

**BOARD OF SELECTMEN MEETING
MONDAY, JANUARY 25, 2016
6:00PM 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 Gaumont, Administrative Assistant to the TA/BOS.

EXECUTIVE SESSION

To Discuss Strategy with Respect to Collective Bargaining; To Discuss Strategy with Respect to Litigation and to Comply with MGL Chapter 214, Section 1B with Respect to an Individual's Right to Privacy

Chairman Boilard opened the meeting and called for a motion to go into executive session. A motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to go into Executive Session to discuss strategy with respect to collective bargaining; to discuss strategy with respect to litigation and to comply with MGL Chapter 214, Section 1B with respect to an individual's right to privacy; whereas the Chair declares that discussion in general session will have a detrimental effect on the litigation position of the Town; and upon conclusion return to general session. Approved by each Selectman voting affirmatively in a roll call vote; (Boilard, yes; Bunnell, yes, and Russell, yes.) Approved 3-0.

PLEDGE OF ALLEGIANCE

The Board of Selectmen returned from Executive Session at 7:00pm. 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. Chris Mazza, reporter from The Reminder, informed that he was recording the meeting tonight as well. Chairman Boilard asked that the minutes reflect as such.

APPOINTMENTS WITH THE BOARD

Public Hearing: Transfer of a (All-Alcohol) Liquor License – Chef Lou's Gourmet Food, LLC to Francesca Rose, Inc.

Laurie Bongiorno, Director of Francesca Rose, Inc., and John Medeiros, Property owner of the establishment, were present for the discussion. Ms. Bongiorno explained to the Selectmen what her plans are for the restaurant, including renovations within inside the establishment. Chairman Boilard asked how many seats were added to the bar area. Ms. Bongiorno responded that there are twenty-two seats currently in the bar area. Chairman Boilard then asked if food would be served. Ms. Bongiorno answered that pub food would be served. She provided a mock menu for the Selectmen to review. Chairman Boilard asked what the hours of operation would be for the establishment. Ms. Bongiorno stated that the restaurant would be open Monday through Friday, from 3:00pm to 2:00am; and Saturday and Sundays, from 12:00pm to 2:00am. Ms. Bongiorno clarified that the restaurant's kitchen would be open less hours than the establishment. She anticipates the kitchen closing between 9:30pm and 10:00pm during the week and at 11:00pm on the weekends.

Chairman Boilard expressed the Selectmen's concern about a new establishment opening up as a bar as opposed to being focused more towards the restaurant side of the business. Selectman Bunnell commented that there seems to be more pub restaurants in Town, where more people are eating at high-top tables. Selectman Russell asked a question about the facility's floor plan. Ms. Bongiorno responded. Selectman Russell asked about the area on the floor plan dedicated to music. Ms. Bongiorno anticipates offering entertainment, such as live music, a one man or two-person band, on weekends or during "happy hour" timeframe. She further added that she is hoping to attract thirty-plus age group. Selectman Russell then asked who would be managing the restaurant. Ms. Bongiorno stated that she would be managing the restaurant for now. Chairman asked if she was TIP certified. Ms. Bongiorno affirmed that she was. Lastly, Ms. Bongiorno mentioned that there are no plans to utilize the downstairs area of the restaurant.

Chairman Boilard opened the public hearing up to the audience. A resident in the audience, who did not identify himself, stated that the restaurant was a good idea. He commented it would be a nice gathering place and positive aspect for the Town.

MOTION: Made (Bunnell) and seconded (Russell) to approve and amend a Section 12 Annual All-Alcohol Service License for Chef Lou's Gourmet Food LLC dba Abundanza, 2341 Boston Road, to reflect a transfer of license to Francesca Rose, Inc. dba Route 20 Bar and Grille; and a change of manager from June Maravilha to Laurie J. Bongiorno; and to forward the application to the Alcohol Beverages Control Commission for review and approval. Approved 3-0.

Materials referenced: Retail Alcoholic Beverages License Application, dated September 28, 2015, submitted by Chef Lou's Gourmet Food LLC dba Abundanza and Francesca Rose, Inc. dba Route 20 Bar and Grille.

