

**BOARD OF SELECTMEN
MINUTES OF MAY 24, 2011**

PRESENT: David A. Delanski, Chairman, Robert W. Souza, Jr., Vice-Chairman, 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 memo from the Police Chief updating the Board in regards to complaints of speeding on Southbridge Road and Bridge Street. The Board requested a copy of this memo be mailed to Arthur O'Brien.

The Board reviewed a memo from the Police Chief requesting permission to spend \$1,500.00 out of his Police Services/Supplies Account to purchase promotional items for educational purposes for future events such as Fourth of July, Family Fun Day, Halloween, etc. The Board approved the Police Chief's request to purchase promotional items in the amount of \$1,500.00.

The Board reviewed a request from Como's for a Class III License due to changes in federal regulations in order to continue daily operations of the business. The Board requested that Mr. Como be sent an application to fill out and request his attendance at their next meeting.

The Board reviewed a letter from the ABCC informing the Board of the new quota for the Town of Warren pertaining to liquor licenses based on the new federal census.

The Board reviewed an email from MMA seeking a Worcester County Selectmen for the MMA Board of Directors for the remainder of 2011 through the end of 2012. The Board approved Mr. Souza, Jr. requests to apply for appointment to the MMA Board of Directors.

The Board reviewed a letter from Jim Mitchell informing the Board of an event to take place on Keith Guyotte's property located on Reed Street involving the Connecticut Ramblers Motorcycle Club to be held on July 9th and July 10th. The Board informed Mr. Guyotte that he needs to apply for a special permit with the Planning Board. The Board requested that Mr. Guyotte and Mr. Mitchell attend their next meeting. The Board requested that the Police Chief, Fire Chief, and Planning Board be asked to attend this meeting.

The Board reviewed a letter from the Town Clerk informing the Board that the kennel license held by "Wow Take A Bow" is in good standing. The Board requested Mr. Gene's Fountain's attendance at their next meeting.

The Board reviewed a memo from Lenard Engineering pertaining to the approved additional funding in the amount of \$19,000.00 for the downtown design. A motion to authorize the Chairman to sign an

Minutes of May 24, 2011

agreement with Lenard Engineer for additional funding for the downtown design in the amount of \$19,000.00 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

The Board reviewed an email from the Fire Chief informing the Board of a quote he has received from Belfour USA of Hopkinton, Ma to repair the water damages incurred at the Fire Station B in the amount of \$19,250.70. The Board requested Chief Dolan's attendance at their next meeting.

7:15 P.M. – CDBG PUBLIC MEETING – CRESCENT STREET, SENIOR CENTER IMPROVEMENT PROJECT AND DOMESTIC VIOLENCE TASK FORCE

Christopher Dunphy of Pioneer Valley Planning Commission presented to the Board that press releases, flyers, and public notices pertaining to the FY 2010 Block Grant Program which includes Crescent Street Improvements, the Senior Center expansion, and expanded services for Domestic Violence. Mr. Dunphy began by expanding on the Crescent Street project and the Senior Center expansion. Mr. Dunphy proceeded by informing the Board that there have been changes to the Senior Center expansion due to the fact that the frost wall cannot be attached to the current foundation and the new foundation must be 10 feet away from the old foundation. Therefore the basement of the Senior Center will be reduced by 200 feet. Mr. Dunphy then updated the Board by informing them that Mr. Glenn K. Phillips of Crescent Street has signed a Right of Entry in order for the Town to enter his property to complete work for the Crescent Street Improvement project. Mr. Scott Charpentier of Lenard Engineering introduced himself to the public and proceeded by stating that the slope on the North side of Crescent Street requires stabilization and removal of undesirable trees. Mr. Charpentier stated that the Crescent Street project was originally projected to cost approximately \$195,699.00 and is actually expected to cost \$80,000.00 less. Further, Mr. Charpentier mentioned that the residents of Crescent Street are requesting no sidewalks be placed on Crescent Street. Mr. Charpentier informed the Board that in order to receive funding 50% of the sidewalks must remain part of the project and suggested that sidewalks be placed near Southbridge Road and Comins Pond Road proceeded by a crosswalk to the right side of Crescent Street. Mr. Souza, Jr. asked Mr. Charpentier if these changes would still allow the resident on Crescent Street the option of parking in front of their home as requested in a prior meeting. Mr. Delanski then asked Mr. Dunphy if the sidewalks could even be removed since the project was already submitted and approved by DHCD. Mr. Dunphy stated that removing the sidewalks would drastically alter the original project as submitted and would require re-submittal to DCHD for approval and a formal public hearing. Mr. Souza, Jr. was concerned that a fire truck would not be able to access Crescent Street if parking were allowed on both sides of the street. The Highway Surveyor, Thomas Boudreau, stated that this design would be beneficial to the Highway Department in the winter during plowing. A motion to approve removal of 50% of the sidewalks on Crescent Street and re-submit the project to DHCD for approval was made by Mr. Souza, Jr.; second; Mr. Downing – voted unanimously.

