

**BOARD OF SELECTMEN MEETING
MONDAY, APRIL 11, 2016
5:00PM 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

The Board of Selectmen will meet in Executive Session under M.G.L. c. 30A, § 21(a)(1) to discuss an employee's disability claims and issues related thereto.

Chairman Boilard announced that the Board of Selectmen would be going into an Executive Session to discuss an employee's disability claims and issues related thereto because discussing the matter in General Session would be detrimental to the Town's position. For this reason, a motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to go into executive session, under MGL Chapter 30A Section 21(a)(1), to discuss an employee's disability claims and issues related thereto whereas, an open meeting may have a detrimental effect on the Town's position; 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. No one indicated that they were recording the meeting. Chairman Boilard asked that the minutes reflect as such.

APPOINTMENTS WITH THE BOARD

Bond Anticipation Note for the Police Station – Thomas P. Sullivan, Asst. Town Administrator of Budgeting/Finance and Town Treasurer & Collector

Treasurer Sullivan reported to the Selectmen that a bond is required in order to pay the costs associated with building a new police station. He explained that the Town would need two bonds- one now and another bond in the fall. The Town went out to bid to obtain the bond notes. Three companies responded to the Town's bid. He shared all the information about the bid responses received. The lowest bid was received from UniBank. Treasurer Sullivan had four documents for the Selectmen to sign related to the bid. Chairman Boilard asked if there were any questions. The Selectmen had no questions. Treasurer Sullivan reviewed the documents to be signed with the Board. The Selectmen all signed the documents.

Treasurer Sullivan announced that the new police station site will have a Groundbreaking Ceremony on April 25, 2016, at 2:30pm. He invited the Selectmen to attend.

Materials Referenced: Bond Anticipation Note from Unibank Fiscal Advisory Services, Inc., submitted by T. Sullivan, Assistant Town Administrator of Budgeting and Finance/Treasurer/Collector, and Municipal Note Sale Information Sheet, dated April 6, 2016, submitted by T. Sullivan, Assistant Town Administrator of Budgeting and Finance/Treasurer/Collector.

Discussion with Mary McNally, President, Country Club of Wilbraham

a.) Lease Amendment Exhibit F

Attorney McNally and a representative, referred to as Mark, from the Country Club joined the Selectmen for this discussion. Attorney McNally said that *Exhibit F* was omitted from the original lease between the Town of Wilbraham and the Country Club of Wilbraham in 2000. She explained what *Exhibit F* discussed. Attorney McNally asked the Selectmen to approve the amendment to the lease that would allow the acceptance of *Exhibit F*, within the lease.

MOTION: Made (Bunnell) and seconded (Russell) to accept Exhibit F, Plan of Capital Improvements dated January 1, 2000 as part of the 25 year lease as presented. Approved 3-0.

MOTION: Made (Bunnell) and seconded (Russell) to accept Exhibit F, Plan of Capital Improvements, amended May 21, 2012, and finds that the requirements of the amended Exhibit F have been satisfied by Country Club of Wilbraham, Inc., including the effective dates of completion for the projects as described. Approved 3-0.

b.) Consideration of Patio Project

Attorney McNally informed the Selectmen that the Country Club is in the process of building an extension to the outside patio. She explained that the plan was before the Wilbraham Zoning Board of Appeals (ZBA) for administrative approval for the extension of the existing patio. She described the location of the patio and the plan was to expand the patio to include grills, tables and an area for entertainment. The Country Club wants to expand the scope and use of the patio. Attorney McNally asked the Selectmen for their

consideration of the project. The Country Club representative, Mark, explained the details of the project, which include adding a stone wall, pillars, outdoor fire pit and covered patio. The plans for the project were submitted to the Planning Board and ZBA. The monies to fund the project were raised by the Golf Association of Wilbraham. The Association raised \$110,000 to pay for the project. He also mentioned that the project would take about four to five weeks to complete and the Country Club is hoping to begin the project sooner rather than later.

Chairman Boilard asked if there were any questions. No questions were offered. It was mentioned that there was an article in the Wilbraham-Hampden Times which included a sketch of the patio.

