

Town of Wilbraham



2018 Annual Town Report

TOWN OF WILBRAHAM



2018 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**

Cover Photo: Wilbraham's New Fire Truck

Photo courtesy of Wilbraham Fire Department

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Tid-Bit Facts

Settled: 1731

Incorporated: 1763

Population: 14,613

Area: 22 Square Miles

County: Hampden County

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

Registered Voters: 10,528

Dwellings: 5,698

Tax Rate: \$21.80

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 Melissa Graves

Human Resources

Personnel Board

The Personnel Board consists of five members, appointed by the Board of Selectmen to three year staggered terms, in accordance with Section 509 of the Town By-Laws. The Personnel Board is charged with advising the Board of Selectmen on all matters pertaining to personnel policy for employees in positions which are not covered by a collective bargaining agreement, and which are not filled by popular election.

During 2018, the Personnel Board developed a new "Pregnancy and Pregnancy Related Conditions Policy", and worked on amendments related to the Drug Free Workplace Policy, Protected Class Harassment Policy, Holiday Policy and Social Media Policy.

A copy of the current Personnel Board Policies Handbook is available on the Town's website at www.wilbraham-ma.gov under Human Resources.

Respectfully submitted,
Paul Lemieux, Chairman
Joe Kelly
Mark Manolakis
Miriam Siegel

In Memoriam

Craig A. Canerdy
Department of Public Works

Edward Chapman
High School Girls Basketball Coach
Public Access Television Volunteer

William H. Garvey, Jr.
Building Commissioner
Sealer of Weights and Measures

Daniel P. Merritt
Fire Chief

Frank W. Tencza, Jr.
Fire Commissioner
Co-Founder Wilbraham Peach Festival

Personnel Changes

As of December 31, 2018, the Town (not including school employees) had a staff of 157 employees, of which 37 were regular part time and 120 were full time employees. 88 employees, or 56%, belonged to a Collective Bargaining Unit. Additionally, the Parks and Recreation Department hires approximately 135 seasonal and temporary employees for such positions as umpires, lifeguards, camp counselors, basketball scorekeepers, concession stand workers, field workers, and camp director, for the various sports and recreation programs offered throughout the year. These employees are not included in the following schedule:

New Hires:

February 27, 2018	Angel Velez, Recreation Aide, P/T
May 1, 2018	Damon Goddard, Heavy Equipment Operator
May 6, 2018	Karl Osborne, Police Officer
May 6, 2018	John Perry, Police Officer
May 14, 2018	Caroline Welch, Adult Services Librarian, P/T
May 23, 2018	Jered Sasen, Director of Veterans Services
July 1, 2018	Tammy Turcotte, Animal Control Officer, P/T
September 17, 2018	Sara Grasseti, Office and HR Clerk, P/T
October 15, 2018	Joshua Thomas, Firefighter/EMT
October 22, 2018	Nicole Moriarty, Admin. Asst. Planning & Zoning, P/T
October 22, 2018	Douglas Costa, Police Officer
October 29, 2018	Scott Flynn, Firefighter/EMT
November 2, 2018	Robert Tourville, Recycling Attendant, P/T
November 8, 2018	Efrain Colon, Mechanic, DPW
November 19, 2018	Andrew Ferrier, Waste Water Technician
November 26, 2018	Michael Hermanson, Heavy Equipment Operator

Promotions:

January 30, 2018	Vincent Pafumi, HEO to Water Superintendent
May 5, 2018	Daniel Mendard, Patrol Officer to Police Sergeant
May 5, 2018	Ed Lennon, Police Sergeant to Police Captain
June 11, 2018	Deborah Brennan, Staff Accountant to Asst. Town Clerk
July 2, 2018	Krystine Vies, Admin.Clerk-Eng. to Staff Accountant
July 9, 2018	Annette Grasso, HR Clerk to Admin. Clerk Engineering
July 29, 2018	Christopher Arventos, Patrol Officer to Police Sergeant
September 4, 2018	Heather Kmelius, Admin Asst. Planning to Selectmen/TA
October 22, 2018	Timothy Grise, HEO to Highway Foreman

Human Resources

Separations:

February 7, 2018 Katherine Chapdelaine, Dispatcher, P/T
February 9, 2018 Nicholas Panasian, Heavy Equipment Operator
February 28, 2018 Laurie Broadbent, Director of Veterans Services, P/T
May 23, 2018 Susan Kent, Library Clerk, P/T
June 30, 2018 Michael Masley, Animal Control Officer, P/T
August 23, 2018 Candace Ouillette- Gaumond, Admin Asst Selectmen/TA
October 23, 2018 Stacey Martinez, Dispatcher, P/T

Retirements:

May 25, 2018 Beverly Litchfield, Town Clerk
July 6, 2018 Cindy Rusczek, Library Borrower Services Coordinator
August 18, 2018 Paul Budaj, Firefighter/EMT
August 24, 2018 Anthony Cerini, Firefighter/EMT
September 14, 2018 Bruce Strong, Landfill Operator
October 5, 2018 Jeffrey Lewis, Mechanic

Other Changes:

February 5, 2018 David Davidow, PT to FT Adult Services Librarian

Personnel Training

The Town retained Mr. Edward Mitnick of Just Training Solutions, LLC. to offer training on preventing Sexual and other Protected Class Harassment, as well as other abusive conduct in the workplace. Mr. Mitnik is a professional trainer, investigator, and experienced labor and employment attorney. In all, 142 Town employees attended four training sessions held on September 27 and October 2, 2018. Feedback from employees on the trainer and the material was very positive. Job training and re-certifications required for the various positions are generally handled on a departmental level due to the wide range of areas Town employees need to be trained in. Public Safety employees such as Firefighters, Police Officers, and Emergency Dispatchers attended regular training and re-certification courses. Elected Officials and Department Directors attended a variety of legislative updates, seminars and workshops offered by governmental agencies and agency specific associations. Regular technical training and re-certifications were attended by employees in the Department of Public Works related to the operation of heavy equipment, drinking water operations and waste water operations.

Workers Compensation & Injury-on-Duty

Town employees are covered by Workers Compensation Insurance for work related injury and illness. Uniformed Police Officers and Firefighters are protected under MGL Chapter 41 Sections 100 and 111F, which require Massachusetts Municipalities to indemnify officers and firefighters for medical bills and time lost due to an Injury-on-Duty. The Town carries Accident Insurance for Police and Fire to cover some of these expenses. During 2018, the town experienced 18 claims for Injury-on-Duty benefits from Police Officers and Firefighters, and 6 Workers Compensation claims.

Labor Relations

The Town negotiates agreements with four bargaining units. In January 2018 the Board of Selectmen and New England Police Benevolent Association Local 120 (24 members), agreed on a new contract for the period of July 1, 2017 to June 30, 2020, in June 2018 a three year contract between the Town and the Uniformed Firefighters of Wilbraham Local 1847 IAFF, AFL-CIO (23 members) was ratified, and in August the Town and the IUOE Local 98 Professional Librarians (3 members) signed a Memorandum of Agreement for a first new contract for this newly formed bargaining unit. All contracts are posted on the Town website. The first contract negotiations with the United Public Service Employees Union (UPSEU) Local 424M (38 members) was a lengthy process which ended in mediation and had not been concluded at the end of 2018.

Health Insurance Benefits

Wilbraham is a member community of the Scantic Valley Regional Health Trust, a joint purchasing group which includes the Towns of Wilbraham, East Longmeadow, Longmeadow, and Hampden, the Hampden Wilbraham Regional School District as well as the Pioneer Valley Educational Collaborative. Enrollment in Town of Wilbraham health plans of active employees and retirees as of December 31, 2018, was at 182, of which there were 43 enrollments in individual plans, 27 in a double plan, 60 in family plans and 52 in Medicare Supplement or Advantage plans. Premium rates for active plans increased on July 1, 2018 by 4.4% average for all plans, with Health New England plans seeing the largest increase at 7%, BCBS increasing by 2%, and Tufts Health Plan rates staying the same. Medicare Plans increased on January 1, 2018 by as much as 8.5% for the HNE Medwrap Plan, to a modest 3.2 to 3.8% for BCBS plans, and even a -1.6% reduction for the Tufts Medicare Supplement Plan. (For information on town expenses for health insurance premium please see report from Town Accountant).

Employee Recognition

The Town enjoys the benefits of a very competent and loyal workforce. Employees are in general exceptionally motivated and technically competent.

During 2018, the following employees celebrated employment anniversaries with the Town:

10 Year Anniversaries:

BROWN	KEVIN	FIRE DEPARTMENT	CAPTAIN
HAMAKAWA	DIANE	ACCOUNTING	ASSISTANT TOWN ACCOUNTANT
DIMITROPOLIS	JASON	FIRE DEPARTMENT	FIREFIGHTER/EMT

20 Year Anniversaries:

CORLISS	DANIEL	FIRE DEPARTMENT	CAPTAIN
TARDIF	CAROLE	TOWN CLERK	TOWN CLERK
GENTILE JR	ANTHONY	CENTRAL DISPATCH	DISPATCHER
SEARS	BERNARD	INSPECTORS	PLUMBING & GAS INSPECTOR
TREVALION	LANCE	INSPECTORS	TOWN BUILDING INSPECTOR
SEARLES	DEBRA	LIBRARY	LIBRARY ASSISTANT

30 Year Anniversaries:

DANE	HERTA	SELECTMEN/TOWN ADMIN	HUMAN RESOURCES
SHAW	THOMAS	FIRE DEPARTMENT	CAPTAIN
DUQUETTE	LIONEL	WATER DEPARTMENT	WATER SYSTEM TECHNICIAN
PEARSALL	JOHN	PLANNING	TOWN PLANNER

Respectfully submitted,

Herta Dane, Human Resources Coordinator

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 Jill Conselino, 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
Tammy Turcotte, Animal Control Officer	Dog Officer (Animal Control)	599-1253
Edmond W. Miga, Jr., Town Engineer William Sperrazza, Supt. of DPW Operations	Engineering Dept./Dept. of Public Works	596-2800 ext. 208
David Bourcier, Fire Chief	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
Heather Kmelius, 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
Robert Zollo, 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
Carole Tardif, Town Clerk	Town Clerk	596-2800 ext. 200
	Trash Bags & Recycling	596-2800 ext. 206
David Graziano, Tree Warden	Tree Services	(413) 246-7345
Jered Sasen, Director of Veterans' Affairs	Dept. of Veterans Affairs	596-8657
Vincent Pafumi, Supt. of Water Dept.	Water Division	596-2826

2018 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 2019

Assistant Treasurer
Lynne Frederick

Cell Attendant
Brian M. Kibbe
VACANCY

Advisor to the Board of Health
VACANCY

Board of Assessors
John M. Wesolowski 2020
Roger J. Roberge, II 2019
Lawrence G. LaBarbera 2021

Cell Attendant-Matron
Lisa M. Bouchard
Mary Bready
Linda Ely

Advisory Board of Health
Loralee Nelson 2019
Tim O'Neil 2019
Dr. Thomas G. Magill 2019
Catherine Jurgens 2019
Francis Barbaro 2019
Dr. Thomas S. Gould 2019
Teri Brand 2019

Board of Fire Commissioners
Edward T. Rigney, Jr. 2019
Gary Petzold 2021
Ralph Guyer 2020

Cemetery Commissioners
George Gordon 2019
Wilfred R. Renaud Jr. 2020
Donald Bourcier 2021

Agricultural Commission
Robert Anderson 2020
Robert Matthews 2020
Judy VanRaalte 2020
Brian Cunningham 2021
Richard Hoffman 2021

Board of Library Trustee
Raymond Burk 2018
Marjorie Williams 2019
James S. Jurgens 2019
Linda Moriarty 2020
Linda Dagradi 2020
VACANCY

Interim Chief Procurement Officer
Nick Breault 2019

Chief Procurement Officer
Candace Ouimette-Gaumond (resigned
8/2018)

Alternate Building Inspector
Wendell Hulbert 2019

Board of Registrars
Thomas W. Mango 2021
Donna Fountain 2020
Thomas Reavey 2021

Commission on Disability
Maureen James 2019
Diane DaSilva 2020
Earl Way 2019
Barbara Harrington 2018
Kate Barlow 2019

Alternate Burial Agent
Deborah Brennan 2021

Board of Selectmen
Susan C. Bunnell 2020
Robert W. Russell 2021
Robert J. Boilard 2019

Beverly Litchfield 2018 (retired)
Marylou Fabbo 2020
Jean B. Courtney 2020
Deborah Cook 2019
Kate Barlow 2019

Alternate Electrical Inspector
Paul Shepardson 2019

Broadband Advisory Committee
Tom Newton 2019
Christopher Bovino 2019
Robert Tourville 2019
Christine Goonan 2019
Bruce Williams 2019
Tony Colapietro 2019

Community Preservation Cmte.
John Broderick 2019
Dave Proto 2021
Stoughton L. Smead 2020
Brian Fitzgerald 2020
Jeffrey Smith 2019
Gordon E. Allen 2021
Cliff "CW" Zimmer 2020
Atty. Arthur Wolf 2021
James Burke 2021

Alter. Plumbing & Gas Inspector
Dennis Chaffee 2019

Alter. PVPC Joint Transportation Board
Dena Grochmal 2019

Ambulance Oversight Committee
Paula Chevrier 2021
Heather Mullen 2020
Thomas Hurley 2021
John Rigney 2019
John T. Leibel 2020

Building Inspector/Zoning Officer
Lance Trevallion 2019

Burial Agent
Carole Tardif 2019

Conservation Commission
Christopher J. Brown 2019
Robert McMaster 2020
James Roberts 2020
Stoughton L. Smead 2019
Thomas R. Reavey 2018
George Reich 2021
Alice Colman 2021
William Dane 2021

Animal Control Officer
Tammy Turcotte 2019
Michael Masley (retired 2018)

Cable TV Advisory Committee
Thomas G. Magill 2019
Christopher Bovino 2020
Daniel Kelley 2019
George Reich 2019

Animal Inspector
Rachel Taylor 2019

Capital Planning Committee
Nicholas P. Manolakis 2019
Timothy F. Murphy 2020

Assistant Director of DPW/Town Engineer
Tonya Basch

Glenn M. Rooney 2018 (resigned)
Paul Kukulka 2020
Todd E. Luzi 2018

Constable
Sgt. Edward Lennon 2021
David J. Goodrich, Sr. 2021

Asst. Dir. of Parks & Rec. Dept.
Erin Carroll

2018 Appointed Positions/Boards/Committees

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

Council on Aging

Theresa Munn 2020
 Giles Turcotte 2019
 M. Trant Campbell 2021
 Diane Weston 2019
 Robert Page 2019
 Rev. Fr. Panteleimon Klostri 2018
 Ellen O'Brien 2018
 Charles J. Marsman 2020

Deputy Fire Chief

Peter Nothe

Deputy Sealer of Weights and Measures

Gary Petzold 2019

Dir. of Public Works/Town Engineer

Edmond W. Miga Jr. 2021

Director of Elder Affairs Dept.

Paula Dubord 2019

Director of Veterans Affairs Dept.

Jered Sasen 2019

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

Jeffrey A. Smith 2018 (resigned)
 Patrick J. Brady 2019
 Stephen Brand 2018
 Brian Easler 2018 (resigned)
 David F. Miles 2018
 David A. Sanders 2019
 James E. Thompson 2019
 Donna Fountain 2018
 Elizabeth Davidson 2019
 Linda J. Prystupa 2019

Electrical Inspector

Edward Poulin 2019

Emergency Management Director

David Bourcier 2019

Executive Director of Wilbraham Public Access Television

Anthony Aube

Facilities & Grounds Maint. Superv.

Ronald Rauscher

Fence Viewer

Francis C. Barbaro 2019

David A. Sanders 2019

Field Driver

VACANCY

VACANCY

Finance Committee

Michael Mazzuca 2020

Anna Levine 2021

Timothy F. Murphy 2021

Daniel Miles 2019

Kevin Corridan 2019

Carolyn Brennan 2021

Kevin Murray 2020

Todd E. Luzi 2019

Marc Ducey 2020

Fire Chief

David Bourcier 2020

Fire Commissioners

Ralph Guyer 2020

Gary Petzold 2021

Edward R. Rigney, Jr. 2019

Forest Warden

David Bourcier 2019

Health Inspector

Lori McCool 2019

Historical Commission

Dr. Diane Testa 2021

Arthur Wolf 2021

Charles Bennett 2019

Roberta Albano 2020

Brett Johnson 2020 (resigned)

Michelle Lawler 2018 (resigned)

HWRSD School Committee

Patrick Kiernan 2020

Sean F. Kennedy 2019

Michelle Emirzian 2021

William Bontempi 2021

Sherrill Caruana 2020

Rita Vail 2019

Heather Zanetti 2021

Municipal Project Mgr. (Mt. Marcy Project)

John Pearsall 2019

Municipal Records Officer

Anthony Aube

Bryan Litz

Edmond Miga, Jr.

David Bourcier

Nancy Johnson

Nick Breault

Roger Tucker

John Pearsall

Karen Demers

Lance Trevallion

Jered Sasen

Manuel Silva

Nathan DeLong

Karen Dubord

Thomas Sullivan

Carole Tardif

National Grid-Single Point of Contact for Emergencies

David Bourcier

Local Community Mitigation Advsry. Cmte.

Judith Theocles 2019

Local Emergency Planning Committee

William Sperrazza 2019

Ralph Guyer 2019

Robert J. Boilard 2018

Robert Zollo 2019

Lorri McCool 2019

Anthony Aube 2019

David R. Pasquini 2019

David Bourcier 2019

Ed Cenedella 2019

Terry Nelson 2019

Stoughton L. Smead 2019

Timothy Kane 2019

William Manseau 2019

Paula Dubord 2019

Measurer of Wood and Charcoal

Gary Petzold 2018

Moderator

George L. Reich 2018

James Jurgens 2021

2018 Appointed Positions/Boards/Committees

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

On-Call Dispatcher

David Squires 2019

On-Call Firefighter/EMT

VACANCY

Open Space and Recreation Committee

Marianne Moner 2019
Joseph Calabrese 2019
Brian Fitzgerald 2021
Jonathan Taylor 2021
Edward McCorkindale 2021
Edna Colcord 2021
Steve Lawson 2020
Tracey Plantier 2020
Judith Theocles 2020
Susan Burk 2020
William Shepard 2019
Michael Pelletier 2019

Parking Clerk

Candace Ouillette Gaumond 2019 (resigned)
Heather Kmelius

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
Jeffrey A. Smith 2023
James J. Rooney 2022

Planning Board — Associate Seat

Gordon E. Allen 2020

Playground and Recreation Commission

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 2019

Police Chief

Robert Zollo 2020

Poundkeeper

Michael Masley (retired 2018)
Tammy Turcotte 2019

Principal Assessor

Manuel D. Silva 2019

Public Access TV Committee

Roy L. Scott 2018
Sandra Belcastro 2019
Janet Vitkus 2019
Dolores Gravel 2018
Karl Jurgen 2019
Richard Dziadzio 2019 (resigned)
VACANCY
VACANCY
VACANCY

PVPC Alternate Commissioner

James Moore 2019

PVPC Commissioner

Tracey Plantier 2019

PVPC Joint Transportation Board

Tonya Basch 2018

PVPC ZEV Work Group

Susan C. Bunnell

PVTA Advisory Board

Paula Dubord

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

Peter Schmidt

Scantic Valley Health Trust

Thomas Sullivan 2019

Scantic Valley Health Trust - Alternate

Nick Breault 2019

Sealer of Weights and Measures

Susan Petzold 2019

Senior Ctr. Bldg. Feasibility Cmte. (Appointments until completion)

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

Sewer Advisory Board

Joseph R. Kakley 2018
VACANCY
VACANCY
VACANCY
VACANCY

Solid Waste Advisory Committee

Kevin Dorsey 2018
VACANCY
VACANCY
VACANCY

Stormwater Committee

Dena Grochmal 2019
John Pearsall 2019
Tonya Basch 2018
William Sperrazza 2019
Lance Trevallion 2019

Surveyor of Lumber

Edward P. Lindsay Jr. 2018
VACANCY

Tax Title Custodian

Thomas Sullivan 2019

Town Administrator

Nick Breault 2019

Town Archivist

Brett Johnson 2018 (resigned 2018)
VACANT

Town Clerk

Beverly J. Litchfield 2018 (retired)
Carole Tardif 2021

Town Counsel

Stephen M. Reilly, Jr. 2019

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 2021

2018 Appointed Positions/Boards/Committees

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

Veterans' Graves Officer

Laurie Broadbent 2018 (resigned)
Jered Sasen 2019

Water Commissioner

Thomas D. Pilarcik 2020
James B. Dunbar 2021
Mary E. McCarthy 2019

Water Superintendent—Water Division

Vincent Pafumi

Weigher of Grain

Susan Petzold 2019

Wilbraham Cultural Council

Valerie Ducey 2021
Susan Adams 2019
Susan Bennett 2020
Jane E. Clark 2020
Lisa Person 2019

Wilbraham Housing Authority

James S. Burke 2023
Angel L. Reyes 2018 (*State appt. seat*)
Judy Cezeaux 2021 (resigned 5/18)
Robert Sullivan Jr. 2019
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

Zoning Board of Appeals

H. Clark Abbott 2018
Edward E. Kivari 2021
Mark J. Albano 2019

Zoning Board of Appeals Associate Seats

Betsy Johnsen 2019
Charles A. Pelouze 2020

2018 Elected Officials

(as of May 19, 2018)

Board of Selectmen/Board of Health/Sewer Commissioners

Robert J. Boilard (R) 2019
Susan C. Bunnell (U) 2020
Robert W. Russell (R) 2021

Town Clerk

Carole Tardif (D) 2021

Town Moderator

James Jurgens (R) 2021

Board of Assessors

John M. Wesolowski (R) 2020
Roger J Roberge II (R) 2019
Lawrence G. LaBarbera (R) 2021

HWRSD Regional School Cmte.

Sherrill Caruana (D) 2020
Patrick O. Kiernan (U) 2020
William J. Bontempi (R) 2021
Michelle P. Emirzian (R) 2021
Sean F. Kennedy (D) 2019

Cemetery Commissioners

Donald Bourcier (R) 2021
Wilfred R. Renaud, Jr. (D) 2020
E. George Gordon (R) 2019

Board of Water Commissioners

James B. Dunbar (R) 2021
Mary E. McCarthy (R) 2019
Thomas Pilarcik (U) 2020

Board of Library Trustees

Raymond Burk (R) 2021
Karen M. Grycel (D) 2021
Linda F. Moriarty (R) 2020
Marjorie Williams (D) 2019
James S. Jurgens (R) 2019
Linda Maria Dagradi (D) 2020

Planning Board

James J. Rooney (R) 2022
Jeffrey A. Smith (U) 2023
James E. Moore (U) 2019
Tracey Plantier (D) 2020
John P. McCloskey (D) 2021

Wilbraham Housing Authority

Angel L. Reyes (U) 2018
(*State appt. seat*)

Peter N. Manolakis (R) 2020
James S. Burke (R) 2023
Judy L. Cezeaux (R) 2021 (resigned 5/18)

Attested by:

BEVERLY J. LITCHFIELD, MMC,
CMMC
TOWN CLERK

2018 Federal & State

Delegation

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

1550 Main St., Suite 406
Springfield, MA 01103
Phone: 413-788-2690
01028
Phone: 413-526-6501

Continued on Page 11

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. Puppolo, Jr.
State House, Room 236
Boston, MA 02133-1054
Phone: 1-617-722-2430
Email: angelo.puppolo@mahouse.gov

2341 Boston Rd., Suite 204
Wilbraham, MA 01095
413-596-4333
Email: repangelopuppolo@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

2018 Democratic Town Committee

Executive Officers
Linda Dagradi, Chairman
Sean Kennedy, Vice Chairman
Anna Levine, Treasurer
Christine Goonan, Secretary
Megan Dubord, Exec. Comm. Member at
Large, Social media/outreach coordinator

Members
Rik Alvarez
David Barry
Virginia Barry
Gale Candaras (lifetime member)
David Chivers
Jane Clark
Linda Dagradi
Megan Dubord
William Fogarty
Christine Goonan
Ivan Gothner
Karen Grycel
Everett Hanford
Thomans Hidalgo
Lisa Jones
Mark Jones
Thomas Kenefick, III
Sean Kennedy
Ann Marie King
Sharon Kipetz
Terri Landeck
Anna Levine
Patricia McDiarmid
Joseph Pessolano
Marjorie Pessolano
Elizabeth Quigley
Gloria Russell
Stanley Soja Jr
Carole Tardif
James Thompson
Robert Tourville
Ann Tousignant
Anne Turcotte
Gilles Turcotte
Bruce Williams
Marjorie Williams

2018 Republican Town Committee

Executive Officers
David Sanders, Chairman
Peter Manolakis, Vice Chairman
Joelene Guzzo, Treasurer
Lloyd Elliot, Secretary

Elected Members
Frank Barbaro
Robert Boilard
William Bontempi
Barbara Bourcier
Donald Bourcier
James Burke
Patricia Gordon
George Gordon
Joelene Guzzo
John Guzzo
Richard Howell
Kathy Krawczyk
Catherine Labine
Lloyd Elloit
Peter Manolakis
Michael Mazzuca
D. John McCarthy
Mary McCarthy
Thomas Reavey
George Reich
Lawrence LaBarbera
James Rooney
Robert Russell
Elizabeth Sallade
David Sanders
Marcie Snaders
Roy Scott
Janet Shea
Robert Sullivan
John Wesolowski
James Jurgens

Associate Members
Peter Ablondi
David Graziano
Ann Marie Kibbe
Charlotte Logan
Richard Labine
Joyce McComb
Patrick McComb
Deborah Reavey
Frederick Sallade
Anthony Vecchio

STATE PRIMARY
SEPTEMBER 4 2018

Total Registered Voters -- 10,541	<u>Total voted by Precinct</u>	<u>Total Reg.</u>
Total Vote Cast ----- 2119	Precinct A - 577	Prec. A - 2730
% Voted ----- 20.10 %	Precinct B - 464	Prec. B - 2619
	Precinct C - 482	Prec. C - 2574
	Precinct D - 596	Prec. D - 2618

Attest: Carole J. Tardif, Town Clerk

DEMOCRATIC BALLOT

Voted by Precinct

Precinct A - 330

Precinct B - 294

Precinct C - 256

Precinct D - 371

Total - 1251

SENATOR IN CONGRESS

Elizabeth A. Warren 1011

Write-ins 0

GOVERNOR

Jay M. Gonzalez 555

Bob Massie 257

Write-ins 0

LIEUTENANT GOVERNOR

Quentin Palfrey 521

Jimmy Tingle 244

Write-ins 0

ATTORNEY GENERAL

Maura Healey 1039

Write-ins 0

SECRETARY OF STATE

William Francis Galvin 962

Josh Zakim 207

Write-ins 0

TREASURER

Deborah B Goldberg 941

Write-ins 0

AUDITOR

Suzanne M. Bump 970

Write-ins 0

REPRESENTATIVE IN CONGRESS

Richard E. Neal 949

Tahira Amatul-Wadud 270

Write-ins 0

COUNCILLOR

Mary E Hurley 1033

Write-ins 0

SENATOR IN GENERAL COURT

Eric P Lesser 1057

Write-ins 0

REPRESENTATIVE IN GEN. COURT

Angelo J. Puppolo, Jr 1089

Write Ins 0

DISTRICT ATTORNEY

Anthony D Gulluni 1088

Write Ins 0

CLERK OF COURTS

Laura S Gentile 994

Write-ins 0

REGISTER OF DEEDS

Cheryl Coakley-Rivera 960

Write-ins 0

STATE PRIMARY
SEPTEMBER 4 2018

REPUBLICAN BALLOT

Voted by Precinct

Precinct A - 246

Precinct B - 169

Precinct C - 226

Precinct D - 224

Total - 865

SENATOR IN CONGRESS

Geoff Diehl 414

John Kingston 271

Beth Joyce Lindstrom 132

Write-ins 0

GOVERNOR

Charles D. Baker 548

Scott D Lively 308

Write-ins 0

LIEUTENANT GOVERNOR

Karyn E Polito 681

Write-ins 0

ATTORNEY GENERAL

James r McMahon III 478

Daniel L Shores 232

Write-ins 0

SECRETARY OF STATE

Anthony M Amore 608

Write-ins 0

TREASURER

Keiko M Orsall 613

Write-ins 0

AUDITOR

Helen Brady 583

Write-ins 0

REPRESENTATIVE IN CONGRESS

Write Ins 0

COUNCILLOR

Write-ins 0

SENATOR IN GENERAL COURT

Write Ins 0

REPRESENTATIVE IN GEN. COURT

Write Ins 0

DISTRICT ATTORNEY

Write-ins 0

CLERK OF COURTS

Write-ins 0

REGISTER OF DEED

Marie Angelides 542

Write-ins 0

LIBETARIAN

Voted by Precinct

Precinct A - 1

Precinct B - 1

Precinct C - 0

Precinct D - 1

Total - 3

AUDITOR

Daniel Fishman 2

**STATE ELECTION
NOVEMBER 6, 2018**

Total Registered Voters - 10719
Total Votes Cast ----- 7107
% Voted ----- 66.30 %

Registered by Precinct
Precinct A - 2756
Precinct B - 2671
Precinct C - 2613
Precinct D - 2679

SENATOR IN CONGRESS

Elizabeth A Warren 3172
Geoff Diehl 3545
Shiva Ayyadurai 211
Write-ins 0

Write-ins 0

SENATOR IN GEN. COURT

Eric P Lesser 5182
Write-ins 0

GOVERNOR/LT. GOVERNOR

Baker/Polito 5547
Gonzalez/Palfrey 1258
Write-ins 0

REP. IN GENERAL COURT

Angelo J. Puppolo, Jr. 4866
Donald Flannery 1708
Write-ins 0

ATTORNEY GENERAL

Maura Healey 3875
James R McMahon III 2992
Write-ins 0

DISTRICT ATTORNEY

Anthony D Gulluni 5575
Write-ins 0

SECRETARY OF STATE

William Francis Galvin 4106
Anthony Amore 2540
Juan G Sanchez, Jr 205
Write-ins 0

CLERK OF COURTS

Laura S Gentile 5156
Write-ins 0

TREASURER

Deborah B Goldberg 3708
Keiko M Orrall 2678
Jamie M Guerin 311
Write-ins 0

REGISTER OF DEEDS

Marie Angelides 3788
Chery Coakley-Rivera 2969
Write-ins 0

AUDITOR

Suzanne M. Bump 3535
Helen Brady 2723
Daniel Fishman 159
Edward J Stamas 189
Write-ins 0

QUESTION 1: PATIENT SAFETY (LAW)

YES 1699
NO 5117

QUESTION 2: CONST. AMEND. (LAW)

YES 4338
NO 2470

QUESTION 3: TRANSGENDER ANTI-DISCRIMINATION

YES 4178
NO 2723

REP. IN CONGRESS

Richard E. Neal 5176
Write-ins 0

COUNCILLOR

Mary E Hurley 4319
Mike Franco 2109

Administration

Town Moderator

In looking back at 2018, to the voters of Wilbraham, I want to first thank you for your support in electing me as your Town Moderator. Secondly, I want to take a moment to express thanks for the help and guidance of my predecessor Town Moderator, George Reich, who has taken the time to discuss the practical steps taken in the running of the Town Meeting, and to guide me on some of those issues that can come up at Town Meeting.

George did a wonderful job putting together a detailed summary of Town Meeting, which can be read on our Town of Wilbraham website, which lists a scorecard of its players, including you, the citizens of Wilbraham, in concert with the elected and appointed citizens, members of the various boards, and petitioners, who all play a vital part at Town Meeting, acting in concert as a legislative body.

The Town Meeting has a long and storied history, and much has been written about it. The esteemed author, Henry David Thoreau, equated Town Meeting to be “the true Congress, and the most respectable one that is ever assembled in the United States”. Today, with the constant bombardment of political partisanship and rancor, these words by Thoreau ring especially true. To see it in action is to really get a flavor for the workings of those New England towns fortunate enough to use this form of legislative body, and to see the interaction of all of its players.

I was proud to serve my first Special Town Meeting, held the evening of October 15, 2018. It was at this meeting that a direct democracy could be observed. I intended to start the meeting promptly at 7 p.m., but encouraged by the hundreds of citizens that were just entering MRHS, I delayed the start. Once seated, with the room filled to near capacity, I called the Town Meeting to order at 7:17 pm.

After an initial vote on a matter that did not last too long, the main event of the evening addressed two issues that stirred much debate, reasoned opinions, and passion. It was enlightening to see the filled room, and the close to twenty or so speakers, who spoke on each of the two issues, respectively, whether for or against. Whether you were for or against, we had accomplished much that evening, which will shape and continue to guide Wilbraham into our future.

I encourage a large turnout for all of our Town and Special Town Meetings. You will be heard! In today’s climate, where free speech is being stifled, stand up loud and clear, and let your voice be heard. I will support you. Lastly, I invite our parents and educators to encourage our youth and young adults, and I extend an open invite to you as well, to come and see what Town Meeting is all about, a direct form of democracy, in action.

Respectfully submitted,
James S. Jurgens
Town Moderator

Administration

Town Clerk

Town Clerk's Office

Carole J. Tardif, Town Clerk
Deborah M. Brennan, Assistant Town Clerk

Susan Petzold; Surveyor of Lumber,
Edward P. Lindsay.

**Articles listed on the Consent Agenda are considered to be routine and will be acted on using an expedited procedure. Questions or concerns from the floor regarding any Consent Agenda article will result in that article's removal from the Consent Agenda for action under regular procedures.*

Consent Agenda (articles marked *)

Passing by unanimous vote that the Town accept and approve the following motions as presented in the anticipated motions handout. Articles 2, 4, 8, 9, 10, 11, 12, 13, 16, 17, 18, 19, 24, 46, 47, 48, and 49.

*ARTICLE 2. Hearing reports

(consent agenda): Passing by unanimous vote that the town accept the reports of all officers and committees as printed in the Annual Town Report.

