

**BOARD OF SELECTMEN
MINUTES OF JULY 12, 2011**

PRESENT: David A. Delanski, Chairman, Robert W. Souza, Jr., Vice-Chairmen, Robert K. Downing, Clerk, Angela L. Cavanaugh, Selectmen's Secretary, and see attached Sign-In Sheet.

Chairman Delanski called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance in the Selectmen's Meeting Room in the Shepard Municipal Building.

COMMENTS AND CONCERNS

None.

CORRESPONDENCE

The Board reviewed a letter from the Highway Surveyor requesting to hire a part-time snow plower to help with drainage work during the summer until a suitable full-time employee is hired. The Board approved hiring a part-time temporary employee to help out the Highway Department as long as the person has all required certifications/licenses.

The Board reviewed an email from Chris Dunphy informing the Board that the Town has been approved for CDBG in the amount of \$695,545 for FY 11 and a grant with the Towns of Brookfield, Ware, and Hardwick in the amount of \$754,217.

The Board reviewed a letter from the Animal Control Officer in regards to a dog attacking another dog at 239 Sarty Road. The Board requested that a hearing be scheduled for the first Tuesday in August.

The Board reviewed a letter from the Animal Control Officer in regards to a dog at 340 Brimfield Road charging Mrs. Farris of 331 Brimfield Road from another property. The Board requested that a hearing be scheduled for the first Tuesday in August.

The Board reviewed an email from the Animal Control Officer in regards to a dog bite involving a child at 123 School Street. The Board requested that a hearing be scheduled for the first Tuesday in August.

The Board reviewed an email from the Brimfield Ambulance Service thanking the Town of Warren and surrounding towns for their helping during their recent disaster. The Board requested this email be forwarded to the Ambulance Department.

The Board reviewed an email from Donna Neylon informing the Board that the next Regional Selectmen's Meeting will be on Wednesday, July 20th at 6:30 p.m. at the Brookfield Town Hall.

The Board reviewed an invite form the Mass Remembers Honorary Host Committee inviting the Board to remember the tragedies of September 11th on Sunday, September 11, 2011 at Institute Park, off Salisbury Street in Worcester.

Minutes of July 12, 2011

The Board reviewed a letter from the Warren Youth Soccer Association thanking the Board for their donation to the association.

The Board reviewed an email from the Police Chief informing the Board of various reimbursements received through the FY 12 Support & Incentive Grant.

The Board reviewed a memo from the Police Chief requesting to keep open various articles. The Board requested a memo be sent to the Police Chief informing him that all articles will remain open unless he requests to close them or upon the request of the Board in which he would be notified at the time.

The Board reviewed an email from the Fire Chief informing the Board that the Ambulance Billing Clerk has given their resignation.

The Board reviewed an email from Phil Milgrom in regards to vehicles speeding on Bridge Street. Mr. Milgrom feels that there should be a speed limit sign posted at 25 MPH. Further, this email has been submitted to the Police Chief. The Board requested a report be obtained from the Police Chief regarding this concern.

The Board reviewed an email with a press release from MIA in regards to the Participation Credits that the Town of Warren has received in the amount of \$11,455.

The Board reviewed an email from Scott Charpentier informing the Board that he will be the Clerk of the Works, as requested by the Board, during the week of July 18th while Karl is on vacation.

The Board reviewed a copy of a RAT from the Police Chief in regards to purchasing new mobile data terminals for three marked patrol units in the amount of \$10,065. This has been sent to the Finance Committee. A motion to approve a RAT in the amount of \$10,065 to purchase new mobile data terminals pending approval of the Finance Committee was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

The Board reviewed a letter from the Town of Oxford in regards to drafting and supporting a Scratch Ticket Bill, akin to the Bottle Bill.

The Board reviewed an email from Senator Brewer's office informing the Town that Governor Deval Patrick has signed the FY 12 Budget and did not veto any spending items, but he did return the Municipal Health Reform proposal with amendments to the Legislature which were endorsed by the MMA and a number of labor unions.

SENIOR CENTER EXPANSION & IMPROVEMENT PROJECT FY 10 – CERTIFICATE FOR PAYMENT

A motion to sign and approve Certificate for Payment No. 4 to P & P General Contractors in the amount of \$54,257.35 for the FY 10 Warren Senior Center Expansion & Improvement Project was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

Minutes of July 12, 2011

SENIOR CENTER EXPANSION & IMPROVEMENT PROJECT FY 10 – CHANGE ORDER NO. 2

A motion to authorize the Chair, David A. Delanski, to sign Change Order No. 2 for P & P General Contractors, Inc. to increase the contract by \$2,700.00 for the Warren Senior Center Expansion & Improvement Project was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

SENIOR CENTER EXPANSION & IMPROVEMENT PROJECT FY 10 – CHANGE ORDER NO. 3

A motion to authorize the Chair, David A. Delanski, to sign Change Order No. 3 for P & P General Contractors, Inc. to increase the contract by \$1,083.00 for the Warren Senior Center Expansion & Improvement Project was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

CRESCENT STREET IMPROVEMENTS PROJECT – CHANGE ORDER NO. 1

A motion to authorize the Chair, David A. Delanski, to sign Change Order No. 1 for Pioppi Construction, Inc. to increase the contract by \$36,510.00 for the Crescent Street Improvements Project was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

CRESCENT STREET IMPROVEMENTS PROJECT – PAY REQUEST NO. 3

A motion to approve and sign Pay Request No. 3 for Pioppi Construction, Inc. in the amount of \$73,555.91 for the Crescent Street Improvements Project was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

IT INFRASTRUCTURE

A motion to authorize the Chair, David A. Delanski, to sign Change Order No. 1 for Steve Bachelder to increase the contract by \$1,080.00 for the installation of additional lines on the second floor of the Shepard Municipal Building was made by Mr. Souza, Jr.; second; Mr. Downing – voted unanimously.

