

Town of Wilbraham



2012
Town Report

TOWN OF WILBRAHAM



2012 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 x101

WILBRAHAM TID BITS

Settled: 1731
Incorporated: 1763
Population: 14,781
Area: 22 Square Miles
Mileage of Public Ways: 128
County: Hampden County

Bounded By:
Hampden, Monson, Palmer,
Ludlow, Springfield & East Longmeadow

Registered Voters: 10,509
Dwellings: 5508
Taxable Valuation: \$1,595,024,200
Tax Rate: \$18.05
Moody's Bond Rating: Double A2
Form of Government:

- Open Town Meeting
- Board Of Selectmen
- Town Administrator



AREA CHURCHES

- Christ the King (Lutheran)
758 Main Street
596-3045
- Church of the Epiphany (Episcopal)
20 Highland Avenue
596-6080
- Evangel Assembly of God (Pentecostal)
348 Stony Hill Road
599-1729
- Grace Union Church (Congregational)
10 Chapel Street
596-4397
- New Life Community Church
4 Stony Hill Road
543-3529
- St. Cecilia Church (Catholic)
42 Main Street
596-4327
- Wilbraham United Church
(Congregational Methodist)
500 Main Street
596-2511

AREA MEDICAL FACILITIES

- Wilbraham Medical Center-Wing Memorial
2344 Boston Road
596-3455
- Urgent Care of Wilbraham
2040 Boston Road
242-6615
- Wilbraham Riverbend Medical
70 Post Office Park, Suite 7006
598-7770
- Wing Memorial Hospital
Medical Center
Palmer, Ma 01069
284-5400
- Mercy Medical Center
233 Carew Street
Springfield, MA 01104
733-2444
- Bay State Medical Center
471 Chestnut Street
Springfield, Ma 01107
794-8336

TABLE OF CONTENTS

Intro & General Info 1-14

Wilbraham Tid Bit 2
Commendations & Appreciation 4
In Memoriam 4
Employee Service Recognition 5
Retirements 5
New Employees in 2012 5
Department Directors/Directory 6
Appointed Positions/Boards/Committees 7
Elected Officials 12
Political Town Committees 13
Federal & State Delegation 14

Administration 15-40

Town Clerk 15
Board of Selectmen 31
Human Resources/Personnel 34
Information Technology 36
250th Anniversary Planning Committee 38

Finance 41-64

Board of Assessors 41
Capital Planning Committee 45
Community Preservation Committee 46
Finance Committee 47
Town Accountant 48
Treasurer/Collector 59

Public Works 65-73

Division of Highway 65
Wastewater Division 67
Water Department 67
Board of Water Commissioner 69
Disposal & Recycling Center/Solid Waste Division 69
Engineering Division 70
Tree Warden 72

Building & Land Use 74-84

Agriculture Commission 74
Building Department 74
Community Gardens 76
Conservation Commission 77
Open Space & Recreation Committee 78
Planning Board 79
Sealer of Weights & Measures 82
Zoning Board of Appeals 82

Public Safety 85-98

Ambulance Oversight Committee 85
Animal Control/Dog Officer 85
Board of Fire Commissioners 86
Central Dispatcher 87
Fire Department 87
Local Emergency Planning Committee 89
Parking Clerk 91
Police Department 92

Health & Human Services 99-106

Board of Cemetery Commissioners 99
Commission on Disability 101
Council on Aging/Elder Affairs 102
Health Inspector 103
Housing Authority 104
Public Health Nurse 104
Veterans Affairs 105

Parks, Recreation & Culture 107-112

The Atheneum Society 107
Cultural Council 108
Historical Commission 109
Public Library 109
Parks & Recreation Department 111

H-W Regional School District 113-128

Hampden-Wilbraham Regional School Cmte. 113

COMMENDATIONS & APPRECIATION

In 2012, the Board of Selectmen was pleased to honor the following residents for their outstanding achievements and, or service to the community of Wilbraham:

**Minnechaug Regional High School Varsity Girls
Soccer**

Took the Western Massachusetts Division I Title

Rudi R. Scherff, III

Boys Scout of Troop 359, recognition for achieving
Eagle Rank

Llewellyn S. Merrick

Appreciation for his selfless commitment & numerous
contributions
to the Town of Wilbraham

Mia Major

Congratulations for receiving the *Outstanding Video
Production Award*
at Western New England University's 10th Annual
Student Media Festival

Pamela E. Beall

Commendation for the numerous contributions to the
Town of Wilbraham

Sgt. Gary J. Pabis

Commendation for the outstanding years of
Service to the Town of the Wilbraham

IN MEMORIAM

Tricia Cloutier

Ambulance Billing Clerk
1976-2012

Kevin E. Ambrose

Wilbraham Resident
Spfld Police Officer
1956-2012

Jessie B. June

Retiree-Assessors' &
Selectmen's Office
1926-2012

Evelyn G. O'Brien

Wilbraham Commission on
Disability Member
1925-2012

Caroline E. Cunningham

Executive Director of Wilbraham
Public Access Television
1968-2012

Ruth B. Fay

Retiree- Wilbraham School
District
1914-2012

Richard C. Swain

Wilbraham Tree Warden
1931-2012

Aroxy Aykanian

Elections-Poll Worker
1925-2012

Barbara J. Motyl

Retiree-Wilbraham Middle
School
1927-2012

EMPLOYEE SERVICE RECOGNITIONS

Ten Years of Service

Anthony Garceau, DPW, Water Dept.
John Wesolowski, Assessor
Lawrence Labarbera, Assessor
Paul Maguire, DPW, Highway Dept.
Donna Daviau, DPW, Engineering
Mary Ellen Schmidt, Council on Aging, Senior Center

Twenty Years of Service

Captain Raymond Kallaugher, Police Department

Thirty Years of Service

Captain David Bourcier, Fire Department

RETIREMENTS

Sgt. Gary Pabis, Police Officer
32 Years of Service

Pamela Beall, Secretary to the Board of Selectmen
15 Years of Service

Ptl. James Pirog, Police Officer
30 Years of Service

NEW EMPLOYEES IN 2012

Brent Noyes, Police Officer
Justin Wall, Police Officer
Candace Ouillette Gaumond, Admin. Asst. to the Town Administer & Board of Selectmen
Christopher Arventos, Police Officer
Gary Butler, Heavy Equipment Operator, DPW
Dorothy Moore, Assistant Reference Librarian
Rebecca Berezin, Library Page
Jared Pabis, Assistant Parks and Recreation Director
James Gagner, Police Officer
Maria Gildea, Ambulance Billing Clerk
Nicole Rucki, Assessor's Clerk

DEPARTMENT DIRECTORS/DIRECTORY

Director	Department	Phone Number
JoAnne DeGray, Town Accountant	Accounting	596-2800x210
	Ambulance, Non-emergency business	596-2273
Manuel Silva, Principal Assessor	Assessors	596-2800x209
	Board of Appeals (Zoning)	596-2800x203
Lorri McCool, Health Inspector Lee Gigletti, Public Health Nurse	Board of Health <ul style="list-style-type: none"> ○ Health Inspector ○ Public Health Nurse 	596-2800 X101 596-8657
Lance Trevallion, Building Inspector/Zoning Officer	Building Department <ul style="list-style-type: none"> ○ Appointments (Plumbing & Gas) ○ Inspection Appointments (Electrical) 	596-2800x204 x228 x229
	Conservation	596-2800x204
Michael Masely, Animal Control Officer	Dog Officer (Animal Control)	599-1253
Edmond W. Miga, Jr., Town Engineer William Sperrazza, Superintendent, DPW Operations	Department of Public Works, Engineering	596-2800x208
Francis W. Nothe, Fire Chief	Fire Department, Non-Emergency Business	596-3122
Herta Dane, Human Resource Coordinator	Human Resources	596-2800x100
Nathan DeLong, IT Director	IT Department	596-2800x115
Karen Demers, Library Director	Library	596-6141
	Parking Department	596-2800x101
Bryan Litz, Parks & Recreation Director	Parks & Recreation Department <ul style="list-style-type: none"> ○ Coach Information 	596-2816 596-2402
John Pearsall, Planning Director	Planning & Community Development	596-2800x203
Roger Tucker, Police Chief Thomas Cortis, Central Dispatch Director	Police Department, Non-Emergency Business	596-3837
Caroline Cunningham, Public Access TV Director	Public Access Television	599-0940
Robert A. Weitz, Town Administrator	Selectmen/Town Administrator	596-2800x222
Paula Dubord, Director of Elder Affairs	Senior Center	596-8379
Thomas P. Sullivan, Asst. Town Administrator/Collector/Treasurer	Tax Collector/Treasurer	596-2800 (x206; x207)
Beverly Litchfield, Town Clerk	Town Clerk	596-2800x200
	Trash Bags & Recycling	596-2800x208
William Sperrazza, Temporary Tree Warden	Tree Warden Services	596-2800x208
Richard Prochnow, Veterans' Affairs Agent	Veterans Services	596-8657
Michael Framarien, Superintendent of Water Department	Water & Sewer	596-2826

APPOINTED POSITIONS/BOARDS/COMMITTEES 2012-2013

250th Anniversary Planning Committee

David Barry	December 2013
Virginia Barry	December 2013
Mary Bell	December 2013
Charles Bennett	December 2013
Roberta Albano	December 2013
Patty Diotalevi	December 2013
Jean Dirico	December 2013
Berneice Dixon	December 2013
Richard Eisold	December 2013
Dolores Gravel	December 2013
Thomas Laware Jr.	December 2013
Jack Lutrell	December 2013
Kevin Moriarty	December 2013
Pat O'Connor	December 2013
Wendy O'Rourke	December 2013
Helene Pickett	December 2013
Jim Wilkinson	December 2013
Don Williams	December 2013
Gary Petzold	December 2013
Nancy Haryasz	December 2013
Chuck Higgins	December 2013

ADA Coordinator

Lance Trevallion	May 2013
------------------	----------

Advisor to the Board of Health

Walter J. Pacosa	May 2013
------------------	----------

Advisory Board of Health

Catherine Jurgens	May 2013
Loralee Nelson	May 2013
Thomas G Magill	May 2013
Francis Barbaro	May 2013
Tim O'Neil	May 2013
Kristine Clark	May 2013
VACANCY	May 2013

Agricultural Commission

Maura Lessard	May 2014
Edna Colcord	June 2015
Robert Matthews	May 2013
Rob Anderson	June 2015
Judy VanRaalte	May 2014

Alternate Building Inspector

William H. Garvey	May 2013
-------------------	----------

Ambulance Oversight Committee

John T. Leibel	May 2013
Paula Chevrier	June 2015
Thomas Hurley	June 2015
John Rigney	May 2013
Claudia Considine	May 2014

Animal Inspector

Dorsie R. Kovacs, DMV	April 2013
-----------------------	------------

Animal Control Officer/Dog Officer

Michael Masley	May 2013
----------------	----------

Alternate Dog Officer

Rosemarie Masley	May 2013
------------------	----------

Assistant Town Collector

Janet Costa	indefinite
-------------	------------

Assistant Director, DPW

DPW Landfill & Wastewater

Tonya Basch	May 2013
-------------	----------

Assistant Town Accountant

Nancy Johnson	July 2013
---------------	-----------

Assistant Town Clerk

Carole Tardiff	May 2015
----------------	----------

Assistant Town Engineer

Tonya Basch	May 2013
-------------	----------

Assistant Treasurer

Lynne Frederick	indefinite
-----------------	------------

Board of Appeals

Mark J Albano	May 2013
H. Clark Abbott	June 2015
Edward E Kivari	June 2015

Board of Appeals ASSOCIATE

Betsy Johnsen June 2015
Charles A Pelouze May 2014

Board of Fire Commissioners

Ralph Guyer July 2014
Gary Petzold June 2015
Edward R. Rigney Jr May 2013

Board of Registrars

Thomas W. Mango June 2015
Jean M. DiRico April 2013
Donna Fountain May 2014

Broadband Advisory Committee

Nate DeLong June 2013
Felix Zayas June 2013
Will Caruana June 2013
Tom Newton June 2013
Caroline Cunningham *(deceased)* Dec 2012
Stephen Brand *(resigned)* June 2012

Cable TV Advisory Committee

Daniel Kelley Sept. 2015
Tom Newton May 2013
Daniel F Cochran May 2013
Thomas G. Magill May 2013
George Reich Oct. 2015
Linda K Fuller May 2013
VACANCY May 2013

Capital Planning Committee

Robert L. Quintin May 2013
Michael A Mazzuca June 2015
Roger L. Fontaine, Jr. Oct. 2015
(finance cmte appt.)
Nicholas P. Manolakis June 2013
(finance cmte appt.)
John L. Strandberg May 2014
Marc Ducey May 2012
(finance cmte appt. – resigned)

Constable

David J. Goodrich, Sr. Sept 2013
Ed Lennon June 2013

Commission on Disability

Edward E White May 2013
Diane DaSilva May 2014
Elaine Scott June 2015
M. Ben Hogan May 2014
R. Steven Fratoni June 2015
Evelyn G. O'Brien April 2012
(deceased)
Barbara Harrington Oct 2015
(town official)
Earl Way May 2013
Lance Trevallion Oct 2012
(town official – resigned)
VACANCY May 2014
VACANCY May 2013

Community Preservation Committee

Stanley J Soja May 2014
Brian Fitzgerald May 2013
Jeffrey Smith Oct 2013
Michelle Emirzian June 2015
Robert T Kelliher Jr July 2015
Stoughton L Smead May 2013
Dave Proto June 2015
Frank Everton May 2013
Peter Manolakis May 2014

Conservation Commission

Thomas R. Reavey June 2015
Karen Leigh June 2015
Christopher J Brown May 2013
Stoughton L Smead May 2013
George Reich June 2015
Robert McMaster May 2014
James Roberts May 2014

Coordinator Medical Response Team

Terry Nelson indefinite

Council on Aging

Giles Turcotte May 2013
M. Trant Campbell June 2015
Robert Page June 2015
Theresa Munn May 2014
Mark Soukup May 2013
Ellen O'Brien May 2014
Marie Valentine May 2014

Council on Aging-Pastoral Advisor

Fr. Panteleimon Klostri Aug 2013

Deputy Sealer of Weights & Measures

Ronald Rauscher May 2013

Electrical Inspector

Paul Shepardson May 2013

Alternate Electrical Inspector

Scott Mansfield May 2013

Emergency Management Director

Francis Nothe May 2013

Facilities & Grounds Maintenance Superintendent

Ronald Rauscher May 2013

Finance Committee

Roger L. Fontaine, Jr. June 2015
Anthony J. Scibelli Aug 2013
Nicholas P. Manolakis Aug. 2015
Nancy Piccin Aug 2013
Susan Bunnell June 2015
Terri Strandberg July 2014
Michael Mannix Dec 2014
Walter Damon July 2014
Daniel Miles July 2013
Marc Ducey (*resigned*) May 2012
Robert W. Russell (*resigned*) May 2012
Joseph Holden (*resigned*) Oct 2012

Fire Chief

Francis Nothe May 2014

Forest Warden

Francis Nothe June 2013

Fire Station Building Committee

Edward R. Rigney Jr project completion
Ronald Rauscher
Fran Nothe
Lance Trevallion
Robert L. Quintin
David Bourcier

Historical Commission

Walter Clark May 2014
Carol M. Albano May 2013
Arthur Wolf Aug 2015
Lucy Pelland June 2015
Martha Damon Aug 2014
Robert T. Kelliher Jr. May 2014
Patrick J. Kiernan May 2013

Insurance Advisory Board

Mark Paradis (*police union*)
John Kirchof (*retiree rep*)
Dan Corliss (*fire union*)
Paul Maguire (*municipal union*)
Melissa Graves (*municipal union*)
Lynne Frederick
JoAnne DeGray

Library Renovations Building Committee

George Fontaine May 2013
James Jurgens May 2013
Lance Trevallion May 2013
Janet Shea May 2013
Llewellyn Merrick May 2013
Christine Bergquist May 2013

Local Emergency Planning Committee

Ralph Guyer June 2013
Stoughton L Smead June 2013
Robert A. Weitz June 2013
Robert J. Boilard June 2013
Roger W. Tucker June 2013
Fran Nothe June 2013
Ed Cenedella June 2013
Edmond J. Miga June 2013
Robert A Rucszek June 2013
David R Pasquini June 2013
Thomas Cortis June 2013
Caroline Cunningham Dec 2012
(*deceased*)
David Bourcier June 2013
Ray Kallaughar June 2013
Terry Nelson June 2013
Lorri McCool June 2013
VACANCY (*seniors*) June 2013

MRHS Building Committee

Robert W. Russell May 2013

Open Space and Recreation Committee

Joseph Calabrese May 2013
Raymond D Burk May 2013
Margaret E Connell May 2013
Walter H Damon June 2015
Steve Lawson May 2014
James M. Mauer May 2012
Charles Phillips May 2013
Judith Theocles May 2014
Jonathan Taylor June 2015
Brian Fitzgerald Aug 2015
Catherine Callaghan June 2015
VACANCY May 2014
Jeffrey A. Smith (*resigned*) May 2012

Park Commissioner & Pest Control Officer

Richard C. Swain (*deceased*) June 2012

Parking Clerk

Pamela E. Beall (*resigned*) April 2012
Candace Ouillette Gaumond May 2013

Personnel Board

Delmar J. Ubersax May 2013
Paul D Lemieux May 2013
Mark Brannigan May 2014
Joseph Kelly May 2014
Joan D. Paris June 2015

Planning Board Associate

Jeffrey A. Smith Sept 2013

Playground and Recreation Commission

William Scatolini May 2013
Stanley J Soja May 2014
Mark Jones May 2014
David Patterson June 2015
Jonathan Stogner May 2014
Patricia Silk June 2015
Kevin Burnham (*resigned*) Dec 2012
VACANCY May 2013

Plumbing and Gas Inspector

Bernard Sears May 2013

Alternate Plumbing and Gas Inspector

Dennis Chaffee May 2013

Police Chief

Roger W. Tucker May 2015

Pre-disaster Mititgation Plan Committee

Fran Nothe June 2013

Public Access TV Committee

Selectmen's ad hoc cmte.; open membership

Dulce Nowak Aug 2013
Sandra Belcastro June 2013
Kurt Moore Nov 2013
Mary Ripley June 2013
Linda K Fuller June 2013
Roy L. Scott Aug 2013
Edward J. Chapman June 2013

PVPC Alternate Commissioner

Dean Stroshine June 2013

PVPC Joint Transportation Board

Tonya Basch June 2013

PVTA Advisory Board

Paula Dubord June 2013

Representative to Springfield Senior Services, Greater Springfield Senior Services, Inc.

Peter Schmidt indefinite

Scantic Valley Health Trust

Thomas Sullivan (delegate) June 2013
Robert A. Weitz (alternate) June 2013

Sealer & Weights & Measures

William H. Garvey May 2013

Senior Center Building Needs Committee

Norma Banderra Project Completion
Bill Garvey
Wayne Phaneuf
Charles Bennett
Daniel Fitzgerald
Fr. Joseph Soranno
Roger Fontaine
Dennis Lopata
Trant Campbell
Paula Dubord
Betsy Johnsen

Sewer Advisory Board

Joseph R Kakley June 2015
Frank Pychewicz May 2014
VACANCY May 2013
VACANCY May 2015
VACANCY May 2014

Solid Waste Advisory Committee

Selectmen's ad hoc cmtc.; open membership

Gary Petzold June 2013
Kevin Dorsey June 2013
Russell Garrison June 2013
VACANCY May 2013

Storm Water Permit Committee

Dena Grochmal June 2013
Lance Trevallion June 2013
John Pearsall June 2013
Caroline Cunningham June 2013
(deceased)
Tonya Basch June 2013
William Sperrazza June 2013

Tax Title Custodian

Thomas Sullivan June 2013

Technology Advisory Committee

Selectmen's ad hoc cmtc.; open membership

Paul H. Malandrinos May 2012
Allan Campbell May 2012
Pawel Widor May 2012
Marc Ducey May 2012
Will Caruana May 2012

Tornado Relief Fund Review Committee

Leland Miner June 2012
Brian Tracy June 2012
David W. Barry June 2012

Town Accountant

JoAnne DeGray June 2015

Town Administrator

Robert A. Weitz June 2013

Town Archivist

Timothy Symington Indefinite

Town Counsel

Michael T. Hassett, Esq. May 2013

Traffic Safety Team

Roger W. Tucker Indefinite
Edmond J. Miga
William Sperrazza
John Pearsall
Robert J. Boilard (BOS rep)
Tonya Basch
Robert A. Weitz

Veteran's Agent

Richard J. Prochnow May 2013

Veterans' Graves Officer

William H. Garvey June 2013

Wilbraham Cultural Council

Deborah Alm May 2014
Janet Wise May 2014
Margaret F. Kelliher June 2015
Janet Vitkus May 2014
Martha Damon May 2014
Mary J. Reilly May 2013
VACANCY May 2014
VACANCY May 2014

ELECTED OFFICIALS

Board of Selectmen/Board of Health

Robert J. Boilard	2013*
James E. Thompson	2014
Robert W. Russell	2015
Patrick Brady (<i>term ended</i>)	2012

Water Commission

Thomas D. Pilarcik	2014
James B. Dunbar	2015
Alan R. Burch (<i>resigned 2012</i>)	2013*

Town Clerk

Beverly J. Litchfield	2015
-----------------------	------

Library Trustee

Llewellyn S Merrick	2014
Linda Moriarty	2014
Jean Canosa-Albano	2015
Raymond Burk	2015
James S. Jurgens	2013*
Mary McCarthy	2013

Moderator

George L. Reich	2015
-----------------	------

Board of Assessors

John M. Wesolowski	2014
Lawrence G. LaBarbera	2015*
Dawn L. Barnes	2013

Planning Board

Adam Basch	2014
Richard E. Butler	2015*
Frederic W. Fuller III	2016
David A. Sanders	2017
David B. Crevier (<i>appt. 2012</i>)	2013
John Boudreau (<i>resigned 2012</i>)	2013

Hampden-Wilbraham Regional District School Committee

Michelle P. Emirzian	2015
Peter T. Salerno	2014
Marc E. Ducey	2015
D. John McCarthy	2014*
Marianne C. Desmond	2013

Housing Authority

Peter N. Manolakis	2015*
Alcinda W. Peret	2017
Judy L. Cezeaux	2016
Ann Turcotte	2013

Cemetery Commission

Donald Bourcier	2015*
Wilfred R. Renaud Jr	2014
Phil Hamer	2013

Tree Warden

Richard C. Swain (<i>deceased</i>)	June 2012
William Sperrazza	(<i>temporary-appt.</i>)

Poundkeeper

Michael H. Masley	2013
-------------------	------

Surveyor of Lumber

Edward P. Lindsay Jr	2013
William H. Garvey	2013

Measurer of Wood and Charcoal

William H. Garvey	2013
-------------------	------

Field Driver

John J. Garvey	2013
----------------	------

* *Denotes Chairman*

POLITICAL TOWN COMMITTEES

Democratic Town Committee

Todd Luzi, Chairman
Gilles Turcotte, Secretary
Dana Lee Luzi, Treasurer

Beverly Litchfield
Anne Turcotte
Joseph C. Falzone
Mark F. Jones
Lisa A. Jones
Madeline Q. Flanagan
James E. Thompson
Gale D. Candaras
Arthur D. Wolf
Thomas W. Mango
David W. Barry
Virginia F. Barry
Daniel J. Driscoll
Jean Canosa Albano
Daniel Fernandes
Michael Rustin
Carole Tardiff
Edward E. Kivari, Jr.
Patricia Nordstrom

Lifetime Members

John Fitzgerald
Barbara Kirby
Joseph Matthews
Kevin Moriarty

Republican Town Committee

D. John McCarthy, Chairman
Tanja Olson, Vice Chairman
Michael W. Dane, Secretary
George Reich, Treasurer

Catherine Labine
Robert J. Boilard
Barbara Bourcier
Donald Bourcier
James Dunbar
Richard Howell
James Jurgens
Lawrence LaBarbera
Richard Labine
Peter Manolakis
Mary McCarthy
Deborah Reavey
Thomas Reavey
David Sanders
Constance Sattler
Janet Shea
Anthony J. Vecchio
John Wesolowski
Carol Colitti
Elizabeth Sallade
Federick Sallade

Associate Members

Peter Ablondi
Marc Ducey
Michael Mazzuca
Eileen Deane
Ann Marie Kibbe
Cheryl Malandrinos
Joyce McComb
Patrick McComb
Peter Salerno
Roy L. Scott

FEDERAL & STATE DELEGATION

U.S. SENATOR

John F. Kerry (D)
1 Bowdoin Sq., 10th Flr.
Boston, Ma 02114
1-617-565-8519

218 Sen. Russell Off. Bldg. 2nd Flr.
Washington, D. C. 20510
1-202-224-2742

1550 State Street, Ste. 304
Springfield, Ma 01103
413-785-4610

U.S. SENATOR

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

2 Russell Courtyard
Sen. Russell Office Bldg.
Washington, D. C. 20510
1-202-224-4543

1550 Main St., Ste. 406
Springfield, Ma 01103
Phone: TBD

U.S. Representative 2nd Congressional District

Richard E. Neal (D)
300 State Street, Suite 200
Springfield, Ma 01105
413-785-0325

2208 Rayburn House Office Bldg.
Washington, D. C. 20515
1-202-225-5601

GOVERNOR

Deval L. Patrick (D)
State House, Room 280
Boston, Ma 02133
1-888-870-7770
1-617-725-4005
Spfld: 413-784-1200
Washington: 202-628-7713
goffice@state.ma.us

SEC. OF STATE

William Francis Galvin
1 Ashburton Pl., Rm. 1611
Boston, Ma 02108
617-727-7030
cis@sec.state.ma.us

Western District Office
436 Dwight St., Rm. 102
Springfield, Ma 01103
413-784-1376

ATTORNEY GENERAL

Martha Coakley
1 Ashburton Place
Boston, Ma 02108
617-722-2200

1350 Main Street, 4th Floor
Springfield, Ma 01103
413-784-1240

STATE TREASURER

Steve Grossman
State House, Room 227
Boston, Ma 02133
617-367-6900

STATE AUDITOR

Suzanne Bump
State House, Room 230
Boston, MA 02133
617-727-2075

Chicopee Regional Office
521 East Street
Chicopee, Ma 01020
413-784-1169

STATE SENATOR

1st Hampden District
Gale D. Candaras (D)
17 Main Street
Wilbraham, Ma 01095
413-599-4785

State House, Room 309
Boston, Ma 02133
617-722-1291
gale.candaras@masenate.gov

STATE REPRESENTATIVE

12th Hampden District
Angelo J. Puppolo, Jr. (D)
2341 Boston Rd., Ste. 204
Wilbraham, Ma 01095
413-596-4333

State House, Room 540
Boston, MA 02133
617-722-2090
angelo.puppolo@mahouse.gov

ADMINISTRATION

TOWN CLERK

SPECIAL TOWN MEETING

April 2, 2012

Attendance:	Precinct A:	22
	Precinct B:	7
	Precinct C:	41
	<u>Precinct D:</u>	<u>46</u>
	Total -----	116

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, April 2, 2012. At 7:00pm, Town Clerk Beverly Litchfield noted a quorum was present and called the meeting. All were asked to join in reciting the Pledge of Allegiance before the call of the meeting was read by Town Clerk Beverly J. Litchfield.

Due to the absence of the Moderator, the first order of business was to elect a temporary Moderator. Town Clerk Litchfield explained the process that would be followed.

Nominations were then taken from the floor. George Reich was nominated and seconded. There were no other nominations from the floor so a motion to close nominations was made and seconded. This motion passed by unanimous vote. A motion was then made and seconded to have the Town Clerk cast one ballot for George Reich. This motion passed by unanimous vote.

After Mr. Reich was sworn in by the Town Clerk, he took over the meeting and the Town Clerk resumed her regular duties.

ARTICLE 1. Ambulance Fund Transfer: Finance Committee Recommends. Passing by unanimous vote to have the town transfer \$336,860 from Receipts Reserved for Appropriation for Ambulance to pay for renovations to the Central Fire Station on Boston Road.

Fire Chief Nothe gave a brief slide presentation to those in attendance explaining the plans for the fire station.

ARTICLE 2. Stabilization Fund Transfer: Finance Committee Recommends. Requiring a two-thirds vote, passing by unanimous vote to have the town transfer \$195,000 from the Capital Stabilization Fund to pay for renovations to the Central Fire Station on Boston Road.

A motion was then made and seconded to adjourn the special town meeting. This motion carried by unanimous vote. Meeting adjourned at 7:15 PM.

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

**ANNUAL TOWN MEETING
MAY 14, 2012**

Attendance	Precinct A:	42
	Precinct B:	31
	Precinct C:	49
	Precinct D:	63
	Total -----	185

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, 2012. At 7:00pm, Moderator Anthony Scibelli noted a quorum was present and called the meeting to order. The Moderator welcomed all and commenced with an explanation of the process concerning the "Consent Agenda." Moderator Scibelli then recognized those that had passed on. A moment of silence was held in their honor. The Pledge of Allegiance was then recited followed by Town Clerk Beverly J. Litchfield reading the call of the meeting.

The articles included in the consent agenda were then read, one at a time. The Consent Articles were 1, 2, 36, 37, 38, 39, 40, 41, and 42. Each article is listed separately in these minutes and marked with an asterisk.

*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.

At this time Moderator Scibelli announced that this would be his last town meeting as Moderator. He also made note that this was Patrick Brady's last meeting as a Selectman and JoAnne DeGray's last meeting as Town Accountant since she is retiring in the fall.

Consent Agenda (articles marked *)

Passing by a unanimous vote that the Town accept and approve the following articles as presented: Articles 1, 2, 36, 37, 38, 39, 40, 41, and 42.

***ARTICLE 1. Choosing Miscellaneous Officials:** Passing by unanimous vote that the following persons be elected to the indicated offices for the ensuing year:

Poundkeeper	Michael H. Masley
Surveyors of Lumber	Edward P. Lindsay Jr. & William H. Garvey
Measurers of Wood and Charcoal	William H. Garvey
Field Drivers	John J. Garvey

***ARTICLE 2. Hearing Reports:** 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 2012: Finance Committee Recommends. Pursuant to Section 33B of Chapter 44 of the General Laws, passing by unanimous vote to transfer the sum of \$49,900 from previously appropriated but unexpended funds in the following FY'2012 Budgets: #138 - Treasurer Collector (\$16,600); #161 – Town Clerk (\$3,300); #193 - General Insurance (\$5,000); #194 - Group Insurance (\$25,000), to the FY'2012 Highway Department Budget (#420)

ARTICLE 4. Ambulance Fund transfer: Finance Committee Recommends. Passing by unanimous vote to appropriate \$15,000 from Receipts reserved for Appropriation for Ambulance to the FY'2012 Ambulance Budget to cover

overtime.

ARTICLE 5. Transfer of Wastewater Debt Service Reserve Funds: Finance Committee Recommends. Passing by unanimous vote to transfer \$51,529 from Fund Balance Reserved for Debt Service in the Wastewater Enterprise Fund to the FY'2012 Wastewater Enterprise Fund Capital Debt Account.

ARTICLE 6. 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 6, Exhibit A," on file with the Town Clerk.

ARTICLE 7. Compensation for elected town officials: Finance Committee Recommends. Passing by unanimous vote to fix the compensation for elected Town Officers for fiscal year July 1, 2012 to June 30, 2013, as follows: Assessors, chairman, \$3,454, members, \$3,128 each, per year; Town Clerk, \$65,906 per year (all fees revert to the Town treasury); Moderator, \$200 Annual Town Meeting, \$50 Special Town Meeting; Selectmen, \$4,529 per year, chairman \$5,284 per year; Tree Warden, \$9,342 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 Town officers elected other than by official ballot), fees only, fixed by General Laws.

ARTICLE 8. Budget appropriations: Finance Committee Recommends. Passing by a majority vote to accept the report of the Finance Committee to raise and appropriate \$34,037,537 and transfer \$26,000 from offset receipts (for Dog Officer Expenses) to cover the necessary capital expenditures and operating expenses of the Town for Fiscal Year 2013 (July 1, 2012 to June 30, 2013) 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.

Chairman Bunnell from the Finance Committee gave a brief presentation as did Superintendent O'Shea from the School Department. Resident Daniel Fitzgerald from 8 Ward Drive gave a presentation in opposition to the School presentation. Chairman Salerno from the School Committee responded to Mr. Fitzgerald as did Superintendent O'Shea. Other discussion followed in favor of the school budget; and one resident wanted to know what the purpose was for Mr. Fitzgerald's presentation.

ARTICLE 9. Water Enterprise Fund Budget: Finance Committee Recommends. Passing by a majority vote that the following sums be appropriated for the Water Enterprise Fund: Salaries, \$377,235; Expenses, \$1,342,117; Non-recurring, \$50,000, and that \$1,615,637 be raised from Water Department receipts and 103,715 be raised from Water Department retained earnings.

ARTICLE 10. Wastewater Enterprise Fund Budget: Finance Committee Recommends. Passing by unanimous vote that the following sums be appropriated for the Wastewater Enterprise Fund: Salaries, \$182,147; Expenses: \$882,161 and that \$1,064,308 be raised from Wastewater Department receipts.

ARTICLE 11. Solid Waste Enterprise Fund Budget: Finance Committee Recommends. Passing by a majority vote that the following sums be appropriated for the Solid Waste Enterprise Fund: Salaries, \$125,500; Expenses, \$196,992, and that \$322,492 be raised as follows: \$317,502 from Solid Waste receipts and \$4,990 from retained earnings.

ARTICLE 12. Amendment to Lease with Wilbraham Country Club: Finance Committee Recommends. Passing by a

majority vote to approve, under the provisions of Chapter 81 of the Acts of 2012, amendments to the lease, as set forth in a document entitled "Article 12, Exhibit A," on file with the Town Clerk, between the Town and the Wilbraham Country Club relative to the land and buildings located on both sides of Stony Hill Road and known as the Wilbraham Golf Course, said lease dated February 28, 2000, said approval to be effective on the effective date of said Chapter 81.

Questions were asked concerning this article and if it related to restructure of debt.

ARTICLE 13. By-Law Amendment – Relating to Town Meetings: Finance Committee Recommends. Passing by majority vote to amend Section 200(b) of the Wilbraham By-Laws by deleting the words “and posted in each precinct.”

ARTICLE 14. Receipts reserved for appropriation for ambulance: Finance Committee Recommends. Passing by a majority vote to appropriate \$579,900 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 15. Appropriations for Ambulance Depreciation Account: Finance Committee Recommends. Passing by a majority vote to appropriate \$40,000 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 16. Receipts reserved for appropriation for cemeteries: Finance Committee Recommends. Passing by a majority vote to appropriate \$20,000 from Receipts Reserved for Appropriation for Cemeteries to Cemetery operating costs, pursuant to Section 5 of Chapter 40 and Section 16 of Chapter 114 of the General Laws.

ARTICLE 17. Reserve Fund: Finance Committee Recommends. Passing by a majority vote to raise and appropriate \$300,000 for a Fiscal Year 2013 Reserve Fund.

ARTICLE 18. Special Appropriation for road repaving and preservation: Finance Committee Recommends. Passing by a majority vote to raise and appropriate \$150,000 to repave, resurface and/or crack seal public ways.

ARTICLE 19. Funding of Other Post Employment Benefits Liability Trust Fund: Finance Committee Recommends. Passing by a majority vote to raise and appropriate \$70,000 to be placed into the Other Post Employment Benefits Liability Trust Fund, established under the provisions Massachusetts General Laws Chapter 32B, Section 20.