MEMORIAL DAY

Mrs. Cavanaugh updated the Board and the Public regarding upcoming Memorial Day events.

HIGHWAY DEPARTMENT – FLEET

There was brief discussion pertaining to fleet concerns at the Highway Garage. The Highway Surveyor, Thomas Boudreau, requested permission to store wood chips and straw for residents at the highway garage. The Board approved the latter provided that permission is received from the Planning Board and/or Conservation Commission. Mr. Boudreau then requested permission to have the oil separating tank pumped. The Board approved Mr. Boudreau pumping the oil separating tank. Mr. Boudreau informed the Board that he is looking into painting lines this summer. Mr. Boudreau then requested permission from the Board to seek obtaining a street sign maker in order to implement replacing street signs according to the Mass DOT. Mr. Boudreau stated that currently signs cost approximately \$40.00 each to make and he expects the street sign maker to cost approximately \$3,000.00 (this machine will not make the poles). Mr. Boudreau was looking into purchasing this with another surrounding Town.

Minutes of May 24, 2011

MAY APPOINTMENTS

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

Angela L. Cavanaugh	Selectmen's Secretary
Chris Matczak	Part-time Dispatcher
Sara M. Prideaux	Animal Control Officer
Leah Chadwick	Alternate Animal Control Officer

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

A motion to sign and approve Certificate for Payment No. 1 to P & P General Contractors in the amount of \$9,737.50 for the FY 10 Warren Senior Center Expansion & Improvement Project was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

TREASURY WARRANTS

A motion to accept warrant #139 dated May 23, 2011 in the amount of \$32,955.32 and warrant #141 dated May 23, 2011 in the amount of \$345,883.25 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to accept warrant #140 dated May 23, 2011 in the amount of \$354.67 made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

PVPC INVOICES

A motion to sign and approve payment to PVPC in the amount of \$10,222.42 for Invoice No. 15 for FY09 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to sign and approve payment to Lenard Engineering in the amount of \$4,843.00 for Invoice No. 54987 for Crescent Street was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to sign and approve to Clark & Green in the amount of \$1,106.06 for the Senior Center Improvement Project was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

MINUTES

A motion to approve and sign the open session minutes of April 5, 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 April 19, 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 May 2, 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 May 9, 2011 as written was made by Mr. Souza, Jr.; second; Mr. Downing – voted unanimously.

OTHER BUSINESS

Mrs. Cavanaugh informed the Board that the Town Accountant has submitted a memo stating that she needs to stay overnight for the upcoming MMAAA conference but only has enough funds to pay for the conference. A motion to approve paying lodging costs for the Town Accountant to attend the MMAAA conference out of the Selectmen's Expense Account was made by Mr. Souza, Jr.; second; Mr. Downing – voted unanimously.

Minutes of May 24, 2011

Mrs. Cavanaugh informed the Board that she has received quotes from Griswold Glass for the two broken windows in the basement. The Board approved repair of both windows.

The Board requested that building security be discussed with the Police Chief at a future meeting.

A motion to adjourn the meeting at 8:29 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