Town Administrator Breault clarified that the Selectmen are considering this matter under Section 8.9 of the Lease, which refers to alterations. He informed that Attorney Stephen Reilly, Town Counsel, has indicated that this project requires written consent from the Town. The Board of Selectmen needs to consider giving consent; however, other Departments may have to give approvals as well. Attorney McNally asked if the upcoming ZBA hearing was the last step in obtaining approvals for the Country Club's project to move forward. Town Administrator Breault responded.

MOTION: Made (Bunnell) and seconded (Russell) to authorize the Country Club of Wilbraham to proceed with the patio project as presented to the Board of Selectmen on April 11, 2016; pending all necessary and proper approvals from respective Town Boards, Committees and, or Commissions. Approved 3-0.

Materials Referenced: Original Exhibit F, dated November 22, 1999, of the Lease Agreement between the Town of Wilbraham and the Country Club of Wilbraham; Amended Exhibit F, dated May 21, 2012, of the Lease Agreement between the Town of Wilbraham and the Country Club of Wilbraham, Original Lease Agreement between the Town of Wilbraham and the Country Club of Wilbraham, dated February 28, 2000, and Amended Lease Agreement between the Town of Wilbraham and the Country Club of Wilbraham, dated May 21, 2012.

OPEN SESSION -- for topics not reasonably anticipated 48 hours in advance of meeting, such as

Town Administrator's Report

Town Administrator Breault expressed his gratitude to Mr. Bradbury and members of the Wilbraham Hampden Rotary Club. He mentioned that he spoke last week at a Rotary Club event; and enjoyed himself at the event. Town Administrator Breault said that he was asked to send warm regards to the Selectmen from Mr. Charlie Bennett.

Town Administrator Breault announced that next Monday is Patriot Day and Town Offices will be closed in observance of the holiday. The Board of Selectmen's next meeting will be on April 25, 2016.

Board of Selectmen Updates

Chairman Boilard asked if there were any updates from the Selectmen. No updates were offered.

Citizens Open Forum

Chairman Boilard opened the Citizens Open Forum and asked if anyone in the audience wanted to speak. Suzanne McLaughlin, reporter from The Republican, asked if Keno To Go was approved for Main Street Mart. Chairman Boilard answered that the matter was tabled; whereas, the Board of Selectmen were still waiting for a letter from the Massachusetts Lottery Commission.

OLD BUSINESS

Petition for Keno to Go at Main Street Mart

Mr. and Mrs. Patel and their son were present for the discussion. Chairman Boilard said that the Board would like to have Town Counsel look into this matter. He also informed that the Massachusetts Lottery Commission contacted the Town and will be sending more information relative to the Patel's application for Keno To Go. For these reasons, the Selectmen are tabling this matter until further notice.

Materials Referenced: Main Street Petition for Keno To Go, received March 3, 2016, as submitted by the Patels.

Approval of Hiring Policy

Herta Dane, Human Resource Coordinator, recommended that the Board of Selectmen table this matter at this time. Chairman Boilard announced that the Selectmen are currently trying to review a recently revised Hiring Policy. He provided further explanation and stated that the matter was tabled. Selectman Russell asked if the revised Hiring Policy has to be presented to the Unions. Coordinator Dane said no it does not because the policy is an administrative policy. Selectman Russell asked for clarification. Coordinator Dane clarified.

Materials Referenced: Town of Wilbraham Administrative Polices, amended August 13, 2016; Draft Town of Wilbraham Hiring Policy as submitted by H. Dane, Human Resource Coordinator, and Personnel Advisory Board December 9, 2015 Minutes.

FY'17 Annual Budget

a.) DPW

1. Wastewater Dept./Highway Dept. Position Request

Edmond Miga, Jr., Town Engineer/Director of Department of Public Works (DPW), said that the last time he met with the Board of Selectmen he made a case for DPW's request for an additional position for FY 2017, which would be funded equally between the

Highway Division and Wastewater Enterprise Fund. Director Miga informed that he met with Selectman Bunnell, who is DPW's Selectmen liaison, and had a lengthy conversation about the Board of Selectmen's decision relative to the requested position for FY 2017. He informed the Board that last week, DPW proposed and presented to the Finance Committee to have an additional half time position for the Wastewater Division and leave the Highway Division's salary budget level funded. This would accomplish having an employee from the Highway Division relocate to the Wastewater Division for six months of the year. Director Miga explained further. He clarified that the Accounting Department will create a line item in the budget to be utilized to fund the hire of a part time employee to work in DPW during the summer months. He stated that the employee would not require a license. This arrangement would allow the opportunity for licensed employees to be able to work on maintaining the wastewater system.