ARTICLE 20. Municipal Building Insurance Fund: Finance Committee Recommends. Passing by a majority vote to raise and appropriate \$10,000 to be placed into the Municipal Building Insurance Fund.

ARTICLE 21. Communications Tower: Finance Committee Recommends. Passing by a majority vote to transfer \$39,950 from free cash to purchase a metal communication tower to be located at the Boston Road Fire Station.

ARTICLE 22. Tornado and Microburst Costs: Finance Committee Recommends. Passing by a majority vote to transfer \$450,000 from free cash for costs incurred by the town for the response and cleanup of the June 1, 2011 Tornado and the July 26, 2011 Microburst.

ARTICLE 23. Community Preservation Program Project: Finance Committee Recommends. Passing by a majority vote to transfer \$6,200 from the Community Preservation Open Space Preservation Fund for a Community Preservation Project for Landscape Restoration and Preservation at the Rice Nature Preserve.

Moderator Scibelli noted that Senator Candaras and past Selectman Barry were in the audience.

ARTICLE 24. Community Preservation Program Project: Finance Committee Recommends. Passing by a majority vote to transfer \$15,000 from the Community Preservation Non-Committed Fund for a Community Preservation Project to continue to inventory Wilbraham's Historic Resources.

ARTICLE 25. Community Preservation Program Project. Finance Committee Recommends. Passing by a majority vote to transfer \$36,580 from the Community Preservation Historic Preservation Fund for a Community Preservation Project to write and publish a Wilbraham History Book that will cover local historical events that occurred during the period 1963 to 2013.

ARTICLE 26. Community Preservation Program Project: Finance Committee Recommends. Passing by a majority vote to transfer \$2,114 from the Community Preservation Historic Preservation Fund and \$736.00 from the Community Preservation Non-Committed Fund, for a Community Preservation Project to perform mold and mildew cleaning of the roof of the Old Meeting House at 450 Main Street.

ARTICLE 27. Community Preservation Program Project: Finance Committee Recommends. Passing by a majority vote to transfer \$4,400 from the Community Preservation Non-Committed Fund for a Community Preservation Project for the preservation of town record books in the custody of the Town Clerk.

ARTICLE 28. Community Preservation Program Project: Finance Committee Recommends. Passing by a majority vote to transfer \$45,100 from the Community Preservation Non-Committed Fund for a Community Preservation Project to plant public shade trees on town ways in place of trees destroyed by the June 1, 2011 tornado.

Resident John Broderick of 1220 Stony Hill Road wanted to know under which purpose is this article being applied and can this be done. Frederic Fuller of the CPA Committee responded saying this comes from the "non-committed" but really it is a historic issue.

ARTICLE 29. Community Preservation Program Project: Finance Committee Recommends. Passing by a majority vote to transfer \$19,375 from the Community Preservation Non-Committed Fund for a Community Preservation Project to plant trees in Adams Cemetery.

ARTICLE 30. Community Preservation Program Project: Finance Committee Recommends. Passing by a majority vote to transfer \$116,000 from the Community Preservation Non-Committed Fund for a Community Preservation Project to install Sports Field lighting at the Spec Pond Recreational Complex.

Resident Frank Pychewicz of 11 Meadow View Road stated that this funding cannot be given to Spec Pond Recreation Complex. He noted a press release where his information came from. Chairman Peter Manolakis of the CPA explained how this article came about and the basis of using these funds.

ARTICLE 31. 250th Anniversary Celebration: Finance committee Recommends. Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator to raise and appropriate \$15,000 to be placed in the 250th Anniversary Celebration Fund.

Co-Chairman Patricia Diotalevi of the 250th Anniversary Committee spoke on their plan to raise funds. The town-wide tag sale held May 12, 2012 raised \$2,500.00 already. She asked for support of this article.

ARTICLE 32. Authorization to borrow for capital outlays: Finance Committee Recommends. Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator that the town borrows \$361,000 for the following purposes:

-- in accordance with Section 7(3A) of Chapter 44 of the General Laws for remodeling, reconstructing or making extraordinary repairs to public buildings owned by the town, including original equipment and landscaping, paving and other site improvements, \$150,000; and in accordance with Section 7(9) of Chapter 44 of the General Laws for the cost of departmental equipment, \$211,000.

Capital Planning Chairman Robert Quintin gave a brief presentation at this time. He thanked all who helped with this committee.

ARTICLE 33. Dedication of Spec Pond Recreational Complex: Finance Committee Recommends. Passing by a majority vote to dedicate the Spec Pond (also known as Spectacle Pond) Recreational Complex, located at 2540 Boston Road, and recorded in the Hampden County Registry of Deeds Book 2959, Page 088, for active recreational purposes, under General Laws Chapter 45, Section 14, to be under the care and control of the Playground and Recreation Commission.

ARTICLE 34. Spec Pond Recreational Complex Sewer Connection: Finance Committee Recommends. Passing by a majority vote to raise and appropriate \$25,000 to install a sewer connection to the Spec Pond Recreational Complex.

ARTICLE 35. Wastewater Department Truck Purchase: Finance Committee Recommends. Passing by a majority vote to appropriate \$80,000 of retained earnings in the Wastewater Enterprise Fund for the purchase of a 16,000 GVW truck with utility body, crane and plow equipment for the Wastewater Department.

***ARTICLE 36. Council on Aging Revolving Fund: Finance Committee Recommends.** Passing by a unanimous vote that the Town reauthorizes a revolving fund in accordance with Section 53E½ of Chapter 44 of the General Laws in order to place revenue collected from donations from individuals, organizations and events; memorial donations; and fees for classes, trips and programs, which shall be used for payment of costs connected with programs and events; repair and maintenance of equipment and furnishings; purchase of memorials and volunteer recognitions; and fees for instructors and classes, and transfer the balance of the FY 2012 revolving fund to the FY 2013 revolving fund. Expenditures authorized by the Director of Elder Affairs, not exceeding a total of \$20,000 in FY 2013. The balance in the revolving account shall not exceed \$20,000.

***ARTICLE 37. Compost Bin Revolving Fund: Finance Committee Recommends.** Passing by a unanimous vote that the Town reauthorizes a revolving fund in accordance with Section 53 E½ of Chapter 44 of the General Laws in order to place revenue collected from the sale of compost bins which shall be used to purchase additional compost bins, and transfer the balance of the FY 2012 revolving fund to the FY 2013 revolving fund. Expenditures authorized by the Public Works Director, not exceeding a total of \$5,000 in FY 2013. The balance in the revolving account shall not exceed \$5,000.

***ARTICLE 38. Cemetery Revolving Fund: Finance Committee Recommends.** Passing by a unanimous vote that the Town reauthorizes a revolving fund in accordance with Section 53 E½ of Chapter 44 of the General Laws in order to place revenue collected from the sale of boundary markers, foundations, winter access charges, and for opening and closing graves, which shall be used to purchase boundary markers, foundations, winter access charges, and to open and close graves, and transfer the balance from the FY 2012 revolving fund to the FY 2013 revolving fund. Expenditures authorized by the Cemetery Commission, not exceeding a total of \$20,000 in FY 2013. The balance in the revolving account shall not exceed \$20,000.

***ARTICLE 39. Community Gardens Revolving Fund: Finance Committee Recommends.** Passing by a unanimous vote that the Town reauthorizes a revolving fund in accordance with Section 53 E½ of Chapter 44 of the General Laws in order to place revenue collected from community garden lot rental fees and donations, which shall be used to purchase goods, tools, and services, including water resources, for the use of the gardeners enrolled in the program, and transfer the balance from the FY 2012 revolving fund to the FY 2013 revolving fund. Expenditures authorized by the Conservation Commission, not exceeding a total of \$6,000 in FY 2013. The balance in the revolving account shall not exceed \$6,000.

***ARTICLE 40. Authorization to enter into lease/purchase agreements: Finance Committee Recommends.** Passing by a unanimous vote that the town authorizes the Board of Selectmen to make contracts for the lease, with option to purchase, of various municipal equipment, subject to annual appropriation, if in the opinion of the Board it is in the best interests of the Town. The Board of Selectmen shall identify within its budget submission to the Finance Committee, any contract for the lease with an option to purchase.

***ARTICLE 41. Authorization to dispose of surplus equipment: Finance Committee Recommends.** Passing by a 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 42. Grants Authorization: Finance Committee Recommends.** Passing by a unanimous vote that the Town authorizes the Board of Selectmen to apply for and accept federal or state grants or monies as may be available and to authorize the expenditure of any such grants or funds received there from in accordance with the terms of said grants.

ARTICLE 43. Acceptance of Deeds. Passing by a majority vote that action under Article 43 be indefinitely postponed.

ARTICLE 44. Drainage and Access Easements. Passing by a majority vote that action under Article 44 be indefinitely postponed.

ARTICLE 45. Special Legislation Request: Finance Committee Recommends. Passing by a majority vote to authorize the Board of Selectmen, pursuant to section 89 of the amendments to the Massachusetts Constitution, the Home Rule Amendment, to request its legislators to petition the General Court requesting the enactment of a special act of the state legislature affecting a single municipality, the Town of Wilbraham, as printed in the Warrant. (See Below)

SECTION 1. The chief of police, with the approval of the board of selectmen of the town of Wilbraham, may appoint, as he deems necessary, retired police officers of the town as special police officers for the purpose of performing police details or any police duties arising there from or during the course of police detail work, whether or not related to the detail work. The retired police officers shall have been regular Wilbraham police officers who retired based upon superannuation. Each appointment shall be made conditional upon the satisfactory completion of the medical examination.

SECTION 2. Special police officers appointed under this act shall not be subject to chapter 31 of the General Laws or to section 99A of chapter 41 of the General Laws.

SECTION 3. Special police officers appointed under this act shall, when performing the duties under section 1, have the same power to make arrests and to perform other police functions as do regular police officers of the town of Wilbraham.

SECTION 4. Special police officers shall be appointed under this act shall be appointed for an indefinite term,

subject to removal by the police chief, with the approval of the board of selectmen, at any time, upon 14 days written notice. Upon request, the police chief shall provide the reasons for such removal in writing.

SECTION 5. Special police officers appointed under this act shall be subject to the rules and regulations, policies and procedures and requirements of the board of selectmen and the chief of police in the town of Wilbraham, including restrictions on the type of detail assignments, requirements regarding medical examinations to determine continuing capability to perform the duties of a special police officer, requirements for training, requirements for firearms qualifications and licensing and requirements regarding uniforms and equipment, with all costs of compliance to be incurred by the special police officers. Special police officers appointed under this act shall not be subject to section 96B of chapter 41 of the General Laws.

SECTION 6. Special police officers appointed under this act shall be sworn before the town clerk who shall keep a record of all such appointments.

SECTION 7. Special police officers appointed under this act shall be subject to sections 100 and 111F of chapter 41 of the General Laws. The amount payable under said section 111F of said chapter 41 to an incapacitated special police officer shall be calculated by averaging the amount earned over the prior 52 weeks as a special police officer working details, or averaged over such lesser period of time for any officer designated as special police officers less than 52 weeks prior to the incapacity. In no event shall payment under said section 111F of said chapter 41 exceed, in any calendar year, the limitation on earning contained in paragraph (b) of section 91 of chapter 32 of the General Laws. Payment under said section 111F of said chapter 41 shall terminate when a special police officer reaches the age of 65. In the event the age limitation applicable to regular police officers serving a town is increased from 65 years of age, the termination of benefits under said section 111F of said chapter 41, as provided herein to special police officers, shall terminate at such higher age limit, but in no event shall the benefits extend beyond the age of 70 for any special police officer. Special police officers appointed under this act shall not be subject to section 85H of said chapter 32, nor eligible for any benefits pursuant thereto.

SECTION 8. An appointment as a special police officer under this act shall allow, but not entitle, any individual appointed as such to assignment to any detail, as authorized by the police chief.

SECTION 9. Retired police officers of the town of Wilbraham, serving as special police officers under this act, shall be subject to the limitations on hours worked and on payments to retired town employees under paragraph (b) of section 91 of chapter 32 of the General Laws.

SECTION 10. Retired police officers of the town of Wilbraham, serving as special police officers under this act shall not be eligible for unemployment benefits relative to their service as special police officers under this act.

SECTION 11. Retired police officers of the town of Wilbraham, serving as special police officers under this act shall be subject to General Laws Chapter 32, Section 91.

Explanation: This Article would request Special Legislation in order to allow retired Wilbraham Police Officers to be appointed Special Police Officers for the purpose of performing police details or other police duties arising from such police details.

ARTICLE 46. Acceptance of Public Way: Finance Committee Recommends. Passing by a majority vote to accept a portion of Eastwood Drive (extension) as a public way, pursuant to a layout filed by the Board of Selectmen with the Town Clerk.

Article 47. Zoning By-Law Amendment – Location & Size of Residential Accessory Buildings: Planning Board Recommends. Requiring a two-thirds vote, passing by a declared two-third vote by the Moderator to amend paragraph C of section 4.4.8 of the Wilbraham Zoning By-Law by deleting the existing words “a garage is not

attached to the principal structure” and substituting therefore the words “the principal structure does not include an attached garage.”

ARTICLE 48. Zoning By-Law Amendment – Heritage Farm Stand Development Regulations: Planning Board Recommends. Requiring a two-thirds vote, passing by a declared two-thirds vote by the Moderator to amend the Wilbraham Zoning By-Law by revising existing section 1.3 and inserting new sections 3.5.2 and 4.11 as set forth in a document entitled, "Zoning Amendment Exhibit A," on file with the Town Clerk.

Frederic Fuller from the Planning Board gave a brief presentation to those in attendance. Resident Gerda Trzeciak spoke about some concerns about the zoning changes being to “open.” She spoke against the article. Mr. Fuller responded to her concerns.

A motion was made and seconded to adjourn the meeting. This motion carried by a unanimous vote.

Meeting adjourned at 9:21 PM.
Beverly J. Litchfield, MMC, CMMC
Town Clerk of Wilbraham

TOWN BULLETIN:

Boston, Massachusetts; August 13, 2012

The foregoing amendments to the town by-laws adopted under articles 13, 47 and 48 of the warrant for the Wilbraham town meeting that convened on May 14, 2012 are hereby approved.

Martha Coakley, Attorney General

Kelli E. Gunagan, Assistant Attorney General

**PRESIDENTIAL PRIMARY
MARCH 6, 2012**

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

Total Registered Voters ----- 10,147
Total Vote Cast ----- - 1568
% Voted ----- - 16%

Registered by Precinct
Precinct A – 2546
Precinct B – 2487
Precinct C – 2492
Precinct D – 2622

Democratic By Prec.
Precinct A – 70
Precinct B – 48
Precinct C – 49
Precinct D – 79
Total ----- 246

DEMOCRATIC BALLOT
PRESIDENT
Barack Obama 179
No Preference 41
Write Ins 11
STATE COMM. MAN
Bruce Samuel Adams Jr. 80
Mark A. Kenyon 73
Write Ins 1
STATE COMM. WOMAN
Marygail B. Cokkinias 167
Write Ins 1
DEMO. TOWN COMMITTEE
David Barry 158
Virginia Barry 127
Gale Candaras 190
Daniel Driscoll 105
Joseph Falzone 115
Judith M. Falzone 117
Madeline Flanagan 113
Mark F. Jones 101
Lisa Jones 104
Edward Kivari, Jr. 104
Beverly Litchfield 150

Peter Litchfield 111
Dana-Lee Luzi 105
Todd Luzi 114
Thomas Mango 131
Patricia Nordstrom 122
James Thompson 142
Arthur Wolf 117
Carole J. Tardif 108
Gilles E. Turcotte 114
Anthony J. Scibelli 136
Anne Turcotte 117
Michael P. Rustin 97
Daniel Fernandes 112
Jean Canosa Albano 2
as a write in
Republican By Prec.
Precinct A – 309
Precinct B – 315
Precinct C – 312
Precinct D – 385
Total ----- 1321

REPUBLICAN BALLOT
PRESIDENT
Ron Paul 92
Mitt Romney 941
Rick Perry 3
Rick Santorum 196
John Huntsman 5
Michele Bachmann 1
Newt Gingrich 66

No Preference 6
Write Ins 3
STATE COMM. MAN
Thomas A. McCarthy 714
Alexander J. Sherman 274
Write Ins 3
STATE COMM. WOMAN
Deborah L. Martell 574
Mary S. Rogeness 549
REP. TOWN COMMITTEE
George L. Reich 20
Lawrence G. LaBarbera 601
Robert Boilard 855
Thomas Reavey 645
Peter Manolakis 643
Deborah Reavey 19
James Jurgens 623
Catherine Labine 659
Richard Howell 679
Richard Labine 661
Barbara Bourcier 597
Donald Bourcier 606
Tanja Olson 581
Anthony Vecchio 629
Constance Sattler 3
Janet Shea 666
Anita LaBarbera 608
James Dunbar 583
Dennis John McCarthy 623
Carole J. Colitti 644

Elizabeth A. Sallade 588
Frederick E. Sallade 585
Elyse M. Dunbar 585
David A. Sanders 617
Mary E. McCarthy 606
Michael W. Dane 604
Cynthia Patten 2

Green-Rainbow by Prec.
Precinct A – 0
Precinct B – 1
Precinct C – 0
Precinct D – 0
Total ----- 1

GREEN-RAINBOW BALLOT
PRESIDENT
Kent Mesplay 1
Jill Stein 0
Harley Mikkelson 0
No Preference 0
Write Ins 0
STATE COMM. MAN
Kent Mesplay 1
Write Ins 0
STATE COMM. WOMAN
Jill Stein 1
Write Ins 0
GR-RAIN TOWN COMM
None voted

**2012 ANNUAL TOWN ELECTION
MAY 19, 2012**

Total Registered Voters ---	10,121	<u>Voted by Precinct</u>	<u>Total Registered</u>
Total Vote Cast -----	1191	Precinct A – 291	2528
% Voted -----	12%	Precinct B – 234	2489
		Precinct C – 302	2484
		Precinct D – 364	2620

SELECTMAN – 3 YRS.

* Denotes Winner

Russell D. Mitchell	D	299
Robert W. Russell	R	853*

TOWN CLERK – 3 YRS.

Beverly J. Litchfield	D	922*
-----------------------	---	------

MODERATOR – 3 YRS.

George L. Reich	R	892*
-----------------	---	------

ASSESSOR – 3 YRS.

Lawrence G. LaBarbera	R	868*
-----------------------	---	------

REG. SCHOOL CMTE. – 3 YRS.

Gilles E. Turcotte	D	412
Marc E. Ducey	R	684*
Michelle P. Emirzian	R	652*
James E. Wilkinson		246

TREE WARDEN – 3 YRS.

Richard C. Swain	R	929*
------------------	---	------

CEM. COMMISSIONER – 3 YRS

Donald R. Bourcier	R	914*
--------------------	---	------

WATER COMMISSIONER – 3 YRS

James B. Dunbar	R	892*
-----------------	---	------

LIBRARY TRUSTEE – 3 YRS

Raymond D. Burk	R	758*
Jean Canosa-Albano	D	648*

PLANNING BOARD – 5 YRS

Dean E. Stroshine		523
David A. Sanders	R	567*

WILB. HOUSING AUTHORITY

Alcinda W. Peret	R	879*
------------------	---	------

Attest:

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

**STATE PRIMARY
SEPTEMBER 6, 2012**

Total Registered Voters ---10,295
Total Vote Cast -----1733
% Voted -----17 %

Total voted by Precinct Total Reg.
Precinct A – 419 Prec. A -2576
Precinct B – 374 Prec. B - 2533
Precinct C – 353 Prec. C - 2524
Precinct D – 587 Prec. D - 2662

DEMOCRATIC BALLOT

Voted by Precinct

Precinct A – 319
Precinct B - 291
Precinct C - 246
Precinct D –429
Total - 1285

SENATOR IN CONGRESS

Elizabeth A. Warren 896
Write-ins 33

REPRESENTATIVE IN CONGRESS

Richard E. Neal 927
Andrea F. Nuciforo 274
Bill Shein 44
Write-ins 0

COUNCILLOR

Michael J. Albano 486
Gerry Roy 186
Kevin J. Sullivan 464
Write-ins 2

SENATOR IN GENERAL COURT

Gale D. Candaras 1016
Write-ins 3

REPRESENTATIVE IN GEN. COURT

Angelo J. Puppolo, Jr 1042
Write-ins 1

CLERK OF COURTS

Thomas Ashe 383
John P. DaCruz 243
Linda A. Stec DiSanti 127
Laura Gentile 485
Write-ins 1

REGISTER OF DEEDS

Donald E. Ashe 975
Write-ins 3

REPUBLICAN BALLOT

Voted by Precinct

Precinct A – 100
Precinct B – 83
Precinct C – 107
Precinct D – 157
Total – 447

SENATOR IN CONGRESS

Scott P. Brown 483
Write-ins 1

REPRESENTATIVE IN CONGRESS

Write-ins 13

COUNCILLOR

Michael F. Case 144
Michael Franco 230

SENATOR IN GENERAL COURT

Write-ins 5

REPRESENTATIVE IN GEN. COURT

Dennis John McCarthy 350
Write-ins 2

CLERK OF COURTS

Write-ins 45

REGISTER OF DEEDS

Write-ins 7

GREEN RAINBOW BALLOT

Voted by Precinct

Precinct A - 0
Precinct B - 0
Precinct C - 0
Precinct D - 1
Total – 1

SENATOR IN CONGRESS

Write-ins 1

REPRESENTATIVE IN CONGRESS

Write-ins 1

COUNCILLOR

Write-ins 0

SENATOR IN GENERAL COURT

Write-ins 0

REPRESENTATIVE IN GEN. COURT

Write-ins 0

CLERK OF COURTS

Write-ins 1

REGISTER OF DEEDS

Write-ins 0

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

**PRESIDENTIAL ELECTION
NOVEMBER 6, 2012**

<u>Precinct</u>	<u>Voted by Precinct</u>	<u>Registered by Precinct</u>
Total Registered Voters – 10,509	Prec. A 2008	Precinct A - 2620
Total Votes Cast ----- 8369	Prec. B 2039	Precinct B - 2578
% Voted ----- 80 %	Prec. C 2074	Precinct C - 2590
	Prec. D 2248	Precinct D - 2721

<u>PRESIDENT/VICE PRES.</u>	<u>TOTAL</u>
Johnson/Gray	87
Obama/Biden	3746
Romney/Ryan	4334
Stein/Honkala	41
Write-ins	10

<u>QUESTION 1</u>	<u>TOTAL</u>
Motor Vehicle Repair	yes – 6241
	no – 973

<u>QUESTION 2</u>	<u>TOTAL</u>
Med. To End Life	yes – 3333
	no – 4519

<u>SENATOR IN CONGRESS</u>	<u>TOTAL</u>
Scott P. Brown	5005
Elizabeth A. Warren	3147
Write-ins	2

<u>QUESTION 3</u>	<u>TOTAL</u>
Med. Use of Marijuana	yes – 4362
	no – 3465

<u>REP. IN CONGRESS</u>	<u>TOTAL</u>
Richard E. Neal	5979
Write-ins	60

<u>COUNCILLOR</u>	<u>TOTAL</u>
Michael J. Albano	3827
Michael Franco	3718
Write-ins	5

<u>SENATOR IN GEN. COURT</u>	<u>TOTAL</u>
Gale D. Candaras	6165
Write-ins	52

<u>REP. IN GEN. COURT</u>	<u>TOTAL</u>
Angelo J. Puppolo, Jr.	4883
Dennis John McCarthy	2867
Write-ins	5

<u>CLERK OF COURTS</u>	<u>TOTAL</u>
Laura Gentile	5637
Write-ins	35

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

<u>REGISTER OF DEEDS</u>	<u>TOTAL</u>
Donald E. Ashe	5838
Write-ins	25

**VOTER REGISTRATION BY PRECINCT
(As of December 31, 2012)**

<u>PREC</u>	<u>Rep</u>	<u>Dem</u>	<u>Unen</u>	<u>Lib.</u>	<u>Inter 3rd Pty</u>	<u>Gr.Rain</u>	<u>Grn Pty USA</u>	<u>Conser Party</u>	<u>MA Indep</u>	<u>Total</u>
A	493	780	1260	8		6				2547
B	537	695	1280	7	1					2520
C	582	608	1309	10	1	4	1	1	1	2517
D	555	755	1318	2	1	3			1	2635
TOTAL:	2167	2838	5167	27	3	13	1	1	2	10219

VITAL STATISTICS

<u>BIRTHS</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
MALES	41	38	30
FEMALES	33	49	30
TOTALS	74	87	60
 <u>MARRIAGES</u>	 37	 53	 48
 <u>DEATHS</u>			
MALES	87	113	97
FEMALES	134	148	133
TOTALS	221	261	230

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

**STATEMENT OF RECEIPTS & DISBURSEMENTS
JULY 1, 2011 – JUNE 30, 2012**

RECEIPTS

FY '12 DOG LICENSES

1045	NEUTERED MALES	@	\$10.00	\$10,450.00
132	MALES	@	\$20.00	\$2,640.00
93	FEMALES	@	\$20.00	\$1,860.00
1107	SPAYED FEMALES	@	\$10.00	\$11,070.00
2	LICENSE TRANSFERS	@	\$00.25	\$.50
				\$26,020.50

FY '12 DOG FINES & FEES

17	STRAY DOG FINES	@	\$10.00	\$170.00
320	LATE DOG FINES	@	\$10.00	\$3,200.00
18	BOARDING FEES	@	\$10.00	\$180.00
4	NON CRIM TICKETS			\$175.00
				\$3,725.00
				\$29,745.50

FY '12 FISH & WILDLIFE LICENSES (7-1-11 to 12-31-11)

12	RES CIT FISH			\$330.00
2	RES CIT FISH (minor)			\$23.00
3	RES CIT FISH (65-69)			\$48.75
10	RES CIT FISH (paraplegic, blind, mentally retarded)			FREE
24	RES CIT HUNT			\$660.00
1	RES CIT HUNT (65-69)			\$16.25
1	CIT. HUNT PARA.			FREE
1	NR HUNT BIG GAME			\$99.50
2	RES CIT SPORT			\$90.00
2	RES CIT SPORT (65-69)			\$50.00
9	RES CIT SPORT (70 & over)			FREE
1	DUPLICATE SPORT	@	\$2.50	\$2.50
42	ARCHERY STAMPS	@	\$5.10	\$214.20
7	WATERFOWL STAMPS	@	\$5.00	\$35.00
59	PRIMITIVE STAMPS	@	\$5.10	\$300.90
				\$1,870.10
				\$1,870.10

FY '12 MARRIAGE LICENSES

51	LICENSES	@	\$30.00	\$1,530.00
				\$1,530.00

FY '12 MISCELLANEOUS CLERK'S FEES

1605	COPIES OF RECORDS			\$11,967.75
20	MISCELLANEOUS			\$128.92
76	BUSINESS CERTIFICATES			\$2,900.00
3	RAFFLE PERMITS			\$60.00
13	GAS STORAGE PERMITS			\$495.00
5	CEMETERY BOOKS			\$5.00
47	HANDLING FEES (F&W)			\$47.00
375	HUNTING PERMISSION SLIPS			\$750.00
	INTEREST – PEOPLESBANK			\$15.96
30	NON-CRIMINAL TICKETS			\$3,000.00
				\$19,369.63
				\$19,369.63

TOTAL FY '12 RECEIPTS ----- \$52,515.23

**STATEMENT OF RECEIPTS & DISBURSEMENTS CONT.
JULY 1, 2011 – JUNE 30, 2012**

DISBURSEMENTS

TOWN TREASURER: FY '12 DOG ACCOUNT

2379	DOG LICENSES	\$26,020.50	
359	FINES & FEES	\$3,550.00	
4	NON CRIMINAL TICKETS	\$175.00	
		29,745.50	\$29,745.50

FY '12 DIVISION OF FISHERIES & WILDLIFE

176	LICENSES & STAMPS	\$1,834.75	\$1,834.75
-----	-------------------	-------------------	-------------------

TOWN TREASURER: FY '12 CLERK'S FEES

176	F&W LICENSES & STAMPS	\$35.35	
51	MARRIAGE LICENSES	\$1,530.00	
1605	COPIES OF RECORD	\$11,967.75	
20	MISCELLANEOUS	\$128.92	
76	BUSINESS CERTIFICATES	\$2,900.00	
3	RAFFLE PERMITS	\$60.00	
13	GAS STORAGE PERMITS	\$495.00	
5	CEMETERY BOOKS	\$5.00	
47	HANDLING FEES (F&W)	\$47.00	
375	HUNTING PERMISSION SLIPS	\$750.00	
	INTEREST - PEOPLESBANK	\$15.96	
30	NON CRIMINAL TICKETS	\$3,000.00	
		\$20,934.98	\$20,934.98

TOTAL FY '12 DISBURSEMENTS ----- \$52,515.23

**Attest: Beverly J. Litchfield, MMC, CMMC
Town Clerk of Wilbraham**

BOARD OF SELECTMEN

In May 2012, Chairman Patrick Brady left the Board and a new Selectman, Robert W. Russell, was elected to fill the vacant seat. After the May election, the Board reorganized with Robert J. Boilard assuming the position of Chairman, James E. Thompson, Vice Chairman and Robert W. Russell as Clerk.

The Board of Selectmen typically meets weekly on Monday evenings. During the summer months of June, July and August, the Board tends to meet on a bi-weekly basis to respond to Town business or issues that arise. The Selectmen issue a schedule of their meeting dates quarterly, which can be found on the Town's website.



*Robert Russell, Robert Boilard & James Thompson (right to left)
Photo Courtesy of Charlie Bennett from the Wilbraham-Hampden Times.*

During 2012, the Board of Selectmen continued to work on matters related to the aftermath of the meteorological events of 2011. The Selectmen also dealt with a variety of matters related to Town property, financial, policy and routine business, such as the issuing of permits and licenses to businesses in Town. The following summary outlines some of the significant issues addressed in 2012:

Town Buildings/Properties

For a good portion of 2012, the Selectmen exerted their energy on matters regarding Town buildings and properties. This past year, upon rebuilding the community from the devastation of the storms in 2011, the Board oversaw the management of Town properties and began a discussion of the need for additional Town facility space. The Selectmen did accept a gift of land off of Shady Lane as conservation land. Facility needs discussed in 2012 included the Fire Station Renovation project, the sale of the former Grange Sale, the Senior Center Needs Study Committee and the future of Memorial School.

The Fire Station's main headquarters on Boston Road began its renovation project during 2012. The Board of Selectmen has met regularly with the project manager. They have also made a number of fiscal decisions relative to financing the building project. At the close of 2012, the Fire Station Renovation project nears its completion and partial, overnight occupancy. Thanks to the great efforts of Fire Chief Nothe and Project Manager Lance Trevallion, it looks like the building will be on-time and on-budget.

Foskit Hall (aka The Grange) was put out for bid for sale of the property. The Selectmen's hope was that the unused building could be purchased and rehabilitated to be a useful, taxable property for the community. In November 2012, the Selectmen entered into an agreement with ReVampit, LLC to purchase the Grange Hall for \$50,555. The Selectmen chose a bidder who plans on restoring the property to a residential unit. At the end of the year, the Selectmen are still in the process of completing the purchase and sale with the accepted bidder.

In January, 2012, the Board of Selectmen appointed a Senior Center Needs Study Committee charged with the task of reviewing and recommending future needs of the Senior Center. The Committee concluded their work and reported back to the Selectmen in November, 2012. The report concluded that the Senior Center needs a larger building, which the Selectmen have taken under advisement.

The future use of Memorial School was also discussed throughout 2012. The Board pondered the use of the building

for Town facility space, as well as discussion regarding rental earnings (from Cathedral High School) of the Memorial School building. As a result, and since the Hampden-Wilbraham Regional School District was no longer using the building for its educational purposes, the Board of Selectmen decided to exercise a clause in the lease for early termination and resume use and control over the Memorial School building as of July 1, 2013.

Financial

The Town recouped much of the expenses for the 2011 storm from various federal and state agencies this past year, which aided in balancing the debt of the 2011 storms. The Selectmen also signed off on several grants the Town received that went towards clean up of the 2011 storms, such as logging, stump grinding and tree replanting.

Looking at other measures to reduce expenses for the Town, the Board also negotiated health insurance contribution rates in 2012. The contribution rate changes reduced the Town’s share to 68% of insurance coverage costs. The Town also was able to reach agreement on insurance plan design changes in order to reduce costs as well. This was done in conjunction with the Scantic Valley Health Insurance Trust.

Near the end of 2012, the Board of Selectmen looked at potential opportunities to reduce electrical costs by installing solar panels at the Disposal and Recycle Center.

Overall, the Town ended the fiscal year 2012 in a sound fiscal position. The Town concluded fiscal year 2012 with a free cash of \$2,076, 626.

Organization

Upon the Board of Selectmen’s reorganization in May, 2012, the Selectmen’s liaison responsibilities with the various Town Departments were established. The following is a list of the Selectmen’s liaison assignments:

Selectmen Liaison Assignment 2012-2013		
Robert J. Boilard, Chairman	James E. Thompson, Vice Chair	Robert W. Russell, Clerk
Finance Committee	Cable TV Advisory Committee	HWRSD School Committee
Fire Department	Public Access TV Committee	MRHS School Building Committee
Police Department	Country Club of Wilbraham	Solid Waste Advisory Committee
Water Commission	Board of Appeals	Scantic Valley Health Trust
Sewer Advisory Board of Health	Planning Board	Commission on Disabilities
Council on Aging	Public Library	Conservation Commission
Local Emergency Planning Committee	Historical Commission	Cemetery Commission
Open Space & Recreation Committee		
Playground & Recreation Commission		
Traffic Safety Team		
Cultural Council		
Wilbraham Nature & Cultural Council		

There were also personnel changes which required the Selectmen’s attention in 2012. The Selectmen’s long time secretary, Pamela Beall, retired at the end of March, 2012. For clarification purposes, the position Secretary to the Board of Selectmen was redefined and restructured to that of Administrative Assistant to the Town Administrator and Board of Selectmen. In April, 2012, Selectmen hired Candace Ouillette Gaumond to fulfill the newly redesigned position.

In the summer of 2012, the Town’s long serving Tree Warden, Richard C. Swain, passed away. Since the Tree Warden position is an elected position, the Selectmen appointed William Sperrazza, DPW Director of Operations, as the Temporary Tree Warden, as provided for in Massachusetts General Laws, so that services could still be provided efficiently to the residents of the community. In December 2012, the Town’s long serving Public Access Director, Caroline Cunningham, passed away. The Wilbraham Public Access Television’s Executive Director position was posted at the end of 2012. Both Caroline and Dick were tireless workers on behalf of the Town and they will be greatly missed.

Throughout the year, the Selectmen are charged with making appointments to various Town Boards and Committees. This past year, the Board of Selectmen strived to fulfill vacancies on a number of Boards and Committees. With that being said, the Board of Selectmen made 133 appointments in 2012.

Policy

One of the most important duties of the Board of Selectmen is to create and implement policy within Town government. In 2012, the Selectmen took action and passed five policies to be implemented. The policies are:

- Disposition of Town Surplus Property – procedures for Departments to dispose of unnecessary and surplus property;
- Open Meeting Law: Remote Participation (administrative policy) – Following the Attorney General’s guidelines, the Selectmen implemented a policy that allows Board/Committee members to participate in meetings remotely under certain conditions and procedures;
- Police Outside Detail Billing and Receipt – policy that outlines the procedures for the Town to bill and collect payment for police officers who are hired to work outside details for external entities (i.e. businesses, charitable events and non-profit org.) in Wilbraham.
- Solid Waste Fee Abatement – Policy that establishes the criteria for residents to be eligible to receive a income-based solid waste fee abatement to the Disposal and Recycling Center.
- ADA (administrative policy) – a policy revision that reconciles that the Town of Wilbraham with federal law: The Americans with Disability Act.

