

**BOARD OF SELECTMEN MEETING
MONDAY, JUNE 14, 2016
6:30PM AT TOWN OFFICE BUILDING
240 SPRINGFIELD STREET, WILBRAHAM, MA
MINUTES**

PRESENT: Chairman Susan C. Bunnell (presiding); Selectmen Robert W. Russell and Robert J. Boilard; Town Administrator Nick Breault and Candace Ouillette Gaumond, Administrative Assistant to the TA/BOS.

PLEDGE OF ALLEGIANCE

Following the Pledge of Allegiance, Chairman Bunnell 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. She 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 Bunnell asked that the minutes reflect as such.

APPOINTMENTS WITH THE BOARD

Opening of the 2016 Road Resurfacing and Related Work Bids – Department of DPW

Chairman Bunnell opened the two bids received, one after the other. Town Administrator Breault read the bids and confirmed inclusion of all required documents and signatures. Palmer Paving Corporation of Palmer, Massachusetts submitted a bid for \$829,755.00 and The Lane Construction Corporation of Cheshire, Connecticut submitted a bid for \$930,306.00. The Board decided to forward the bids to the Department of Public Works for review prior to awarding the bid. This item will be tabled until June 27, 2016.

MOTION: Made (Russell) and seconded (Boilard) to forward all bids received to the Department of Public Works for evaluation and recommendations. Approved 3-0.

Materials Referenced: Road Resurfacing & Related 2016 Bid, dated May 16, 2016.

NEW BUSINESS

Vacation Carryover

A motion was made.

MOTION: Made (Russell) and seconded (Boilard) to approve the carryover of the following hours of vacation and/or personal time from FY 2016 to FY 2017 for the following employees: Bryan Litz, 105 hours; John Pearsall, 42 hours, Mike Framarin, 40 hours, Anthony Aube, 21 hours and Herta Dane, 12 hours. Approved 3-0.

Materials Referenced: Memo, dated June 8, 2016, from H. Dane, Human Resource Coordinator, regarding vacation carryover request.

Chapter 41, Section 111F: Injury on Duty

A motion was made.

MOTION: Made (Russell) and seconded (Boilard) to indemnify, according to MGL Chapter 41, Section 111F: Private Mathew Walch for 170 hours lost from April 24, 2016 to June 3, 2016, due to his injury-on-duty of August 5, 2015; and Officer John Siniscalchi for 376 hours lost from March 22, 2016 to May 29, 2016, due to his injury-on-duty of May 14, 2014. Approved 3-0.

Materials Referenced: Memo, dated June 8, 2016, from H. Dane, Human Resource Coordinator, regarding IOD updates and indemnifications.

Four (4) Requests for Transfer from the Reserve Fund

- Legal Services requested by Nick Breault, Town Administrator (Approved by Finance Cmte.)

A motion was made and seconded. Chairman Bunnell asked if there were any discussions or changes. No discussion or changes were offered.

MOTION: Made (Russell) and seconded (Boilard) to recommend a transfer of \$10,000 from the Reserve Fund to the Account 01-111-5219 for extraordinary and unforeseen expenditures associated with legal expenses in fiscal year 2016. Approved 3-0.

- Sick Leave Buy-Back, Fire Department requested by Nick Breault, Town Administrator (Approved by Finance Cmte.)

A motion was made and seconded. Chairman Bunnell asked if there were any discussions or changes. The Board did not offer a discussion or any changes.

MOTION: Made (Russell) and seconded (Boilard) to recommend a transfer of \$14,400 from the Reserve Fund to the Account 01-220-5193 for extraordinary and unforeseen expenditures associated with unanticipated retirement in the Fire Department in fiscal year 2016. Approved 3-0.

- Recreation: Equipment Repairs/Services requested by Bryan Litz, Parks & Recreation Director (Approved by Finance Cmte.)
A motion was made and seconded. Chairman Bunnell asked if there were any discussions or changes. No discussion or changes were offered.

MOTION: Made (Russell) and seconded (Boilard) to recommend a transfer of \$890.00 from the Reserve Fund to the Account 01-620-5203 for extraordinary and unforeseen expenditures associated with a broken brake line in fiscal year 2016. Approved 3-0.

- Veterans' Services requested by Laurie Kozak, Director of Veterans' Services (Approved by Finance Cmte.)
A motion was made and seconded. Chairman Bunnell asked if there were any discussions or changes. The Selectmen offered no discussion or changes.