ARTICLE 3. Funding Transfers FY 2018 – Finance Committee

Recommends: Passing by unanimous vote pursuant to Section 33B of Chapter 44 of the General Laws, move to transfer the sum of \$59,523 from previously appropriated but unexpended funds in the following FY'2018 budgets:

#192 Town Properties-Fuel.....\$44,000
#194 Group Health Insurance.....\$15,523

and to place such funds in the following amounts in the following FY'2018 budgets:

#191 Facility Maintenance-
Expenses.....\$16,000
#220 Fire Department-Salaries.....\$2,500
#420 Highway-Expenses (Snow
Removal).....\$30,723
#620 Parks and Recreation –
Expenses.....\$10,300

*ARTICLE 4. Ambulance Fund

Transfer (consent agenda). Passing by unanimous vote to appropriate \$30,000 from Receipts reserved for Appropriation for Ambulance to the FY'2018 Ambulance Budget to cover operating expenses.

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 14, 2018. At 7:03 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.

A moment of silence was also offered for Yeoman 3rd Class Edmund T. Ryan who was a Wilbraham native that was on the USS Oklahoma when it was sunk in Pearl Harbor on December 7, 1941. His unidentified remains were buried in Honolulu. Last summer the Department of Defense identified Yeoman Ryan's remains using DNA analysis. In August 2017 he was buried at Arlington National Cemetery after nearly 76 years.

The Select Board then offered a sincere thank you to Moderator George Reich and Town Clerk Beverly Litchfield for their years of dedication to the town. A Proclamation was also presented to Town Clerk Litchfield by State Representative Angelo Puppolo for her retirement and for being the longest serving Town Clerk in Wilbraham's history.

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

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; Measurer of Wood and Charcoal, Gary Petzold; Measurer of Wood and Charcoal,



Photo Courtesy of Melissa Graves

ANNUAL TOWN MEETING MAY 14, 2018

Attendance:

Precinct A: 77
Precinct B: 71
Precinct C: 99
Precinct D: 97
Total ----- 344

***ARTICLE 5. Parliamentary procedures – Finance Committee Recommends:** Passing by unanimous 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, 2018 to June 30, 2019, as follows: Assessors, \$3,524 per year, chairman, \$3,889 per year; Town Clerk, \$69,439 per year (all fees revert to the Town treasury); Moderator, \$200 Annual Town Meeting, \$50 Special Town Meeting; Selectmen, \$5,101 per year, chairman \$5,950 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 \$41,807,557, transfer \$26,000 from offset receipts (for Dog Officer Expenses) and appropriate from Free Cash \$104,880 to cover the necessary capital expenditures and operating expenses of the Town for Fiscal Year 2019 (July 1, 2018 to June 30, 2019) 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. Presentations were given by the Finance Committee and the Hampden Wilbraham Regional School District. A question and answer session followed.

***ARTICLE 8. Water Enterprise Fund Budget (consent agenda).** Passing by unanimous vote that the following sums be appropriated for the Water Enterprise Fund: Salaries, \$412,748; Expenses, \$1,503,716, and that \$1,916,464 be raised as follows: \$1,844,464 from Water Department receipts and \$72,000 from retained earnings for Fiscal Year 2019 expenses.

***ARTICLE 9. Water Enterprise Fund Reserve Fund (consent agenda).** Passing by unanimous vote that the Town appropriates from water receipts the sum of \$25,000 for a Fiscal Year 2019 Reserve Fund.

***ARTICLE 10. Wastewater Enterprise Fund Budget (consent agenda).** Passing by unanimous vote that the following sums be appropriated for the Wastewater Enterprise Fund: Salaries, \$243,085; Expenses, \$985,649, and that \$1,228,734 be raised as follows: \$1,133,727 from Wastewater Department receipts and \$95,007 from retained earnings for Fiscal Year 2019 expenses.

***ARTICLE 11. Wastewater Enterprise Fund Reserve Fund (consent agenda).** Passing by unanimous vote that the Town appropriates from wastewater receipts the sum of \$15,000 for a Fiscal Year 2019 Reserve Fund.

***ARTICLE 12. Solid Waste Enterprise Fund Budget (consent agenda).** Passing by unanimous vote that the following sums be appropriated for the Solid Waste Enterprise Fund: Salaries, \$161,616; Expenses, \$207,980, and that \$369,596 be raised as follows: \$339,721 from Solid Waste Enterprise Fund receipts, and \$29,875 from retained earnings for Fiscal Year 2019 expenses.

***ARTICLE 13. Solid Waste Enterprise Fund Reserve Fund (consent agenda).** Passing by unanimous vote that the Town appropriates from Solid Waste Enterprise Fund receipts the sum of \$4,000 for a Fiscal Year 2019 Reserve Fund.

ARTICLE 14. Capital Projects from Free Cash – Finance Committee Recommends: Passing by unanimous vote that the Town appropriates from available funds (Free Cash (2018), \$732,000, to fund the following Projects; (see page 14)

Explanation: This Article would fund capital projects from free cash instead of issuing debt to pay for these projects. This saves the town an estimated \$ 91,000 in interest costs.

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.



DEPARTMENT	PROJECT	AMOUNT
Police Department	Replacement of Portable Radios	\$58,000
Fire Department	Replacement of Portable Radios (Donation from WMA \$20,000)	\$36,000
Fire Department	Replacement of 1 Rescue Vehicle and 1 inspection/personnel transport Vehicle	\$ 110,000
Information Technology Department	New Heating and Cooling System	\$30,000
Various Departments Town Hall	Heating and Cooling System upgrade Auto Logic Controller (phase 2 and 3)	\$35,000
Recreation Department	Large Area Turf Sprayer	\$30,000
DPW	Storage box for lift truck	\$12,000
DPW	Brookmont Drainage (Pipe under road is	\$50,000
DPW	Additional Road Paving	\$100,000
DPW	Additional Sidewalks	\$25,000
Library	Brooks Room HVAC Upgrade	\$17,000
Town Owned School Buildings	PA System(Tele, pa & clocks) WMS &	\$131,000
Town Owned School Buildings	Kitchen (Refrigeration/Freezer Walking & Compressor – WMS & SR	\$98,000

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 19. Receipts reserved for appropriation for Wilbraham Public Access Television (consent agenda).** Passing by unanimous vote to appropriate \$185,603 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 15. Appropriation for Capital Outlays – Finance Committee Recommends: Requiring a two-third vote, passing by a declared two-third vote by the Moderator that the Town appropriate \$440,000 to pay costs of the following capital outlay items:
Remodeling Public Buildings \$440,000 including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow \$440,000 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 rela-

tive thereto. A presentation was given by the Capital Planning Committee chairman.

***ARTICLE 16. Receipts reserved for appropriation for ambulance (consent agenda).** Passing by unanimous vote to appropriate \$897,000 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 17. Appropriations for Ambulance Depreciation Account (consent agenda).** Passing by unanimous vote to appropriate \$60,000 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.

***ARTICLE 18. Receipts reserved for appropriation for cemeteries (consent agenda).** Passing by unanimous vote to appropriate \$20,000 from

ARTICLE 20. Reserve Fund – Finance Committee Recommends: Passing by unanimous vote to raise and appropriate \$250,000 for a Fiscal Year 2019 Reserve Fund.

ARTICLE 21. Special Appropriation for road repaving and preservation – Finance Committee Recommends: Passing by unanimous 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 Authorization – And Prudent Investment Statute Acceptance – Finance Committee Recommends: Passing by a majority vote that the Town re-vote to accept Section 20 of Chapter 32B of the General Laws authorizing the establishment of a separate fund, to be known as an Other Post-Employment Benefits Liability Trust Fund, and to accept Chapter 203c of the General Laws which is the Prudent Investment Act and any other provisions as outlined in said Statutes.

FUND	SOURCE	AMOUNT
General Fund	Raise and appropriate	\$350,000
Water Enterprise Fund	Water receipts	\$11,400
Wastewater Enterprise Fund	Wastewater receipts	\$4,900
Solid Waste Enterprise Fund	Solid waste receipts	\$2,300
Receipts Reserved for Appropriation for Ambulance	Receipts reserved for appropriation for ambulance	\$9,100

ARTICLE 23. Other Post-Employment Benefits Liability Trust Fund – Finance Committee Recommends: Passing by a majority vote that the town 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 24. Municipal Building Insurance Fund (consent agenda).** Passing by unanimous vote to raise and appropriate \$1,000 for the Municipal Building Insurance Fund.

ARTICLE 25. 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 \$100,000 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 26. Water Enterprise Retained Earnings – Finance Committee Recommends: Passing by unanimous vote to appropriate \$335,000 from available funds in the Water Enterprise Fund retained earnings account to fund meter replacements (\$100,000), backhoe replacement (\$140,000), Brookmont pump station improvements (\$15,000), McIntosh pump station improvements (\$40,000), and for Glenn Drive water main extension (\$40,000).

ARTICLE 27. Waste Water Enterprise Retained Earnings – Finance Committee Recommends: Passing by unanimous vote

to appropriate \$100,000 from the Waste Water Enterprise Fund Retained Earnings account to fund Wellfleet pump station improvements (\$80,000), and for new boiler fencing and pump station ventilation improvements (\$20,000).

ARTICLE 28. Zoning By-Law Amendment – Prohibition on Recreational (Non-Medical) 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-Law by revising sections 1.3, 3.4.5.21 and 10.8; by inserting a new section 3.4.5.22; and by deleting in its entirety existing section 10.9; as set forth in a document entitled “Zoning Exhibit A” on file with the Town Clerk.

ARTICLE 29. Zoning By-Law Amendment – Microbrewery Regulations – Planning Board Recommends: Requiring a two-thirds vote, passing by unanimous vote to amend the Wilbraham Zoning By-Law by revising sections 1.3 and 3.4.5.30 as set forth in a document entitled “Zoning Exhibit B” on file with the Town Clerk.

ARTICLE 30. Zoning By-Law Amendment – Helicopter Landing Areas in Residential Zoning Districts – 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 by inserting a new section 3.9.2.16 to read as follows: “heliports, helipads and other facilities that are intended to provide a noncommercial private restricted landing area, either at ground level or elevated on a structure, for the landing and takeoff of helicopters are expressly prohibited in all residential zoning districts except for helicopter landing areas duly authorized for temporary use for emergency purposes such as air ambulance,

search and rescue, firefighting and similar public safety operations.

ARTICLE 31. Zoning By-Law Amendment – The Raising & Keeping of Goats as a Residential Accessory Use – 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 by revising sections 3.4.1.1 and 3.9.2.7 as set forth in a document entitled “Zoning Exhibit C” on file with the Town Clerk.

ARTICLE 32. Zoning By-Law Amendment - Conversion of an Existing Building to a Mixed Use Building in the N.O. & N.S. Zoning Districts – Planning Board Recommends: Requiring a two-thirds vote, failing to pass by a two-thirds vote (Y 164, N 100) to amend the Wilbraham Zoning By-Law by revising sections 1.3 and 6.3; and by inserting new sections 3.4.2.7, 3.5.3, 6.4, 11.1.5 and 11.2.14; as set forth in a document entitled “Zoning Exhibit D” on file with the Town Clerk.

ARTICLE 33. Acceptance of Public Ways – Planning Board Recommends: Passing by a majority vote to accept Stonington Drive as a public way pursuant to a layout filed by the Board of Selectmen with the Town Clerk.

ARTICLE 34. Acceptance of Deeds – Planning Board Recommends: Passing by unanimous vote that the Town vote to 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 34, Exhibit A.”

ARTICLE 35. Release of Easement – Planning Board Recommends: Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator that the Town authorized the Board of Selectmen to release, discontinue or terminate a fire protection easement granted to the Town of Wilbraham on land known as Lot 1, Samble Estates Subdivision, located at 5 Julia Way as set forth in a deed dated January 26, 2017 and recorded in the Hampden County Registry of Deeds at Book 21558, Page 70.

ARTICLE 36. Community Preservation Program Budget – Finance Committee Recommends: Passing by unanimous 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 2019, with each

ARTICLE 38. Community Preservation Program Project for Foundation and Structural Basement Restoration of Historic Town Owned Samuel Warner House at 859 Stony Hill Rd., and Leased to the Country Club of Wilbraham – Finance Committee Recommends: Passing by a majority vote to transfer \$37,000 from the Community Preservation category of Historic Preservation Fund and transfer \$7,664 from Non-Committed Reserves Fund, for a total transfer of \$44,664, for the repair of the foundation and structural basement restoration of the Historic Town Owned Samuel Warner House at 859 Stony Hill Rd., and Leased to the Country Club of Wilbraham, said repair and restoration to include the first floor supporting structure in the basement; grading of the dirt basement floor to accommodate installation of gravel and steel mesh base for a poured concrete floor; and to reinstall current gas and electric climate control system and adjust ductwork to new installation.

ARTICLE 40. Community Preservation Program Project for Restoration of the Civil War Memorial at Crane Park in the Village Center – Finance Committee Recommends: Passing by unanimous vote to transfer \$7,495 from the Community Preservation Historical Preservation Fund to clean, repair and restore the Civil War Monument dedicated in 1894.

ARTICLE 41. Community Preservation Program Project for Little Red Schoolhouse Handicap Ramp and Front Entrance Safety – Finance Committee Recommends: Passing by a majority vote to transfer \$25,000 from the Non-Committed Reserves of the Community Preservation Fund for a Community Preservation Project to provide funding for the Little Red Schoolhouse Handicap Ramp and Front Entrance Safety project.

ARTICLE 42. Community Preservation Program Project for Historic Monuments at Glendale Cemetery – Finance Committee Recommends: Passing by unanimous vote to transfer \$6,500 from the Community Preservation Historic Fund for a Community Preservation Project to repair historic tablets at Glendale Cemetery.

ARTICLE 43. Community Preservation Program Project for Preservation of Town Record Books – Finance Committee Recommends: Passing by unanimous vote to transfer \$4,900 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.

APPROPRIATIONS	
FY 2019 estimated revenues for Administrative Costs	\$7,500
RESERVES:	
FY 2019 estimated revenues for Historic Preservation Reserves	\$43,048
FY 2019 estimated revenues for Community Housing Reserves	\$43,048
FY 2019 estimated revenues for Open Space Reserves	\$43,048
FY 2019 estimated revenues for Non-Committed Reserves	<u>\$301,337</u>
FY 2019 estimated total of revenue in Reserves	\$430,481
Estimated new surcharge collections for FY 2019	\$374,331
Estimated State Match for FY 2019	<u>\$56,150</u>
FY 2019 estimated total	\$430,481

ARTICLE 37. Community Preservation Program Project for Thayer Brook Easy Woodland Trail – Finance Committee Recommends: Passing by a majority vote to transfer \$54,800 from Open Space Reserves of the Community Preservation Funds to furnish monies for design and construction of an easily accessible parking and loading area adjacent to a woodland trail with gentle elevation changes in Thayer Brook Forest located on the north side of Monson Rd.

ARTICLE 39. Community Preservation Program Project for the Wilbraham Children’s Museum ADA Upgrades – Finance Committee Recommends: Passing by a majority vote to transfer \$65,000 from the Non-Committed Reserves of the Community Preservation Fund for a Community Preservation Project to provide upgrades relative to the Americans with Disabilities Act to the Wilbraham Children’s Museum.

ARTICLE 44. Community Preservation Program Project for Sawmill Pond Wildlife Habitat and Trail Project – Finance Committee Recommends: Passing by unanimous vote to transfer \$29,900 from the Community Preservation Open Space Fund to provide funding to achieve wildlife management and invasive plant eradication goals in the Sawmill Pond Wildlife Habitat and Trail Conservation Area.

ARTICLE 45. Community Preservation Program Project for Field Renovation at Minnechaug Regional High School – Finance Committee Recommends: Passing by a majority vote to transfer \$205,200 from the Community Preservation Non-Committed Fund for a Community Preservation Project to provide funding for the renovation of the Minnechaug Regional High School (MRHS) Multi-Use Athletic Field.

***ARTICLE 46. Authorization to Dispose of Surplus Equipment (consent agenda).** 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 47. Departmental Revolving Funds (consent agenda).** Passing by unanimous vote that the Town fix the maximum amount that may be spent during Fiscal year FY2019 beginning on July 1, 2018 for the revolving funds established in Town By-laws for certain departments, boards, committees, agencies or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E ½, the Town of Wilbraham shall authorize the following Revolving Funds: Council on Aging, \$20,000; Compost Bins, \$5,000; Cemetery, \$20,000; and Community Garden, \$6,000.

***ARTICLE 48. Authorization to Enter into Lease/Purchase Agreements (consent agenda).** Passing by unanimous vote that the Town authorizes the Board of Selectmen to make contracts for the lease, with option to purchase, of various municip-

pal 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 49. Appropriation of Premium and Reduce Bonding Authorization for Police Station.** Passing by unanimous vote that the Town votes to (i) appropriate \$154,305.58 from the premium paid to the Town upon the sale of the notes issued on April 19, 2017 to pay costs constructing a new Police Station passed by a vote of the Town on May 11, 2015 (Article 20) and excluded from the limitations of Proposition 2 1/2, so-called on May 16, 2015 (Question 3); and to reduce the amount authorized to be borrowed for such project, but not yet issued by the Town, by \$500,000, which amount includes the \$154,305.58 premium appropriated by this vote, and (ii) supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.

ARTICLE 50. Town By-Law Amendment—Playground and Recreation Commission. Passing by a majority vote to amend the General Bylaws by deleting Article V, Section 510 (Playground and Recreation Commission) in its entirety replacing it with the following:

SECTION 510 PLAYGROUND AND RECREATION COMMISSION

a.) The Board of Selectmen shall appoint a Playground and Recreation Commission, consisting of seven members, each one of whom shall be appointed for a staggered term not to exceed three (3) years.

b.) The commission shall appoint a recreation director for a term not to exceed three years.

ARTICLE 51. Adoption of New General By-Law – Article VI, Section Drought Management Plan By-Law. Passing by unanimous vote that the Town votes to amend Article VI of the Town General By-Laws, “Regulation of Public Conduct,” by adding Section 639, “Drought Management Plan By-Law,” the text of which is on file with the Town Clerk as “Article 51, Exhibit A.”

ARTICLE 52. Proposed Amendment to Hampden-Wilbraham Regional School District Agreement. Motion to “Move No Action” passed by unanimous vote.

ARTICLE 53. Proposed Amendment to Hampden-Wilbraham Regional School District Agreement. Motion to “Move No Action” passed by unanimous vote.

ARTICLE 54. Proposed Amendment to Hampden-Wilbraham Regional School District Agreement. Motion to “Move No Action” passed by unanimous vote.

ARTICLE 55. Boundary Line Agreement and Property Cross Conveyances, Pine Drive – Planning Board Recommends: Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator that the Town vote to authorize the Board of Selectmen to convey any and all right, title and interest the Town may have in and to any land located and lying southerly and/or southeasterly of a boundary line shown and depicted on a plan entitled “PLAN OF LAND IN WILBRAHAM, MA PREPARED FOR PINE DRIVE RESIDENTS BOUNDARY LINE AGREEMENT PLAN PINE DRIVE” prepared by Sherman & Frydryk, LLC dated March 21, 2018, labeled in bold print as “Boundary Line Agreement” located to the north of Pine Drive as shown on said plan and to accept a boundary line agreement from those certain affected resident lot owners agreeing to convey any and all of their right, title and

interest lying to the north and/or northwest of the said above described line, to the Town upon such other terms and conditions as the Board of Selectmen may deem appropriate; said plan as filed by the Board of Selectmen with the Town Clerk as "Article 55, Exhibit A."

ARTICLE 56. Home Rule Petition, 6 Decorie Drive and 9V Cedar Oak Drive – Planning Board Recommends: Requiring a two-thirds vote, passing by a unanimous vote that the Town votes to approve the proposed Home Rule Petition on file with the Town Clerk as "Article 56, Exhibit A" and authorize to transfer from the conservation commission to the board of selectmen for the purpose of conveyance, the care, custody, management and control of a portion of a parcel of land located at 9V Cedar Oak drive. The parcel was acquired by the town for conservation purposes by a deed recorded in the Hampden registry of deeds in book 3435, page 61. The portion to be conveyed is shown as Parcel A on a plan entitled "Plan of Property 6 Decorie Drive & 9V Cedar Oak Drive, Wilbraham, MA" prepared for Tanya M. Vital Basile & Anabela S. Basile, 6 Decorie Drive, Wilbraham, MA and the Wilbraham conservation commission, 9V Cedar Oak Drive, Wilbraham, MA. Consideration for the conveyance shall be \$16,000 and such sum shall be used by the town for the purchase and care of a parcel of conservation land and a portion of a parcel of land located at 6 Decorie Drive, shown as parcel identification number 1437 which was acquired by Tanya M. Vital Basile and Anabela S. Basile by a deed recorded in the Hampden registry of deeds in book 20099, page 219, which portion is shown as Parcel B on the aforementioned plan. The parcel acquired by the town shall be held by the town for conservation purposes under Article 97 of the Amendments to the Constitution and upon such other terms and conditions as the board of selectmen shall deem appropriate.

ARTICLE 57. Decorie Drive Home Rule Petition Proceeds – Finance Committee Recommends: Passing by unanimous vote that the Town votes to appro-

priate the proceeds of the sale of Conservation Land as presented in Article 56 of this Warrant relative to 6 Decorie Drive and 9V Cedar Oak Drive, to the Town of Wilbraham Conservation Fund.

ARTICLE 58. Petitioned Article—New By-Law Adoption—Stretch Energy Code. Passing by a majority vote that the town votes to amend the Town's General By-Laws by adding Section 640 "Stretch Energy Code" for the purposes of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AA of the Mass.

Building Code, 780CMR, the Stretch Energy Code, including future editions, amendments, or modifications thereto, with an effective date of January 1, 2019, a copy of which is on file with the Town Clerk.

Motion to adjourn was made and seconded. Meeting adjourned at 11:02 PM.

Respectfully submitted,

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

2018 ANNUAL TOWN ELECTION MAY 19, 2018			
Total Registered Voters ---	10,477	Voted by Precinct	Total Registered
Total Vote Cast -----	970	Precinct A – 239	2716
% Voted -----	10%	Precinct B – 186	2597
		Precinct C – 229	2559
		Precinct D – 316	2605
<hr/>			
SELECTMAN – 3 YRS.			
Robert W. Russell	R	676*	ATTEST: Beverly J. Litchfield, MMC, CMMC Town Clerk of Wilbraham
David R. Martial		192	
TOWN CLERK – 3 YRS.			
Carole J. Tardif	D	578*	* Denotes Winner
Mary G. Rooke		364	
MODERATOR – 3 YRS.			
James S. Jurgens	R	519*	
Jane E. Clark	D	414	
ASSESSOR – 3 YRS.			
Lawrence G. LaBarbera	R	722*	
REG. SCHOOL COMMITTEE – 3 YRS.			
William John Bontempi	R	569*	
Michelle P. Emirzian		556*	
Lloyd Keith Elliot II	R	336	
CEMETERY COMMISSIONER – 3 YRS			
Donald R. Bourcier	R	752*	
WATER COMMISSIONER – 3 YRS			
James B. Dunbar	R	735*	
LIBRARY TRUSTEE – 3 YRS			
Raymond D. Burk	R	571*	
Karen M. GryceI	D	521*	
D. John McCarthy	R	318	
PLANNING BOARD – 5 YRS			
Jeffrey A. Smith		729*	
WILB. HOUSING AUTHORITY			
James S. Burke	R	502*	
Karen L. Rooks	D	403	

June 20, 2018

Boston, MA

Articles 28, 29, 50, 51 - We approve Articles 28, 29, 50 and 51 from the May 14, 2018 Wilbraham Annual Town Meeting. Retain Articles 30 and 31 for further 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

August 10, 2018

Boston, MA

Articles 30 AND 31 - We approve Articles 30 and 31 from the May 14, 2018 Wilbraham Annual Town Meeting.

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

Passing by declared two-third vote by Moderator Jurgens to amend the Wilbraham Zoning By-Law as printed in Article 3 of the Warrant.

Vote to amend the Wilbraham Zoning By-Law by revising sections 1.3 and 6.3; and by inserting new sections 3.4.2.7, 3.5.3, 6.4, 11.1.5 and 11.2.14; as set forth in a document entitled "Zoning Exhibit A" on file with the Town Clerk; or take any other action relative thereto.

Presentation made by Anthony Carnevale and Glen Garvey. Also Jeffrey Smith the Planning Board Chairman did a brief presentation. Question and answer session followed.

Meeting adjourned at 9:40 PM

Respectfully Submitted,
Carole J. Tardif
Town Clerk of Wilbraham

SPECIAL TOWN MEETING OCTOBER 15, 2018

Attendance:

Precinct A: 133
Precinct B: 153
Precinct C: 154
Precinct D: 171
Total ----- 611

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, October 15, 2018. At 7:15 PM Moderator James Jurgens noted a quorum was present and called the meeting.

Moderator Jurgens welcomed all and asked attendees to join in reciting the Pledge of Allegiance before the call of the meeting was read by Town Clerk Carole J. Tardif.

ARTICLE 1. Approval to Adopt GL c. 143, sections 6-12 Incl. Nuisance Commercial Properties.

Passing by majority vote to adopt GL c 143 as printed in Article 1 of the Warrant.

Vote to adopt GL c. 143, sections 6-12 Incl., as set forth in a document entitled "Article 1, GL c. 143 Exhibit A" on file with the Town Clerk;

Presentation made by Lance Trevallion, Building Inspector. Question and answer session followed.

ARTICLE 2. Approval to Amend Hampden-Wilbraham Regional School District Agreement.

Failed by a majority vote.

Vote to amend Section III, Paragraph B, of the Regional Agreement, by adding a new subparagraph providing that "Effective with the start of the 2019-2020 school year, students in grade 8, regardless of their town of residence, will attend school and receive their education at Minnechaug Regional High School. Effective with the start of the 2022-2023 school year, students in grade 7, regardless of their town of residence, will attend school and receive their education at Minnechaug Regional High School."

Presentation made by Al Ganem, Superintendent of Hampden-Wilbraham Regional School District. Question and answer session followed, many residents had concerns.

ARTICLE 3. Approval to Amend Zoning By-Law – Planning Board Recommends Conversion of an Existing Building to a Mixed Use Building in the N.O. & N.S. Zoning Districts

Information and Technology (IT) Department

During 2018, 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 on page 23)

* 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 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 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. (Continued on Page 24)

VOTER REGISTRATION BY PRECINCT
(As of December 31, 2018)

<u>PREC</u>	<u>Rep</u>	<u>Dem</u>	<u>Unen</u>	<u>Liber.</u>	<u>Political Designations</u>	<u>Total</u>
A	525	725	1426	7	29	2712
B	493	670	1417	9	20	2609
C	529	571	1427	10	18	2555
D	477	693	1464	3	15	2652
TOTAL:	2024	2659	5734	29	82	10,528

VITAL STATISTICS

<u>BIRTHS</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
MALES	35	43	29	50	56
FEMALES	44	40	34	35	37
TOTALS	79	83	63	85	93
MARRIAGES	42	41	49	46	58
DEATHS					
MALES	106	106	95	92	96
FEMALES	152	154	120	146	145
TOTALS	258	260	215	238	241

ATTEST: Carole J. Tardif
Town Clerk

Office of the Town Clerk

State Summary Report

Beginning 07/01/2017 and Ending 06/30/2018

<u>Code</u>	<u>Description</u>	<u>#</u>	<u>Total</u>
01	Stray Fine	3	30.00
02	Noncriminal Tickets	14	1,900.00
04	Misc	27	454.17
05	Marriage	54	1,620.00
06	Copy of Rec	1,285	12,756.55
07	HT Permiss	317	634.00
08	Bus Cert	88	3,460.00
09	Raffle Pmt	5	100.00
10	Gas Permit	9	860.00
12	Pole Loc	3	80.00
13	Street List	14	140.00
DR	Dog Tag Registration	2,960	41,340.50
		Total Cash	20,142.55
		Total Checks	43,232.67
		Total Credit Cards	0.00
		Total Unknown Payment Type	0.00
			63,375.22
			63,375.22

2018-2019 Liaison Assignments

* Continued maintenance and improvements of the IT building located at 16 Main Street. The facility serves 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.

* Worked with Fire and Police Departments alongside external communications vendors to complete the new public safety radio system. Microwave point-to-point connectivity facilitates the backbone of the new “simulcast” radio system between FD/ PD buildings and multiple remote tower sites.

IT Department

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

Top left: Chariman Robert J. Boilard
Bottom left: Robert W. Russell
Top Right: Susan C. Bunnell
Photo courtesy of Nick Breault, Town Administrator

Robert J. Boilard, Chairman	Solid Waste Advisory Committee Scantic Valley Health Trust Commission on Disability Planning Board Assessor’s Office Building Dept. Traffic Safety Team Dept. of Veterans’ Affairs Public Library Local Emergency Planning Committee Playground and Recreation Commission Economic Development Initiative Steering Cmte.
Susan C. Bunnell, Vice Chair	Finance Committee Fire Department Police Department Water Commission Sewer Advisory Board Council on Aging Open Space and Recreation Committee Cultural Council Capital Planning Committee Treasurer/Collector’s Office Advisory Board of Health Accounting Office Engineering Dept./DPW Wilbraham Nature and Cultural Council Town Clerk’s Office
Robert W. Russell, Clerk	HWRSD School Committee Cable TV Advisory Committee Public Access TV Committee Country Club of Wilbraham Zoning Board of Appeals Conservation Commission Historical Commission Cemetery Commission Personnel Board Community Preservation Committee Broadband Advisory Committee Sealer of Weights and Measures IT Department



Board of Selectmen

In May 2018, Robert J. Boilard, Susan C. Bunnell, and Robert W. Russell continued their service on the Board of Selectmen. Following the Annual Town Election, the Board of Selectmen reorganized with Robert J. Boilard voted Chairman; Susan C. Bunnell, Vice Chairman; and Robert W. Russell, Clerk.

The Board of Selectmen typically meets weekly on Monday evenings, often with an Executive Session at approximately 6:00 p.m., and an Open Session at 7:00 p.m. Meetings are generally held bi-weekly during the summer months. The Selectmen approve a quarterly meeting schedule which is posted at Town Hall and on the town website. Meeting agendas are posted a minimum of 48 hours prior to scheduled meetings.

(Continued on Page 25)

The Board of Selectmen attended to various municipal matters throughout 2018, such as the Fiscal Year 2019 Budget; the Warrants for the of public ways; use of town property for public events; approving or supporting various grants, regional initiatives, etc.

Noteworthy matters before the Board of Selectmen in 2018 included: The ratification of collective bargaining agreements with the NEPBA Local 120 (Police), the IAFF Local 1847 (Fire), and IUOE Local 98 (Professional Librarians) unions; the pursuit of and subsequent designation of the Town of Wilbraham as a Green Community, via a vote by Town Meeting to adopt the Stretch Energy code and the approval of the designation application submitted to the Massachusetts Department of Energy Resources; the pursuit of a redesign of the Town website, as recommended by the Economic Development Incentive Steering Committee; adoption of revised Tobacco Regulations; ratification of updated use agreements with the Wilbraham Soccer Club and the Wilbraham Children’s Museum; and addressing an animal control issue regarding a dog on Overlook Drive. The Board of Selectmen approved the application for two Community Compact Grants with the Commonwealth of Massachusetts. One of the Compact Grants will provide technical assistance to the Town to update and enhance and financial policies and controls. The second Compact Grant awarded the Town up to \$20,000 for assistance to study ways that enhancing fiber internet connectivity along Route 20 could spur economic growth. The Board of Selectmen submitted a Municipal Energy Technology Efficiency (META) Grant and the Town was awarded \$12,000 from the Commonwealth. This funding will be used to conduct ASHRAE Level II studies of town buildings to identify measures to improve energy efficiency.

The Board of Selectmen’s Office experienced changes in personnel in 2018. Candace Ouillette Gaumond, the Administrative Assistant to the Board of Selectmen and Town Administrator, (as well as the Chief Procurement Officer and Parking Clerk) resigned her position in August. Candace served in this position since 2012 and was a great ambassador for the Town, in addition to being the go-to source of information in Town Hall. The Board of Selectmen was sorry to see her go, but wished her all the best as she began a new chapter in her life. Fortunately, Heather Kmelius, an employee working as a part-time clerk in the Planning

Board, was willing and able to apply for the position. Her experience with the operations of the Town in general helped make the transition as seamless as possible. In addition, with turnover precipitated by moves in the Clerks and Accounting Offices, Annette Grasso was promoted from the Board of Selectmen’s Office to the Department of Public Works. Sara Grasseti was hired as her replacement as the part-time Selectmen’s Office/HR clerk.

Organizational

Following reorganization in May 2018, the Selectmen determined liaison responsibilities so that Town Departments and Boards/Committees/Commissions each had a liaison from the Selectboard. These assignments are shown on page 24.

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.

(Continued on Page 26)

<u>2018 Permits and Licenses</u>	
Type of License/Permit	# Issued
Annual Food Establishment Permit (All types)	72
Common Victualer License	27
Cream & Milk License	13
Annual Caterer’s License	3
Annual Entertainment License (Sundays)	6
Annual Entertainment License (Mondays-Saturdays)	12
Tobacco Licenses	10
Tanning Facilities	2
Auto – Class I	2
Auto – Class II	3
Roller Skating Rinks	1
Juke Boxes	3
Pool Tables	1
Amusement Devises	6
Motel, Cabins	1
Pasteurization	1
Frozen Dessert (Wholesale Mfg and Small Business Mfg Retail)	4
Pawnbrokers/Junk & Secondhand Dealers	1
New License for Underground Storage of Flammable and Combustible Liquids, Flammable Gases and Solids	1
Annual Liquor Licenses (Section 15 and Section 12, includes transfers)	22
Temporary Food Establishment Permit	31
Temporary Entertainment License (1 Event, incl. Sundays)	24
Section 14: Special Alcohol License (1 day license and Special - Educational)	38
Seasonal Food Establishment Permit	6
Seasonal and Annual Operation of Swimming Pool License	7
Seasonal Camp License	6
Total Licenses/Permits Issued in 2018	303
Total Revenue from Licenses/Permits in Calendar Year 2018	\$44,643.32

Finance

Board of Assessors

In 2018 the Selectmen reviewed and approved 22 applications relative to requests to use public property for various events to be held in Wilbraham. Additionally, the Selectmen approved 10 requests to place banners or signs on Town property to advertise community happenings. The Board welcomed several new businesses in Town in 2018, assisting those businesses through the licensing and permitting process. Those new businesses are: Cumberland Farms, Ruth's Pie, Bread and Me, Mama's Life Oils and Wellness, and Bailey's Indulgences.

