fee pursuant to this Renewal License and applicable Law in excess of five (5) percent of its Gross Annual Revenues.

Further, if in the future, License Fee payments to the Town are based on a percentage of gross annual revenue and said payments are in excess of (5) five percent of Licensee's gross annual revenues, said payments will be decreased by the aggregate amount of the annual access funding and operating support provided to Town by Licensee in order to stay within the five (5) percent of Gross Annual Revenues cap specified herein.

10.2 Payment of Fee. Pursuant to M.G.L. c. 166A, § 9, the License Fees shall be paid annually to the Town throughout the term of this Renewal License, not later than March 15th of each year, unless otherwise required by applicable law.

10.3 Accord and Satisfaction. No acceptance of any payment by the Issuing Authority shall be construed as a release or as an accord and satisfaction of any claim the Issuing Authority may have for additional sums payable as a License Fee under this Renewal License.

10.4 Limitation on Recovery. In the event that any License payment or recomputed payment is not made on or before the dates specified herein, Licensee shall pay an interest charge, computed from such due date, at the annual rate of one percent over the prime interest rate. The period of limitation for recovery of any License fee payable hereunder shall be three (3) years from the date on which payment by the Licensee was due.

SECTION 11

Transfer of License

11.1 License Transfer. The Renewal License granted hereunder shall not be transferred or assigned, without the prior consent of the Issuing Authority, such consent not to be unreasonably withheld or delayed. The requirements for consent of transfer of this Renewal License shall

-15-

Charter - Wilbraham Renewal License
comply with current Massachusetts and Federal statutes and regulations, as they may from time to time be amended. No such consent shall be required, however, for a transfer in trust, by mortgage, by other hypothecation, or by assignment of any rights, title, or interest of the Licensee in the License or Cable System to secure indebtedness. Within thirty (30) days of receiving a request for transfer, the Issuing Authority shall notify the Licensee in writing of any additional information it reasonably requires to determine the legal, financial and technical qualifications of the transferee. If the Issuing Authority has not taken action on the Licensee's request for transfer within one hundred twenty (120) days after receiving such request, consent by the Issuing Authority shall be deemed given.

11.2 Transfer to Affiliates. Transfers to affiliates shall be in compliance with current Massachusetts statutes and regulations, 207 CMR 4.01(2), as they may from time to time be amended.

SECTION 12

Records, Reports And Maps

12.1 Reports Required. The Licensee's schedule of charges, contract or application forms for regular Subscriber service, policy regarding the processing of Subscriber complaints, delinquent Subscriber disconnect and reconnect procedures and any other terms and conditions adopted as the Licensee's policy in connection with its Subscribers shall be filed with the Issuing Authority upon request.

12.2 Records Required.

The Licensee shall at all times maintain:

- A. A record of all complaints received regarding interruptions or degradation of Cable Service shall be maintained for one (1) year.
- B. A full and complete set of plans, records and strand maps showing the location of the Cable System.

12.3 Inspection of Records. Licensee shall permit any duly authorized representative of the Issuing Authority, upon receipt of advance written notice to examine during normal business hours and on a nondisruptive basis any and all records as is reasonably necessary to ensure Licensee's compliance with the Renewal License. Such notice shall specifically reference the subsection of the Renewal License that is under review so that the Licensee may organize the

-16-

Cable TV Advisory Committee

Charter - Wilbraham Renewal License

necessary books and records for easy access by the Issuing Authority. The Licensee shall not be required to maintain any books and records for Renewal License compliance purposes longer than three (3) years, except for service complaints, which shall be kept for one (1) year as specified above. The Licensee shall not be required to provide Subscriber information in violation of Section 631 of the Cable Act. The Issuing Authority agrees to treat as confidential any books, records or maps that constitute proprietary or confidential information to the extent Licensee make the Issuing Authority aware of such confidentiality. If the Issuing Authority believes it must release any such confidential books or records in the course of enforcing this Renewal License, or for any other reason, it shall advise Licensee in advance so that Licensee may take appropriate steps to protect its interests. Until otherwise ordered by a court or agency of competent jurisdiction, the Issuing Authority agrees that, to the extent permitted by state and federal law, it shall deny access to any of Licensee's books and records marked confidential, as set forth above, to any Person.

SECTION 13

Community Programming

13.1 Service to Schools and Municipal Buildings. Upon written request of the Issuing Authority, the Licensee shall provide and continue to provide one (1) Subscriber Network Drop, one (1) Outlet with Basic Service and Expanded service and one (1) digital receiver, without charge, to all municipal buildings within the Service Area, including schools, police and fire stations, municipal libraries, and other municipal buildings specifically designated in writing by the Issuing Authority. In addition, upon written request of the Issuing Authority, Licensee shall provide one Subscriber Network Drop, outlet, digital receiver and Basic and Expanded Service without charge to newly-constructed or newly-occupied municipal or public school buildings provided the drop is aerial and does not exceed 125' in length.

13.2 Limitations on Use. The Cable Service provided pursuant to this Section shall not be used for commercial purposes and such outlets shall not be located in areas open to the public. The Issuing Authority shall take reasonable precautions to prevent any use of the Licensee's Cable System that results in the inappropriate use thereof or any loss or damage to the Cable System. The Issuing Authority shall hold the Licensee harmless from any and all copyright liability claims arising out of the provision and use of Cable Service required by subsection 13.1 above.

-17-

Charter - Wilbraham Renewal License

The Licensee shall not be required to provide an outlet to any such building where a standard drop of more than 125 feet is required, unless the Issuing Authority or building owner/occupant agrees to pay the incremental cost of any necessary extension or installation.

13.3 PEG Access Channels The Licensee shall make available sufficient bandwidth for three (3) channels for PEG access-programming use. Use of these channels by the Town or schools and organizations or producers shall be strictly non-commercial in nature. Underwriting of the costs of access program production is permitted provided the sponsor(s) do not advertise on the programs. Underwriter acknowledgments similar to those appearing on public broadcast stations shall be permitted.

On or after January 1, 2018 upon written request of the Issuing Authority, Licensee and the Issuing Authority shall meet to discuss the provision of one (1) PEG Access Channel in high definition format ("HD"). If all of the following conditions are satisfied, Licensee will provide one (1) HD PEG Access Channel upon no less than one hundred and twenty (120) days written notice from the Issuing Authority following such meeting:

- the percent of HD channels to total activated video channels on Licensee's Cable System is eighty-five percent (85%) or higher; and
- Licensee utilizes switched digital video to provide Cable Service in the town of Wilbraham; and

If these conditions are met, Licensee shall carry the HD format Access Channel signal provided by the Issuing Authority and/or its PEG Access designee. The Issuing Authority and/or its PEG Access designee shall be responsible for providing the PEG Access Channel Signal in an HD format. Consistent with this requirement, the Issuing Authority and/or its PEG Access designee shall cooperate with Licensee to procure and provide, at the Issuing Authority and/or its PEG Access designee's cost, all necessary transmission equipment from the PEG Access Channel origination point to the Licensee head end. The Issuing Authority and/or its PEG Access designee shall be responsible for the costs of all transmission equipment, from the street/fiber side of the Issuing Authority and/or its PEG Access designee's router or similar device to the Licensee side of the Issuing Authority and/or its PEG Access designee owned receiver/router at the head end, including HD modulator and demodulator, encoder or decoder equipment, and

-18-

Charter - Wilbraham Renewal License

multiplex equipment, required in order for Licensee to receive and distribute the Issuing Authority and/or its PEG Access designee's HD PEG Access Channel signal, and, if necessary, for the cost of any resulting upgrades to the video return line. Licensee shall also provide, maintain and operate a fiber video return line from the existing PEG Access studio to Licensee's headend at no charge to the town or its PEG Access designee. The HD PEG Access Channel provided under this section will replace one PEG Access Channel described in Section 13.3 herein. If Licensee no longer provides any channels in the town of Wilbraham in HD, then it will have no obligation to provide an HD PEG Access Channel under this paragraph.

13.4 Public, Educational And Governmental Access Equipment and Funding

(a) The Licensee shall provide PEG Access capital funding in the amount of up to two hundred thousand dollars (\$200,000). Payment will be made as follows: the first capital grant in the amount of one hundred thousand dollars (\$100,000) shall be paid to the Town's special PEG Access account within ninety (90) days of the Effective Date; the second payment of up to one hundred thousand dollars (\$100,000) shall be made within sixty (60) days of a written request for such payment by the Town, which request may be made on or after the fifth anniversary of the Effective Date. Such funds shall be used to purchase, lease, and/or improve PEG Access equipment and facilities or for other cable-related purposes. This grant shall be considered as an external cost for the purposes of rate regulation and may be passed on to the Subscribers and identified as a separate line item on the subscriber's monthly statement to the extent allowed by applicable law and regulation.

(b) For the first five years of the term of the Renewal License, the Licensee shall provide quarterly payments based on the Licensee's Gross Revenue for the prior calendar quarter to the Issuing Authority or the Access Designee for PEG operations, as determined by the Issuing Authority, in the amount of four percent (4.0%) of Gross Revenues, which shall be payable directly to or for a special PEG Account, in the nature of a special account restricted for PEG Access and related uses subject to applicable law, and for the promotion and stimulation of broad public and charitable purposes related to PEG Access, and not for general use, subject to applicable law. For the sixth through tenth year of the Renewal License, the Licensee shall provide quarterly payments based on the Licensee's Gross Revenue for the prior calendar quarter to the Issuing Authority or the Access Designee for PEG operations, as determined by the Issuing Authority, in the amount of four and one-half percent (4.5%) of Gross Revenues. These PEG

-19-

Charter - Wilbraham Renewal License

Access support payments shall be made quarterly no later than forty-five (45) days following the end of each calendar quarter, on or before each February 15th, May 15th, August 15th and November 15th. In no case shall this payment be counted against the equipment and facilities payment made pursuant to subparagraph (a) of this Section 13.4 above or against any License Fee. This grant shall be considered as an external cost for the purposes of rate regulation and may be passed on to the subscribers and identified as a separate line item on the subscriber's monthly statement to the extent allowed by applicable law and regulation. The Issuing Authority's PEG Access designee shall prepare an annual report for the preceding calendar year which records how the annual payment for PEG operations was spent, and what amount remained unspent at the end of the calendar year. This report shall be submitted to the Licensee annually upon payment of the fourth quarter PEG grant.

