

**BOARD OF SELECTMEN MEETING  
MONDAY, JANUARY 4, 2016  
7:00PM AT TOWN OFFICE BUILDING  
240 SPRINGFIELD STREET, WILBRAHAM, MA  
MINUTES**

**PRESENT:** Chairman Robert J. Boilard (presiding); Selectmen Susan C. Bunnell and Robert W. Russell; Town Administrator Nick Breault and Candace Ouillette Gaumond, Administrative Assistant to the TA/BOS.

**PLEDGE OF ALLEGIANCE**

Chairman Boilard opened the meeting and asked all to join the Selectmen in saying the Pledge of Allegiance. Following the Pledge of Allegiance, Chairman Boilard announced, in accordance with Mass. General Law Chapter 30(A), section 20 (e), that the Selectmen's meeting was being recorded by Wilbraham Public Access. He then asked if there was anyone present in the audience, who was also recording the meeting tonight. No one voiced that they were recording the meeting. Chairman Boilard asked that the minutes reflect as such.

**APPOINTMENTS WITH THE BOARD**

Candidate (Ron DeBosz)-Interview for the Open Space and Recreation Committee

Telephone Lines Consolidation – Nathan DeLong, IT Director

Director DeLong informed that the Town worked with Chambers Advisory Group to perform an audit of all the Town's telephone lines. According to Director DeLong, the audit was offered as a free service. If the Town chooses to do anything with the information or recommendations found from the audit, the Town can contract with the Chambers Advisory Group to implement the recommend tasks. Director DeLong informed that the audit and recommended changes prepares the Town to move forward in preparation for VOIP (Voice Over Internet Protocol.)

He then reviewed some of the issues learned from the audit. The issues discovered were taxes being charged to many phone lines; fees for unused phone lines, unneeded additional listings of Town Hall phone lines listed in the phone book, need to switch some phone lines to the state contract, and unnecessary inside wiring maintenance fees. Director DeLong stated that the Board of Selectmen's action tonight on this matter would authorize the Chambers Advisory Group to correct the issues discovered during the audit. He then asked the Board of Selectmen to sign the *Task Worksheet* and *Telephone Line Census Spreadsheet*, which will authorize the recommendations to be implemented, such as taxes being removed and switching lines to the correct state contract, etc.

Town Administrator Breault reported that the service offered by Chambers Advisory Group was purchased through a state bid contract; therefore, it already went through the procurement process. He explained why the audit and the proposed work cannot be done in-house because of the expertise required. Chambers Advisory Group has the expertise, knows what to look for and is aware of the industry's pricing rates. Town Administrator Breault informed that the payment for this service entails paying the Chambers Advisory Group fifty percent of the savings retained from the correction of the telephone service for twelve months. This is not a huge cost or savings but it's better than what the Town pays for now; and it will clean up the Town's telephone service. After the twelve months, and the Chambers Advisory Group is paid for service rendered, the Town will receive the full benefit of this service moving forward. Town Administrator Breault asked for the Board's consideration to move the project forward.

Selectman Russell asked what the acronym, POTS, refers to. Director DeLong stated "Plain Old Telephone Service." Selectman Bunnell asked, relative to the taxes the Town was being charged, are there any retroactive opportunities. Town Administrator Breault responded that the Chambers Advisory Group informed that they could not retrieve the monies lost from the unnecessary tax payments. Selectman Bunnell asked another question. Town Administrator Breault responded. Discussion ensued.

Selectman Bunnell inquired about the *Task Worksheet* making reference to cancelling redundant internet service. Director DeLong informed that it involves two cable modems the Town is being billed for. However, in order to correct this problem would require signing a contract with Charter Communications, which is not what Director DeLong would advise. He further added that he does not want the Chambers Advisory Group taking action on this item or any of the Charter Communication related items because he would prefer dealing directly with Charter Communications on these matters.

**MOTION: Made (Bunnell) and seconded (Russell) to accept the Chambers Advisory Group's findings of the Town Telephone Lines audit; approve and authorize the engagement of Chambers Advisory Group to implement the cost savings tasks outlined on the Task Worksheet, dated January 4, 2016; and permit the Chairman of the Board of Selectmen to sign, on behalf of the Board, the necessary documents to engage Chambers Advisory Group to commence said tasks; and authorize the IT Director and, or Town Administrator, or their designee, to process the necessary documents and take action to realize the next phase of the Town Telephone Lines project. Approved 3-0.**

*Materials Referenced: Task Worksheet and Telephone Line Census Spreadsheet, both dated January 4, 2016, submitted by Chambers Advisory Group.*

#### PVTA Van Donation – Paula Dubord, Director of Elder Affairs

Director Dubord reported that the Council on Aging was preparing to apply for a grant to purchase a van through a Mass Transit Program offered by Massachusetts Department of Transportation (MassDOT). However, at one of the trainings Director Dubord attended, she was encouraged to apply for the grant through the Pioneer Valley Transit Authority (PVTA) because the PVTA could obtain a grant that covered a hundred percent of the van's cost. For this reason, Director Dubord worked with the PVTA and was able to receive the grant and get the van.

