

# Town of Wilbraham 2023 Annual Town Report



# TOWN OF WILBRAHAM 2023 ANNUAL TOWN REPORT

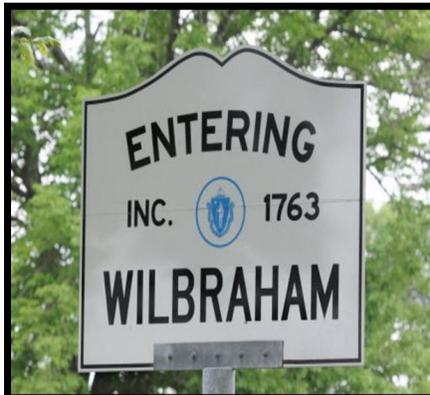
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*Cover Photo: Farrell Field at  
Spec Pond Recreation Area  
courtesy of Bert Perry*

**The Annual Town Report is  
available in a digital format at  
[www.wilbraham-ma.gov](http://www.wilbraham-ma.gov)  
or upon request.**

**Please direct your request to:  
The Select Board's Office  
240 Springfield Street  
Wilbraham, MA 01095  
(413) 596-2800 ext. 222**



## Personnel Advisory Board

The Personnel Advisory Board, appointed by and advisory to the Select Board on matters related to Personnel Policy for non-union and non-elected employees, met on May 9, September 19, October 10, and November 15, 2023. The Board lost a long standing member in Ms. Marylou Fabbo in 2023. We thank Ms. Fabbo for her service and contributions to the work of the Board. At the time of this report, membership consisted of Miriam Siegel, Amelia Holstrom and Frank Ludwig, with two vacancies. The Board was actively working on a *Social Media Policy* and *Remote Work Policy* for the Town. We thank them for their continued interest and volunteer service, and encourage residents who are interested in serving on this Board as a representative of the taxpayers of Wilbraham to submit a letter of interest to the Select Board.

Respectfully submitted,

Herta Dane, Human Resources Coordinator

## Employee Recognition

During 2023, the following employees celebrated milestone anniversaries with the Town:

### 10 Year Anniversaries

AUBE	ANTHONY	PUBLIC ACCESS	EXECUTIVE DIRECTOR WPA
ROBERGE II	ROGER	ASSESSORS	ASSESSOR
GRAZIANO	DAVID	TREE WARDEN/PEST CONTROL	TREE WARDEN/PEST CONTROL
BRENNAN	DEBORAH	TOWN CLERK	ASSISTANT TOWN CLERK

### 30 Year Anniversaries

BALL	KAREN	LIBRARY	LIBRARY DIRECTOR
KORZEC	THOMAS	POLICE DEPARTMENT	POLICE OFFICER

## Human Resources

During Calendar Year 2023, the Town experienced a number of staffing changes. Five long term employees retired after many years of commendable service to the Town, including two police officers, a 911 dispatcher, a firefighter, and a long time administrative assistant. Fourteen separations included two police officers, two firefighters, four public works employees, two library employees, one dispatcher, one clerical employee, one parks and recreation employee, and one engineering employee. During the year we hired two new employees for the parks and recreation department which included one new groundskeeper position which was approved with the 2023 budget, five full time police officers, two firefighters, four public works employees, three part time dispatchers, four part time gym supervisors, an administrative assistant, a recreation program coordinator, a staff accountant, and two library employees.

On May 16, 2022, at the Annual Town Meeting, Article 43 was passed that authorized the Select Board to request the state legislators to file a special legislation. The special legislation allows the Select Board, at the recommendation of the Chief of Police, to appoint retired Wilbraham police officers as special police officers for the purpose of performing police detail work, or any other police duties. All officers are subject to the restrictions of hours worked and payments received of retired employees under MGL Chapter 32 Section 91(b). The Special Act of 2022 Chapter 409 was approved by the Legislature on January 5, 2023. During 2023, the Board appointed three retired police officers as Special Police Officers. These officers are required to maintain certification in good standing with the Massachusetts Peace Officer Standards and Training Commission just like any police officer in Massachusetts.

During 2023, the Town, under the leadership of the Select Board, implemented the recommendations of a 2022 professional Classification and Compensation Study for all permanent non-union full and part time positions. On May 1, 2023, the Select Board approved a new compensation plan and updated job descriptions which became effective on July 1, 2023. The implementation resulted in an average pay increase of 8.33% across all non-union positions, with individual increases varying from 2% to 17%.

As of December 31, 2023, the Town (not including school employees) had a staff of 131 regular full time and 41 regular part time employees. Of the full time employees, 92 (70.23%) were subject to a collective bargaining agreement, while 39 (29.77%) were non-union. In addition, 175 seasonal and temporary employees for such positions as umpires, lifeguards, camp counselors, basketball scorekeepers, concession stand workers, and 74 election workers were hired throughout calendar year 2023.

In 2023 for the first time the Town added Veterans to the Property Tax Work-Off Program under MGL Chapter 59, Section 5N, as approved by the 2022 Annual Town Meeting. The Select Board approved 29 positions of which 4 were for Veterans and 24 for Seniors (1 position remained unfilled). Participants completed a total of 2677.33 hours of service between January 1, and November 30, 2023, for a total property tax abatement of \$40,159.95 from the FY 2024 Overlay Account.

## Labor Relations

The Town under the leadership of Town Administrator Nick Breault as Chief Negotiator for the Select Board, negotiated with all four bargaining units during 2023.

On June 7, 2023, the Select Board signed a Memorandum of Agreement for a new three year contract with the New England Police Benevolent Association (NEPBA) Local 120 effective July 1, 2023 until June 30, 2026. Highlights of the agreement include new Code of Conduct, Code of Ethics, and Oath of Office Policies, an added paid holiday (Juneteenth), a new use for paid sick leave for purposes of bonding with a new child of up to 20 days, a provision to allow the Town to negotiate an extra week of vacation leave for new employees with prior years of municipal police experience in other towns, new limitations on the use of compensatory time off in lieu of overtime pay (as allowed by law for municipal employees only), the inclusion of special police officers in the assignment of outside details, new minimum compensation levels for outside detail work, increases in education incentive payments, allowing carryover of unused vacation time of up to 15 days into the new year for officers who are on Injured on Duty leave at the time of their anniversary date, the requirement that employees on light duty must take a holiday on the day of observance of the holiday, a requirement that officers must maintain an active or conditional Peace Officer License in order to be eligible for duty and compensation, a policy on body worn cameras, an agreement for the Town to own and issue firearms of the officers, and a 4.5% wage increase effective July 1, 2023, 3% effective July 1, 2024, and 3% effective July 1, 2025.

On June 10, 2023, the Select Board signed a Memorandum of Agreement with the Uniformed Firefighters of Wilbraham (IAFF) Local 1847 for a new contract effective July 1, 2023 until June 30, 2026. Highlights of the agreement include a new limit on sick leave earnings by Firefighters to a maximum of 2,400 hours (approx. 57 weeks), a new requirement that a doctor's certificate can be requested by the chief for sick leave use in excess of 96 hours in any fiscal year, an initial minimum of 4 hours of sick leave use before it can be used in hourly increments, the payment of annual clothing allowance for all members who have served the town for more than 1 year and issuance of clothing during the first year of employment, added double time pay for certain hours of premium holidays including New Year's Eve, New Year's Day, Thanksgiving Day, Christmas Eve Day, Christmas Day and Independence Day, double time pay for fill-in overtime on all premium holidays, double time and a half for members who are held over or forced back for shift staffing, and approval of vacation requests on holidays by the Chief with certain limitations, an increase of personal leave from 36 to 48 hours, a new CORI (Criminal Offender Records Check) policy to comply with Mass Health requirements, an annual base wage increase of 4.5% on July 1, 2023, 3.5% on July 1, 2024, and 3% on July 1, 2025, with an additional pay step at 10 years for privates at 2.5% above the 5 year step (after 10 years as a private) and an additional pay step at 5 years for Captain at 2.5% above Captain (after 5 years as a captain).

On November 14, 2023, the Town began negotiations with the United Public Service Employees Union (UPSEU) Local 424M for a new contract effective July 1, 2024. Negotiations were almost complete at the time of this report.

On November 30, 2023, the Town began negotiating with the International Union of Operating Engineers (IUOE) Local 98 (Professional Librarians) for a new three year contract effective July 1, 2024 until June 30, 2027. Negotiations were ongoing at the time of this report.

## Workers Compensation and Injury-on-Duty

Town employees are covered by Workers Compensation Insurance for work related injury and illness. Uniformed Police Officers and Firefighters are protected under MGL Chapter 41 Sections 100 and 111F, which require Massachusetts Municipalities to indemnify officers and firefighters for medical bills and time lost due to Injury-on-Duty. The Town carries Accident Insurance for Police and Fire to cover some of these expenses. During 2023, the town experienced 7 reported injuries sustained in the line of duty in the Fire Department and none in the Police Department. Only one of these injuries resulted in lost time. Of eight reported Workers Compensation Claims, only two of these claims resulted in lost time.

## Safety Committee

The Safety Committee consists of the major department directors, including the Town Administrator, Public Works Director, Public Works Superintendent, Fire Chief, Police Chief, Parks and Recreation Director, Library Director, IT Director, Senior Center Director, Facilities Director and Human Resources Coordinator. The Committee met on January 11, May 10 and November 8, 2023, and is actively working on developing a comprehensive Safety Program for the Town to meet the requirements of the Massachusetts OSHA-approved State Plan (covering only state and local government workers), as enforced by the Massachusetts Department of Labor Standards. The Town is supported in these efforts by the Massachusetts Interlocal Insurance Association (MIIA), the Town's primary insurance provider, which is an arm of the Massachusetts Municipal Association (MMA), and offers incentive programs, free of charge training and grant awards.

## Group Health Insurance Benefits

Wilbraham is a member community of the Scantic Valley Regional Health Trust, a joint purchasing group which includes the Towns of Wilbraham, East Longmeadow, Longmeadow, and Hampden, the Hampden Wilbraham Regional School District as well as the Pioneer Valley Educational Collaborative. The Town still pays 68% of the premiums for active employees and 60% of the premiums for retirees (a minimum contribution of 50% is required by law). All plans the Town of Wilbraham offers its employees and retirees are still non-deductible plans. The Board of Trustees of the Scantic Valley Regional Health Trust approved new Medicare Supplement plan rates on September 22, 2022, effective January 1, 2023. The fully or partially self-funded plans increased as follows: 2.9% increase to the Medex 2 and Blue MedicareRX premiums to \$389.00/month, a 4.9% increase to the HNE Medplus with Humana plan to \$388.00/month, a 2.3% increase in premium to the Tufts Medicare Supplement with PDP plan. The fully insured plans changed as follows: Managed Blue for Senior's decreased by 0.3% to \$382.36/month, the Medicare HMO Blue plan increased by 2.8% to \$416.66/month, the Tufts Medicare HMO increased by 4.2% to \$371.00/month and the HNE Medicare Freedom plan remained the same at \$334.00/month.

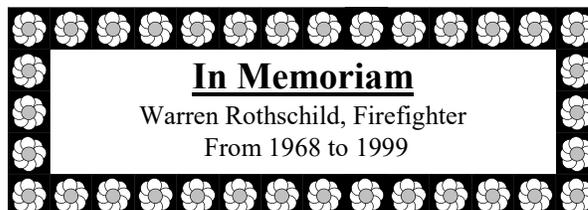
At their meeting on February 7, 2023, the SVRHT approved premium rates for active plans with a 2% across the board increase effective July 1, 2023 to the following:

Monthly	Total	Town	Employee
<b>Blue Care Elect Preferred</b>			
Individual	1,586.00	\$793.00	\$793.00
Family	\$3,451.00	\$1,725.50	\$1,725.50
<b>Network Blue N.E. (HMO)</b>			
Individual	\$930.00	\$632.40	\$297.60
Family	\$2,302.00	\$1,565.36	\$736.64
<b>HNE (HMO)</b>			
Individual	\$853.00	\$580.04	\$272.96
Double	\$1,732.00	\$1,177.76	\$554.24
Family	\$2,333.00	\$1,586.44	\$746.56
<b>Tufts Health Plan (HMO)</b>			
Individual	\$941.00	\$639.88	\$301.12
Family	\$2,352.00	\$1,599.36	\$752.64

Enrollment across all plans was as follows as of December 31, 2023:

	Individual	Double	Family
Blue Care Elect	1		
Blue Care Elect – Retirees			1
Network Blue	18		25
Network Blue – Retirees	8		9
Medex	38		
Managed Blue for Seniors	3		
HNE	25	9	20
HNE – Retirees	10	5	1
HNE MedPlus	23		
HNE Secure Freedom	3		
Tufts EPO	1		1
Tufts Senior	8		
<b>TOTALS</b>	<b>138</b>	<b>14</b>	<b>57</b>

Dental Insurance rates remained the same for the sixth year in a row at \$52.52/month for the individual and \$153.32/month for a family plan (the Town makes no contribution to dental insurance). Meeting Agenda's and Minutes of the Board meetings are available on their website at [www.scantichealth.org](http://www.scantichealth.org).



# Directors/Department Directory

Director	Department	Phone #
Derek Geser, Town Accountant	Accounting	596-2800 ext. 210
	Ambulance, Non-emergency business	596-2273
Christopher Keefe, Principal Assessor	Assessors	596-2800 ext. 209
	Board of Appeals (Zoning)	596-2800 ext. 204
Finn McCool, Health Director Anthony Albano, Health Inspector Ashley Boudreau, Public Health Nurse	Eastern Hampden Shared Health Services	413-726-8517 413-565-4154
John Walsh, Bldg. Inspector/Zoning Off. Samuel Boyd, Facilities & Maintenance Supervisor	Building Department Appointments (Plumbing & Gas) Inspection Appointments (Electrical) Facilities & Maintenance	596-2800 ext. 204 ext. 228 ext. 229 ext. 136
Melissa Graves, Admin. Asst./Land Mgmt. Coordinator/Community Garden Coordinator	Conservation	596-2800 ext. 204
Paul Morrissey, Animal Control Officer	Dog Officer / Animal Control	413-599-1253
Tonya Capparello., DPW Director William Sperrazza, Supt. of DPW Operations	Engineering Dept./Dept. of Public Works	596-2800 ext. 208
Michael Andrews, Fire Chief	Fire Department, Non-Emergency business	596-3122
Herta Dane, Human Resource Coordinator	Human Resources	596-2800 ext.222
Nathan DeLong, IT Director	IT Department	596-2800 ext. 240
Karen Ball, Library Director	Library	596-6141
Heather Kmelius, Parking Clerk	Parking Department	596-2800 ext. 222
Bryan Litz, Parks & Recreation Director	Parks & Recreation Department Coach Information	596-2816 596-2402
Michelle Buck, Planning Director	Planning & Community Develop. Dept.	596-2800 ext. 203
Edward Lennon, Police Chief Anthony Gentile, Regional Communications Director	Police Department Non-Emergency Business/ Regional Emergency Communications Center Dispatch	596-3837
Anthony Aube, Executive Director	Public Access Television	599-0940
Nick Breault, Town Administrator	Select Board/Town Administrator	596-2800 ext. 222
Paula Dubord, Director of Elder Affairs	Senior Center/Dept. of Elder Affairs	596-8379
Barbara Hancock, Asst. Town Administrator of Budgeting & Finance/Treasurer/Collector	Tax Collector/Treasurer	596-2800 ext.206; ext. 207
Carole Tardif, Town Clerk	Town Clerk	596-2800 ext. 200
	Trash Bags & Recycling	596-2800 ext. 206
David Graziano, Tree Warden	Tree Services	(413) 246-7345
Jered Sasen, Director of Veterans' Affairs	Dept. of Veterans Affairs	596-8379
Vincent Pafumi, Supt. of Water Dept.	Water Division	596-2800 ext. 302

\*Current as of print date in April 2024.

# 2023 Appointed Positions/Boards/Committees

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

<p><b>ADA Coordinator</b> John Walsh 2024</p> <p><b>Advisor to the Board of Health</b> VACANT</p> <p><b>Advisory Board of Health</b> Loralee Nelson 2024 Tim O'Neil 2024 Catherine Jurgens 2024 Francis Barbaro 2024 Teri Brand 2024 Ed Lennon 2024 Dr. Thomas S. Gould 2024</p> <p><b>Agricultural Commission</b> Robert Merrill 2024 Brian Cunningham 2024 Daniel Fernandes 2026 VACANCY VACANCY</p> <p><b>Alternate Building Inspector</b> Wendell Hulbert 2024</p> <p><b>Alternate Burial Agent</b> Deborah Brennan 2024</p> <p><b>Alternate Electrical Inspector</b> Paul Shepardson 2024</p> <p><b>Alter. Plumbing &amp; Gas Inspector</b> Heath Dion 2024</p> <p><b>Alter. PVPC Joint Transportation Board</b> Dena Grochmal 2024</p> <p><b>Ambulance Oversight Committee</b> Heather Mullen 2026 Thomas Hurley 2024 John Rigney 2025 John T. Leibel 2026 VACANCY</p> <p><b>Animal Inspector</b> Paul Morrissey 2024</p> <p><b>Animal Control Officer</b> Paul Morrissey 2024</p> <p><b>Assistant Collector</b> Janet Costa</p> <p><b>Asst. Dir. of Parks &amp; Recreation</b> Erin Carroll</p> <p><b>Assistant Town Accountant</b> Krystine Viess</p> <p><b>Assistant Town Clerk</b> Deborah Brennan 2024</p> <p><b>Assistant Treasurer</b> Lynne Frederick</p> <p><b>Board of Assessors</b> John M. Wesolowski 2026 Roger J. Roberge, II 2025 Lawrence G. LaBarbera 2024</p> <p><b>Board of Fire Commissioners</b> Edward T. Rigney, Jr. 2025 Carolyn Brennan 2024 David Ervin 2026 Ralph Guyer 2023 (resigned) Gary Petzold 2024 (resigned)</p>	<p><b>Library Trustees</b> Karen Grycel 2024 Cheryl Wesolowski 2026 Matjorie Williams 2025 Linda Dagradi 2026 Christine M. Goonan 2025 Charles Clark 2024 Brenna Levitan 2024 (resigned)</p> <p><b>Board of Registrars</b> Thomas Reavey 2025 Frank Mikuszewski Jr. 2023 Thomas W. Mango 2024 (resigned)</p> <p><b>Broadband Committee</b> Biff Simpson 2024 Thomas Newton 2024 Mathew Nelson 2024 Felix Zayas 2024 Austin Reed 2024 Nicholas Rau 2024 John Boudreau 2024 (resigned)</p> <p><b>Building Inspector/Zoning Officer</b> John Walsh 2023</p> <p><b>Burial Agent</b> Carole Tardif 2024</p> <p><b>Bylaw Study Committee</b> David Sanders 2024 Ed Lennon 2024 Joe Lawless 2024 Christine Goonan 2024 Stephen Holstrom 2024 Carole Tardif 2024 (ex officio)</p> <p><b>Capital Planning Committee</b> Nicholas P. Manolakis 2025 Paul Kukulka 2026 James Rooney 2024 Todd Schneider (FinCom appt) 2024 Peter Dufresne (FinCom appt). 2025</p> <p><b>Cemetery Commissioners</b> David F. Bourcier 2025 Wilfred R. Renaud Jr. 2024 Donald Bourcier 2026</p> <p><b>Chief Procurement Officer</b> Nick Breault 2024</p> <p><b>Commission on Disability</b> Maureen James 2025 Olivia Feehan 2024 Diane DaSilva 2023 Barbara Harrington 2024 Amelia Holstrom 2026 Deborah Cook 2025 Kate Green 2025 Jered Sasan 2026 Karen Romano 2024</p> <p><b>Community Preservation Cmte.</b> Dave Proto 2024 Stoughton L. Smead 2023 Marianne Moner 2025 Gordon E. Allen 2024 James Burke 2024 Tracey Plantier 2026 David Trebbe 2026 Stanley Soja 2025</p>	<p>VACANCY 2026 Don Williams 2023 (resigned)</p> <p><b>Conservation Commission</b> Christopher J. Brown 2025 Robert McMaster 2026 Stoughton L. Smead 2025 Alice Colman 2024 James Murphy 2024 William Meeker 2024 (resigned) Cathy Lawless 2023 (resigned)</p> <p><b>Conservation Commission Associate</b> VACANCY</p> <p><b>Constable</b> Sgt. Edward Lennon 2024 David J. Goodrich, Sr. 2024</p> <p><b>Council on Aging</b> Theresa Munn 2026 Giles Turcotte 2025 Diane Weston 2025 Ellen O'Brien 2026 Charles J. Marsman 2026 Jennifer Chapin 2025 David Carlson 2025 M. Trant Campbell 2024 (resigned)</p> <p><b>Deputy Fire Chief</b> Peter Nothe</p> <p><b>Deputy Sealer of Weights and Measures</b> Gary Petzold 2024</p> <p><b>Dir. of Public Works/Town Engineer</b> Tonya Capparello 2024</p> <p><b>Director of Elder Affairs Dept.</b> Paula Dubord 2024</p> <p><b>Director of Veterans Affairs Dept.</b> Jered Sasan 2024</p> <p><b>Director of Regional Communications</b> Anthony Gentile</p> <p><b>Director Highway Division , DPW</b> William Sperrazza</p> <p><b>Director of Info. &amp; Technology Dept.</b> Nathan DeLong</p> <p><b>Director of Wilbraham Public Library</b> Karen Ball 2026</p> <p><b>Director of Planning &amp; Community Development Dept.</b> Michelle Buck</p> <p><b>Director of Parks &amp; Rec. Dept.</b> Bryan Litz 2025</p> <p><b>Electrical Inspector</b> Edward Poulin 2024</p> <p><b>Emergency Management Director</b> Michael Andrews</p> <p><b>Executive Director of Wilbraham Public Access Television</b> Anthony Aube</p> <p><b>Facilities &amp; Grounds Maint. Superv.</b> Samuel Boyd</p> <p><b>Fence Viewer</b> Francis C. Barbaro 2024 David A. Sanders 2024</p>
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# 2023 Appointed Positions/Boards/Committees

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

## Finance Committee

Michael Mazzuca 2026  
Kevin Corridan 2025  
Marc Ducey 2026  
Kevin Hanks 2025  
Todd Schneider 2024  
Jeff Farnsworth 2024  
Joseph Lawless 2026  
Patrick Kiernan 2024  
Xiomara Alban DeLobato 2025  
Peter Dufresne 2024 (resigned)  
Michael Tirabassi 2025 (resigned)

## Fire Chief

Michael Andrews 2024

## Forest Warden

Michael Andrews

## Health Director

Finn McCool

## Health Inspector

Anthony Albano

## Historical Commission

Charles Bennett 2025  
Roberta Albano 2026  
Bill Steele 2024  
Peter Ablondi 2025  
Thaddeus "Ted" Malysz 2025  
VACANCY  
VACANCY  
Donald Williams 2023 (resigned)

## HWRSD School Committee

Michael Tirabassi 2026  
Sean F. Kennedy 2025  
William Bontempi 2024  
Sherrill Caruana 2026  
Lisa Murray 2024  
Richard Rediker 2026  
Michal Boudreau 2024

## Municipal Records Officer

Anthony Aube  
Bryan Litz  
Nick Breault  
Karen Ball  
Jered Sasen  
Nathan DeLong  
Paula Dubord  
Barbara Hancock  
Carole Tardif  
Ed Lennon  
Michael E. Andrews  
Tonya Capparello  
John Walsh  
Michelle Buck  
Derek Geser  
Christopher Keefe

## National Grid-Single Point of Contact for Emergencies

Michael Andrews 2024

## Local Community Mitigation Advisory Cmte.

Judith Theocles 2024

## Local Emergency Planning Committee

Nathan DeLong 2024  
Anthony Gentile 2024  
Tonya Capparello 2024  
Ed Lennon 2024  
Mat Walch 2024  
Peter Nothe 2024  
Ashley Boudreau 2024  
Michael Andrews 2024

## Moderator

James Jurgens 2024

## Open Space and Recreation Committee

Marianne Moner 2025  
Joseph Calabrese 2025  
Len Surdyka 2024  
Jonathan Taylor 2024  
Edward McCorkindale 2024  
William Shepard 2024  
Steve Lawson 2026  
Tracey Plantier 2026  
Judith Theocles 2026  
Susan Burk 2026  
Chris McCarthy 2025  
William Michels 2025

## Parking Clerk

Heather Kmelius 2024

## Personnel Board

Miriam Siegel 2026  
Franklin Ludwig 2024  
Amelia Holstrom 2025  
Marylou Fabbo 2025 (resigned)

## Pest Control Officer

David Graziano 2024

## Planning Board

James E. Moore 2024  
Tracey Plantier 2025  
John P. McCloskey 2026  
James J. Rooney 2027  
John Luttrell, Jr. 2028

## Planning Board — Associate Seat

Bruce Williams 2026

## Playground and Recreation Commission

Marc Atkin 2024  
William Scatolini 2025  
David Trebbe 2026  
Jonathan Stogner 2026  
Olivia D'Amour 2025  
Paul Cambo Jr. 2025  
VACANCY 2026

## Plumbing and Gas Inspector

Gerald Nichols 2024

## Police Chief

Ed Lennon 2025

## Poundkeeper

Paul Morrissey 2024

## Principal Assessor

Christopher Keefe 2024

## Public Health Nurse

Ashley Boudreau, BSN, RN

## PVPC Alternate Commissioner

Tracey Plantier 2024

## PVPC Commissioner

James Moore 2024

## PVPC Joint Transportation Board

Tonya Capparello 2024

## PVPC Joint Transportation Board - Alternate

Dena Grochmal 2024

## PVTA Advisory Board

Paula Dubord 2024

## PVTA Advisory Board—Alternate

Susan C. Bunnell 2024

## Recreation Program Coordinator

Daniel Beauregard

## Scantic Valley Health Trust

Barbara Hancock 2024

## Scantic Valley Health Trust - Alternate

Nick Breault 2024

## Sealer of Weights and Measures

Susan Petzold 2024

## Select Board

Theresa J. Goodrich 2024

Susan C. Bunnell 2025

Michael A. Squindo 2026

## Senior Center Building Committee

Linda Cooper

Paula Dubord

George Fontaine

Ken Furst

Karl Jurgen

Jason Kahn

Dennis Lopata

Theodore Sowa

Diane Weston

## Solid Waste Advisory Committee

James Emerson 2024

James Murphy 2024

Ed Rau Jr. 2024

Jeffrey Smith 2024

Kenneth J. Wagner 2024

VACANCY 2024

VACANCY 2024

## Stormwater Committee

Dena Grochmal 2024

Tonya Capparello 2024

William Sperrazza 2024

John Walsh 2024

Michelle Buck 2024

## Tax Title Custodian

Barbara Hancock 2024

## Town Accountant

Derek Geser 2024

## Town Administrator

Nick Breault 2024

## Town Archivist

James J. Rooney 2024

## Town Clerk

Carole Tardif 2024

**2023 Appointed  
Positions/Boards/  
Committees**

**Town Counsel**

Brian Winner 2025  
Mead, Talerman & Costa, LLC  
Attorneys at Law

**Traffic Safety Team**

William Sperrazza  
Nick Breault  
Tonya Capparello

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

Barbara Hancock

**Tree Warden**

David A. Graziano 2024

**Veterans' Graves Officer**

Jered Sasen 2024

**Water Commissioner**

James B. Dunbar 2024  
Rik Alvarez 2025  
Doug Hutcheson 2026

**Water Superintendent—Water Division**

Vincent Pafumi

**Wilbraham Cultural Council**

Susan Bennett 2023  
Sandra Sanders 2024  
Julie Slavick 2024  
Jane Clark 2024  
Susan Hintze 2024 (resigned)  
Jennifer Powell 2025  
Aurora Pierangelo Frias 2025

**Wilbraham Economic  
Development Committee**

Brian Easler 2024  
David A. Sanders 2024  
Christal Russo 2024  
Jeff Smith 2024  
Michael Mazzuca 2024  
Todd Schneider 2024  
VACANCY 2024  
Xiomara Alban Delobato 2023 (resigned)

**Wilbraham Housing Authority**

James S. Burke 2023  
Peter N. Manolakis 2025  
Karen Walker 2026  
Kathy Ann Krawczyk 2023 (State appt. seat)  
Ann Duke 2027 (SB appt. seat)

**Wilbraham Nature and Cultural Council**

Susan Bunnell

**Zoning Board of Appeals**

Edward E. Kivari 2024  
Mark J. Albano 2025  
Charles A. Pelouze 2026

**Zoning Board of Appeals Associate Seats**

Jamil Eyvazzadeh 2026  
Sarah Fila 2025

**2023 Elected Officials  
(as of May 20, 2023)**

**SELECT BOARD &  
BOARD OF HEALTH**

Theresa J. Goodrich (R) 2024  
Susan C. Bunnell (U) 2025  
Michael A. Squindo (U) 2026

**TOWN CLERK**

Carole J. Tardif (D) 2024

**MODERATOR**

James S. Jurgens (R) 2024

**ASSESSORS**

Lawrence G. LaBarbera (R) 2024  
Roger J. Roberge II (R) 2025  
John M. Wesolowski (R) 2026

**REGIONAL SCHOOL COMMITTEE**

Sherrill Caruana (D) 2026  
Michael V. Tirabassi (U) 2026  
William J. Bontempi (R) 2024  
Lisa A. Murray (D) 2024  
Sean F. Kennedy (D) 2025

**CEMETERY COMMISSIONERS**

Donald Bourcier (R) 2026  
David F. Bourcier (R) 2025  
Vacant Seat 2024

**WATER COMMISSIONERS**

James B. Dunbar (R) 2024  
Rik Alvarez (D) 2025  
Douglas Hutcheson (U) 2026

**LIBRARY TRUSTEES**

Brenna Levitan (D) 2024  
Karen M. Grycel (D) 2024  
Cheryl A. Weslowski (R) 2026  
Marjorie Williams (D) 2025  
Christine M. Goonan (D) 2025  
Linda Maria Dagradi (D) 2026

**PLANNING BOARD**

James J. Rooney (R) 2027  
John H. Luttrell, Jr. (U) 2028  
James E. Moore (U) 2024  
Tracey Plantier (D) 2025  
John P. McCloskey (D) 2026

**WILBRAHAM HOUSING  
AUTHORITY**

Ann Duke (D) - SB appt. 2027 tenant  
Peter N. Manolakis (R) 2025  
James S. Burke (R) 2028  
Karen L. Walker (D) 2026  
Kathy Ann Krawczyk (R) State Appt.  
2023

Attest: Carole J. Tardif  
TOWN CLERK

Note: In the May 20, 2023 town election, Don Bourcier ran for the open Cemetery Commission Seat. He won. His current term was not up till May 2024. Wilfred Renaud was appointed to fill Don Bourcier's seat expiring in 2024, and Don Bourcier's new term ends in 2026.

**2023 Federal &  
State Delegation**

**GOVERNOR**

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

**U.S. SENATOR**

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

309 Hart

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

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

**U.S. SENATOR**

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

255 Dirksen Senate Office Bldg.  
Washington, DC 20510  
Phone: 1-202-224-2742

1550 Main Street, 4<sup>th</sup> floor  
Springfield, MA 01103  
Phone: 413-785-4610

**CONGRESSMAN – 1<sup>ST</sup> CONG. DIST.**

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

372 Cannon House Office Building  
Washington, DC 20515  
Phone: 1-202-225-5601

**REPRESENTATIVE IN GEN. COURT  
12<sup>th</sup> HAMPDEN DISTRICT**

Angelo J. Puppolo, Jr.  
State House,  
24 Beacon St., Room 122  
Boston, MA 02133-1054  
Phone: 1-617-722-2006  
Email: [angelo.puppolo@mahouse.gov](mailto:angelo.puppolo@mahouse.gov)

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

Email: [repangelopuppolo@aol.com](mailto:repangelopuppolo@aol.com)

## 2023 Federal & State Delegation

STATE SENATOR-1ST HAMPDEN/  
**Jake Oliveira (D)**  
24 Beacon St. Room 416B  
Boston, MA 02133  
Phone: 1-617-722-1291  
Email: jacoboliveira@mastate.gov  
Local Staff Number 413-722-2000

## Town Clerk

### Town Clerk's Office

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

## ANNUAL TOWN MEETING May 15, 2023

### Attendance:

**Precinct A: 60**  
**Precinct B: 54**  
**Precinct C: 72**  
**Precinct D: 99**  
**Total ----- 285**

In accordance with the Warrant, as posted, the inhabitants of the Town of Wilbraham, qualified to vote in Town affairs, met in Minnechaug Regional High School on Monday, May 15, 2023. At 7:00 p.m. Moderator James S. Jurgens noted a quorum was present and called the meeting to order. The Moderator welcomed all and commenced with a brief explanation of the process for the evening.

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

Selectman Theresa Goodrich thanked Selectman Carolyn Brennan for all her years of service. Selectman Brennan was on Boards, Finance Committee and served as Selectmen.

The Pledge of Allegiance was then recited by Moderator James S. Jurgens, followed by Town Clerk Carole J. Tardif agreeing all protocols of posting were met, and abstained from reading the call of the meeting.

Moderator James S. Jurgens thanked all Town Employee and Volunteers for all

## Administration

their efforts in setting up the Auditorium and Cafeteria. Thanked the Volunteers for being the counter. Also thanked all First Responders and Law Enforcers for all they do.

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

### Consent Agenda (articles marked \*) - Finance Committee Recommends:

Passing by majority vote that the Town accept and approve the following motions as presented in the anticipated motions handout. Articles 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15.

**\*ARTICLE 1. Hearing Reports (consent agenda):** Passing by majority vote that the town accept the reports of all officers and committees as printed in the 2022 Annual Town Report.

**\*ARTICLE 2. Choosing Miscellaneous Officials (consent agenda):** Passing by majority vote that the following persons be elected to the indicated offices for the ensuing year: Poundkeeper, Paul Morrissey; Surveyor of Lumber, David Ervin; Measurer of Wood and Charcoal, David Ervin; Weigher of Grain, David Ervin; Field Driver, Paul Morrissey.

**\*ARTICLE 3. Water Enterprise Fund Budget (consent agenda):** Passing by majority vote that the following sums be appropriated for the Water Enterprise Fund: Salaries, \$545,515, Expenses, \$1,377,081, and that \$1,998,236 be raised as follows: \$1,785,000 from Water Department receipts, \$163,236 from retained earnings, and \$50,000 from Other Dept. Receivables for Fiscal Year 2024 operating expenses. Furthermore, \$75,640 be transferred to the General Fund to cover indirect costs appropriated in the General Fund.

**\*ARTICLE 4. Water Enterprise Fund Reserve Fund (consent agenda):** Passing by majority vote that the Town vote to appropriate from water receipts the sum of \$100,000 for a Fiscal Year 2024 Water Enterprise Reserve Fund.

**\*ARTICLE 5. Wastewater Enterprise Fund Budget (consent agenda):** Passing by majority vote that the following sums be appropriated for the Wastewater Enterprise Fund: Salaries, \$316,578; Expenses, \$930,063 and that \$1,285,314 be raised as follows: \$815,000 from Wastewater De-

partment receipts, \$339,195 from Other Dept. Receipts, \$131,119 from retained earnings for Fiscal Year 2024 operating expenses. Furthermore, \$38,673 be transferred to the General Fund to cover indirect costs appropriated in the General Fund.

### \*ARTICLE 6. Wastewater Enterprise Fund Reserve Fund (consent agenda):

Passing by majority vote that the Town vote to appropriate from wastewater receipts the sum of \$60,000 for a Fiscal Year 2024 Wastewater Enterprise Reserve Fund.

### \*ARTICLE 7. Solid Waste Enterprise Fund Budget (consent agenda):

Passing by majority vote that the following sums be appropriated for the Solid Waste Enterprise Fund: Salaries, \$173,813; Expenses, \$245,995, and that \$433,093 be raised as follows: \$297,400 from Solid Waste Enterprise Fund receipts, \$46,000 from Other Dept Receipts, and \$89,693 from retained earnings for Fiscal Year 2024 operating expenses. Furthermore, \$13,285 be transferred to the General Fund to cover indirect costs appropriated in the General Fund.

### \*ARTICLE 8. Solid Waste Enterprise Fund Reserve Fund (consent agenda):

Passing by majority vote that the Town vote to appropriate from Solid Waste Enterprise Reserve Fund receipts the sum of \$20,000 for a Fiscal Year 2024 Reserve Fund.

### \*ARTICLE 9. Receipts Reserved for Appropriation for Ambulance (consent agenda):

Passing by majority vote to appropriate \$1,071,401 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 10. Receipts Reserved for Appropriation for Cemeteries (consent agenda):

Passing by majority vote to appropriate \$20,000 from Receipts Reserved for Appropriation for Cemeteries to Cemetery operating expenses, pursuant to Section 5 of Chapter 40 and Section 16 of Chapter 114 of the General Laws.

### \*ARTICLE 11. Receipts Reserved for Appropriation for Wilbraham Public Access Television (consent agenda):

Passing by majority vote to appropriate \$166,407 from the PEG Access and Cable Related Fund for Appropriation for Wilbraham Public Access Television, pursuant to Section 53F ¾ of Chapter 44 of the Massachusetts General Laws.

# Administration

**\*ARTICLE 12. Appropriations for Ambulance Depreciation Account (consent agenda):** Passing by majority vote to appropriate \$90,000 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 13. Authorization to Dispose of Surplus Equipment (consent agenda):** Passing by majority vote to authorize 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 14. Departmental Revolving Funds (consent agenda):** Passing by majority vote that the Town vote to fix the maximum amount that may be spent during Fiscal year FY2024 beginning on July 1, 2023 for the revolving funds established in Town By-laws for certain departments, boards, committees, agencies or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E ½, the Town of Wilbraham shall authorize the following Revolving Funds: Council on Aging, \$20,000; Compost Bins, \$5,000; Cemetery, \$20,000; and Community Garden, \$6,000.

Revolving Fund	Department, Committee, Board, Agency or Officer	FY 2024 Spending Limit
Council on Aging	Director of Council on Aging	\$20,000
Compost Bins	Director of Public Works	\$5,000
Cemetery	Cemetery Commission	\$20,000
Community Garden	Conservation Committee	\$6,000

**\*ARTICLE 15. Authorization to Enter into Lease/Purchase Agreements (consent agenda):** Passing by majority vote that the Town vote to authorize the Board of Selectmen to make contracts for the lease, with option to purchase, of various municipal equipment, subject to annual appropriation, if in the opinion of the Board it is in the best interests of the Town. The Board of Selectmen shall identify within its budget submission to the Finance Committee, any contract for the lease with an option to purchase.

**ARTICLE 16. Funding Transfers FY 2023: MOVE NO ACTION**

**ARTICLE 17. Parliamentary Procedures – Finance Committee Recommends:** Passing by majority vote that the Town adopt special parliamentary procedures for the purpose of implementing the provisions of Chapter 580 of the Acts of 1980 (Proposition 2½), as amended, and as set forth in a document entitled "Article 17, Exhibit A," on file with the Town Clerk.

**ARTICLE 18. Compensation for Elected Town Officials. – Finance Committee Recommends:** Passing by majority vote to fix the compensation for elected Town Officers for fiscal year July 1, 2023 to June 30, 2024, as follows: Assessors, \$4,230 per year, chairman, \$4,625 per year; Town Clerk, \$100,501 per year (all fees revert to the Town treasury); Moderator, \$450 Annual Town Meeting, \$50 Special Town Meeting; Selectmen, \$5,575 per year, chairman \$6,503 per year; Water Commissioners, \$150 per year; Cemetery Commissioners, no salary; Library Trustees, no salary; Planning Board Members, no salary; Poundkeeper, Field Drivers, Weighers of Grain, Surveyors of Lumber, Measurers of Wood and Charcoal; all other Town officers elected other than by official ballot, fees only, fixed by General Laws.

**ARTICLE 19. Budget Appropriations. – Finance Committee Recommends:** Passing by majority vote to accept the report of the Finance Committee and vote to raise and appropriate \$50,431,138, and appropriate from Free Cash \$185,000, for a total of \$50,616,138, to cover the necessary capital expenditures and operating expenses of the Town for Fiscal Year 2024 (July 1, 2023 to June 30, 2024) 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.

Presentation was given by Finance Committee. Question and answer session followed.

**ARTICLE 20. Capital Projects from Free Cash – Finance Committee Recommends:** Passing by majority vote to appropriate from available funds (Free Cash 2022), \$935,617 to fund the following Projects in Fiscal Year 2024:

DEPARTMENT	PROJECT	AMOUNT	DEPT. TOTAL	GRAND TOTAL
DPW Highway	Road Paving	\$150,000	\$515,000	
	Trailer Man Lift (additional \$5,000 each from Water and Sewer Enterprise Funds)	\$65,000		
	Catch Basin Truck	\$240,000		
	Skid Steer (additional \$5,000 each from Water, Sewer, Solid Waste Enterprise Funds)	\$60,000		
Facilities	Library Roof	\$170,000	\$170,000	
Fire Dept.	UTV/Trailer	\$ 36,617	\$36,617	
Recreation	Toro Workman	\$14,000	\$14,000	
HWRSD	Mile Tree School AC Units	\$100,000	\$200,000	\$935,617
	Mile Tree School Gutters	\$100,000		

**ARTICLE 21. Capital Project for Minnechaug Regional High School - MOVE NO ACTION**

**ARTICLE 22. Special Appropriation for Tree Removal Project: – Finance Committee Recommends:** Passing by majority vote that the Town vote to appropriate or transfer from available funds (Free Cash 2022) \$70,000 to fund a tree removal project.

**ARTICLE 23. Other Post-Employment Benefits Liability Trust Fund: – Finance Committee Recommends:** Passing by majority vote that the town vote to raise and appropriate and transfer from available funds (Free Cash, water receipts, wastewater receipts, solid waste receipts, receipts reserved for appropriation for ambulance) \$527,100 to be placed into the Other Post-Employment Benefits (OPEB) Liability Trust Fund, established under the provisions of Massachusetts General Laws Chapter 32B, Section 20; as follows:

FUND	SOURCE	AMOUNT
General Fund	Raise and appropriate	\$500,000
Water Enterprise Fund	Water receipts	\$15,000
Wastewater Enterprise Fund	Wastewater receipts	\$5,000
Solid Waste Enterprise Fund	Solid waste receipts	\$2,600
Receipts Reserved for Appropriation for Ambulance	Receipts reserved for appropriation for ambulance	\$4,500

# Administration

**ARTICLE 24. Stabilization Fund: – Finance Committee Recommends:** Passing by majority vote that the town vote to transfer \$465,000 from Free Cash to be added to the Stabilization Fund.

