

**BOARD OF SELECTMEN
MINUTES OF MAY 17, 2011**

PRESENT: David A. Delanski, Chairman, Robert W. Souza, Jr., Vice-Chairman, Robert K. Downing, Clerk, Angela L. Cavanaugh, Selectmen's Secretary, and Police Chief Spiewakowski.

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 Garventa Lift informing the Board that the lift needs to be inspected for annual inspection and all key switches are required to be removed from all lifts due to current code changes. The State of Massachusetts is requiring all key switches be removed by November 1, 2011. The cost for the annual inspection is \$550.00 to be paid to Garventa Lift and \$400.00 to be paid to the "Commonwealth of Mass.". This does not include any costs to bring the lifts to code.

The Board reviewed a letter from the Assistant Assessor regarding a boundary dispute at 110 Maple Street. The Board requested that a memo be sent to the Assistant Assessor requesting a quote to survey only the Town's property abutting 110 Maple Street.

The Board reviewed a letter from Gene Fountain requesting a transfer of ownership pertaining to a current kennel license held by Jillian Gartner at "Wow Take A Bow" located at 1299 Bemis Road to himself. He plans to keep the same location and same restrictions as the current licensee. The Board requested that the Town Clerk be contacted and request a letter of compliance pertaining to the kennel license "Wow Take A Bow" for their next meeting.

The Board reviewed an email from Chris Dunphy requesting the Town reimburse Prism Builders in the amount of \$50.00 for returned plans pertaining to the Senior Center. A motion to approve reimbursing Prism Builders in the amount of \$50.00 for returned bid plans pertaining to the Senior Center was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

The Board reviewed an email from Lenard Engineering informing the public that there will be a groundbreaking for the South Street Sewer Extension in front of the WCES on Thursday, May 19th at 11 a.m. The Board requested that the Superintendent, Brett Kustigian, be contacted regarding the groundbreaking ceremony.

The Board reviewed a public notice from Pioneer Valley Planning Commission informing the public that a meeting will be held on Tuesday, May 24th at 7:15 p.m. in the Selectmen's Meeting Room to discuss minor changes to the Warren Senior Improvement & Expansion, Crescent Street Improvements, and Domestic Violence Services projects.

The Board reviewed an email from MMA informing the Board of a seminar on "Solar in Cities and Towns" which will be held on Wednesday, May 25th and Thursday, May 26th at the Milford Doubletree Hotel and Peabody Marriott Hotel. Mr. Souza, Jr. plans to attend this seminar.

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The Board reviewed a request from Roger Beaupre to obtain a Pawn Shop License. A motion to issue a Pawn Shop License to include buyer of precious metals until December 31, 2011 provided he meets all requirements including the Building Inspector was made by Mr. Souza, Jr.; second; Mr. Downing – voted unanimously.

The Board reviewed an email from Turley Publications informing the Board they will no longer be mailing the Quaboag Current to residents. In addition, they are requesting permission to place paper boxes at the Warren Town Hall and West Warren Post Office for residents.

MAY APPOINTMENTS

A motion to appoint the following to a one-year term was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously:

Town Counsel	Kopelman & Paige
Wiring Inspector	Scot A. Mansfield
Senior Center Director	Armand Dimo
Senior Center Meals Coordinator	Charlene Disley
Parking Clerk	Mildred Gushue
Emergency Management Director	William Reusch
Part-time Police Officer	Thomas Naujoks
	Thomas Gajewski
	Karen Nicholas
	Rene Cote
	Thomas Messina
Full-time Dispatcher	Lisa Pensinger
	Collette Daniels
	Ruth Davis
Part-time Dispatcher	Elaine Shonio
	Karen Francis
	David Goldberg
	Sharla Pule
	Dawn Guzik
Police Administrative Clerk	Angela L. Cavanaugh
Procurement Officer	Angela L. Cavanaugh
Environmental Certifying Officer	Madeline Witaszek
ADA Officer	Robert W. Souza, Jr.
Sexual Harassment Officer	Mark A. Avis
Veteran Services Director	David A. Delanski
CMRPC Alternate	

