

BOARD OF SELECTMEN MEETING
MONDAY, MARCH 28, 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 Gaumond, Administrative Assistant to the TA/BOS.

EXECUTIVE SESSION

To Discuss Strategy with Respect to Collective Bargaining

Chairman Boilard opened the meeting. He then declared that discussing collective bargaining 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; 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 Massachusetts 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

Anniversary Recognitions of Town Employees' Outstanding Service

Chairman Boilard and the Selectmen honored Town employees with ten, twenty and thirty years of service to Town of Wilbraham. Chairman Boilard thanked the employees being honored tonight. Selectman Russell also shared his appreciation of the employees' outstanding contributions and for providing continuity in the Town. Selectman Bunnell vocalized that the Town of Wilbraham is blessed with a consistent group of employees who do outstanding work. The Selectmen presented each employee with a certificate and anniversary pin.

Request for Abatement of the 2016 Annual Licensing Fees for Melikian, Inc. dba Horizon Restaurant – Atty. Bruce Melikian, Director

Attorney Melikian acknowledged to the Selectmen that this is an unusual request. He didn't expect to have the purchase and sale transaction of the restaurant to be completed prior to the end of 2016. He reported that CIMA Restaurant Corp., who purchased Horizon's Restaurant, paid for the restaurant's liquor license. As a result, CIMA Restaurant Corp. is not inclined to pay the fees Melikian, Inc. paid out to the Town for the restaurant's 2016 licenses. For this reason, Attorney Melikian is requesting that the Town reimburse Melikian, Inc., at a pro-rated rate, back the monies paid out for the restaurant's liquor license; whereas CIMA Restaurant Corp was also invoiced and paid for the 2016 liquor license for the restaurant. Administrative Assistant Gaumond clarified the pro-rated figure amount. If the Board was agreeable, Attorney Melikian asked to have the payment sent to his law office. Chairman Boilard asked if there were any questions. No questions were offered.

MOTION: Made (Bunnell) and seconded (Russell) to approve abatement of Melikian Inc. dba Horizon Restaurant's 2016 Section 12: All Alcoholic Beverages' Common Victauler License in the amount of \$1,688.94. Approved 3-0.

OPEN SESSION

Town Administrator's Report

Town Administrator Breault reported that the Request For Proposals (RFP) for leasing office space for the Senior Center and Parks and Recreation Department bids came in. There was one bidder for each of the RFPs, which was the YMCA of Greater Springfield. According to Town Administrator Breault, the bids have not been vetted thoroughly. However, he

pointed out that there seemed to be no issues with the bids that were previously identified during the first issuing of the RFPs and acceptance of bids. He then reported the price proposal offered in both bids. It appears that the price proposals are a little higher than five percent of what the Departments are currently paying for the office space leases. The bids also proposed a three year lease. No other bids were received.

Town Administrator Breault informed the Selectmen that representatives from the Country Club of Wilbraham (CCW) are expected to attend a Selectmen's meeting in the near future regarding a couple of matters. It was learned that there was a couple of issues with the language in the CCW's lease with the Town, specifically language that referenced an exhibit in the lease, relative to capital improvements. Town Administrator Breault advised that the matter must be agreed upon and settled definitively. He also reported that the CCW is looking to expand its rear patio. The CCW is scheduled to go before the Zoning Board of Appeals (ZBA) in April. He then relayed conversations he had with the President of CCW, Mary McNally, and Lance Trevallion, Building Inspector, and the ZBA Chairman so to get a sense of the CCW's options for expansion of the outdoor patio. Town Administrator Breault then informed that with the change of the CCW's president, the CCW will be seeking to amend its liquor license to reflect a change in directors in the very near future.

Town Administrator Breault announced that the Secretary of State issued notice about a recent change in the Public Records Law related to a new fee amount for public record copies that a municipality can charge. The fee changed from twenty cents to five cents per copies for a public records request.

Lastly, Town Administrator Breault announced that the Finance Committee is scheduled to meet tomorrow. The Finance Committee's meeting was posted as a joint meeting with the Board of Selectmen. He further added that Hampden-Wilbraham Regional School District (HWRSD) officials will be present at the Finance Committee's meeting.

Board of Selectmen Updates

No updates were offered.

Citizens Open Forum

Chairman Boilard opened up the *Citizen Open Forum* meeting to the audience. No one offered to speak.

OLD BUSINESS

FY'17 Annual Budget

Town Administrator Breault asked the Selectmen if they wanted to discuss further the priority list of the additional fiscal requests from the Department Heads. Chairman Boilard recommended that the Board converse with the Finance Committee tomorrow night about the priority list. Selectman Bunnell inquired about a letter received from the New England Police Benevolent Association (NEPBA) Local 120; and if the Finance Committee discussed the matter as of yet. Town Administrator Breault believed the Finance Committee was taking up the matter tomorrow night.