Approval of the Licensing Agreement relative to Ferrindino Farms – Ferrindinos

Andrew, Jerry and Kerri Ferrindino joined the Selectmen at the front of the room. Mr. Ferrindino explained that he approached the Town approximately two years ago, around the time the former Town Administrator was retiring. However, he recently met with the Conservation Commission relative to the Licensing Agreement and proposed work. The Conservation Commission was supportive and agreed to the Licensing Agreement. Selectman Bunnell asked where exactly the proposed location to tap the maple trees was.

Mr. Ferrindino responded. Selectman Bunnell asked how many gallons of sap would be tapped from the maple trees. Mr. Ferrindino stated approximately eighty gallons can be tapped but typically its only fifty gallons. Chairman Boilard asked if there were any questions. None were offered.

MOTION: Made (Bunnell) and seconded (Russell) to approve a License Agreement between the Town of Wilbraham and Gerald V. Ferrindino dba Ferrindino Farms, for a three-year contract, effective January 1, 2017, which allows Gerald V. Ferrindino dba Ferrindino Farms to enter onto Town property located at 968 Main Street, Wilbraham, Ma., for the purpose of taping maple trees contained thereon for maple sap, and the right to transport such sap to a processing location as specified in said Agreement; and to grant license specified in the said Agreement; and authorize the Chairman to sign said Agreement on behalf of the Board of Selectmen; and authorize an addendum to the Agreement be sent to the Conservation Commission relative to the commencement of the Agreement. Approved 3-0.

Materials referenced: Memo, dated January 12, 2016, from Conservation Commission regarding License Agreement at Ferrindino Farms; and License Agreement between Town of Wilbraham and Gerald V. Ferrindino dba Ferrindino Farms.

Candidate Interviews for Appointment to Boards/Committees/Commissions

- Commission on Disability – Mary Lou Fabbo (7:20)

Steve Fratoni, Chairman of the Commission on Disability, joined the Selectmen for Ms. Fabbo's interview. Chairman Boilard informed Ms. Fabbo that the interview was being broadcasted live by Wilbraham Public Access. He then asked her to introduce herself. Ms. Fabbo verbally expressed her interest in disability issues. She shared that she works in the field of employment discrimination relative to disabilities. Ms. Fabbo explained that she assists employers with developing accommodations for employees with disabilities. Selectman Bunnell asked Ms. Fabbo if she had Board experience. Ms. Fabbo stated yes. Selectman Russell did not offer any questions but welcomed Ms. Fabbo aboard. Chairman Boilard asked if Ms. Fabbo attended any of the Commission on Disability meetings. She affirmed that she has.

MOTION: Made (Bunnell) and seconded (Russell) to appoint Mary Lou Fabbo to the Commission on Disability for a term, ending June 30, 2017. Approved 3-0.

Materials referenced: Citizen's Reply Form and related bio submitted by M. Fabbo.

- Historical Commission – Michelle Lawler (7:25)

Chairman Boilard invited Ms. Lawler to join the Selectmen. Ms. Lawler communicated that she is interested in joining the Historical Commission. She has an interest in history and historic buildings. Ms. Lawler revealed that she has lived in Wilbraham for twenty-three years. She raised three children in Wilbraham. Ms. Lawler verbalized that she wants to volunteer and has been doing so for a while, which she expanded on. Selectman Bunnell asked Ms. Lawler about her elected position on the Wilbraham Housing Authority (WHA) and why she was not still currently on WHA. Ms. Lawler shared her experience on the WHA, which included overseeing the building of Miles Morgan Court and Falcon Knoll Housing. Selectman Russell had no questions for Ms. Lawler. Chairman Boilard asked what other groups Ms. Lawler was involved in. She responded Wilbraham Nature and Cultural Center, Wilbraham Housing Authority, Falcon Knoll Housing and Wilbraham Soccer Club. Selectman Bunnell asked if Ms. Lawler has been to any of the Historical Commission's meetings. She stated no. She confided that she has been doing research about the Commission and its work.

MOTION: Made (Bunnell) and seconded (Russell) to appoint Michelle Lawler to the Historical Commission for a term, expiring on June 30, 2018 to the Commission on Disability for a term expiring on June 30, 2018. Approved 3-0.

Materials referenced: Citizen's Reply Form and related resume submitted by M. Lawler.

