

**MINUTES MARCH 15, 2011
SHEPARD MUNICIPAL BUILDING**

PRESENT: Robert K. Downing, Chairman, David A. Delanski, Vice-Chairman, Robert W. Souza, Jr., Clerk, Angela Cavanaugh, Selectmen's Secretary, Scot Mansfield, Kenneth Frazier, Sue Como, and Press.

Chairman Robert K. Downing called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance in the Selectmen's Meeting Room.

COMMENTS AND CONCERNS

Mr. Frazier mentioned that there is a street light flickering in front of his house on South Street. The Board will inform National Grid of the light. Mr. Downing stated that he also noticed a light out downtown and will provide the pole number for this light. The Board requested that the Cable Committee inform residents to contact the office if there are any street lights out or flickering that are normally on.

CORRESPONDENCE

The Board reviewed a letter from the Mass. State Lottery Commission informing the Board that they are now offering existing, non-pouring agents KENO to go and have sent an application and agreement to sell Keno to the Warren Spa. The Board agreed to allow Warren Spa to sell Keno to go.

The Board read an email from the Police Chief regarding resubmitted FY12 Budget Changes. The Board will review the Police Chief's budget changes pertaining to FY12.

The Board reviewed an email from Chris Dunphy of Pioneer Valley Planning Commission (PVPC) updating the Board on the status of the contract documents pertaining Senior Center Improvement Project. Mr. Souza, Jr. informed residents that the Senior Center Improvement project is being funded by a grant totaling \$325,600.

7:15 P.M. - ELECTRICAL INSPECTOR INTERVIEW

The Board interviewed Scot Mansfield for the position of Electrical Inspector. Mr. Downing asked Mr. Mansfield which towns he is currently employed with as the Electrical Inspector. Mr. Mansfield informed the Board that he is currently working in the towns of East Brookfield, Brookfield, Brimfield, and Wales as the Electrical Inspector. Mr. Souza, Jr. asked Mr. Mansfield if he was a registered voter. Mr. Mansfield stated that he was a registered voter. Mr. Downing asked Mr. Mansfield when he usually performs inspections. Mr. Mansfield stated that he prefers to do inspections in the early evenings and on Saturdays when it is most convenient for residents and contractors. The Board thanked Mr. Mansfield for his time and informed him that they would contact him as soon as they have made a decision regarding the appointment of the Electrical Inspector.

LIBRARY GRANT AGREEMENTS

Mr. Souza, Jr. explained to the public that the town in the past has not made the libraries accountable for their funding. The town's legal counsel has suggested the use of a grant agreement with both libraries to limit the use of funds provided by town in the libraries. The

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Board would like more time to review this agreement. Mr. Souza, Jr. would like to add a clause to the agreement to restrict how the libraries spend their funding. Mr. Souza, Jr. will contact legal counsel in regards to the latter.

BID AWARD - VEHICLE EXHAUST REMOVAL SYSTEM FOR FIRE STATION B

The Board received two quotes for the Vehicle Exhaust Removal System for Fire Station B. One quote did not include the 5% bid bond as required and therefore was disqualified. A motion to award the contract for the Vehicle Exhaust Removal System for Fire Station B to Air Cleaning Specialists of N.E. of Hanover, Ma in the amount of \$13,142 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

PROCUREMENT OFFICER

A motion to appoint Angela Cavanaugh as the Procurement Officer until May 2011 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

TOWN MEETING DATE

A motion to move the Special and Annual Town Meeting to June 7, 2011 was made by Mr. Delanski; second; Mr. Souza, Jr. – voted unanimously.

WARRANTS

A motion to accept warrant #109 dated March 14, 2011 in the amount of \$31,705.24 and warrant #111 dated March 14, 2011 in the amount of \$28,310.65 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

A motion to accept warrant #110 dated March 14, 2011 in the amount of \$330.21 was made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

PVPC INVOICES

A motion to approve payment to PVPC in the amount of \$751.50 for Invoice No. 2 for FY10 pertaining to Crescent Street, the Senior Center, and Domestic Violence Task Force services was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

A motion to approve payment to PVPC in the amount of \$10,282.99 for Invoice No. 12 for FY09 pertaining to Main Street and Domestic Violence Task Force services was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

OTHER BUSINESS

Mrs. Cavanaugh mentioned to the Board that they need to appoint an Environmental Certifying Officer and ADA Officer since Jean has retired and is no longer filling these positions. The Board requested that Madeline Witaszek be contacted in regards to a letter received recommending her for appointment as the ADA Officer and ask her to attend the next meeting. In addition, the Board requested that Vernon Keith be asked to attend the next meeting in regards to the ADA Officer. The Board requested that Mrs. Cavanaugh contact Mr. Dunphy of PVPC and ask what the role of the Environmental Certifying Officer entails.

Mrs. Cavanaugh informed the Board that the Finance Committee is now down to four members due to another resignation. The Board requested that the Cable Committee and papers be contacted informing residents that there are three vacancies to fill on the Finance Committee.

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Mrs. Cavanaugh informed the Board that they need to submit Mrs. McCaughey's vacation time to the retirement board. The Board requested that Mrs. Cavanaugh find out how the vacation time needs to be submitted.

Mrs. Cavanaugh informed the Board that the Highway Surveyor plans to have the information pertaining to the Snow and Ice Account for their next meeting.

Mr. Souza, Jr. informed the Board that he has received complaints of children unattended in the halls during baseball practice. The Board requested a letter be sent to Calvin Cieslak informing him that children must be chaperoned at all times in the halls of the Shepard Building for their own safety. Further, the Board requested that Mr. Cieslak be informed that the Board will be using the gym on March 29th for a meeting.

Mr. Delanski mentioned to the Board that he would like to do something for the girls/boys high school basketball team for all their hard work this season. Mr. Souza, Jr. informed the Board that the school is currently planning an event for the basketball teams in which the Board could attend.

A motion to adjourn the meeting at 8:00 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