13.5 Equipment Ownership And Maintenance The Town shall own all PEG Access equipment and, accordingly, shall be responsible for maintenance, repair and replacement of all such PEG Access equipment

13.6 PEG Access Channel Origination

a) The Licensee shall, within sixty (60) days of the Execution Date of this Renewal License, provide one-time funding to the Issuing Authority in the amount of Twenty-Five Thousand Dollars (\$25,000.00) to purchase an IP encoder/decoder and associated equipment the same as or equivalent to the NTT Electronics MVE5000/MVD5000 equipment used by the Licensee. This equipment shall enable the Access Provider to cablecast "live" from any location in the Town that has a Basic Service Drop, provided by the Licensee, back to the PEG Access studio/cablecast facility which is located at the 28 Springfield Street. From its studio/cablecast facility, the Access designee shall be capable of cablecasting its PEG Access Programming on any one of the three PEG Access Channels, or recording it for future use. There shall be no charge to the Town for such switching; however, the foregoing does not preclude Licensee from recovering costs in accordance with applicable law.

(b) No later than March 31, 2018, the Licensee shall, at no charge to the Town or its Access Designee, construct and activate a fiber optic connection between the Town Hall, 240 Springfield Street, and the PEG Access studio/cablecast facility at 28 Springfield Street. Licensee shall also provide to the Access designee a single-channel transmitter/receiver capable

-20-

Cable TV Advisory Committee

Charter - Wilbraham Renewal License
of sending PEG Access origination signals from the Town Hall to the PEG Access studio/cable cast facility. The existing INET shall remain operational for 90 days after the completion of the fiber network.

(c) The Licensee shall provide and maintain all necessary processing equipment in the Cable System headend and/or hub site in order to switch the upstream PEG Access signals to the designated downstream Access Channels. Nothing herein shall require the Licensee to provide end-user equipment.

13.7 Editorial Control Neither the Licensee nor the Issuing Authority may engage in any editorial control of the content of the access programming on the Cable System, except as otherwise required or permitted by applicable Law. In furtherance thereof, the Town's PEG Access designee will require program producers to assume individual responsibility for any program-based liability, subject to the Cable Act, FCC requirements or other applicable law. Nothing herein shall be construed to limit the Licensee's right or ability to cablecast local programming at the Licensee's sole discretion.

13.8 Audit and Limitation on Recovery If the Issuing Authority has reason to believe that any payment(s) due under this License are incorrect, the Licensee shall have thirty (30) business days after a request from the Issuing Authority to provide the Town with additional information documenting and verifying the accuracy of any such payment(s). In the event that the Issuing Authority does not believe that such documentation supports the accuracy of such payment(s), the Issuing Authority may conduct an audit of such payment(s). If, after such audit and re-computation, an additional fee is owed to the Town, such fee shall be paid within sixty (60) days after such audit and re-computation; provided, however, that the Licensee may withhold any amounts found underpaid by the audit and re-computation that are challenged in writing by the Licensee within the 30-day period following the written notice of the results of the audit and re-computation until such matter is finally resolved. The Licensee shall make appropriate personnel available within 30 days of any challenge to the result of an audit and re-computation to meet with representatives of the Issuing Authority to discuss the findings of the audit and re-computation. Following such a meeting of the Licensee and the Issuing Authority, the Licensee shall pay any challenged amount to the Issuing Authority unless the Licensee or the Issuing Authority seeks a judicial resolution of the dispute or the Licensee and the Issuing Authority

-21-

Charter - Wilbraham Renewal License
agree to extend the time period. In the event that any Franchise payment or recomputed payment is not made on or before the dates specified herein, Licensee shall pay an interest charge, computed from such due date, at the annual rate of the prime interest rate. The period of limitation for recovery of any franchise fee payable hereunder shall be three (3) years from the date on which payment by the Licensee was due.

SECTION 14

Enforcement, Revocation, Penalties

14.1 Notice of Violation. If the Issuing Authority believes that the Licensee has not complied with the terms of the License, the Issuing Authority shall first informally discuss the matter with Licensee. If these discussions do not lead to resolution of the problem, the Issuing Authority shall notify the Licensee in writing of the exact nature of the alleged noncompliance.

14.2 Licensee's Right to Cure or Respond. The Licensee shall have thirty (30) days from receipt of the notice described in subsection 14.1 to (i) respond to the Issuing Authority, contesting the assertion of noncompliance, or (ii) to cure such default, or (iii) if, by the nature of default, such default cannot be cured within the thirty (30) day period, initiate reasonable steps to remedy such default and notify the Issuing Authority of the steps being taken and the projected date that they will be completed.

14.3 Public Hearing. If the Licensee fails to respond to the notice received from the Issuing Authority pursuant to the procedures set forth in subsection 14.2, or if the default is not remedied within the cure period set forth above, the Issuing Authority shall schedule a public hearing if it intends to continue its investigation into the default. The Issuing Authority shall provide the Licensee at least twenty (20) days prior written notice of such hearing, which specifies the time, place and purpose of such hearing, notice of which shall be published by the Clerk of the Issuing Authority in a newspaper of general circulation within the Issuing Authority in accordance with subsection 15.5 hereof.

14.4 Enforcement. Subject to applicable federal and state law, in the event the Issuing Authority, after the hearing set forth in subsection 14.3 above, determines that the Licensee is in default of any provision of the Renewal License, the Issuing Authority may:

- A. Seek specific performance of any provision, which reasonably lends itself to such remedy, as an alternative to damages; or

-22-

- Charter - Wilbraham Renewal License
- B. Commence an action at law for monetary damages or seek other equitable relief; or
 - C. In the case of a substantial default of a material provision of the Renewal License, seek to revoke the Renewal License itself in accordance with subsection 14.5 below; or

14.5 Revocation

- A. Prior to revocation or termination of the Renewal License, the Issuing Authority shall give written notice to the Licensee of its intent to revoke the License on the basis of a pattern of noncompliance by the Licensee, including one or more instances of substantial noncompliance with a material provision of the Renewal License. The notice shall set forth the exact nature of the noncompliance. The Licensee shall have thirty (30) days from such notice to either object in writing and to state its reasons for such objection and provide any explanation or to cure the alleged noncompliance. If the Issuing Authority has not received a satisfactory response from Licensee, it may then seek to enforce any of the Enforcement provisions in this section. Prior to undertaking any enforcement action, it shall schedule a public hearing. The Licensee shall be given at least thirty (30) days prior written notice of such public hearing, specifying the time and place of such hearing and stating the purpose of the hearing.
- B. At the hearing, the Issuing Authority shall give the Licensee an opportunity to state its position on the matter, present evidence and question witnesses, after which it shall determine whether or not the Renewal License has been breached. The public hearing shall be on the record and a written transcript shall be made available to the Licensee within ten (10) business days. The decision of the Issuing Authority shall be made in writing and shall be delivered to the Licensee. The Licensee may appeal such any such determination in accordance with law.

SECTION 15

Miscellaneous Provisions

15.1 Force Majeure. The Licensee and Issuing Authority shall not be held in default under, or in noncompliance with the provisions of the Renewal License, nor suffer any enforcement or

-23-

Charter - Wilbraham Renewal License
penalty relating to noncompliance or default, where such noncompliance or alleged defaults occurred or were caused by circumstances reasonably beyond the ability of the Licensee or the Issuing Authority, if an as applicable, to anticipate and control. This provision includes work delays caused by waiting for utility providers to service or monitor their utility poles to which Licensee's Cable System is attached, as well as unavailability of materials and/or qualified labor to perform the work necessary.

Furthermore, the parties hereby agree that it is not the Issuing Authority's intention to subject the Licensee to penalties, fine, forfeitures or revocation of the Renewal License for violations of the Renewal License where the violation was a good faith error that resulted in no or minimal negative impact on the Subscribers within the Renewal License territory, or where strict performance would result in practical difficulties and hardship to the Licensee which outweighs the benefit to be derived by the Issuing Authority and/or Subscribers.

15.2 Action of Parties. In any action by the Issuing Authority or the Licensee that is mandated or permitted under the terms hereof, such party shall act in a reasonable, expeditious and timely manner. Furthermore, in any instance where approval or consent is required under the terms hereof, such approval or consent shall not be unreasonably withheld.

15.3 Notices. Every notice and/or request to be served upon the Issuing Authority shall be delivered by hand or sent by Federal Express or other express receipted delivery service or certified mail (postage prepaid) to the Board of Selectmen, Town of Wilbraham, 240 Springfield Street, Wilbraham, MA 01095, or such other address as the Issuing Authority may specify in writing to the Licensee. Every notice served upon the Licensee shall be delivered by hand or sent by Federal Express or other express receipted delivery service or certified mail (postage prepaid) to the VP/General Manager, Charter Communications, 301 Barber Avenue, Worcester, Massachusetts 01606, with a copy sent to Vice President, Government Affairs, Charter Communications, Inc., Charter Plaza 12405 Powerscourt Drive, St. Louis, Missouri 63131, or such other address as the Licensee may specify in writing to the Issuing Authority. The delivery shall be equivalent to direct personal notice, direction or order, and shall be deemed to have been given at the time of receipt of such notice.

15.4 Public Notice. Minimum public notice of any public meeting relating to this Renewal License shall be as provided by 207 CMR 2.02.

-24-

Cable TV Advisory Committee

Charter - Wilbraham Renewal License

15.5 Severability. If any section, subsection, sentence, clause, phrase, or portion of this Renewal License is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Renewal License.

15.6 Entire Agreement. This Renewal License sets forth the entire agreement between the parties respecting the subject matter hereof. All agreements, covenants, representations and warranties, express and implied, oral and written, of the parties with regard to the subject matter hereof are contained herein. No other agreements, covenants, representations or warranties, express or implied, oral or written, have been made by any party to another with respect to the matter of this Renewal License. All prior and contemporaneous conversations, negotiations, possible and alleged agreements, representations, covenants and warranties with respect to the subject matter hereof are waived, merged herein and therein and superseded hereby and thereby.

15.7 Effective Date. The effective date of this Renewal License, the date on which both parties have executed this License, is _____, _____ pursuant to the provisions of applicable law. This Renewal License shall expire on _____, _____, unless extended by the mutual agreement of the parties.

15.8 No Recourse Against the Issuing Authority. Pursuant to Section 635A(a) of the Cable Act, the Licensee shall have no recourse against the Issuing Authority, the Town and/or its officials, boards, commissions, committees, advisors, designees, agents, and/or its employees other than injunctive relief or declaratory relief, arising from the regulation of cable service or from a decision of approval or disapproval with respect to a grant, renewal, transfer, or amendment of this Renewal License.

15.9 Jurisdiction. All provisions in this License shall apply to the Town, the Licensee and their successors and assigns. Jurisdiction and venue over any dispute, action or suit arising from the Renewal License shall be in any court of appropriate venue and subject matter jurisdiction located in Massachusetts and the parties by this instrument subject themselves to the personal jurisdiction of said court for the entry of any such judgment and for the resolution of any dispute, action or suit.

15.10 No Third Party Rights. The Issuing Authority and the Licensee herein acknowledge and agree that this Renewal License is not intended to create any rights on behalf of any party or person other than the Issuing Authority and the Licensee.