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 approving 4 sewer commitments; and reviewing requests for 6 sewer abatements and 1 sewer bill hardship with requests to use a three year normal average winter average bill following a large pipe burst.

The Board extends their sincere appreciation to all the volunteers who serve as members on Town Boards, Committees and Commissions, and to Town employees for their exceptional and dedicated service to the Town of Wilbraham.

Board of Selectmen

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

Town Administrator

Nick Breault

Administrative Assistant to the Town

Administrator/Board of Selectmen

Heather Kmelius (from September 4)
Candace Ouillette Gaumont (until August 23)

The Board of Assessors is comprised of three members each elected for a three-year term. This past year Chairman Lawrence G. LaBarbera board member John M. Wesolowski congratulated Roger J. Roberge II 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 2017 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 ten 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 2019, the taxable value of the town for real and personal property amounts rose to \$1,744,998,900. An increase in total value due to current market conditions were required and implemented. Additionally, new construction, residential, commercial and personal property added to the Town's value. New construction, remodeling and additions added new growth in the amount of \$23,195,652 and will produce \$525,150 in new tax dollars. The Massachusetts Department of Revenue approved the tax rate for fiscal year 2019 at \$21.80 per \$1,000 of assessment. The new rate is a decrease of \$.84 from last year's rate of \$22.64. 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 5, 2018.

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

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

Assessors' Office Employees

Manuel D. Silva, MMA, Principal Assessor
Cathy A. Barnes, Assistant Administrator
Katherine N. Robinson, Sr. Administrative Clerk
Susan M. Redman, Administrative Clerk

(Continued on Page 27)

Board of Assessors

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Wilbraham
TOWN

TAX RATE RECAPITULATION Fiscal Year 2019

I. TAX RATE SUMMARY

a. Total amount to be raised (from page 2, lIe)	\$ 49,913,895.02
b. Total estimated receipts and other revenue sources (from page 2, lIie)	11,872,919.00
c. Tax Levy (a minus lb)	\$ 38,040,976.02
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	88.8841	33,812,379.17	1,551,026,904.00	21.80	33,812,386.61
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	7.1729	2,728,641.17	125,167,796.00	21.80	2,728,657.05
Net of Exempt					
Industrial	1.7311	658,527.34	30,206,800.00	21.80	658,508.24
SUBTOTAL	97.7881		1,706,401,500.00		37,199,552.70
Personal	2.2119	841,428.35	38,597,400.00	21.80	841,423.32
TOTAL	100.0000		1,744,998,900.00		38,040,976.02

MUST EQUAL TO

Assessors

John M. Wesolowski, Assessor, Wilbraham, msilva@wilbraham-ma.gov 413-596-2800 | 11/8/2018 1:22 PM
Comment: yes

Roger J. Roberge, Assessor, Wilbraham, msilva@wilbraham-ma.gov 413-596-2800 | 11/8/2018 1:56 PM
Comment:

Manuel D Silva, Principal Assessor, Wilbraham, msilva@wilbraham-ma.gov 413-596-2800 | 11/8/2018 16:31 AM
Comment:

Lawrence G. La Barbera, Assessor, Wilbraham, msilva@wilbraham-ma.gov 413-596-2800 | 11/10/2018 10:24 AM
Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: James Podolak
Date: 11/15/2018
Approved: Deborah Wagner
Director of Accounts: Mary Jane Handy

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Wilbraham
TOWN

TAX RATE RECAPITULATION Fiscal Year 2019

II. Amounts to be raised

lIa. Appropriations (col (b) through col (g) from page 4)	49,204,757.00
lIb. 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)	20,532.00
6. Revenue deficits	0.00
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00
8. CPA other unappropriated/unreserved	293,837.00
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00
10. Other: PVPC	2,294.66
TOTAL lIb (Total lines 1 through 10)	316,663.66
lIc. State and county cherry sheet charges (C.S. 1-EC)	170,242.00
lId. Allowance for abatements and exemptions (overlay)	222,232.36
lIe. Total amount to be raised (Total lIa through lIid)	49,913,895.02
III. Estimated receipts and other revenue sources	
lIIa. Estimated receipts - State	
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	1,690,839.00
2. Massachusetts school building authority payments	0.00
TOTAL lIIa	1,690,839.00
lIIb. Estimated receipts - Local	
1. Local receipts not allocated (page 3, col (b) line 24)	2,948,827.00
2. Offset Receipts (Schedule A-1)	26,000.00
3. Enterprise Funds (Schedule A-2)	4,174,730.00
4. Community Preservation Funds (See Schedule A-4)	873,940.00
TOTAL lIIb	8,023,497.00
lIIc. Revenue sources appropriated for particular purposes	
1. Free cash (page 4, col (c))	986,880.00
2. Other available funds (page 4, col (d))	1,171,703.00
TOTAL lIIc	2,158,583.00
lIIId. Other revenue sources appropriated specifically to reduce the tax rate	
1a. Free cash, appropriated on or before June 30, 2018	0.00
1b. Free cash, appropriated on or after July 1, 2018	0.00
2. Municipal light surplus	0.00
3. Other source:	0.00
TOTAL lIIId	0.00
lIIe. Total estimated receipts and other revenue sources (Total lIIa through lIIId)	11,872,919.00
IV. Summary of total amount to be raised and total receipts from all sources	
a. Total amount to be raised (from lIe)	49,913,895.02
b. Total estimated receipts and other revenue sources (from lIIe)	11,872,919.00
c. Total real and personal property tax levy (from lIc)	38,040,976.02
d. Total receipts from all sources (total lIIb plus lIIc)	49,913,895.02

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Wilbraham
TOWN

TAX RATE RECAPITULATION Fiscal Year 2019

LOCAL RECEIPTS NOT ALLOCATED *

Receipt Type Description	(a) Actual Receipts Fiscal 2018	(b) Estimated Receipts Fiscal 2019
1. MOTOR VEHICLE EXCISE	2,377,437.26	2,219,468.00
2. OTHER EXCISE		
a.Meals	0.00	0.00
b.Room	14,851.33	14,000.00
c.Other	367.04	300.00
d.Cannabis	0.00	0.00
3. PENALTIES AND INTEREST ON TAXES AND EXCISES	240,605.71	230,000.00
4. PAYMENTS IN LIEU OF TAXES	2,560.36	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	12,028.00	12,000.00
10. FEES	30,573.75	30,000.00
a Cannabis Impact Fee	0.00	0.00
11. RENTALS	30,944.36	30,000.00
12. DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13. DEPARTMENTAL REVENUE - LIBRARIES	9,662.78	9,000.00
14. DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15. DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
16. OTHER DEPARTMENTAL REVENUE	26,427.46	26,000.00
17. LICENSES AND PERMITS	240,475.46	230,000.00
18. SPECIAL ASSESSMENTS	0.00	0.00
19. FINES AND FORFEITS	24,725.13	24,000.00
20. INVESTMENT INCOME	64,258.47	50,000.00
21. MEDICAID REIMBURSEMENT	0.00	0.00
22. MISCELLANEOUS RECURRING (PLEASE SPECIFY)	2,877.60	2,500.00
23. MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	83,771.47	69,059.00
Totals	3,161,726.18	2,948,827.00

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 2019 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 | 11/9/2018 3:00 PM
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 2019 estimated receipts to FY 2018 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

NOTE: The information was Approved on 11/15/2018

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page 4 of 5

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Wilbraham
TOWN

FY	City/Town Contract Number	APPROPRIATIONS	APPROPRIATIONS									
			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
2019	00142018	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00
2018	00142018	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00
2018	00142018	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00	46,842,624.00
TOTAL		46,842,624.00										

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Printed on 11/15/2018 11:00:09 AM

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,) 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 2019 (Past Year) the town approved borrowing of \$440,000 for the remodeling of public buildings.

Looking at FY 2020 (coming year) the committee anticipates a borrowing recommendation of \$495,000 for vehicles and equipment and \$25,000 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, Jim Rooney and Tim Murphy

Finance Committee

Nine members from our community are appointed by the Board of Selectmen to advise and make recommendations to town meeting on the annual budget and other areas of finance.

Each member serves as a liaison to one or more departments. The liaison's role is to meet with department heads and learn more about the specific needs of that department.

The budget preparation season begins in the fall and the committee begins meeting on a weekly basis in January until early April to review budget requests, meet collectively with department heads, and then prioritize requests with available funds.

Wilbraham continues to be in a strong financial position. Our free cash was certified at \$2.5 million dollars and at last year's Annual Town Meeting an additional \$150,000 was appropriated into the Stabilization Funds bringing the total to \$3.39 Million.

The Reserve Fund, which can only be used for extraordinary and unforeseen expenses, had a balance of \$250,000, from which \$140,714 was expended to fund various unforeseen expenses.

We are continuing to make contributions into the Other Post Employment Benefit Trust Fund to reduce unfunded liability.

The Finance Committee would like to thank Nancy Johnson, our Town Accountant and Tom Sullivan, our Assistant Town Administrator of Budgeting/Finance/Town Collector /Town Treasurer. Their knowledge, expertise and diligence has been invaluable to the Finance Committee's work they are responsible for maintaining Wilbraham's strong financial position.

Respectfully submitted by,

Carolyn Brennan—Chairman, Tim Murphy—Vice Chairman, Dan Miles, Marc Ducey, Anna Levine,
Mike Mazzuca, Todd Luzi, Kevin Corridan and Mark Manolakis

Community Preservation Committee

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

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 local CPA projects to be combined with State funds generated from Registry of Deeds fees. Ten FY2019 projects were approved by vote at 2018 Annual Town Meeting. Mount Marcy conservation acquisition had been on

the CPA Recommended Projects list but was removed when an unexpected State Grant was received to complete the entire purchase.

The Community Preservation Act requires that each of the 175 Massachusetts participating communities must:

A. Develop a Community Preservation Plan to document local Future Needs 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 and will be updated annually.

B. Communicate with six primary Committees, Select Board and Department Heads to identify current CPA potential projects. During 2018 the Wilbraham CPA Application Form was updated and ten FY2019 project Applications were recommended and approved at Annual Town Meeting.

C. The Community Preservation Act requires that an Annual Hearing be held to receive public reaction to past and current CPA projects, funding process, bidding laws and prevailing wage requirements. Public and past applicant reactions have all been favorable.

The Community Preservation Committee holds regular, mid-week, evening meetings, open to the public at the Town Hall that are posted the week before in accordance with Massachusetts Open Meeting Law. The agenda is outlined in the Meeting Posting on the Town Hall exterior Announcement Board. The CPA purpose is to make Wilbraham a better place than we found it. To honor our founders courage and tradition, preserve their 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.

CPC Members

Stoughton Smead—Chairman, Jeff Smith, John Broderick, Brian Fitzgerald, Jim Burke, Dave Proto, Arthur Wolf, Esq, Gordon Allen, Cliff "CW" Zimmer

ANNUAL COMMUNITY PRESERVATION PROGRAM						
WILBRAHAM CPA FY2019						
ESTIMATED REVENUE PROJECTION*						
Assume a 15% state match as DOR's estimate for FY 19 will not be available until mid-March 2018						
In March 2017, the Department of Revenue's estimate for FY2018 was 15%, we received 17.2%.						
In March 2018, the Department of Revenue's estimate for FY2019 was 11.0%, we received 19% or \$68,987						
Assuming \$ 374,331(Local Raised) + \$56,150 (15.0% State Match) = \$430,481						
REVENUE		Open Space	Historic	Housing	Non - Committed	Total
FY2018 Carry over		86,342	12,995	1,000	216,284	316,621 <i>Prior FY</i>
FY2019 New funds*		43,048	43,048	43,048	301,337	430,481 <i>New</i>
Total Available Revenue		129,390	56,043	44,048	517,621	747,102 <i>Total Available</i>
EXPENDITURES		Open space	Historic	Housing	Non Com	
Project	Amt requested					
1 Admin Fees/expenses	7,500				7,500	
2 Thayer Brook Easy Trail	54,800	54,800				
3 Warner House Basement Repair WCC	44,664		37,000		7,664	
4 Childrens Museum ADA Upgrades	65,000				65,000	
5 Crane Park Memorial Restoration	7,495		7,495			
6 LRSH-handicap ramps and front steps	25,000				25,000	
7 Historic Monument preserve-Glendale	6,500		6,500			
8 Records Preservation	4,900		4,900			
9 Sawmill Pond Trail Project	29,900	29,900				
10 MRHS-Field Renovation proj. (Wilb Share)	205,200				205,200	
Total Project Expenses	450,959	84,700	56,895	-	310,364	
BALANCE		Open Space	Historic	Housing	Non - Committed	
Total Funds Retained	296,143	44,690	148	44,048	207,257	

Town Accountant

The Accounting Department's main responsibility is maintaining the financial records of the town. We insure 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, 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 FY2018 was \$2,569,139 and will be available for appropriation in FY2020 which will be voted at the May 2019 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 FY2018 were: Water \$200,757, Wastewater \$285,661, and Solid Waste \$6,197. The Enterprise Funds can also appropriate at the Annu-

al Town Meeting, the retained earnings for their future budget purposes if they choose.

There are several documents on the Town of Wilbraham website on the Accounting Department page. They include the FY2019 Budget, FY2018 Estimated Receipts, the FY2019 Budget Recap and the FY2018 Unaudited Balance Sheet.

Every year the Town of Wilbraham will have an independent audit of the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information. 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 Com-

mittee 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.

At the end of FY2018, Staff Accountant Debbie Brennan was appointed the Assistant Town Clerk. She will be greatly missed in the Accounting Department and we wish her success on her new endeavor. 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.

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.

Respectfully submitted by,
Nancy Johnson
Town Accountant



Wilbraham
Community
Garden Photo
Courtesy of
Melissa Graves

TOWN OF WILBRAHAM (UNAUDITED BALANCE SHEET)									
Combined Balance Sheet - All Types and Account Group FY2018									
	General Funds	Government Special Revenue	Capital Projects	Proprietary Fund Types Enterprise	Fiduciary Fund Types Trust & Agency	Account Group General Long Term Debt	Totals Memorandum Only		
Assets									
Cash & Cash Equivalents	4,601,027.67	3,812,699.35	183,199.22	1,819,370.34	270,438.11		10,686,734.69		
Restricted Cash					5,108,249.48		5,108,249.48		
Receivables:									
Property Taxes	1,219,277.69						1,219,277.69		
Tax Liens	573,002.27						573,002.27		
	138,736.36						138,736.36		
Community Preservation Act Taxes Receivable		15,358.21		2,853,211.63			15,358.21		
Utilities							2,853,211.63		
Special Assessments	31,018.47						31,018.47		
Other	29,239.18	305,734.50					334,973.68		
Due from Other Governments	74,626.83						74,626.83		
Taxes in Possession	170,308.83						170,308.83		
Amt to be Provided for BANS			1,197,000.00				1,197,000.00		
Amt to be Provided for Retirement of General Long Term Obligations						1,462,642.00	1,462,642.00		
Other Amounts to be Provided						11,410,556.00	11,410,556.00		
TOTAL ASSETS	\$6,837,237.30	\$4,133,792.06	\$1,380,199.22	\$4,672,581.97	\$5,378,687.59	\$12,873,198.00	\$35,275,696.14		
Liabilities & Fund Equity									
Liabilities:									
Pre-Paid Taxes	218,591.62						218,591.62		
Reserved for Abatements & Exemptions	246,737.19						246,737.19		
Deferred Revenue	1,989,472.44	321,092.71		2,853,211.63	593,818.32		5,163,776.78		
Performance Bonds							593,818.32		
General Obligation Bonds							0.00		
Accrued Compensated Absences			1,197,000.00				0.00		
BAN'S Payable			1,197,000.00				1,197,000.00		
TOTAL LIABILITIES	2,454,801.25	321,092.71	1,197,000.00	2,853,211.63	593,818.32	-	7,419,923.91		
Fund Equity:									
Retained Earnings:									
Unreserved				499,969.29			499,969.29		
Fund Balance:									
Reserved for Encumbrances	1,147,115.17	521,670.40		230,645.00			1,899,430.57		
Reserved for Reduction of future excluded debt	100,794.63			791874.05			892,668.68		
Reserved for Expenditures	254,880.00	2,114,378.97	183,199.22	296,882.00	168,843.26	12,873,198.00	15,891,381.45		
Reserved for Debt Payment	61,784.00						61,784.00		
Unreserved, Undesignated	2,817,862.25	609,419.32					3,427,281.57		
Restricted Fund Balance		567,230.66					567,230.66		
Restricted Fund Balance	4,382,436.05	3,812,699.35	183,199.22	1,819,370.34	4,616,026.01		5,183,256.67		
TOTAL EQUITY	4,382,436.05	3,812,699.35	183,199.22	1,819,370.34	4,616,026.01	12,873,198.00	27,855,772.23		
TOTAL LIABILITIES & FUND EQUITY	\$6,837,237.30	\$4,133,792.06	\$1,380,199.22	\$4,672,581.97	\$5,378,687.59	\$12,873,198.00	\$35,275,696.14		

FY2018 GENERAL AND ENTERPRISE FUND EXPENDITURES

	<u>DEPARTMENT</u>	<u>FY2018 BUDGET</u>	<u>FY2018 TRANS IN/OUT</u>	<u>FY2018 EXPENDED</u>	<u>FY2018 ENCUMBERED</u>	<u>FY2018 SURPLUS</u>
111	LEGAL EXPENSES	150,000.00	60,000.00	183,176.06	26,800.00	23.94
113	TOWN MEETING SALARIES	9,700.00	0.00	4,239.53		5,460.47
113	TOWN MEETING EXPENSES	7,675.00		6,408.52	200.00	1,066.48
113	TOTAL DEPT.	17,375.00	0.00	10,648.05	200.00	6,526.95
122	SELECTMEN SALARIES	419,583.00	(42,293.00)	271,166.96		106,123.04
122	SELECTMEN EXPENSES	66,592.00		43,790.08	3,500.00	19,301.92
122	TOTAL DEPT	486,175.00	(42,293.00)	314,957.04	3,500.00	125,424.96
123	SELECTMEN NON-RECURRING	50,000.00		0.00	50,000.00	0.00
131	RESERVE FUND	250,000.00	(140,714.80)			109,285.20
134	ACCOUNTING SALARIES	179,011.00	0.00	175,642.61		3,368.39
134	ACCOUNTING EXPENSES	35,725.00		27,396.93	5,000.00	3,328.07
134	TOTAL DEPT.	214,736.00	0.00	203,039.54	5,000.00	6,696.46
137	ASSESSORS SALARIES	199,636.00	0.00	198,785.81		850.19
137	ASSESSORS EXPENSES	19,125.00		17,314.13	9,622.00	(7,811.13)
137	ASSESSORS NON-RECURRING	9,000.00		232.50		8,767.50
137	TOTAL DEPT.	227,761.00	-	216,332.44	9,622.00	1,806.56
138	TREAS/COLL SALARIES	223,881.00	0.00	222,313.12		1,567.88
138	TREAS/COLL EXPENSES	55,300.00		46,097.01	9,202.00	0.99
138	TOTAL DEPT.	279,181.00	0.00	268,410.13	9,202.00	1,568.87
154	INFORMATION TECH SALARIES	241,555.00	0.00	240,523.06		1,031.94
154	INFORMATION TECH EXPENSES	237,509.00		222,654.32	14,800.00	54.68
	INFORMATION TECH NON-RECURRING					0.00
154	TOTAL DEPT.	479,064.00	0.00	463,177.38	14,800.00	1,086.62
161	TOWN CLERK SALARIES	136,878.00	5,240.00	142,111.98		6.02
161	TOWN CLERK EXPENSES	4,325.00		2,062.61		2,262.39
161	TOTAL DEPT.	141,203.00	5,240.00	144,174.59		2,268.41
163	REGISTRARS SALARIES	4,825.00		1,721.00		3,104.00
163	REGISTRARS EXPENSES	5,125.00		4,999.78		125.22
163	TOTAL DEPT.	9,950.00	0.00	6,720.78	0.00	3,229.22
171	CONSERVATION EXPENSES	1,514.00		1,486.68		27.32
179	PLANNING SALARIES	103,747.00		102,693.22		1,053.78
179	PLANNING EXPENSES	6,550.00		4,141.51	701.00	1,707.49
179	TOTAL DEPT.	110,297.00	0.00	106,834.73	701.00	2,761.27
191	FACILITY MAINTENANCE SALARIES	72,546.00	0.00	72,268.04		277.96
191	FACILITY MAINTENANCE EXPENSES	138,141.00	16,000.00	146,565.21	7,517.00	58.79
	FACILITY MAINTENANCE NON-RECURR	50,000.00	30,500.00	80,499.40		0.60
191	TOTAL DEPT.	260,687.00	46,500.00	299,332.65	7,517.00	337.35

FY2018 GENERAL AND ENTERPRISE FUND EXPENDITURES					
DEPARTMENT	FY2018 BUDGET	FY2018 TRANS IN/OUT	FY2018 EXPENDED	FY2018 ENCUMBERED	FY2018 SURPLUS
192 TOWN PROPS. EXPENSES	393,912.00	(44,000.00)	291,109.15		58,802.85
MEMORIAL SCH MAINTENANCE	50,000.00		49,974.34		25.66
192 TOTAL DEPT.	443,912.00	(44,000.00)	341,083.49	0.00	58,828.51
193 GENERAL INSURANCE EXPENSE	488,385.00	46,730.00	488,627.44		46,487.56
194 GROUP INSURANCE EXPENSE	1,391,775.00	(15,523.00)	1,216,698.98		159,553.02
194 RETIREE HLTH INS REIMB	0.00				0.00
194 TOTAL DEPT	1,391,775.00	(15,523.00)	1,216,698.98		159,553.02
196 TOWN REPORTS	1,836.00		1,200.00		636.00
197 SURETY BONDS	1,600.00		1,577.50		22.50
198 PENSIONS EXPENSES	1,889,236.00		1,889,236.00		0.00
199 TOWN OFFICE EXPENSES	90,000.00		53,305.65	500.00	36,194.35
199 TOWN OFFICE NON-RECURRING	0.00				0.00
199 TOTAL DEPT.	90,000.00	0.00	53,305.65	500.00	36,194.35
210 POLICE DEPT. SALARIES	2,285,545.00	37,053.00	2,228,685.71		93,912.29
210 POLICE DEPT. EXPENSES	191,443.00		191,428.20		14.80
211 POLICE NON-RECURRING	105,000.00		104,969.95		30.05
210 TOTAL DEPT.	2,581,988.00	37,053.00	2,525,083.86	0.00	93,957.14
220 FIRE DEPT. SALARIES	1,789,653.00	2,500.00	1,760,953.77		31,199.23
220 FIRE DEPT. EXPENSES	148,500.00		118,594.33	1,500.00	28,405.67
220 FIRE NON-RECURRING					0.00
220 TOTAL DEPT.	1,938,153.00	2,500.00	1,879,548.10	1,500.00	59,604.90
225 PUBLIC SAFETY COMMUNICATIONS	14,400.00		14,400.00		0.00
240 DISPATCH SALARIES	459,228.00	0.00	442,714.03		16,513.97
240 DISPATCH EXPENSES	10,651.00		6,595.25	3,000.00	1,055.75
240 DISPATCH NON-RECURRING					0.00
240 TOTAL DEPT.	469,879.00	0.00	449,309.28	3,000.00	17,569.72
251 INSPECTORS SALARIES	152,489.00	0.00	149,420.85		3,068.15
251 INSPECTORS EXPENSES	6,500.00		5,206.91		1,293.09
251 TOTAL DEPT.	158,989.00	0.00	154,627.76		4,361.24
254 SEALER WGTS SALARIES	6,407.00	0.00	6,381.96		25.04
254 SEALER WGTS EXPENSES	2,150.00	740.00	2,859.00		31.00
254 TOTAL DEPT.	8,557.00	740.00	9,240.96		56.04
291 CIVIL DEFENSE EXPENSES	10,700.00		10,698.81		1.19
292 DOG OFFICER SALARIES	20,600.00	0.00	20,300.32		299.68
292 DOG OFFICER EXPENSES	5,400.00		3,790.03	250.00	1,359.97
292 TOTAL DEPT.	26,000.00	0.00	24,090.35	250.00	1,659.65
294 TREE WARDEN SALARIES	10,317.00	0.00	10,275.20		41.80
294 TREE WARDEN EXPENSES	44,329.00		44,329.00		0.00
294 TOTAL DEPT.	54,646.00	0.00	54,604.20	0.00	41.80

FY2018 GENERAL AND ENTERPRISE FUND EXPENDITURES						
DEPARTMENT	FY2018 BUDGET	FY2018 TRANS IN/OUT	FY2018 EXPENDED	FY2018 ENCUMBERED	FY2018 SURPLUS	
296 INSECT CONTROL SALARIES	2,931.00	0.00	2,916.68		14.32	
296 INSECT CONTROL EXPENSES	2,159.00				2,159.00	
296 TOTAL DEPT.	5,090.00	0.00	2,916.68		2,173.32	
301 REGIONAL SCHOOL ASSESSMENT	24,327,787.00		24,265,690.71		62,096.29	
410 ENGINEERING SALARIES	173,671.00	0.00	173,005.96		665.04	
410 ENGINEERING EXPENSES	67,650.00		33,977.53	30,000.00	3,672.47	
410 TOTAL DEPT.	241,321.00	0.00	206,983.49	30,000.00	4,337.51	
420 HIGHWAY SALARIES	613,592.00	0.00	545,088.20		68,503.80	
420 HIGHWAY EXPENSES	948,910.00	30,723.00	906,208.68	73,400.00	24.32	
420 HIGHWAY NON-RECURRING					0.00	
420 TOTAL DEPT.	1,562,502.00	30,723.00	1,451,296.88	73,400.00	68,528.12	
511 SANITARIAN SALARIES	12,089.00	0.00	11,791.52		297.48	
511 SANITARIAN EXPENSES	680.00		586.14		93.86	
511 TOTAL DEPT.	12,769.00	0.00	12,377.66		391.34	
541 C.O.A. SALARIES	148,285.00	0.00	142,163.45		6,121.55	
541 C.O.A. EXPENSES	11,200.00		8,728.98		2,471.02	
541 C.O.A. NON-RECURRING	0.00	0.00	0.00		0.00	
541 TOTAL DEPT.	159,485.00	0.00	150,892.43	0.00	8,592.57	
543 VETERANS SALARIES	41,810.00	0.00	32,069.33		9,740.67	
543 VETERANS EXPENSES	106,950.00	-	81,721.60	1,443.00	23,785.40	
543 VETERANS NON-RECURRING	800.00		354.40			
543 TOTAL DEPT.	149,560.00	-	114,145.33	1,443.00	33,971.67	
591 CEMETERIES EXPENSES	30,665.00		28,773.87		1,891.13	
591 CEMETERIES NON-RECURRING					0.00	
591 TOTAL DEPT.	30,665.00	0.00	28,773.87	0.00	1,891.13	
610 LIBRARY SALARIES	473,562.00		424,744.20		48,817.80	
610 LIBRARY EXPENSES	228,017.00		219,718.44		8,298.56	
610 LIBRARY NON-RECURRING	0.00				0.00	
610 TOTAL DEPT.	701,579.00	0.00	644,462.64	0.00	57,116.36	
620 RECREATION SALARIES	271,971.00	0.00	271,969.27		1.73	
620 RECREATION EXPENSES	59,665.00	13,044.80	72,709.80		0.00	
620 RECREATION NON-RECURRING	3,500.00		2,814.85		685.15	
620 TOTAL RECREATION DEPT	335,136.00	13,044.80	347,493.92		686.88	
650 HISTORICAL EXPENSES	250.00			250.00	0.00	
690 PUBLIC ACCESS	15,000.00		14,942.20		57.80	
700 DEBT	1,026,500.00		1,025,000.00		1,500.00	
702 INTEREST ON DEBT	267,230.00		267,230.00		0.00	
801 SPECIAL ARTICLES	732,000.00		30,201.13		701,798.87	
TOTAL GENERAL FUND	41,814,873.00	0.00	39,894,029.39	237,685.00	1,683,158.61	

FY2018 GENERAL AND ENTERPRISE FUND EXPENDITURES

DEPARTMENT	FY2018 BUDGET	FY2018 TRANS IN/OUT	FY2018 EXPENDED	FY2018 ENCUMBERED	FY2018 SURPLUS
WASTEWATER SALARIES	232,356.00		199,326.90		33,029.10
WASTEWATER EXPENSES	997,317.00		970,546.42	8,856.00	17,914.58
WASTEWATER NON-RECURRING					0.00
INTERFUND TRANSFERS	57,589.00		57,589.00		0.00
TOTAL DEPT.	1,287,262.00	0.00	1,227,462.32	8,856.00	50,943.68
WASTEWATER SPECIAL ARTICLES	15,000.00				15,000.00
WATER SALARIES	415,089.00		393,329.93		21,759.07
WATER EXPENSES	1,500,466.00		1,469,793.05	20,100.00	10,572.95
WATER NON-RECURRING					0.00
INTERFUND TRANSFERS	115,947.00		115,947.00		0.00
TOTAL DEPT	2,031,502.00		1,979,069.98	20,100.00	32,332.02
WATER SPECIAL ARTICLES	478,172.00		213,994.00		264,178.00
SOLID WASTE SALARIES	140,750.00		137,127.96		3,622.04
SOLID WASTE EXPENSES	202,250.00		190,977.83	4,000.00	7,272.17
INTERFUND TRANSFERS	28,578.00		28,578.00		0.00
TOTAL DEPT.	371,578.00	0.00	356,683.79	4,000.00	10,894.21
SOLID WASTE SPECIAL ARTICLES	4,000.00		-		4,000.00
TOTAL ENTERPRISES	4,187,514.00	0.00	3,777,210.09	32,956.00	377,347.91
TOTAL EXP GEN & ENTERPRISE FDS	46,002,387.00	0.00	43,671,239.48	270,641.00	2,060,506.52

Employee Compensation		
Gross Salary: Fiscal Year 2018		
Figures provided by Accounting Department as Required by Town Bylaw Section 422		
FIRE DEPARTMENT		
Name	Title	Gross Salary
David Boucier	Chief	\$128,119
William E. Manseau	Captain	\$82,837
Peter L. Nothe	Deputy Fire Chief	\$94,277
Thomas H. Shaw	Captain	\$98,302
Daniel J. Corliss	Captain	\$96,754
Joshua N. Mullen	Captain	\$110,768
Anthony E. Arventos	Private	\$122,665
Kevin M. Brown	Private	\$130,702
Paul M. Budaj	Private	\$83,352
Anthony V. Cerini	Private	\$92,711
Jason a. Dimitropolis	Private	\$82,745
Patrick R. Farrow	Private	\$78,664
* Dane A. George	Private	\$107,266
Richard A. Hatch	Private	\$74,990
Christopher E. Houghton	Private	\$105,082
Jeffrey Kristek	Private	\$75,546
*Andrew Nothe	Private	\$81,816
Victor G. Robidoux	Private	\$76,823
James R. Royce	Private	\$81,100
Mathew W. Walch	Private	\$93,223
Jeffrey M. Witek	Private	\$82,642
Adam R. Hart	Private	\$76,259
John Fitzgerald	Private	\$98,984
Derrick Merrill	Private	\$92,912
Mathew Sterling	Private	\$74,382
Administrative Personnel		
Lena McCaffery	Adm. Assistant	\$43,355
*Maria Gildea	Billing Clerk	\$28,497
* Paid by Ambulance Fund		

Figures provided by Accounting Department as Required by Town Bylaw Section 422		
POLICE DEPARTMENT		
Name	Title	Gross Salary
Chief Roger Tucker	Chief (Retired 12/31/2017)	\$139,251
Timothy Kane	Captain	\$141,758
Robert Zollo	Chief	\$142,340
Shawn Baldwin	Sergeant	\$98,422
Daniel E. Carr	Sergeant	\$93,446
Edward C. Lennon	Captain	\$101,403
Mark Paradis	Sergeant	\$97,047
Jeffrey R. Rudinski	Sergeant	\$79,612
Christopher C. Arventos	Sergeant	\$81,318
Joseph R. Brewer	Patrolman	\$82,981
Sean Casella	Patrolman	\$68,857
Michael Cygan	Patrolman	\$81,585
Aderico P. Florindo	Patrolman	\$65,071
James E. Gagner	Patrolman	\$78,858
Thomas P. Korzec	Patrolman	\$66,381
Christian A. Letendre	Patrolman	\$79,701
Daniel E. Menard	Patrolman	\$65,864
Thomas D. Motyka	Patrolman	\$64,601
Brent Noyes	Patrolman	\$71,472
Lawrence H. Rich, II	Patrolman	\$77,297
Christopher Rogers	Patrolman	\$32,726
Harold R. Swift, III	Patrolman	\$68,114
Justin Wall	Patrolman	\$79,963
Steven J. Glenn	Patrolman	\$58,710
Daniel Ryan	Patrolman	\$63,331
Mark C. Shlosser	Patrolman	\$62,053
Brian Strong	Patrolman	\$72,714
Karl Osborn	Patrolman	\$11,451
John R Perry II	Patrolman	\$11,056
Administrative		
Lisa Bouchard	Admin. Assistant	\$52,863

Name	Title	Gross Salary	HIGHWAY		
SELECTMEN'S OFFICE			Douglas R. Cutler, Jr.	Heavy Equipment Operator	\$49,854
Nick Breault	Town Administrator	\$104,847	Dennis H. Dumais	Working Foreman	\$66,476
Herta Z Dane	Human Resources Coordinator	\$72,546	Timothy G. Grise	Heavy Equipment Operator	\$56,009
Candace Gaumond Ouillette	Admin. Assistant to Twn Admin/BOS	\$58,831	Jeffrey A. Lewis	Mechanic	\$65,843
Annette Grasso	Part-time HR Clerk	\$11,873	Paul A. Maguire	Assistant Mechanic	\$60,634
Jill Conselino	Public Health Nurse	\$4,988	Mitchell D. Opalinski	Heavy Equipment Operator	\$47,491
			Bruce Sawyer	Heavy Equipment Operator	\$48,379
			Damon Goddard	Heavy Equipment Operator	\$7,543
Boilard, Robert J	Chairman	\$5,097	Richard J. Vierthaler	Heavy Equipment Operator	\$56,715
Bunnell, Susan	Selectman	\$5,001	Edward Jenkins	DPW Worker	\$38,702
Russell, Robert W	Selectman	\$5,737	Nicholas Panasian	Heavy Equipment Operator (Separated)	\$29,046
			Dylan Pariseau	Seasonal DPW	\$2,160
			Andrew Rudnik	Seasonal DPW	\$2,184
ACCOUNTING					
Nancy C. Johnson	Town Accountant	\$83,095	WATER DEPT		
Diane M. Hamakawa	Assistant Town Accountant	\$52,175	Lionel J. Duquette	Water Superintendent	\$67,084
Deborah M. Brennan	Staff Accountant	\$43,438	Vincent Pafumi	Water Service Technician	\$64,830
			Anthony L. Garceau	Water Service Worker	\$53,180
			Robert G. Gibson	Water Service Worker	\$44,707
			Kevin L. Laplante	Water Service Worker	\$60,301
			Paul R. Willoughby	Water Service Worker	\$50,412
			James Dunbar	Water Commissioner	\$150
			Thomas Pilarcik	Water Commissioner	\$150
			Mary McCarthy	Water Commissioner	\$150
			WASTE WATER DEPT		
			Daniel L. Gore	Wastewater Foreman (Separated)	\$26,205
			Gary Butler	W.W. Systems Technician	\$66,699
COLLECTOR/TREASURER					
Thomas P. Sullivan	Ass't Administrator/Collector /Treasure	\$94,647	SOLID WASTE DEPT		
Janet M. Costa	Assistant Collector	\$52,782	Robert R. Bisi	Recycling Attendant (Separated)	\$2,103
Lynne A. Frederick	Assistant Treasurer	\$52,869	Bruce A. Strong	Heavy Equipment Operator	\$51,762
Amy B. DeLisle	Collection/Customer Service Assistant	\$37,266	Matthew Kulak	Recycling Attendant (Separated)	\$6,564
INFORMATION TECHNOLOGY					
Nathan A. DeLong	Information Technology Director	\$93,288	COUNCIL ON AGING		
John F. Sternala	Network Administrator	\$82,776	Paula S. Dubord	Director of Elder Affairs	\$72,545
Wayne Wrubel	IT Support/WEB Tech	\$64,459	Barbara Harrington	Social Services Coord	\$49,597
			Mary Ellen E. Schmidt	Volunteer Coordinator	\$41,128
			James S. Hiersche	Van Driver (Separated)	\$8,882
			Gregory Schmutte	Van Driver	\$138
TOWN CLERK					
Beverly J. Litchfield	Town Clerk (Retired)	\$76,817	VETERANS		
Carole J. Tardif	Assistant Town Clerk	\$63,548	Laurie Broadbent	Veterans Agent	\$20,526
			Jered Sasen	Veterans Agent	\$4,245
PLANNING					
John M. Pearsall	Town Planner	\$83,094	LIBRARY		
Heather Kmelius	Planning and Zoning Admin Assistant	\$19,917	Karen M. Demers	Library Director	\$81,715
			Mary S. Bell	Assistant Library Director	\$59,356
			Susan Getchell	Library Assisstant	\$31,438
			Heidi B. Kane	Children's Librarian	\$56,053
			Susan C. Kent	Library Assistant - Circulation P/T	\$12,272
			Cindy R. Rusczek	Technical Services Circulation	\$56,386
			Debra A. Searles	Library Assistant - Circulation	\$33,577
			Rachel E. Hapgood	Teen Services/Young Adult Librarian	\$39,514
			Lisa Nicholson	Assistance Children's Librarian P/T	\$15,334
			Bernard Davidow	Adult Services	\$25,429
			Ann Tousignant	Library Page P/T	\$5,679
			Caroline Welch	Adult Services P/T	\$2,200
			Robert Fratoni	Clerk P/T	\$6,104
			RECREATION		
			Bryan J. Litz	Recreation Director	\$83,094
			Carroll, Erin	Assistant Recreation Director	\$48,802
			Jennifer Arce	Administrative Assistant	\$38,846
			Jason Robinson	Groundskeeper/HEO	\$19,530
			Ronald P. Dobosz	Groundskeeper/Foreman	\$61,231
			Angle Velez	Recreation Aide	\$2,336
			PUBLIC ACCESS		
			Anthony Aube	Executive Director WPA	\$77,467
			Paul A. Villano	Public Access Program Coordinator	\$16,785
ENGINEERING					
Edmond W. Miga	DPW Director	\$112,712	All salary is based on the fiscal year		
William J. Sperrazza	Operations Manager	\$83,694	Figures provided by the Actcing Dept		
Tonya L. Basch	Assisstant DPW Director	\$83,376			
Dena M. Grochmal	Sr. Engineering Aide	\$51,367			
Donna E. Daviau	Administrative Assistant	\$37,433			
Krystine J. Viess	Administrative Assistant	\$27,037			

Town Collector/Treasurer's Office

The 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 Treasurer's Office, Collector'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:

- * The Collector's office now accepts credit and debit cards for payment of real estate, personal property, excise and water and sewer bills.
- * The Treasurer's office has 23 properties that are in tax title for non-payment of real estate taxes. The treasurer's office has hired an additional attorney to reduce this backlog of accounts.
- * 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 2019.