**ARTICLE 25. Water Enterprise Retained Earnings – Finance Committee Recommends:** Passing by majority vote to appropriate \$50,000 from the Water Enterprise Retained Earnings account to fund: \$5,000 Man Lift (shared), \$5,000 Skid Steer (shared), \$40,000 Water Meter replacements.

**ARTICLE 26. Waste Water Enterprise Retained Earnings – Finance Committee Recommends:** Passing by majority vote to appropriate \$10,000 from the Waste Water Enterprise Retained Earnings account to fund the Waste Water share of: \$5,000 Man Lift (shared), \$5,000 Skid Steer (shared).

**ARTICLE 27. Solid Waste Enterprise Retained Earnings – Finance Committee Recommends:** Passing by majority vote to appropriate \$5,000 from the Solid Waste Enterprise Retained Earnings account to fund the Solid Waste Department’s share of a new Skid Steer (\$5,000).

**ARTICLE 28. Opioid Settlement Fund Special Revenue Account – Finance Committee Recommends:** Passing by counted 2/3 vote, (Yes – 241, no – 0) , to accept the fourth paragraph of Massachusetts General Laws, Chapter 40, Section 5B, which allows the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund to be named the Opioid Settlements Stabilization Fund, established under Massachusetts General Laws, Chapter 40, Section 5B, to be effective for the fiscal year beginning on July 1, 2023.

**ARTICLE 29. Dedicate Revenues to the Opioid Settlements Stabilization Fund. – Finance Committee Recommends:** Passing by declared 2/3 vote that the Town will dedicate 100% of the opioid settlement funds to be received to the Opioid Settlements Stabilization Fund established under Massachusetts General Laws Chapter 40, Section 5B, effective for the fiscal year beginning on July 1, 2023.

**ARTICLE 30. Zoning By-Law Amendment – Regulation of Accessory Building and Structures. – Planning Board Recommends:** Passing by counted 2/3 vote, (Yes – 211, no – 18), that the Town vote to amend the Wilbraham Zoning By-Law by revising sections 1.3, 3.9.2, and 4.4.8, as set forth in a document entitled "Zoning Amendment Exhibit A" on file with the Town Clerk.

**ARTICLE 31. Zoning By-Law Amendment – Parking or Storage Restriction for Trucks and Buses in Residential District - Planning Board Recommends:** Passing by counted 2/3 vote, (Yes – 189, no – 26, that the Town vote to amend the Wilbraham Zoning By-Law by revising sections 1.3 and 4.5.2, as set forth in a document entitled "Zoning Amendment Exhibit B" on file with the Town Clerk.

**ARTICLE 32. Acceptance of Public Ways – Cooley Drive (Extension) - Planning Board Recommends:** Passing by majority vote to accept Cooley Drive (Extension) as a public way pursuant to a layout filed by the Board of Selectmen as “Board of Selectmen Exhibit A” with the Town Clerk.

**ARTICLE 33. Acceptance of Deeds: – MOVE NO ACTION**

**ARTICLE 34. McDonald Nature Preserve Land Acquisition Expansion:** Passing by declared 2/3 vote that the Town amend and supplement Article 38 approved at the

May 16, 2022 Annual Town Meeting which approved the acquisition, and funding therefor, by negotiated purchase of land being properties known and numbered as 404 Stony Hill Road, 30V Lee-  
mond Street, 304V Stony Hill Road, and a portion of 1 Cypress Lane (formerly known as 404 Stony Hill Rd), currently Assessor parcel numbers 4852, 2559, 4845, and portion of 101987 owned by Berkshire Funding Realty Trust, consisting of 60.331 acres, more or less, and identified more specifically as Parcels B, C, D, E on a plan recorded at the Hampden County Registry of Deeds entitled “Plan of Land in Wilbraham, MA prepared for Mile Oak Land Holdings, LLC” dated June 21, 2010 prepared by Sherman & Frydryk Land Survey and Engineering 3 Converse Street Suite 203 Palmer, MA 01609 recorded in the Hampden County Registry of Deeds in Plan Book 358, Page 48,” and Parcel G-2 as shown on a plan of land entitled “Plan of Land in Wilbraham, MA prepared for Berkshire Funding Realty Trust” dated May 26, 2022 prepared by Sherman & Frydryk Land Surveying, Engineering & Scientists A Division of Hancock Survey Associates, Inc. 3 Converse Street Suite 203 Palmer, MA 01069 recorded in the Hamden County Registry of Deeds in Plan Book 395, Page 64; by authorizing the Board of Selectmen authority to acquire said property by negotiated purchase, gift or by eminent domain; all other terms and authorization of said Article 38 to remain unaffected and intact.

**ARTICLE 35. Community Preservation Program Budget – Finance Committee Recommends:** Passing by majority vote that the Town will vote to appropriate or reserve from the Community Preservation annual revenues and fund balance in the amounts recommended by the Community Preservation Committee for committee administrative and operating costs, community preservation projects and other expenses in fiscal year 2024, as printed in Article 35 of this Warrant, with each item to be considered a separate appropriation.

APPROPRIATIONS	
FY 2024 estimated revenues for Administrative and Operating	\$20,000
<b>RESERVES:</b>	
FY 2024 estimated revenues for Historic Preservation Reserves	\$57,788
FY 2024 estimated revenues for Community Housing Reserves	\$57,788
FY 2024 estimated revenues for Open Space Reserves	\$57,788
FY 2024 estimated revenues for Undesignated Reserves	\$385,545

**ARTICLE 36. CPA Project for Lighting of Flagpole at Bruer Pond – Finance Committee Recommends:** Passing by majority vote to transfer \$10,000.00 from the FY2024 Community Preservation Undesignated Fund Balance to restore power for the lighting of the flagpole at Bruer Pond and install lighting for the flagpole at Glendale cemetery.

**ARTICLE 37. CPA Project for Two ADA Compliant Playground Structures at Mile Tree School – Finance Committee Recommends:** Passing by majority vote to transfer \$79,400.47 from the FY2024 Community Preservation Undesignated Fund Balance to provide two ADA compliant playground structures for Mile Tree School, including ADA compliant surface mats, and mulch.

**ARTICLE 38. CPA Project for Fencing at the Wilbraham Children’s Museum – Finance Committee Recommends:** Passing by majority vote to transfer \$21,400.00 from the FY2024 Community Preservation Undesignated Fund Balance to provide additional fencing to completely enclose the playground at the Wilbraham Children’s Museum.

# Administration

**ARTICLE 39. CPA Project for a Play Structure at the Wilbraham Children’s Museum – Finance Committee Does Not Recommend:** Passing by majority vote to transfer \$33,000.00 from the FY2024 Community Preservation Undesignated Fund Balance to provide the funding for a play structure at the Wilbraham Children’s Museum.

**ARTICLE 40. CPA Project for Four Information Kiosks, Trail Maps, Trail Signs and Trail Markings – Finance Committee Recommends:** Passing by majority vote to transfer \$3,108.65 from the FY2024 Community Preservation Undesignated Fund Balance to provide four information kiosks, updated kiosk trail maps, trail signs for large areas, and trail marking supplies for Wilbraham’s open space trail system.

**ARTICLE 41. CPA Project for Water Flow Assessment and Device at Twelve Mile Brook – Finance Committee Recommends:** Passing by majority vote to transfer \$7,150.00 from the FY2024 Community Preservation Undesignated Fund Balance to assess and install a water flow device at Wilbraham’s conservation area, Twelve Mile Brook, to prevent flooding caused by a beaver dam.

**ARTICLE 42. CPA Project for New Lighting for the Spec Pond Access Road – Finance Committee Recommends:** Passing by majority vote to transfer \$65,000 from the FY2024 Community Preservation Undesignated Fund Balance to provide new street lighting for the access road to the Spec Pond Recreation Complex.

**ARTICLE 43. CPA Project for Pickleball Courts - Finance Committee Recommends:** Passing by majority vote to transfer \$300,000 from the FY2024 Community Preservation Undesignated Fund Balance to install 4-6 outdoor Pickleball courts at a Wilbraham Recreation location.

**ARTICLE 44. Approve the Sale of 181 Manchonis Road – Finance Committee Recommends:** Passing by declared 2/3 vote that the Town vote, pursuant to G.L. c. 40, §15A, to transfer from the Board of Selectmen for general municipal purposes to the Board of Selectmen for general municipal purposes and for conveyancing a parcel of property known as 181 Manchonis Road [Map 705/0 181/2984; Lots 298,299,300,301; 1.260 Acres], and to authorize the Board of Selectmen to convey all or portions of said property, pursuant to G.L. c. 30B, §16, on such terms and conditions as the Board of Selectmen shall determine, including with any such restrictions the Board of Selectmen may deem appropriate, said conveyance to be

for such consideration as the Board of Selectmen deem appropriate including nominal consideration, and to authorize the Board of Selectmen to enter into and/or execute any offers, licenses, temporary or permanent easements, agreements or instruments as may be necessary for such conveyance, and to expend funds which may be necessary for professional engineering, architectural services, design, site investigation/testing, preparation and/or demolition, installation and all other incidental and related costs.

**ARTICLE 45. Approve the Sale of 4V Mohawk Road – Finance Committee Recommends:** Passing by declared 2/3 vote that the Town vote, pursuant to G.L. c. 40, §15A, to transfer from the Board of Selectmen for general municipal purposes to the Board of Selectmen for general municipal purposes and for conveyancing a parcel of property known as 4V Mohawk Road [Map 790/04/3274; Lot 78/59; 0.127 Acres] and to authorize the Board of Selectmen to convey all or portions of said property, pursuant to G.L. c. 30B, §16, on such terms and conditions as the Board of Selectmen shall determine, including with any such restrictions the Board of Selectmen may deem appropriate, said conveyance to be for such consideration as the Board of Selectmen deem appropriate including nominal consideration, and to authorize the Board of Selectmen to enter into and/or execute any offers, licenses, temporary or permanent easements, agreements or instruments as may be necessary for such conveyance, and to expend funds which may be necessary for professional engineering, architectural services, design, site investigation/testing, preparation and/or demolition, installation and all other incidental and related costs.

**ARTICLE 46. General By-law Amendment - Appointed Town Clerk: - MOTION FAILED** by counted vote yes – 53 no – 68

**ARTICLE 47. General By-law Amendment – Blighted Properties - An Amendment was made on the floor to delete from “Definition “section C. and D., (This amendment to the motion passed by majority vote):** Corrected motion passing by majority vote to amend the General By-laws by adding the following language to Article VI: Section 641—Blighted Properties:

**A.** It is hereby found and declared that there exist within the Town of Wilbraham numerous properties which are in a blighted, vacant and/or foreclosing condition. Many of these properties are essentially abandoned. Some are in violation of multiple aspects of state building and sanitary

codes. The owners of record are often times large financial institutions located out of state, making enforcement of the codes very difficult.

**B.** The existence of such blight contributes to the decline of town neighborhoods. It is further found that the existence of such blighted properties, if abandoned, encourages temporary occupancy, by transients, drug users and persons engaged in criminal activity. This would adversely affect the economic well-being of the Town of Wilbraham and the health, safety and welfare of Wilbraham's residents and first responders, creates significant costs to Wilbraham by virtue of the need for constant monitoring and frequent boarding and securing.

**C.** It is further found that many of the blighted properties can be rehabilitated, reconstructed, demolished and/or reused so as to provide decent, safe, sanitary housing or commercial facilities, and that such rehabilitation, reconstruction, demolition and/or reuse would eliminate, remedy and prevent the adverse conditions described above.

**D.** It is the intent of this by-law to protect and preserve public safety, security and quiet enjoyment of occupants, abutters and neighborhoods by:

- (1) Requiring all residential, commercial and industrial property owners, including lenders, trustees and service companies, to properly maintain blighted and/or foreclosing properties; and
- (2) Regulating the maintenance of blighted and/or foreclosing residential, commercial and industrial properties to prevent blighted and unsecured properties.

## DEFINITIONS

When used in this by-law, unless a contrary intention clearly appears, the following terms shall have the following meanings:

**BLIGHTED PREMISES.** Any building, structure, parcel of land, or any part of a building or structure that is a separate unit, whether commercial or residential, whether occupied or unoccupied, whether in foreclosure or not, in which at least one of the following conditions exists:

**A.** The premises is not being adequately maintained and secured as documented by the Zoning Enforcement Officer (as the term is defined herein) based upon, without limitation, the following factors: missing or boarded windows or doors; collapsing or missing walls, roof or floor; siding that is seriously damaged or missing; fire damage; a foundation that is structurally faulty; accumulation of interior furniture outside; garbage, trash, junk; hazardous materials; unmaintained pools or other

# Administration

sources of stagnant water in violation of Sanitary Codes; inoperable cars, boats, motorcycles or other inoperable machinery; or other refuse (unless otherwise licensed to do so).

**B.** It has been cited for violations as documented by the Building Inspector, Zoning Enforcement Officer, Health Agent, the Chief of Police, the Fire Chief and/or their designated agents, and said violations have not been corrected.

**C.** Because of fire, wind or other natural disaster, or because of physical deterioration, it is no longer habitable as a dwelling or useful for the purpose for which the completed structure was originally intended;

**D.** It is a vacant building as defined hereunder; or

**E.** It is determined by the Building Inspector, the Zoning Enforcement Officer, or the Health Agent, that the building, structure or parcel of land is in a condition which poses a serious threat to safety, health, and general welfare of the Town of Wilbraham.

**BUILDING.** An independent structure having a roof supported by columns or walls, resting on its own foundations and designed for shelter, housing or enclosure of persons, animals or property of any kind.

**TOWN.** The Town of Wilbraham.

**BUILDING INSPECTOR.** The Inspector of Buildings.

**ENFORCEMENT OFFICER.** The Building Inspector, Zoning Enforcement Officer, Health Agent, Police Chief, Fire Chief and/or their designated agents.

**FORECLOSING.** The process by which a property placed as a security for a real estate loan is prepared for sale to satisfy the debt if the borrower defaults.

**INITIATION OF THE FORECLOSURE PROCESS.** Taking any of the following actions:

Commercial and Residential Properties

**A.** Taking possession of a property pursuant to M.G.L. c. 244, § 1;

**B.** Publishing the first notice of a property pursuant to M.G.L. c. 244, § 14; or

**C.** Commencing a foreclosure action on a property in either the Land Court or Hampden Superior Court.

**LOCAL AGENT.** An agent located within 50 driving miles' distance of the property in question.

**MORTGAGEE.** The creditor, including but not limited to service companies, lenders in a mortgage agreement and any agent,

servant, or employee of the mortgagee, or any successor in interest and/or assignee of the mortgagee's rights, interests, or obligations under the mortgage agreement.

**OWNER.** Any individual, business entity, voluntary association or nonprofit organization, which alone or jointly or severally with others:

**A.** Has legal title to any building, structure, and property; or

**B.** Has care, charge, or control of any such building, structure or property in any capacity, including but not limited to agent, executor, executrix, administrator, trustee or guardian of the estate of the holder of legal title;

**C.** Is a lessee under a written agreement; or

**D.** Is a mortgagee in possession of any such property; or

**E.** Is an agent, trustee, or other person appointed by the courts and vested with possession or control of such building, structure or property; or

**F.** Is a trustee who holds, owns or controls mortgage loans for mortgage-backed securities transactions and has initiated the foreclosure process.

**PROPERTY.** Any real residential, commercial, or industrial property or portion thereof, located in the Town of Wilbraham, including buildings or structures situated on the property. For purposes of this by-law, "property" does not include property owned or subject to the control of the Town of Wilbraham or any of its governmental bodies.

**RECEIVER.** A court-appointed individual who serves as a general contractor and whose duties and powers shall be specified by the court in accordance with the provisions of M.G.L. c. 111, § 127I.

**SECURING.** Measures that are taken to prevent unauthorized persons access to the property, including but not limited to erecting fencing around the property, boarding up doors and windows and the like.

**VACANT BUILDING.** Any commercial or industrial building in which no person or entity actually conducts a lawfully licensed business in said building; or any residential building in which no person lawfully resides in any part of the building; or a mixed-use building in which neither licensed business nor a lawful resident exists. Further, any building in which many of the total exterior windows and doors are broken, boarded or open without a functioning lock shall be deemed "vacant."

## ADMINISTRATION

**INVESTIGATION.** The Zoning enforcement officer may undertake an investigation of any alleged violation of this section upon his or her own initiative or shall, upon receipt of a complaint from any individual, civic organization or other governmental agency, undertake an investigation of the alleged violation.

## ORDERS TO TAKE CORRECTIVE

**ACTION.** Upon a finding of a violation of the provisions of this section, the Zoning enforcement officer shall serve notice of the violation and an order to correct such violation upon the owner of the property by certified mail or by in-hand service by a person authorized to do such. The owner/agent shall contact the Building Department within 7 days of receipt of the order to discuss options and permit procedures.

**(A)** The order shall require the owner to take one or more of the following actions to bring the property into compliance with the requirements of this section within 30 days of receipt of such order.

**(B)** To file a completed application with the Building Department and any required plans for a permit for demolition, repair, or rehabilitation of the building or structure and a schedule indicating a completion date for such work or its various phases. The Building Permit is valid for 180 days per Building Code unless the Building Inspector allows for an extension.

**(C)** To take any lawful action that the Zoning Enforcement Officer deems necessary to correct the violations of this section in order to assist the Town of Wilbraham in protecting the public health, safety and welfare.

**(D)** Recovery of costs. Whenever a property owner fails, neglects or refuses to make repairs or take other corrective actions specified in the order, the town official may undertake such repairs or actions, when in his or her judgment a failure to make the necessary repairs or corrective actions will endanger the public health, safety and welfare. The town may seek a court-appointed receiver to manage the property and bring said property into compliance with all applicable statutes, regulations and codes.

**(E)** Notice of the intention of the town to make such repairs or other corrective actions shall be served on the owner by certified mail or by service in hand by a person duly authorized to do such. When the repairs are made or other corrective actions are taken by the Town of Wilbraham, the cost of such repairs shall constitute a debt in favor of the town against the owner of the repaired building or structure. In the event that the owner fails, neglects or re-

# Administration

fuses to pay the town the amount of the debt within 30 days of the receipt of the notice of the debt, the town may place a lien on the property for such debt and/or may initiate a civil action against the owner in a court of competent jurisdiction to recover the debt.

## REGISTRATION OF BLIGHTED PROPERTIES REQUIRED REGISTRATION

(1) Within 30 days of a premises being deemed blighted as defined within this by-law, each owner of such blighted premises and/or vacant building shall register said premises/building with the Town of Wilbraham's Building Department. All registrations must state the owner's name, mailing address, telephone number and e-mail address if the individual has an e-mail address.

(2) If none of the owner(s) are at an address within the Commonwealth of Massachusetts, the registration shall also include the name, address, phone number and e-mail address of a person who resides in the Commonwealth of Massachusetts or are within 50 driving miles from the property, who shall be designated as the responsible Local Agent for purposes of securing and maintaining the property, for the purposes of notification in the event of an emergency affecting the public health, safety and welfare, and for service of any and all notices issued pursuant to this chapter.

(3) The failure to timely register a vacant building shall be a violation of this chapter.

## REGISTRATION FEES

(1) All property registrations pursuant to this by-law are valid for one (1) calendar year from the date when the registration is received by the Wilbraham Building Department. An annual registration fee of Fifty Dollars (\$50.00) must accompany the registration form. Subsequent registrations and fees are due at least thirty (30) days prior to the date of expiration of the previous registration. Subsequent registrations must certify whether the property remains vacant and/or remains in foreclosure, as the case may be.

(2) Properties that are owner occupied, being actively marketed by a local real estate agent or broker or are temporarily vacant for one year or less are exempt from the registration and fee, provided the property is secured and maintained in compliance with the requirements of this bylaw.

(3) Any owner who has registered a property under this by-law must report any change in information contained in the registration within thirty (30) days of the change.

(4) Once the property is no longer vacant or is sold, the owner shall provide the Wilbraham Building Department with written notice of legal occupancy or change in ownership, as the case may be.

(5) Failure to timely register and pay the registration fee for any vacant or blighted building or building going through the foreclosure process shall be a violation of this chapter, and a fee shall be imposed as a municipal charges lien on the property in accordance with M.G.L. c. 40, § 58 as voted by special town meeting on 02/27/91.

(6) Any blighted premises within the Town of Wilbraham prior to enactment of this by-law is required to register upon passage of this by-law and comply with all the registration terms contained herein.

## MAINTAINANCE REQUIREMENTS

(1) Properties subject to this section shall comply with 780 CMR 116.2, Standards for making buildings safe or secure, and shall be maintained in accordance with all applicable sanitary codes, building codes and local regulations.

(2) The local owner or Local Agent must inspect and maintain the property on a monthly basis for the duration of the vacancy to ensure the property is maintained in accordance with all applicable sanitary codes, building codes and local regulations.

(3) The property must contain a posting with the name and 24-hour contact phone number of the local owner or Local Agent responsible for the maintenance. This sign must be posted at the front of the building or exterior fence and must be legible and clearly visible.

(4) Any plumbing or fixtures in the building shall be drained and winterized to prevent freezing and the associated damage. This process must include the protection of the water meter.

(5) The use of tarps for vehicle covers, or temporary canopies, enclosures, and/or awnings must comply with local regulations.

## VIOLATIONS AND PENALTIES; ENFORCEMENT; IMPOSITION OF FINES

This by-law shall be enforced by the Building Inspector, the Health Agent, the Zoning Enforcement Officer, the Police Chief, the Fire Chief and/or their designated agents. This by-law shall be administered under the provisions of Mass. Gen. Laws, Chapter 40, Section 21D and any statute, regulation or Town By-law implementing enforcement of such By-laws. Each separate offense of this section shall be punishable of a fine as follows:

### PENALTIES

(a) First Offense: Fifty Dollars (\$50)

(b) Second Offense: One Hundred Dollars (\$100)

(c) Third Offense and each subsequent

Offense: One Hundred and Fifty Dollars (\$150).

(1) Upon failure to comply with any order issued under this by-law, the town may, in addition to other penalties and actions, bring civil or legal action against the owner to require compliance with the order, including but not limited to seeking a court-approved receiver for the property in violation.

(2) The imposition of any fine shall not be construed to prevent the enforcement of other laws upon the premises or prevent the initiation of other enforcement measures or penalties. Failure to pay any fine arising from the enforcement of this by-law shall constitute a debt in favor of the town. The town may place a lien on the property for such debt and/or initiate a civil action against the owner in a court of competent jurisdiction to recover the debt; or take any other action relative thereto.

**ARTICLE 48. General By-law Amendment — Cultural Council:** Passing by majority vote to amend the Bylaws by deleting the word “seven” in Section 513 (Cultural Council) and replacing it with the word “nine”, as presented in Article 48 of this Warrant.

### SECTION 513 CULTURAL COUNCIL

The Board of Selectmen shall appoint a local Cultural Council to be known as the “Wilbraham Cultural Council” consisting of ~~seven~~ **nine** members. Members shall be appointed for staggered terms of three (3) years and no member shall be appointed for more than two consecutive terms. Members shall have demonstrated scholarship or creativity in, or distinguished service to the arts, humanities or interpretive sciences.

;or take any other action relative thereto.

**ARTICLE 49. Adoption of a Municipal Veterans Assistance Fund:** Passing by majority vote to adopt, pursuant to M.G.L. c. 60 §3F, a Municipal Veterans Assistance Fund for voluntary donations to Wilbraham veterans.

**ARTICLE 50. General By-law Amendment — Board of Selectmen:** Passing by majority vote to amend the Bylaws by deleting Section 300 (Board of Selectmen) in its entirety and replacing it as presented in Article 50 of this Warrant

### SECTION 300 SELECT BOARD

a.) The Town shall elect a Select Board consisting of three members, one of whom shall be elected each year for a term of three (3) years.

# Administration

b.) The Select Board shall direct and manage the property and affairs of the Town in all matters not otherwise provided by law, or by these By-Laws.

c.) The Select Board shall serve with financial compensation at a rate set by the Annual Town Meeting.

d.) The Select Board shall also serve as the Board of Health.

; or take any other action relative thereto.

## **ARTICLE 51. Petitioned Article – Change the Name of the Board of Selectmen: - MOVE NO ACTION**

Motion to adjourn was made and seconded.

Meeting adjourned at 10:43 p.m.

Attest: 

Carole J. Tardif  
Town Clerk of Wilbraham

## **SPECIAL TOWN MEETING October 23, 2023**

### **Attendance:**

<b>Precinct A:</b>	<b>23</b>
<b>Precinct B:</b>	<b>15</b>
<b>Precinct C:</b>	<b>30</b>
<b>Precinct D:</b>	<b>31</b>
<b>Total -----</b>	<b>99</b>

In accordance with the Warrant, as posted, the inhabitants of the Town of Wilbraham, qualified to vote in Town affairs, met in Minnechaug Regional High School on Monday, October 23, 2023. Town Clerk, Carole Tardif, stated a quorum was present and opened the meeting at 7:01 p.m.

Town Clerk, Carole Tardif welcomed all and asked attendees to join in reciting the Pledge of Allegiance. No flag found, so those present pledged to a picture of the American Flag.

Town Clerk, Carole Tardif announce that all legal posting have been met and did not read the call of the meeting.

Town Clerk Tardif stated due to unforeseen circumstances Town Moderator James Jurgens is unable to conduct the Special Town Meeting therefore we must nominate and elect a temporary town moderator from the floor. This individual will serve as moderator until the Special Town Meeting dissolves.

There were two nominations from the floor. Sharon Kipetz (252 Main St.) nominated Jane Clark (594 Main St). Stoughton Smead (15 Brookmont Dr.) nominated Jeffrey Smith (1 Winterberry Dr.). The results of the vote were 43 for Jane Clark and 39 for Jeffrey Smith. Jane Clark was nominated for Temporary Town Moderator. Town Clerk swore Jane Clerk in as Temporary Town Moderator, and Jane Clark continued the Special Town Meeting.

## **ARTICLE 1. Transfer of Free Cash for Capital Improvements to the HVAC System at Minnechaug Regional School.**

Passed by majority to appropriate \$100,821.15 from Free Cash to pay for Wilbraham’s share of the cost of a Boiler Heat Exchange at Minnechaug Regional High School.

Finance Committee Recommendation: Finance Committee Recommends Approval. 6-0.

## **ARTICLE 2. Transfer of Free Cash for Capital Improvements to the HVAC System at Minnechaug Regional School.**

Passed by majority to appropriate \$24,019.72 from Free Cash to pay for Wilbraham’s share of the cost of AC Split Units for IEP Needs at Minnechaug Regional High School.

Finance Committee Recommendation: Finance Committee Recommends Approval. 6-0.

## **ARTICLE 3. Transfer of Free Cash for Capital Improvements to Technology at Minnechaug Regional School.**

Passed by majority to appropriate \$43,235.49 from Free Cash to pay for Wilbraham’s share of the cost of Classroom Projectors and Monitors at Minnechaug Regional High School.

Finance Committee Recommendation: Finance Committee Recommends Approval. 5-1.

## **ARTICLE 4. Transfer of Free Cash for Capital Improvements to Technology at Minnechaug Regional School.**

**MOVE TO DISMISS, SECONDED, PASSED BY MAJORITY**

MOTION: Move to transfer \$60,049.29 from Free Cash to pay for Wilbraham’s share of the cost of Cameras Systems Updates at Minnechaug Regional High School.

Finance Committee Recommendation: Finance Committee Does Not Recommend Approval of this Article. 4-2.

## **ARTICLE 5. Transfer of Free Cash to Reduce the Property Tax Rate. MOVE TO DISMISS, SECONDED, PASSED BY MAJORITY**

MOTION: To appropriate a sum of money from Free Cash to be used to reduce the property tax rate.

Finance Committee Recommendation: Finance Committee Does Not Recommend Approval of this Article. 6-02.

Temporary Moderator Clark moved to adjourn meeting and was seconded. Meeting was adjourned at 7:18 p.m.

A true attest copy:



Carole J. Tardif  
Town Clerk of Wilbraham

If you would like to receive emergency or urgent information notifications from the Town of Wilbraham, you may go to the Town’s website: [www.wilbraham-ma.gov](http://www.wilbraham-ma.gov) and click “Get Connected” on the main page.

## **Wilbraham Tid-Bit Facts**

**Settled:** 1731

**Incorporated:** 1763

**Population:** 15,090

**Area:** 22 Square Miles

**County:** Hampden County

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

**Registered Voters:** 11,512

**Residential Dwellings:** 5,273

**FY24 Tax Rate:** \$18.50

**Bond Rating:** Standard & Poor’s AA+

**Form of Government:** Open Meeting, Select Board & Town Administrator

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

# Administration

## 2023 ANNUAL TOWN ELECTION May 20, 2023

### SELECT BOARD – 3 YRS.

Carmela Blair 846  
Michael A. Squindo 874\*

### ASSESSOR – 3 YRS.

John M. Wesolowski 1232\*

### REG. SCHOOL COMMITTEE – 3 YRS.

Sherrill Caruana 966\*  
Christina Erika Albacete Beckel 799  
Michael Vincent Tirabassi 945\*

### CEMETERY COMMISSIONER – 3 YRS

Donald R. Bourcier 1144\*  
Mandell Harris Greene 405

### WATER COMMISSIONER – 3 YRS

Douglas S. Hutcheson 1209\*

### LIBRARY TRUSTEE – 3 YRS

Linda Maria Dagradi 1070\*  
Cheryl A. Wesolowski 1059\*

### PLANNING BOARD – 5 YRS

John H. Luttrell, Jr. 961\*  
Bruce Allen Williams 569

### WILB. HOUSING AUTHORITY – 5 YRS

James Stephen Burke 1177\*

ATTEST: Carole J. Tardif  
Town Clerk of Wilbraham

\* Denotes Winner

Total Registered Voters ---	11332	Voted by Precinct	Total Registered
Total Vote Cast -----	1748	Precinct A – 448	2858
% Voted -----	15.42%	Precinct B – 376	2784
		Precinct C – 420	2767
		Precinct D – 504	2923

Town of Wilbraham Official Election Results - Annual Town Election on 5/20/2023									
CANDIDATE			PRECINCT A	PRECINCT B	PRECINCT C	PRECINCT D	TOTALS		
	Votes Cast:		448	376	420	504	1748		
BOARD OF SELECTMEN	3yr	vote 1	PRECINCT A	PRECINCT B	PRECINCT C	PRECINCT D	TOTALS		
Carmela Blair, 2 Bonair Dr			219	187	201	239	846		
Michael A. Squindo, 12 Pond Rd			219	183	212	260	874		
Write-ins			0	2	0	0	2		
Blanks			10	4	7	5	26		
<b>PRECINCT TOTALS</b>			<b>448</b>	<b>376</b>	<b>420</b>	<b>504</b>	<b>1748</b>		
ASSESSOR	3yr	vote 1	PRECINCT A	PRECINCT B	PRECINCT C	PRECINCT D	TOTALS		
John M. Wesolowski, 820 Ridge Rd, Candidate for re-election			314	266	291	361	1232		
Write-ins			5	4	3	6	18		
Blanks			129	106	126	137	498		
<b>PRECINCT TOTALS</b>			<b>448</b>	<b>376</b>	<b>420</b>	<b>504</b>	<b>1748</b>		
HWRSD REGIONAL SCHOOL	3yr	vote 2	PRECINCT A	PRECINCT B	PRECINCT C	PRECINCT D	TOTALS		
Sherrill Caruana, 59 Brainard Rd, Candidate for reelection			254	215	219	278	966		
Christina Erika Albacete Beckel, 760 Glendale Rd			211	166	204	218	799		
Michael Vincent Tirabassi, 949 Glendale Rd			214	216	229	286	945		
Write-ins			0	2	2	0	4		
Blanks			217	153	186	226	782		
<b>PRECINCT TOTALS</b>			<b>896</b>	<b>782</b>	<b>840</b>	<b>1008</b>	<b>3496</b>		
CEMETERY COMMISSIONER	3yr	vote 1	PRECINCT A	PRECINCT B	PRECINCT C	PRECINCT D	TOTALS		
Donald R. Bourcier, 24 High Pine Cir, Candidate for re-election			295	230	284	335	1144		
Mandell Harris Greene, 10 Lodge Ln			104	96	91	114	405		
Write-ins			3	1	0	0	4		
Blanks			46	49	45	55	195		
<b>PRECINCT TOTALS</b>			<b>448</b>	<b>376</b>	<b>420</b>	<b>504</b>	<b>1748</b>		
WATER COMMISSIONER	3yr	vote 1	PRECINCT A	PRECINCT B	PRECINCT C	PRECINCT D	TOTALS		
Douglas S. Hutcheson, 411 Main St			301	264	284	360	1209		
Write-ins			1	2	2	4	9		
Blanks			146	110	134	140	530		
<b>PRECINCT TOTALS</b>			<b>448</b>	<b>376</b>	<b>420</b>	<b>504</b>	<b>1748</b>		
LIBRARY TRUSTEE	3yr	vote 2	PRECINCT A	PRECINCT B	PRECINCT C	PRECINCT D	TOTALS		
Linda Maria Dagradi, 7 Pleasant View Rd, Candidate for re-election			260	236	247	327	1070		
Cheryl A. Wesolowski, 820 Ridge Rd, Candidate for re-election			292	211	253	303	1059		
Write-ins			6	6	7	0	19		
Blanks			338	299	333	378	1348		
<b>PRECINCT TOTALS</b>			<b>896</b>	<b>782</b>	<b>840</b>	<b>1008</b>	<b>3496</b>		
PLANNING BOARD	5yr	vote 1	PRECINCT A	PRECINCT B	PRECINCT C	PRECINCT D	TOTALS		
John H. Luttrell, Jr., 55 Burleigh Rd.			266	201	225	269	961		
Bruce Allen Williams, 11 Branch Rd.			124	124	146	175	569		
Write-ins			3	0	1	0	4		
Blanks			55	51	48	60	214		
<b>PRECINCT TOTALS</b>			<b>448</b>	<b>376</b>	<b>420</b>	<b>504</b>	<b>1748</b>		
Wilbraham Housing Authority	5yr	vote 1	PRECINCT A	PRECINCT B	PRECINCT C	PRECINCT D	TOTALS		
James Stephen Burke, 8 Hill Ln, Candidate for reelection			308	245	276	348	1177		
Write-ins			2	4	6	7	19		
Blanks			138	127	138	149	552		
<b>PRECINCT TOTALS</b>			<b>448</b>	<b>376</b>	<b>420</b>	<b>504</b>	<b>1748</b>		
Change Town Clerk to Appointed Question		vote 1	PRECINCT A	PRECINCT B	PRECINCT C	PRECINCT D	TOTALS		
	Yes		157	144	161	163	625		
	No		207	169	186	254	816		
Write-ins							0		
Blanks			84	63	73	87	307		
<b>PRECINCT TOTALS</b>			<b>448</b>	<b>376</b>	<b>420</b>	<b>504</b>	<b>1748</b>		
			PRECINCT A	PRECINCT B	PRECINCT C	PRECINCT D	TOTALS		
Total Reg Voters as of 05/05/2023			2858	2784	2767	2923	11332		
Total Votes Cast on 5/20/2023			448	376	420	504	1748		
Voter Turnout %:			15.68%	13.51%	15.18%	17.24%	15.43%		

### Office of the Town Clerk Receipts Summary Report Beginning 7/01/2022 and Ending 06/30/2023

Description	# Sold	Receipts
Stray Fine	21	\$450
Noncriminal Tickets	19	\$2,100
Boarding Fees	24	\$390
Misc	113	\$176
Marriage	55	\$1,610
Copy of Rec	1,371	\$13,722
HT Permiss	200	\$400
Bus Cert	81	\$3,020
Raffle Pmt	5	\$100
Gas Permit	9	\$935
Pole Loc		
Street List	5	\$60
Dog Tag Registration	3,430	\$40,854.48

Total Cash.....\$12,793.00  
Total Checks.....\$31,092.48  
Total Credit Cards.....\$19,932.00  
Total Receipts.....\$63,817.48

# Administration



THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL  
CENTRAL MASSACHUSETTS DIVISION  
10 MECHANIC STREET, SUITE 301 WORCESTER, MA 01608  
(508) 792-7600 (508) 795-1991 fax www.mass.gov/ago

ANDREA JOY CAMPBELL  
ATTORNEY GENERAL

August 29, 2023

Carole J. Tardif, Town Clerk  
Town of Wilbraham  
240 Springfield Street  
Wilbraham, MA 01095

Re: **Wilbraham Annual Town Meeting May 15, 2023 – Case # 11029**  
**Warrant Articles # 30 and 31 (Zoning)**  
**Warrant Articles # 47, and 48, and 50 (General)**

Dear Ms. Tardif:

**Articles 30, 31, 47, 48 and 50** - We approve Articles 30, 31, 47, 48, and 50 voted at the May 15, 2023 Wilbraham Annual Town Meeting. Our comments on Article 47 are provided below.

**Article 47** - Article 47 amends the general by-laws to add a new "Blighted Properties" bylaw that imposes minimum maintenance requirements for blighted properties (as defined in the by-law) in the Town. See "Maintenance Requirements." We approve Article 47 because we determine that the by-law amendments do not conflict with the Constitution or laws of the Commonwealth. See Amherst, 398 Mass. 793, at 795-96 (1986).

This decision describes the by-law amendments; discusses the Attorney General's limited standard of review of town by-laws under G.L. c. 40, § 32, and then explains why, governed as we are by that standard, we approve the by-law amendments.

### I. Summary of Article 47

Under Article 47 the Town added a new Blighted Properties by-law to the Town's general by-laws. The new by-law defines terms used in the by-law, including "Blighted Premises," and "Owner." The by-law requires owners of blighted properties to maintain the property in a safe and secure manner, to inspect the property, to post a sign that includes contact information for maintenance issues, to drain and winterize pipes, and to use tarps and other temporary coverings consistent with the Town's regulations. See "Maintenance Requirements." The by-law also requires owners to correct conditions on blighted properties and to register blighted properties with the Town and pay a \$50.00 registration fee. The by-law includes a provision that allows an owner to contact the Town's Building Department within seven days of receipt of an order to take corrective action to discuss options to correct the by-law violations. See "Orders to Take Corrective

Action." The by-law authorizes the use of non-criminal disposition to enforce the bylaw with fines of \$50.00 for the first offense; \$100.00 for the second offense; and \$150.00 for third and subsequent offenses.

### II. Attorney General's Standard of Review of General Bylaws

Our review of Article 47 is governed by G.L. c. 40, § 32. Pursuant to G.L. c. 40, § 32 the Attorney General has a "limited power of disapproval," and "[i]t is fundamental that every presumption is to be made in favor of the validity of municipal by-laws." Amherst, 398 Mass. at 795-96. The Attorney General does not review the policy arguments for or against the enactment. Id. at 798-99 ("Neither we nor the Attorney General may comment on the wisdom of the town's by-law.") In order to disapprove a by-law (or any portion thereof), the Attorney General must cite an inconsistency between the by-law and the state Constitution or laws. Id. at 796. A municipality has no power to adopt a by-law that is "inconsistent with the constitution or laws enacted by the [Legislature]." Home Rule Amendment, Mass. Const. amend. art. 2, § 6.

### III. Article 47's Consistency with State Law

We approve Article 47 because it does not conflict with state law. We have considered whether the by-law poses any of the same conflicts found by the court in Easthampton Savings Bank v. City of Springfield, 470 Mass. 284, 285 (2014). In Easthampton Savings Bank, Springfield's foreclosure ordinance required owners of buildings that are vacant or undergoing foreclosure to register with the city, remove hazardous material from the property, and file a \$10,000.00 cash bond to cover the city's inspection and maintenance costs if the owner failed to maintain the property. Because the Springfield ordinance's definition of "owner" included a mortgagee who had initiated the foreclosure process, the court determined that the ordinance required a mortgagee not yet in possession of a property to enter and repair it. Under the terms of the ordinance, a secured lender not in possession of the property was potentially liable for any hazardous materials on a property. Because, under the comprehensive OHMRPA a secured lender not in possession is not liable for hazardous materials releases at a property, the court ruled that the Springfield ordinance conflicted with G.L. c. 21E. Id. at 293.

Springfield's foreclosure ordinance also required an owner to post a \$10,000.00 bond to pay for expenses incurred by the City to remedy violations, and authorized enforcing persons to enter the property for the purpose of remedying violations. The court ruled that the bond provisions of the foreclosure ordinance conflicted with the State Sanitary Code ("Code") because the Code requires only receivers, not owners, to post a bond. Id. at 295-96. In addition, the court examined the charge imposed under the ordinance for registering properties with the City and concluded that the charge was a valid fee rather than an unlawful tax. Easthampton Savings Bank, 470 Mass. at 299.<sup>1</sup>

<sup>1</sup> Springfield also adopted a mandatory mediation ordinance that required mediation between mortgagors and mortgagees. The court ruled that the mediation ordinance conflicted with G.L. c. 244, the State's foreclosure statute. Wilbraham's by-law does not include a mediation provision.

Article 47 does not include the provisions the Supreme Judicial Court determined were in conflict with state law in Easthampton Savings Bank: those requiring owners to remove hazardous materials or post a bond to cover the Town's inspection and maintenance costs. We also find no other conflict between the by-law adopted under Article 47 and any other provision of the Constitution or laws of the Commonwealth. Therefore, we approve it. Amherst, 398 Mass. at 796.

**Note:** Pursuant to G.L. c. 40, § 32, neither general nor zoning by-laws take effect unless the Town has first satisfied the posting/publishing requirements of that statute. Once this statutory duty is fulfilled, (1) general by-laws and amendments take effect on the date these posting and publishing requirements are satisfied unless a later effective date is prescribed in the by-law, and (2) zoning by-laws and amendments are deemed to have taken effect from the date they were approved by the Town Meeting, unless a later effective date is prescribed in the by-law.

Very truly yours,

ANDREA JOY CAMPBELL  
ATTORNEY GENERAL

Kelli E. Gmagan  
By: Kelli E. Gmagan  
Assistant Attorney General  
Municipal Law Unit  
10 Mechanic Street, Suite 301  
Worcester, MA 01608  
(508) 792-7600

cc: Town Counsel Brian J. Wimmer

<sup>2</sup> During our review of Article 47, we received correspondence urging this Office to disapprove Article 47 on grounds that the by-law amendments do not establish a process for someone to appeal a finding that their property is blighted; that the by-law does not help residents fix or clean up their property, including creating a fund to assist residents with the cost of maintaining their property; and that the by-law favors developers who seek to buy property in the Town. We appreciate this correspondence. However, none of the arguments raised in the opposition provide grounds for us to disapprove Article 47.

