

**WARREN PLANNING BOARD
MINUTES OF JUNE 4, 2014**

PRESENT: Mr. Bill Ramsey; Chairman, Mr. Peter Krawczyk, Mrs. Melissa Sepanek, Mr. Ed Kretkiewicz and Mr. Bill Scanlan

ABSENT: Mrs. Susan Libby

Called the Meeting to Order at 6PM

COMMENTS & CONCERNS

Mr. Krawczyk advised the Board that he will be attending the CMRPC Annual Meeting later this month. The dinner is at no cost to the delegates.

Mr. Scanlan advised the Board that CMRPC is moving forward with the DLTA Program for 2014. The Wrights Mill Facility was chosen as a Priority Development Area. He also stated that he met with Tony Marcotte, Trish Settles and Dario Nardi on site. Mr. Marcotte stated that he would like to see a plan to develop an Incubator Training Center in order to provide some sort of training session for skilled machinist. The Town currently has 25 hours available to use towards this endeavor.

PROFESSIONAL ENGINEERING CONSULTATION SERVICES – RFQ

Requests for Proposals for Engineering Consultants were sent out earlier this spring. The Board received four back in response. Quinn Engineering located in Paxton, VHB in Springfield, and Graves Engineering and Lenard Engineering from Worcester and Auburn respectively. Currently, both Graves and Lenard are under contract with the Planning Board to provide peer review services. After a review of the submittals by the Board, the following was noted:

Quinn Engineering – small firm located in Paxton who has had a working relationship with Mr. Scanlan. The firm consists of mostly civil engineers so some reviews would need to be sub contracted out. Mr. Scanlan feels that in light of the typical applications that come before the Planning Board, Quinn would be a good fit.

Vanasse Hangen Brustlin, Inc. – VHB is a large company with their local office located in Springfield. In total, VHB has 22 offices along the East Coast. They have a staff of 900 employees which allows for a full service company with a wide range of engineering professionals for all fields. After a review the Board felt that VHB may be too large of a firm for what Warren’s needs are.

Graves Engineering, Inc. - GEI is currently under contract with the Planning Board and has utilized their services on a number of occasions. Their office is comprised of mainly civil engineers, however is also a good fit for the type of projects that are in Warren.

Lenard Engineering, Inc. LEI are also on contract with the Planning Board and have done a substantial amount of work throughout the town aside from this Board’s Peer Reviews. They have recently gone through a staff change and the former engineer whom we’ve dealt with is no longer there.

Mr. Scanlan provided a breakdown of the costs for all four firms. After further discussion and review it was unanimously agreed upon that although outstanding in their field, VHB was too large and expensive. The Board is familiar and satisfied with GEI’s work. In light of the new

WPB Minutes – June 4, 2014 – Page 2

management/team at LEI, Mrs. Acerra will request that Mr. Ken Hodgson meet with the Board at our next meeting on June 18, 2014 at 6:30 PM. Mr. Kevin Quinn from Quinn Engineering will be invited to speak to the Board that same evening at 7PM.

HOUSATONIC SOLAR 1, LLC/MICHAEL STARSIAK

An application to construct and operate two (2) 1MW Solar Energy Farms have been filed with the office. A public hearing date has been set for July 9, 2014 beginning at 6:30PM. The proposals will be sent to both Graves Engineering, Inc. and Lenard Engineering, Inc. for an estimate for Peer Review, both of whom are currently under contract.

MINUTES

Motion to accept and sign the Minutes of May 14, 2014 as written made by Mr. Kretkiewicz; second: Mr. Krawczyk – unanimous.

PAYROLL/INVOICES

Motion to ratify payroll for Rebecca Acerra in the amounts of \$189.46, \$222.90 & \$126.31 made by Mr. Kretkiewicz; second: Mr. Krawczyk – unanimous.

Motion to ratify the invoice for Wm. Scanlan in the amount of \$1,300.00 made by Mrs. Sepanek; second: Mr. Kretkiewicz – unanimous.

Motion to sign and approve the invoice for Peer Review Service for Graves Engineering, Inc. (ConCom) in the amount of \$778.35 made by Mr. Kretkiewicz; second: Mr. Krawczyk – unanimous.

Motion to ratify the request for mileage reimbursement for Peter Krawczyk in the amount of \$33.90 made by Mrs. Sepanek; second: Mr. Kretkiewicz – 3 Yes, 1 Abstention.

OTHER BUSINESS

Public Hearing Notices from the towns of Palmer and Brookfield were read aloud.

Mr. Kretkiewicz stated that he would like to see a sign placed on every properties that has applied larger projects that require either Site Plan Approval or a Special Permit. This seems to be a common practice in Connecticut; however he will research this further and advised the Board. Cautioned must be exercised so not to discriminate. Notifications are made in accordance with state statute.

Tentative meeting dates have been set for June 18th, July 9th and August 13th. Additional meetings will be scheduled as deemed necessary.

Motion to Adjourn made by Mrs. Sepanek; second – Mr. Kretkiewicz – unanimous at 7:45 PM.

Respectfully submitted,

Rebecca Acerra
Secretary

Date Approved

