

**MINUTES MARCH 29, 2011
SHEPARD MUNICIPAL BUILDING**

PRESENT: Robert K. Downing, Chairman, David A. Delanski, Vice-Chairman, Robert W. Souza, Jr., Clerk, Angela Cavanaugh, Selectmen's Secretary, and see attached sign-in sheet.

Chairman Robert K. Downing called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance in the Gym of the Shepard Municipal Building.

CITIZEN OF THE YEAR

The Board presented the Citizen of the Year Award for 2010 to John Dyjak and read the nomination letter submitted by Ursula Wright.

ADA OFFICER APPOINTMENT

A motion to appoint Madeline Witaszek as the ADA Officer until May 2011 was made by Mr. Souza, Jr.; second; Mr. Delanski – unanimous.

COMMENTS AND CONCERNS

None.

CORRESPONDENCE

The Board reviewed a letter from Atty. David Berthiaume in regards to a property being sold under Chapter 61A located on Gilbert Road for the Estate of Alfred Brodeur. A motion not to exercise the right of first refusal pursuant to M.G.L. c. 61A ss 14 to purchase the land being sold at Gilbert Road, Map 8, Parcel 32 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

The Board reviewed a memo from the Police Chief informing the Board that a Cambridge based Community Running Association in conjunction with the New England Chapter of the American Liver Foundation is requesting approval for a 24 hour relay running race that will pass through Warren on June 11th and 12th. The Board was in consensus to allow the relay to race in town provided that they obtain a certificate of insurance and information pertaining to the relay times be submitted to the Board.

The Board reviewed a memo from the Sewer Department requesting to keep open several vendor accounts pertaining to the daily operations of their department in which they require specialty supplies. The Board requested further information be provided regarding the vendors and supplies used.

The Board reviewed an email from the Fire Chief informing them that he has requested a RAT for his ALS account since it is depleted. The Board requested that the Fire Chief be informed that they would like to be informed of any RATs prior to submitting a request to the Finance Committee.

The Board reviewed a letter from the MACC informing them that Elizabeth Kelley has completed the MACC's Fundamentals for Conservation Commissioners and received her Certificate of Achievement. The Board requested a letter of recognition be sent to Mrs. Kelley.

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The Board reviewed a news release from the Cable Advisory Committee informing the public that a meeting will be held on Wednesday, May 4th at 6:30 p.m. regarding the current cable contract.

The Board received a notice that CMRPC will be holding its' Legislative Breakfast on Friday, May 13th at 9:00 a.m. at Union Station in Worcester.

The Board reviewed a letter from the QRSD regarding an increase in transportation costs for the FY11 in the amount of \$23,347.00. A motion to place an article on the special town meeting for an increase in QRSD transportation costs in the amount of \$23,347.00 was made by Mr. Delanski; second; Mr. Souza, Jr. – voted unanimously.

The Board reviewed an email from the Highway Surveyor regarding paying an employee overtime for being called in. The Board tabled this until a future meeting.

The Board reviewed a memo from the Police Chief in regards to work being done on the CSX railway bridge on Rt. 67. The Board requested a letter be sent to CSX regarding traffic concerns on Old West Brookfield Road.

SOUTH STREET SEWER EXTENSION - CLERK OF THE WORKS

A motion to appoint Karl Nauman as Clerk of the Works for the South Street Sewer Extension Project was made by Mr. Souza, Jr.; second; Mr. Delanski – unanimous. The Board requested a letter to be sent to Karl Nauman informing him that the Board has appointed him as Clerk of the Works for the South Street Sewer Extension project.

ELECTRICAL INSPECTOR

The Board was in consensus to appoint an Electrical Inspector in May.

LIBRARY GRANT AGREEMENTS

Mr. Souza, Jr. presented to the Board a revised version of the Library Grant Agreement that he drafted with the aid of Town Counsel for review. The Board tabled this until they are able to review the revised agreement.

TOWN MEETING

The Board reviewed a letter from the Council on Aging requesting that the Board level fund their department as it would greatly impact services if their budget is cut by 10% for FY12. The Board was in consensus that they will level fund the Council on Aging. In addition, the Board was in consensus that they will level fund all departments, except those who can cut their budget, due to the fact that they have received additional information regarding the financial status of the town for the upcoming fiscal year. The Board requested a memo be sent to all departments informing them that the Board will be level funding for FY12.

A motion to change the town meeting date from June 7th back to the original meeting date of May 10th due to recent articles submitted by the QRSD was made by Mr. Delanski; second; Mr. Souza, Jr. – voted unanimously.

A motion to add an article to the annual town meeting warrant for Regionalization of Human Resource Services in the amount of \$5,000 was made by Mr. Delanski; second; Mr. Souza, Jr. – voted unanimously.

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A motion to add an article to the annual town meeting warrant for a 2 percent Cost-of-Living-Adjustment (COLA) for town employees on the wage classification schedule, Town Clerk, Town Treasurer, Tax Collector, Highway Surveyor and any contracted employees who are entitled to a COLA was made by Mr. Delanski; second; Mr. Souza, Jr. – voted unanimously.

A motion to change the Building Inspector's salary to \$13,000.00 a year and 50% of fees was made by Mr. Delanski; second; Mr. Souza, Jr. – voted unanimously.

A motion to add an article to the annual town meeting warrant for IT Infrastructure for the Shepard Municipal Building in the amount of \$11,000.00 was made by Mr. Delanski; second; Mr. Souza, Jr. – voted unanimously.

WARREN PUBLIC LIBRARY PETITION

The Board reviewed a petition submitted by the Warren Public Library. A motion to add the petition to the annual town meeting warrant and remove the two articles originally placed on the warrant by the Board of Selectmen was made by Mr. Delanski; second; Mr. Souza, Jr. – unanimous.

QUABOAG REGIONAL SCHOOL DISTRICT (QRSD) ARTICLES

The Board reviewed a letter from the QRSD pertaining to articles for the annual town meeting. The Board requested that the articles be run by Town Counsel. A motion to place intent articles on the annual town meeting for the QRSD was made by Mr. Delanski; second; Mr. Souza, Jr. – unanimous.

AUDIT

A motion to authorize the chair to sign the audit letter to Giusti, Hingston and Company and a letter to the Department of Housing and Community Development informing them that there were no findings of non-compliance pertaining to the audit report for the Town of Warren for the period ending June 30, 2010 was made by Mr. Souza, Jr.; second; Mr. Delanski – unanimous.

SOUTH STREET SEWER EXTENSION PROJECT

A motion to award the contract for the South Street Sewer Extension project to Baltazar Contractors, Inc. of Ludlow, Ma was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

MINUTES

A motion to approve and sign the open session minutes of March 8th, 15th and 16th as written was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

WARRANTS

A motion to accept warrant #115 dated March 28, 2011 in the amount of \$29,967.98 and warrant #117 dated March 28, 2011 in the amount of \$547,640.28 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

A motion to accept warrant #116 dated March 28, 2011 in the amount of \$330.21 was made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

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PVPC INVOICE

A motion to approve payment to PVPC in the amount of \$2,304.82 for Invoice No. 3 for FY10 pertaining to Crescent Street, Senior Center and DVTF was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

OTHER BUSINESS

None.

A motion to adjourn the meeting at 7:50 p.m. was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

Respectfully Submitted,

Angela L. Cavanaugh
Selectmen's Secretary

Robert W. Souza, Jr., Clerk