

**BOARD OF SELECTMEN MEETING**  
**MONDAY, FEBRUARY 22, 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 Gaumont, Administrative Assistant to the TA/BOS.

**EXECUTIVE SESSION**

**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. No one indicated that they were recording the meeting tonight. Chairman Boilard asked that the minutes reflect as such.

**APPOINTMENTS WITH THE BOARD**

**Candidate Interviews:**

**Public Access TV Committee**

**Steve Allosse**

**Karl Jurgen**

Chairman Boilard asked Mr. Jurgen to introduce himself. Mr. Jurgen gave an overview of his experience with video technology and cameras as well as his professional background, which included working in the areas of fossil and nuclear power, procurement, management and real estate. He would like to bring his experience and knowledge to the Committee. There were no further questions. Selectman Russell spoke highly of Mr. Jurgen being a good fit for the Committee.

**MOTION: Made (Bunnell) and seconded (Russell) to appoint Karl Jurgen to the Public Access TV Committee for a term, ending June 30, 2017. Approved 3-0.**

*Materials referenced: Citizen Reply Form, n. d., submitted by K. Jurgen.*

**Finance Committee—Kevin Murray**

**FY 17 Budget – Joint Meeting with the Finance Committee**

The following members from the Finance Committee were present for the meeting: Daniel Miles, Chairman; Walter Damon, Todd Luzi, Michael Mannix, Anna Levine, and John Guzzo. Town Accountant Nancy Johnson and Assistant Town Administrator of Budgeting and Finance/Treasurer/Collector Thomas Sullivan were also present. Chairman Boilard opened the meeting for discussion with the Finance Committee relative to the Fiscal Year 2017 (FY'17) Budget. He thanked the Committee for accommodating the Board of Selectmen by attending tonight's meeting. Chairman Boilard explained that the Selectmen were invited to the Finance Committee's upcoming, Wednesday meeting but two of the Selectmen have scheduling conflicts and are unable to make the Finance Committee's meeting. For this reason, the Finance Committee attended the Selectmen's meeting tonight to accommodate the Selectmen.

Selectman Bunnell asked if there were any changes made to the proposed FY'17 Budget since Town Administrator Breault presented the proposed budget to the Selectmen. Town Administrator Breault responded. Mr. Miles informed the Selectmen that the Finance Committee has not yet met with all Town Departments; however, the Finance Committee is getting closer to taking action on the proposed budget. A *Request List* was provided to the Selectmen relative to budget requests to be reviewed.

Mr. Miles informed that the monies obtained from the lease of Memorial School have been removed from the FY'17 Budget; whereas, there will be no revenue from Memorial School in FY'17. For this reason, the Town is

unable to provide Hampden-Wilbraham Regional School District (HWRSD) with the proposed increases to the amount over the assessment provided last year. Mr. Miles indicated that tomorrow night the HWRSD School Committee is conducting a budget roundtable, which should provide more insight into the HWRSD's fiscal needs. He also expressed concern about the potential middle school unification, which may impact HWRSD's fiscal situation and parallel last year's fiscal situation. According to Mr. Miles, the proposed FY'17 budget has allotted \$175,000 more than last year for HWRSD. Last year, the Town allotted \$400,000 to HWRSD. Selectman Bunnell asked if it was two and half percent over the assessment. Misters Miles and Damon confirmed this to be true. Discussion ensued. Thomas Sullivan, Assistant Town Administrator of Finance and Budgeting/Treasurer/Collector, informed that there are still variables in HWRSD budget due to health insurance and state aid to be allocated by the Legislature.

Mr. Mannix asked if the Legislature will be providing extra monies for the elections and new requirements. Town Administrator Breault stated that the Secretary of State has indicated that there would be additional monies for the municipalities to run the upcoming elections. However, there has been no confirmation from the State as of yet. Mr. Damon expressed his disappointed regarding the unfunded state mandate relative to the upcoming elections.

The group then turned the discussion to the Fire Department's request to purchase a Fire Prevention Truck. There was speculation as to whether or not monies should be moved from Fire Department's budget line item to the Capital Improvement budget line item so to purchase said truck. The Selectmen directed to move the monies for the Fire Prevention Truck to Capital Improvement budget line item. Mr. Damon mentioned that the Finance Committee has not yet met with the Fire Chief about the Fire Department's budget or the request to purchase a Fire Prevention Truck.

