

**BOARD OF SELECTMEN MEETING
MONDAY, JUNE 18, 2018
6:30PM AT TOWN OFFICE BUILDING
240 SPRINGFIELD STREET, WILBRAHAM, MA
MINUTES**

PRESENT: Chairman Robert J. Boilard (presiding) and Selectman Susan C. Bunnell; Town Administrator Nick Breault and Candace Ouillette Gaumont, Administrative Assistant to the Board of Selectmen and Town Administrator.

ABSENT: Selectman Robert W. Russell

EXECUTIVE SESSION

The Board of Selectmen will hold an executive session for the following purposes: per M.G.L. c. 30A, § 21(a) (3) to discuss strategy with respect to collective bargaining; whereas an open meeting may have a detrimental effect on the bargaining position of the Board of Selectmen, and the Chairman so declares.

Chairman Boilard declared that the following topic: per M.G.L. c. 30A, § 21(a) (3) to discuss strategy with respect to collective bargaining may have a detrimental effect on the bargaining position of the Board of Selectmen if discussed in an open meeting. For this reason, the Board of Selectmen went into Executive Session to discuss these matters. Chairman Boilard said that upon conclusion of the Executive Session, the Board of Selectmen would return to the General Session. A motion was made and seconded to enter into Executive Session.

MOTION: Made (Bunnell) and seconded (Boilard) to enter into executive session per M.G.L. c. 30A, § 21(a) (3) to discuss strategy with respect to collective bargaining; whereas an open meeting may have a detrimental effect on the bargaining position of the Board, and the Chair so declared; and that the Board shall reconvene in open session following the conclusion of the executive session. Approved by each Selectman voting affirmatively in a roll call vote; (Boilard, yes, and Bunnell, yes.) Approved 2-0.

PLEDGE OF ALLEGIANCE

Chairman Boilard asked all to join the Selectmen in saying the Pledge of Allegiance. He then 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 and the Selectmen's Office. Chairman Boilard then asked if there was anyone present in the audience also recording the meeting tonight. No one responded. Chairman Boilard asked that the minutes reflect as such.

APPOINTMENTS WITH THE BOARD

Economic Development Initiative Steering Committee's Presentation of Recommendation – Members of Economic Development Initiative Steering Committee

Chairman Boilard tabled this matter as result of the Economic Development Initiative Steering Committee (EDISC) being unable to obtain a quorum for the meeting. The appointment with EDISC will be rescheduled for a later date.

Approval and Ratification of the Agreement between the Town of Wilbraham and the Uniformed Firefighters of Wilbraham, Local 1847, IAFF, AFL-CIO – Pvt. Adam Hart and Pvt. Jeff Witek, Representatives from IAFF Local 1847

Privates Hart and Witek joined the Selectmen. A motion was made and seconded. Upon approval of the motion, all signed the Agreement.

MOTION: Made (Bunnell) and seconded (Boilard) to approve and ratify the Agreement between the Town of Wilbraham and the Uniformed Firefighters of Wilbraham, Local 1847, IAFF, AFL-CIO, effective July 1, 2017 to June 30, 2020. Approved 2-0.

Materials referenced: Agreement between the Town of Wilbraham and the Uniformed Firefighters of Wilbraham, Local 1847, IAFF, AFL-CIO, effective July 1, 2017 to June 30, 2020, as submitted by N. Breault, Town Administrator.

OPEN SESSION

Town Administrator's Report

Town Administrator Breault informed the Selectmen that he left information regarding MOLA and natural gas infrastructure projects in their e-folder for review. Selectman Bunnell mentioned that she was contacted by a neighboring community and provided with information about gas leaks. Apparently, there is a report that illustrates that there are a small number of gas leaks in Wilbraham, which is good news compared to other communities. According to Selectman Bunnell, the City of Springfield assessed the gas leaks in the City in order to address significant air quality problems. Since this occurred, the City of Springfield's air quality has improved. Selectman Bunnell wondered if Wilbraham should also assess and address gas leaks. She then suggested the Board all review the information provided about this issue.