Director Miga said that DPW purchased the Jet Vac Truck, a complicated piece of machinery, a year or so ago. The Department is behind in getting the jet vac lines cleaned within the wastewater system. Therefore, the prospect of moving forward to address this task is important. He further commented how this proposed position would benefit the Department and the work to be conducted. Selectman Bunnell also commented that the part time employee can address the trimming and field work that needs to be addressed as well. Discussion ensued. Director Miga reminded the Selectmen that they are the Town's Sewer Commissioners. Selectman Bunnell suggested that the Board conduct Sewer Commission meeting prior to the Board of Selectmen's general meeting starting on a routine basis. Chairman Boilard asked if the proposed position would help alleviate DPW's situation to maintain the wastewater system. Director Miga affirmed it would. Discussion ensued further and also encompassed the topic of hoisting licenses, which is now a requirement for DPW employees. Director Miga informed the Board that according to state regulation, if a homeowner owns and operates a bobcat to plow a driveway, the homeowner will also need a hoisting license..

MOTION: Made (Bunnell) and seconded (Russell) to authorize and recommend the inclusion of \$22,500 for the creation of one (1) six month seasonal position in the Wastewater Departments in FY'2017 Annual Budget. Approved 3-0.

Treasurer Sullivan reviewed with the Selectmen the budget requests the Finance Committee approved and included in the FY 2017 budget, such as the copier for the Council on Aging. He indicated that the copier was a one-time expense to a non-recurring line item. The group discussed the non-recurring line item. Selectman Bunnell clarified that this is not a non-recurring line item; however, the copier expense is a non-recurring cost in the line item. Chairman Boilard asked if there were any questions about the copier request. No questions were offered.

The Board then turned the discussion to the Tree Warden's monetary request to address tree canopies over the streets. Treasurer Sullivan informed that Dan Miles, Chairman of the Finance Committee, talked to the Tree Warden about the issue relative to tree canopies hanging too low over the roads and his funding request. He explained that Finance Committee recommended the same tactic be utilized as has been done to fund repairs of guardrails and sidewalks, which is allocating monies into an account to address the tree canopy issues. If this tactic is successful, monies will be allocated every year for this multi-year project.

Chairman Boilard inquired about the line item for Central Dispatch. Treasurer Sullivan responded.. He then shared that the last item the Finance Committee agreed to fund, which was a police officer position. The Finance Committee allocated \$35,000 from a line item designated for a new vehicle to a line item that would fund a new police officer position. Chairman Boilard commented how three police officers are currently on leave due to injuries on duty. This need for a new police officer is driven by injuries in the Department. He also stated that the cost of this position is greater \$53,000. Chairman Boilard emphasized that \$35,000 cut is not a revolving cut each year. Treasurer Sullivan said that the 2008 Staffing Study indicated that the Police Department is currently operating below the minimum staffing level. Selectman Bunnell said what has been observed in the past several years is a chronic issue in the Department involving injuries. The Police Department also has an aging police force. Additionally, police officers cannot take a vacation if the Department is shorthanded or there is a hole in the schedule and that situation impacts the police officers negatively. Chairman Boilard asked if the Finance Committee voted unanimously on these budget request items. Treasurer Sullivan said that one Committee member opposed the police officer position; however, the other requests were approved in a unanimous vote. Chairman Boilard expressed his concerns relative to the police officer position. Treasurer Sullivan said that the other factor to the Finance Committee's decision to include monies for a new police officer position was that it would help reduce overtime costs in the Police Department. Discussion ensued.

Selectman Russell asked where the Town stands right now fiscally. Treasurer Sullivan responded that the Town is between the levy limit and \$180,000. He further explained that the Town may want to reduce the school budget by \$80,000. He informed the Board that the Governor stated that there would be \$70,000 more in Local Aid. However, Treasurer Sullivan indicated that a State budget has not been seen as of yet to confirm Local Aid numbers. For this reason, the Town is not counting on the State's Local Aid figure at this point. Chairman Boilard asked if the figure could be built into the budget but not acted upon. Selectman Bunnell reminded that final approval of hiring for all these new positions is the Board of Selectmen's decision. Treasurer Sullivan advised that the budget could be cut, if Local Aid comes in at a lower figure than anticipated. Selectman Bunnell again commented that the Board of Selectmen has the ability to decline the hiring of positions, should the need arise. Discussion ensued.