3



TOWN OF WILBRAHAM  
TOWN CLERK  
240 Springfield Street  
Wilbraham, MA 01095-2299

June 10, 2023

### CERTIFICATE OF DETERMINATION

We the Board of Registrars of Voters of the Town of Wilbraham, MA certify that our determination of the results of the June 10 2023 recount is as follows:

Name of Candidate	Ballots Cast
Carmela Blair	846
Michael A. Squindo	874

Board of Registrars of Voters

*Thomas Mango*  
Thomas Mango, Chairman/Board of Registrars of Voters

*Frank Mikuszewski*  
Frank Mikuszewski  
, Board of Registrars

*Thomas Reavey*  
Thomas Reavey  
, Board of Registrars

*Carole Tardif*  
Carole Tardif

# Administration

VRIS TOWN OF WILBRAHAM 1/2/2024  
 PPS070-3 Count of Residents By Ward and Precinct Page 1 of 1

Ward No	Prnct No	Active	Inactive	Non-Voter	Grand Total
0	A	2535	378	791	3704
	B	2456	405	948	3809
	C	2498	350	844	3692
	D	2636	352	888	3876
0 Total		10125	1485	3471	15081
Grand Total		10125	1485	3471	15081

## VOTER REGISTRATION BY PRECINCT (As of December 31, 2023)

PREC	Rep	Dem	Unen	Political Designations	Total
A	457	671	1745	39	2912
B	405	646	1778	30	2859
C	478	553	1782	35	2848
D	463	679	1821	25	2988
<b>TOTAL:</b>	<b>1803</b>	<b>2549</b>	<b>7126</b>	<b>129</b>	<b>11607</b>

## VITAL STATISTICS

BIRTHS	2019	2020	2021	2022	2023
MALES	56	42	55	48	53
FEMALES	44	46	44	52	48
<b>TOTALS</b>	<b>100</b>	<b>88</b>	<b>99</b>	<b>100</b>	<b>101</b>
<b>MARRIAGES</b>	<b>45</b>	<b>37</b>	<b>60</b>	<b>50</b>	<b>71</b>
<b>DEATHS</b>					
MALES	94	116	88	101	100
FEMALES	156	153	120	136	125
<b>TOTALS</b>	<b>250</b>	<b>269</b>	<b>208</b>	<b>237</b>	<b>225</b>

ATTEST: **Carole J. Tardif**  
Town Clerk

- Continued maintenance and operation of the municipal building-to-building (WAN/VPN) network using fiber optic backbone paired with free and open software firewalls.
- Continued battery backup (UPS) installation, upgrades and battery maintenance in all facilities.
- Continued working with surrounding municipal and regional IT Directors and the State to plan framework for future regionalization, mutual aid, grant application, training and other group efforts.
- Continued maintenance, upgrades and content coordination for the Town website (<http://wilbraham-ma.gov>) and other linked Internet technologies (Facebook, Twitter, Blackboard Connect [reverse 911], and others).
- Continued performing memory, hard drive and component upgrades, cleanings and other maintenance to extend the useful lifespan of Town computers and network devices. Continued migrating end of life applications and operating systems to current versions.
- Continued e-waste removal from Town facilities and departments for proper re-purposing or eco-friendly recycling.
- Continued operation and monitoring of MBI fiber circuits for Town Hall and Fire HQ buildings.
- Continued usage of cloud/SaaS services for some departments and evaluation of feasibility and cost effectiveness of migrating other internally hosted systems to these services.
- Continued maintenance and improvements of the IT building located at 16 Main Street. The facility serves as IT and Facilities staff offices and meeting space, technology inventory and archival storage, and offsite disaster recovery storage for existing data rooms located in other town buildings.
- Upgraded the core network backbone equipment between Town Hall and Fire HQ. The fiber optic-based backbone now has redundant 40Gbps connectivity between the two sites. As part of the project, newer replaced network switches were repurposed at other locations and all network switches at all sites received software upgrades. Routing protocols were migrated from proprietary Cisco to vendor-agnostic OSPF.
- Worked with departments to finalize the migration to VADAR, the Town's current cloud-based municipal financial management app.
- Worked with departments to migrate payroll services to Harpers cloud-based payroll solution.
- Worked with Wilbraham Public Access to add/upgrade network cabling and add a new display to the BOS conference room at Town Hall.
- Upgraded the Town's legacy Microsoft AD infrastructure and separated out DHCP functions to improve network reliability.
- Worked with Charter/Spectrum to resolve a multi-year issue of being overcharged for cable boxes at the DPW highway building. Resulted in a one-time credit to the Town's service bill.
- Worked with the Fire Department to add video and network cabling for new status monitoring displays in multiple locations within their HQ building.
- Implemented a new virtual machine (VM) server backup system located in the IT building. VM host servers located at Town Hall, Fire HQ and the IT building now

## Information and Technology Department

During 2023, much of the IT Department's time was utilized supporting the day-to-day technology needs of all Town municipal departments. The IT Department currently has 3 full time staff members (IT Director, Network Administrator and a Helpdesk/Website Support Technician). Outside consultants were leveraged to provide the extra support when needed. Many IT Department accomplishments are below:

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

# Administration

use this server to send backups to every night.

- Worked with the Town's building committee and OPM to design, procure and implement technology for the new Senior Center.
- Implemented DMARC and DKIM technologies to better secure our email services.
- Migrated public DNS hosting from in-house to a managed cloud provider for better redundancy, availability and security. Implemented DNSSEC to better secure our DNS services.
- Installed new network switches using wireless p2p bridges at multiple sites, including Spec Pond, DRC and Wastewater to accommodate new camera system installation. Worked with outside vendor to bring cameras online and integrate with the police/dispatch camera system.
- Procured and implemented KnowBe4 phishing simulation and cyber security awareness training cloud-based app.

# Select Board

To the Citizens of the Town of Wilbraham:

The Board of Selectmen is pleased to issue this 2023 Annual Report. The Town of Wilbraham is a wonderful community, boasting a small-town atmosphere with a dynamic quality of life. From a variety of commercial and retail opportunities, to top-notch recreational and educational facilities, residents have many options from which to choose. The Board of Selectmen are proud to work to maintain and enhance residents' quality of life.

The Board of Selectmen changed its name in 2023. The passage of Article 50 at the Annual Town Meeting ushered in a new era for the name of the Town's top elected board to change from Board of Selectmen to Select Board. Once approved by the Attorney General in August, the name change became official. This change was supported by Town Meeting in large part to reflect the fact that women have served on the Select Board for many years now, and an update was in order.

Theresa J. Goodrich and Susan C. Bunnell continued their terms on the Select Board. Carolyn F. Brennan decided not to run for another term. Michael A. Squindo was elected in a closely contested race, which required a recount. Once the results were verified, the Select Board reorganized as follows: Theresa J. Goodrich was voted Chairman; Susan C. Bunnell was voted Vice Chairman; and Michael A. Squindo was voted Clerk.

The Select Board participated in the official ground breaking of the new Senior Center in a ceremony held on February 10. Selectman Brennan, Chairman at the time, acted as emcee for the event. Many local officials, including our local state delegation with Representative Angelo Puppolo, and newly elected Senator Jake Oliveira, were in attendance. The Senior Center Feasibility Study Committee, the Senior Center Building Committee, Paula Dubord, the Director of the Council on Aging, and the Friends of the Senior Center were all recognized for their hard work and determination. The Friends of the Senior Center worked tirelessly to fundraise on behalf of the Senior Center in 2023, as they have been doing for over a decade. The Friends of the Senior Center met with the Select Board on several occasions to report their progress, and to present substantial donations to the project. The group had raised over \$750,000 by the end of 2023. There are many people to thank for their contributions to this project. The Select Board looks forward to the Grand Opening in the spring of 2024.

## 2023-2024 Select Board Liaison Assignments

### **Theresa J. Goodrich, Chair**

Solid Waste Advisory Committee  
Scantic Valley Health Trust  
Commission on Disability  
Planning Board  
Assessor's Office  
Building Department  
Traffic Safety Team  
Department of Veterans' Affairs  
Public Library  
Local Emergency Planning Committee  
Playground & Recreation Commission  
Wilbraham Economic Development Committee

### **Susan C. Bunnell, Vice Chair**

Finance Committee  
Fire Department  
Police Department  
Water Commission  
Sewer Advisory Board  
Broadband Committee  
Open Space and Recreation Committee  
Cultural Council  
Capital Planning Committee  
Treasurer/Collector's Office  
Advisory Board of Health  
Accounting Office  
Engineering Dept./DPW  
Wilbraham Nature & Cultural Council  
Town Clerk's Office

### **Michael A. Squindo, Clerk**

HWRSD School Committee  
Cable TV Advisory Committee  
Public Access TV Committee  
Country Club of Wilbraham  
Zoning Board of Appeals  
Conservation Commission  
Historical Commission  
Cemetery Commission  
Personnel Board  
Community Preservation Committee  
Council on Aging  
Sealer of Weights and Measures  
IT Department



## Select Board

The Town of Wilbraham was awarded \$4,390,602 in American Rescue Plan Act (ARPA) funds. ARPA funds may be used by municipalities for a variety of purposes. The Select Board allocated funds in 2022, and continued this process in 2023. The allocations approved as of December 31, 2023, are as follows:

Project	BOS Approval Date	Funds Needed	ARPA Funds Remaining
Sewer Line for Sr Ctr Design	4/4/2022 (1/9/23)	\$ 40,000.00	\$ 4,350,602.00
MRHS Network Switches	BOS Approved 5/23/3022	\$ 239,098.00	\$ 4,111,504.00
Rec Complex at Memorial RFP	BOS Approved 8/29/2022	\$ 125,000.00	\$ 3,986,504.00
Broadband Open Access Partner RFP	BOS Approved 8/29/2022	\$ 125,000.00	\$ 3,861,504.00
Senior Center General Contractor	BOS Approved 10/17/2022	\$ 1,804,151.00	\$ 2,057,353.00
Senior Center General Contractor	BOS Approved 10/31/2022	\$ 385,000.00	\$ 1,672,353.00
Economic Development Parking Study	BOS Approved 12/12/2022	\$ 50,000.00	\$ 1,622,353.00
Ambulance	BOS Approved 2/27/2023	\$ 310,000.00	\$ 1,312,353.00
Senior Center Town Hall Sewer Line	BOS Approved 5/22/23	\$ 400,000.00	\$ 912,353.00
WMEDC Eastfield Mall Businesses Move to Wilbraham	BOS Approved 5/22/23	\$ 15,000.00	\$ 897,353.00
CARES Act Non-Reimbursements	BOS Approved 12/4/23	\$ 124,579.00	\$ 772,774.00

The four allocations approved by the Select Board in 2023 were the purchase of a new ambulance, funding for the Senior Center and Town Hall Sewer Line installation, funding to the Western Mass Economic Development Council to assist two businesses to move to Wilbraham from the now shuttered Eastfield Mall, and to cover expenses incurred by the Town for COVID-19 response related goods and services not covered by the CARES Act. The Select Board anticipates allocating a significant amount of the remaining funds, if not all of them, to the Broadband project in 2024.

The Select Board deliberated on a wide range of issues including the Fiscal Year 2023 Budget; proposing and approving same at the Annual Town Meeting in May, and the Special Town Meeting in October; appointing volunteers to various boards and committees; renewing and or initiating licensing, permitting and lease agreements; addressing general personnel matters and various collective bargaining issues; disposing of surplus property; awarding bids; animal control issues; utility easements and pole locations; acceptance of public ways; use of town property for public events; approving or supporting various grants, regional initiatives, etc.

The Select Board, per Town By-law 515, appointed a By-Law Study Committee in 2023. This committee is responsible for reviewing the Town By-laws and making recommendations for updates. The proposed updates can range from typographical or grammatical changes, to amending By-Laws already in place, to the addition of brand new By-Laws on a variety of issues. One anticipated change in 2024 will be to change the Board of Selectmen to Select Board throughout the existing By-Laws.

The Select Board adopted a new Classification and Compensation system for non-union employees in 2023. This system had not been updated in fifteen years. It affected approximately 55 full and part-time non-union employees.

The Select Board received the results of a Recreation Complex Study at Memorial School in 2023. The study was commissioned to help the Town determine the future of Memorial School generally, and specifically as a site to invest in for more recreational use. CHA Associates presented their report in August. Three visions for the renovations and expansion of Memorial School and for additional amenities on the property were discussed. The report is available on the Town's website. Outdoor Pickle Ball courts were an important focus of the report, along with a potential increase of gymnasium space. There was also considerable discussion by the Select Board, the Community Preservation Committee, the Recreation Commission and Recreation Director about the applicability and ramifications of using Community Preservation Funds on the property. Ultimately, the Select Board, upon advice of Town Counsel, decided to move forward with locating Pickle Ball Courts on the Memorial School property. The Select Board also intends to bring Capital Projects for Memorial School to future Town Meetings to give voters the opportunity to support, or not support, continuing investment in the Memorial School property as a Recreation Complex.

The Select Board usually meets weekly on Monday evenings, often with an Executive Session at 6:00 p.m., and an Open Session at 7:00 p.m. Meetings are generally held bi-weekly during the summer months. Meeting agendas are posted a minimum of 48 hours prior to scheduled meetings. The Select Board met forty-one times in 2023.

Finally, the Select Board extends its sincere appreciation to all the volunteers who serve as members on Town Boards, Committees and Commissions, and to our municipal employees for their exceptional and dedicated service.

### Select Board

Theresa J. Goodrich, Chair  
Susan C. Bunnell, Vice Chair  
Michael A. Squindo, Clerk

### Town Administrator

Nick Breault  
**Administrative Assistant to the  
Select Board &  
Town Administrator**  
Heather Kmelius

## 2023 Permits & Licenses Issued by the SB/BoH

Annual Food Establishment Permit (All types)
Common Victualer License
Milk & Cream License
Annual Caterer's License
Annual Entertainment License (Sundays)
Annual Entertainment License (Mondays-Saturdays)
Tobacco Licenses
Tanning Facilities
Auto – Class I
Auto – Class II
Roller Skating Rinks
Juke Boxes
Pool Tables
Amusement Devises
Motel, Cabins
Pasteurization
Frozen Dessert (Wholesale Mfg and Small Business Mfg Retail)
Pawnbrokers/Junk & Secondhand Dealers
New and increased Licenses for Above & Under- ground Storage of Flammable & Combustible Liquids, Flammable Gases and Solids
Annual Liquor Licenses (Sec.15,Sec.12, Sec. 19)
Temporary Food Establishment Permit
Temporary Entertainment License (1 Event, incl. Sundays)
Section 14: Special Alcohol License (1 day license & Special - Educational)
Seasonal Food Establishment Permit
Seasonal & Annual Operation of Swimming Pool License
Seasonal Camp License
<b>*Fees for non-profit and town entities are waived by the SB/BoH upon request.</b>

## Select Board



Photos courtesy of Nick Breault

# Finance

## Capital Planning Committee

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

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

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

Looking at FY 2024 (Past Year) the town approved \$935,617 in capital projects that were funded from free cash. By not borrowing for these projects, the town will save money on future interest payments.

Looking at FY 2025 (coming year) the committee anticipates a borrowing recommendation of \$500,000 for vehicles and equipment and \$500,000 for the remodeling of public buildings. The committee will be talking to department managers and the school staff at public meetings to better solidify final recommendations for Town Meeting. They will also review different funding methods including the use of free cash and borrowing of funds to finance.

Our committee is assisted by four very helpful town employees who attend most meetings. Town Treasurer/Collector Barbara Hancock is a key resource for formulating a capital strategy, preparing online scenarios and helping with risk assessment. Town Accountant Derek Geser provides exceptional administrative support, research, and project work. Building Inspector John Walsh and Facilities & Maintenance Supervisor Sam Boyd are great resources, monitoring and reporting about the status of ongoing projects. Their expertise in the construction area is extremely valuable.

### Capital Planning Committee

Nicholas Manolakis, Chairman  
Paul Kukulka, Vice Chairman  
Jim Rooney  
Todd Schneider

## Board of Assessors

The Board of Assessors is comprised of three members each elected for a three-year term. This past year Chairman Lawrence G. LaBarbera and Board Member Roger J. Roberge II congratulated John M. Wesolowski on his re-election.

The daily functions of the Assessors' Office are managed by Principal Assessor Christopher Keefe, Assistant Administrator Maryann Wilkinson, and Senior Administrative Clerk Deanna Lavigne. The office values 6,150 parcels of real estate worth approximately \$2.76 billion; additionally, the office processes over 200 exemptions for senior citizens, blind citizens, and disabled veterans each year.

Following two years in which a full state-mandated revaluation resulted in an average increase of 28% in overall property values, the Assessors were once again faced with a rapidly appreciating real estate market for 2023. A review of recent market sales, vacancy rates, rents and capitalization rates revealed that the town was once again behind actual real estate market values, necessitating increases in property values across all classes in order to bring the assessments up to full and fair value for FY2024. All of the revaluation work was completed in-house except the valuation of utility properties, which were valued by a professional consultant. For fiscal year 2024, the value of all non-tax-exempt real and personal property in Wilbraham amounts to \$2,459,372,764; this

is an over 7% increase from FY2023 where the total taxable value was \$2,284,162,473. The average single-family home is now worth \$415,300 and the average annual tax bill is \$7,683 for FY2024. New construction, remodeling and additions ("New Growth") amounted to over \$27 million in value, which added \$516,296 in brand new tax dollars for FY2024. The Massachusetts Department of Revenue approved the tax rate for fiscal year 2024 at \$18.50 which is down slightly from last year's rate of \$18.70 per thousand.

In addition, the Board of Assessors levied over \$2.6 million in Motor Vehicle Excise tax during calendar 2023, and \$506,700 in Community Preservation Act surcharges. In total, over 86% of the general fund revenues for the town originated in the Assessors' Office last year.

To all of our residents who took the time to fill out our annual forms and information requests, we extend our appreciation – your efforts help ensure fair & equitable assessments, and the continued smooth operation of our office.

### Wilbraham Board of Assessors

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

### Wilbraham Assessors' Office

Christopher Keefe RMA, Principal Assessor  
Maryann Wilkinson MAA, Assistant Administrator  
Deanna Lavigne, Senior Administrative Clerk



Photo Courtesy of Melissa Graves

# Board of Assessors

MASSACHUSETTS DEPARTMENT OF REVENUE  
 DIVISION OF LOCAL SERVICES  
 BUREAU OF ACCOUNTS

Wilbraham  
 TOWN

## TAX RATE RECAPITULATION Fiscal Year 2024

**I. TAX RATE SUMMARY**

Ia. Total amount to be raised (from page 2, IIe)	\$ 59,595,328.14
Ib. Total estimated receipts and other revenue sources (from page 2, IIIe)	14,096,932.00
Ic. Tax Levy (Ia minus Ib)	\$ 45,498,396.14
Id. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(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	89.0805	40,530,198.77	2,190,821,907.00	18.50	40,530,205.28
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	6.5371	2,974,275.65	160,772,856.00	18.50	2,974,297.84
Net of Exempt					
Industrial	1.4803	673,512.76	36,405,200.00	18.50	673,496.20
<b>SUBTOTAL</b>	<b>97.0979</b>		<b>2,387,999,963.00</b>		<b>44,177,999.32</b>
Personal	2.9021	1,320,408.95	71,372,801.00	18.50	1,320,396.82
<b>TOTAL</b>	<b>100.0000</b>		<b>2,459,372,764.00</b>		<b>45,498,396.14</b>

MUST EQUAL 1C

Signatures
<b>Assessors</b>  Lawrence G. La Barbera, Assessor, Wilbraham, ckeefe@wilbraham-ma.gov 413-596-2800   11/16/2023 6:54 PM Comment: Roger J Roberge, Assessor, Wilbraham, ckeefe@wilbraham-ma.gov 413-596-2800   11/17/2023 2:34 PM Comment: Christopher Keefe, Principal Assessor, Wilbraham, ckeefe@wilbraham-ma.gov 413-596-2800   11/17/2023 2:37 PM Comment:

Documents
No documents have been uploaded.

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

<b>Reviewed By:</b>	James Podolak
<b>Date:</b>	11/21/2023
<b>Approved:</b>	Jared Curtis
<b>Director of Accounts:</b>	Deborah A. Wagner

# Board of Assessors

## II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(g) from page 4)		<u>58,676,207.00</u>
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 Awards	0.00	
4. Retained Earnings Deficit	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	38,803.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	<u>434,689.00</u>	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other :	0.00	
TOTAL Ilb (Total lines 1 through 10)		<u>473,492.00</u>
Ilc. State and county cherry sheet charges (C.S. 1-EC)		121,011.00
Ild. Allowance for abatements and exemptions (overlay)		324,618.14
Ile. Total amount to be raised (Total Ila through Ild)		<u>59,595,328.14</u>

## III. Estimated receipts and other revenue sources

Illa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	1,938,026.00	
2. Massachusetts school building authority payments	0.00	
TOTAL Illa		<u>1,938,026.00</u>
Illb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	<u>3,351,550.00</u>	
2. Offset Receipts (Schedule A-1)	<u>0.00</u>	
3. Enterprise Funds (Schedule A-2)	<u>3,984,243.00</u>	
4. Community Preservation Funds (See Schedule A-4)	<u>1,147,112.00</u>	
TOTAL Illb		<u>8,482,905.00</u>
Illc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	<u>2,323,693.00</u>	
2. Other available funds (page 4, col (d))	<u>1,352,308.00</u>	
TOTAL Illc		<u>3,676,001.00</u>
Illd. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2023	0.00	
1b. Free cash..appropriated on or after July 1, 2023	0.00	
2. Municipal light surplus	0.00	
3. Other source :	0.00	
TOTAL Illd		<u>0.00</u>
Ille. Total estimated receipts and other revenue sources (Total Illa through Illid)		<u>14,096,932.00</u>

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

a. Total amount to be raised (from Ile)		<u>59,595,328.14</u>
b. Total estimated receipts and other revenue sources (from Ille)	<u>14,096,932.00</u>	
c. Total real and personal property tax levy (from Ic)	<u>45,498,396.14</u>	
d. Total receipts from all sources (total IVb plus IVc)		<u>59,595,328.14</u>

# Board of Assessors

## TAX RATE RECAPITULATION

Fiscal Year 2024

LOCAL RECEIPTS NOT ALLOCATED \*

	Receipt Type Description	(a) Actual Receipts Fiscal 2023	(b) Estimated Receipts Fiscal 2024	Percentage Change
==>	1. MOTOR VEHICLE EXCISE	2,203,134.48	2,200,000.00	-0.14
	2. OTHER EXCISE			
==>	a.Meals	0.00	0.00	0.00
==>	b.Room	19,183.65	19,000.00	-0.96
==>	c.Other	613.05	800.00	30.50
==>	d.Cannabis	0.00	0.00	0.00
==>	3. PENALTIES AND INTEREST ON TAXES AND EXCISES	285,710.93	275,000.00	-3.75
==>	4. PAYMENTS IN LIEU OF TAXES	2,500.00	2,500.00	0.00
	5. CHARGES FOR SERVICES - WATER	0.00	0.00	0.00
	6. CHARGES FOR SERVICES - SEWER	0.00	0.00	0.00
	7. CHARGES FOR SERVICES - HOSPITAL	0.00	0.00	0.00
	8. CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00	0.00
	9. OTHER CHARGES FOR SERVICES	9,208.00	9,000.00	-2.26
	10. FEES	129,904.06	125,000.00	-3.78
	a.Cannabis Impact Fee	0.00	0.00	0.00
	b.Community Impact Fee Short Term Rentals	0.00	0.00	0.00
	11. RENTALS	23,081.75	20,000.00	-13.35
	12. DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00	0.00
	13. DEPARTMENTAL REVENUE - LIBRARIES	1,871.97	1,750.00	-6.52
	14. DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00	0.00
	15. DEPARTMENTAL REVENUE - RECREATION	0.00	0.00	0.00
	16. OTHER DEPARTMENTAL REVENUE	38,122.29	36,000.00	-5.57
	17. LICENSES AND PERMITS			
	a.Building Permits	200,361.06	175,000.00	-12.66
	b.Other licenses and permits	125,196.70	120,000.00	-4.15
	18. SPECIAL ASSESSMENTS	0.00	0.00	0.00
==>	19. FINES AND FORFEITS	7,500.00	7,500.00	0.00
==>	20. INVESTMENT INCOME	369,847.01	360,000.00	-2.66
==>	21. MEDICAID REIMBURSEMENT	0.00	0.00	0.00
==>	22. MISCELLANEOUS RECURRING	0.00	0.00	0.00
	23. MISCELLANEOUS NON-RECURRING	199,469.39	0.00	-100.00
	<b>24. Totals</b>	<b>3,615,704.34</b>	<b>3,351,550.00</b>	<b>-7.31</b>

# Board of Assessors

## TAX RATE RECAPITULATION

Fiscal Year 2024

City/Town Council or Town Meeting Dates	FY*	APPROPRIATIONS							AUTHORIZATIONS	
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
		Total Appropriations Of Each Meeting	From Raise and Appropriate	From Free Cash (See B-1)	From Other Available Funds (See B-2)	From Offset Receipts (See A-1)	From Enterprise Funds (See A-2)	From Community Preservation Funds (See A-4)	*** Departmental Revolving Funds	Borrowing Authorization (Other)
05/15/2023	2024	50,988,540.00	50,303,540.00	685,000.00	0.00	0.00	0.00	0.00	51,000.00	0.00
05/15/2023	2024	1,005,617.00	0.00	1,005,617.00	0.00	0.00	0.00	0.00	0.00	0.00
05/15/2023	2024	465,000.00	0.00	465,000.00	0.00	0.00	0.00	0.00	0.00	0.00
05/15/2023	2024	1,352,308.00	0.00	0.00	1,352,308.00	0.00	0.00	0.00	0.00	0.00
05/15/2023	2024	3,984,243.00	127,598.00	0.00	0.00	0.00	3,856,645.00	0.00	0.00	0.00
05/15/2023	2024	712,423.00	0.00	0.00	0.00	0.00	0.00	712,423.00	0.00	0.00
10/23/2023	2024	168,076.00	0.00	168,076.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>58,676,207.00</b>	<b>50,431,138.00</b>	<b>2,323,693.00</b>	<b>1,352,308.00</b>	<b>0.00</b>	<b>3,856,645.00</b>	<b>712,423.00</b>		

\* Enter the fiscal year to which the appropriation relates.

\*\* Appropriations included in column (b) must not be reduced by local receipts or any other funding source.

† Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.

\*\*\* Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

Signatures

Clerk

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

Carole J Tardif, Town Clerk, Wilbraham, ctardif@wilbraham-ma.gov 413-596-2800 | 11/15/2023 2:19 PM

Comment:

## Finance Committee

Nine members from our community are appointed by the Select Board to advise and make recommendations to town meeting on the annual budget and other areas of finance. Each member serves as a liaison to one or more departments. The liaison's role is to meet with department heads and learn more about the specific needs of that department and convey those to the full committee.

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

Wilbraham continues to be in a strong financial position. At the end of FY2023, The Town's free cash was certified at \$2.86M. The Annual Town Meeting on May 15, 2023, appropriated \$465,000 of free cash into the Stabilization Funds bringing the total to \$2.77M. The Reserve Fund, which can only be used for extraordinary and unforeseen expenses, had a balance of \$300,000, from which \$287,958 was expended to fund various unforeseen expenses. We continue to make contributions into the Other Post Employment Benefit Trust Fund to reduce unfunded liability.

The Finance Committee has been able to accomplish this while keeping taxes below the maximum allowable tax levy. In FY2023, the town's maximum allowable tax levy was \$44,845,567. The town appropriated \$43,845,567, which is \$1,000,000 under the levy limit.

The Finance Committee would like to thank Derek Geser, our Town Accountant, Krystine Viess, our Assistant Town Accountant and Barbara Hancock, our Assistant Town Administrator Budget and Finance/Town Treasurer/Town Collector. Their knowledge, expertise, and diligence has been invaluable to the Finance Committee's work; they are responsible for maintaining Wilbraham's strong financial position.

Respectfully submitted by:

Kevin Hanks, Chair	Jeff Farnsworth
Todd Schneider, Vice Chair	Patrick Kiernan
Xiomara Alban DeLobato	Joe Lawless
Kevin Corridan	Mike Mazzuca
Marc Ducey	

## Town Accountant

The Accounting Department's main responsibility is maintaining the financial records of the town. We insure the "books" are in balance at the end of each month and ready for closing at the end of the fiscal year. FY2023 was the first full fiscal year we began using VADAR as Wilbraham's new accounting system. Payroll was converted in January of 2023 to keep the payroll records on a calendar basis.

The Accounting Department provides the Department of Revenue, Division of Local Services with the information they need, to in turn, provide the town with a "free cash" figure at year-end. The term "Free Cash" is also referred to as unappropriated fund balance and is a factor in every budget cycle. The "free cash" calculation includes surplus revenue, unexpended appropriations, balance from prior year free cash not appropriated and outstanding property taxes. The free cash figure for FY2023 was \$2,861,585 and will be available for appropriation in FY2024 at a Special Town Meeting or FY2025, at the May/June 2024 Town Meeting. The town's policy is non-recurring revenues should only be used in support of non-recurring expenses or to build reserves.

The DOR also processes Retained Earnings for the town's Enterprise Funds. The Retained Earnings certified at the end of FY2023 were: Water \$746,663, Wastewater

# Town Accountant

\$376,802 and Solid Waste \$106,977. The Enterprise Funds may appropriate the retained earnings at the Annual Town Meeting for their future budget purposes if they choose.

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

Assistant Town Accountant Krys Viess is responsible for processing the bi-weekly payroll, which includes maintaining all payroll related databases for earnings, deductions and employee maintenance files based upon the current union contracts & personnel policies. Krys also reconciles the monthly cash accounts with the Treasurer's Office and takes the minutes for the Finance Committee and the Capital Planning Committee meetings. She went the extra mile while we were trying to fill the Staff Accountant position and complete the accounting software conversion. Krys did an outstanding job ensuring the payroll conversion was completed. This took extra effort to ensure that all payroll earnings and deductions were accurately transferred to the new system and calculated accurately. She took the process from weekly to bi-weekly after unions were notified.

The Staff Accountant Position was open for all of FY2023 and filled through a temp agency. The Staff Accountant position is the position which deals with most departments paying bills. This position is essential in classifying expenses properly, as this position processes over 6,000 bills in a fiscal year. While this is more than 50% of the job, this position also gets all financial reports out to department heads, maintains an accurate Vendor database, records employee attendance along with assisting the town accountant with other projects as needed. At the end of FY2023, we completed interviews and are looking forward to filling this position with Ms. Kimberly McKay at the start of the next fiscal year.

In closing, I would like to thank the Select Board for its ongoing support and all of our department directors for their continued cooperation.

Respectfully submitted by,  
Derek Geser, Town Accountant

## Accounting

Town of Wilbraham, MASSACHUSETTS  
Combined Balance Sheet - All Fund Types and Account Groups  
as of 06/30/2023  
(Unaudited)

	Governmental Fund Types			Proprietary Fund Typ	Fiduciary Fund Types	Account Groups	Totals
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	Long-term Debt	(Memorandum Only)
<b>ASSETS</b>							
Cash and cash equivalents	6,145,577.94	7,329,807.38	7,949,106.64	2,581,985.75	7,047,284.29		31,053,762.00
Investments							-
Receivables:							-
Personal property taxes	59,569.47						59,569.47
Real estate taxes	522,705.89						522,705.89
Deferred taxes							-
Allowance for abatements and exemptions	(408,695.65)						(408,695.65)
Special assessments	31,018.47			1,275,488.22			1,306,506.69
Tax liens	417,033.61	5,012.10		4,098.49			426,144.20
Tax foreclosures	122,102.85			-			122,102.85
Motor vehicle excise	184,825.91						184,825.91
Other excises - (Farm Animal & PILOT)	72.85						72.85
User Fees				179,581.53			179,581.53
Utility Liens added to Taxes				21,163.32			21,163.32
Departmental	26,621.82	19,221.09					45,842.91
Other receivables		878,588.19					878,588.19
Due from other governments	39,192.71						39,192.71
Due to/from other funds							-
Working Deposit							-
Prepays							-
Inventory							-
Performance Bonds							-
Fixed assets, net of accumulated depreciation							-
Amounts to be provided - payment of bonds			7,472,000.00			6,357,128.00	13,829,128.00
Other Amounts to be provided - vaca and sick leave						1,413,394.22	1,413,394.22
<b>Total Assets</b>	<b>7,140,025.87</b>	<b>8,232,628.76</b>	<b>15,421,106.64</b>	<b>4,062,317.31</b>	<b>7,047,284.29</b>	<b>7,770,522.22</b>	<b>49,673,885.09</b>

# Accounting

**Town of Wilbraham, MASSACHUSETTS**  
**Combined Balance Sheet - All Fund Types and Account Groups**  
**as of 06/30/2023**  
**(Unaudited)**

	Governmental Fund Types			Proprietary Fund Typ	Fiduciary Fund Types	Account Groups	Totals
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	Long-term Debt	(Memorandum Only)
<b>LIABILITIES AND FUND EQUITY</b>							
<b>Liabilities:</b>							
Accounts payable							-
Warrants payable							-
Accrued payroll and withholdings							-
Accrued Claims Payable							-
IBNR							-
Other liabilities							-
<b>Agency Funds</b>					206,123.92		206,123.92
Deferred revenue							-
Real and personal property taxes	173,579.71						173,579.71
Deferred taxes							-
Prepaid taxes/fees							-
Special assessments	31,018.47			1,275,488.22			1,306,506.69
Tax liens	417,033.61	5,012.10		4,098.49			426,144.20
Tax foreclosures	122,102.85						122,102.85
Motor vehicle excise	184,825.91						184,825.91
Other excises	72.85						72.85
User fees				179,581.53			179,581.53
Utility Liens added to Taxes				21,163.32			21,163.32
Departmental	26,621.82	19,221.09					45,842.91
Deposits receivable							-
Other receivables		878,588.19					878,588.19
Due from other governments	39,192.71						39,192.71
Due to other governments							-
Due to Other Funds							-
<b>Performance Bonds</b>							-
Bonds payable							-
Notes payable			7,472,000.00			6,357,128.00	13,829,128.00
Vacation and sick leave liability						1,413,394.22	1,413,394.22
<b>Total Liabilities</b>	<b>994,447.93</b>	<b>902,821.38</b>	<b>7,472,000.00</b>	<b>1,480,331.56</b>	<b>206,123.92</b>	<b>7,770,522.22</b>	<b>18,826,247.01</b>

	Governmental Fund Types			Proprietary Fund Typ	Fiduciary Fund Types	Account Groups	Totals
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	Long-term Debt	(Memorandum Only)
<b>Fund Equity:</b>							
Reserved for encumbrances	488,950.00	1,847,896.03		182,000.00	6,841,160.37		9,360,006.40
Reserved for expenditures	685,000.00	3,872,642.13	85,340.94	384,048.00			5,027,031.07
Reserved for continuing appropriations	1,450,675.82			115,332.37			1,566,008.19
Reserved for petty cash							-
Reserved for appropriation deficit							-
Reserved for snow and ice deficit							-
Reserved for COVID-19 deficit	124,578.63						124,578.63
Reserved for debt Service	66,750.03			648,564.05			715,314.08
Reserved for premiums							-
Reserved for Working Deposit							-
Reserved fund balance		514,951.38					514,951.38
Undesignated fund balance	3,329,623.46	1,094,317.84	7,863,765.70				12,287,707.00
Unreserved retained earnings				1,252,041.33			1,252,041.33
Investment in capital assets							-
<b>Total Fund Equity</b>	<b>6,145,577.94</b>	<b>7,329,807.38</b>	<b>7,949,106.64</b>	<b>2,581,985.75</b>	<b>6,841,160.37</b>	<b>-</b>	<b>30,847,638.08</b>
<b>Total Liabilities and Fund Equity</b>	<b>7,140,025.87</b>	<b>8,232,628.76</b>	<b>15,421,106.64</b>	<b>4,062,317.31</b>	<b>7,047,284.29</b>	<b>7,770,522.22</b>	<b>49,673,885.09</b>

# Accounting

**Town of Wilbraham, MASSACHUSETTS**  
**General Fund Appropriation & Budget to Actual Control Analysis**  
**as of 06/30/2023**  
**(Unaudited)**

Account Name	FY-23 Budget per ATM	Reclasses	FY-23 Amended Budget	EXPENSES	Encumbrances	End of Year Balance
Selectmen / Town Administrator - WAGES	610,950.00	(196,567.00)	414,383.00	402,140.28	-	12,242.72
Selectmen / Town Administrator - EXPENSES	64,552.00	-	64,552.00	50,843.22	-	13,708.78
Selectmen / Town Administrator	675,502.00	(196,567.00)	478,935.00	452,983.50	-	25,951.50
Technology Effecincy Projects	50,000.00	-	50,000.00	32,947.57	-	17,052.43
Reserve Fund	200,000.00	(187,957.81)	12,042.19	-	-	12,042.19
Accounting - WAGES	185,686.00	(14,500.00)	171,186.00	171,099.64	-	86.36
Accounting - EXPENSES	40,275.00	27,600.00	67,875.00	67,585.83	-	289.17
Accounting	225,961.00	13,100.00	239,061.00	238,685.47	-	375.53
Assessors - WAGES	214,537.00	-	214,537.00	203,157.29	-	11,379.71
Assessors - EXPENSES	31,940.00	-	31,940.00	29,209.89	-	2,730.11
Assessors	246,477.00	-	246,477.00	232,367.18	-	14,109.82
Treas / Coll - WAGES	269,028.00	4,200.00	273,228.00	273,047.10	-	180.90
Treas / Coll - EXPENSES	63,850.00	-	63,850.00	61,392.17	-	2,457.83
Treasurer/Collector	332,878.00	4,200.00	337,078.00	334,439.27	-	2,638.73
Legal	150,000.00	-	150,000.00	139,889.66	10,000.00	110.34
Technology - WAGES	269,864.00	7,700.00	277,564.00	277,500.75	-	63.25
Technology - EXPENSES	280,307.00	-	280,307.00	221,352.82	39,000.00	19,954.18
Technology	550,171.00	7,700.00	557,871.00	498,853.57	39,000.00	20,017.43
Town Clerk - WAGES	149,735.00	1,900.00	151,635.00	151,581.48	-	53.52
Town Clerk - EXPENSES	5,285.00	-	5,285.00	3,300.96	-	1,984.04
Town Clerk	155,020.00	1,900.00	156,920.00	154,882.44	-	2,037.56
Elections - WAGES	41,115.00	-	41,115.00	27,909.73	-	13,205.27
Elections - EXPENSES	20,000.00	-	20,000.00	15,183.83	-	4,816.17
Elections	61,115.00	-	61,115.00	43,093.56	-	18,021.44
Registrars - WAGES	9,280.00	-	9,280.00	1,520.00	-	7,760.00
Registrars - EXPENSES	9,661.00	-	9,661.00	9,090.17	-	570.83
Registrars	18,941.00	-	18,941.00	10,610.17	-	8,330.83
Conservation Commission - EXPENSES	20,907.00	-	20,907.00	15,359.33	2,000.00	3,547.67
Conservation Commission	20,907.00	-	20,907.00	15,359.33	2,000.00	3,547.67
Planning - WAGES	114,719.00	2,950.00	117,669.00	117,621.28	-	47.72
Planning - EXPENSES	6,616.00	25,000.00	31,616.00	27,984.44	-	3,631.56
Planning	121,335.00	27,950.00	149,285.00	145,605.72	-	3,679.28
Facility Maint - WAGES	78,534.00	2,250.00	80,784.00	80,756.47	-	27.53
Facility Maint - EXPENSES	258,439.00	-	258,439.00	258,383.39	-	55.61
Facility Maint	336,973.00	2,250.00	339,223.00	339,139.86	-	83.14
Town Properties - EXPENSES	408,523.00	(23,550.00)	384,973.00	335,289.20	29,000.00	20,683.80
Town Properties	408,523.00	(23,550.00)	384,973.00	335,289.20	29,000.00	20,683.80
General Insurance - EXPENSES	620,650.00	5,550.00	626,200.00	560,304.47	-	65,895.53
General Insurance	620,650.00	5,550.00	626,200.00	560,304.47	-	65,895.53
Group Insurance - EXPENSES	2,092,992.00	-	2,092,992.00	1,681,669.60	-	411,322.40
Group Insurance	2,092,992.00	-	2,092,992.00	1,681,669.60	-	411,322.40
Town Report	2,500.00	640.00	3,140.00	3,140.00	-	-
Surety Bonds	2,013.00	-	2,013.00	1,690.00	-	323.00
Pensions	2,632,006.00	-	2,632,006.00	2,632,006.00	-	-
Town Office - EXPENSES	93,238.00	(6,190.00)	87,048.00	46,701.35	10,000.00	30,346.65
Town Office	93,238.00	(6,190.00)	87,048.00	46,701.35	10,000.00	30,346.65
Police Department - WAGES	2,473,648.00	-	2,473,648.00	2,328,683.10	-	144,964.90

# Accounting

**Town of Wilbraham, MASSACHUSETTS**  
**General Fund Appropriation & Budget to Actual Control Analysis**  
**as of 06/30/2023**  
**(Unaudited)**

Account Name	FY-23 Budget per ATM	Reclasses	FY-23 Amended Budget	EXPENSES	Encumbrances	End of Year Balance
Police Department - EXPENSES	343,127.00	-	343,127.00	300,884.75	5,500.00	36,742.25
Police Department	2,816,775.00	-	2,816,775.00	2,629,567.85	5,500.00	181,707.15
Fire Department - WAGES	1,967,083.00	130,117.00	2,097,200.00	2,054,510.00	-	42,690.00
Fire Department - EXPENSES	188,628.00	-	188,628.00	169,152.35	19,450.00	25.65
Fire Department	2,155,711.00	130,117.00	2,285,828.00	2,223,662.35	19,450.00	42,715.65
Public Safety Communications	18,000.00	-	18,000.00	-	-	18,000.00
Central Dispatch - WAGES	416,455.00	(2,100.00)	414,355.00	378,651.49	-	35,703.51
Central Dispatch - EXPENSES	13,208.00	2,100.00	15,308.00	15,243.41	-	64.59
Central Dispatch	429,663.00	-	429,663.00	393,894.90	-	35,768.10
Inspectors - WAGES	153,727.00	6,100.00	159,827.00	157,400.77	-	2,426.23
Inspectors - EXPENSES	7,600.00	-	7,600.00	5,847.19	-	1,752.81
Inspectors	161,327.00	6,100.00	167,427.00	163,247.96	-	4,179.04
Wts & Meas. - WAGES	6,937.00	200.00	7,137.00	7,132.81	-	4.19
Wts & Meas. - EXPENSES	2,192.00	-	2,192.00	2,113.65	-	78.35
Sealer of Weights & Measurements	9,129.00	200.00	9,329.00	9,246.46	-	82.54
Civil Defense	12,100.00	-	12,100.00	11,211.52	-	888.48
Dog Officer - WAGES	30,208.00	900.00	31,108.00	31,083.62	-	24.38
Dog Officer - EXPENSES	8,800.00	-	8,800.00	7,523.53	-	1,276.47
Dog Officer	39,008.00	900.00	39,908.00	38,607.15	-	1,300.85
Tree Warden - WAGES	11,167.00	350.00	11,517.00	11,482.11	-	34.89
Tree Warden - EXPENSES	92,188.00	7,215.00	99,403.00	98,240.00	-	1,163.00
Tree Warden	103,355.00	7,565.00	110,920.00	109,722.11	-	1,197.89
Insect Ctrl - WAGES	3,170.00	100.00	3,270.00	3,259.15	-	10.85
Insect Ctrl - EXPENSES	6,659.00	-	6,659.00	-	-	6,659.00
Insect Control	9,829.00	100.00	9,929.00	3,259.15	-	6,669.85
HWRSD Assessment	26,394,710.00	-	26,394,710.00	26,394,709.00	-	1.00
HWRSD Debt	1,422,150.00	-	1,422,150.00	1,422,150.00	-	-
Engineering - WAGES	207,750.00	14,500.00	222,250.00	209,482.80	-	12,767.20
Engineering - EXPENSES	71,829.00	25,556.00	97,385.00	53,681.51	42,000.00	1,703.49
Engineering	279,579.00	40,056.00	319,635.00	263,164.31	42,000.00	14,470.69
Highway - WAGES	789,767.00	-	789,767.00	640,494.25	-	149,272.75
Highway - EXPENSES	885,875.00	163,550.00	1,049,425.00	693,416.46	332,000.00	24,008.54
Highway Department	1,675,642.00	163,550.00	1,839,192.00	1,333,910.71	332,000.00	173,281.29
Cemetery	32,835.00	-	32,835.00	32,292.00	-	543.00
Board of Health	134,530.00	-	134,530.00	80,340.22	-	54,189.78
COA - WAGES	146,186.00	5,150.00	151,336.00	149,464.27	-	1,871.73
COA - EXPENSES	12,286.00	-	12,286.00	10,889.77	-	1,396.23
Council on Aging	158,472.00	5,150.00	163,622.00	160,354.04	-	3,267.96
Veterans Services - WAGES	67,922.00	3,500.00	71,422.00	69,917.47	-	1,504.53
Veterans Services - EXPENSES	100,300.00	-	100,300.00	72,921.10	-	27,378.90
Veterans Services	168,222.00	3,500.00	171,722.00	142,838.57	-	28,883.43
Library - WAGES	564,911.00	(200.00)	564,711.00	542,844.98	-	21,866.02
Library - EXPENSES	197,226.00	200.00	197,426.00	197,388.96	-	37.04
Library	762,137.00	-	762,137.00	740,233.94	-	21,903.06
Recreation - WAGES	355,093.00	-	355,093.00	343,022.82	-	12,070.18
Recreation - EXPENSES	82,280.00	14,847.22	97,127.22	96,067.05	-	1,060.17
Recreation	437,373.00	14,847.22	452,220.22	439,089.87	-	13,130.35
Public Access TV	15,000.00	3,550.00	18,550.00	14,999.77	-	3,550.23

# Accounting

**Town of Wilbraham, MASSACHUSETTS**  
**General Fund Appropriation & Budget to Actual Control Analysis**  
**as of 06/30/2023**  
**(Unaudited)**

Public Access TV	15,000.00	3,550.00	18,550.00	14,999.77	-	3,550.23
Historical Commission	300.00	-	300.00	263.76	-	36.24
Long Term Debt	1,064,000.00	-	1,064,000.00	1,060,000.00	-	4,000.00
Interest on Debt	184,028.00	-	184,028.00	166,226.28	-	17,801.72
Interfund Transfers	1,565,000.00	75,339.59	1,640,339.59	1,565,000.00	-	75,339.59
<b>General Fund Grand Total</b>	<b>49,046,077.00</b>	<b>475,915.62</b>	<b>49,146,077.00</b>	<b>47,297,649.84</b>	<b>488,950.00</b>	<b>1,359,477.16</b>
Special Articles	1,745,585.00		1,745,585.00	1,633,539.99		112,045.01
<b>Account Name</b>	<b>FY-23 Budget per ATM</b>	<b>Reclasses</b>	<b>FY-23 Amended Budget</b>	<b>EXPENSES</b>	<b>Encumbrances</b>	
Waste Water - WAGES	293,043.00	-	293,043.00	246,767.85	-	46,275.15
Waste Water - EXPENSES	1,038,156.00	-	1,038,156.00	741,387.05	127,000.00	169,768.95
Waste Water Enterprise Fund	1,331,199.00	-	1,331,199.00	988,154.90	127,000.00	216,044.10
Water - WAGES	501,136.00	-	501,136.00	488,429.64	-	12,706.36
Water - EXPENSES	1,533,082.00	-	1,533,082.00	1,282,776.98	35,000.00	215,305.02
Water Enterprise Fund	2,034,218.00	-	2,034,218.00	1,771,206.62	35,000.00	228,011.38
Solid Waste - WAGES	143,202.00	-	143,202.00	137,307.64	-	5,894.36
Solid Waste - EXPENSES	264,196.00	-	264,196.00	207,550.77	20,000.00	36,645.23
Solid Waste Enterprise Fund	407,398.00	-	407,398.00	344,858.41	20,000.00	42,539.59
<b>Enterprise Funds Grand Total</b>	<b>3,772,815.00</b>	<b>-</b>	<b>3,772,815.00</b>	<b>3,104,219.93</b>	<b>182,000.00</b>	

## Treasurer/Collector's Office

Our office completed our first fiscal year using our new billing and collections software. We appreciate your patience as we worked through a couple of different bill layouts throughout the year. Change can be challenging but in the end, it has been worth it.