-25-

Charter - Wilbraham Renewal License

Considered and approved this 3rd day of April, 2017

Town of Wilbraham


Chairman, Board of Selectmen


Member, Board of Selectmen


Member, Board of Selectmen

Accepted this 19 day of April, 2017, subject to applicable federal, state and local law.

Charter Communications Entertainment I, LLC
By: Charter Communications, Inc., its Manager

Signature: 
Mark E. Brown
Vice President of State Government Affairs

-26-

(Continued from page 72)

without the continued support of every WPA volunteer. WPA is always recruiting new volunteers and encouraging creativity.

For the second year in a row, WPA has been presented with an award by New England Business Associates for our continued dedication working with members of the community that have disabilities. We are proud to help our community in every way we can.

Director Aube would like to extend his deepest and heartfelt appreciation to the many volunteers who serve on the Town's Cable TV Advisory and Public Access Committees, to the numerous volunteers whose dedicated service to WPA make it possible to have a functioning and quality TV station, to the Friends of Wilbraham Public Access and to Paul Villano for his faithful contributions. He would also like to extend his appreciation to Nathan DeLong, IT Director, and the IT Department's staff for all their supportive help at WPA in 2017.

Public Access TV Advisory Committee

Sandra Belcastro, Chair

Karl Jurgen

Roy L. Scott

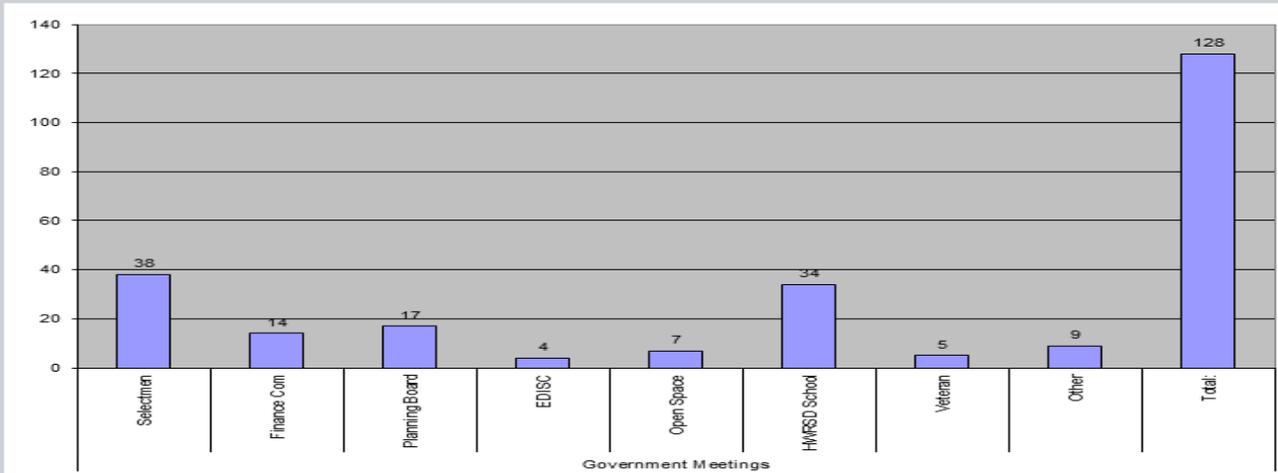
Dolores Gravel

Janet Vitkus

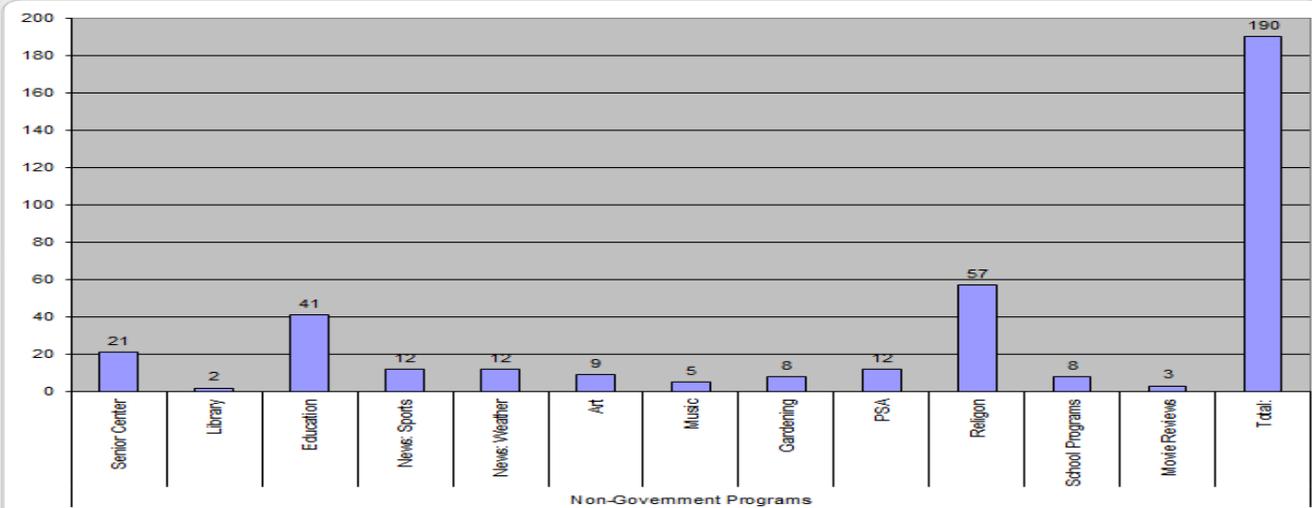
Anthony Aube, Executive Director

Paul Villano, Production Coordinator

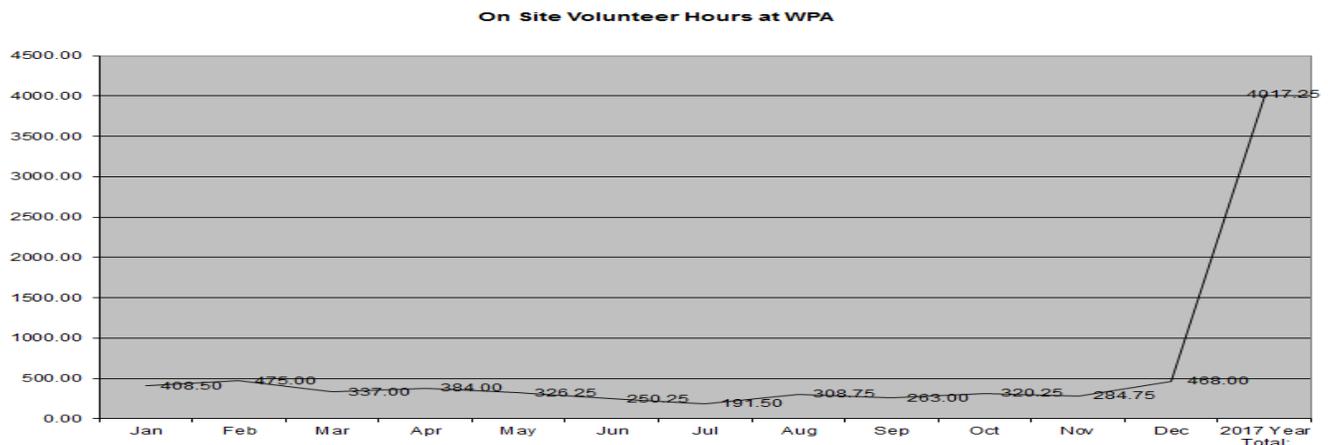
2017 WPA Production Government Meetings & Events



2017 WPA Production (Non-Govt.) Community Events



2017 WPA Volunteer Hours



Hampden-Wilbraham Regional School District

HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT PROFILE

• Superintendent's Statement •

The Hampden-Wilbraham Regional School District is a fully accredited public school district educating approximately 3,061 students in grades PreK to 12. HWRSD maintains seven school buildings: one elementary and one middle school in Hampden, and three elementary, one middle and the regional high school in Wilbraham. A newly-constructed, technologically-advanced, safe and highly efficient Minnechaug Regional High School opened its doors to students in August 2012. The District is driven by a strong vision that shapes the development of school and district-wide improvement goals and improvement plans. Together, students, parents and staff work together as a true "community of learners" dedicated to a tradition of educational excellence. HWRSD students regularly demonstrate high levels of achievement and accomplishments in academics, athletics, community service and the arts. HWRSD parents and the wider community are actively involved in the educational process. HWRSD employees provide our students with a range of academic experiences and services, a well-coordinated and aligned program of curriculum and instruction and a firm commitment to maintaining healthy and safe learning environments. HWRSD is committed to working with all stakeholders to provide educational excellence in a cost-effective, efficient manner.



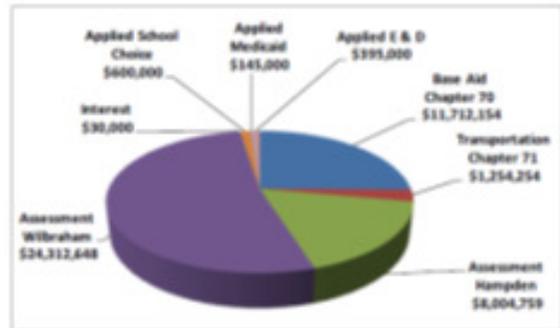
www.hwrso.org

2014-2017 HWRSD District Improvement Plan

- Goal One:** Safety and Wellbeing: Development of policies, practices and strategies that promote the safety and wellbeing of the District's students and staff.
- Goal Two:** Meeting the Needs of all Learners: Consistent and effective focus on student achievement with attention to transitional planning, the social and academic curriculum and a tiered model of instruction.
- Goal Three:** 21st Century Teaching and Learning: Continually strengthen HWRSD's commitment and frameworks for designing a 21st Century approach to education.
- Goal Four:** Learning and Achievement: Focused implementation of a systematic and cyclical process of curriculum renewal and development at all grades, in all disciplines and the development and implementation of a personnel infrastructure that supports teaching and learning and improves achievement outcomes for all children.