Permits/Licenses

The Board of Selectmen serves as the Local Licensing Authority and the Board of Health. Part of the Local Licensing Authority and the Board of Health’s responsibilities are to issue certain licenses and permits to businesses and individuals. The following is a table outlining the permits/licenses the Board of Selectmen issued in 2012.

2012 Licenses/Permits		2012 Licenses/Permits	
New Annual Food Establishment	4	Temporary One Day Alcohol License	10
New Common Victualer	2	Seasonal Food Establishment	1
New Annual Entertainment	4	Seasonal Camp License	11
New All Liquor	2	2013 License Renewals (passed in Dec. 2012)	144 (various licenses/permits)
Temporary Food Establishment	5		
One Day Entertainment License	6		
Total Licenses/Permits Issued in 2012:		189	
Total Revenue from Licenses/Permits in 2012:		\$17,502.00	

The Board of Selectmen would like to express their sincere appreciation to all the Town Board and Committee members, volunteers and Town employees for their outstanding and dedicated service to the Town of Wilbraham and its community.

Board of Selectmen

Robert J. Boilard, Chairman
James E. Thompson, Vice Chairman
Robert W. Russell, Clerk

Town Administrator

Robert A. Weitz

Administrative Assistant to the Town Administrator/Board of Selectmen

Candace Ouillette Gaumond

HUMAN RESOURCES/PERSONNEL

The Town Administrator oversees, on behalf of the Board of Selectmen, the day-to-day administration of the Town's Human Resources system. The Human Resources Coordinator, under the direction of the Town Administrator, works closely with the Personnel Advisory Board and administers and implements human resources policies and procedures for the Town. The Human Resource Coordinator also develops documents, maintains records related to personnel administration; ensures compliance with federal, state and local regulations, and acts as liaison between the Board of Selectmen and all Town Departments on employment or personnel related matters.

A five member Personnel Board, to hold staggered terms of three years, is appointed by the Board of Selectmen according to Section 509 of the Town by-laws. In 2012, Joan Paris served as Chair of the Board; while Paul Lemieux, Jack Ubersax, Joseph Kelly and Mark Brannigan, served as members on the Board. This Board is charged with advising the Board of Selectmen on all matters pertaining to personnel policy for non-union employees, not including elected officials. In 2012, the Board's main focus was the development of a written Compensation Policy which will be forwarded to the Board of Selectmen for review and approval in early 2013.

Benefits:

Effective July 1, 2012, the Massachusetts Municipal Health Care Reform Law made it mandatory for municipal retirees who are eligible for Medicare B coverage to enroll in Medicare. The law further requires that any late enrollment penalty be paid by the Town. The Town reached an agreement with Centers for Medicare and Medicaid Services (CMS) to directly bill the Town for the penalties; thereby preventing to burden retirees with administrative tasks. Currently, this group has 89 individuals enrolled, of which 51 are retirees, 31 are spouses, and 7 are dependent children. Retirees and their dependents pay 40% of the premium and the Town contributes 60%.

Employee contributions to health insurance premiums have been increased over the last few years. Employees now contribute 32% and the Town contributes 68% of the premiums, with the exception of employees included in the Police bargaining unit. The Town and this unit have yet to complete a successor agreement to the one that expired June 30, 2011. Employees are eligible for participation in contributory health insurance, if they work at least 20 hours per week. At the end of 2012, 124 employees were benefit-eligible, and 112 were enrolled in the Town's contributory health insurance plans.

Training:

The Town trained all employees in the prevention of Sexual and Non-Sexual Harassment of members of protected classes. The Town offers technical training to employees as needed and required for their positions. The Town also offers professional development, such as safety and management seminars, in connection with the rewards program offered by the Town’s liability insurer, the Massachusetts Municipal Insurance Agency. Computer Training classes, approved by the Department Manager and IT Director, are offered on an ongoing and as-needed basis.

Workers Compensation, Injured-on-duty Claims:

During 2012, 13 injury-on-duty claims were filed by police officers and firefighters. Additionally, 4 workers compensation claims were filed by town employees in 2012.

Staffing:

During 2012, the Town experienced the following changes in personnel:

Resignations:

2/3/2012	Michael Lowe, Asst. Mechanic/Welder/HEO
3/30/2012	Elmer Teschendorf, Library Page
5/4/2012	Timothy Camerlin, Police Officer
7/13/2012	Aaron Siko, Asst. Parks and Recreation Director

6/25/2012	Gary Butler, Heavy Equipment Operator
7/9/2012	Jared Pabis, Asst. Parks and Recreation Director
10/1/2012	James Gagner, Police Officer

Part Time Hires:

3/26/2012	Dorothy Moore, Asst. Ref. Librarian (17.5 hrs/week)
6/12/2012	Rebecca Berezin, Library Page (12 hrs/week)
7/9/2012	Maria Gildea, Ambulance Billing Clerk (17.5 hrs)
7/25/2012	Nicole Rucki, Assessor’s Clerk (17.5 hrs)

Retirements:

3/18/2012	Sgt. Gary Pabis, Police Officer
3/31/2012	Pamela Beall, Secretary to the Board of Selectmen
9/20/2012	James Pirog, Police Officer

Other:

4/12/2012	Tricia Cloutier, Ambulance Billing Clerk
12/2/2012	Caroline Cunningham, Executive Director, Public Access Television

Promotions/Position Upgrades:

1/1/2012	Roger Tucker, Chief of Police
1/15/2012	Lionel Duquette, Water Service Technician
2/6/2012	Mary Bell, Reference Librarian
2/13/2012	Anthony Garceau, Water Service Worker
3/19/2012	Thomas Tassinari, Assistant Mechanic
6/30/2012	Mark Paradis, Police Sgt.
7/1/2012	Edward Lennon, Police Sgt.
7/1/2012	Timothy Kane, Police Captain

Full time Hires:

3/6/2012	Brent Noyes, Police Officer
4/3/2012	Justin Wall, Police Officer
4/17/2012	Candace Ouillette Gaumond, Admin. Asst. TA & BOS
5/21/2012	Christopher Arventos, Police Officer

Anniversaries:

During 2012, the following employees celebrated employment anniversaries:

10 years of service to the Town:

- Anthony Garceau, Heavy Equipment Operator, DPW Water Division
- John Wesolowski, Assessor (elected)
- Lawrence Labarberra, Assessor (elected)
- Paul Maguire, Heavy Equipment Operator, DPW Highway Division
- Donna Daviau, Administrative Assistant, DPW Engineering
- Mary Ellen Schmidt, Activities Coordinator, Senior Center

20 years of service to the Town:

- Raymond Kallaughar, Police Captain

30 years of service to the Town:

- David Bourcier, Fire Department, Captain/Fire Inspector

A large part of the operating budget, as developed by the Finance Committee, Board of Selectmen and approved by the voters at Annual Town Meeting, is dedicated to personnel related costs: salaries, wages, benefits (i.e. retirement, insurance, paid leave,) liability and other insurance. The Town as a public employer has the difficult task of matching the required staffing levels and employee qualifications with the level of service Town residents decide is appropriate. When there is a gap between the services the Town is able to provide and the service level residents may demand; it is often the town employee who is in the middle of the conflict. While public employees are easy targets for criticism, municipal government certainly provides citizens, not only the most direct service, but also, the most control over the level of service they are willing to pay for.

I would like to thank all Town employees for their dedication and hard work over the past year. The ingenuity, good will, and effort that I have witnessed from Town employees, allows me to feel truly privileged to work with such a professional, dedicated and qualified group of Police Officers, Firefighters/EMT's, Dispatchers, Department Directors, Administrative staff, Heavy Equipment Operators, Technicians, Engineers, elected officials and volunteers.

Respectfully submitted by,
Herta Dane
Human Resource Coordinator

Personnel Advisory Board
Joan Paris, Chairman
Paul Lemieux
Jack Ubersax
Joseph Kelly
Mark Brannigan

INFORMATION TECHNOLOGY

During 2012, 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 2 full time staff members (IT Director and Network Administrator) and 1 part-time staff member to manage Town website and Internet content. Outside consultants were leveraged to provide the extra support when needed.

Many IT Department accomplishments are noted 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 adding and upgrading open wireless (Wi-Fi) at Town buildings. Residents that visit supported Town buildings can now utilize the tow-public wireless network to access the Internet.
- Assisted the former Public Access Director, Caroline Cunningham, in troubleshooting and correcting problems with many of the aging systems in the Little Red Schoolhouse. After Caroline's passing, the IT Department took over the Public Access technology systems and began making emergency repairs to the failed broadcast server. Worked with the broadcast server's vendor to procure and install a modern, multi-channel HD streaming server configuration. Worked with the vendor to integrate the video multicast streams between the new modern network and Charter's legacy analog video and audio inputs. Installed new broadcast “ingest” server which now takes all video file and DVD media sources, and converts them to streaming format, as well as uploads the files to the on-air broadcast server. Also, began cabling cleanup in an effort to reduce noise (interference) on Charter cable channels 5 and 19. Began work on bringing channel 20 back on the air, too.
- Continued maintenance and operation of the municipal WAN/VPN (building-to-building) network using open source firewall appliance software on re-purposed Town hardware systems.
- Continued installing and upgrading battery backups in Town buildings. This enables protected Town systems to gracefully handle the changeover from grid power, (or loss of,) to generator power. This also adds protection against equipment damage and preserves the Town's investment in existing technology.
- Continued using open source virtualization software, (and associated bulk data storage systems,) to expand and operate a private Town IT “cloud.” This enables much faster provisioning of new server systems, more complete system backups and “high availability” between multiple server locations.
- Worked with Massachusetts Broadband Institute, (MBI, <http://massbroadband.org/>) as their “community liaison” to Wilbraham during their MassBroadband123 (<http://massbroadband.org/Network/mbi123.html>) project. Worked with MBI's network operator and engineering team to install fiber “extensions” and demarcation equipment from the telephone poles and into Town buildings.
- Continued IT outreach and communication between surrounding cities and towns. Through effective use of the MBI and other future fiber networks, local municipal IT departments are continuing to plan for more regional efforts, mutual aid opportunities and grant collaboration.
- Implemented a modernized Internet website for the Town (<http://wilbraham-ma.gov>). The site interacts with social networks such as Facebook and Twitter. New notification and RSS feed options allow residents to stay more connected to Town information. Town documents, meeting agendas, minutes, and more are now being made more accessible through the Town website.
- Continued troubleshooting and assisting with upgrades to the Town's emergency radio and other communications systems to improve reliability and to replace some of the failed/failing/obsolete infrastructure.
- Provided technology assistance and support to the Fire Department (FD) building remodel project. Moved FD technology and communication equipment between buildings and maintained readiness. Supervised the installation of a proper data room and carrier demarc in the new FD building. Supervised 100 foot wireless communications tower installation. New FD data room was designed to have many conduits leading to both the new tower and the existing carrier telephone poles to allow for future fiber and wireless expansion.
- Added more redundant backup storage to each of the 3 primary Town network sites. Total backup storage

(all RAID6) is now 16 terabytes.

- Continued cleaning and upgrading memory and hard drives in many departments' existing workstations to defer replacement cost and extend their useful life. Replaced some workstations with modern units and re-purposed the old units for other projects.
- Continued to collect obsolete and failed technology equipment from Town departments and properties for eventual archival and proper e-waste disposal. Processed all e-waste prior to recycling to remove valuable and reusable components and equipment. Doing this reduced the weight of the remaining e-waste destined to be recycled. Recycled 2162 pounds of e-waste through E-Stewards (<http://e-stewards.org>) certified recycler located in Massachusetts.
- Continued internship outreach and coordination with Minnechaug Regional High School (MRHS.) The department worked with 1 MRHS intern during 2012.
- **Broadband Advisory Committee:** Continued local broadband mapping and design efforts, assisted by the Town DPW/Engineering Department. Researched installation and materials pricing of different broadband strategies (i.e. aerial vs. buried, fiber vs. wireless, municipal vs. carrier operated, etc.) Continued review of the MBI fiber project and began planning for future uses of the MBI open access network.

Director of Information Technology

Nathan DeLong

Network Administrator

John Sternala

Web Content Coordinator

Karen Benoit

250TH ANNIVERSARY PLANNING COMMITTEE

The year 2012 was a busy year for the 250th Anniversary Planning Committee. The Committee met twice a month throughout the year planning and implementing fundraising efforts: a town-wide tag sale in May; corporate and business solicitation and a letter to each home in Town asking for support.

The Town's new 250th Logo, designed by Wilbraham graphics professional, Jennifer Guidara, adorned 250th memorabilia such as a 2013 calendar, cookbook, tee-shirts, lapel pin and jewelry that was also sold to raise funds to cover the costs of the upcoming celebratory events.

In addition to fundraising for a year-long celebration in 2013, the Committee worked on community awareness of this important milestone event in our history. Through articles in the Wilbraham-Hampden Times and other media, the Committee was able to publicize the first event of the celebration, First Night on New Year's Eve, December 31, 2012. The First Night event was celebrated with music for all ages and fireworks in the center of Town. By all accounts, First Night was a rousing success!



The 250th Anniversary Planning Committee would like to thank Wilbraham & Monson Academy, Wilbraham Public Library, United Church, Atheneum Society and Masonic Hall for providing locations for the First Night events. The Committee has planned a number of events for 2013 to celebrate Wilbraham's 250th birthday. (Please see the list of events noted on Page 40.

The 250th Anniversary Planning Committee is asking for your support as our work is not yet done. Please consider making a financial donation. Make checks payable to Wilbraham's 250th Anniversary Committee and mail to 250th Anniversary Planning Committee, P.O. Box 61, Wilbraham, MA 01095.

The 250th Anniversary Planning Committee

Patti Diotalevi, Co-Chair
 Kevin Moriarty, Co-Chair
 Wendy O'Rourke, Treasurer
 Jean Dirico, Secretary
 Roberta Albano
 Virginia Barry
 David Barry

Mary Bell
 Charles Bennett
 Steve Dinoia
 Bernice Dixon
 Richard Eisold
 Nancy Haryasz
 Chuck Higgins

Pat O'Connor
 Gary Petzold
 Helene Pickett
 Diane Testa
 Don Williams

FIRST NIGHT & THE ARRIVAL OF THE BIRTHDAY CAKE



The spectacular cake was the project of four born and raised Wilbraham Citizens. It was constructed with enthusiasm, energy and love for this Town. Financial backing was provided by Alpha Oil Company. James Diotalevi, Joseph and Ronny Gendron constructed this solid, wood cake, and it was decorated by Patti Diotalevi. Four people who all went to school together and still live in this great Town. The cake will grace the Town during the year of celebration.



(above) John Lovejoy, former Selectman, speaking at First Night. Photo courtesy of David Miles from Wilbraham-Hampden Times.

250th Birthday Celebration Events Planned for 2013

Wilbraham Art League Exhibit	April 2 to April 24, 2013
Wilbraham Art League reception	April 6, 2013
250 th Celebration Pageant	April, 2013
United Players Production	May 10, 11, 12, 17, 18, 19, 2013
Wilbraham Monson Academy Dance	May 3, 2013
Opening of Time Capsule from 1963	May 5, 2013; 1pm
Taste of Wilbraham	May 5, 2013; 1:30pm to 4:30pm
Tag Sale	May 11, 2013
Celebration Golf Tournament	May 20, 2013
Dinner Dance	June 15, 2013
Parade/Air Force Band/Fireworks	June 23, 2013
Wilbraham Hill Climb Reenactment	July 13, 2013
Historical Driving Tour & Scavenger Hunt	August 11, 2013
Town Barbecue	August 18, 2013
Road Race, Knights of Columbus	August 18, 2013
Tour of Historic Homes	September 8 to October 13, 2013
Wilbraham Fire Department Open House	October, 2013
Wilbraham Police Department Open House	October, 2013
Department of Public Works Open House	October, 2013
Burying of New Time Capsule	November, 2013

FINANCE

BOARD OF ASSESSORS

The Board of Assessors is comprised of three members each elected for a three-year term. This past year, Board members, Dawn L. Barnes and John M. Wesolowski, congratulated Chairman of the Board Lawrence G. LaBarbera on his re-election. The daily functions of the Assessor's Office are managed by Principal Assessor Manuel D. Silva, MAA, and three staff members, Cathy Barnes, Katherine Bruno and Nicole Rucki.

The Massachusetts Department of Revenue (DOR) requires that all property be within 10% of full and fair market value as of January 1st each year. For fiscal year 2013, the Assessors analyzed market conditions, as mandated by the DOR, and determined all property values based on 2011 sales. Adjustments were needed to maintain equitable property values and reflect market values within 10%. Some property values have increased while others decreased in value depending on several analyzed factors. These factors include, but are not limited to, the type, age, location, style and size of property. This analysis was completed by in-house staff, resulting in saving tax dollars for the community. In addition to the revaluation, the cyclical inspection program continued throughout the year; and will continue into the current fiscal year to fulfill the DOR requirement that all property is inspected at least once every nine years.

The Assessors and the staff continued their responsibilities this past year relating to the Community Preservation Act, Senior Exemptions and the Senior Tax Work-Off Program. These programs allow some taxpayers, who meet certain eligibility requirements, to receive an exemption or abatement on their annual taxes. The processing of the paperwork relating to exemptions for these programs is considerable and is ably handled by the Assessors staff.

In fiscal year 2013, the total taxable value for real and personal property is \$1,595,024,200. The decrease of \$73,911,100 in value is due to the sales analysis of all 2011 sales, indicating a decline in current market conditions. New construction and renovation resulted in new growth of \$20,766,207. This shall produce \$374,830 in new tax dollars. DOR approved the single tax rate for fiscal year 2013 at \$19.66 per \$1,000 of assessment. The new rate is an increase of \$1.61 from last year's rate of \$18.05. Department exclusions passed by Town Meeting voters totaled \$1,475,386, resulting in a \$0.92 increase to the tax rate. The tax rate applies to all classes of real and personal property. This is in accordance with the vote of the Selectmen at the classification hearing held on November 5, 2012.

The Assessors' goals and primary concerns are to provide the Town with professional service completed by professional and competent staff. This is to assure that there is a fair and equitable valuation of properties. This also assures the distribution of the property taxes that finance the services provided by other departments in Town

Board of Assessors

Lawrence G. LaBarbera, Chairman
Dawn L. Barnes, Assessor
John M. Wesolowski, Assessor

Assessors' Office Employees

Manuel D. Silva, MMA, Principal Assessor
Cathy Barnes, Admin. Asst. Data Collection
Katherine Bruno, Administrative Clerk
Nicole Rucki, Administrative Clerk

FY 2012 Tax Rate Recapitulation

State Tax Form 31C

**THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION**

FISCAL 2013

OF
WILBRAHAM
City / Town / District

I. TAX RATE SUMMARY

la. Total amount to be raised (from IIe) \$ 39,880,814.77
 lb. Total estimated receipts and other revenue sources (from IIIe) 8,522,639.00
 lc. Tax levy (Ia minus Ib) \$ 31,358,175.77
 ld. Distribution of Tax Rates and levies

CLASS	(b) Levy percentage (from LA - 5)	(c) IC 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	88.6784%	27,807,928.54	1,414,442,760	19.66	27,807,944.66
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	7.4292%	2,329,661.59	118,496,840	19.66	2,329,647.87
Net of Exempt					0.00
Industrial	1.7612%	552,280.19	28,091,500	19.66	552,278.89
SUBTOTAL	97.8688%		1,561,031,100		30,689,871.42
Personal	2.1312%	668,305.44	33,993,100	19.66	668,304.35
TOTAL	100.0000%		1,595,024,200		31,358,175.77

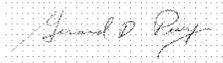
Board of Assessors of WILBRAHAM
City / Town / District

MUST EQUAL IC

NOTE : The information was Approved on 11/16/2012.

Manuel D Silva, Principal Assessor, Wilbraham, 413-596-2800 11/8/2012 3:55 PM I am authorized to sign by BOA, signed copies
 Assessor Date (Comments)

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

Reviewed By James Podolak
Date : 16-NOV-12
Approved : Dennis Mountain
Director of Accounts 
 (Gerard D. Perry)

TAX RATE RECAPITULATION

FISCAL 2013

WILBRAHAM

City / Town / District

II. Amounts to be raised

Ila. Appropriations (col. (b) through col. (e) from page 4)		\$	39,245,044.00
Ilb. 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 court judgements	0.00		
4. Total overlay deficits of prior years	0.00		
5. Total cherry sheet offsets (see cherry sheet 1-ER)	14,996.00		
6. Revenue deficits	0.00		
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00		
8. Authorized Deferral of Teachers' Pay	0.00		
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00		
10. Other (specify on separate letter)	252,449.85		
TOTAL Ilb (Total lines 1 through 10)			267,445.85
Ilc. State and county cherry sheet charges (C.S. 1-EC)			182,034.00
Ild. Allowance for abatements and exemptions (overlay)			186,290.92
Ile. Total amount to be raised (Total Ila through Ild)		\$	39,880,814.77

III. Estimated receipts and other revenue sources

Illa. Estimated receipts - State			
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	\$	1,355,674.00	
2. Massachusetts school building authority payments		0.00	
TOTAL IIIa			1,355,674.00
IIIb. Estimated receipts - Local			
1. Local receipts not allocated (page 3, col.(b), Line 23)		2,124,500.00	
2. Offset Receipts (Schedule A-1)		26,000.00	
3. Enterprise Funds (Schedule A-2)		3,433,857.00	
4. Community Preservation Funds (See Schedule A-4)		452,758.00	
TOTAL IIIb			6,037,115.00
IIIc. Revenue sources appropriated for particular purposes			
1. Free cash (page 4, col.(c))		489,950.00	
2. Other available funds (page 4, col.(d))		639,900.00	
TOTAL IIIc			1,129,850.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate			
1a. Free cash..appropriated on or before June 30, 2012		0.00	
b. Free cash..appropriated on or after July 1, 2012		0.00	
2. Municipal light source		0.00	
3. Teachers' pay deferral		0.00	
4. Other source :		0.00	
TOTAL IIId			0.00
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)		\$	8,522,639.00

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from Ile)		\$	39,880,814.77
b. Total estimated receipts and other revenue sources (from IIIe)	\$	8,522,639.00	
c. Total real and personal property tax levy (from Ic)	\$	31,358,175.77	
d. Total receipts from all sources (total IVb plus IVc)		\$	39,880,814.77

LOCAL RECEIPTS NOT ALLOCATED *
TAX RATE RECAPITULATION

WILBRAHAM

City/Town/District

	(a) Actual Receipts Fiscal 2012	(b) Estimated Receipts Fiscal 2013
==> 1 MOTOR VEHICLE EXCISE	1,840,092.00	1,600,000.00
==> 2 OTHER EXCISE	408.00	400.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	168,936.00	160,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	2,508.00	2,500.00
5 CHARGES FOR SERVICES - WATER	0.00	0.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00
9 OTHER CHARGES FOR SERVICES	14,207.00	14,000.00
10 FEES	35,075.00	30,000.00
11 RENTALS	29,495.00	25,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	8,195.00	8,000.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
16 OTHER DEPARTMENTAL REVENUE	29,946.00	25,000.00
17 LICENSES AND PERMITS	196,335.00	190,000.00
18 SPECIAL ASSESSMENTS	792.00	600.00
==> 19 FINES AND FORFEITS	32,278.00	30,000.00
==> 20 INVESTMENT INCOME	26,993.00	25,000.00
==> 21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	14,890.00	14,000.00
22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	129,478.00	0.00
23 TOTALS	\$ 2,529,628.00	\$ 2,124,500.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2013 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.

JoAnne DeGrav, Accountant Wilbraham, 413-596-2800

11/9/2012 10:47 AM

Accounting Officer

Date

* 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 revolving funds on Schedule A-3. 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 2012 estimated receipts to FY2013 estimated

CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING
 TAX RATE RECAPITULATION
WILBRAHAM
 City / Town / District

FISCAL 2013

APPROPRIATIONS							AUTHORIZATIONS	
							MEMO ONLY	
City / Town Council or Town Meeting Dates	FY*	(a) Total Appropriations of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts (See A-1), Enterprise Funds (See A-2), or Community Preservation Fund (See A-4)	(f) *** Revolving Funds (See A-3)	(g) Borrowing Authorization
05/14/2012	2013	35,763,387.00	34,607,537.00	489,950.00	639,900.00	26,000.00	51,000.00	361,000.00
05/14/2012	2013	1,769,352.00	0.00	0.00	0.00	1,769,352.00	0.00	0.00
05/14/2012	2013	1,144,308.00	0.00	0.00	0.00	1,144,308.00	0.00	0.00
05/14/2012	2013	322,492.00	0.00	0.00	0.00	322,492.00	0.00	0.00
05/14/2012	2013	245,505.00	0.00	0.00	0.00	245,505.00	0.00	0.00
Totals		39,245,044.00	34,607,537.00	489,950.00	639,900.00	3,507,657.00		
		Must Equal Cols. (b) thru (e)						

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

WILBRAHAM Beverly J. Litchfield, Town Clerk, Wilbraham, 413-596-2800 11/9/2012 12:51 PM
 City/Town/District Clerk Date

CAPITAL PLANNING COMMITTEE

The Capital Planning Committee is a five-person committee: three members are appointed by the Board of Selectmen, and two members are appointed by the Finance Committee. We work very closely with the Town's Finance Committee through our two liaisons. We report to the Board of Selectmen. Members serve three-year terms. Although not a prerequisite, three of our members are current or former members of the Wilbraham Finance Committee. Two of our three Selectmen were former members of this Committee. This year, our five members will have a combined 48+ years of service on either this Committee or the Finance Committee.

The Capital Planning Committee reviews the capital expenditures of the Town by maintaining a Five-Year Capital Plan and a Ten-Year Capital Plan. These plans are formulated by speaking to department managers of the Town and evaluating their capital projects. Projects are such things as maintenance of Town buildings, (including all school buildings, except Minnechaug Regional High School,) vehicle/fleet management and equipment purchases that are over \$10,000. Our methodology also includes open public meetings, reviewing annual requests and recommendations submitted by Town departments; on-site visits, input from citizens, and requests from the Board of Selectmen. We present our Capital Plans for review at the Annual Town Meeting. Our meeting dates are posted and residents of Wilbraham are very much welcome to attend and participate.

In 2012, the Capital Planning Committee recommended for the FY'2013 the following capital expenditures at Town Meeting, and the items were approved:

Vehicles and Equipment:	\$211,000
Remodeling Public Buildings	\$150,000
From Surplus Project Funds:	<u>\$75,000</u>
Total:	\$436,000

Our Committee is assisted by four very helpful town employees who attend most of our meetings. Our Town Treasurer/Collector Thomas Sullivan is our key resource for formulating our Capital Plans, preparing online scenarios and helping with our strategies, including risk assessment. Nancy Johnson, the Assistant Town Accountant, provides exceptional administrative support, research, and project work. Our Building Inspector Lance Trevallion is a great resource by monitoring and reporting to us the status of ongoing projects. Ron Rauscher, the Town Facilities Maintenance Manager, brings a great deal of construction and building experience to our Committee.

Respectfully submitted by,
Robert Quintin, Chairman

Capital Planning Committee

Bob Quintin, Chairman (appt. by BOS)	Roger Fontaine (appt. by Finance Cmte.)
Michael Mazzuca (appt. by BOS)	Mark Ducey (appt. by Finance Cmte.)
John Strandberg (appt. by BOS)	

COMMUNITY PRESERVATION COMMITTEE

In 2012, the Community Preservation Committee generated approximately \$386,000, of which nearly 74% was raised locally and the remaining balance was funded by the State.

There were eight project requests, which were all recommended by the Committee and approved at Town Meeting to fund with CPA funds. The projects approved in 2012 included:

Old Meeting House Roof	Tornado Tree Replacement
Rice Nature Reserve	Adams Cemetery Trees
Historic Resources Inventory	Spec Pond Sports Field Lighting
Wilbraham 250 th History Book	
Historic Records Preservation	

In 2013, the Committee anticipates approximately \$395,374 in additional revenue (local and state) and will evaluate project proposals for consideration at the 2013 Annual Town Meeting.

The Committee encourages residents to bring to our attention other worthwhile projects which fall within any of the eligible categories.

Community Preservation Committee

- | | |
|---|--|
| Peter Manolakis, Chair, Housing Authority | Robert Kelliher, Historical Commission |
| Jeffery Smith, Planning Board | Brian Fitzgerald, Open Space & Rec. Cmte |
| Stanley J. Soja, Play. & Rec. Commission | Frank A. Everton, At Large Member |
| Stoughton L. Smead, Conservation Com. | David Proto, At Large Member |
| Michelle Emirzian, At Large Member | |

FINANCE COMMITTEE

Whereas 2011 was an extraordinary year for Wilbraham and surrounding communities, with regard to disaster management as we experienced the June 1 tornado, July 27 microburst and October 30 snowstorm, the Town was faced with intense demands for service in 2012, which prompted fiscal management of those services and disaster expenses. For this reason, citizens received an extraordinary response from all Town Departments and financial support from Federal Emergency Management Agency (FEMA), Massachusetts Emergency Management Agency (MEMA), Federal Highway Administration (FHA) and Natural Resources Conservation Service (NRCS) in 2012. The following of incurred expenditures and reimbursements from the 2011 significant weather events are:

- \$4.7 million for the tornado, all but \$60,000 reimbursed
- \$375,000 for the microburst- no reimbursement available
- \$5 million for the October snowstorm, with expectations for 75% reimbursement

Additionally, and based on prudent budgeting in prior years, we faced these demands in fiscal 2012 from a strong free cash position with adequate reserves. All departments also participated by controlling spending and constraining their 2013 budget requests. Lastly, the state granted affected communities permission to do short term borrowing outside the normal statutory constraints, allowing the Town to cover expenses as they occurred while awaiting reimbursements, (expenditures and reimbursements above noted,) and to spread the Town's portion of expenses over several years.

2012 budget priorities included with ensuring no override of Proposition 2½; maintaining Town services while covering the disaster expenses; completing the renovations of the Fire Station, supporting paving projects; Spec Pond, the 250th Anniversary Committee; and a communication tower that helps ensure consistent, reliable communications for emergency services. In addition, the budget supported the Hampden Wilbraham Regional Schools and the new Minnechaug Regional High School, while also increasing our Reserve and Other Post Employment, Benefits, Liability Trust (OPEBLT) funds.

These goals were achieved in a collaborative manner and as a result of prudent fiscal management. We thank the Board of Selectmen, Town Administrator, Assistant Town Administrator of Finance and Budgeting/Treasurer/Collector, Town Accountant and Assistant Town Accountant for their direct help in our deliberations as well as all Town employees who continue to perform their work in an effective and often extraordinary manner, even with limited resources and staff.

In closing, we endeavor to:

- provide a voice for all citizens as we examine proposed expenditures;
- examine critically all practices and procedures in an effort to maximize the use of resources available;
- balance the need for services today against long-term obligations on the horizon; and
- communicate our process, priorities and challenges to citizens of the town.

Wilbraham Finance Committee

Susan C Bunnell, Chair

Walter Damon, Vice Chair

Marc Ducey (*resigned 2012*)

Daniel Miles

Roger Fontaine

Robert Russell (*resigned 2012*)

Paul Bernier (*resigned 2012*)

Terri Strandberg

Joseph Holden (*resigned 2012*)

Nancy Piccin (appt. 2012)

Anthony J. Scibelli (appt. 2012)

Nicholas P. Manolakis (appt. 2012)

Michael Mannix (appt. 2012)

TOWN ACCOUNTANT

The Accounting Department's Payroll and Accounts Payable Clerk, Diane Hamakawa, processed over 10,000 vendor payments in FY 2012. Diane checks every bill to insure that the department head has signed the invoice and submitted the account number they want the payment to be taken from. She also processed approximately 8,000 payroll checks including those for the Town's seasonal employees. Diane checks each payroll submission, checking all calculations and totals for accuracy.

Assistant Town Accountant Nancy Johnson, who serves as the liaison to the Finance Committee and Capital Planning Committee, continued to handle these responsibilities this past year. She posts the meetings for both Committees, attends their meetings and keeps their meeting minutes. She further provides them with the information they need to complete the tasks they have been assigned. Nancy also completes all the assignments of the Assistant Town Accountant.

The Accounting Department is responsible for maintaining the financial records for the Town. One major responsibility is closing the books at year end; and providing the Department of Revenue's (DOR) Division of Local Services with a balance sheet outlining the assets and liabilities of the Town. The DOR then uses this information to calculate and certify a "free cash" figure for Wilbraham. This past fiscal year the free cash figure for the General Fund was \$2,076,626. The Enterprise Funds (Water, Wastewater and Solid Waste) also have their retained earnings certified by the DOR. Those certifications are as follows: Water \$-43,064, Wastewater \$338,061 and Solid Waste \$79,625.

In closing, as always, I want to thank my staff, Nancy Johnson and Diane Hamakawa. They make difficult jobs look easy! I want them to know how much I appreciate their dedication. I would also like to thank all our department heads for always being so cooperative with the Accounting Department, our Town Administrator Bob Weitz and our Board of Selectmen for their continued support.