Town Administrator Breault updated the Selectmen on the new laws relative to OSHA. According to the new law, the OSHA Standards will be applied to all employers as of February 1, 2019. Town Administrator Breault attended an OSHA Standards training recently. He reviewed the OSHA Standards with the Board of Selectmen. He also mentioned that he will be attending a shorter OSHA seminar tomorrow. According to Town Administrator Breault, the training was held at Springfield Technical Community College (STCC) Technology Center; and was directed towards administrators and managers. Currently, Town Administrator Breault

is putting together an OSHA training for Wilbraham employees later this year in the fall or winter. He is contemplating organizing a regional OSHA Standards training. Selectman Bunnell asked if MIIA will be involved in the training. Town Administrator Breault stated yes. Chairman Boilard asked if the Town and its employees will have to adhere to the new OSHA Standards by February 1. Town Administrator Breault stated yes. Discussion ensued.

Town Administrator Breault announced that there will be a Traffic Safety Team Meeting on Wednesday, June 27 at 9:00 a.m.

Board of Selectmen Updates

Selectman Bunnell informed that a few residents have questions about speeding in Town. Chairman Boilard suggested placing the item on the Traffic Safety Team's agenda to discuss.

Selectmen Bunnell and Boilard mentioned the Peach Blossom Festival that occurred last weekend.

Citizens Open Forum

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

OLD BUSINESS

Request for Public Property Use & Approval of Related Consent Letter relative to 50 Miles More Massachusetts

Chairman Boilard verbalized that he was not supportive of the organization's mission; however, he would not deny the group from walking and actively protesting. A motion was made and seconded.

MOTION: Made (Bunnell) and seconded (Boilard) to grant permission to the 50 Miles More Massachusetts Walk organizers and participants for use of adjacent public ways and sidewalks for the 50 Miles More Massachusetts Walk on August 25, 2018, from 12:15pm to 3:00pm along or at Boston Road and 2780 Boston Road; and approve the issuance of a letter indicating the Board of Selectmen's and Wilbraham Police Department's approval of the 50 Miles More Massachusetts Walk route and plan as presented; pending the Police Chief's approval of said event and approval letter. Approved 2-0.

Materials referenced: 50 Miles More Massachusetts March Flyer, n. d.; Email, dated May 23, 2018, relative to 50 Miles More Massachusetts March, 50 Miles More Massachusetts March Proposed Route Map, n. d., as submitted by F. Brody, 50 Miles More Massachusetts March Student Coordinator; Draft approval letter, dated June 19, 2018, as submitted by C. O. Gaumond, Administrative Assistant to the Town Administrator and Board of Selectmen, and Email, dated June 4, 2018, from Chief Robert Zollo, WPD, relative to the 50 Miles More Massachusetts March.

Consideration of Special Town Meeting

Chairman Boilard believed that this discussion may involve the zoning bylaw relative to the center of Town, near Wilbraham and Monson Academy. He then asked Town Administrator Breault to clarify. Town Administrator Breault made an announcement during the Department Heads Meeting to see if there is interest or need for certain items to come before a Special Town Meeting. As a result, there may be an Article item from the Planning Department; and the Building Inspector may submit a zoning bylaw to address commercial properties that are deemed dangerous. Chairman Boilard asked if a Special Town Meeting would be scheduled for October 2018. Town Administrator Breault stated yes. He indicated that he was contacting the new Town Moderator about a potential Special Town Meeting. Chairman Boilard clarified that currently there may be two zoning bylaw changes and a couple of matters pertaining to the Hampden-Wilbraham Regional School District to be addressed.

Consideration of Selectmen's Summer Schedule

Administrative Assistant Gaumond asked if the Selectmen had any concerns with the proposed meeting dates. Selectman Bunnell inquired if the Board of Selectmen could meet on July 2 instead of July 9. Chairman Boilard was agreeable to the change. Administrative Assistant Gaumond stated that she would confirm Selectman Russell's availability then post the Selectmen's summer schedule. All were agreeable.

Materials referenced: Draft Selectmen's Summer Schedule, dated June 18, 2018, as submitted by C. O. Gaumond, Administrative Assistant to the Town Administrator and Board of Selectmen.

Additional Selectmen Liaison Assignment Requests

Administrative Assistant Gaumond inquired if any of the Selectmen would be interested in serving as a liaison to the Town Clerk's Office and IT Department. Chairman Boilard stated that in the past Selectman Russell served as the liaison to the IT Department and recommended that this arrangement continues. He then suggested that Selectman Bunnell assume the role as liaison with the Town Clerk's Office. Selectman Bunnell was agreeable.