We expanded our online bill pay options last year to include Disposal and Recycling Center sales. Annual DRC stickers and special passes for Bulky Items or TV/Freon Stickers are available for purchase online. We hope this has been an added convenience for residents. Another new online feature provides taxpayers with access to view and print their current and prior year tax bills (those bills that were created in this new software system). Currently you will only see your FY24 bills. The library of fiscal year bills will increase from now on. In addition to conducting transactions online, residents may pay in-person at the Collector's Office or leave payments in the drop-box near the rear entrance at the Town Hall, which is available 24/7.

The Collector / Treasurer's Office is responsible for the financial administration of all municipal funds, including cash flow analysis, all aspects of debt management, collection and reconciliation of receivables and cash, tax titles, trust funds, performance bonds, preparation of various fiscal reports and compliance with applicable federal and state laws. The department also oversees the administration of employee benefits in retirement, the deferred compensation 457 plan, and the Section 125 Cafeteria plan. As Treasurer of the Town of Wilbraham, I also serve as the financial advisor to the Capital Planning Committee and the Finance Committee, and represent Wilbraham as a voting-member of the Scantic Valley Regional Health Trust and the Hampden County Regional Retirement System.

The FY23 Debt Report does not reflect the Senior Center borrowing yet. Our initial short-term borrowing was issued in April of 2023. Next fiscal year may be another short-term loan, with an interest payment due. Once the building construction project is complete, we will go out to bid for long-term borrowing. We will monitor interest rates for the most favorable conditions.

Please feel free to contact me, stop by, or call me at 596-2800 x 130, if you would like to say hello or if you have a question. You can also check us out on the web at [www.wilbraham-ma.gov](http://www.wilbraham-ma.gov).

Respectfully submitted,  
 Barbara Hancock, CMMC, CMMT  
 Collector / Treasurer



# Collection Totals FY23

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total by Type by Yr	Total Type	
2023 RE	2,104,188.47	7,939,638.25	146,097.53	2,170,509.77	7,666,682.95	129,567.16	2,160,717.00	7,953,943.29	377,906.12	8,245,204.18	1,680,110.49	277,705.25	40,852,270.46		
2022 RE	71,268.96	49,057.84	58,641.50	20,894.01	37,354.98	44,399.34	24,730.65	27,761.55	5,242.79	19,667.19	10,929.64	15,610.43	385,558.88		
2021 RE	1,717.73	10,745.30	12,728.44	4,890.71	9,941.75	28,490.23	20,214.91	6,362.51	4,507.10	12,266.70	22,316.55	30,034.27	164,216.20		
2020 RE	2,703.01	11,120.83	6,606.11	13,071.91	22,952.92	15,135.68	9,939.16	1,127.91	0.00	0.00	0.00	0.00	82,657.53		
2019 RE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.80	0.00	0.00	0.00	32.80	41,484,735.87	
2023 CPA	23,767.42	87,382.86	1,624.77	23,936.49	82,595.53	1,736.57	26,155.72	94,024.40	4,446.50	95,249.73	19,014.46	2,989.87	462,924.32		
2022 CPA	855.84	403.25	810.68	184.13	420.67	595.75	262.59	314.73	38.42	157.31	101.77	185.96	4,331.10		
2021 CPA	0.00	108.35	130.97	41.11	70.89	362.89	172.11	59.11	96.93	86.33	139.51	240.66	1,508.86		
2020 CPA	15.74	151.69	47.95	86.65	156.00	107.17	73.76	0.00	0.00	0.00	0.00	0.00	638.96		
2019 CPA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00	469,413.24	
	24,639.00	88,046.15	2,614.37	24,248.38	83,243.09	2,802.38	26,664.18	94,398.24	4,591.85	95,493.37	19,255.74	3,416.49			
2023 PP	92,892.18	234,108.37	3,848.28	200,134.09	51,269.37	0.00	101,030.53	300,928.06	1,088.70	241,815.33	24,730.65	1,441.27	1,253,286.83		
2022 PP	170.97	104.52	0.00	44.37	493.35	384.17	0.00	0.00	0.00	0.00	0.00	0.00	1,197.38		
2021 PP	0.00	0.00	0.00	0.00	180.31	167.13	0.00	0.00	0.00	0.00	0.00	0.00	347.44		
2020 PP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2019 PP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2018 PP	0	0	0	0	0	0	0	0	0	0	371.01	0	371.01		
2017 PP	0	0	0	0	0	0	0	0	0	0	529.26	0	529.26	1,255,731.92	
2023 MV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,069.53	1,552,162.60	341,581.03	171,470.43	158,623.44	2,224,907.03		
2022 MV	21,705.58	22,701.70	101,184.01	44,245.21	55,408.81	28,053.46	27,999.15	9,378.96	15,555.19	5,387.38	3,421.93	2,433.14	337,474.52		
2021 MV	1,878.90	2,267.05	2,051.71	1,799.56	864.61	660.29	305.43	434.01	1,359.37	875.53	424.93	273.78	13,195.17		
2020 MV	671.25	275.12	374.89	230.01	263.29	0.00	68.60	249.51	422.55	287.93	187.22	229.73	3,260.10		
2019 MV	48.75	83.23	304.80	66.88	656.25	0.00	5.02	10.89	134.23	80.00	0.00	91.25	1,481.30		
2018 MV	0.00	85.00	0.00	191.88	0.00	0.00	46.25	0	0	0	0	0	323.13		
2017 MV	0.00	238.33	0.00	22.08	0	0	0	0	0	0	0	0	260.41		
2016 MV	0.00	153.85											153.85		
2015 MV	0.00	17.50											17.50	2,581,073.01	
TT	16,082.26	2,504.38	0.00	4,989.72	2,527.20	2,575.71	2,596.56	0.00	15,821.21	3,712.72	3,763.87	9,507.97	64,081.60		
TT Trell	1,749.40	2,155.62	0	3,010.28	472.80	5,424.29	2,003.44		5,373.79	1,164.47	745.13	926.54	23,025.76	87,107.36	
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total by Type by Yr	Total Type	
2023 Water	0.00	0.00	0.00	0.00	0.00	236,834.28	1,010,840.87	111,263.16	29,905.95	40,521.52	460,855.52	242,673.89	2,132,895.19		
2022 Water	33,715.51	13,445.03	13,944.38	3,509.89	5,246.04	-1,451.82	-856.46	124.28	282.48	403.76		226.60	68,589.69		
2021 Water											-501.00		-501.00	2,200,983.88	
2023 W Lien	0.00	0.00	0.00	0.00	0.00	202.60	376.10	11,004.62	1,130.97	10,659.36	326.72	1,252.97	24,953.34		
2022 W Lien	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2021 W Lien	0	0	1,193.43	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	295.76	1,489.19	26,442.53	
2023 Sewer	0.00	0.00	0.00	0.00	0.00	75,880.97	297,536.96	41,071.74	12,341.43	11,320.52	202,570.66	133,696.23	774,418.51		
2022 Sewer	11,227.96	7,120.67	8,568.31	1,590.42	2,045.32	-1,056.76	-3,141.71	-5.61	67.91	-417.03	0.00	0.00	25,999.48	800,417.99	
2023 S Lien	0.00	0.00	0.00	0	0.00	43.68	687.32	8,319.85	807.53	7,364.00	365.63	710.05	18,298.06		
2022 S Lien	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0	0			0.00		
2021 S Lien	0	0.00	2,760.16	0	0	0.00	0.00	0.00	0	0		947.99	3,708.15		
2020 S Lien	0	0	0	0	0	0	746.61	0.00	0	0			746.61	22,752.82	
Fire Ser	25	0	0	0	0.00	300.00	2,000.00	0.00	0.00		2,000.00	398.89	4,723.89	4,723.89	
2023 Bettmt	0	0	0	131,535.75	0.00	0.00	55,588.61	27,115.36	1,840.68	86,422.92	5,208.75	0.00	307,712.07		
2022	0	0	0	0	0	0	0	381.50	0	381.50	0.00	0	763.00		
2021	0	37.83	0	0	0	0	0	0	0	0	0	0	37.83	308,512.90	
														49,241,895.41 *	
*Does Not include int and demand fees.															
Year	Description	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June		
2023	DRC Sticker	0.00	0.00	116,720.00	52,958.00	8,680.00	2,440.00	1,920.00	1,140.00	1,880.00	2,200.00	1,740.00	900.00		
2023	DRC 2nd Sticker	0.00	0.00	4,570.00	2,480.00	260.00	50.00	100.00	60.00	110.00	70.00	90.00	20.00		
2023	MLC	650.00	250.00	975.00	900.00	550.00	875.00	525.00	550.00	825.00	854.00	879.00	925.00		
2023	Bags	12,000.75	15,393.75	12,828.00	13,821.50	476.00	244.50	11,943.00	1,980.50	21,162.50	12,668.50	11,393.00	13,143.50		
2023	Bulky	670.00	980.00	880.00	790.00	230.00	30.00	320.00	470.00	590.00	770.00	760.00	560.00		
2023	TV Freon Comp	900.00	675.00	1,075.00	1,125.00	25.00	100.00	175.00	325.00	375.00	1,500.00	725.00	925.00		
2023	SW Postage	0.00	0.00	77.40	0.00	5.40	1.80	1.20	0.60	0.60	3.00	1.20	0.00		
2023	Farm Animal	0.00	0.00	0.00	0.00	467.51	48.53	0.00	0.00	97.01	0.00	0.00	0.00		
2023	Tree Tapping	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00		
2023	MLP	0.00	0.00	2,520.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00		
	Misc													354,900.75	
														49,596,796.16	
	RE Int	168,138.15	1,786.96	4,933.53	2,889.19	150.00	12,872.27	59,637.00	26,536.00	325.00	5,743.07	25,831.56	2,313.11	Int & Fees	311,155.84
														49,907,952.00	

## Treasurer/Collector's Office

TOWN OF WILBRAHAM		
BANK BALANCES AS OF JUNE 30, 2023		
CITIZENS	PAYROLL ACCOUNT	30,669.53
CITIZENS	RECREATION DEPARTMENT	97,796.90
CITIZENS	GENERAL FUND	82,026.35
MMDT	CONSERVATION	14,753.78
MMDT	GENERAL	1,458,991.38
MMDT	CRANE PARK MEMORIAL FUND	4,099.59
MONSON SAVING BANK	GENERAL FUND	1,334,006.09
MONSON SAVING BANK	GENERAL FUND/NEW RATE	18,716,032.65
NEWBURYPORT BANK MM	GENERAL FUND	1,038,692.68
PEOPLES SAVING BANK	GENERAL FUND	625,174.26
PEOPLES SAVING BANK	DEBT CARD ACCOUNT	3,000.00
PEOPLES SAVING BANK	DEA ASSET FUND	5,013.72
PEOPLES SAVING BANK	POLICE DRUG FUND	87,389.12
MONSON SAVING BANK	CULTURAL COUNCIL	12,112.96
UNIBANK	GENERAL FUND	312,091.48
UNITED BANK	TREASURER ON LINE PMTS	62,132.44
UNITED BANK	RECREATION ONLINE	86,600.78
<b>TOTAL BANK ACCOUNTS</b>		<b>23,970,583.71</b>
<b>INVESTED FUND BALANCES*</b>		
*totals include year-end unrealized mark	O.P.E.B. LIABILITY TRUST FUND	3,894,930.14
	STABILIZATION ACCOUNT	1,685,620.01
	CAPITAL STABILIZATION ACCOUNT	1,086,548.52
	CPA	1,753,920.20
		8,421,018.87
<b>Petty Cash</b>	Recreation	1,000.00
	Library	200.00
	Sr Center	200.00
		1,400.00
<b>Peoples Trust Funds</b>		
	5712 Chloe Bliss Stebbins	1,760.74
	5720 Chloe Bliss Stebbins-Library	102.27
	5803 Peak Road	1,378.05
	5829 Soldier's Monument	1,408.77
	5837 Tercentary	1,449.37
	5910 Deacon Warriner	845.69
	5978 School Lot	813.82
	<b>CEMETERY TRUST:</b>	
	Bliss	14,580.66
	Perpetual Care	55,232.80
		77,572.17
	<b>TOTAL</b>	<b>32,470,574.75</b>

## Economic Development Committee

The Wilbraham Economic Development Committee (EDC) is a seven-member board appointed by the Select Board. The EDC is a volunteer board that has been established to advocate on behalf of the town of Wilbraham for responsible growth in the business and residential communities through the following measures:

- ◊ Leverage local and state assets to assist and inform prospective businesses and residents
- ◊ Work with local municipal departments to educate the committee, identify and diminish barriers benchmark against other successful communities in the Commonwealth perform outreach to respective chambers of commerce

The mission statement for the committee is as follows: To increase the economic vitality of Wilbraham, by engaging stakeholders in the community, through the creation and realization of a cohesive vision that considers residents, visitors, and commercial enterprises.

The EDC held (6) meetings in 2023. Meetings are typically held on the third Monday of the month at 5:00 PM at Wilbraham Town Hall, 240 Springfield Street, Wilbraham, MA 01095.

Appointed Members		Term
Michael Mazzuca	Chairman	2024
Jeffrey Smith	Vice Chair/Clerk	2024
Christal Russo		2024
David Sanders		2024
Todd Schneider		2024
Brian Easler		2024

## Public Works

**The Department of Public Works consists of five divisions (Engineering, Highway, Wastewater, Water and Solid Waste) with 27 employees and a budget exceeding \$6,000,000.**

### Engineering Division:

The Engineering Division oversees all the DPW divisions and provides public works related administrative and technical support to Town departments, committees and boards. Service requests continued to be received in person, via phone and email or the service request on the Town website. We welcomed a new Administrative Assistant, Debbie Walch.

In addition to receiving and coordinating the resolution of thousands of service requests, personnel also provided support for trench permits, septic system installations, Title V inspections, bids and contracts, water and sewer billing, commitments, abatements, water meter and radio reader installations, closing adjustments, back-flow billing, sump pump inspections, construction inspection, stormwater/water/sewer permits, excavation permits and water/sewer/drainage markout requests.

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

- Senior Center/Town Hall Sewer Main Construction Project
- The Cottage Avenue Bridge Repairs (\$900,000) - Engineering staff coordinated with the Town of Ludlow and MassDOT to complete emergency structural repairs to the bridge
- Road Resurfacing and Related Work Project (\$400,000): (See Highway Division Paving List)
- Geographic Information System (GIS) - DPW continues to use modern technology to assist with field operations using applications with iPads. Examples include stormwater outfall inspection, I&I inspection, catch basin cleaning, wastewater manhole and pipe inspection, pipe jetting, pump station inspection and maintenance, hydrant flushing, backflow testing, cross connection inspection, etc
- Environmental Protection Agency (EPA) Phase II Stormwater Regulation Compliance- Annual stormwater report, GIS documented catch basin cleaning, outfall inventory inspection, detention basin inspection, illicit discharge and elimination investigation, construction activity inspection and enforcement

# Public Works

- Track and monitor five DPW budgets along with oversee Wastewater, Solid Waste and Water Enterprise Funds
- Grease trap pumping permit and inspection program
- Site Plan review for Planning Board, Conservation Commission and Zoning Board of Appeals
- Stormwater permit review and inspection for commercial and residential properties
- Private way temporary repair requests
- Muncibid auction of DPW equipment
- Prepare bid documents for Line Painting, Materials, Crack Sealing, Road Resurfacing, Water and Wastewater Instrumentation and Mechanical Projects
- Town received a \$150,000 Water Asset Management Grant
- Town received a \$100,000 Small Bridge Repair Design Grant
- Town received a \$60,000 Municipal Vulnerability Preparedness Grant for a culvert assessment and bank stabilization project
- Town received a \$193,000 grant for the Lead and Copper water service line project
- Trash Hauler Enforcement
- Received Solid Waste Recycling Dividends Fund and Mattress Grant for the DRC.
- DRC and closed landfill compliance inspections and reports
- 120 Old Boston Rd (Western Recycling) Transfer Station Host Community compliance
- OSHA Compliance and Training- Representative on State Health and Safety Advisory Board

**Other Division Tasks**

Drainlayer (Sewer Installer) Licenses	6
Pavement Cut/Stormwater Permits and Inspections	110
Septage Hauler Licenses	11
Septic System Installer Licenses	17
Water Installer Licenses	7
Trash Hauler Licenses	6
Water and Sewer Semi-Annual Billing	3560
Closing Adjustments	128
Second Meter Semi-annual	50
Backflow Bills	59
Sanitary Sewer Connection Permits	18
Water Service Connection Permits	19
Grease Trap Inspections	59

**Engineering Division Employees**

Debbie Walch, Administrative Assistant  
 Annette Grasso, Administrative Assistant  
 Dena Grochmal, GIS Coordinator/Engineer  
 William Sperrazza, Superintendent of Operations  
 Joseph J. Lynskey, Engineering Technician/Field Inspector (resigned December 2023)  
 Tonya L. Capparello P.E., DPW Director/Town Engineer

**Highway Division:**

The Highway Division is responsible for maintaining 125+/- miles of roads.

Typical work assignments include:

- Pavement markings, painting crosswalks and stop lines
- Tree and brush trimming, along with weed control, around guard rail systems
- Roadside mowing
- Repairing road trenches and pothole patching
- Loam and seeding for road projects
- Plow damage repair
- Catch basin cleaning and inspection reports
- Culvert cleaning
- Street sweeping
- Drainage repair and installation (catch basin & pipe)
- Detention basin maintenance
- Equipment repair and maintenance
- Sidewalk maintenance and construction
- Snow and ice removal operations
- Sign making, installation and maintenance
- Storm cleanup

In order to complete these tasks, the division has approximately 55 various pieces of equipment. There is one Lead Mechanic and an Assistant Mechanic responsible for maintenance and repair of vehicles and equipment from multiple departments.

The Highway Division purchased three pieces of equipment:

- Aerial Man Lift
- Bobcat Skid Steer
- Catch Basin Cleaner Clam Truck

**Highway Division Employees:**

Tim Grise-Highway Foreman  
 Efrain Colon-Lead Mechanic  
 Ed Jenkins-Assistant Mechanic  
 Joseph Rollins-Heavy Equipment Operator 2  
 Michael Rollet-Heavy Equipment Operator 2  
 Doug Cutler-Heavy Equipment Operator 1  
 Nichole O'Donnell-Heavy Equipment Operator 1 (Hired to Wilbraham Fire Dept. Oct. 2023)  
*Best wishes on your new position.*  
 Bill Dane-Heavy Equipment Operator 1 (New hire Nov. 2023)  
 Kristin Picard-Skilled Worker (New hire Nov. 2023)  
 Kody Girouard-Skilled Worker (New hire Nov. 2023)  
 Vacant-Heavy Equipment Operator 1  
 Vacant-Heavy Equipment Operator 1

Roads Paved 2023	Description
Old Coach Road	Milled and overlay
Iroquois Drive	Milled and overlay
Laurel Drive	Milled and overlay
Beechwood Drive	Overlay
Brooklawn Drive	Shim
Three Rivers Road	Crackseal
Maynard Road	Crackseal
Merrill Road	Crackseal
Main Street	Crackseal
Mountain Road	Crackseal

The Highway Division utilizes yard waste from the DRC to convert to compost and topsoil which is used for tree belt repairs and jobsite restoration after DPW projects.

The Highway Division, along with assistance for other DPW employees, completed a large sewer project connecting the Town Hall and new Senior Center to the town sewer system. This involved installing over 1800' pipe on Springfield Street, Northwood Drive and the Stony Hill Elementary School property.

The Highway Division made improvements to drainage systems on Stony Hill Road as well as Kensington Drive. The division also made temporary emergency repairs to a failed drainage system on Maynard Road.

The Highway Division provided support to other departments and commissions;

- ⇒ Assisted Tree Warden with removing and disposing of trees as well as cleaning up stump grindings and restoring tree belts
- ⇒ Performed work at the Library with installation of new light pole base, light pole, and electric conduit for parking lot lights
- ⇒ Parking lot and road maintenance on Conservation property

# Public Works

## **Waste Water Division:**

The Waste Water Division is an enterprise fund with two (2) full-time employees and one (1) half-time employee. Division personnel are responsible for maintaining 36 miles of sewer mains, ten (10) pump stations and 795 manholes. The Town's waste water is pumped to and treated at the Springfield Regional Wastewater Treatment Plant. In 2023, the annual flow of waste water transferred was 151 million gallons. The Wastewater Division employees spent a large portion of the spring and summer working on the Town hall/Senior Center sewer installation project.

The following was completed throughout the year:

- ◆ Daily visual inspection of all pump stations
- ◆ Preventative maintenance on pump stations and other system appurtenances
- ◆ System components repaired, replaced, or upgraded as part of constant preventative maintenance
- ◆ Wellfleet Pump Station
- ◆ Purchased elevator kit for inspection camera
- ◆ Funding for Springfield water and sewer upgrades
- ◆ Sewer and drainage manhole inspections and cleaning
- ◆ Emergency response to pump station failures
- ◆ Safety training
- ◆ Pulling, cleaning, and testing of pumps
- ◆ Crane truck inspection and maintenance
- ◆ Quarterly sampling
- ◆ Quarterly air release valve inspections
- ◆ Dye testing
- ◆ Cross country easement maintenance
- ◆ Sewer markouts
- ◆ Grease trap inspections at food service establishments and other commercial sites
- ◆ Ten (16) new connections to the sewer system were installed.
- ◆ Four (4) sewer disconnects with two (2) reconnection.
- ◆ Interior and exterior maintenance of facilities
- ◆ Maintenance of equipment and vehicles including the Jet/vac truck
- ◆ Perform snow and ice removal operations for the Town
- ◆ Emergency response to storm events (wind, flooding, etc.)
- ◆ Assist Highway Division with catch basin cleaning for stormwater management
- ◆ Assist other DPW divisions with projects utilizing special Waste Water equipment

Wastewater Rates:	
Residential rate:	\$4.60 per 100 cubic feet
Commercial rate:	\$5.50 per 100 cubic feet
Minimum charge:	\$69.00
Maximum charge:	\$552.00
Flat rate:	\$303.60

As part of a Massachusetts Department of Environmental Protection Inflow and Infiltration (I&I) removal mandate, an extensive inspection and investigation of the waste water system has continued. I&I consist of unwanted rainwater or groundwater entering the Town's waste water system usually generated from illicit connections or compromised infrastructure. Waste water personnel inspected sewer manholes for weeping or suspicious flow. The Town's robotic sewer camera was utilized to do 48 visual inspections of sewer mains and laterals. Division personnel jetted and inspected (camera) over 2.5 miles of sewer main and .75 miles of drainage pipe. There were 583 sewer manholes inspected. I&I potential problems areas have been flagged for further evaluation. A reminder to all residents that sump pumps or any source of rainwater/groundwater connected to the sanitary sewer system is illegal and has the potential to create backups and overflows within the system. The Town's Waste Water Regulations allows for fines and strict enforcement if an illegal connection is located.

Residents should not dump grease or oil down the drain. Grease and oil will solidify in your own plumbing and sewer lateral, as well as the Town's sewer lines. Clearing a grease blockage in your sewer line is expensive and can be avoided by the simple practice of putting grease in the trash and not down the drain.

## **Waste Water Division Employees:**

Gary Butler, Foreman  
 Andrew Ferrier, Wastewater Technician  
 Vacant Position, DPW Skilled Worker ½ Highway & ½ Waste Water

## **Water Division:**

During 2023 the list of duties performed by the Wilbraham Water Division included, but were not limited to the following:

- ◇ Daily visual inspections and data logging of our 4 pump stations
- ◇ Maintenance of the four water booster stations
- ◇ One (1) water main break/leak occurred and was repaired by the W.W.D – Tracy Drive
- ◇ Nineteen (19) new water services were installed
- ◇ Six (6) water service lines were repaired/replaced
- ◇ Fire hydrant flushing
- ◇ Two (2) fire hydrants were replaced
- ◇ In excess of one hundred (100) main line gate valves were cleaned and checked for operation and exercised.
- ◇ Six hundred (600) work orders of various tasks were completed
- ◇ Two hundred (200) testable backflow devices were tested at least once per MADEP regulation
- ◇ Cross Connection Surveys were performed in various businesses by WWD staff
- ◇ In excess of two hundred (200) water samples were taken for water quality analysis
- ◇ Three thousand three hundred (3,300+-) water meters were read during March and then again in September
- ◇ Maintenance of vehicles and equipment was performed
- ◇ Water usage in 2023 was 407.9 million gallons as measured by the Massachusetts Water Resources Authority (MWRA) master meter, this represents 7.4% decrease in consumption during 2023
- ◇ Continued MADEP mandated Cross Connection inspection of the water system
- ◇ Forty (40) miles of leak detection was performed by Grouf's Leak Detection services and internal staff

The Water Division was busy over the summer and winter months of 2023 continuing efforts of changing old water meters and installing the new auto readers for each customer.

The Glenn Drive Pump Station & Old Orchard Pump Station were equipped with a new more efficient pump able to better to sustain pressure and flow control to the residents in each pressurized areas.

# Public Works

A new control and communications panel was installed at the 2.1 million gallon storage tank located at Bartlett Court. This upgrade provides more reliable method of communication between the tank and the Miller Street Corrosion Control Facility. This upgrade also helped the Town remain OSHA compliant by eliminating the need to perform maintenance in a confined space

With the help of key Water Division personnel, the Miller Street Corrosion Control Facility located in Ludlow operated without any problems in 2023. The pressure reducing valve was serviced and cleaned for adequate operation and flow/pressure control. The sodium silicate injection pumps were maintained and stayed on-line 100% of the time.

Documents submitted to MADEP in 2023 included water quality result forms, weekly chlorine residuals, water pressure and pH charts, the Annual Statistical Report, and the Consumer Confidence Report (which were also mailed to every customer). Monthly state forms are sent to MADEP documenting water usage and sodium silicate injections to the water.

### Water Division Employees:

- Vinnie Pafumi - Water Superintendent
- Lionel Duquette - Foreman
- Anthony Garceau - Heavy Equipment Operator
- Kevin LaPlante - Heavy Equipment Operator/Water Service Worker
- Jeffrey Ladue - DPW Worker

### Solid Waste –Disposal and Recycling Center (DRC):

The DRC is a municipal solid waste transfer station and recycling center supported by an enterprise fund. A portion of the facility is used to compost and make loam for the Town's tree belt restoration. The facility is staffed by one full-time employee and one part-time employee. Approximately 1,749 annual permits were purchased in FY 23 year. Mandated third party inspections and permits were completed. Recycling costs returned to an unpredictable state as the recycling market is facing instability. Recycling is promoted by the Town and personnel at the facility to help reduce solid waste volumes and disposal costs.

The facility offers a location to recycle yard waste, paper, plastic, bottles, cans, glass, e-waste, fluorescent bulbs, TVs, styrofoam (block foam only), metal, textiles, books, empty propane tanks, furniture, carpets, tires, mattresses, etc.

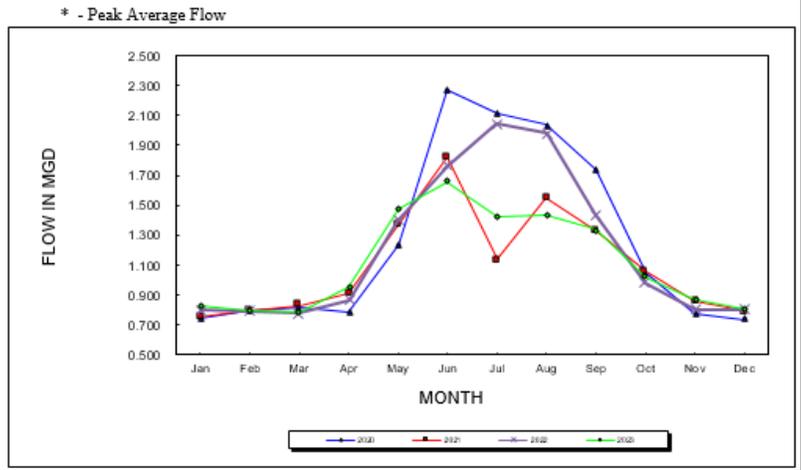
The DRC collected approximately 658 tons of household trash and 473 tons of recyclables in 2023. Trash and general recyclables were hauled to the transfer station operated by U.S.A. Waste and Recycling located at 120 Old Boston Road.

The DRC received a grant for mattress recycling, a new recycling shed and disposal of hard to recycle materials.

DRC employees maintain the facility and equipment throughout the year. They are also a part of the DPW emergency response team for snow storms and other weather related emergencies including natural disasters.

**DRC hours of operation:**  
 Sunday: 12pm-5pm  
 Wednesday and Friday: 7am-3pm  
 Saturday 7am-5pm  
 Closed on Monday, Tuesday, Thursday & Holidays that fall on scheduled open days unless otherwise posted.

Wilbraham – Average Total Daily Flow



Water Rates	
0-10,000 CF	\$4.12/100 CF.
10,001-20,000 CF	\$4.32 /100 CF.
20,001 CF- and up	\$4.52/100 CF.
Min. bill 0-1,500 CF.	\$61.80
Commercial flat rate	\$4.12/100 CF.
PWS ID - 1339000	

Water Rates remain the same since 10/1/14: Cubic Feet (CF) (7.48 gallons per cubic foot)

	2021	2022	2023
<b>Month</b>	<b>Flow (MGD)</b>	<b>Flow (MGD)</b>	<b>Flow (MGD)</b>
Jan	0.750	0.796	0.825
Feb	0.797	0.794	0.800
Mar	0.830	0.777	0.787
Apr	0.910	0.868	0.949
May	1.374	1.396	1.472
Jun	1.816*	1.768	1.659*
Jul	1.137	2.047*	1.428
Aug	1.550	1.981	1.431
Sep	1.332	1.436	1.337
Oct	1.055	0.981	1.020
Nov	0.861	0.804	0.872
Dec	0.792	0.806	0.807

Water Commissioners met monthly to discuss topics including but not limited to MADEP compliance requirements, MWRA, water billing, budget, rates, and infrastructure and capital projects. The Water Commissioners also review Wastewater business and provide recommendation to the Select Board, Acting as the Sewer Commissioners.

Many thanks to the Commissioners for their support.

Water Commissioners: James B. Dunbar, Chairman  
 Rick Alvarez  
 Douglas Hutcheson

### Current DRC fees

Car Sticker Fee (under age 65):	\$120.00
Car Sticker Fee (age 65 and over):	\$100.00
Additional Car Sticker Fee:	\$20.00
Bag Fee 33 gal. Capacity:	\$2.75
Bag Fee 16 gal. Capacity:	\$1.50
Freon and TV Disposal Sticker Fee	\$25.00
Bulky Waste Stickers (# required varies)	\$10.00 increments
Landscaper Fee:	\$300.00
Mattress or Box Spring	\$60.00

### Solid Waste - DRC Employees:

Dennis Dumais, Heavy Equipment Operator  
 Paul Harrington, Recycling Attendant Part-Time

## Water Commissioners

The Wilbraham Board of Water Commissioners continued its work with the Town of Wilbraham's Water Department who deliver a high quality, reliable and cost-effective supply of water to the Town of Wilbraham and its customers. The Water Division is an enterprise fund and 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 water department's budget, the MWRA's assessment (cost to purchase water), infrastructure improvements and debt services for various water projects. The Board of Water Commissioners along with the Water Department have strived to manage budgets and costs resulting in no need for a rate increase in 2023, and has not raised water rates since 2014. The three members of the elected Water Commission are Chairman James Dunbar, Rik Alvarez and Doug Hutcheson. The Board of Water Commissioners meets monthly, typically on the second Thursday or Friday of the month at 8:45am.

## Solid Waste Advisory Committee

The Wilbraham Solid Waste Advisory Committee (SWAC) is a volunteer seven-member board appointed by the Board of Selectmen. Joe Lynskey of the Department of Public Works serves as the committee's contact person to the Town of Wilbraham.

The mission statement for the committee is as follows: Act as liaison between taxpayers/residents and the following: Department of Public Works, Board of Health, Town Administrator, Select Board, and appropriate state and federal regulatory agencies to effectively research and manage the flow of solid waste and recycling materials into and out of the Town in a cost-effective manner. The Committee will strive to leverage the latest technologies available with the mindset of waste reduction and environmentally sound practices.

The committee was not active and held no meetings for 2023.

### Appointed Members:

James Emerson - Vice Chairman and Secretary  
Ken Wagner  
James Murphy  
Ed Rau  
Jeffrey A. Smith

## Building & Land Use

### Building Department

The Building Department issued 26 Certificate of Occupancy Permits in 2023: 17 Condominiums, 1 group home and 8 new single family homes. Roof-top solar installations took a sharp increase from 84 last year to 127 this year, 150 homes [up from last year] had insulation/weatherization completed while taking advantage of the MassSave Program.

The Building Department would like to remind you that Building Permits are required for roofing, siding, replacement windows, decks, wood or pellet stoves, accessory buildings, swimming pools, renovations to existing spaces and new construction.

John Walsh has been the Building Inspector/Zoning Enforcement Officer for the Town of Wilbraham for 3 years and has proven to be a well-informed reliable resource for the town. John makes frequent contacts requiring perceptiveness and discretion with the general public, other town departments and boards, members of the building community and property owners. John works cooperatively with builders, contractors and other members of the public while conducting inspections to ensure that residential homes, commercial buildings and construction sites comply with safety, structural and building code regulations.

Gerald Nichols, the Town Plumbing and Gas Inspector has been with us 4 years and Ed Poulin, the Town Electrical Inspector has been with us for 8 years; both work

### Building Permits issued -Residential/Commercial

Permits Issued - 745 Fees collected - \$173,886.15

### Inspector: John J Walsh Jr

Inspections - 2000+-

### Plumbing/Gas Permits issued

Permits issued - 346 Fees collected - \$32,245

### Inspector: Gerald Nichols

Inspections - 500+-

### Electrical Permits issued

Permits issued - 488 Fees collected - \$56,780

### Inspector Ed Poulin

Inspections - 800+-

part-time for the town and continue to be a great asset to the Wilbraham Building Department. All the inspectors are generally out every day completing multiple inspections in all types of weather utilizing a tablet saving time coming and going from the office.

Working as part of the Tax Work-off Abatement Program, Michael Belsky assisted the department in an archive project and helped cover the office during vacation breaks. Michael was a pleasure to work with and provided great support to the department.

Melissa has been the Administrative Assistant to the Building Inspector for 19 years and does double duty as the Towns Conservation Commission's Administrative Assistant and Land Management Coordinator. Heidi has been the Administrative Assistant to the Building Inspector for 3 years and does double duty as the Towns Planning and Zoning Administrative Assistant. The Administrative Assistants for the Building Department are always willing to assist the public with inquiries ranging from inspections, permitting, zoning, planning and conservation questions.

The Building Department also processes applications for annual inspections for occupancy of public buildings. These inspections are required annually to insure safe emergency exits, maximum occupancy numbers and exit lighting. This includes all schools, churches, restaurants, day care centers, gyms, and any other location that the public would gather and/or visit. In the year of 2023, John and Fire Safety Inspector, Mathew Walch inspected 74+ locations, including 14 buildings at the Wilbraham & Monson Academy, Wilbraham Municipal Buildings, including all Town of Wilbraham schools and restaurants. The total fees collected from these inspections was \$2810.00.

John J Walsh Jr., Building Inspector/  
Zoning Enforcement Officer  
Melissa Graves, Administrative Assistant  
Heidi Burnham, Administrative Assistant

Edward Poulin, Electrical Inspector  
Paul Shepardson, Alternate Electrical Inspector

Gerald Nichols, Plumbing/Gas Inspector  
Heath Dion, Alternate Plumbing/Gas Inspector

## Building & Land Use

Community Gardens	Building Department			
	RESIDENTIAL/COMMERCIAL	NUMBER	FEES	EST. CONST. COST
<p>The first seed catalogs start coming in the mail by January 1<sup>st</sup> and most gardeners start planning out their plots then. When you think about having a 25' x 50' plot, there is so much space to grow things and be creative. Depending on what you chose to grow, you could feed your family over 1000 lbs. of fresh vegetables and fruit in one season. One of the highlights this season was the plot that was full of annual flowers for the gardeners daughter's wedding. It was a breathtaking colorful garden that the bees and butterflies loved. Having a garden plot in a Community Garden gives you the opportunity to make lifelong friends, get some exercise and be a part of a community organization. Our Community Garden has members that are Wilbraham residents as well as residents from Ludlow, Springfield, Monson and Hampden.</p>	New Construction	21	\$ 39,996.00	\$ 7,931,282.25
	Roof/Siding/Windows	229	\$ 17,170.00	\$ 4,582,845.57
	Additions	6	\$ 5,440.00	\$ 702,700.00
	Alterations/Renovations	94	\$ 29,601.15	\$ 4,099,664.72
	Solar Panel Installation	127	\$ 61,701.00	\$ 10,080,541.30
	Insulation	150	\$ 9,000.00	\$ 768,303.56
	Decks	12	\$ 1,420.00	\$ 141,930.00
	Accessory Buildings/Sheds	39	\$ 3,086.00	\$ 435,791.40
	Swimming Pools	17	\$ 1,800.00	\$ 483,624.13
	Sheet Metal	4	\$ 430.00	\$ 185,000.00
	Demolitions	4	\$ 425.00	\$ 344,900.00
	Wood/Pellet Stoves	18	\$ 1,350.00	\$ 101,730.08
	Swimming Pool Demolition	3	\$ 175.00	\$ 14,000.00
	Signs - Commercial	11	\$ 1,342.00	\$ 83,041.40
	Temp Mobile Home	1	\$ 100.00	\$ 2,295.00
	Tents	6	\$ 300.00	\$ 0.00
	Other	3	\$ 550.00	\$ 71,749.00
	<b>Total</b>	<b>745</b>	<b>\$ 173,886.15</b>	<b>\$ 30,029,398.41</b>

The site is located near the intersection of Glendale and Monson Roads, on conservation land formerly known as the "Richmond Chicken Farm". The Wilbraham Community Garden has been in operation since 1974 when this conservation tract was acquired and is now known as the Thayer Brook Conservation Area.