Our 2017-2018 Operating Budget \$46,453,815

Base Aid Chapter 70	11,712,154
Transportation Chapter 71	1,254,254
Assessment Hampden (23.5884%)	8,004,759
Assessment Wilbraham (76.4116%)	24,312,648
Interest	30,000
Applied School Choice	600,000
Applied Medicaid	145,000
Applied E & D	395,000



Our District

Accreditation	NEASC
Accountability and Assistance Level - District	Level 2
Green Meadows - Title I School (TA)	Level 2
Soule Road - Title I School (TA)	Level 2
Stony Hill - Title I School (TA)	Level 2
Thornton W. Burgess - Title I School (TA)	Level 2
Wilbraham Middle - Non-Title I School (NT)	Level 2
Minnechaug - Non-Title I School (NT)	Level 2
Hile Tree - Non-Title I School (NT)	Not Applicable

Our Schools	
Number of Campuses for 2017-18	5
Elementary Schools	2
Middle Schools	1
High Schools	2
Total Square Feet	701,839
District Size	42.08 sq. miles

Our Students Source: Department of Education

Enrollment by Gender (2017-18)		
	District	State
Male	1,518	483,172
Female	1,543	464,753
Total	3,061	953,925

Enrollment by Race/Ethnicity (2017-18)		
Race	% of District	% of State
African American	2.5	9
Asian	2.5	6.3
Hispanic	5.8	20
Native American	0.2	0.2
White	86.7	63.1
Native Hawaiian, Pacific Islander	0.1	0.1
Multi-Race, Non-Hispanic	3.1	3.6

RESPECT
INTERACTIVE LEARNING
OPPORTUNITIES

Our Vision

In pursuit of educational excellence, the Hampden-Wilbraham Regional School District envisions an interactive learning community of creative, passionate thinkers in a safe and healthy environment, embracing opportunities to contribute to and compete in a global society while valuing honesty, integrity, responsibility, and respect for each individual.

THINKERS
EDUCATIONAL
EXCELLENCE

Total Enrollment based on October 1 preceding year 10/1/16 3,107

Enrollment By Grade (2017-18)															
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Green Meadows	14	32	41	35	47	42	40	0	0	0	0	0	0	0	251
Mile Tree	59	141	149	0	0	0	0	0	0	0	0	0	0	0	349
Minnechaug	0	0	0	0	0	0	0	0	0	0	261	270	301	275	1,107
Soule Road	0	0	0	0	0	167	177	0	0	0	0	0	0	0	344
Stony Hill	0	0	0	142	155	0	0	0	0	0	0	0	0	0	297
Thornton Burgess	0	0	0	0	0	0	0	28	34	43	0	0	0	0	105
Wilbraham Middle	0	0	0	0	0	0	0	194	195	219	0	0	0	0	608
District	73	173	190	177	202	209	217	222	229	262	261	270	301	275	3,061

Nutrition Services

Lunch Price	Elem/MS \$2.75, HS \$3.00
Avg. Complete Lunches Served Daily	1,395
Avg. Equivalent Meals Served Daily	575
Avg. Total Meals Served Daily	1,970

Geographical Information

Hampden	19.65 Sq. Miles
Population (2015)	5,223
FY18 Tax Rate	\$20.00

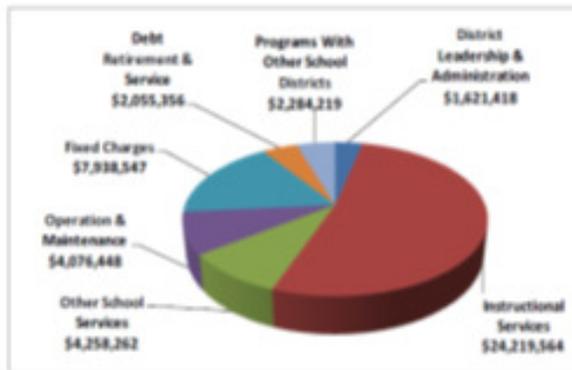
Wilbraham	22.43 Sq. Miles
Population (2015)	14,638
FY18 Tax Rate	\$22.64

Regional Transportation

Number of Buses Running Daily	46
Cost per Bus Regular Transportation	\$57,916
Cost per Bus Special Education Transportation	\$67,732

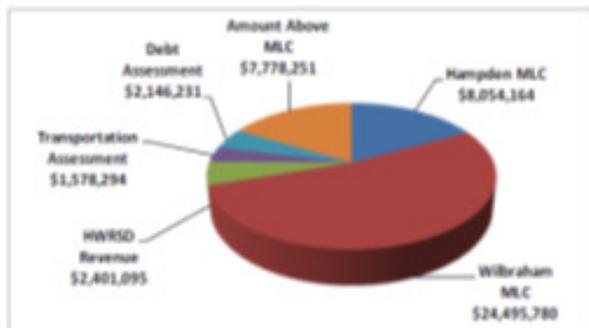
Financial/Basic Data

Our 2017-2018 Expenditures \$46,453,815



Federal Grants	\$1,585,090
State Grants	\$207,500
Per Pupil Expenditure (2017)	\$14,485
Per Pupil Expenditure State Average (2017)	\$15,545

FY18 Budget At A Glance



2017 Next Generation MCAS Test Results

Percent of Students Scoring Proficient or Higher

Grade	Reading	Math	ELA	Science
Grade 3	56	53		
Grade 4		55	50	
Grade 5		44	62	55
Grade 6		50	61	
Grade 7		54	62	
Grade 8		54	68	52
Grade 10		83	94	72

Performance/Student Data

Our District Accreditation NEASC
 NEASC 2009 Accountability Ratings Academically Acceptable

2017 Next Generation MCAS % Proficient or Higher	
ELA	66%
Math	56%
Science	60%

Additional Academic Facts

2017 Number of Graduates	275
% Continuing Education	91

2017-2018 Employees

Total Number of Employees	502
Administrative	16
Custodial/Maintenance	25
Food Service	28
Independents	40
Nurses	9
Paraprofessionals	99
Teachers, Counselors, ETL's, Psychologists, Therapists	264
Clerical	21

Teacher Salary (BA Step 1)	\$44,310
Teacher Salary (H + 30 Step 1)	\$53,087
Teacher Retention Rate	87.5%

Teacher Data (2016-17)	Source: DESE	District	State
Total # of Teachers		204	72,090,00
% of Teachers Licensed in Teaching Assignment		100	97.4
Total # of Classes in Core Academic Areas		959	349,106
Who are Highly Qualified		99.1	96.3
Student/Teacher Ratio		15.2 to 1	13.2 to 1

Debt Service Schedules

	FY18
School Building Addition	
• \$930,000 Stony Hill School & Mile Tree School	\$14,866
School Project	
• \$2,738,000 Green Meadows School	\$212,400
School Building Project	
• \$22,000,000 Minnechaug Regional High School	\$1,003,425
• \$18,835,000 Re-Bond Minnechaug Regional High School	\$329,718
• \$ 7,025,000 Minnechaug Regional High School	\$455,294
• \$ 5,030,000 Minnechaug Regional High School	\$276,938
Sewer Betterment	
• \$1,351,600 Hampden-Wilbraham RSD	\$108,128
Total FY18 Debt Service Amount	\$2,400,769

For this year's annual town report, we are pleased to provide the District and individual school "report card" statistics from the Massachusetts Department of Elementary and Secondary Education (DESE). These meaningful reports answer important questions about overall performance and contain specific information about student enrollment, teacher qualifications, student achievement and accountability. The statistics also indicate how a school is performing relative to other schools in the District and the State. For further information regarding education in Massachusetts, there is wealth of useful material on the DESE website @ (<http://www.doe.mass.edu>).

Testing in 2017 for the Massachusetts Comprehensive Assessment System (MCAS) can be best described as a transitional year for districts throughout the Commonwealth. The MCAS tests are designed to measure important skills and knowledge in core academic areas. In 2017 students in grades 3-8 took the *next-generation MCAS* tests in English Language Arts and Mathematics, while high school students took the existing *legacy MCAS tests*. According to DESE Acting Commissioner Wulfson:

The next-generation MCAS is a reformatted test from the old MCAS, and the scores are not comparable to the prior tests your child has taken. On the legacy MCAS, the four scoring categories were Advanced, Proficient, Needs Improvement, and Warning/Failing. On the next-generation MCAS, the four scoring categories are Exceeding Expectations, Meeting Expectations, Partially Meeting Expectations, and Not Meeting Expectations. The new categories emphasize readiness for higher-level work at the next grade level.

The educational staffs in HWRSD schools utilize data from statewide assessments (MCAS), common local assessments and periodic benchmark assessments to identify curricular strengths and gaps. This information serves to inform and modify curriculum and instruction throughout the District. This data analysis by our school-based teams also helps to guide our District funding allocations to create a more effective and efficient delivery of curriculum, instruction and assessment.



2017 Massachusetts District Report Card Overview
HAMPDEN-WILBRAHAM PUBLIC SCHOOL DISTRICT (06800000)
 Albert Ganem, Superintendent
 621 Main Street, Wilbraham, MA 01095
 Phone: 413.596.3884
 Website: <http://www.hwrpd.org>

Report cards help parents/guardians and the general public see where schools and districts are succeeding and where there is still work to do. This report card overview answers important questions about our district's performance. For the full report card containing additional data contact the district or visit the Massachusetts Department of Elementary and Secondary Education's website at <http://profiles.doe.mass.edu>. For more information about report card data, visit <http://profiles.doe.mass.edu/help/data.aspx>.

How does our district's achievement over time compare to the state?

Next Generation MCAS (Average Scaled Score)

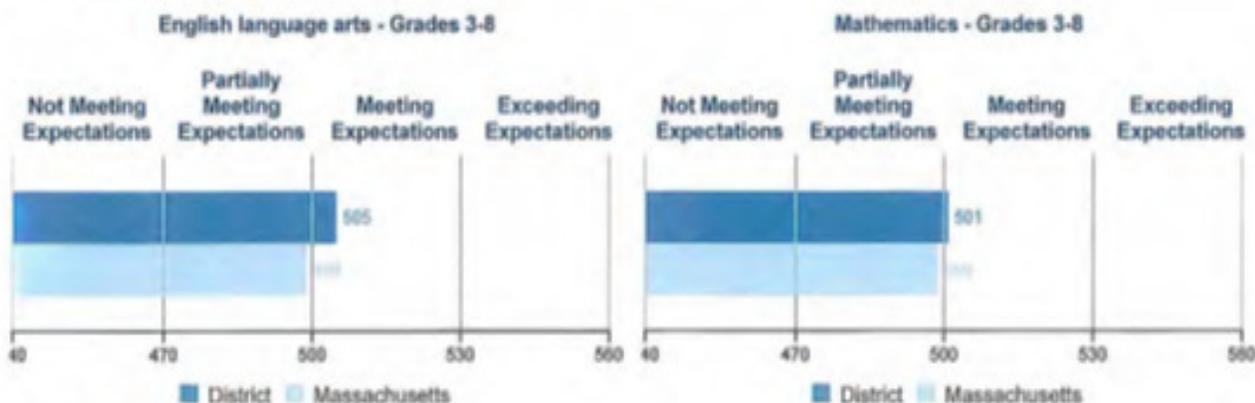


How is our district doing overall?