Materials referenced: 2018-2019 Selectmen's Liaison Assignments, dated June 4, 2018, as submitted by C. O. Gaumond, Administrative Assistant to the Town Administrator and Board of Selectmen.

Green Communities Designation

Chairman Boilard tabled this matter until the next meeting when Selectman Russell could be present.

NEW BUSINESS

Appointments for the Following Positions:

- Weigher of Grain
- Municipal Records Officer

MOTION: Made (Bunnell) and seconded (Boilard) to appoint Susan Petzold as Weigher of Grain for a term of one year, expiring on June 30, 2018. Approved 2-0.

MOTION: Made (Bunnell) and seconded (Boilard) to appoint Carole Tardif as the Municipal Records Access Officer for the Town of Wilbraham for an indefinite term. Approved 2-0.

Approval of an Amendment to the Wilbraham Cemetery Mowing Contract

Chairman Boilard requested more information regarding the amendment to the Cemetery Mowing Contract. Administrative Assistant Gaumond reported that the Cemetery Commissioners are seeking to amend the contract so as to clarify the schedule for mowing the cemeteries around Memorial Day. She further elaborated why this need to amend the contract arose. According to Administrative Assistant Gaumond, the Cemetery Commissioners approved the amendment at their last meeting and requested that the Board of Selectmen consider approving the amendment as well. Chairman Boilard asked if this amendment would have any fiscal impact on the Wilbraham Cemetery Mowing Contract. Administrative Assistant Gaumond stated no, there is no impact.

MOTION: Made (Bunnell) and seconded (Boilard) to approve an amendment to the Agreement between the Town of Wilbraham and Anthony Daniele, A & M Landscaping, for the Mowing and Landscape Maintenance Services of the Wilbraham Cemeteries relative to Section B Specifications. Approved 2-0.

Materials referenced: Agreement between the Town of Wilbraham and Anthony Daniele, A & M Landscaping, for the Mowing and Landscape Maintenance Services of the Wilbraham Cemeteries, Amendment to the Wilbraham Cemetery Mowing Contract, Section B: Specifications, dated June 4, 2018, as submitted by the Wilbraham Cemetery Commissioners.

Awarding of DPW's Highway Materials Bid 2018

MOTION: Made (Bunnell) and seconded (Boilard) to award the Department of Public Works' Highway Materials Bid 2018 to the following vendors for the designated items and prices:

| VENDORS | ITEM | Est. Qty | MATERIAL PRICE PER UNIT PICKED UP | MATERIAL PRICE PER UNIT DELIVERED |
|---------------------------|---------------------------------------------------|----------|-----------------------------------|-----------------------------------|
| Berkshire Asphalt | Cold Pot Hole Patch | 50-100 | \$105.00 per ton | n/a |
| Palmer Paving Corp. | Base Mix | 10-100 | \$60.00 per ton | n/a |
| Palmer Paving Corp. | Top Mix | 10-400 | \$61.00 per ton | n/a |
| Palmer Paving Corp. | Sidewalk Mix | 10-400 | \$65.00 per ton | n/a |
| Berkshire Asphalt | Berm Mix | 10-100 | \$67.50 per ton | n/a |
| The Jack Farrelly Company | 24" Square 4" Frame-4 Solid Cast Iron Flange | 1-50 | \$98.00 ea. | \$103.00 ea. |
| The Jack Farrelly Company | 24" Square 6" Frame-4 Solid Cast Iron Flange | 1-50 | \$129.00 ea. | \$134.00 ea. |
| The Jack Farrelly Company | 24" Square 8" Frame-4 Solid Cast Iron Flange | 1-50 | \$166.00 ea. | \$171.00 ea. |
| The Jack Farrelly Company | 24" Square 4" Frame-3 Solid Cast Iron Flange | 1-50 | \$92.50 ea. | \$97.50 ea. |
| The Jack Farrelly Company | 24" Square 6" Frame-3 Solid Cast Iron Flange | 1-50 | \$120.00 ea. | \$125.00 ea. |
| The Jack Farrelly Company | 24" Square 8" Frame-3 Solid Cast Iron Flange | 1-50 | \$165.00 ea. | \$170.00 ea. |
| The Jack Farrelly Company | 26" Diameter Drainage Solid Cast Iron Cover | 1-50 | \$139.90 ea. | \$144.90 ea. |
| The Jack Farrelly Company | 26" Diameter Drainage Solid Cast Iron Cover | 1-50 | \$139.90 ea. | \$144.90 ea. |
| The Jack Farrelly Company | 26" Diameter 4" Solid Cast Iron Frame | 1-50 | \$134.30 ea. | \$139.30 ea. |
| The Jack Farrelly Company | 12" HDPE Corrugated Double Wall (Smooth Interior) | 20-200 | \$5.05 lf. | n/a |
| The Jack Farrelly Company | 15" HDPE Corrugated Double Wall (Smooth Interior) | 20-200 | \$6.48 lf | n/a |
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|---------------------------|---------------------------------------------------|--------|------------|-----|
| The Jack Farrelly Company | 18" HDPE Corrugated Double Wall (Smooth Interior) | 20-200 | \$9.58 lf | n/a |
| The Jack Farrelly Company | 24" HDPE Corrugated Double Wall (Smooth Interior) | 20-200 | \$14.53 lf | n/a |
| The Jack Farrelly Company | 6" HDPE Corrugated/Perforated Single Wall Pipe | 20-200 | \$1.16 lf | n/a |
| The Jack Farrelly Company | 8" HDPE Corrugated/Perforated Single Wall Pipe | 20-200 | \$2.23 lf | n/a |