Request to Increase the Disposal and Recycling Center Fees – Ed Miga, Jr., Town Engineer/Director of DPW

Director Miga reported to the Selectmen that he met with the Town Accountant in September 2015. At the meeting, the Town Accountant brought it to his attention that the Disposal and Recycling Center's (DRC) budget was projecting a shortfall of \$17,000. He reviewed the matter and also confirmed that there was going to be a budgetary shortfall. For this reason, Director Miga is requesting a DRC rate fee increase to cover the projected, budgetary short fall. He indicated that this would be the first time in fifteen years that the DRC increased rates. He reviewed the proposed rate increases; and indicated that the rate increases will cover the short fall as long as the DRC's customer base maintains stability. He also reviewed the DRC's budget; discussed the debt service related to the purchase of a loader noted in the budget, and reviewed the change in the DRC's customer base for the past two years. It was noted that there has been an increase in seniors utilizing the DRC; however, there has been a decrease in sticker fees collected. Currently, the DRC has 1,694 customers. Director Miga argued that, based on the budget alone, the Town needs to consider an increase in the DRC's rates in order to keep the DRC's budget stable. He also indicated that the DRC needs to collect enough revenue to cover its expenses. He further explained the particulars of the DRC's budget.

Chairman Boilard asked if there were any questions. Selectman Bunnell asked Director Miga if he would preview the DRC's expanded services. Director Miga explained that the DRC started accepting Styrofoam a week or two ago. Selectman Bunnell commented that very few communities in western Massachusetts offer that particular service.

Selectman Russell asked where DRC customers can buy trash bags for the DRC. Director Miga responded that customers can purchase trash bags at the Wilbraham Big Y, Town Collector's Office and Wilbraham Senior Center.

Discussion ensued. Director Miga indicated that it would be great to commence the increased rates on February 1, 2016. However, he asked if Big Y could continue selling the current supply of trash bags at the current rate until their supply is gone.

Chairman Boilard expressed concern about the DRC and the possibility of this budgetary issue becoming a recurring problem. He recommended that there needs to be continued research on expanding opportunities for the DRC to find other streams of revenue, such as offering one day passes for purchase. Dialogue followed.

There was an inquiry related to the upcoming Hazardous Waste Day. Director Miga clarified that the Hazardous Waste Day is limited to only DRC customers. A resident expressed a concern. Director Miga informed that the Hazardous Waste Day costs the DRC approximately \$5,000. Whereas it's such an expense to the DRC, participation is limited to DRC customers.

Again, the purchase of the loader out of the DRC budget was mentioned. Selectman Bunnell asked if the loader is utilized only at the DRC. Director Miga explained that the loader is utilized throughout the Department of Public Works. Treasurer Thomas Sullivan expounded on the financing and debt service for the loader as it relates to the DRC budget.

Selectman Russell wished more people understood the value of having a DRC in the community. He recalled that during the tornado, all debris and trash was allowed to be brought to the DRC. Selectman Bunnell made a suggestion relative to the DRC's budget. Director Miga described how residents can use the DRC's services, such as recycling recyclable material, Christmas trees and yard waste. Selectman Bunnell also pointed out that there is an option to deposit bottles at DRC and the five cent return can be donated to the Boy Scouts.

Director Miga mentioned that the Girl Scouts are requesting to sell cookies at the DRC. He wanted to make sure the Selectmen were comfortable with that. The Selectmen were agreeable.

MOTION: Made (Bunnell) and seconded (Russell) to approve the increase of the following Disposal and Recycling Center Fees at the set rates:

- **\$2.50 per bag for 30 gallon bag;**
- **\$1.50 per bag for 15 gallon bag;**
- **\$20.00 for second sticker car;**
- **\$100.00 per car for anyone under 65 years of ages; and**
- **\$85.00 per car for anyone 65 years of age and over;**

And direct that the rates listed above be effective as of February 1, 2016. Approved 3-0.

Materials referenced: Memo, dated October 13, 2015, submitted by E. Miga, Jr., Town Engineer/Director of DPW, relative to Solid Waste/Landfill; and accompanying documents.