Accountability & assistance levels	Overall progress in narrowing gaps										
<div style="border: 2px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;">No level</div> <p>Students in grades 3-8 participated in 2017 Next Generation MCAS tests</p> <p>Most schools are assigned a level from 1-5, with those meeting their proficiency gap-narrowing goals in Level 1 and the lowest performing in Levels 4 and 5. A district is typically assigned a level based on the level of its lowest performing school. Placing schools and districts into levels helps districts know which schools need more support, and helps the state know which districts need the most assistance. More information is available here: http://www.mass.gov/ese/accountability.</p>	<p>Massachusetts aims to reduce proficiency gaps by half between 2011 and 2017.</p> <table border="0"> <tr> <td>All students</td> <td>-</td> </tr> <tr> <td>High needs students</td> <td>-</td> </tr> <tr> <td>Economically disadvantaged</td> <td>-</td> </tr> <tr> <td>Students with disabilities</td> <td>-</td> </tr> <tr> <td>English language learners & former ELLs</td> <td>-</td> </tr> </table>	All students	-	High needs students	-	Economically disadvantaged	-	Students with disabilities	-	English language learners & former ELLs	-
All students	-										
High needs students	-										
Economically disadvantaged	-										
Students with disabilities	-										
English language learners & former ELLs	-										
District determination of need for special education technical assistance or intervention											
<div style="background-color: #90EE90; padding: 5px; display: inline-block; border: 1px solid black;">Meets Requirements-At Risk (MRAR)</div>											
<p>Districts, including single school districts, are assigned a determination of need for special education technical assistance or intervention. These determinations, which are typically based on the district's accountability and assistance level, range from <i>Meets Requirements - Provisional</i> (districts with insufficient data) to <i>Needs Substantial Intervention</i> (Level 5 districts). The determination, which also incorporates compliance measures, helps to identify whether the Department will require districts to take additional actions to support improved outcomes for all children, especially students with disabilities.</p>											

How does our district's achievement over time compare to the state?

Next Generation MCAS (Average Scaled Score)



Legacy MCAS (CPI)

The Composite Performance Index (CPI) is a number from 1-100 that represents the extent to which all students are progressing toward proficiency in a given subject. When all students demonstrate proficiency on MCAS and/or PARCC tests, the CPI will be 100. Our district's CPIs for 2014-2017 are below.



How does our district's growth compare to the state?

Student Growth Percentiles (SGPs) measure gains in student achievement from year to year. SGPs between 40 and 60 represent moderate growth. Our district's median SGPs for 2017 are below. (Note: Growth values are truncated.)



How does our district's enrollment compare to the state?

Total enrollment	Our district	Massachusetts
	3,107	953,748
By high needs population	Our district	Massachusetts
	#	#
	%	%
Economically disadvantaged students	441	288,465
Students with disabilities	477	167,530
English language learners	28	90,204
	14.2	30.2
	15.2	17.4
	0.9	9.5

How do our district's teachers and classrooms compare to the state?

General information	Our district	Massachusetts
Teachers (#)	204.0	72,090.0
Core academic classes taught by highly qualified teachers (%)	99.1	96.3
Average class size (#)	20.1	18.1
Student : teacher ratio	15.2 to 1	13.2 to 1

How is our district doing on other important measures?

Attendance	Our district	Massachusetts
2017 Attendance rate (%)	95.5	94.6
2017 Average days absent per student (#)	7.9	9.3
2017 Chronic absenteeism rate (%)	8.0	13.5
Discipline		
2017 In-school suspension rate (%)	2.5	1.7
2017 Out-of-school suspension rate (%)	2.2	2.8
High school completion	Our district	Massachusetts
2015 5-year graduation rate (%)	96.0	89.4
2016 4-year graduation rate (%)	94.3	87.5
2016 annual dropout rate (%)	0.5	1.9
2015 graduates attending institutions of higher education* (%)	86.1	75.9
2017 12th graders taking 1+ Advanced Placement courses (%)	26.4	41.4
2017 Advanced Placement tests with scores of 3 or higher (%)	83.6	65.7
2017 SAT average score - Reading	569	552
2017 SAT average score - Writing	-	-
2017 SAT average score - Math	572	552
2016 MassCore*** - Completing a rigorous course of study (%)	97.9	77.4

*Postsecondary enrollment data includes any student enrolling in an institution of higher education within 16 months of earning a high school diploma

***MassCore: 4 years of English & math, 3 years of history & lab-based science, 2 years of a foreign language, 1 year of arts & 5 additional "core" courses

School Accountability Information			
School	School Type	Title I Status	Accountability and Assistance Level
Green Meadows Elementary	Elementary School	Title I School (TA)	No level
Soule Road	Elementary School	Title I School (TA)	No level
Stony Hill School	Elementary School	Title I School (TA)	No level
Thornton Burgess	Middle School	Title I School (TA)	No level
Wilbraham Middle	Middle School	Non-Title I School (NT)	No level
Minnechaug Regional High	High School	Non-Title I School (NT)	Level 2
Mile Tree Elementary	Early Elementary School	Non-Title I School (NT)	Insufficient data



2017 Massachusetts School Report Card Overview GREEN MEADOWS ELEMENTARY (06800005)

Hampden-Wilbraham Public School District (06800000)
Sharon Moberg, Principal
Grades Served: PK,K,01,02,03,04,05

38 North Rd., Hampden, MA 01036
Phone: 413.566.3996
Website: <http://www.hwrsd.org>

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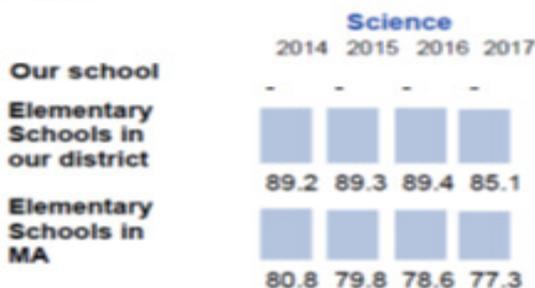
How is our school doing overall?

Accountability and assistance levels		School percentile
Our school	No level	School percentiles (1-99) indicate how a school is performing overall compared to other schools that serve the same or similar grades. Our school's percentile is below. Lowest performing Highest performing
Our district	No level	
Students in this school participated in 2017 Next Generation MCAS tests Students in grades 3-8 participated in 2017 Next Generation MCAS tests Most schools are assigned a level from 1-5, with those meeting their proficiency gap-narrowing goals in Level 1 and the lowest performing in Levels 4 and 5. A district is typically assigned a level based on the level of its lowest performing school. Placing schools and districts into levels helps districts know which schools need more support, and helps the state know which districts need the most assistance. More information is available here: http://www.mass.gov/ese/accountability .		Overall progress in narrowing gaps Massachusetts aims to reduce proficiency gaps by half between 2011 and 2017. All students - High needs students - Economically disadvantaged - Students with disabilities - English language learners & former ELLs -

How does our school's achievement over time compare to the district and the state?

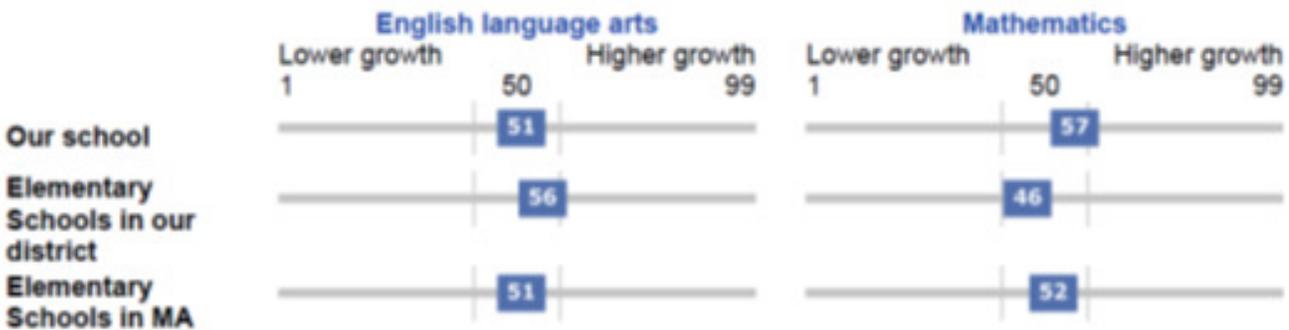
Legacy MCAS (CPI)

The Composite Performance Index (CPI) is a number from 1-100 that represents the extent to which all students are progressing toward proficiency in a given subject. When all students demonstrate proficiency on MCAS and/or PARCC tests, the CPI will be 100. Our school's CPIs for 2014-2017 are below.



How does our school's growth compare to the district and the state?

Transitional Student Growth Percentiles (SGPs) measure gains in student achievement from year to year. SGPs between 40 and 60 represent moderate growth. Our school's median SGPs for 2017 are below. (Note: Growth values are truncated.)



How does our school's enrollment compare to the district and the state?

Total enrollment	Our school	Our district	Our state
	247	3,107	953,748

How do our school's teachers and classrooms compare to the district and the state?

General information	Our school	Elementary Schools in our district	Elementary Schools in MA
Teachers (#)	18.0	59.8	25,393.9
Core academic classes taught by highly qualified teachers (%)	100.0	100.0	97.5
Average class size (#)	21.1	23.4	19.5
Student : teacher ratio	13.5 to 1	14.9 to 1	13.7 to 1

How is our school doing on other important measures?

Attendance	Our school	Elementary Schools in our district	Elementary Schools in MA
2017 Attendance rate (%)	95.6	96.0	95.4
2017 Average days absent per student (#)	7.7	7.1	7.9
2017 Chronic absenteeism rate (%)	7.0	4.9	9.8
Discipline			
2017 In-school suspension rate (%)	-	-	0.5
2017 Out-of-school suspension rate (%)	-	-	0.9



2017 Massachusetts School Report Card Overview

MILE TREE ELEMENTARY (06800025)

Hampden-Wilbraham Public School District (06800000)
 Joanne Wilson, Principal
 Grades Served: PK,K,01

625 Main Street, Wilbraham, MA 01
 Phone: 413.596.6921
 Website: <http://www.hwrsd.org>

Report cards help parents/guardians and the general public see where schools and districts are succeeding and where there is still work to do. This report card overview answers important questions about our school's performance. For the full report card containing additional data contact the school's principal or visit the Massachusetts Department of Elementary and Secondary Education's website at <http://profiles.doe.mass.edu>. For more information about report card data, visit our [Profiles Help](#) page.

How is our school doing overall?

Accountability and assistance levels		School percentile
Our school	Insufficient data -	School percentiles (1-99) indicate how a school is performing overall compared to other schools that serve the same or similar grades. Our school's percentile is below.
Our district	No level Students in grades 3-8 participated in 2017 Next Generation MCAS tests	
Most schools are assigned a level from 1-5, with those meeting their proficiency gap-narrowing goals in Level 1 and the lowest performing in Levels 4 and 5. A district is typically assigned a level based on the level of its lowest performing school. Placing schools and districts into levels helps districts know which schools need more support, and helps the state know which districts need the most assistance. More information is available here: http://www.mass.gov/ese/accountability		Overall progress in narrowing gaps Massachusetts aims to reduce proficiency gaps by half between 2011 and 2017.
		All students - High needs students - Economically disadvantaged - Students with disabilities - English language learners & former ELLs -

How does our school's growth compare to the district and the state?