Respectfully Submitted by,
JoAnne DeGray, CGA
Town Accountant

Accounting Department
Nancy Johnson, Assistant Town Accountant
Diane Hamakawa, Payroll and Accounts Payable Clerk

**Combined Balance Sheet (Unaudited Balance Sheet)
All Types and Account Groups 2012**

TOWN OF WILBRAHAM (UNAUDITED BALANCE SHEET)							
Combined Balance Sheet - All Types and Account Group FY2012							
	General Funds	Government Fund Types	Proprietary Fund Types	Fiduciary Fund Types	Account Group	Totals	
	General	Special Revenue	Capital Projects	Enterprise	Trust & Agency	General Long Term Debt	Memorandum Only
Assets							
Cash & Cash Equivalents	2,796,333.37	2,012,185.51	196,212.44	1,258,653.01	1,654,672.16		7,918,056.49
Restricted Cash			2,327,071.77		679,525.79		3,006,597.56
Receivables:							
Property Taxes	934,033.09						934,033.09
Tax Liens	147,928.53						147,928.53
Excises	156,106.03						156,106.03
Community Preservation Act Taxes Receivable							0.00
Utilities				4,549,303.81			4,549,303.81
Special Assessments	31,738.47						31,738.47
Other	5,375.48	737,084.92					742,460.40
Due from Other Governments	31,086.82						31,086.82
Taxes in Possession	120,461.50						120,461.50
Amt to be Provided for BANS			2,465,000.00				2,465,000.00
Amt to be Provided for Retirement of General Long Term Obligations						8,952,705.00	8,952,705.00
Other Amounts to be Provided						143,554.60	143,554.60
TOTAL ASSETS	\$4,223,063.29	\$2,749,270.43	\$4,988,284.21	\$5,807,956.82	\$2,334,197.95	\$9,096,259.60	\$29,199,032.30
Liabilities & Fund Equity							
Liabilities:							
Pre-Paid Taxes	42,997.76						42,997.76
Reserved for Abatements & Exemptions	274,328.27						274,328.27
Deferred Revenue	1,152,401.65	737,084.92		4,549,303.81			6,438,790.38
Performance Bonds					489,381.94		489,381.94
General Obligation Bonds						0.00	0.00
Accrued Compensated Absences						0.00	0.00
BAN'S Payable		4,900,000.00	2,465,000.00				7,365,000.00
TOTAL LIABILITIES	1,469,727.68	5,637,084.92	2,465,000.00	4,549,303.81	489,381.94	-	14,610,498.35
Fund Equity:							
Retained Earnings:							
Unreserved				374,621.96			374,621.96
Fund Balance:							
Reserved for Encumbrances	401,155.00	374,021.50		21,752.00			796,928.50
Reserved for Expenditures	-	(3,795,368.36)	196,212.44	188,705.00	1,805,084.73	9,096,259.60	7,490,893.41
Reserved for Debt Payment			-	673,574.05			673,574.05
Unreserved, Undesignated	2,352,180.61	235,165.03					2,587,345.64
Restricted Fund Balance		298,367.34	2,327,071.77		39,731.28		2,665,170.39
TOTAL EQUITY	2,753,335.61	(2,887,814.49)	2,523,284.21	1,258,653.01	1,844,816.01	9,096,259.60	14,588,533.95
TOTAL LIABILITIES & FUND EQUITY	\$4,223,063.29	\$2,749,270.43	\$4,988,284.21	\$5,807,956.82	\$2,334,197.95	\$9,096,259.60	\$29,199,032.30

FY 2012 General and Enterprise Fund Expenditures

FY2012 GENERAL AND ENTERPRISE FUND EXPENDITURES					
DEPARTMENT	FY2012 BUDGET	FY2012 TRANS IN/OUT	FY2012 EXPENDED	FY2012 ENCUMBERED	FY2012 SURPLUS
SELECTMEN SALARIES	499,460.00	(43,311.31)	327,352.05	0.00	128,796.64
SELECTMEN EXPENSES	35,600.00	19,100.00	49,947.23	0.00	4,752.77
TOTAL DEPT.	535,060.00	(24,211.31)	377,299.28	0.00	133,549.41
SELECTMEN NON-RECURRING	30,000.00	0.00	18,984.00	0.00	11,016.00
TOWN MEETING SALARIES	15,563.00	0.00	9,023.09	0.00	6,539.91
TOWN MEETING EXPENSES	9,205.00	0.00	6,597.37	0.00	2,607.63
TOTAL DEPT.	24,768.00	0.00	15,620.46	0.00	9,147.54
REGISTRARS SALARIES	7,539.00	0.00	2,045.00	0.00	5,494.00
REGISTRARS EXPENSES	4,640.00	0.00	4,121.64	0.00	518.36
TOTAL DEPT.	12,179.00	0.00	6,166.64	0.00	6,012.36
TOWN REPORTS	1,800.00	0.00	1,780.60	0.00	19.40
ACCOUNTING SALARIES	150,034.00	3,065.00	152,875.95	0.00	223.05
ACCOUNTING EXPENSES	30,691.00	0.00	28,686.12	900.00	1,104.88
TOTAL DEPT.	180,725.00	3,065.00	181,562.07	900.00	1,327.93
ASSESSORS SALARIES	150,968.00	4,582.00	155,542.87	0.00	7.13
ASSESSORS EXPENSES	16,800.00	0.00	16,478.88	321.00	0.12
ASSESSORS NON-RECURRING	10,000.00	0.00	0.00	10,000.00	0.00
TOTAL DEPT.	177,768.00	4,582.00	172,021.75	10,321.00	7.25
TREAS/COLL SALARIES	205,546.00	(4,541.00)	199,737.57	0.00	1,267.43
TREAS/COLL EXPENSES	42,665.00	0.00	41,513.07	0.00	1,151.93
TOTAL DEPT.	248,211.00	(4,541.00)	241,250.64	0.00	2,419.36
TOWN CLERK SALARIES	114,564.00	(2,837.00)	111,627.60	0.00	99.40
TOWN CLERK EXPENSES	4,025.00	0.00	2,478.38	0.00	1,546.62
TOTAL DEPT.	118,589.00	(2,837.00)	114,105.98	0.00	1,646.02
DEPARTMENT	FY2012 BUDGET	FY2012 TRANS IN/OUT	FY2012 EXPENDED	FY2012 ENCUMBERED	FY2012 SURPLUS
LEGAL EXPENSES	110,000.00	54,500.00	161,757.68	0.00	2,742.32
FACILITY MAINTENANCE SALARIES	52,182.00	522.00	52,703.93	0.00	0.07
FACILITY MAINTENANCE EXPENSES	124,133.00	0.00	119,535.11	4,597.00	0.89
TOTAL DEPT.	176,315.00	522.00	172,239.04	4,597.00	0.96
TOWN OFFICE EXPENSES	77,300.00	0.00	62,320.16	0.00	14,979.84
TOWN OFFICE NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT.	77,300.00	0.00	62,320.16	0.00	14,979.84
INFORMATION TECH SALARIES	125,084.00	0.00	118,403.05	0.00	6,680.95
INFORMATION TECH EXPENSES	153,527.00	0.00	149,381.90	4,145.00	0.10
TOTAL DEPT.	278,611.00	0.00	267,784.95	4,145.00	6,681.05
PLANNING SALARIES	95,174.00	1,207.00	96,379.72	0.00	1.28
PLANNING EXPENSES	6,550.00	0.00	4,199.46	0.00	2,350.54
TOTAL DEPT.	101,724.00	1,207.00	100,579.18	0.00	2,351.82
TOWN PROPS. EXPENSES	337,534.00	0.00	336,653.97	880.00	0.03
TOTAL DEPT.	337,534.00	0.00	336,653.97	880.00	0.03
PENSIONS EXPENSES	1,141,732.00	0.00	1,141,732.00	0.00	0.00
GROUP INSURANCE EXPENSE	1,205,200.00	(25,000.00)	1,158,754.48	0.00	21,445.52
GENERAL INSURANCE EXPENSE	372,000.00	(5,000.00)	324,449.75	0.00	42,550.25
SURETY BONDS	1,500.00	0.00	1,377.50	0.00	122.50
INSPECTORS SALARIES	112,738.00	870.00	112,806.30	0.00	801.70
INSPECTORS EXPENSES	1,900.00	0.00	1,639.94	0.00	260.06
TOTAL DEPT.	114,638.00	870.00	114,446.24	0.00	1,061.76
POLICE DEPT. SALARIES	1,978,657.00	32,866.00	1,961,356.34	0.00	50,166.66
POLICE DEPT. EXPENSES	153,516.00	12,048.45	145,378.86	1,779.00	18,406.59
POLICE NON-RECURRING	70,000.00	0.00	68,788.68	1,211.00	0.32
TOTAL DEPT.	2,202,173.00	44,914.45	2,175,523.88	2,990.00	68,573.57

FY 2012 General and Enterprise Fund Expenditures

DEPARTMENT	FY2012 BUDGET	FY2012 TRANS IN/OUT	FY2012 EXPENDED	FY2012 ENCUMBERED	FY2012 SURPLUS
FIRE DEPT. SALARIES	1,457,789.00	36,225.31	1,482,260.25	0.00	11,754.06
FIRE DEPT. EXPENSES	128,037.00	0.00	127,650.07	386.00	0.93
FIRE NON-RECURRING	209,889.00	0.00	166,836.59	43,052.00	0.41
TOTAL DEPT.	1,795,715.00	36,225.31	1,776,746.91	43,438.00	11,755.40
TREE WARDEN SALARIES	9,041.00	0.00	8,694.14		346.86
TREE WARDEN EXPENSES	38,128.00	0.00	27,797.36	10,330.00	0.64
TOTAL DEPT.	47,169.00	0.00	36,491.50	10,330.00	347.50
DISPATCH SALARIES	353,347.00	12,719.00	327,016.88	0.00	39,049.12
DISPATCH EXPENSES	7,095.00	0.00	3,933.13	0.00	3,161.87
DISPATCH NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT.	360,442.00	12,719.00	330,950.01	0.00	42,210.99
SEALER WGTS SALARIES	4,314.00	44.00	4,357.13	0.00	0.87
SEALER WGTS EXPENSES	665.00	0.00	570.36	0.00	94.64
TOTAL DEPT.	4,979.00	44.00	4,927.49	0.00	95.51
CIVIL DEFENSE EXPENSES	100.00	0.00	100.00	0.00	0.00
TOTAL DEPT.	100.00	0.00	100.00	0.00	0.00
DOG OFFICER SALARIES	18,259.00	171.00	18,279.08	0.00	150.92
DOG OFFICER EXPENSES	6,741.00	0.00	4,614.98	120.00	2,006.02
TOTAL DEPT.	25,000.00	171.00	22,894.06	120.00	2,156.94
REGIONAL SCHOOL ASSESSMENT	20,345,745.00	(77,905.00)	20,267,839.00	0.00	1.00
HIGHWAY SALARIES	551,264.00	0.00	498,489.84	0.00	52,774.16
HIGHWAY EXPENSES	766,300.00	99,900.00	574,696.58	291,503.00	0.42
HIGHWAY NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT.	1,317,564.00	99,900.00	1,073,186.42	291,503.00	52,774.58
ENGINEERING SALARIES	154,669.00	67.00	151,566.50	0.00	3,169.50
ENGINEERING EXPENSES	70,950.00	0.00	50,634.48	20,315.00	0.52
TOTAL DEPT.	225,619.00	67.00	202,200.98	20,315.00	3,170.02
HISTORICAL EXPENSES	250.00	0.00	0.00	0.00	250.00
DEPARTMENT	FY2012 BUDGET	FY2012 TRANS IN/OUT	FY2012 EXPENDED	FY2012 ENCUMBERED	FY2012 SURPLUS
CONSERVATION EXPENSES	1,400.00	0.00	1,382.06	0.00	17.94
INSECT CONTROL SALARIES	2,574.00	0.00	2,400.00	0.00	174.00
INSECT CONTROL EXPENSES	2,159.00	0.00	285.84	0.00	1,873.16
TOTAL DEPT.	4,733.00	0.00	2,685.84	0.00	2,047.16
SANITARIAN SALARIES	10,656.00	105.00	10,510.11	0.00	250.89
SANITARIAN EXPENSES	680.00	0.00	0.00	0.00	680.00
TOTAL DEPT.	11,336.00	105.00	10,510.11	0.00	930.89
C.O.A. SALARIES	116,720.00	0.00	110,796.48	0.00	5,923.52
C.O.A. EXPENSES	11,100.00	0.00	9,577.10	0.00	1,522.90
C.O.A. NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT.	127,820.00	0.00	120,373.58	0.00	7,446.42
VETERANS SALARIES	11,602.00	0.00	10,641.58	0.00	960.42
VETERANS EXPENSES	21,986.00	16,000.00	37,263.07	500.00	222.93
TOTAL DEPT.	33,588.00	16,000.00	47,904.65	500.00	1,183.35
CEMETERIES EXPENSES	26,727.00	0.00	26,726.69	0.00	0.31
CEMETERIES NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT.	26,727.00	0.00	26,726.69	0.00	0.31
LIBRARY SALARIES	441,654.00	246.00	412,485.48	0.00	29,414.52
LIBRARY EXPENSES	193,538.00	0.00	182,421.40	11,116.00	0.60
TOTAL DEPT.	635,192.00	246.00	594,906.88	11,116.00	29,415.12
RECREATION SALARIES	183,291.00	0.00	181,925.53	0.00	1,365.47
RECREATION EXPENSES	42,053.00	13,900.00	55,946.19	0.00	6.81
RECREATION NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT.	225,344.00		237,871.72	0.00	1,372.28
DEBT	601,500.00	0.00	601,500.00	0.00	0.00
INTEREST ON DEBT	113,950.00	0.00	111,685.00	0.00	2,265.00
SPECIAL ARTICLES	150,000.00	0.00	150,000.00	0.00	0.00
TOTAL GENERAL FUND	33,325,685.00	135,121.45	32,595,054.11	396,558.00	483,094.34

FY 2012 General and Enterprise Fund Expenditures

<u>DEPARTMENT</u>	<u>FY2012 BUDGET</u>	<u>FY2012 TRANS IN/OUT</u>	<u>FY2012 EXPENDED</u>	<u>FY2012 ENCUMBERED</u>	<u>FY2012 SURPLUS</u>
WASTEWATER SALARIES	184,292.00	0.00	179,198.68	0.00	5,093.32
WASTEWATER EXPENSES	999,109.00	0.00	977,356.65	21,752.00	0.35
WASTEWATER NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT.	1,183,401.00	0.00	1,156,555.33	21,752.00	5,093.67
WATER SALARIES	369,080.00	0.00	364,025.29	0.00	5,054.71
WATER EXPENSES	1,303,806.00	50,000.00	1,268,458.22	0.00	85,347.78
WATER NON-RECURRING	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT	1,672,886.00	50,000.00	1,632,483.51	0.00	90,402.49
WATER SPECIAL ARTICLES	50,000.00	(50,000.00)	0.00	0.00	0.00
SOLID WASTE SALARIES	126,963.00	0.00	123,382.86	0.00	3,580.14
SOLID WASTE EXPENSES	206,195.00	0.00	193,134.12	0.00	13,060.88
TOTAL DEPT.	333,158.00	0.00	316,516.98	0.00	16,641.02
TOTAL ENTERPRISES	3,239,445.00	0.00	3,105,555.82	21,752.00	112,137.18
TOTAL EXP GEN & ENTERPRISE FDS	36,565,130.00	135,121.45	35,700,609.93	418,310.00	595,231.52

**Employee Compensation
Gross Salary; Calendar 2012
Figures Provided by Accounting Department as
Required by Town Bylaw Section 422**

Gross Salaries for Calendar Year 2012 are not available
on the online Town Report
For further information please contact 413.596.2800x101

**Employee Compensation
Gross Salary; Calendar 2012
Figures Provided by Accounting Department as
Required by Town Bylaw Section 422**

Gross Salaries for Calendar Year 2012 are not available
on the online Town Report
For further information please contact 413.596.2800x101

**Employee Compensation
Gross Salary; Calendar 2012
Figures Provided by Accounting Department as
Required by Town Bylaw Section 422**

Gross Salaries for Calendar Year 2012 are not available
on the online Town Report
For further information please contact 413.596.2800x101

**Employee Compensation
Gross Salary; Calendar 2012
Figures Provided by Accounting Department as
Required by Town Bylaw Section 422**

Gross Salaries for Calendar Year 2012 are not available
on the online Town Report
For further information please contact 413.596.2800x101

**Employee Compensation
Gross Salary; Calendar 2012
Figures Provided by Accounting Department as
Required by Town Bylaw Section 422**

Gross Salaries for Calendar Year 2012 are not available
on the online Town Report
For further information please contact 413.596.2800x101

**Employee Compensation
Gross Salary; Calendar 2012
Figures Provided by Accounting Department as
Required by Town Bylaw Section 422**

Gross Salaries for Calendar Year 2012 are not available
on the online Town Report
For further information please contact 413.596.2800x101

TREASURER/COLLECTOR

The Treasurer/Collector'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, 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 and Collector's Offices and other various departments. I am also the Tax Title Custodian for the Town. The Tax Title Custodian is charged with the care, custody, management and control of all property acquired by the foreclosure of tax titles.

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

An update of some of the Department's major activities that we have worked on is as follows:

The Town borrowed \$4,500,000 to fund the cost of the tornado and microburst expenses, prior to the Town receiving its reimbursements from Federal Emergency Management Agency (FEMA), Massachusetts Emergency Management Agency (MEMA), Federal Highway Administration (FHA) and Natural Resources Conservation Service (NRCS). The total cost of the tornado (\$ 4,613,496) and microburst (\$375,727) was \$ 4,989,223. The Town has received all its reimbursements and paid off its loan.

The Town also borrowed \$4,900,000 to fund the cost of the snow storm that hit Wilbraham on October 11, 2011. The Town received its FEMA reimbursements which reduced the Town's borrowing to \$2,300,000. Currently, the Town is still waiting for its reimbursement from the FHA, which is about \$ 1,330,000. We expect to fund the towns share at the May, 2013 Annual Town Meeting.

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 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 contact 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

Treasurer/Collector's Office

Lynne Frederick, Assistant Treasurer

Janet Costa, Assistant Collector

Amy DeLisle, Collection Assistant

Collector: Cash Paid July 1, 2011 to June 30, 2012

TAXES:		OUTSTANDING	COMMITTED	REFUNDS	TREASURER	ABATED & EXP	TRANSFERS	OUTSTANDING
PERSONAL PROPERTY								
	1994	2,653						2,653
	1995	2,888						2,888
	1996	2,611						2,611
	1997	2,442						2,442
	1998	3,058						3,058
	1999	2,708						2,708
	2000	2,402						2,402
	2001	2,338						2,338
	2002	358						358
	2003	914						914
	2005	280						280
	2006	385						385
	2007	1,139						1,139
	2008	1,491						1,491
	2009	1,822						1,822
	2010	2,236			97	377		1,762
	2011	5,032			949	986		3,097
	2012		611,132	3,306	608,203	2,657		3,577
REAL ESTATE							TAX TITLE	
	1990	616						616
	1991	8,387						8,387
	1992	993						993
	2009	94,416			71,344	0	14,510	8,562
	2010	219,978			101,655	0	14,111	104,212
	2011	564,149	0	0	300,594	0	29,788	233,768
	2012	-41,930	29,516,598	36,113	28,831,262	137,962		541,558
PREPAID TAXES					42,998			
CPA								
	2009	861			591	0	170	101
	2010	2,116			1,058		157	901
	2011	5,350	0	0	3,022	0	290	2,037
	2012	-242	299,609	405	292,431	2,527		4,815
PAYMENT IN								
LIEU OF TAXES - 2012			2,508		2,508			0
MOTOR VEHICLE EXCISE								
PRIOR YEARS		0	82		82			0
	2005	5,775			0			5,775
	2006	6,025	0		65			5,960
	2007	5,745	0	0	704	0		5,041
	2008	3,622	0	0	234	0		3,387
	2009	9,986	0	87	3,153	87		6,833
	2010	22,304	1,075	560	13,932	1,307		8,700
	2011	137,505	163,137	15,979	279,831	17,103		19,688
	2012		1,697,868	16,244	1,575,041	38,347		100,723
FARM ANIMAL EXCISE								
	2011		408		408			0
APPORTIONED SEWER								
MAIN ST PROJ PD IN ADV		0	55,045		55,045			0
BETTERMENTS ADDED TO TAXES SEWER								
	2012		720		720			0
BETTERMENTS MAIN STREET								
	2010	545		0	0	0	545	0
	2011	7,630	0		5,995		545	1,090
	2012		171,585		168,315	1,635		1,635
BETTERMENTS ADDED TO TAXES WATER								
	2012		211		211			0

Collector: Cash Paid July 1, 2011 to June 30, 2012

TAXES:		OUTSTANDING	COMMITTED	REFUNDS	TREASURER	ABATED	TRANSFERS	OUTSTANDING
COMMITTED INTEREST SEWER								
PAID IN ADVANCE		58						58
2012		72			72			0
PAID IN ADVANCE MAIN STREET					1,593			
2010	MAIN STREET	161		0	0	0	161	0
2011		5,598	0		4,049		516	1,033
2012		0	143,707		142,231			1,476
COMMITTED INTEREST WATER								
PAID IN ADVANCE			0		0			0
2012			49		49			0
LIENS ADDED TO TAXES SEWER								
2009		512			512			0
2010		1,190			98			1,092
2011		2,171	0		739		77	1,356
2012			6,247		4,460			1,787
LIENS ADDED TO TAXES WATER								
2009		185			185			0
2010		197			86			111
2011		307	0		83		73	151
2012			4,293		3,864			429
POLICE FALSE ALARM LIENS								
2011			25		0		25	0
WATER DEPARTMENT							TRANSFERS	
WATER RATES		20,905	1,487,669	74	1,483,203	14,056	2,553	8,836
SEWER DEPARTMENT								
SEF		0			0			0
SEWER USE		23,158	783,726	0	765,168	22,973	5,585	13,159
LANDFILL							TRANSFERS	
2011		265,790	15		15	265,790		0
2012			476,125		177,315	200		298,610
ACCOUNTS RECEIVABLE:								
LIQUOR LICENSES		0	34,811		34,811			0
VETERANS SERVICES		20,773	25,302		24,965	0		21,110
SEWER PRIVLEDGE FEE								
TOWN & HIGH SCHOOL			1,657,890		92,105	9,265		1,556,520
SEWER PRIVLEDGE FEE INTEREST			82,532		82,532			0
TOTALS		1,429,665	37,222,370	72,768	35,178,585	515,272	69,106	3,006,431
ITEMS COLLECTED								
INTEREST - TAXES - CPA					132,382			
FEES - TAXES, WATER, SEWER, SEWER AVAILABILITY, ETC					93,408			
BAG STICKERS & 2ND CAR STICKERS					9,003			
POLICE FALSE ALARMS					50			
LANDFILL MISC					275			
MUNICIPAL LIENS					14,207			
TOTAL CASH PAID TO TREASURER					=====			
					35,427,909			

FY 2012 Debt Service Report

PAGE ONE		TOWN		OF																								
		LONG-TERM		DEBT SERVICE																								
DEBT SERVICE SCHEDULE																												
NAME	PURPOSE	DATE OF ISSUE	PAYING AGENT	RATE	DEBT BREAKDOWN	BALANCE 6/30/2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	BALANCE 6/30/2031	
MULTI-PURPOSE BOND	REMODELING 5/07/2001	1-Dec-06	CORBY CAPITAL MARKETS	4%	PRINCIPAL INTEREST	50,000 6,200	\$10,000 \$2,000	\$10,000 \$1,600	\$10,000 \$1,200	\$10,000 \$800	\$5,000 \$400	\$5,000 \$200															0 0	
MULTI-PURPOSE BOND	REMODELING 5/13/2003	1-Dec-06	CORBY CAPITAL MARKETS	4%	PRINCIPAL INTEREST	120,000 16,800	\$20,000 \$4,800	\$20,000 \$4,000	\$20,000 \$3,200	\$20,000 \$2,400	\$20,000 \$1,600	\$20,000 \$800															0 0	
MULTI-PURPOSE BOND	EQUIPMENT 5/13/2003	1-Dec-06	CORBY CAPITAL MARKETS	4%	PRINCIPAL INTEREST	80,000 4,800	\$40,000 \$3,200	\$40,000 \$1,600																			0 0	
MULTI-PURPOSE BOND	REMODELING 5/17/2004	1-Dec-06	CORBY CAPITAL MARKETS	4%	PRINCIPAL INTEREST	160,000 21,600	\$30,000 \$6,400	\$30,000 \$5,200	\$25,000 \$4,000	\$25,000 \$3,000	\$25,000 \$2,000	\$25,000 \$1,000															0 0	
MULTI-PURPOSE BOND	REMODELING 5/16/2005	1-Dec-06	CORBY CAPITAL MARKETS	4%	PRINCIPAL INTEREST	275,000 38,000	\$50,000 \$11,000	\$45,000 \$9,000	\$45,000 \$7,200	\$45,000 \$5,400	\$45,000 \$3,600	\$45,000 \$1,800															0 0	
MULTI-PURPOSE BOND	REMODELING 5/15/2006	1-Dec-06	CORBY CAPITAL MARKETS	4%	PRINCIPAL INTEREST	240,000 33,600	\$40,000 \$9,600	\$40,000 \$8,000	\$40,000 \$6,400	\$40,000 \$4,800	\$40,000 \$3,200	\$40,000 \$1,600															0 0	
MULTI-PURPOSE BOND	COMPUTER HARDWARE 5/15/2006	1-Dec-06	CORBY CAPITAL MARKETS	4%	PRINCIPAL INTEREST	50,000 2,000	\$50,000 \$2,000																				0 0	
MULTI-PURPOSE BOND	WATER MAINS - COTTAGE ST BRIDGE	1-Dec-06	CORBY CAPITAL MARKETS	4%	PRINCIPAL INTEREST	95,000 12,800	\$20,000 \$3,800	\$15,000 \$3,000	\$15,000 \$2,400	\$15,000 \$1,800	\$15,000 \$1,200	\$15,000 \$600															0 0	
MULTI-PURPOSE BOND	SEWER - CLAIRIER COVERS	1-Dec-06	CORBY CAPITAL MARKETS	4%	PRINCIPAL INTEREST	150,000 21,000	\$25,000 \$6,000	\$25,000 \$5,000	\$25,000 \$4,000	\$25,000 \$3,000	\$25,000 \$2,000	\$25,000 \$1,000															0 0	
MULTI-PURPOSE BOND	WATER CORROSION CONTROL	1-Jun-10	EASTERN BANK	2.41%	PRINCIPAL INTEREST	690,000 113,788	\$80,000 \$23,425	\$80,000 \$21,025	\$80,000 \$17,025	\$75,000 \$14,625	\$75,000 \$12,375	\$75,000 \$10,125	\$75,000 \$7,875	\$75,000 \$4,875	\$75,000	\$75,000											0 0	
MULTI-PURPOSE BOND	WATER MAINS ON MAIN STREET	1-Jun-10	EASTERN BANK	2.41%	PRINCIPAL INTEREST	225,000 37,563	\$25,000 \$7,625	\$25,000 \$6,875	\$25,000 \$5,625	\$25,000 \$4,875	\$25,000 \$4,125	\$25,000 \$3,375	\$25,000 \$2,625	\$25,000 \$1,825	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	0 0
MULTI-PURPOSE BOND	WATER MAINS (WEST COLONIAL AREA) (BRAINARD RD AREA)	1-Jun-10	EASTERN BANK	2.41%	PRINCIPAL INTEREST	1,080,000 180,300	\$120,000 \$36,600	\$120,000 \$33,000	\$120,000 \$27,000	\$120,000 \$23,400	\$120,000 \$19,800	\$120,000 \$16,200	\$120,000 \$12,600	\$120,000 \$9,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	0 0
MULTI-PURPOSE BOND	WATER CORROSION CONTROL	1-Jun-10	EASTERN BANK	2.41%	PRINCIPAL INTEREST	80,000 12,263	\$10,000 \$2,725	\$10,000 \$2,425	\$10,000 \$1,925	\$10,000 \$1,625	\$10,000 \$1,325	\$10,000 \$1,025	\$10,000 \$725	\$5,000 \$325	\$5,000	\$5,000											0 0	
MULTI-PURPOSE BOND	SEWER (STONY HILL SEWER LINE)	1-Jun-10	EASTERN BANK	2.41%	PRINCIPAL INTEREST	240,000 38,663	\$30,000 \$8,175	\$30,000 \$7,275	\$30,000 \$5,775	\$25,000 \$4,875	\$25,000 \$4,125	\$25,000 \$3,375	\$25,000 \$2,625	\$25,000 \$1,825	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	0 0	
MULTI-PURPOSE BOND	SEWER (MAIN STREET & FORCED MAIN)	1-Jun-10	EASTERN BANK	2.41%	PRINCIPAL INTEREST	970,000 160,213	\$110,000 \$32,875	\$110,000 \$29,575	\$110,000 \$24,075	\$110,000 \$20,775	\$110,000 \$17,475	\$105,000 \$14,175	\$105,000 \$11,025	\$105,000 \$8,825	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	0 0
MULTI-PURPOSE BOND	SURFACE DRAINS MAIN ST (GENERAL FUND)	1-Jun-10	EASTERN BANK	2.41%	PRINCIPAL INTEREST	45,000 7,513	\$5,000 \$1,525	\$5,000 \$1,375	\$5,000 \$1,125	\$5,000 \$975	\$5,000 \$825	\$5,000 \$675	\$5,000 \$525	\$5,000 \$325	\$5,000	\$5,000											0 0	
MULTI-PURPOSE BOND	BUILDING REMODELING	1-Jun-10	EASTERN BANK	2.41%	PRINCIPAL INTEREST	360,000 60,100	\$40,000 \$12,200	\$40,000 \$11,000	\$40,000 \$9,000	\$40,000 \$7,800	\$40,000 \$6,600	\$40,000 \$5,400	\$40,000 \$4,200	\$40,000 \$3,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	0 0	
MULTI-PURPOSE BOND	DEPARTMENTAL EQUIPMENT	1-Jun-10	EASTERN BANK	2.41%	PRINCIPAL INTEREST	25,000 1,450	\$15,000 \$950	\$10,000 \$500																			0 0	
MULTI-PURPOSE BOND	BUILDING REMODELING	1-Jun-10	EASTERN BANK	2.41%	PRINCIPAL INTEREST	660,000 108,525	\$75,000 \$22,350	\$75,000 \$20,100	\$75,000 \$16,350	\$75,000 \$14,100	\$75,000 \$11,850	\$75,000 \$9,600	\$70,000 \$7,350	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	0 0	
MULTI-PURPOSE BOND	DEPARTMENTAL EQUIPMENT	1-Jun-10	EASTERN BANK	2.41%	PRINCIPAL INTEREST	105,000 7,700	\$35,000 \$3,850	\$35,000 \$2,800	\$35,000 \$1,050																		0 0	
MULTI-PURPOSE BOND	BUILDING REMODELING	1-Jun-10	EASTERN BANK	2.41%	PRINCIPAL INTEREST	105,000 16,125	\$15,000 \$3,600	\$15,000 \$3,150	\$15,000 \$2,400	\$10,000 \$1,950	\$10,000 \$1,650	\$10,000 \$1,350	\$10,000 \$1,050	\$10,000 \$650	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	0 0	
MULTI-PURPOSE BOND	DEPARTMENTAL EQUIPMENT	1-Jun-10	EASTERN BANK	2.41%	PRINCIPAL INTEREST	145,000 23,188	\$20,000 \$4,975	\$20,000 \$3,975	\$15,000 \$3,375	\$15,000 \$2,925	\$15,000 \$2,475	\$15,000 \$2,025	\$15,000 \$1,575	\$15,000 \$975	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	0 0	
WATER POL ABATE TRUST MAIN STREET SEWER PROJECT		18-Mar-09	STATE REVOLVING FUNDS	2%	PRINCIPAL INTEREST ADMIN FEE	3,503,963 688,359 50,127	\$163,350 \$88,446 \$5,133	\$166,650 \$65,146 \$4,886	\$170,017 \$61,779 \$4,633	\$173,451 \$58,344 \$4,376	\$176,955 \$54,840 \$4,113	\$180,530 \$51,266 \$3,845	\$184,177 \$47,618 \$3,571	\$187,898 \$43,898 \$3,292	\$191,694 \$40,102 \$3,008	\$195,567 \$36,229 \$2,717	\$199,517 \$32,278 \$2,421	\$203,548 \$28,248 \$2,119	\$207,660 \$24,136 \$1,810	\$211,855 \$19,940 \$1,496	\$216,135 \$15,661 \$1,175	\$220,502 \$11,294 \$847	\$224,956 \$6,840 \$513	\$229,501 \$2,295 \$172			0 0 0	
WATER POL ABATE TRUST MAIN STREET SEWER PROJECT		8-Jul-10	STATE REVOLVING FUNDS	2%	PRINCIPAL INTEREST ADMIN FEE	549,669 117,225 8,792	\$22,577 \$10,768 \$908	\$23,033 \$10,312 \$773	\$23,498 \$9,846 \$738	\$23,973 \$9,371 \$703	\$24,457 \$8,887 \$667	\$24,952 \$8,393 \$629	\$25,456 \$7,899 \$592	\$25,970 \$7,375 \$553	\$26,495 \$6,850 \$514	\$27,030 \$6,315 \$474	\$27,576 \$5,769 \$433	\$28,133 \$5,212 \$391	\$28,701 \$4,643 \$348	\$29,281 \$4,064 \$305	\$29,873 \$3,472 \$260	\$30,476 \$2,869 \$215	\$31,092 \$2,253 \$169	\$31,720 \$1,625 \$122	\$32,361 \$984 \$74	\$33,015 \$330 \$25	0 0 0	
TOTAL PRINCIPAL & INTEREST PAYMENTS PER FISCAL YEAR						11,772,323	1,345,756	1,251,675	1,153,637	1,079,344	1,051,544	1,023,940	821,479	796,161	779,750	268,332	267,994	267,650	267,296	266,940	266,575	266,203	265,822	265,435	33,419	33,370	0	

FY'2012 Cemetery Report & Miscellaneous Funds Report

STATEMENT OF TRUST FUNDS FY

2012

	BALANCE 30-Jun-11	EXPENDABLE 30-Jun-11	NEW FY 2012	INTEREST & DIVIDENDS FY 2012	EXPENSES FY 2012	BALANCE 30-Jun-12	EXPENDABLE 6/30/2012
TOTAL CEMETERIES	\$44,466.09	\$9,953.51	\$2,000.00	\$1,301.13	\$4,550.00	\$43,217.22	\$6,704.64

THE VALUE OF STOCK DONATED BY
ETHELBERT BLISS
AS OF JUNE 30, 2012

NAME	SHARES	PRICE	VALUE	NAME	SHARES	PRICE	VALUE
LSI LOGIC CORPORATION (LSI)	4	\$6.37	\$25.48	COMCAST CORP. (CMCSK)	54	\$31.40	\$1,695.60
ATT (T)	360	\$35.22	\$12,679.20	ALCATEL - LUCENT (ALU)	14	\$1.63	\$22.82
VERIZON (VZ)	84	\$43.95	\$3,691.80	CENTURY LINK (CTL)	6,8224	\$39.49	\$269.42
				VODAFONE (VOD)	52	\$28.18	\$1,465.36
			TOTAL VALUE				\$19,849.68

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

	BALANCE 30-Jun-11	EXPENDABLE 30-Jun-11	INTEREST FY 2012	EXPENSES FY 2012	BALANCE 6/30/2012	EXPENDABLE 6/30/2012
MISCELLANEOUS						
PEAKE ROAD	\$1,339.87	\$904.97	\$3.71	\$0.00	\$1,343.58	\$908.68
SCHOOL LOT FUND	\$793.15	\$151.41	\$2.20	\$0.00	\$795.35	\$153.61
SOLDIERS' MONUMENT	\$1,369.98	\$369.98	\$3.75	\$0.00	\$1,373.73	\$373.73
CHLOE B. STEBBINS (POOR FUND)	\$1,714.22	\$1,614.22	\$4.72	\$0.00	\$1,718.94	\$1,618.94
CHLOE B. STEBBINS (LIBRARY)	\$1,711.40	\$1,611.40	\$4.72	\$0.00	\$1,716.12	\$1,616.12
TERCENTARY OBSERVANCE	\$1,409.72	\$1,159.72	\$3.88	\$0.00	\$1,413.60	\$1,163.60
DEACON WARRINER SCHOOL	\$824.32	\$157.32	\$2.27	\$0.00	\$826.59	\$159.59
TOTAL MISCELLANEOUS	\$9,162.66	\$5,969.02	\$25.25	\$0.00	\$9,187.91	\$5,994.27

TOTAL CEMETERIES AND MISCELLANEOUS	\$53,628.75	\$15,922.53	\$2,025.25	\$4,550.00	\$52,405.13	\$12,698.91
---------------------------------------	-------------	-------------	------------	------------	-------------	-------------

	INTEREST	TRANSFERS IN	TRANSFERS OUT	EXPENDABLE 6/30/2012
STABILIZATION FUND	\$1,156,765.04	\$2,422.42	\$100,000.00	\$1,259,187.46
STABILIZATION FUND CAPITAL PROJECTS	\$395,508.17	\$436.40	\$195,000.00	\$200,944.57
POLICE DRUG FUND	\$63,776.73	\$292.59	\$1,073.50	\$65,142.82
POLICE DEA ASSET FUND	\$6,045.45	\$18.79	\$2,100.64	\$3,963.60
CONSERVATION FUND	\$28,449.88	\$28,449.88		\$28,528.28

PUBLIC WORKS

DEPT. OF PUBLIC WORKS

The Wilbraham Department of Public Works annual report gives the resident a quick snapshot of some of the activities the five (5) divisions under its umbrella accomplished in the past year. The Water, Wastewater, Disposal & Recycling (DRC), Highway and Engineering divisions are pleased to submit their individual reports for 2012.