MOTION: Made (Russell) and seconded (Boilard) to recommend a transfer of \$489.00 from the Reserve Fund to the Account 01-543-5101 for extraordinary and unforeseen expenditures associated with overtime in fiscal year 2016. Approved 3-0.

Materials Referenced: Request for Transfer from the Reserve Fund form, dated June 6, 2016, submitted by N. Breault, regarding legal account; Request for Transfer from the Reserve Fund form, dated June 6, 2016, submitted by N. Breault, regarding sick leave buy back-Fire Dept., Request for Transfer from the Reserve Fund form, dated June 6, 2016, submitted by B. Litz, regarding Recreation Dept. equipment and repairs, and Request for Transfer from the Reserve Fund form, dated June 6, 2016, submitted by L. Kozak, regarding Veteran's Dept. Overtime.

Appointment of John Pearsall as Municipal Project Manager of 611V Glendale Road/Mt. Marcy

Chairman Bunnell asked if the project required a project manager from the Town to deliver oversight of the project. Administrative Assistant Gaumond confirmed this to be true. A motion was made and seconded. Chairman Bunnell asked if there were discussions or questions.

Lawrence Lloyd, from Silo Farm Associates, and Jerry Gagliarducci joined the discussion. Mr. Lloyd said that Silo Farm Associates was in the process of finalizing the application for the state grant as discussed through the Community Preservation Act application process. While working on the application, it was discovered that a Town representative would need to be appointed as the Municipal Project Manager (MPM) to handle the day-to-day contact, etc. Mr. Lloyd and Mr. Gagliarducci asked John Pearsall, Director of Planning and Community Development, if he would be the MPM for the project. Director Pearsall agreed. For this reason, Mr. Lloyd, requested, that if the Board of Selectmen agrees to appoint Director Pearsall to this position, a letter from the Board of Selectmen would need to be included in the application detailing the MPM appointment.

Mr. Lloyd reported that Silo Farm Associates is approximately two weeks away from finalizing the application. He also said that Director Pearsall is assisting with an issue relative to conservation restrictions. However, once that section is completed, Mr. Lloyd will submit the finalized state grant application to the Board of Selectmen for review, approval and signature.

Mr. Lloyd mentioned that he and Mr. Gagliarducci met with the Conservation Commission, who approved and signed the state grant application already. Currently, Town Counsel is reviewing the application and signature page at the request of the Conservation Commission. He reiterated that the Board of Selectmen will also have to review the document, approve it and sign off on the application.

Mr. Gagliarducci mentioned that the deadline for submitting the state grant application to the state is July 13, 2016. Administrative Assistant Gaumond suggested a timeframe to obtain the Selectmen's approval and signature before the deadline. Mr. Gagliarducci said that Mr. Lloyd has been in touch with the state liaison and other parties, such as the Historical Commission, who also need to sign the grant application. Mr. Lloyd felt confident that the application will be all set by the deadline.

Mr. Gagliarducci mentioned that there is a glitch, which he explained. When Steve Larson filed the motions for Town Meeting, he missed one item. The state requires that the Town owns the property; and that the Town be reimbursed for the purchase in order to file the state grant application. Mr. Gagliarducci said that reviewed several options the Town had to address this item, which can be dealt with once the state grant application is approved. He indicated that there discussing the matter with Town Counsel. Mr. Lloyd stated that he should have a response form the state regarding the state grant application by October, 2016. He also mentioned that the state grant application will not conclude until June 2017.

Chairman Bunnell asked if there were any further discussions or questions. None were offered.

MOTION: Made (Russell) and seconded (Boilard) to appoint John Pearsall as the Municipal Project Manager of 611V Glendale Road/Mt. Marcy Acquisition Project for a one year term, expiring on June 30, 2017. Approved 3-0.

Approval of 2016 Commonwealth Security Trust Fund Grant Application

Town Administrator Breault informed that the Police Department is submitting an application to seek funding to purchase an electronic fingerprinting device. Chairman Bunnell asked if there are any questions or discussions. No questions or discussions were offered. A motion was made.

MOTION: Made (Russell) and seconded (Boilard) to approve the application for 2016 Commonwealth Security Trust Fund Grant; and authorize Chairman to sign said application on behalf of the Board of Selectmen. Approved 3-0.

Materials Referenced: Draft 2016 Commonwealth Security Trust Fund Grant Application as submitted by R. Tucker, Police Chief.