MOTION: Made (Bunnell) and seconded (Russell) to authorize and recommend the inclusion of the following fiscal items in the FY'2017 Annual Budget:

- \$53,000 for one (1) full time Police Officer position in the Police Department;
- \$10,000 for one (1) part time Dispatcher position in Central Dispatch Department;
- \$5,000 for Tree Warden account for the removal of tree canopies over public ways;
- \$5,835 for the Council on Aging account for the purchase of a copier.

Approved 3-0.

Materials Referenced: FY'17 Budget Workbook as submitted by N. Breault, Town Administrator.

Annual Town Meeting Warrant

a.) Acceptance of the Proposed "Chicken" Bylaw Article for the Annual Town Meeting Warrant

Members of the Bylaw Study Committee: John Broderick, Chairman; David Sanders and Sgt. Edward Lennon joined the Selectmen for the discussion. Chairman Boilard congratulated the Committee for their work on the bylaws. Mr. Broderick stated that the Committee would be holding a public forum on April 28, 2016 to provide information to the public about the bylaw articles on the Warrant.

Selectman Bunnell indicated that she was disinclined to place the "Chicken" Bylaw Article on this year's Town Meeting Warrant. Mr. Sanders asked Selectman Bunnell the reason for her position. Selectman Bunnell responded that she was unsure of her position regarding the proposed bylaw after receiving many residents' phone calls on this matter. She wondered if the proposed bylaw should include all poultry. She also wanted more concrete information about the complaints the Town received relative to chickens. Selectman Bunnell recommended that the proposed bylaw be kept on hold until next year's Annual Town Meeting.

Mr. Broderick stated that the Bylaw Study Committee worked on this proposed bylaw for a long time. He said that there is a need for this bylaw. He provided two reasons why the bylaw was needed: 1.) Residents are asking for regulations relative to keeping chickens and the Town does not have any; and 2.) Residents are also complaining about chickens and there is nothing that determines what to do in such situations. Selectman Bunnell said she understood the Building Inspector/Zoning Enforcement Officer is not looking to be responsible for enforcement of such a bylaw. She asked if this particular issue was resolved. Mr. Broderick said that Massachusetts General Law designates the Board of Selectmen should identify the enforcement authority of the bylaw. He said that if a chicken complaint fell under a building or zoning situation, Inspector Trevallion would have to address it and if it came under a health concern, Lorri McCool, the Health Inspector would have to address it. Discussion ensued.

Selectman Russell thanked the Bylaw Study Committee members for all their work. He acknowledged that it's a difficult job to do and the Committee has done a great job. He then said that he would like to put off this particular bylaw until next year. He said that when there is a public hearing scheduled relative to this bylaw, a lot of residents will attend. He indicated that there is a need for more time before Town Meeting takes up a vote on this bylaw. Selectman Russell was of the opinion there would be a lot of people coming out for this particular item, based on the amount of phone calls the Town received regarding chickens..

Selectman Bunnell also thought that there was more input needed to be received from the public on this topic. She cautioned that there might be people whose current circumstances will be prohibited as a result of this proposed bylaw. She explained further. Selectman Bunnell said that she is supportive of people having access to fresh eggs. She expressed concern about implementing a bylaw that may trigger numerous residents being in violation of the bylaw given there is a population of residents already keeping chickens. Mr. Sanders asked if Selectman Bunnell wanted to address the poultry in the proposed bylaw instead of just chickens. Selectman Bunnell said that there is a need for more information on this matter. She stated that there seem to be a number of residents who keep ducks.

The Board of Selectmen decided to hold off on placing the proposed "Chicken Bylaw" on this year's Town Meeting Warrant. The Board determined that the proposed bylaw should be addressed at next year's Town Meeting.