By April, things are in full swing with the Annual Spring Meeting and Plow Day. The weather cooperated and several teams of horses put on a good show plowing the plots. We had several local vendors, food provided by the 50/50 Diner and musical entertainment by County Line Duo. Once the gardeners got the go ahead to start planting and preparing their plots, they really were excited. Over the years, the plots have become quite creative. There are plots with sitting areas, umbrellas, herb gardens, stone paths,

family farm signs and all types of garden flags. During the summer, many of the gardeners donated their bountiful harvests to local food banks. Volunteers also tend to the many beautiful perennials that surround the greenhouse and the entry sign.

We had our Fall Picnic in October under sunny blue skies. The attendees were requested to bring homemade delicious entrees and desserts made from at least one item from their garden. There was plenty of delicious food for everyone. They were also requested to bring items for donation to the Survival Center. According to the thank you memo we received from the Survival Center, the gardeners donated 124 lbs. of canned goods, clothing and fall vegetables from the picnic. The peak month for donations to the Survival Center was August with a whopping 409 lbs. of fresh fruits and vegetables donated. The total donated this season was 805 pounds.

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 in April of each year. The exact date of the meeting is published in the local newspaper. Garden plots are approximately 25' x 50' and the annual rental cost is \$30.00 per plot. The annual fee pays for the mowing, tilling, portable toilet and the electric bill for the well. This Community Garden is 100% supported by the annual fees paid by the gardeners. The greenhouse is available to gardeners at any time. If you are interested in joining us at the Wilbraham Community Gardens or if you would like more information, you may contact the garden coordinator, Melissa Graves in the Conservation Commission office at 596-2800, ext 204.

## Conservation Commission

### Conservation Commission Division

The Conservation Commission met 17 times this year to review and permit projects ranging from limited tree removal to new homes. Directly or indirectly, wetlands are often sources of public or private water supply. Wetlands purify water serving as a settling area whose soils and vegetation trap sediments which bind, and in some cases chemically break down, pollutants into non-toxic compounds. Wetlands are valuable to wildlife as a food source, nesting area and protective cover. Floodplains are protected because they provide "storage" for flood waters during storms. The job of the Conservation Commission is to protect the interests of the Wetlands Protections Act. The interests include Flood Control, Prevention of Storm Damage, Prevention of Pollution, Fisheries, Shellfisheries, Groundwater, Public or Private Water Supply and Wildlife Habitat.

The Conservation Commission welcomed one new Associate Member James Coletta. Cathy Lawless and William Meeker resigned as a Conservation Commission members during the fall. This opened up a spot for Mr. Coletta to become a full voting member for the Commission. Since then, he has been a great asset to the Commission bringing his motivated willingness to learn about wetlands, forestry, and wildlife.

The Conservation Commission continued their support for the Chicopee 4Rivers Watershed by approving an amount of \$420.00 for water sampling at two Wilbraham locations on the Chicopee River. The group plays a key part in providing education, recreation and exploration to watershed residents. They test the rivers for bacteria levels and develop guidelines for Blue Trails. The Conservation Commission once again approved by unanimous vote to allow deer hunting by bow only on 9 parcels of Conservation land. Hunters must apply for a permit through the Town Clerks office. The process typically begins midsummer and an average of 120 permits are

# Building & Land Use

issued. A major emergency occurred in August when the Red Bridge Hydrodam structure collapsed into the water. It was uncertain why the building collapsed but it sent a small amount of mineral oil into the water. Mitigation was implemented by installing booms in the water to contain the oil. A steel dam was installed to divert water away from the remaining structure so clean-up could begin on the debris. This will be an ongoing project for many months into 2024.

## Land Management Division

A spur trail was constructed this year at the Thayer Brook Easy Trail to create less steep terrain for hikers. This trail continues to be a very popular trail for people that want a quick loop with their dogs. Management on most of the existing trails continued throughout the year with new direction signs installed, brush cutting and tree removal.

There were no active Forest Cutting Plans this year but we responded to several individual tree removal requests.

The butterfly and bird habitat field off of Bennett Road is mowed annually to promote the return of Monarch Butterflies and several bird species. The annual mowing occurs in the late fall after the first frost typically. The annual mowing also keeps the invasive plant species from spreading any further.

The Conservation Commission generally meets on the second and fourth Mondays of each month at 7:00 PM in the Town Office Building. The agenda is posted at least 48 hours in advance at the Town Hall and on the Town web site. Interested people are always welcome and encouraged to participate.

### Conservation Commission

Christopher Brown, Chairman      Robert McMaster      James Murphy  
Stoughton Smead      Alice Colman  
William Meeker (resigned)      Cathy Lawless (resigned)  
Associate Member: James Colletta (sworn in as a full time member, September)  
Melissa Graves, Administrative Assistant & Land Management Coordinator

## Agricultural Commission

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

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

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

In 2023 Green Acres Fruit Farm at 868 Main St was acquired by Dominic and Anthony Maloni of Rice’s Fruit Farm.

Green Acres is the oldest Agriculture Preservation Restricted (APR) property in the state, which was placed in APR in 1981. The Maloni’s have been busy removing the old non-productive trees, clearing invasives and bringing the orchard back into production.

Fern Valley Farms welcomed pick-your-own customers to drive directly onto their farm during apple picking season, Sept-Nov. They continue to expand their offerings with a summer concert series, games and entertainment for children, hot-dogs, ice cream, burgers and beer.

The Wilbraham Farmers Market grew to 20 vendors, open Wednesdays from 2-6pm from June-August at Wilbraham United Church on Main St.

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

### Agricultural Commission

Brian Cunningham, Chairman  
Robert Merrill  
Dan Fernandes

## Open Space & Recreation Committee

*Mission Statement: Preserve significant open space by investigating, educating, planning and cooperating.*

**Changes:** Matt Frasier resigned from the OSRPC in October because of job conflicts. We thank Matt for designing and installing several trail bridges. Bill Shepard, who resigned last year after working with Bob Rusczyk installing some 50 trail signs, has come back to join us again.

**Kiosks and New Trail Marking:** The OSRPC received funding from the Community Preservation Act to install kiosks at all trails that do not have one and money to refurbish the kiosks that we currently have. All maps and trail information will also be updated. In addition, the grant includes money to re-paint trail blazes and install more helpful signage. By the end of December, all four new kiosks were installed. The other work will be done as weather permits. The OSRPC is committed to making all trails clearly navigable and safe.

**Trail Issues:** *January through March:* lack of snow, kept trail use consistent and allowed trail volunteers to do early cutting back of invasive vegetation. Cold temperatures into March gave Open Space some relief as vegetation was slow to start up again. *April through June* brought storms, causing tree damage and water-related issues. This period was noted for “stick flicking” as trails were constantly covered with debris from storms. Wilbraham Monson Academy students and teachers thankfully helped us during this time. *July through September* was uncharacteristically wet and hot, so at a time when we can usually cut back on trimming because everything is dry, the growth was actually more intense than it was in the spring. *October through December:* Unexpected heavy rain and no snow continued to be a problem.

**Help Needed:** OSRPC members are “trail monitors” for specific trails; they check out their chosen trails regularly as well as after weather events. They then report issues to Jay Taylor, our trail manager. Jay forms a crew to do the cleanup or trimming. With the increase in storms, some trails required clearing every few weeks. As a result, Open Space members were out flat trying to keep up. We received some help from volunteers, and Fern Valley Farm helped with mowing and grading. Also, trash issues continue to plague OSRPC workers. Please be sure to take out what you bring in, and if possible, pick up, and remove, what you see.

# Building & Land Use

Since we lug our trail clearing equipment with us, it's hard to deal with trash too. We really need more volunteers whether it be groups or individuals. Get some good exercise, enjoy nature and help keep your town beautiful. Please contact us on our website or Facebook page for details. Finally, theft and damage to trail signs, benches, and blazes continues to occur on some of the trails. If you see anything, please report it to us as soon as possible.



**Left: The Open Space Committee meets at Sawmill Pond to discuss the possibility of making it a handicap-accessible trail. Right: The Wilbraham Hiking Club in action.**

**Wilbraham Hiking Club:** Thanks to Sue Burk's direction, the Wilbraham Hiking Club restarted having periodic guided hikes both in and out of Town. All hikes are free. If interested, check out the details on the Open Space and Recreation Department Facebook pages or on their Town of Wilbraham web pages.

**Massachusetts Keystone Conference:** Tracey Plantier and Steve Lawson attended the Massachusetts Keystone Project at the Harvard Forest. Participants in the annual 3-day training program are chosen competitively from a pool of applicants that includes forest landowners, and members of land trusts, town conservation commissions, and other such organizations like open space committees. In return for participating in the program, Tracey and Steve agreed to return to their communities and serve as spokespersons and advocates for forest conservation.



**Scout Projects - Left: Jack Tassinari assembles one of two comfort benches he and his crew installed on Mount Marcy. Right: White Cedar Swamp kiosk installed by Charlotte Powell.**

**Boy Scouts, Girl Scouts, and Cub Scouts:** A big thanks to all of the Scout organizations in Town! Jack Tassinari, a Boy Scout, did a Mt. Marcy Eagle Scout project – adding two comfort benches along the trail and an informational sign at the summit. Charlotte Powell and the Girl Scouts built and erected a beautiful kiosk at the Decorie Drive entrance to the White Cedar Swamp and the Alton's Way Trail. They also created three awesome maps for the various entrances which include trail information, hiking tips and animal track pictures. Ed met with the Cub Scouts, and they will be doing trailwork periodically. Mostly they will clean debris from storms and pick up litter.

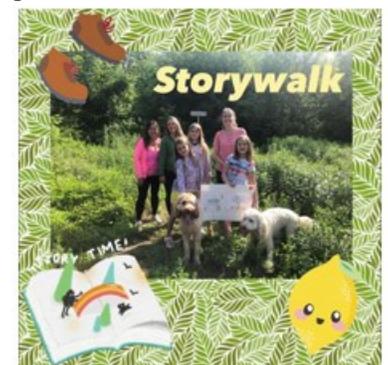


**Left: One of several trail work days put in by Wilbraham Monson Academy students. Right: Thayer Trail rock painting activity done with One Book – One Community group.**

**Geocaching:** As part of our National Trail Day celebration, former Open Space Chair, Mike Pelletier hosted a geocaching event at the Washington Road entrance to the McDonald's Farm Nature Preserve. About a dozen people came to the event where stories were shared & trackables were traded. In the months since the event, many more geocachers have made their way to the trail to search out these finds. Geocaches are hidden on most of the Town trails. Check out the locations at Geocaching.com.

**One Book – One Community:** Once again, Open Space worked together with the Hampden – Wilbraham One Book – One Community group to do a rock painting activity at the Thayer Brook Trail. Participants were then able to keep their creations or display them along the trail. A good time was had by all. They also enjoyed another story walk on the Thayer Brook Trail.

**Community Outreach:** Our Facebook page continues to keep Town residents up to date on OSRPC activities and allows residents to interact with the OSRPC and get their questions answered. The OSRPC also has an Instagram page. Our webpage on the Town of Wilbraham site has a copy of the 2022 – 2028 Open Space and Recreation Plan, information about Open Space issues, and details about all Town trails. In addition, we periodically place several informational articles in the Wilbraham Times.



**Left: First of several new kiosks goes up at the Oakland Trail. Right: Joint One Book – One Community / Open Space Thayer Brook storywalk.**

## The Open Space and Recreation Plan Committee

Joe Calabrese, Chairman/ Jay Taylor, Trail Manager/ Len Surdyka, Recording Secretary/ C.J. McCarthy, Media Coordinator/ Marianne Moner, Community Preservation Representative and Community Outreach/ Tracey Plantier, Planning Board Liaison/ Steven Lawson, Minnechaug Land Trust Liaison and Chair/ Susan Burk, Playground and Recreation Commission Liaison / Edward McCorkindale/ Bill Shepard/ Judith Theocles/ Bill Michels

All Photos Courtesy of the Open Space & Recreation Committee

# Building & Land Use

## Planning Board

The Planning Board is responsible for overseeing land use planning in the Town of Wilbraham. Working in close cooperation with the Planning Director and the Building Commissioner/Zoning Enforcement Officer, the Planning Board studies the resources and needs of the Town, particularly conditions affecting public welfare and safety related to land use and development. The Board is authorized to develop the Town's Master Plan to guide growth and make recommendations to ensure that development is consistent with the Master Plan. The Board is responsible for conducting public hearings and making recommendations on proposed amendments to the Zoning By-Law, which must be approved by Town Meeting. The Board also regulates the subdivision of land and the construction of new roadways, grants site-plan approval and special permits for various land-use proposals required by the Town's Zoning By-Law, and reviews all petitions for variances and other zoning matters filed with the Zoning Board of Appeals.

During 2023, the Planning Board met sixteen times, scheduled fourteen appointments and held twenty 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 2023.

### DEVELOPMENT ACTIVITY

#### Special Permit Applications 2023

Permit #	Location	Description	Status
SP22-07	303-305V Mountain Rd	Accessory Solar Energy System	Approved 1/25/2023
SP23-01	2005 Boston Road	Starbucks Drive-Through	Approved 3/15/2023
SP23-02	459 Stony Hill Road	Garage Addition	Approved 4/19/2023
SP23-03	11 Stonegate Circle	Accessory Apartment (new owner)	Approved 4/19/2023
SP23-04	2145 Boston Road	Lia Toyota Parking Expansion	Approved 5/24/2023
SP23-05	285 Three Rivers Road	Large-Scale Ground Mounted Solar	Deadline Extension Approved 5/24/23 Project Changes approved 6/28/2023
SP23-06	25 Bennett Road	Accessory Structure	Approved 6/28/2023
SP23-07	23 Pine Drive	Oversized Garage	Approved 9/6/2023
SP23-08	2 Merrill Rd	Accessory Apartment	Approved 9/6/2023
SP23-09	2145 Boston Rd	Lia Toyota Lighting Modifications	Approved 9/6/2023
SP23-10	7 Oldwood Rd	Accessory Apartment	Approved 12/20/2023
SP23-11	5 Vista Rd	Accessory Structure (Garage)	Approved 11/29/2023
SP23-12	5V Red Gap Rd	Flexible Non-Sub (renewal of SP06-05)	1/10/2024 hearing scheduled
SP23-13	592 Ridge Rd	Accessory Apartment in detached structure	1/10/2024 Hearing scheduled

#### Other Applications 2023

Type of Application	# of applications	Description
Non-Subdivision (Approval Not Required) Plan*	6	1 new building lot, multiple lot line re-configurations/land transfers to abutters
Site Plan Review	0	
Subdivision Plan	0	
Road Acceptance Request	1	Cooley Drive (Planning Board Road Acceptance Vote 2/15/23/Town Meeting approval 5/15/23)
Administrative Amendment	5	Minor project modifications to projects at 6 Burt Lane, Beebe Rd Solar, 658 Main Street, & 2045 Boston Rd.
Ridgeline and Hillside District Site Plan	1	580V Ridge Rd- approved 7/19/23
Scenic Road/Public Shade Tree	0	

*\* plans that revise existing property boundaries or divide land along existing road frontage and do not require subdivision approval.*

#### Projects Approved in Prior Years:

Cooley Drive Extension subdivision was completed in 2023; construction continued at two other residential projects: Cedar Ridge Estates and Gardens of Wilbraham. The status of commercial projects is summarized below:

Project Description	Status
6 Burt Lane, Center Village (SP21-04)	Under Construction
2145 Boston Rd, Lia Toyota (SP21-05 & SP23-09)	Construction completed
2788-2810 Boston Rd, Golden Nozzle Car Wash (SP21-09)	Construction Completed
2005 Boston Rd, Starbucks (SP23-01)	Under Construction
285 Three Rivers Solar (SP18-06 and SP23-05)	Under Construction

The Planning Board also reviewed and provided feedback as needed on applications submitted to the Zoning Board of Appeals.

#### ZONING BY-LAW AMENDMENTS 2023

Date/ Article #	Description
5/15/2023, Article 31	<b>Parking or Storage Restrictions for Trucks and Buses in Residential Districts.</b> Amendment to Sections 1.3 and 4.5.2 to define Gross Vehicle Weight Rating (GVWR) and increase the vehicle weight limit in the bylaw from 10,500 to 12,400 pounds. In addition, the amendment more clearly separates non-commercial vehicles from commercial vehicles, allows additional trucks by special permit from the ZBA, and reduces signage limitations on commercial vehicles.
5/15/2023, Article 30	<b>Regulation of Accessory Buildings and Structures.</b> Amendment to Section 4.4.8 to increase the maximum size of accessory buildings (from 144 to 240 square feet) that can have reduced setbacks from property lines. In addition, the amendment adds language to section 1.3 and 3.9.2.17 related to storage containers and dumpsters.

# Building & Land Use

## PLANNING DIRECTOR PROJECTS:

- Updated Planning Board and Zoning Board of Appeals Special Permit application forms and instructions (3/2023)
- Updated Planning Board Site Plan Approval instructions (5/2023)
- Received District Local Technical Assistance (DLTA) Grant for Subdivision Regulation Update (awarded 3/2023). Attended Subdivision Regulation Update Subcommittee meetings August – December 2023. Draft updates were near completion at the end of 2023.
- Completed LAND Grant Reimbursement requirements (payment of \$250,948 received 7/22/2023) for the purchase of the McDonald Nature Preserve Expansion with assistance from the Minnechaug Land Trust (60.3 acres west of the Cedar Ridge development and south of the existing McDonald Nature Preserve).
- Prepared Conservation Restrictions for McDonald Nature Preserve Expansion and Gleason Conservation Area (recorded at Hampden County Registry of Deeds Book 25054/Page136 and Book 25054/Page166, respectively)
- Updated the Zoning By-Law with May 2023 amendments
- Researched miscellaneous zoning issues, including research related to planned Zoning By-Law amendments

## MEMBERSHIP AND ORGANIZATION

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

Member Gordon Allen ended his service to the Planning Board when he did not seek re-election at the May 2023 election. At the annual Town election in May, Jack H. Luttrell, Jr. was elected to serve on the Planning Board for a five-year term. The Planning Board reorganized by electing John McCloskey as Chair, James Rooney as Vice-Chair, and James Moore as Clerk. Bruce Williams was re-appointed as associate member in July 2023 for a three-year term. James Moore continued to serve as the Town's representative to the Pioneer Valley Planning Commission and Tracey Plantier continued to serve as the Planning Board's representative on the Community Preservation Act (CPA) Committee.

Planning & Community Development Director Michelle Buck and Administrative Assistant Heidi Burnham continued their work for the Board in 2023.

The Planning Board holds regularly scheduled meetings on Wednesdays at 5:30 PM. Specific dates and agendas for meetings may be obtained from the Planning Office or from the Town website at <http://www.wilbraham-ma.gov>. All meetings are open to the public, and community participation from interested townspeople is always welcomed and encouraged. With your support, we will continue to provide the very best possible service for our community in the year ahead.

John McCloskey, Chair  
James Rooney, Vice-Chair  
James Moore Jr., Clerk  
Jack H. Luttrell Jr.  
Tracey Plantier  
Bruce Williams, Associate Member

Michelle R. Buck, AICP, Planning Director  
Heidi Burnham, Administrative Assistant

## Zoning Board of Appeals

The purpose of the Zoning Board of Appeals is to hear and decide petitions for variances from the terms of the Zoning By-Law with respect to particular land or structures, but not to include variances for use; to hear and decide applications for special permits upon which the Board is empowered to act under the By-Law; to hear and decide appeals from any person seeking enforcement action under the provisions of M.G.L. Chapter 40A (the State Zoning Act); and to issue comprehensive permits for low- and moderate-income housing authorized by M.G.L. Chapter 40B. The Zoning Board of Appeals is a five-member board appointed by the Select Board for staggered three-year terms consisting of three full members and two associate members. The Board works closely with and relies upon assistance from Planning Director Michelle Buck and Building Inspector/Zoning Enforcement Officer John Walsh.

In 2023, the Zoning Board of Appeals met eight times, held ten public hearing sessions, and issued decisions on the following applications:

APPLICANT/APPLICATION	ADDRESS	DECISION
<b>2005 Boston Road Wilbraham, LLC (#23-01)</b> Special Permit for reuse of existing structure for a restaurant (Starbucks)	2005 Boston Road	Approved 3/9/2023
<b>Spin Bungee Sweat, LLC d/b/a Cycle &amp; Praise (#23-02)</b> Special Permit for fitness center in existing commercial building	1964 Boston Road	Approved 5/19/2023
<b>Peter Zimmerman, (#23-03)</b> Special Permit for Motor Vehicle Repair Services (PH Performance Truck)	3 Railroad Avenue	Approved 7/20/2023
<b>Marcel Verdon (#23-04)</b> Special Permit for home occupation (gutter installation business)	23 Pine Drive	Approved 9/14/2023
<b>Timothy &amp; Danelle Skorka (#23-05)</b> Variance from rear setback (in-ground swimming pool)	13 Devonshire Drive	Approved 8/17/2023
<b>Matthew Goncalves &amp; Owen Cavanaugh (#23-06)</b> Special Permit for barbershop	2805 Boston Road	Approved 10/19/2023
<b>Suzanne Hicks (#23-07)</b> Special Permit for barbering school	2701 Boston Road	Approved 10/19/2023
<b>Colene Melikian (#23-08)</b> Variance from front & side setbacks (garage)	5 Vista Road	Approved 11/16/2023

Respectfully submitted,  
Zoning Board of Appeals

Edward Kivari Jr., Chair  
Mark Albano  
Charles Pelouze  
Jamil Eyvazzadeh, Associate  
Sarah Fila, Associate

## Sealer of Weights & Measures

The Sealers of Weights and Measures are appointed by the Board of Selectmen and certified by the State to assure the public that any product they purchase in the town by weight or measure, and products that are scanned for cost will be accurately priced. The weight and measure testing equipment used by the Sealers is required to be certified by the state every five years to provide the accuracy required by Massachusetts General Laws. All the test equipment is state of the art. Twenty-five businesses were visited during the year, and with re-testing there were 32 places of business inspections and random inspections of oil and propane trucks carried out. Many businesses were checked for unit pricing to be sure they met state requirements. The Sealers both attended three and a half days of State Association training to stay updated and refresh field skills. The Sealers thank the town businesses for their co-operation during inspections. The following field-testing was completed during inspections resulting in \$7850.00 collected from sealing fees.

<u>Item</u>	<u>Category</u>	<u>Sealed</u>
Scales	Under 100 pounds	75
	101-1000 pounds	9
	1001-5000 pounds	2
	Greater than 10,001 pounds	7
Liquid Meters	Gasoline	97
	Diesel	8
Unit Pricing	Scanners	103
Reverse Vending		4
Linear Measure		2

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

Please contact your sealers if you have any questions or concerns about the above areas, cord wood, and any other products sold by weight or measure. Our email is [sealer@wilbraham-ma.gov](mailto:sealer@wilbraham-ma.gov)

Susan Petzold, Sealer  
Gary Petzold, Deputy Sealer

## Public Safety

### Fire Department, Emergency Medical Services & Emergency Management

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

This past year was another record-setting year in regards to our run volume, answering over 3700 emergency calls. The Fire Department is second to none in the services provided to the residents of Wilbraham. I want to commend the officers, firefighters, and administrative staff for their hard work throughout the year. I could not be more proud of them.

The Wilbraham Fire Department responds to more than just fires. This department is an all-hazards department that answers many types of calls for service. Fire suppression, emergency medical services, code enforcement, SAFE Education, various rescue services such as auto extrication, ice, and water rescue, and hazardous

## Ambulance Oversight Committee

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

It is important to note the town's ambulance service remains self sufficient on a receipts reserved basis, and continues to serve the town extremely well. During 2023 the ambulance service transported more patients than any year in the past. The ambulance service within the fire department transported 2270 patients to local area hospitals. Of these transports, BSMC-Spfd was the destination 38% of the time, with BSMC-Wing at 47.12%, Mercy at 14.88%, Holyoke at .18%, BSMC- Mary Lane at .06% and other facilities at .05%. The top five patient medical conditions are Traumatic Injury, Pain (non-specific),

Other, Respiratory Distress, and Psychological.

We have a new ambulance on order but due to supply chain issues we are unsure of a delivery date at this time. We are currently designing another ambulance to be ordered shortly as well.

We continue to update ambulance policies that need to be done to reflect changes with State Regulations. These updated policies are merged with existing fire department policies so that references can be made from one document just by adding an additional EMS Section.

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

Respectfully submitted on behalf of the AOC, Fire Chief Michael E. Andrews

### Committee Members

John Rigney  
Tom Hurley  
Heather Mullen

materials incidents are just some of the types of incidents that the department responds to.

The safety of our personnel is the administration's top priority. We continue to make upgrades to our equipment and turn-out gear. We have a health and safety committee that meets regularly to address any needs of the members.

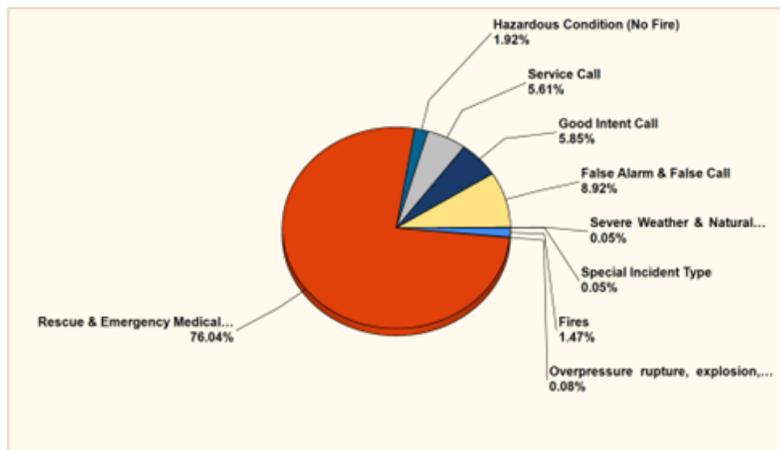
We had 2 firefighters leave the department this year. Firefighter/Paramedic Victor Robidoux retired from the department. Firefighter/Paramedic Devan Beane resigned from the department. We thank them both for their years of service to the community.

The department hired several new members. Ian Grimes, Evan Grimes, and Nichole O'Donnell all joined the department. We wish them a long and healthy career.

Our annual open house held in September as a joint event with the Wilbraham Police Department. This is always a well-attended event by the public, and this year was no different. We were able to provide fire education demonstrations, literature, and a drone demonstration.

# Public Safety

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 12/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	55	1.47%
Overpressure rupture, explosion, overheating - no fire	3	0.08%
Rescue & Emergency Medical Service	2846	76.04%
Hazardous Condition (No Fire)	72	1.92%
Service Call	210	5.61%
Good Intent Call	219	5.85%
False Alarm & False Call	334	8.92%
Severe Weather & Natural Disaster	2	0.05%
Special Incident Type	2	0.05%
<b>TOTAL</b>	<b>3743</b>	<b>100%</b>

Training continues to be an essential part of our state of readiness in 2023. The members of the department completed over 3100 hours of training to maintain and improve the proficiency of this department. Several members have attended professional development programs that have been held in the area. Other training included the utilization of outside resources such as National Grid, Massachusetts Emergency Management, Friendly Ice Cream Corporation, and Eversource Gas.

We are very grateful for the partnerships that we have developed over the years and continue to develop as we move toward the future.

Emergency Management preparedness has been an ongoing process with updating Emergency Action Plans for National Grid, Eversource, and Massachusetts Water Resources Authority. Annual meetings with our community partners were held to discuss strategies for emergency management. This is valuable in helping to develop good working relationships prior to an emergency.

This year we received a total of \$4600.00 in a grant from MEMA to prepare for electric vehicle and lithium battery related emergencies. Electric vehicle fires and lithium battery emergencies have proven to be a real challenge for fire departments. This grant allows us to be prepared to handle them safely.

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

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

This year we continued to receive SAFE and Senior grant funds from the Massachusetts Executive Office of Public Safety and Security. The SAFE program provides students with first-hand knowledge of the dangers associated with fire and age-appropriate information on preventing and surviving fires that occur. The senior program was created with the support of the Legislature to offer funds to local communities in support of senior fire prevention training and is aimed at educating seniors, among the vulnerable populations at risk of fire-related deaths, on fire prevention, general home safety, and how to be better prepared in the event of a fire. Firefighter Patrick Farrow continues to improve the public education program holding or attending many events throughout the year. The department has also trained 4 additional SAFE educators within the department.

The department responded to over 3700 emergency calls. This was a record year for the department, and there are no signs that emergency runs will slow down. Many times, an outside agency is called in to handle overlapping medical and other emergency calls. Over 50% of calls have overlap in which most cases require outside mutual aid.

## Fire Department Roster

Michael Andrews*	Fire Chief
Peter Nothe**	Deputy Fire Chief
Mathew Walch **	Captain of Fire Prevention
Vacant / Not Filled	Captain of EMS & Training
Lena McCaffrey	Administrative Assistant
Melissa Torres	Ambulance Billing Clerk

Daniel Corliss**	Captain "D" Group
Josh Mullen**	Captain "A" Group
Kevin Brown **	Captain "C" Group
Anthony Arventos**	Captain "B" Group/Head Mechanic
Dane George **	Senior Private
James Royce **	Senior Private
Jason Dimitropolis **	Senior Private/Assistant Mechanic
Jeffrey Witek **	Senior Private
Patrick Farrow **	Private/EMS Coordinator
Chris Houghton **	Private
John Fitzgerald **	Private
Jeff Kristek **	Private
Andrew Nothe **	Private
Derrick Merrill**	Private
Scott Flynn**	Private
Taran Savoie*	Private
Justin Senecal**	Private
Paul Rekos**	Private
Josh Sterling*	Private
Alan Hodges**	Private
Owen Shaw*	Private
Colin Morse**	Private
Ian Grimes*	Private
Evan Grimes*	Private
Nichole O'Donnell*	Private
	Private

EMT \*  
Paramedic \*\*

# Public Safety

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

**Board of Fire Commissioners**  
Edward Rigney  
Carolyn Brennan  
David Ervin

Respectfully submitted,  
Michael E. Andrews, Fire Chief / EMD

## Central Dispatch

The Centralized Dispatch Center concept was put in place by the Town of Wilbraham's Police and Fire Departments in 1979. This model is still being replicated by other Communities and Regional Dispatch Centers. Components of mutual respect, professionalism, training and community provide the foundation for the very fine Public Safety response system in Wilbraham.

The staff of full time and part time Dispatchers have participated in several different training opportunities during the 2023 year.

**Full Time Dispatchers**  
Brian Kibbe  
Annie Murphy  
Johnathan Danek  
Kelsey Green  
Jacquelyn Gerry  
Brandon Chabot  
Yoselyn Feliz-Carrol

In May of 2021 the Towns of Hampden and Wilbraham agreed to a Regional Dispatch system forming the Wilbraham Regional Emergency Communications Center (WRECC). All emergency and non-emergency calls for the Towns of Hampden and Wilbraham are dispatched from the WRECC. Not only is this model more efficient, both communities are eligible for additional State 911 Grant Funding through the WRECC.

The Wilbraham Regional Emergency Communications Center processed 37,976 calls for service in our CAD (Computer Aided Dispatch) system. That is an increase of approximately 3.13% from 2022. Security, Fire and Medical alarm companies should be given the 413.596.9771 phone number for Public Safety Dispatch.

Several obstacles were overcome and we still were able to provide the highest level of service 24/7/365. I am very proud of my staff for not only maintaining the highest level of service but also being able to overcome all of the hurdles in their way during the year. I am honored to be part of an organization that truly cares about the communities we serve.

**Part Time Dispatchers**  
David Squires  
Brent DiMascola  
Jordan Dunham  
Alexandra Manseau  
Sabrina Romano  
Jessica Ripley  
Katherine Howland  
Nicole Butler

Respectfully submitted,  
Anthony E Gentile Jr  
Regional Communications Director

## Parking Clerk

The Parking Clerk works collaboratively with the Wilbraham Police Department to enforce the Town's parking by-laws. The Parking Clerk is responsible for collecting parking citation fees, issuing late fees, sending courtesy letters prompting citation payment and resolution, 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 range from \$15 to \$200 excluding late fees. A \$10 late fee is added to the original parking citation fee after 21 days of non-payment. After approximately forty one days of non-payment of the parking citation fee, the driver's name and registration information is forwarded to the RMV to be "marked" as an attempt for the Town to collect the outstanding fees. The payment of the parking citation fee is enforced; whereas, the fees must be paid to the Town of Wilbraham before the RMV will conduct any business with the violator, such as renewing a driver's license, registering a car, etc. The parking citation fee for handicapped parking offence violations is \$200 with a late fee of \$50 after 21 days of non-payment. All monies collected for this type of parking violation are allocated to the Commission on Disability to be utilized towards accessibility projects, etc.

### 2023 Breakdown of Parking Violations - 4 Citations with 5 types of violations and 0 towed vehicles

Parking Violation #	Violation	Fine/Fee for Violation	# of Violations in 2023
1	Within a designated no parking zone and	\$15.00	1
2	Within a designated no passing zone	\$15.00	1
12	So as to leave less than ten feet wide unobstructed lane to the curb, edge or solid center line(s) of a street, highway or way	\$15.00	1
26	So as to obstruct or occupy a designated disabled Veterans or handicap ramp, cross hatch area (as defined by M.G.L. C. 40 s. 22a and/or 521 CMR, as amended from time to time)	\$200.00	1

Four parking citations were issued in the Town of Wilbraham in 2023 and two were paid in full, and two were appealed. Both appeals were sustained with warnings to ensure future compliance with parking laws and regulations in a responsible and consistent manner.

No parking citations from previous years were resolved in 2023 through payment. The breakdown of parking violations related to parking citations issued and resolved in 2023 as presented.

### 2023 Collection of Parking Citation Fines

# of Parking citations	Action Taken - Parking Citation	Fee Collected
2	Paid prior to late fee issued	\$30.00
0	Parking citations sent to the RMV for "marking"	
2	Appealed citations - Both sustained	
0	Other parking citation payments resolved from prior	\$0.00
	<b>Total of fees Collected in 2023</b>	<b>\$30.00</b>

Respectfully,  
Heather Kmelius, Parking Clerk

# Public Safety

## Animal Control Officer / Animal Inspector

During 2023, the town of Wilbraham licensed an astounding number of dogs, 2,728 to be exact. Thank You to those residents that complied. The town licensing period begins January 1 and expires December 31 of the same year. This is a yearly renewal and an additional fee will be applied after the month of April. To obtain a required Town dog license, you must deliver proof of up-to-date rabies vaccinations to the Town Clerk's office and pay the license fee.

Animal Control responded to 1,238 calls in 2023. These calls pertained to Town by-laws violations/complaints, stray animals, deceased or injured animals and various other wildlife and domestic calls. Residents are reminded never to approach, attempt to capture, or touch presumably sick or injured wildlife. Please call the Police Department or Animal Control for immediate assistance. Animal Control removed 43 deceased animals from the public roadways. All motorists are asked to use extra care when driving to avoid contact with wildlife.

As the Town's animal inspector, 19 quarantines were administered. These quarantines were a result of either an animal biting a human or another animal biting an animal. A total of 14 barn inspections were conducted, which encompassed the Town's 371 live stock animals.

**Paul Morrissey**  
ACOAM Certified  
Animal Control Officer  
Town of Wilbraham  
Animal Control / Animal  
Inspector

## Police Department

There were many exciting changes and improvements at the Wilbraham Police Department in 2023. Captain Jeffrey Rudinski retired after twenty-three years of service to the town. Sergeant Christopher Arventos was promoted to the rank of Captain after serving eleven years with the Wilbraham Police Department. Police Officer Thomas Korzec retired after thirty years of service to the town. Police Officer Josh Gagnon left our department after four years to become a Massachusetts State Police Trooper. Trooper Gagnon is assigned to the Springfield barracks and frequently interacts with his colleagues at our police department.

The police department welcomed four new officers. Officer Cameron Prosperi joined us from the Springfield College Police Department. Officer Brittani Tassone joined us from the North Adams Police Department. Officer Kyle Kalin joined us from the Springfield Police Department. Officer Kyle Venancio, a Wilbraham resident, joined us from the Northampton Police Department. These officers come from all different backgrounds and bring with them unique experiences and training which will be valuable to our town.

After being authorized by the town at the 2023 annual town meeting, the police department was fortunate to have a special act of the state legislature enacted to allow for certain retired Wilbraham Police Officers to be appointed as special police officers for the town. This act allows for these officers to perform duties at police details and related situations. This program reduces the burden on regular officers by increasing the police department's capacity to address staffing challenges in certain circumstances. The police department continues to adjust to meeting significant new state mandates regarding police officer licensing, standards, and training. The redirecting of resources to meet these mandates continues to be a challenge.

The police department responded to seven opioid related overdose calls in which Narcan was used by the responding officers. The police department continues to participate in the DART program in which specially trained officers follow-up with persons involved with substance abuse issues by referring them to emergency clinicians, recovery coaches, and counselors. The police department also continues to participate in the Crisis Intervention Team (CIT) approach to mental health responses. The Department of Mental Health continues to provide grant funds to train all Wilbraham officers in the 40 hour CIT mental health response certification as well as related advanced training.

In 2023 there was a 157% increase in auto thefts in town (7 in 2022, 18 in 2023). In almost all cases the keys were left in the vehicle. The police department highly discourages residents from leaving their keys in their vehicles. The police department observed a small decrease in reported assaults as well as a small decrease in the amount of domestic disturbance calls it responded to. A small increase in the amount of thefts and shoplifting incidents was also observed.

We look forward to serving the Town of Wilbraham in 2024. The Wilbraham Police Department would like to thank the residents and business owners of Wilbraham for their continued support.