And authorize the Director of DPW, or his designee, to process said awards and related documentation relative to this bid.
Approved 2-0.

Materials referenced: Bid Result List and Invitation For Bid: Highway Materials 2018, as submitted by C. O. Gaumont, Administrative Assistant to the Town Administrator and Board of Selectmen; and Memo, dated June 12, 2018, from E. Miga, Jr., Town Engineer/Director of DPW, regarding the Highway Materials 2018 Bid and recommendation for bid award.

MGL Chap 41 Section 111F Injury on Duty-WFD

MOTION: Made (Bunnell) and seconded (Boilard) to indemnify Private Patrick Farrow in accordance with MGL CH. 41 S. 111F for 53 Hours lost between May 17 and May 29, 2018, due to his injury-on-duty of May 17, 2018. Approved 2-0.

Materials referenced: Email, dated June 5, 2018, from H. Dane, Human Resource Coordinator, regarding Injury-On-Duty; and Letter, dated June 4, 2018, to H. Dane, Human Resource Coordinator, from Chief D. Bourcier, WFD, regarding Pvt. P. Farrow's Injury-On-Duty, as submitted by H. Dane, Human Resource Coordinator.

Approval of an Order of Taking for a Public Way: Stonington Drive

MOTION: Made (Bunnell) and seconded (Boilard) to approve and adopt, in accordance with MGL Chapter 40, Section 14 and Chapter 79 of the General Laws of the Commonwealth of Massachusetts and all other acts in addition thereto and in amendment thereof and of all other power and authority hereunto enabling, having been duly authorized by appropriate vote at the Annual Town Meeting of May 14, 2018, appropriations where required having been made at said Town Meeting, do hereby adopt the following Order of Taking for Public Way: The Wilbraham Board of Selectmen hereby take an easement to use for all purposes for which public streets are commonly used together with all trees thereon and structures affixed thereto, if any, in the following way in said Wilbraham which layout is: Stonington Drive beginning at the intersection with Glendale Road and extending approximately 327 feet westerly, then extending further westerly by dividing and rejoining to form a loop approximately 940 feet in circumference measured at the road centerline, and then extending approximately 520 feet further westerly and then southerly to and including the cul-de-sac as shown on plan entitled "Street & lot Layout NO. 1, Flexible Subdivision Stonington Park (Formerly Entitled Lexington Park)" (Sheet 2 of 13), prepared by Smith Associates Surveyors, Inc., dated July 3, 2001 and revised through July 2, 2002, recorded in the Hampden County Registry of Deeds in Book of Plans 326, Page 120. The above described land being a street shown on a recorded subdivision plan which has been constructed to subdivision standards with a deed of easement rights granted for dedication as a public way, therefore no damages will be sustained and no monetary compensation will be awarded. Approved 2-0.

Materials referenced: Order of Taking for Public Way: Stonington Drive, dated June 18, 2018; and Email, dated June 6, 2018, regarding Stonington Drive, as submitted by J. Pearsall, Director of Planning and Community Development.

Sewer Abatements

MOTION: Made (Bunnell) and seconded (Boilard) to approve Sewer Abatements, totaling \$750.00, as listed in a memo, dated June 18, 2018, from E. Miga, Town Engineer/ Director of DPW. Approved 2-0.