DIVISION OF HIGHWAY

The Highway Division is responsible for the maintenance of approximately 125 miles of roadways, drainage systems, and all traffic and street signage. The division is also responsible for all winter maintenance operations with the goal of safe roads for the motoring public. The Highway Division is made up of one foreman and eight heavy equipment operators. In the shop, there are two mechanics whose primary responsibility is maintaining and repairing all Department of Public Works' vehicles and equipment.

Responsibilities of the Division:

- Winter Road Maintenance (Plowing and Salting)
- Drainage System Maintenance and Repair
- Town Wide Street Sweeping
- Crosswalk/Stop Bar Painting
- Signage Manufacturing, Installation and Repair
- Road Side Mowing
- Pavement Maintenance and Repair
- Equipment Maintenance and Repair

The 2011-2012 winter season was quite mild as compared to the previous winter. The division recorded only 25" of total snow accumulation for the entire winter season with 13" of that total coming from the October 29 storm, which caused massive damage.

Crews took advantage of the mild winter to perform much needed storm clean up from the October Snow Storm, clearing storm debris from the road edges and cutting back damaged trees along the roadways. Highway crews, along with contracted trucks, hauled away 6,000 cubic yards of wood chips, which were generated by the storm damage, to Minnechaug Regional High School to be used as ground cover for a future recreational area.

As part of the divisions' goal to provide safe roads in the winter months, the crew began to introduce salt brine to the winter operations tools. Salt brine is salt in a liquid form. In house crews' converted a truck for applying the brine to the pavement. This system allows salt brine to be applied to pavement prior to a forecasted winter event in order to prevent bonding of snow and ice to the pavement. The division will continue to seek out new and cost effective ways to make the roads safe during winter months.

The Highway Division was faced with failing drainage systems in the spring of 2012, and a backlog of drainage projects that were postponed as a result of the stormy year of 2011. Below is an example of some of the major projects accomplished by the Highway Division:

- Manchonis Road: A 24" concrete pipe that drains 9 Mile Pond was found to have excessive root infiltration

along almost half of the 5,000' long system, requiring the immediate replacement of 600' of pipe from Lake Drive to Grove Street, which was completed in-house by the Highway Division. Root maintenance was also performed and more repairs are being planned.

- Opal Street: Installed approximately 400' of exfiltration pipe and 4 catch basins to handle storm run-off.
- Main Street at Wildwood Lane: The culvert under Main Street and the existing drainage structures were repaired.
- Upper Tinkham Road: Improved drainage flow with new pipe inlet and removed and repaired paved swale to help reduce potential road flooding during heavy rain events and spring melt.
- Maynard Road: Replace 36" culvert near Boston Road.

In the fall of 2012, the Highway Division invested in new sign making equipment. The equipment has improved efficiency in replacing damaged traffic and street name signs. It also has allowed the division to move forward on making the new federally mandated street name signs utilizing upper case and lower case letters, as well as meeting new standards for reflectivity.

The following is a list of roadway improvements that were completed in 2012. The Highway Division, along with contracted services, performed preliminary improvements to structures and drainage systems associated with the pavement improvements.

ROADS PAVED 2012		
Street	Location	Description of Work
Bennett Road	Monson Road to Town Line	Binder and Top
Bartlett Ave	Entire roadway	Microsurface
Old Boston Road	Boston Road to River Road	Hot in Place & Top
Old Boston Road	River Road to Stony Hill Road	Hot in Place& Microsurface
Edgewood Road	Entire roadway	Binder and Top
Longview Drive	Entire roadway	Binder and Top
Stony Hill Road	500' of road south of Soule Rd.	Binder and Top
Faculty Street	Entire roadway	Microsurface
Springfield Street	Entire roadway	Hot in Place& Microsurface
Burleigh Road	Main Street to 1500' east	Binder and Top
Mountain Road	Main Street to Ridge Road	Crack Seal
Town Hall Parking Lot	Entrance, Exit and Parking area	Microsurface

Respectfully submitted by,
 William Sperrazza
Superintendent of DPW Operations

Division of Highway Employees

- | | |
|--------------------|------------------|
| Dennis Dumais | Richard Searles |
| Timothy Grise | Jeff Lewis |
| Paul Maguire | Gary Butler |
| Mitchell Opalinski | Douglas Cutler |
| Richard Vierthaler | Thomas Tassinari |
| Vinnie Pafumi | |

WASTEWATER DIVISION

The Wilbraham Wastewater Department is an enterprise fund that generates revenue through consumption based semi-annual sewer billing. Most of the customers' sewer bill is calculated directly from their water meter reading. The sewer revenues are used to pay for the operation and maintenance of the wastewater collection system, capital improvements and necessary wastewater treatment.

The Wastewater Division has a total of ten pumping stations that pump wastewater to the Springfield Regional Wastewater Treatment Plant located at Bondi's Island. The Springfield Water and Sewer Commission sends the Town a sewer bill, which is based on the Town's total annual flow and average concentration, (Biochemical Oxygen Demand and Total Suspended Solids.) Wilbraham pumped 138 million gallons of wastewater to Bondi's Island in FY 2012.

The two full time wastewater employees maintained ten pump stations, which includes pump maintenance, assisting Springfield with sampling; building maintenance and flow recording. Staff responded to sewer breaks and blocks as well as pump station repairs. Staff also investigated illicit sanitary connections such as sump pumps. Residents who have connected their sump pump to the Town's sewer system are responsible for a considerable amount of burden on the collection system and pumping stations, which results in increased sewer rates.

If you're connected to the municipal sewer system, there are a number of things you can do to prevent problems from occurring in the Town sewer system and on your property. Do not connect sump pumps, storm drains or troughs of any kind into the system. Grease or oil should not be put into the drains. Allow grease or oil to cool before throwing it into the garbage. Don't build decks, sheds, or plant trees near or over sewer lines.

The 2010 sewer rates have not been increased. Rates remain the same as last year:

Residential Rate	\$4.10 (per 100 cubic feet)
Minimum charge	\$52.50
Maximum charge	\$492.00
Flat Rate	\$270.60
Commercial Rate	\$5.00 (per 100 cubic feet)

Division of Wastewater Employee

Richard Zamora, DPW Foreman/Technician
Daniel Gore

WATER DEPARTMENT

During 2012, the list of duties performed by the Water Division under the supervision of Michael Framarin, Water Superintendent, included, but was not limited to: maintaining the four water booster stations, the 2.1 million gallon water tank; Town's corrosion control facility, four (4) water breaks were repaired; 7 new water service installations, the replacement of two fire hydrants; over 80 main line gate valves were cleaned, checked for operation and exercised; 171 work orders of various tasks were accomplished; 100 testable backflow prevention devices were tested at least once per Massachusetts Department of Environmental Protection (DEP) regulations, over 200 water samples were taken for water quality analysis and 3,300 meters were read during March and September. Total water usage in 2012 was approximately 440,981,000 gallons as measured by the Massachusetts Water Resources Authority (MWRA) master meter. This amount is nearly 12% more than 2011 (387,826,000 gals.) More than likely

as a result of 2012's hot and dry summer, especially July and August; which prompted property owners to utilize lawn sprinklers.

Documents submitted to DEP in 2012, included dozens of water quality results forms, weekly chlorine residual, water pressure and pH charts, the Annual Statistical Report, the Consumer Confidence Report, (which was also mailed to every household and business in our Public Water System.) Also, monthly state forms are sent in to DEP for documentation of water usage and chemical additions to our water.

The Corrosion Control Facility (CCF) on Miller Street in Ludlow, MA operated successfully in 2012 with the exception of the main line pressure reducing valve (PRV.) The existing PRV will not maintain consistent system pressure without daily manual adjustments. Plans are to install two new PRV's; one for high flow conditions and the other for low flows. The work has been awarded to Gomes Construction, Inc. of Ludlow, MA, and is to be completed before April 1, 2013.

During 2012, the Water Division completed Lead and Copper sampling at 20 homes and 2 schools, (Mile Tree & Soule Road Elementary Schools,) in the distribution system. This DEP required sampling was possible due to the cooperation of residents willing to perform first draw sampling at their homes. The results of the sampling were excellent; indicating our Corrosion Control Program, (injecting Sodium Silicate into the drinking water,) continues to work flawlessly as it has since its beginning in 1997.

Water Truck #4, (2001 Ford F250,) had a new utility body installed at minimal cost. The truck runs well but its original body was rusted badly and the decision was made to replace the utility body at a cost of approximately \$4,000.00, as oppose to purchasing a new truck at the cost of \$24,000.00. The work was accomplished in-house, utilizing the DPW mechanic and Water Division employees.

In 2012, the new Minnechaug Regional High School opened with a new 8-inch ductile iron (D.I.) water main, connecting from Tinkham Road that supplies water to students and staff. The old school had its four water services shut off and disconnected as the school is being demolished. Also, the Wilbraham Fire Department headquarters on Boston Road had a new 8-inch D.I. water main installed as part of a major renovation of the building.

On Miller Street, over seven hundred feet of 12-inch D.I. pipe was installed in April, 2012, to replace a section of old (1927) 10-inch cast iron water main that had been a source of leaks. This area on Miller Street has many crossings of the water mains by the Columbia Gas Company's large transmission pipes. The gas company's ten million gallon gas tank is located adjacent to this site. The water main size was increased to twelve inches to match the newer 12-inch D.I. water main that was installed on the Chicopee River Bridge a few years ago. The project cost was approximately \$150,000.00 and completed by Jack Goncalves & Sons Construction, Inc. of Ludlow, MA.

During 2012, the first phase of the Washington Heights sub-division (12 lots) was started. The Town required the developer to replace 120 feet of old (1940) 6-inch transite water main on Manchonis Road with new 8-inch ductile iron pipe and install 3 main line gate valves at the intersection of Forest Street & Manchonis Road as part of this project. This water system improvement was accomplished with the developer, Carnevale Construction, paying all costs.

The MWRA, in its effort to comply with Federal and State regulations, continues to increase our cost for water from the Quabbin Reservoir. Complying with regulatory changes, such as Ultraviolet Radiation (UV) disinfection, the building of the twenty-five million gallon covered water storage tanks; Nash Hill in Ludlow and the Pipeline Redundancy Project during the last fifteen years cost millions of dollars. The projected MWRA fiscal year 2014 assessment for Wilbraham is \$725,515.00, (\$115,898.00 increase over FY 2013 actual assessment.) Since 1997, the

Town's cost for water from the Quabbin Reservoir has increased nearly 3,000%, (\$25,000 as compared to \$725,515.) It's no wonder that the average water bill continues to rise significantly since the water rates have to cover this ever increasing cost of purchasing water.

Water Rates as of April 1, 2012

<u>Current Rates</u>	
\$3.45/100 cf	0-10,000 cf
\$3.65/100 cf	10,001 – 20,000 cf
\$3.85/100 cf	20,001 cf and up
\$51.75	minimum bill

Division of Water Employees

Michael Framarin, Water Superintendent
Robert Gibson
Anthony Garceau
Lionel Duquette
Paul Willoughby
Kevin LaPlante

BOARD OF WATER COMMISSIONERS

The Wilbraham Board of Water Commissioners continued to work on established goals to deliver a high quality, reliable and cost-effective supply of water to the Town of Wilbraham and its customers.

The Water Division Enterprise is fully funded by the rates assessed to water users. No town tax dollars are involved in its operation or budget. Wilbraham's water is provided by the Massachusetts Water Resource Authority (MWRA). The water originates at the Quabbin Reservoir and is piped to Wilbraham by way of the Chicopee Valley Aqueduct (CVA). The Board sets the water rates based on the MWRA's assessment, infrastructure improvements and debt services for various water projects.

The three members of the Water Commission are Alan Burch, Thomas Pilarcik and James Dunbar. Alan Burch, Chairman of the Board of Water Commissioners resigned from the Board after 8 years of service. Over the years, Alan has contributed immensely to the Board and will be missed.

Board of Water Commission

Alan Burch, Chairman (*recently resigned in 2012*)
Thomas Pilarcik
James Dunbar

DISPOSAL & RECYCLING CENTER/SOLID WASTE DIVISION

The solid waste activities at the landfill site were supervised by William Sperrazza, Superintendent of DPW Operations, and supported by a foreman, Richard Zamora, one full-time employee and one part-time employee. The landfill was active until 1995; it served and supported the Town of Wilbraham. Although the landfill has been capped for a number of years, groundwater monitoring, perimeter gas point monitoring, site inspections and associated reports are completed by the Engineering Division and the Town's consultant, Tighe & Bond, throughout the year as part of the mandatory post closure regulations set by the Department of Environmental Protection.

The landfill property is currently permitted as a Disposal and Recycling Center (DRC) and a composting site. The DRC is an enterprise fund that is solely supported by the users of the facility through annual permits and the pay as you throw bags. In fiscal year 2012, the DRC had 1783 customers that generated 754 tons of trash, 593 tons of recyclables and 1200 tons of grass and leaves as well as over 6000 cubic yards of grindings from debris. Grindings generated by the October storm event were trucked to Minnechaug Regional High School. User fees collected for the DRC are used to pay a private hauler to transport the solid waste from the DRC to ECO/Springfield, in Agawam, where it is burned to make electricity. User fees are also used to pay for the hauling and disposal of various recyclables.

The DRC also accepts scrap metal, grass clippings, brush, leaves, television sets, computers, twenty pound propane gas tanks, fluorescent light bulbs, air conditioners, and batteries. Only DRC customers are able to utilize the Regional Household Hazardous Waste Day (HHWD) that is held once a year. Some of the items accepted are antifreeze, fertilizer, insect spray, mercury bearing waste, wet paint, (lead & oil based only,) unwanted medications and more. Collections are by appointment only. This year a record breaking 84 DRC customers participated in HHWD.

Also recycled at the DRC are books, bottles, cans and clothes, which are donated to Planet Aid and the Salvation Army. All these donations are distributed to outreach programs such as Books for Troops, Cub Scouts, Boy Scouts and the Venture Crew.

The DRC continues to remain a very valuable resource to the Town.

This year the DRC hours, now including Sunday, are as follows:

Sunday :	12pm-5pm	Thursday:	closed
Monday:	closed	Friday:	7am-3pm
Tuesday:	closed	Saturday:	7am-5pm
Wednesday:	7am-3pm		

Pay As You Throw Program

Current Rates

Sticker Fee	\$100.00
Senior Rates	\$85.00
Bag fee 33 gal.	\$2.25
16 gal.	\$1.25

DRC/Solid Waster Division Employees

Robert Bisi
Bruce Strong

ENGINEERING DIVISION

Engineering is the department that is the public face of the Department of Public Works (DPW). Engineering personnel are the liaisons for the residents between DPW, Town departments, Town organizations, State and Federal agencies and other municipalities. Engineering also provides support for public work’s related activities within the Town including, but not limited to, construction projects, drainage problems, potholes, water/sewer billing, septic systems, storm water permits, traffic related signage concerns, road damage, potable water issues, public sewer problems, snow removal, roadside mowing, solid waste/DRC, traffic, and Town mapping (GIS).

While managing the DPW projects, the department is also responsible for providing customer service to the Town residents, such as updating the information posted on the DPW website including project updates, available forms and applications, licensed contractors for water, sewer, and septic system installations as well as storm water and DRC updates. With the support of the DPW staff, the Engineering Department also logged, tracked, and responded to thousands of service requests. The department takes pride in working with the public and encourages the residents to stop in or contact us at 596-2800 x208 for assistance on all DPW matters.

The following is a list of highlighted activities and accomplishments in 2012:

- **Federal Emergency Management Agency (FEMA) Reimbursements:** Completed project worksheets for the FEMA reimbursement for the October Snow Storm.
- **Tree Planting:** Applied and received a \$50,000 grant from the Department of Conservation and Recreation (DCR) to plant trees in areas of the Town rights of ways that were damaged by the 2011 storms. When the grant monies were combined with an additional \$46,000 received from CPA funds, over 320 trees were planted. DPW staff coordinated a ceremony at the Wilbraham Children’s Museum that recognized the one year anniversary of the Tornado, and the progress the Town and its residents have made on storm recovery efforts. In attendance were various officials from the State, private volunteer and public volunteer group members.
- **Forestry Project:** Applied and received \$286,000 from the State to complete additional storm clean-up. A Forestry Services contract was executed, and still underway, involving the cleanup of over 100 acres of damaged Town owned land. Tetreault and Son Forest Management, Inc., is the Town’s contractor for this project.
- **FEMA Hazardous Mitigation Grant Applications:** Completed and received a \$120,000 grant to purchase a generator for the DPW building. A separate \$1,000,000 grant application was also submitted to FEMA for drainage improvements on Main Street near Hunting Lane.
- **Road Resurfacing Projects:** Prepared the necessary bid documents for 2012 road resurfacing and drainage projects as well as the Chapter 90 reimbursement paper work. It was difficult getting our work scheduled because of a delay by the State to distribute the funds. This year DPW contracted three major road resurfacing projects involving highway rehabilitation, micro-surfacing and asphalt paving. The bidding and coordination of these three projects was very time consuming but the results were very favorable and worth the effort. DPW tries to utilize new technology to increase the lifespan of Town roads.
- **Geographic Information System (GIS):** GIS is evolving exponentially. The Town’s GIS website was upgraded to a more user friendly format which includes website tools for the residents. DPW staff continued to map the Town utilities including drainage, water and sewer infrastructure. Zoning, road edge, building footprints and other associated planimetric features are updated on a regular basis.

The following is a list of some statistics from daily business activities completed within the division:

Drainlayers’ (Sewer Installers’) Licenses	15
Pavement Cut/Stormwater Permits and Inspections	102
Residential Inquiries Reported and Investigated	5000+
Sanitary Sewer Connection Permits and Inspections	15
Septage Haulers’ Licenses	5
Septic System Installers’ Licenses	26
Water Installers’ Licenses	11
Water and Sewer Semi-Annual Bills	3462

Water Backflow Bills	39
Trash Haulers' Licenses	5

Members of the Engineering staff are also members of the following organizations:

- Stormwater Committee.
- Joint Transportation Committee at the Pioneer Valley Planning Commission
- Geographic Information System Committee
- Transportation Improvement Project Sub-Committee
- Local Emergency Planning Commission
- Chicopee Valley Aqueduct Working Group
- Western Regional Homeland Security Advisory Council
- Traffic Safety Committee
- Tri County Highway Superintendents
- Mass Highway Association

Members of the Engineering staff are responsible for attending and participating in various meetings including, but not limited to, Board of Selectmen, Planning Board, Conservation Commission, Water Commissioners, Sewer Advisory Board, Massachusetts Water Resource Authority, Finance Committee, Capital Planning, Department Head and Financial Staff.

This past year, a lot of the Engineering staff's time was dedicated to completing all the necessary paper work for FEMA's, Massachusetts Emergency Management Agency's and Massachusetts Highway Division's reimbursements work as well as providing all documentation for all the audits that go along with every event. Engineering did not hire any outside accounting firm, but did all this work in house at a substantial savings to the Town.

As Wilbraham prepares to celebrate its 250th anniversary, we should all reflect for a moment on the many changes that have happened in our community in just a very short time frame. All of us in DPW are proud to contribute service to the community. There have been so many people who have worked so hard to make Wilbraham a better place to live. The Engineering Division would like to give thanks to many staff, boards, committees, and residents for all their help.

Engineering Division Employees:

- Edmond W. Miga, Jr., P.E. DPW Director/Town Engineer
- Tonya L. Basch, P.E., Assistant DPW Director/Engineer
- Dena Grochmal, Engineering Assistant
- Donna Daviau, Administrative Assistant
- Krystine Viess, Administrative Assistant

TREE WARDEN

It is with great sadness that the Town's Tree Warden, Richard C. Swain, passed after eight years of service to Wilbraham in this capacity. His professionalism and passion for protecting the healthy trees within Town was unprecedented. The Board of Selectmen appointed the Superintendent of DPW Operations, William Sperrazza, as the Temporary Tree Warden, who has worked very hard to carry out many of the projects initiated by Richard "Dick" Swain.

One of the major projects started by Dick Swain was the replacement of Town ROW trees within the Tornado damaged areas using \$46,100 from Community Preservation Act funds. DPW also received \$50,000 from the Department of Conservation and Recreation (DCR) for tree replacement in areas damaged by all three 2011 storm events. Northern Tree Service and DPW joined efforts and planted over 350 trees in 2012.

Through the cooperation and support of many members of the Public Works Department there is great work being performed to clean up the storm damaged town owned parcels. This work is being performed with DCR grant funds which were secured by the Engineering Division.

Through contracted services, trees have been evaluated on a case by case basis by a certified arborist. Corrective trimming and, or removal is performed based on the arborists' recommendations. The safety of the public and the overall health of the trees continue to be a priority.

Respectfully Submitted by,
William Sperrazza
Temporary Tree Warden

BUILDING & LAND USE

AGRICULTURE COMMISSION

There was little need for many meetings in 2012. The Commission notes that more residents are planting personal gardens and many have added a few chickens. In 2012, Rob Anderson, Agriculture Commissioner, planted pumpkins at MacDonald Farm Preserve. Edna Colcord, Chair of the Commission, prepared a display for the Atheneum Holiday Event.

In June 2012, a meeting was held with invited Hamden and Hampshire Counties' Agriculture Commissions to hear presentations "Leasing Land for Farming" and "GIS Mapping of Available And Potential Farmland at The Town Level," presented by Pete Westover and Becca Weaver respectively. Follow up meetings will be attended by the Wilbraham Agriculture Commission in 2013.

Other notable and continuous activities include two Farmers' Markets held during the 2012 summer months in the Town. One Farmers' Market was located on Boston Road at Hampden Bank's parking lot on Wednesdays. The other Farmers' Market was located on Main Street operating on Sundays. Both Farmers' Markets locations operated between the months of May and October in 2012.

Agriculture Commission

Edna Colcord, Chairman

Rob Anderson

Maura Lessard

Rob Matthews

Judy van Raale

BUILDING DEPARTMENT

Lance Trevallion has been the Building Inspector/Zoning Enforcement Officer for the Town of Wilbraham for over 14 years. The Building Department continues to be very busy permitting repairs to storm damaged homes. Repairs to roofing, siding and windows are the main issues residents are dealing with. Residents should always check with the Building Department, the Massachusetts Office of Consumer Affairs and/or the Better Business Bureau for verification of the proper licenses and insurance requirements for contractors. Don't sign a contract or pay a deposit until you are 100% sure that the contractor you're hiring has all the necessary documents. Unfortunately, there have been several cases in the past 2 years of residents hiring a contractor that is not qualified to perform and complete promised construction.

The state of Massachusetts mandated two new required permits, Insulation and Sheet Metal, for all residential or commercial projects that are mandatory to be filed with the building official. Those two new items represented an additional 77 building permits to review and approve in 2012. New construction remained steady with 22 new single family homes permitted. The installation of solar panels on residential property had a sharp increase in 2012, with 11 permits approved versus only 1 installation in 2011. Construction of the new Minnechaug Regional High School was completed in time for the opening of the school year. The addition and alteration of the Boston Road Fire Station began in the summer; keeping the Building Department busy with numerous inspections and meetings. The Wilbraham Building Inspector, acting in the capacity of the Fire Station's Project Manager, devoted a great deal

of time to the completion of the project. The renovations to the Fire Station were 95% complete as of December 31, 2012.

Another noticeable construction project is the Balise Ford, located on Boston Road. The old building was demolished making room for the much larger, more modern Balise Ford facility which is under construction now and scheduled to re-open sometime in the spring of 2013.

Not surprisingly, questions regarding the installation of home generators became a constant inquiry following several instances of experiencing “no power.” Between June, 2011 and December, 2012, over 160 electrical permits were issued for either whole house generators or transfer switches for portable generators.

The Electrical and Plumbing/Gas Inspectors work part-time for the town. Bernie Sears, Plumbing/Gas Inspector, has inspected well over 10,000 plumbing/gas jobs since 1998. Paul Shepardson, Electrical Inspector, has completed over 3,300 electrical inspections since 2006.

2012 INSPECTORS' STATISTICS			
Inspector	Permits Issued	Fees Collected	Inspections Performed
Lance Trevallion, Building Inspector	742	\$97,539.30	1800+
Bernie Sears, Plumbing/Gas Inspector	505	\$33,148.00	700+
Paul Shepardson, Electrical Inspector	499* (*generators=135 permits)	\$30,842.00	700+

**BUILDING DEPARTMENT'S
2012 STATISTICAL BREAKDOWN**

<u>RESIDENTIAL PERMITS</u>	<u>NUMBER</u>	<u>EST. CONSTRUCTION COST</u>
New Construction	22	\$6,025,558.00
Solar Panel Installation	11	\$388,403.58
Insulation	61	\$182,136.70
Additions	23	\$1,373,319.00
Alterations/Renovations	88	\$2,178,678.20
Deck	24	\$263,034.73
Generator	1	\$17,000.00
Garages	6	\$212,646.00
Accessory Buildings/Sheds	31	\$194,546.50
Demolitions	10	\$70,500.00
Roof/Siding/Windows	324	\$4,765,724.26
Swimming Pools	27	\$407,649.86
Sheet Metal	15	\$113,650.00
Wood/Pellet Stoves	25	\$57,648.90
Signs	2	\$800.00
Total	669	\$16,250,495.73

**BUILDING DEPARTMENT'S
2012 STATISTICAL BREAKDOWN CONT.**

<u>COMMERCIAL PERMITS</u>	<u>NUMBER</u>	<u>EST. CONSTRUCTION COST</u>
New Construction	2	\$4,395,038.00
Additions	2	\$125,211.00
Alterations/Renovations	20	\$945,763.00
Swimming Pool/Courts	1	\$106,290.00
Signs	18	\$13,099.64
Roof/Siding/Windows	7	\$93,055.10
Garage	4	\$297,500.00
Generator	1	\$75,000.00
Demolition	1	\$32,000.00
Sheds/Accessory Building	2	\$93,000.00
Sheet Metal	1	\$20,000.00
Temporary Tents	12	xxx.xx
Total	70	\$6,195,956.74
<u>MUNICIPAL PERMITS</u>	<u>NUMBER</u>	<u>EST. CONSTRUCTION COST</u>
Alterations	1	\$2,600,000.00
Roofing/Siding/Windows	1	\$7,913.00
Total	2	\$2,607,913.00

The Building Department also processes applications for annual inspections for occupancy of public buildings. This includes all schools, churches, restaurants, day care centers, gyms, and any other location that the public would gather and/or visit. In 2012, Inspector Trevallion inspected 71 locations, including 12 buildings at the Wilbraham & Monson Academy, Wilbraham school buildings and 15 restaurants. The total annual inspection fees collected in 2012 were \$1,440.00.

The Building Inspector also responds to any zoning enforcement issues as the Town's Zoning Enforcement Officer. Inspector Trevallion responded to numerous complaints about unregistered vehicles, un-permitted businesses operating in residential neighborhoods, unpermitted signs and general land use violations. The Wilbraham Zoning By-Law is available on the Town website.

Building Inspector/Zoning Enforcement Officer
Lance Trevallion

Administrative Assistant
Melissa Graves

COMMUNITY GARDENS

What is a Community Garden; and why do we hear about them more now than ever before? A Community Garden is a parcel of land that is divided into smaller plots where folks gather to grow their own fruits and vegetables. Participants in the Community Garden typically pay an annual fee to participate in the Community Garden, which covers the cost to maintain the area. Participants also purchase their own seeds and plants; do their own planting, watering, weeding and harvesting of their plotted garden. Wilbraham's Community Garden has numerous families that collaboratively rent several plots, sharing the responsibilities and 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. Community Gardens have gained popularity over the past several years in part because of the high price increase in fresh vegetables at the supermarkets. On average, a vegetable travels 1,500 miles from field to fork. There are many varieties of fruits and vegetables that are mostly grown in the south, or even in other countries, that can also be grown here in New England, such as kiwis and oranges for example.

The Community Garden welcomed special guest, John Root, at its Annual Spring Sign-up Meeting in April. Mr. Root presented "Edible Perennial Gardening and Landscaping". The power point presentation was very informative and showed a huge variety of plants found in the New England woods that are edible as well as every day perennial flowers that you can also eat. We plan on having him return in 2013 to present "Edible Wild Plants in the Northeast". The date, place and time for this presentation will be published and open to the public.

The Community Gardens had its 6th annual "Plowing the Community Garden" event in May that included having the Eastern Connecticut Draft Horse Association plow the garden with their team of horses. We had several vendors selling everything from homemade jewelry to kettle corn in addition to the plant vendors selling seedlings and flowers. Horse-drawn hay rides by Mainely Drafts from Ludlow were enjoyed by many spectators. The Wilbraham Community Garden was also the recipient of "Pepsi Gives Back" day. Volunteers with loads of energy from Pepsico arrived at the garden the morning of Plow Day to spruce up the landscaping with perennials, strawberry plants, a new bench and a new wishing well. They also arranged breakfast catered by Famous Dave's Barbeque and brought loads of Pepsi drink products for everyone to enjoy during the day.

The growing season was very nice this year with just the right amount of sun and rain. The harvests were bountiful and plentiful. There weren't any major projects at the garden this year but stay tuned for next year, there may be a few surprises.

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'x50' and the annual rental cost is \$25.00 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.

Garden Coordinator
Melissa Graves

Eastern CT Draft Horse Association Plowing the Community Gardens. Photo Courtesy of Melissa



CONSERVATION COMMISSION

In 2012, the Conservation Commission heard and voted on several Notice of Intent applications and Requests for Determination applications. One of the largest and most noticeable projects in 2012 was the new Balise Ford

Dealership on Boston Road and the newly renovated playground at Spectacle Pond.

With the storms of 2011 behind us, the Town is still in its recovery stages. The Conservation Commission worked closely with the Wilbraham Department of Public Works (DPW) on the clean-up efforts within wetland or buffer zone areas. Several of the larger Town-owned parcels were severely damaged by the storms and beyond the limits of Town employees or equipment to clean up. This prompted DPW to apply for grant monies through the Office of Energy and Environmental Affairs. The grant application was accepted and awarded to the Town resulting in an Invitation to Bid for Forestry Services. Eleven parcels, totaling approximately 100 acres, were chosen in order of the severity of damages. Forest Cutting Plans were written for each of the parcels by the recipient of the bid. Many of the parcels are under the stewardship of the Conservation Commission; thus, resulting in numerous site walks to each of the parcels to assist in determining best access points, trees to leave, trees to remove, trails to re-establish and wetland areas to avoid.

The Commission encourages the use of conservation land for passive uses, including hiking, biking, skiing, photography and horseback riding. The use of motorized vehicles is not permitted on any Town-owned property. While the majority of motorized vehicles seemingly do not harm the environment, there are some that do, including damage to stream beds, wetlands and wetland buffer zones.

The 2012 Deer Hunting program was, once again, a success. The Town issued 200 permits to hunt on Town-owned property; in addition to the private property permission permits issued.

The Conservation Commission is always seeking contributions of additional open space. The Commission is prepared to assist landowners interested in donating land or interests, (such as conservation easements,) to the Town or to local trust organizations. In 2012, the Commission voted to accept three parcels of property on Shady Lane. One of the parcels has a Commission's key missions is to connect existing open space potential vernal pool within its boundaries. One of the parcels with smaller corridors of open space to maximize the visual and environmental impact of our publicly owned land.

The Conservation Commission generally meets on the second and fourth Mondays of each month at 7:00p.m. in the Town Office Building. The agenda is posted at least 48 hours in advance at the Town Hall and on the Town's 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. to 4:30 a.m.

Conservation Commission

Christopher Brown, Chairman
Robert McMaster
James Roberts
Karen Leigh
Thomas Reavey

Administrative Assistant

Melissa Graves

OPEN SPACE & RECREATION COMMITTEE

Mission Statement:

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

The Committee seeks to implement the provisions of the Town's Open Space and Recreation Plan through regular contact with other Town boards including Planning, Conservation, Community Preservation and Recreation.

The Committee continued to GPS locate, trail mark, trail develop and maintain trail systems on Town properties including Rice Nature Preserve, Crane Hill, 12 Mile Brook and Thayer Brook. Trails assistance was provided by *Minnechaug High School's Trailblazers* and the *Minnechaug Land Trust*. Committee members also collected descriptions and photographs of Town properties' trails. This document is on the Town website and available at Town hall and the Library.

With the Recreation Department, the Committee formed a Wilbraham Hiking Club and scheduled over 35 hikes since May 2012. Additionally, the Committee has begun trail safety discussions with Public Safety personnel.

With the assistance of the Town's Planning Department, the Committee continues to enhance the Open Space and Recreation Plan section of the new Town website to describe trails on Town owned lands for our residents.

The Committee now seeks to expand master planning across the community to enhance our Town's ability to compete for dwindling state funds and maximize community preservation efforts. Committee members have volunteered to serve on the Planning Steering Committee and Visioning Task Force. The Committee is also working at gaining town-wide approval for the Open Space and Recreation Action Plan.

The Committee also initiated efforts to have Town property at 1067V Glendale Road designated as Open Space rather than Municipal Land. However, this undertaking is still in process at this point in time. The Committee continues to research ownership conditions on Town Owned parcels.

When vacancies develop on this twelve member board, the Open Space and Recreation Committee is open to all residents with an active interest in our community.

Open Space and Recreation Committee

Chuck Phillips, Chairman	Jay Taylor
Walt Damon, Vice Chairman	Brian Fitzgerald
Cathy Callaghan, Secretary	Judith Theocles
Joe Calabrese	Ray Burk
Jim Mauer	Steve Lawson
Margaret Connell	

PLANNING BOARD

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.

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 Inspector/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 as required by the Town's Zoning By-Law. The Planning Board also reviews all petitions for variances and other zoning matters filed with the Zoning Board of Appeals.

During 2012, the Planning Board met 18 times, scheduled 33 appointments and held 9 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 2012.

Development Activity

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

-  The Planning Board approved four non-subdivision plans submitted by property owners. These are plans that revise existing property boundaries or divide land along existing road frontage and do not require subdivision approval.
-  The Planning Board conducted public hearings on six special permit zoning applications. The Board granted special permits for the following projects: two detached accessory buildings at the Pecoy residence located at 17 Peak Road; a detached accessory building at the Dean and Palmer residence located at 528 Ridge Road, a detached accessory building at the Bretta residence located at 32 Eastwood Drive, a detached accessory building at the Ferraro residence located at 7 Poplar Drive, the construction of a new home with four bays and parking space area footprint in excess of 1,100 square feet at the Recor and Tarpinian property located at 224 Monson Road and the redevelopment of the existing Balise Ford of Wilbraham motor vehicle dealership located at 1985 Boston Road.
-  The Planning Board reviewed one new residential subdivision plan. A definitive subdivision titled, *North Hills Lane*, consisting of 5 lots, fronting on a proposed cul-de-sac off Boston Road. The Planning Board also continued to monitor work in the other two approved subdivisions under construction: Stonington Park and Washington Heights.
-  The Planning Board reviewed and provided written recommendations on nine referrals to the Zoning Board of Appeals.

Zoning By-Law Amendments

At the Annual Town Meeting, voters adopted two amendments to the Zoning By-Law sponsored by the Planning Board. The first amendment, Section 4.4.8(C), revised the regulations that govern the location and size of detached accessory residential buildings so as to improve the clarity of the existing exemption, which allows a larger detached garage to be built if the principal dwelling does not have an attached garage. The second amendment created a new definition for *Heritage Farm Stand Development* in Section 1.3, by adding a new Section 3.5.2, *Heritage Farm Stand Development*, in the table of uses; and a new Section 4.11, *Heritage Farm Stand Development Regulations*.

Vision Task Force

In early 2012, the Wilbraham Planning Board convened a Vision Task Force to assess the public's perspective about, and gather its aspirations for, Wilbraham's future. The Task Force has met frequently with community groups, Town employees and students to collect opinions. In addition, the Task Force has developed a detailed survey of public opinion which was administered to the public via online and as a written document located and handed out at various places in the community to further public access and participation. Finally, the Task Force convened an "Imagine Wilbraham Day" to attract additional residents to contribute their thoughts.