Transitional Student Growth Percentiles (SGPs) measure gains in student achievement from year to year. SGPs between 40 and 60 represent moderate growth. Our school's median SGPs for 2017 are below. (Note: Growth values are truncated.)

	English language arts			Mathematics		
	Lower growth 1	50	Higher growth 99	Lower growth 1	50	Higher growth 99
Our school						
Early Elementary Schools in our district						
Early Elementary Schools in MA						

How does our school's enrollment compare to the district and the state?

Total enrollment	Our school	Our district	Our state
	315	3,107	953,748

How do our school's teachers and classrooms compare to the district and the state?

General information	Our school	Early Elementary Schools in our district	Early Elementary Schools in MA
Teachers (#)	20.0	20.5	2,841.0
Core academic classes taught by highly qualified teachers (%)	100.0	100.0	97.1
Average class size (#)	22.7	22.7	17.8
Student : teacher ratio	15.4 to 1	15.4 to 1	14.7 to 1

How is our school doing on other important measures?

Attendance	Our school	Early Elementary Schools in our district	Early Elementary Schools in MA
2017 Attendance rate (%)	95.1	95.1	94.3
2017 Average days absent per student (#)	8.5	8.5	9.3
2017 Chronic absenteeism rate (%)	10.3	10.3	15.4
Discipline			
2017 In-school suspension rate (%)	-	-	0.1
2017 Out-of-school suspension rate (%)	-	-	0.2



2017 Massachusetts School Report Card Overview

STONY HILL SCHOOL (06800050)

Hampden-Wilbraham Public School District (06800000)
 Monique Dangleis, Principal
 Grades Served: 02,03

675 Stony Hill Road, Wilbraham, MA 01095
 Phone: 413.599.1950
 Website: <http://www.hwrsd.org>

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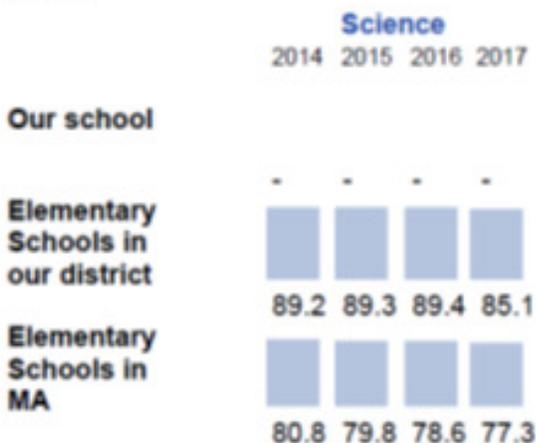
How is our school doing overall?

Accountability and assistance levels		School percentile										
Our school	No level Students in this school participated in 2017 Next Generation MCAS tests	School percentiles (1-99) indicate how a school is performing overall compared to other schools that serve the same or similar grades. Our school's percentile is below. 										
Our district	No level Students in grades 3-8 participated in 2017 Next Generation MCAS tests											
Most schools are assigned a level from 1-5, with those meeting their proficiency gap-narrowing goals in Level 1 and the lowest performing in Levels 4 and 5. A district is typically assigned a level based on the level of its lowest performing school. Placing schools and districts into levels helps districts know which schools need more support, and helps the state know which districts need the most assistance. More information is available here: http://www.mass.gov/ese/accountability		Overall progress in narrowing gaps Massachusetts aims to reduce proficiency gaps by half between 2011 and 2017.										
		<table> <tr> <td>All students</td> <td>-</td> </tr> <tr> <td>High needs students</td> <td>-</td> </tr> <tr> <td>Economically disadvantaged</td> <td>-</td> </tr> <tr> <td>Students with disabilities</td> <td>-</td> </tr> <tr> <td>English language learners & former ELLs</td> <td>-</td> </tr> </table>	All students	-	High needs students	-	Economically disadvantaged	-	Students with disabilities	-	English language learners & former ELLs	-
All students	-											
High needs students	-											
Economically disadvantaged	-											
Students with disabilities	-											
English language learners & former ELLs	-											

How does our school's achievement over time compare to the district and the state?

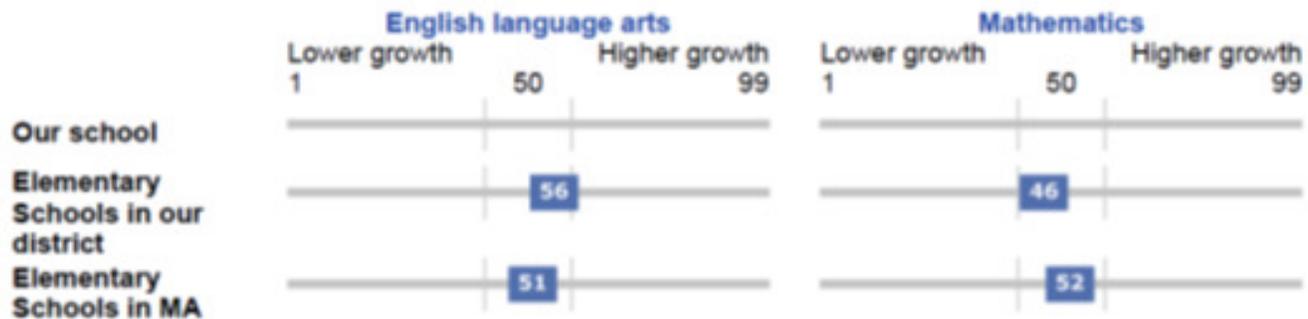
Legacy MCAS (CPI)

The Composite Performance Index (CPI) is a number from 1-100 that represents the extent to which all students are progressing toward proficiency in a given subject. When all students demonstrate proficiency on MCAS and/or PARCC tests, the CPI will be 100. Our school's CPIs for 2014-2017 are below.



How does our school's growth compare to the district and the state?

Transitional Student Growth Percentiles (SGPs) measure gains in student achievement from year to year. SGPs between 40 and 60 represent moderate growth. Our school's median SGPs for 2017 are below. (Note: Growth values are truncated.)



How does our school's enrollment compare to the district and the state?

Total enrollment	Our school	Our district	Our state
	303	3,107	953,748

How do our school's teachers and classrooms compare to the district and the state?

General information	Our school	Elementary Schools in our district	Elementary Schools in MA
Teachers (#)	20.0	59.8	25,393.9
Core academic classes taught by highly qualified teachers (%)	100.0	100.0	97.5
Average class size (#)	24.0	23.4	19.5
Student : teacher ratio	15.5 to 1	14.9 to 1	13.7 to 1

How is our school doing on other important measures?

Attendance	Our school	Elementary Schools in our district	Elementary Schools in MA
2017 Attendance rate (%)	96.0	96.0	95.4
2017 Average days absent per student (#)	7.1	7.1	7.9
2017 Chronic absenteeism rate (%)	5.7	4.9	9.8
Discipline			
2017 In-school suspension rate (%)	-	-	0.5
2017 Out-of-school suspension rate (%)	-	-	0.9



2017 Massachusetts School Report Card Overview

SOULE ROAD (06800030)

Hampden-Wilbraham Public School District (06800000)
 Lisa O Curtin, Principal
 Grades Served: 04,05

300 Soule Rd , Wilbraham, MA 01095
 Phone: 413.596.9311
 Website: <http://www.hwrsd.org>

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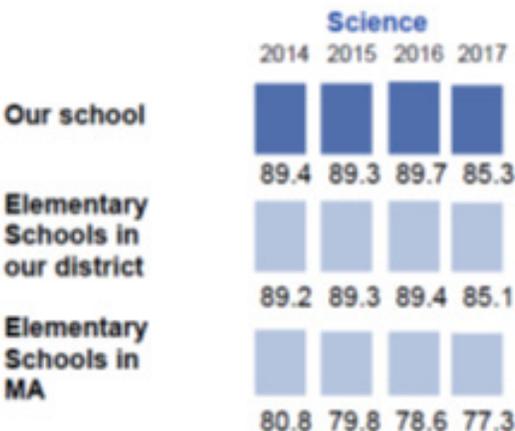
How is our school doing overall?

Accountability and assistance levels		School percentile
Our school	No level Students in this school participated in 2017 Next Generation MCAS tests	School percentiles (1-99) indicate how a school is performing overall compared to other schools that serve the same or similar grades. Our school's percentile is below.
Our district	No level Students in grades 3-8 participated in 2017 Next Generation MCAS tests	
Most schools are assigned a level from 1-5, with those meeting their proficiency gap-narrowing goals in Level 1 and the lowest performing in Levels 4 and 5. A district is typically assigned a level based on the level of its lowest performing school. Placing schools and districts into levels helps districts know which schools need more support, and helps the state know which districts need the most assistance. More information is available here: http://www.mass.gov/ese/accountability .		Overall progress in narrowing gaps Massachusetts aims to reduce proficiency gaps by half between 2011 and 2017.
		All students - High needs students - Economically disadvantaged - Students with disabilities - English language learners & former ELLs -

How does our school's achievement over time compare to the district and the state?

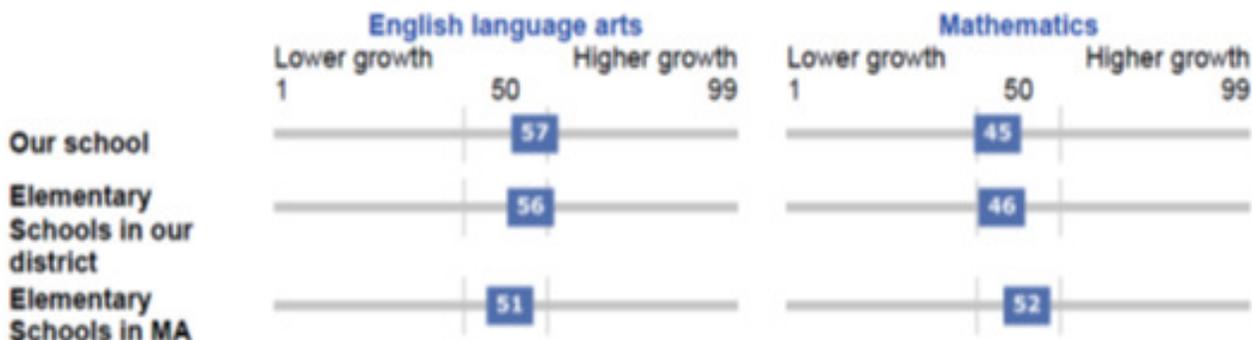
Legacy MCAS (CPI)

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How does our school's growth compare to the district and the state?