Mr. Broderick asked if the Selectmen could forward any information or comments received from the public on this matter to the Bylaw Study Committee as well as any thoughts or suggestions that the Board of Selectmen may have as well. Discussion ensued about the number of complaints received each year about chickens. Mr. Broderick asked if the Town will maintain a database of complaints received. Selectman Bunnell responded. Discussion ensued about records of animals kept in Town and the role of the Animal Inspector.

b.) Middle School Unification

Chairman Boilard informed that the Board met with the Hampden Board of Selectmen last Friday afternoon and discussed the topic of middle school unification. He said that there were about thirty people in attendance at the meeting. Chairman Boilard said that it was his impression from the meeting that there appears to be lack of information given to a specific population. If the information was available, it might help that particularly population understand the middle school unification process. He said that the Hampden Board of Selectmen is not opposed to the Town bring the item forward for people to vote however, Hampden is unable to add the item to their Annual Town Meeting Warrant at this time. Chairman Boilard also mentioned that he was informed that the Hampden Board of Selectmen requested a meeting with the Hampden-Wilbraham Regional School District (HWRSD) School Committee for Wednesday night. However, it was not clear as to the topic of that meeting.. Chairman Boilard was unsure as to what direction this

issue was heading. However, he said that the question before the Board of Selectmen tonight is whether or not the Selectmen want to place this item on the Town Meeting Warrant or address this matter during a Special Town Meeting in the fall. He reported that there is discussion about contracting with a third party to examine the District and issue a third opinion on this matter. He then asked the Board of Selectmen if they would like to place the item on the Town Meeting Warrant and include a ballot question during the Town Elections.

Selectman Bunnell said that a Warrant Article would need to include language from the Regional Agreement between the Towns and HWRSD. She said that it was not clear during the meeting with the Hampden Board of Selectmen if the language was agreed upon. With that being said, there was concern about placing the language on the Town Warrant and moving forward with the article.

George Reich, Town Moderator, commented that, with respect to the article language, the language can be fairly broad in the Warrant. He advised that it is the motion that needs to be clear. Selectman Russell said that this article would be non-binding. Discussion ensued. Treasurer Sullivan suggested a more simplistic language for the article. Mr. Reich offered a suggestion relative to the motions for the Warrant Articles. Selectman Bunnell expressed concern that a motion could arise to discontinue the Regional Agreement between the Towns and HWRSD. Selectman Bunnell shared her opinion as to what the language of the Article should include. Chairman Boilard asked how the Selectmen would like to proceed. Discussion ensued amongst the Board of Selectmen as to whether or not to place this item on the Town Meeting Warrant. Chairman Boilard reported that there is a tremendous outpouring from the residents in the Town of Wilbraham who want to see the Middle School Unification initiative completed at the Annual Town Meeting. However, the Wilbraham Board of Selectmen is unable to move forward at this time because the process has to start with the HWRSD School Committee. Chairman Boilard pointed out that the downside to this issue is that the Middle School children will not have the best educational model in place. Discussion ensued.

Chairman Boilard mentioned that the HWRSD School Committee is examining its FY 2017 proposed budget and the impact it will have on the School District. He commented about an upcoming meeting between the HWRSD School Committee and the Hampden Board of Selectmen. Before moving on to another discussion, the Selectmen discussed the possibility of having a Special Town Meeting in the fall.

c.) Other Articles For Discussion

The group discussed the Finance Committee's role at Town Meeting and the language which indicates the Finance Committee's recommendations of Articles be included on the Warrant.

Selectman Bunnell said that it appears Article 8-23 are Finance Committee Articles. For this reason, she wondered if the Articles should be placed on the Consent Agenda. Treasurer Sullivan stated that Mr. Reich and he would work out the Articles to be placed on the Consent Agenda. Selectman Bunnell then said that Articles 19-23 are Finance Committee Articles and seem not appropriate for the Consent Agenda. She expressed concern about the flow of the Consent Agenda. She further explained her concerns about voting pieces of the Finance Committee's budget in advance of the Finance Committee voting on the budget. Treasurer Sullivan stated that the Reserve Fund is a recurring item and the Stabilization Fund is free cash. Selectman Bunnell recommended that Dan Miles, Chairman of the Finance Committee, review this item. She then suggested that Article 43 (Capital Planning Article) be moved in the Warrant so to come right after the budget article. All agreed. Selectman Bunnell asked a question about Article 39 relative to land grant monies. Town Administrator Breault mentioned that this item was still being reviewed by Town Counsel. Treasurer Sullivan explained that the item was related to state grant monies and authorization of such funding. Selectman Bunnell asked a question about the Bylaw Articles 47-55. Town Administrator Breault responded. Selectman Bunnell suggested that language be used to specify that Article 56, (the "Daycare" Zoning Bylaw) revises the Zoning Bylaw to mirror State regulation. Chairman Boilard questioned the Article.