“Imagine Wilbraham Day” was held at Minnechaug Regional High School on December 8, 2012. The venue offered Wilbraham residents a variety of exercises to participate in that would help gather information as to how residents would like to see their community evolve in the future. Some of the topics covered to gain residents’ outlooks were agriculture, building/properties, traffic, recreation and other aspects of the Wilbraham community.

At the end of 2012, the Vision Task Force was in the process of summarizing “Imagine Wilbraham Day” feedback. The Task Force was also working with Captricity, a hand writing interpretation software firm, and Survey Monkey, an online survey service, to collect and interpret all the survey data received. The Taskforce was also collecting comparative information for Wilbraham and some neighboring towns from the Pioneer Valley Planning Commission and other sources. When data compilation is completed, the Vision Task Force will write its final report and present it to the Wilbraham Planning Board and Wilbraham residents.

Vision Task Force

Charles Phillips, Chair	Edna Colcord
Carol Albano	Karen Furst
Dr. Stephen Brand	Nancy Ross
Susan Burk	Dave Sanders

*(below) Imagine Wilbraham Day Event
Photos courtesy Charles Phillips, Chair of the Vision Task Force.*



Organization & Membership

At the annual Town election, David Sanders was elected to a five-year term, replacing Board Member Dean Stroshine. At the end of May, the Planning Board reorganized. Richard Butler was elected Chairman; Frederic Fuller was elected Vice Chair and David Sanders was elected Clerk. In June, John Boudreau resigned; and Associate Member David Crevier was appointed to serve on the Board in Mr. Boudreau’s place until the annual election in May 2013. In September, Jeffrey Smith was appointed to serve as Associate Member. Richard Butler continued to serve as the Town's representative to the Pioneer Valley Regional Planning Commission. Frederic Fuller continued to serve as the Planning Board’s representative on the Community Preservation Act (CPA) Committee until October 2012, when the Board appointed Jeffrey Smith to serve in Mr. Fuller’s place. Planning Director John Pearsall, Building Inspector Lance Trevallion and Administrative Assistant Karen Benoit continued to function as the staff liaisons between the Planning Board and other Town boards and committees.

The Planning Board holds regularly scheduled meetings on Wednesdays at 7:00 PM. Specific dates and agendas for meetings may be obtained from the Planning Office or from the Town website at 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.

Wilbraham Planning Board

Richard Butler, Chairman
 Frederic Fuller, Vice Chairman
 David Sanders, Clerk
 Adam Basch
 David Crevier (*appt. 2012*)
 Jeffrey Smith, Associate
 John Boudreau (resigned 2012)

Planning & Community Develop. Director

John Pearsall

Bldg. Inspector/Zoning Enforcement Officer

Lance Trevallion

Administrative Assistant

Karen Benoit

SEALER OF WEIGHTS & MEASURES

Item	Category	Sealed
Scales	Over 10,000 lbs.	3
	5000-10,000 lbs.	1
	100-5000 lbs.	11
	Under 100 lbs.	12
Weights	Metric	2
	Apothecary	0
Other Devices	Gasoline Pumps	82
	Oil and Grease Pumps	4
	Unit Pricing Scanners	40

Fees collected: \$3505.00

William Garvey, Sealer of Weights and Measures, has dedicated almost two decades to ensure that each scale and scanner in the grocery store is accurate as well as that every gasoline pump delivers an accurate gallon for the price you pay. He visits over 25 different establishments in Wilbraham to check scales, scanners and pumps including gasoline, oil and propane. The inspections are completed on an annual basis randomly, or for an investigation of a consumer complaint. As the Sealer, he is required to enforce the rules, laws, and regulations relating to weights and measures. According to the Massachusetts General Law, Chapter 98, any city or town that has a population over 5000 is required to have a trained and certified Sealer. Mr. Garvey is responsible for ensuring that equity and fairness prevails in the commercial marketplace between buyers and sellers.

Sealer of Weights and Measures

William H. Garvey, Jr.

Staff

Melissa Graves, Administrative Assistant

ZONING BOARD OF APPEALS

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

The purpose of the Board of Appeals is to hear and decide petitions for variances from the terms of the Zoning By-Law with respect to particular land or structures, but not to include variances for use; to hear and decide applications for special permits upon which the Board is empowered to act under the By-Law, to hear and decide appeals from any person seeking enforcement action under the provisions of M.G.L. Chapter 40A (the State Zoning Act) and to issue comprehensive permits for low and moderate income housing authorized by M.G.L. Chapter 40B.

This past year, the Board of Appeals met seven times and issued decisions on the following seventeen applications:

APPLICANT	ADDRESS	DECISION
U.S. Tae Kwon Do Center - Special Permit Amendment to allow the construction of an in-ground swimming pool	28 & 88V Stony Hill Road	Approved
Ken Bernard - Special Permit to allow the operation of a public motor vehicle repair service	2821 Boston Road	Approved
William Sweeney d/b/a Mr. Home - Special Permit Amendment to allow the alteration of an existing accessory building	6 Dumaine Street	Approved
Alston Graham - Special Permit Finding to allow the alteration of a preexisting nonconforming structure on a preexisting nonconforming lot	40 Dumaine Street	Approved
Ronald Campbell - Special Permit Finding to allow the alteration of a preexisting nonconforming structure	221-223 Main Street	Approved
Sara Hulseberg & Joseph Saimer - Special Permit Amendment to allow the operation of physical therapy office	65 Post Office Park	Approved
Scott Sawas & Grove Plaza, LLC - Special Permit Amendment to allow the expansion of an existing restaurant	2537 Boston Road	Approved
Sa Nguyen - Special Permit to allow the operation of a computer repair business as a home occupation	1028 Stony Hill Road	Denied
Ryan O'Keefe - Special Permit to allow the operation of a landscaping business as a home occupation	28 Fernwood Drive	Denied
Malgorzata Kierkla - Special Permit Finding to allow the alteration of a preexisting nonconforming structure on a preexisting nonconforming lot	224 Manchonis Road Extension	Approved
U.S. Tae Kwon Do Center - Special Permit Amendment to allow the construction of a larger in-ground swimming pool, and to construct an addition to an existing accessory building and add a gazebo	28 & 88V Stony Hill Road	Approved
Balise Ford of Wilbraham - Variance to display vehicles within the 50-foot front yard setback	1979 & 1985 Boston Road	Approved
70 Post Office Park, LLC & Dani Montgomery d/b/a Salon J - Special Permit to allow a hairdressing salon/beauty shop as a new use	70 Post Office Park, Suite 7005	Approved
George & Lillian Dearden - Variance from the frontage requirement for two lots	4 & 6V Melikian Drive	Denied
Dina Lamotte - Variance from the rear yard setback to allow the construction of an in-ground swimming pool	6 Kensington Drive	Approved

William & Nancy Bickley - Variance from the side yard setback to allow the construction of an addition to an existing home	7 Hilltop Drive	Approved
Michael B'Shara & 2000 Boston Road Food Corp. - Special Permit to operate a restaurant/food service establishment with seasonal outdoor dining	2000 Boston Road	Approved

Zoning Board of Appeals

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

Zoning Enforcement Officer

Lance Trevallion

Administrative Assistant

Karen Benoit

PUBLIC SAFETY

AMBLANCE OVERSIGHT COMMITTEE

The Ambulance Oversight Committee continues to work with the fire chief in overseeing and running the ambulance service. The Committee's primary duty of reviewing and acting on ambulance service fee abatements has continued according to now established policy and protocol.

It is important to note that the Town's ambulance service remains self sufficient on a receipts reserved basis, and continues to serve the town extremely well. During 2012, the service treated 1,766 patients, transporting 1,436 patients to local area hospitals. Of these transports, Bay State Medical Center was the topmost destination 49% of the time, with Mercy Medical Center at 19%, and Wing Memorial Hospital at 31%. The remaining transports went to Mary Lane and Holyoke Hospitals.

The Wilbraham Ambulance Service does indeed provide excellent medical care, which has been recognized by the local and medical communities. This year the service has received many letters from the community that commended members of the department for their service. The Town should be proud of this excellent service.

Respectfully submitted by,
Chief Francis Nothe
Wilbraham Fire Chief

Ambulance Oversight Committee

Paula L. Chevrier Claudia Considine
John T. Libel John Rigney
Tom Hurley

ANIMAL CONTROL/DOG OFFICER

In 2012, the number of dogs licensed in the Town of Wilbraham appeared to level off. In 2011, the Town licensed, a record, 2286 dogs; and for 2012 the Town only licensed 2253 dogs.

I want to thank all residents who either licensed a new dog or relicensed an existing dog. It is both state and local law that all dogs, six months and older be licensed within their town of residence (Town by-law 604.2.) Please be advised that the dog licensing period is from January 1, through March 31. A late fee of \$10.00 per dog will be assessed for any dog licensed after April 1. It is also both state and local law that all dogs, cats, and ferrets must be current on their Rabies vaccination at all times; or the pet owner is subject to a citation (Town by-law 604.3.)

In 2012, Fountain Park remains an area of challenge for animal control. All state and local dog laws are supposed to be adhered to while walking a dog in Fountain Park. Citations, by violating Town by- laws 604.4 and 604.5, will be issued to people who do not leash and pick-up after their dogs while in Fountain Park. It is not acceptable to have a lead or leash in possession but not on the animal. The lead must be attached to the pet. Fountain Park is for everyone's enjoyment. Please leash and pick-up after your dog at all times while at Fountain Park or any other public area. As a part-time town official, I stop in at Fountain Park as much as possible to oversee this ongoing animal control issue. One of the measures to resolve this issue of un-leashed dogs in Fountain Park being contemplated is to ban all dogs from the park. . If this measure comes to fruition as a result of people who do not abide by the Town by-law (604.4,) "The Leash Law", then all, including those who do abide by the Town by-law, will lose out on using the park.

Wildlife calls are on the rise at animal control. Please be advised that animal control or police will respond to either sick or perceived sick wildlife. Wilbraham abounds with wildlife; residents should make an effort to educate themselves under the venue of people/wildlife co-habitation. Please do not hesitate to call animal control for any information in regards to people/wildlife interaction.

Finally, animal control, once again responded to 1000+ calls relating to potential by-law violations, such as stray animal pick-ups, vehicle/animal interactions, and various other domestic or wild animal situations.

Animal Control/Dog Officer

Michael Masley

ACOAM Certified Animal Control Officer

Board of Fire Commissioners

This past year brought forth considerable challenges and a pleasant result. Behind the scenes, Thomas Sullivan, Town Treasurer, Robert Quintin, Chair of the Capital Planning Committee; Susan Bunnell, Chair of the Finance Committee, and the leadership of Robert Weitz, Town Administrator, created a financial plan for Wilbraham's expansion of its Fire Headquarters. With the blessing of the Board of Selectmen, the Board of Fire Commissioners, Fire Chief Nothe and his staff researched and interviewed architects to test the feasibility of our vision. After a tedious selection process, Tecton Architects was selected to design the expansion of the Fire Headquarters. The firm's experience with public safety design and implementation was critical. After the phase of design, it was determined that our design needs exceeded our preconstruction budget. Faith in the process bought us back to Committee to determine a series of funding alternatives and construction options. At Town Meeting, funding construction alternatives were approved by Wilbraham Town Meeting Voters.

In May, Western Builders, general contractors, began selective demolition and site work at the Fire Headquarters. In the interim, all Fire Department operations were moved to the substation on Woodland Dell Lane. Through autumn, the members of the Fire Department operated out of extremely "tight quarters," but continued to provide quality fire and rescue services to the community. The construction continued through early winter. It's anticipated that in January 2013, the building will be substantially completed, allowing vehicles and personnel to return the newly renovated Boston Road Fire Headquarters. The finished product will be a tribute to the residents who voted for the project and their faith in the Committee members and employees they entrust to manage the community.

The Board of Fire Commissioners would like to acknowledge the efforts of Fire Chief Francis Nothe and Lance Trevallion, Building Inspector/Project Manager of the Fire Headquarters Renovation project, for their many hours of labor and leadership to complete the project on time and on budget. Additional tributes go to the Wilbraham IT Department, Western Builders and its subcontractors; members of the Wilbraham DPW, Wilbraham Fire Department and local vendors, who assisted on the project. A thank you to our many neighbors on Woodland Dell, Main Street and Burt Lane as the "big red trucks and trailers" occupied their neighborhood.

On behalf of the Department and Commissioners, please feel free to visit our Headquarter at 2770 Boston Road, and see first hand what the department has provided for the protection of community members and their property.

Board of Fire Commissioners

Ralph Guyer

Gary Petzold

Edward Rigney

CENTRAL DISPATCH

In 2012, Central Dispatch logged over 16,839 calls for service by the Town's Emergency Services. Dispatchers determined the appropriate response, providing pre-arrival medical instructions when necessary.

Central Dispatch continues to be the first point of contact for residents needing the Town Emergency Services: Police, Fire and Emergency Medical Service. Central Dispatch also maintains radio contact with the Department of Public Works.

Central Dispatch serves as the Town's only 24/7 emergency and non-emergency information center often being called to answer questions on road conditions, school closings, animal complaints and any other concerns residents have.

Central Dispatch

Thomas Cortis, Supervisor	David Clark
Mark Duclose	Anthony Gentile
Linda Ely	Matt Schultze
Lisa Bouchard	Brian Kibby
Shirley Rae	

FIRE DEPARTMENT

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."

In January, the Fire Department received a grant award from Federal Emergency Management (FEMA) for \$105,204 to purchase 3 Cardiac Monitors for the Town ambulances. The Cardiac Monitors allow firefighters/EMTs in the field to perform a 12 lead EKG and transmit the information to Bay State Medical Center for evaluation by Emergency Room Physicians.



(above) images of construction and after construction at the Boston Road Fire Headquarters.

At a Special Town Meeting in April, residents approved funding to move forward with the renovation and expansion of Fire Headquarters on Boston Road. After this approval, the Board of Selectmen awarded a contract for construction of the \$2.7 million dollar project. The funding was accomplished without a Proposition 2 ½ override. Construction began on May 14, 2012, with an expected completion date of early 2013.

Training continues to be an important part of our state of readiness. In 2012, members of the Fire Department completed over 2300 hours of training to maintain and improve their skill levels to provide service and protection to the community.

A Comprehensive Public Safety Staffing Study by the Matrix Consulting Group was conducted in 2008 which recommends increased staffing for three areas: a Deputy Chief, a Lieutenant of Training/EMS, and an additional 2 firefighters that would bring each shift's staffing complement to 6. This increase in personnel would help with the multiple calls that occur regularly.

Working with Massachusetts Emergency Management Agency (MEMA), the Community Emergency Plans were reviewed and updated. The Fire Department continues to participate with the Regional Emergency Planning Committee on a monthly basis.

Wilbraham Fire Chief

Francis W. Nothe

Fire Department Activity

Activity	2012	2011*	2010	2009
Fire/Emergency Responses	718	964	750	619
Emergency Medical Patients	1766	1695	1637	1514
		*Tornado		
Total Emergencies	2484	2659	2387	2133

2012 Code Compliance Activity

Activity	#
Smoke & CO Detector Permits and Inspections	212
Oil Burner Permits and Inspections	24
LP Gas Permits and Inspections	57
Tank Permits and Inspections	28
Residential Building Plan Review	43
Commercial Building Plan Review	13
Fire Sprinklers Permits and Inspections	15
21E Assessments	6
Blasting Permits and Inspections	0
Tank Truck Permits and Inspections	18
Flammable / Combustible Liquid Storage Permits & Inspections	44
Open Burning Permits	822
Miscellaneous Inspections	752
TOTAL	2034

Wilbraham Fire Department Roster

CHIEF: Francis Nothe

CAPTAINS: Tom Laware
Tom Shaw
Peter Nothe
William Manseau

**CAPTAIN OF FIRE
PREVENTION:** David Bourcier

PRIVATES: Russell Mitchell
Wendy Denning
Dan Corliss
Paul Budaj
Anthony Cerini
Joshua Mullen
Dane George
Richard Hatch, Jr.
Victor Robidoux
James Royce
Kevin Brown
Jason Dimitropolis
Timothy Rogers
Anthony Arventos
Mathew Walch
Jeffery Witek
Patrick Farrow

CALL FIREFIGHTER: Mark Haraysz, Jr.

**ADMINISTRATIVE
ASSISTANT:** Lena McCaffrey

**AMBULANCE
BILLING CLERK:** Maria Gildea

LOCAL EMERGENCY PLANNING COMMITTEE

The Local Emergency Planning Committee has been diligent with Emergency Planning and Community Right-to-Know Act's (EPCRA) Hazardous Chemical Storage Reporting Requirements this year. Facilities in our community, who use any hazardous chemical or store it in the workplace, must maintain Material Safety Data Sheets (MSDS); and submit the MSDS' to their State Emergency Response Commission (SERC), Local Emergency Planning Committee

(LEPC) and the local fire department. Facilities must also report an annual inventory of these chemicals by March 1 of each year. The information must be made available to the public as well.

Additionally, in 2012, we have been 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.

Planning efforts are continually being reevaluated to include planning for a variety of disasters that may affect the community. Floods, hazardous materials spills, wildfires, natural disasters and even terrorism all constitute challenges facing community leaders today.

This year our LEPC participated in two joint tabletop exercises, the first sponsored by Pioneer Valley Planning Commission (PVPC) and the Western Mass Homeland Security Council. This exercise involved local and state agencies. A Situation Manual (SitMan) was produced for this exercise with input, advice and assistance from the Region 1 exercise planning team, which followed the guidance set forth in Federal Emergency Management Agency (FEMA), Homeland Security Exercise and Evaluation Program (HSEEP) documentation. The purpose of this exercise was to provide participants an opportunity to evaluate current response concepts, plans and capabilities for a response to a train derailment involving hazardous materials. The exercise focused on how different functioning parts of local and state agencies would collaborate to address a potentially large-scale hazardous event. This exercise was a great learning opportunity for all who participated and was looked upon as a successful experience.

The second joint tabletop exercise was sponsored by the Hampden-Wilbraham Regional School District and assisted by USDA and the National Food Service Management Institute. This exercise involved local and state agencies. A SitMan was produced for this exercise with input, advice and assistance from the exercise planning team, which followed the guidance set forth in the U.S. Department of Homeland Security (DHS) and HSEEP. The purpose of this exercise was to provide participants an opportunity to evaluate appropriate guidelines to ensure the proper control of information within their areas of expertise and to protect this material in accordance with current jurisdictional directives. The exercise also focused on how different functioning parts of local and state agencies would collaborate to address this type of event. This exercise was a great learning opportunity for all who participated and was looked upon as a successful experience, too.

The Pioneer Valley Chapter of the American Red Cross held a "Shelter Operations Workshop" which provided participants with responsibilities involved in the operation of a shelter. The workshop also provided an orientation to the duties and activities of shelter workers. This training was for orientation and planning purposes only. It was intended to provide LEPC members, Town officials and relevant community partners with basic overview of the sheltering process.

A live training exercise was conducted, testing our readiness in response to a hazardous material incident involving a LNG tank truck. The exercise was sponsored by Columbia Gas of Massachusetts and conducted by Massachusetts Fire Training Academy. The exercise focused on how different functioning parts of local and state agencies would collaborate to address this type of event. This real life exercise was a great learning opportunity for all who participated. The participants in this training included Columbia Gas Response Team, District 4 State Haz-Mat Team, Ludlow and Wilbraham Fire Departments.

We constantly take steps to make this community a safer place to live and work. The great communications between LEPC members, local government, business owners and residents makes the entire system succeed.

Respectively Submitted,
 Captain David F. Bourcier, Chair

Local Emergency Planning Committee

David Bourcier, Chair	Edmond J. Miga
Ralph Guyer	Robert A Rucszek
Stoughton L Smead	David R Pasquini
Robert A. Weitz	Thomas Cortis
Robert J. Boilard	Caroline Cunningham
Roger W. Tucker	Ray Kallaugher
Fran Nothe	Terry Nelson
Ed Cenedella	Lorri McCool

PARKING CLERK

The Parking Clerk works collaboratively with the Wilbraham Police Department to enforce the Town’s parking by-laws. This past year, Sergeant Robert Zollo has been the police liaison to the Parking Clerk. Overall, 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 \$100, excluding late fees. A \$10 late fee is added to the original parking citation fee after 31 days of non-payment. After approximately 51 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 fines. The payment of the parking citation fee is enforced; whereas, the fees must be paid to the Town of Wilbraham before the RMV will conduct any business with the violator, such as renewing a driver’s license, registering a car, etc.

In 2012, 39 parking citations were issued in the Town of Wilbraham. Parking citations can include more than one violation offense. For example, one parking citation may have referenced two or more parking violations that occurred in a single incident. Therefore, the number of violations for the year may not equal the number of parking citations issued. The breakdown of violations for 2012 issued parking citations is the following:

Parking Violation Reference #	Definition of Violation	Fine/Fee for Violation	# of Violations in 2012
1	Parked within a designated no parking zone.	\$15	22
10	Parked with the left wheels to the curb or edge of the way.	\$15	5
12	Parked so as to leave less than 10 feet wide unobstructed lane to the curb, edge or solid center line(s) of a street, highway or way.	\$15	2
16	Parked 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	4

19	Parked within a fire lane.	\$15	2
22	Parked on school district property without a current parking sticker or except as a business or social invitee.	\$15	3
23	Parked impeding traffic within a school zone.	\$15	3
25	Parked within ten feet of a fire hydrant.	\$50	1
26	Parked so as to obstruct or occupy a designated disabled veterans or handicap ramp, cross hatch area (as defined by MGL Chapter 40, Section 22a and, or 521 CMR, as amended from time to time) or parking area without proper permits.	\$100	3

In 2012, the collection efforts for parking citation fines were as follows:

# of Parking Citations	Action Taken – Parking Citation	Fees Collected
25	Paid prior to late fee issued	\$460*
2	Paid after issuance of late fee & 2 nd notice of non-payment	\$50
3	Paid after late fee issued & 3 rd notice of non-payment	\$90
2	Appealed parking citation. (1 citation was abated & appeal granted; 1 citation appeal was denied & fine stayed intact.)	\$65
5	Parking citations were sent to the RMV for “marking”	0
2	Parking Citations are pending in the process & are unpaid at this time.	0
3	Parking citations from previous years that were marked at the RMV were paid and cleared from RMV marking.	\$295
TOTAL OF FEES COLLECTED IN 2012		\$960

*\$100 collected was from violation #26 and was allocated to the Commission on Disability’s budget.

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

Parking Clerk

Candace Ouillette Gaumond

POLICE DEPARTMENT

As I look back on this past year, I can say with confidence the weather pattern was much calmer than 2011. This year brought a flurry of changes in personnel within the police department (PD) beginning January 1, with my promotion to Chief. In March, Sergeant Gary Pabis retired after serving with the department for 32 years. After serving eight years, Patrol Officer Timothy Camerlin resigned in May to accept a position as a Parole Officer with the Commonwealth. The holder of badge 1, (and 30 year veteran,) Patrol Officer James Pirog retired in September. We thank them for their many years of dedicated and honorable service to this department and community; and wish them the best in their future endeavors.

Those departures brought opportunities for new officers to serve and protect Wilbraham. Officer Brent Noyes of the Northampton PD, Officer Justin Wall a Sergeant with the Shutesbury PD, Officer Christopher Arventos of the Monson PD and Officer James Gagner of the UMASS Memorial PD accepted positions with this department. Their professionalism and enthusiasm to serve this community will be recognized should you need our services.

Three veteran officers were promoted in the department in July. Sergeant Timothy Kane was promoted to Captain and currently commands the second shift. Patrol Officers Mark Paradis and Edward Lennon were promoted to Sergeant and supervise the midnight shift. I wish to congratulate them on achieving these career milestones. Their experience, professionalism and longevity will provide this department with wisdom and guidance.

Each year there is a review of the records kept for, and reported to, the Federal Bureau of Investigation (FBI) and the Massachusetts State Police. These records are compared to previous years, and an analysis may reveal consistencies or anomalies. A review of the 2012 crime statistics indicated that property crimes related to theft (shoplifting, theft of or from motor vehicles, and theft from residence or business locations) showed a significant increase. This analysis causes debate whether this activity is related to the economic climate; whereas many appear to be crimes of opportunity? We would remind all residents to please lock your cars and secure valuables, especially items left in plain view inside of your cars while parked at home.

The police department makes every attempt to practice a pro-active approach to traffic enforcement. This effort is supported by citizen concerns about traffic affecting safety, quality of life issues, the educational tool known as the radar trailer and officers on patrol. Analysis of these records indicates an increase in issued citations to violators, which correlates to a significant reduction in motor vehicle crashes. Regrettably in 2012, three crashes resulted in fatal injuries to the operators, two of which were motorcyclist. Crash reports investigated in Wilbraham can now be obtained over the internet through "Get Crash Reports.com." This convenient service can eliminate the repeated trips by citizens to the PD to request and obtain a report copy. Most insurance companies prefer this service to expedite claims processing.

To increase residents' awareness of department activity a regular, newspaper segment, *Recent Police Activity in Wilbraham*, is appearing in the Wilbraham-Hampden Times. Brief explanations of incidents that are investigated by officers and related crime prevention tips will be presented. It's our hope that residents who become aware of these incidents may provide the missing piece of a criminal investigation.

I am thankful for the support this department receives from the community. With our partners at Central Dispatch we are available 24/7 to provide service. Please report suspicious activity when you observe it. Together we can make a difference keeping Wilbraham a great place to live and work.

Chief of Police
Roger W. Tucker



POLICE DEPARTMENT-CRIME STATISTICS

I. CRIMINAL COURT COMPLAINTS

PRIMARY ARRESTING OFFENSE

RAPE	3
ROBBERY	2
ASSAULT AGGRAVATED	15
ASSAULT SIMPLE	24
INTIMIDATION	9
ARSON	4
RESTRAINING ORDER VIOLATION	1
BURGLARY/BREAK & ENTER	9
SHOPLIFTING	22
THEFT FROM BUILDING	6
THEFT FROM MOTOR VEHICLE	2
ALL OTHER LARCENY	19
MOTOR VEHICLE THEFT	3
FALSE PRETENSES/SWINDLE	6
EMBEZZLEMENT	1
STOLEN PROPERTY OFFENSES	8
VANDALISM	8
DRUG/NARCOTIC VIOLATION	13
WEAPON LAW VIOLATION	1
BAD CHECKS	0
DISORDERLY CONDUCT	3
DRIVING UNDER THE INFLUENCE	38
PROTECTIVE CUSTODY	8
FAMILY OFFENSE/NON-VIOLENT	0
LIQUOR LAW VIOLATION	9
RUNAWAY	0
TRESPASS OF REAL PROPERTY	7
ALL OTHER OFFENSES	69
TRAFFIC/BY-LAW	252
TOTAL	542

II. PERSONS ARRESTED OR CHARGED OFFENSE TYPE

A. Criminal	255
B. Motor Vehicle	279
C. Protective Custody	8
TOTAL	542

III. PERSONS ARRESTED OR CHARGED BY AGE

A. Adults	504
B. Juvenile	38
TOTAL	542

V. PERSONS ARRESTED OR CHARGED BY OFFENSE TYPE/AGE

A. Criminal	
Adults	218
Juvenile	37

	B. Motor Vehicle		
	Adults		278
	Juvenile		1
	C. Protective Custody		
	Adults		8
	Juvenile		8
	TOTAL		542
V.	PERSONS ARRESTED OR CHARGED BY SEX		
	A. Adults Charged		
	Male		381
	Female		115
	B. Juvenile		
	Male		31
	Female		7
	C. Adults placed in protective custody		
	Male		6
	Female		2
	D. Juveniles placed in protective custody		
	Male		0
	Female		0
	TOTAL		542
VI.	PERSONS INCARCERATED BY AGE/SEX		
	A. Adults	Males	64
		Females	31
	Juveniles	Males	8
		Females	4
	TOTAL		207
VII.	UNIFORM TRAFFIC OFFENSES	Civil	Warning
	Violate RMV Rules/Regulation	22	47
	Stop Sign/Red Lens Violation	63	115
	No Right Turn On Red	0	0
	Improper Pass/Marked Lanes	33	46
	Seatbelt	22	12
	Child Restraint	0	0
	Passing School Bus	0	0
	Speeding	105	314
	Fail Inspect M/V	255	322
	Defective Equipment	53	183
	Unregistered Motor Vehicle	29	17
	No License/Reg In Possession	14	41
	All Other Moving Violations	22	16
	Recreation Veh. Violation	6	0
	TOTAL	624	1113
VIII.	MOTOR VEHICLE VIOLATIONS BY TYPE		
	A. Uniform Traffic Citations		624
	B. Warnings		113
	C. Parking Violations		40
	TOTAL		1777

IX.	UNIFORM CRIME REPORT (FBI CRIME INDEX OFFENSES)	
	Forcible Rape	2
	Robbery	4
	Assaults	87
	Burglary	70
	Larceny-Theft	163
	Motor Vehicle Theft	16
	Arson	2
	TOTAL	344
X.	BURGLARY BREAKDOWN	
	Forced Entry	49
	Unlawful Entry	19
	Attempted Forced Entry	2
	TOTAL	70
XI.	LARCENY BREAKDOWN	
	Larceny over \$ 200	80
	Larceny between \$ 50 & \$ 200	36
	Larceny less then \$ 50	47
	TOTAL	163
XII.	VEHICLE ACCIDENTS	
	Fatal Accidents	3
	Personal Injury Accidents	65
	Property Damage Accidents	240
	TOTAL	308
XIII.	PERSONS INJURED IN M/V ACCIDENTS	
	Persons Killed	3
	Persons Injured	124
	TOTAL	127
XIV.	OTHER ACTIVITY—PUBLIC LOG	
	Call Incidents Citizen-6981 Police 9855	16836
	Call Incidents needing further invest	930
	Alarms Investigated	861
	Lost/Missing Persons	30
	Suspicious Persons/Activity	892
	Deaths Investigated	8
	Complaints/Obscene/Harassing Phone Calls	31
	Towed M.V.'s	387
	Domestic Disturbances	172
	Vandalism	126
	Unsecured Buildings	25
	Civil Marijuana Possession	48
XV.	STOLEN PROPERTY BREAKDOWN	
	There was a total of \$9,868.00 taken in breaks into homes.	
	There was a total of \$290,828.00 taken in larcenies.	
	There was a total of \$145,900.00 taken in motor vehicle thefts.	
	There was a total of \$580.00 taken in robberies.	
	There was a grand total of \$447,176.00 in property stolen in town in 2012.	

XVI. RECOVERED PROPERTY

There was a total of \$ 91,019.00 in stolen property recovered.

XVIII. PERMITS ISSUED

Pistol Permits	265
F.I.D. Cards	17

XIX. FEES COLLECTED

Pistol Permit /F.I.D. Cards	21,500.00
Video/Report Requests	1,609.00
Dealer Permits	0
Fingerprint Cards	30.00
Restitution Checks	0
TOTAL	23,139.00

STATISTICAL COMPARISON FOR UNIFORM CRIME REPORT-FBI CRIME INDEX

	2011	2012	% CHANGE
Criminal Homicide	0	0	0%
Rapes	3	2	33 %
Robbery	2	4	+100%
Assault	127	87	-31%
Burglary/Res/Bus	57	70	+23%
Larceny	138	163	+18%
Auto Theft	5	16	+220%
Arson	3	2	-33%
TOTAL	336	344	+2%

STATISTICAL COMPARISON FOR W.P.D. ACTIVITY INDEX

	2011	2012	%Change
Call Incidents	15510	16836	+9%
Written Complaints	867	930	+7%
Alarms Responded To	1073	861	-20%
Protective Custody	9	8	-11%
Criminal Arrests	218	255	+17%
Vandalism	90	126	+40%
Domestic Disturbance	182	172	-5%
M.V. Accidents-Fatals	0	3	+300%
M.V. Accidents-Injury	73	65	-11%
Property Damage	302	240	-21%
M.V. Accidents-Total	375	308	-18%

MOTOR VEHICLE VIOLATIONS CITED:

	2011	2012	%Change
Civil	406	624	+54%
Warnings	763	1113	+46%
Arrest M/V	204	279	+37%
TOTAL	1373	2016	+47%

POLICE DEPARTMENT PERSONNEL

CHIEF: Roger W. Tucker

CAPTAINS: Raymond J. Kallaugher
Timothy F. Kane, Jr

SERGEANTS: Gary J. Pabis-Retired March 2012
Daniel E. Carr
Glen R. Clark
Robert G. Zollo
Mark A. Paradis
Edward C. Lennon

PATROLMEN: James H. Pirog-Retired September 2012
John P. Siniscalchi
Peter O. Laviolette
Lawrence H. Rich III
Thomas P. Korzec
Harold R. Swift
Christian A. Letendre
Daniel E. Menard-School Resource Officer
Shawn B. Baldwin-Investigator/Court Officer
Jeffrey R. Rudinski-School Resource Officer & Patrol
Timothy J. Camerlin –Resigned May 2012
Michael J. Cygan
Joseph R. Brewer
Aderico P. Florindo
Jesse J. Nason
Thomas D. Motyka
Brent P. Noyes
Justin R. Wall
Christopher C. Arventos
James E. Gagner

ADMINISTRATIVE

ASSISTANT: Lisa M. Bouchard

CELL ATTENDANTS:

Lisa M. Bouchard	Tom Cortis	Dave Lamana
Mary Bready	Mark Duclos	David Goodrich
Linda Ely	Anthony Gentile	Gary Saccomani
Diane Hastings	Matthew Lapre	Daniel Ryan
	Jeffrey Korman	Reginald McCallister

HEALTH & HUMAN SERVICES

BOARD OF CEMETERY COMMISSIONERS



The oldest section of Adams Cemetery in 1963. Several of its trees date to the 1740s, and have been designated as State Heritage Trees. Photograph by Charles Merrick.

In 2012, Adams Cemetery, the Town's first burial ground, commemorated its 276th year, as it was established in 1736. East Wilbraham Cemetery is in its 252nd year, (established in 1760,) and Glendale Cemetery is in its 232nd year, (established in 1780.) All three cemeteries have been serving Wilbraham and surrounding communities ever since. There are enough burial spaces in Wilbraham for well beyond the next 250 years. Each cemetery was originally associated with a church, with the parishioners providing stewardship. In 1876, the Town assumed control and care of the three cemeteries. From that year onward, the Town has appropriated an annual budget for the cemeteries' upkeep.

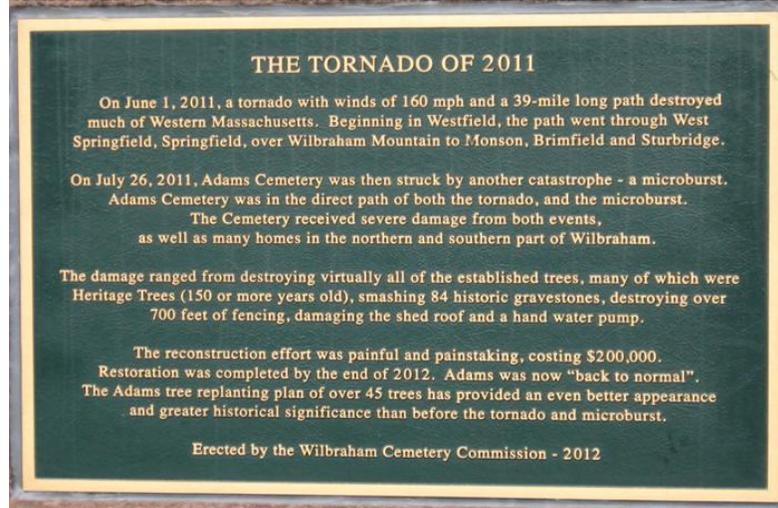
In 2012, there were 14 burials: 6 in Adams Cemetery, 6 in East Wilbraham Cemetery and 2 in Glendale Cemetery. Out of the 14 burials in 2012, 6 were cremations.