SOUTH STREET SEWER EXTENSION PROJECT – CLERK OF THE WORKS CHANGE ORDER

A motion to authorize the Chair, David A. Delanski to sign Change Order No. 1 for KFN Construction Mgt., to increase the contract by no more than \$4,000.00 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

SOUTH STREET SEWER EXTENSION PROJECT – ELIGIBILITY CERTIFICATE FOR USDA

A motion to authorize the Chair, David A. Delanski to sign the Eligibility Certification for the USDA pertaining to the grant for the South Street Sewer Extension Project was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

SOUTH STREET SEWER EXTENSION PROJECT – APPLICATION FOR FEDERAL ASSISTANCE

A motion to authorize the Chair, David A. Delanski to sign an Application for Federal Assistance for supplemental funding for the South Street Sewer Extension Project was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to go into recess for five minutes was made at 7:31 p.m. by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously. The meeting reconvened at 7:36 p.m.

RUBBISH REMOVAL BID

A motion to award and sign the contract for Rubbish Removal to Allied Waste of Auburn, Ma from July 1, 2011 to June 30, 2012 for \$493.17 per month for various locations as documented

Minutes of July 12, 2011

in the contract agreement was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

HEATING OIL NO. 2 BID AWARD

A motion to award and sign the contract for Heating Oil No. 2 to Fountain & Sons Fuel Co., Inc. of Warren, Ma from July 1, 2011 to June 30, 2012 with a mark-up price of \$.1135 per gallon over the Springfield tank car price of the day of delivery plus the applicable state excise tax was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

ULTRA LOW SULFUR DIESEL FUEL (ON ROAD)

The Board requested this be tabled until their next meeting so that they may review the bid results.

YEAR END TRANSFERS FY 11

The Board of Selectmen voted unanimously to authorize the following FY 11 line item transfer requests:

- Transfer of \$357.80 from the Treasurer's Bank Charges Account to the Treasurer's Tax Title Expense Account.
- Transfer of \$600.00 from the Ambulance Training Expense Account to the Ambulance Expense Account.
- Transfer of \$850.00 from the Fire Training Expense Account to the Fire Expense Account.
- Transfer of \$960.00 from the Personal Protection Expense Account to the Fire Expense Account.

APPOINTMENTS

A motion to appoint Angela L. Cavanaugh as Selectmen's Assistant until May 2012 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

TREASURY WARRANTS

A motion to accept warrant #1 dated July 11, 2011 in the amount of \$35,451.45 and warrant #3 dated July 11, 2011 in the amount of \$30,198.12 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to accept warrant #2 dated July 11, 2011 in the amount of \$361.63 made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

A motion to accept warrant #157 dated June 30, 2011 in the amount of \$34,240.11 and warrant #159 dated June 30, 2011 in the amount of \$43,104.44 for FY 11 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to accept warrant #158 dated June 30, 2011 in the amount of \$317.98 made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

Minutes of July 12, 2011

A motion to accept warrant #160 dated June 30, 2011 in the amount of \$31,847.34 and warrant #161 dated June 30, 2011 in the amount of \$1,119.20 for FY 11 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to accept warrant #154 dated June 27, 2011 in the amount of \$78,447.47 and warrant #156 dated June 27, 2011 in the amount of \$45,000.79 for FY 11 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to accept warrant #155 dated June 27, 2011 in the amount of \$330.21 made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

PVPC INVOICE

A motion to sign and approve payment to PVPC in the amount of \$6,061.99 for Invoice No. 6 or FY10 pertaining to Crescent Street, Senior Center and DVTF was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

LENARD ENGINEERING

A motion to sign and approve payment to Lenard Engineering in the amount of \$19,000.00 for Invoice No. 55278 for the Downtown Design was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

OTHER BUSINESS

Mr. Cavanaugh informed the Board that at the last STAM meeting she attended MIIA mentioned that if fees are collected for the use of a public facility for events, other than charity, including parking fees, a municipality becomes liable for any incident that occurs at such event. The Board requested that Mrs. Cavanaugh investigate this further.

Mrs. Cavanaugh informed the Board that an electrician will be coming in to fix outlets in the Tax Collector's Office and the Town Clerk's Office. Mr. Delanski requested that both offices purchase surge protectors.

Mrs. Cavanaugh informed the Board that MIIA has suggested that an eye wash station be placed in the Men's Room of the Shepard Building for custodians to use. The Board will wait on this since there is a female custodian.

Mrs. Cavanaugh informed the Board that the IRS has increased the mileage rate. The Board requested a memo be sent to all departments informing them of the mileage rate increase.

The Board requested a working meeting be posted for Wednesday, July 20th at 1:00 p.m. at the Shepard Municipal Building in order to discuss a possible TIF Agreement.

The Board requested a working meeting be posted for Friday, July 15th at 1:00 p.m. at the Highway Garage in order to discuss highway inventory.

The Board requested that the Council on Aging submit a copy of their May meeting notices showing their posted agendas.

The Board requested that the Clerk of the Works for the South Street Sewer Extension Project be contacted and asked to give the Board a status update of the project in regards to its effect on school opening.

Minutes of July 12, 2011

The Board requested that a letter be sent to Aaryn Souza congratulating him on his trip to Washington D.C.

Mr. Souza, Jr. thanked the students and Amanda Delanski for painting the elementary school.

A motion to adjourn the meeting at 8:20 p.m. was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

Respectfully Submitted,

Angela L. Cavanaugh
Selectmen's Secretary

Robert K. Downing, Clerk