Status Update – Joint Meeting with the Police Station Building Committee

- Award of General Contractor Bid for the New Police Station Building Project

Roger Fontaine, Chairman of Police Station Building Committee, and Police Chief Roger Tucker joined the Selectmen. Mr. Fontaine provided an overview of the status of the new police station building project. He informed that the building is 15,000 square feet, with car ports and all the functionality as originally posed at Town Meeting. The location for the new facility is 2780 Boston Road. The schematics of the building were completed in May, 2015. The estimated building cost is \$400,000, which is favorable to the budget at this time.

According to Mr. Fontaine, there were sixteen bid proposals received by General Contractors. W. J. Mountford was the General Contractor who came in with the lowest bid for the project. The Police Station Building Committee is recommending awarding the bid to W. J. Mountford. Mr. Fontaine added that the draft contract is not yet available because it is being reviewed by Town Counsel. Mr. Fontaine anticipated the construction of the facility to begin in late February or early March.

Chairman Boilard shared that the Board received communication from a resident inquiring as to what changes were made to the project to reduce the figure from \$600,000 to \$400,000. Mr. Fontaine stated that there were no changes to the project. He explained how the figure altered. Originally, the design is created with all that is desired, such as certain heating systems, sprinkler system, etcetera; and then the Committee had to re-evaluate the selected systems, tiles, etcetera. The Committee evaluated several different monetary proposals for materials and systems. The Committee then selected the most efficient proposals. This is why the project's overall expense was reduced. Selectman Bunnell asked if there were any reduction to the square footage of the space. Mr. Fontaine stated no. Chief Tucker informed that there were expense reductions prior to Town Meeting. He further mentioned that the \$600,000 figure came from an estimation of the project cost based on Spring and Fall costs. Chief Tucker explained that the cost figures alter from one season to the next in this industry. Treasurer Sullivan further commented on this matter.

Mr. Fontaine informed that the project has an \$8,000,000 budget, which included acquisition of the property and expenses associated with the hiring of a project manager, which was required by state statute. He shared that the only fiscal components the Committee is still waiting on are expense figures for furniture and technology purchases, which will be solidified in the next few months. Mr. Fontaine verbalized that he is relieved, pleased and excited where the budget is at and who the recommended General Contract is. He informed the Selectmen that the Police Station Building Committee unanimously voted today to recommend W. J. Mountford. The project's Owner Project Manager and Architect was present during the Committee's meeting and are satisfied with the vote.

Treasurer Sullivan reported to the Selectmen that there was a bid protest relative to the General Contractor bids, which was filed with the Attorney General's Office. The protest was processed and finalized. Discussion ensued.

A resident, Frank Pychewicz, who was in the audience, asked if the Committee could share a list of the project's items and values. Mr. Fontaine agreed. A copy of the list was given to the resident by Mr. Fontaine.

MOTION: Move to approve the General Contractor Bid for the New Police Facility to W. J. Mountford, 170 Commerce Way, South Windsor, CT; and related Agreement between the Town of Wilbraham and W. J. Mountford; and authorize the Town Administrator, or his designee, to process said award and Agreement as deemed necessary to move forth on the New Police Facility Project. Approved 3-0.

Materials referenced: Letter, dated January 20, 2016, from F. Pychewicz, Wilbraham resident, regarding the new police facility project; and General Bid Opening Form, dated January 13, 2016, submitted by Construction Monitoring Services, Inc., OPM for new police facility project, regarding General Contractors' bids.

FY'2017 Budget Proposal – Nick Breault, Town Administrator, and Thomas Sullivan, Assistant Town Administrator of Budgeting and Finance/Treasurer/Collector

Town Administrator Breault presented the FY17 Budget proposal to the Selectmen. He informed the Selectmen that Department Heads submitted budgets with zero percent increase on most budgetary items. He then thanked Thomas Sullivan, Assistant Town Administrator of Budgeting and Finance/Treasurer/Collector, for his assistance with the preparation of the FY'17 Budget proposal.