The goal of the Treasurer / Collector'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

Photo Courtesy of Melissa Graves



TOWN OF WILBRAHAM
BANK BALANCES AS OF JUNE 30, 2018

CITIZENS	PARKS & RECREATION	64,121.38
CITIZENS	PAYROLL ACCOUNT	0.00
CITIZENS	POLICE BUILDING FUND	0.00
CITIZENS	RECREATION DEPARTMENT	31,630.66
CITIZENS	GENERAL FUND	181,214.78
COUNTRY BANK MONEY MARKET	GENERAL FUND	3,121,841.71
MMDT	CONSERVATION	22,372.15
MMDT	GENERAL	1,945,623.53
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	3,760.79
MONSON SAVING BANK	GENERAL FUND	2,010,365.25
PEOPLES SAVING BANK	GENERAL FUND	292,132.78
PEOPLES SAVING BANK	DEBT CARD ACCOUNT	1,858.17
PEOPLES SAVING BANK	STABILIZATION	0.00
PEOPLES SAVING BANK	DEA ASSET FUND	8,961.67
PEOPLES SAVING BANK	POLICE DRUG TRUST	35,126.37
PEOPLES SAVING BANK	COMMUNITY PRES ACT FUND	1,384,081.91
PEOPLES SAVING BANK	STABILIZATION-CAPITAL PROJECTS	0.00
PEOPLES SAVING BANK	250TH ANNIVERSARY FUND	0.00
PEOPLES SAVING BANK	TRUST FUNDS	7,679.54
PEOPLES SAVING BANK	CEMETERY TRUST	14,158.31
PEOPLES UNITED	GENERAL	3,223.47
TD BANKNORTH	VENDOR	1,617,119.18
TD BANKNORTH	CULTURAL COUNCIL	6,078.16
TD BANKNORTH	MONEY MARKET	0.00
UNIBANK	GENERAL FUND	549,474.59
UNIBANK AMBULANCE RCPTS	AMBULANCE ONLINE RECEIPTS	30,998.08
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		11,331,822.48
CERTIFICATE OF DEPOSITS		0.00
	O.P.E.B. LIABILITY TRUST FUND	1,314,490.79
	STABILIZATION ACCOUNT	2,284,199.18
	CAPITAL STABILIZATION ACCOUNT	913,869.51
	CEMETERY TRUST FUND	43,000.00
TOTAL CASH		15,887,381.96
		=====
	BANK ACCOUNTS	11,331,822.48
	CERTIFICATE OF DEPOSITS	4,555,559.48
	TOTAL CASH BALANCE	15,887,381.96
	BANK ACCOUNTS DIFF	0.00
	TOTAL CASH BALANCE DIFF	0.00

Treasurer/Collector FY18 Cemetery Report

				STATEMENT OF TRUST FUNDS FY		2018	
	BALANCE 30-Jun-17	EXPENDABLE 30-Jun-17	NEW FY 2018	INTEREST & DIVIDENDS FY 2018	EXPENSES FY 2018	BALANCE 30-Jun-18	EXPENDABLE 6/30/2018
TOTAL CEMETERIES	\$55,095.57	\$11,254.26		\$1,557.53	\$0.00	\$56,653.10	\$12,811.79
				THE VALUE OF STOCK DONATED BY ETHELBERT BLISS AS OF JUNE 30, 2018			
NAME	SHARES	PRICE	VALUE	NAME	SHARES	PRICE	VALUE
				COMCAST CORP. (CMCSA)	54	\$32.62	\$1,761.48
	0	\$15.40	\$0.00				
ATT (T)	360	\$31.62	\$11,383.20	CENTURY LINK (CTL)	6	\$18.64	\$111.84
FRONTIER COMMUNICATIONS (FTR)	1.33	\$5.36	\$7.13				
VERIZON (VZ)	97	\$43.73	\$4,824.14	VODAFONE (VOD)	28	\$24.81	\$694.68
				TOTAL VALUE	\$18,782.47		
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	\$434.90	CHLOE B. STEBBINS (LIBRARY)	\$100.00				
SCHOOL LOT FUND	\$641.74	TERCENTARY OBSERVANCE	\$250.00				
SOLDIERS' MONUMENT	\$1,000.00	DEACON WARRINER SCHOOL	\$667.00				
		CHLOE B. STEBBINS (POOR FUND)	\$100.00				
TOTAL MISC. NON-EXPENDABLE TRUST AMOUNT						\$3,193.64	
				INTEREST FY 2018	EXPENSES FY 2018	BALANCE 6/30/2018	EXPENDABLE 6/30/2018
				BALANCE 30-Jun-17	EXPENDABLE 30-Jun-17		
MISCELLANEOUS							
PEAKE ROAD	\$1,360.58	\$925.68		\$3.40	\$0.00	\$1,363.98	\$929.08
SCHOOL LOT FUND	\$803.52	\$161.78		\$2.01	\$0.00	\$805.53	\$163.79
SOLDIERS' MONUMENT	\$1,390.82	\$390.82		\$3.51	\$0.00	\$1,394.33	\$394.33
CHLOE B. STEBBINS (POOR FUND)	\$1,738.44	\$1,638.44		\$4.35	\$0.00	\$1,742.79	\$1,642.79
CHLOE B. STEBBINS (LIBRARY)	\$101.10	\$1.10		\$0.24	\$0.00	\$101.34	\$1.34
TERCENTARY OBSERVANCE	\$1,430.96	\$1,180.96		\$3.52	\$0.00	\$1,434.48	\$1,184.48
DEACON WARRINER SCHOOL	\$834.99	\$167.99		\$2.10	\$0.00	\$837.09	\$170.09
TOTAL MISCELLANEOUS	\$7,660.41	\$4,466.77		\$19.13	\$0.00	\$7,679.54	\$4,485.90
TOTAL CEMETERIES AND MISCELLANEOUS	\$62,755.98	\$15,721.03		\$19.13	\$0.00	\$64,332.64	\$17,297.69
				INTEREST	TRANSFERS IN	TRANSFERS OUT	EXPENDABLE 6/30/2018
STABILIZATION FUND		\$2,205,375.03		\$28,824.15	\$50,000.00	\$0.00	\$2,284,199.18
STABILIZATION FUND CAPITAL PROJECTS		\$655,367.82		\$8,501.69	\$250,000.00		\$913,869.51
OPEB LIABILITY TRUST FUND		\$977,592.65		\$13,098.14	\$323,800.00		\$1,314,490.79
POLICE DRUG FUND		\$19,319.30		\$57.07	\$15,750.00	\$1,559.35	\$33,567.02
POLICE DEA ASSET FUND		\$8,042.35		\$22.32	\$897.00	\$4,000.00	\$4,961.67
CONSERVATION FUND	\$29,085.96	\$29,085.96					\$29,085.96

Treasurer/Collector Cash Paid July 1, 2017 to June 30, 2018

TAXES:	TOWN COLLECTOR			JULY 1, 2017 TO JUNE 30, 2018			OUTSTANDING
	OUTSTANDING	COMMITTED	REFUNDS	CASH - PAID TREASURER	ABATED & EXP	TRANSFERS	
PERSONAL PROPERTY							
1994	\$237			\$237			\$0
1995	\$2,888			\$129	\$2,759		\$0
1996	\$2,611			\$136	\$2,476		\$0
1997	\$2,442			\$139	\$2,275		\$28
1998	\$3,058				\$3,058		\$0
1999	\$2,708				\$2,708		\$0
2000	\$2,402				\$2,402		\$0
2001	\$2,338						\$2,338
2002	\$358						\$358
2003	\$914						\$914
2005	\$280			\$55			\$225
2006	\$385			\$185			\$200
2007	\$1,139			\$176			\$963
2008	\$1,474			\$180			\$1,294
2009	\$1,822			\$185			\$1,637
2010	\$1,762			\$204			\$1,558
2011	\$3,080			\$210			\$2,870
2012	\$3,369			\$98			\$3,271
2013	\$3,659			\$220			\$3,439
2014	\$3,462			\$229			\$3,233
2015	\$3,493			\$255			\$3,238
2016	\$6,008			\$1,834			\$4,174
2017	\$7,104			\$2,968			\$4,136
2018		\$804,843		\$795,305	\$4,424		\$5,113
REAL ESTATE						TAX TITLE	
1990	\$616						\$616
1991	\$8,387						\$8,387
1992	\$993						\$993
2009	\$2,208			\$2,208			\$0
2010	\$2,199			\$2,199			\$0
2011	\$2,262			\$2,262			\$0
2012	\$2,395			\$2,395			\$0
2013	\$2,458			\$2,458			\$0
2014	\$0						\$0
2015	\$139,161			\$130,193		\$8,968	\$0
2016	\$339,709			\$159,041		\$13,908	\$166,760
2017	\$621,347		\$1,509	\$281,608		\$13,864	\$327,384
2018		\$36,465,225	\$77,539	\$35,610,878	\$160,247	\$95,482	\$676,157
PREPAID TAXES	-\$64,905			\$153,687			-\$218,592
CPA						TAX TITLE	
2009	\$10			\$10			\$0
2010	\$9			\$9			\$0
2011	\$9			\$9			\$0
2012	\$9			\$9			\$0
2013	\$7			\$7			\$0
2015	\$1,175			\$1,129		\$46	\$0
2016	\$2,983			\$1,266		\$79	\$1,638
2017	\$5,435	\$23		\$2,535		\$71	\$2,852
2018		\$365,462	\$684	\$357,007	\$2,395	\$833	\$5,911

Treasurer/Collector Cash Paid July 1, 2017 to June 30, 2018

TAXES:	TOWN COLLECTOR			JULY 1, 2017 TO JUNE 30, 2018				TRANSFERS	OUTSTANDING
	OUTSTANDING	COMMITTED	REFUNDS	CASH - PAID TREASURER	ABATED & EXP				
POLICE FALSE ALARM LIENS									
2017		\$0		\$0			\$0	\$0	
WATER DEPARTMENT							TRANSFERS		
WATER RATES	\$80,300	\$1,927,218	\$350	\$1,954,807	\$9,966		\$1,561	\$41,535	
SEWER DEPARTMENT									
SEWER USE	\$50,240	\$1,104,316		\$830,005	\$35,301		\$6,608	\$282,642	
LANDFILL							TRANSFERS		
2017	\$289,520		\$85		\$289,605			\$0	
2018		\$447,830		\$152,155	\$295,675			\$0	
ACCOUNTS RECEIVABLE:									
LIQUOR LICENSES	\$0	\$37,355	\$0	\$37,355	\$0			\$0	
VETERANS SERVICES	\$78,419	\$57,865		\$61,658				\$74,626	
SEWER PRIVLEDGE FEE									
TOWN & HIGH SCHOOL	\$1,092,180	\$0		\$91,015	\$0			\$1,001,165	
SEWER PRIVLEDGE FEE INTEREST		\$54,609		\$54,609				\$0	
MUNICIPAL LIGHT PLANT		\$2,400		\$2,400				\$0	
TREE TAPPING		\$1,000		\$1,000				\$0	
TOTALS	\$2,884,647	\$44,029,064	\$122,671	\$43,442,514	\$892,978	\$142,780	\$2,558,110	\$2,558,110	
ITEMS COLLECTED									
INTEREST - TAXES - CPA				\$184,386				DEPUTY FEES	\$27,737
FEES - TAXES, WATER, SEWER, SEWER AVAILABILITY, ETC				\$110,879				FEES	\$36,186
BAGS & 2ND CAR STICKERS				\$11,291				WATER FEE	\$32,923
POLICE FALSE ALARMS				\$0				MISC RECEIPTS	\$0 should be zero prior year excise
LANDFILL MISC (TV & MONITORS)				\$485				SEWER FEE	\$14,033
MUNICIPAL LIENS				\$12,028				INSTALL FEE	
=====									
TOTAL CASH PAID TO TREASURER				\$43,761,582				TOTALS	\$110,879
			Q&A TOTALS	\$43,761,582					
				\$0					

Photo Courtesy of Melissa Graves



**SAWMILL POND
CONSERVATION AREA**

Public Works

The Department of Public Works consists of five divisions (Engineering, Highway, Wastewater, Water and Solid Waste), 26 employees and a \$6 million budget.

Engineering Division

Licenses

Drainlayer (Sewer Installer) Licenses	12
Pavement Cut/Storm water Permits and Inspections	154
Septage Hauler Licenses	8
Septic System Installer Licenses	25
Water Installer Licenses	11
Trash Hauler Licenses	6
Residential Inquiries Reported	2100
Water and Sewer Semi-annual Billing	3547
Water Backflow Billing	48
Sanitary Sewer Connection Permits and inspections	7
Grease Trap Inspections	90

The Engineering Division oversees all the DPW activities. In addition to receiving and coordinating the resolution of thousands of service requests, personnel also provides administration support for trench permits, septic system installation, Title V inspection, bids and contracts, water/sewer billing, commitments, abatements, letters and installation appointments for new water meter and radio reader, water/sewer billing issues and closing adjustments, setting up new accounts, backflow billing, sump pump inspection appointments, storm water permits, excavation permits and water/sewer/drainage markout request.

Engineering personnel worked collaboratively with the other DPW divisions on a variety of projects. Listed below are some of the highlights for the year.

- ⇒ Brookmont Culvert Replacement-Replaced two large failing culverts on Brookmont Drive.
- ⇒ FEMA – Hazardous Mitigation Grant – Hunting Lane/ Main Street Drainage project completed final work in the summer of 2018.
- ⇒ Road Resurfacing projects (\$1.5 Million): (See Paving List)
- ⇒ Geographic Information System (GIS)-DPW related data collection development and updating using field applications. Examples include storm water outfall inspection, catch basin cleaning, wastewater manhole and pipe inspection, pump station inspection and maintenance, hydrant flushing, backflow testing, cross connection inspection etc.
- ⇒ Sidewalk Improvement Project continues. Repaired/replaced sidewalk on Main Street from Monson Rd to Minnechaug Regional High School. New sidewalks installation on Tinkham Rd from Rochford Drive to Fountain Park funded in part with a grant given through the State Department of Conservation and Recreation. Thank you to Senator Lesser’s office.
- ⇒ Wastewater Inflow and infiltration –State mandated reporting and compliance work.
- ⇒ Environmental Protection Agency (EPA) Phase II Storm water Regulation Compliance-Federally mandated tasks completed listed in the Annual Storm water Report located on the Town’s website. Examples include GIS documented catch basin cleaning, outfall inventory inspection, detention basin inspection, illicit discharge and elimination investigation, construction activity inspection and enforcement etc.
- ⇒ Ongoing testing, repair and upgrading the DPW radio system.
- ⇒ Grease trap pumping permit and inspection program established for commercial accounts.
- ⇒ Assisted in survey of preparing plans for Forest St. property.
- ⇒ Subdivision review and inspections.
- ⇒ Storm water permit review and inspection for commercial and residential properties.
- ⇒ Update the Towns Pavement Management Report
- ⇒ Continued to address Private Way issues

Engineering Division Employees

Edmond W. Miga Jr. P.E., DPW Director/Town Engineer
 Tonya L. Basch P.E., Assistant DPW Director/Assistant Town Engineer
 William Sperrazza, Superintendent of Operations
 Dena Grochmal, Engineering Assistant
 Donna Daviau, Administrative Assistant
 Annette Grasso Administrative Assistant

Welcome Annette Grasso to the Engineering Division. Kryz Viess was promoted to the Accounting Office. Thank you Kryz for 19 years of excellent service.

Public Works

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
- Repairing road trenches and pot-hole patching
- Loam and seeding
- Fixing plow damage
- Catch basin cleaning
- Culvert cleaning
- Street sweeping
- Drainage repair and installation (catch basin & pipe)
- Sidewalk construction
- Snow and Ice removal
- Sign maintenance
- Vehicle maintenance

The Highway division, as part the storm water program, has been prioritizing the cleaning of catch basins throughout the town making every effort to visit and document each basin and its condition.

In order to complete these tasks, the division has approximately 52 various pieces of equipment. There are two (2) mechanics responsible for maintenance and repair of various department vehicles and equipment i.e. DPW, Building, and Engineering.

Thank you to Jeff Lewis who retired after 20 plus years of outstanding service. Welcome to Damon Goddard Heavy Equipment Operator.

Roads

The following roads were paved this year:

Street	Location	Description
Ridge Rd	Ely to Monson 7,431 ft	Mill/pave
Mountain Rd	Poplar to Glendale 4,200 ft	Mill/pave
Main St	Rice's to 615 Main St 3335 ft	Mill/pave
Maynard Rd	Deer Run to Turnpike 2100 ft	Mill/pave
Stony Hill Rd	Briar Cliff to Sunnyside 4285 ft	Mill/pave
Three Rivers Rd	Town line to Maynard 3000 ft	Reclaim/pave
Brookmont	Main to 100 ft on Brookmont	Mill/pave
Hunting Lane	Main to Pleasant St 712 ft	Reclaim/pave
Pleasant St	300 ft	Mill/Pave
Pomeroy St	800 ft	Mill/pave
Woodland Dell	Main to Church lot 60 ft	Mill/pave
Main St	Monson to Hunting 630 Ft	Shim/overlay
Meeting House Ln	All	Shim/overlay
Broadview Rd	500 ft	Reclaim/pave
Glendale Rd	Mountain to Crane Hill 3200 ft	Mill/pave

With funding provided by Capital Planning, a new 36" A.D.S. pipe was installed with other drainage improvements on upper Brookmont Drive. This project was another one on the Woodland Dell waterway to control and prevent damage to property. The existing pipe was in failure and its replacement was done just in time. Thank you Capital Planning.

The highway division processed over 1000 cubic yards of compost into useable loam. Highway division used the loam and did extensive tree belt loaming and seeding on all the completed paved roads. The work was accomplished utilizing the departments new rubber tired excavator.

Highway Employees:

Tim Grise, Highway Foreman
Efrain Colon; Lead Mechanic
Paul Maguire; Assist Mechanic

Heavy Equipment Operators

Mitchell Opalinski	Richard Vierthaler
Damon Goddard	Michael Hermanson
Doug Cutler	Bruce Sawyer

Ed Jenkins (1/2 Highway and 1/2 Wastewater DPW worker)

Public Works

Wastewater Division

This Enterprise Division has two (2) full-time employees and one ½ time employee. Division personnel are responsible for maintaining 36 miles of sewer mains, ten (10) pump stations and 795 manholes. The Town's wastewater is pumped and treated at Springfield's Regional Treatment facility.

The division removed brush and debris from the cross country sewer line easements and inspected the manholes. Safety improvement features such as ventilation upgrades, fall protection, and wetwell hatch modifications, were completed at Cottage Ave., River Road Wellfleet and the Wastewater Treatment Plant pump stations. Removal and replacement of the security fence took place at the Cottage Ave. pump station. Mission Control System upgrades were upgraded at all the pump stations. Pump replacement, wet well improvements, new back-up generators were performed on the River Road, Wellfleet and Wastewater Treatment Plant.

As part of a Massachusetts Department of Environmental Protection Inflow and Infiltration (I&I) removal mandate an extensive inspection and investigation of the waste water system was completed. I&I is unwanted rainwater or groundwater within the Town's wastewater system usually generated from sump pumps. Sumps pumps are not legally allowed to discharge into the sewer system and dramatically increase the Town's sewer bill from the City of Springfield. Wastewater personnel inspected 567 sewer manholes for weeping or suspicious flow and 130 households for illicit connections. As a result eight sump pump connections were removed and 13 sewer manholes repairs were completed. Inspection work and I&I removal projects will continue in the upcoming years in problem areas of the sewer system. The goal is to eliminate all the I&I in the sewer system which will reduce the Town's sewer bill from the City of Springfield.

Residents should be aware that it is illegal to connect sump pumps, roof drains (down spouts) or curtain drains (yard drain) into the sewer system. Make sure your sump pump is not connected to the 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.

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

Waste Water Employees:

Gary Butler, Foreman
Welcome to Andrew Ferrier, Wastewater Technician,
Ed Jenkins DPW Worker (1/2 time Highway – 1/2 time Waste Water)

Water Division

During 2018 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
- Brookmont Pump Station demolition and reconstruction with site improvements
- Three (3) water breaks were repaired.
- Ten (10) new water services were installed
- Seven (7) water service lines were repaired
- Fire hydrant flushing as time permitted
- One (1) fire hydrant was 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.
- Six hundred (600) work orders of various tasks were completed
- One hundred fifty three (153) 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 2018 was 403,852,000 million gallons as measured by the Massachusetts Water Resources Authority (MWRA) master meter.
- This year's water usage was a 3.5% increase in 2018 usage, which is surprising considering the amount of precipitation we received during the summer months
- Continuing DEP mandated Cross Connection inspection of the water system
- Continuing a system wide meter replacement program to include auto read system

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Public Works

Documents submitted to DEP in 2018 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 Brookmont Pump Station located on Brookmont Road was demolished down to the foundation and was rebuilt for the first time since 1956. Over a dozen trees were removed from the property as well. Pump upgrades are being made in the near future.

The Water Department purchased a 2018 EW 150E Volvo Wheeled Excavator in the spring of 2018. This machine will be utilized well for water main replacement projects in the future. This machine is also shared with the Highway Department.

The Corrosion Control Facility on Miller Street in Ludlow, MA operated successfully in 2018 with only a few mechanical and technical problems.

Wilbraham— Total Daily Flow

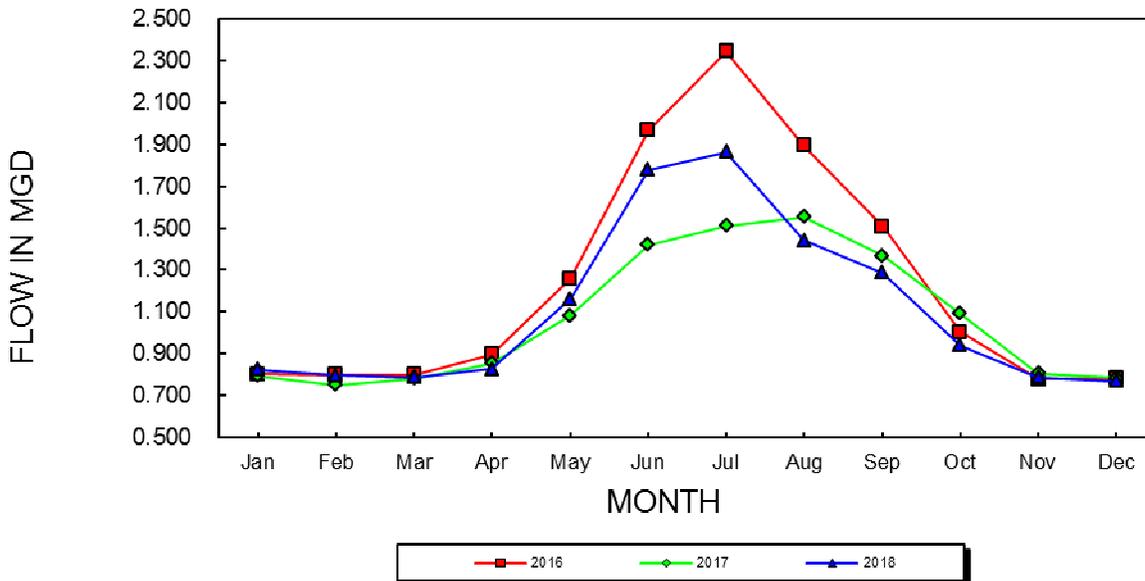
Month	2016 Flow (MGD)	2017 Flow (MGD)	2018 Flow (MGD)
Jan	0.802	0.794	0.825
Feb	0.800	0.750	0.796
Mar	0.800	0.781	0.787
Apr	0.898	0.852	0.826
May	1.257	1.081	1.159
Jun	1.968	1.421	1.777
Jul	2.344	1.510	1.861
Aug	1.893	1.612	1.442
Sep	1.508	1.419	1.287
Oct	1.004	0.900	0.938
Nov	0.779	0.814	0.787
Dec	0.781	0.817	0.769
Average	1.238	1.108	1.106

Water Division Employees:

Vinnie Pafumi, Water Superintendent
 Lionel Duquette, Water Technician
 Robert Gibson DPW Worker
 Anthony Garceau Heavy Equipment Operator
 Paul Willoughby Heavy Equipment Operator
 Kevin LaPlante Water Service Worker

Water Rates remain the same since 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.



Please note that the average 2018 M.W.R.A. bill is \$616.40. Wilbraham average bill is \$494.40.

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Public Works

A monthly meeting with the water commissioners allows staff to have time to present plans, organize, and formulate agendas. We personally want to thank the commissioners for all their assistance.

Water Commissioners: James B. Dunbar, Chairman
Thomas D. Pilarcik and Mary E. McCarthy

Current DRC fees: Pay as you throw program.

Under 65 years old Car Sticker fee:	\$100.00
Over 65 years old Car Sticker fee:	\$85.00
Bag fee 33 gal. capacity	\$2.75
Bag fee 16 gal. capacity	\$1.50
Additional Car sticker fee:	\$20.00

Solid Waste –Disposal and Recycling Center (DRC)

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

The Selectmen negotiated a Memorandum of Understanding (MOU) with Western Recycling, which resulted in not renewing our contract for transportation and disposal with Republic Services. As a result, the Town Transfer Station compactors were all removed and replaced and our trash is now going to Western Recycling Facility (U.S.A. Waste) on Old Boston Road at a reduced market rate.

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.

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 personnel in D.P.W., thank you for your support.

Edmond W. Miga Jr. P.E. Director of Public Works

The DRC hours of operation:
Sunday: 12-5
Wednesday and Friday: 7-3
Saturday 7-5
Monday, Tuesday and Thursday: closed

Employees:
Dennis Dumais
Heavy Equipment Operator

Robert Tourville
Recycling Attendant part time

Retiree: Bruce Strong, Thank you for 30+ years of dedicated service.

Agricultural Commission

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 (AgComm) 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.”

AgComm continued to support the “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 Fern Valley Farm. 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 2019.

The apple orchard, owned by Fern Valley Farm, next to the Rice Nature Preserve, opened its doors to pick your own apples and pumpkins with hay rides in partnership Rice’s Fruit Farm. This orchard had previously been fallow for a number of years and has recently seen a significant investment to put this amazing resource back into production. Fern Valley Farms is expanding in 2019, offering pick your own apples, pumpkins, hay rides, and a planned harvest festival in the fall. If you ate an apple at a Wilbraham School chances are it was from Fern Valley Farms.

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

Agricultural Commission

- Brian Cunningham, Chairman
- Richard Hoffman
- Judy VanRaalte
- Amy O'neil
- Dan Fernandes

Building Department

Lance Trevallion has been the Building Inspector/Zoning Enforcement Officer for the Town of Wilbraham for 20 years. Administrative Assistant, Melissa Graves has been working with Lance for 15 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 5 years now. Sue Bennett the Departments Senior Tax worker continues to assist our department in many ways throughout the year.

The Department has been issuing an increase in insulation permits so that indicates that residents are taking advantage of the MassSave Program which is a plus when it comes to energy savings for the homeowner. Roof-Mounted solar projects remained steady this year with approximately the same amount of permits issued as last year.

A new Cumberland Farms was constructed on Boston Road giving residents another option for gas and supplies. An incentive through The Commonwealth Woodstove Change-Out program, a partnership between MassCEC, the Massachusetts Department of Environmental Protection and the Department of Energy

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An apple tree in the orchard of Fern Valley Farms, image courtesy of Fern Valley Farms 2018.

<u>RESIDENTIAL PERMITS</u>	<u>NUMBER</u>	<u>FEES</u>	<u>EST. CONST. COST</u>
New Construction	27	\$ 52,136.00	\$ 8,055,900.00
Roof/Siding/Windows	134	\$ 7,882.00	\$ 1,864,744.46
Additions	16	\$ 6,882.00	\$ 1,058,945.00
Alterations/Renovations	83	\$ 25,262.80	\$ 3,720,860.35
Solar Panel Installation	47	\$ 9,450.00	\$ 1,168,605.63
Insulation	158	\$ 7,785.00	\$ 623,123.86
Decks	38	\$ 3,148.00	\$ 341,273.44
Accessory Buildings/Sheds	35	\$ 2,486.00	\$ 356,453.03
Swimming Pools	19	\$ 1,400.00	\$ 311,937.00
Sheet Metal	8	\$ 430.00	\$ 64,150.00
Demolitions	10	\$ 800.00	\$ 124,910.00
Wood/Pellet Stoves	31	\$ 1,550.00	\$ 79,310.19
Swimming Pool Demolition	4	\$ 200.00	\$ 7,200.00
Temp Mobile Home	1	\$ 50.00	\$ 800.00
Total	653	\$119,461.80	\$17,778,212.96
<u>MUNICIPAL</u>	<u>NUMBER</u>	<u>FEES</u>	<u>EST. CONST. COST</u>
Alterations/Renovations	2	\$ 400.00	\$ 77,584.00
Roofing/Siding/Windows	1	\$ 100.00	\$ 3,000.00
Total	3	\$ 500.00	\$ 80,584.00
<u>COMMERCIAL</u>	<u>NUMBER</u>	<u>FEES</u>	<u>EST. CONST. COST</u>
Roof/Siding/Windows	6	\$ 700.00	\$ 161,630.00
New Construction	1	\$ 12,150.00	\$2,025,228.00
Alterations/Renovations	14	\$ 2,800.00	\$ 402,800.00
Signs	12	\$ 750.00	\$ 46,800.00
Tents	6	\$ 225.00	\$ 0.00
Total	39	\$ 16,625.00	\$2,636,458.00

Building & Land Use

Resources, offered rebates to assist Massachusetts residents in replacing non-EPA-certified wood stoves with cleaner, more efficient EPA-certified wood or pellet stoves which produced double the permits through this office compared to 2017. New Construction of Single-family homes remained at 27 for the year with no decrease or increase.