## 2023 ANNUAL REPORT STATS

### I. CRIMINAL COURT COMPLAINTS

#### PRIMARY ARRESTING OFFENSE

SEXUAL ASSAULT	2
ROBBERY	2
ASSAULT AGGRAVATED	7
ASSAULT SIMPLE	25
INTIMIDATION	0
ARSON	0
RESTRAINING ORDER VIOLATION	11
BURGLARY/BREAK & ENTER	1
SHOPLIFTING	45
THEFT FROM BUILDING	1
THEFT FROM MOTOR VEHICLE	2
ALL OTHER LARCENY	8
MOTOR VEHICLE THEFT	1
FALSE PRETENSES/SWINDLE	1
EMBEZZLEMENT	3
STOLEN PROPERTY OFFENSES	6
VANDALISM	7

# Police Department

DRUG/NARCOTIC VIOLATION	4
WEAPON LAW VIOLATION	1
BAD CHECKS	0
DISORDERLY CONDUCT	3
DRIVING UNDER THE INFLUENCE	13
PROTECTIVE CUSTODY	2
FAMILY OFFENSE/NON-VIOLENT	0
LIQUOR LAW VIOLATION	1
RUNAWAY	0
TRESPASS OF REAL PROPERTY	2
ALL OTHER OFFENSES	44
TRAFFIC/BY-LAW	<u>208</u>
<b>TOTAL</b>	<b>400</b>

## II. PERSONS ARRESTED OR CHARGED OFFENSE TYPE

A. Criminal	190
B. Motor Vehicle	208
C. Protective Custody	<u>2</u>
<b>TOTAL</b>	<b>400</b>

## II. PERSONS ARRESTED OR CHARGED OFFENSE TYPE

A. Criminal	190
B. Motor Vehicle	208
C. Protective Custody	<u>2</u>
<b>TOTAL</b>	<b>400</b>

## III. PERSONS ARRESTED OR CHARGED BY AGE

A. Adults	381
B. Juvenile	<u>19</u>
<b>TOTAL</b>	<b>400</b>

## IV. PERSONS ARRESTED OR CHARGED BY OFFENSE TYPE/AGE

A. Criminal	
Adults	176
Juvenile	14
B. Motor Vehicle	
Adults	201
Juvenile	7
C. Protective Custody	
Adults	2
Juvenile	<u>0</u>
<b>TOTAL</b>	<b>400</b>

## V. PERSONS ARRESTED OR CHARGED BY SEX

A. Adults Charged	
Male	257
Female	120
B. Juvenile	
Male	19
Female	2
C. Adults placed in protective custody	
Male	0
Female	2
D. Juveniles placed in protective custody	
Male	0
Female	<u>0</u>
<b>TOTAL</b>	<b>400</b>

## VI. PERSONS INCARCERATED BY AGE/SEX

A. Adults	Males	103
	Females	37
B. Juveniles	Males	1
	Females	<u>0</u>
<b>TOTAL</b>		<b>141</b>

## VII. UNIFORM TRAFFIC OFFENSES

	<u>Civil</u>	<u>Warning</u>
Violate RMV Rules/Regulation	0	32
Stop Sign/Red Lens Violation	15	295
Text Messaging	1	198
Improper Pass/Marked Lanes	13	87
Seatbelt	6	34
Town By-Law Violation	1	60
Passing School Bus	3	0
Speeding	40	574
Fail Inspect M/V	36	389
Defective Equipment	20	295
Unregistered Motor Vehicle	8	63
No License/Reg In Possession	2	12
All Other Moving Violations	24	154
Recreation Veh. Violation	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>169</b>	<b>2193</b>

## MOTOR VEHICLE VIOLATIONS BY TYPE

A. Uniform Traffic Citations	169
B. Warnings	2193
C. Parking Violations	<u>6</u>
<b>TOTAL</b>	<b>2368</b>

## VIII. UNIFORM CRIME REPORT (FBI CRIME INDEX OFFENSES)

Forcible Rape	7
Robbery	4
Assaults	89
Burglary	12
Larceny-Theft	141
Motor Vehicle Theft	18
Arson	<u>1</u>
<b>TOTAL</b>	<b>272</b>

## IX. BURGLARY BREAKDOWN

Forced Entry	8
Unlawful Entry	4
Attempted Forced Entry	<u>0</u>
<b>TOTAL</b>	<b>12</b>

## X. LARCENY BREAKDOWN

Larceny over \$ 200	67
Larceny between \$ 50 & \$ 200	30
Larceny less than \$ 50	<u>44</u>
<b>TOTAL</b>	<b>141</b>

## XI. VEHICLE ACCIDENTS

Fatal Accidents	0
Personal Injury Accidents	30
Property Damage Accidents	<u>271</u>
<b>TOTAL</b>	<b>301</b>

## XII. PERSONS INJURED IN M/V ACCIDENTS

Persons Killed	0
Persons Injured	<u>73</u>
<b>TOTAL</b>	<b>73</b>

# Police Department

## XIII. OTHER ACTIVITY—PUBLIC LOG

Call Incidents (Citizen-9568 Police 15426)	24994
Call Incidents needing further invest	1079
Alarms Investigated	1133
Lost/Missing Persons	35
Suspicious Persons/Activity	725
Deaths Investigated	19
Harassment	61
Towed M.V.'s	310
Domestic Disturbances	162
Shoplifting Reports Filed	75

## XIV. PERMITS ISSUED

Pistol Permits	287
F.I.D. Cards	12
Machine Gun Permits	2

## XV. FEES COLLECTED

Pistol Permit/F.I.D. Cards/Machine Gun		25,175.00
Commonwealth General Fund:		
Town of Wilbraham:	18,812.50	
Video/Report Requests		1,179.00
Solicitor Licenses		350.00
<b>TOTAL</b>	<b>26,704.00</b>	

## STATISTICAL COMPARISON FOR UNIFORM CRIME REPORT-FBI CRIME INDEX

	2022	2023	% CHANGE
Criminal Homicide	0	0	0%
Rapes	4	7	+75%
Robbery	5	4	-20%
Assault	117	89	-24%
Burglary/Res/Bus	16	12	-25%
Larceny	133	141	+6%
Auto Theft	7	18	+157%
Arson	0	1	+100%
<b>TOTAL</b>	<b>282</b>	<b>272</b>	<b>-3%</b>

## STATISTICAL COMPARISON FOR W.P.D. ACTIVITY INDEX

	2022	2023	% CHANGE
Call Incidents	23775	24994	+5%
Written Complaints	1038	1079	+4%
Alarms Responded To	1194	1133	-5%
Protective Custody	5	2	-60%
Criminal Arrests	233	190	-18%
Domestic Disturbance	190	162	-15%
M.V. Accidents-Fatals	3	0	-300%
M.V. Accidents-Injury	50	30	-40%
Property Damage	242	271	+12%
M.V. Accidents-Total	295	301	+2%
Shoplifting	70	75	+7%

## MOTOR VEHICLE VIOLATIONS CITED:

	2022	2023	% CHANGE
Civil	78	169	+116%
Warnings	1596	2193	+37%
Arrest M/V	171	190	+11%
<b>TOTAL</b>	<b>1845</b>	<b>2552</b>	<b>+38%</b>

## POLICE DEPARTMENT PERSONNEL

<b>CHIEF</b>	Edward C. Lennon
<b>CAPTAINS</b>	Shawn Baldwin Christopher Arventos
<b>SERGEANTS</b>	Brent Noyes Brian Strong Charles Moore Sean Ford Michael Cygan (Acting)
<b>PATROLMEN</b>	Thomas P. Korzec (Retired) Aderico P. Florindo - Investigator & Court Officer  Justin R. Wall James E. Gagner Sean Casella - Investigator & Court Officer Daniel Ryan - School Resource Officer Steven Glenn Mark Shlosser John Perry, II Karl Osborn Mark Harris Joshua Gagnon (Resigned) John Lewis Chad Martowski Jack Alberici Tyler Alves Taylor Pfaff Brittani Tassone Cameron Proserpi Kyle Kalin Kyle Venancio

<b>SPECIAL POLICE</b>	Lawrence Rich Mark Paradis Thomas Korzec
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<b>ADMINISTRATIVE ASSISTANT</b>	Maria Gildea
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## Health & Human Services

### Cemetery Commissioners

The logo used by the Cemetery Commission for many years is of the monument of Eunice Chapman who died in Wilbraham March 30, 1789 at age 17. She and her parents Isaiah and Hazadiah (Soyer) and brother Isiah Chapman were from East Haddam, CT. The Chapmans were Quakers and traveled north through Wilbraham to attend services. In their travels on Monday, March 30, Eunice died in Wilbraham and was buried in the nearest burial ground, Glendale Cemetery. The family later returned with an elegant monument to her memory. This was done with a great deal of love and care and is still in excellent condition. No other member of her family is buried here.



## Health & Human Services

The Wilbraham Cemetery Commission is responsible for the operation of the three town-owned cemeteries: Adams Cemetery 153 Tinkham Road, East Wilbraham 3244 Boston Road, and Glendale Cemetery 939 Glendale Road.

In 2023 there were 19 burials: 5 were full burials and 14 were cremations. (Adams 9; East Wilbraham 5; and Glendale 5.)

The white picket fences were power washed in all three cemeteries. Regular maintenance of all cemeteries was completed. The lawn mowing was completed on time, with the exception of the Memorial Day mowing, when the constant rains caused a delay in service. Following each burial, the graves are freshly reseeded.

Some families have asked if there are any graves available for sale since the cemeteries go back to the 1700's. They were surprised to learn that there are a lot of empty graves. The chart below indicates the number of spaces (graves) in each cemetery.

The following chart shows the yearly burials for the past 10 years:

	ADAMS			EAST			GLENDALE			YEARLY TOTALS		
	Total	Full	Crematio	Total	Full	Cremation	Total	Full	Cremation	TOTAL	Full	Cremation
<b>2014</b>	8	4	4	1	0	1	9	7	2	18	11	7
<b>2015</b>	9	6	3	2	1	1	5	2	3	16	9	7
<b>2016</b>	6	3	3	3	2	1	4	3	1	13	8	5
<b>2017</b>	5	4	1	4	0	4	3	1	2	12	5	7
<b>2018</b>	7	3	4	4	0	4	6	5	1	17	8	9
<b>2019</b>	3	2	1	2	1	1	4	1	3	9	4	5
<b>2020</b>	11	7	4	7	4	3	5	5	0	23	16	7
<b>2021</b>	7	2	5	2	0	2	11	3	8	20	5	15
<b>2022</b>	8	4	4	2	2	0	5	2	3	15	8	7
<b>2023</b>	9	3	6	5	1	4	5	1	4	19	5	14

In addition to graves in the existing cemeteries, land is available for future use:

- Adams Cemetery has 4.90 acres and with land available for future expansion.
- East Wilbraham Cemetery has 2.88 acres with 6.93 acres available to the west as far as the Friendly's Ice Cream Sign then to the south to Boston Road. This land was donated to the Town by S. Prestley Blake, President of Friendly's on April 27, 1978.
- Glendale has 2.24 acres with 1.19 acres in the north field for future expansion.

SPACES IN WILBRAHAM TOWN CEMETERIES			
	ADAMS	EAST	GLENDALE
<b>Available Graves</b>	1424	2144	578
<b>Restricted</b> Tree or shrubs in space	55	40	82
<b>Sold with no burial (pre-need)</b>	611	324	297
<b>Sold with burial</b>	1369	855	501
<b>TOTAL BURIAL SPACES</b>	<b>3459</b>	<b>3363</b>	<b>1458</b>

The cemeteries have ample spaces not only for the present but as well as in the far distant future.

### MEMORIAL TREES

A Memorial tree was planted at Glendale Cemetery in memory of:

*Margaret Oliver Ladeau*

Respectfully submitted,  
David F. Bourcier, Chair  
Donald R. Bourcier, Clerk  
Wilfred R. Renaud, Treasurer

## Senior Center Building Committee

The 8-member committee has met monthly throughout the building process of the new Senior Center. The members consists of the following: Linda Cooper, Paula Dubord, George Fontaine (Chair), Ken Furst, Karl Jurgen, Dennis Lopata, Ted Sowa, and Diane Weston. Members have also attended the weekly construction meetings on the job site, with P&P General Contractors, John Catlin Architecture and Owner's Project Managers P3.

The official groundbreaking was held in February of 2023 and progress has continued smoothly. By the end of 2023, the exterior of the building had been completed, along with landscaping and the first coat of pavement for the parking lot. The interior work began and is scheduled to be complete by March of 2024.

The committee has worked hard to stay within budget. There were a few additional items added to the project including a generator, a bocce court, building wide sound system and security cameras. Thanks to the diligent work by the Friends of Wilbraham Seniors fundraising, these items could be funded. The project also received an earmark grant in the amount of \$50,000 thanks to the support of our state representatives and senators.

The committee would like to recognize the following town employees who have assisted the committee with their work: Town Administrator Nick Breault, DPW Director Tonya Capparello, IT Director Nate DeLong, Public Access Executive Director Anthony Aube, Fire Chief Mike Andrews, Assistant Town Administrator Barbara Hancock, Building Inspector John Walsh, and Conservation Department Melissa Graves.

Submitted by:  
Paula Dubord, SCBC member

# Health & Human Services

## Council on Aging

2023 was an exciting year for the Senior Center. With the new building blossoming, it created a lot of new interest in the center and what we offer to the residents of Wilbraham. It seemed like everyday someone new was coming in and in fact, 511 new seniors registered with us. Demographics show the majority of those were age 70-74 at 38%, followed by age 75-79 at 17.4% and age 80-84 at 13.9%.

In 2023, the Senior Center held 546 events, programs and activities, under the director of Jen Finnigan. Total participation was an amazing 9,448. Our monthly “special luncheons” and fitness and exercise programs were the highest attended. New programming included a quilting group, a summer kayaking program and a choir program. Transportation was well used, with 515 rides provided through our van. Another 151 rides were provided through our 15 volunteer medical drivers. 69 Other residents volunteered throughout the year, giving 3,176 hours of time.

Barbara Harrington, our Social Services Coordinator, provided 2,033 units of service to 362 individuals. These included SNAP, Fuel Assistance, brown bag food assistance, knox box, elder abuse reporting and many more. Barbara also started the Dementia Friendly Initiative in Wilbraham, helping to share information on the disease and how to make Wilbraham a welcoming community for those dealing with it.

On an unusually warm, sunny February morning, the official “ground breaking” ceremony was held for the new Senior Center. Thanks to a mild winter, construction has stayed on schedule and within budget. By the end of 2023, the exterior was complete and work on the interior space began in full force. Items that had been withdrawn from the project due to budget constraints could be added back to the project. The Friends of Wilbraham Seniors have worked tirelessly in fundraising and has exceeded their fundraising goals, thanks to the generosity of many residents and businesses.

We thank long time Council on Aging Board member Gil Turcotte, who retired from his position. We welcomed new COA Board Members Katie Krupka, David Carlson and Jen Chapin and thank them for their willingness to join.

We mourn the passing of many in 2023, notably for the Senior Center was Elaine King and Bob Page. Both were highly involved with the Friends of Wilbraham Seniors and Bob was a Council on Aging Board Member and a driving force behind the realization of a new Senior Center for Wilbraham.

Submitted by:  
Paula S. Dubord  
Director of Elder Affairs

## Eastern Hampden Shared Public Health Services (EHSPHS)



*Eastern Hampden*  
*Shared Public Health Services*

· Hampden · Longmeadow · Monson · Wilbraham ·



The Eastern Hampden Shared Public Health Services (EHSPHS) is the regional Health Department serving the communities of Hampden, Longmeadow, Monson, and Wilbraham. It was established in 2021 and is the joint effort of the local Boards of Health to provide their towns with public health professionals and services. Our primary duties center on enforcing provisions of the State Sanitary Code and Environmental Code under the jurisdiction of the Board of Health. We also provide technical assistance and educational services to residents and other municipal departments. The Eastern Hampden Shared Public Health Services serves a total population of approximately 43,000 residents in an area of about 96 square miles in Hampden County.

As the Health Director, it is my privilege to highlight the continued success and achievements of our department in various critical areas. One of our most significant accomplishments this year has been the effective utilization of opioid abatement funds. With the opioid crisis continuing to impact our community, we prioritized the allocation of resources toward prevention, treatment, and education programs. In 2023, we became a part of the Community Naloxone Purchasing Program. This has enabled our shared services to obtain fully subsidized Naloxone to be distributed within the community along with classes on identifying and responding to an overdose.

To reach more members of the community, vaccination efforts were amplified and with positive outcomes; 2023 saw a 35% increase in the vaccination provided to residents across our communities. This included a 60% increase in the number of home-bound residents, one of our most vulnerable populations. Additionally, our department launched the UCLA Memory Care class for older adults. This class teaches memory techniques and strategies to lower stress and stimulate the mind and the body while providing support for caregivers.

This innovative approach to memory loss assists middle-aged people with memory challenges and their loved ones who care for them.

Our Inspection Services division continued its unwavering commitment to ensuring the safety and well-being of our residents in the areas of restaurants and housing. Our dedicated inspectors persevered through challenging circumstances to enforce food safety regulations. We conducted rigorous inspections, ensuring that food establishments adhered to stringent hygiene standards, contributing to a safer dining experience for our residents. We also increased our focus on inspecting rental properties and addressing issues related to sanitation, pest control, and structural integrity. This proactive approach has significantly improved living conditions for many of our citizens our dedication to enhancing public health was evident throughout the year.

By fostering collaborations with local healthcare providers, educational institutions, and community organizations, we expanded our capacity to address public health challenges comprehensively. In conclusion, I take great pride in sharing the remarkable progress made by the EHSPHS in safeguarding the health and well-being of our residents throughout the year 2023. Our efforts in utilizing opioid abatement funds, maintaining rigorous inspection services, and enhancing overall public health have yielded tangible results. I extend my heartfelt appreciation to our dedicated team, our partners, and the support of the municipalities for their unwavering commitment to public health. As we look forward to the coming year, we remain resolute in our mission to create a healthier and safer community.

Finn McCool, Health Director

# Health & Human Services

## Communicable Disease – Wilbraham

	2023	2022	2021	2020	2019
Babesiosis	0	0	1	0	2
Borrelia Miyamotoi	2	0	0	2	0
Calicivirus/Norovirus	5	4	0	0	1
Camphylobacter Enteritis	2	3	1	0	1
Cryptosporidiosis	0	1	0	1	2
Eastern Equine Infection	0	0	0	1	0
Entervirus Norovirus	0	0	0	0	0
Giardiasis	0	0	0	0	1
Haemophilus Influenzae	1	1	0	1	1
Hepatitis B	0	0	2	3	1
Hepatitis C	0	1	1	7	2
Hepatitis E	0	0	0	1	1
Human Granulocytic Anaplasmosis	1	4	8	1	0
Influenza (not subtyped)	84	167	5	74	51
Legionellosis	0	1	0	0	1
Lyme Disease	0	0	31	31	22
Measles	0	0	0	0	1
Meningococcal Disease	0	0	0	0	0
Mumps	0	0	0	0	1
Pertussis (Whooping Cough)	0	0	0	0	1
Powassan Virus Infection	0	0	0	0	0
Salmonella	0	4	0	0	0
SARS-CoV-2	474	2503	2384	1438	0
Shiga Toxin Producing Organism	0	0	1	0	0
Group A Streptococcus (invasive)	1	0	0	0	0
Group B Streptococcus	0	0	0	0	1
TB (Latent)	17	11	0	0	0
Varicella	0	0	0	0	1
Vibrio Sp	0	0	0	0	2
Total (Revised)	587	2700	2434	1560	93

Clinic Location	Total Vaccines Given
Home-bound Residents Clinic I	49
Wilbraham Senior Center	69
Hampden Senior Center - Flu	132
Longmeadow Senior Center	86
Hampden Senior Center - Covid-19	138
Monson Senior Center	19
Longmeadow Public Schools	74
Monson Public Schools	34
HWRSD - Hampden	26
HWRSD - Wilbraham	106
Longmeadow Town Wide	78
Longmeadow Town Employee	64
Wilbraham Town Wide	75
Wilbraham Town Employee	13
Monson Town Employee/Town Wide	9
Hampden Town Employee/Town Wide	55
Longmeadow Town Meeting - Walk-in	5
Home-bound Residents Clinic II	20
Hampden Senior Center - RSV	59

	2021	2022	2023
Extended Nursing Consultations	15	82	90
Blood Pressure/Blood Sugar Clinics	-	52+	52+
Blood Pressure/Blood Sugar Screenings	416	572	581
Individual Home Visits	7	12	15
Immunization Clinics	7	19	17
Total Vaccines Administered	481	800	1111
Community Engagement/Education Events	-	27	35
Communicable Disease Investigations Excluding Covid-19		197	113

# Health & Human Services

## Advisory Board of Health

The Advisory Board of Health (ABOH) met once in the calendar year 2023, on November 9, 2023. The Board unanimously approved the member roles, to remain the same as the previous year for Chairman, Frank Barbaro, Vice Chairman, Thomas Gould, and Clerk, Teri Brand.

Finn McCool, Health Services Director for the town under the shared service agreement for the delivery of public health services to the towns of Longmeadow, Wilbraham, Hampden and Monson attended to provide the board with an update on the delivery of public health services. He reports that the member towns are satisfied with the services that are being provided. The current filled roles are as follows: Health Director – Finn McCool, Health Inspector - Anthony Albano, Public Health Coordinator - Heather Bissonnette, and Public Health Nurse - Ashley Boudreau. Each town website has the public health contact information. Wilbraham residents may call the town for assistance with public health needs and then the information will be forwarded to Finn for follow up. Chief Lennon, ABOH member, reports on the activity of an informal group including personnel from police, fire, building department, DPW, the health agent and the town assessor. They are identifying properties in trouble and determine what each agency can do to tackle the respective problems. Wilbraham's bylaw gives the town extra authority to take action, criteria are described if a property is out of compliance, and fines can be assessed to the property owner. The regular meeting of this group has greatly helped to make progress on these properties. Priorities for action are commercial properties and abandoned properties.

At the first meeting of the Board in 2024 the town's blighted property bylaw will be reviewed and the MA opioid settlement and abatement terms document will be reviewed. The Board will coordinate with the health director to learn more about Wilbraham's fund allocation and the process for establishing priorities for its' use.

## Commission on Disability

The Wilbraham Commission on Disability is the local representative of the State of Massachusetts Office on Disability. The Commission advises and assists town officials in ensuring compliance with federal and state disability laws. Members work with the town's Building Inspector to survey public buildings and monitor compliance with the federal ADA requirements and the Massachusetts Architectural Ac-

cess Board standards. The Commission reviews employment policies and procedures, parking facilities at businesses, recreational access, publication of town reports, and other accommodation issues for the disabled. Meetings are open to the public and the Commission provides information and consultation to citizens of Wilbraham with disabilities and their families as well as to Wilbraham businesses.

During the past year, the Commission has been unable to hold meetings due to a lack of quorum. Recruiting efforts led to an increase in membership in late 2023 and activities will resume in 2024, including efforts to formalize the process for the Commission's grant application. The Commission looks forward to using funds raised to offer scholarship grants for local students with disabilities, a grant program to assist residents who have disabilities with improvements to their residences, and/or in other manners that would benefit individuals with disabilities.

### Commission Members:

Maureen James, Chair  
Diane DaSilva  
Kate Green  
Barbara Harrington  
Jered Sassen  
Amelia Holstrom  
Olivia Feehan  
Karen Romano

John Walsh, Town of Wilbraham ADA Coordinator

## Wilbraham Housing Authority

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

The Wilbraham Housing Authority worked on various projects in 2023. A few of the items we have been focusing on are as follows:

**The Pines:** We have replaced the roof over the old school gym/kitchen area, and are looking into repaving the parking lots.

**Miles Morgan Court:** We have been working on upgrading one of the buildings with National Grid and electricians.

We have experienced multiple turnovers again. As we do this with our own staff, we have been quite busy.

**Family Units:** We are planning to replace windows in the Family Units. The

windows have exceeded their life span.

Bathroom updated at 3 ½ Cottage Avenue

New floor in Kitchen and Living Room at 75 Old Boston Road

The Wilbraham Housing Authority Board of Commissioners: Three Commissioners are elected to a five year term in Town Elections. The fourth member is to be a tenant appointed by the Town. The fifth commissioner is appointed by the Governor for a five year term. Board Meetings are held at the Pines Development on the second Tuesday of each month at 3:30 p.m.

Peter Manolakis, Chairperson  
James Burke, Vice Chairperson

Karen Walker, Treasurer

Kathy Ann Krawczyk, State Appointee  
Ann Duke, Town Appointed Tenant Seat  
Jeanne Tryon, Executive Director

*The Executive Office of Housing and Livable Communities is the regulatory agency for the WHA. Applications for housing are available online at [www.mass.gov/applyforpublichousing](http://www.mass.gov/applyforpublichousing) or at the WHA offices at 88 Stony Hill Road weekdays 830 a.m. to 12:30 p.m.*

## Department of Veterans' Affairs

As always, our Town's Veterans Department has had another year full of services and benefits for our 732 Veterans and their families. The following are some of the major programs and events that our department was involved in throughout 2023.

### Veterans Emergency Fund

At this year's Annual Town Meeting, the Town of Wilbraham has accepted the provisions of Mass General Law Ch. 60, sec 3 (f), providing for a Municipal Veterans' Assistance Fund. These funds will be raised by optional donations from you, the taxpayer when paying for property or excise tax and will go toward food, transportation, or heat/oil as outlined in the state law to assist qualifying Veterans in town.

### Training & Conferences

This has been a very successful year for Veterans Services in terms of Training and Conferences. In February our Director, as the National Association of County Veterans Service Officers (NACVSO) Executive Board Member and Delegate Liaison was instrumental in coordinating and executing this year's NACVSO Leadership Summit in Washington D.C. During this Summit, we were involved in advocacy of several pieces of legislation that will assist

## Health & Human Services

not only Wilbraham Veterans, but all Veterans coast to coast. One such piece of legislation was the Community Veteran Service Outreach (CVSO) Act. This Act will allow access to federal grant funding for Veteran Service Departments across the nation to assist in staffing, training, transportation, and other various cost associated with the passing of the PACT Act, which was passed and signed into law the year previous with the assistance of NACVSO and other Veterans Service Organizations.

The next conference we attended was the Annual NACVSO Training Conference in Madison, Wisconsin. This conference is important for us to earn our Continuing Education Units (CEU) where we can maintain accreditation with the Department of Veterans Affairs (VA). We are proud to say that this year several other community Department of Veterans Services also attended the NACVSO training conference after seeing the example that Wilbraham has set. This increases the value and standardizes the level of knowledge, care, and resources for all Veterans and their families throughout the Commonwealth.

Our final conference for 2023 was our Annual State Mandatory Training Conference held every October in Leominster where we maintain our State Certification.

### Salvation Army Outreach Assistance Program

This year our office became an official Outreach Partner for the Salvation Army's Assistance Program. In this program, we can assist our Town Veterans or their families (households) with temporary or emergency needs. These needs include, but are not limited to Groceries, Utilities, Clothing, Medical, Rental Assistance, and Transportation. This is just another great resource for our Veterans/Families in need.

### Ceremonies

This year's Memorial Day ceremony was held on Sunday, May 28, at 11:00 AM at the Crane Veteran Memorial Park. Our Veteran's Day Ceremony was held on Saturday, November 11th at 11:00 AM at the Crane Veteran Memorial Park. During the ceremony, Robert T. Kelliher Jr. was named our Town of Wilbraham, 2023 Veteran of the Year.

### Veterans Benefits

As one of the very few communities in the state to have a fully accredited representative with the VA, we have not only been able to ensure that our Veterans Federal VA Claims, are properly submitted, but also able to appropriately appeal and advocate for the Veteran to the VA in all facets of the claim process if needed. The Town of Wilbraham currently has a total of 324 Veterans and Beneficiaries of Federal VA Benefits receiving a total of \$569,775.20, which equates to \$47,481.26 a month.

As always, the Commonwealth of Massachusetts remains the best state for Veterans benefits in the nation. Our local Veterans Department manages an ever-changing budget with regard to our state benefits. We provide assistance with MA Chapter 115, VA claims, VA appeals, health care benefits, educational benefits, death benefits and various other facets of Veteran assistance through state and federal programs. For the MA Chapter 115 Benefit, cities and towns of Massachusetts dispense the benefits and are reimbursed at seventy-five percent from the Commonwealth for the cost of the benefits. In CY2023, the town spent \$85,980.51 in Veterans' Benefits, under Massachusetts General Law, Chapter 115, as approved by the Commissioner of Veteran Services of which seventy-five percent (\$64,485.38) will be reimbursed by the state to the town.

This Veterans Office assisted numerous Veterans and/or Veteran family members in countless appointments (both in office and home visits), phone calls, emails, faxes, etc. We look forward to another successful year of serving those who served us!

### Department of Veterans Services

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

## Parks, Recreation & Culture

### The Atheneum Society of Wilbraham

The Atheneum Society of Wilbraham (ASW), operating as The Old Meeting House Museum, was established in 1963 as a non-profit organization with the mission of preserving artifacts and memorabilia related to the history of Wilbraham. Our goal is to share knowledge, educate, and engage the local community. Funding for our operations comes from the dues, gifts, and activities of our diverse membership, which is open to individuals that are interested, from Wilbraham and surrounding communities.

This year marked a significant milestone as the Atheneum celebrated its 60th Anniversary during a joyous Open House in September. The success of this achievement is attributed to the dedication of our volunteers, members, and contributors. We extend heartfelt thanks to all who have played a role in shaping the organization into what it is today.

Throughout 2023, the ASW hosted a comprehensive schedule of programs from May to November, covering a range of subjects such as the Wilbraham Historic Hill Climb, Restoring/Preserving Glass Plate Negatives, The Pesky Serpent Folk Song, Wilbraham Art League Show, The Gilded Age, History of the Eastern States Exposition, History of the Federal Period, and a Veterans Look at History. Noteworthy events also included our annual Ice Cream Social, generously supported by Friendly's Ice Cream Corporation for the second consecutive year, and a two-day Christmas Tree Festival featuring an ice carving demonstration on one of the days.



Participation in regional events was a highlight of the year. We joined the W.H.O. Fest on March 5, sponsored by the Wilbraham Welcome Project and the Wilbraham Children's Museum, and the "History on the Go!" program, contributing to the "CHANGING BOUNDARIES TRAIL" on August 19. These endeavors allowed us to connect with a broader audience and share our passion for history.

This year has witnessed two remarkable collaborations. The first involves the esteemed Wilbraham Candle Company, a devoted supporter of the Old Meeting House Museum. Together, they have meticulously crafted a Historical Collection of candles, each serving as a tangible embodiment of a distinct facet of Wilbraham's rich history. Notably, "The Meeting House" candle was specifically designed with our organization in mind. A percentage of the proceeds from the sale of these candles will be dedicated to supporting the Old Meeting House Museum of Wilbraham.

The second collaboration is with Wilbraham Historical Tidbits, a research blog curated by David Bourcier. The blog's mission is to illuminate followers with captivating anecdotes about the local town's history. Launched in 2021, the website and its accompanying Facebook Page, established in 2023, serve as a virtual repository for historical stories and information. Many of these captivating narratives are seamlessly linked to the Old Meeting House Museum of Wilbraham's Facebook Page and featured in our periodic newsletters, fostering a deeper connection with our community.

# Parks, Recreation & Culture

## Parks & Recreation Department



Construction on the front-entrance hand-capped ramp, initiated in the fall of 2022, was completed this year, enhancing accessibility for mobility-impaired visitors. Additional improvements such as landscaping, the installation of a front OMH sign, and parking reconfiguration, slated for completion in spring 2024. Various upgrades to the building, such as electrical repairs, LED lighting installation, cellar bulkhead rebuilding, front door painting and repair, hot water heater replacement, landscaping / tree work and central air conditioning repair, further enhance the museum's infrastructure.

Consider supporting the ASW by donating artifacts with a Wilbraham or local connection and a known history. We welcome a wide range of items that reflect the historical fabric of Wilbraham. Our heartfelt gratitude goes out to the community, supporters, and volunteers for their invaluable contributions over the years. We also invite individuals interested in becoming new members or Trustees to reach out to us for more information. Join us in preserving and sharing the rich history of Wilbraham. Please visit us on Facebook and at our website <https://wilbrahamatheneum.org/GetInvolved.htm>

Respectively Submitted by  
David F. Bourcier, President  
Karen Geaghan, Vice President

### Officers and Trustees

Nick DeCondio, Secretary  
Lucy Peltier & JoAnne Degray, Treasurer  
Patricia O'Brien, Corresponding Secretary  
Charlie Bennett, Town Historical Commission Representative  
David F. Bourcier, Town Cemetery Commissioners Representative  
Marianne Wagner, Trustee  
Marty Lyman, Trustee  
Liz Pacosa-McEvoy, Trustee  
Lynne Ahern, Trustee  
Sandy Sanders, Trustee



Photos courtesy of the Old Meeting House.



The Parks and Recreation Department once again was able to offer all of our programming throughout the year as we move past the COVID 19 pandemic. Our programming is a great way to continue to encourage and supply opportunities for social interaction still needed for the youth and adults of Wilbraham today. Special events including the Turkey Day Jamboree with 99 teams and the Annual Easter Egg Hunt at Spec Pond were well attended, and The Friends of Recreation held their Fishing Derby and 5K Falcon Trail Race.

The Parks Department continued to maintain and upkeep Spec Pond Recreational Complex, Memorial Fields, Brainard Park and several other fields around town that are used for recreation sports and programs. The three full time Parks employees and one summer employee strive to provide the highest quality facilities all year long while making safety their highest priority. The staff at the Parks Department are Wilbraham residents and have extensive experience in grounds and facility management and continue to strive for excellence in their work.



Photo courtesy of Bert Perry



5-6 Suburban A - WNEU Holiday Classic Champions - Jamie Eldridge

Despite the tremendous amount of rain in the spring, the sport programs pushed through the season. Baseball and softball leagues suffered several game cancellations, yet managed to complete the season. Girls lacrosse had a busy season and the volleyball and the tennis programs have grown significantly. The ever growing Track and Field program was bursting at capacity for grades kindergarten through eighth.

Summer was once again bustling with activity, and the busiest time of the year for WPRD. Residents and visitors from other towns made full use of the facilities at Spec pond including the Pinney Pavilion, Spec Pond Beach, Amy's Sparkle Spray Park, and the playground. The pavilion was full every weekend, hosting over 60 reservations for parties, meetings, church events, nonprofit organizations, tournaments, sports teams, and special events throughout the summer months. Spec Pond Day Camp Director Amanda Ingerson returned for her third year, leading over 400 kids attending camp over the course of six weeks. Spec Pond Beach and Amy's Sparkle Spray Park was led by Joe Robinson as the Head Waterfront Director. The enjoyable summer season was made possible with collective efforts of the hard working beach and camp staff. Additionally, the WPRD offered several one-week programming throughout the summer including Fenway Golf, Valley Blue Sox Baseball, SkyHawks, ART Ventures, Circuit Labs, Incredibleflex, Play-Well Lego, Gold Star Soccer, and many others. We also saw the return of Spec Pond Fishing Derby hosted in conjunction with the Wilbraham Friends of Recreation and the MA Department of Fisheries & Wildlife.



Juniors & Seniors Super Bowls- Troy Gifford



7-8 Falcon Field Hockey 2023 - Jamie Eldridge

# Parks, Recreation & Culture

The fall flew by with a flurry of organized sports including football, flag football, soccer, tennis, volleyball, cross country, and field hockey seasons. Memorial School was again utilized as a space for an assortment of activities with futsal, ART-ventures, the Stars of Tomorrow Dance Program, Babysitting Certification Course, and Pickleball lessons, tournaments, and daily open play.

Winter programming saw booming enrollment in both Suburban basketball and recreational basketball with over 650 players in grades K-12. Pickleball interest continued to grow in 2023 with full enrollment in lessons, clinics, and tournaments at Memorial School and the wrestling program increased in registrations. Again, the popular Wilbraham Middle School Ski program held at Ski-Sundown filled up in one day. Additionally, the Rec Department now offers several Pre-k programs including basketball as well as soccer, baseball, and Sport Explorers throughout the year.

The Parks and Recreation staff continued to strive to provide a level of excellence in all of our programs and facilities that serve our town. Director Bryan Litz entered his 23<sup>rd</sup> year as the Director of WPRD and was supported by his Assistant Director Erin Carroll in her seventh year. Program Coordinator Connor Duquette moved on to pursue another career and Dan Beauregard joined the staff to fulfill the vacant position. Andrea Rust completed her first year as the Administrative Clerk. The Parks Foreman Ron Dobosz completed his ninth year alongside Parks Employee Jason Robinson. The Parks Department also welcomed a third full time staff member, Taylor Colkos. Our success to providing those we serve with a variety of quality options for recreation and community engagement could not be accomplished without the contributions of countless volunteers, the Recreation Commission, Friends of Recreation, and our dedicated coaches. We recognize and appreciate their time and service to both the Parks and Recreation Departments and the town.



The Playground and Recreation Commission saw the addition of Brian Hoar to the seven-member volunteer board and consistently oversees the Department with a steady hand. We are thankful for their interest and dedication to serving the town.

During 2023, The Town conducted a feasibility study on Memorial School to determine its potential usage for a Community Center that would also house the Parks & Recreation Department offices. The plan was completed in midsummer and the town determined to continue to support the use of the building and approved the building of pickleball courts to meet the ever growing need of the current fastest growing sport in the country.

The Department is thankful for the support of the Towns residents and proud of a very successful and active 2023.

- RECREATION COMMISSION**  
 Bill Scatolini – Chairman  
 Jon Stogner – Secretary  
 Mark Atkin  
 Oliva D'Amour  
 Brian Hoar  
 Dave Trebbe  
 PJ Cambo



- PARKS AND REC STAFF**  
 Bryan Litz – Parks and Recreation Director  
 Erin Carroll – Assistant Parks & Recreation Director  
 Connor Duquette – Program Coordinator (2020 – February 2023)  
 Dan Beauregard – Program Coordinator (March – present)  
 Andrea Rust - Administrative Clerk  
 Ron Dobosz – Parks Foreman  
 Jason Robinson – Parks Employee  
 Taylor Colkos – Parks Employee

Photos: Kerryn Perkins

# Parks, Recreation & Culture

## Public Library

The library continued to make improvements to our physical grounds, with an additional security camera and an upgraded light fixture installed in our rear parking area.

Volunteers continued to revamp the plantings surrounding the library, with the goal of having a selection of low-maintenance plants that provide a variety of colors throughout the seasons. In addition, a special area of plants serves to attract honeybees. Inside the library, we purchased several floor lamps to improve the lighting around our study tables.

Our full-time adult services librarian, Bernard Davidow left us in May. Emilie Lang, currently working on her MLS degree from Simmons College, was promoted to fill that position. Part-timers Ann Tousignant, Timothy Symington, and Deborah Montgomery also left, and we welcomed Jaime Hageman, Judith Schmidt, and Madeline O'Connor. We converted our library page positions to part-time Borrower Services Assistants and shifted the primary shelving duties to our team of volunteers. We currently have over 20 volunteer shelvees who are instrumental in maintaining our collection space.

Virtual programs have become a great way for libraries to offer opportunities to host speaking engagements from scholars and other presenters outside of our region. The library used state-aid funds to join the Library Speaker's Consortium, which has provided us with several monthly author talks. The most popular author talk of the year was Amor Towles with 90 views, both live and archived.



In person programming is also back in full force post-pandemic. We continue to partner with the Pathways for Parents organization to supplement the offerings of our children's department. The children's department increased its weekend programs to include Craft and Play sessions for all ages. The teen's department brought back the Stuffed Animal Sleepover event for the first time since the pandemic. Craft programs for teens continue to be popular with both the Copper Ornament and the Gingerbread House programs filling up in a single day. Programs for adults ranged from our ongoing book discussion groups, to the Great Decisions series from the Foreign Policy Association, outdoor music performances, and virtual baking discussions. One of the most popular programs of the year was George Baker's historical presentation, "John Adams and Thomas Jefferson, Their Historic 50 Year Friendship."

The Massachusetts Board of Library Commissioners began to count "passive programming" in their annual statistics. The library debuted a puzzle table this year in which patrons assembled a 1000-piece puzzle every few weeks. Nine Sticker Art

creations were completed on the mezzanine level, and the children's department offered 66 Take and Make craft projects that totaled 2,499 kits handed out.

The library's collection of "Things" grew this year with the addition of a sewing machine, a turntable, and over 100 jigsaw puzzles. New streaming services and electronic resources included Biblio+, a service that features content from the BBC, as well as three products from Brainfuse – HelpNow, JobNow, and VetNow.

Acting upon the report produced by the MA SHRAB Roving Archivist grant, we created finding aids for our local history collection and received help from an intern from Simmons Collection to work on an inventory project. We also added a COVID-19 archive, the Town Charter, and several maps to the Digital Commonwealth collection.

In June, the Board of Trustees voted to suspend Sunday hours for the FY2024 season citing the desire to re-allocate the state-aid funds that were to be spent on staffing to other library services. In November, the library began the preliminary work for the next strategic plan with a community survey. Results of the survey will be used to determine priorities for the upcoming years.

The library was supported throughout the year by the Friends of the Library, the Wilbraham Garden Club, the Wilbraham Cultural Council, the Wilbraham Women's Club, and the Junior Women's Club, as well as several local businesses that offered support for our summer reading program.

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

Respectfully submitted,  
Karen Ball, Library Director

All photos courtesy of WPL

## 2023 | YEAR IN REVIEW



118,617

Physical Items  
Checked Out



56,763

Library Visitors

The library averaged  
over 150 daily visitors!



545

New Library  
Cards Issued



3,273

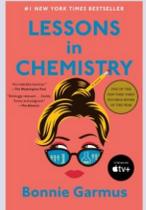
New books were  
added to our  
collection



14,136

eBook checkouts  
from Libby

Most Popular Titles



Adult  
Fiction



Teen  
Fiction



Kids' Series

362

Events were held

9,229

Attendance

# Parks, Recreation & Culture

## Wilbraham Children's Museum

The Wilbraham Children's Museum experienced a full and productive year. We have hosted what has become some of the community's annual favorites as well as hopefully kicking off some new traditions.



WCM at Wilbraham Farmer's Market  
Photo Credit: Wilbraham Children's Museum

We offered weekly playgroup, 7 days per week, with a variety of timeslots to accommodate the most schedules possible. Registered playgroup sessions run from January through June and September through December. Weekly music with Mr. Jon O'Neill has continued throughout the year and our little musicians have shined each week.

The Wilbraham Children's Museum helped organize the first Wilbraham Hampden Organization (W.H.O.) Festival. The Festival was held at Thornton Burgess in Hampden and was a joint effort with the Wilbraham Welcome Project, WCM, and Hampden Wilbraham Partners for Youth (HWP4Y). The festival was an opportunity for community organizations throughout our towns to share what they do and how residents could be involved.

2023 brought monthly themed story times to the museum where members could register for a free evening of crafts, books, a snack and fun with friends. For example, in April, the museum hosted a members-only Easter Bunny Storytime with the opportunity to listen to Easter stories, make a craft and take photographs with the WCM Bunny. We organized our third annual April Raffle Calendar. Local businesses donated gifts to be raffled off each day in the month of April with prizes ranging from a personal visit from our Easter Bunny to a basket filled with gift cards from several restaurants in town.

The Wilbraham Children's Museum had an exciting month of May. We hosted a WCM Family Picnic at Spec Pond Pavilion the first Sunday of May; it is our hope this was the first annual and there will be many more years of community picnics to come. Mr. Jon's music entertained guests while they played games, had their faces painted, enjoyed pizza, ice cream and a fun afternoon with friends - old and new.

Continuing one of our annual traditions, the WCM organized the Town-Wide Tag Sale the Saturday of Mother's Day weekend with 36 participating residents. Maps were made available the week of the tag sale for free this year so that more people might have access to the addresses to plan their shopping day throughout town.

Perhaps most excitingly in May - we were generously awarded CPA funds by the town to install a new fence to complete the perimeter of the playground, as well as funds for a large new playground structure. The museum received the go-ahead in the fall from the town to start procurement for the projects. When the new fence was installed, a large amount of encroaching undergrowth was cleared along the length of the playground. We have grand plans for the spring of 2024 when the new structure is installed and, with it, new plantings and an overall refreshed playground.

Over the summer, board members took turns hosting the children's booth at Main Street Farmers Market - this gave us the chance to meet with the community face to face while sharing information on all the programs and activities the museum has to offer. The Registration Fair in August welcomed back past members to WCM and gave new families a chance to explore the museum and playground while signing-up for 2023/2024 memberships and playgroups.

Our Trunk or Treat was held at Fern Valley Farms for the third year in a row. We had frigid, windy weather for the event but everyone had a wonderful time - 38 themed trunks, including WPD and WFD, handed out treats to 600 pre-registered trunk-or-treaters! Fieldcrest Brewing poured drinks, while Fern Valley served food and handled parking. The town remains fortunate to have Fern Valley as a local, family-owned business and we look forward to continue working together in the future. The event raised \$3,000 towards our museum.

Our 6th Annual Turkey Toddle was held outdoors at the Minnechaug Regional Track in November and was sponsored once again by the Polish National Credit Union. WCM assembled a swag bag for each participant with a 2023 Toddle t-shirt, turkey headband and crafts. The event was a huge success with 116 participants earning their finisher medals at the finish line! The turkey toddle raised \$1,900 while promoting a fun Turkey Trot event geared for the younger crowd.



6th Annual Turkey Toddle at MRHS, November 18, 2023  
Photo Credit: Wilbraham Children's Museum

The Corner Studio offered Christmas Mini Sessions at a discounted rate for WCM members at their studio. Our families were thrilled to receive their pictures and they graced many holiday cards throughout town!