Chairman Boilard informed that he read through the lease for the van; and did not see anything concerning in the document. Director Dubord mentioned that the only concern was that the van drivers are required to take a MassDOT approved, drivers' training. She informed that the trainings are not offered often and are mostly located in the eastern part of the State. For instance, the next training is scheduled in February in Peabody, Massachusetts. Discussion ensued about the training for drivers. Chairman Boilard asked Director Dubord if she outreached to other local communities about the driver training. Director Dubord replied yes. She informed that Palmer has a drivers' training scheduled in April.

Director Dubord stated that she would like to keep the Council on Aging's current van for small jobs located in Town. She envisions using the new van for longer trips. Selectman Russell asked about the maintenance cost for the current senior van. Director Dubord reported that \$8,000 was spent in the last year on maintenance costs for the van. She mentioned that the Friends of Wilbraham Seniors raised monies to pay for the van's maintenance costs. However, the maintenance fund is depleted. Selectman Russell asked if the van is safe. Director Dubord stated yes.

Chairman Boilard asked if the Selectmen were comfortable moving forward on this item. All the Selectmen agreed. A motion was made.

**MOTION: Made (Bunnell) and seconded (Russell) to accept the paratransit vehicle, and said lease of, provided by Pioneer Valley Transit Authority, via the Massachusetts Department of Transportation's Mobility Assistance Program, offered to the Town of Wilbraham's Council on Aging; and approve the Intergovernmental Agreement, dated January 4, 2016, and Mobility Assistance Program Vehicle Lease between the Pioneer Valley Transit Authority and the Town of Wilbraham, relative to said paratransit vehicle lease and use of; and authorize the Town Administrator and Director of Elder Affairs to sign said Intergovernmental Agreement and Lease. Approved 3-0.**

*Materials Referenced: MassDot Full Accessible Vehicles Overview Sheets and PVTA Intergovernmental Agreement and Lease, submitted by P. Dubord, Director of Elder Affairs.*

#### **OPEN SESSION**

##### Town Administrator's Report

Town Administrator Breault updated the Board on the current Fiscal Year (FY) 2017 budget process. He is currently meeting with Department Heads on their departmental budgets and the task is almost completed. He reported that each Department Head has been cooperative in the process. The Departments are able to maintain funding with a few exceptions, which he will discuss at a later time with the Selectmen. He then explained that the Board will be able to view the developing budget on the designated computer drive. He also mentioned that he wanted to discuss strategies related to negotiations with union and non-union personnel as it relates to the budget in an upcoming Executive Session.

Town Administrator Breault reported that the Police Station Building Project's sub-bids for the sub-contractor aspects of the project came in on December 23, 2015. The Town received about sixty sub-bids; however, not all the sub-bids were accepted. Some of the sub-bids were rejected due to missing items. Some sub-bids came in late and were not accepted as well. Town Administrator Breault shared that the General Contractor Bids are due to be submitted to the Town on January 13, 2016. Town Administrator Breault inquired if the Board of Selectmen would like the Police Station Building Committee to meet with the Selectmen on January 25, 2016. Chairman Boilard agreed. He mentioned that he would like to ask the Committee some questions regarding a letter the Board of Selectmen received.

Town Administrator Breault informed that he and Barbara Harrington, Social Services Coordinator/Assistant to the Veterans' Agent, recently met with Ken Trajanowski, Compliance Officer from the Massachusetts Department of Veterans' Services. Mr. Trajanowski will assist the Town during the interim while the Town is seeking to fulfill the vacant Director of Veterans' Services position. Mr. Trajanowski will also provide training to the new employee hired for the Director's position. Town Administrator Breault stated that employment applications for this position are due in Friday, January 8, 2016. Town Administrator Breault added that applications for the Assistant Children's Librarian position are also due this Friday.

Lastly, Town Administrator Breault notified the Selectmen that he would like the Board to finalize the dates for Town Meeting next week and to consider other related dates, such as when warrant articles are due, etc.

##### Board of Selectmen Updates

Selectman Bunnell relayed a preliminary conversation and first response she received from Hampden Board of Selectmen regarding pushing the Hampden Annual Town Meeting to a later date. There was a positive response; however, it would take Hampden two

cycles before the date of their Annual Town Meeting could change because it would require changing a Town bylaw. Therefore, nothing would take effect until next year. Discussion ensued.