The Board of Selectmen and Finance Committee reviewed each item on the *Request List*. The group discussed the new position in the Fire Department as noted on the *Request List*. Mr. Damon asked if there was a hiring freeze in Town. Chairman Boilard stated yes and that there has been a hiring freeze for some time. Administrative Assistant Gaumond explained the background related to the hiring freeze, which allows the Board of Selectmen the ability to approve, or not, any new hires.

Chairman Boilard asked which Department Heads has the Finance Committee met with. Mr. Miles informed that the Committee met with Edmond Miga, Jr., Town Engineer/Director of Department of Public Works (DPW). According to Mr. Miles, Director Miga is requesting a new position in the Waste Water Division and explained the Department's position relative to the requested, new position. Director Miga informed the Finance Committee that there are not enough personnel to operate the Jet Vac Truck. For this reason, the Jet Vac Truck is not being utilized to its full potential. Discussion ensued about stormwater regulations and certification prerequisites to utilize the Jet Vac Truck to clean the sewer system. Chairman Boilard questioned whether it's more financially feasible to hire a contractor to do this task. Treasurer Sullivan stated concern relative to not complying with the stormwater regulations as result of being shorthanded with personnel. Ms. Levine stated that Director Miga indicated that half of the position's salary would be covered by monies from the Enterprise Fund.

Attorney Levine expressed her frustration with the restoration list. She stated that all the items on the list are worthy items. She verbalized that she did not understand why \$26,000 for this position could not be allocated from another area in the budget. Chairman Boilard said that he does not view the list as a restoration list but more of a "wants and needs" list. He further explained that the costs of these items on the list are much larger than what is currently being viewed on the list and further elaborated. He also mentioned that when the Jet Vac Truck was purchased that there was no discussion about needing a new position to operate the truck. Attorney Levine indicated that she does not disagree with Chairman Boilard and voiced an interest in more creative ways to look at these problems.

Mr. Miles shared that his biggest concern is the increase of taxes in Town. He mentioned that last year taxes increased by four percent. Mr. Miles acknowledged that the Department Heads do a wonderful job; and none of

them present bad ideas. However, the Finance Committee and Board of Selectmen are charged with being the decision-makers on the Annual Town Budget. He welcomed suggestions to decrease certain items in the budget in order to fund other monetary requests.

Selectman Russell reminded all that the Department Heads' were asked to provide zero increases to their Department budgets for the FY'17 Budget proposal. He pointed out that the Town's contractual obligations increased the FY'17 Budget by two half percent. Discussion followed.

The group conversed about the Police Department's request to hire a police officer as opposed to waiting until a police officer's retirement has commenced. The Police Department's budget was discussed in further detail. The Board of Selectmen and Finance Committee agreed to add monies in the budget for this item. The Finance Committee will vote on this matter Wednesday night. The Board of Selectmen was in agreement. The Board and Committee members further conferred about the problems that arise in the Police Department as a result of retirements and IOD (Injury on Duty) situations. Chairman Boilard suggested finding out when the Police Officers are expected back from IOD leave and who is scheduled to retire in FY'17.

Mr. Miles provided detail relative to Central Dispatch's request for a new part time position. According to the International Union of Operating Engineers (IUOE) Local 98 contract, there are four senior dispatchers, who, by contract, must have the opportunity to be offered overtime and right of first refusal of overtime. This contractual arrangement creates difficulties in scheduling a part time person. It was mentioned that the Central Dispatch Supervisor often times is covering the Sunday shift. Mr. Damon stated that this request indicates a safety issue because part of the scheduling problem occurs on Sundays. Chairman Boilard asked if this part time position would be more of a per diem position. Mr. Miles pointed out that the State's 911 Grant monies will cover Central Dispatch's personnel overtime. Discussion followed. The Selectmen were agreeable with funding a part time position in Central Dispatch.

Mr. Miles pointed out that the Library Director Demers is also requesting to add a new position in the area of reference and social marketing. He further explained the changes in the library's budget this past year, which affords funding for a new position. The group further conversed about this position request. It was clarified that this position would be part time with no benefits. Selectman Bunnell stated that the proposed position could bring some utility to the Town, specifically in the area of marketing. Mr. Damon was in favor of the position because it may help to increase the Town's social media presence as well as becoming a valuable asset to provide information to the public during an emergency. Attorney Levine mentioned that if the Library's budget decreases proportionally, it will be at risk of losing state funding.

Mr. Miles explained that the Tree Warden is requesting additional funding to remove overgrown tree canopies above the public ways. The group debated this matter. Selectman Bunnell stated that this was always an area of need; however, incrementally increasing funding over time is a good idea.