In December, we asked for Wilbraham residents to register their address on the Fourth Annual Wilbraham Holiday Light Trail. A map of participating homes was created and made available to the public for free. The Saturday of Light Trail Weekend was a Members Only Cookies and Cocoa with Santa event where members could pre-register for a timeslot to spend some time with the big man in red and Mrs. Claus, too! The Old Meeting House held their tree festival before the town tree lighting and the children of the playgroups decorated ornaments to hang on a tree in the Old Meeting House children's bedroom. We are grateful for community businesses, volunteers and groups who help WCM throughout the year. We would especially like to thank the St. Mary's Faith Formation Confirmation Class, who for another year, completed our spring and fall cleanup. A heartfelt thank-you to the Polish National Credit Union for your ongoing support of WCM. Your support enables us to continue offering programs and services to the community we love so much.

We are hopeful that 2024 will bring a renewed playground, more fun programs offered as well as great community events - we have several plans already in the works and are looking forward to the coming year.

Respectfully submitted, Meagan Michel, Volunteer President

**Wilbraham Children's Museum Executive Board**  
Meagan Michel, President  
Shannon Schmitt, Vice President  
Julia O'Connor, Treasurer  
Nicole Kane, Secretary  
Amanda Docherty, Playgroup/Membership Coordinator  
Brianna Kipetz, Marketing Coordinator

# Parks, Recreation & Culture

## Historical Commission

### Commission Members:

Peter Ablondi  
Roberta Albano (Chair)  
Charlie Bennett  
Ted Malysz

### Membership

On September 26, 2023 Roberta Albano was nominated and sworn in to serve as new Chair of the Wilbraham Historic Commission. Charlie Bennett was nominated and sworn in to serve as Vice Chair. Peter Ablondi serves as Commission Secretary.

### Meetings

During 2023, The Historic Commission met at the Town Hall on January 11, February 21, March 21, April 24, May 30, September 26, October 17, November 21 and December 12.

### Memorial School

Memorial School was built in 1950 and served as a grammar and junior high school in Town for many years. The school closed in 2010. In 2011, The Springfield Diocese leased Memorial School to Cathedral following their school building destruction by a tornado. More recently, the school property had been utilized by the Town for a variety of purposes and discussion of its future is ongoing. In January, a design and feasibility study had been conducted to examine Recreation Department Offices to Memorial School. The Historic Commission continues its effort to commemorate the school historical significance with state and federal authorities.

### Historical Signage

Three historic signs demarcating Wilbraham's historic town center were installed in August 2021. The Commission plans to pursue the historic signage project and add historical signs to Maple Street and Agricultural Corridor on Main Street.

### Tinkham Road Monument/First Church Marker

The commemorative Tinkham Road Marker will replace the unreadable marker on top of upper Tinkham Road. The old Tinkham Road marker will be added to gardens at The Atheneum. The Commission plans to continue initiative and replace the deteriorated commemorative First Church Meeting Marker on Main Street and Federal Lane.

### Underground Tunnel Project

Contact with firms for cost of ground penetrating radar was explored for the possible existence of an underground tunnel connecting the basement of Old Meeting House and foundation of Alumni Memorial Chapel. Local lore stated that "a tunnel was used to smuggle fugitive slaves to it in order to hide before moving on further north." In order to understand if a tunnel existed, exploration using ground penetrating, electric receptivity tests and excavation would be required. Discussion of a project or a proposal to pursue exploration testing would involve collaboration with Wilbraham Monson Academy, Atheneum and Wilbraham Historic Commission.

### Historical Pictures for Town Hall

The historic framed photo project was completed and grouped as a collection in the Town Hall Meeting Room. Photos included various historic homes, buildings and landmarks unique to the town history. The Commission would like to continue archived town photo project for office and meeting rooms at the Town Hall.

### MA Historic Properties Inventory

The Massachusetts Historical Commission inventory database MACRIS (Massachusetts Cultural Resource Information System) is an available resource for location of town historic properties information in inventory files. The Commission plans to review town historic inventory and determine need of updating historic properties in phases. The Preservation Planner of the Pioneer Valley Planning Commission can assist and provide expertise for scope and depth of inventory project.



The Wilbraham Historic Commission, shown here with 2021 installed sign, will be working on producing welcoming signs to the Maple Street area as well as to the Agricultural Corridor adjacent to apple and peach growing sections of town. (David Miles photo)

## Wilbraham Public Access

Wilbraham Public Access (WPA) provides locally produced programs for the benefit of all Wilbraham residents. We deliver our programs through Charter's cable television system on channels 191, 192 and 193. A daily programming schedule can be found on the Town website. We also deliver Video On Demand programming online.

Please visit the Town website to view our local content.  
[www.wilbraham-ma.gov/vod](http://www.wilbraham-ma.gov/vod)

At WPA, training is extremely important as we are primarily an organization comprised of dedicated volunteers. Wilbraham Public Access enthusiastically worked on

projects with our local Library, Fire Department, Police Department, Senior Center, Veteran Agent and more to deliver positive experiences for our citizens. Our dedicated and enthusiastic volunteers produced a variety of new content for the community on a regular basis and we are extremely thankful to them for their efforts.

In 2023, Anthony Aube of Wilbraham Public Access also joined other local PEG stations in the area to cross train our employees and expand employee skill sets. Our department feels that this was an excellent way to further develop employee / volunteer skills while keeping our training budget level with no increases.

Executive Director Aube would like to extend his deepest and heartfelt apprecia-

tion to the many volunteers who serve on the Town's Cable and Public Access Committees, to the numerous volunteers whose dedicated service to WPA and make it possible to deliver a reliable and a high quality TV station for the residents, to the Friends of Wilbraham Public Access and to Jennifer Buchanan for her faithful contributions. He would also like to extend his appreciation to Nathan DeLong, IT Director, and the IT Department's staff for all their supportive help at WPA in 2023.

*Executive Director  
Anthony Aube*

*Production Coordinator  
Jennifer Buchanan*

# Parks, Recreation & Culture

## Wilbraham Cultural Council

In 2023 grant cycle, the Wilbraham Cultural Council, with funding provided by the MA Cultural Council, was privileged to award grants totaling \$10,400 to some of the following groups and individuals: MRHS Drama Club, Tamarack Hollow Nature and Cultural Center, Bad News Jazz and Blues Orchestra, Wilbraham Choral Society, Wilbraham United Players, Blues Brothers Briefcase Concert, Kids & Tween Programs at the Wilbraham Public Library and Hofbrauhaus Bravarians.

Our dedicated group of volunteers, led by Sue Bennett consisted of: Jane Clark, Karen Grycel, Aurora Pierangelo, Jennifer Powell, and Julie Slavick. We met monthly to review applicants, award grants, plan marketing and press opportunities, set goals and priorities for FY2024 and generate recruitment strategies for additional members. Monthly meetings also included the review of the latest data from our online survey, which has proven to be invaluable in setting our priorities for the FY2024 grant season.

In the spring, we were approved at Town Meeting and subsequently at the state level, for the addition of two members to the council, bringing our maximum number to nine. We also unofficially added two membership interns to the mix, both of whom have proven to be very helpful in providing prospective and insight in our decision making.

We will continue to: ask for community input, via our online survey, to determine our annual priorities; seek out appropriate individuals and groups to increase our applicant pool; and, search for additional venues to host our presentations.

Please scan the following QR code to take part in our survey.



Respectfully submitted by  
Jane E. Clark  
WCC Chair

## Broadband Committee

The mission of the Wilbraham Broadband Advisory Committee is to provide guidance and recommendations to stakeholders regarding the adoption, deployment, and sustainable use of fiberoptic broadband technology. The Committee works with community leaders, broadband providers, and other stakeholders to develop strategies pertaining to broadband access and adoption, with a particular focus on bridging the digital divide. We also explore ways to promote competition and innovation in the broadband market, while ensuring that all consumers will have access to affordable, reliable, and high-quality broadband services throughout the town.

Through its efforts, the Broadband Advisory Committee seeks to foster economic growth, enhance educational opportunities, improve access to healthcare and other essential services, and promote civic engagement and digital literacy. The committee is committed to ensuring that all Wilbraham residents have the tools and resources they need to participate fully in the digital economy and society. To that end, some of our 2023 highlights and achievements included:

### Digital Equity Grant Award

The Town Applied for and was awarded a Digital Equity Grant through the Massachusetts Broadband Institute. The Broadband Advisory Committee plans to work closely with the Pioneer Valley Planning Commission in 2024 to utilize the funds to resolve the digital divide among targeted segments of our population through education and public outreach initiatives.

### Marketing & Promotions

The Broadband Advisory Committee made substantial progress this year on planning for the ultimate broadband product offering. The team developed a marketing resource plan for materials to share with the town as well as infrastructural expenses to support promotion and community engagement. A detailed cost analysis was developed, submitted to the Select Board and is pending approval. In an effort to educate the general public on our initiative and our efforts to bring the project to fruition, the Broadband Advisory Committee set up a demonstration/information table and distributed project/product related handouts to all event attendees during the following public facing events in 2023:

Town Election in May  
Annual Town Meeting in May  
Bushels of Fun Fest at Fern Valley Farm in August

Our Committee also produced and distributed product handouts to all event attendees in an effort to promote our efforts to develop and deploy the impending fiber network.

Finally, we continued updating and refining our public facing, project dedicated website, [www.wilbrahamfiber.com](http://www.wilbrahamfiber.com).

### Investigative Due Diligence/Open Access Services Provider RFP

In advance of issuing a Request For Proposals to secure an Open Access Services Provider, the Broadband Advisory Committee performed additional due diligence by investigating potential new technologies and service providers throughout a substantial portion of 2023. Based on those efforts, we confidently issued our RFP in November and received bids from multiple service providers. Based on our collective analysis of the proposals received, our committee voted unanimously to recommend EntryPoint Networks, Inc., of Salt Lake City, Utah, as our future Open Access Services Provider.

### MA Broadband Coalition Membership

The Town of Wilbraham was invited to join the Massachusetts Broadband Coalition in January of 2023. Representing 26 towns across Massachusetts, from Cape Cod to Chelsea, the Coalition is an informal group of mostly town officials and is designed as an ad hoc resource for towns to primarily share experiences, ideas and pool resources. The group identified common areas of concern, including the lack of competition among internet service providers in their communities, service quality concerns, and digital equity concerns and is actively working to address said concerns.

The Coalition meets monthly and Members of the Wilbraham Broadband Advisory Committee are active participants.

### Committee Structure

The Select Board approved our request to add three new members to our committee in 2023, bringing our total number of active members to seven. Our committee is currently comprised of the following members:

Tom Newton, Chairman  
Mat Nelson, Co-Chair  
Biff Simpson  
Felix Zayas  
Michael Bell  
Nick Rau  
Austin Reed

# HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT PROFILE

## School Committee Goals

### COMMUNICATION GOAL:

I. The School Committee members will utilize effective communication systems that will allow Stakeholders to feel heard and be informed.

### EDUCATION GOAL:

I. In order to adhere to the standards and educational excellence, maximize the learning and growth of all students, a priority of the School Committee will be:

- To support the Superintendent and his administration as they implement the Strategic Plan.
- To support district's efforts to assess and monitor at all levels of academic and social/emotional growth in all grade levels to ensure equitable educational opportunities for all district students.
- Work with Town Governments and residents to ensure the District responds strategically to declining enrollment and rising costs.
- Support the district's efforts to implement a systematic and cyclical process of curriculum renewal and development at all grades and in all disciplines through funding on-going, targeted professional development.

### FISCAL RESPONSIBILITY GOAL:

I. Manage district resources responsibly by identifying and securing district resources to support the educational objectives of the district.

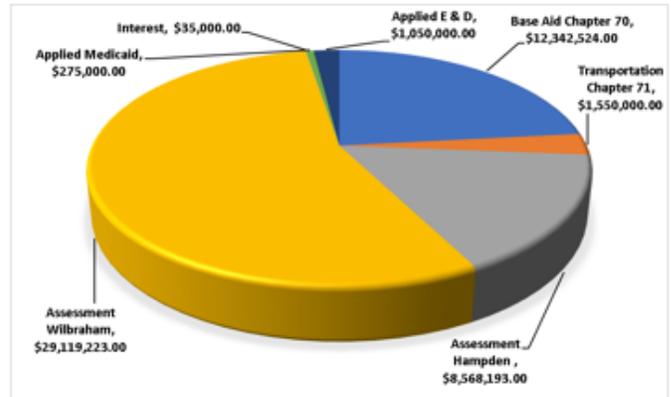
### STUDENT AND STAFF HEALTH AND SAFETY GOAL:

I. To encourage and support safe and healthy environments for all students, district personnel, and families that are conducive to learning, the Committee will:

- Encourage the active involvement of the HWRSD School Committee with the Partners for Youth Coalition—at least one member per year will serve as liaison to the Coalition and attend monthly meetings reporting back to the committee.
- Leverage local, state, and national grant funds to provide students with positive behavioral supports and interventions, safe social and emotional learning climates and healthy, secure learning facilities.
- Oversee the effective implementation of federal safe and healthy schools grant to ensure alignment with the district budgetary and educational goals.

## 2023-2024 Operating Budget \$50,981,226

Base Aid Chapter 70	\$12,324,524
Transportation Chapter 71	1,550,000
Assessment Hampden (19.9343%)	8,568,193
Assessment Wilbraham (80.0657%)	29,119,223
Interest	35,000
Applied Medicaid	275,000
Applied E & D	1,050,000



## Our District

### School Accountability Information

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

### Our Schools

Elementary Schools	3
K-8 Schools	1
Middle Schools	1
High Schools	1
Total Square Feet	701,839
District Size (square miles)	42.08

## 2023 Next Generation MCAS Test Results

### Percent of Students Meeting or Exceeding Expectations

	Math:	ELA	Science
<b>District Grades 3-8</b>	43	49	48
<b>State Grades 3-8</b>	41	42	41
<b>District Grade 10</b>	73	72	56
<b>State Grade 10</b>	50	58	47

### Performance/Student Data

NEASC District Accreditation      Academically Acceptable

# Total Enrollment on October 1, 2023: 2,837

Enrollment by Grade (2023-24)															Total	
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	SP	
Green Meadows Elementary	23	36	36	54	39	44	36	3	0	5	0	0	0	0	0	276
Mile Tree Elementary	54	152	154	0	0	0	0	0	0	0	0	0	0	0	0	360
Minnechaug Regional High	0	0	0	0	0	0	0	0	0	0	236	263	244	238	0	981
Soule Road	0	0	0	0	0	160	163	0	0	0	0	0	0	0	0	323
Stony Hill School	0	0	0	147	144	0	0	0	0	0	0	0	0	0	0	291
Wilbraham Middle	0	0	0	0	0	0	0	189	216	201	0	0	0	0	0	606
District	77	188	190	201	183	204	199	192	216	206	236	263	244	238	0	2,837

## Nutrition Services

Lunch Price- 0 (universal free meals)  
 Average complete Lunches: 1705  
 Average Meal Equivalent: 657  
 Average Total Meals: 2362

## Geographical Information

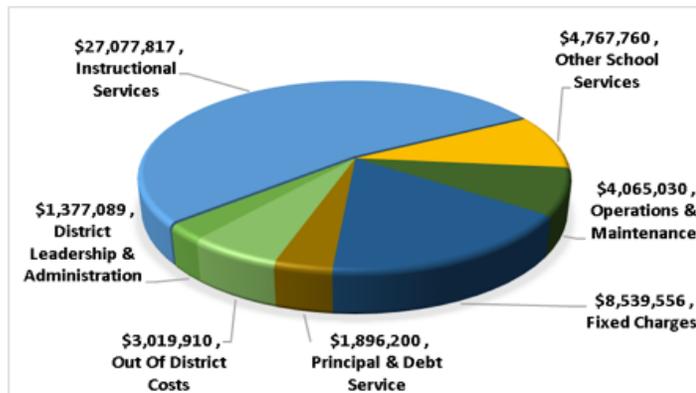
Hampden 19.65 Sq. Miles  
 Population (2020) 4,966  
 FY23 Tax Rate \$15.66  
 Wilbraham 22.43 Sq. Miles  
 Population (2018) 14,613  
 FY23 Tax Rate \$18.50

## Regional Transportation

Number of Buses Running Daily 44  
 Cost per Bus Regular Transportation \$68,825  
 Cost per Bus Special Education Transportation \$78,064

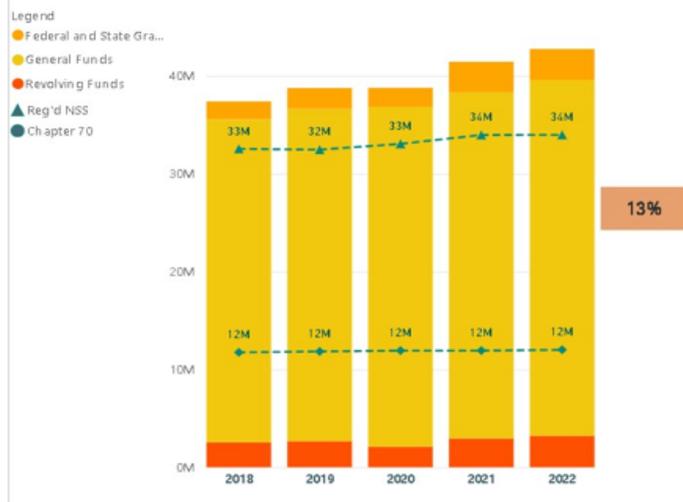
## Financial/Basic Data

FY23 Expenditures \$50,743,362



## Expenditures by source of funds

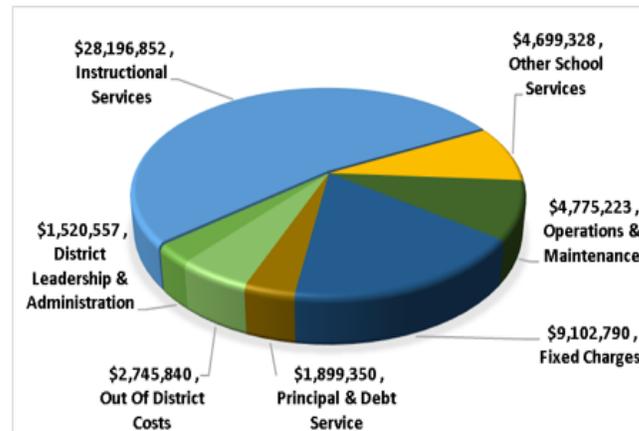
(excl debt and capital incl reg'l assessments)



District Change Over 5 Years (Orange)  
 State Change Over 5 Years (Grey)

FY23 Federal Grants Spent \$3,280,397  
 FY23 State Grants Spent \$664,652

FY24 Budget \$52,939,940



## Key Economic Drivers:



District Change Over 5 Years (Orange)  
 State Change Over 5 Years (Grey)

## Debt Service Schedules

### School Building Project:

- \$18,835,000 – Minnechaug Regional High School (Re-Bonded \$22 Million Bond October 2017) \$1,264,963
- \$7,025,000 – Minnechaug Regional High School (Re-Bonded \$7,025 Million Bond October 2021) \$335,250
- \$5,030,000 – Minnechaug Regional High School \$292,538

### Sewer Betterment:

- \$1,351,600 – Hampden-Wilbraham RS \$87,854
- Total FY24 Debt Service Amount \$1,980,605

### 2023 Per Pupil Costs Breakdown:

Cost Category:	HWRSD:	State:
Administration	\$ 530.18	\$ 663.99
Instructional Leadership	\$ 876.73	\$ 1,307.75
Teachers	\$ 6,156.22	\$ 7,356.49
Other Teaching Services	\$ 1,769.85	\$ 1,663.25
Professional Development	\$ 205.88	\$ 232.18
Materials, Equipment, Technology	\$ 450.14	\$ 760.13
Guidance, Counseling and Testing	\$ 692.30	\$ 666.20
Pupil Services	\$ 2,148.83	\$ 2,006.86
Operations and Maintenance	\$ 1,655.03	\$ 1,540.03
Insurance, Retirement, Other	\$ 3,156.91	\$ 3,339.30
<b>Total In-District Exp</b>	<b>\$17,642.07</b>	<b>\$19,536.16</b>
<b>Out of District Expenses</b>	<b>\$ 434.42</b>	<b>\$ 574.19</b>
<b>Total Expenditures</b>	<b>\$18,076.49</b>	<b>\$20,110.35</b>

African American	3.7	9.6
Asian	2.3	7.4
Hispanic	9.6	25.1
Native American	0.1	0.2
White	79.8	53.0
Native Hawaiian, Pacific Islander	0.1	0.1
Multi-Race, Non-Hispanic	4.5	4.5

### Additional Academic Facts

2022 Number of Graduates	277
% Continuing Education	72.9%

### 2023-2024 Employees

Total Number of Employees	675
Administrative	17
Custodial/Maintenance	25
Food Service	29
Independent	39
Nurses	9
Paraprofessionals	99
Teachers, Counselors, ETLs, Psychologists, Therapists	262
Clerical	15
Other	139

Teacher Salary (BA Step 1)	\$49,775
Teacher Salary (M +30 Step 1)	\$59,635
Teacher Retention Rate	90.8%

2021-22 Teacher Data (DESE):	District:	State:
Total # of Teachers	213.8	76,328.8
% Teachers Licensed in Assignment	100.0	97.8
% Experienced Teachers	90.0	82.6
Student/Teacher Ratio	13.5 to 1	11.9 to 1

### Our Students - Source: Department of Education

Enrollment by Gender (2023-24)		
	% District	% State
Male	51.25%	51.40%
Female	48.71%	48.41%
Non-Binary	0.04%	0.19%
<b>Total</b>	<b>100.0%</b>	<b>100%</b>

Enrollment by Race/Ethnicity (2023-2024)		
Race	% of District	% of State

### FROM THE SUPERINTENDENT

**John A. Provost, Ed.D., Superintendent of Schools**

Over the course of the past year, we have taken several steps to achieve the vision of excellence outlined in our *Strategic Plan*. One of the first things members of the general public may notice is our new district website that seeks to facilitate transparent and consistent communication to the residents of our communities and all interested parties.

A number of resources on our new website document the activities of the Planning Committee established under the auspices of the *Strategic Plan* to assess the use of facilities in our district and determine how our schools can be used more efficiently and effectively. The timeline of activities below summarizes the work of the Planning Committee through the end of 2023.

### District Reconfiguration Activities to Date



Planning Committee Documentation Available at: [www.hwrdsd.org](http://www.hwrdsd.org)

In addition to these two very public initiatives, we have also changed a number of practices that might not be as well-known. In response to increased demand for vocational education, we have revised our counseling practices so that students may now attend Career Tech beginning in grade 9. We also contracted with MassInsight to conduct an equity audit and have developed an Equity Improvement Plan to address the major findings of the audit. Many of these have to do with the creation of more supportive school cultures, which we are working to achieve through renewed anti-bullying efforts and by partnerships with UMass, Amherst and the Education Commonwealth Project.

We have enhanced our school security practices by re-establishing our Safety/Wellness Advisory Team, conducting family reunification drills, and expanding usage of the Raptor school visitor management technology.

In the current school year, we are building on the evidence-based core instructional programs we have adopted by implementing a comprehensive set of tier-2 interventions and extensions to mitigate learning and behavioral problems before they seriously impact students' ability to learn and to provide additional academic challenge for students who are ready for more.

The following reports from other school and district administrators provide more detail about how these initiatives are being implemented in individual schools and programs throughout the District. As you will see, this is a time of rapid professional growth and change for us. Thanks to the hard work of district faculty and staff and the support of our community partners, we are making strides to improve the services we provide the young people of our communities.

## **ANNUAL FINANCIAL REPORT**

### **Aaron Osborne, Assistant Superintendent for Finance, Operations and Human Resources**

The Hampden-Wilbraham Regional School District annual budget is intended to support the *Strategic Plan* goals by ensuring that the District remains focused on the safety and wellbeing of all stakeholders while maintaining our commitment to educational excellence for all learners through multiple means while embracing technology and 21st Century instructional frameworks. The following are the guiding principles for the budget development process:

- To sustain the District's vision and commitment to excellence;
- To prioritize strategies and programs with proven cost effectiveness;
- To develop manageable and affordable assessments to the towns of Hampden and Wilbraham;
- To clearly communicate to all stakeholders;
- To allocate funds strategically to create an aligned system;
- To sustain school safety and wellbeing; and
- To manage student class sizes

The District continues to endeavor to meet these goals while being challenged by many initiatives and mandates, the majority of which are unfunded and proscriptive in nature. The pace and costs associated with these obligations is challenging in the best of economic times. In 2023, the district was further burdened by the impact of double-digit inflation, in some cases promulgated by state agencies themselves.

The most significant of these inflationary pressures came at the hands of the state's Operational Services Division (OSD) when they approved a 14% increase to private out-of-district special education tuition. This resulted in a non-discretionary budget increase of nearly \$300,000 the district was forced to carry into FY 2024. While the legislature has passed some relief that may be available as we move into CY 2024, there are multiple thresholds and requirements that may limit the availability of this aid. Nonetheless, this single item aside, special education costs as a whole continue to rise at a rate that is unsustainable given the present budget environment.

A piece of good news was the completion of the lighting upgrade at Minnechaug Regional High school (MRHS) in February of 2023, and the district now has full control of the lighting system. The district managed to complete this project using normally budgeted funds with no need to ask the towns for additional funding. Nonetheless, with MRHS more than 12 years old, the district has a number of capital projects slated in coming years that will be brought forward through the budget process. Current MRHS projects include a repair to a boiler heat exchange, installation of mini-split A/C units, and updating of classroom technology in the form of replacement projectors. Additionally, the gutter system at Mile Tree School is being replaced which will prevent water intrusion in the walls and foundation of the building.

Over the past two budget years, the School Committee has elected to increase its use of Excess & Deficiency balances to support the needs of students and meet parameters set forth by the towns as the district worked its way out of the COVID pandemic. The district utilized \$950,000 in FY2023 and has budgeted \$1,050,000 in FY 2024 from its Excess & Deficiency funds to do so. The district now has \$763,000 available to support the upcoming FY 2025 budget. This means, Excess & Deficiency funds cannot be relied upon to support the school budget to the same extent as it has in the past two budget cycles.

The district continues to utilize its remaining COVID (ESSER) funding to support the budget in FY 2024 and has used \$350,000 in each of the last three years to maintain programming and preserve staffing. Additional ESSER funding has been utilized to procure Chromebooks for 1:1 programming, enhance counseling support, provide interventions and tutoring, and preserve smaller class sizes at lower grades. That funding ends at the end of FY2024 and the district will look at the *Strategic Plan* to determine which priorities are most imperative to continue with available funds.

## **CURRICULUM, INSTRUCTION & PROFESSIONAL LEARNING**

### **Lisa Curtin, Director of Curriculum, Instruction & Professional Learning**

Across the District, staff and students have focused on teaching and learning that is aligned to the Massachusetts State Standards. The guiding light for the work has been the Mission Statement from the HWRSD Strategic Plan.

In partnership with our communities, the Hampden-Wilbraham Regional School District is committed to an inclusive and safe environment that empowers all students to achieve success. Through a rich, rigorous curriculum, every student is challenged to think critically and creatively to become contributing members of society.

HWRSD has collaborated across grade levels, schools, and disciplines to provide equitable learning experiences and support for students while maintaining the goal for all students to achieve success at the highest levels. Throughout the district, educators implemented rigorous lessons and engaged students in challenging learning activities to consistently raise the achievement bar. As a result, much of the professional development opportunities in 2023 focused on identifying, developing and implementing rigorous learning opportunities for all students in every content area. Opportunities for staff were provided throughout the school year, including early release days, after school hours and during the summer break. These courses, study groups, book studies, learning labs and curriculum development groups were facilitated by a variety of outside consultants and district staff.

For a second year, HWRSD was awarded the “Early Grades Literacy Grant, Research to Practice: Evidence-based Early Literacy” from the Department of Elementary and Secondary Education (DESE) for approximately \$142,738. Through this competitive grant, the district will continue building the capacity to provide evidence-based, inclusive, culturally responsive early literacy instruction and use data to inform instruction in grades kindergarten through grade 3. This grant has funded several activities that support teachers’ ability to implement the new literacy program, Amplify CKLA, and use assessment data to meet the needs of students, K-3. Among the funded items are teachers’ stipends to participate in school-based core literacy teams and afterschool professional development, a universal screening tool, and 2 literacy consultants to support school principals and school literacy teams. It is a complement to the high-quality core instructional literacy materials and will continue targeted professional learning opportunities for each school. In addition, the work of the literacy consultants and core early literacy teams has expanded to address topics related to Multi Tiered Systems of Support (MTSS) efforts in literacy including data analysis and diagnostics, implementation of evidence-based literacy intervention and tools for monitoring progress. At the close of the 2023-2024 school year, the grant may be extended for an additional year.

In the fall, HWRSD was awarded the “Expanding High Quality Instructional Math Materials” grant from DESE. This \$19,000 grant was used to purchase evidence-based core math materials for grade 6 and 7 teachers and students, including digital platforms to be used for instruction and targeted math support. This funding supported the district’s vertical alignment goal with the expansion of the K-5 core math program, Illustrative Math, to grades 6 and 7. In addition, the grant provided funds for professional development for teachers focused on program implementation.

To address the Curriculum Domain work identified within the HWRSD Strategic Plan, Curriculum Councils in math and ELA made up of teacher representatives from grades PreK-12 as well as building principals and instructional coaches have been completing the preparatory work that will allow them to develop curriculum maps, unit plans, and pacing guides. By the end of this school year, HWRSD educators will have documented, vertically aligned Pre-K-12 math and ELA curricula, supported by evidence-based systems and practices and delivered through high-quality instruction that is responsive to the needs of all learners.

**GREEN MEADOWS SCHOOL (Grades PreK – 8)**  
**Sharon L. Moberg, Principal**

Green Meadows proudly serves 279 students in preschool through eighth grade. The Green Meadows School mission is to work with families and the community to provide a safe, caring and responsible environment while addressing individual differences so all students will succeed in reaching their potential. Through the shared vision, Green Meadows believes in fostering a respectful and challenging learning environment that cultivates interpersonal communication skills, collaboration, and growth mindset for students.

Each year, the school community comes together for the Back to School Playground Party prior to the start of school. This gives staff, students and families the opportunity to reconnect before the new school year begins. The fine arts continue to be very important to the school community. The Strings and Friends music program is back year after year. Students enjoy learning, practicing and performing. Students in our new afterschool Ukulele club are learning to play and create their own melodies. The Green Meadows Singers now include third graders. They rehearse weekly in preparation for their special performances throughout the year. Our Green Meadows band also continues to grow year after year. The Drama club is preparing for their end of year performance, “Beauty and the Beast, Jr.” Our active Parent Teacher Organization is planning several fun activities for students throughout the year including spirit weeks, school dances, and field trips.

The school community continues to be committed to maintaining a positive school climate. Green Meadows School has continued to prioritize social emotional instruction, learning and support through the Responsive Classroom approach and utilizing Positive Behavior Intervention and Supports. Through Morning Meeting, in grades PK-5, and Advisory, in the middle school, students participate in activities that support the values of community, cooperation, assertion, responsibility, empathy and self-control. Students are recognized for showing these values through the “Green Meadows Gram” initiative. Additionally, the middle school students are recognized during the monthly “Respect Raffle”.

With social-emotional well-being at the forefront of teaching and learning, students are prepared for academic learning. The highly qualified staff at Green Meadows is focused on providing high-quality instruction that both motivates and challenges learners. Amplify CKLA, our literacy program, is grounded in the science of reading.



Photo courtesy of HWRSD

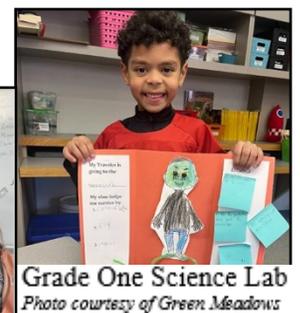


Preschool Photo Courtesy of Green Meadows

Green Meadow Gram Photo courtesy of Green Meadows



Middle School Photo Courtesy of Green Meadows



Grade One Science Lab Photo courtesy of Green Meadows

Illustrative Math is a problem-based core curriculum that prepares students to solve problems, reason, and think critically. Staff are dedicated to the implementation of the state standards across all content areas by direct instruction, whole group practice, small group or partner work and individualized needs-based support and interventions. Teachers administer both district and state assessments to gather data in addition to classroom observations in order to modify instruction to support students.

Technology continues to play a vital role in our instruction. Students in grades 1-8 have 1:1 access to Chromebooks and kindergartners access iPads from the school library. The school library grows each year with the addition of new literacy books including diverse and culturally responsive texts and several new decodable books as well.

### **MILE TREE ELEMENTARY SCHOOL (Grades PK – 1)**

Allison Petit, Principal

The mission of Mile Tree School is to educate our 364 children in a safe, supportive and nurturing environment by providing opportunities for social, emotional and cognitive growth while meeting the developmental needs of our early childhood community.

Every morning begins with pledging the flag and our school wide expectations: I am kind. I am responsible. I am safe. We are Mile Tree! All students echo these statements back in unison each morning at the start of the school day. Each school day begins with a Morning Meeting implemented using the Responsive Classroom model and focusing on building community and developing positive social interactions. Students are able to work together to earn pieces of their classroom Hooty Puzzles as well as individual Hooty Tickets that build understanding of expected behavior and celebration of hard work. Some of the celebrations over the year include extra recess, pajama day, bringing a stuffed animal to school, and show-and-tell. The school-based Climate Team has worked to develop these tiered interventions based in the Positive Behavioral Interventions & Supports (PBIS) model.



Teachers participate in professional learning focused on universal screening measures. Photo Courtesy of Mile Tree



Photo courtesy of HWRSD

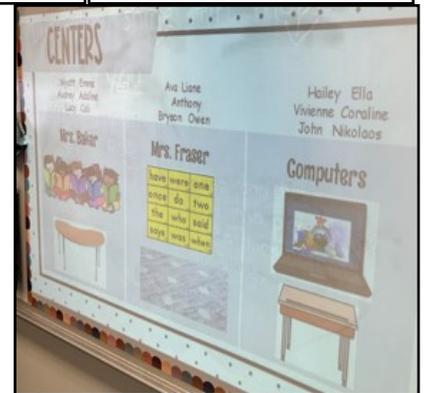


Students assisting during the Caravan Puppet show. Photo Courtesy of Mile Tree

This year, our schedule has allowed our classroom teachers to provide Second Step curriculum to all students during Morning Meeting on a weekly basis. This allows for all students to access an evidence based social-emotional learning curriculum that promotes social-emotional development, safety and well-being for all students. Our schedule continues to include opportunities for students to rotate through physical education, art, music and science through the related arts programs offered at Mile Tree. Students access tier I literacy and math instruction through the Amplify CKLA and Illustrative Math programs that were piloted and adopted last school year.

Development and implementation of a daily WIN (What I Need) block has been the focus in meeting all student learning needs. Through participation in the Department of Elementary and Secondary Education Early Literacy Grant, teaching teams have learned the importance of research-based literacy instruction and how to use data to determine tier II learning goals for students. Universal Screening and Diagnostic assessment tools have been used to gather data about students' strengths and areas for growth. Through professional learning opportunities, teachers are learning about the targeted interventions and enrichments that will maximize student growth for all learners, to be delivered during the WIN each day.

Parents, families, and the community continue to support Mile Tree through ongoing volunteering as well as through the Mile Tree PTO. This year, our PTO was able to host two Book Fairs, the Caravan Puppets, Teacher Appreciation Week, and a Holiday Night celebration. The Mile Tree PTO continues to support by providing volunteers as well as financial support through classroom materials, books, and teacher gifts. Field trip costs are covered entirely by the Mile Tree PTO fundraising efforts, allowing all students to participate at no additional cost to families.



Center rotations during WIN block. Photo Courtesy of Mile Tree



Independent reading Photo Courtesy of Mile Tree

### **STONY HILL ELEMENTARY SCHOOL (Grades 2 – 3)**

Monique C. Dangleis, Principal

At Stony Hill Elementary School, we believe that each of our 293 students is capable of accomplishing great things. That core belief drives all of the decisions that we make on behalf of our students. Our highly qualified educators work diligently to nurture our students' passion for learning and their determination to succeed. At Stony Hill School, we focus on building strong partnerships with families and our community as we share a common goal of providing excellent educational experiences for our students. Stony Hill School is a place to grow, reach your potential, and discover the joy of learning.

Our dedicated staff works hard to create learning environments that engage students in meaningful tasks that support their individual needs and challenge them to grow. We use high quality standards-based instructional materials in English Language Arts and Mathematics. Amplify CKLA, our literacy program, is grounded in the Science of Reading and promotes growth in all facets of literacy. Our math program, Illustrative Math, is a problem-based curriculum that fosters problem solving skills, reasoning, and critical thinking. All students participate in Tier I instruction, then during scheduled blocks, students receive Tier II or Tier III data-driven intervention for targeted instruction based on individual needs. Enhanced technology has played an integral part in the implementation of 21st Century thinking and learning at Stony Hill. All students use 1:1 Chromebooks to access programs that align with our curriculum. Our school library offers books that support our literacy units of study and include diverse and culturally responsive texts.

We place great value on creating and maintaining a positive school climate and are keenly aware of the impact it has on student achievement. As a Responsive Classroom school, we structure our academic and social-emotional instruction using routines and activities that build classroom community, self-efficacy, and lead to a safe, nurturing, and respectful learning environment. The five Social-Emotional Competencies of Cooperation, Assertion, Responsibility, Empathy, and Self-Control underscore our instruction and form the foundation of our program. Students learn that they are more successful, both academically and socially, when they demonstrate these traits.

We also like to have a little fun here at Stony Hill. Our mascot is Junior Falcon, or Junior for short. He makes many appearances throughout the year at all of our assemblies and fun events. Some community and school-based events that we cherish include our Popsicles on the Playground Party before school even begins in the fall. Around Thanksgiving we hold an outdoor community service event called the Stony Hill Story Stroll-Help Fill the Fridge. This food drive is enhanced by a literary adventure where parents and children stroll around the school grounds to read the pages of a wonderful book called Maddi's Fridge. Over the chilly winter months, we hold a sock drive for local shelters and culminate the drive with a Sock Hop dance party. Later in the spring, we have a program called Math Matters. Community members from all career paths come into school to explain how math matters in their work. This helps students see the real-life applications of the math they are learning in school. Our students enjoy many field trips and exciting assemblies that enhance our curricular topics. We believe that providing diverse learning experiences contributes to a well-rounded and joyful educational experience.

By establishing a positive environment, building strong relationships, and maintaining high academic expectations, students learn that struggles and mistakes are part of the learning process. With the solid foundation and safe environment that we provide at Stony Hill School, students thrive and discover their love for learning.



We love reading to our comfort dog, Sunny.



Enjoying activities and reading Maddi's Fridge at the Thanksgiving Story Stroll.



All photos courtesy of Stony Hill School

**SOULE ROAD ELEMENTARY SCHOOL (Grades 4 – 5)**  
**Mistie Parsons, Principal**

Soule Road School was an exciting place to be in 2023! While the year prior was focused on recentering after the pandemic and implementing new curricula, this past year we began to build upon our successes and intentionally plan for the future. Our students continued to impress us and in many ways lead us forward!

Over the course of the spring, we continued to focus on highlighting positive student choices through the use of Cool Coupons and student-led assemblies. As we entered the fall, we sought to extend our learning by focusing on anti-bullying efforts and building a community in which all students are seen, known and valued. Each month, we read a common text in our assemblies that focus on character values. In class, we read a common text focused on equity and inclusion and complete activities to connect this work to our students' sense of self and class community. October saw us launching anti-bullying efforts. Student leaders greeted each other using the tenants of the "It Starts with Hello" campaign. As a result, we continue to see a rise in students who are upstanders, who seek to stand up for their peers!

We continue to focus on implementation of our core Tier One curricula, Amplify CKLA and Illustrative Mathematics. Teachers are dedicated to reviewing student data regularly and are building their skills in using it to plan for increased student success.

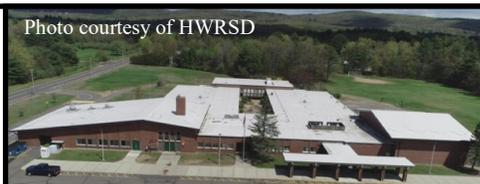


Photo courtesy of HWRSD

As part of Bullying Prevention Month, student leaders greeted students and staff uses tenants from the "It Starts With Hello" campaign, which focuses on helping students feel seen!  
 Photo Courtesy of Soule Road



Our big push this year, in alignment with district goals, was to implement MTSS. At Soule, that's meant using DIBELS reading assessments for the first time, as well as Imagine Math instructional platforms. We are progress monitoring regularly and seeing growth! We will continue to learn together as we refine our efforts.

Amidst our academic pushes, our students shine outside of the classroom, too! We hosted our first Science Showcase, highlighting student collaborative efforts to present complex topics to the community. We have the biggest band in Soule's history, with 77 fall participants and celebrated our artistic talent in December with a joint band/chorus concert. We are continually grateful for all the hard work and dedication of all members of our community - parents, students and staff and look forward to a great year in 2024!



Students learned from local author, Jacqueline Davies, thanks to One Book, One Community.  
Photo Courtesy of Soule Road



Thanks to PTO, our 4th graders enjoyed a presentation from Birds of Prey.  
Photo Courtesy of Soule Road

## WILBRAHAM MIDDLE SCHOOL (Grades 6 – 8) John Derosia, Principal

**Wilbraham Middle School (WMS)** is a community that works collaboratively to provide a safe environment where our 606 students can reach their full potential academically, socially and emotionally. At WMS, we **W**ork hard, **M**ake good choices, and **S**tay positive. This is also the social contract for our campus.

Our multi-year school improvement goals focus around three main areas of safety, social-emotional learning and academic growth. Under our safety goal, we intend to maintain our focus on safety drills and preparedness while utilizing our annual safety audits as a tool to identify areas for improvement. In our social-emotional learning goal area we have established a Tier I and Tier II SEL curriculum (Second Step) to help support our learners to develop the skills necessary to be resilient and productive members of our community. In addition, we have enhanced our mediation program and a student leadership team to establish student voice in our school direction. Our academic goals include the continuation and participation of the district-wide curriculum review and adoption of curriculum resources that are highly rated and evidenced-based in ELA and Mathematics. Project Lead the Way modules in a three-year plan to be included in computer science and our STEM courses. Our WMS STEM teacher was recently chosen to be a science ambassador by the Massachusetts Department of Elementary and Secondary Education. This provided the school and district insight into our science teaching practices and changes necessary and to provide ongoing training to our colleagues at WMS.