Chairman Boilard mentioned that the Consent Agenda was expanded to streamline Town Meeting. He then asked Mr. Reich if there are any questions about the Consent Agenda. Mr. Reich stated that if there is anyone who has a question or something to say about any item on the Consent Agenda it will come out of the Consent Agenda and be discussed during Town Meeting.

Selectman Russell asked which Article is related to the Town's parliamentary procedure for Town Meeting. Treasurer Sullivan responded that it is Article 5. Discussion ensued. Chairman Boilard asked if monies would be budgeted for a Special Town Meeting. Treasurer Sullivan advised that monies (\$5,000 -\$7,000) would be set aside for a Special Town Meeting in the Selectmen's budget.

Town Administrator Breault talked about the Article relative to the East Street Bridge project. He explained the Article relates to easements required for the project. He informed that \$10,000 would come from Chapter 90 funding. Although he did not believe the Town would need to provide funding, he recommends, the Town needs to set aside funding for the project to be on the safe side.

Treasurer Sullivan asked the Selectmen if they were comfortable with Article 20. The Board agreed the Article was satisfactory.

Materials Referenced: Draft "Chicken Bylaw," dated April 5, 2016, and Draft Town Bylaw Amendment Exhibit, dated April 11, 2016, as submitted by the Bylaw Study Committee; Draft Annual Town Meeting Warrant FY'17, dated April 11, 2016, as submitted by N. Breault, Town Administrator, and Draft 2016 Annual Town Meeting Warrant-Acceptance of Deeds Exhibit A Memo, n. d., submitted by B. Litchfield, Town Clerk.

NEW BUSINESS

Approval of Annual Town Meeting Warrant

A motion was made and seconded.

MOTION: Made (Bunnell) and seconded (Russell) to approve the 2016 Annual Town Meeting Warrant of 55 Articles as attached to the minutes of this meeting, and that said warrant be prepared for printing and distribution, excepting only legal or technical corrections to be made before April 19, 2016. Approved 3-0.

Materials Referenced: Draft Annual Town Meeting Warrant FY'17, dated April 11, 2016, as submitted by N. Breault, Town Administrator, and Draft 2016 Annual Town Meeting Warrant-Acceptance of Deeds Exhibit A Memo, n. d., submitted by B. Litchfield, Town Clerk.

Approval of Professional Service Agreement between the Town of Wilbraham and DI Jacobs Consulting Co to Conduct a Classification & Compensation Study for Employees of Municipal Union IUOE, Local 989

Chairman Boilard explained why a classification study was required. He also informed that an outside firm will be assisting the Town to conduct a position classification study. A motion was made and seconded. Chairman Boilard asked if there were any questions or discussions. Selectman Bunnell asked if there would be a classification study for non-union employees as well. Town Administrator Breault stated that the non-union employees are not to be a part of this classification study.

MOTION: Made (Bunnell) and seconded (Russell) to approve the Agreement between the Town of Wilbraham and DI Jacobs Consulting Co. for Consulting Services relative to conducting a Classification and Compensation Study for Employees of Municipal Union IUOE, Local 98. Approved 3-0.

Materials Referenced: Professional Service Agreement between DI Jacobs Consulting Co. and the Town of Wilbraham to conduct a Classification and Compensation Study for Employees of Municipal Union IUOE, Local 98, date April 11, 2016, as submitted by H. Dane, Human Resource Coordinator.

Sewer Abatements

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

MOTION: Made (Bunnell) and seconded (Russell) to approve a Sewer Abatement totaling \$982.60 as listed in a memo, dated April 11, 2016, from E. Miga, Director of DPW/Town Engineer. Approved 3-0.

Materials Referenced: Memo, dated April 11, 2016, regarding Sewer Abatements, as submitted by E. Miga, Jr., Town Engineer/Director of DPW.

Parks & Recreation Department

- a.) Acceptance of Resignation of Assistant Parks and Recreation Director
- b.) Authorization to Hire Replacement for Assistant Parks and Recreation Director

Chairman Boilard thanked Benjamin Sabbs, Assistant Parks and Recreation Director, for the wonderful job he did at the Parks and Recreation Department. He also said that most people who take on this position seem to move to bigger and better things. He congratulated Mr. Sabbs and wished him well.

