

**MINUTES MARCH 1, 2011
SHEPARD MUNICIPAL BUILDING**

PRESENT: Robert K. Downing, Chairman, David A. Delanski, Vice-Chairman, Robert W. Souza, Jr., Clerk, Angela Cavanaugh, Selectmen's Secretary, Jack Keough, Sara Prideaux, and Press.

Chairman Robert K. Downing called the meeting to order in the Selectmen's Office at 6:30 p.m.

6:30 P.M. EXECUTIVE SESSION – CONTRACT NEGOTIATION W/NON-UNION PERSONNEL

A motion to go into executive session with non-union personnel was made at 6:30 p.m. by Mr. Delanski; second; Mr. Souza, Jr. – unanimous. Roll call vote: Mr. Delanski – yea, Mr. Souza, Jr. – yea, and Mr. Downing – yea.

The meeting reconvened at 6:55 p.m.

COMMENTS AND CONCERNS

None.

CORRESPONDENCE

None.

ANIMAL CONTROL OFFICER

The Board interviewed Sara Prideaux pertaining to Animal Control Officer position. Mr. Delanski asked Ms. Prideaux if she has her rabies/distemper shot. Ms. Prideaux stated that she is on a waiting list at Wing Memorial for her shot. The Board then presented Ms. Prideaux with various scenarios and asked questions pertaining to these scenarios in which she answered thoroughly. The Board asked Ms. Prideaux when she is available. She stated that she is available 24 hours a day since she is currently attending college part-time and aids her mother in breeding animals. The Board informed Ms. Prideaux that they are looking to combine the Animal Inspector position along with the Animal Control Officer position. The Board asked Ms. Prideaux if she would be interested in working both positions. Ms. Prideaux stated that she is interested but would like to research the Animal Inspector position. The Board requested that Ms. Prideaux be given copies of the job descriptions pertaining to both positions. Finally, the Board informed Ms. Prideaux that this position will not be appointed and filled until May 2011.

BUILDING INSPECTOR

The Board discussed renegotiating a salary with the Building Inspector, Jack Keough. Mr. Delanski informed Mr. Keough that there have been complaints pertaining to response time from residents and contractors. Mr. Delanski stated that he was aware that there have been several medical situations and that he is aware that the Secretary has been out but that these complaints are ongoing. Mr. Delanski asked Mr. Keough his salary structure is the reason for the slow response time. Mr. Keough mentioned that he has not responded in a timely manner recently due to family illness. Mr. Keough stated that he is back to his normal hours and is responding in a timely manner now. Mr. Delanski asked Mr. Keough if he is operating efficiently without his secretary. The Board requested that Mr. Keough inform the Board if he needs help

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in his department while the secretary is out on medical leave. Mr. Keough stated that at the moment he is operating just fine since this is a slower time of year.

The Board discussed several different options with Mr. Keough pertaining to his salary structure and requested that he submit a proposal to the Board as to what he believes is a reasonable salary structure for his position.

SELECTMEN'S BUDGET

A motion to place an article on the Annual Town Meeting Warrant to place a position in Grade A-1 for Selectmen's Assistant was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

A motion to approve increasing the Selectmen Secretary's hourly rate to \$12.54 until May 2011 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously. The Board agreed to change the office hours to be open as follows: Monday and Tuesday 9 a.m. to 2 p.m., Wednesday and Thursday 8 a.m. to 2:30 p.m.

A motion to approve increasing the Selectmen Secretary's hours to 26 hours a week until June 2011 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

A motion to increase the Selectmen's Salary to the minimum required salary of \$5,000 a year in order to be placed into the retirement system was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

LIBRARIES BUDGET

The Board reviewed the legal opinion from Town Counsel pertaining to the library budgets. The Board requested that Town Counsel be contacted regarding their opinion about using a grant agreement and asked a grant agreement entails and what the benefits of using such an agreement are for the town. The Board would like a draft of a grant agreement for their review. In addition, the Board would like Town Counsel to draft a separate articles and ballot questions for both libraries for the election and annual town meeting warrant.

AUDIT SERVICE CONTRACT

A motion to approve the Chair's signature for a two year extension agreement for the Audit Service Contract with Giusti, Hingston, and Co. with no increase in fees as recommended by the Treasurer and Accountant was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

ONE DAY POURING LICENSE

The reviewed a request from the Knights of Columbus for a one-day wine and malt pouring license for Saturday, March 5, 2011. A motion to approve a one-day wine and malt pouring license for the Knights of Columbus for Saturday, March 5th was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

MAIN STREET IMPROVEMENT PROJECT

A motion to issue and approve the Chair's signature for a Certificate of Substantial Completion for Morais Concrete Services pertaining to the Main Street Improvement Project for FY 2009 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

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BID AWARD - SENIOR CENTER EXPANSION AND IMPROVEMENTS PROJECT

A motion to award the bid for the Senior Center Expansion and Improvements Project to P & P General Contractors for \$325,000 (base bid with alternate bid) and authorize the chair to sign the contract was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

WARRANTS

A motion to accept warrant #103 dated February 28, 2011 in the amount of \$34,895.63 and warrant #105 dated February 28, 2011 in the amount of \$180,999.38 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

A motion to accept warrant #104 dated February 28, 2011 in the amount of \$330.21 was made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

OTHER BUSINESS

The Board requested that the new office hours be posted on the web and the door.

A motion to adjourn the meeting at 9:00 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