During the 2023-2024 school year, making connections and communicating with students and families, including allowing students the voice in our school community, has continued to be a vital aspect of our learning plan. We updated our school wide schedules to continue to allow teachers to make positive phone calls and build connections with families and students. Our school climate team developed school wide events and challenges to encourage student and staff participation in a positive school climate. We have updated our school climate survey and are beginning to see the shift in our positive school climate. The inclusion of our PBIS approach rewards students for positive behavior while promoting that meeting our expected behaviors is a cornerstone to this aspect of our school climate. Our approach has been to utilize "Eagle Bucks" as a means of positively reinforcing behavior in a way that allows student choice in how that reward is redeemed. In addition we have again developed widely popular after school activities or "Mini-Sessions" that are built around student interest and seek to encourage positive participation and views of their WMS experience.



Photo courtesy of HWRS D

WMS will continue to implement strategies to support the social-emotional well-being of all students at WMS. Through the efforts of faculty, staff and the district we will continue to use and share data with our staff using SWIS, survey results and VOCAL data to support our effort to create an environment conducive to both adult and student growth. Our baseline data also includes data from the Social, Academic, and Emotional Behavior Risk Screener (SAEBRS) Fastbridge Assessments three times annually, as well as our annual YRBS survey for WMS students.

At WMS we continue on our path, along with our district partners in being vertically aligned in our curriculum. Specifically, in our Math courses in grades 6 and 7 now employing Illustrative Math similar to our elementary counterparts. We have begun to pilot Amplify reading resources in our grade 6 reading courses and have begun our curricular review of our science courses from grade 6 to 8.

Wilbraham Middle School continued its transition to a true middle school model. As a result, students experience learning with a team of teachers consisting of English language arts, history, math, science, reading, and foreign language. A strong focus has been placed on building a solid culture that builds a bridge between the school students and their families. We believe the ultimate growth of our students will be enhanced through tools such as student agenda books, parent portals, conferences, school/family events, open houses and weekly parent notifications, all of which support a collaborative relationship with all stakeholders of Wilbraham Middle School.

**MINNECHAUG REGIONAL HIGH SCHOOL (Grades 9 – 12)**  
**Stephen M. Hale, Principal**

**Minnechaug Regional High School** continued to excel in the academic, social, and physical education of its 984 students. The faculty and administration remain firmly committed to the school's mission of "providing a safe and academically challenging environment that promotes the growth and well-being of all community members and assisting our students in becoming active world citizens who value integrity, citizenship, and respect."

The major goals of the School Improvement Plan developed by the School Council are: Executing the NEASC Self Study and Accreditation process, Identifying MCAS improvement areas and implementing preparation options for both school-wide growth and for targeted students, supporting the social-emotional needs of students by investigating methods to increase student voice and autonomy, and continuing our staff professional learning around the issues of equity, diversity and inclusion.

*The following reports from the various departments highlight just some of the many commendable activities at Minnechaug Regional High School:*

**Applied Arts Department:** Wood Technologies courses received a WHAT grant to purchase a new SawStop table saw. This is a more powerful, precise, table saw that has modern safety features making it safer, allowing more students to use than the previously used model. We expanded and developed our digital media program to include an Intro to Videography course geared toward video editing and digital communications, a new green screen studio and an additional computer lab which includes two new studio systems. Videography and Photography students worked together to create visual media assets from all district schools for use in the launch of the new district-wide website.

**Business Department:** Minnechaug's Business Department was once again able to put on the "Minnechaug Car Show" this year partnering with the "Minnechaug Craft Fair" and the "Wilbraham Hill Climbs". This year's car show had the largest turnout yet, allowing the department to purchase a drone for inter departmental work, and donations to each class. The Sports Marketing and Management class also ran a quick unit with the Western Mass Pioneers, helping expand their social media presence.

**Computer Science:** In AP Computer Science Principles, students participated in *Amazon Future Engineer Alexa Hour in AI* where we explore what artificial intelligence is, and then use MIT APP Inventor to build your very own Alexa Skills.

**Music Department:** The music department had another successful year, filled with performances. Enrollment in the instrumental program is steadily increasing and is projected to increase dramatically over the next four years with over 140 Middle School students involved in band and String Ensemble enrollment jumping to 15 this year (where we were prior to COVID). In addition to our Winter, Honors, Pops and Spring Concerts, we added a collaborative concert with Belchertown that we hope to run back next year with more districts participating. In December, Chorus presented their talent at the Toys for Joy event in Hampden at La Cucina as well as a Bright Nights caroling concert in Forest Park. In February, a select group of chorus students also participated in an open mic event at Route 20 restaurant in Wilbraham. Once again, we hosted Senior Western Mass Districts and will add the Junior Festival for this upcoming year. We had solid representation at Senior Districts, with 6 students program-wide (band, strings, choir) being accepted after successful auditions. In addition, we had a vocalist accepted to All State for a 2nd year in a row. Pep band's halftime performance highlighted the career of Michael Jackson. The Marching Band participated in its normal slate of parades including the Big E, Veterans Day and Memorial Day. At the end of the year, a new class titled: "Percussion Ensemble and Techniques" was approved to run for SY 23-24 as a standalone class for percussionists in the music program to have a dedicated environment for them to hone their skills and master their craft.

**Fine Arts Department:** The Art department had an exciting year continuing on some traditions with our Annual Fine Arts Festival that is held annually in the winter and spring semesters. In this showcase we saw work that ranged from Foundations, AP Art, Clay, Graphics, Photography and our newest course, Intro to Video. The Clay and Foundation classes helped to produce bowls that were sold in order to raise money for Rachel's Table. The amount we raised this year was \$180. Students in AP Studio Art & Design successfully completed 7 portfolios, averaging above both state and global performance on the respective portfolio types. Many students took the opportunity to showcase their work with the Scantic River Artisans small works show that was held on 2/25/23. Students and staff held the first Fine Artisan Craft show that was in conjunction with the Minnechaug Car show run by the business department. Many Local vendors showcased their products and work from the community. Clay 1 & Clay 2 along with Photography classes took part in a field trip to University of Hartford to partake and witness a Raku firing and clay technique transfer workshop along with viewing the Senior Art show that was on display. In the Spring we had 10 students volunteer to create work for the Quilt project that was hosted by the Scantic River Artisans, these works were displayed in two locations during August & September 2023. During our Evening of Recognition, the Scantic River Artisans honored a senior student with a Scholarship to help further their studies.

To meet the needs of diverse learners, the **English Department's** teachers continue to develop and revise curriculum for equity, diversity and inclusion. Committees met, discussed, and implemented curriculum changes and additions for 9th grade and 11th grade. Several sections of our courses include the co-teaching model having begun this model in 2021. 9th graders continue to develop skills as readers in our literature circles which honors student choice of books; teachers are focusing on high expectations for all learners. English teachers continue to deliver instruction through multiple platforms including Edpuzzle and Google products in Google classroom, but have turned back to paper and pen writing and writing-on-demand assignments as well. Our students excel through real world assessments and achievements. Some highlights include: AP Seminar students continue to explore issues from multiple perspectives, evaluate sources, form their own evidence-based arguments and present them. In junior and senior courses, students civically engaged, wrote to authentic audiences on social issues. 9 students are enrolled in AP Research, a course in deep exploration of an academic topic, problem, or individual interest; students will deliver their research findings to audiences by the end of the course in 2024. Students in our Contemporary Issues course created a public service campaign on overuse of cellphones. One student taught several lessons for our Journalism, Creative Writing, and American literature courses. Our Theater Workshop per-



formed "Everyone Gets Eaten By Sharks" for the community and students in that course saw live performances of Macbeth and Orlando in local theaters. One student self-published her own book which can be borrowed from our Minnechaug library. Students from grades 9-12 participated in classroom contests for the national program, Poetry Out Loud followed by a whole school performance from the fifteen classroom winners. The event occurred in front of an audience of about 200 students during the school day. The Scholastic Writing Silver Key was awarded to one of our students for her fiction and poetry. Journalism students had feature articles and reviews published in the Smoke Signal. [The Smoke Signal](#) can be found on the website. Students continue to submit art and writing to [Emeralds Virtual Art Center](#) which will be redesigned during the 2024 school year.

The **History and Social Science Department** continues to challenge, educate and assist students to achieve their personal best through intellectual growth, respect and preparations towards participation in their local and global society. Educators did this in a variety of ways from guiding students through their civic projects in our required senior Civics and American Identity course, bringing in guest speakers to highlight evidence of application of their curriculum in the world beyond Minnechaug and updating their own knowledge base through professional development opportunities. Our United States History course brought students to Newport to visit the mansions as part of their Gilded Age curriculum. Guest speaker, Springfield College professor and former AP Psychology test question maker and reviewer, Dr. Christopher Hakala visited our students to talk to students about cognitive psychology as well as good strategies to keep in mind as they take their test in May. Teachers took courses such as "History of Disability with a focus on Belchertown State School", and "Read Between the Lines: Developing a Critical Historical Perspective". The department launched a new Advanced Placement course called "AP Human Geography" for interested 9th graders. Students in this course explore their surroundings by examining historical resources that explain the origins of historical sites and modern placements. The History Department's Mock Law Team was quite strong this year. They played the roles of lawyers and witnesses making their case against other schools in trials throughout January and February. They work with an attorney coach to craft their prosecution and defense arguments. Model Congress is searching for new areas of competition after American International College put a "strategic pause" on their over 80-year-old conference. They are looking at an offer from Westfield State to revive the program and work with several schools in the area to try to continue the program. In the meantime, Model Congress students are staying busy recruiting, debating and building their skills so they are ready for competition. Model UN is planning on attending the Clark conference in March and is always looking for new members.

Minnechaug Regional High School's **Information and Research Commons (IRC)** continues to support student and educator learning, individual curiosity, and a drive for reading, writing, research, media, technology and digital competencies. MRHS is staffed by a professional licensed school library teacher dedicated to building reading, writing, research, digital, media, and computer literacy competencies within the school community. Students freely use the IRC before, during, and after school hours. Educators collaborate with MRHS's licensed school library teacher to develop curriculum opportunities to that teach, support and grow student and staff information, digital, computer and media literacy skills that meet the challenges of a changing environment. Having a licensed school library teacher MRHS students and staff benefit from direct access to Massachusetts State-funded resources that include over 30 Gale/ Infotrac and Proquest databases, over 60,000 SORA eBooks and audiobooks, and more than 90 different language courses in Transparent Language and Peterson's Test Preparation. The MRHS budget supplements the State funded resources with Oxford English Dictionary, Proquest Central, Ebsco Academic Search Ultimate, Science Direct, HeinOnline, Teen Health and Wellness, Financial Literacy and Infobase databases. Print materials are available to Minnechaug students and staff. Titles are selected to focus on curriculum support, student and educator requests, and offerings for individual self-learning. The IRC web page includes video tutorials, links to our resources and cultural Pathfinders intended to support curiosity and self-learning.

The IRC is proud to host the Student IRC Community Committee (IRCCC) and Teachers of the Future clubs. The IRCCC is a group of students who represent the student body when making important IRC and summer reading decisions. They have begun to create video content for in school events. Teachers of the Future considers the field of teaching through various aspects of the profession.

The **Mathematics Department** has begun exploring a new classroom model called building thinking classrooms. This method involves students working in random groups at vertical surfaces to investigate math concepts and communicate about their findings. Initially to start the 23-24 school year, all math classes began with non-curricular thinking tasks and then moved into curricular tasks. The frequency of this new approach varies by course and teacher but this will be a new focus for the entire department in future years. The district recently created a math curriculum council into order to vertically align math education throughout K-12 and two Minnechaug math teachers, Kristen Miracle and Elizabeth Webber, serve on this council. These math teachers have been able to acquire knowledge regarding the progression of math skills in earlier grades and have been able to communicate this important information back to the entire Minnechaug math department. This knowledge has aided the continuation of curriculum revisions in math courses. New lesson plans continue to be developed to focus on the mathematical practice standards and to make connections to new curricular topics while aiding in the development of critical thinking and problem-solving skills.

To support all students, math teachers provide extra help after school, and on any given Tuesday or Thursday afternoon several students can be seen taking advantage of this opportunity to enhance their understanding. In addition to the regularly scheduled extra help days, many math teachers also provide extra help before school, during lunch or after school on additional days to insure students have every opportunity to be successful; As a tier 2 support, an intervention block was added in which a veteran math teacher was able to pull students out of classes to reinforce concepts for students who were struggling or to help aid in the teaching of material to students who were absent. This has been an effective way to support students during the school day with additional math support. All math courses use Google Classroom as a means to provide students with access to notes and homework assignments and this technology continued to enhance the communication between teacher and student.

The math department regularly used data to drive curriculum revisions and identify areas of strength and future areas for growth. Special attention was given to the MCAS math Grade 10 data in order to better align the math curriculum and content to the newly administered MCAS next-generation exam. This year special attention and time was devoted to our sophomore math classes. Curriculum packets related to number sense, Algebra, Geometry and Statistics were developed and reviewed with all sophomore classes in order to help students become more familiar with MCAS type questions. Students were also given opportunities during class to answer questions on the computer through programs such as Edulastic or IXL in order to help students become more familiar with sub-

mitting their responses for a computerized exam. This extra attention in our sophomore courses resulted in an improvement in the Grade 10 MCAS math scores in May 2023.

In the AP math courses and the Personal Finance course, projects were assigned to encourage students to draw real-world connections to the concepts taught. A representative from LUSO federal credit union made a presentation to the Personal Finance class regarding banking, finances and fraud. Students in AP Statistics and College Prep Statistics designed a study related to a topic of personal interest and then analyzed and presented their findings using statistical procedures. Students demonstrated their strong math foundations in various ways with many students successfully passing AP exams in AB Calculus, BC Calculus, and AP Statistics. For both AB and BC Calculus, 100% of Minnechaug students received a passing score of 3 or higher compared to the 57.97% and 78.5% global passing rates respectively. This year AP Precalculus was added to the department offerings providing students with an additional way to receive AP credit for taking an advanced math course at Minnechaug. This is the first year that AP Precalculus has been offered by the College Board and Minnechaug is excited to be one of the first schools to offer this new course to our students.

A few Minnechaug students have been given the opportunity to assist in math classes with one student completing an internship by serving as a teaching assistant in the BC Calculus course after successfully completing the course and passing the AP test during his junior year. Nicole Goulet was chosen by the student council as the Minnechaug Teacher of the Year. The commitment of the entire department to work extra hours and to uphold high standards for teaching and learning continued at an unparalleled level.

The **Physical Education/Health Department** continued to promote overall health and wellness by providing a socially inclusive environment and introducing the necessary skills to maintain personal and community health. The department began work on developing the vision of the graduate and researched new health education curriculums to align with the updated Massachusetts State Frameworks. In response to the increasing concerns surrounding mental health, the physical education staff provided Lifelines: A Suicide Prevention Program which is delivered to all students in grade 9. In order to highlight students going above and beyond class expectations each month, the Physical Education Student of the Month Program was utilized. The Adventure Programming unit was delivered to all students in grade 10 who were able to experience the ropes course. Every member of the staff recertified in Lifeguarding, AED, CPR and First Aid. The physical education Department reintroduced the water safety and lifesaving curriculum during the 2022-2023 school year after not being able to use the pool area due to the Covid Pandemic. The department continued the Physical Education Leadership Program in which numerous 11th and 12th grade students were able to assist teachers in 9th and 10th grade classes. The department also continued its seamless working relationships with local colleges and universities to mentor students in their pre-practicum and practicum experiences.

**Minnechaug Athletics** saw great success and experiences throughout the 2022-2023 school year. Twenty-five of the twenty-nine varsity athletic teams qualify for the MIAA state tournament in their respective sport. The success of our student-athletes continued to excel on the playing surface and most importantly, in the classroom. With the many successes, numerous student-athletes went on to participate at the collegiate level at their respective colleges. Our campus continues to be the envy of Western Mass and the State and our facilities for athletics are second to none. Minnechaug Athletics, their athletes and coaches appreciate all the support that we get from Hampden and Wilbraham. As always, we welcome the communities to our events and we hope you can come and see what we all see on a daily basis. We are Chaug!

The **School Counseling Center (Guidance Department)** continued offering a variety of programs to serve students and parents in a proactive manner. Some of the community outreach services include: College Information Night for juniors and their parents, Career Fair for students and parents, a College Fair for juniors and seniors with 90 institutions represented, orientation program for 8th grade students and parents, a College Information Night for seniors and their parents, and a reception for students new to the district. The SAT, PSAT, ASVAB and AP exams were all administered at Minnechaug. The Internship Program for seniors continued as one of the strongest in Massachusetts, with almost 70 Minnechaug students working at their job placement every day for an entire semester. The School-to-Career Specialist and School Counselors (Guidance) work with students on relevant topics in Developmental Guidance classes such as: transition to high school, a four-day career readiness program, college readiness and financial planning through the Credit for Life program. Every student uses the on-line platform Naviance throughout high school to help with the process of deciding future plans and college research. School Counselors and Adjustment Counselors meet individually with students to assist in developing course schedules, make career and college choices, and deal with personal issues and concerns. All Counselors are members of our Student/Teacher Assistance Team (S/TAT), which is an early academic intervention program.

The **Science Department** highlights include, 100% of Minnechaug's AP Chemistry students scored a 3 or higher. This outscores the state average of 80.0% and the global average of 75.2%. AP Biology students had success with 87.5 % of them scoring a 3 or higher which was above the state average of 70.7% and the global average of 64.4%. Minnechaug's AP Environmental Science (APES) students also had great success with 90.9% of them scoring a 3 or higher, which was significantly higher than the state average of 60.0% and the global average of 53.7%. The science department was also lucky enough to have guest speaker, Kathryn (Abbott) Manocchia, a 2008 Minnechaug graduate, now a Pathology Assistant and the Supervisor of Path Autopsies at the University of Rochester Medical Center. She will be speaking to Forensic Science classes, as well as students in Anatomy and Physiology about her role at the hospital, as well as how to determine the manner, cause and mechanism of death. Kathryn included discussions of pathology in general, the differences between a hospital autopsy and a forensic autopsy, and microscopy of various organs. She dissected an animal heart and kidney to demonstrate the techniques used in an autopsy. In the Spring of 2023, the Honors Anatomy & Physiology class planned activities on the Human Body for the 6th grade science classes. Mrs. Zanetti worked with Ms. Binger for the older students to teach the younger students about the organ systems. We traveled to WMS in May during the 6th grade Human Body unit. It was a great experience for both age groups - the seniors loved being leaders, planning the activities as well as interacting with the younger students.

The **Student Activities Department** continued to offer over 50 co-curricular student activity programs with participants gaining experience in fundraising, community service, and academic competitions with State and National awards. Students raised over \$7,000 to donate to local and national charities, provided many hours of community service, held food and clothing drives, provided tutoring and were awarded over \$3,000 in scholarships. New clubs were developed based on students' interests.

This year Student Activities is sponsoring 7 new clubs awaiting approval including:

*Educators of the Future*  
*The Golf Club*  
*The Taylor Swift Club*

*Asian Culture Club*  
*The Culinary Club*

*Women In STEM*  
*Athletic Fuel and Nutrition Club*

Some highlights of the various clubs available to students include:

*Above the Influence Club* continued its work in the community raising awareness around healthy life decisions. The club raised \$2500 for the Partnership to End Addiction at their annual walk. The club was awarded \$1500 for their video at the Stop the Sverve Event. They also held many drives throughout the year to donate to local programs such as the Providence Behavioral Health Hospital and Lorraine's Soup Kitchen. The group created photo collages for the Holyoke Soldiers' Home and for Domestic Violence Awareness Day. The ATI Club held food and clothing drives and raised money for charities.

*Art Club* continued to grow and members created various forms of art to share and display throughout the school. The club also held a throw-a-thon in the clay room and created installation art for the art show.

*The American Cancer Society* has its inaugural year at Minnechaug. This group created cards for cancer patients at a local hospital.

*The Canine Club* The biggest highlight of the first three months was the Key Club Halloween event. We had close to 300 children come and have fun before Halloween, having them play games and trick-or-treat with the high schoolers. It was a blast. In December, Canine Club will be having its Christmas for Canine's supply drive.

*Chess Club* meets weekly on Tuesday afternoons for students to play chess with each other. In December they are hosting an event to invite students to play chess games during all lunch blocks. The club is looking forward to competing with schools in the Western Massachusetts Scholastic Chess League beginning in January, 2024.

*Color Guard* performed pep at home football games and performed as part of the homecoming halftime show. We also marched in the Big E Parade. We have been working on a Winter Guard routine that we hope to perform at the Spring Fine Arts Festival.

*Drama* performed "*She kills Monsters*" in April and had an audience size that was larger than it has been in the past six years.

*Emeralds Art & Literary Magazine* has been digital for the past few years, since the pandemic, but we are going to be publishing a new physical magazine this year. Since last December, students on staff have redesigned the digital website, uploaded all accepted submissions from the old website to the new website, and established an instagram to raise awareness for the brand. New this year, we also had sales of past publications--some even dating back to the 90s! We have sold these at lunch and at the Fine Arts Festival/Winter Concert. Previous to selling the extra copies, we also reviewed and donated one copy of each Emeralds Art and Literary Magazines for the IRC to keep on record, dating all the way back to the 70s. We look forward to fostering more involvement and engagement for our art and literary community this year.

*The Falcon Friends* has begun implementing lunch buddies and has started helping with the Coffee Cart.

*French Club* decorated the Foreign Language hallway for Mardi Gras, visited a museum virtually, and made presentations on famous French people.

*Gay-Straight Alliance (GSA)* The GSA invited our first guest speaker this year in November to discuss both historic and contemporary issues and experiences of trans individuals in society and the workplace.

-The GSA has been planning to host a Western MA Regional GSA meeting, wherein high school GSA groups from around the area get together in one place to network and discuss contemporary issues and experiences. This program is sponsored and organized by the MA Department of Elementary & Secondary Education in collaboration with the Safe Schools Program.

*The Jazz Ensemble* Students performed in 3 successful concerts last year, with considerable growth in instrumentation; allowing for us to select from a more diverse offering of repertoire. Performances premiered a student transcription at our May Pops Concert.

*Key Club* held a couple fundraisers for local charities and held a Halloween event outside for local children.

*Mathletes* participated in five virtual competitions.

*The Military Community Club:* Raised about \$600 for the Veterans' Home in Holyoke. Members assisted the Hampden VFW in commemorating the graves of service members for Memorial Day and took part in the Hampden Memorial Day Parade. The MCC raised over \$100 for Wreaths Across America. Along with Teens Helping Teens, we organized the annual Minnechaug Veterans Day assembly. Members also dedicated a portion of the school to honor active and former service members that are a part of the Minnechaug family.

*Mock Law* participated in three virtual competitions against schools across Massachusetts.

*Model Congress* met throughout the year and participated in AIC's Congress in April.

*Model UN* participated in two competitions during the school year.

*National Honor Society* 74 new NHS members were inducted on Nov. 15th. Students volunteered at the **Fall Fest in Hampden** and also the **Bushels of Fun fest** at Fern Valley - proceeds are going to help out with the purchase of furniture and equipment for the new Wilbraham Senior Center currently being built. NHS members volunteered at the **RD26 5k run/1 mile walk** to help raise money for the RD26 Foundation which offers scholarships and also backpacks to cancer patients containing items to help them find comfort throughout their treatments and hospitalizations. Students are assisting with the **Holiday Night at Mile Tree** on 12/1 in which K and 1st graders will be celebrating 6 different winter holidays including Christmas, Diwali, Kwanza, Hanukkah, and Eid Al-Fitr. NHS members are donating items to fulfill the **holiday wishlist for a child in foster care** through The **Center for Human Development in Springfield**. Students volunteered Saturday, 12/2 at the **Teddy Bear Tea** for children put on by the Max's restaurant group in

Hartford. All proceeds benefit the **Connecticut Children's Medical Center**. NHS members volunteered at the **Festival of Trees** Sunday, 12/3 at the MassMutual Center. All proceeds benefit the **Springfield Boys and Girls Club**. NHS members volunteered at the **Winterfest at the Hampden Federated Church** on Dec 8th and 9th. NHS members volunteered at the **Wilbraham United Church Holly Fair** on Dec 8th and 9<sup>th</sup>.

*Performing and Visual Arts Society*: Provided technical support for all concerts in the district that utilized the MRHS auditorium. In addition, we were able to provide lighting and sound capabilities for the Drama Club Production "Puffs".

*The School Store* provides Minnechaug apparel to the community offering a variety of sweatshirts, t-shirts, pants, hats, stickers, and lanyards. The store is run by student volunteers who have kindly offered to donate their time. We are excited that this year we have 12 student volunteers. The store is located in Minnechaug and is open at lunch time and after school.

*The Spanish Club* raised over \$900 for artisans in Nicaragua and Guatemala and created holiday cards for a local women's shelter. They created a mural for Hispanic Heritage Month. They made Alebrijes - Mexican folk-art sculptures of fantastical creatures and sold handmade worry dolls and wooden animals. In December they Partnered with Alianza (formerly Womenshelter/compañeras) in Holyoke, MA.

*The Student Council* received State recognition for its continued commitment to school spirit, leadership, and student voice. Many of our members are on special committees such as the Climate Team, the School Improvement Team and the DA Advisory Team. The group also earned two positions on the MASC State Board. Minnechaug once again received the National Student Council Gold Council of Excellence Award. Student Council also continued its good work with building school and community spirit through their events, such as the 1st day of School Assembly, Build a Scarecrow, Spirit Week, Homecoming, and Mini-Chaug. The Student Council hosted a Toy for Joy Drive collecting over 225 new toys for children in need and donated them to the Sheriff Department's Toy for Joy Drive.

*Students of Color Alliance* met throughout the year and presented at a conference. They also had meaningful discussions with the school's Equity, Diversity and Inclusion (EDI) Committee and the School Committee. The club also created an Advisory lesson on microaggressions. SOCA hosted two guest speakers at the MRHS: Xiomara Delobato spoke on the topic of Hispanic-American heritage month, culture, identity, and equity and Annowan Weeden spoke on the topic of Native-American heritage month, culture, history, and equity.

*Teens Helping Teens* created a Veteran's Day Advisory lesson and held a winter clothing drive. The club also held a fundraiser to support the Patricia Hogan Scholarship and created "Summer Fun" bags for students at a local elementary school.

*Video Game Club* is back up to 30+ members for the first time since before the pandemic! Prior to covid, Video Game Club was a much larger club with no less than 50 students on any given meeting. We're really happy to see this fun social club growing!

*World Care Club* We are excited to be gathering again this year to promote and learn new ways of taking better care of our environment. The students involved want to learn and share about ethical and sustainable practices for our planet. This student run club is looking forward to this year's community clean ups, planting activities, and other local based projects.

*Yearbook* was in full swing this year. They were visible throughout the year at lunches, school dances and had many candid and photobooth opportunities for students to be included in the yearbook in various ways. Yearbook has completed the Spring supplement from last year, and should be distributing them soon. We have also determined that the theme for this year's yearbook will be "Through the decades" and we have actively began designing this year's yearbook, with some exciting new feature pages planned such as "Chaug Confessions" and "Pets of Chaug".

The **World Language (WL) Department** continued to provide its students with opportunities and activities to interact with one another in their second language through the use of culture-based curricula, the increased use of technology and authentic second language resources. In the fall of 2022, the WL Department applied for a state-wide grant from the DESE and received funding to train WL teachers in the understanding and implementation of the new World Languages Framework. Teachers participated in the training modules and met in professional development settings to increase their knowledge and expertise in the implementation of frameworks-based lessons and units. The result of this training was the development and creation of a culturally-based thematic curriculum. Teachers continued to attend professional learning opportunities through the monthly meetings of the local Foreign Language Teachers of Western MA Collaborative and the annual MAFLA Fall Conference. A highlight of this year's conference was the attendance of ten Minnechaug students who participated in a panel discussion at the MAFLA Annual Fall Conference. Students provided the WL teaching community with input on the importance of WL study, how they learn languages and why they are motivated to do so.

The 2022-23 school year saw great success in the assessment of world language students. All students who took the AP Spanish Language and Culture Test passed this test meeting college and university requirements. An additional outstanding accomplishment in assessment was the achievement of the State Seal of Biliteracy by six MRHS students. These students reached the Intermediate High level of proficiency per the American Council on the Teaching of Foreign Languages (ACTFL) proficiency guidelines. One student stood out by receiving the State Seal of Biliteracy with Distinction. The State Seal of Biliteracy is a national program to recognize the achievement of WL students and the Seal is placed on the students' diplomas. The WL Department will continue to provide students with experiences both within the classroom as well as beyond instructional learning time in three student-based clubs (French Club, International Club, and Spanish Club) to become linguistically and culturally proficient graduates.

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## **CENTER FOR HEALTH AND SAFETY 2023**

**Brianna Berneche, Director – Hampden-Wilbraham Partners for Youth Coalition  
Grants Manager, Center for Health & Safety**

From our home base at Thornton W. Burgess, the HWRSD **Center for Health and Safety** is privileged to continue our work at the crossroads of our District's priorities related to school safety, school climate, substance misuse prevention, behavioral health, and the ever-present concern for our students' physical and social-emotional well-being.

The HWRSD Center for Health and Safety continues to implement many of the activities that had been launched through a School Violence Prevention (SVPP) grant from the Department of Justice's COPS Office. In September of 2023, we completed our SVPP action plan and will continue reviewing safety protocols and updating supplies and resources that continue to build our capacity for strong Emergency Operations Management. In the spring of 2023, we were also awarded the Students, Teachers, and Officers Preventing (STOP) School Violence Program from the Office of Grants and Research (OGR), a state agency that is part of the Executive Office of Public Safety and Security (EOPSS). This program allowed us to create additional systems to address school safety and to comprehensively train our teams. Teams of staff at each school engaged in two full days of Comprehensive School Threat Assessment Guidelines (CSTAG) training.



This evidence-based model, developed by Dr. Dewey Cornell and colleagues at the University of Virginia, has been widely adopted throughout the U.S. and Canada and has been shown to reduce school violence and bullying while increasing the fairness of school discipline practices. The CSTAG approach is a preventative, problem-solving approach, that seeks to address forms of student conflict before they escalate into violent behavior. The guidelines follow a decision-making process in which team members investigate a reported threat and determine whether the threat can be readily resolved. When a threat cannot be resolved as transient, the model helps staff identify additional supports needed to enhance the safety of the entire school community. The entire process is designed to help students resolve conflict and mobilize additional support for students who need it. We hope the knowledge that this is not a punitive process will encourage students and families who are aware of conflict to report them to school officials so that issues do not go unresolved. CSTAG is a widely-respected approach to identifying, assessing, and managing threats and threatening behavior before it escalates into violence, and we are thrilled to have this approach in our district.

Our Mental Health Awareness Training (MHAT) project had a successful year in 2023 as we completed our second year of funding from Substance Abuse and Mental Health Services Administration (SAMHSA). Through these resources, we have been able to increase our pool of certified Youth Mental Health First Aid Trainers and have conducted several trainings for community members and school personnel. This included the previous training of all Minnechaug staff in November of 2022 and the majority of Middle School staff in February of 2023. We have also been fortunate to engage in a collaboration with the Mental Health Association of Springfield and the Behavioral Health Network, enabling the District to offer clinical support services to students within the school day. Altogether, these efforts enhance the MHAT program's mission to improve community-wide capabilities to recognize and respond to the mental health needs of our students, to reduce stigma around help-seeking, and to increase supports that promote positive mental health.

Our Drug Free Communities Coalition shares this emphasis, through the lens of youth substance misuse prevention. Our Hampden-Wilbraham Partners for Youth (HWP4Y) Coalition, a collaboration of community members and organizations working to promote physical health, mental health, and safety for all Hampden-Wilbraham students, continued to support a wide range of activities to increase community awareness and promote the norms of safe and healthy decision making for our young people. The Coalition hosts in-person monthly meetings and provides easily accessible information and resources to parents, students, and all members of the community via in-person events, webinars, newsletters, our website, social media pages, and more. In October of 2022, the Coalition was selected to receive a competitive grant from the Center for Substance Abuse Prevention (CSAP) -- Sober Truth on Preventing Underage Drinking Act (STOP Act). This four-year grant allows us to work with all sectors of the community to address the factors that contribute to youth alcohol use, and as with many of our other initiatives, work proactively on ways that we, as a community, can strengthen those all-important protective factors that keep our students safe and well. Recognizing that we are stronger together, we invite community members to [www.HWP4Y.org](http://www.HWP4Y.org) or email [bberneche@hwrso.org](mailto:bberneche@hwrso.org) to learn more about the Coalition and how to become involved.

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## SCHOOL HEALTH SERVICES

**Jennifer Puhalski, RN, BSN, NCSN Director of Health Services (As of September 2022)**

The mission of the HWRSD School Health Services is to encourage the growth, development and educational achievements of all students by supporting their health and well-being in a safe environment. HWRSD nurses strive to collaborate with public and private agencies and health care providers to ensure quality, compassionate nursing services that are effective, culturally appropriate, and responsive to the diverse needs of students and the school community.

The HWRSD School Health Services department's school nurses play a vital role in supporting a District priority of improving student learning and achievement. School Nurses support this goal in their daily work as they assist in the efforts to keep all students and staff safe, healthy and ready to learn. They provide a collaborative approach to learning and health and work closely with staff in their buildings to achieve this goal. Our DESE (and Nationally Certified)-licensed School Nurses, in each school building, administer comprehensive school health services to all students, promote health and safety, intervene with actual and potential health problems, provide case management services, dispense first aid and emergency care, manage students with complex health needs, dispense daily prescribed medications, monitor immunization compliance, coordinate care for students with concussions, oversee communicable disease surveillance, perform mandated health screenings and offer health counseling and education. The health offices are very busy places.

For the school year ending in June 2023, school nurses had 43,846 health encounters with students and 11,002 medication administration visits. 89% of the student population were seen in the health room at least once during the 2022-2023 school year. With a calculated return-to-class rate of 90%, nursing care interventions assist students to remain in school. This rate continues to be somewhat lower than in pre-covid years. School nurses carry out daily procedures for student assessment and treatment, such as blood glucose testing and monitoring, carbohydrate/insulin calculation, medication administration, auscultation of lungs, catheterizations, vital sign measurements, and scoliosis brace care. The school nurses performed the state mandated health screenings that include

vision, hearing, and height/weight (BMI). Additionally, Universal Screening, Brief Intervention and Referral to Treatment (SBIRT) screening was conducted for 7th and 9th graders. We are grateful for our substitute nurses who not only help with the mandated screenings but also provide needed nursing coverage for our many school field trips.

Our District's School Physician, local pediatrician Dr. Amy Kasper, M.D., F.A.A.P., continues to be a strong partner with her valuable consultation and input to guide our health and safety protocols, as well as health-related decision making.

The District continues to receive Comprehensive School Health Services (CSHS) Grant funds which provide additional support to students and families through the services of a Nurse Care Coordinator. The Coordinator assists the school healthcare team with case management of students with complex medical needs and assistance with chronic absenteeism. There is an increased focus on absenteeism in the district and the Nurse Care Coordinator will take an active role in these efforts. The CSHS funds also paid for per-diem sub nurse hours so our nurses could attend important student meetings and collaborate with school personnel. Grant funding was also used to pay for continuing education provided by Boston Children's Hospital for nurses on various current health topics. Additionally, the grant helped with purchasing more Stop the Bleed Kits and Wound Management Stumps for staff training and emergency preparedness.

All nursing staff in addition to several per diem sub nurses were trained as trainers for the Stop the Bleed program. This was done through a new partnership with Baystate's Health Injury Prevention Coordinator. In collaboration with Baystate's Health Injury Prevention Coordinator and the nursing staff, all HWRSD staff were provided the Stop the Bleed training. This will become a biannual training for all staff.

In collaboration with the Scantic Valley Regional Health Trust (SVRHT), wellness programs were offered to HWRSD employees including incentivized health promotion programs, exercise and relaxation programs, rewards for completing health screenings and access to smoking cessation support. We also continued our partnership with the Big Y pharmacist to provide an on-site flu clinic for District employees in both Hampden and Wilbraham.

## STUDENT SERVICES

**Gina M. Roy, Director of Student Services**

The Student Services Department, located within the Thornton W. Burgess Building, oversees a variety of student support services including Special Education, Counseling, Nursing, Home and Hospital Instruction, Child Find, Early Childhood Education and the Transition Program for 18-22-year-old students. The goal of the Student Services Department is to support each student in building the necessary skills to function effectively in both the school and community environments. We work to support all students in achieving their highest potential. In addition to special education teachers and paraprofessionals, Student Services utilizes the expertise of school psychologists, speech/language pathologists, school counselors, physical therapists, occupational therapists, vision and hearing specialists, behavior specialists and several consultants specializing in various areas of educational and socio-emotional programming.

Hampden-Wilbraham Regional School District provides appropriate services and supports so that all children may be educated with a free and appropriate public education (FAPE) in the least restrictive setting. We are committed to ensuring that a continuum of services is provided that meet the unique needs of individual students. Services are provided for eligible students beginning at age 3 and continuing until the student's 22nd birthday. A team of special education teachers, general education teachers, school administrators and related service providers work collaboratively with parents to develop educational goals and objectives as outlined in an Individualized Education Program/Plan (IEP).

The District continues to develop and support special education programs within our schools to meet the unique needs of our learners. We are committed to supporting students in the least restrictive setting and have adopted a co-teaching model in many of our school buildings. For students who need more specialized services, the district has numerous classrooms to meet the needs of students who need a more targeted intervention than the general education classroom is able to provide.

Our Transition Program is located at Thornton W. Burgess School. It offers a full day program for 18-22-year-old students with Special Needs providing off-campus vocational and community-based opportunities to prepare students for their transition to adult life.

Our Integrated Preschool Program services children with and without special needs, within the three to five-year age span. An integrated program is designed to meet the needs of all children through a variety of proven teaching techniques, methods, and strategies in order to target children's specific styles, needs and challenges. An integrated classroom is composed of children who are typically developing and children who are in need of specialized services as part of their Individual Education Plans.



## HAMPDEN-WILBRAHAM REGIONAL SCHOOL COMMITTEE

“A School Committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizens’ expectations for the education of the community’s youth. It also has an obligation to determine and assess citizens’ desires. When citizens elect delegates to represent them in the conduct of public education, their representatives have the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.” (Source: Massachusetts Association of School Committees)

<u>Members through June 2023</u>	<u>Members as of July 2023</u>
Michal Boudreau, Chair	Michal Boudreau, Chair
William Bontempi	William Bontempi
Sherrill Caruana	Sherrill Caruana
Sean Kennedy	Sean Kennedy
Patrick Kiernan	Lisa Murray
Lisa Murray	Richard Rediker
Maura Ryan	Michael Tirabassi

## RETIREMENTS FROM HWRSD

On the occasion of their retirement, the District gratefully acknowledges the following employees for their many years of service to the children, families and staff of the Hampden-Wilbraham Regional School District:

Employee	Position	Location
Christine Bak	Paraprofessional	Stony Hill
Beth Cebula	Special Education Teacher	Wilbraham Middle
Edward Cenedella	Director of Facilities & Operations	District
John Dziedzic	Head Custodian	Soule Road
Christopher Eagan	Spanish Teacher	Wilbraham Middle
Kiara Fryer	Nurse Leader	District
Susan Jones	Physical Therapist	District
Debra Joy	Paraprofessional	Minnechaug
Linda Kern	Paraprofessional	Minnechaug
Lee McKay	Head Custodian	Wilbraham Middle
Debra Okun	Teacher	Stony Hill
Lisa Person	Preschool Teacher	Mile Tree
Janet Shea	Nurse	Minnechaug
Tracey Sugermeyer	Reading Specialist Teacher	Stony Hill
Catherine Van Doloson	Special Education Teacher	Minnechaug

This group of dedicated retirees provided a total of **337 years** of service to the Hampden-Wilbraham Regional School District!

## SCHOOL COUNCILS

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

Green Meadows Elementary School	Soule Road Elementary School
Sharon Moberg, Principal	Mistie Parsons, Principal
Rachel Adams	Christine Casagrande
Rebecca Czach	
Kate Rumpalik	
Mile Tree Elementary School	Special Education Parent Advisory
Allison Petit, Principal	Kristina Guerin
Leslie Barone	Joyce Leckey
Meg Cyr	Corine Roberts
Rachel Mae Kellner	
Erin Kiernan	
Megan Lenahan	
Sarah Shecrallah	
Minnechaug Regional High School	Stony Hill Elementary School
Stephen Hale, Principal	Monique Dangleis, Principal
Ryan Atkins '24	Laura Britton
Ava Conors '24	Savanna Feeney
Lea Fitzgerald	Meagan Michel
Aaron Gasteyer '25	Chris Ryan
Kristen Hicklen	Becky Young
Chris Plasse	
Keith Poulin	Wilbraham Middle School
Trina Roberts	John Derosia, Principal
Meghan Roy	Jake Hulseberg
Nicki Smith	Kathryn Manuel
Alison Stone	
Tracy Trial	
Joanne White	

## **HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT DIRECTORY**

### **Central Office**

John A. Provost, Ed.D., Superintendent of Schools  
Aaron Osborne, Assistant Superintendent of Finance, Operations & Human Resources  
Lisa O. Curtin, Director of Curriculum, Instruction & Professional Learning  
621 Main Street, Wilbraham, MA 01095 – (413) 596-3884

### **Health, Safety and Student Support**

Gina M. Roy, Director of Student Services  
85 Wilbraham Road, Hampden, MA 01036 – (413) 566-8950

Brianna Berneche, Director, Hampden-Wilbraham Partners for Youth Coalition  
Grants Manager, Health & Safety  
Jennifer Puhalski, RN, BSN, NCSN, Nurse Leader  
85 Wilbraham Road, Hampden, MA 01036 - (413) 566-5060

### **Green Meadows Elementary School (Grades PreK – 8)**

Sharon L. Moberg, Principal  
38 North Road, Hampden, MA 01036 – (413) 566-3263

### **Mile Tree Elementary School (Grades Pre-K – 1)**

Allison Petit, Principal  
625 Main Street, Wilbraham, MA 01095 – (413) 596-6921

### **Minnechaug Regional High School (Grades 9 – 12)**

Stephen M. Hale, Principal  
621 Main Street, Wilbraham, MA 01095 – (413) 596-9011

### **Soule Road Elementary School (Grades 4 – 5)**

Mistie Parsons, Principal  
300 Soule Road, Wilbraham, MA 01095 – (413) 596-9311

### **Stony Hill School (Grades 2 – 3)**

Monique C. Dangleis, Principal  
675 Stony Hill Road, Wilbraham, MA 01095 – (413) 599-1950

### **Wilbraham Middle School (Grades 6 – 8)**

John Derosia, Principal  
466 Stony Hill Road, Wilbraham, MA 01095 – (413) 596-9061

Visit the District's website @ [www.hwrsd.org](http://www.hwrsd.org)

[www.wilbraham-ma.gov](http://www.wilbraham-ma.gov)