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 for over 20 years. Ed Poulin, the Town Electrical Inspector has been with us for 2 years.

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 2018, Lance and Fire Safety Inspector, William Manseau, 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 2018 were \$2,510.00.

Lance Trevallion, Building Inspector
 Melissa Graves, Administrative Assistant
 Sheileen Carlotto, Building Department Clerk

Wilbraham Community Garden Photo Courtesy of Melissa Graves



Community Gardens

When I took over coordinating the Wilbraham Community Garden thirteen years ago, little did I know how much planning and coordination went into running a “little” garden. I have learned so much and made so many friends. The planning begins well before the frost is out of the ground. Numerous seed catalogs started coming in January and by March over half the plots available are spoken for by either turning gardeners or folks who want to give it a try. By April I am planning the Spring Sign-Up Meeting and the Annual Plow Day. May has to be the busiest

month for the garden planning with everyone getting spring fever and wanting to get their plants in the ground. Memorial weekend is usually safest frost-free time for planting. By mid-summer all the veggies catch up with each other and we usually get a bountiful harvest throughout the fall. We have a fun-filled fall picnic with gardeners bringing something prepared with at least one item from their garden. The variety of food is fabulous ranging from soups to desserts.

There are many 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 \$1000 a year worth of fresh produce.

<u>Building Permits issued</u>		<u>Inspector: Lance Trevallion</u>
Permits issued – 653	Fees collected - \$136,586.80	Inspections – 1900+-
<u>Plumbing/Gas Permits issued</u>		<u>Inspector: Bernie Sears</u>
Permits issued – 461	Fees collected - \$34,075.00	Inspections – 900+-
<u>Electrical Permits issued</u>		<u>Inspector: Ed Poulin</u>
Permits issued – 392	Fees collected - \$36,250.00	Inspections – 900+-

Continued on page 51

The greenhouse was in full operation in 2016 and has been used annually by several gardeners to start seeds for planting in May. Tables are set up inside of the greenhouse for growers and some folks bring their own. There is a waterline adjacent to the greenhouse so watering the plants is quite easy now. The roof vents are solar activated and open at a specific interior temperature which works out very well.

We had the 11th annual "Plowing the Community Garden" event in May that included having the Eastern Connecticut Draft Horse Association plow the garden with their teams of horses. Despite the showers on and off for the majority of the day, the teamsters drove their horses plowing up deep rich soil and showed off to a large spectator crowd. We had over a dozen vendors selling handcrafted jewelry, maple syrup, crafts and plants. This annual event will be held in May, 2019 and planning for the event will begin in January.

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.

Conservation Commission

The Conservation Commission met 19 times at open public meetings to review and permit projects ranging from limited tree removal and landscaping to several large scale ground mounted solar panel arrays. 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 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 said good bye to long time Commission member Thomas Reavey. His commitment and knowledge will be certainly missed after his almost 30 years of service to the protection of wetlands in Wilbraham. We wish him the best of luck with his future endeavors.

James Emerson from the Chicopee Rivers Watershed Council met with the Commission to review the water quality at several locations throughout the town. The Council monitors bacteria levels at the Red Bridge boat ramp as well as the Putts Bridge. They also are in the process of creating a "Blue Trail" map for kayak enthusiasts. In 2018, the tests resulted in low levels of bacteria, no obvious odor and color was normal.

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

Once again, the Town of Wilbraham was awarded a grant through the Massachusetts Division of Fisheries and Wildlife for the purpose of wildlife enhancement projects. This is a very sought after grant that has competition from the entire state of Massachusetts. The project this year was at the Twelve Mile Brook East Conservation Area. A Forest Cutting Plan was implemented to create canopy openings, enhance wildlife habitat throughout the parcel by creating huts and protect the existing trails. Tetreault and Son Land Management was

the awarded contractor for this project. This parcel had a very unusual stand of pitch pine which was harvested to create an area for regeneration. Pitch Pine is a very hardy bug resistant type of wood that is used for furniture and flooring. The pitch pine wood that was harvested off this site was offered to the public via a bid process and was ultimately used in a high-end horse facility for flooring.

The second project this year was a Community Preservation funded project at the Thayer Brook Conservation Area. An Easy Trail was mapped out through the forest to create a path that has gentle changes in elevations making it accessible to a wide variety of users. The path surface is hard packed, 5' wide and covers approximately 3/4 of a mile. A level parking area was created at the beginning of the trail. Signs and benches will be added to the trail in early spring of 2019. LMC Contracting was the awarded contractor for this project and it was a pleasure working with them.

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.

Christopher Brown, Chairman
Robert McMaster
James Roberts
Stoughton Smead
George Reich
Alice Colman
Bill Dane (Full Member - May)
Thomas Reavey (Retired - May)

Melissa Graves, Administrative Assistant
& Land Management Coordinator

Open Space & Recreation Committee

Mission Statement:

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

Trail work –Vegetation grew profusely this year due to the constant rain, and it took a lot of effort to keep up with it throughout the summer. As a result, trail maintenance days were held bi-weekly, and sometimes weekly. Extensive work was done at Oakland, 12 Mile, and the Crane Hill Connector. A bog bridge was constructed by the Minnechaug Land Trust at the Rice Preserve. The DPW installed a new parking lot at the Twelve Mile Brook Trail. New signs were put in the Sunrise Peak area. Blazes were replaced on all trails, 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 parking area. Edna Colcord has taken it upon herself to varnish all of our kiosks to protect them from rain.

Survey – Our Open Space Survey which is available on our Facebook page, our website, in the Town Hall and in the library, has now been filled out by over 260 residents, and it will provide the OSRPC with data to access when the committee starts work on its newest update to our OSRP next year.

Mt Marcy – Due to the hot and wet summer, progress has been slow, but the parking lot is installed and the initial trail has been carved out. More work will be done in the spring. For now, the trail is open, but blazes need to be put up. Would-be hikers are cautioned to use a walking stick and take care as many roots are cut close to the ground and still need to be extracted. When the trail is ready for the general public, an announcement will be put in the paper and on the OSRPC Facebook page. A website will also be created with details.

“Easy Trail”- The “Easy Trail” at the Thayer Conservation area which is being created for disabled hikers, senior citizens



Photos Courtesy of Open Space & Recreation Committee

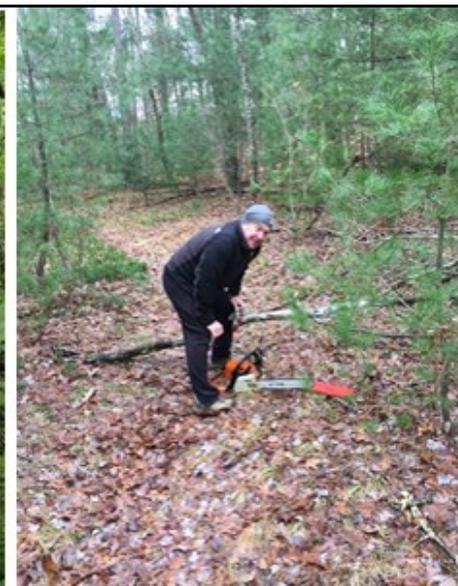
Left: The OSRPC rebuilds the steps to the Twelve Mile Trail bridge. The materials were dragged out in two sleds. Right: Judi Theocles pauses from hiking to celebrate the view from the top of the new Mount Marcy Trail.

and those requiring a less strenuous trek, was approved at the summer Town Meeting. The trail is scheduled to be completed, weather permitting, by year’s end, and information will be posted on the OSRPC Facebook page.

Community Fest - Our table display for Community Fest managed to attract many interested residents. After a slow start, traffic picked up and the event proved to be a great way to introduce residents to the

trails and get them to fill out our survey. Joe Calabrese also managed to do some networking with members of other committees of connecting the Ludlow trail to a new one in Wilbraham via the old railroad trestle was nixed as the trestle is too decrepit. OSRPC was very impressed by the work put in to building, and maintaining, the trail and urges Town residents to check it out.

Continued on Page 53



Photos Courtesy of Open Space & Recreation Committee

Left: Sue Burk and Joe Calabrese take a break from Crane Hill trailwork in the 90+ degree heat. Right: Bill Shepard works on removing yet another fallen tree on the Crane Hill Trail.

Ludlow River Trail – In May, the OSRPC met at the Ludlow River Trail, conducted its meeting on the benches there, and then walked the trail to check it out and to get ideas. Our original thought of connecting the Ludlow trail to a new one in Wilbraham via the old railroad trestle was nixed as the trestle is too decrepit. OSRPC was very impressed by the work put in to building, and maintaining, the trail and urges Town residents to check it out.

QR Codes - Mike Pelletier created QR codes for our trail maps. Joe Calabrese put all of the codes up on our Facebook page, and the codes will be put up in each trail kiosk as trail work is done. Hikers will then be able to instantly load a map onto their phones prior to hiking.

All Trails App - Sue Burk volunteered to use the All Trails app to GPS our major trails. The app is the leading hiking app and contains information on all major trails in the country. It is hoped that Sue Burk’s work will make the trails more available to the public. She set a goal of mapping all of the trails and loading them onto the All Trails app in about a year.

Bike Trail – The committee discussed possible locations for a bike trail along a current open space trail but determined that overlaying any of our current trails with bike lanes would be detrimental to the quality of the hiking experience. The OSRPC and the Recreation Committee voted to form a joint committee to look into other biking possibilities in 2019.

Tools - Jay Taylor asked the Conservation Commission for, and received, funds to purchase some trail clearing tools such as the Echo 58v weed whacker. The tools have been purchased and will help to make trail work go a lot smoother. Also, OSRPC members will not have to use their own equipment.

Accidents - Unfortunately, there was an UTV accident on the Alton’s Way Trail and a dog attack on the Rice Trail. Both were the result of people not following the established trail rules. The OSRPC will look into posting larger and more detailed signage on trail entrances.



Photo Courtesy of Open Space & Recreation Committee

Thanks to the hard work of the Minnechaug Trust, we now have a walkway through the Rice Trail bog.

Vandalism - The Crane Hill kiosk Plexiglas was vandalized and has been replaced. Vandalism has also hit our metal trail blazes, some of which have been torn off or mangled. OSRPC asks hikers to report any vandalism to us via our website as soon as possible.

Volunteers - Sue Burk and Bill Shepard looked into, and will continue to look into, the possibility of getting volunteers from local businesses and organizations to help with trail clearing. The Boy Scout scoutmaster has expressed the scouts’ willingness to help. Facebook - The committee 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.

Outreach - 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 residents posted throughout the year. Also, Tracey Plantier did a presentation on open space for the Wilbraham Garden Club.

- | | | | |
|----------------------|---------------------------|-----------------------|-------------------|
| Joe Calabrese, Chair | Edna Colcord | Jay Taylor | Bill Shepard |
| Judith Theocles | Tracey Plantier | Edward McCorkindale | Brian Fitzgerald |
| Steven Lawson | Susan Burk | Marianne Moner, Secr. | Michael Pelletier |
| Bill Shepard | Emilie Egan, Rec Com Rep. | | |



Photo Courtesy of Open Space & Recreation Committee

The OSRPC checking out the new Ludlow Riverwalk to get ideas for future projects.

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 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 2018, the Planning Board met sixteen times, scheduled thirty-one appointments and held twenty-three 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 2018.

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:

- * Ten non-subdivision plans submitted by property owners were reviewed and approved. These are plans that revise existing property boundaries or divide land along existing road frontage and do not require subdivision approval. A total of two new residential building lots were created on existing town roads through the non-subdivision process.
- * A definitive subdivision plan entitled Alexander Lane consisting of 5 single family house lots fronting on a proposed cul-de-sac to be accessed from Silver Street was submitted and later withdrawn from consideration following a public hearing, a site walk to assess the potential impact of extensive landscape alteration and exhaustive feedback from abutters and the Planning Board. Meanwhile, the Planning Board continued to monitor work in the other approved subdivisions under construction: North Hills Road, Samble Estates, Sherwin Road, Stonington Park, and Willow Brook Estates.
- * Six Special Permit zoning applications were approved to allow the following projects to be constructed: an accessory in-law apartment at 35 Decorie Drive; detached residential garages at 15 Glenn Drive and 231 Monson Road; a commercial gasoline station and convenience store at 105 Post Office Park; and an accessory residential Ground-Mounted Solar Energy System at 85 Chilson Road. The Planning Board also was preoccupied with reviewing three separate Special Permit applications for commercial solar energy facilities proposed in Wilbraham. The Board approved a 2.35 MW (AC) solar array at 126V Beebe Road and denied approval for a 7.6 MW (AC) solar array at 285 Three Rivers Road. A 1.0 MW (AC) solar array at 676-676V Tinkham Road was still under review at year's end and was subsequently approved in January 2019.
- * Ridgeline and Hillside District Site Plan approval was granted for construction of a new residence proposed at 580V Ridge Road and a detached garage at 843 Glendale Road.
- * Site Plan Approval was granted to allow an outdoor Basketball Court for the Blake Middle School located on the Wilbraham Monson Academy campus at 423-451 Main Street.
- * The Planning Board reviewed and provided feedback (as needed) on seven Zoning Board of Appeals applications.

Zoning By-Law Amendments

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

- ◇ The first article updated the town's marijuana regulations by adding a new definition for "Marijuana Establishment" in section 1.3, adding new cross-references to the use of medical and non-medical facilities in sections 3.4.5.21 and 3.4.5.22, deleting the temporary moratorium on recreational (adult use / non-medical) marijuana establishments that was adopted at the 2017 Annual Town Meeting, and adding clarity to the language in section 10.8 in regards to prohibiting recreational (or Non-medical) marijuana establishments in all zoning districts by referencing previous votes banning such establishments in the Town 5 and 11.2.14. *Continued on page 55*



Photo Courtesy of the Planning & Community Development Office

Planning Board (from left to right): Gordon Allen, James Rooney, James Moore, Jeffrey Smith, Tracey Plantier, John McCloskey

✦ The second article revised the existing definition of “Microbrewery” in section 1.3 and the existing microbrewery use regulations in section 3.4.5.30.

✦ The third article reinstated section 3.9.2.16 that prohibits noncommercial, private helicopter landing areas as an accessory use to a residence in all residential zoning districts.

The fourth article revised sections 3.4.1.1 and 3.9.2.7 to allow the raising and keeping of goats as a residential accessory use on parcels of land not subject to the agricultural exemption in a manner similar to the existing regulations that deals with the stabling of horses.

A fifth article involving a proposed Zoning By-Law amendment to allow existing commercial buildings in the Neighborhood Office (NO) and Neighborhood Shopping (NS) Zoning Districts to be converted to mixed use was not approved at the Annual Town Meeting but was adopted as a petitioned article at the Special Town Meeting in October. This article added two new definitions in section 1.3 for “Mixed Use” and “Mixed Use Building,” revised the Schedule of Use Regulations in sections 3.4.2.7 and 3.5.3, revised section 6.3, and added new sections 6.4, 11.1.5 and 11.2.14.

Membership and Organization

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. During the past year members of the Planning Board continued to take advantage of the opportunity to attend relevant workshops and training sessions in order to keep up with the latest trends in local planning, improve the local decision-making process and more effectively serve the community as informed citizen planners.

At the annual Town election, Jeffrey Smith was re-elected to serve on the Planning Board for a five-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, former Administrative Assistant Heather Kmelius who was promoted to a position in the Selectmen’s Office in September, and current Administrative Assistant Nicole Moriarty who was hired as a new employee in October, 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.

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

- John Pearsall, Planning Director
- Lance Trevallion, Building Commissioner
- Nicole Moriarty, Administrative Assistant

and measure testing equipment used by the Sealers are certified by the State every five years to provide the accuracy required by Massachusetts General Laws. Twenty-five businesses were visited during the year and six random inspections of oil and propane trucks were carried out. One oil truck required pump testing and sealing. All ATMs and fuel pumps were again inspected for skimmers as dozens have been found recently in Western Massachusetts. The following field-testing was completed during inspections resulting in \$ 5595 collected from sealing fees.

Five devices were found to be inaccurate and, after adjustments were made, they were sealed. Three businesses were given copies of the state laws and regulations in order to allow them to better serve the public. We continue to work with our local business in a co-operative manner to assure pricing accuracy.

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

- Susan Petzold, Sealer
- Gary Petzold, Deputy Sealer

Zoning Board of Appeals

Sealer of Weights and Measures

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

The Sealers of Weights and Measures are appointed by the Board of Selectmen and certified by the State. We 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

<u>Item</u>	<u>Category</u>	<u>Sealed</u>
Scales	Under 100 pounds	35
	100 – 5000 pounds	4
	5000-10,000 pounds	2
	Over 10,000 pounds	5
	Balance	1
Liquid Meters	Gasoline	70
	Diesel	6
Unit Pricing	Scanners	67
Reverse Vending (bottle/can return)		4

Continued on page 56

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 assistance from Planning Director John Pearsall, Building Commissioner/Zoning Enforcement Officer Lance Trevallion, and Administrative Assistant Nicole Moriarty.

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

Respectfully submitted,

Zoning Board of Appeals

Edward E. Kivari Jr., Chairman
H. Clark Abbott (Resigned May 31, 2018)

Mark Albano

Betsy Johnsen, Associate

Charles Pelouze, Associate

APPLICANT/APPLICATION	ADDRESS	DECISION
ProShred Security & 75 Post Office Park, LLC Special Permit Amendment - Allow for an installation of a 1,000 gallon above ground fuel tank.	75 Post Office Park	Approved
Iron Duke Brewing LLC & Stockhouse 122 Realty, LLC Special Permit - Operation of a Microbrewery	18 - 20 Cottage Avenue	Approved
JPZ, INC. & 120 Old Boston Road Recycling Company, LLC Special Permit Amendment - Transfer of ownership.	120 Old Boston Road	Approved
Gail Mathisen Variance - To allow two adjacent nonconforming lots in common ownership to be used as separate residential building lots.	43 Stony Hill Road & 45-47 Stony Hill Road	Approved
David & Jean Dean Variance - To allow the construction of an 11 foot by 24 foot addition to an existing attached garage.	2 Brentwood Drive	Approved
Tadpole Development Corporation, Inc. & Hillside Brewing Company, LLC Special Permit - Operation of a Microbrewery	2343 Boston Road	Approved
Salvatore Minniti d/b/a R and S Realty, LLC Special Permit Amendment - To allow alterations to the operation of the pre-existing non-conforming communications tower.	740 Ridge Road	Approved
SSD Tactical Training, Inc. & David and Crystal Williams Special Permit - Operate a security and self-defense business including retail sales and training services.	2400 Boston Road Unit 1	Approved
Roy Brown Special Permit - To allow an architect's office to be operated as a Home Professional Office in the existing detached accessory residential building.	85 Chilson Road	Approved

Public Safety

Ambulance Oversight

The Ambulance Oversight Committee continues to work with the Fire Chief 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.

Photo courtesy of the Ambulance Oversight Committee



Fire Scene with medical transport of one civilian to a local hospital.

Continued on page 57

Public Safety

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 2018 the ambulance service within the fire department treated 2,124 patients and transported 1,721 patients to local area hospitals. Of these transports, BSMC-Spfd was the destination 49.65% of the time, with BSMC-Wing at 35.17%, Mercy at 14.88%, Holyoke at .18%, BSMC-Mary Lane at .06% and other facilities at .06%. The top five patient medical conditions are Traumatic Injury, Pain (non-specific), Other, Respiratory Distress, and Psychological.

This past year has been the first complete year since we have instituted an EMS regional training program with Longmeadow and Ludlow Fire Departments. This has enabled us to provide enhanced training for our people in addition to creating a much easier process in managing our training needs. With streamlining the process, there has been cost savings for all three departments. Our fire department is always looking at various ways in which we do business and having these regional partnerships is just one example.

We have started the process in developing specification for a new ambulance that will be replacing Medic 1, which is a 2005 Ford/Horton with over 190,000 miles. We should be seeing the delivery of this new vehicle around June of 2019. The design of this vehicle will be the new standard in going forward with future ambulances. As with our new ladder truck, many hours were allocated to design a vehicle that meets community's needs.

Another project that was taken on this year was a complete revamp of all Ambulance Policies that needed to be done to reflect changes with State Regulations. These new updated policies have been merged with existing fire department policies so that references can be made from one document just by adding an additional EMS Section.

This year we are updating our technology as we are becoming more dependent upon.

Three new lap-top computers have been purchased to keep up with the changing needs as we progress into the future. This new equipment will provide efficiencies and ultimately better patient care.

Thanks go out to so many people who have made generous donations to the Ambulance Gift Fund in memory of a loved one. We have been benefactors of this generosity for many years and we are very grateful.

Respectfully submitted on behalf of the AOC,

Fire Chief David F. Bourcier

Committee Members:

Paula L. Chevrier
John Rigney
Tom Hurley
Heather Mullen

Animal Control Officer

Michael Masley, Wilbraham's Animal Control Officer since February, 2005, retired on June 30. Mike was a dedicated employee who truly enjoyed his role. He is wished all the best in his retirement.

I would like to extend a whole-hearted thank you to our Board of Selectmen and the Wilbraham Community for appointing me ACO in July, and giving me the opportunity to serve our residents and all of their creatures. An additional thank you goes out to all my fellow departments that assisted me through the transition into the ACO position. This would not have been possible without you all. I will continue to provide a safe haven for all the lost pets or those in need of a new home.

At the end of this past 2018 calendar year, a total of 2,446 dogs were licensed within the Town. Thank you to those residents who complied. The Town licensing period begins **January 1** and expires

on **December 31** of the same year. Additional fees will be applied after the month of April. To obtain a required town dog license you must bring proof of up-to-date rabies vaccination to the Town Clerk's Office and pay the set fees.

Animal Control responded to over 400 calls since **July 1**, 2018. These calls pertained to town by-law violations/complaints, stray animals, deceased or injured animals and a variety of wildlife calls.

Residents are reminded never to approach, attempt to capture, or touch presumably sick or injured wildlife. Call the Police Department and or Animal Control for immediate assistance.

Animal Control removed over 70 deceased animals from the public roadways. Motorists are asked to use extra care when driving so these creatures may live to see another day.

As a final thought I would like to remind residents that we should always respect our neighbors and their property. Our pets are extensions of your family and it is an owner's responsibility to keep their pets safe at all times, especially to pay extra attention during the cold and hot seasons.

Respectfully,
Tammy Turcotte
Animal Control 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.

Safety to our personnel is this administration's top priority. This year we have been reviewing all Policies and Standard Operating Guidelines. This review looks at the upcoming changes in the law that adopts Chapter 44 of the Acts of 2018, An Act Relative to Standards of Employee Safety. Many of these Standards were already in place for the fire department but having clear lines of communications is essential. We are closely working with Massachusetts Interlocal Insurance Association (MIIA) and Department of Labor Standards (DLS) who will be enforcing the new law to which will take effect on February 1, 2019.

Sr. Privates Anthony Cerini and Paul Budaj retired earlier this year with 19 and 20 years of service to this community. They have both been mentors to many of the firefighters and we appreciate their knowledge and abilities. We wish them

both the best in retirement. In addition, we appointed two new Firefighters to fill those vacancies. The Firefighters are Privates Joshua Thomas and Scott Flynn. We are very fortunate that both of our new Firefighter's have prior experience in fire and EMS in which both of them came from other Fire Departments.

This past year we saw the passing of Retired Fire Chief Daniel Merritt. Chief Merritt rose through the ranks of the fire department before finishing a 33-year career. At the pinnacle of his career, his achievements included bringing the ambulance service back to the fire department and paving the way for its current paramedic level service. We appreciate his valuable service. As always our thoughts and prayers are with his family.

This year we also recognized other members with various awards. Private Anthony Arventos with Wilbraham Firefighter of the Year Award, Captain Daniel Corliss and Sr. Private Paul Budaj for Massachusetts Firefighter 20 Year Service Awards.

The 29th Annual Firefighter of the Year Award Ceremony was held on November 20th at Mechanics Hall in Worcester. Governor Charlie Baker, State Fire Marshal Peter Ostroskey and Secretary of Public Safety Daniel Bennett awarded Wilbraham Fire Department member Private Adam Hart with Meritorious Conduct Award for a daring water rescue that occurred the night of June 29th. Private Hart is credited for saving the lives of a mother and child who were struggling to stay afloat in the dangerous waters of Chicopee River just below the Red Bridge dam.

Wilbraham Fire new Ladder 1 working a north-end structure fire



Photo Courtesy of the Wilbraham Fire Department

On March 16th the Awards Committee of Western Massachusetts Emergency Medical Services voted to honor five of our members with a Life Save Award for a call occurring on August 4, 2017. The members who received this award are Captain Thomas Shaw, Sr. Private Richard Hatch, Private James Royce, Private Mathew Walch and Private Andrew Nothe. All members are credited for saving the life of a 56 year old male in cardiac arrest.

Congratulations to you all. It is because members like these who have trained for countless hours and who undergo significant strain in completing their duties that the citizens and visitors of our community can feel safe and receive the high level of rescue and prehospital care that we count on.

This year we also recognized a town citizen, Jake Luze for his heroism during

(Continued on page 59)

(Continued from page 58)

an incident that happen the night of May 2nd in which jumped into the cold waters of Nine Mile Pond to rescue a young male whose canoe capsized. His actions which put him a great risk saved a life that night.

The Wilbraham Fire Department was honored by Heroes Home Advantage for a Structure fire that happen last year. The home was saved by quick actions of the fire department. They presented the department with an American Flag that is made of charred wood that we proudly display at our Headquarters.

I would like to recognize Frank and Ellen O'Brien for the customized fire department flag that they donated to our department. We display this flag and the U.S. Flag at all our functions.

On May 14, voters approved the new purchase of two new vehicles, a Fire Inspector/support and Rescue vehicle. These new vehicle's will take the place of two aging vehicles in our fleet. I would like to thank the town's people for their support. Again, thanks for your continual support of public safety.

In August, the Wilbraham Firefighters sponsored a golf tournament fundraiser to appropriate sufficient funds to purchase a gear washer and dryer that meets NFPA 1851 Standards in how fire departments care for their firefighting gear. This new equipment was donated to the Town by the



Wilbraham Firefighters and the Board of Selectmen accepted this donation on behalf of the Town at their September 10th meeting.

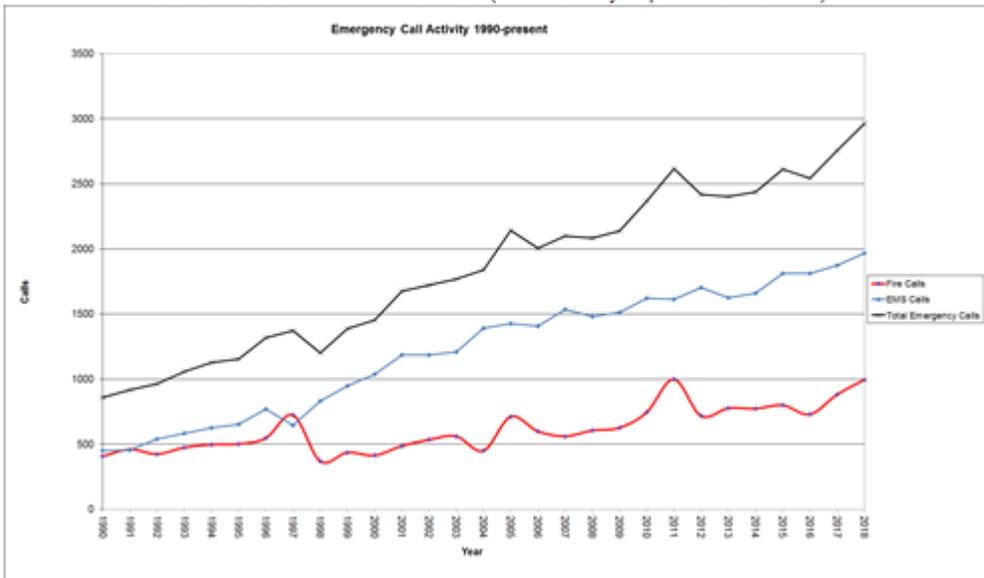
The new ladder truck went in service in October 16th. All department members received extensive training in driver, ladder and pump operations. This new vehicle has streamlined our operations while adding good value to the town.

Training continues to be an important part of our state of readiness in 2018. The members of the department completed over 2,696 hours of training to maintain and improve the proficiency of this department. Other training included the utilization of outside resources such as

National Grid, Massachusetts Emergency Management, Friendly Ice Cream Corporation and Columbia Gas in which they donated one 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 Nationalgrid, Columbia Gas, and Massachusetts Water Resources Authority. Annual meetings with our community partners were held to discuss strategies on emergency management. This is valuable in helping to develop good working relationships prior to an emergency.

EMERGENCY CALL VOLUME 2005-2018 (Fire and Safety Inspections not included)



On June 7th Wilbraham Emergency Management and LEPC participated in a full scale drill with Nationalgrid at their Palmer substation facility, in which this town receives its primary source of electrical power. The goal of this drill is to work with the Massachusetts Emergency Response Plan, evaluate Command and Operations Section decision making process and to continually improve both the Town and Nationalgrid's response to storms and major events. This drill falls on the heels of a Community Liaison Drill and workshop in which we participated back in February.

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This year we received a total of \$3,000.00 in a grant from MEMA to purchase mobile radio upgrades for better interoperability with our mutual partners. 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 National Preparedness Goal (the Goal) of a secure and resilient Nation.

All members of the fire department have been updated 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 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.

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
Dane George **	Senior Private
Richard Hatch Jr. **	Senior Private
Victor Robidoux **	Senior Private
James Royce **	Senior Private / Assistant Mechanic
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
Derrick Merrill**	Private
Joshua Thomas*	Probationary
Scott Flynn**	Probationary
Vacant / Not Filled	Private
Vacant / Not Filled	Private

EMT *
Paramedic **

This year we received a total of \$6,123.00 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.

In keeping with overall health and safety prevention, we teamed up with Pioneer Valley Coalition for suicide prevention in offering suicide prevention training to the community. This outstanding program

Continued on page 61

FIRE DEPARTMENT ACTIVITY 2018

Fire / Emergency Responses	1,004
Emergency Medical Responses	1,956
Fire and Safety Inspections & Permits	1,713
Totals	4,673



Photo Courtesy of the Wilbraham Fire Department

(Continued from page 60)

included much information in helping to reduce suicide by recognizing signs and information on organizations to which could provide needed services. Our thanks go out to Sarah Gaer, who made this program possible.

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. Approximately 50% of calls have overlap in which most cases require outside mutual aid. 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 600 calls per year 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 I am very proud of being a part of an organization

that really cares about the community we serve.

It is with heavy heart that I write this last Annual Town Report due to my upcoming retirement on June 30, 2019. I am excited about my future retirement with over 37 years of fire service to this community. I want to

take this time to thank the town for all of the opportunities that I have experienced while working for the Fire Department. I have genuinely enjoyed my employment as a Firefighter all the way up to the highest rank of Fire Chief and will miss this line of work and my coworkers when my retirement day comes.

My wife and I are planning to remain in Wilbraham and look for opportunities to still be involved in the community. Wilbraham holds a special place in my heart as I grew up in this town. My father was on the fire department and I remember those days as a very young child seeing him leave the house to serve his community fighting fires or working on the ambulance. It was those memories that inspired me to become a Wilbraham Firefighter. I am forever grateful to him and the other men and women who served before me.

Respectfully submitted,

David F. Bourcier, Fire Chief / EMD

Board of Fire Commissioners:

- Ralph Guyer
- Gary Petzold
- Edward Rigney

Central Dispatch

Central Dispatch in 2018 had more changes to NG911. Text to 911 activated in December. In consideration of the needs of the speech or hearing challenged, whose primary form of “phone” communication is texting; Ma 911 opted to allow direct text to every Public Safety Answering Point across the state. Also, those in situations when verbal communication might endanger them will be able to communicate vital information to 911. “Call if you can, Text if you can’t” is in

place. If someone has to text 911 there are a few important things to know: you have to give the exact location of the emergency because mapping is dependent on many variables; you cannot send pictures or video and emojis cannot be sent in the text. With this, NG911 continues to evolve for Public Safety in Wilbraham. Soon 911 cellphone calls made from your smartphone in Wilbraham will be received by 911 at Central Dispatch, if your device’s location services are activated. This provides more accurate location mapping, faster interaction with the Public Safety agency actually responding to your emergency and Dispatchers with local knowledge gathering your information.

The long anticipated Wilbraham Public Safety radio system update was completed in 2018 and has been a resounding success! I am beyond grateful to the dedication of Deputy Fire Chief Nothe, Police Captain Edward Lennon and Central Dispatch’s own Anthony Gentile for their radio expertise, patience and persistence in getting the product Wilbraham needed.

The concept of a “Central Dispatch” was put in place by the Town of Wilbraham’s Police and Fire Departments in 1979. This model is still being replicated by other towns and regional dispatch centers. It works! Mutual respect, professionalism, training and communication provide the foundation for the very fine Public Safety response system in Wilbraham.

The professional staff of full and part time Dispatchers has participated in several different training opportunities during 2018. We were able to host a very well attended Dispatch training in the community room in May, with attendees from all over Western Mass.

In 2018 Central Dispatch documented 23,193 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.

It has been my honor and pleasure to serve the Town of Wilbraham the last 38.5 years as a Dispatcher. The residents of Wilbraham are compassionate, generous and concerned, which is reflected in the Town government and municipal employees. The support for Central Dispatch

Continued on Page 62

by past and present Police and Fire Chiefs, the Select board, the Town Administrator, and all Department Heads has been unwavering.

I know my successor will have everything needed to continue providing the very best service to Wilbraham Public Safety.

Respectfully submitted,
Shirley G. Rae, Dispatch Supervisor

Mark Duclos
Anthony Gentile
Linda Hatch
Brian Kibbe
Annie Murphy
Jeffrey Hastings
David Clark
David Squires
Johnathan Danek

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.

On March 20th we participated in a joint training session conducted by the Massachusetts Water Resources Authority. This training involved Emergency Action Plans (EAPs) for High Hazard-class dams, which three have been identified with the Quabbin Reservoir. These joint training sessions are very valuable to all communities that would be impacted by a dam failure and subsequent flooding. A partnership along with good communications is essential for positive outcomes. We continually work hard with other stack holders prior to an actual emergency.

