

**BOARD OF SELECTMEN
MINUTES OF JUNE 28, 2016
SHEPARD MUNICIPAL BUILDING**

PRESENT: Dario F. Nardi, Chairman, James A. Gagner Jr., Vice-Chairman,
ABSENT: Marc W. Richard, Clerk
ATTENDEES: See attached listing

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

Chairman Nardi announced that tonight's meeting was being both video and audio taped and requested anyone in the audience to disclose if they are recording tonight's meeting. Ms. Colleen Montague acknowledged audio recording.

Old Business

Building Inspector: Request to raise 53E ½ Cap, *discussion, possible vote*

Following a brief discussion/clarification on the request; Motion to increase FY16 CAP by \$3,000.00 from \$12,000.00 to \$16,000.00, by Mr. Gagner; second: Mr. Nardi – 2-0

Down Town Improvement Project: Tree Hearing Appeal, *discussion, possible vote*

Ms. Acerra presented Appeal to the Board to allow the removal of the three (3) trees, denied by the Tree Warden on the green beltway. Following some discussion, a Motion to allow the removal of trees previously denied by Tree Warden, by Mr. Gagner; second: Mr. Nardi – 2-0

Ratify: Employment Agreement - Administrative Secretary

Motion to Ratify the signed approval of the Employment Agreement for Administrative Secretary; by Mr. Gagner; second: Mr. Nardi – 2-0

Ratify: Mass Contract for DEP recycling Grant

Motion to ratify the approval and signing of contract documents for DEP Recycling Grant; by Mr. Gagner; second: Mr. Nardi – 2-0

Comments & Concerns

Ms. Barbara Larkin addressed the Board with her concerns over the side lot of the Shepard Building currently being used as the staging area for the construction in the downtown area. She has concerns over the dust being created; the noise and what she believes to be lack of consideration to area residents. Ms. Larkin has spoken to both Ms. Acerra and Ms. Eichacker, Conservation chair over the use of calcium chloride (used to keep dust down) and the future of the lot. Ms. Acerra responded when the site was initially approved by the Board, she had reached out to the Conservation Commission on the matter. Currently there is silk fencing around area and a stone pad to minimize dust tracking. Mr. Nardi added, that as part of the agreement, the area is to be returned to its pre-staging form. Further discussion was had to reach out to contractor for mats to keep down dust and making the agreement and information for the project available to residents with concerns.

Ms. Mary Bellerose made inquiry if the two vendors proposing the LED street light heads had been asked about the CT & K-Factors and whether they met the compliance with the AMA Guidelines. Mr. Nardi offered to reach out to Sharon Tierney of Graybar to find out more information about concerns raised by Ms. Bellerose.

Ms. Beverly Soltys made inquiry that Mr. Schlosstein holds a CPA and asked if Ms. Prokop would become a CPA. Discussion continued that the Treasurer's position does not require a CPA designation; guidelines for the position are outlined under M.G.L. When asked if Ms. Prokop held accounting experience, Mr. Nardi replied yes and that her [Prokop] credentials and work experience were looked at. He could not speak for Mr. Gagner or Mr. Richard; however, after a long discussion with Mr. Schlosstein and looking at Ms. Prokop's background, in his opinion it is a good move for the Town.

Mr. James McKeon notified the Selectboard that the CERT vehicle has been relocated to the Highway Department for the Town of West Brookfield.

Correspondence

The Board reviewed the following:

Correspondence from the office of Governor Charles Baker, extending a Congratulations to the Town of Warren along with Hardwick and Ware as having been awarded \$724,000.00 for FY 2016 Community Development Fund Grant (CDBG) *Noted*

Email from Highway Surveyor, his department is actively working on maintaining water levels at the former KOA campground off of North Street. He will keep the Board informed of developments. *Mr. Gagner asked the Chairman for permission to speak to Highway Surveyor on the matter. Mr. Nardi agreed.*

Special Town Meeting July 20, 2016 – Warrant, discussion, vote to sign

There was discussion as to the upcoming Special Town Meeting to be held on Wednesday, July 20, 2016 at 6:00 PM at the QRHS Auditorium. Article 1- seeks a vote on the revised School Committee's FY17 budget for the QRSD. The article was read and a discussion was had as to the budget process and the request by the QRSD School Committee for an increase of about \$170,000.00 to the \$225,000.00 above minimum contribution approved at the Annual Town Meeting in May, thus making the above minimum contribution \$395,000.00 up for consideration.