LICENSING AND OTHER APPROVALS

Consideration to respond to the Mass. State Lottery's Notification regarding Francesca Rose, Inc. dba Route 20 Bar & Grille's Application for a KENO License

Chairman Bunnell announced that the Board received a letter from the Massachusetts State Lottery regarding Francesca Rose, Inc. dba Route 20 Bar & Grille's application for a Keno License. Selectman Boilard stated that he is comfortable with the application, considering that Dana's Grill, the restaurant abutting Route 20 Bar & Grille, has Keno. He also commented that there is adequate parking; and the business is not located next to a school. The Board decided to take no action and allow the State to issue the Keno license.

Materials Referenced: Letter, dated June 6, 2016, from A. Buckley, Manager, New Agent Licensing, Massachusetts Lottery Commission, regarding Route 20 Bar & Grille's application for Keno.

Approval of a Request to Place Signs – Wilbraham Nature and Cultural Council Center

A motion was made and seconded. Chairman Bunnell asked if there were any discussions or questions. Selectman Russell stated that he would like to amend the motion to include other locations in Town where signs could be displayed the day of the concerts. Administrative Assistant Gaumond mentioned that she received information relative to the requested locations from Tracey Plantier, Director of the Wilbraham Nature and Cultural Center. She also advised that the Selectmen would need specific sites in order to approve the additional locations. Discussion ensued. The Selectmen agreed to determine the additional locations after consulting with the Directors of the Wilbraham Nature and Cultural Center (WNCC). Once that was accomplished, the Selectmen would amend the motion later in the meeting. The Selectmen further conversed about the matter. All agreed to vote on the standing motion and amend the motion later in the evening once confirmation of sign locations were received from the appropriate Director from WNCC.

MOTION: Made (Russell) and seconded (Boilard) to approve and permission for the placement of signs or banners at the following locations: corner of Stony Hill Road and Boston Road, and at 883 Tinkham Road (Fountain Park), to be installed on June 14, 2016, and removed by July 30, 2016, after the Wilbraham Nature and Cultural Council's Fountain Park Summer Concert Series has concluded. Approved 3-0.

The Board of Selectmen took a brief recess at 6:05pm to relocate the Selectmen's meeting to Minnechaug Regional High School's Information Research Commons Library at 621 Main Street, Wilbraham. The meeting resumed at 7:00pm.

The Board of Selectmen amended the motion made earlier in the evening, relative to a request submitted by the WNCC to place signs or banners on public property. The amended motion is as follows:

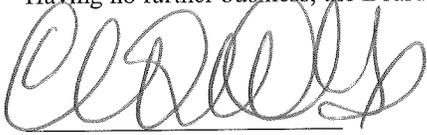
MOTION: Made (Russell) and seconded (Boilard) to amend the previous motion made on June 14, 2016, to the following: to approve and give permission for the placement of signs or banners at the following locations: corner of Stony Hill Road and Boston Road, and at 883 Tinkham Road (Fountain Park), to be installed on June 14, 2016, and removed by July 30, 2016, after the Wilbraham Nature and Cultural Council's Fountain Park Summer Concert Series has concluded; and on the date of each concert in the Fountain Park Summer Concert Series, signs or banners can be placed at the following locations in addition to the previous locations cited: Town Hall, 240 Springfield Street; Wilbraham Police Station, 16 Main Street, Wilbraham Fire Headquarters, 2770 Boston Road, Intersection of Oakland and Main Streets, East Longmeadow Road at the Town sign, Tinkham Road at the Town sign, Crane Park and Intersection of Stony Hill and East Longmeadow Roads. Approved 3-0.

Materials Referenced: Request to Place Banners or Signs form, n. d., submitted by P. Brady, President of Board of Directors, Wilbraham Nature and Cultural Center, Inc. regarding signs for Fountain Park Summer Series Concerts.

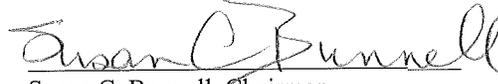
JOINT MEETING WITH HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE MEETING
Middle School Unification

For more information about this agenda topic discussion and account of the minutes, please refer to the Hampden-Wilbraham Regional School District School Committee's minutes of June 14, 2016.

Having no further business, the Board of Selectmen adjourned at 9:16pm.



Candace Ouillette Gaumont
Administrative Assistant to the TA/BOS



Susan C. Bunnell, Chairman



Robert W. Russell, Vice Chairman

Robert J. Boilard, Clerk