On June 7th Wilbraham Emergency Management and LEPC participated in a full scale drill with Nationalgrid at their Palmer substation facility, in which this town receives its primary source of electrical power. The goal of this drill is to work with the Massachusetts Emergency Response Plan, evaluate Command and Operations Section decision making process and to continually improve both the Town and Nationalgrid's response to storms and major events. This drill falls on the heels of a Community Liaison Drill and workshop in which we participated back in February.

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,

David Pasquini

Chairman of the L.E.P.C.

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. The parking citation fee for parking offence violation #26 is \$200, with a late fee of \$50 after 21 days of non-payment. All monies collected for this type of parking violation are allocated to the Commission on Disability to be utilized towards accessibility projects, etc.

In 2018, 38 parking citations were issued in the Town of Wilbraham. Additionally, 4 parking citations from previous years were resolved through payment. Parking citations can include more than one violation offense but none fell into this category this year. The breakdown of parking violations related to parking citations issued and, or resolved in 2018 can be found in the chart below. For more information about parking regulations, please visited www.wilbraham-ma.org or contact the Parking Clerk at 413.596.2800 ext. 101.

Parking Clerk
Heather Kmelius
Candace Ouimette-Gaumond (resigned 8/2018)

Continued on page 63

2018 Breakdown of Parking Violations			
Parking Violation #	Violation	Fine/Fee for Violation	# of Violations in 2018
1	Parked within a designated no parking zone	\$15.00	13
3	So as to obstruct snow or ice removal	\$15.00	1
7	Over (1) foot from the curb or edge of the way	\$15.00	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	\$15.00	1
16	Within any grassed, lawn, landscaped or maintained area on the grounds of any municipal or school building, park or playground, or other tree belt or landscaped buffer area	\$15.00	1
19	Within a fire lane	\$15.00	9
26	So as to obstruct or occupy a designated disabled veterans or handicap ramp, cross hatch area (as defined by M.G.L. C. 40 s. 22a and/or 521 CMR, as amended from time to time) or parking without proper permit	\$200.00	12
			Total = 38

In 2018, the collection efforts for parking citation fines were as follows:

2018 Collection of Parking Citation Fines		
# of Parking citations	Action Taken - Parking Citation	Fee Collected
27	Paid prior to late fee issued	\$1,160.00
5	Paid after late fee issued	\$125.00
1	Parking citations sent to the RMV for "marking"	\$0.00
12	Appealed citations (7 sustained, 5 overturned and demand for payment issued)	\$800.00
33	Parking citation payments received (2017 citations paid - 4, 2018 citations paid - 29)	\$1,285.00
Total of fees Collected in 2018		\$1,285.00

Police Department

As seen in this year-end review, 2018 has brought many new changes and exciting improvements to the Wilbraham Police Department.

Officer Chris Letendre retired after 22 years of service to the town of Wilbraham. Officer Letendre was involved in many different aspects of the department. Besides being a patrolman, he was also a court officer, a member of the Western Massachusetts Drug Task Force, and was also a member of the Dive Team. The Wilbraham Police Department would like to thank Chris for his service and wish him a very happy, healthy, well-deserved retirement. The Wilbraham Police Department would also like to welcome the three new officers who joined the team in 2018; patrolmen John Perry, Karl Osborn and Doug Costa. Officer Perry came to us from the city of Northampton. He is currently assigned to the midnight shift. Karl Osborn came to us from Western New England College and works the 3-11 shift, and our newest addition, Doug Costa,

came from the town of Hadley and also works the 3-11 shift. All three officers have come well-trained with experience and are a welcomed addition to the department. If you happen to run across any of these new officers out in the town, please feel free to stop and introduce yourself to them. Lastly, a change was made within the department in that the detective and court officer positions have been combined. In an effort to better serve our community, we now have two detectives; Officers Derrick Florindo and Sean Cassella, who will both also do court work. By merging these two positions, we are able to give a more personal service to both the commercial and residential communities.

2018 was a year that brought many new progressive additions to the department as well. Thanks to the support from the town voters, we were able to purchase brand new portable radios for all the officers. This greatly improved the clarity and extended the range of coverage. The officers were also permitted to purchase outer ballistic vest carriers. These vests allow the equipment that they need to carry to be redistributed in a way that makes for easier access and a more comfortable weight distribution of these items. Another helpful

addition was the purchase of vehicle stop sticks to be carried in each department vehicle. This device is used to slow or stop a vehicle by puncturing its tires, making it a great tool for stopping fleeing criminals. These will reduce the need for dangerous high speed chases and lessen the chance of a criminal avoiding their deserved justice. Along with these new tools, came the implementation, training and the carrying of Narcan by all Wilbraham Police Officers. The opioid epidemic is increasing nationwide and does not exclude our town. The ability for the officers to administer Narcan when needed may allow individuals the ability to recover and hopefully seek the professional help they need. All of these new tools are improvements to the department which increase the safety to both the officer and the public.

The Wilbraham Police Department would like to thank the community for its ongoing support and generosity throughout the years.

Continued on page 64

Police Department

I. CRIMINAL COURT COMPLAINTS

PRIMARY ARRESTING OFFENSE	
RAPE	1
ROBBERY	1
ASSAULT AGGRAVATED	6
ASSAULT SIMPLE	38
INTIMIDATION	0
ARSON	0
RESTRAINING ORDER VIOLATION	11
BURGLARY/BREAK & ENTER	13
SHOPLIFTING	48
THEFT FROM BUILDING	6
THEFT FROM MOTOR VEHICLE	3
ALL OTHER LARCENY	8
MOTOR VEHICLE THEFT	1
FALSE PRETENSES/SWINDLE	6
EMBEZZLEMENT	2
STOLEN PROPERTY OFFENSES	3
VANDALISM	3
DRUG/NARCOTIC VIOLATION	6
WEAPON LAW VIOLATION	1
BAD CHECKS	0
DISORDERLY CONDUCT	3
DRIVING UNDER THE INFLUENCE	34
PROTECTIVE CUSTODY	9
FAMILY OFFENSE/NON-VIOLENT	0
LIQUOR LAW VIOLATION	2
RUNAWAY	0
TRESPASS OF REAL PROPERTY	2
ALL OTHER OFFENSES	58
TRAFFIC/BY-LAW	217
TOTAL	<u>482</u>

II. PERSONS ARRESTED OR CHARGED OFFENSE TYPE

A. Criminal	207
B. Motor Vehicle	266
C. Protective Custody	9
TOTAL	<u>482</u>

III. PERSONS ARRESTED OR CHARGED BY AGE

A. Adults	473
B. Juvenile	9
TOTAL	<u>482</u>

IV. PERSONS ARRESTED OR CHARGED BY OFFENSE TYPE/AGE

A. Criminal	
Adults	202
Juvenile	5
B. Motor Vehicle	
Adults	262
Juvenile	4
C. Protective Custody	
Adults	9
Juvenile	0
TOTAL	<u>482</u>

V. PERSONS ARRESTED OR CHARGED BY SEX

A. Adults Charged	
Male	354
Female	110
B. Juvenile	
Male	8
Female	1
C. Adults placed in protective custody	
Male	8
Female	1
D. Juveniles placed in protective custody	
Male	0
Female	0
TOTAL	<u>482</u>

VI. PERSONS INCARCERATED BY AGE/SEX

A. Adults	Males	142
	Females	30
Juveniles	Males	1
	Females	0
TOTAL		<u>173</u>

VII. UNIFORM TRAFFIC OFFENSES

	<u>Civil</u>	<u>Warning</u>
Violate RMV Rules/Regulation	3	42
Stop Sign/Red Lens Violation	27	238
Text Messaging	4	15
Improper Pass/Marked Lanes	24	52
Seatbelt	10	38
Child Restraint	0	0
Passing School Bus	0	0
Speeding	122	492
Fail Inspect M/V	115	314
Defective Equipment	27	251
Unregistered Motor Vehicle	13	20
No License/Reg In Possession	14	22
All Other Moving Violations	11	57
Recreation Veh. Violation	0	0
TOTAL	<u>370</u>	<u>1541</u>

MOTOR VEHICLE VIOLATIONS BY TYPE

A. Uniform Traffic Citations	370
B. Warnings	1541
C. Parking Violations	33
TOTAL	<u>1944</u>

IX. UNIFORM CRIME REPORT (FBI CRIME INDEX OFFENSES)

Forcible Rape	6
Robbery	1
Assaults	80
Burglary	17
Larceny-Theft	131
Motor Vehicle Theft	2
Arson	0
TOTAL	<u>237</u>

X. BURGLARY BREAKDOWN

Forced Entry	13
Unlawful Entry	4
Attempted Forced Entry	0
TOTAL	<u>17</u>

XI. LARCENY BREAKDOWN

Larceny over \$ 200	64
Larceny between \$ 50 & \$ 200	33
Larceny less than \$ 50	34
TOTAL	<u>131</u>

XII. VEHICLE ACCIDENTS

Fatal Accidents	1
Personal Injury Accidents	66
Property Damage Accidents	250
TOTAL	<u>317</u>

XIII. PERSONS INJURED IN M/V ACCIDENTS

Persons Killed	1
Persons Injured	88
TOTAL	<u>89</u>

XIV. OTHER ACTIVITY – PUBLIC LOG

Call Incidents Citizen-7192 Police 15950	23169
Call Incidents needing further invest	894
Alarms Investigated	963
Lost/Missing Persons	35
Suspicious Persons/Activity	753
Deaths Investigated	17
Harassment	32
Towed M.V.'s	356
Domestic Disturbances	167
Vandalism	59
Unsecured Buildings	23
Shoplifting	79

XV. STOLEN PROPERTY BREAKDOWN

There was a total of \$ 107,285 taken in break-ins and larcenies.
 There was a total of \$ 15,000.00 taken in motor vehicle thefts.
 There was a total of \$ 200.00- taken in robberies.
 There was a grand total of \$ 122,485.00 in property stolen in town in 2018.

XVI. RECOVERED PROPERTY

13,009.00 recovered – does not include vehicles.

XVIII. PERMITS ISSUED

Pistol Permits	343
F.I.D. Cards	9

**Follow the Wilbraham
Police Department on
Facebook!**



**Police Department
Personnel**

CHIEF

Robert G. Zollo

CAPTAINS

Timothy F. Kane, Jr
Edward C. Lennon

SERGEANTS

Daniel E. Carr
Mark A. Paradis
Shawn B. Baldwin
Jeffrey Rudinski
Christopher Arventos

PATROLMEN

Lawrence H. Rich III
Thomas P. Korzec
Harold R. Swift
Christian A. Letendre—Retired May 31,
2018
Daniel E. Menard—School Resource
Officer
Michael J. Cygan
Joseph R. Brewer—K-9
Aderico P. Florindo—Investigator &
Court Officer
Thomas D. Motyka
Brent P. Noyes
Justin R. Wall
James E. Gagner
Sean Casella—Investigator & Court Of-
ficer
Daniel Ryan
Brian Strong
Steven Glenn
Mark Shlosser
John Perry, II
Karl Osborn
Douglas W. Costa, Jr

ADMINISTRATIVE ASSISTANT

Lisa M Bouchard

Police Department

XIX. FEES COLLECTED

Pistol Permit /F.I.D. Cards	26,075.00
Video/Report Requests	2,407.50
Fingerprint Cards	-25.00
Restitution Checks	- 0-
TOTAL	28,507.50

STATISTICAL COMPARISON FOR UNIFORM CRIME REPORT-FBI CRIME INDEX

	2017	2018	% CHANGE
Criminal Homicide	0	0	0%
Rapes	5	6	+20%
Robbery	2	1	-50%
Assault	76	80	+5%
Burglary/Res/Bus	31	17	-45%
Larceny	126	131	+4%
Auto Theft	10	2	-80%
Arson	1	0	-100%
TOTAL	251	237	-6%

STATISTICAL COMPARISON FOR W.P.D. ACTIVITY INDEX

	2017	2018	%Change
Call Incidents	23142	23169	0%
Written Complaints	847	894	+6%
Alarms Responded To	1049	963	-8%
Protective Custody	9	9	0%
Criminal Arrests	273	207	-24%
Vandalism	54	59	+9%
Domestic Disturbance	133	167	+26%
M.V. Accidents-Fatals	1	1	0%
M.V. Accidents-Injury	66	66	0%
Property Damage	309	250	-19%
M.V. Accidents-Total	376	316	-16%
Shoplifting	63	79	+25%

MOTOR VEHICLE VIOLATIONS CITED:

	2017	2018	%Change
Civil	481	370	-23%
Warnings	1367	1541	+13%
Arrest M/V	374	266	-29%
TOTAL	2222	2177	-2%

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



Continued on page 66

CELL ATTENDANTS

Lisa M. Bouchard Brian Kibbe
Mary Bready Linda Ely

Health & Human Services

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 2018 there were a total of 16 burials: 7 in Adams, 4 in East Wilbraham, 5 in Glendale, 9 were full burials and 7 were cremations.

ADAMS CEMETERY

In October the annual Adams Cemetery Tour sponsored by the Athenaeum Society was again held with over 100 people in attendance.

Several layers of packed red mulch around the large trees as well as the shed was removed and replaced with two inches of black mulch which now makes for a more natural appearance of the landscape. The photos show the trees and the shed area after the work was completed.

EAST WILBRAHAM CEMETERY

No major projects were needed at East Wilbraham, only routine maintenance was required.

GLENDALE CEMETERY

At Glendale Cemetery two old trees which have roots within inches of historic monuments need to be removed. One tree was removed in the Fall and the other will be removed in the Spring. Otherwise regular maintenance for the upkeep of the cemetery appearance was required.

WILBRAHAM TOWN CEMETERY BURIALS

YEAR	ADAMS	EAST	GLENDALE	TOTAL
2008	5	2	11	18
2009	15	2	25	42
2010	10	4	18	32
2011	9	1	13	23
2012	6	5	13	24
2013	6	0	9	15
2014	9	1	21	31
2015	9	2	16	27
2016	7	7	18	32
2017	6	4	13	23
2018	7	4	16	27
TOTAL	89	32	52	173

Source: Wilbraham cemetery CIMS computer program

The following chart above shows the yearly burials for the past 10 years.

Cemetery Commissioners

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

*Photos of Adams Cemetery
courtesy of the
Cemetery Commissioners*



Senior Center

FACTS – The Senior population in Wilbraham is 4,230, according to the Town Clerk. 29% of Wilbraham residents are 60 and over.

GRANTS & TOWN FUNDING – The Senior Center is supported by tax dollars as well as grants and the Massachusetts Executive Office of Elder Affairs. Funding received from Wilbraham tax dollars is less than 1% of the town’s annual budget. The towns Council on Aging budget pays for one full time employee and partial salaries of two additional full time employees. Grants must be secured to cover the remaining portion. A grant is also secured for the salary of the part time van driver/maintenance employee.

The Senior Center applied for and received two Title III Grants from Greater Springfield Senior Services in 2018. One grant was for purchase of air conditioners for residents. The second grant was for personal size File of Life.

Grants received in 2018 totaled **\$45,712**
 Formula Grant through Executive Office of Elder Affairs \$35,208
 Salary Grant through GSSSSI \$9,604
 Title III Grants through GSSSI \$ 900

TRANSPORTATION – The Senior Center operates the Wilbraham Senior Van, which was secured through a grant from MASSDOT and PVTa. Weekly scheduled trips are made to grocery stores and local shopping areas. Volunteer Medical Drivers use their own vehicles to transport Wilbraham Seniors to medical appointments. **Transportation statistics – 1,589 rides provided; 1,299 on Senior Van, 290 Medical Drivers.**

SOCIAL SERVICES – The Senior Center offers social services/outreach to senior citizens and their families. Barbara Harrington assists residents of all ages with applications for Food Stamps and Fuel Assistance. Barbara works closely with the towns Police and Fire departments, as well as Protective Services through Greater Springfield Senior Services. Barbara also oversees the Knox Box program.

The Brown Bag program continues to be successful in assisting low income Wilbraham Seniors fight food insecurities. 100 senior households receive a brown bag full of groceries each month. Due to limited space, the program had to be cut off at 100.

In July, Barbara Harrington scheduled a program with the Mass Department of Disabilities, entitled Emergency Preparedness. It was held at the Police Station meeting room and was well attended. Those seniors who attended received an emergency bag. **Social Services statistics – 440 individuals were assisted and 3,069 units of service were given.**

VOLUNTEERS – The Senior Center would not be able to function without the volunteers who give of their time to the Town of Wilbraham. This includes AARP Tax Aides, Bingo Callers, Blood Pressure Nurses, Brown Bag helpers, Front Desk, Game instructors, Kitchen helpers, Library Attendants, Medical Drivers, Newsletter folders, Tai Chi instructor, van driver and weekend Meals on Wheels drivers. We also want to thank the members of the Council on Aging and the Friends of Wilbraham Seniors who donate their time to the Senior Center. **Volunteer statistics – 94 volunteers, 1,235 hours.**

PROGAMS AND ACTIVITIES – Mary Ellen Schmidt schedules activities (see chart below). All seniors are welcome to

participate in our programs and events. Most are free of charge but some do have a minimal fee. When class size is limited, Wilbraham residents have priority.

PERSONNEL CHANGES - Jim Hiersche, driver/custodian, left May 31 after 10 years with the Senior Center. New van driver/custodian Greg Schmutte started in July, working between 10-19 hours a week.

The town hired a new Public Health Nurse, Jill Conselino. She has an office in Town Hall and will not be at the Senior Center until we have a larger facility. Veteran’s Agent Laurie Broadbent resigned from her position in February. Barbara Harrington assisted Wilbraham veterans with their needs until the new Veteran’s Agent was hired in May. Jered Sasen, Wilbraham Veteran’s Agent, has made himself at home at the Senior Center. He is a team player, always willing to help out.

FEASIBILITY COMMITTEE – After 5 years of searching for property, the Feasibility Committee voted to move forward with property behind town hall. To complete the Feasibility Study with architect John Catlin, a Site Survey needs to be completed. The Friends of Wilbraham Seniors helped to fund this study. The Site Survey report is expected to be completed by March, 2019. The next steps is a preliminary design for the selected site, a total project cost estimate and an implementation plan. These costs will be funded from the \$35,000 Feasibility account that was established in January, 2014.

Category	Visits	Individuals
Community Education	1529	555
Cultural Event	104	103
Fitness/Exercise	4964	239
Health Screening	835	241
Information Sharing	239	126
Recreation	1012	131
Social Event	6315	547
TOTAL SIGNINS	14998	1251

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

The Board of Health 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 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 re-inspection is conducted to verify compliance.

In addition to the above, the inspector is responsible for investigating complaints of trash and debris on public and private property, the health and welfare of individuals who may need assistance or guidance, noise complaints, septic system failure complaints, air quality issues, hoarding and any other concerns 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 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 proceedings.

The Health Inspector also represents the Town of Hampden at the Hampden County Health Coalition and Regional Emergency Planning Committee, which meets monthly to discuss and initiate preparedness and public health initiatives. Throughout the year various drills are conducted to evaluate emergency response.

The Board of Health promulgated new tobacco regulations raising the minimum legal sales age to 21 years-old, and expanded the regulations to include e-cigarettes and other vaping products, and banned the sale of flavored tobacco products and blunt wraps. The Board also capped the number of tobacco sales permits issued in Wilbraham to fourteen.

The Board of Health and Building Department worked with the Attorney General's Office in with the Abandoned House Initiative. This is where blighted properties, abandoned by owners in residential areas, create safety hazards, attract crime and lower property values. The AGO's Abandoned Housing Initiative uses the enforcement authority of the State Sanitary Code to turn these properties around. Working in close partnership with cities and towns, the AGO seeks out delinquent owners of abandoned residential property and encourages them to voluntarily repair their properties and make them secure. If owners refuse, then AGO attorneys will petition the relevant court to appoint a receiver to bring the property up to code.

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 requires during the percolation testing for new construction and repairs of all septic systems in Town. The proposed design for the new system 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. In 2018 the inspector witnessed 52 percolation tests, reviewed 108 septic designs and inspected 91 installations.

**Photo Courtesy of Jim Russell,
The Republican / MassLive.com**



Health Inspector/Title V Inspector
Lorri McCool

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

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
Heather Kmelius

Public Health Nurse

The office of the Public Health Nurse monitors health trends, health risks, and disease outbreaks throughout our town, statewide and also on a national basis too. This is done mainly in partnership with the Massachusetts Department of Health and the Massachusetts Virtual Epidemiological Network [MAVEN]. Using this computerized system, I have been able to conduct and efficiently carry out disease case management. This system allows assists state and local public health officials in monitoring disease trends. The purpose is to prevent the spread of disease, reduce the

Continued on page 69

effects of preventable chronic disease and to improve overall health, safety, and wellness of the community through awareness.

In the position of Public Health Nurse, I have actively participated and supported the Medical Reserve Corp [MRC]; Hampden-Wilbraham Partners for Youth- United for Safe, Healthy, and Drug-free Communities, the Advisory Board of Health for the Town of Wilbraham, and keeps up-to-date on emergency planning for new and emerging infectious diseases. I have spent the past year maintaining health event records as mandated by the Massachusetts Department of Public Health.

Direct services provided to the community included by were not limited to education, health assessments, medical referrals, immunization monitoring, wellness checks, and stages for our new town sharps program. In addition, I have developed a strong relationship with the local schools and Nurse Leader to work together on using our resources for a healthy school year. There have been a couple coordinated efforts with the school system regarding notification of disease process and how the schools needed to handle certain situations this past year.

Over the course of the past year, I have investigated a variety of infectious diseases in our town, with the majority of them being the flu. These diseases come across my desk through the MAVEN system and are followed up with the networking of the local medical providers in the area to ensure that all of our residents are safe. Over the past year surveillance was done on the following diseases: Campylobacteriosis, Giardiasis, Group A Strep, Group B Strep, Hepatitis C, Human Granulocytic Anaplasmosis (tick born illness), Lyme Disease, Influenza, Pertussis, Tuberculosis. There were 26 cases of Lyme Disease over the summer, 129 cases of the flu for the calendar year 2018, 4 confirmed cases of Pertussis, and 16 confirmed cases of Tuberculosis in town. What I can't stress enough for this season coming up is if you have not already done so, to get your flu shot! And check up on your immunizations as well as your children's immuniza-

tions! If it's been close to 10 years since you've last had a Tdap, please get a booster! Pertussis (whooping cough) is back and very contagious and can last for almost 2 months.

The goal for the next year is to get our sharps disposal program up and running for residents to utilize at the Town Hall. Sharps containers will be available for purchase and drop off at a selected location once the program is up and running. For now, residents may utilize the free site at Baystate Medical Center, or our Neighbors in Ludlow at the Health Department have a service that can be utilized for \$4/container. As a resident of this town, I am vested in the health and wellness of not only my family but also those whom I come into contact with on a daily and weekly basis. Please don't hesitate to contact me in my office at the Town Hall. Office hours are typically Monday/Wednesday 2:30-4:30pm.

Public Health Nurse
Jill Conselino, MS, RN
jconselino@wilbraham-ma.gov

Commission on Disability

The Wilbraham Commission on Disability is the local representative of the State of Massachusetts Office on Disability. The Commission advises and assists town officials in ensuring compliance with federal and state disability laws. Members work with the town's Building Inspector to survey public buildings and monitor compliance with the federal ADA requirements and the Massachusetts Architectural Access Board standards. The Commission reviews employment policies and procedures, parking facilities at businesses, recreational access, publication of town reports, and other accommodation issues for the disabled. Meetings are open to the public and the Commission provides information and consultation to citizens of Wilbraham with disabilities and their families as well as to Wilbraham businesses.

In 2018, the Commission continued its work in support of fair and equal treat-

ment of disabled individuals. Based on Communist Preservation Act grants obtained by the Commission, an accessible bench was installed near the fishing dock at Spec Pond, and the renovation of the Children's Museum was completed. The grand opening of the Children's museum was in December, 2018. The Commission has also discussed the renovations of the town's meeting house to make it accessible and will be moving forward with a request to the Community Preservation for a grant in 2019. The year also saw the appointment of one new member; Maureen James.

Marylou Fabbo, Chair
Earl Way, Vice Chair
Kate Barlow, Secretary
Diane DaSilva
Barbara Harrington
Beverley Litchfield (to June 2018)
Jean Courtney
Maureen James (Joined in April 2018)

Lance Trevallion, Town of Wilbraham
ADA Coordinator

Wilbraham Housing Authority

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

The Wilbraham Housing Authority started various projects in 2018. A few of the items we have been focusing on are as follows:

The Pines: 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. Marios Construction located in South Hadley won the bid for the project. Construction is underway and progressing at a rapid pace.

Miles Morgan Court: The authority is in the process of a siding project that will go out to bid mid-winter.

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Family Units: A number of water heaters were replaced in the family units.

Tree removal and trimming was completed this year at almost all of the properties.

Thank You to the Minnechaug Track Teams: The Wilbraham Housing Authority (WHA) would like to thank the Minnechaug Boy's and Girl's Track Teams for their continued participation in the Spring Clean-up at our Miles Morgan and The Pines developments. During April school vacation, about 50-60 student athletes and the coaches arrive early in the morning with rakes, brooms, shovels, etc. Several hours are spent sweeping parking lots and sidewalks, raking along fences and picking up branches and debris that accumulate over the winter months. They leave the place looking beautiful and ready for spring. Thank you!

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.

Peter Manolakis, Chairperson
Anne Turcotte, Vice Chairperson
James Burke, Treasurer
Robert Sullivan
Open, State Appointee

Paula Olsen, Executive Director

The Dept. 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.

Department of Veterans' Affairs

Our Veterans Department has had a busy year with the development of new processes and programs to better facilitate the needed care of our 851* registered and numerous non-registered Veterans in our community.

This past year we installed the VetraSpec program where we have been able to streamline and broaden the federal VA claim process. The Town of Wilbraham currently has 210 Veterans and Beneficiaries receiving \$23,319.97 a month from the Federal Government. This number is always changing but as of the November 2018 report we currently rank 123 in the State. This is a lot of money coming into the Town that benefits all of us.

This past year we participated in numerous events to include guest speaking, parades, Veterans Appreciation Day at the Big E and other Veteran ceremonies. In June, we were very happy to be asked to speak at the Wilbraham Peach Festival. We also attended Veteran Service Officer Conferences for state trainings and Western MA Veteran Service Officer quarterly meetings to ensure we are aligned with the most current local, state and federal regulations.

Programs and Ceremonies

In November, we have established a local Veteran ID card program to assist in outreach to our Veterans. After being verified to be a resident of Wilbraham and an honorably served Veteran, my office issues a pictured ID card. This card can then be used at any of the 34 participating establishments in town for a discount. We currently have 66 Veterans registered in the ID card program. The registered Veterans as well as participating local businesses in town increase almost every week. Our annual Memorial Day Ceremony was held on Sunday, May 27, 2018, 10:30 a.m. at Crane Park and on Sunday, No-

vember 11, 201 at 11:00am we had a big crowd in support of our Town's Veterans Day ceremony where Mr. George Allen was awarded the Annual Veteran of the Year for 2018.

Veterans Benefits

The Commonwealth of Massachusetts is one of the best states for Veterans benefits in the nation. Our local Veterans Department manages an ever changing budget with regard to our state benefits. We provide assistance with MA Chapter 115, VA claims, VA appeals, health care benefits, educational benefits, death benefits and various other facets of Veteran assistance through state and federal programs. For the MA Chapter 115 Benefit, cities and towns of Massachusetts dispense the benefits and are reimbursed at seventy-five percent from the Commonwealth for the cost of the benefits. In FY2018, the town spent \$77,362 in Veterans' Benefits, under Massachusetts General Law, Chapter 115, as approved by the Commissioner of Veteran Services of which seventy-five percent (\$58,021.50) will be reimbursed by the state to the town.

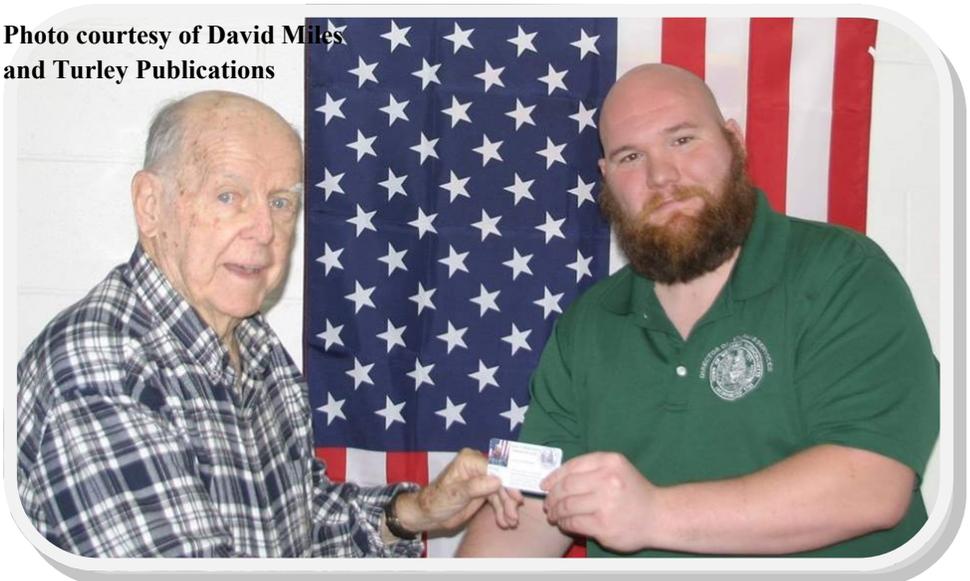
This Veterans Office assisted numerous Veterans and, or Veteran family members in countless appointments (both in office and home visits), phone calls, emails, faxes, etc.

We look forward to another successful year of Serving those who Served Us!

Department of Veterans Services
Jered Sasen, Director of Veterans Services
Barbara Harrington,
Administrative Assistant

Veteran of the Year George Allen receiving the first local Veteran ID card from Director of Veterans Services Jered Sasen.

Photo courtesy of David Miles and Turley Publications



Parks, Recreation & Culture

The Atheneum Society of Wilbraham

The Atheneum Society DBA The Old Meeting House Museum continues to bring interesting programs at each Open House. The Museum is free and open to the public the second Sunday of each month May through November ending with the annual decorated Christmas Tree display when Open House is held the first Sunday in December to coincide with the town celebration.

Our first program in May featured Dennis Picard speaking about Native Americans in Wilbraham.

June Open House featured Patrick Duquette who spoke of Ghosts in the Neighborhood,

These were just two of our programs held during this year which also featured the annual free ice cream social and Art show. The annual Candlelight Cemetery Tour has become quite a success each October. In December we had a wine and cheese get-together during the Christmas Tree display and everyone had a great time. We invite you to attend an Open House and enjoy the programs we feel will be of interest to the Wilbraham community.

Atheneum Society Trustees

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

Parks & Recreation Department

The Parks & Recreation Department had another successful year during 2018. The Department spent much of 2018 maintaining many of the programs we have created over the years, adding new pro-

grams, improving our facilities and welcoming new staff.

The Department had some turnover in 2017, and the open positions of Parks Laborer and Recreation Aide were filled in early 2018. The Parks Laborer position was filled by Jason Robinson in January 2018, bringing great landscaping and contracting experience. Angel Velez came on in February to fill the Recreation Aide position, with many different responsibilities to assist the department. Some of his responsibilities include: sports equipment and uniform inventory, maintenance and distribution, various office tasks, and to be present at and observe games and practices to make sure everything is running smoothly.

The rest of the office staff continued to provide consistency to the Town, the Director, Bryan Litz, going on his 18th year, Ron Dobosz, Parks Foreman, completing his fourth year, Assistant Director Erin Carroll completing her second year and Jen Arce completing her first year. Much of 2018 was spent attempting to formulate a vision for the Department and restructure the programming and staffing accordingly. The Department met with



Photo Courtesy of the Community Preservation Committee



Photo Courtesy of the Community Preservation Committee

many of its associations and committees to discuss structure and a cooperative working agreement. These meetings focused on the oversight of the program dynamics, fundraising, field maintenance, and many other specific program aspects. The discussion that began in 2017, and continued through 2018 led to some positive changes, but still much work to be done in 2019.

Many of our programs continued to thrive thanks to our outstanding volunteer commitment and leadership of our coaches and instructors. Enrollment in many programs for 2018 saw an increase, while many of the High School aged programs saw a decrease. The Department continues to evaluate each program from season to season to make sure we are meeting the needs of the Town and each program is fiscally sound.

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, with the second annual 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
(Continued on page 72)

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 fifth 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 fourth year as Head Waterfront Director. The experienced Directors and staff led to another smooth summer with lots of happy patrons.

2018 saw some big changes and renovations to our facilities. The most exciting is the Pond Remediation. We added an aerator to the pond and put down a Benthic Barrier to suppress the weeds and make the areas that surround the beach more user friendly. Included within the beach renovations was the removal of some dead and dangerous trees around the beach and the addition of two shade sails and a 20 by 20 metal shade structure, to provide some areas for shade relief. Concrete was added in and around the bathrooms that connect up to the existing concrete around Amy's Sparkle Park to make those more accessible. We believe these changes to Beach area will provide a better product for the patrons.

In conjunction with the Beach renovations, the Pavilion and Picnic Grove also received a makeover. Landscaping was placed in and around the Pavilion and Basketball Courts in an attempt to better control pedestrian and vehicular traffic. The access road and parking area were also renovated with a gravel road and parking lot. The projects included lots of new grass between the grill pit and pavilion, and in the picnic grove, fencing to restrict access, along with a walkway from the access road to the Pa-



Photo Courtesy of the Community Preservation Committee

vilion. There was also a new gravel walk way connecting the pavilion to the playground that added to the picnic grove area.

All these improvements to the pond, pavilion and picnic grove were made possible by multiple Community Preservation Act funds, and the Town and the Department were extremely grateful.

At the same time the Community Preservation Funds were being utilized at Spec Pond, the Friends of Recreation undertook the updating of the Spec Pond outdoor Basketball Courts. The project included adding four brand new state-of-the-art outdoor hoops and resurfacing of both the courts. The work was completed and the 50 team summer basketball league along with many other patrons enjoyed the new courts.