Town Administrator Breault reviewed each line items' details in the budget proposal. The overview was highlighted on a screen for the audience to view via projector. The following is a list of highlights covered during the presentation:

- The following line items/accounts remained the same as FY'16 budget:
 - Technology efficiency projects;
 - Accounting and Assessors' Offices;
 - Town Clerk budget, with the exception of elections for the early voting. (Selectman Russell asked if that was the only increase in the budget. Town Administrator Breault affirmed that was the only increase.);
 - Fire Department. (However, there is one request for funding to purchase a fire prevention truck. Selectman Bunnell asked if this request was on the Capital Planning Committee's list. Treasurer Sullivan informed that it will go to Capital Planning Committee. Selectman Bunnell recommended the request be forwarded to the Capital Planning Committee. Treasurer Sullivan recommended that if the Town can afford the purchase that the purchase be made.);
 - Sealer of Weights and Measures. (However, there is a request for a one time purchase of equipment.);
 - Highway Department and Sanitarian accounts;
 - Council on Aging. (There is a request to purchase a copier, which would increase the Department's funding slight.);
- The following line items/accounts decreased in the proposed FY'17 budget:
 - Conservation;
 - Planning Department;
 - Town Properties;
 - Facility Maintenance;
 - Public Library. (However, there is a request for additional Library funding to hire a part time reference librarian. Library Director Demers explained her request to the Selectmen. She provided figures relative to the Library's work and tasks, which have expanded library services. Director Demers also informed that the requested position would be utilized for providing public service and marketing of events on social media. She explained how other communities are addressing this growing area. She also mentioned that State regulation directs that state funding be cut to a library if the library's budget decreases by a certain percentage.)
- The following line items/accounts were slightly increased from FY'16 budget figures:
 - Slight increase in the Selectmen's Office account relative to membership dues, training and conferences as well as the account for professional services, which was increased as a result of contractual obligations;
 - Increase in Town Meeting and Election line items due to the upcoming Presidential Election and recent regulatory requirements to accommodate earlier voting;
 - IT Department increased due to salaries;
 - General Insurance is slightly increased due to FICA, properties and Scantic Valley, which increased by five percent from last year;

- Hampden County Retirement Board's line item increased by nine percent;
- Town Office account increased by \$5,000 to finish replacing the carpet in the Selectmen's Meeting Room;
- Police Department's weapons and ammunition line item was increased to purchase rifles. (Town Administrator Breault and Treasurer Sullivan both recommended the increase. Police Chief Roger Tucker explained the reason for the need to purchase rifles, which is related to the increase in terrorist situations and other such incidents occurring across the nation. The rifles will arm police officers for such situations. Selectman Bunnell asked a clarifying question. Chief Tucker responded that all police cruisers will be equipped with rifles. He also mentioned that there are monies set aside for a non-recurring purchase of three cruisers;
- Veterans' Affairs line item was increased due to the new Director of Veterans' Services' salary;
- Central Dispatch's budget is increased due to salary. The Department is also requesting an additional part time position;
- Building Department may have an increase of \$5,200, if the current, temporary position is made permanent;
- Engineering Department's line items for sidewalks will remain at \$50,000. However, there is an increase in the Department's budget for the landfill project;
- Park and Recreation Department has increased due to salaries and trash pickup costs. (Treasurer Sullivan explained that the Department is looking to purchase dumpsters as opposed to the current process handling the disposal of trash. Chairman Boilard asked why. Treasurer Sullivan expounded on the request and trash issue. The Board of Selectmen raised concerns about how the Town would monitor the dumpsters ;)
- The Hampden-Wilbraham Regional School District (HWRSD) assessment was calculated at an increase of 2 1/2 % from previous year's budget. However, HWRSD is still waiting for funding figures from the State.
- Miscellaneous information regarding the FY'17 Budget Proposal:
 - There are questions about the amount monies needed for the line item that supports sick leave and buy back payouts resulting from retirements;
 - There are questions about the costs associated with maintenance at Memorial School maintenance. Currently, information is being gathered from Cathedral High School about costs related to maintenance and utilities;
 - Police Department is requesting additional monies in the Department's salary line item to plan for retirements. The Department would like to hire a new police officer to commence employment right away as opposed to waiting for the upcoming retirement to occur. Treasurer Sullivan explained the issue that arises when there is a lapse in hire when an officer retires or vacates his employment. There is an increase in overtime costs to fill the vacant shifts. Discussion ensued. It was acknowledged that that increasing the salary line item for such situations would minimize the Police Department's overtime costs;
 - The group also conversed about issuing payouts to retirees on June 30 as opposed to July 1. However, in order to correct the fiscal issues resulting from payouts, it would require additional monies in the FY'17 Budget to correct the issue;
 - Treasurer Sullivan explained the Town's long term debt and interest on debt;
 - It was also noted that there is a new line item for the new Police Station;
 - Enterprise Funds were projected; and
 - overall the FY'17 Budget Proposal proposes a 2.3% increase from last year's budget.