Transitional Student Growth Percentiles (SGPs) measure gains in student achievement from year to year. SGPs between 40 and 60 represent moderate growth. Our school's median SGPs for 2017 are below. (Note: Growth values are truncated.)



How does our school's enrollment compare to the district and the state?

Total enrollment	Our school	Our district	Our state
	339	3,107	953,748

How do our school's teachers and classrooms compare to the district and the state?

General information	Our school	Elementary Schools in our district	Elementary Schools in MA
Teachers (#)	22.0	59.8	25,393.9
Core academic classes taught by highly qualified teachers (%)	100.0	100.0	97.5
Average class size (#)	24.4	23.4	19.5
Student : teacher ratio	15.4 to 1	14.9 to 1	13.7 to 1

How is our school doing on other important measures?

Attendance	Our school	Elementary Schools in our district	Elementary Schools in MA
2017 Attendance rate (%)	98.3	98.0	96.4
2017 Average days absent per student (#)	6.6	7.1	7.9
2017 Chronic absenteeism rate (%)	2.6	4.9	9.8
Discipline			
2017 In-school suspension rate (%)	-	-	0.5
2017 Out-of-school suspension rate (%)	-	-	0.9



2017 Massachusetts School Report Card Overview

THORNTON BURGESS (06800305)

Hampden-Wilbraham Public School District (06800000)
 Serenity Greenwood, Principal
 Grades Served: 06,07,08

85 Wilbraham Rd , Hampden, MA 0103E
 Phone: 413.566.8950
 Website: <http://www.hwrsd.org>

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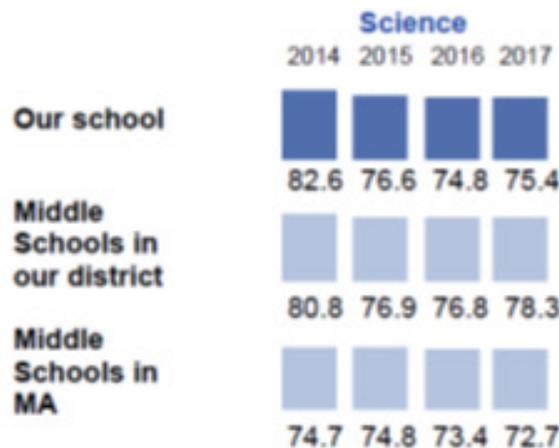
How is our school doing overall?

Accountability and assistance levels		School percentile
Our school	No level Students in this school participated in 2017 Next Generation MCAS tests	School percentiles (1-99) indicate how a school is performing overall compared to other schools that serve the same or similar grades. Our school's percentile is below.
Our district	No level Students in grades 3-8 participated in 2017 Next Generation MCAS tests	
Most schools are assigned a level from 1-5, with those meeting their proficiency gap-narrowing goals in Level 1 and the lowest performing in Levels 4 and 5. A district is typically assigned a level based on the level of its lowest performing school. Placing schools and districts into levels helps districts know which schools need more support, and helps the state know which districts need the most assistance. More information is available here: http://www.mass.gov/ese/accountability .		Overall progress in narrowing gaps Massachusetts aims to reduce proficiency gaps by half between 2011 and 2017.
		All students - High needs students - Economically disadvantaged - Students with disabilities - English language learners & former ELLs -

How does our school's achievement over time compare to the district and the state?

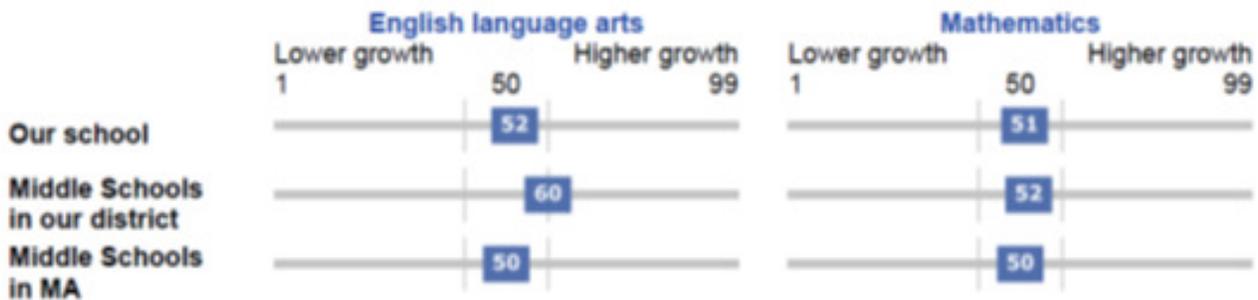
Legacy MCAS (CPI)

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How does our school's growth compare to the district and the state?

Transitional Student Growth Percentiles (SGPs) measure gains in student achievement from year to year. SGPs between 40 and 60 represent moderate growth. Our school's median SGPs for 2017 are below. (Note: Growth values are truncated.)



How does our school's enrollment compare to the district and the state?

Total enrollment	Our school	Our district	Our state
	222	3,107	953,748

How do our school's teachers and classrooms compare to the district and the state?

General information	Our school	Middle Schools in our district	Middle Schools in MA
Teachers (#)	15.0	50.3	13,552.4
Core academic classes taught by highly qualified teachers (%)	90.8	97.1	96.7
Average class size (#)	20.8	21.2	19.1
Student : teacher ratio	14.6 to 1	15.0 to 1	12.6 to 1

How is our school doing on other important measures?

Attendance	Our school	Middle Schools in our district	Middle Schools in MA
2017 Attendance rate (%)	95.2	95.7	95.3
2017 Average days absent per student (#)	8.6	7.5	8.2
2017 Chronic absenteeism rate (%)	8.4	6.8	10.8
Discipline			
2017 In-school suspension rate (%)	0.0	1.6	2.3
2017 Out-of-school suspension rate (%)	7.5	4.5	3.7



2017 Massachusetts School Report Card Overview

WILBRAHAM MIDDLE (06800310)

Hampden-Wilbraham Public School District (06800000)
 Peter Dufresne, Principal
 Grades Served: 06,07,08

466 Stony Hill Rd , Wilbraham, MA 01095
 Phone: 413.596.9061
 Website: <http://www.hwrsd.org>

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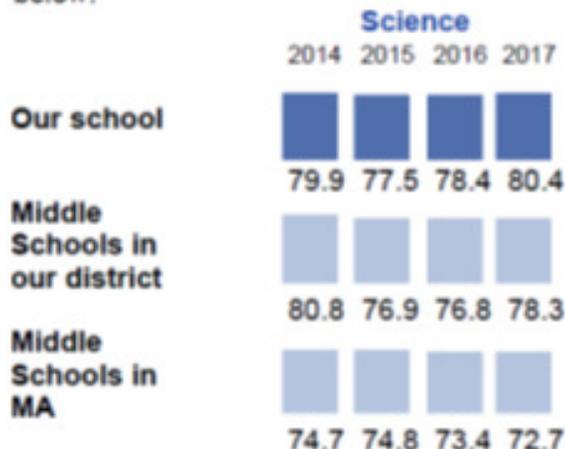
How is our school doing overall?

Accountability and assistance levels		School percentile
Our school	No level Students in this school participated in 2017 Next Generation MCAS tests	School percentiles (1-99) indicate how a school is performing overall compared to other schools that serve the same or similar grades. Our school's percentile is below.
Our district	No level Students in grades 3-8 participated in 2017 Next Generation MCAS tests	
Most schools are assigned a level from 1-5, with those meeting their proficiency gap-narrowing goals in Level 1 and the lowest performing in Levels 4 and 5. A district is typically assigned a level based on the level of its lowest performing school. Placing schools and districts into levels helps districts know which schools need more support, and helps the state know which districts need the most assistance. More information is available here: http://www.mass.gov/ese/accountability .		Overall progress in narrowing gaps Massachusetts aims to reduce proficiency gaps by half between 2011 and 2017.
		All students - High needs students - Economically disadvantaged - Students with disabilities - English language learners & former ELLs -

How does our school's achievement over time compare to the district and the state?

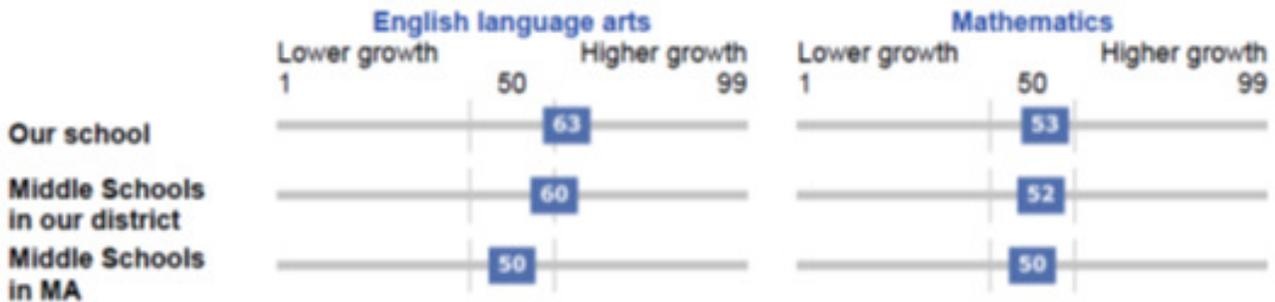
Legacy MCAS (CPI)

The Composite Performance Index (CPI) is a number from 1-100 that represents the extent to which all students are progressing toward proficiency in a given subject. When all students demonstrate proficiency on MCAS and/or PARCC tests, the CPI will be 100. Our school's CPIs for 2014-2017 are below.



How does our school's growth compare to the district and the state?

Transitional Student Growth Percentiles (SGPs) measure gains in student achievement from year to year. SGPs between 40 and 60 represent moderate growth. Our school's median SGPs for 2017 are below. (Note: Growth values are truncated.)



How does our school's enrollment compare to the district and the state?

Total enrollment	Our school	Our district	Our state
	534	3,107	953,748

How do our school's teachers and classrooms compare to the district and the state?

General information	Our school	Middle Schools in our district	Middle Schools in MA
Teachers (#)	35.0	50.3	13,552.4
Core academic classes taught by highly qualified teachers (%)	100.0	97.1	96.7
Average class size (#)	21.4	21.2	19.1
Student : teacher ratio	15.2 to 1	15.0 to 1	12.6 to 1

How is our school doing on other important measures?