Mr. Miles pointed out that there is still a question about DPW's request for a new position. Chairman Boilard stated that he still had questions about this request. Town Accountant Johnson provided further information about the position as requested.

Mr. Miles reviewed the group's collective decisions on the above-discussed matters. Chairman Boilard stated that he was agreeable to the Police Department's; Central Dispatch's and the Library's additional monetary requests for FY'17. All present were agreeable. The Selectmen indicated that the decision about the request for a new copier would be left up to the Finance Committee to make a determination. Chairman Boilard clarified that no monies should be inserted in the FY'17 Budget's salary pool for the Police Department's additional request for a new patrolman. (The Board of Selectmen was agreeable to the Police Department's request for additional funding to hire a replacement police officer prior to a police officer's scheduled retirement within FY'17.)

Discussion resulted relative to HWRSD budget. Selectman Bunnell pointed out that the School District is working with smoke and mirrors because the largest portion of HWRSD's funding derives from the State. Mr. Damon verbalized his amazement as to how well HWRSD does with the preliminary fiscal information from the State. Mr. Miles raised a question about the Town's portion of funding for the HWRSD. Chairman Boilard responded. Mr. Damon raised the matter relative to the Town's place holder in the FY'16 Budget, specific to the monies (\$50,000) owed to the Town by HWRSD.

*Materials referenced: FY'17 Budget Chart regarding Additional Funding Requests (Request List), as submitted by Finance Committee.*

#### Police Captain Benefits – Herta Dane, Human Resource Coordinator

Chairman Boilard announced that this agenda item would be tabled until there is further information.

*Materials referenced: Memo, dated February 19, 2016, submitted by H. Dane, Human Resource Coordinator, regarding Police Captain Benefits and Policies and accompanying documents; and memo, dated December 12, 2015, from Captain Robert Zollo, Wilbraham Police Department, regarding Benefit Language Clarifications.*

#### **OPEN SESSION**

##### Town Administrator's Report

Town Administrator Breault reported that today is the first day for the Town's new Director of Veterans' Service, Laurie Kozak. She will be working at the Senior Center on Mondays, Thursdays and Fridays, from 8:00am to 4:00pm. Town Administrator Breault encouraged veterans to stop in and meet Director Kozak.

Town Administrator Breault shared that Director Miga conveyed that materials are ordered for the Solar Array project. Physical work on this project will begin soon, depending on the weather. Around mid-April, residents will be able to see the Solar Array Project progressing at the landfill site.

Town Administrator Breault updated the Board on the new Police Station project. He recently met with Attorney Reilly and a few members of the Police Station Building Committee. Currently, the project's contractual documents are being reviewed and will soon be ready for signatures. He anticipated the contract to be available for the Board of Selectmen's signature next week.

Town Administrator Breault reported that he attended a meeting last week relative to Memorial School, where a discussion was had to iron out a few issues with the Diocese of Springfield, such as Cathedral High School's time frame to vacate the property. He also shared that he attended a walk-thru of Memorial School earlier in the day with members from the HWRSD. HWRSD indicated that there may be an interest in utilizing Memorial School. He also noted that the Diocese of Springfield built walls in the school, which may remain.

Town Administrator Breault informed that all Articles for the Town Warrant are due by March 4, 2016. He mentioned that there will be a Warrant Article for the consideration of HWRSD Middle School Unification. There was a question posed to him, inquiring if the HWRSD Middle School Unification Article could be taken up earlier in the Town Warrant; whereas, the outcome of that proposed Article will determine HWRSD's budget presentation.

Town Administrator Breault pointed out that there is information about another community's policy on appointments to Boards and Committees in the Selectmen's e-folder for the Selectmen to review and consider.

Chairman Boilard asked if HWRSD presented a plan on the use of buildings to the Town as of yet. Administrative Assistant Gaumond indicated that the Town has not received the plan as of yet. Chairman Boilard asked Town Administrator Breault to contact in writing the HWRSD Superintendent of Schools about the building use plan. The Selectmen also indicated that they were attending a HWRSD School Committee's meeting tomorrow evening and would follow up on this matter as well.

### Board of Selectmen Updates

Selectman Russell mentioned that the Diocese of Springfield inquired about extending the Memorial School lease.

Selectman Bunnell informed that the Middle School Taskforce meeting scheduled for Wednesday, February 24, 2016, was cancelled.