Treasurer Sullivan reviewed the following items in the Budget: levy limit, State aid, (currently insufficient numbers at this time without the final State funds known,) and local receipts. He also reviewed the appropriations and impact on the budget; highlighted the Stabilization Fund, (\$2,000,000), OPEB Liability Trust Fund, Municipal Building Insurance Fund and monies for demolition of the former Beli's property on Boston Road. The Town has \$1,000,000 in free cash.

Selectman Russell stated that with the Town's contractual obligations and the State's mandate to not exceed the 2 ½ percent, there is no room for inflation or additional expenses. He further added that people have to understand that there is no room for increased costs in utilities.

Chairman Boilard directed that the Finance Committee review the proposed FY'17 Budget; and then the Selectmen and Finance Committee can hold a joint meeting to approve the FY'17 Budget.

Town Administrator Breault asked the Selectmen if the deadline date to receive monetary articles (to be added to the Town Warrant) be scheduled for February 12, 2016; and a March 1, 2016 deadline for non-monetary, petitioned articles. The Selectmen agreed.

Materials referenced: PowerPoint Presentation of the FY'17 Budget proposal, dated January 25, 2016, submitted by N. Breault, Town Administrator; and memo, dated January 20, 2016, from N. Breault, Town Administrator, relative to Warrant Articles Deadlines.

OPEN SESSION

Town Administrator's Report

Town Administrator Breault asked how to proceed relative to the Town's Abandon Property Initiative program. He asked if the Selectmen wanted an internal team of employees to work on this program or solicit input in other ways relative to abandon housing in

Town. Town Administrator Breault wanted the Board to think about this matter. He indicated that he would approach the Board again with this question.

He then informed that he participated in a walk-through at Memorial School. There was a question raised about extending the Diocese's lease to allow Cathedral High School to vacate the premise at a later date. Selectman Russell asked if there were any impediments for taking back Memorial School. Town Administrator Breault informed that Cathedral High School put up some walls; however, maintenance and facilities personnel did not seem overly concerned about the walls. He informed that there is a question relative to the trailers on the property. The Diocese purchased the trailers from the Town. There may be discussion if the Town would like to retain the trailers.

Town Administrator Breault shared that the candidate interviews for the new Director of Veterans' Services position will be conducted tomorrow. He also mentioned that the Finance Committee is scheduled to meet this upcoming Wednesday with HWRSD Superintendent of Schools, Martin O'Shea.

Town Administrator Breault briefed the Board on his attendance to the Massachusetts Municipal Association's (MMA) Annual Meeting and Conference. He informed that the MMA is pushing the following legislative items: Community Compact and Municipal Modernization legislation.

Lastly, Town Administrator Breault notified all that the next Board of Selectmen's meeting would be held on February 8, 2016.

Board of Selectmen Updates

Selectman Bunnell updated that the Middle School Taskforce's survey is available at both Town Halls and on the Towns' websites. The deadline for submission of the survey is January 31, 2016. She recommended that the best method to complete the survey is electronically; and explained why.

Selectman Bunnell also commented on her attendance at the MMA Annual Meeting and Conference; and indicated that she partake in a very successful session at the conference. She also commented that it would be valuable to the Town to increase funding for more people (i.e. Selectmen, Department Heads) to attend the conference. Selectman Bunnell verbalized that it was refreshing to hear the Governor and Lieutenant Governor, who were former Selectmen, speak passionately about the modernization legislation. The Governor and Lieutenant Governor are looking for a lot of support from communities to ensure passage of the bill through the legislature.

Citizens Open Forum

John Broderick, resident, shared that there seems to be technical difficulties with Wilbraham Public Access (WPA) Television's recording of the Selectmen's Meeting tonight. He informed that while watching the meeting at home, there was no audio. He reported that this is not the first time that technical difficulties have occurred. He recalled that at one of the Planning Board meetings, there were the same technical difficulties. He also pointed out that when that same Planning Board meeting was replayed on WPA's On-demand, it ran with no audio for a month. He stated that he would like to see these technical difficulties fixed.

