

**BOARD OF SELECTMEN MEETING
MONDAY, MARCH 21, 2016
6:30PM 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.

EXECUTIVE SESSION

To Discuss Strategy with Respect to Collective Bargaining and Litigation

Chairman Boilard opened the meeting. He then declared that discussing collective bargaining and litigation matters in General Session may have a detrimental effect on the Town's position. For that reason, he informed that the Board of Selectmen would be going into an Executive Session. Upon conclusion, he indicated that the Board would return to General Session.

MOTION: Made (Boilard) and seconded (Russell) to go into executive session to discuss strategy with respect to collective bargaining and litigation; whereas, an open meeting may have a detrimental effect on the bargaining 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 6:48pm; and took a brief recess before resuming General 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

Police Captain Benefits – Herta Dane, Human Resource Coordinator

A motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to approve amendments to the Personnel Board Policies for Non-union employees as follows: in the event of a promotion of a union employee into a non-union position, paid leave benefits will apply according to the contract provisions in effect at the time of the promotion. Approved 3-0.

Continuation of Public Hearing to Amend an Entertainment License – Meat Ball Kitchen

A motion was made. Chairman Boilard inquired if there was any discussion. Selectman Bunnell stated that there are questions raised relative to the principle that there is a high probability that music would be heard from the sidewalk. Chairman Boilard informed that after further research, the Town's Licensing Policies and Procedures direct that music cannot be heard from a sidewalk. For this reason, the Board of Selectmen did not approve the motion.

MOTION: Made (Bunnell) and seconded (Russell) to amend an entertainment license to 2000 Boston Road Food Court, Inc. d/b/a Meat Ball Kitchen, 2000 Boston Road, Wilbraham, Massachusetts, between the hours 11:00AM and 12:00AM on Mondays through Saturday for TV, recorded and live music, (limited to one performer-vocalist and acoustic.) The entertainment license will extend to the outdoor patio to allow for recorded and live music, as specified above, between the hours of 5:30pm to 10pm on Thursdays through Saturday only. There shall be no dance floor, no dancing by patrons, and occupancy shall comply with the Fire and Safety Act; and subject to Wilbraham's "Licensing Policies and Procedures". Motion was not approved. (Disapproved 3-0).

OPEN SESSION

Town Administrator's Report

Town Administrator Breault shared that he recently attended the Active Shooter Symposium with Selectman Russell. Various State Officials and Agents of the Federal Bureau of Investigation highlighted a tragic topic. The message offered at the Symposium was more geared towards Emergency Medical Service and First Responders. Town Administrator Breault shared some of the important points taken away from the symposium, including getting an accurate message out to the community during an incident and how to best handle the aftermath in a sensitive manner. Overall, Town Administrator Breault found the Symposium to be a real eye opener.

He then informed that the bids for the Request For Proposals (RFP) for the Purchase or Lease of Office Space at the Senior Center or Parks and Recreation Department are due to be submitted this Friday by noon. The same bidders, who submitted bids the first time the RFP was issued, requested an Invitation to Bid packets. Town Administrator Breault anticipates the Board awarding the bids for these RFPs at some point after April 8.

Town Administrator Breault informed that Charter Communications, Inc.'s renewal application was received this past week. The application is being reviewed by appropriate parties, who will provide a recommendation to the Board in the future. The application was posted on the website as well as with the Town Clerk's Office. Any citizen who would like to submit input relative to the application can submit their statements to the Selectmen's Office.

Town Administrator Breault reported that the Auditors are present in Town Hall this week conducting the 2015 Audit. He anticipates receiving the Auditor's Report and scheduling an exit meeting sometime in June.

Town Administrator Breault announced that there is a hearing scheduled this Thursday at the Town Office Building, where Massachusetts Department of Transportation will be discussing the East Street Bridge Project. All interested parties and residents are welcome to attend.