Selectman Bunnell also announced that on Thursday, January 7, 2016, the Hampden Wilbraham Regional School District (HWRSD) will hold a public information session, with members from the Middle School Taskforce and various community representatives from Hampden and Wilbraham, to discuss the regionalization of the middle schools. Selectman Bunnell encouraged all to attend the session, which she referred to as a valuable session. She mentioned that there would be an opportunity for questions and answers during the session. She also shared that there is a survey distributed to residents in Hampden and Wilbraham to seek input about the regionalization of the middle schools. Residents can also find the survey on the Town and the HWRSD website. She advised that it's better to complete the survey on the website because it can automatically tabulate the results of the survey. She also mentioned that there are paper copies of the survey located in Wilbraham and Hampden Town Halls, Public Libraries, YMCA, Village Store and Rice's Fruit Farm. Selectman Bunnell again encouraged everyone to take the survey and submit it to the HWRSD. The survey is a way for the HWRSD to glean information from the public as to what else may be needed at the middle school level.

Selectman Bunnell also reported that the Department of Public Works will begin recycling Styrofoam at the Disposal and Recycle Center (DRC) in the near future. She promised to provide updates on this new endeavor at the DRC as it progresses.

Selectman Russell asked to have an agenda posted for the Board of Selectmen to meet on Thursday, January 7, 2016; whereas, all three Selectmen may attend the HWRSD public information session at Minnechaug Regional High School regarding the middle school unification. Administrative Assistant Gaumond agreed to post the agenda for the Board.

#### Citizens Open Forum

Chairman Boilard opened up the *Citizens Open Forum* segment of the meeting. No one offered to speak.

#### **OLD BUSINESS**

#### **NEW BUSINESS**

#### Chapter 41 Section 111F: Injury On Duty

Chairman Boilard asked if there were any questions or comments. Chairman Boilard questioned the injury on duty dates listed for Officers Baldwin and Siniscalchi. Administrative Assistant Gaumond offered to check with Herta Dane, Human Resource Coordinator, to ensure the dates were correct. If for some reasons the dates are incorrect, the Board of Selectmen will amend the motion made tonight at the next meeting. It was mentioned that all the dates provided by Coordinator Dane are listed correctly in the motion.

**MOTION: Made (Bunnell) and seconded (Russell) to indemnify according to MGL Chapter 41 Section 111F: Private Mathew Walch for 104 hours from December 12 to December 28, 2015 due to his injury-on-duty of August 5, 2015; Private Adam Hart for 84 hours from December 11 to December 31, 2015 due to his injury-on-duty of August 5, 2015; Officer Sean Casella for 56 hours from November 30 to December 8, 2015, due to his injury-on-duty of November 26, 2015; Officer Shawn Baldwin for 256 hours from November 13 to December 31, 2015, due to his injury-on-duty of July 11, 2014; and Officer John Siniscalchi for 120 hours from December 10 to 31, 2015, due to his injury-on-duty of May 14, 2014. Approved 3-0.**

*Materials Referenced: Memo, dated December 30, 2015, and email, dated January 4, 2016, submitted by H. Dane, Human Resource Coordinator, relative to Indemnifications and Updates.*

#### Acceptance of Resignation of the Administrative Assistant in the Planning/Zoning Departments

#### Authorization Hire to Part Time Clerk in the Planning/Zoning Departments

Chairman Boilard announced the next agenda item; and asked if there were any questions. No questions were offered. A motion was made.

**MOTION: Made (Bunnell) and seconded (Russell) to accept the resignation of Karen Benoit, effective December 23, 2015; and to authorize the replacement hire of a part time Planning and Zoning Administrative Assistant effective immediately. Approved 3-0.**

*Materials Referenced: Email, dated December 31, 2015, from H. Dane, Human Resource Coordinator, relative to the resignation of the Administrative Assistant in the Planning/Zoning Department; and Authorization to Hire form, dated December 31, 2015, submitted by J. Pearsall, Planning and Community Development Director.*

#### **LICENSING AND OTHER APPROVALS**

#### **MINUTES OF MEETINGS**

- June 15, 2015
- ~~June 29, 2015~~
- ~~July 13, 2015 executive session~~
- ~~July 27, 2015 executive session~~
- ~~September 23, 2015 executive session~~
- ~~October 13, 2015 executive session~~

- ~~November 5, 2015 executive session~~
- ~~November 16, 2015~~
- ~~December 7, 2015 executive session~~
- December 7, 2015
- December 21, 2015

Chairman Boilard asked if there were any corrections, changes or additions to the minutes of June 15, December 7 and December 21, 2015. Hearing none, a motion was made.

**MOTION: Made (Bunnell) and seconded (Russell) to approve the minutes of June 15, 2015, December 7 and 21, 2015 as submitted. Approved 3-0.**

*Materials Referenced: Draft minutes of June 15, December 7 and 21, 2015, as submitted by C. O. Gaumont, Administrative Assistant to the TA/BOS.*

Having no further business, the Board of Selectmen adjourned at 7:31pm.



Candace Ouillette Gaumont  
Administrative Assistant to the TA/BOS



Robert J. Boilard, Chairman



Susan C. Bunnell, Vice Chairman



Robert W. Russell, Clerk