Materials referenced: Memo, dated June 18, 2018, relative to Sewer Abatements, as submitted by E. Miga, Jr., Town Engineer/Director of DPW.

Approval of FY19 Pay Rates for Non-Union Personnel

MOTION: Made (Bunnell) and seconded (Boilard) to approve the Fiscal Year 2019 Compensation Plan and Grade Schedule for Non-Union/Management positions and individual employee rates of compensation, which includes a 2% increase over FY 2018 rates, effective July 1, 2018. Approved 2-0.

Materials referenced: Email, dated June 14, 2018, regarding the Non-Union pay rate two percent increase, from H. Dane, Human Resource Coordinator; FY19 Non-Union/Management Compensation Plan, n. d.; Draft Non-Union FY19 Pay Rates Chart, dated June 18, 2018, and Draft FY19 Pay Rate Letter to be sent to Non-Union Employees, dated June 18, 2018, as submitted by H. Dane, Human Resource Coordinator.

Consideration of Pay Rate for the Staff Accountant

Chairman Boilard informed that the Selectmen will be setting the pay rate for a new Staff Accountant, who currently employed in another Town Department.

MOTION: Made (Bunnell) and seconded (Boilard) to approve the rate of compensation for Krystine Viess to Grade 7 Step C at \$21.78 per hour upon her promotion to the position of Staff Accountant. Approved 2-0.

Materials referenced: Memo, dated January 29, 2018 (incorrect date on memo), regarding pay rate for K. Viess' promotion to Staff Accountant, as submitted to H. Dane, Human Resource Coordinator.

Consideration of Authorization to Hire: Administrative Assistant-DPW

Chairman Boilard stated that the Board will consider authorizing a hire to replace the vacancy created by the Town employee who will be transferring to the Staff Accountant position in the Accounting Office.

MOTION: Made (Bunnell) and seconded (Boilard) to authorize the hire of an Administrative Assistant in the Engineering Department/DPW, effective immediately. Approved 2-0.

Materials referenced: Authorization to Hire form, n. d., regarding the Administrative Assistant to position in Engineering Department, as submitted by E. Miga, Jr., Town Engineer/Director of DPW.

Consideration of Appointment of Animal Control Officer

Administrative Assistant Gaumond stated that the Board's consideration to appoint an interim Animal Control Officer (ACO) as opposed to appointing an ACO directly is so that the Board has an opportunity to conduct a recruitment process and interview candidates, including Tammy Turcotte, who is being considered for the interim appointment, for the ACO position, and also to coordinate the appointment changes with the State.

MOTION: Made (Bunnell) and seconded (Boilard) to appoint Tammy Turcotte as the interim Animal Control Officer, commencing on July 1, 2018 and expiring on June 30, 2019. Approved 2-0.

Materials referenced: Letter of interest, received March 26, 2018, from T. Turcotte, regarding her candidacy for Animal Control Officer position.

LICENSING AND OTHER APPROVALS

Application for Section 14: Special Alcohol Service License – K. Tromba

MOTION: Made (Bunnell) and seconded (Boilard) to grant a Section 14: Special Alcohol License to Kimberly Tromba for serving of wine and malt beverages at a private family event scheduled on July 28, 2018, from 5:30pm to 10:30pm, at Spec Pond Pavilion, 2540 Boston Road, Wilbraham; and forward said application to ABCC for notification purposes. Approved 2-0.

Materials referenced: Application for Section 14: Special Alcohol Service License, received June 11, 2018, as submitted by K. Tromba, Applicant.

Application for an Entertainment License (one event) – K. Tromba

MOTION: Made (Bunnell) and seconded (Boilard) to approve a one day Entertainment License to Kim Tromba to allow recorded music and dancing on July 28, 2018, between the hours of 5:30pm to 10:30pm, at Spec Pond Pavilion, 2540 Boston Road, Wilbraham, Massachusetts, for a private family event. Approved 2-0.

Materials referenced: Application for Entertainment License (one event), received June 11, 2018, as submitted by K. Tromba, Applicant.