A motion to appoint the following to a three-year term was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously:

Full-time Police Officer	Sgt. Joseph R. LaFlower
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COMINS POND USE AGREEMENT

A motion to accept and sign the Comins Pond Use Agreement with the Warren Water District and Parks Department for FY 12 provided a second signature is acquired from another Parks Commissioner was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

CMRPC AGREEMENT FOR MESSAGE BOARD

A motion to authorize the Chairman, David Delanski, to sign an agreement with CMRPC pertaining to the transfer of Message Board #011M612 was made by Mr. Souza, Jr.; second; Mr. Downing – voted unanimously. The Board requested the sign be insured and registered as required by the agreement and

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that the Highway Surveyor be contacted and informed that the sign must be stored in the Highway Garage when not in use.

TREASURY WARRANTS

A motion to accept warrant #130 dated May 2, 2011 in the amount of \$31,877.10 and warrant #131 dated May 2, 2011 in the amount of \$59,827.55 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to accept warrant #132 dated May 9, 2011 in the amount of \$32,605.05 and warrant #134 dated May 9, 2011 in the amount of \$57,031.68 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to accept warrant #133 dated May 9, 2011 in the amount of \$354.67 made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

A motion to accept warrant #135 dated May 16, 2011 in the amount of \$92,439.86 and warrant #136 dated May 16, 2011 in the amount of \$31,999.98 and warrant #138 dated May 16, 2011 in the amount of \$600.00 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to accept warrant #137 dated May 16, 2011 in the amount of \$330.21 made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

PVPC INVOICE(S)

A motion to sign and approve payment to Pioppi Construction, Inc. in the amount of \$60,731.46 for Payment No. 1 for Crescent Street was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

LENARD ENGINEERING CHANGE ORDER

A motion to authorize the Chairman, David Delanski, to sign a change order for compilation of additional bid packages for the South Street Sewer Extension Project in the amount of \$3,735.20 was made by Mr. Souza, Jr.; second; Mr. Downing – voted unanimously.

MINUTES

A motion to approve and sign the open session minutes of March 22 2011 as written was made by Mr. Souza, Jr.; second; Mr. Downing – voted unanimously.

A motion to approve and sign the open session minutes of March 29, 2011 as written was made by Mr. Souza, Jr.; second; Mr. Downing – voted unanimously.

OTHER BUSINESS

Mrs. Cavanaugh requested permission to begin posting minutes on the Town website as a courtesy for residents. The Board authorized Mrs. Cavanaugh to post minutes only after they are approved by the Board and only when time allows.

Mrs. Cavanaugh requested permission to change the office hours the weeks of June 27th and July 5th from 9 a.m. – 1 p.m. to 8 a.m. to 12 p.m. and to take a sick day for FMLA on July 26th to tend to her son who is having surgery. A motion to authorize Mrs. Cavanaugh to change the office hours the weeks of June 27th and July 5th and take a sick day on July 26th was made by Mr. Souza, Jr.; second; Mr. Downing – voted unanimously. The Board requested that the door and web be posted and that the Town Clerk be informed of office hours.

Mrs. Cavanaugh informed the Board that the Town Accountant has greatly aided the Selectmen's Office and the Finance Committee in preparation for the upcoming annual town meeting. The Board requested a letter of appreciation be sent to the Town Accountant for all her help.

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The Board requested that the Police Chief be contacted and requested to monitor Southbridge Road and Bridge Street for speeding and submit a report to the Board as soon as possible.

The Police Chief requested permission to allow New England Relay to host a relay on June 11th and 12th since they have provided the Board with a Certificate of Insurance and time schedules as requested. A motion to allow New England Relay to host their relay on June 11th and 12th was made by Mr. Souza, Jr.; second; Mr. Downing – voted unanimously.

A motion to adjourn the meeting at 7:49 p.m. was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

Respectfully Submitted,

Angela L. Cavanaugh
Selectmen's Secretary

Robert K. Downing, Clerk