Mr. Broderick asked what happened earlier relative to the request to increase the DRC fees. Chairman Boilard responded. Mr. Broderick suggested offering passes to the DRC's Hazardous Waste Days, bulk disposal and town wide cleanup days. Mr. Broderick also offered to volunteer for Solid Waste Advisory Committee. Chairman Boilard advised that the DRC needs to find different avenues to receive additional revenue. He also mentioned that the Selectmen have been inundated with calls from people, who are not DRC customers but, would like the opportunity to participate in the Hazardous Waste Day events. However, Chairman Boilard explained that the DRC customers pay for the cost of participating in that event. The DRC is enterprise fund. Discussion ensued.

OLD BUSINESS

Budget Related Matter: Planning For Retirement Payouts

Chairman Boilard asked if the Selectmen want to wait to meet with the Finance Committee to have a conversation relative to the budget and planning for retirement payouts. For this reason, this agenda item was tabled.

Review of Employee Compensation for Additional Conservation Responsibilities

Chairman Boilard informed that the Selectmen will re-evaluate the position in six months; whereas in six months, it's a new fiscal year. For this reason, the matter was tabled.

NEW BUSINESS

Request for Transfer from the Reserve Fund – Selectmen's Office

Town Administrator Breault informed that the request for transferring monies from the Reserve Fund is a result of unanticipated advertising expenses. Selectman Bunnell asked if the monies being requested were to pay for the expense or to also cover the account for the rest of the fiscal year. Administrative Assistant Gaumond explained that there is current an invoice for \$3,900 from The Republican. The majority of the monies requested are to pay that invoice. However, the rest of the monies will provide a cushion for the rest of the fiscal year.

MOTION: Made (Bunnell) and seconded (Russell) to recommend the request for transfer of \$5,000.00 from the Reserve Fund to the Selectmen's Office, Account #01-122-5201, in Fiscal Year 2016, for the purpose of unforeseen expenses associated with advertising for vacancies within the Town's employ. Approved 3-0.

Materials referenced: Request for Transfer from the Reserve Fund, dated January 14, 2016, from N. Breault, Town Administrator, relative to the advertising account in the Selectmen's Office budget.

Chapter 41 Section 111F: Injury On Duty

Chairman Boilard asked if there were any questions. No questions were offered.

MOTION: Made (Bunnell) and seconded (Russell) to indemnify, according to MGL Chapter 41 Section 111F: Private Adam Hart for 42 hours lost from January 4 to 12, 2016, due to his injury-on-duty of August 5, 2015; Private Mathew Walch for 75.5 hours lost from January 3 to 13, 2016, due to his injury-on-duty of August 5, 2015; Officer Shawn Baldwin for 136 hours lost from January 1 to January 25, 2016, due to his injury-on-duty of July 11, 2014; Officer John Siniscalchi for 112 hours lost from January 3 to January 24, 2016 due to his injury-on duty of May 14, 2014. Approved 3-0.

Materials referenced: Memo, dated January 25, 2016, submitted by H. Dane, Human Resource Coordinator, regarding IOD updates and indemnifications.

Approval of a Promotion in the Department of Public Works (DPW)

Chairman Boilard asked if the promotion was filling a vacancy within DPW. Coordinator Dane responded that there was a resignation. The vacant position is being filled within by this promotion. Selectman Russell asked if the promotion would create a vacancy. Coordinator Dane state yes but Director Miga wants to review the position prior to filling the vacant position.

MOTION: Made (Bunnell) and seconded (Russell) to approve the promotion of Heavy Equipment Operator Daniel Gore to the position of Waste Water Foreman in the Department of Public Works effective immediately. Approved 3-0.

Materials referenced: Memo, dated January 22, 2016, from H. Dane, Human Resource Coordinator, relative to Promotion of DPW Employee Daniel Gore.

Appointment of On-Call Dispatcher – Lisa Bouchard

Chairman Boilard asked if this was a reappointment. Administrative Assistant Gaumond stated no. Coordinator Dane explained. Chairman Boilard asked if there were any questions. Hearing none, a motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to appoint Lisa Bouchard as an On-Call Dispatcher for a term expiring on June 30, 2017. Approved 3-0.