Article 2 on the Warrant will seek a vote to consider the purchase of property by the Town; 1088 Main Street. The building was recently damaged due to a fire and the property owner has interest in selling. Mr. Gagner had the opportunity to meet with the owner and hear his proposal to demolish the current building; grade and level the lot with crushed stone for an asking price of \$105,000.00. Both Mr. Gagner and Mr. Nardi cited the benefits to the possible acquisition of the property, most notably, it could provide much needed parking for the Downtown area now and in the future.

Article 3 on the Warrant will seek to increase the Police Special Duty Pay account by \$5000.00. There was discussion on how this account is used and the need for the increase based on the upcoming anticipated use due to the Downtown Improvement project.

With no further discussion on the Warrant, a Motion to approve and sign the Warrant, by Mr. Gagner; second: Mr. Nardi – 2-0

Ms. Bellerose asked if information could be put out to residents, the Board agreed. Mr. Mongeon added that he would ask the Police department to assist with a reverse 911 broadcast.

Town Planner, Contract amendment & extension, discussion, possible vote – (Tabled)

Administrative Secretary, position, discussion

Mr. Nardi stated that the Board has entered into discussions with Ms. Rebecca Acerra, to possibly taking over the position later this summer. Both Mr. Nardi and Mr. Gagner find that Ms. Acerra is a qualified candidate, given her long standing experience and employment with the Town and her work as Selectmen’s Assistant. There are still details that will need to be worked out and the vacancy in the Selectmen’s Assistant will need to be filled as well. There was some additional discussion around questions raised from the audience as to filling the position(s); it is within the purview of the Selectboard which also acts as the Personnel Board to fill a vacancy by appointment which is the case with the interim Treasurer and within the Hiring Policy to fill a vacancy within the department.

Cemetery Commissioners: Per Town Bylaw- request to demolish present 15.5 x 20.5 shed @ cemetery

Mr. Gagner read the request by the Cemetery Commissioners to demolish an old shed to make room for a much needed updated replacement. The costs associated with demolition and replacement will be funded through funds previously allocated through perpetual funds. Detailed plans and photographs were provided to the Board by the Commissioners. A Motion to approve the request to demolish the old cemetery shed, made by Mr. Nardi; second: Mr. Gagner – 2-0

Chapter 90 Punch List; resurfacing, drainage, tree removal, culvert replacement of Keys Road and Bemis Rd.

A motion to Ratify the approval and signing of the Chapter 90 Punch List, by Mr. Gagner; second: Mr. Nardi 2-0

Appointments

Motion to appoint the following made by Mr. Gagner, second: M. Nardi - unanimous

<u>ONE-YEAR TERM</u>		Expires:
ADA Officer	Madeline Witaszek	6/30/2017
Animal Control Officer	Sara M. Prideaux	6/30/2017
Alt. Animal Control Officer	Leah Chadwick	6/30/2017
Census supervisor	Nancy J. Lowell	6/30/2017
CMRPC Delegate	Peter H. Krawczyk	6/30/2017
CMRPC Alternate	Dario F. Nardi	6/30/2017
Conservation Secretary	Rachael L. Carney	6/30/2017
Decorating Committee	James A. McKeon	6/30/2017
Emergency Management - Interim Deputy Director	James A. McKeon	6/30/2017
Environmental Certifying Officer	Rebecca Acerra	6/30/2017
Hearings Officer	Nancy J. Talbot	6/30/2017
Parking Clerk	Mildred Gushue	6/30/2017
Procurement Officer	Madeline Witaszek	6/30/2017
Quaboag Hills Tourism Council	Sylvia G. Buck	6/30/2017
SCM Elder Bus – Delegate	Sharon Meli	6/30/2017
Senior Center Director	Sharon Meli	6/30/2017
Senior Center Meals Coordinator	Charlene Disley	6/30/2017
Senior Center General Helper	Cheryl E. Gagnon	6/30/2017
Sexual Harassment Officer	Kerry Ann Schmidt	6/30/2017

Tax Title Custodian	Robert E Lavash, Sr.	6/30/2017
Town Counsel	Kopelman & Paige	6/30/2017
Wiring Inspector, Alternate	Paul Shepardson	6/30/2017