MOTION: Made (Bunnell) and seconded (Russell) to accept the resignation of Assistant Parks and Recreation Director Benjamin Sabbs effective April 19, 2016; and approve the replacement hire for a new Assistant Parks and Recreation Director effective immediately. Approved 3-0.

Materials Referenced: Resignation letter, received April 5, 2016, from B. Sabbs, Assistant Director of Parks and Recreation Dept., and Authorization to Hire form relative to the Assistant Director of Parks and Recreation as submitted by H. Dane, Human Resource Coordinator.

- c.) Request for Temporary Increase in Hours for Recreation Aide

Chairman Boilard asked if this request was to assist with the workload in the Parks and Recreation Department on an interim basis until an Assistant Director was hired. It was confirmed.

MOTION: Made (Bunnell) and seconded (Russell) to authorize and approve the temporary increase, from 10 hours to 17 hours, a week for the Recreation Aide position in the Parks and Recreation Department until the replacement hire of a new Assistant Parks and Recreation Director effective the week of April 17, 2016. Approved 3-0.

Appointment of Alternate Interim Electrical Inspector

Chairman Boilard announced that this matter was tabled at this time.

Approval of Reallocation of Unspent Funds from the FY'2015 Bond Authorization

Administrative Assistant Gaumond reported that the Finance Committee already approved this reallocation of unspent funds. Treasurer Sullivan described the details of this transaction.

MOTION: Made (Bunnell) and seconded (Russell) to authorize the reallocate \$62,000 of unspent funds from prior FY 2015 bond authorization to fund the Mile Tree PA/Phone System Project. Approved 3-0.

Materials Referenced: Memo, dated April 5, 2016, regarding reallocation of funds from the FY 2015 Bond Authorization, as submitted by the Capital Planning Committee.

LICENSING AND OTHER APPROVALS

Renewal of Roller Skating Rink License-Interskate 91

A motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to renew an annual license for a Roller Skating Rink to Wheely-Funn, Inc., D/B/A Interskate 91 at 2043 Boston Road, with conditions previously established, said license expiring April 30, 2017. Approved 3-0.

Materials Referenced: Roller Skating Rink License Renewal Application, n. d., received by Wheely-Funn, Inc. dba Interskate 91.

Approval of a Section 14: Special Alcohol License (May 7, 2016) – Wilbraham Nature and Cultural Center
Chairman Boilard asked if there were any questions. No questions were offered.

MOTION: Made (Bunnell) and seconded (Russell) to grant a Section 14: Special Alcohol License to Patrick Brady, representing the Wilbraham Nature and Cultural Center, for sale of all alcoholic beverages at a private birthday party to be held on May 7, 2016, at the Red Barn at Fountain Park, 883 Tinkham Road, from 5:00pm to 10:30pm. Approved 3-0.

Materials Referenced: Application for a Section 14: Special Alcohol License, received March 3, 2016, as submitted by the Wilbraham Nature and Cultural Center.

Approval of Application for Charitable Walking, Running, or Racing Event – Minnechaug Land Trust/Rice Nature Preserve
Chairman Boilard inquired if there were any questions. No questions were asked.

MOTION: Made (Bunnell) and seconded (Russell) to approve the use of public sidewalks and roads for a 5K Road Race to benefit Rice Nature Preserve, scheduled for June 4, 2016, from 8:00am to 10:00am along the following public ways: Main Street; Tinkham Road, Rochford Drive, Longview Drive, Brentwood Drive, Sawmill Drive, Ruth Drive and Pidgeon Drive, sponsored by Minnechaug Land Trust; and forward the event notice to public safety officials for a public safety review. Approved 3-0.

Materials Referenced: Application for Charitable Walking, Running or Racing Event, received April 7, 2016, from Minnechaug Land Trust/Rice Nature Preserve, and accompanying documents.

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 28, 2016
- March 29, 2016
- April 4, 2016
- April 4, 2016 executive
- April 8, 2016

Having no further business, the Board of Selectmen adjourned at 8:37pm.



Candace Ouillette Gaumont
Administrative Assistant to the TA/BOS



Robert J. Boilard, Chairman



Susan C. Bunnell, Vice Chairman



Robert W. Russell, Clerk