### Citizens Open Forum

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

### **OLD BUSINESS**

#### Abandoned Housing Initiative Program – Develop a Committee

Chairman Boilard discussed developing a committee to help identify abandoned houses last week. Town Administrator Breault explained the Selectmen have the option to assign or appoint committee members to such a committee. He clarified that the Selectmen can choose to use the Traffic Safety Team model; and if this was agreeable, members would have to be assigned as opposed to appointed. Chairman Boilard stated that he was comfortable with assigning members to the committee. Selectman Russell was agreeable to the list of members presented. A motion was made.

**MOTION: Made (Bunnell) and seconded (Russell) to establish a working Committee to develop criteria in alignment with state regulation and the Attorney General’s Office Abandoned Housing Initiative Program guidelines to identify abandoned houses in the Town of Wilbraham that are eligible for the Attorney General’s Offices Abandoned Housing Initiative program; and assign the following people to the working Abandon Housing Initiative Committee:**

- **One Selectman;**
- **Building Inspector;**
- **Health Inspector;**
- **Fire Chief (or designee);**
- **Town Administrator;**

**and authorize the Town Administrator to process related documents, take action and communication with appropriate parties on behalf of said Committee. Approved 3-0.**

### **NEW BUSINESS**

#### Annual Town Meeting - Community Fest

Tracey Plantier was present for the Selectmen’s meeting to discuss the proposed Community Fest. Ms. Plantier explained why the event did not happen last year. She also informed that Administrative Assistant Gaumond and she have met and discussed the various details of the event and what approvals would be required. Chairman Boilard asked if the HWRSD School Committee was aware and approved. Administrative Assistant Gaumond informed that she had not heard back about the HWRSD School Committee’s position on the Community Fest, since the Board of Selectmen contacted the Chairman of the HWRSD School Committee. Chairman Boilard agreed to follow up with the Chairman of the HWRSD School Committee. Administrative Assistant Gaumond reported that Ms. Plantier and she reviewed the details of the first Community Fest, specifically to examine what worked and what didn’t so to fine tune the details of the upcoming, proposed Community Fest to ensure success. She explained that this is an event to promote opportunities of volunteerism in Town. For this reason, only Town Committees, Boards, Commissions and non-profit organizations based in Wilbraham will be allowed. This is a non-political event.

**MOTION: Made (Bunnell) and seconded (Russell) to sponsor the Community Fest event prior to the Annual Town Meeting; and direct that only Town affiliated groups (i.e. Town Committees, Boards, Commissions or non-profit organizations based in Wilbraham) be allowed to participate in the Community Fest event. Approved 3-0.**

**LICENSING AND OTHER APPROVALS**

Application for Section 14: Special Alcohol Service (1 day liquor license) – Pan’e Dolcetti

Administrative Assistant Gaumond explained that the Owners of Pan’e Dolcetti are requesting a one-day liquor license for an upcoming event at Pan’e Dolcetti, where cellist will be performing. Selectman Russell asked if this was a onetime event. Administrative Assistant Gaumond responded affirmatively. Chairman Boilard asked if it was just wine and malt beverages being served. Administrative Assistant Gaumond stated yes; and clarified that only non-profit organizations can be granted a one day liquor license to serve all alcoholic beverages according to state regulation.

**MOTION: Made (Bunnell) and seconded (Russell) to approve a Section 14 Special Alcohol Service – Wine and Malt Beverages to Cara Aiello of Pan’e Dolcetti, for use at a special event at Pan’e Dolcetti, 2133 Boston Road, Suite 3, Wilbraham, on February 26, 2016, between the hours of 6:00pm to 9:00pm. Approved 3-0.**

*Materials referenced: Application for a Section 14: Special Alcohol Service License, received February 16, 2016, from C. Aiello, Pan’e Dolcetti and related event flyer.*

**MINUTES OF MEETINGS**

- ~~October 13, 2015 executive~~
- ~~November 5, 2015 executive~~
- ~~December 7, 2015 executive~~
- ~~January 25, 2016~~
- ~~February 8, 2016~~
- ~~February 8, 2016 executive session~~

Chairman Boilard informed that the minutes would be tabled until the next meeting. Therefore, having no further business, the Board of Selectmen adjourned at 8:36pm.



Candace Ouillette Gaumond  
Administrative Assistant to the TA/BOS



Robert J. Boilard, Chairman



Susan C. Bunnell, Vice Chairman



Robert W. Russell, Clerk