Town Administrator Breault stated that he forwarded several Chamber of Commerce event invitations to the Selectmen. He suggested that if any of the Selectmen would like to attend that they should let him know as soon as possible. He mentioned the upcoming events individually.

He also informed that he has been invited to address the Hampden-Wilbraham Rotary Club. He offered the date of the event and indicated that he would ask to have the transcripts from the event released.

Board of Selectmen Updates

Selectman Russell mentioned his attendance to the Active Shooter Symposium; where he was exposed to the type of thinking that occurs with Police and Fire Chiefs and School Systems when a similar type of emergency situation occurs. He indicated that you can't plan for every type of emergency situation; however, there has been a lot of preparatory thought given already. Overall, Selectman Russell stated that the Town is looking to be prepared if such a situation should occur in Wilbraham. He further expressed his opinion about the Active Shooter Symposium and the various perspectives he listened to during the Symposium.

Selectman Bunnell asked if there was a discussion at the Symposium about the use of social media to manage communications during an emergency situation. Selectman Bunnell mentioned the Blackboard Connect service but would like to explore the use of social media as well. She encouraged the Selectmen to use their Selectmen's email addresses. She also recommended that if a resident was sending an email to one of the Selectmen that she or he should note in the email's subject line that the email should be "forwarded to Selectman..." and the appropriate name of the Selectman.

Selectman Bunnell announced that Richard Hoffman, member of the Agricultural Commission, has an opportunity to get more American Chestnut Tree seeds. He approached Tonya Basch, Assistant Town Engineer, about the prospective of finding a location to plant the seeds. The Wilbraham Middle School property was proposed as a possible location. The project will be postponed until next year. However, at that time, the Middle School property may be considered again in the future as possible site for planting the American Chestnut Trees. Selectman Bunnell mentioned that there was a question relative to the requirements for receiving the trees. The requirements may entail deed restrictions to protect the trees. The Town must ensure that there is no burden on the Town when moving forward with this project, therefore, the project is under review.

Citizens Open Forum

Chairman Boilard announced the opening of the Citizens Open Forum. He inquired if anyone in the audience would like to speak. No one offered to speak.

OLD BUSINESS

Acceptance of Board of Selectmen 2015 Report

Selectman Bunnell indicated that she still has not finished reviewing the draft of the Selectmen's Report to be inserted in the 2015 Annual Town Report. She requested more time to complete the review. Administrative Assistant Gaumond requested that the Board of Selectmen move forward with the motion to accept the report, pending Selectman Bunnell's satisfactory review. The Board agreed.

MOTION: Made (Bunnell) and seconded (Russell) to accept the Board of Selectmen's 2015 report; and authorize the insertion of said Report in the 2015 Annual Town Report; pending Selectman Bunnell's review. Approved 3-0.

FY'17 Annual Town Budget

Town Administrator Breault reviewed the Department Heads' additional fiscal requests lists. He then indicated that the Selectmen should prioritize the requests. Chairman Boilard wanted to deliberate further on the matter. Selectman Russell shared his four top priorities, which are funding positions in (1.) Central Dispatch; (2.) Police Department, (3.) Department of Public Works and the (4.) Library. Selectman Bunnell shared her priority list, which was funding positions in (1.) Central Dispatch; (2.) Library, (3.) Department of Public Works and the (4.) Police Department. Chairman Boilard provided his priority list, which was funding positions in (1.) Central Dispatch; (2.) Police Department, (3.) Department of Public Works and the (4.) Library.

Selectman Russell asked if the Finance Committee is going to prioritize their preferences as well. Town Administrator Breault stated that he expects to have the Finance Committee's prioritized list after their meeting tonight. Selectman Russell asked if the matter would be voted upon afterwards. Chairman Boilard indicated that he was very much in favor of adding monies for the Central Dispatch position and creating placeholders for the other requests. Selectman Russell verbalized that this is all provisional any way because the Town might not be in a position to satisfy these requests. Discussion ensued. Selectman Bunnell expressed her inclination to have the Finance Committee deliberate relative to spending monies up to the Town's levy limit. Chairman Boilard suggested waiting to see what the Finance Committee decides before having further discussion.