The Playground and Recreation Commission long time member Aaron Tillberry resigned his position in September. The Playground & Recreation Commission is thankful for all the years of service that Aaron served. We truly appreciate your years of service to the Town of Wilbraham, and also look forward to a bright future with our new member. His position was filled by Dave Trebbe in December.

The Wilbraham Friends of Recreation had no turn over in 2018 amongst its 11 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.

RECREATION COMMISSION

Bill Scatolini - Chairman
 Jon Stogner
 CW Zimmer
 Michelle Pastore
 Marc Atkin
 Emilie Hisgen
 Dave Trebbe

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
 Angel Velez, Rec Aide

Public Library

This year we said goodbye to three longtime employees: Library page Veronica Meschke, Borrower Services Assistant Susan Kent, and Borrower Service Coordinator Cindy Rusczek all retired or moved on to other opportunities. Bernard Davidow was promoted to full-time Adult Services Librarian, Steve Fratoni was promoted to part-time Borrower Services Assistant, Caroline

(Continued on page 73)



Photo Courtesy of the Community Preservation Committee



Photo courtesy of the Wilbraham Public Library

Welch joined our team as part-time Adult Services Librarian, and Jack Swan was promoted to permanent Library page.

Improvements to our building and grounds included the painting our our exterior light fixtures along our walkways and parking lot, and the addition of two modern study carrels for adults, equipped with charging stations for laptops and phones and acoustical privacy barriers. The conversion to BISAC, the organizational structure used by bookstores, was completed for the adult non-fiction collection. Signage along the bookstacks on the mezzanine clearly direct patrons to the subjects – Biography, Cooking, Nature, and True Crime, among others. A new display unit for juvenile fiction was also added.

The children's and teen collections continued to expand their offerings in STEAM categories – including the addition of robotics, 3-D pens, and other items that circulate. In the adult collections, staff began to evaluate specific subject areas on a monthly basis and to fill in any gaps. Health and business were the first to be targeted. The library also expanded its digital offerings by subscribing to the Hoopla, Kanopy, and Biblioboard services.

Programs for all ages were offered, with many funded by the Friends of the Library and the

Wilbraham Cultural Council. Highlights included a Robotics class, Teacher Creature story times, Paint, Sip, Fun and an Escape Room for teens, Learn to Play the Ukulele, musical performance by Skylarks of the Great American Songbook, and Clutter Control: Downsizing Your Stuff. December marked the library's 50th anniversary. State Sen. Eric Lesser attended the celebration, which featured a presentation about the library's last 50 years and proclamations given by both the State Senate and House of Representatives.

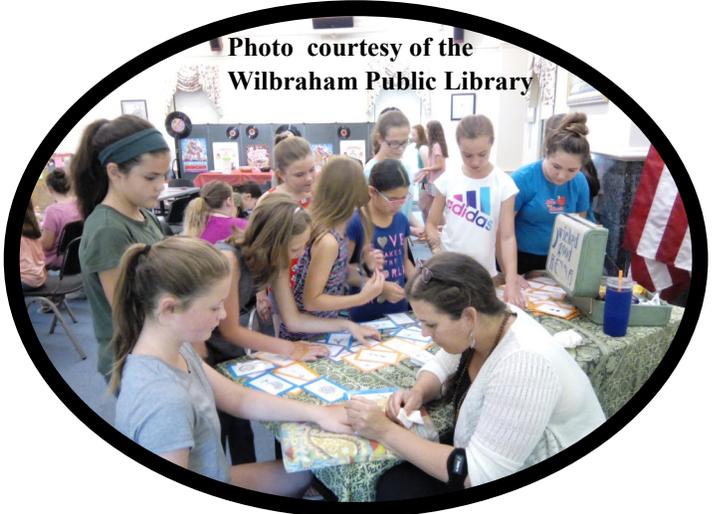


Photo courtesy of the Wilbraham Public Library

The library's social media presence was enhanced this with more posts featuring local photographs on both Facebook and Instagram. Our statistics from Instagram, which highlights our teen collections and programs, doubled in number from the previous year from 400 to over 830 followers.

As the library receives so much support from the community, we also like to give back and participate or assist other organizations with their efforts. This year we collected pink scarves for Rays of Hope, food and toiletries for the Community Survival Center, and toys for the C.A.K.E. project. In addition, the Teen Advisory Board produced fleece blankets for Shriners Hospitals.

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 that offered support for our summer reading program.



Photo courtesy of the Wilbraham Public Library

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

Continued on Page 74



Photo courtesy of the Wilbraham Public Library

Brief Statistics

Category	Adult	Teen	Children	Total
<i>Collection Holdings</i>				
Books	17,264	2,717	16,117	36,098
Periodicals	1,003	49	82	1,134
Video formats	2,915	0	1,043	3,958
Audio formats	2,569	62	307	2,938
<i>Circulation/Checkouts</i>				
Books	42,115	6,863	45,100	94,078
Periodicals	2,549	35	117	2,701
Video formats	14,063	62	4,893	19,018
Audio formats	5,548	156	921	6,625
Total items (includes other materials not listed above)				45,000
Total circulation (includes other materials not listed above)				125,350
	Adult	Teens	Children's	
Programs	90	39	111	240
Program attendance	1308	703	3,654	5,665
Total library visits				73,072

Historical Commission

Annual Summary of Meetings

The Historical Commission had two new members join them this past year – Diane Testa and Ted Malysz. At the November 27, 2018 meeting, Diane Testa was voted to become the Chair of the Commission. The Commission had several other members leave its organization.

The Historical Commission is working with the Wilbraham Public Library to help it receive funding from the town’s Community Preservation Committee (CPC), since it is celebrating its 50th anniversary at its present location.

The Historical Commission members met with library director, Karen Demers, on Friday, December 7, 2018 to discuss ways in which the Commission can help the library celebrate this milestone anniversary.

The Historical Commission has been involved in creating a historic designation of the town’s center. The Commission would like to have signs placed on the north end of the village center, near the present Flo-Design company building, and at the south end of the village center near the Children’s Museum. \$3000 in funds has already been allotted by the town to create signs for the north & south ends of the vil-

lage center. This money has been rolled over to be used in the present fiscal year for signage. The Commission expects to obtain more money for the sign project in the next fiscal year, once a cost estimate is acquired.

Jeff Smith, vice-chair of the CPC and an employee at New England Promotional Marketing (NEPM), has been contacted about the cost of creating these signs. Cost estimates will be obtained from more than one sign-making company. The wording on the sign will be presented to both the town’s Selectmen and the CPC. Wording such as: “Entering the Town of Wilbraham’s Historic District Center” is under consideration. Our town’s official seal from the 1963 celebration will be on the sign, as well as the date of the town’s founding, 1763. Wilbraham-Monson Academy has been contacted about their historical signage since the Historical Commission would like the town’s signs to be complementary to WMA’s historical signs.

The Historical Commission assisted Anthony Carnevale of the 6 Burt Lane, LLC Company in preparing information for the town presentations about the new development of the Center Village building. The building project has been approved, and development of the property will begin at some unknown point in the coming year.

The Historical Commission is co-sponsoring a project with the Atheneum Society at the Old Meeting House. The project involves the repair and restoration of parts of the Old Meeting House and Hearse House. In particular, the Old Meeting House’s heating ducts need rehabilitation and repair; its main beam needs repair; the building needs a handicap ramp, so they would like funding to survey the property and install a ramp. Lastly, the Hearse House needs a new roof and repainting. The requested funding is \$18,850.

Another proposal to the CPC involves historic preservation of the town records, requested by the Wilbraham Town Clerk. A company named Kofile Technologies of Essex, VT has been undertaking the preservation of the town records, piece by piece, with certain sets of files preserved each year. Funding for this project from the CPC began about 5 – 6 years ago, and continues presently. This year, the Town Clerk is requesting funds to preserve the Selectmen’s minutes in their current form as paper and bindings. The Historical Commission wants to ask the

Town Clerk if there will be a digitized copy of the preserved documents, to be placed online for easier public access.

Stoughton Smead attended the February Historical Commission meeting to speak in support of the Wilbraham Public Library's need for additional space to store part of its collection. The Wilbraham Public Library is looking to the CPC for funding to help with its storage problem. In 2005, the library put a proposal to the town to expand its facilities, but the proposal was voted down by town residents. Presently, the library is proposing to build a climate-controlled outbuilding, apart from the main library building, to house a small portion of its holdings. The library would also like to create an outdoor "story walk", a trail that would meander through a section of the property, with posts that tell a story.

Mr. Smead discussed with the Historical Commission the ways in which the library has contributed to the community of Wilbraham, as a cultural and historical icon in the town for over 100 years. The library director, Karen Demers, can request funds from the CPC if she could get recognition from the Historical Commission as an important community entity and historic resource that has contributed to the culture of the town for many generations. The Commission recognizes the need to bring more recognition to the library as an important community gathering space, through photographs or other memorabilia placed in Town Hall. Mr. Smead suggested that the Historical Commission offer a certificate of recognition to the Library's trustees, noting the contribution of the Wilbraham Public Library to the community since its inception in 1892.

Town resident, Don Flannery, is proposing to the town to save Memorial School for use as a senior center. The question is asked of the Historical Commission: can Memorial School be designated as a historic building in town? The Commission discussed a by-law in some towns that allows for a delay of demolition of a town building, should it have some historical significance for that town. The Historical Commission would like to know if Wilbraham has such a by-law, and if not, can we get one introduced in our town's laws to have this option to delay demolition when buildings are being considered for demolition?

It was suggested to call Steve Reilly, the town lawyer, to ask if he knows of other towns in Massachusetts who have such a by-law. The Historical Commission can also e-mail Chris Skully, who maintains an e-mail list-serve of folks in the Commonwealth who are involved in historic preservation in their local communities, to see if Chris knows how the Commission can go about getting a demolition-delay by-law enacted.

Prepared by: Diane Testa

Historical Commission Members:

Roberta Albano, Charlie Bennett, Ted Malysz, Diane Testa, Art Wolf

Wilbraham Children's Museum

The Wilbraham Children's Museum had another successful year during 2018, enjoying a lot of special events and going through major renovations at our facility. We began 2018 with events during February and April vacations. We hosted an Usborne Book Party in February and a special story time in April. With children who attend our facility out of school for those weeks, we offer programming to keep them busy and having fun! At the end of March, we hosted our biggest and most successful event of the year, our Annual Bunny Breakfast. Held at the Wilbraham United Church and sponsored by the Polish National Credit Union, we had an incredible turnout (180 people)! With a raffle and silent auction, entertainment by musician Jon O'Neill and a visit from the Easter Bunny, a great time was had by all!

After we ended our year of playgroups in June, the summer of 2018 was highlighted by construction and renovation. Thanks to a generous grant from the Community Preservation Fund, the Town of Wilbraham began an extensive remodeling to the building. This project was especially exciting for us because it made our facility ADA-compliant, finally mak-

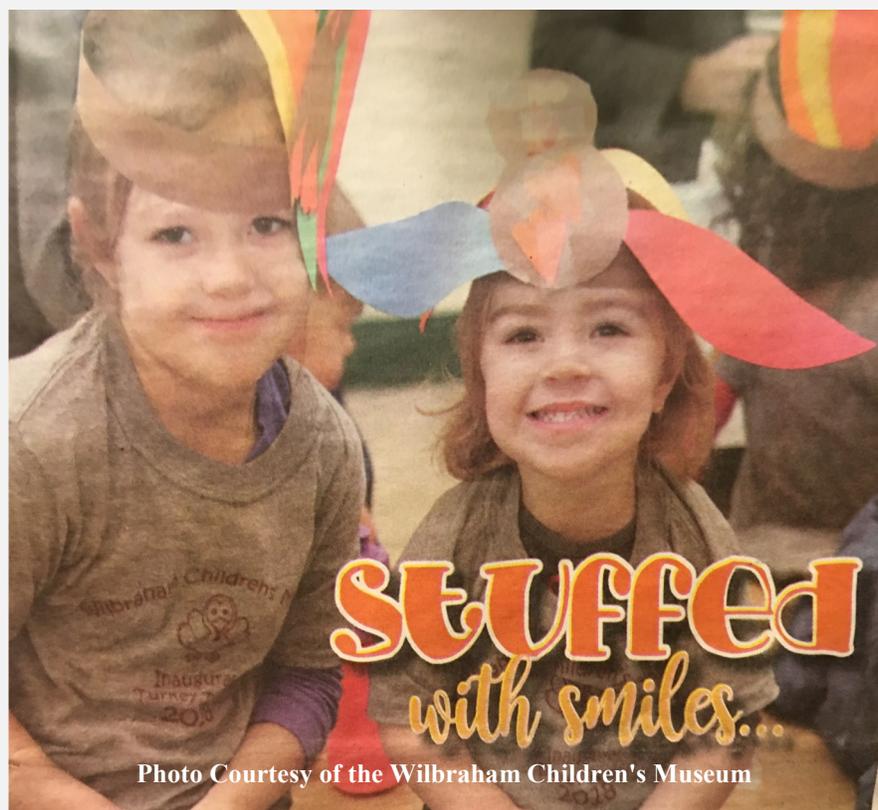


Photo Courtesy of the Wilbraham Children's Museum

ing our facility accessible to all families. When we finally reopened in early December, we were met with many families who couldn't wait to become members and join the fun! We currently have a membership of approximately eighty-five families.

As we look back on thirty-seven years (the Wilbraham Children's Museum opened its doors in 1981), we are so grateful to our community and to all who sup-

Continued on Page 76

Wilbraham Cultural Council

port us. It is especially important to us to look at how WCM has evolved. Many of our current members attended WCM as children and are now carrying on that legacy, bringing their own children to continue the tradition.

The Executive Board of WCM would like to thank all the organizations and individuals who serve on our advisory board, donate to our organization, and volunteer their time on behalf of WCM.

Respectfully submitted,
Emily Roy
Volunteer President

Wilbraham Children's Museum Executive Board

Emily Roy, President
Koren Ferraro, Vice President
Ashley Davis, Secretary
Maria Hagopian, Treasurer
Meagan Michel, Playgroup/Membership Coordinator
Amanda Edgar, Programs Coordinator
Kim Ryan, Supplies Coordinator
Laura Simpson, Marketing Coordinator
Jen Iverson, Volunteer Coordinator

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 an open meeting was held at the Wilbraham Public Library for informational purposes, the WCC received and considered 22 applications requesting funding for 2018. 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 Concert; adults were able to learn to paint with pastels; and all ages were able to Learn Ukele at the Wilbraham Public Library. 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 2018 supported the availability of rich cultural experiences for every Wilbraham resident.

Wilbraham Cultural Council

Valerie Ducey, Chair
Susan Bennett, Treasurer
Jane Clark, Secretary
Lisa Person
Susan Adams

Photo Courtesy of
Melissa Graves



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 2018, production 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 without the continued support of every WPA volunteer. Wilbraham Public Access is always recruiting new volunteers and encouraging creativity.

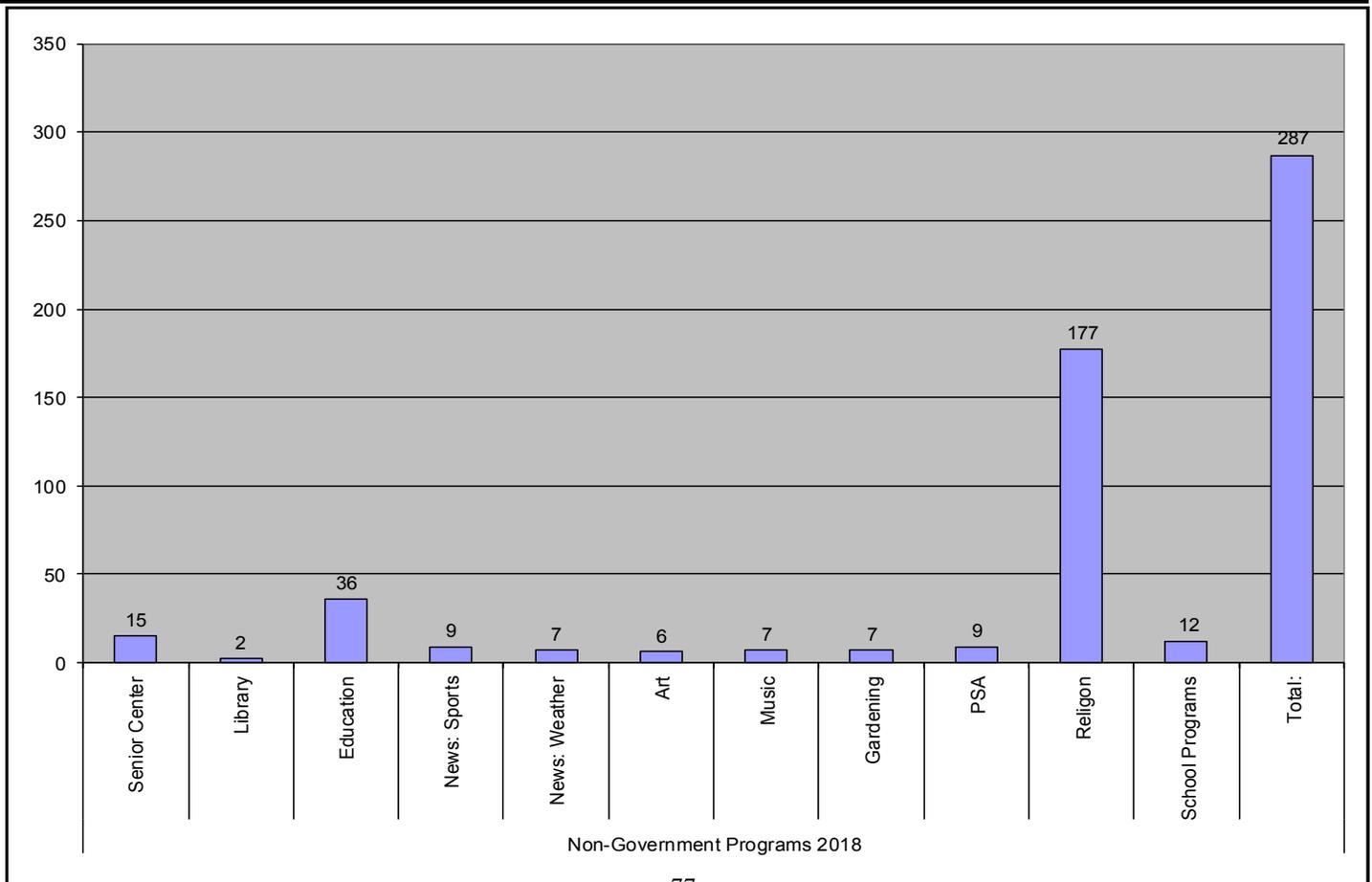
Director Aube would like to extend his deepest and heartfelt appreciation to the many volunteers who serve on the Town’s Cable and Public Access Committees, to the numerous volunteers whose dedicated service to WPA make it possible to have a functioning and quality TV station, to the Friends of Wilbraham 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 2018.

Public Access TV Advisory Committee
Sandra Belcastro, Chair
Roy L. Scott
Delores Gravel
Janet Vitkus

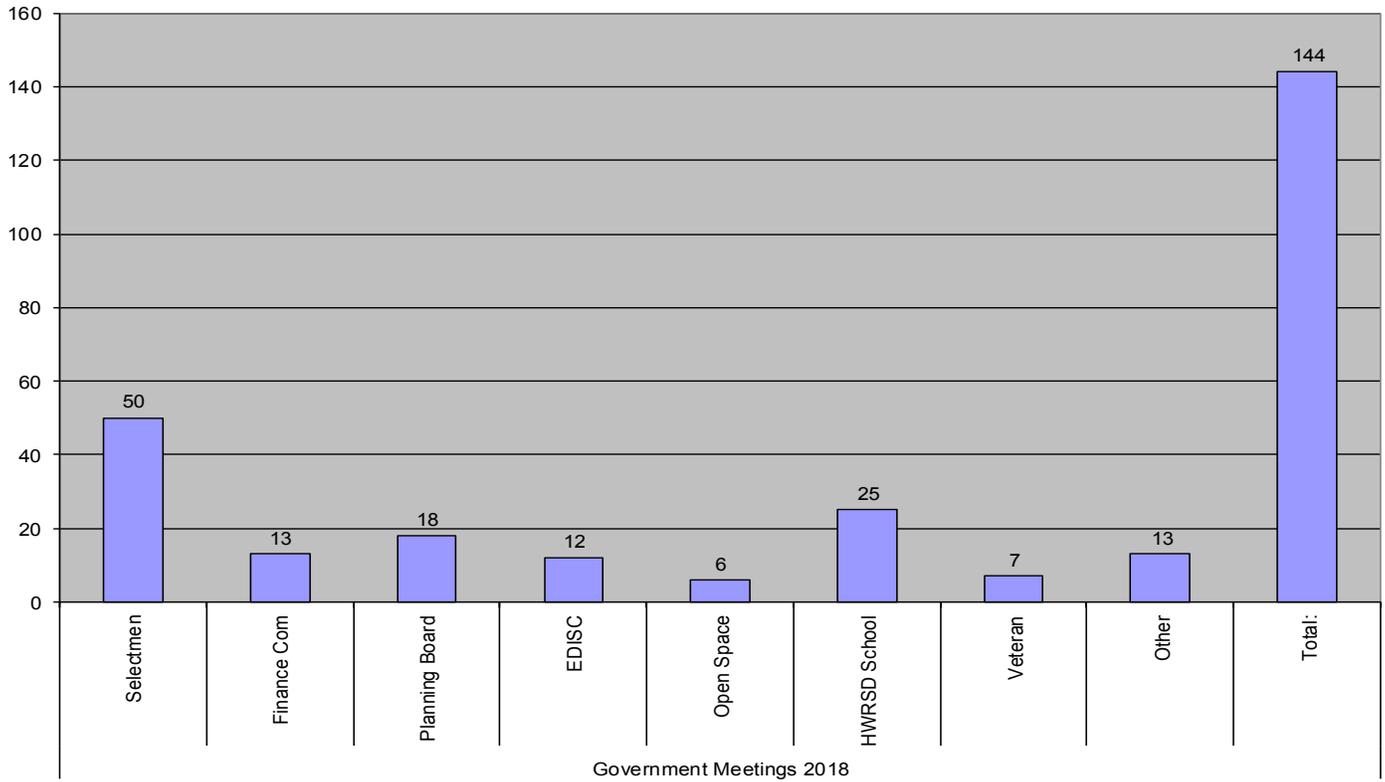
Executive Director Anthony Aube
Production Coordinator Paul Villano

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2018 Non-Government Programs

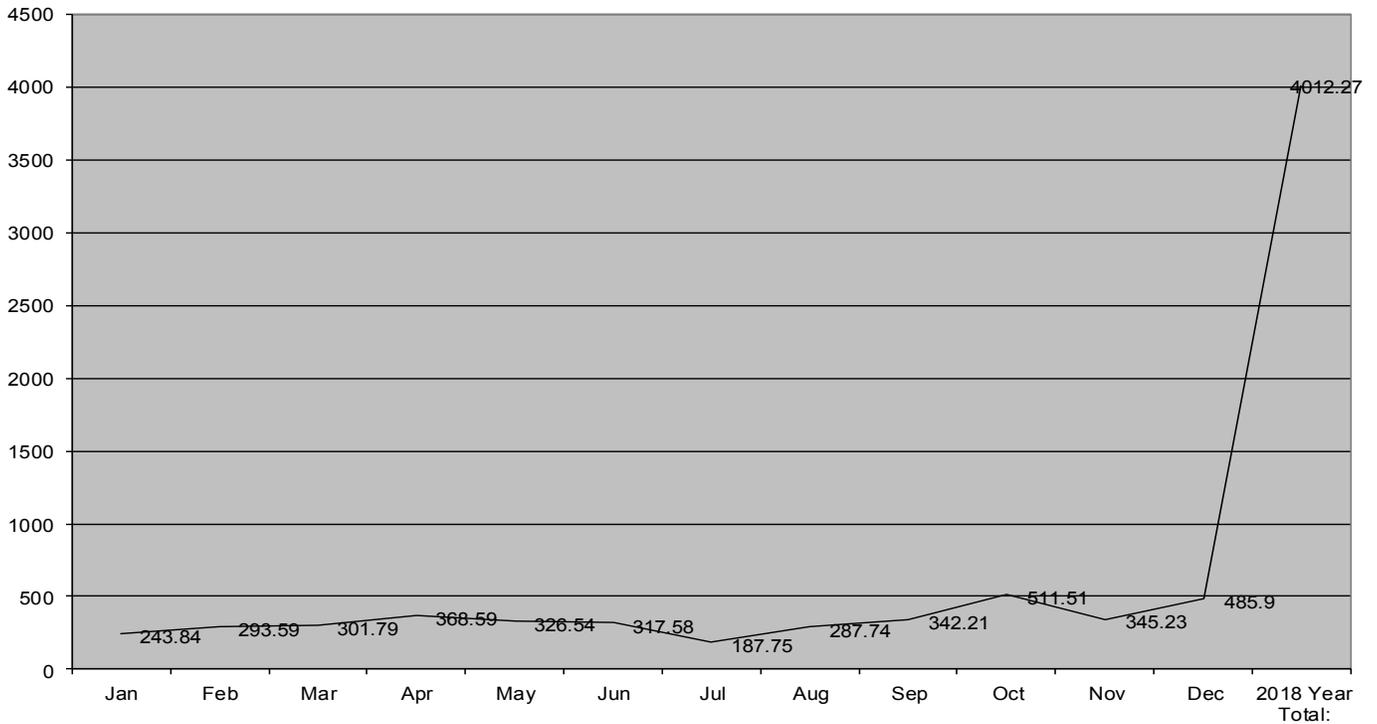


2018 WPA Production Government Meetings & Events



2018 WPA Volunteer Hours

**On Site Volunteer Hours at WPA
(Does not include hours worked off location)**



HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT PROFILE

▪ Superintendent's Statement ▪

The Hampden-Wilbraham Regional School District is a fully accredited public school district educating approximately 3,050 students in grades PreK to 12. HWRSD maintains six school buildings: one elementary/middle school in Hampden, and three elementary, one middle and one regional high school in Wilbraham. The District is driven by a strong vision that shapes the development of school and district-wide improvement goals and improvement plans. 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.

2018-2019 School Committee Goals

As a united school committee representing every student of the Hampden Wilbraham Regional School District, we are committed to excellence in education through continued academic achievement and vigilant awareness of our responsibilities. In the 2018-2019 school year, this will be accomplished with initiatives in the following areas:

- Communication: Create and maintain a system and culture of information sharing through the following strategies
 - Devise a mechanism for collating and disseminating information
 - Create a year-long agenda template
 - Create a school committee handbook
 - Share meeting agendas and accompanying documents with School Committee members three days prior to any meeting
 - Support the community's ability to interact with the school committee through public comments

Goal: By January 3, 2019 draft documents of each of these items will be presented to the school committee and completed documents will be approved no later than June 30, 2019

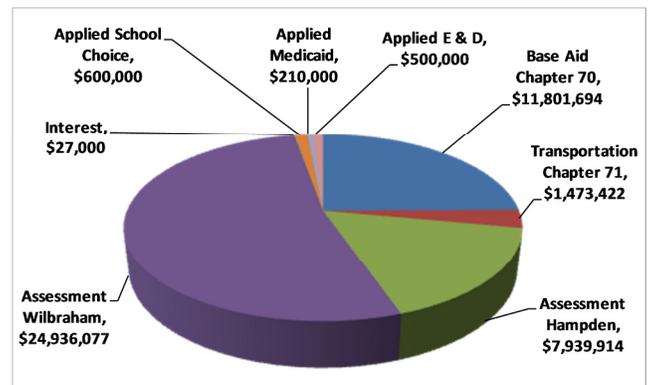
- Academic Achievement: Close the achievement gaps and improving the learning experience for all students by the end of the 2018-2019 school year
 - Create a budget that reduces administrative spending while providing space, funding and staff to sustain best practice classroom sizes for K-5 children in the 2019-2020 school year
 - Fiscally support the superintendent to recruit, develop and retain qualified educators who have a proven track record with successful experience teaching at risk population

Goal: By March 15, 2019 present a budget based on the above information to the school committee and approve no later than April 15, 2019

2018-2019 Operating Budget

\$47,488,107

Base Aid Chapter 70	11,801,694
Transportation Chapter 71	1,473,422
Assessment Hampden (22.2335%)	7,939,914
Assessment Wilbraham (77.7665%)	24,936,077
Interest	27,000
Applied School Choice	600,000
Applied Medicaid	210,000
Applied E & D	500,000



Our District

School Accountability Information

- Green Meadows School – Title I
- Soule Road School - Title I
- Stony Hill School - Title I
- Wilbraham Middle School – Non-Title I
- Minnechaug Regional High School - Non-Title I
- Mile Tree School – Non-Title I School

Our Schools

Elementary Schools	3
K-8 Schools	1
Middle Schools	1
High Schools	1
Total Square Feet	701,839
District Size	42.08 sq. miles

2018 Next Generation MCAS Test Results

Percent of Students Meeting or Exceeding Expectations

Grade	Reading	Math	ELA	Science
Grade 3	58	57		
Grade 4		42	47	
Grade 5		50	65	67
Grade 6		48	61	
Grade 7		55	53	
Grade 8		54	66	44
Grade 10		86	98	

Performance/Student Data

Our District Accreditation	NEASC
NEASC 2009 Accountability Ratings	Academically Acceptable

RESPECT INTERACTIVE LEARNING COMMUNITY VALUING

ENVIRONMENT INDIVIDUAL OPPORTUNITIES

GLOBAL INTEGRITY



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.

CREATIVE COMMUNITY EMBRACING

ENVISION PASSIONATE COMPETE

CONTRIBUTE VALUING SAFE THINKERS EDUCATIONAL EXCELLENCE

Total Enrollment on October 1, 2017 (2017-2018)

3,060

Enrollment By Grade (2018-19)															
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Green Meadows	14	33	43	41	37	44	48	19	18	15	0	0	0	0	312
Mile Tree	67	147	149	0	0	0	0	0	0	0	0	0	0	0	363
Minnechaug	0	0	0	0	0	0	0	0	0	0	288	256	272	292	1,108
Soule Road	0	0	0	0	0	161	179	0	0	0	0	0	0	0	340
Stony Hill	0	0	0	168	153	0	0	0	0	0	0	0	0	0	321
Wilbraham Middle	0	0	0	0	0	0	0	194	210	210	0	0	0	0	614
District	81	180	192	209	190	205	227	213	228	225	288	256	272	292	3,058

Nutrition Services

Lunch Price Elem/MS \$2.75, HS \$3.00
 Avg. Complete Lunches Served Daily 1,327
 Avg. Equivalent Meals Served Daily 633
 Avg. Total Meals Served Daily 1,960

Geographical Information

Hampden 19.65 Sq. Miles
 Population (2015) 5,223
 FY19 Tax Rate \$19.69

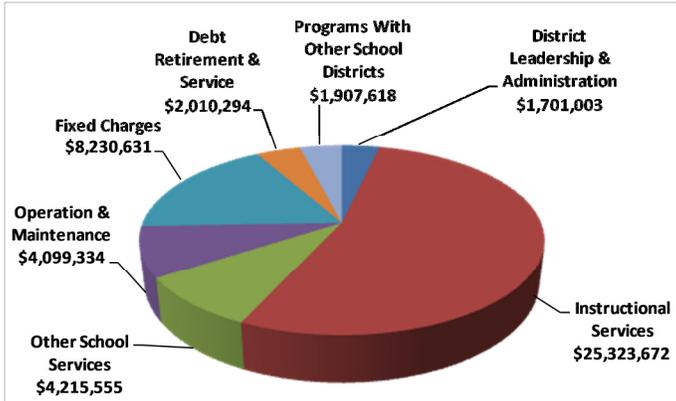
Wilbraham 22.43 Sq. Miles
 Population (2017) 15,069
 FY18 Tax Rate \$21.80

Regional Transportation

Number of Buses Running Daily 45
 Cost per Bus Regular Transportation \$57,115
 Cost per Bus Special Education Transportation \$68,480

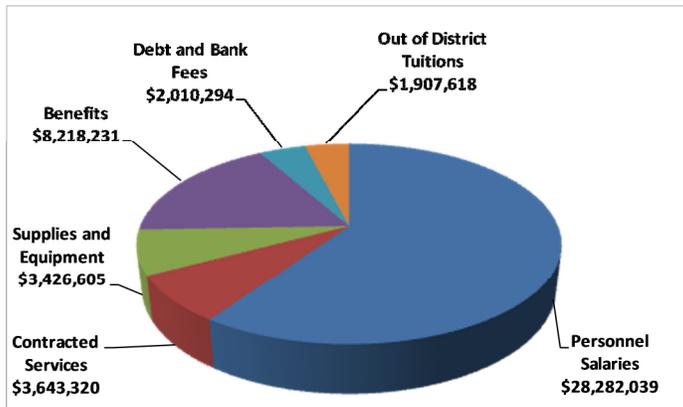
Financial/Basic Data

Our 2018-2019 Expenditures \$47,488,107



Federal Grants \$1,736,221
 State Grants \$210,673
 Per Pupil Expenditure (2017) \$15,116
 Per Pupil Expenditure State Average (2017) \$15,911

FY19 Budget At A Glance



Our Students Source: Department of Education

Enrollment By Gender (2018-2019)		
	% District	% State
Male	49.8	51.2
Female	50.2	48.7
Total	100.0	99.9

Enrollment by Race/Ethnicity (2018-19)		
Race	% of District	% of State
African American	2.5	9.2
Asian	2.7	7.0
Hispanic	7.1	20.8
Native American	0.2	0.2
White	84.2	59.0
Native Hawaiian, Pacific Islander	0.1	0.1
Multi-Race, Non-Hispanic	3.2	3.8

Additional Academic Facts

2018 Number of Graduates 268
 % Continuing Education 92

2018-2019 Employees

Total Number of Employees 499
 Administrative 18
 Custodial/Maintenance 24
 Food Service 27
 Independents 33
 Nurses 9
 Paraprofessionals 97
 Teachers, Counselors, ETLs, Psychologists, Therapists 271
 Clerical 20
 Teacher Salary (BA Step 1) \$45,196
 Teacher Salary (M +30 Step 1) \$54,149
 Teacher Retention Rate 92.3%

Teacher Data (2017-18) Source: DESE	District	State
Total # of Teachers	205.5	73,420.00
% of Teachers Licensed in Teaching Assignment	100.0	97.2
% of Experienced Teachers	93.5	81.7
Student/Teacher Ratio	14.9 to 1	13.0 to 1

Debt Service Schedules

FY19
 School Project
 • \$2,738,000 Green Meadows School \$205,200
 School Building Project
 • \$22,000,000 Minnechaug Regional High School \$578,100
 • \$18,835,000 Re-Bond Minnechaug Regional High School \$703,463
 • \$7,025,000 Minnechaug Regional High School \$449,294
 • \$5,030,000 Minnechaug Regional High School \$279,438
 Sewer Betterment
 • \$1,351,600 Hampden-Wilbraham RSD \$104,749
 Total FY19 Debt Service Amount \$2,320,243

FROM THE SUPERINTENDENT

Albert G. Ganem, Jr., Superintendent of Schools

The Hampden-Wilbraham Regional School District is a fully accredited public school district educating approximately 3,050 students in grades PreK to 12. HWRSD maintains six school buildings: one elementary/middle school in Hampden, and three elementary, one middle and one regional high school in Wilbraham. The District is driven by a strong vision that shapes the development of school and district-wide improvement goals and improvement plans. 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.