LICENSING AND OTHER APPROVALS

Application for Annual Entertainment License (Mon-Sat.) – Pan'e Dolcetti, 2133 Boston Road

Felice Aiello, owner of Pan'e Dolcetti, explained that he wanted to offer classic movie nights once a month at Pan'e Dolcetti. During the movie, the facility would offer coffee and food that relates to the movie. Selectman Bunnell asked when the first movie night would be held. Mr. Aiello stated that the first movie night would be Friday.

MOTION: Made (Bunnell) and seconded (Russell) to grant an entertainment license to Pan'e Dolcetti, 2133 Boston Road, Wilbraham, Massachusetts, between the hours 4:00PM and 8:00PM on Mondays through Saturdays, for Television or Projector/Screen (for the purpose of offering movie showings), recorded and live music (live performers limited to solo acoustic voice and/or instrument.) There shall be no dance floor, no dancing by patrons, and occupancy shall be limited to not more than 20 patrons in the establishment; and pending a favorable inspection by the Building Inspector. Approved 3-0.

Materials referenced: Application for Annual Entertainment License, dated January 19, 2016, submitted by C. Aiello, of Pan'e Dolcetti.

Big Y Express #94 – 1993 Boston Road

- Application for Annual Food Establishment Permit
- Application for Annual Milk and Cream License
- Application for Annual Tobacco Sales Permit

Chairman Boilard announced that Big Y purchased the former Shell Station on Boston Road. Selectman Bunnell asked if the gas station used to be a F. L. Roberts' gas station. Chairman Boilard stated yes. He then asked if there were any questions. None were offered.

MOTION: Made (Bunnell) and seconded (Russell) to grant an Annual Food Establishment Permit to Big Y Express #94, 1993 Boston Road, Wilbraham, Massachusetts for calendar year 2016, expiring on December 31, 2016; pending a favorable inspection by the Health Inspector. Approved 3-0.

MOTION: Made (Bunnell) and seconded (Russell) to approve retail sales of milk and cream license to Big Y Express #94, 1993 Boston Road, Wilbraham, Massachusetts, for calendar year 2016, expiring on December 31, 2016; pending a favorable inspection by the Health Inspector. Approved 3-0.

MOTION: Made (Bunnell) and seconded (Russell) to grant an Annual Tobacco Permit to Big Y Express #94, 1993 Boston Road, Wilbraham, Massachusetts for calendar year 2016, expiring on December 31, 2016; pending a favorable inspection by the Health Inspector. Approved 3-0.

Materials referenced: Applications for Annual Food Establishment Permit, Annual Milk and Cream License and Annual Tobacco Sales Permit, received January 20, 2016, from Big Y Express #94; and accompanying documents.

MINUTES OF MEETINGS

- July 27, 2015 executive session ,
- ~~September 23, 2015 executive session~~
- ~~October 13, 2015 executive session~~
- ~~November 5, 2015 executive session~~
- ~~December 7, 2015 executive session~~
- January 11, 2016
- January 11, 2016 executive session

Chairman Boilard asked if there were any changes or additions to the minutes. No changes or additions to the minutes were offered.

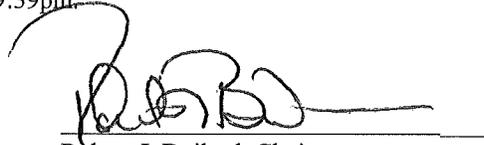
MOTION: Made (Bunnell) and seconded (Russell) to approve the minutes of January 11, 2016, and the executive session minutes of July 27, 2015 and January 11, 2016. Approved 3-0.

Materials Referenced: Draft minutes of January 11, 2016; and draft of executive session minutes of July 27, 2015 and January 11, 2016, as submitted by C. O. Gaumont, Administrative Assistant to the TA/BOS.

Having no further business, the Board of Selectmen adjourned at 9:39pm.



Candace Ouillette Gaumont
Administrative Assistant to the TA/BOS



Robert J. Boilard, Chairman



Susan C. Bunnell, Vice Chairman



Robert W. Russell, Clerk