Middle School Unification

Chairman Boilard vocalized that he was disappointed after hearing that the HWRSD School Committee voted to postpone the Middle School Unification until the Fall. He questioned whether the HWRSD School Committee has the right to say whether the matter is taken up in the Fall, which would require a Special Town Meeting. Chairman Boilard pointed out that it's an expense to Wilbraham to have a Special Town Meeting in the Fall. For this reason, he suggested putting an Article in the Town Warrant for the May Annual Town Meeting to see where residents sit with this proposal; then the HWRSD School Committee will know where the Town of Wilbraham stands on this matter. Selectman Bunnell expressed her concern about how the change will impact Hampden. She suggested that it should be made as clear as possible that the motivation to move forward with this Article on the Town Warrant would be to support the Middle School Taskforce and to avoid the additional expense of a Town Meeting because Wilbraham does not have a regular Town Meeting scheduled in the Fall. Selectman Bunnell advised that the Town would need to get the finalized language and meet with the HWRSD School Committee. Discussion ensued.

Annual Town Meeting Warrant

This matter was taken up earlier in the evening, particularly during the agenda topic: *Middle School Unification*.

NEW BUSINESS

Award Bid for Work Plan & Price Quote Classification Study for Employees of Municipal Union IUOE Local 98

Chairman Boilard asked Coordinator Dane for clarification as to what the consultant's service would be. It was mentioned that the consultant would assist in conducting the study; updating the job descriptions and assessing that all the jobs are graded properly. Coordinator Dane informed that the last time a classification study was performed was 1991. Town Administrator Breault further explained what the classification study will entail.

MOTION: Made (Bunnell) and seconded (Russell) to Award the Bid for the Work Plan and Price Quote Classification Study for the Employees of Municipal Union IUOE Local 98 to DI Jacobs Management Consultant Services of Holden, Massachusetts, in the bid amount of \$7,500. Approved 3-0.

Approval of a Termination of Easement – Washington Heights Subdivision

Administrative Assistant Gaumond reminded the Selectmen that last August, the Selectmen took action to terminate an easement relative to this project, which was the first step. Tonight is the second step to terminate the remaining easements. Chairman Boilard asked if there were any questions. No questions were offered.

MOTION: Made (Bunnell) and seconded (Russell) to approve the following easement termination:

The Town of Wilbraham, for no consideration paid, holder of a certain easement described in a Temporary Cul-de-Sac Easement, dated May 28, 2015, and recorded in the Hampden County Registry of Deeds in Book 20722, Page 318, from Anthony Carnevale, Trustee of Washington Heights Realty Trust, a Massachusetts Declaration of Trust, dated April 10, 2012, and recorded in the Hampden County Registry of Deeds in Book 19207, Page 274, releases to the Grantor all of its rights under said Easement and hereby terminates its entire interest as dominant estate holder under said Easement;

And authorize the Chairman to sign on behalf of the Board the Easement Termination. Approved 3-0.

Approval of Promotion of DPW Employee to Waste Water Service Technician

Chairman Boilard asked if there were any questions. Coordinator Dane explained that a Department of Public Works' employee was recently promoted. As a result, there is now a vacant Heavy Equipment Operator position. No questions were offered.

MOTION: Made (Bunnell) and seconded (Russell) to approve the promotion of Heavy Equipment Operator Gary R. Butler from Heavy Equipment Operator on Grade 6 Step F at \$20.78/hr. to Grade 5 Step F at \$22.13/hr. effective March 21, 2016. Approved 3-0.

Authorization to Hire a Heavy Equipment Operator in Department of Public Works-Highway Division

Motion made.

MOTION: Made (Bunnell) and seconded (Russell) to approve the replacement hire of a Heavy Equipment Operator in the Department of Public Works effective immediately. Approved 3-0.

Acceptance of Resignation of Assistant Recreation Director in the Parks and Recreation Department

Authorization to Hire an Assistant Recreation Director

Discussion about the Reappointment of Members to the Bylaw Study Committee

Chairman Boilard declared that reviewing and updating the Town Bylaws is not a one year task. It takes longer than one year to get thorough all the Town's Bylaws. Administrative Assistant Gaumond commented that the Town's Bylaw does not indicate that the Bylaw Study Committee can only be active for one year; it just directs that the Committee members will be appointed for a one year term. The Board of Selectmen agreed that the Committee members' should be reappointed if so desired. The Committee should be active for at least another year to finish the task at hand.

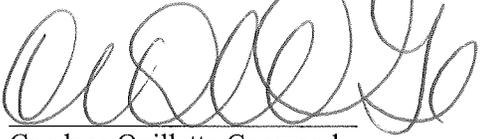
LICENSING AND OTHER APPROVALS

MINUTES OF MEETINGS

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

- March 7, 2016
- March 21, 2016
- March 21, 2016 executive

Having no further business, the Board of Selectmen adjourned at 7:30pm.



Candace Ouillette Gaumont
Administrative Assistant to the TA/BOS



Robert J. Boilard, Chairman



Susan C. Bunnell, Vice Chairman



Robert W. Russell, Clerk