Attendance	Our school	Middle Schools in our district	Middle Schools in MA
2017 Attendance rate (%)	98.0	95.7	95.3
2017 Average days absent per student (#)	7.1	7.5	8.2
2017 Chronic absenteeism rate (%)	6.1	6.8	10.8
Discipline			
2017 In-school suspension rate (%)	2.2	1.6	2.3
2017 Out-of-school suspension rate (%)	3.3	4.5	3.7



2017 Massachusetts School Report Card Overview

MINNECHAUG REGIONAL HIGH (06800505)

Hampden-Wilbraham Public School District (06800000)
 Stephen M Hale, Principal
 Grades Served: 09,10,11,12

621 Main Street, Wilbraham, MA 01095
 Phone: 413.596.9011
 Website: <http://www.hwrsd.org>

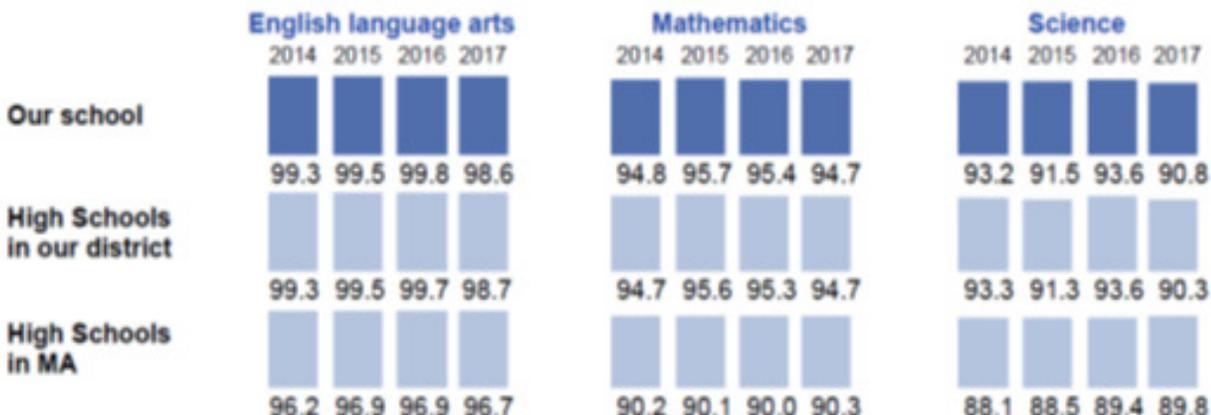
Report cards help parents/guardians and the general public see where schools and districts are succeeding and where there is still work to do. This report card overview answers important questions about our school's performance. For the full report card containing additional data contact the school's principal or visit the Massachusetts Department of Elementary and Secondary Education's website at <http://profiles.doe.mass.edu>. For more information about report card data, visit our [Profiles Help](#) page.

How is our school doing overall?

Accountability and assistance levels		School percentile										
Our school	Level 2 Not meeting gap narrowing goals	School percentiles (1-99) indicate how a school is performing overall compared to other schools that serve the same or similar grades. Our school's percentile is below. 1 25 50 74 99 Lowest performing Highest performing										
Our district	No level Students in grades 3-8 participated in 2017 Next Generation MCAS tests											
Most schools are assigned a level from 1-5, with those meeting their proficiency gap-narrowing goals in Level 1 and the lowest performing in Levels 4 and 5. A district is typically assigned a level based on the level of its lowest performing school. Placing schools and districts into levels helps districts know which schools need more support, and helps the state know which districts need the most assistance. More information is available here: http://www.mass.gov/ese/accountability		Overall progress in narrowing gaps Massachusetts aims to reduce proficiency gaps by half between 2011 and 2017.										
		<table border="0"> <tr> <td>All students</td> <td>Did Not Meet Target</td> </tr> <tr> <td>High needs students</td> <td>Did Not Meet Target</td> </tr> <tr> <td>Economically disadvantaged</td> <td>-</td> </tr> <tr> <td>Students with disabilities</td> <td>Did Not Meet Target</td> </tr> <tr> <td>English language learners & former ELLs</td> <td>-</td> </tr> </table>	All students	Did Not Meet Target	High needs students	Did Not Meet Target	Economically disadvantaged	-	Students with disabilities	Did Not Meet Target	English language learners & former ELLs	-
All students	Did Not Meet Target											
High needs students	Did Not Meet Target											
Economically disadvantaged	-											
Students with disabilities	Did Not Meet Target											
English language learners & former ELLs	-											

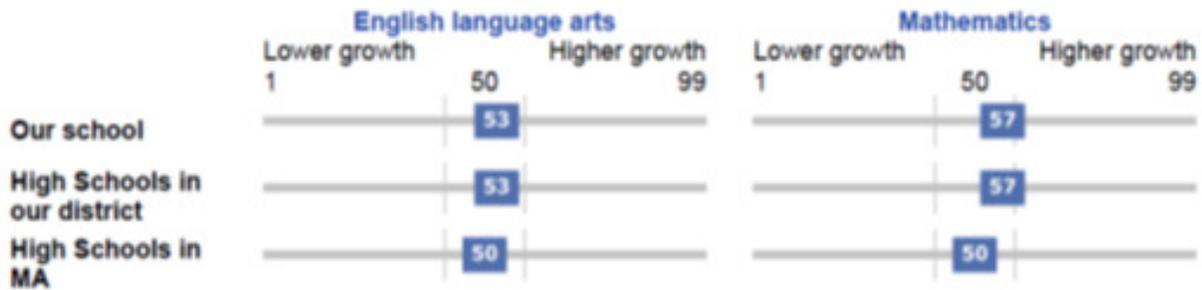
How does our school's achievement over time compare to the district and the state?

The Composite Performance Index (CPI) is a number from 1-100 that represents the extent to which all students are progressing toward proficiency in a given subject. When all students demonstrate proficiency on MCAS and/or PARCC tests, the CPI will be 100. Our school's CPIs for 2014-2017 are below.



How does our school's growth compare to the district and the state?

Transitional Student Growth Percentiles (SGPs) measure gains in student achievement from year to year. SGPs between 40 and 60 represent moderate growth. Our school's median SGPs for 2017 are below. (Note: Growth values are truncated.)



How does our school's enrollment compare to the district and the state?

Total enrollment	Our school	Our district	Our state
	1,147	3,107	953,748

How do our school's teachers and classrooms compare to the district and the state?

General information	Our school	High Schools in our district	High Schools in MA
Teachers (#)	74.0	73.8	20,201.3
Core academic classes taught by highly qualified teachers (%)	99.4	99.4	95.3
Average class size (#)	17.7	17.7	16.1
Student : teacher ratio	15.5 to 1	15.5 to 1	12.7 to 1

How is our school doing on other important measures?

Attendance	Our school	High Schools in our district	High Schools in MA
2017 Attendance rate (%)	95.4	95.4	93.2
2017 Average days absent per student (#)	8.1	8.1	11.6
2017 Chronic absenteeism rate (%)	9.4	9.4	18.7
Discipline			
2017 In-school suspension rate (%)	5.4	5.4	3.1
2017 Out-of-school suspension rate (%)	2.9	2.9	4.2

HAMPDEN-WILBRAHAM REGIONAL SCHOOL COMMITTEE

“A School Committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizens’ expectations for the education of the community’s youth. It also has an obligation to determine and assess citizens’ desires. When citizens elect delegates to represent them in the conduct of public education, their representatives have the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.” (Source: *Massachusetts Association of School Committees*)

Through June 2017

Lisa Morace, Chairwoman
William Bontempi
Lena Buteau
Michelle Emirzian
Patricia Gordon
Sean Kennedy
James Thompson

As of July 2017

William Bontempi, Chairman
Lena Buteau
Sherrill Caruana
Michelle Emirzian
Mary Ellen Glover
Sean Kennedy
Patrick Kieman

RETIREMENTS DURING THE SCHOOL YEAR

On the occasion of their retirement, we gratefully acknowledge the following employees for their many years of dedicated service to the children, families and staff of the Hampden-Wilbraham Regional School District:

Sherrill Caruana	Principal, Stony Hill Elementary School
Elizabeth Estabrook	Teacher, Soule Road Elementary School
Denise Fiedler	Teacher, Thomson W. Burgess Middle School
Elaine Gemux	Paraprofessional, Mile Tree Elementary School
Bart Gilley	IT Director, HWRSD
Karen Kielb	Technology Assistant, HWRSD
Jaime Nascimento	Maintenance, HWRSD
Muriel Peterson	Paraprofessional, Mile Tree Elementary School
Noel Pixley	Principal, Wilbraham Middle School
Sun Ja Roth	Food Service, Soule Road Elementary School
Heidi Schwendenmann	Teacher, Green Meadows Elementary School
Thomas Spedding, Jr.	Maintenance, HWRSD
Debra Tobias	Director, Student Services
Gail Wholley	Paraprofessional, Mile Tree Elementary School

HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT DIRECTORY

Central Office

Albert G. Ganem, Jr., Superintendent of Schools
Howard G. Barber, Director of Finance, Operations & Human Resources
John G. Derosia, Director of Secondary Curriculum & Instruction
Julie B. Keefe, Director of Elementary Curriculum & Instruction
Gina M. Roy, Director, Student Services
621 Main Street, Wilbraham, MA 01095 – (413) 596-3884
Office Hours: 7:00 a.m. to 4:00 p.m.

Center for Health and Safety

Gina Kahn, Ed.D., Director – Safe Schools/Healthy Students Program
Teri Brand, RN, BSN, NCSN, Nurse Leader
85 Wilbraham Road, Hampden, MA 01036 - (413) 566-5060
Office Hours: 8:00 a.m. to 4:00 p.m.

Green Meadows Elementary School (Grades PreK – 5)

Sharon Moberg, Principal
38 North Road, Hampden, MA 01036 – (413) 566-3263
School Hours: 8:30 a.m. to 2:40 p.m.

Mile Tree Elementary School (Grades Pre K – 1)

Joanne Wilson, Principal
625 Main Street, Wilbraham, MA 01095 – (413) 596-6921
School Hours: 8:30 a.m. to 2:40 p.m.

Minnechaug Regional High School (Grades 9 – 12)

Stephen Hale, Principal
621 Main Street, Wilbraham, MA 01095 – (413) 596-9011
School Hours: 7:35 a.m. to 2:05 p.m.

Soule Road Elementary School (Grades 4 – 5)

Lisa Curtin, Principal
300 Soule Road, Wilbraham, MA 01095 – (413) 596-9311
School Hours: 8:30 a.m. to 2:45 p.m.

Stony Hill School (Grades 2 – 3)

Monique Dangleis, Principal
Sherrill Caruana, Principal (retired 6-30-17)
675 Stony Hill Road, Wilbraham, MA 01095 – (413) 599-1950
School Hours: 8:30 a.m. to 2:45 p.m.

Thornton W. Burgess Middle School (Grades 6 – 8)

Serenity Greenwood, Principal
85 Wilbraham Road, Hampden, MA 01036 – (413) 566-8950
School Hours: 7:40 a.m. to 2:00 p.m.

Wilbraham Middle School (Grades 6 – 8)

Peter Dufresne, Principal
466 Stony Hill Road, Wilbraham, MA 01095 – (413) 596-9061
School Hours: 7:40 a.m. to 2:00 p.m.

Visit the District's website @ www.hwrsd.org



www.wilbraham-ma.gov