Adams Cemetery

During 2012, the emphasis in Adams Cemetery was to complete all remaining work left from the destruction caused by the 2011 tornado. The work included:

- Replacement of remaining post and rail fence, (over 1,500 feet in total.) This was paid from a 2012 Capital Plan Grant.
- Planting of 13 additional large species trees, (under Phase II tree restoration plan,) along with 42 shrubs and bushes located at the periphery of the fence line, (using CPA funds.) 9 more trees were planted using a separate grant from the Town, associated with the October 2011 snowstorm. The total "new planting," including trees previously planted in the fall of 2011, is at nearly 100. Once the new tree stock matures, Adams Cemetery has the potential for having a better appearance than before the disasters of the tornado, microburst and snow storm.
- Two of the cemetery cross-roads were re-built and resurfaced - another repair required as a result of the tornado.
- A cast bronze memorial plaque was installed to commemorate the tornado damage to the cemetery, as well as to the rest of the Town. The plaque also memorializes the communities that were affected by the tornado: Westfield, West Springfield, Springfield, Monson, Brimfield and Sturbridge. This plaque, (as of this

writing,) is the only public reminder of the 2011 Tornado. The plaque was unveiled during the Fall Open House.



The restoration of Adams Cemetery is now fully complete. Over \$200,000 has been spent on repairs, which were all caused from damage by the tornado, microburst and snowstorm of 2011.

The Commission had two volunteers from the Senior Tax Work-Off Program to water the newly planted tree stock. Their very conscientious efforts prevented any tree damage from the very dry 2012 summer. A similar watering program is planned for 2013.

East Wilbraham Cemetery

At East Wilbraham Cemetery, all undesirable vines and brush at the fence line were removed. The low hanging trees and shrubs were trimmed. With the support of William Sperazza, Temporary Tree Warden & DPW Director of Operations, 9 new trees were planted using State and Town grants. Other regular maintenance and upkeep was also completed.

Glendale Cemetery

At Glendale Cemetery, the road was reconstructed with oil and stone to improve its condition. This was accomplished with the help of the Wilbraham Highway Department's sweeper. The Commissioner is most grateful for their assistance.

In the fall, the Wilbraham Highway Department cleared the north area of overgrown weeds and brush. This will be helpful in maintaining the appearance of the cemetery and also allowing the installation of the remainder of the colonial fence. This will be the continuation and completion of the project that began in 2009. The colonial fence replaced the chain link fence from the stone wall on Monson Road to the cemetery entrance on Glendale Road. When completed, the colonial fence will surround the historic section on three sides. This project is subject to the approval of a Community Preservation grant.

Also in the fall, the Highway Department planted 4 new trees in the Historic Section through the auspices of Town and State grants. This was done through the cooperation of William Sperazza as well. This was in addition to two memorial trees purchased by lot owners as a memorial to their loved ones.

The Cemetery remains in excellent condition. The Commissioner has received several compliments, not only from the lot holders who visit the cemetery but also by those driving past.

Cemetery Commissioners

Donald R. Bourcier, Chair
Philip J. Hamer, Treasurer
Wilfred R. Renaud, Secretary

COMMISSION ON DISABILITY

In 2012, the Commission continued its work to inform and educate the Wilbraham community through a variety of public meetings and outreach activities about disabilities and accessibility. A Commission member rode with a Wilbraham police officer, while on active patrol, to observe the enforcement process for accessible parking spaces. Commission funds were used to purchase a door pressure gauge for the Town’s Building Department to facilitate a more accurate assessment of this critical detail of the State’s building code. In June, a photograph of several Commission members attending the accessible planting boxes built by Eagle Scout Tyler Hall at the Community Gardens appeared on the front page of the Wilbraham-Hampden Times.



Accessible planting boxes at the Community Gardens. Photo courtesy of David Miles of Wilbraham-Hampden Times.

The Commission committed its entire August meeting to an inspection tour of the new Minnechaug Regional High School. Several issues were identified; and the Commission worked with the Town’s Building Inspector to ensure that the appropriate contractors were informed and the issues adequately resolved. Director of the Wilbraham Public Library, Karen Demers, lead a very thorough review of library’s accessibility issues during the Commission’s public meeting in October. The monthly public meetings during the current year are being held at different locations in Town to accommodate public participation and to familiarize Commission members with the breadth of disability issues faced by Town residents. The Commission closes the year with two vacancies and asks that any town resident with knowledge of accessibility issues considered serving on the Commission by sending a Letter of Interest to the Town’s Select Board.

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.

Commission on Disability

Ed White, Chairman
Steven Fratoni, Secretary
Diane DaSilva
Elaine Scott
Ben Hogan
Earl Way
Barbara Harrington
Evelyn G. O'Brien (*deceased 2012*)

ADA Coordinator

Lance Trevallion

COUNCIL ON AGING/ELDER AFFAIRS

2012 was an active year for the Wilbraham Senior Center and Council on Aging. In January the Selectmen appointed an 11 member Senior Center Needs Study Committee, to identify, assess and make recommendations concerning the current Senior Center in terms of its ability to provide current and anticipated needs of our senior population. The group met monthly for 9 months and prepared a comprehensive report. The Committee agreed that there is a definite need for a larger facility and that the Town should give serious consideration to planning and constructing a senior center adequate to fulfill the needs of seniors now and in the future.

A presentation was made to the Selectmen in November. As one selectmen stated "the ball is now on their side of the field." As we wait to see what the next step will be, the Friends of Wilbraham Seniors continue to raise money with their annual Fashion Show, Holiday Bazaar, Winter Raffle and Dine-Outs. This dedicated group of volunteers works diligently to raise funds and awareness for the needs of the seniors in Wilbraham.

Despite lack of space in our present center, we strive to provide programming, activities and services that inform and educate our elders. In May, we held our first Senior Fair, with over 20 vendors and 200 seniors participating. Other new programming included Zumba Gold, Gentle Walking, Belly Dancing, a variety of speakers and musical entertainment. Over the last year, 1,329 seniors participated in 16,168 activities.

The Senior Center is open to all residents age 60 and over for programming and activities. We are also open to all residents, regardless of age, who are in need of financial assistance through food stamps and fuel assistance.

With a small staff of three, none of this would be possible without the 80 volunteers who answer the phones, drive the van, drive seniors to medical appointments, deliver the weekend meals on wheels, collate and label the newsletter, and pitch in whenever asked. I would personally like to thank the members of the Needs Study Committee: Norma Bandarra, Charles Bennett, Trant Campbell, Daniel Fitzgerald, Roger Fontaine, William Garvey, Betsy Johnsen, Wayne Phanuef and Father Joseph Sorrano. Thank you to all who make the Wilbraham Senior Center a wonderful place to visit.

Director of Elder Affairs

Paula S. Dubord

Activities/Volunteer Coordinator

Mary Ellen Schmid

Social Services Coordinator/Veteran's Administrative Assistant

Barbara Harrington

HEALTH INSPECTOR

The Board of Health (Board of Selectmen) is responsible for protecting public health and the environment. The Inspector is responsible for the enforcement of, and education for, public health issues and regulations. The position required 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 a re-inspection is conducted to verify compliance.

2012 Health Inspections Conducted	
Inspection Type	# of Inspections
Food Establishments (i.e. Restaurants, Non-profit Kitchens, Schools)	43
Food Establishment-Retail	7
Food Establishment-Bakery/Residential Kitchens	5
Seasonal Food Establishments	3
One Day Food Establishments	8
Camps	11
Pools	5
Tanning Salons	2
Motel	1
Total Inspections in 2012	85

In addition to the above, the Inspector is responsible for investigating complaints of trash and debris on private or public property, the health and welfare of individuals who may need assistance or guidance; noise complaints, septic system failure complaints; air quality issues and any other issues relating to public health concerns. In all these instances, the Inspector conducts an inspection to determine the health risk; and follows up with a letter to, or contact with, the affected parties to eliminate the health risk. When compliance with an order is not obtained within the specified time, the Inspector will continue the enforcement through the legal process. In these cases, the Inspector submits the documentation to the appropriate court and represents the Town in any subsequent court proceeding.

The Inspector is also involved in the Hampden County Health Coalition and Regional Emergency Planning Committee, which meets monthly to discuss and initiate preparedness and public health initiatives.

The Health Inspector also handles Title V Septic System responsibilities. She is required to handle all aspects of the enforcement of Title V issues. This includes witnessing all site assessments required during percolation testing for new construction and repairs of all leach fields in the town. The proposed design for the new leach field, or any component of, is submitted for the Inspector to review and approve. The Inspector is then required to conduct all field inspections of the installation to assure compliance with the approved design. All aspects of Title V Septic Systems are handled through the Engineering Department at the Town Office Building. In 2012, the Inspector witnessed 96 percolation tests, reviewed 116 septic designs and inspected 63 installations.

Health Inspector

Lorri McCool

Board of Health

Robert J. Boilard

James E. Thompson

Robert W. Russell

HOUSING AUTHORITY

Spring Clean-Up: The Minnechaug Boy's and Girl's track teams have been doing a community service project at our Miles Morgan and The Pines elderly housing developments for fifteen years; we call it the "Spring Clean Up."

From year to year, the number of students may vary but on average about 60 to 70 students arrive along with track coaches and occasionally some parents at 9:00am on Friday during spring vacation. Everyone has work gloves, rakes, shovels and other assorted yard tools. Half of the volunteers go to the Miles Morgan Development and the other half to The Pines Development. Within a few short hours, our parking areas are swept clean of the winter sand; leaves are raked out of shrubs and along fences, and all the newspapers and litter that blew out of cars and were hidden under snow are removed.

About 11:30am, all the volunteers at The Pines head to Miles Morgan Development and within a few minutes our maintenance men arrive with about twelve party size pizzas for all the volunteers.

Retirement: In January 2013, Carol Anne Young, after twenty years as the Executive Director of Wilbraham Housing Authority, retired. After a lengthy advertising and hiring process, Paula Olsen was hired as the new Executive Director.

Are You Interested In Serving On The Wilbraham Housing Authority's Board Of Commissioners? The Wilbraham Housing Authority has five commissioners. Four commissioners are elected for a five year term during Town elections. The fifth commissioner is appointed by the Governor for a five year term. The Wilbraham Housing Authority has been without a Governor-appointed commissioner since 2009. If you are a Wilbraham resident and interested in serving on the Wilbraham Housing Authority's Board of Commissioners, please contact the Housing Authority office. Board meetings are held on the second Tuesday of each month at 7:00pm.

Regulatory Agency: The Massachusetts Department of Housing and Community Development is the regulatory agency for the Wilbraham Housing Authority. The Wilbraham Housing Authority manages affordable family and elderly/disabled housing. Applications are available at the Housing Authority office, 88 Stony Hill Road; weekdays from 8:30am to 12:30pm or by calling 413.543.1700.

Board of Commissioners:

Peter Manolakis, Chairperson
Anne Turcotte, Vice Chairperson
Judy Cezeaux, Treasurer
Cindy Peret, Assistant Treasurer
Vacant, Governor's Appointment

Executive Director

Carol Young

PUBLIC HEALTH NURSE

In 2012, the Public Health Nurse continued to work closely with the Massachusetts Department of Public Health (DPH) by monitoring and reporting communicable and reportable disease using the Massachusetts Virtual Epidemiologic Network (MAVEN). Collaboration with local and state health officials allowed for the surveillance of disease outbreaks and trends. Following these emerging trends allowed us to prepare and respond to disease threats. Several hundred cases of confirmed and suspect disease cases were followed over the year. These cases presented throughout our community. Influenza rates were high in the Commonwealth; yet, Wilbraham saw only 20 lab confirmed cases. The Wilbraham Senior Center Flu Clinic was held and several hundred people received free-

state supplied—vaccine in October. We believe this year’s above average vaccination rate, availability of the vaccine early in the season; ongoing public health education and outreach services contributed to the overall good health of our community.

The Public Health Nurse participated in the Food Borne Pathogen Round Table event. This was a joint exercise involving representatives from local fire, police, hospitals, schools, and local vendors. This was one of several collaborative events that focused on emergency preparedness within our community. The Public Health Nurse is a member of the Hampden/Wilbraham Medical Reserve Corps. Also, this Public Health Nurse was active in state and federal health conferences that provided information and services directly to our community. Wilbraham was represented at “Operation Stand Down,” a public health initiative that provides free care and services for veterans.

A new initiative referred to as PHEAP (Public Health Elder Access Program) was launched in the winter of 2012. This program seeks to explore and overcome the socio—economic, cultural, physical, psychosocial and developmental barriers that elders may face when trying to access community health care programs and initiatives. In partnership with senior community residents and leaders, the aim is to improve wellness through understanding by overcoming and identifying barriers for this demographic. We are now offering monthly wellness clinics, the first two Wednesdays of every month in the community; in addition to the weekly clinics offered at the Wilbraham Senior Center. We saw an immediate response and increase in service need. This program is being provided at no cost to Wilbraham Seniors.

The Health and Information Center is located at the Senior Center. This information is updated frequently and contains: information on Lyme disease and prevention, Infectious Disease, Adult Inoculation Schedules, Information on Diabetes and other topics. Wellness Guides, Food & Drug recall listings and many free services are also available to the community and can be accessed via the Public Health Office. Blood pressure screenings are done every Tuesday at the Senior Center. Consultations are available with the Public Health Nurse every Tuesday and Wednesday from 9am until 2pm. Wellness checks and home visits are scheduled as needed.

Respectfully Submitted by,
Lee Giglietti BS, RN, BSN
Wilbraham Public Health Nurse

VETERANS AFFAIRS

Memorial Day was celebrated on May 27, 2012, at 10am at the Glendale Cemetery. The date and location of this program originated with our Civil War Veterans and Towns’ people placing flowers on the graves of all Veterans. Wilbraham has continued this tradition since the 1880’s.

In attendance were Senator Gale Candaras, Representative Angelo Puppolo and Selectman Robert Russell, who represented the Board of Selectmen. Also represented were Wilbraham Legion Post 286 of Wilbraham, Quaboag Highlanders Pipe and Drums and the Civil War 10th Massachusetts Volunteers Infantry Militia. A special thank you to our students Kathleen Dion and Hannah Sweeney for their beautiful rendition of God Bless America; and Jake Roberts for his moving trumpet solo of Taps. The program was highlighted by Bill Kule doing a flyover with his Navy bi-plane.



Richard Prochnow, Veteran Agent, speaking at the Memorial Day Ceremony at Glendale Cemetery.

Veterans Day activities were held on November 11, 2012 at 11am. The exceptional weather brought out many people to observe this important day. The Board of Selectmen and Representative Angelo Puppolo addressed the crowd. Our featured speaker was Jesse Barry a Navy Diver and Seal. He spoke about a mission he performed as a member of the U.S. Navy. Rev. Robert E. Price, another guest at the ceremony, gave the invocation. Our music was provided by the choir students of The Wilbraham Monson Academy under the direction of Thad Wheeler and, once again, Jake Roberts played Taps. The Wilbraham Boy Scouts did their annual burning of old flags. Old flags can be dropped off at the Veterans Office.

The Veterans Office features monthly forums at the Senior Center on the third Friday of the month at 9:00a.m. Future events will include a trip to Westover Airforce Base and a tour of the Springfield Armory.

The Veterans Office was very fortunate to work with Caroline Cunningham, former Public Access TV Executive Director, who passed away in December, 2012. Caroline was always available to help the office and direct the taping and recordings of Veterans events throughout the years. Her presence and expertise will be greatly missed.

Veterans Benefits

The Commonwealth of Massachusetts provides one of the best state Veterans benefits programs in the nation. Cities and Towns administer and dispense the benefits, and are reimbursed at 75% from the Commonwealth. In 2012, the Town spent \$52,057.17 in Veterans Benefits, under MGL Chapter 115, as approved by the Commissioner of Veterans Services, of which 75% (\$39,042.88) will be reimbursed by the state to the Town.

The Veterans office helped 72 Veterans and, or Veterans' family members in 2012. This included phone calls, office and home visits, totaling 221 service units.

The goal of the Veterans Office is to provide valuable information and availability to Veterans and their families. We are happy to answer questions relating to benefits, documents, and military services. Veteran updates (news, forums, etc.) will be posted on our Town website. We are open to suggestions pertaining to presenters for our forums or programs.

Our office hours are Monday-Friday 9:00am to 3:00pm. We can be reached at 596-8379 or by email. Richard Prochnow, Veteran Agent, can be reached by email at rprochnow@wilbraham-ma.gov, or you can contact his Assistant, Barbara, at bharrington@wilbraham-ma.gov. Please know that the Veteran Agent is available to make home visits to our homebound citizens, too.

The Veterans Office would like to sincerely thank all of the many dedicated people who have helped make our ceremonies and programs a success. We commend all of the Veterans and their families for their commitment and sacrifices for this great nation.



Crane Park-(From right to left) World War I Monument; World War II, Korean War and Vietnam War Monuments and Soldier's Monument.

Veteran Agent
Richard Prochnow

Veterans Administrative Assistant
Barbara Harrington

RECREATION & CULTURE

THE ATHENEUM SOCIETY



In 2012, there was a change in leadership that brought new energy to the Old Meeting House. As a result, The Atheneum Society has been excited to offer new and interesting programs to the public for free through our Open House programs/activities.

The Open House activities were very well received this past year. The Atheneum Society was able to provide a variety of interesting historical and cultural events to the community through its 2012 Open House. Some of the activities are as follows:

- Hosted a beautiful quilt show - May and June;
- Offered free Friendly's ice cream by the garden, while the Art League was exhibiting their work - July
- Presented antique cars on the lawn for viewing - August;
- Exhibited the Lincoln Casket display, which drew in a large crowd – November; and
- Displayed the ever-popular, decorated Christmas trees - December.

The Atheneum Society also toured Adams Cemetery in October to view the recovery efforts since the tremendous tornado damage in 2011. Also, not to be forgotten, The Atheneum Society hosted the Historic Demonstration performed by Peter Dembkowski who appeared in period costume and offered very knowledgeable information about the era he was portraying.

Although an important part of The Atheneum Society's role is to bring historic and cultural events to the community, the Society is also charged with historic preservation of the Wilbraham community. During the winter months, the Old Meeting House Museum's curators have been busy cataloging acquisitions of the Meeting House. This is a

project that commenced two years ago. The curators will continue this project until all items in the Old Meeting House Museum's/Atheneum Society's possession have been cataloged.

The Old Meeting House is open regularly to the public. It conducts Open Houses on the second Sunday of the month, from 2p.m. to 4 p.m., during May to November. In December, the Old Meeting House is open the first Sunday of the month, from 1p.m. to 5p.m. for the Christmas Trees display. For more information, check out the new event sign in front of the Old Meeting House. The new sign will list upcoming events being offered at the Old Meeting House Museum as well as any scheduling changes.

The Atheneum Society welcomes the Wilbraham community to the Old Meeting House!

The Atheneum Society

Sandy Sanders	Lucy Peltier
Peter Ablondi	Wally Clark
Nan Nieske	Joan Paris
Wendy O'Rourke	Don Bourcier

CULTURAL COUNCIL

The Massachusetts Cultural Council's Local Cultural Program is the largest grassroots cultural funding network in the nation, supporting community-based projects in the arts, humanities, and interpretive sciences annually. The goal of the Wilbraham Cultural Council (WCC) is to fund as many programs as possible to enhance and benefit the cultural vitality of the town of Wilbraham as a whole, rather than benefiting any private individual or group. The amount of funds Wilbraham received in 2012 was \$3,870, with interest earned. The amount available for grant awarding totaled \$3,907.

Through its funding resource, WCC tries to reach as many different audiences as possible, from school-age children to senior citizens. Since the funding from the Massachusetts Cultural Council is limited, the funds are spread thin. Our members feel that awarding of grant monies have been fair and equitable in the choice of programs which received funds in 2012 as well as the programs chosen for the upcoming year of 2013.

After two informational, open meetings held in 2012, at Town Hall, and after receiving some very widespread publicity, the WCC received and considered 21 applications requesting funding for 2013. One application was withdrawn by the applicant before being considered. The requests ranged from \$150 to \$2,000. This year, the WCC was able to fund 11 requests. One of the Council's priorities this year was to award funding to support Wilbraham's year-long 250th Birthday Celebration, which received the largest award for its kick-off First Night Celebration. Additional funding awards were granted for a variety of cultural projects. The following is a sample of some of the projects awarded funding: funds for admission tickets to *Lupa Zoo, the Basketball Hall of Fame & Springfield Science Museum* for children participating in the Wilbraham Parks and Recreation Summer Program at Spec Pond; *Strings and Friends Concert* at Minnechaug Regional High School; *Georgia O'Keefe Pastels* at the Wilbraham Public Library and *Hear That Whistle Blow* at the Wilbraham Senior Center. The WCC feels that the programs selected for funding in 2013 will promote the availability of rich cultural experiences for every Wilbraham resident.

Wilbraham Cultural Council

Mary J. Reilly, Chairman	Janet Wise
Margaret F. Kelliher, Secretary	Janet Vitkus
Deborah Alm	Martha Damon

HISTORICAL COMMISSION

Historical Commissions are charged with identifying and recording the historic assets of a community. They are further responsible for recognizing and preserving these assets. In cooperation with groups whose purpose parallels our own, we have made significant strides toward that end this year.

The entire inventory completed to date is now available to the public via Wilbraham's website. Our main focus with our Community Preservation Act funds this year is to achieve National Historic Register status for our Town owned cemeteries. We have been working in conjunction with the Cemetery Commission; and have engaged the Pioneer Valley Planning Commission for expert assistance with the painstaking process of applying for this distinction. We have also supported the work of a group which spearheaded the restoration of the sign commemorating the Wilbraham Mountain Hill Climb.

Our goal for this year is to add to the inventory of our beautiful, historic homes. Our priority will be to complete the inventory of historical properties on Main Street and Springfield Street. We will apply for Community Preservation Funds to enable us to continue to work with the Pioneer Valley Planning Commission.

Historical Commission

Robert Kelliher Jr., Chairman	Patrick Kiernan
Carol Albano	Lucy Pelland
Wally Clark	Arthur Wolf
Marty Damon	

PUBLIC LIBRARY

The library had several staff changes this year, beginning with Karen Demers taking the helm as library director after eighteen-plus years serving in circulation and adult services. Mary Bell was promoted to the Adult Services; Librarian Dorothy Moore was hired as our Reference and Outreach Services Librarian, and Rebecca Berezin joined the team of Library Pages.

The first order of business for the year was to develop a new Strategic Plan as required by the Massachusetts Board of Library Commissioners. A committee was formed of community members representing varying demographics in Town. The group recommended a new set of service priorities which will affect our spending and program efforts for the next three years. The complete plan is available to read from the library website. The six priorities, approved by the Board of Trustees are:

1. Create Young Readers: Early Literacy
2. Satisfy Curiosity: Lifelong Learning
3. Visit a Comfortable Place: Physical and Virtual Spaces
4. Understand How to Find, Evaluate, and Use Information: Information Fluency
5. Connect to the Online World: Public Internet Access
6. Making Informed Decisions: Health, Wealth, and other Life Choices

The children's department delved right away into the initiative to enhance services for the very young. The couch in the preschool area has been re-upholstered with vibrant new fabric, creating a welcoming space for caregivers to read to toddlers. The children's staff began a working relationship with Cindy Milner, whose "Pathways for Parents" program was funded by a grant from the Massachusetts Department of Early Education and Care.

The digital collections continue to grow. Responding to increasing demand for e-books, the library added access to *Freeding*, a collection of titles without waiting lists. Additionally, the Wilbraham Public Library was the first library in western Massachusetts to launch *Zinio for Libraries*, a new product that has magazines available to read through PCs as well as through apps for tablet and Smartphone users. Library staff continue to train our patrons on the use of these new services. In 2012, our reference department scheduled 37 one-on-one appointments to assist and train patrons.

The library partnered with the *Wilbraham-Hampden Times* to create a bi-weekly column, "On the Shelf." Several staff members write and contribute articles that highlight library collections and services. The library also enhanced our efforts with social media, with an active Facebook presence and regular tweets @WilbrahamPubLib on Twitter.

The children's department continues its successful series of story time and toddler two-step sessions; and also offered special events, such as *T-Bone's Big Adventure*, *The Tanglewood Marionettes* and the live animal event, *Nocturnal Nights*. Over 75 people of all ages came to meet Toto the Tornado Kitten and his owner, Jonathan Hall. The library held its most successful teen summer reading program to date, with eighty-seven kids reading 174,701 pages in seven weeks. The adult services department added a new book discussion group to meet in the evenings, and held a series of popular workshops on Ancestry.com and other genealogy resources.



"Toto the Tornado Kitten" Event held at the Wilbraham Public Library. Photo courtesy of the

There were several physical improvements to the building in 2012. The windows for the dormers were replaced.

Additionally, an awning over the book drop to protect staff, patrons and materials from the elements.

The library was supported throughout the year by LIFT, the Friends of the Library, and the Memorial-Endowment Fund. The library also received special donations from Country Bank, Hampden Bank, Monson Savings Bank,

People's United Bank, and the Wilbraham Cultural Council. Red Robin Restaurants and ProShred collaborated with the library to launch fundraising events; and several local businesses offered support for our summer reading program.

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



Teen Loft Center at the Wilbraham Public Library. Photo Courtesy of the Wilbraham Public Library.

2012 WILBRAHAM PUBLIC LIBRARY STATISTICS				
Category	Adult	Teen	Children	Total
<i>Collection Holdings</i>				
Books	27,785	1,914	20,973	50,672
Periodicals	2,161	142	198	2,501
Video formats	2,664	13	1,598	4,275
Audio formats	3,610	173	1,151	4,934
Total holdings (includes other materials not listed above)	36,503	2,230	24,192	62,925
<i>Circulation/Checkouts</i>				
Books	48,072	7,198	43,796	99,066
Periodicals	4,739	118	170	5,027
Video formats	16,574		10,850	27,424
Audio formats	10,043	485	1,542	12,070
Total circulation (includes other materials not listed above)	99,964	7,885	56,716	164,565
OTHER STATISTICS				
Registered borrowers				9420
Programs	103	50	137	290
Program attendance	1,112	1,082	2,913	5,107
Reference questions	4,940	936	4,039	9,915

Board of Library Trustees
 James S. Jurgen, Chairman
 Llewellyn Merrick, Treasurer
 Linda Moriarty, Secretary
 Jean Canosa-Albano
 Mary McCarthy
 Ray Burk

Wilbraham Public Library Director
 Karen Demer

PARKS & RECREATION DEPARTMENT

As the old saying goes, “steady wins the race.” “Steady” is the best word to describe the Parks and Recreation Department in 2012. During 2012, the Recreational programs remained steady with only one new program added to the mix. The Parks and Recreation Department also maintained a steady progress of renovations to its various facilities and fields.

The Parks and Recreation staff had another year of turnover within the Assistant Parks & Recreation Director position. Aaron Siko, former Assistant Parks and Recreation Director, had a short, six month tenure before returning

home to Pennsylvania. The position was then filled by a local applicant, Jared Pabis, who brings a wealth of lacrosse knowledge to the position and a strong understanding of the Wilbraham community. The Administrative Assistant, Merrie Kaye, completed her 13th year; and the Parks & Recreation Director, Bryan Litz, completed his 12th year, which allowed for continuity in all aspects of the very dynamic Department.

The Playground and Recreation Commission had its first open position to fill since 2010. After 8 years of service, Kevin Burnham, member of the Commission, resigned from his post. The position will be filled in early 2013. We are grateful to all the Playground and Recreation Commission members for their years of service and dedication to, not only the Parks and Recreation Department but also, the Town.

Back to our opening paragraph: “steady wins the race;” the only program the Department added in 2012, was the Wilbraham Hiking Club. Led by a very dedicated leader, Jay Taylor, the Hiking Club started off as an idea and has blossomed into a committee with weekly and monthly hikes taking place all over the state and country. Our programming remained steady from an enrollment aspect, while the Department continued to tweak each program in an effort to improve each season.

Touching on the second aspect of the opening paragraph, renovations within our Parks, the Spec Pond Recreational Complex continued its facelift. Over the course of 2012, the following items were either added or renovated:

- Pavilion and Beach House were connected to Town sewer;
- Sport Field Lighting was completed;
- Concession/Storage Building,
 - (The Department officially moved all its sports equipment out of the Little Red Schoolhouse and into its new storage building at Spec Pond Recreational Complex;)
- Country Bank Playground,
 - (Over 100 residents helped construct the Country Bank Playground;)
- New Parking lot was added; and
- Basketball Courts were moved.

Along with all the renovations, the new softball field also saw its first action; and it was an exciting day for the young ladies of Wilbraham. For the first time, as result of the renovation efforts in 2012, 2013 will see game action under the lights at Spec Pond. There is also another round of exciting renovations to our local parks forthcoming in 2013. Thanks to the great fundraising efforts of the Wilbraham Friends of Recreation; all the renovations have been made possible without utilizing tax dollars.

The Wilbraham Parks and Recreation Department continues to evolve by updating its programs and upgrading its facilities to meet the active lifestyles of the residents of Wilbraham and surrounding communities. Much more is planned for 2013! The Parks & Recreation Department is committed to increasing and improving dynamic and diverse options for quality recreation!

Recreation Commission

Mark Jones - Chairman
Stan Soja
Bill Scatolini
Jon Stogner
Patricia Silk
Dave Patterson

Parks & Recreation Department

Bryan Litz, Parks & Recreation Director
Jared Pabis, Assistant Parks & Recreation Director
Merrie W. Kaye, Administrative Assistant

HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT

Hampden-Wilbraham Regional School Committee

On August 29, 2012, the new Minnechaug Regional High School (MRHS) opened its doors for the first day of school. Thanks to the citizens of Hampden and Wilbraham who voted to build the new school and to the hard work of too many people to thank individually, we now have a state-of-the-art high school and community building that we can all be proud of; and that will maintain property values and make our Towns more desirable places to live.

The School Committee has begun the process of setting up a capital fund to insure that future school committees will have the resources for capital expenditures that will inevitably be needed so MRHS will continue to serve our communities for years to come.

The School Committee has also worked hard to provide all Hampden-Wilbraham Regional School District (HWRSD) teachers with the tools needed to ensure academic achievement in a safe and healthy environment, while at the same time exercising fiscal responsibility.

On behalf of the entire Hampden-Wilbraham Regional School Committee, thank you for your support in helping us give our students some of the best schools in the Commonwealth of Massachusetts, a state with a reputation for having some of the best schools in the nation.

Hampden-Wilbraham Regional School Committee

D. John McCarthy, Chairman

(Through May 2012)

Scott R. Chapman, Chairman
William Bickley, Jr.
Marianne Desmond
D. John McCarthy
Lisa Morace
Peter T. Salerno
Gilles Turcotte

(As of May 2012)

D. John McCarthy, Chairman
Lena Buteau
Marianne Desmond
Marc Ducey
Michelle Emirzian
Lisa Morace
Peter T. Salerno

Superintendent of Schools

The vision of the Hampden-Wilbraham Regional School District is to develop 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.”

The following reports, I believe, demonstrate our commitment to this vision. Beyond this, the reports provide evidence of the:

- Professionalism and dedication of over 500 District employees.
- District-wide focus on building and sustaining healthy and safe learning environments.
- Commitment to developing HWRSD as a true “community of learners.”
- Emphasis on meeting the needs of all learners by providing a range of academic experiences and services.

- Active involvement of our parent community in the educational process.
- Well-coordinated and aligned program of curriculum and instruction.
- High levels of achievement and accomplishment in the academics, athletics, arts and community service by the 3,500 of students of Hampden and Wilbraham.
- An administrative commitment to working with all stakeholders to provide educational excellence in a cost-effective, efficient manner.

The most notable HWRSD event in 2012 was, of course, the opening of the new Minnechaug Regional High School. Technologically-advanced, safe and highly efficient, this new 240,000 square-foot facility will provide the students of HWRSD with an opportunity to learn and grow in a 21st century learning environment.

On behalf of the faculty, staff and students of the District, I extend my appreciation for the support we receive from the townspeople of Hampden and Wilbraham.

M. Martin O’Shea, Superintendent of Schools

Annual Financial Report

The theme for the Hampden-Wilbraham Regional School District’s FY12 budget was “Facing Current Realities and Future Needs.” The goals for the budget were to accept that there are new economic realities, to reiterate that there are needs to be met to safeguard the District’s mission, to acknowledge that the demand for educational excellence has not changed, and to realize that even in fiscally challenging times there is opportunity to make the District stronger.

Guiding Principles:

- Protect the mission and priorities of the District
- Develop a cost effective budget that promotes student well-being and achievement
- Adjust to new economic realities while remaining focused on continuous improvement
- Obtain adequate funding while recommending assessments to the Towns that are manageable

The District has continued to sustain high academic achievement while facing challenging economic conditions. The reality of the fiscal situation is that we are charged with the difficult task of developing a budget in a financially constricted environment at both the local and national level. Our communities have high expectations for student achievement, but they, too, have reductions in their resources available to fund the school and Town programs. Our budget was a balanced plan that incorporated the economic realities of the District and the Towns, while meeting the needs of our schools in a fiscally responsible way. The District heeded the Towns’ requests to maintain limited operating assessment increases for the last several years. Our budget objectives were met by presenting a minimal operating budget increase, by using grant funding wherever possible and by instituting cost cutting measures throughout the budget.

The District works closely with its stakeholders to maximize efficiencies and provide the best possible educational experience for the children in our communities by utilizing all resources available. It is the District’s hope that Hampden and Wilbraham will continue to sustain the quality of their school system through their continued generous support.

Beth L. Regulbuto, Assistant Superintendent for Business

Curriculum

The Hampden-Wilbraham Regional School District designs a rich and rigorous curriculum in order to develop the unique talents of each individual student. The curriculum renewal process is ongoing and ensures continuity and consistency in grades PreK-12. Access to high quality curriculum materials and resources is equitable throughout the District's schools. The level of technology integration across the curriculum has intensified with improvements in staffing, infrastructure, equipment, reliability and professional development. The focus on differentiated instruction and inclusive practices to meet the needs of individual learners provides all students with an appropriate level of challenge and support.

Below are some highlights from across the curriculum areas:

- The *Responsive Classroom* (elementary level) and *Developmental Designs* (middle school level) programs have been implemented in every classroom in order to create learning environments where children thrive academically, socially, and emotionally.
- The District utilizes a research-based elementary reading and language arts program which incorporates the five components of literacy learning: vocabulary/oral language, phonemic awareness, phonics, fluency, and reading comprehension.
- The *Writing Across the Curriculum* program is a learning strategy implemented at every level in order to enhance the development of literacy, content knowledge, and thinking skills.
- The mathematics curriculum supports the development of conceptual understanding through communication, problem solving, making connections and meaningful practice.
- The science program advances scientific reasoning as students investigate and solve complex problems using the appropriate tools. Standards-based science units are studied in the classroom and are enriched through regular science labs at the elementary level.
- The history, geography, civics, and economics concepts and skills are addressed through interactive units of study in each grade.
- The arts play a central role in human development for children at all ability levels. Cognitive, language, and social-emotional development are positively impacted by participation in the arts.
- The health and physical education learning opportunities are an integral part of the total educational process and promote a lifelong physically active lifestyle, as well as respect for self and others through a safe school environment.
- The School Resource Officers in both Hampden and Wilbraham have established an important presence in the schools. This asset promotes safe schools and aligns with the principles of prevention research.