Police Department

Part-time Police Officer	Rene P. Cote, II	6/30/2017
Part-time Police Officer	Christopher Matczak	6/30/2017
Part-time Police Officer	David A. Mellen	6/30/2017
Part-time Police Officer	Keith E. Nicholas	6/30/2017
Part-time Police Officer	Daniel Courtney	6/30/2017
Part-time Police Officer	Anastasios Karamanakis	6/30/2017
Full-time Dispatcher	Lisa Pensinger	6/30/2017
Full-time Dispatcher	Ruth Davis	6/30/2017
Full-time Dispatcher	Karen Francis	6/30/2017
Part-time Dispatcher	Elaine Shonio	6/30/2017
Part-time Dispatcher	Sandra Camburn	6/30/2017
Part-time Dispatcher	Maryanne Potrzuski	6/30/2017
Police Administrative Clerk	Dawn M. Guzik	6/30/2017

THREE-YEAR TERMS

Accountant	Madeline R. Witaszek	6/30/2019
Administrative Secretary	Lorena I. Prokop	6/30/2019
Building Inspector - Zoning Enforcement Officer	Jack M. Keough	6/30/2019
Police Chief	Bruce D. Spiewakowski	6/30/2019
Wiring Inspector	Scot A. Mansfield	6/30/2019

Conservation Commission

Joyce M. Eichacker	6/30/2019
John J. Lynch	6/30/2019
Richard Demetrius	6/30/2019
Phillip Woodford	6/30/2019

Council on Aging

Margaret E. Bernard	6/30/2019
Barbara A. Keith	6/30/2019
Richard H. Pisarski	6/30/2019

Mobile Home Rent Control Board

Gerald F. Fountain	6/30/2019
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Police Department

Police Sergeant	Joseph R. LaFlower	6/30/2019
Full-Time Police Officer	Joseph A. Laflower	6/30/2019
Full-Time Police Officer	Gerald N. Millette, Jr.	6/30/2019
Full-Time Police Officer	C. Scott Romani	6/30/2019
Full-Time Police Officer	Jeffrey A. Von Dauber	6/30/2019

Veteran's Council

Rebecca A. Acerra	6/30/2019
Richard V. J. Gelinis	6/30/2019
Sean R. LeBoeuf	6/30/2019
Ruth J. Lizak	6/30/2019
Judith E. Rice	6/30/2019
Lloyd A. Rice	6/30/2019
H. William Ramsey	6/30/2019

Associate Member James M. Kordek 6/30/2019

Motion to appoint the following made by Mr. Nardi, second: Mr. Gagner - unanimous

Fire Chief Adam S. Lavoie 6/30/2019

Motion to appoint the following made by Mr. Nardi, second: rule of necessity

Sexual Harassment Officer James A. Gagner, Jr. End of term

FY 16 Year End

Chief Spiewakowski spoke to the shortage in dispatchers, causing an increase in OT wages needed to be paid, therefore necessitating the need for the following Transfer request.

\$4000.00 from Police Maintenance and utilities to Dispatch Salaries

\$1000.00 from Police Janitor to Dispatch Salaries

\$3000.00 from Police Purchase of services and supplies to Dispatch Salaries

Motion to approve the requested transfers made by Mr. Gagner, second: M. Nardi - unanimous

Mr. Nardi read from the memorandum that accompanied the Treasurer’s request for the following transfer.

\$169.00 from Bank Service Charges Account to Treasurer’s Clerk Salary

\$498.00 from Bank Service Charges Account to Treasurer’s Expenses

Motion to appoint the following made by Mr. Gagner, second: M. Nardi - unanimous

Treasury Warrants and Invoices

Motion to approve the following warrants made by Mr. Richard; second: Mr. Gagner – unanimous

Date:	6/20/16	Date:	06/27/16
<u>Warrant #</u>	<u>Amount</u>	<u>Warrant #</u>	<u>Amount</u>
169	34,030.16	172	43,375.96
171	39,954.52	173	52,730.83

Motion to approve the following warrants made by Mr. Nardi; second: rule of necessity (Gagner abstained)

Date:	06/20/16
<u>Warrant #</u>	<u>Amount</u>
170	43,626.50

New Business

Mr. Gagner remarked he has received several complaint/concerns over the parking along Main St. He is suggesting that parking should be limited to 30 minutes to allow better access for patrons to area businesses and offices. Discussion continued as to how to keep time on the policy; and what parking areas would be affected. The concern was raised as to how it would be enforced, when it is common knowledge that some vehicles are parked in these slots for hours. Chief Spiewakowski responded the PD could find a method to enforce.

Next Meeting Date: July 12, 2016 @ 7:00 PM

Motion to Adjourn made by Mr. Gagner; second: Mr. Nardi – unanimous at 8:15 PM.

Respectfully submitted,

Lorena Prokop
Administrative Secretary

James A. Gagner, Jr., Vice Chairman