Application to Request to Place a Banner or Signs – Wilbraham Nature and Cultural Center

MOTION: Made (Bunnell) and seconded (Boilard) to give permission to Tracey Plantier of the Wilbraham Nature and Cultural Center to place signs at the following locations: Bruuer Pond; Springfield/Faculty Street (Hoover Park), Town Office Building, Disposal and Recycling Center; and the intersections of: Main Street and Boston Road (triangle); Tinkham Road and Stony Hill Road, and Boston Road and Stony Hill Road, to be installed on June 19, 2018, and removed by August 3, 2018, following the close of the Fountain Park Summer Concert Series. Approved 2-0.

Materials referenced: Application to Request to Place a Banners or Signs, received June 11, 2018, from T. Plantier, Director, Wilbraham Nature and Cultural Center.

Application for Seasonal Food Establishment Permits

- Chew Bones/Riversong Farm (Wilbraham Grown Farmers' Market)
- 850° Wood Fired Pizza dba Longitude Catering (Fountain Park Summer Concert Series)

MOTION: Made (Bunnell) and seconded (Boilard) to grant a Seasonal Food Establishment Permit to Chew Bones/Riversong Farm to serve and sell prepared food products at the Wilbraham Grown Farmers' Market, located at 2391 Boston Road, every Monday, between June 25, 2018 to October 29, 2018, from 2:00pm to 6:00pm; and pending the Health Inspector's approval. Approved 2-0.

A motion made and seconded. Selectman Bunnell asked a question about the allowance of a catering truck in Town. Administrative Assistant Gaumond stated that the Board can allow a catering truck in Town for select events, as the Board has done in the past. She confirmed that the Town's bylaws do not allow permanent food trucks, with the exception of the zoning bylaw that was recently passed at Town Meeting which allows food trucks at breweries in Town. Selectman Bunnell asked if the Town should be looking at broadening its zoning allowance for mobile trucks. Administrative Assistant Gaumond agreed with Selectman Bunnell and informed

that this matter was being looked at with a potential zoning bylaw change in mind. Selectman Bunnell suggested that this could be another matter for the Special Town Meeting.

MOTION: Made (Bunnell) and seconded (Boilard) to grant a Seasonal Food Establishment Permit to 850° Wood Fired Pizza dba Longitude Catering to prepare, serve and sell food products from a mobile unit at the Wilbraham Nature and Cultural Center's Fountain Park Summer Concert Series, located at 883 Tinkham Road, for the following dates: June 28, 2018; July 5, 2018, July 12, 2018 and July 19, 2018, from 5:00pm to 8:00pm; pending the Health Inspector's approval. Approved 2-0.

Materials referenced: Application for Seasonal Food Establishment Permit, received June 14, 2018, relative to Chew Bones/Riversong Farm, as submitted by T. Wing, Manager, Chew Bones/Riversong Farm; and Application for Seasonal Food Establishment Permit and related documents, n. d., regarding 850° Wood Fired Pizza dba Longitude Catering, as submitted by J. Daigneau, Owner, 850° Wood Fired Pizza dba Longitude Catering.

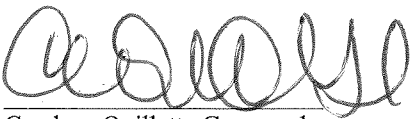
MINUTES OF MEETINGS

- April 9, 2018
- June 4, 2018 executive
- June 8, 2018

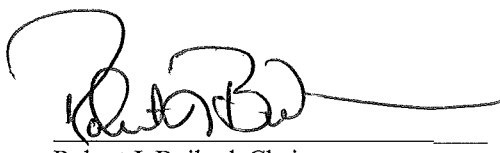
MOTION: Made (Bunnell) and seconded (Boilard) to accept the minutes of April 9, 2018 and June 8, 2018 and the executive session minutes of June 4, 2018. Approved 2-0.

Materials referenced: Draft minutes of April 9, 2018 and June 8, 2018, and draft executive minutes of June 4, 2018, as submitted by C. O. Gaumond, Administrative Assistant to the Town Administrator and Board of Selectmen.

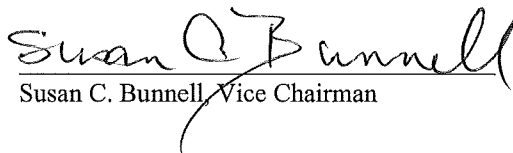
Having no further business, the Board of Selectmen adjourned at 7:40pm.



Candace Ouillette Gaumond
Administrative Assistant to the TA/BOS



Robert J. Boilard, Chairman



Susan C. Bunnell, Vice Chairman