*New Minnechaug
Regional High
School. Photo
Courtesy of the
Hampden-
Wilbraham Regional
School District.*

Academic Performance

Since its inception in 1998, the Massachusetts Comprehensive Assessment System (MCAS) has increasingly become a primary source of information with regard to student achievement, curriculum evaluation, and diagnosis of individual student strengths and weaknesses. The chart below provides a comparison of the District's recent results:

Grade/Subject Tested	Percent of Students Scoring Advanced or Proficient				
	2009	2010	2011	2012	2012
	HWRSD	HWRSD	HWRSD	HWRSD	STATE
Gr. 3 Reading	74	78	79	78	61
Gr. 3 Mathematics	75	81	80	63	61
Gr. 4 English Language Arts	61	69	47	71	57
Gr. 4 Mathematics	51	47	39	64	51
Gr. 5 English Language Arts	73	71	75	62	61
Gr. 5 Mathematics	54	57	64	59	57
Gr. 5 Science/Engineering	72	71	73	70	52
Gr. 6 English Language Arts	84	82	81	79	66
Gr. 6 Mathematics	71	67	68	71	60
Gr. 7 English Language Arts	86	87	81	80	71
Gr. 7 Mathematics	70	71	62	66	51
Gr. 8 English Language Arts	88	91	90	92	81
Gr. 8 Mathematics	63	67	59	58	52
Gr. 8 Science/Engineering	51	52	44	48	43
Gr. 10 English Language Arts	90	88	93	97	88
Gr. 10 Mathematics	85	84	85	89	78
Gr. 10 Biology	73	82	77	84	69

In addition to MCAS performance, HWRSD educators use a range of information to monitor student achievement. One example of the data considered to be relevant is SAT scores. Score trends rather than results from any one year are considered most relevant. The table below provides longitudinal SAT results for students graduating from Minnechaug Regional High School.

Mean SAT Scores 2002-2012

	District			State			National		
	Reading	Math	Writing	Reading	Math	Writing	Reading	Math	Writing
2002	518	530	n/a	512	516	n/a	504	516	n/a
2003	517	529	n/a	516	522	n/a	507	519	n/a
2004	529	550	n/a	518	523	n/a	508	518	n/a
2005	531	550	n/a	520	527	n/a	508	520	n/a
2006	501	526	509	513	524	510	503	518	497
2007	521	534	522	513	522	511	502	515	494
2008	520	542	526	514	525	513	502	515	494
2009	524	551	527	514	526	510	501	515	493
2010	518	544	523	512	526	509	501	516	492
2011	524	552	519	513	527	509	497	514	489
2012	518	543	523	506	523	500	496	514	488

Using all relevant data, the teachers, administrators, parents, students and communities are working together as effective partners. As a result, the Hampden-Wilbraham Regional School District enjoys multiple opportunities to celebrate the excellent accomplishments of its students.

According to the high school Guidance Department, the graduates of the Minnechaug Regional High School Class of 2012, represented a group of academically accomplished students. Of this class, 94% were accepted to and planned to attend post-secondary institutions of higher education, with 63% enrolled in four-year colleges and 29% enrolled in two-year colleges.

Many of these students were admitted to highly competitive colleges and universities including: Bentley University, Boston University, Catholic University, Colby College, College of the Holy Cross, Connecticut College, Dartmouth College, DePaul University, Fairfield University, Fordham University, James Madison University, Northwestern University, St. Anselm College, Springfield College, Stonehill College, Syracuse University, Tufts University, Union College, US Air Force Academy, US Naval Academy, Vassar College, and Villanova University.

Timothy W. Connor, Assistant Superintendent for Curriculum and Instruction

Mile Tree Elementary School (Grades PreK – 1)

Mile Tree Elementary School is home to over 340 students in Preschool, Kindergarten, and First Grade. It is the Wilbraham children’s first step in their educational experience in the Hampden-Wilbraham Regional School District.

The mission of the Mile Tree Elementary School is to educate the children in a safe, supportive and nurturing environment by providing opportunities for social, emotional and cognitive growth while meeting the developmental needs of its early childhood community. Dedicated staff members collaborate to provide the highest quality early childhood educational experience for all Mile Tree students. Mile Tree Elementary School provides rich, developmentally appropriate learning experiences in all physical, social and emotional, language, and intellectual areas.

Mile Tree’s PTO supports the school in numerous ways. Proceeds from its fundraisers have been earmarked to update the school’s technology materials; and the book fair profits are used to purchase leveled readers for the school library’s special literacy corner. The PTO also sponsors many community-building and interactive assemblies, including special math and science nights, the Saturday pancake breakfast, the “Anything Goes” nights, family fun walks and monthly guesstimate contests to support the math program.

Rosemary Brosnan, Principal

Green Meadows Elementary School (Grades PreK-4)

Green Meadows School had an enrollment of approximately 270 students in grades preschool to grade 4. Our School Improvement Plan focused on two areas: 1) to improve the mathematical skills of all students using the Common Core State Standards; and 2) to provide a safe and effective learning environment that supports the diverse learning needs of all students. To meet these goals, the faculty worked in grade level teams to review the new Common Core State Standards in Mathematics and English Language Arts. A Teacher Leadership team was formed with representatives from each grade level to lead this important study to determine what needed to be changed in our current curriculum to meet the rigorous goals of the new standards. To foster a safe and effective learning environment, teachers at Green Meadows participated in a year-long study group to develop a plan for

introducing *Tiered Instruction* at selected grade levels. The goal of *Tiered Instruction* is to meet the individual learning needs of each child so that children needing additional assistance have access to extra help, and those needing enrichment have opportunities to expand their learning experiences. Members of the Related Arts Team (Art, Music, Science, and PE/Health) led a year-long school-wide study of Thornton W. Burgess. Students were read stories, learned about Thornton Burgess's early life and visited nearby Laughing Brook as a culminating activity.

Green Meadows also began the first year of the self-study for accreditation through the New England Association of Schools and Colleges (NEASC). Teachers worked in teams to evaluate curriculum, instruction and assessment against standards provided by NEASC. The first part of the self-study, Learning Area Study, has been completed and the second phase of the self-study will be completed during the next school year.

The Hampden PTO, School Council and parent volunteers worked hard to support Green Meadows Elementary School through fundraising, daily support in the classrooms, and contributions to the development of our School Improvement Plan. The fundraising efforts of the PTO were used to purchase I-Pads for Green Meadows School so that each classroom teacher and specialist has an I-Pad to integrate into daily instruction. Web-based software programs such as Study Island, Reading Eggs and the universal screening tool, Aimsweb, were purchased to support curriculum and instruction. Our computers throughout the school were also upgraded so that on-line programs could be utilized within the classrooms, lab and library. The integration of this new technology has allowed teachers to differentiate instruction and better meet the unique learning needs of all our students.

Deborah F. Thompson, Principal

Stony Hill Elementary School (Grades 2-3)

Stony Hill Elementary School, built in 1957, refurbished in 1999, and reorganized in 2010, currently educated over 340 students in grades two and three. With seven second grade classrooms and eight third grade classrooms, Stony Hill makes each classroom a true "homeroom." All teachers have been trained in *Responsive Classroom* techniques and each day begins by celebrating the Stony Hill School community with Morning Meetings.

In education, change has one word: improvement. Our School Improvement Goals for the year were to deliver consistent, standards-based literacy and mathematical instruction that will improve student achievement. To achieve this, every day we aim to live by our school motto: "Share the brain, share the wealth, share the leadership." We all strive to do this in ways that promote teaching expertise, provide a positive educational climate and address the needs of the whole child: academically, socially, emotionally, and physically.

As always, we are grateful for the efforts and support of our outstanding staff, active PTO and dedicated School Council. Without their involvement, all the many enriching, fun and memorable events that define us as Stony Hill Elementary School would not be possible.

Sherrill Caruana, Principal

Soule Road Elementary School (Grades 4-5)

Soule Road Elementary School enrolled 320 students in grades four and five. Whether they are participating in academic classes, related arts or extracurricular activities, students are learning and demonstrating the knowledge and skills they will need to succeed in the world. Teachers have committed to building an even stronger school community through increased collaboration between teaching teams and grade levels. School-wide initiatives, such

as the 25 Book Campaign, “Toys Come Alive,” writing project and the 1,000 Acts of Kindness Campaign, encourage communication and help to establish a strong and supportive learning community. 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 Elementary School continued its commitment to *Responsive Classroom*. Teachers began each day with a Morning Meeting designed to teach and model positive social interactions and to help students learn how to solve school-related problems. In addition, character value lessons were introduced and studied school wide and culminated in an assembly to recognize individuals who were role models for each character value. As part of the program, specially selected books highlighting a particular character value were shared with all classes throughout the year. The School Adjustment Counselor facilitated the program by reading and discussing the books with each classroom, thus building a common experience and understanding that could be referenced during future lessons.

An active home-school connection is an essential component to a successful school community. From fundraising and volunteering in the classrooms, to promoting the implementation of our School Improvement Plan, the Soule Road School Council and PTO provided endless support to the students and staff. The PTO organized several fundraising events including the Scholastic book fair, Election Day bake sale and monthly dine-out nights. Fundraising proceeds help fund educational programs presented at school, as well as field trips to locations such as the Springfield Museums and the Sons and Daughters of Liberty tour in Boston. Soule Road School is very grateful for all the volunteers who gave their time and talent to enrich the lives of our students.

Through teacher meetings, professional development and curriculum planning, at both the school and district levels, teachers are reflecting on their practice and collaborating with one another to increase student learning. Teachers at Soule Road School not only work tirelessly within their classrooms, but also beyond the school day on initiatives such as the Instructional Leadership Team, the School Safety Team, and the Student/Teacher Assistance Team, which are all essential to maintaining a safe and supportive learning environment. Our 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 the 21st century.

Lisa Curtin, Principal

Thornton W. Burgess Middle School (Grades 5-8)

Thornton W. Burgess Middle School enrolled 292 students in grades 5 - 8. Acting as our blueprint, the School Improvement Plan focused on two strategic goals: 1) To improve instruction and student learning; and 2) Maintain an environment that is emotionally nurturing, developmentally appropriate and culturally sensitive.

Goal 1: To improve instruction and student learning:

In mathematics, teachers throughout the building consciously wove mathematical concepts into their curriculum and provided targeted instruction to meet the specific needs of students who struggled in certain areas. Enrichment activities were provided to students who had mastered grade-level topics, including small-group instruction that focused on collaboration. As a result, MCAS scores in the previously under-performing area of Special Education showed meaningful growth this year.

In English Language Arts, teachers continued to work on improving instruction and performance across the curriculum and throughout the building. Students in all disciplines engaged in writing assignments, including reflections and open responses in mathematics. Longer writing projects were not only assigned by English teachers,

but also in classes such as science, history and Spanish. Small-group instruction was utilized to provide focused instruction for students who struggled in specific areas. MCAS scores continued to show the same high level of performance as previous years.

To address the District's goal of providing students with 21st Century skills, Thornton W. Burgess Middle School implemented the following initiatives:

- Edline trainings presented by faculty members to help staff effectively use the service and all its functions
- Library added third computer lab
- SMART Personal Response system provided by the PTO
- Electronic progress reports replaced traditional paper ones
- Computer classes resumed through a scheduling change which allowed the computer teacher to share her time between Thornton Burgess and Wilbraham Middle School
- FARR Program has acquired several iPads for student use
- File locker capability added to Edline and students trained
- Students learned to touch type in 8th Grade Strategies
- Grammar and structure in Spanish class reviewed by creating videos and editing them using digital nonlinear editing software

Goal 2: Maintain an environment that is emotionally nurturing, developmentally appropriate and culturally sensitive:

Through the efforts of the building's staff and with the aid of the Safe Schools/Healthy Students Grant, Thornton W. Burgess Middle School provided an environment where students were increasingly comfortable and enthusiastic about coming to school every day. The school culture encourages students to take healthy risks and challenges them to work to their potential. A myriad of programs were available to address student needs, and the faculty was attentive in addressing issues that developed.

- School Adjustment Counselor hired to provide additional support for students with emotional needs
- Faculty trained in *Developmental Designs* to provide social education for students
- Assistant to the Principal hired to address student behavior and communicate with parents
- School Council survey for parents through SurveyMonkey to collect data to continue to improve school environment
- After-school programs, such as MATHCOUNTS, Student Council, strategy games club and after-school cooperative/competitive games continued to provide students with opportunities for guided social interaction
- School Resource Officer from Hampden Police Department helped students create positive relationships with community police
- Students provided opportunities to participate in variety of extra-curricular activities such as Student Council, morning music lessons/ensemble practice, faculty/student basketball game, and badminton competition

In addition, the FARR Program, created to address the needs of students with profound learning disabilities, has been a great success. Students throughout the school have volunteered to work with the students in the program. Additionally, FARR Program students have had opportunities to participate in a variety of regular-ed classes, particularly related arts classes such as music, physical education and art.

Noel Pixley, Principal

Wilbraham Middle School (Grades 6-8)

Wilbraham Middle School served 605 students in grades six, seven and eight. The school had a very exciting year full of wonderful opportunities for students and has made great strides in our mission to meet the needs of our students academically, socially, emotionally and physically.

The school has a new student-created motto, “Wilbraham Middle School...Teachers Teach, Students Learn, Everyone Grows,” which has been a strong driving force for many of our educational programs this year. These include flexible grouping in 7th and 8th grade math classes, the introduction of benchmark assessments in English Language Arts and Math, and increased common assessments for all subjects.

All teachers at the Wilbraham Middle School have now been trained in Developmental Designs. This powerful program focuses on the social and emotional growth of adolescents and is a major attribute of the Wilbraham Middle School culture.

Our students enjoyed various enriching activities during the year: the 6th graders toured the Boston Museum of Science; the 7th graders went to Springfield College for a day of team building activities; the 8th graders visited Symphony Hall to enjoy a drama production of some short stories they had been reading in class; and all students enjoyed the carnival themed Field Day.

Thanks to creative and successful fundraising efforts, the Wilbraham Middle School installed interactive whiteboards in the 8th grade Math and Science rooms, which enhance classroom instruction, encourage collaboration, and expand student learning.

Through positive collaboration between administration, teachers, students and their families, it was another enriching and successful year at the Wilbraham Middle School.

Daniel D. Roy, Principal

Minnechaug Regional High School (Grades 9-12)

From the Principal: Minnechaug Regional High School continues to excel in the academic, social, and physical education of its 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 as we become active world citizens who demonstrate integrity, responsibility and respect.” The major goals of the School Improvement Plan developed by the School Council are: 1) To integrate the Common Core State Standards (CCSS) to increase student participation in rigorous reading, writing, and researching specific to each area of the curriculum; 2) To create a minimum of two common assessment tools in every course at Minnechaug, with at least one being a formative assessment designed to evaluate student learning progress and resulting in appropriate adjustments in instruction; and 3) To create rubrics to provide meaningful, formative feedback on instructional practice to teachers from parents and students, using the MRHS Student Learning Expectations (SLEs), Standard 3 “Community and Family Engagement” of the Massachusetts Educator Evaluation System, and Standard 3, Instruction Indicators from the New England Association of Schools as the guide.

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

The **English Department** offers rigorous, skills-based curriculum for freshmen and sophomores and a variety of rigorous courses for juniors and seniors in preparation for college and career. Honors level English was added for sophomores and seniors. Our MCAS scores are exceptional, with a passing rate of 100%. The department continues to involve the school community in arts and culture and to engage in community service. Emeralds Literary Magazine 2011 won national awards including the “Silver” rating from Columbia Scholastic Press Association (CSPA), and the 2012 magazine earned an “Excellent” rating from The National Council of Teachers of English by the Program that Recognizes Excellence in Literary Magazines (PRESLM). Our students continue to be honorably mentioned and awarded for writing on the local and national levels.

The **Fine Arts Department** offers seven classes in music performance, a music history class, and a music composition class utilizing the new Mac music lab in the new high school. Classes are offered in introductory art, ceramics, advanced drawing and AP Studio Art. The band and choirs presented assemblies to the entire school body, performed evening concerts, and played a central role in graduation ceremonies. The marching band presented a half-time show at a home football game and marched at the Big E. Twenty-four students were selected by audition to the Western Massachusetts MMEA Senior District Festival, and four were accepted to All-State. Seven band students were accepted to the Quabbin Valley Senior High Music Festival, and one was accepted to the National Honors Band. The band and choir groups continue to be highly visible in our communities performing at the Wilbraham Senior Center, Rotary Club, and Memorial Day ceremonies. The jazz band and madrigal singers both took part in the “First Night” activities kicking off Wilbraham’s 250th Anniversary celebration. Art students were accepted to Art All-State and represented in the *Springfield Republican* newspaper’s “Talented Teens in the Arts”. Several art and music students successfully completed AP exams in Music Theory and Applied Art and many chose to major in art or music in college. The art faculty compiled multi-media presentations of student work and presented them at evening music concerts and during student assemblies. The music department invited adult singers from all community and church choirs to join the high school band and choirs in a performance of “America, The Beautiful” at their final concert in the original Minnechaug auditorium.

The **Foreign Language Department** continues to prepare students for the advancement of language learning at the college level, and an appreciation of other people, cultures, and the complicated world in which they live, by promoting language learning for job preparation or military service. In today’s society, with an emphasis being placed on global learning, it is the department’s goal to prepare our students with strong skills in a foreign language so they may study and/or work in a culturally diverse environment. Through language learning, students begin to reflect on the world and themselves through another language and culture. Most students complete at least two years of their chosen language and many continue to study the languages through the higher levels. In addition to the use of literature, film, and media through interesting activities and projects, we have added the use of technology to enrich the experience of the students within the language classroom. By utilizing the new language lab, students have fostered greater confidence in listening and speaking in the selected language. The foreign language students, staff, and entire student body continue to honor and celebrate National Foreign Language Week. The department enjoys participating in the FACES Homestay program, allowing 12-15 French high school students to join our student body for two exciting weeks. In the past, this program has been a very positive and rewarding cultural experience for all involved.

The **History and Social Sciences Department’s** main goal is to assist students in developing critical thinking skills through research, analysis of primary and secondary sources, and evaluation of events from various points of view in historical context -- all of which are essential parts of the Common Core State Standards. The department’s intent is to instill in students the importance of participating in civic literacy, while developing global awareness and effective communication and technology skills, which are vital in the 21st century. Teachers have increased the amount of technology used in their classrooms, thanks to the new computers on wheels and Wi-Fi. We registered 26 students in the Fall Voter Registration drive and held a mock presidential election. Students were provided with first-hand

accounts of various historical events and practices provided by guest speakers, including local veterans from WWII, Korea and Vietnam; a police officer; a former student who discussed the fields of psychology; and a psychology professor from a local college. Several classes participated in field trips, which enhanced the time period and materials studied. Destinations included: Springfield Armory, Massachusetts State House, Freedom Trail, Armenian Genocide Museum, JFK Museum, Osborn Correctional Institution, Hyde Park-FDR and Newport mansions. The department's clubs, Model Congress and Mock Law, were again successful at their yearly competitions. Members of the History Department participated in various pedagogical workshops, and attended classes at local universities, which led to new degrees for several members. The department also hosted two student teachers and added two new courses: American Studies and Global Terrorism and International Response.

Interscholastic Athletics: Throughout the year, Minnechaug's student-athletes competed and excelled in 29 athletic offerings. Our program continues to be one of the most competitive and comprehensive programs in the State. This year will approach the 1,300 mark for student participation over the three sports seasons! Our athletes continue to strive for excellence in the classroom and understand the importance of a well-rounded education. All sports teams continue to help those in need and participate in numerous community service projects over the course of the school year. As always, we appreciate all the fans and parents for their support of Falcon Athletics!

The **Mathematics Department** has been actively involved with curriculum revisions in order to align to the newly adopted Common Core State Standards. All math courses challenge students while aiding in the development of critical thinking and problem solving skills. The department has developed common assessments and pre- and post-evaluation tools, which will be used to gain valuable feedback allowing for revising curriculum outlines as necessary to best meet the needs of all students. Department members continue to use technology to present material and enrich classroom lessons. Ten of our mathematics classrooms have the newest TI-Nspire calculator technology, which allows students to interact with the teacher and receive essential feedback through use of the calculator. Eno boards, projectors and document cameras allow for the presentation of online materials and computer software programs, such as Mathematica, within the classroom and have become an integral part of everyday instruction. Four Advanced Placement BC Calculus students represented Minnechaug in the Annual WPI Invitational Mathematics Meet and placed in the top third of the competing schools. In our Advanced Placement Calculus and Statistics courses, 100% of all students who took the Advanced Placement exam earned a qualifying score of 3 out of 5 or higher, making them eligible to receive college credit. Our Mathletes team completed their season in seventh place out of 22 competing schools.

The **Physical Education/Health/Family and Consumer Sciences Department** continues to revisit and revise lessons, classroom activities and assessment strategies that incorporate Common Core learning standards and that will also meet the new Student Learning Expectations. The department maintains its strong working relationship with local colleges and universities by supervising undergraduate students during their practicum experience. The department continues to offer valuable hands-on learning experiences for high school students enrolled in Child Study and Preschool Management.

The **Science Department** continues to revisit and revise lessons, classroom activities, and assessment strategies to reflect 21st century learning goals such as critical thinking, critical reading, and project-based learning; the four Student Learning Expectations as defined by the Minnechaug faculty; and the integration of the Common Core. Two new courses were added: Forensic Science, which is a multilevel upperclassman elective, and Global Science, a freshman offering. These courses were created with 21st century learning goals in mind, as well as the Common Core and Student Learning Expectations. The department continues to enhance school-to-home communication through the use of Edline and has been actively integrating introduction to the research process into all courses with the assistance of the school's Information Specialist.

Student Activities facilitates over 55 co-curricular student activity programs with 600 participants gaining experience in fundraising, community service and academic competitions with state and national awards. MRHS students donated over \$15,000 to local and national charities, provided over 5,000 hours of community service, held numerous food and clothing drives, provided over 250 hours of tutoring, and gave over \$2,000 in scholarships. The department has experienced great success in the third year of the Peer Mentoring program for all freshman and transfer students, and the nationally-recognized Raising Student Voice and Participation (R.S.V.P) program, which provides our student body with the opportunity to create civic action plans to better our school, community, and world. The Student Council received the Massachusetts Association of Student Councils Gold Council of Excellence Award for the second consecutive year, and for the third year in a row, a Minnechaug student served as President of the Western Massachusetts Association of Student Councils (WMASC).

The **Business, Computer Science and Technology Education Department** enjoyed another productive year. Students in the Electronics/Robotics class implemented the Lego Tetrax Robotics System that included programming software and assembly of Lego Robot. Student teams competed with one another with their finished products. An after-school program with the Robotics culminated in students attending First Robotics, a statewide competition. Students in the Business classes competed in the STCC Business Plan Competition and earned first and second place. The Business Department also received a \$20,000 commitment from Chamber of Commerce for new technology! Computer Science students competed in two programming competitions, earning first place at the WNEU High School Programming Competition and third place in the WPI High School Programming Competition. Students from the Technology, Business and Computer Departments traveled to Disney World to participate in the Youth Educational Series (YES) and its many different activities including: Careers, Life Management, Physical Science and Technology, and Arts and Humanity. Disney employees and cast members facilitated the program and students enjoyed seeing behind-the-scenes activities and the day-to-day workings of the famous resort.

The **Counseling Center**, formerly known as the Guidance Department, continues to offer a variety of programs to our students and their parents. Some of the community outreach services provided include welcome calls to the homes of all freshmen, College Financial Aid Night, College Night for juniors and their parents, follow-up program for seniors and their parents, Orientation Program for eighth grade students and their parents, and reception for transfer students. A College Fair for juniors and seniors was held with representatives from 100 colleges participating. Many students take online courses and many of our seniors take college courses through joint admission programs at select local colleges. The SAT Reasoning and Subject tests, ACT, PSAT, ASVAB and AP exams are all administered at Minnechaug. Our Internship Program for seniors has grown to over 100 students, many doing double internships. Our School- to-Career Specialist and Guidance Counselors cover topics in developmental guidance classes such as transition to high school, career readiness, and financial planning. All students use NAVIANCE to complete interest inventories and to research colleges and careers. The department also hosted a Credit for Life Fair where seniors learned about money management. Our five Guidance Counselors, two Adjustment Counselors and one Alcohol, Tobacco and Other Drugs Counselor meet individually with students to assist in developing course schedules, making career and college choices and dealing with personal issues. All Counselors are members of our Student/Teacher Assistance Team (S/TAT), which is a prevention and early intervention program.

Stephen M. Hale, Principal

Adult Community Education and Recreation

The Adult Community Education and Recreation Program, New Beginnings, provided diverse enrichment opportunities for all age groups in the community. Our new facility has sparked increased interest in many areas and we continued to offer new courses in the computer strand. These have proven to be popular as more and more people are being connected via more complex devices. The Yoga program continued to be a success and the new

Watercolor class received tremendous support. As we continued to work through the construction and demolition phase at the high school, our summer programs were relocated to Spec Pond. As a result, we have formed a great working relationship with the Recreation Department to offer programming for our younger population over the summer months. As always, we strive to find new and exciting programs to offer our adult and young population and encourage suggestions.

Mike Roy, Director

Health, Safety and Student Support

School Health Services

The HWRSD school nurses support student learning, achievement, and well-being by providing comprehensive school health services to our students. School nurses promote health and safety, intervene with actual and potential health problems, provide case management services, administer first aid and emergency care, monitor students with complex health needs, verify immunization compliance, conduct communicable disease surveillance, perform mandated health screenings, and offer health counseling and education.

During the year there were 44,674 student health encounters for nursing services. Due to nursing interventions that assist students to remain in school, our calculated return-to-class rate was 94.9%. The nurses administered 18,494 doses of medication to students, including insulin, asthma medication, psychotropics, anticonvulsants, antibiotics, analgesics, and other over-the-counter medications. School nurses performed 10,379 procedures for student assessment and treatment, such as blood glucose testing, carbohydrate/insulin calculation, auscultation of lungs, blood pressure measurements, and scoliosis brace care.

In collaboration with the Scantic Valley Regional Health Trust (SVRHT), several wellness programs were made available to District employees including: employee health fair, incentivized health promotion programs, exercise and relaxation programs, incentives for completing health screenings, and access to smoking cessation support. A Weight Watchers-at-Work Program was held in the district with several participants in each session. The school nurses continue to administer flu vaccines to District employees.

As always, the school nurses are grateful to the members of the Wilbraham Women's Club who volunteered to assist with the vision and hearing screenings in the Preschool, Kindergarten and tenth grade students. Also appreciated is all the help from parents who assist in administering the fluoride mouth rinse program selected grades at Mile Tree, Stony Hill, and Green Meadows.

In addition to their school nursing responsibilities, several of the school nurses and school nurse substitutes are active members of the local Medical Reserve Corps (MRC). The MRC unit is part of a local collaborative effort that is prepared to assist with small and large-scale public health events and emergencies.

Teri Brand, RN, BSN, NCSN, Nurse Leader

Safe Schools/Healthy Students

The District's commitment to providing pathways to success for all learners includes strategically seeking and utilizing grant-funded resources. Several initiatives were advanced through both new and continuing State and Federal grant programs totaling over one million dollars. These highly competitive awards have allowed the District to implement innovative, research-based and data-informed programs and services that recognize the interconnections between safety, wellness, social-emotional development and academic achievement.

Of particular note, the District's Safe Schools/Healthy Students grant program continued to gain momentum. In its third year of implementation, the positive impact of this federally funded project is visible throughout the school and community environments. The first element focuses on school safety. With the help of our police and fire department partners, we have refined safety audits and emergency response procedures and improved our radio communication systems. In the element of substance abuse and violence prevention, our School Resource Officers and counselors have worked with our health teachers to implement the Lifeskills Curriculum in grades 3-9. The student support emphasis of the grant has allowed us to reinforce positive behavior through *Responsive Classroom* and *Developmental Designs* strategies, and has expanded the availability of after-school programs at the middle and high schools. The mental health and early childhood components of the project have developed a referral network of community-based counseling services and have supported the efforts of the Community Partnership for Children.

The project has also launched resources that solidify the connection between social-emotional wellness and academic achievement. In October, the District became one of only 60 districts to receive a federal Elementary Counseling grant. The District will receive \$366,733 each year for the next three years to hire school psychologists and implement tiered interventions for academic and social/emotional success. This new grant builds upon the Safe Schools/Healthy Students infrastructure with its emphasis on promoting resilience, respect and coping skills for all students. It will also increase our school and community-based mental health referral capacity, including suicide and self-injury prevention and critical incident response resources, and will expand parent education opportunities. With our Safe Schools/Healthy Students initiative as a cornerstone in the District's goal of safety and well-being for all students, these enhanced programs are visible in all components of our educational mission.

Gina Kahn, Director - Safe Schools/Healthy Students Program

Student Services

Student Services is responsible for the coordination of all special education services for the District. Our commitment is to provide a full range of interventions for students who demonstrate challenges in learning. In addition to special education teachers and educational inclusion paraprofessionals, Student Services employs school psychologists, speech/language pathologists, school adjustment counselors, physical therapists, occupational therapists 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) 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 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 in all our schools to meet the unique needs of our learners. School psychologists are now building based and in addition to their scheduled evaluations, they are available to provide daily consultation and support services, including academic and social/emotional interventions that they have researched or learned through various trainings and professional workshops. In addition, our school adjustment counselors continue to provide counseling services to our students, as well as suggestions and guidance to our families in the Hampden-Wilbraham Regional School District.

Debra L. Tobias, Ed.D., Director

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:

Mile Tree Elementary School	Thornton W. Burgess Middle School	Minnechaug Regional High School
Rosemary Brosnan, Principal	Noel Pixley, Principal	Stephen Hale, Principal
Patricia Colkos	Karen Burzduk	Kurt Anderson
Marcia Jackson	Lynn Byrnes	Cathy Belleville
Wendy Labbe	Mary Beth Lanoie	Jamie Card
Pamela Pearson	Rebecca Lewis	John Derosia
Toni Wall	Virginia McKeon	Griffin Doyle
Green Meadows Elementary School	Eric Panasci	Robyn Dunn
Deborah Thompson, Principal	Damion Pisacane	Katie Farrell
Amy Bostian	Warren Schoonover	Nancy Hunt
Ellen Collins	Amy Shank	Melanie LaFlamme
Heather Jolicoeur	Lori Trask	Tommy Mehlich
Duane Mosier	Wilbraham Middle School	Bill Metzger
Dawn Marie Sheldon	Daniel Roy, Principal	David Robinson
Emily Shimansky	Karen Anti	Georgianne Small
Soule Road Elementary School	Beth Cebula	Nicky Smith
Lisa Curtin, Principal	Sinel Franco	Kate VanDolson
Cathy Mahoney	Dan Handzel	Lisa Vartanian
Marguerite Myers-Killeen	Liane Kendall	
Ellen Schmutte	Louise Moore	
Anne Sleboda	Kelly O'Malley	
Stony Hill Elementary School	Chrissy Plumb	
Sherrill Caruana, Principal	Lisa Simon	
Mary Beth Laliberte	Georgina Trebbe	
Lisa Gasteyer	Rebecca Lewis	
Michele Mistalski	Virginia McKeon	
Kathy Palermo	Eric Panasci	
Chrissy Plumb	Damion Pisacane	
Meghan Saunders	Warren Schoonover	
Esta Sobey	Amy Shank	

Retirements during the 2011-2012 School Year

Carole J. Alderman	Minnechaug Regional High School
Diane C. Baron	Green Meadows Elementary School
Donna A. Berrouard	Minnechaug Regional High School
Judy A. Carr	Soule Road Elementary School
Phyllis C. Ervin	Minnechaug Regional High School
Diane M. Fontaine	Stony Hill Elementary
Judith A. Ingerson	Central Office
Susan H. Long	Wilbraham Middle School
Virginia M. McKeon	Mile Tree Elementary School
Ellen J. Muse	Minnechaug Regional High School
Christine L. Niederpruem	Wilbraham Middle School
Joanne W. Rostowski	Stony Hill Elementary School
Diane K. Scott	Green Meadows Elementary School
Judith Bowerman Slezak	Minnechaug Regional High School
Andrea S. Tarczyński	Minnechaug Regional High School

Five Year Enrollment History

Grade	2007-2008			2008-2009			2009-2010			2010-2011			2011-2012		
	H	W	T	H	W	T	H	W	T	H	W	T	H	W	T
K	42	139	181	49	179	228	50	156	206	44	144	188	37	152	189
1	72	147	219	46	141	187	50	179	229	47	154	201	41	147	188
2	68	181	249	71	158	229	53	152	205	49	180	229	46	159	205
3	63	195	258	72	186	258	74	159	233	51	150	201	50	180	230
4	72	188	260	63	199	262	76	193	269	70	157	227	51	156	207
5	72	200	272	69	194	263	67	200	267	73	202	275	75	160	235
6	61	213	274	69	199	268	70	195	265	66	193	259	72	207	279
7	71	208	279	65	215	280	70	210	280	69	187	256	66	192	258
8	75	216	291	70	220	290	65	215	280	68	205	273	66	187	253
9	73	236	309	77	245	322	71	236	307	67	233	300	75	216	291
10	72	206	278	65	220	285	76	225	301	64	219	283	69	225	294
11	62	195	257	67	204	271	67	217	284	76	216	292	66	216	282
12	87	227	314	61	191	252	67	198	265	60	212	272	75	211	286
Other			73			74			65			60			49
TOTAL	890	2551	3514	844	2551	3469	856	2535	3456	804	2452	3316	789	2408	3246

Hampden-Wilbraham Regional School District Directory

Central Office

M. Martin O'Shea, Superintendent of Schools
Beth L. Regulbuto, SBO, MCPPO Assistant Superintendent for Business
Timothy W. Connor, Assistant Superintendent for Curriculum and Instruction
Debra L. Tobias, Ed.D., Director of Student Services
621 Main Street, Wilbraham, MA 01095 – (413) 596-3884
Office Hours: 7:00 a.m. to 4:00 p.m.

Green Meadows Elementary School (Grades Pre K – 4)

Deborah Thompson, 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)

Rosemary Brosnan, Principal
625 Main Street, Wilbraham, MA 01095 – (413) 596-6921
School Hours: 8:30 a.m. to 2:40 p.m.

Minnechaug Regional High School (Grades 9 –12)

Stephen Hale, Principal
621 Main Street, Wilbraham, MA 01095 – (413) 596-9011
School Hours: 7:35 a.m. to 2:05 p.m.

Soule Road Elementary School (Grades 4 – 5)

Lisa Curtin, Principal
300 Soule Road, Wilbraham, MA 01095 – (413) 596-9311
School Hours: 8:30 a.m. to 2:45 p.m.

Stony Hill School (Grades 2 – 3)

Sherrill Caruana, Principal
675 Stony Hill Road, Wilbraham, MA 01095 – (413) 599-1950
School Hours: 8:30 a.m. to 2:45 p.m.

Thornton W. Burgess Middle School (Grades 5 – 8)

Noel Pixley, Principal
85 Wilbraham Road, Hampden, MA 01036 – (413) 566-8950
School Hours: 7:40 a.m. to 2:00 p.m.

Wilbraham Middle School (Grades 6 – 8)

Daniel Roy, Principal
466 Stony Hill Road, Wilbraham, MA 01095 – (413) 596-9061
School Hours: 7:40 a.m. to 2:00 p.m.

HWRSD Center for Health and Safety

Thornton W. Burgess Middle School
85 Wilbraham Road, Hampden, MA 01036 - (413) 566-5060
Office Hours: 8:00 a.m. to 4:00 p.m.

www.wilbraham-ma.gov