ANNUAL FINANCIAL REPORT

Howard G. Barber, Director of Finance, Operations and Human Resources

The Hampden-Wilbraham Regional School District budget is intended to support the District Improvement Goals by ensuring that the District remains focused on the safety and well-being of all stakeholders, improves and expands professional learning aimed at content knowledge and intervention, remains fiscally responsible, sustains our commitment of educational excellence for all learners, and continues to strengthen our approach to education using technology and 21st Century frameworks. The following are the guiding principles for the budget development process:

- To develop a zero-based budget reflective of the District’s vision and based on improvement goals
- To sustain the District’s commitment to excellence
- To provide adequate, cost effective programming and staffing
- To develop manageable and affordable assessments to the towns of Hampden and Wilbraham
- To be proactive rather than reactive
- To clearly communicate to all stakeholders
- To allocate funds strategically to create an aligned system

The District continued to perform at a high level academically, while being challenged by many new instructional and technology-based initiatives and mandates where the pace and costs associated with these obligations was significant during difficult economic times. The member towns have high expectations for student achievement and continue to commit to investing in education while also experiencing their own fiscal stresses. The District’s declining enrollment, increased State mandated student services costs, health care and benefit costs and phase out of long-term grants heavily influenced the overall financial picture.

recognizes the efforts of both towns who contribute above the Minimum Local Contribution (MLC) level required by the State on an annual basis. This level of support has allowed the District to keep the core mission intact, but this budget cycle emphasized the need to make even greater investments above these levels in order to provide the educational experiences the communities want for their children. These objectives have been met through staffing, programmatic and operational reductions in response to declining enrollment, systemic and sustainable contract negotiations, pursuit of revenue opportunities and development of strategic cost-saving initiatives and efficiencies.

CURRICULUM & PROFESSIONAL LEARNING

John G. Derosia, Director of Secondary Curriculum and Instruction

Julie B. Keefe, Director of Elementary Curriculum and Instruction

Throughout the HWRSD, our staff and students have been working on a clear and cohesive curriculum that is aligned to State Standards. This work is now aligned to standards-based report cards for grades PreK through five. With the updating of History and Social Science standards from the State, curriculum revisions and new resources are being added.

Green Meadows has been transformed into a PreK through Grade 8 school and provides opportunities for the older students to serve in leadership roles as they work with younger grades through their Family Time activities. The staff has built a culture of community and excellence for all students and families.

At Wilbraham Middle School, the Middle School Model has grouped students into teams allowing teachers to have more collaboration time to support student needs, plan to ensure greater consistency and deepen their instructional practices.

Schools across HWRSD have enhanced integration of technology within the classroom with stronger online resources, iPad apps and 1:1 devices for students in grades three through six. Additional carts of Chromebooks are available in other grades to support digital reading, creating and researching. The Chromebooks will also be used for State mandated testing and having a device for every student in these grades will reduce the amount of time the school must set aside for testing, thus allowing more time on learning.

Professional Learning for District staff has supported the additional technology in the classroom with G Suite for Education apps workshops. Elementary teachers have attended workshops, as well as received job-embedded coaching from instructional coaches on the Workshop Model for both literacy and math. Middle school Science teachers have deepened their knowledge on their new instructional resources and select Social Studies teachers have attended the State-sponsored Civics Institutes.

MILE TREE ELEMENTARY SCHOOL (Grades Pre K – 1)

Joanne C. Wilson, Principal



Mile Tree School strives to instill a deep love of learning in its 363 young students during their important formative years. Our experienced, dedicated staff encourages students to reach their academic potential in a safe and nurturing early childhood setting.

The students and staff at Mile Tree embrace the school expectations to *Be Kind, Responsible and Safe* and demonstrate this in their school and community. This has translated into a family of learners, with all adults taking responsibility for students' success.

Parents and families are very strong supporters of Mile Tree School through volunteering in classrooms, supporting the PTO and attending the many family engagement activities. Especially popular is the Mile Tree Family Carnival that started in 2016 as a way to celebrate a successful year with families. The event has grown over the years and is an annual highlight for staff and families alike.

GREEN MEADOWS SCHOOL (Grades Pre K – 8)
Sharon L. Moberg, Principal



Green Meadows School serves a population of 312 students in grades PreK-8. Our staff, parents and community are dedicated to helping our students achieve their full potential and strive for excellence. It is through our shared vision that we believe in fostering a respectful and challenging learning environment that cultivates interpersonal communication skills, collaboration and a growth mindset. All staff members at Green Meadows are dedicated to the implementation of the State Standards across all content areas and are focused on providing high-quality instruction that motivates and challenges young learners. Common assessments are administered throughout the year to ensure that all students are taught a rigorous curriculum and to collect student-learning data on high priority standards. Data is used to refocus teaching and intervention strategies to ensure all students learn foundational skills and concepts. The Green Meadows staff and students are also committed to maintaining a positive school climate. Through Morning Meeting and Advisory Program, students are taught the values of team building, leadership and service learning, as well as the five Social Competencies of Social-Emotional Learning. Various after-school enrichment opportunities are offered at Green Meadows including Student Council, Yearbook and clubs for cooking, fitness and art. All of these activities help to support our goal of a safe, nurturing and respectful learning environment.

STONY HILL ELEMENTARY SCHOOL (Grades 2 – 3)
Monique C. Dangleis, Principal



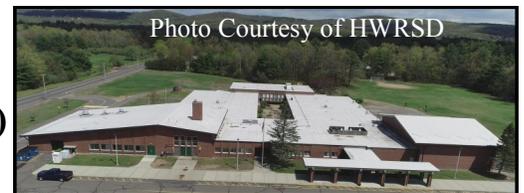
At **Stony Hill School**, we see our 321 students as full of possibilities and potential. By instilling in children a passion for learning, we develop their persistence to succeed and give them opportunities to shine. We see ourselves as bridge builders, striving to bridge ideas and relationships between students, colleagues, families, our district and the community. Ways we have built bridges include several community outreach events, such as our annual Thanksgiving Festival where families contribute to a food drive for local soup kitchens and participate in several crafts and activities to celebrate the spirit of giving. We also invite community members into our classrooms to present at our Math Matters event. Each presenter gives real-world

examples of how math is used in their careers. This helps children see the value and relevance of learning math skills early in life. Another way we build bridges is by having parents present an activity in every classroom that integrates science, technology, engineering, arts and math during our STEAM Ahead Week.

Stony Hill staff and students are committed to maintaining a positive school climate. Students learn that they are more successful, both academically and socially, when they cooperate, assert themselves, act responsibly, have empathy for others and demonstrate self-control. We believe that students' social-emotional learning is paramount to their academic success. As a Responsive Classroom school, we utilize Morning Meetings, Closing Circles, and Academic Choice to build community and self-efficacy among our classroom teams. Students enjoy frequent assemblies, presentations and celebrations that focus on character traits. Our mascot, Junior Falcon, is always present to promote enthusiasm and leadership. Our team approach of analyzing social-emotional data includes our School Psychologist, Adjustment Counselor and Responsive Classroom trainers. Together, we support teachers in their efforts to identify students' needs and provide targeted interventions that lead to a safe, nurturing and respectful learning environment.

The Stony Hill staff is dedicated to continually seeking ways to improve literacy and math teaching and learning. One way we are doing this is by implementing the Workshop Model that focuses on the development of critical thinking skills. Teachers utilize standards-aligned units of study, district-wide common assessments and the data cycle in a concentrated school-wide effort to ensure student success. Our highly qualified teachers implement a multi-tiered approach to literacy that develops students into independent, literate learners who are able to listen, speak, read, write and comprehend in order to think critically and use skills to communicate their ideas. They also focus math instruction on the Eight Standards of Mathematical Practice in a workshop culture that fosters discourse and promotes mathematical habits of mind, allowing students to grow in their ability to identify and carry out multiple approaches to solving problems. Enhanced technology has played an integral part in the implementation of 21st Century thinking and learning at Stony Hill. All students use Chromebooks to access Google Classroom and other programs, where teachers assign specific tasks and activities based on each child's needs. Evidence of our efforts to insure a high-quality education for our students is seen in their scores on nationally normed screenings and State testing.

SOULE ROAD ELEMENTARY SCHOOL (Grades 4 – 5)
Lisa O. Curtin, Principal



Soule Road Elementary School is a community where its 340 students demonstrate character, participate in challenging and engaging learning opportunities, develop problem-solving and critical-thinking skills and grow as individuals. Staff and students meet high standards in a safe, supportive, nurturing environment where all individuals are respected and appreciated. The entire Soule Road School staff works diligently to provide positive learning experiences while meeting the needs of the individual child.

To teach and foster positive social behavior, Soule Road School continues its commitment to Responsive Classroom practices, as well as Positive Behavioral Interventions & Supports

(PBIS). Teachers begin each day with Morning Meeting designed to teach and model positive social interactions and help students learn how to solve school-related problems. Throughout the day, teachers incorporate lessons based on the Five Social-Emotional Competencies to enhance students' ability to integrate skills and behaviors so they can effectively navigate social and academic settings.

In an effort to provide 21st century teaching and learning, Soule Road School students have their own Chromebook to use throughout the school day. Teachers are designing engaging lessons using the technology and providing students with a wide variety of targeted learning opportunities. In addition to providing rich, student-centered instruction across content areas, teachers focus considerable effort implementing Reading and Math Workshop. The workshop model provides teachers with the opportunity to differentiate their instruction to meet the needs of all learners. The goal is to provide students with rich and rigorous educational experiences that will result in proficient readers, writers and mathematicians with the interpersonal skills to successfully navigate their future.

An active home-school connection is an essential component to a successful school community. From fundraising and volunteering in the classroom to promoting the implementation of our School Improvement Plan, the Soule Road School Council and PTO provide endless support to the students and staff. The PTO volunteers are instrumental in the production of Souleto, a combination spring Open House and creative arts festival. This very popular annual school event celebrates the arts, student performances and the entire school community. The PTO gift basket fundraiser is always a huge success and proceeds fund educational programs and field trips to locations such as the Connecticut Science Center, Old Sturbridge Village and the Sons and Daughters of Liberty tour in Boston. Soule Road School is very grateful for all volunteers who give their time and talent to enrich the lives of our students.



THORNTON W. BURGESS MIDDLE SCHOOL (Grades 6 – 8)
Amy Bostian, Principal (through 6/2017)
Serenity Greenwood, Principal (through 6/2018)

Thornton W. Burgess Middle School enrolled 105 students in grades six through eight in its community of learners committed to educating productive and responsible world citizens within a safe, healthful environment. With the assistance of the School Council, school-wide goals were developed to guide our work and focus our efforts as we continue to strive to provide programming and supports that foster success for all who walk through the TWB doors.

Three core value traits provide the foundation at TWB: **Think first, Work hard and Be respectful.** During the daily Advisory period, all members of the TWB community are encouraged to build upon this foundation with consistent messages and explicit instructions as to what it takes to demonstrate these traits.

Chris Hagedorn, President of Culture Piece and educational consultant on positive schoolwide climate and culture offered targeted professional development for our teachers that strengthened our use of Advisory time to create and maintain strong connections with students.

The year was filled with school-wide community-building activities and competitions such as the badminton tournament and staff vs. student basketball game, which the students won for the first time in eleven years!

As a caring community, everyone worked together to collect Pennies for Patients and spread messages of awareness by taking part in Crazy Sock Day for World Down Syndrome Day and Light it up Blue for Autism Speaks.

Each and every day TWB students worked hard to increase their academic skills and participated in the computerized MCAS assessment for the first time in the spring.

During the 8th grade Stepping Up Ceremony in June 2018, fifty years after TWB first opened its doors, we welcomed special guest Tim Jalbert who was a member of the first class to graduate from TWB. It was his essay written with another TWB graduate that was the inspiration for the name Thornton W. Burgess Middle School.

WILBRAHAM MIDDLE SCHOOL (Grades 6 – 8)

Peter M. Dufresne, Principal (June 2018)

Thomas J. Mazza, Principal (August 2018)



Wilbraham Middle School (WMS) is a community where staff works collaboratively to provide a safe environment where our 614 students can reach their full potential academically, socially and emotionally. At WMS, we **W**ork hard, **M**ake good choices, and **S**tay positive. This is also the social contract for our campus.

The School Improvement Plan focused on four strategic goals in order to make progress and to narrow proficiency gaps. WMS is continuing the work on our Multi-Tiered System of Supports (MTSS) initiatives which include strengthening our Tier 1 behavior interventions; the launch of SWIS Suite, the web-based information system to collect, summarize and use student behavior data for decision making; and the expansion of the REACH ticket program (Relationships, Education, Accountability, Character and Hard Work). These social-emotional components to our school curriculum are designed to address our school climate and culture.

When creating these goals, the baseline data used was gained from staff surveys, professional development and team meetings. Current MCAS data is monitored and used to direct current instruction. Diagnostic data from FastBridge is assessed quarterly and data is used to assign specific students to all Tier 2 academic programs. Informal data (tests and homework), District Curriculum Accommodation Plan (DCAP) and Positive Behavioral Intervention & Supports (PBIS) are used to support the teaching and learning throughout the school year.

Goal 1: WMS will work through the Instructional Leadership Team to increase implementation of identified Tier I teaching strategies in all classes in all content areas. WMS will utilize research-based strategies and provide training and support on a consistent basis during the school year. Tier 1 strategies will include, but are not limited to close reading, increased student discourse and conferencing. With an academic strategic goal in place, we expect an increase in

teaching pedagogy and student achievement in order to support progress in narrowing proficiency gaps. This goal has been designed to increase student learning in all content areas.

Goal 2: WMS will continue to implement strategies to support the social and emotional well-being of all students at WMS. We work hard to support the social-emotional well-being of all students. Through the efforts of faculty and staff and the Safe Schools/Healthy Students Grant, we work to create an environment that is conducive to adult and student growth. Our baseline data was gained from Social, Academic, and Emotional Behavior Risk Screener (SAEBRS) Universal Testing.

Goal 3: WMS will work to increase family and community engagement throughout the school year. WMS will host several school-sponsored events to increase communication with all WMS stakeholders. Events include fall festival, parent open house, winter music performances, student postcard recognition program and student after-school programs.

Goal 4: As part of the district-wide initiative, an Instructional Leadership Team (ILT) team has been developed at WMS to support the faculty and students. The primary role of the ILT is to help lead the school's effort at supporting the improvement of teaching and learning. Our focus is to create targeted professional development for the staff at WMS by identifying, learning and using effective instructional practices. All WMS teachers were trained in the Close Reading Strategy and implemented it within classrooms.

In the fall of 2018, Wilbraham Middle School moved towards a true middle school model. As a result, students experience learning with a team of teachers consisting of English Language Arts, History, Math, Science, Reading, and Foreign Language. A true middle school model supports culture, staff/student relationships and parent communication. Appropriate time is allocated for reinforcing student expectations, transition time and staff professional learning communities.



Minnechaug Regional High School (Grades 9 – 12)
Stephen M. Hale, Principal

Minnechaug Regional High School continues to excel in the academic, social and physical education of its 1,108 students. The faculty and administration remain firmly committed to the school's mission of "providing a safe and academically challenging environment that promotes the growth and well-being of all community members and assisting our students in becoming active world citizens who value integrity, citizenship and respect." The major goals of the School Improvement Plan developed by the School Council are: 1) Increase awareness, knowledge and implementation of a school climate team to expand upon and increase school safety measures for all students and staff; 2) Increase MCAS performance scores in Biology from Proficient to Advanced for all students in the 2021 class cohort by 10% in all subjects and to increase MCAS performance scores in Biology from Needs Improvement/Failing to Proficient for High Needs students in the 2021 class cohort by 10% in all subjects; 3) Create an active Instructional Leadership Team (ILT) for the purposes of examining current and best strategies of instruction utilized by MRHS teachers and developing a school-wide process for implementing the most successful strategies for all students in all classrooms.

The following reports from the various departments highlight just some of the many commendable educational activities at the high school.

Some highlights from the **English Department** include: ELA MCAS scores continue to hold strong at 98% scoring Advanced and Proficient; new course for freshman, Freshman Foundations, was developed and implemented; and *Emeralds 2017*, the literary and art magazine by Minnechaug students, received a rating in the “Recommended for Highest Reward” category from National Council of Teachers of English (NCTE) and from the Gold Award from the Columbia Scholastic Press Association (CSPA).

The **Fine Arts Department** collaborated on an art show, musical concert and awards ceremony at the, “Minnechaug Fine Arts Festival.” The show included a fully displayed art show featuring work from every student in the art program, along with musical performances by band, choir and string students, after which awards were presented. The Minnechaug Marching Band performed well at the Holyoke St. Patrick’s Day Parade and their drum major was awarded, “Best Major” among all high school bands. The string program added wind players, allowing them to now perform as a full orchestra. An outstanding five instrumental students received the highest scores at the Western District Music Festival and performed as principal chairs in the orchestra and jazz bands at the UMASS Western District Concert.

The **Foreign Language Department** continued its proficiency journey to implement proficiency-based activities and 21st century methods into the curriculum. Students were provided communicative opportunities and activities to interact with one another in their second language by increasing the use of technology and authentic resources. Making cultural connections with grammatical concepts through proficiency activities utilizing the three modes of communication (interpersonal, interpretive and presentational) teachers increased student engagement by executing creative activities such as scavenger hunts, Edpuzzle assessments using videos, gingerbread house project to demonstrate mastery of commands, Beauty Gallery Walk, pen pal exchanges and multi-media presentations. In addition to revising curriculum, teachers attended workshops focused on teaching towards proficiency (MAFLA Conference, WMFLA Collaborative monthly workshops, MAFLA Diversity Day, AP Spanish workshop). Always a popular event, Foreign Language Week was observed by the entire Minnechaug community participating in a variety of special activities to celebrate differences in people around the world and to promote understanding of other cultures.

The **History and Social Science Department** continued to challenge, educate and assist students to achieve their personal best through intellectual growth, respect and preparations towards participation in their local and global society. Educators continued to do this in a variety of ways from helping 18-year-old students register to vote, to bringing in guest speakers to highlight first-hand experiences with such events as the Holocaust and the effects of Khmer Rouge. Teachers also updated their core knowledge base and professional status by taking courses online and participating in various workshops. Other department highlights include: first year of Advanced Placement Government; Mock Law participated in MA Law Association Mock Law Competition; Model Congress competed in the AIC competition and successfully passed two bills; Model U.N. attended the Model UN conference at St. John’s Preparatory School; two student leaders from Student Government Today went to the Ted Kennedy Institute

to meet with lawmakers and debate education topics; Senior Seminar class completed the National History Day celebration of Conflict and Compromise through documents and online sites; and Constitution Day was observed in each class.

In the **Special Education Department**, students in the ELT 1 and 2 classrooms partnered with occupational therapy students from American International College. With a grant providing transportation, the college students took MRHS students to off-campus job sites, which enabled the MRHS students to participate in internships that provided vocational experiences.

The **Athletics Department** program continued to be a huge part of the culture at Minnechaug Regional High School. This program has a storied past full of tradition and excellence and our student-athletes understand its importance to the school, their families and the towns of Hampden and Wilbraham. Our participation numbers average around 55%, with 1,045 students-athletes representing Minnechaug in 28 different girls' sports and levels and 27 boys' sports and levels. Through Community Preservation Act funds, both Hampden and Wilbraham are supporting the quest for an artificial turf field at Minnechaug that will be the staple of our campus and will provide the update needed to sustain more play at both the high school and youth levels. Athletically, Minnechaug had numerous league championships throughout the year, school records were broken, Western Mass Titles were won and numerous athletes were named to All-League teams. Our student-athletes also achieve inside the classroom by maintaining rigor in their classes while maintaining a healthy balance between school and sports. The staff fosters a sense of community in the students and the mission encourages the principles of Growth Mindset and Grit. When MRHS student-athletes graduate, they have a solid foundation to help them in every aspect of life after high school. Go Falcons!

Mathematics Department highlights include purchasing new Algebra 2 and Pre-Calculus textbooks, in order to more closely align courses to the Massachusetts State Frameworks; excellent AP scores, with 100% of AB and BC Calculus students passing the AP exams and 89% of AP Statistics students passing that AP exam; and the development of supplemental materials such as summer work packets and MCAS review packets to help students prepare for sequential courses and the MCAS exam.

At Minnechaug, the **Physical Education/Health Department** continued to promote student-learning expectations by implementing the skills necessary to maintain personal and community wellness.

Some **Science Department** highlights included Forensics and Anatomy & Physiology students participating in the Hot Jobs Program; AP Environmental Science students had an average score of 3.56, which was above the national average of 2.36; AP Biology students had an average score of 3.29, which was above the national average of 2.86; and AP Physics C students had an average score of 4.0, which was above the national average of 2.45.

Minnechaug's **Student Activities** built upon its foundation of more than 60 co-curricular student activity programs with participants gaining experience in fundraising, community service and academic competitions with state and national awards. Students raised over \$10,000 for local and national charities, provided over 5,000 hours of community service, held numerous food and

clothing drives, offered over 250 hours of tutoring and awarded over \$2,000 in scholarships. New clubs are explored as students express interest.

The Student Council received the Massachusetts Association of Student Councils (MASC) Gold Council of Excellence Award, as well as the 5-Star Award and a Top Ten Project. For the past ten years, a Minnechaug student has won a position on the MASC State Board. Minnechaug also received the National Student Council Gold Council of Excellence Award. Student Council members and their presented workshops at state and national conferences, with the objective of sharing best practices and enhancing student leadership in other schools.

Other highlights in Student Activities include: Future Business Leaders of America (FBLA) received many awards including 1st place in the STCC Business Plan competition, the community service award, journalism award, organizational leadership award, job interview award, and the insurance and risk management award; students published the *Smoke Signal* newspaper and learned the elements of running a newspaper, getting experience in selling advertisements, taking photos, writing articles and laying out issues; Color Guard program continued to grow and performed in the Big E parade, homecoming half-time show, Holyoke St. Patrick's Day Parade, and the Hampden Memorial Day Parade; Teens Helping Teens program continued hosting events to benefit our entire community, including funding a scholarship in memory of Patricia Hogan, former Chair of the History and Social Sciences Department; Above the Influence Club continued its work in the community, raising awareness around healthy life decisions; Mathletes team finished their competition season in the top ten of area schools and Canine Club hosted its annual dog show for the community. The Minnechaug community is proud of all the co-curricular clubs and student involvement.

In the **Business, Computer Science and Technology Education Departments** the Management and Marketing class traveled to NBC Studios in NYC for a studio tour and marketing presentations. The Sports and Entertainment Marketing class toured Fenway Park and learned about sponsorships, sports marketing opportunities and how the park utilizes the stadium for entertainment purposes. The group organized a field trip to Disney World through the Disney Youth Education Series Program and 60 students attended a four-day excursion that included workshops on physics, oceanography, communication skills and artistic and creative abilities. The Management and Marketing class held the 4th Annual Minnechaug Car Show and raised \$7,000, much of which was donated to the junior and senior classes and Student Activities.

The **Guidance Department** continued offering a variety of programs to serve students and parents in a proactive manner. Some of the community outreach services included workshop on writing college essays, College Financial Aid Night, College Night for juniors and their parents, College Application Bootcamp, College Fair, orientation program for 8th grade students and parents and reception for transfer students. The SAT Reasoning and Subject tests, the ACT, PSAT, ASVAB and AP exams were all administered at Minnechaug. The Internship Program for seniors continued as one of the strongest in Massachusetts, with almost 90 Minnechaug students working at their job placement every day for an entire semester. The School-to-Career Specialist and School Counselors (Guidance) work with students on topics in Developmental Guidance classes such as transition to high school, career readiness, college readiness and financial planning. Each student uses the on-line platform Naviance throughout high school to help with

the process of deciding future plans and college research. School Counselors and Adjustment Counselors meet individually with students to assist in developing course schedules, make career and college choices and deal with personal problems. All Counselors are members of our Student/Teacher Assistance Team (S/TAT), which is an early academic intervention program. A Guidance Advisory Council consisting of students, teachers and parents meets each term to review Guidance Department services and provides input on how to better meet the needs of all students.

HEALTH, SAFETY AND STUDENT SUPPORT

STUDENT SERVICES

Gina M. Roy, Director of Student Services

Student Services is responsible for the coordination of special education and support services for the District. Our commitment is to provide a full range of interventions for students who demonstrate challenges in accessing the curriculum. In addition to Special Education Teachers and Educational Inclusion Paraprofessionals, Student Services utilizes School Psychologists, Speech/Language Pathologists, School Adjustment Counselors, Physical Therapists, Occupational Therapists, Behavior Specialists and several consultants specializing in various areas of educational programming.

Initial interventions for our students begin with general education teachers who are able to provide a continuum of instructional accommodations to assist students with diverse learning styles. Each school has its own Student/Teacher Assistance Team (S/TAT), which is comprised of building professionals dedicated to enhancing the effectiveness of the learning process for each student. In the event that the interventions do not result in the anticipated improvements for the student, the S/TAT will make a referral for a special education evaluation in order to determine if there is an educational disability undermining the student's ability to make effective educational progress. As needed, specialized instruction, support services and/or specific therapies may be recommended and provided to the student in the least restrictive environment determined.

As a District, we continue to develop and support special education programs within our schools to meet the unique needs of our learners. For all of our special education providers, we continue to investigate new research-based interventions that will provide further learning opportunities for our students, plus we conduct all required training prior to the implementation of new programs. With all interventions, we complete regular progress monitoring, assessments and data collection in order to discern how individual students are developing and to make recommendations to the teaching staff. Student progress is communicated through TEAM meetings and/or parent/guardian conference times. Our goal is to continue to seek and implement new and effective educational options for all students in the Hampden-Wilbraham Regional School District.

SAFE SCHOOLS/HEALTHY STUDENTS PROGRAM

Gina S. Kahn, Ed.D., Director - Safe Schools/Healthy Students Program

The **Office of Health and Safety**, located at Thornton W. Burgess Middle School, provides a connecting point for the wide range of programs, services and activities across the HWRSD pertaining to students' physical, social and emotional well-being. The office is home base for the District Nurse Leader and several initiatives in support of school safety, school climate, substance misuse prevention and behavioral health.

The District Safety and Emergency Advisory Team (SEAT) works to identify health, safety and security concerns that impact the school environment and to generate resources and best-practice recommendations that will increase safety assets and reduce vulnerabilities. In partnership with our first responders and other community agencies, SEAT meets monthly to assist in the development of school emergency operations at both the District and building levels. Quarterly, the team incorporates a focus on the District's wellness agenda, further supporting policies, practices and strategies that promote the safety and well-being of the District's students and staff.

The School Climate Transformations Grant continued its mission to strengthen and expand the District-wide tiered model of social-emotional learning and positive behavioral supports that give students the tools for success in their school and life experiences. School Climate teams focused on helping staff use data to identify areas of concern and develop and monitor effective interventions. Related training and professional development included a convocation keynote presentation by Dr. George Sugai, co-director of the National Center on Positive Behavioral Interventions and Supports (PBIS), known internationally for his work to connect school climate, behavior and academic performance. The grant also supported practices such as Advisory, Responsive Classroom and Second Step to promote safe and supportive environments where empathy, respect, responsibility and caring relationships are fostered every day.

The Hampden-Wilbraham Partners for Youth Coalition is a network of community members and organizations working to promote physical health, mental health and safety for all Hampden-Wilbraham youth. With funding from the Federal Drug Free Communities (DFC) and the Sober Truth on Preventing Underage Drinking (STOP) Act grants, the Coalition focuses on a coordinated, comprehensive approach to substance misuse prevention among our youth. Using local data to understand current trends and risk-factors, the Coalition and its many partners have supported a wide array of prevention-related activities and events during the year including "Just Once: It's an Issue Here" in collaboration with the Hampden County District Attorney's Office; "Talking to Kids About Alcohol" with Dr. Rob Robinson; and "Things You Should Know Before You Go," an interactive panel discussion for graduating seniors and their parents. Recognizing the importance of behavioral health in the prevention equation, the Coalition also offers Youth Mental Health First Aid training to all interested adults who interact with youth. To date, over 330 participants have learned the warning signs of adolescent mental health concerns and how to help with a mental health or substance challenge.

The www.HWP4Y.org website provides information about the Coalition and its activities, how to become involved and in-depth prevention and intervention resources for adults and youth. The Coalition also maintains a stock of print materials, available upon request on topics such as

communication tips, fact booklets about drugs and alcohol, understanding adolescence brain development and other key materials to help promote safe, healthy and drug-free youth development.

SCHOOL HEALTH SERVICES

Teri L. Brand, RN, BSN, NCSN, Nurse Leader

The HWRSD **School Health Services** and its school nurses play a vital role in supporting the District priority of improving student learning and achievement. The school nurses support this goal in their daily work as they assist in the efforts to keep all students safe, healthy and ready to learn. DESE licensed nurses administer comprehensive school health services to all students and promote health and safety, intervene with actual and potential health problems, provide case management services, dispense first aid and emergency care, manage students with complex health needs, monitor immunization compliance, oversee communicable disease surveillance, perform mandated health screenings and offer health counseling and education.

For the school year ending in June 2018, there were 47,835 student health encounters for nursing services. With a calculated return-to-class rate of 94.8%, nursing care interventions assist students to remain in school. School nurses carry out procedures for student assessment and treatment, such as blood glucose testing, carbohydrate/insulin calculation, auscultation of lungs, B/P measurement and scoliosis brace care. Universal Screening, Brief Intervention and Referral to Treatment (SBIRT) was implemented for 7th and 9th graders and 447 screenings were completed. New Automated External Defibrillators (AEDs) with the latest technology were installed in all HWRSD school buildings, with additional units allocated to the Athletic Department.

In collaboration with the Scantic Valley Regional Health Trust (SVRHT), several wellness programs were offered to HWRSD and municipal employees including an employee benefits session, incentivized health promotion programs, exercise and relaxation programs, incentives for completing health screenings and access to smoking cessation support. We continued our partnership with the Wilbraham CVS pharmacist to provide an on-site flu clinic at each school building for District employees.

Health Services is grateful to members of the Wilbraham Women's Club who volunteered to administer mandated vision and hearing screenings. We also appreciate all the help from parents who assisted in administering the fluoride mouth rinse program for students in selected grades at Mile Tree, Stony Hill, Soule Road and Green Meadows.

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 2018

William Bontempi, Chair
Lena Buteau
Sherrill Caruana
Michelle Emirzian
Mary Ellen Glover
Sean Kennedy
Patrick Kiernan

As of September 2018

Patrick Kiernan, Chair
William Bontempi
Sherrill Caruana
Michelle Emirzian
Sean Kennedy
Rita Vail
Heather Zanetti

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:

Sara Donaruma	Education Team Leader, Green Meadows & Mile Tree
Constance Jones	Food Service, Minnechaug Regional High School
Karl Kisner	Science Teacher, Minnechaug Regional High School
Sara Martin	English Teacher, Minnechaug Regional High School
Ann Ross	Special Education Teacher, Green Meadows Elementary
Cynthia Sagan	Paraprofessional, Minnechaug Regional High School
Juli Sansoucy	Music Teacher, Thornton W. Burgess Middle School
Paula Talmadge	School-to-Career Educator, Minnechaug Regional
Mary Trevallion	Paraprofessional, Mile Tree Elementary School
Cynthia Willcutt	Grade 5 Teacher, Soule Road Elementary School

SCHOOL COUNCILS

The Hampden-Wilbraham Regional School District wishes to acknowledge the efforts of the School Councils and to thank them for volunteering their personal time to pursue a commitment to the education of young people. We would also like the community to recognize the services rendered by these parents and citizens:

Green Meadows Elementary School	Soule Road Elementary School
Sharon Moberg, Principal	Lisa Curtin, Principal
Michal Boudreau	Christine Casagrande
Brett Castellano	Danielle Dugre
Cynthia Miller	Cathy Mahoney
Becky Orr	Jennifer Powell
Melanie Patterson	Nicole Steven
Abby Sullivan	Special Education Parent Advisory

Andy Villamaino	Sandra Balbino
Carol Winters	Kristina Guerin
Mile Tree Elementary School	Joyce Leckey
Joanne Wilson, Principal	Kristin Szpakowski
Michelle Croteau-Hall	Stony Hill Elementary School
Pam Pearson	Monique Dangleis, Principal
Lisa Person	Deb Gelinis
Lillian Tarantino	Dacia Hoskinson
Minnechaug Regional High School	Tama Lang
Stephen Hale, Principal	Wilbraham Middle School
Lauren Beaudin	Tom Mazza, Principal
Lena Buteau	Paul Cincotta
Heidi Drawec	Serenity Greenwood
Jaime Fisher	Karen Grycel
Stacy Garvey	Rosemary Oldread
Donna Gregory	Michelle Patrick
Jacob Hulseburg	Susan Spafford
Jennifer Kovarik	
Daniel MacGregor	
Tom Petzold	
Keith Poulin	
Nicole Smith	

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.

Office for Health and Safety

Gina S. Kahn, Ed.D., Director, Safe Schools/Healthy Students Program
Teri L. 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 – 8)

Sharon L. 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 C. 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 M. 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 O. 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 C. Dangleis, Principal

675 Stony Hill Road, Wilbraham, MA 01095 – (413) 599-1950

School Hours: 8:30 a.m. to 2:45 p.m.

Wilbraham Middle School (Grades 6 – 8)

Thomas J. Mazza, 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