There was further dialogue about funding the Library request for another position; whereas, the position would entail social media and marketing responsibilities. Selectman Bunnell vocalized her support towards having a position that could focus on these tasks.

Town Administrator Breault provided the Board with a generic motion, which designated support of the additional, requested fiscal items. He then asked if the Selectmen were prepared to make a vote on this matter once the Finance Committee's position is received. Selectman Bunnell wondered if the Board of Selectmen should send a message to the Finance Committee that there was unanimous agreement to fund the position in Central Dispatch. All agreed.

Annual Town Meeting Warrant

Town Administrator Breault reported that he met with Peter Manolakis, Chairman of the Community Preservation Committee (CPC), about the CPC Articles, which will be incorporated into the Town Warrant. Town Administrator Breault indicated that he does not have an updated list for the Board tonight. The Board of Selectmen discussed the CPC's last meeting. Chairman Boilard asked if a letter could be sent to Mr. Manolakis, which outlines the promises made during a recent meeting with himself, Town Administrator Breault and Mr. Manolakis. Town Administrator Breault indicated that it's within the Board's authority to do so. Chairman Boilard directed that a letter be sent to Mr. Manolakis outlining what was agreed upon and promised. Selectman Bunnell provided further information about the last CPC meeting's activity.

NEW BUSINESS

Selectmen's Spring Schedule

Administrative Assistant Gaumond asked if the Selectmen were comfortable with the proposed dates of the Selectmen's Spring Meeting Schedule. The Selectmen all indicated their satisfaction with the proposed scheduled dates. Administrative Assistant Gaumond informed that she would post the Selectmen's Spring schedule this week.

Chapter 41 Section 111F Injury on Duty

Chairman Boilard asked if there were any questions or discussions. No questions or discussion was offered.

MOTION: Made (Bunnell) and seconded (Russell) to indemnify, in accordance with MGL Chapter 41 Section 111F: Private Adam Hart for 70 hours lost from January 30 to February 15, 2016, and Private Mathew Walsh for 96 hours lost from February 20 to March 9, 2016, related to their Injury-on-Duty of August 5, 2015; Officer John Siniscalchi for 184 hours lost from February 15 to March 18, 2016, due to his injury on-duty of May 14, 2014; and Officer Lawrence Rich III for 36 hours lost from December 18 2015 to March 19, 2016 due to his injury on duty of October 19, 2015. Approved 3-0.

LICENSING AND OTHER APPROVALS

Request for Use of Public Property for Special Event – Wilbraham Art League

Chairman Boilard asked if there was any discussion. The Selectmen did not offer discussion. A motion was made. Chairman Boilard asked if there was any more discussion. Again, no discussion was offered.

MOTION: Made (Bunnell) and seconded (Russell) to grant permission to the Wilbraham Art League for the use of public ways and sidewalks, located at Gazebo Park for an annual fundraising event in conjunction with the Wilbraham Garden Club, scheduled for May 7, 2016, from 7:30am to 12:00pm. Approved 3-0.

MINUTES OF MEETINGS

- ~~October 13, 2015 executive~~
- ~~November 5, 2015 executive~~
- ~~December 7, 2015 executive~~
- ~~February 29, 2016~~
- ~~March 7, 2016~~
- March 14, 2016
- March 14, 2016 executive

Chairman Boilard asked if there were any changes, additions or deletions to the minutes and the Executive Session minutes of March 14, 2016. None were offered.

MOTION: Made (Bunnell) and seconded (Russell) to approve the minutes of March 14, 2016; and executive session minutes of March 14, 2016. Approved 3-0.

Having no further business, the Board of Selectmen adjourned at 7:45pm.



Candace Ouillette Gaumond
Administrative Assistant to the TA/BOS



Robert J. Boilard, Chairman



Susan C. Bunnell, Vice Chairman



Robert W. Russell, Clerk