

**MINUTES FEBRUARY 8, 2011
SHEPARD MUNICIPAL BUILDING**

PRESENT: Robert K. Downing, Chairman, David A. Delanski, Vice-Chairman, Robert W. Souza, Jr., Clerk, Angela Cavanaugh, Selectmen's Secretary, Jean McCaughey, Administrative Secretary, Scott Charpentier, and Kenneth B. Lacey, Jr.

Chairman Robert K. Downing called the meeting to order in the Selectmen's Meeting Room at 6:30 p.m. and led the Pledge of Allegiance.

6:30 P.M. EXECUTIVE SESSION – LENARD ENGINEERING

A motion to go into executive session with Lenard Engineering was made at 6:30 p.m. by Mr. Delanski; second; Mr. Souza, Jr. – unanimous. Roll call vote: Mr. Delanski – yea, Mr. Souza, Jr. – yea, and Mr. Downing – yea.

The meeting reconvened and adjourned at 6:58 p.m.

SELECTMEN'S BUDGET FOR FY12

There was brief discussion pertaining to the Selectmen's Budget for FY12. The Board tabled this until their next scheduled meeting.

LIBRARY BUDGETS FOR FY12

The Board requested that a memo be submitted to the Finance Committee informing them that that all departments, boards, and committees are required to submit a level funded budget as well as a 10% budget cut across the board. In addition the Board requested that the memo state that both libraries are not an exception to this request.

CLERK OF THE WORKS

There was brief discussion pertaining to the Clerk of the Works position pertaining to the South Street Sewer Extension project. The Board stated that they would they would like to receive resumes for the Clerk of the Works. The Board tabled this until their next scheduled meeting.

Mr. Charpentier mentioned to the Board that the pre-bid date for the South Street Sewer Extension Project is February 16th at 10 a.m. and the bid opening date is March 15th at 10 a.m. Mr. Charpentier also mentioned that he plans to contact Congressman Neal and request his attendance at the ground breaking for the South Street Sewer Extension Project.

TREE WARDEN

The Tree Warden, Kenneth B. Lacey, Jr., presented to the Board his budget for FY 2012. Mr. Lacey, Jr. stated that he is proposing an increase in his salary and a decrease in his overall budget to reflect the 10% cut as requested by the Board. Mr. Lacey, Jr. stated that he is providing more services to the town than was provided in prior years and has saved the town quite a bit of money on tree cutting practices. Mr. Lacey, Jr. stated that he plans to be more readily available to the Town with his new budget in place. The Board stated that they do not see a problem up front with his budget proposal for FY12 but that they need time to review

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personnel policies relative to pay increases. Mr. Delanski requested that the Board review all union contracts and personnel contracts relative to pay increases in other departments.

Mr. Lacey, Jr. mentioned to the Board that he is waiting for a pole extension which is on order in order to remove the branch on South Street pertaining to a citizen complaint.

Mr. Lacey, Jr. proceeded by asking the Board if he may use the Sheriff's Office for plantings in the Spring. The Board approved Mr. Lacey, Jr. using the Sheriff's Office for plantings in the Spring.

WARRANTS

A motion to accept warrant #91 dated January 31, 2011 in the amount of \$35,014.68 and warrant #93 dated January 31, 2011 in the amount of \$544,767.93 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

A motion to accept warrant #92 dated January 31, 2011 in the amount of \$342.44 was made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

A motion to accept warrant #94 dated February 7, 2011 in the amount of \$32,927.19 and warrant #96 dated February 7, 2011 in the amount of \$87,279.14 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

A motion to accept warrant #95 dated February 7, 2011 in the amount of \$305.75 was made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

PVPC INVOICES

A motion to approve payment to PVPC in the amount of \$6,941.44 for Invoice No. 5 pertaining to the Domestic Violence Prevention Program for FY09 was made by Mr. Souza, Jr.; second; Mr. Delanski – unanimous.

A motion to approve payment to PVPC in the amount of \$12,568.68 for Invoice No. 11 pertaining to the Main Street Improvement Project for FY09 was made by Mr. Souza, Jr.; second; Mr. Delanski – unanimous.

OTHER BUSINESS

The Board requested that the Town Accountant and Fire Chief be contacted via memo and request that they attend an upcoming meeting in order to discuss contract renewal negotiations.

Mrs. Cavanaugh mentioned to the Board that she is still in the process of receiving quotes for IT Infrastructure.

Mrs. Cavanaugh informed the Board that the gym is currently being painted and new drop ceiling tiles are being installed.

Mr. Delanski asked the Board if they would like Amanda Delanski to paint an eagle on the floor before the floors are redone in the gym. The Board agreed to having Amanda Delanski paint an eagle on the gym floor.

Mr. Downing requested that at the next working meeting we invite Sara M. Prideaux in order to discuss her application for the Animal Control Officer position.

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The Board requested that at their next working meeting we discuss the Administrative Secretary and Selectmen's Secretary line items.

The Board requested that the Alternate Electrical Inspector, Scot Mansfield, be contacted in regards to Mr. Puduski's resignation as Electrical Inspector.

The Board requested that Call Salaries be added as an agenda item for their next meeting.

The Board requested that the Building Inspector, Jack Keough, be requested to attend a working meeting on March 1st in order to discuss department operations and his salary structure for the upcoming fiscal year.

A motion to adjourn the meeting at 8:35 p.m. was made by Mr. Souza, Jr.; second; Mr. Delanski – unanimous.

Respectfully Submitted,

Angela L. Cavanaugh
Selectmen's Secretary

Robert W. Souza, Jr., Clerk